

Event Management Guidelines

AUGUST 2008



CENTRAL COAST COUNCIL

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CENTRAL COAST COUNCIL - EVENTS MANAGEMENT GUIDE

This document has been designed to assist Service Clubs, Sporting Bodies, Council Community and other organisations in the running of public events within the Central Coast area.

The purpose of the Guide is to maximise the probability of a successful event and minimise the risk of negative outcomes such as reputational harm, injury to persons or damage to property.

The Guide is designed to assist by highlighting a number of key issues to consider when organising an event. The document is a guide only and does not cover every single issue that the event organiser might face. It remains the event organiser's responsibility to seek additional information where required.

Not every issue covered in this guide will apply to the particular event. It is recommended that the user identify those parts of the guide that do apply and deal with them.

Refer also to the *Public Events Policy* available on the Council Website:
www.centralcoast.tas.gov.au

If a particular issue covered by this Guide should be amended in any way or any new issue added the Central Coast Council would welcome such advice.

Suggestions should be forwarded by mail to:

The Administrative/Cultural Officer
Central Coast Council
PO Box 220
ULVERSTONE TAS 7315

or by fax to 6425 1224
or by email to admin@centralcoast.tas.gov.au

CONTENTS

1 Planning

- 1.1 Venue
- 1.2 Communication Plan
- 1.3 Facilities
- 1.4 Temporary structures
- 1.5 Site Plan
- 1.6 Promotion
- 1.7 Public communication
- 1.8 Signage
- 1.9 Contingencies
- 1.10 Noise
- 1.11 Food & Water
- 1.12 Lighting & Power
- 1.13 Hot surfaces and barbecues
- 1.14 Children
- 1.15 Weather
- 1.16 Toilets
- 1.17 Waste
- 1.18 Entries and Exits
- 1.19 Traffic Management
- 1.20 Road Closure

2 Event Details

- 2.1 Event Place & Time
- 2.2 Event Manager
- 2.3 Event Purpose
- 2.4 Target audience

3 General

- 3.1 Police contact
- 3.2 Alcohol
- 3.3 Insurance
- 3.4 Permits

4 Consultation

- 4.1 Stakeholders

5 Risk Management

- 5.1 Security
- 5.2 First Aid
- 5.3 Emergency Procedures

- 5.4 Emergency Recovery
- 5.5 Risk Management
- 5.6 Incident Reporting
- 5.7 Alcohol Management

6 Post Event Debrief and Evaluation

7 Event Funding/Sponsorship

- 7.1 Grants
- 7.2 Sponsorship

8 Appendices

- A Permits
 - A1 Temporary Food Business
 - A2 Mobile Food Business
 - A3 Temporary Place of Assembly
 - A4 Food Sale Conditions
 - A5 Register of Stall Holders
- B Road closure conditions
- C Risk Assessment and Management Plan (includes example, blank form for use, and Matrix Tables)
- D Incident Report Form
- E Acknowledgement of street closure conditions
- F Events planning checklist

1 PLANNING

For any major public event you should:

- arrange a planning meeting well before the event to allocate tasks and ensure that every aspect is covered;
- hold a briefing just prior to the event for all the key stakeholders;
- schedule a debriefing meeting immediately after the event to ensure that all of the positive aspects are retained at the repeat of the event and that any negative aspects are rectified and eliminated from the next event; and
- ensure that minutes are kept of these meetings and made available to all the stakeholders as well as the Council to assist in the future running of the event.

1.1 VENUE

The following may apply to the venue for your event:

- Under the State Building Act 2000, owners of commercial, industrial or public buildings are required to maintain the essential safety and health features and measures in buildings.
- Under the General Fire Regulations 2000 the occupier of a specified building must maintain and post an evacuation plan.

Have you confirmed that the venue has a current?

- Annual Maintenance Statement - Form 56
- Evacuation Plan

Are there any modifications to be made or temporary structures placed at the venue for this event? YES NO

.....

.....

.....

Will access to the site need to be modified for the event? YES NO

.....

.....

.....

1.2 COMMUNICATION PLAN

How do you intend to communicate with volunteers and others who may be assisting with the event?

A planned communication process should consider:

- training may be required prior to the event to ensure roles, responsibilities and risk control strategies are understood; and
 - additional information may need to be communicated immediately prior to and during the event.
-
-
-

1.3 FACILITIES

Will you be providing any of the following facilities:

- amusement structure;
- public stand;
- staging;
- portable shelter;
- pole;
- structure for containing or controlling a crowd; and
- fencing.

A system or service associated with:

- electrical supply;
- water supply; and
- sewerage or stormwater disposal.

If so you have responsibilities under the *Workplace Health and Safety Regulations Section 27* which requires that:

“A person having control over a location at which a permanent or temporary facility is erected or installed must ensure that the facility is erected or installed and is maintained, so as to minimise the risk to the health or safety of any person”.

1.4 TEMPORARY STRUCTURE

If you intend to erect a temporary structure such as a tent or marquee you may need a Temporary Occupancy Permit from the Council.

There are a number of different conditions for such structures within section 38 of the Building Regulations and you should check with the Council if you intend to erect a temporary structure of any sort.

1.5 SITE PLAN

You MUST complete a site plan and circulate photocopies to all stakeholders The Plan should clearly show the location (where appropriate) of:

- | | |
|--|---|
| <input type="checkbox"/> All Entrances and Exits | <input type="checkbox"/> Liquor Outlets |
| <input type="checkbox"/> Disability access | <input type="checkbox"/> Dry Areas |
| <input type="checkbox"/> Emergency Access Routes | <input type="checkbox"/> Toilet Facilities |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Areas for Pedestrians only | Centre/Command Post |
| <input type="checkbox"/> Stage Location | <input type="checkbox"/> Fire Extinguishers |
| <input type="checkbox"/> Seating Arrangements | <input type="checkbox"/> Refuse Containers |
| <input type="checkbox"/> Security and Police locations | <input type="checkbox"/> Public Telephones |
| <input type="checkbox"/> First Aid Posts | <input type="checkbox"/> Media Points |
| <input type="checkbox"/> Food/Vendor Stalls | <input type="checkbox"/> Banners and roadside signage |
| <input type="checkbox"/> Licensed area | |

1.6 PROMOTION

In order to effectively promote your event it is vital that you reach your target audience. You should carefully consider how to reach the people you want to speak to. Some ways of communicating might include:

- . a website
- . publicity or advertising in local and other relevant media outlets
- . letterbox drops
- . posters/flyers/brochures
- . letters to key community groups
- . meetings with key community groups.

A website is an excellent resource tool for people to find out more about your event. It can also act as a simple call to action message on advertising material.

Be sure to use your local media effectively as this will increase your reach and ultimately your attendance at the event. Find out the most appropriate contact at your local newspaper and radio station to send media releases to. A media release should contain key information such as the event date, time and location, what the event is about and possibly a quote from your event spokesperson or organiser.

The Council can also assist you by including your event in the Events Calendar for the Central Coast area, to use this facility you should contact the Ulverstone Visitor Information Centre on 6425 2839 and provide the event name, date, time and location.

You can also register your event with the Tasmanian Events Calendar, which has been created to aid commercial and community organizations in promoting their

events online. You can register your group club or organization with Events Tasmania, which will enable you to submit your event details for listing on the Calendar. Just go to www.discovertasmania.com and follow the “Events” link.

Depending on the event another good way to promote an event is via Sales Promotions, which are carried out to generate increased ticket sales or increase attendance for example, discount entry coupons, contests, giveaways, celebrity autograph signing, loyalty benefits etc.

It is important that you consider the following:

What is the focus of the event (family, sporting and entertainment):

How is the event being publicised and promoted:

You might wish to consider including some of the following messages in promotional and publicity material;

- Don't drink and drive
- Public transport will be available
- Slip, slop, slap

1.7 PUBLIC COMMUNICATION

How do you plan to communicate information to the public during the event?

Have you arranged a central information centre/command post to ensure that all of the various support services are able to communicate with each other?

1.8 SIGNAGE

Have you organised appropriate signage for parking, road closures, wet and dry areas etc.

- YES NO

In the case of road closures you will need to have appropriate barriers in place to manage restricted areas.

1.9 CONTINGENCIES

Do you have appropriate contingency plans in case the event:

- . has to be cancelled due to bad weather; or
- . takes longer than originally planned.

YES NO

1.10 NOISE

Describe the activities/mechanisms likely to create higher noise levels at your event.

.....
.....
.....

Describe how you will monitor and minimise noise levels.

.....
.....
.....

1.11 FOOD AND WATER

If food stalls or food vans are a part of the event, have you made appropriate provision for access to them without adversely impacting on traffic flows.

YES NO

Are all of the food outlets registered as temporary food premises?

YES NO

Have you completed the register of stall holders/business selling food at the event (appendix A5)?

YES NO

Is the location of drinking water clearly signposted?

YES NO

How will additional water be supplied to patrons on very hot days if needed?

.....
.....

66What is the source of water - reticulated (ie. town water, tank water, water carter, other?)

.....

.....

1.12 LIGHTING AND POWER

Are all power cables properly secured and safe?

YES NO

Does the provision of lighting and power cater for emergencies?

YES NO

You should refer to the Code of Practice for Risk Management of Agricultural Shows and Carnivals made available by Workplace Standards Tasmania – Section 4.2 “Electrical Safety – installations connected by mains or generator supply”.

1.13 HOT SURFACES AND BARBECUES

Will you be using cooking and food heating equipment such as barbecues, deep fryers and urns?

- . Is there appropriate separation to protect against burns?
- . Is there a check list for the safe use of gas appliances?

YES NO

1.14 CHILDREN

Have risks associated with children been considered and addressed?

- . additional supervision
- . leader qualifications
- . police security checks
- . parental approval

YES NO

1.15 WEATHER

Have the risks associated with weather events been considered and addressed?

- . wind
- . rain
- . electrical storm
- . heat
- . fire danger

YES NO

1.16 TOILETS

The number of toilets you will need to provide will be governed by the numbers you expect to attend the event. The Council can assist you with the relevant requirements (see table 1).

TABLE 1: TOILET NUMBERS

The number of toilets to be provided will depend on a number of factors including:

- . anticipated crowd numbers;
- . if alcohol will be available; and
- . the duration of the event.

If existing facilities are not adequate, additional portable units must be made available. The Australian Emergency Manual recommends the following as a guide (assume a 50/50 split of males and females unless advised otherwise by the Council:

Patrons	WC	Males		Females	
		Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for short events as follows:

Duration of the Event	Quantity required
8 hours plus	100%
6-8 hour	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. Remember to show toilets on the site.

What is the expected number of patrons

How many toilets will be provided:

. Male

. Female

. Disabled

Has responsibility for the following been considered:

- | | |
|---|--|
| <input type="checkbox"/> monitoring hygiene; | <input type="checkbox"/> pumping out portable toilets. |
| <input type="checkbox"/> providing cleaning services; | |
| <input type="checkbox"/> re-stocking supplies; and | |

1.19 TRAFFIC MANAGEMENT

Has a Traffic Management Plan been developed? YES NO

Is there car parking for:

- Emergency Vehicles YES NO
- Key Stakeholders YES NO
- Disabled Patrons YES NO
- General Parking YES NO
- Buses YES NO

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Patrons can be informed in the advertising and ticketing about:

- . Access for people with disabilities
- . Car parking
- . Preferred access routes to the venue

1.20 ROAD CLOSURE

Will there be any road closures for the event; YES NO

If you require the closure of Council streets as part of, or in conjunction with, your event, you will need to obtain the approval of the Council. This approval will only be given if you have first obtained the approval of Tasmania Police, Ulverstone Division. (Refer conditions at Appendix B)

- Name of Street: Time of Closure: am/pm
- Name of Street: Time of Closure: am/pm
- Name of Street: Time of Closure: am/pm
- Name of Street: Time of Closure: am/pm
- Name of Street: Time of Closure: am/pm
- Name of Street: Time of Closure: am/pm

2 EVENT DETAILS

2.1 EVENT PLACE AND TIME

Name of Event:

Date of Event
 Venue

Note: If this document is a printed copy always check the electronic version to ensure it is up to date.

Address of Venue
.....
Event Venue contact
Nature of venue
(hall, recreation ground etc.)
Capacity of venue
Date event starts / ends
Time event opened to the public
Required set-up date and time
Complete clean-up date and time

2.2 EVENT MANAGER

The Event Manager is responsible for the overall management of the event. The roles and responsibilities include organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison.

The Event manager must be contactable throughout the event planning, conducting and evaluation processes.

Event manager
Organisation
Address
Phone (work) () (Home) ()
Mobile Email

Contact during event:

Phone (work) () Mobile

2.3 EVENT PURPOSE

Describe the main purpose of the event:

.....
.....
.....

Describe the type/s of entertainment

.....
.....
.....

2.4 TARGET AUDIENCE

The target audience is the age group and interest of the patrons the event is aimed at. The event may target a wide range of interests and ages, or be very focused.

Who is the target audience:

.....
.....
.....

Estimated number:

.....
.....

3 GENERAL

3.1 POLICE CONTACT

Name

Station

Phone () Mobile

Email

3.2 ALCOHOL

Will alcohol be available at the event?

- No - alcohol will not be consumed at the event
- Yes - BYO alcohol will be allowed at the event (Council permission may be required); or
- Yes - alcohol will be sold or supplied at the event (a liquor licence will be required).

If you plan to sell or supply alcohol at the event you will require a liquor licence from the Commissioner for Licensing.

Licence Holder

Licensee/Organisation

Address

Telephone () Mobile

Contact during the event

Telephone () Mobile

3.3 INSURANCE

You will be required to have public liability insurance coverage of at least \$10,000,000 and have identified duty of care issues via a Risk Management Plan.

Insurance underwriter

Limit of Indemnity \$

Policy Number

Expiry Date

3.4 PERMITS

If you are planning an event you will require one or more of the following. Please contact the nominated Council department to determine if any of the permits or licences are required for your event

Permits and Licenses	Council Contact	Required	
		Yes	No
Casual Hirers Agreement	Customer Service Officer		
Road Closure Agreement	Administrative/Cultural Officer		
Temporary Occupancy Permit (if you intend to erect a temporary structure)	Building & Plumbing Group		
A Fire works Permit (if your event involves the detonation of anything other than Type 1 fireworks)	Customer Service Officer		
Temporary registration of a Food Business/Mobile Food Business (if your event involves food stalls or food vans you will need to ensure that they are appropriately registered as food premises)	Environment & Health Group		
Temporary Place of Assembly Licence (under the Public Health Act 1997 a person may be required to apply for a place of Assembly licence)	Environment & Health Group		

(Refer to Appendix A for examples of some of the permit forms required).

Have you obtained the relevant Permits and Licences?

YES NO

Permits obtained:

.....

4 CONSULTATION

There will a number of individuals or organisations that you might wish to consult with in planning your event.

STAKEHOLDER	CONTACT NAME	PHONE
Tas Police
Central Coast Council
Tas Ambulance Service
St. John Ambulance
State Emergency Service
Service clubs
Security
Pacific Rail
Media
Bus company
Taxi company

5 RISK MANAGEMENT

5.1 SECURITY

Will a security firm be used YES NO

If yes, provide details of Company and Principal

Licence/Accreditation details

Number of personnel

If no, describe security arrangements

Have you contacted the local Police station and advised them of the date, time and nature of the event?

Name of Police Officer briefed

What security arrangements have been made for:

Cash

.....
.....

Asset Protection

.....
.....

Crowd management

.....
.....

Prohibited items

.....
.....

5.2 FIRST AID

Who is supplying the first aid service?

Number of first aid personnel

Number of first aid posts

Have you made arrangements with Tas. Ambulance Service for critical emergency response, access to the venue and transportation of patients to hospital?

YES NO

5.3 EMERGENCY PROCEDURES

Do you have an emergency evacuation plan?

Have you ensured that all staff, security staff, police and emergency services are informed of the emergency evacuation plan?

YES NO

Who is the nominated person to authorise an evacuation?

Name

Contact details during the event

Phone

Mobile

5.4 EMERGENCY RECOVERY

In the event of an on-site or off-site emergency or traumatic event, there may be a need for trauma counselling.

The event organiser should consider this requirement in the planning process. Assistance and advice can be provided by the Local Council Recovery Coordinator.

5.5 RISK MANAGEMENT

Introduction

Risk Management is an integral part of good management practice. Commitment to Risk Management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss.

The Risk Management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action).

The benefits of Risk Management are:

- . An organisation can anticipate & respond to risks.
- . Likelihood of a loss or damage to financial performance, reputation and stakeholder confidence can be minimised.
- . Promotes a risk awareness culture within an organisation.

Having a Risk Management Plan and conducting a risk assessment prior to conducting an activity or event means potential risks can be identified, rated according to probability of occurrence and severity of damages. Controls and actions can then be taken to help reduce or mitigate any potential risks prior to the activity or event taking place.

Plan Statement

In maintaining this Risk Management Plan, we are committed to managing risk in accordance with the process described in the Australian Standard (AS/NZS 4360:2004), by identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with any of our activities or functions.

The delivery of this plan requires a consistent and systemic approach in recognition of any activities undertaken.

Responsibilities

Anyone involved with event or activity planning must be familiar with and grow their competence in the application of the risk management plan. All should accept responsibility for the delivery of the plan within their areas of responsibility.

Risk Assessment Process & Plan Delivery

It should be ensured that the following steps are undertaken for any activity:

- 1 List details of all potential risks/hazards (Risk Management Plan Assessment Form. Refer Appendix C).
- 2 Assess the likelihood and consequence of each risk (Using Table 1 & 2 – Refer Appendix C).
- 3 Apply a risk rating (Using Table 3 – Refer Appendix C).
- 4 Identify what action needs to be taken.
- 5 Allocate the action to a person responsible.
- 6 Allocate a time frame for completion.
- 7 Record the status of the action up to completion.

By following these steps from initial identification of risks through to completion of action it is ensured that a Risk Management Plan is in place.

5.6 INCIDENT REPORTING

Recording incidents that occur is one important way of identifying issues that need to be considered prior to the running of the next event.

The details of any incident that occurs during or in conjunction with the event should be recorded in an Incident Register.

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

- . minors, including false or altered identification;
- . 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.

A sample Incident Report form is available as Appendix D.

5.7 ALCOHOL MANAGEMENT

Have event personnel, specifically bar and security staff been informed of the conditions of the liquor licence and their responsibilities under the Liquor Licensing Act 1990, and about responsible service of alcohol and the penalties for offences committed?

YES NO

How will you inform patrons of the responsible service of alcohol, including that alcohol will not be served to minors and intoxicated patrons:

- Event Publicity;
- Ticketing;
- Signage;
- Other.

What type of containers will be used to serve drinks.

.....

.....

How will the boundaries of the wet and dry areas be defined:

.....

.....

.....

.....

6 EVENT FUNDING AND SPONSORSHIP

6.1 GRANTS

There are various grants available to assist with the organising/running of an event, such as:

- . Central Coast Council Small Grants Scheme;
- . Events Tasmania;
- . Arts Tasmania; and
- . Tasmanian Community Fund, etc.

6.2 SPONSORSHIP

Sponsorship is another way of attracting support for an event. It is recommended that a business plan be developed to be presented to prospective sponsors. The plan needs to be concise and to the point, and most importantly, show how the event can be beneficial to the sponsor.

7 POST EVENT DEBRIEF AND EVALUATION

De-briefing is a process whereby participants in an event have the opportunity to discuss and report to event organisers, what worked, what didn't work, why

didn't it work, and how can it be fixed/improved. Event organisers, key stake holders, event staff, security, contractors, vendors and entertainers should all be given the opportunity to debrief and evaluate the event. The success of the next event can be markedly improved when recommendations and suggestions for improvement are considered.

8 APPENDICES

A PERMITS

- A1** TEMPORARY FOOD BUSINESS
- A2** MOBILE FOOD BUSINESS
- A3** TEMPORARY PLACE OF ASSEMBLY
- A4** FOOD SALE CONDITIONS
- A5** REGISTER OF STALL HOLDERS

B ROAD CLOSURE CONDITIONS

C RISK ASSESSMENT AND MANAGEMENT PLAN (INCLUDES EXAMPLE, BLANK FORM FOR USE, AND MATRIX TABLES)

D INCIDENT REPORT FORM

E ACKNOWLEDGEMENT OF STREET CLOSURE CONDITIONS

F EVENTS PLANNING CHECKLIST

Temporary Food Business

(Food Act 2003 – Sections 87 and 89)

Application for Temporary Registration of a Food Business

Event Details

Name of event

Location of event *(address)*

Date(s) Start time..... Finish time.....

Type *(eg. sausage sizzle, cake stall etc)*

Applicant's Details

Name of applicant *(must be a natural person)*

Name of Organisation/Business

Postal address for correspondence

..... Postcode

Telephone Mobile phone

Facsimile Email

Food Details

Type of food outlet *(please tick)*

Open trestle table Food van Tent/covered stall Other

Sale of food

List of all food/drinks to be sold

.....

.....

Food preparation

Describe foods to be prepared (i.e. cooked, heated, mixed, cut, etc) on-site at the event

.....

Are any foods to be prepared anywhere else other than at your food outlet?.....

If yes, please provide details

.....

Please continue over the page

PO Box 220 / DX 70506
 19 King Edward Street
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 Tel 03 6429 8900
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admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

Food Details – *continued*

Food storage

Address where food will be stored prior to transport to event

Temperature control

Explain how potentially hazardous foods will be kept wither cold (not more than 5°C) or hot (not less than 60°C) **during transportation** to the event

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during storage and sale** at the event

NOTE: potentially hazardous foods are those foods that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk and milk products, gravy, mayonnaise, custard and other similar type products.

Fee and Signature

Application fee: N/A for community and charity organisations

I agree to comply with all food safety requirements stipulated by the Council's Environmental Health Officer and the Council's handout 'Conditions Under Which Food May be Sold at Markets, Street Stalls and Public Events'.

Signature of applicant Date

**Please lodge your fully completed form with the Council
a minimum of two weeks prior to the event**

OFFICE USE ONLY

Receipt No..... Date..... Cashier

Conditions of approval/comments

Authorised Officer Date



Mobile Food Business

Notification to Sell Food in the Central Coast Area

Event Details

Name of event

Name of event organiser Contact No.

Location of event (*address*)

Date(s) Start time..... Finish time.....

Applicant's Details

Name of applicant (*must be a natural person*)

Name of Organisation/Business

Postal address for correspondence

..... Postcode

Telephone Mobile phone

Facsimile Email

Food Details

Sale of food

List of all food/drinks to be sold

.....

.....

.....

Food preparation

Describe foods to be prepared (i.e. cooked, heated, mixed, cut, etc) on-site at the event

.....

Are any foods to be prepared anywhere else other than at your food outlet?.....

If yes, please provide details

.....

Food storage

Address where food will be stored prior to transport to event

.....

Please continue over the page

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Food Details – *continued*

Temperature control

Explain how potentially hazardous foods will be kept wither cold (not more than 5°C) or hot (not less than 60°C) **during transportation** to the event

.....

.....

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during storage and sale** at the event

.....

.....

NOTE: potentially hazardous foods are those foods that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk and milk products, gravy, mayonnaise, custard and other similar type products.

Signature

I agree to comply with all food safety requirements stipulated by the Council's Environmental Health Officer and the Council's handout 'Conditions Under Which Food May be Sold at Markets, Street Stalls and Public Events'.

Signature of applicant Date

**Please lodge your fully completed form with the Council
a minimum of two weeks prior to the event**

OFFICE USE ONLY

Date Application Received:

Conditions of approval/comments

.....

.....

.....

Authorised Officer Date

Temporary Place of Assembly

(Public Health Act 1997 - Sections 76 and 81)

Application for a Temporary Place of Assembly Licence

Event Details

Name of event

Location of event
 Postcode

Date of event Start time Finish time.....

Postal address for correspondence
 Postcode

Emergency contact Telephone

Description of intended use of premises

Number of persons to be accommodated

Other licences issued to the premises.....

Applicant Details

Name of applicant *(must be a natural person)*.....

Name of organisation/business

Postal address for correspondence
 Postcode

Telephone Mobile phone

Facsimile Email

Fee and Signature

Application Fee: \$65.00

Signature of applicantDate

Documentation that must be attached to application

- Site plan and/or floor plan
- Any information required by the Council for assessment purposes.

**Please lodge your fully completed form and fee with the Council
 a minimum of four weeks prior to the event**

OFFICE USE ONLY

Receipt No..... Date Cashier

Capacity of Premises

Council checklist

- Form fully completed
- Form signed
- Form dated
- Site/floor plan attached
- Further information required Yes/No
- Date requested /...../.....

Details

.....

.....

.....

.....

.....

.....

CONDITIONS UNDER WHICH FOOD MAY BE SOLD AT MARKETS, STREET STALLS AND PUBLIC EVENTS

GENERAL REQUIREMENTS

Any individual or group wanting to sell food at a market, street stall or public event must first obtain registration as a temporary food business under the *Food Act 2003* from the Council's Environmental Health Officer.

An 'Application for Temporary Registration of a Food Business' should be completed and lodged with the Council at least two weeks prior to the date you wish to operate.

The requirement to register as a temporary food business applies to community groups, charity organisations and commercial operators.

Mobile food business operators (food vans) that are currently registered in accordance with the *Food Act 2003* with another Council in Tasmania will not be required to register as a temporary food business with the Central Coast Council, however, they will need to submit details of the event they plan to attend and the types of foods that will be prepared, stored and sold at the event.

A 'Mobile Food Business Notification to Sell Food in the Central Coast Area' form should be completed and lodged with the Council at least two weeks prior to the date you wish to operate.

FOOD BUSINESSES SELLING POTENTIALLY HAZARDOUS FOOD

Potentially hazardous foods are foods that need to be kept at 5°C or colder or 60°C or hotter to prevent food poisoning bacteria from multiplying to dangerous levels. Food normally considered to be potentially hazardous includes:

- raw and cooked meats and food containing meats such as casseroles, curries, lasagne, hamburgers, patties, pies and pasties;
- dairy products and foods containing dairy products such as milk, cream, custard and dairy based desserts;
- raw and cooked seafood;
- raw egg products such as mayonnaise, aioli, hollandaise sauce;
- processed fruit and vegetables such as prepared salads and ready-to-eat fruit packs;
- cooked rice and pasta;
- processed foods containing eggs, beans, nuts or other protein rich food such as quiche and soya bean products;
- foods that contain any of the above foods, such as sandwiches, rice salads and pasta salads.

CONDITIONS

The following general conditions may apply to any individual or organisation selling food in the Central Coast area:

- 1 All food shall be prepared, displayed and sold in accordance with the requirements of the *Food Act 2003* and the applicable Food Safety Standards.
- 2 Hand washing facilities must be provided and be accessible to food handlers at all times.
- 3 A temporary food business shall be set up in a manner that protects food products from the likelihood of contamination from the public or the environment (i.e. dust, pests, direct sunlight).
- 4 Screening or shielding of food through the use of sneeze guards or food grade containers or packaging should be utilised.
- 5 All food shall be stored 750mm above the ground and covered or in closed containers.
- 6 Single use disposable gloves, tongs or other suitable serving devices are to be used at all times.
- 7 single use disposable eating and drinking utensils only shall be used.
- 8 Drinking straws, paper cups, spoons, napkins, etc shall be enclosed in suitable dispensers or otherwise protected from contamination.

The following general conditions relating to **potentially hazardous food** may apply to an individual or organisation selling food in the Central Coast area:

- 1 Potentially hazardous foods are to be prepared, transported, stored, displayed and sold at a temperature below 5°C or above 60°C for the duration of the market, stall or public event.
- 2 Cakes, biscuits or slices containing potentially hazardous products such as cream or custard must not be sold.
- 3 Products containing raw eggs, such as mayonnaise, aioli, tartare or hollandaise sauce must not be sold.
- 4 Only eggs sourced from a registered supplier may be used for sale or in the preparation of products for sale.

The following conditions relating to **packaged food** may apply to an individual or organisation selling food in the Central Coast area:

- 1 Packaged foods must be labelled in accordance with the FSANZ Labelling Fact Sheet for Charities and Community Organisations if sold solely for charity or community causes.
- 2 Packaged foods must be labelled in accordance with the Australian New Zealand Food Standards Code Part 1.2 Labelling and Other Information Requirements if sold for financial gain by a commercial food business operator.

REGISTER OF STALL HOLDERS/BUSINESSES SELLING FOOD AT THE EVENT

Food Stall/Business Name	Food Stall/Business Proprietor	Address of Stallholder/Food Business	Contact Details of Stallholder/Food Business	Types of Food(s) to be Sold	Address Where Food Will be Prepared Prior to the Event (Please do not use a PO Box)
Please refer to example below for guidance on completing this form					
Cake Stall	Joe Bloggs	3 Smith Street Happy Rock	Ph: 6429 8900 Mob: 0411 111 111 Fax: Email:	Chocolate cake - no cream Chocolate Slice Rum Balls	Various homes (ie cake stall for school fair) OR Registered Food Business at Happy Rock Bistro, 123 Joy Lane, Happy Rock OR All preparation at the event
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		

REGISTER OF STALL HOLDERS/BUSINESSES SELLING FOOD AT THE EVENT

			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		
			Ph: Mob: Fax: Email:		

ROAD CLOSURE CONDITIONS

Road closures are subject to the following conditions:

- 1 A public liability policy must be taken out by the organisation in charge of the event (the Organiser). The policy must have a minimum cover of \$10,000,000 (ten million dollars) and be in the joint names of the Central Coast Council and the Club. Proof of cover in the form of a policy document or a currency certificate must be submitted to the Council at least five (5) working days prior to the event.
- 2 The Organiser agreeing to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the above- mentioned street closures and the event.
- 3 The Organiser must advise residents/occupiers, whose properties abut the section of the streets being closed, of the closures.
- 4 Close liaison is required with Tasmania Police.
- 5 The closure must be advertised in The Advocate newspaper prior to the event.
- 6 Appropriate traffic management barriers, 'Road Closed' and other relevant warning signs are to be properly erected and maintained across the carriageway at all affected intersections and junctions so that safety is assured at all times. The erection and layout of such relevant traffic management barriers must be designed and supervised by a suitably qualified person, qualified under the relevant Australian Standard. Such a person can be supplied by the Central Coast Council if the club/organisation is unable to supply a suitably qualified person.
- 7 The closures forbid the use of the above-mentioned sections of the streets by all persons with vehicles, other than those participating in the Parade and emergency vehicles.
- 8 Completion and return of the relevant Request for Facility Hire form (refer Appendix E) together with confirmation that the Police have no objection to the proposed road closure.
- 9 In the case of motor-vehicle rallies and trials the Council will not consider applications for road closures for rally stages in the Central Coast municipal area unless the application is received not later than 15 weeks prior to the event and is accompanied by evidence of:
 - a Written notification having been sent to harvesting contractors and companies (including transporters of timber products), milk transport contractors and companies, and tourism authorities and operators;
 - b Written notification having been sent to all residents on that part of the road for which road closures are being requested; and
 - c Public notification having been twice advertised in a daily newspaper circulating in the municipal area advising of an application for road closures, and that residents and road users should contact the promoter and the Council not later than 13 weeks prior to the event if they have concerns over the closures.

RISK ASSESSMENT AND MANAGEMENT PLAN - Sample

AS/NZS 4360:2004 – Risk Consequence, Likelihood and Matrix Tables

Risk Consequence: Table 1.

Consequence		
Level	Descriptor	Detail description
1	Minor	No injuries, low loss.
2	Substantial	First aid, medium loss.
3	Serious	Treatment required, high loss.
4	Very Serious	Extensive injuries, major loss.
5	Catastrophic	Death, huge loss.

Risk Likelihood: Table 2.

Likelihood		
Level	Descriptor	Detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Once per year
C	Possible	Possible, once in 10 year period
D	Unlikely	Not impossible, within 50 years
E	Rare	Unlikely within 50 years

Risk Rating Matrix: Table 3.

Likelihood	Consequences				
	Minor 1	Substantial 2	Serious 3	Very serious 4	Catastrophic 5
A (Almost Certain)	Moderate	High	High	Very High	Very High
B (Likely)	Moderate	Moderate	High	High	Very High
C (Possible)	Low	Moderate	High	High	High
D (Unlikely)	Low	Low	Moderate	Moderate	High
E (Rare)	Low	Low	Moderate	Moderate	High



RISK ASSESSMENT AND MANAGEMENT PLAN FORM

Activity/event description:	
Date(s):	

Risk/hazard details	The consequences of an event happening		Risk rating	Action plan	Person responsible	Timeframe for completion	Status
	Likelihood	Consequence					



RISK ASSESSMENT AND MANAGEMENT PLAN FORM (Example)

Activity/event description:	Example triathlon event
Date(s):	10/01/2006

Risk/hazard details	The consequences of an event happening		Risk rating	Action plan	Person responsible	Timeframe for completion	Status
	Likelihood	Consequence					
SLIP ON WET SURFACE	B	3	HIGH	Put up warning signs at areas around swimming area	Signage & Water Officer	Have signage ready for the day of the swimming event (10/01/2009)	Signage ready to be put up on the day.
NEEDLESTICK INJURY	C	3	HIGH	Pre event inspection of area to ensure all needle sticks found.	Events Coordinator	(10/01/2009)	Checklist to be completed on morning of the event
SUNBURN	A	3	HIGH	Free sun lotion available to spectators and to contestants.	Events Coordinator	Lotion to be made available on the day (10/01/2009)	Lotion to be made available on the day
SPECTATOR CONFLICT	B	2	MODERATE	Extra security	Security Coordinator	(10/01/2009)	Security requested for event



INCIDENT REPORT FORM

Date	Time	Incident	Name of staff	Police Called Y/N	Police Attended Y/N	Event Outcome	Police Outcome
						To be completed by the Event Manager and details any event related outcomes or impacts	List any action taken by Police and related outcomes

Date:

The General Manager
Central Coast Council
PO Box 220
ULVERSTONE TAS 7315

Dear

REQUEST FOR FACILITY HIRE
LOCATION: VARIOUS STREETS
EVENT:
DATE:
TIME: FROM TO

I acknowledge receipt of the Council's letter dated advising of conditions of approval for the above street closures.

I have read the letter and agree to abide by the conditions contained therein.

Enclosed is the proof of appropriate public liability insurance as required by the Council.

The (*the event organiser*) agrees to indemnify and to keep indemnified the Council, its servants and agents (*the Principal*), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Event Organiser's performance or purported performance of its obligations under this agreement and be directly related to the negligent acts, errors or omission of the Event Organiser.

The Event Organiser's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability.

Yours faithfully

Signed:

Name (print):

On behalf of the (name of organisation):

Contact Name:

Telephone:

Events Planning Checklist



This checklist will assist you with planning leading up to your event. It is intended as a planning aid only and **is not** an application form.

Name of Event			
Date:		Time:	
Location:			
Expected visitor numbers:			
Key stakeholders:			
Estimated expenses:			
Projected income:			
Estimated surplus:			

PRIORITIES	No	Yes
COMMUNICATIONS		
Has a running sheet been developed for the event?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been distributed to:		
◆ The board/management, organising committee	<input type="checkbox"/>	<input type="checkbox"/>
◆ The CEO and senior staff volunteers	<input type="checkbox"/>	<input type="checkbox"/>
◆ All staff involved	<input type="checkbox"/>	<input type="checkbox"/>
◆ Event volunteers	<input type="checkbox"/>	<input type="checkbox"/>
◆ Sponsors and other partners	<input type="checkbox"/>	<input type="checkbox"/>
◆ Media (attached to press release)	<input type="checkbox"/>	<input type="checkbox"/>
◆ Contractors for the event	<input type="checkbox"/>	<input type="checkbox"/>
◆ VIPs (politicians, local government, high profile identities)	<input type="checkbox"/>	<input type="checkbox"/>
◆ Speakers/Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
◆ Venue and catering management	<input type="checkbox"/>	<input type="checkbox"/>
◆ * Council, and local traders	<input type="checkbox"/>	<input type="checkbox"/>

Events Planning Checklist



PRIORITIES	NO	YES
◆ * Police/SEC/St John's Ambulance/Transport Companies	<input type="checkbox"/>	<input type="checkbox"/>
◆ Other key community members	<input type="checkbox"/>	<input type="checkbox"/>
◆ Have any necessary pre-event briefings been held with stakeholders/participants?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do you have sufficient volunteer support for the event?	<input type="checkbox"/>	<input type="checkbox"/>
◆ Do all participants have written instructions and understand their task?	<input type="checkbox"/>	<input type="checkbox"/>
(* if road closures, use of public spaces or other traffic/transport/crowd management issues are likely)		
PUBLICITY		
Have promotional fliers been sent to as many outlets as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Have all people on your database received a flyer well before the event?	<input type="checkbox"/>	<input type="checkbox"/>
Have paid advertisements been designed and space booked?	<input type="checkbox"/>	<input type="checkbox"/>
Have free advertising possibilities been explored and booked? i.e. Events Calendar	<input type="checkbox"/>	<input type="checkbox"/>
Has a media release been written and sent?	<input type="checkbox"/>	<input type="checkbox"/>
Have key individuals from the media been sent formal initiations?	<input type="checkbox"/>	<input type="checkbox"/>
Are media kits organised?	<input type="checkbox"/>	<input type="checkbox"/>
Has a media strategy been developed to handle enquires if an unplanned emergency occurs.	<input type="checkbox"/>	<input type="checkbox"/>
Are posters designed, printed and placed in appropriate venues?	<input type="checkbox"/>	<input type="checkbox"/>
Are event programs designed, approved and printed?	<input type="checkbox"/>	<input type="checkbox"/>
Are all printing cost and schedules closely monitored?	<input type="checkbox"/>	<input type="checkbox"/>
INVITATIONS		
Is the invitation list/database up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Has artwork been approved by management and sponsors?	<input type="checkbox"/>	<input type="checkbox"/>
Are printers booked?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mail out organised?	<input type="checkbox"/>	<input type="checkbox"/>
Is the office ready to accept RSVPs? This would include booking sheets and information sheets about the event on each person's desk	<input type="checkbox"/>	<input type="checkbox"/>

Events Planning Checklist



PRIORITIES	NO	YES
VENUE/S		
If outdoors have all appropriate permits been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
If necessary have liquor/gaming licenses been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
Has parking been organised?	<input type="checkbox"/>	<input type="checkbox"/>
If outdoors, has a wet weather contingency been planned?	<input type="checkbox"/>	<input type="checkbox"/>
Have deposits been paid?	<input type="checkbox"/>	<input type="checkbox"/>
Are all audio-visual requirements, including portable microphones and lighting available? Adequate? Booked?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be any other events occurring at or close to the venue that may impact on your event?	<input type="checkbox"/>	<input type="checkbox"/>
Are decorations confirmed and booked?	<input type="checkbox"/>	<input type="checkbox"/>
Is directional signage organised?	<input type="checkbox"/>	<input type="checkbox"/>
Has the venue set up been organised and confirmed, including banners?	<input type="checkbox"/>	<input type="checkbox"/>
Is the venue clean?	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, has an area been assigned for a media conference?	<input type="checkbox"/>	<input type="checkbox"/>
Have you organised a media table?	<input type="checkbox"/>	<input type="checkbox"/>
Have banners and other promotional material been collected from sponsors and other partners?	<input type="checkbox"/>	<input type="checkbox"/>
Has a seating plan been organised and approved by management, sponsors and other partners?	<input type="checkbox"/>	<input type="checkbox"/>
Have table hosts been assigned/	<input type="checkbox"/>	<input type="checkbox"/>
Are table lists printed and displayed at the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Has an event registration/welcome table been organised at the venue?	<input type="checkbox"/>	<input type="checkbox"/>
If necessary have marquees, trestles, seating and portable toilets been booked?	<input type="checkbox"/>	<input type="checkbox"/>
Have refreshments been organised for workers/volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
Is there are place for volunteers' bag and other belongings?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a comfortable, separate area for volunteers to meet?	<input type="checkbox"/>	<input type="checkbox"/>

PRIORITIES	NO	YES
CATERING		
Is the menu, including alcohol costed and confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
Are special dietary requirements available?	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated these options to VIPs and guests?	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, have catering concessionaires been approved by yourselves and any other official groups eg (Health Dept/Inspectors)	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL GUESTS		
If you are using celebrities or other performers have all activities and contracted been agreed and signed?	<input type="checkbox"/>	<input type="checkbox"/>
Has standard of transport and accommodation been agreed, costed and booked?	<input type="checkbox"/>	<input type="checkbox"/>
Are performing spaces adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Do performers and or their staging requirements need special set up and set down times? Has this been negotiated with the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Staging and A.V. equipment agreed and booked?	<input type="checkbox"/>	<input type="checkbox"/>
Is power supply adequate? Safe?	<input type="checkbox"/>	<input type="checkbox"/>
Have speeches been prepared?	<input type="checkbox"/>	<input type="checkbox"/>
Can you accommodate the audiovisual requirements of guest speakers?	<input type="checkbox"/>	<input type="checkbox"/>
Have gifts been purchased?	<input type="checkbox"/>	<input type="checkbox"/>
Fees or honorarium agreed and budgeted?	<input type="checkbox"/>	<input type="checkbox"/>
Have VIP refreshments been booked?	<input type="checkbox"/>	<input type="checkbox"/>
Has appropriate security arrangements been made?	<input type="checkbox"/>	<input type="checkbox"/>
RECORDING THE EVENT		
Has a photographer been booked/ someone designated as photographer?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be videotaping?	<input type="checkbox"/>	<input type="checkbox"/>
Has film/video tape been purchased?	<input type="checkbox"/>	<input type="checkbox"/>
Has as brief been written for the photographer, including key people and activities you want photographed?	<input type="checkbox"/>	<input type="checkbox"/>

PRIORITIES	NO	YES
PRIZES/AUCTION ITEMS/GIVEAWAYS/AWARDS		
Have all items been picked up?	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate recognition given to donors in programs, speeches etc and post event?	<input type="checkbox"/>	<input type="checkbox"/>
Are rules for winning prizes clear and communicated to all?	<input type="checkbox"/>	<input type="checkbox"/>
Have the methods for giving away prizes been decided? E.g. raffle, door prizes.	<input type="checkbox"/>	<input type="checkbox"/>
Hall all equipment and stationary been organised?	<input type="checkbox"/>	<input type="checkbox"/>
Plaques/certificates/awards etc designed, ordered and picked up?	<input type="checkbox"/>	<input type="checkbox"/>
Gifts donated or brought?	<input type="checkbox"/>	<input type="checkbox"/>
Has a presenter/s been designated and informed?	<input type="checkbox"/>	<input type="checkbox"/>
WILL THERE BE EXHIBITORS?		
Are space and power requirements confirmed with venue?	<input type="checkbox"/>	<input type="checkbox"/>
Have exhibitors confirmed display requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are contracts and fees finalised?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exhibitors aware of parking, set up and set down times?	<input type="checkbox"/>	<input type="checkbox"/>
RISK MANAGEMENT		
Is the event's insurance coverage adequate? Check with insurance provider	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate first aid?	<input type="checkbox"/>	<input type="checkbox"/>
Have traffic and crowd management plans been developed and communicated to all necessary authorities?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency plans in place?	<input type="checkbox"/>	<input type="checkbox"/>
ACKNOWLEDGEMENT OF APPRECIATION		
At the event		
Plaques/certificates	<input type="checkbox"/>	<input type="checkbox"/>
Flowers	<input type="checkbox"/>	<input type="checkbox"/>
Name in program	<input type="checkbox"/>	<input type="checkbox"/>

PRIORITIES	NO	YES
In speeches	<input type="checkbox"/>	<input type="checkbox"/>
In media releases	<input type="checkbox"/>	<input type="checkbox"/>
Post event		
Get together with relevant stakeholders/volunteers etc.	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATION AND REPORTING?		
How will you know your event has been a success?	<input type="checkbox"/>	<input type="checkbox"/>
What sort of information will you be collecting? From whom?	<input type="checkbox"/>	<input type="checkbox"/>
How will you collect it? When?	<input type="checkbox"/>	<input type="checkbox"/>
How will you report? When? To whom	<input type="checkbox"/>	<input type="checkbox"/>