

What's ON

BUNDABERG

Event
management
guide



Table of contents

| | | | |
|---|----------|--|-----------|
| Introduction..... | 2 | Music..... | 1 |
| Event definition..... | 2 | Wastewater discharge..... | 12 |
| Event notification..... | 2 | Amenities..... | 12 |
| Preparing for your event..... | 3 | Needles and syringe disposal..... | 12 |
| Assessing idea and opportunity..... | 3 | Feeding tents..... | 12 |
| Setting objectives and theme..... | 3 | Camping..... | 13 |
| Lead time..... | 3 | Smoking..... | 13 |
| Setting the event date..... | 4 | Dust control..... | 13 |
| Developing the action plan..... | 4 | Electrical safety..... | 13 |
| Grants/Sponsorship..... | 4 | Gas safety..... | 14 |
| Fundraising..... | 5 | Waste management..... | 14 |
| Disability access..... | 5 | Litter & waste management..... | 14 |
| Event Management Plan..... | 5 | Traffic, transport and parking..... | 14 |
| COVID safe events..... | 5 | Traffic management..... | 14 |
| Venues and structures..... | 6 | Traffic Management Plan..... | 15 |
| Council venues, facilities and parks..... | 6 | Temporary road closure..... | 15 |
| Development assessment..... | 6 | Council requirement – temporary road closure/ reduction in speed limit..... | 15 |
| Temporary buildings and structures..... | 6 | Public transport..... | 16 |
| Minimising risk..... | 7 | Parking..... | 16 |
| Risk management..... | 7 | Pedestrian management..... | 16 |
| Site plan..... | 7 | Signs..... | 16 |
| Insurance..... | 8 | Council requirements..... | 16 |
| Public liability insurance..... | 8 | Department of Transport and Main Roads requirements... | 17 |
| Other types of insurance..... | 8 | Marketing..... | 17 |
| Emergency Management Plan..... | 8 | Media/Marketing..... | 17 |
| First Aid..... | 9 | Event program..... | 17 |
| Queensland Ambulance Service..... | 9 | Pre-event & post-event briefings/evaluations..... | 17 |
| Security..... | 9 | Pre-event final briefing..... | 17 |
| Cash..... | 9 | Post-event evaluation..... | 17 |
| Crowd control..... | 9 | Council resources..... | 18 |
| Public health and safety..... | 9 | Appendix A - Action Plan..... | 20 |
| Licences, permits and approvals..... | 9 | Appendix B – Site Plan (Example)..... | 21 |
| Food safety..... | 10 | Appendix C – Risk Management..... | 22 |
| Licensing..... | 10 | Appendix D – Resident Notification Letter (Template)..... | 25 |
| Event organisers responsibilities..... | 10 | Appendix E - Event Checklist Summary..... | 26 |
| Liquor..... | 10 | | |
| Fireworks..... | 11 | | |
| Noise management..... | 11 | | |

Further information

There are a number of Council departments that deal with various elements of an event. Contact information for these departments is provided throughout this guide.

However, it is recommended that you initially direct any queries about Council's requirements for events to Council's Events Unit by email to events.admin@bundaberg.qld.gov.au or by phone on **1300 883 699**.

Event disclaimer

The information provided in this Event Management Guide has been compiled for your convenience. Bundaberg Regional Council ('Council') makes no warranties about the accuracy or completeness of any information contained in the guide. The guide is not a substitute for independent professional advice and Council strongly recommends that event organisers obtain any appropriate professional advice relevant to their particular circumstances. Council will not accept any liability for any loss, damage or other injury resulting from the use of this guide and reserves the right to make changes, modifications, additions, deletions and corrections at any time and without notice.

Council shall not be liable, to the extent permitted by law, for any loss or damage whatsoever which is suffered (including but not limited to indirect or consequential loss) or for any personal injury suffered or sustained in connection with any use of or reliance on any information contained in the guide.

Council reserves the right to make changes, modifications, additions, deletions and corrections to the guide at any time and without notice.

Bundaberg Regional Council supports inclusive, vibrant and sustainable events that showcase the Bundaberg Region and support stronger community engagement.

Bundaberg Regional Council is committed to working with the community to deliver well-managed events within the Bundaberg Region.

This Event Management Guide has been produced by Bundaberg Regional Council to assist you in organising and running events in the Bundaberg Region. Events include but are not limited to concerts, festivals, markets, community events and organised one-off sporting events. There are many important considerations when planning an event. This guide does not attempt to list everything that will need to be done for every type of event. It is not designed as a technical checklist covering detailed specifications. It contains general information about event management that is aimed at assisting you in best practice event management.

Please note some event planning considerations that may be required by State Government legislation are not addressed in this Event Management Guide and it is recommended you contact the Queensland Government on 13QGOV (13 74 68).

If you require information, permits or licences from Council for your event (as detailed further in this guide), you should endeavour to seek and/or lodge all documentation with Council as early as possible to enable processing prior to your event.

Fees may apply to the permits or licences discussed in this guide.

For a full list of Council's fees refer to bundaberg.qld.gov.au/council/fees-charges

Event definition

For Council purposes, an event is defined as a public and/or social gathering of people for a community or commercial function or activity.

Events may include:

- Sports & Recreation
- Markets/Fairs
- Exhibitions
- Large Conferences
- Arts/Cultural Events
- Youth Events
- Festivals
- Trade Shows
- Special Interest Events
- Music Events
- Large Gatherings

Do you need to notify Council about an event?

Generally yes, Council regulates Temporary Entertainment Events on Council land, on road and on private property to ensure they are carried out in a safe & enjoyable manner for patrons, whilst preventing nuisances to the surrounding environment.

If your event is on public land or uses public facilities, or if your event impacts on normal public activities, you are likely to require either approval to use these spaces and/or approval to carry out your activity regardless of participant number.

Some functions or events on private land may also require Council approval.

You will be required to submit an Event Application Form if your event expects 1000+ participants or in the instance that Council deems that your event is more complex in nature.

As part of this form you will need to provide a detailed Event Management Plan, Risk Management Plan & Site Plan.

Preparing for your event

Careful planning is vital to a successful event. Planning an event starts by addressing five issues:

1. Assessing the idea and opportunity
2. Setting the objectives and theme
3. Determining the planning lead time
4. Setting the event date
5. Developing the Action Plan

Assessing idea and opportunity

Consideration should be given to:

1. The type and size of the event
2. Available resources
3. Sponsorship/funding
4. Other similar types of events
5. Potential off-site impacts – e.g. location, noise, dust and neighbours
6. Ability to deliver the event - i.e. capacity to physically host the event or financial capabilities

Setting objectives and theme

A clear objective should be set from the beginning. For example, you could aim to raise funds for a charity or particular project, start a new annual event etc. The reason you are planning an event will impact/influence how you approach your event, or generate support or funding.

Lead time

Lead time is the time it will take for you to plan, organise and promote the event. Tourism and Events Queensland (TEQ) identified in its publication 'How to Organise Special Events' the following lead times:

Small local events (lead time 6-12 months) could include but is not limited to:

- 50-500 participants, artists, staff, contractors, volunteers

- 1-5 caterers or food vendors
- Limited or no temporary infrastructure (for example: less than five small marquees)
- Low or no noise impact
- Low or no change to traffic conditions or parking

Medium scale events (lead time 1-2 years) could include but is not limited to:

- 501-2500 participants, artists, staff, contractors, volunteers
- 6-14 caterers or food vendors
- Moderate temporary infrastructure (for example: single stage, larger structures)
- Mid-high noise impact
- Moderate additional traffic to the site area

Large events (lead time 2 years or more) could include but is not limited to:

- 2500+ participants, artists, staff, contractors, volunteers
- 15+ caterers or food vendors
- Substantial infrastructure required (for example: staging, marquees, toilets)
- High noise impact
- Substantial additional traffic to the site area
- Road closures or traffic stoppages required
- Impacts on public transport
- Impacts on adjoining land uses

Ideally, planning should start at **least 12 months** prior to any event.

Failure to allow adequate lead time increases the chances of errors and overlooking aspects of the planning process important to the success of your event.

It is highly recommended that you liaise early with Council in your event planning to ensure you identify and obtain all relevant Council approvals, including Development Approvals where applicable. If required, a Development Approval can often take weeks, maybe months to get in place.

Setting the event date

Whether the event is going to be held indoors or outdoors will impact when you may hold your event (seasonal weather).

You should also consider the region's annual event calendar and tourism patterns.

The Australian Tourism Data Warehouse (ATDW) is also a good site to list your event on (although this is a national site, it is associated with Bundaberg Tourism bundabergregion.org)

Tourism and Events Queensland (TEQ) also has an Events Calendar called "It's Live!". For more information visit: queensland.com/events.

What's on Bundaberg

When planning an event, it is important to consider what other events are planned for that date and location in the Bundaberg Region. Jump onto the What's on Bundaberg website whatsonbundaberg.com.au and check if there are any conflicting events.

While you are there, why not submit your event to increase community awareness. **It's free!**

Developing the Action Plan

An Action Plan should be prepared as soon as the lead time has been identified. An Action Plan identifies all activities needed to make the event happen (pre and post event). It covers what, when and who is to undertake/complete these activities.

Again, be mindful of the need to obtain as early as possible any relevant Council approvals, including Development Approvals or Temporary Use Permits (other permissions).

It is recommended that all activities should be completed two to four weeks before the event to establish a buffer period to allow for unexpected delays in completing tasks.

You should try and regularly review the action plan to keep yourself on track in your planning.

It may also be necessary to alter the timing and/or sequence of some tasks.

It is important that the Action Plan includes not just pre-event actions but also post-event actions (i.e. clean up of venue, return of hire equipment etc).

Appendix A – Action Plan:

This is an example of an Action Plan.

Grants and sponsorship

Depending on the type of event, a range of grants and other assistance may be available from Local, State and Federal Government sources.

When dealing with government agencies, it is important to remember that they receive numerous requests, so allow ample time to receive a response to an application for support.

In addition to grants through Local, State and Federal Government sources, you may want to approach businesses for sponsorship.

For more information about Council Grants and Financial Assistance, please either contact Council or visit Council's website: bundaberg.qld.gov.au

You may also want to look into funding through Tourism and Events Queensland (TEQ). TEQ has various publications available to assist you in accessing grants, such as 'The Grants Guide' or 'How to Organise Special Events and Festivals in Queensland'. To access the guides and further information contact TEQ on **(07) 3535 3535** or visit their website at teq.queensland.com

Queensland Government website provides general information about event sponsorship and grants. For more information visit:

qld.gov.au/community/your-home-community/event-sponsorship-grants/

There are also some good subscription-based publications like Grant Guru Community (see

community.grantready.com.au/) which are a great tool for finding out about grants and fundraising.

Fundraising

If you are considering fundraising for your event, you may need to be authorised by the *Gambling and Racing Commission Act/Lotteries Act 1964*.

Disability access

The *Federal Disability Discrimination Act 1992* (DDA) aims to ensure that people with disabilities are not treated less favourably than people who do not have a disability. All States and Territories in Australia have similar laws that prohibit discrimination. In Queensland it is the *Anti-Discrimination Act 1991*.

Making events accessible for people with disabilities is a legal requirement. If you run an event you will be responsible for making sure the event is accessible.

Access for people with disabilities is not only about physical access to buildings for wheelchair users, but also includes, for example, access to written information for people with vision impairments and access to public announcements for deaf people.

To assist event organisers, Meetings & Events Australia has published 'Accessible Events: A Guide for Meeting and Event Organisers' which can be downloaded from meetingsevents.com.au. This is a comprehensive Disability Access Guide for events.

Inclusive access should be considered, for example, when selecting a venue, sound, lighting, entertainment, catering, site planning (transportation, stall locations etc.), promoting and ticketing.

Event Management Plan

Event programs and plans are important to document the approach taken in organising the event and evidence all appropriate steps have been considered/undertaken.

Events are made up of a number of components, i.e. food and beverage, entertainment, displays etc.

An Event Management Plan is a document that comprehensively describes all the issues that have to be addressed in planning the event.

Event Management Plans need to address:

- Public Liability
- Risk Management
- Traffic Management
- Community Safety and Security
- First Aid
- Electrical Safety
- Gas Safety
- Environmental Management
- Amenities
- Temporary Structures
- Service of Food and Liquor
- Amusement Operator Requirements
- Signage/Advertising

The Queensland Government (Department of Tourism, Sport and Racing and Liquor Licensing Division) and Queensland Police have produced 'A Planning Guide for Event Managers: Alcohol, Safety and Event Management' that assists event organisers in planning an event and creating an Event Management Plan.

This publication and further information about creating an Event Management Plan can be obtained from the Office of Liquor and Gaming Regulation on **13QGOV** (13 74 68) or their website justice.qld.gov.au.

COVID Safe events

As at Stage 3 (3 July 2020) easing of restrictions, more events will be allowed to commence under the following requirements of Queensland's Chief Health Officer:

- Fewer than 500 people – no Queensland Health approval needed when following a COVID Safe Event Checklist.

- 501 to 10,000 people – need a COVID Safe Event Plan approved by local Public Health Units.
- Over 10,000 people – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer.

Find out more on hosting a COVID Safe Event at covid19.qld.gov.au/government-actions/covid-safe-businesses.

Venues and structures

All the bookings necessary for your event should be made as soon as practicable in the planning process. Examples of types of bookings typical to events are venue, catering, equipment, entertainment, first-aid/ambulance, police etc.

Council venues, facilities and parks

Council has a wide range of community venues and facilities that are available for hire to the public, community group, sporting groups and businesses. Some of these facilities are managed by Council and others by a Community Management committee.

There are more than 350 Council-maintained parks and gardens across the region ranging from ocean views, natural bushland or landscaped parklands that one can access for their event.

Please note: Some parks and open spaces cannot be booked for events and some vehicles cannot have access due to irrigation infrastructure.

Bookings of public spaces does not guarantee exclusive use and cannot be taken for playgrounds, BBQs, picnic shelters or skate parks.

Information and enquiries for Bundaberg Regional Council's venues and facilities, parks and open spaces can be made by contacting Council's Bookings office at 157 Bourbong Street or on **1300 883 699** or by email at bookings@bundaberg.qld.gov.au

This form will need to be returned to Council's

Bookings Office or Customer Service Centre at the earliest opportunity, but no later than five working days prior to the event. A booking cannot be confirmed until the completed application form is received by Council and hire fees paid. No tentative bookings can be taken.

Development assessment

Any type of Development use or Activity on Council land or private land regularly requires approval under the *Planning Act 2016*. Development advice may be obtained from Council's Development Assessment Team. Consideration should be given by event organisers to these requirements under the current Planning Scheme.

Obtaining such approvals requires a lead in time of a minimum of three months depending on the size and characteristics of the event. Application fees are often applicable and in some circumstances infrastructure charges may also be applied to the use (particularly should the use be ongoing). This should be factored into the planning for the event and enough time must be allowed for this process.

Refer to **Bundaberg Regional Council Planning Scheme 2015** for more information.

Temporary buildings and structures

In accordance with the *Building Act 1975* certain buildings and structures require a Development Permit for Building Work (building approval) before they are erected on the site. For information about Development Permits for Building Work, please contact Council's Development and Planning branch.

Temporary buildings and structures that don't need a Development Permit for Building Work are still required to comply with relevant provisions of the Building Code of Australia, Australian Standards, manufacturer's requirements, industry standards and the like.

Council has produced a **Temporary Furniture/Structures Guideline [MD-7-588]** that relates

to furniture or structures that are stand-alone, moveable or unfixed perimeter barricades, umbrellas or shade sails/structures (marquees/gazebos), flags, banners and/or outdoor furniture. This list is not exhaustive. This Guideline sets out what Council considers to be best practice with regard to use/installation of temporary furniture/structures. It may assist you in considering the types of temporary furniture/structures to use at your event.

Minimising risk

Risk management

As the event organiser, you are responsible for the safety of everyone who is involved in the event.

Careful planning and organisation will help ensure that your event is successful and above all else, safe.

Council is committed to event safety and takes risk management seriously. Risk Management is an important component of your planning and it is an event organisers responsibility to complete a Risk Assessment prior to the scheduled event.

Risk Management is the systematic approach to identifying and evaluating areas of risk, implementing appropriate action to address potential problems and minimise liability.

The Risk Assessment should identify, assess and control risks relevant to your event and forms part of an Event Management Plan.

Below is a non-exhaustive list of examples of possible risks at events:

- Holes in ground/uneven surfaces
- Tent pegs in walkways
- Electrical leads
- Hand washing facilities
- Service of alcohol
- Overcrowding
- Under supply of sanitation

By identifying any risks early, you as the event

organiser can take steps to rectify the issue or put in place controls and treatments that minimise the likelihood of them occurring.

A starting point for any event, would be considering the following risk activities/area:

- Transport
- Vehicle parking
- Entry and exit areas
- Cash handling
- Spectator barriers and stands
- Catering
- Structures such as marquees and display stands
- Staging
- Security
- Emergency access
- Lighting

Professional advice for risk management is available in the private sector. It is strongly recommended, particularly with larger events, that event organisers seek this advice.

Appendix C – Risk management:

This provides various generic information relating to risk management based on ISO31000.

Disclaimer: The risk management material contained in this guide is only for general information and is not intended to be an exhaustive process for identifying and managing risk. The material does not constitute formal advice of any kind in respect to your specific event. Council strongly advises you to seek independent advice for your own Risk Assessment.

Site plan

A site plan is an aerial drawing of the event location that details the layout of all the activities, buildings and facilities at your event. A site plan should include (list is not exhaustive):

- Parking areas and directions to these areas
- Parking area entry and exits
- Public transport set-down and pick-up area

- Disabled visitor set-down and pick-up area
- Public entry gate/s to the venue and exits
- Emergency exits and vehicle access
- Emergency assembly points
- First aid station
- Police
- Smoking areas
- Security locations
- Fire hydrants and extinguishers
- Water
- Event information kiosk
- Event management centre
- Toilet blocks
- Restricted areas
- Food and beverage outlets
- Liquor consumption area and areas where liquor is not permitted
- Bins
- Audio equipment
- Walkways
- Temporary Furniture/Structure, i.e. umbrellas, marquees, gazebos etc

Copies of the site plan should be distributed to those involved in the event and posted around the venue.

Appendix B – Site plan:

This is an example site plan.

Insurance

A necessary part of risk management is insurance.

Public Liability Insurance

It is important to note that only events managed and controlled by Council are covered under its public liability insurance policy and it indemnifies only Council.

If you are a commercial business, sporting club or association or incorporated association/

organisation hiring a Public Space or a Council owned venue for your event, you are required to provide Council with a copy of your Public Liability Insurance Certificate of Currency evidencing \$20 million coverage for the duration and scope of the event.

If you are non-commercial, not incorporated and irregular users of Council facilities, you may be able to obtain cover under Council's Casual Hirers Liability Insurance. You will need to complete a Casual Hirers Liability Insurance Cover Form that forms part of your Application to Hire.

If you are not utilising a Council venue, you should still make sure your event has adequate public liability insurance cover. Insurance must take into account cover for: spectators, participants, volunteers and officials and organising committee or parent body.

Although a club or association may have a long-standing public liability insurance policy, it is strongly recommended that professional advice on public liability is sought to ensure everyone involved in the event is fully covered.

You should also ensure that any other party or provider associated with your event has public liability insurance and that evidence of this cover is provided to you prior to the event.

Other types of insurance

In addition to public liability insurance, your event may require insurances such as accident insurance for volunteers, workers compensation, property etc.

Insurance cover may also be required for loan or hire of equipment. You should clarify your responsibilities for insurance before these items are organised.

You may also want to consider insurance for event cancellation if your event is to be held outdoors e.g. rain, storm.

Emergency Management Plan

As the event organiser, you are responsible for the safety of anyone involved in the event.

An Emergency Management Plan is a document that outlines how emergencies will be handled during the event.

They should identify who is responsible for responding to incidents, procedures to follow for a number of situations (e.g. medical or fire), contact list for event stakeholders and emergency services, evacuation procedures and identification of emergency exits/assembly points, fire safety equipment, and first aid locations on site plans.

As with all other event plans, an Emergency Management Plan should be provided to all event stakeholders (i.e. staff/volunteers, suppliers, stallholders, emergency services and local/state Government agencies).

First aid

First aid is critical to any event. Event organisers must have adequate first aid readily available at the event and an Emergency Management Plan in place.

First aid facilities at events require adequate lighting, access to water and power and appropriate mechanisms to dispose of waste. First aid facilities should be located centrally, but not directly near areas of high noise, such as rides and stages.

There are a range of first aid suppliers.

Queensland Ambulance Service

Queensland Ambulance Service (QAS) provides two distinct categories of services for special events:

- A stand-by ambulance service
- A dedicated ambulance service

QAS require a minimum of **twenty-one (21) days'** notice to guarantee the availability of their services.

Further information on QAS services that can be provided is available by calling the Smart Service

Queensland Contact Centre on 13 QGOV (13 74 68) or on their website at ambulance.qld.gov.au

Security

The type and scale of the event will dictate the level of security required. To assist you in considering what security you may require, some examples are provided below:

Cash

If large amounts of cash will be accumulated, such as gate takings or food and beverage revenue, adequate security must be in place.

Crowd Control

Problems can arise at large events in particular sporting or music events and/or when alcohol is available. Throughout the organising process you should be aware of the risk to spectators/participants at events.

Potential crowd control problems should be assessed and contingency arrangements put in place to cope with this situation quickly, efficiently and effectively should they occur.

Public health and safety

Licences, permits and approvals

The various licences and permits needed for your event should be identified as early as possible and applications submitted to the relevant authorities.

Subject to requirements for the event, the venue and the location, permits and/or approvals may be needed from:

- Council
- State Government Departments
 - Police Service
 - Department of Transport and Main Roads
 - Justice Department
 - Department of Environment and Heritage

- Liquor Licensing Division: Department Tourism and Racing
- SmartLicence: Department of State Development

When road closures, use of roads or liquor/ other booths on roads and road reserves are involved, applications must be submitted to the Queensland Police Service at least **six weeks** prior to the event to allow for processing and rostering of police.

Food safety

Food safety is an important issue at any event. The main purpose of the *Food Act 2006* is to ensure food for sale is safe and suitable. There are requirements under the *Food Act 2006* that all persons operating food stalls at markets, bazaars and the like, must comply with.

Council has produced a **Food Stall Guidelines [MD-6-013]** to assist you with understanding the food safety licensing and stall requirements applicable to an event.

Licensing

If food and refreshments are served or sold at your event, it may be necessary for food vendors and operators to obtain a Temporary Food Business Licence.

All stalls selling unpackaged food/drink must display a current:

1. Mobile Food Licence issued by any Local Government within Queensland
2. Temporary Stall Food Licence issued by Bundaberg Regional Council or
3. Exempt from Licensing Notification issued by Bundaberg Regional Council (applicable to all Not for Profit Groups)

Council fees vary for annual licences and seven (7) day event licences while no fees are applicable for those exempted from licensing. Applications to Council must be submitted at least **fourteen days** prior to the event.

Some exemptions apply to not for profit organisations, the sale of packaged foods and

the sale of whole fruit and vegetables but they are still required to comply with all other areas of the *Food Act 2006*.

Event organiser's responsibilities

Council's Health & Regulatory Services is responsible for issuing food licences. Officers may inspect stalls at any event. Should stallholders not display the appropriate licenses and permits, Council Officers will enforce the immediate ceasing of the sale of food. To greatly reduce the risk of this occurring, Council requires event organisers to:

- Inform any person applying for a stall of the required licenses and permits under the *Food Act 2006* and to obtain this from Council if necessary; and
- Provide a list of all stallholder's business names, food types and site locations at least **three weeks** prior to the event.

Stallholders should be directed to Council's food safety webpage where the following applications and guidelines are available:

1. Food Licence Application – fixed or mobile premises
2. Food Licence Application – Temporary
3. Temporary Food Stall Guidelines
4. Temporary Food Stall Application (Not For Profit Only)
5. Mobile Food Van Construction Guide
6. Stall Equipment Checklist

These applications should be completed and submitted to Council **at least four weeks** prior to the event.

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. Please note that if the event is to be held at a Council venue some liquor permits will require

Council's non-objection endorsement on the original application prior to its submission. For application forms and assistance, please contact the Office of Liquor and Gaming Regulation on **13 QGOV** (13 74 68) or visit olgr.qld.gov.au or business.qld.gov.au

Fireworks

Fireworks can only be carried out by licenced pyro-technicians in accordance with the *Queensland Code of Practice – Control of Outdoor Fireworks Displays*.

You should carefully consider the location of any firework displays, taking into account potential environmental, social and safety impacts. Some sites may be unsuitable for fireworks.

In accordance with the *Explosives Regulation 2003*, licensed fireworks operators must have a safety management system. Event organisers should obtain a copy of their site-specific Safety Management Plan. The plan will include the details of the exclusion zone for safety purposes. Event organisers are responsible for the security of the exclusion zone around the fireworks during the display.

Approval will need to be granted by Council if the fireworks are being held on Council land. You will need to provide Council with copies of:

- Fireworks display notification form (submitted to the Department of Natural Resources and Mines visit dnrm.qld.gov.au or phone **137 468**)
- Fireworks insurance policy/certificate of currency
- Fireworks contractor licence
- Fireworks operator's licence

In some instances, approval will need to be sought from the Civil Aviation Safety Authority (CASA) and/or other governing bodies.

You should also ensure that the local fire station is notified about the fireworks as early as possible.

If you are using a public space booked through Council, you should also advise Council's Parks, Sports and Natural Areas Branch.

Noise management

The *Environmental Protection Act 1994* sets out the legislative requirements for Open Air Events. Penalties may apply if noise levels are exceeded.

Please note that if the event holds a liquor permit, alternative noise criteria will apply.

For many events some of the criteria set out in this legislation may not be achievable therefore Council has its own specific requirements to reduce the impact of these one-off events.

One requirement is for an event organiser to complete and lodge a **Noise Management Plan [FM-7-735]**. The purpose of the Noise Management Plan is to assist event organisers for Open Air Events to comply with the 'environmental values' of the *Environmental Protection (Noise) Policy 2008* and Bundaberg Regional Council's Open-Air Event (Noise) requirements.

Council has published a **Noise Management Plan Guideline [MD-7-501]** to assist an event organiser with creating a Noise Management Plan.

Council requires a Noise Management Plan if one or more of the following occurs:

1. Events with more than 1000 people in attendance
2. Amplified noise before 7am and after 10pm

The Noise Management Plan is part of the Council Facilities or Public Spaces hiring/booking process. The Noise Management Plan will need to be lodged with Council's Health & Regulatory Services a **minimum of six weeks prior** to the event and approval of the event needs to be granted by Council for the event to proceed.

Any enquiries about the Noise Management Plan should be directed to Council's Health & Regulatory Services.

Music

If music will be played or performed at your event, you will need to obtain either an APRA AMCOS licence or a PPCA licence.



APRA AMCOS licence organisations to play, perform, copy, record or make available music.

PPCA provides licences to Australian businesses/events to play pre-recorded music in public.

Event organisers and promoters are responsible for obtaining the relevant licence before the event.

For more information on any licensing requirements visit:

apraamcos.com.au or ppca.com.au

Wastewater discharge

As the event organiser, you should consider the appropriate way to manage and dispose of any wastewater discharge, for example oily water, soapy wash water etc.

Wastewater is not to be released to stormwater, groundwater, and water bodies of the State or on to the ground. Wastewater or other liquid waste should either be directed to the sewer under conditions of approval from Council's Trade Waste Section or stored in an approved holding tank for removal from site to an approved waste facility. You should ensure that appropriate receptacles for liquid waste (wash water, oily water) are available at your event.

Amenities

If you are using a Council site that includes a permanent toilet, you as the event organiser will be responsible for any cleaning or maintenance of the toilet facilities during the course of and immediately following your event.

You may also be required to supply additional toilet facilities at your event site.

These toilet facilities must comply with *Environmental Protection (Waste Management) Regulation 2000* and:

- Be accessible for people with disabilities
- Be cleaned and re-stocked regularly
- Be located away from food service or food storage areas

- Be protected against the weather
- Provide sharps disposal
- Be well lit so as not to become a security and safety risk

It is your responsibility as an event organiser to obtain a manufacturer's statement of compliance for any portable toilets supplied at the event.

You may also want to consider:

- Provision of baby change facilities if the event is likely to attract families
- Preparing a cleaning schedule to regularly service toilets throughout the event
- Location of toilets if pumping out is required during the event

To assist event organisers, Council has produced a Fact Sheet - **Toilet Facilities at Events [MD-7-579]** setting out relevant information regarding the adequate provision of toilet facilities at events.

Needles and syringe disposal

Illegal and prescription drug use at events must be considered and planned for. The presence of injecting equipment may pose a safety hazard for patrons and staff. Sharps containers should be provided at events. Generally, these are located within toilets, however other locations may be considered appropriate.

Cleaning and security staff must be briefed on the dangers associated with used injecting equipment and instructed on safe handling and disposal methods.

Feeding tents

You may wish to consider providing facilities for breastfeeding. The Australian Breastfeeding Association can provide general information and services in this regard. For further information please visit breastfeeding.asn.au.

Camping

If you are thinking of offering camping at your event, you should liaise with Council's Health & Regulatory Services.

All camping areas need to be registered and comply with Council's Local Law. Approvals need to be sought from Council's Health & Regulatory Services prior to the commencement of use.

Smoking

In Queensland since 1 July 2006, all enclosed areas must be non-smoking. This includes structures such as marquees, sheds and caravans. An area is deemed "enclosed" if it has a ceiling or roof and is completely or substantially closed in.

If food or drink is served at your event, it is likely that your event will be classed as an 'outdoor eating or drinking place' under Queensland's tobacco legislation. This means there must be no smoking anywhere at the event, except in 'outdoor smoking only areas' where no food or drink may be taken or consumed. Outdoor smoking only areas must also comply with the law. Queensland Health can issue on-the-spot fines to anyone found smoking in a no-smoking area.

'Smoking only areas' are different from Designated Outdoor Smoking Areas (DOSAs) (an area where you can drink and smoke), which may only be established at a permanent hotel, club or casino.

When devising your site map, you may wish to establish smoking only areas. The number of smoking only areas will depend on the nature of the event, the size of the site and the number of patrons expected. Before designing your smoking plan for your event, you will need to have read and understood Queensland's Tobacco Legislation and make sure that the position of the smoking only areas complies.

Setting up your 'smoking only area/s':

- Achieve a well-defined smoking area by setting up temporary fencing and displaying consistent, high-set signage so that

smokers can easily find smoking areas throughout the site

- Position butt bins in each smoking only area and at the exit to the area
- Consider adding shelter – it makes the area usable during rainy weather, minimising patrons choosing to smoke in inappropriate areas

For more information on Tobacco Laws and your legal obligations contact the Wide Bay Public Health Unit at Level 1, 14 Branyan Street, Bundaberg or on **(07) 4303 7500** or visit qld.gov.au/health/staying-healthy/atods/smoking/laws

Dust control

If the area where your event is taking place is likely to get dusty (for example, an event is run in a dry climate over a period of time with high pedestrian traffic or animal movement) you should employ dust suppression techniques (for example, water spraying) at regular intervals to eliminate dust nuisance problems for patrons. Council's Health & Regulatory Services can provide you with general information on dust suppression techniques.

Electrical safety

The use of electricity and electrical equipment at your event must comply with the provisions of the *Electrical Safety Act 2002* and *Electrical Safety Regulation 2013*. Sign-off from a qualified electrician for all electrical equipment will need to be obtained.

Further information about electrical safety can be found at: worksafe.qld.gov.au/electricalsafety

Gas safety

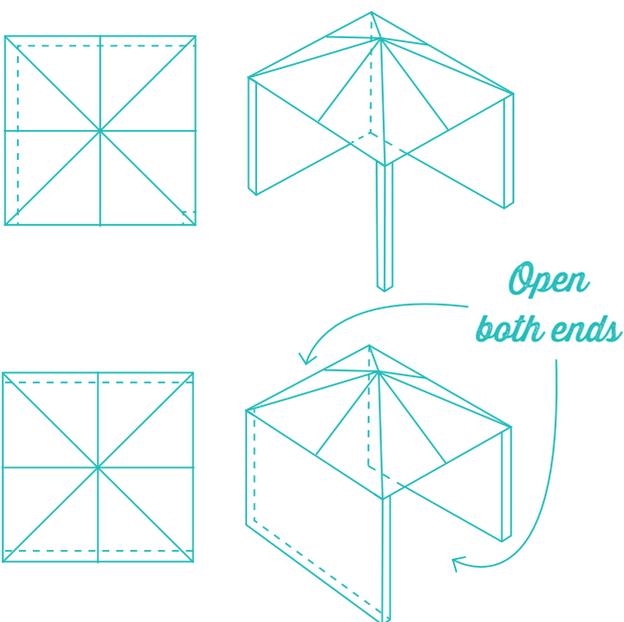
Mobile food vendors (caravans, mobile food vans etc) attending events in the Bundaberg Region are required to have a current Gas System Compliance Certificate (AS/NZS 5601:2:2100 Gas Installations).

The Petroleum and Gas Inspectorate is responsible for regulating and monitoring gas safety. A Petroleum & Gas Inspector may inspect vendors at your event. Vendors at your event will need to have a copy of their Gas System Compliance Certificate available for viewing.

Various minimum standards of ventilation and gas storage need to be met. Queensland Government has developed an 'LPG Safety Checklist for Outdoor Events' that provides examples of ventilation in 'quasi' outdoor situations. This publication can be obtained from the Queensland Government on **13 QGOV** (13 74 68) or publications.qld.gov.au

Below is a diagram showing ventilation requirements as identified in this publication.

Further information on the safe transportation of LPG cylinders can be found at business.qld.gov.au



Waste management

Litter and waste management

As an event organiser, it is your responsibility to ensure that all waste and recycling material is removed from the event site at the conclusion of the event.

You will likely need to ensure that additional bins are available at the event site.

Bins can be obtained by contacting Council's Waste & Recycling branch.

Council has produced a **Waste Management for Events Guidelines [MD-7-1080]** to assist you with information regarding adequate management of waste and litter control for your event.

Traffic, transport and parking

Traffic management

Subject to the size of your event, good traffic management and efficient parking can be critical.

As part of the planning process an assessment should be made of access roads to identify potential problem areas and bottlenecks.

You may need to have discussions with Qld Police, Department of Main Roads and/or Council to determine the requirements of these authorities and/or make arrangements for assistance.

Signage requirements should also be reviewed, plans made and permission obtained for placement of event directional signage at key locations so there can be no doubt where vehicles are to go.

Traffic Management Plan

A Traffic Management Plan is required when any control is necessary to direct traffic in a way that is different to existing road rules or signage.

Traffic Management Plans must be prepared by a person who has successfully completed a Queensland Department of Transport and Main Roads approved Traffic Management Design course delivered by a registered training provider, in accordance with the *Transport Operations (Road Use Management) Act 1995* and the *Manual of Uniform Traffic Control Devices* and include:

- Approval from Council to close or alter traffic conditions on a road
- Legible maps and/or diagrams of the event areas and sites
- Appropriate signage, barricading and traffic control to be installed
- Diagrammatic details of what type of traffic management devices will be used and in what positions
- Confirmation that all persons involved in directing vehicle movements are adequately qualified. This must be a Police Officer or an accredited Traffic Control Officer
- Complete and accurate details of what road closures are being sought and for what periods those roads will be closed
- Details of at least one effective diversionary route for traffic affected by each road closure
- Distinctly identified emergency vehicle accesses

A Parking and Pedestrian Management Plan should also be submitted with your Traffic Management Plan. It should show entry and exit points for off-street parking, pedestrian routes, placement of marshals and temporary fencing to separate vehicles and pedestrians.

If you are unsure if a Traffic Management Plan and/or Parking and Pedestrian Management Plan is required or what should be included, please contact Council's Events Unit.

Temporary road closure

If an event requires temporary road/car park closures, you are required to:

- Apply to the Queensland Police Service – police.qld.gov.au
- Apply to the Department of Transport and Main Roads if the event is on a state-controlled road – tmr.qld.gov.au
- Apply to Council by lodging a **Special Events/Activities – Temporary Road Closure/Reduction in Speed Limit Request Form [FM-7-535]**

Council Requirement – temporary road closure/reduction in speed limit

As noted above, Council may require you to complete and lodge a **Special Events/Activities – Temporary Road Closure/Reduction in Speed Limit Request Form [FM-7-535]** for your event.

Lodgement of the above application does not guarantee approval. Applications are assessed as needed and must be received at least **six weeks** prior to the event/activity date.

Temporary road closure/reduction in speed limit is generally subject but not limited to the following conditions being met:

- Obtaining relevant permits from Queensland Police Service and in the case of State controlled roads, the Department of Transport and Main Roads
- A copy of the organisation's Public Liability Insurance
- The applicant is to notify residents and businesses affected by the closure
- The temporary road closure to be advertised in the local media at least 24 hours prior to the event
- The applicant is to notify all emergency services of the closure (Qld Police Services, Qld Ambulance Service, Qld Fire & Rescue Service & State Emergency Service)

- The area be left in a clean and tidy condition after the event/activity with the applicant being responsible to rectify any damage to road or other facilities, which may be caused by persons involved with or attending the event

Public transport

Public transport options i.e. taxis, buses, trains, should be investigated and if use of these transport modes is planned, each sector must be thoroughly briefed on requirements.

Parking

You will need to ensure there is adequate parking for attendees that does not interfere with the usual parking provisions for residents and businesses.

Any general enquiries in relation to parking for your event or the need to hold a permit, should be directed to the local Police.

If parking for your event may impact or impede regulated parking spaces, you should speak with Council's Regulatory Services.

If parking for your event may require use of Council public spaces, you should speak with Council's Parks, Open Spaces and Natural Areas branch.

Parking areas should have good, clear signage to minimise potential problems. Parking marshals are essential for controlling parking and ensuring parking infringements do not occur.

You may want to look at allocating special parking areas for:

- Disabled visitors
- VIPs including sponsor representatives
- Officials and volunteers

If the venue car parking is limited, consider using other car parking areas further away with a shuttle bus service to transfer people to the event.

While ease of parking is essential, the capability to facilitate the exit of vehicles on

conclusion of the event is equally important. Marshals and police can assist in keeping traffic moving.

Pedestrian management

Subject to the size of your event you may want to produce a Pedestrian Management Plan. This identifies walkways, locations of barriers, diversions, closure signs, marshals etc.

Signs

Council requirements

Signage for events is regulated by Council under the Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011. Advertising banners or flags, sponsorship signage and other attention-attracting signs placed on or visible from public land or roads generally requires a permit, though exemptions may apply for some types of signage.

Signage and advertising may also be subject to an Operational Works Application (in addition to Local Laws).

Council has produced various Fact Sheets that explain the requirements/regulations governing advertising devices:

Fact Sheet – Advertising Devices – Local Law – Portable Signs [MD-7-309]

Fact Sheet – Advertising Devices – Local Law – Temporary Signs [MD-7-308]

Fact Sheet – Advertising Devices – Local Law (General) [MD-7-310]

For further information please contact Council's Health & Regulatory Services.

You may also need to obtain relevant approvals from Council's Development Section.

Any signage placed along a State-controlled road must be approved by the Department of Transport and Main Roads.

Department of Transport and Main Roads requirements

If your promotional activities for an event (i.e. placing advertising/promotional signs or parking vehicles for the purpose of advertising) are within a State-controlled road corridor, you must speak with the Department of Transport and Main Roads (DTMR).

Some promotional activities may require the DTMR to issue you with a permit.

If you wish to make an application to conduct promotional activities with the state-controlled road corridors, or to identify which roads these restrictions are applicable to, please call the department on **(07) 4 154 0200**. A departmental officer will be pleased to assist or visit tmr.qld.gov.au

Marketing

Queensland Government website provides general information about promoting your event. For more information visit: qld.gov.au/community/your-home-community/promoting-your-event/

Media and marketing

Marketing and promotion is essential and depending on your event, there are many ways to look at promoting and advertising your event through leaflets, posters, newspapers (online and hardcopy), radio, TV, social media and on local and regional event calendars.

You might find the Tourism and Events Queensland (TEQ) site helpful: teq.queensland.com

Alternatively, have a chat with our local Regional Tourism Organisation (RTO): bundabergregion.org

Don't forget to list your event on Council's What's on Bundaberg Events website: whatsonbundaberg.com.au

Event Program

An Event Program is a schedule of activities from the start of the event to its conclusion. In setting the program, event organisers need to estimate as accurately as possible the time that each and every activity will take place and responsibilities relevant to that activity.

Pre-event & post-event briefings/evaluations

Pre-event final briefing

It is recommended that a few days before the event, you conduct a final briefing for representatives, staff, volunteers, stallholders, entertainers etc to:

- Outline the program and event expectations
- Outline and provide education around the various plans i.e. Emergency Management, Noise Management, Traffic and Pedestrian Management
- Outline any licence/permit conditions
- Discuss the requirements for set-up and break-down of equipment/stalls
- Highlight lines of communication, emergency responses
- Answer any questions

Post-event evaluation

If you are planning on conducting regular events, an evaluation process may be useful.

The evaluation process can be undertaken through:

- Debriefing meetings/planning assessment
- Assessment of event outcomes (i.e. participants, financial performance etc.)
- Assessment of local business activity during the event

Council resources

Below is a list of the various Council Resources (Fact Sheets, Guidelines and Applications) that may be relevant to your event. These resources can be obtained by calling Council on **1300 883 699** or visiting **bundaberg.qld.gov.au**.

| Document title | Description | Responsible department |
|------------------------------|--|---|
| Bookings | | |
| FM-7-650 FM-7-700 | Application to Hire Council Facility (Print and Electronic Versions) | Print or Electronic application form for the hire of a public space or Council venue/facility. |
| | | Parks, Sports & Natural Areas (Public Spaces) Community Services (Council Venues and Facilities) |
| Funding | | |
| Smarty Grants Online | Special Events Grants Guidelines | Special Events program reflects the philanthropy of the Council and the commitment to contribute funds for Local Community Special Events, namely Australia Day, ANZAC Day etc. |
| Events | | |
| Smarty Grants Online | Community Grants Program Guidelines | Community Grants provide assistance to local community groups/ organisations who make positive contributions to the quality of life in the Bundaberg Region. |
| Community Development | | |
| Smarty Grants Online | Sport Championship Funding Program Guidelines | Funding for sporting events that are International, National or State in focus, within the Bundaberg Region. |
| Sport and Recreation | | |
| Food safety | | |
| MD-6-013 | Food Stall Guidelines | Fact Sheet setting out the requirements under the <i>Food Act 2006</i> relating to the operation of food stalls at markets, bazaars and the like. |
| Health & Regulatory Services | | |
| FM-7-268 | Temporary Food Stall Application (not for profit only) | This application is intended for businesses exempt from licensing, including not for profit fundraising activities involving the sale of food. |
| | | |
| FM-7-393 | Food Licence Application – Temporary Food Licence | This application refers to food businesses other than fixed or mobile premises and includes, for example a stall or a tent at a festival. |
| | | |
| Advertising devices | | |
| MD-7-308 | Fact Sheet – Advertising Devices – Local Law – Temporary Signs | Fact Sheet providing general information relating to all temporary signs. |
| Health & Regulatory Services | | |
| | | Planning Development |
| MD-7-309 | Fact Sheet – Advertising Devices – Local Law – Portable Signs | Fact Sheet providing general information about temporary portable self-supporting signs. |
| | | |

| Document title | Description | Responsible department |
|---------------------------------------|---|--|
| Advertising devices | | |
| MD-7-310 | Fact Sheet – Advertising Devices – Local Law (General) | Health & Regulatory Services |
| FM-7-527 | Application for Approval – Installation of Advertising Device | Planning Development |
| Temporary road closure | | |
| FM-7-535 | Special Events/Activities – Temporary Road Closure Request Form | Events Corridor Management |
| Noise management | | |
| MD-7-501 | Noise Management Plan Guideline | Health & Regulatory Services |
| FM-7-735 | Noise Management Plan | Noise Management Plan required for an Outdoor Plan |
| Amenities | | |
| MD-7-579 | Fact Sheet – Toilet Facilities at Events | Health & Regulatory Services |
| Temporary furniture/structures | | |
| MD-7-588 | Temporary Furniture/Structures Guideline | Workplace Health & Safety |
| Waste management | | |
| MD-7-1080 | Waste Management for Events Guideline | Waste & Recycling Services |

Appendix A – Action Plan

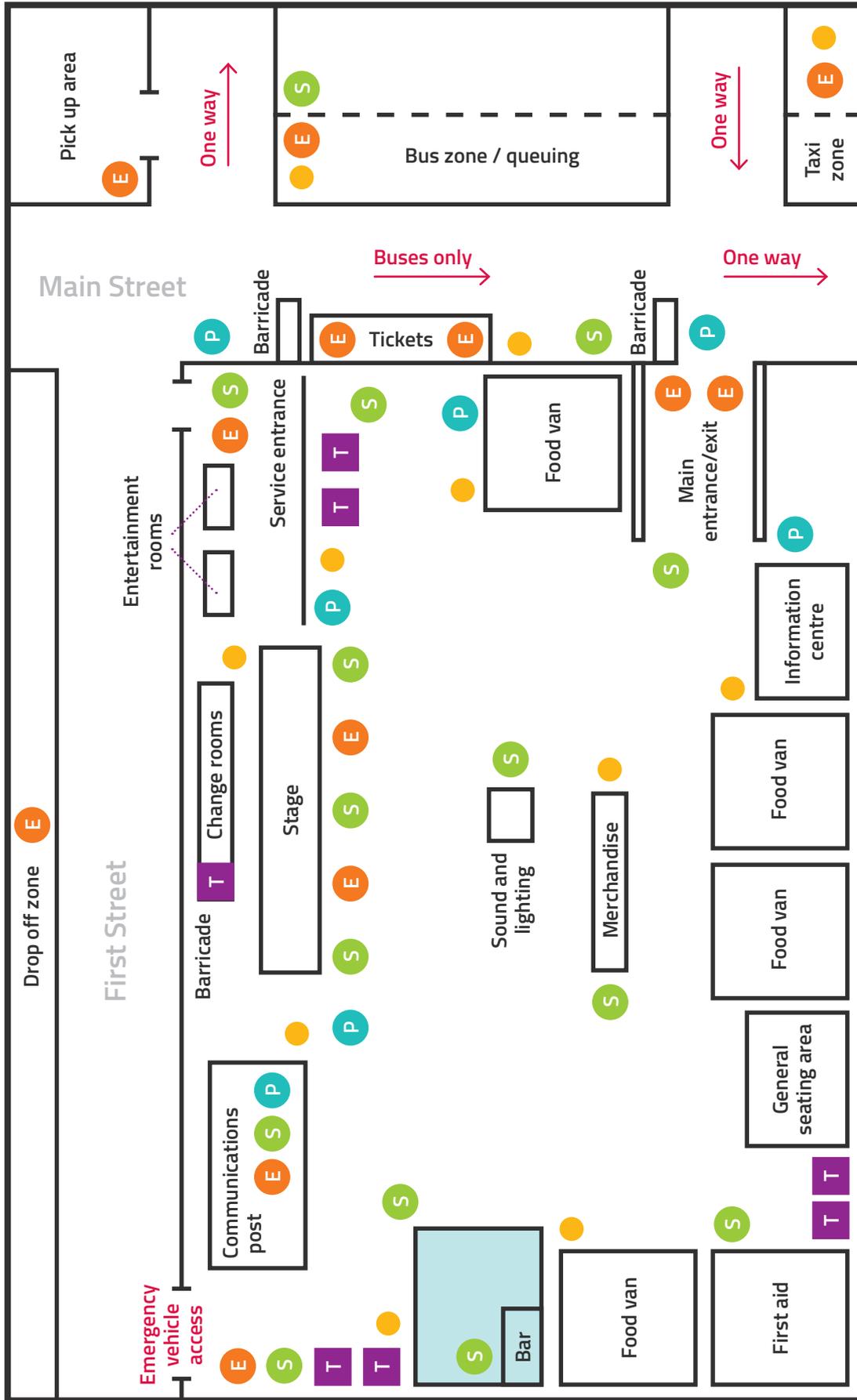
Appendix B – Site Plan (example)

Appendix C – Risk Management

Appendix D – Resident Notification Letter Template

Appendix E – Event Checklist

Appendix B - Site Plan (example)



Site plan key

Police

P

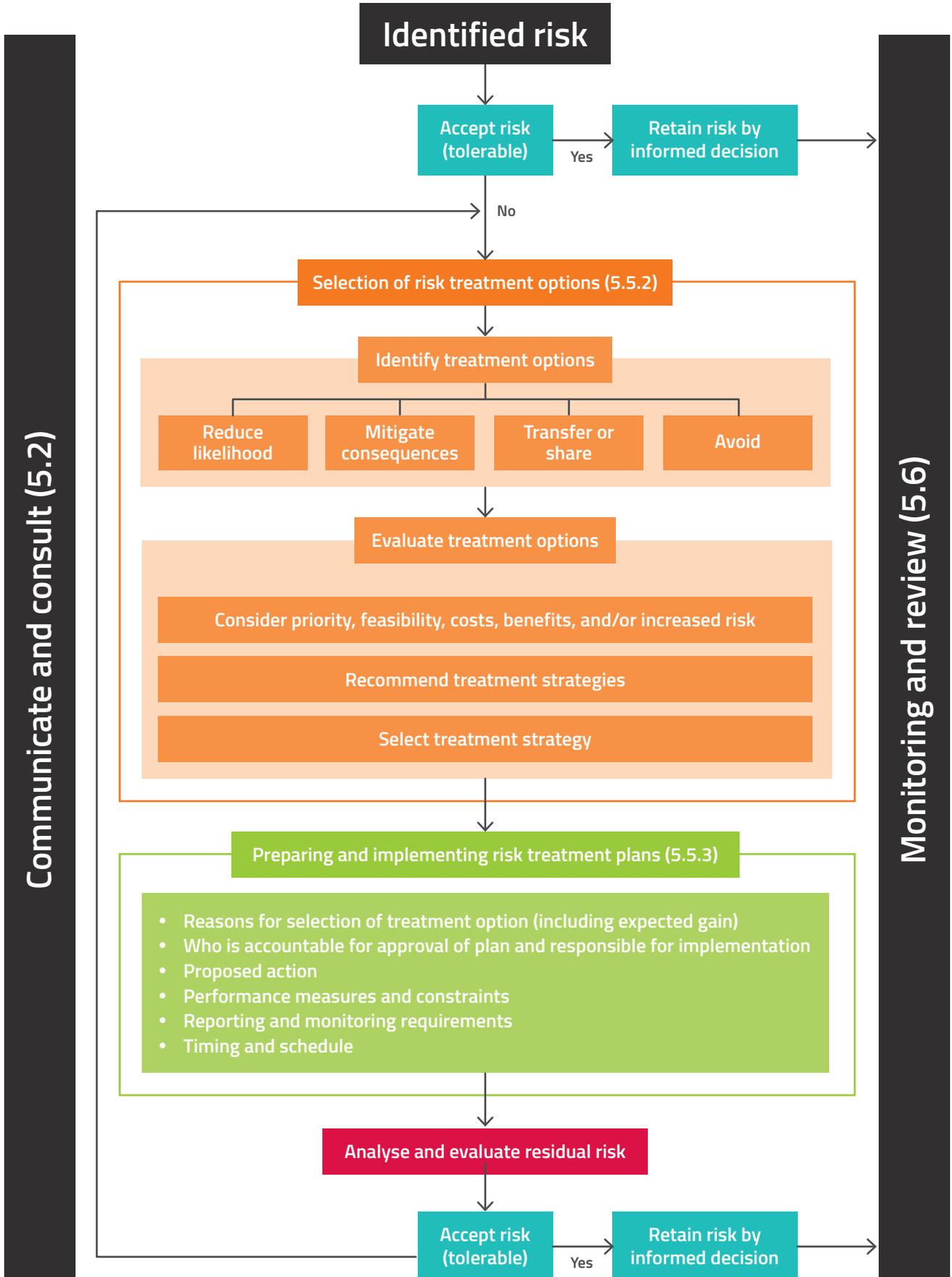
S Security staff

E Event staff

● Rubbish bins

T Toilets

▢ Licensed alcohol consumption areas



| Qualitative measures of likelihood | |
|------------------------------------|--|
| Descriptor | Description |
| Almost certain | Is expected to occur at most times |
| Likely | Will probably occur at most times |
| Possible | Distinct possibility of occurrence at some time |
| Unlikely | Could occur at some time but considered highly unusual |
| Rare | May occur in rare circumstances |

| Qualitative measures of consequence or impact | |
|---|---|
| Descriptor | Description |
| Negligible injuries (Insignificant) | No injuries, low financial loss |
| Minor injuries (Minor) | First aid treatment, on-site release immediately contained, medium financial loss |
| Major injuries (Major) | Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss |
| Fatality (Catastrophic) | Death, toxic release off-site with detrimental effect, huge financial loss |

| Likelihood | Consequences | | | |
|----------------|---------------|-------|-------|--------------|
| | Insignificant | Minor | Major | Catastrophic |
| Almost certain | M | H | E | E |
| Likely | M | H | H | E |
| Possible | L | M | H | H |
| Unlikely | L | L | M | H |
| Rare | L | L | M | M |

Legend

- E - extreme risk; immediate action required
- H - high risk; senior management attention needed
- M - moderate risk; management responsibility must be specified
- L - low risk; manage by routine procedures

Appendix D – Resident Notification Letter (template)

Example Letter to affected residents

(date)

Dear Resident,

This letter is to advise that (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment/attractions). We are expecting approximately (number) residents/visitors to attend.

(Detail any issues that may effect surrounding residents including noise, road closures, an increase in vehicular traffic, fireworks and what time this will be in effect etc)

(Also details how any or all of these issues have been addressed e.g. extra parking provisions and parking attendance around the location of the event).

If you would like any further information about this event, please contact (name) on (phone number, email address).

I would like to take this opportunity to invite you to come along and participate in what will be an exciting event for the residents/visitors of the area.

Kind regards

(Your name)

(Organisation)

Appendix E - Event Checklist Summary

Name of event: _____ Date of event: _____

| Preparing for your event checklist | Completed |
|---|--------------------------|
| Have you identified the event concept, including why, your goals and when? | <input type="checkbox"/> |
| Have you identified the type and size of event? | <input type="checkbox"/> |
| Do you have the ability to deliver the event? i.e. physically host or financial capabilities | <input type="checkbox"/> |
| Has an event committee/subcommittees been established and specific roles and responsibilities been defined? | <input type="checkbox"/> |
| Plan regular meetings leading up to your event. | <input type="checkbox"/> |
| Event authorisation | |
| All relevant authorities for event authorisation identified. | <input type="checkbox"/> |
| Appropriate paperwork submitted in required timeframes. | <input type="checkbox"/> |
| Event budget | |
| Prepare an event budget. | <input type="checkbox"/> |
| Investigate external funding or grant opportunities. | <input type="checkbox"/> |
| Identify potential sponsors and prepare proposals and send out. | <input type="checkbox"/> |
| Accessibility | |
| <p>Have you considered and taken into consideration the needs of people with a disability?</p> <p>Some things to consider might include:</p> <ul style="list-style-type: none"> • Site set up • Accessible toilets • Stage or performer’s platform accessible • Seating and wheelchair spaces • Hearing augmentation system • Surfaces on paths, inside and outside the event and slip resistant • Evacuation procedures taking into account of people with disabilities including people with sensory and mobility impairments • Staff disability aware trained • Staff made aware of allowing assistance dogs • Accommodation that is accessible to clients • What role do Public Address systems, flash lighting, strobes and other special effects play in your event and what impact can they have on the attendees? • Are staff available to assist people with disabilities if self-service is an option? • Some people with disabilities need to sit down. Seating also helps those who are talking to a person using a wheelchair so they do not have to constantly look up to engage in conversation. • Is there room for everybody to manoeuvre safely between tables? • Could some grassy areas be covered with materials that make mobility easier? • Are cables secure and don’t present a trip hazard? • Car parking | <input type="checkbox"/> |

Venue and structures checklist Completed

Event venue

| | |
|--|--------------------------|
| <p>When selecting your event venue have you considered the following:</p> <ul style="list-style-type: none"> • Services and facilities available on site • Movement of people within the site • Crowd regulation and overspill areas • Access to site for patrons • Access to site for emergency vehicles • Hazards in and around the area • Potential impact on the local environment • Road access in wet weather • Traffic flows/parking • Provision for disabled people | <input type="checkbox"/> |
|--|--------------------------|

Council parks and venues, private land and roads

| | |
|---|--------------------------|
| Have Council's Parks and/or Venues and Facilities been contacted to check availability of land/venue? | <input type="checkbox"/> |
| Booking Form completed and submitted to Council. | <input type="checkbox"/> |
| Event Application Form completed and lodged to Council. | <input type="checkbox"/> |
| Deposit paid (pending on venue). | <input type="checkbox"/> |
| Arranged to collect and return key. | <input type="checkbox"/> |
| Do you have written permission from Council to hold the event? | <input type="checkbox"/> |
| Do you have permission from the landowner? | <input type="checkbox"/> |

Power requirements

| | |
|--|--------------------------|
| Determine what type of power is required: three phase or single phase, how much power is needed and where your power sources are located for placement of leads. | <input type="checkbox"/> |
| Have you considered any backup power contingency? | <input type="checkbox"/> |

Development assessment

| | |
|---|--------------------------|
| Some activities on Council land or private land requires approval under the <i>Planning Act 2016</i> . Have you checked whether your event requires approval? | <input type="checkbox"/> |
|---|--------------------------|

Temporary buildings and structures

| | |
|---|--------------------------|
| Some buildings and structures require a Development Permit for Building Work before they can be erected. Have you contacted Council's Development & Planning section? | <input type="checkbox"/> |
| Some temporary furniture and structures will require a structural certificate. | <input type="checkbox"/> |

Minimising risk checklist

Completed

Site plan

Site plan has been completed including:

- Access points incl vehicles (entrances and exits.) This is a very important component of event management – particularly if large crowds are expected and congestion can occur
- Emergency access routes
- First Aid
- Lighting equipment
- Marquees and stalls
- Other temporary structures
- Parking
- Staging
- Seating arrangements
- Information tent, security and police locations (as required)
- Approved liquor consumption areas
- Water access points
- Toilet facilities
- Rubbish bins

Site plan has been distributed to relevant authorities.

Risk management

Have you carried out a risk assessment to make sure all the necessary health and safety measures are in place?

Create a Risk Management Plan. Some things to consider are:

- Hazards/risks identified
- Contingency planning and advertising
- First aid provisions
- Emergency management
- Wet weather plans

Are the entrances and exits controlled, suitable for all access and appropriately signed? Have you established how many people you are expecting?

Are event staff/volunteers clearly identifiable? Are they adequately trained/informed?

Have you developed a program?

Have you considered the following in relation to queuing:

- Will the attendee know which queue to stand in? VIP queue? Tickets colour coded for different queues.
- Are different booths needed for different payment methods or prepaid?
- When will the queues form? Will they form at once or over a period of time?
- How can the perceived waiting time be reduced? e.g. queue for entertainers
- How many queues and possible bottlenecks will there be?
- Can your programming be staggered so that everyone is not leaving at the same time?
- Are there enough exits to disperse the crowd safely?

Have you set up a reliable system of communication between key people?

Have you set up a reliable system of communication with the audience?

| | |
|--|--------------------------|
| Has a control point been identified and appropriate signage been put in place? | <input type="checkbox"/> |
| Are crowd barriers necessary? | <input type="checkbox"/> |
| Are emergency procedures in place and have these been relayed to the emergency services? | <input type="checkbox"/> |
| Can emergency vehicles get on and off the site easily? | <input type="checkbox"/> |
| Have you got adequate records of injuries/incidents for future reference? | <input type="checkbox"/> |
| Do you have effective fire measures in place? | <input type="checkbox"/> |
| Do you have adequate first aid facilities? | <input type="checkbox"/> |
| Do you need any other special arrangements for lost children, lost property, drinking water, toilets, noise control or parking? | <input type="checkbox"/> |
| Do you have an emergency plan? | <input type="checkbox"/> |
| Have you designated a Health and Safety Officer? Are they undertaking a site inspection prior to and during the event? | <input type="checkbox"/> |
| Do you have adequate money handling procedures and securities in place? | <input type="checkbox"/> |
| Have all safety aspects been considered? | <input type="checkbox"/> |
| Have adequate personnel greeters, crowd controllers, valet parking attendants, cloakroom space, ticket collectors and security been allocated? | <input type="checkbox"/> |
| Is directional signage in place? | <input type="checkbox"/> |
| Is there first aid/fire extinguisher readily available? | <input type="checkbox"/> |
| Insurance | |
| Do you have insurance cover? | <input type="checkbox"/> |
| Have all volunteers completed a registration form? | <input type="checkbox"/> |
| Have all suppliers of goods or services provided a copy of their Certificate of Currency or quoted their current policy number and insurer? | <input type="checkbox"/> |
| Have all stallholders completed a Stallholder Application Form? | <input type="checkbox"/> |
| Have food vendors provided evidence of appropriate licences? | <input type="checkbox"/> |
| Security | |
| <p>Have you considered the following security requirements?</p> <ul style="list-style-type: none"> • Security budget • Is security required on entrances and areas on site? • Security of the equipment before, during and after events • Will you have cash onsite? • Crowd control during the event • Special security needs of VIPs, entertainers etc • Integrating security with local police and emergency services • Security time schedule and briefing time and place • Sourcing and selection of security company • Communications system and backup | <input type="checkbox"/> |
| Have you considered what your incident reporting method is and what your chain of command looks like? | <input type="checkbox"/> |

| | |
|---|--------------------------|
| Have you taken into account the visibility and personal appearance of security staff? | <input type="checkbox"/> |
|---|--------------------------|

Contingency plan

| | |
|---|--------------------------|
| Has an alternative location been identified and booked? | <input type="checkbox"/> |
|---|--------------------------|

| | |
|--|--------------------------|
| Is there a Medical Officer on site in case of emergency? | <input type="checkbox"/> |
|--|--------------------------|

| | |
|--|--------------------------|
| Is there a list of phone contacts for emergencies – plumbing, power and telephone? | <input type="checkbox"/> |
|--|--------------------------|

| | |
|--|--------------------------|
| In case of moving the event has a plan been developed on who does what and who contacts who? | <input type="checkbox"/> |
|--|--------------------------|

Public health and safety checklist Completed

Licences and permits

All relevant licenses and permits required have been identified.

| | |
|--|--------------------------|
| Some licence/permits to consider are: <ul style="list-style-type: none"> • Liquor Licence • Fireworks Approvals • Noise Management Permit • Music Licence | <input type="checkbox"/> |
|--|--------------------------|

| | |
|---|--------------------------|
| Has appropriate paperwork has been submitted in the required timeframe? | <input type="checkbox"/> |
|---|--------------------------|

| | |
|---|--------------------------|
| Has Smoking Legislation been adhered to – signs ordered and designated smoking areas planned? | <input type="checkbox"/> |
|---|--------------------------|

Healthy Food Alternatives Checklist

| | |
|---|--------------------------|
| Identify all the food and drink options that will be provided at the event. | <input type="checkbox"/> |
|---|--------------------------|

| | |
|---|--------------------------|
| Is there a range of healthy food options available at the event? Preferably at least 50% of the food provided should be a healthy option. | <input type="checkbox"/> |
|---|--------------------------|

| | |
|--|--------------------------|
| Are healthy drink alternatives available at the event (including water)? | <input type="checkbox"/> |
|--|--------------------------|

| | |
|---|--------------------------|
| Healthy food options are well promoted. | <input type="checkbox"/> |
|---|--------------------------|

| | |
|---|--------------------------|
| Healthy food options are affordable and priced competitively. | <input type="checkbox"/> |
|---|--------------------------|

| | |
|--|--------------------------|
| Have you identified food safety risks? | <input type="checkbox"/> |
|--|--------------------------|

Food licence requirements

| | |
|---|--------------------------|
| Contact Council's Health & Regulatory Services to discuss any specific licence. | <input type="checkbox"/> |
|---|--------------------------|

| | |
|---|--------------------------|
| File a copy of the food vendors public liability cover. | <input type="checkbox"/> |
|---|--------------------------|

| | |
|---|--------------------------|
| Provide a list of all stallholders' business names, food types and site locations at least three weeks prior to the event, to Council's Health & Regulatory Services. | <input type="checkbox"/> |
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| Have food vendors been advised (preferably in writing) of their responsibilities under the Food Act 2006? e.g. all stalls selling unpackaged food/drink must display a current: <ul style="list-style-type: none"> • Mobile Food Licence issued by any Local Government within Queensland • Temporary Stall Food Licence issued by Bundaberg Regional Council; or • Exempt from Licensing Notification issued by Council (e.g. all Not for Profit Groups) | <input type="checkbox"/> |
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Waste management checklist Completed

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| Have you ordered additional rubbish bins from Council or organised private contractor? | <input type="checkbox"/> |
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| Have you worked out where the bins will be located for maximum impact? | <input type="checkbox"/> |
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| Have you organised cleaning of the site after the event? | <input type="checkbox"/> |
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Traffic, transport and parking checklist**Completed****Traffic Management Plan**

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| Have you developed a Traffic Management Plan? | <input type="checkbox"/> |
| Has the local fire brigade, ambulance and police station been liaised with and has Main Roads been liaised with (only required if Main Roads gazetted roads are affected)? | <input type="checkbox"/> |
| Are all traffic controllers/marshals accredited to undertake the role? | <input type="checkbox"/> |
| Have the needs of persons with disabilities been considered? | <input type="checkbox"/> |
| Are the parking conditions acceptable for your event requirements? | <input type="checkbox"/> |
| Is security required in the parking area? | <input type="checkbox"/> |
| Do you require VIP parking and where will this be situated? | <input type="checkbox"/> |
| Are parking attendants or SES required? | <input type="checkbox"/> |
| Is the signage for parking clearly visible and adequate? | <input type="checkbox"/> |
| Are road barriers required? | <input type="checkbox"/> |
| Are turning circles and drop off points clear? | <input type="checkbox"/> |
| Would a shuttle service alleviate parking problems? | <input type="checkbox"/> |
| Is parking for attendees with special needs catered for? | <input type="checkbox"/> |
| Are parking exit points clearly identified? | <input type="checkbox"/> |
| Are staff/volunteers managing parking provided with uniforms and distribution/protective clothing and do they require communications – radio etc? | <input type="checkbox"/> |
| Are parking tickets required? | <input type="checkbox"/> |
| Is there adequate lighting in the parking area? | <input type="checkbox"/> |
| Have all B-Double users been notified of the changed traffic conditions (at least four weeks prior to the event)? | <input type="checkbox"/> |
| Has a final Traffic Management Plan been submitted to Council, Police and Department of Transport & Main Roads (if applicable)? | <input type="checkbox"/> |

Street march and/or parade

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| Set up task force and committee. Confirm date and time. | <input type="checkbox"/> |
| Consult Council & Qld Police prior to deciding to proceed. | <input type="checkbox"/> |
| Consult with businesses/residents in the proposed event area. | <input type="checkbox"/> |
| Apply to Council, Qld Police and Department of Transport & Main Roads (if applicable) at least 6 weeks prior to your event. Traffic Management Plan designed by suitably qualified persons is required to be submitted with application. | <input type="checkbox"/> |
| Engage suitably qualified persons to produce Traffic Management Plan and undertake closure. | <input type="checkbox"/> |
| Traffic Management Plan submitted to all relevant parties. | <input type="checkbox"/> |
| Traffic Management Plan sent to Police, Fire, Ambulance and Security (2 weeks prior to event). | <input type="checkbox"/> |
| Advice of road closures/reduction in speed been placed in the newspaper/online news prior to the event. (48 hours prior to event) | <input type="checkbox"/> |
| Has a copy of the road closure permit been received from Council, Bundaberg Police and Department of Main Roads (if applicable)? | <input type="checkbox"/> |

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| Notify businesses/residents and emergency services of proposed event/road closures. | <input type="checkbox"/> |
| List of participants and order for parade developed. | <input type="checkbox"/> |
| Safety information distributed to participants. | <input type="checkbox"/> |
| Assembly and disassembly areas secured, marked out and equipped. | <input type="checkbox"/> |
| Staff requirements identified, trained and uniformed. | <input type="checkbox"/> |
| On-site communications check – handhelds, mobile phones, loud hailers, sound system. | <input type="checkbox"/> |
| Briefing times established. | <input type="checkbox"/> |
| Contingency plan developed. | <input type="checkbox"/> |

Signage checklist

Completed

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| Are the entrances and exits clearly marked? | <input type="checkbox"/> |
| Have you considered smoking area signage and locations? | <input type="checkbox"/> |
| Signage for events on public land or roads may need a permit. | <input type="checkbox"/> |
| Contact Department of Transport & Main Roads for permit requirements for signage on Main Roads. | <input type="checkbox"/> |
| Would directional signage at the event make it easier for the public? | <input type="checkbox"/> |
| Have you considered carpark signage? | <input type="checkbox"/> |

Marketing checklist

Completed

Event promotion

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| Have you identified where you will promote your event? | <input type="checkbox"/> |
| Have you completed the Community Notices Form for various media and submitted it? | <input type="checkbox"/> |
| Have you provided the Community Development office with a flyer for the CBD Noticeboard? | <input type="checkbox"/> |
| Have you booked the banner space for Salter Oval? | <input type="checkbox"/> |
| Have you submitted your event listing on Council's What's on Bundaberg website? | <input type="checkbox"/> |

Post-event checklist

Completed

Human resources

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| Have all entertainment/guest speakers/staff players/contractors been farewelled appropriately and who is responsible for this? | <input type="checkbox"/> |
| Have all payments been made? | <input type="checkbox"/> |
| Have all thank you letters/awards/recommendations been sent? | <input type="checkbox"/> |
| Have you held your debrief? Evaluation is useless if is not used to improve the event for the next year so make sure it is part of your first meeting back. | <input type="checkbox"/> |
| Have all reports and feedback sheets been submitted by the volunteers? | <input type="checkbox"/> |
| After party – reward your staff and volunteers and pat yourselves on the back. | <input type="checkbox"/> |

Venue shutdown

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| Has the power and water shut off been organised? | <input type="checkbox"/> |
| Has the cleaning of toilets and removal of toilets been organised? | <input type="checkbox"/> |

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| Has waste removal been organised? | <input type="checkbox"/> |
| Ensure that emergency access is kept clear throughout shutdown. | <input type="checkbox"/> |
| Have all storage areas been cleaned? | <input type="checkbox"/> |
| Have all display materials and any temporary fittings been removed? | <input type="checkbox"/> |
| Parking – remove signage and barriers and clear site of all attendee’s vehicles. | <input type="checkbox"/> |
| Security – has the venue been locked up? | <input type="checkbox"/> |
| Have the sponsors got access to remove banners? | <input type="checkbox"/> |
| Contract acquittal – check all clauses in particular payment times, cleaning and repair, collection of equipment. | <input type="checkbox"/> |
| Finalise and audit accounts – best done as soon after the event as possible – the following day or week. | <input type="checkbox"/> |

Equipment shutdown

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| Have you developed a bump out schedule including correct exits and loading docks? | <input type="checkbox"/> |
| Do you need specialist staff to shut down equipment (e.g. computers)? | <input type="checkbox"/> |
| How long after the event do you have access to the venue? | <input type="checkbox"/> |
| Is there a cut-off time for utilities and power? | <input type="checkbox"/> |
| Is there anything that needs cleaning and repairing? | <input type="checkbox"/> |
| Do you have a consistent storage system – number of boxes and display contents list? | <input type="checkbox"/> |
| What small equipment (e.g. handsets) need to be returned and signed off? | <input type="checkbox"/> |
| What is the schedule for dismantling barricades? | <input type="checkbox"/> |

Marketing and promotion wrap up

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| Is there video evidence and has it been stored where appropriate? | <input type="checkbox"/> |
| Have all press clippings/video news been collected and saved on file? | <input type="checkbox"/> |
| Have all reviews of the event been saved on file? | <input type="checkbox"/> |
| Have you reviewed your website – photos of event, what’s happening next, “missed our festival – don’t miss the next one – join our email list”? | <input type="checkbox"/> |

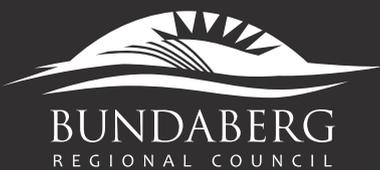
Liability shutdown

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| Have all incident reports been completed and submitted for file and staff debriefing? | <input type="checkbox"/> |
| Have photos been taken and saved on file where appropriate? | <input type="checkbox"/> |

Sponsors and grants wrap up

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| Have all grants been acquitted? Don’t be placed on the D list! | <input type="checkbox"/> |
| Is it appropriate to meet sponsors and ask them for feedback? | <input type="checkbox"/> |
| Have you sent letters to thank and acknowledge them for their services? | <input type="checkbox"/> |
| Have reports been sent to Council and other government organisations? | <input type="checkbox"/> |

| Required event documentation | Completed |
|---|--------------------------|
| <p>Event Management Plan</p> <ul style="list-style-type: none"> • Prepare an Event Management Plan detailing all components of the event | <input type="checkbox"/> |
| <p>Traffic Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Traffic Management Plan outlining how you are going to manage traffic and pedestrians pre, during and post your event. This plan should cover off on signage, parking, pedestrian, impact on public transport services and emergency services, promotion of alternate transport etc. • Road Closures require their own Traffic Management Plan prepared by a suitably qualified person. | <input type="checkbox"/> |
| <p>Risk Management Plan</p> <ul style="list-style-type: none"> • Prepare a detailed Risk Management Plan including identification and assessment of risks associated with the event, contingency planning and advertising, first aid provisions, emergency management, weather plans etc. | <input type="checkbox"/> |
| <p>Site Plan</p> <ul style="list-style-type: none"> • Prepare a Site Plan including all structures (marquees, stages, market stalls, food vendors, toilets, bar, waste facilities), show where power is located, food vendors with gas or cooking appliances, fencing, entrance and exits, parking locations, fixed structures such as amenities etc. | <input type="checkbox"/> |
| <p>Emergency Evacuation Plan/Fire Safety Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Emergency/Fire Management Plan including a site map showing evacuation routes, entry and exit points and access for emergency services. | <input type="checkbox"/> |
| <p>Waste Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Waste Management Plan including provisions of waste and recycling bins, details of pre, during and post event clean up and rubbish removal, regular toilet cleaning and replenishing during the event, regular cleaning of venue during event etc. | <input type="checkbox"/> |
| <p>Noise Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Noise Management Plan which includes a site plan indicating stage plan, orientation of stages including speakers, PA systems, amenities, facilities and location of potentially noise affected premises. Advise hours of operation of your event, how community and neighbouring properties will be notified and all potential sources of noise nuisance, steps that will be taken to minimise the risk of noise, details of acoustic monitoring during the event and how complaints received before, during and after the event will be addressed. | <input type="checkbox"/> |



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