

THE EVENT PLANNER

A Comprehensive Event Management Guide

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FORWARD

There are hundreds of events held in Latrobe City every year. The majority of these pass without incident but on occasion problems do occur which can have serious implications for the organiser and organising body.

The Event Planner has been put together to help event managers and committees plan and manage events successfully and to guide them through the steps they need to take to minimise risk and maximize the likelihood of a well run and successful event.

The Event Planner will be posted electronically on www.latrobest.com.au website and regularly updated so that people who are involved in event management can get the latest resources on Event Management.

All events held on Latrobe City land that aim to attract more than 1,000 people will have to complete "The Event Planner" prior to permission being given to hold the event. People planning smaller events are welcome to use this guide.

If you need further information or assistance with your event please contact:

Destination Latrobe

Events Team

Telephone: 1300 367 700

Facsimile: 03 5128 5672

Email: janieneay@latrobe.vic.gov.au

Disclaimer: The information contained in this publication is provided as a guide only. This publication should not be used as a substitute for professional advice. Whilst Latrobe City has made every endeavor to ensure that the information provided is accurate and up to date at the time of publication – no warranty is provided as to the accuracy of the information or the suitability of the information for the purposes of the user.

INTRODUCTION

Events come in many different sizes, and cover a wide range of activities. It may be a small community fete or a large music festival. Whatever size, they have common issues including planning, organisation, safety, insurance, disability access, contingency planning and publicity.

This document has been drawn up to provide event managers and committees with a framework that will help them successfully organise their event.

In compiling this document, an attempt has been made to create a balance between too much and too little. It aims to pool experience and general information, which in one shape or form relates to the majority of events.

An event organiser needs to be aware any current and applicable statutes, regulation, by-laws, approved and associated codes of practice relating to the event or its individual elements and to take appropriate action. This guide is intended to act as a signpost to direct you towards the various sources of help and contacts.

This is a working document, the information aims to encourage continuing good practice, increase knowledge and understanding.

Event organisers are reminded of the need to make their own enquiries and to seek competent advice as appropriate, basing decisions they make relative to health and safety of participants and visitors to the event.

AIMS AND EVENT OBJECTIVES

Latrobe City is committed to developing and supporting events across the municipality. Destination Latrobe is a dedicated team within the organisation encompassing Events, Tourism and Visitor Information Services, that provides a range of support services to event organisers.

An event is something out of the ordinary and involves bringing people together to celebrate and showcase activities.

The venues, audiences, funding arrangements and the organisational structures and methods can all be radically different, but the basic principles of Event Management remain constant.

The kinds of events this document is intended to cover includes street parties, parades, out door events, local fetes, car shows, indoor and outdoor sporting events, music events and hobby displays.

Successful events have a clearly state aim as well as an overall purpose.

Each event will have its own set of objectives. These should be detailed in a way that allows organisers to assess the success of their event after completion.

Some relevant questions include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | What event are you trying to hold? |
| <input type="checkbox"/> | What is the overall purpose? |
| <input type="checkbox"/> | Are there detailed objectives? |
| <input type="checkbox"/> | Who is it aimed at? |
| <input type="checkbox"/> | How much will it cost? |
| <input type="checkbox"/> | When will be event happen? |
| <input type="checkbox"/> | Who pays? |
| <input type="checkbox"/> | Have you done market research? |
| <input type="checkbox"/> | Have you thought through all your customers needs? |
| <input type="checkbox"/> | Will the event meet the targets? |
| <input type="checkbox"/> | Do you want feedback after the event? |
| <input type="checkbox"/> | Do you want to know where your participants came from? |
| <input type="checkbox"/> | Did your event marketing work? |
| <input type="checkbox"/> | How many people do you need to run this event? |

Having answered these and lots of other questions you should be clearer about what you are doing and how and why you are doing it.



EVENT APPLICATION & REGISTRATION FORM

DETAILS: Date of Application __ / __ / __

Name of Event: _____

Date/s of Event: _____

Start Time: _____ am/pm Finish Time: _____ am/pm

Location/ Venue Address: _____

(Please supply map details if specific location)

Target Audience: _____ Approximate Numbers: _____

TYPE OF EVENT:

- | | | |
|---|--|---|
| <input type="checkbox"/> Arts - Exhibitions | <input type="checkbox"/> Arts Festivals | <input type="checkbox"/> Community Celebrations |
| <input type="checkbox"/> Community General | <input type="checkbox"/> Community Markets | <input type="checkbox"/> Hobby Exhibitions / Shows |
| <input type="checkbox"/> Hobby General | <input type="checkbox"/> Sport & Rec – General | <input type="checkbox"/> Sport & Rec – Water Sports |
| <input type="checkbox"/> Sport & Rec – Racing | <input type="checkbox"/> Other please specify: _____ | |

Brief Description: _____

CONTACT DETAILS:

Organisation: _____

Name of Representative: _____

Address: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Email: _____ Website: _____

Will you require road closures? Yes No

Do you intend to supply food / refreshments? Yes No

Do you intend to serve alcohol? Yes No





Will be need rubbish collection? Yes No

Will you be erecting signage? Yes No

IMPORTANT – THE LATROBE VISITOR INFORMATION CENTRE

Please supply the Centre with information about your event e.g. maps, flyers for your competitors, attendees and visitors to the region. Contact Free Call: 1800 621 409

The “Power of Events Calendar” includes information on the accessibility of events for people with a disability. This information will inform people with a disability in advance of the accessibility of particular events to enable them to enjoy the wide variety of activities on offer.

| Access Symbol | Description Checklist | Yes | No |
|--|--|-----|----|
|  P | Do people attending your event have access to accessible (disabled) parking facilities? | | |
|  V | Is your venue accessible to people with a disability? This includes flat access from parking facilities, accessible entrances (no steps) and access to all areas and activities included in the event. | | |
|  T | Do people attending your event have access to accessible (disabled) toilet facilities? | | |
|  H | Do people attending your event have access to an Assistive Listening System? | | |

PUBLIC LIABILITY INSURANCE

Please provide details of your public liability insurance policy. The policy must be extended to specifically cover the event. Latrobe City requires a minimum of \$10million with Latrobe City mentioned on the policy. Please attach a copy of the organisations Certificate of Currency.

Do you wish for your event details to be advertised in the Power of Events Calendar? **Yes / No**

Signature: _____ **Date:** _____

Please complete all details and return form to: **Latrobe City Council**

Attention: Janiene Ayre – Destination Latrobe - Manager Events

PO Box 345 TRARALGON 3844

Facsimile: (03) 5128 5672

Telephone: 1300 367 700

| OFFICE USE ONLY | | | |
|---|-------------------------------------|--------|----------|
| Date received: ___/___/___ | Officer: _____ | | |
| Referred to: Latrobe Visitor Information Centre | Yes / No | Copied | Yes / No |
| City Strategy | Officer: _____ | | |
| City Relations | Officer: _____ | | |
| City Infrastructure | Officer: _____ | | |
| Date of response: ___/___/___ | Verbal / Letter / Confirmation only | | |

1.1 Event Name

| | | | | |
|--------------------------|---|---|---|---|
| Event Name: | | | | |
| Date of Event: | | | | |
| Event Venue/s: | | | | |
| Address of Venue: | P/C | | | |
| Map of the site: | | | | |
| | Day 1 | Day 2 | Day 3 | Day 4 |
| Date(s) of Event: | | | | |
| Time of Event: | From: To: am/pm am/pm | From: To: am/pm am/pm | From: To: am/pm am/pm | From: To: am/pm am/pm |

1.2 Event Manager / Organisation Contact

| | | | |
|-------------------------|----------------|-----------------|----------------|
| Event Manager: | | | |
| Organisation: | | | |
| Address: | P/C | | |
| Contact Details: | Tel Wk: | Tel Hm: | Mobile: |
| | Email: | Website: | Fax: |

1.3 Description and Purpose of Event

Describe the event and entertainment – what’s the main attraction or purpose of the event?

| |
|--|
| |
|--|

1.4 Target Audience

Who are the target audience and expected numbers?

| | | | | | |
|---------------------------------------|------------|------------|------------|------------|-----------|
| | | | | | |
| Estimate % of total attendance | | | | | |
| 0-12years | 12-18years | 18-25years | 25-40years | 40-55years | 55+ years |

1.5 Event Plan Timeline

| Time Scale | Action | Job Allocation |
|-----------------|--|----------------------------|
| 9 Months | <input type="checkbox"/> Start to organise: appoint a Steering committee and create a terms of reference. Identify specific responsibilities for all committee members – see Section 2 | Informal group |
| | <input type="checkbox"/> Establish regular meeting dates and venue for next nine months. | Event Manager |
| | <input type="checkbox"/> Establish a Health and Safety officer | Steering Committee |
| | <input type="checkbox"/> Identify the aims of the event | Steering Committee |
| | <input type="checkbox"/> Share out the main roles see Section 2 | Steering Committee |
| | <input type="checkbox"/> Find a site – (Make sure the venue is adequate for your proposed event and obtain permission from appropriate landowner) | Event Manager |
| | <input type="checkbox"/> Initial talks with Latrobe City events unit and local Police. (A formal plan should be established to deal with any emergency situations.) | Event Manager |
| | <input type="checkbox"/> Start talking to local community groups who might want to get involved. | Event Manager |
| | <input type="checkbox"/> Prepare a budget. (Do one budget based with external funding and one where no external funding has been secured) | Event Manager Treasurer |
| | <input type="checkbox"/> Make an assessment of the projects viability | Steering Committee |
| | <input type="checkbox"/> Seek advice on fund raising activities and available grants | Treasurer |
| | <input type="checkbox"/> Write funding applications | Steering Committee |

| | | |
|-----------------|--|------------------------|
| | <input type="checkbox"/> Investigate contracts / application forms for entertainers, stall holders and participants | Steering Committee |
| | <input type="checkbox"/> Investigate how many volunteers will be required and organise necessary paperwork | Steering Committee |
| | <input type="checkbox"/> Start raising money locally. Bank accounts, signatories in accordance with appropriate legislation/guidance. | Treasurer |
| 8 Months | <input type="checkbox"/> Fill in Latrobe City Event Application Form. (It is strongly recommended that all events have in place public liability.) | Event Manager |
| | <input type="checkbox"/> Do a site plan. What equipment is to be obtained, who will erect it and what safety checks will be required? (The location of any structures should be identified on the site plan.) | Event Manager |
| | <input type="checkbox"/> Apply for Permits and submit plan with permit applications | Event Manager |
| | <input type="checkbox"/> Submit plan and funding application as required. | Event Manager |
| | <input type="checkbox"/> Check for artists' availability and price. Make provisional bookings. | Entertainment person |
| | <input type="checkbox"/> Establish regular event organising meetings | Event Manager |
| | <input type="checkbox"/> Talk to local community police officer | Event Manager |
| | <input type="checkbox"/> Contact potential sponsors | Project person |
| | <input type="checkbox"/> Check availability of major hires: PA, marquees, generators, toilets and toilets for the disabled, barriers and children's entertainment. (The organiser must estimate the number of attendees to the event and consider its duration.) | Event Manager |
| 6 Months | <input type="checkbox"/> Confirm what permits are needed | Event Manager |
| | <input type="checkbox"/> Confirm funding opportunities / dates | Event Manager |
| | <input type="checkbox"/> Confirm bookings of artists and send off contracts. (All performers should have and provide their own risk assessments for approval.) | Entertainment person |
| | <input type="checkbox"/> Confirm staffing and / or volunteers | Liaison person |
| | <input type="checkbox"/> Prepare a detailed balanced budget | Treasurer |
| | <input type="checkbox"/> Confirm bookings of hiring equipment | Event Manager |
| | <input type="checkbox"/> Send out first press release and information to the community | Information person |
| | <input type="checkbox"/> Start getting artwork together for flyers, posters and website | Information person |
| | <input type="checkbox"/> Start contacting potential stall holders | Stallholder person |
| 3 Months | <input type="checkbox"/> Get flyers and posters printed | Information person |
| | <input type="checkbox"/> Apply for licence to sell alcohol with Party Safe (if applicable) | Health & Safety person |
| | <input type="checkbox"/> Confirm stallholders | Stallholder person |
| | <input type="checkbox"/> Send out second press release and community information. Create awareness in the Community i.e. posters | Information person |
| 2 Months | <input type="checkbox"/> Send out third press release and community information. Get flyers distributed (up to six weeks before) | Information person |
| 1 Month | <input type="checkbox"/> Posters put up (2 weekends before event) | Event Manager |
| | <input type="checkbox"/> Check all key items: major hires, entertainers, stalls etc. (A safety check should be carried out just prior to the event.) | Event Manager |

| | | |
|---------------------------|---|--------------------|
| | <input type="checkbox"/> Advertising | Event Manager |
| Prior to the Event | <input type="checkbox"/> Set up venue | Steering Committee |
| | <input type="checkbox"/> Set pre-event briefing dates <ul style="list-style-type: none"> • Event Organising Committee • Key Sponsors / Stakeholders • Security • Event Staff and / or Volunteers • First Aid | Event Manager |
| THE EVENT | <input type="checkbox"/> Conduct Event and return venue to original condition (Walk around and carry out inspection while event is on and after – make sure nothing has been left on site that could be hazardous e.g. tent pegs, rubbish.) | Steering Committee |
| | <input type="checkbox"/> Set and conduct Post Event De-briefing and Evaluation Meeting | Event Manager |
| | <input type="checkbox"/> Compile Evaluation Report & Distribute to Council and Key Sponsors | Event Manager |

1.6 Planning Permit

A planning permit is required for an event where the designated land is not normally used for such purpose.

Appendix 22 – Application for Planning Permit

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments /Notes:

2. COMMITTEE / SPONSORS/ STAKEHOLDERS

2.1 Organising Committee Contact Details

| Member Name/s | Contact Telephone | Responsible For: | Title: |
|---------------|-------------------|----------------------------|---|
| | | Overall Event | Event Manager |
| | | * Emergency Management | * Committee * Emergency person |
| | | Disability Access | Event Manager |
| | | Entertainment | Entertainment person |
| | | Event Staffing | Liaison person |
| | | Food Management | Food handling person |
| | | Finance & Funding | Treasurer |
| | | * Health and Safety Issues | * Committee * Health and safety person |
| | | Insurance | Insurance |
| | | Local Community | Information person |
| | | Management of Alcohol | Health & safety person |
| | | Permits and Filing | Event Manager |
| | | Pre/Post Event | Event Manager |
| | | Promotion / Advertising | Information person |
| | | * Public Safety | * Committee * Health & safety person |
| | | * Security Plan | * Committee * Event Manager |
| | | Stall Holders | Entertainment person |
| | | Site Plan | Event Manager |
| | | Sponsors & Contacts | Project person |
| | | Traffic Management | Event Manager |
| | | Waste Management | Health & safety person |

* The overall responsibility for these functions should remain with the Committee, as members of the Committee should be nominated as person responsible for coordination of this function.
A successful OH & S Plan will require input from the committee as a whole.

2.2 Sponsors Contact List

| Sponsor Name / Contact | Address | Contact Telephone | Contribution Cash / in-kind |
|------------------------|---------|-------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2.3 Documentation Checklist

| | | | |
|--------------------------|---------------------------------------|--------------------------|--|
| <input type="checkbox"/> | Applications for Licences / Permits | <input type="checkbox"/> | Media Releases |
| <input type="checkbox"/> | Accounts | <input type="checkbox"/> | Outward Correspondence |
| <input type="checkbox"/> | Contracts | <input type="checkbox"/> | Occ, Health & Safety plan |
| <input type="checkbox"/> | Details of Committee Members | <input type="checkbox"/> | Promotional Material – Posters, Fliers |
| <input type="checkbox"/> | Disability Access | <input type="checkbox"/> | Press Articles, TV & Radio scripts |
| <input type="checkbox"/> | Emergency Plan | <input type="checkbox"/> | Quotes for Services or Products |
| <input type="checkbox"/> | Employment Records | <input type="checkbox"/> | Record of Meetings |
| <input type="checkbox"/> | Event Plan | <input type="checkbox"/> | Register of Incidents and Action Taken |
| <input type="checkbox"/> | Event Program | <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | File Notes of Telephone Conversations | <input type="checkbox"/> | Sponsorship Letters |
| <input type="checkbox"/> | Funding Applications | <input type="checkbox"/> | Staffing and / or Volunteer forms |
| <input type="checkbox"/> | Inward Correspondence | <input type="checkbox"/> | Stakeholder Contacts |
| <input type="checkbox"/> | Licences | <input type="checkbox"/> | Tickets |
| <input type="checkbox"/> | Logos | <input type="checkbox"/> | Traffic Management Plans |
| | | | |

2.4 Key Stakeholder Contact List

| Organisation Name | Contact Name | Contact Telephone |
|--|--------------|-------------------|
| Australian Red Cross | | |
| Beverage Suppliers | | |
| Bus Company | | |
| CFA | | |
| Community | | |
| Council | | |
| Entertainers | | |
| Food Vendors | | |
| Hire Companies | | |
| Liquor Licensing Victoria (depends on time and location of event) | | |
| Media | | |
| St John Ambulance | | |
| SES | | |
| Security | | |
| Sponsors | | |
| Taxi Company | | |
| Transport | | |
| VicRoads | | |
| Victoria Police | | |
| Visitor Information Centre | | |
| Others | | |
| | | |
| | | |

2.5 Consultation/ Meetings with Key Stakeholders

| | |
|----------------------------------|--|
| Briefing Meeting Venue: | |
| Time / Date: | |
| Key Stakeholders Invited: | |
| Debrief Meeting Venue: | |
| Time / Date: | |
| Key Stakeholders Invited: | |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments /Notes:

3. DISABILITY ACCESS

Many people with a disability are not able to fully participate in events, meetings, consultations and forums, due to the number of access barriers. These access barriers could include inaccessible venues and facilities, documentation not provided in alternate formats and presentation which do not meet the needs of people with a vision or hearing impairment.

Providing information in “Plain English”, during both presentations in associated documentation, will also make meetings and forums more accessible.

The following list is intended as a guide only. The checklist can help you quickly and easily assess whether or not your venue, the type of forum you are holding and its format are inclusive of people with a range of different disabilities.

In addition to the items outline in the checklist, you should always:

- Ask if anyone attending your event has any special requirements on invitations and registration forms
- Check that staff at the venue are aware of disability access issues and will help you to ensure equal access for people with a disability.

3.1 Prior to your Event

| |
|--|
| <input type="checkbox"/> Organised specialist assistance - such as sign interpreters, attendant carers, note-takers, foreign language interpreters, etc? |
| <input type="checkbox"/> Have a TTY, or equivalent facility, for people who are deaf or hard of hearing to respond to invitations?? |
| <input type="checkbox"/> Used local media (e.g. radio for print handicapped, ethnic press) to promote your consultation forum or event? |

3.2 Getting to the venue

| |
|---|
| <input type="checkbox"/> Is the entry free from steps or is there an alternative, such as a ramp? |
| <input type="checkbox"/> Is there a handrail on any steps? |
| <input type="checkbox"/> Are the edges of steps marked clearly? |
| <input type="checkbox"/> Are doorways wide enough for people who use a wheelchair (800mm is the recommended minimum width)? |
| <input type="checkbox"/> Is the venue close to public transport? |
| <input type="checkbox"/> Are there accessible parking bays and pick-up / drop - off areas? |

3.3 Inside the venue

| |
|--|
| <input type="checkbox"/> Is there adequate circulation space for people who use a wheelchair? |
| <input type="checkbox"/> Are tables and tea/coffee facilities accessible for people who use a wheelchair? |
| <input type="checkbox"/> Has spaces for people who use wheelchairs been provided throughout the seating area of the venue? |
| <input type="checkbox"/> Is the flooring non-slip or the carpet less than 6mm deep? |
| <input type="checkbox"/> Have all electrical cords been secured? |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Is seating available at the front of the venue for people who have vision impairment or a hearing impairment to lip-read or use the sign interpreter? |
| <input type="checkbox"/> | Do you have a hearing loop, or equivalent hearing augmentation equipment, for people who are deaf or hearing impairment? |

3.4 Toilets

| | |
|--------------------------|---|
| <input type="checkbox"/> | Are the toilets accessible to people with a disability? |
| <input type="checkbox"/> | Do the toilets have entry doors that are easy to open? |
| <input type="checkbox"/> | Are there unisex toilets for people who have a carer of the opposite sex? |
| <input type="checkbox"/> | Do the toilets have space at one side to enable people to transfer easily to the toilet? |
| <input type="checkbox"/> | Are there grab-rails beside and at the rear of the toilet? |
| <input type="checkbox"/> | Are hand-basins, mirrors, toilet paper, flushing controls and hand dryers at a height suitable for people who use a wheelchair? |
| <input type="checkbox"/> | Do you have a hoist for people who need assistance with toileting? |
| <input type="checkbox"/> | Have you arranged for any specialist staff (e.g. attendant carers, physiotherapists)? |

3.5 Presentations

| | |
|--------------------------|--|
| <input type="checkbox"/> | Are you using overheads or PowerPoint presentation? |
| <input type="checkbox"/> | Is the background colour of your overheads or slides light in colour? |
| <input type="checkbox"/> | Is the font sans serif and no smaller than 24 point in size? |
| <input type="checkbox"/> | Have you arranged for a sign interpreter and/or note-taker? |
| <input type="checkbox"/> | Is there a visible position with enough light to ensure that both the sign interpreter and Presenters are clearly visible? |
| <input type="checkbox"/> | Are you screening any videos, and if so, do these have captions (sub-titles)? |
| <input type="checkbox"/> | Have you scheduled regular breaks? |
| <input type="checkbox"/> | Are written copies of your presentation available? |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

3.6 Sample Registration Form

Name: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Email: _____

I will / will not be attending the Forum on 16th April 2002.

Number attending: _____

Do you have any additional requirements? Please indicate below

Information to be provided in:

Large print Braille

Audio Tape Computer disk

Sign Interpreter Hearing Augmentation Equipment

Dietary Requirements Note Taker

Please specify

Include contact details for registration purposes including telephone number, fax number and email address.

Ensure you advertise a Tele typewriter (TTY) the contact number for people who are deaf or hard of hearing.

4. EMERGENCY MANAGEMENT PLAN CHECKLIST

Despite taking all precautions possible to prevent the occurrence of violence and crime at the event, emergencies can occur, so plans and procedures need to be developed.

The term emergency is taken to mean situations where emergency services become actively involved or an urgent evacuation is required.

Emergencies may include:

- Collapse of structure such as seating, staging or a lighting pylon
- Fires
- Explosions
- Gas leak or other release of hazardous substances
- Bomb threats
- Unanticipated hostile weather conditions such as flooding or high winds

The main concern in an emergency situation at a large event is crowd control.

A plan should be provided to all event organisers, key stakeholders, police and emergency service personnel.

| |
|---|
| <input type="checkbox"/> Detail arrangements for on-site emergencies not requiring outside help |
| <input type="checkbox"/> Specify arrangements to request further police and other emergency services assistance |
| <input type="checkbox"/> Specify arrangements to hand over control to police and emergency services |
| <input type="checkbox"/> Identify personnel who can authorise evacuation |
| <input type="checkbox"/> Identify how the event will be interrupted |
| <input type="checkbox"/> Provide a grid plan of the venue and all services |
| <input type="checkbox"/> Identify access and evacuation routes |
| <input type="checkbox"/> Identify evacuation areas for performers, employees, volunteers and patrons |
| <input type="checkbox"/> Establish an emergency control centre, which has back up power and lighting |
| <input type="checkbox"/> Provide details of coded messages to alert and stand down emergency service and security personnel |
| <input type="checkbox"/> Identify the role event staff / volunteers will take in supporting civilian services |
| <input type="checkbox"/> Identify meeting points for emergency services |
| <input type="checkbox"/> Identify triage and ambulance loading areas |
| <input type="checkbox"/> Include details of hospitals prepared for a major incident |
| <input type="checkbox"/> Identify access and egress routes and the security of these routes |
| <input type="checkbox"/> Provide details of a temporary mortuary facility |

4.1 Responding to an Emergency

| |
|--|
| <input type="checkbox"/> All aware of what to do in an emergency |
| <input type="checkbox"/> Understanding what constitutes an emergency |
| <input type="checkbox"/> Organising an efficient emergency response, including exit routes, summoning emergency services and communication of agreed policies and emergency procedures |

4.2 Planning

| |
|--|
| <input type="checkbox"/> Have your plans for dealing with emergencies drawn up prior to the event |
| <input type="checkbox"/> Have your plan available to all interested parties |
| <input type="checkbox"/> Consulted with other bodies who may be involved in an emergency situation |
| <input type="checkbox"/> Have procedures established to deal with different types of emergencies |

4.3 Staff Planning

- Have all your staff and/or volunteers trained in emergency procedure
- Have your plan available to all interested parties

4.4 Informing Emergency Services

- Have your checklist containing contact details of emergency services along with information about the venue e.g. street address accessible

4.5 Communication with the venue

- All communications within the venue need to be adequate to provide staff and / or volunteers with the necessary information in the event of an emergency

4.6 Evacuation

- Your plans will evacuate people to safety
- Clear and precise instructions to the public
- Plans in place if someone refuses to cooperate

4.7 Assembly area

- Plan safe assembly areas for different types of emergencies

4.8 When to re-open the venue

- Your plan will involve if you decide to re-open the venue

4.9 Emergency medical facilities

- Adequate first aid facilities in place
- Determine your means of communication with local emergency medical services and their response times
- Clear signage to medical facilities / ambulance

4.10 Security and law enforcement on site

- Plans for police officers for on-site policing
- Plans for organised security officers
- Arrangements in place for secure collection of money and off-site transfer of money
- Police assistance with road closures / traffic

Appendix 1 - Example – Matrix Herald Sun Tour Final Stage Finish
Appendix 2 - Site Plan Sample - A Planning Guide for Event Managers

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

5.4 Volunteer Registration Form

To be completed by Volunteers

| | |
|------------------------|--|
| Name | |
| Address | |
| Contact Details | |

Being a Member of _____
(List Committee Name if applicable)

The purpose of the Committee is _____

For the period from _____ to _____

As a volunteer the following conditions apply:

| |
|--|
| <input type="checkbox"/> No payment will be made to you. |
| <input type="checkbox"/> The task you have volunteered for is: |
| <input type="checkbox"/> Your Event Manager / Liaison Officer is: |
| <input type="checkbox"/> Only while you are assisting the Committee in the above mentioned clearly defined activity, and while your assistance is approved/controlled and/or known by the Committee, you will be covered for Public Liability Insurance. |
| <input type="checkbox"/> Should any injury occur to you while you are acting as a volunteer of Council you must notify your Project Manager immediately, or as soon as practicable. |
| <input type="checkbox"/> Any incident, which occurs in which injury or property damage to other parties may arise, must be reported immediately or as soon as practicable to your Event Manager / Liaison Officer. |
| <input type="checkbox"/> Under the terms of the Occupational Health and Safety Act 1985, you must follow all established practices, procedures and instructions of the Committee which apply to the tasks you have volunteered to perform. |
| <input type="checkbox"/> You are expected to perform the task you have volunteered to perform with all due care, skill and diligence. |

I confirm that I have read and understand the above-mentioned conditions.

Signature: _____ Date: _____

Event Manager: _____ Date: _____

6. FOOD MANAGEMENT

The provision of a variety of high quality, affordable foods at public events contributes to the comfort of patrons, reduces the effects of alcohol consumption and can increase revenue. Selling food at / or near liquor sale points is essential

6.1 Food Act 1984

The food Acts requires that businesses selling food be registered with the local council. Food businesses are also required to have a Food Safety Plan. This includes facilities provided for staff and / or volunteers.

Event organisers and stall operators need to be aware of the public health issues associated with temporary food stalls. These issues include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Food Handling Skills/training |
| <input type="checkbox"/> | Type of food available |
| <input type="checkbox"/> | Facilities where the food is prepared |
| <input type="checkbox"/> | Packing and labeling of the food |
| <input type="checkbox"/> | Transportation of the food |
| <input type="checkbox"/> | Facilities where the food is being displayed/served/sold. (Premises hygiene) |
| <input type="checkbox"/> | Exposure, handling and serving of food (including personal hygiene) |
| <input type="checkbox"/> | Method of food storage |
| <input type="checkbox"/> | Contamination prevention |
| <input type="checkbox"/> | Hand and utensil washing facilities |
| <input type="checkbox"/> | Food Act Certificate of Registration |
| <input type="checkbox"/> | Thermometer |
| <input type="checkbox"/> | Food Safety Plan |

6.2 Infection Control

Potential exists at large events for outbreaks of communicable diseases. This will include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Monitoring waste disposal and taking corrective action where excess waste builds up |
| <input type="checkbox"/> | Monitoring cleaning of toilet and shower facilities. Cleaning staff must know personal precautions to take when cleaning up vomit and diarrhea |
| <input type="checkbox"/> | Surveying the site for sewerage leaks |
| <input type="checkbox"/> | Surveying the grounds for needles and |
| <input type="checkbox"/> | Surveillance of food handling practices |

How will festival/event staff be trained to monitor for infection control?

| |
|--|
| |
|--|

6.3 List of Vendors

List the food businesses and type of food being provided at the event:

| | Business/Vendor Name | Contact Telephone During Event | Type of Food | Council Reg. No. & Event Permit No. |
|---|-----------------------------|---------------------------------------|---------------------|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

Appendix 3 – Application for the Operation of a Temporary Food Premises

Appendix 4 – Mobile Kiosk/Mobile Caravan Application

Appendix 5 – Application for permit to hold a Street Stall

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

7. FIRST AID AND PUBLIC HEALTH

7.1 First Aid

First Aid room(s) must be fitted with:

| | |
|--------------------------|--|
| <input type="checkbox"/> | A floor – on the ground with no steps |
| <input type="checkbox"/> | Chairs and tables |
| <input type="checkbox"/> | Easily identified signage that is visible at night |
| <input type="checkbox"/> | Power and running water |
| <input type="checkbox"/> | Adequate lighting |

| Patrons | First Aiders | First Aid Posts* |
|---------|--------------|------------------|
| 500 | 2 | 1 |
| 1,000 | 4 | 1 |
| 2,000 | 6 | 1 |
| 5,000 | 8 | 2 |
| 10,000 | 12 | 2 |
| 20,000 | 22+ | 4 |

St. John's Ambulance Australia to the Health Department of Western Australia suggested the figures

*The number of First Aid posts required would depend on what first aid room facilities are available.

Who is supplying First Aid at the event?

| | |
|--|--|
| Name of Provider: | |
| Contact Details: | |
| No. of 1st Aide Posts: | |
| No. of Personnel: | |
| Start & Finish Time: | |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

8. INSURANCE DETAILS

Managing a public event includes ensuring the safety of event managers, event staff and / or volunteers, contract staff and the public. A \$10 million Public Liability Insurance policy is required in every instance.

8.1 Building and Contents Insurance

| | |
|--------------------------|---|
| <input type="checkbox"/> | Buildings owned by Council are fully insured by Council. |
| <input type="checkbox"/> | Contents owned by Council are fully insured by Council. |
| <input type="checkbox"/> | Contents purchased or supplied by occupiers which are donated or given to Council are fully insured by Council |
| <input type="checkbox"/> | Contents purchased or supplied by occupiers which remain the property of the Occupiers are NOT insured by Council |
| <input type="checkbox"/> | Council CANNOT insure property which is owned by others |
| <input type="checkbox"/> | Cash kept on premises by occupiers is NOT insured by Council |

8.2 Public Liability Insurance

It is mandatory that the events have comprehensive public liability insurance and legal advice

| | |
|--------------------------|--|
| <input type="checkbox"/> | The City's Public Liability Insurance Policy CANNOT be extended to cover external groups or businesses. |
| <input type="checkbox"/> | Simply because the City has its own Public Liability Policy and may own the building your group or business is occupying or hiring, does not mean that your group or business has any coverage from the City's policy. |
| <input type="checkbox"/> | You can get some help regarding insurance for your group - Not for profit groups www.communityinsurance.com.au or telephone (03) 9860 3470 www.community-care.com.au or telephone 1800 023 456 mark.emery@suncorp.com.au or telephone (02) 8296 6707 |
| <input type="checkbox"/> | Sporting Clubs should try www.vicsports.asn.au or telephone (03) 9654 3755 |

8.3 Professional Indemnity Insurance

| | |
|-------------------------|--|
| Name of Insurer: | |
| Address: | |
| Contact Details | |
| Policy Number: | |

| | |
|---------------------|--|
| Expiry Date: | |
| Value: | |

8.4 Property and Equipment

| | |
|-------------------------|--|
| Name of Insurer: | |
| Address: | |
| Contact Details | |
| Policy Number: | |
| Expiry Date: | |
| Value: | |

8.5 Personal Accident (Volunteers)

| | |
|-------------------------|--|
| Name of Insurer: | |
| Address: | |
| Contact Details | |
| Policy Number: | |
| Expiry Date: | |
| Value: | |

8.6 Insurance (Others)

If you are having other groups or organisations participating in the Event, then it is important to ensure they also have appropriate public liability insurance.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Certificate of Currency of Public Liability Insurance Policy with sum insured of not less than \$10M. |
| <input type="checkbox"/> | The Certificate of Currency should note the interest of the Event organising committee. |

| Group/Organisation | Certificate of Currency Received | |
|--------------------|----------------------------------|----|
| | YES | NO |
| | | |
| | | |
| | | |

8.7 Indemnity Form

| |
|--|
| <input type="checkbox"/> Council Indemnified The event organiser/hirer agrees to indemnify and to keep indemnified, and to hold harmless Latrobe City council, its servants and agents, and each of them from and against actions, costs, charges, expenses and damages whatsoever which may be brought or claimed or made against them, arising out of or in relation to the said event. Council will require a signed indemnity to this effect prior to commencement of the relevant event. |
| <input type="checkbox"/> Check with other stakeholders as to their individual insurance requirements. |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments /Notes:

9. INFRASTRUCTURE

9.1 Toilets

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

| | |
|--------------------------|---|
| <input type="checkbox"/> | Anticipated crowd numbers |
| <input type="checkbox"/> | The sex of patrons (women require more facilities than men) |
| <input type="checkbox"/> | If alcohol will be available and |
| <input type="checkbox"/> | The duration of the event. |

If existing facilities are not adequate, additional portable units must be made available - Unisex Disabled Toilets.

Toilet Facilities for events where alcohol is not available.

| Patrons | Males | | | Females | |
|---------|-------|---------|-------------|---------|-------------|
| | WC | Urinals | Hand Basins | WC | Hand Basins |
| <500 | 1 | 2 | 2 | 6 | 2 |
| <1000 | 2 | 4 | 4 | 9 | 4 |
| <2000 | 4 | 8 | 6 | 12 | 6 |
| <3000 | 6 | 15 | 10 | 18 | 10 |
| <5000 | 8 | 25 | 17 | 30 | 17 |

Toilet Facilities for events where alcohol is available.

| Patrons | Males | | | Females | |
|---------|-------|---------|-------------|---------|-------------|
| | WC | 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 modified for short events as follows:

| Duration of Festival/Event | Quantity Required |
|----------------------------|-------------------|
| 8 hrs plus | 100% |
| 6-8 hrs | 80% |
| 4-6 hrs | 75% |
| Less than 4 hrs | 70% |

Toilet facilities must be:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Well lit so as not to provide a security and safety hazard |
| <input type="checkbox"/> | Provided with soap and hand drying equipment |
| <input type="checkbox"/> | Odour free |
| <input type="checkbox"/> | Cleaned and re-stocked regularly |
| <input type="checkbox"/> | Located away from food storage and food service areas |
| <input type="checkbox"/> | Accessible for people with disabilities |
| <input type="checkbox"/> | Provided with nappy changing facilities |
| <input type="checkbox"/> | Supplied with condoms at some events |
| <input type="checkbox"/> | Appropriate for wet weather |

How many toilets will be provided?

| | |
|----------------------------------|--|
| Male: | |
| Female: | |
| People with Disabilities: | |

9.2 Toilet Cleaning

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly.

Who will be responsible for the cleaning of toilets?

| | |
|--|--|
| Name: | |
| Contact Details: | |
| How many toilets to be cleaned? | |

9.3 Water

Events must have sufficient supply of freely available potable water, and clear directional signage to water.

At outdoor events, organisers must:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A washbasin does not constitute a drinking fountain or tap. Provide potable water that is freely available |
| <input type="checkbox"/> | Provide signage to the water. This could be included in site maps that are provided with tickets to the festival/event and at the information centre; and |
| <input type="checkbox"/> | Do not place drinking taps in areas that have the potential to form a bottleneck of patrons. |

Who will be responsible for looking after water?

| | |
|-------------------------|--|
| Name: | |
| Contact Details: | |

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

| |
|--|
| |
|--|

What is the source of water – reticulated, tank, other?

| |
|--|
| |
|--|

9.4 Noise

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

Noise pollution from events probably causes the majority of complaints to authorities from the surrounding community.

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

| |
|--|
| |
|--|

9.5 Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers may be located for an extended period of time and where weather conditions dictate that it is required.

This may include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Transport pick up and set down areas |
| <input type="checkbox"/> | Spectator and official viewing areas |
| <input type="checkbox"/> | Seated eating areas |
| <input type="checkbox"/> | Pedestrian thoroughfares |
| <input type="checkbox"/> | First Aid Posts and Medical Centres |
| <input type="checkbox"/> | Competitor and officials marshalling areas |
| <input type="checkbox"/> | Entrances and ticketing areas and |
| <input type="checkbox"/> | Optional area for patrons when needed |

Describe below where shelter will be provided at the event.

| |
|--|
| |
|--|

9.6 Telephones

Patrons should have access to public telephones.

| | |
|---|--|
| Number of public telephones already at the site: | |
| Number of temporary public telephones at the site: | |
| Number of access public telephones at the site: | |

- Appendix 6 - Public Toilet Cleaning Services
- Appendix 7 - Application for Permit to Busk
- Appendix 8 - Casual Hire of Sporting Reserve Application
- Appendix 9 - Performing Arts Ticketing Information
- Appendix 10 - Theatrical Hire Conditions
- Appendix 11 - Theatrical Hire Agreement for Use
- Appendix 12 - Technical Specifications

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments /Notes:

10. INFORMATION CENTRE - TOURISM

10.1 Latrobe Visitor Information Centre (VIC) Information Details

| | |
|--------------------------|---|
| <input type="checkbox"/> | Central 1800 telephone number - 1800 621 409 for event participants/ spectators |
| <input type="checkbox"/> | Open 9am – 5pm 7 days a week |
| <input type="checkbox"/> | Assists with accommodation advice and booking service |
| <input type="checkbox"/> | Assists with location information, directions and maps |
| <input type="checkbox"/> | Provide information to the VIC for display – “What’s on Board” |

10.2 Accommodation and Promotional Information

| | |
|--------------------------|---|
| <input type="checkbox"/> | Supply a map and details of your event to the VIC for your event participants/ spectators |
| <input type="checkbox"/> | Provide information to the VIC for display – “What’s on Board” |
| <input type="checkbox"/> | Confirmation of your event and details in the “Power of Events in Latrobe” Calendar |
| <input type="checkbox"/> | Register your event and use the 1800 number for your promotional flyers / newsletters |
| <input type="checkbox"/> | Register to have a tourism display at your event |
| <input type="checkbox"/> | Register to have LatrobeFirst Ambassador Registration forms and display at your event |

10.3 Information at event

An information desk should be set up providing the following:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Communication with Event Co-Ordination Centre, Emergency Co-Ordination Centre and First Aid Posts |
| <input type="checkbox"/> | Communication with Event Organisers and staff |
| <input type="checkbox"/> | Maps of the site available to patrons |
| <input type="checkbox"/> | Detailed information about the event and its activities |
| <input type="checkbox"/> | Staff should be knowledgeable in arrangements of the event |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments /Notes:

How will bar staff be trained and made aware of the Liquor Control Reform Act 1998 and associated penalties?

| |
|--|
| |
|--|

How will bar staff identify minors?

| |
|--|
| |
|--|

How many bar staff will be employed?

| |
|--|
| |
|--|

Appendix 13 – Party Safe. How to plan and hold a Safe Party Information Kit

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments/ Notes:

12. MANAGING THE CROWD

12.1 Anticipating the crowd

- | |
|---|
| <input type="checkbox"/> Methods in place to identify undesirables/disruptive elements in the crowd |
| <input type="checkbox"/> A method of estimating the crowd |

12.2 Getting the crowd to the event

- | |
|---|
| <input type="checkbox"/> Check to see if any other events are happening at the same time as your event, which may impact, on people getting to your event |
| <input type="checkbox"/> Encourage people to use public transport – if available |
| <input type="checkbox"/> Arrangements in place to deal with the possibility of more people turning up than expected |

12.3 Parking

- | |
|---|
| <input type="checkbox"/> Adequate parking arrangements put in place of the expected crowd |
| <input type="checkbox"/> Disabled parking spaces allocated |

12.4 Entry and Exit Details

Entrances and exits must be well designed to cater for the types of crowd, number of patrons and various situations that arise throughout the life of an event.

Use the checklist below to ensure entrances and exits are efficient

- | |
|---|
| <input type="checkbox"/> A ticketing system is in place to ensure that the venue will not be overcrowded or people turned away |
| <input type="checkbox"/> All entrances and exits clearly marked |
| <input type="checkbox"/> Ensure that crowds queuing do not block entrances, exits or pedestrian flow |
| <input type="checkbox"/> Entrances can be access by people with a disability |
| <input type="checkbox"/> Provide for supervision, marshalling and directing of crowds |
| <input type="checkbox"/> Provide exit and escape routes |
| <input type="checkbox"/> Provide access for emergency services and their vehicles |
| <input type="checkbox"/> Separate vehicular and pedestrian access |
| <input type="checkbox"/> Provide access for wheelchairs |
| <input type="checkbox"/> Stagger entry times by timetabling entertainment |
| <input type="checkbox"/> Be kept clear of all other activities |
| <input type="checkbox"/> Have sufficient and appropriate barriers, fences, gates and/or turnstiles |
| <input type="checkbox"/> Locate ticket sales in the vicinity of but separate from entrances |
| <input type="checkbox"/> Provide sufficient staff appropriately trained |
| <input type="checkbox"/> Have control points for searching for prohibited items (glass, weapons, alcohol, drugs, and metal containers) that don't impede entrance to the festival/event by crowds |
| <input type="checkbox"/> Provide a secure area for storage of confiscated goods |
| <input type="checkbox"/> Have toilets located nearby |
| <input type="checkbox"/> Have site maps located nearby |
| <input type="checkbox"/> Have clear, well-lit entrance and exit signs |
| <input type="checkbox"/> Provide separate entrances and exits for entertainers and staff |

12.5 Dispersal of a crowd

- | |
|---|
| <input type="checkbox"/> A clear and effective policy for crowd dispersal developed |
|---|

12.6 Health Promotions and Publicity Material

Have you considered including the following messages in the promotional material?

- | |
|--|
| <input type="checkbox"/> Water will be freely available |
| <input type="checkbox"/> Slip Slop Slap |
| <input type="checkbox"/> Public transport will be available |
| <input type="checkbox"/> ID will be required to purchase liquor |
| <input type="checkbox"/> Bags and eskies may be searched or restricted |
| <input type="checkbox"/> Glass containers are not permitted |
| <input type="checkbox"/> Look out for your friends, family and mates |
| <input type="checkbox"/> Food or snacks will be available |
| <input type="checkbox"/> Don't drink and drive |
| <input type="checkbox"/> Organise a designated driver |
| <input type="checkbox"/> Place all needles and syringes in sharp boxes |

12.7 Signage at the Event

Signage at an event is extremely important – samples of what are required:

| | |
|---|--|
| <input type="checkbox"/> Telephones | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Entrances | <input type="checkbox"/> Information Centre |
| <input type="checkbox"/> Exits | <input type="checkbox"/> Rules Relating to Alcohol Consumption |
| <input type="checkbox"/> Toilets | <input type="checkbox"/> Lost and Found |
| <input type="checkbox"/> Disabled Toilets | <input type="checkbox"/> Public Transport Pick Up / Set Down |
| <input type="checkbox"/> First Aid Posts | <input type="checkbox"/> Security |
| <input type="checkbox"/> Water | <input type="checkbox"/> No Smoking |
| <input type="checkbox"/> Camping Areas and Facilities | |

12.8 Sponsor Management

Have you considered the following?

| | |
|---|--|
| <input type="checkbox"/> Sponsor Logos | <input type="checkbox"/> Sponsor Parking |
| <input type="checkbox"/> Sponsors invited to Media Launch | <input type="checkbox"/> Sponsor invitations to event |
| <input type="checkbox"/> Sponsor contact details | <input type="checkbox"/> Sponsor recognition on all media |
| <input type="checkbox"/> Sponsor recognition on programme | <input type="checkbox"/> Sponsor recognition on all advertising |
| <input type="checkbox"/> Sponsor recognition on tickets | <input type="checkbox"/> Sponsor recognition of signage at event |

12.9 Economic Impact

Collect the following information at your event

| | |
|---|---|
| <input type="checkbox"/> Postcode of all attendees | <input type="checkbox"/> Registration forms |
| <input type="checkbox"/> All press cuttings | <input type="checkbox"/> All media ads |
| <input type="checkbox"/> A book for attendee comments | <input type="checkbox"/> DIY Economic Impact form |

Appendix 14 – Regional Festival Survey Sample

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments / Notes:

13. OCCUPATIONAL HEALTH AND SAFETY

There is a broad range of Occupational Health and Safety Legislation, some or all of it may be relevant to your event which you will need to comply with, some of the key OH&S codes of practice are in Section 14.5 OH&S

| | |
|--------------------------|--|
| <input type="checkbox"/> | Code of Practice for Confined Spaces |
| <input type="checkbox"/> | Code of Practice for First Aid in the Workplace |
| <input type="checkbox"/> | Code of Practice for Hazardous Substances |
| <input type="checkbox"/> | Code of Practice for the Storage and Handling of Dangerous Goods |
| <input type="checkbox"/> | Code of Practice for Manual Handling |
| <input type="checkbox"/> | Code of Practice for Noise |
| <input type="checkbox"/> | Code of Practice for Plant |
| <input type="checkbox"/> | Code of Practice for Plant (Amendment No. 1) |
| <input type="checkbox"/> | Code of Practice for Provision of Occupational Health and Safety Information in Languages other than English |
| <input type="checkbox"/> | Code of Practice for Temporary Electrical Installations on Building and Construction Sites <i>All electrical leads on site to be tagged and tested by qualified electrician</i> |
| <input type="checkbox"/> | Code of Practice for Workplaces |
| <input type="checkbox"/> | Codes of Practice for Prevention of Fall |

All these codes as well as advice on OH&S matters are available at your local Work safe Office or through the website www.workcover.vic.gov.au

There is an obligation to provide for the safety of the audience, and appropriate care, safety and training of all personnel working at the event.

What are the relevant occupational health and safety areas to your event?

Describe how you will train staff and volunteers in the relevant occupational health and safety areas to your event:

13.1 Job Safety Analysis Worksheets

One method of conducting risk assessments and thus promote safety in a workplace is to use what is called a “job safety analysis worksheet”.

The job safety analysis worksheet can vary in format but basically helps in controlling immediate hazards and provides:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Potential hazards associated with the work |
| <input type="checkbox"/> | The job steps involved in doing the work |
| <input type="checkbox"/> | Controls to eliminate / minimise the hazards |
| <input type="checkbox"/> | People responsible for ensuring the controls are in place. |

A job safety analysis worksheet provides a written record of the process used to proceed on a task and should be signed off by the parties who have responsibility for the tasks. The document should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

Upon completion, a job safety worksheet is a tool to promote safety. Management processes must also be in place to ensure the workers have the skills to complete the job safely and that there is a required level of supervision to ensure that tasks are completed as documented.

Attached is an example job safety worksheet. The WorkSafe website www.workcover.vic.gov.au can provide further guidance on job safety analysis worksheets and also an actual worksheet.

Appendix 15 – Register of Incidents / Action Taken

Appendix 16 – Job Safety Analysis (JAS) Worksheet

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments/ Notes:

14. PUBLIC CO-ORDINATION CENTRE

This is where information about any aspect of the event during its operation can be gained.

14.1 Communication Systems

For Event Organisers, staff and / or volunteers.

The communication system should be multi-modal and not rely on one single system. It should also have its own backup power supply.

Describe your communications system for event organisation and staff and the backup system.

| |
|----------------|
| |
| Backup System: |

14.2 Public Communications

Event organisers must be able to communicate with the crowd both for public announcements and in emergencies. Consideration should be given to the style and content of announcements:

| | |
|--------------------------|---|
| <input type="checkbox"/> | What volume is required for announcements to be heard over spectator noise? |
| <input type="checkbox"/> | Will the audience easily understand announcements? |
| <input type="checkbox"/> | Are multiple language announcements required? |
| <input type="checkbox"/> | What wording will lend credibility to the instructions? |

Describe below the means of public communication - Public Address System:

| |
|--|
| |
|--|

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments / Notes:

15. PUBLIC SAFETY

15.1 Lighting and Power

Who will be responsible for obtaining certification through local authorities?

| | |
|--------------------------------------|--|
| Name: | |
| Contact Details: | |
| Name of Certified Electrician | |

Describe emergency power and lighting system:

| |
|--|
| |
|--|

All venues and egress paths must be able to be illuminated to 40 luc (approximately the light provided by a 40-Watt light bulb) by lighting that is:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Independent of the festival/event production lights; |
| <input type="checkbox"/> | Controlled from a central position; |
| <input type="checkbox"/> | Able to reach the required illumination within three seconds of being energised; |
| <input type="checkbox"/> | Supplied from the supply authority mains or a generator approved by the local authority; and |
| <input type="checkbox"/> | Enclosed venues must have emergency lighting that will operate if the main electrical source fails |
| <input type="checkbox"/> | For buildings this is lighting that complies with AS/NZS2293.1 |
| <input type="checkbox"/> | Outdoor venues must have at least two alternative power supplies. |

15.2 Temporary Structures

If you intend to erect one of the following Temporary structures your supplier should have a permit from the Building Control Commission. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. This must be done under the supervision of a registered building practitioner, and must conform to Council's and the building control commissions permit specifications and conditions.

| | |
|--------------------------|--|
| <input type="checkbox"/> | A stage or platform exceeding 150 m ² |
| <input type="checkbox"/> | A tent, marquee or booth with a floor area greater than 100 m ² |
| <input type="checkbox"/> | A seating stand that accommodates more than 20 persons; or |
| <input type="checkbox"/> | A prefabricated building exceeding 100 m ² |

15.3 Temporary Seating

Temporary seats are often not secured to the floor or to one another. While this may not present any problems with sedate audiences, more enthusiastic spectators may pose the following difficulties:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Persons standing on the seats for a better view are prone to injury if balance is lost or they are jostled. In such instances, other spectators can be affected, sometimes caused by a 'domino effect' in closely spaced chairs. |
| <input type="checkbox"/> | If an audience becomes hostile, portable chairs can be used as dangerous missiles creating the potential for a significant number of injuries. |
| <input type="checkbox"/> | Portable, folding or stacking chairs should be secured to the floor or grouped together by not less than four. Where this is not possible, attachment of the legs of each row of chairs to two long planks, one running under the front legs, and one running under the back, is an alternative solution. |
| <input type="checkbox"/> | Ensure enough space for wheelchair access |

Has a permit or permits been sought or sighted for temporary structures?

| | |
|----------------------------------|--|
| Permit Name: | |
| Permit Number: | |
| Permit Date: | |
| Description of Structure: | |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments / Notes:

16. RISK MANAGEMENT

Risk Management is not as hard as you think it is. The thought of having to put in place a Risk Management process overwhelms many people or organisations.

All you need to ask is:

| | |
|--------------------------|---|
| <input type="checkbox"/> | What can go wrong? |
| <input type="checkbox"/> | What are the potential consequences i.e. would it be insignificant even if it did happen or could it be catastrophic? |
| <input type="checkbox"/> | Sort out what you should do something about first |
| <input type="checkbox"/> | What are you going to do about it |
| <input type="checkbox"/> | Make sure you have a look at it again in the future to make sure whatever you did is working or whether circumstances have changed. |
| <input type="checkbox"/> | Make sure that everything is recorded in your group's minutes |

A sound Risk Management System can be used to add value to your organisation not only in improving your reputation but also by improving your chances in securing grants or sponsorship

16.1 Risk Assessment

A Risk assessment is a careful examination of the activities to identify any potential hazards and allows control measures to be introduced to reduce the risk to the lowest practical level.

Groups should:

| | |
|--------------------------|--|
| <input type="checkbox"/> | If you are authorised to hire out premises, ensure all users / hires hold public liability |
| <input type="checkbox"/> | Ensure all users are aware of the emergency exits and fire protection equipment and emergency response procedures |
| <input type="checkbox"/> | If in a Council building or facility advises the City immediately of 1) any non-sports related injuries i.e. a spectator might have a serious fall in the car park 2) anything that is believed may lead to injury 3) any matter likely to give rise to damage to the property or the property of a third party |
| <input type="checkbox"/> | A person or committee is designated to investigate and implement the organisations Risk Management or Safety Plan |
| <input type="checkbox"/> | Have a current Public Liability Insurance Policy. |

Appendix 21 – Risk Management Principles for Community Groups - Starter Questions to help you get started

16.2 Risk Likelihood Rating Table

To develop a risk management plan, you need to identify the risk, analyse the existing controls, and determine the level of risk and the risk priority. This process is outlined below and will assist you in developing a risk management plan for you event.

- Identifying the risks
- Adequacy of existing control
- Likelihood of risk occurring

| RATING | LIKEHOOD | DESCRIPTION |
|--------|----------------|--|
| A | Almost certain | Will probably occur, could occur several times |
| B | Likely | High probability, likely to arise |
| C | Possible | Reasonable likelihood that it may arise |
| D | Unlikely | Could occur at some time |
| E | Rare | Very unlikely but not impossible |

16.3 Consequence Rating

What is the consequence of the risk occurring? This rating refers to the degree of loss or damage, which may result for its occurrence.

| LEVEL | CONSEQUENCE | DESCRIPTION |
|-------|---------------|--|
| 1 | Insignificant | Very small impact, consequences would be dealt with by routine operation |
| 2 | Minor | Easy remedied, consequences would not threaten the efficiency or effectiveness of some aspect of the event, but would be dealt with internally |
| 3 | Moderate | Some objectives may be effected. Consequences would not threatened the event but would mean the event would be subject to manageable changes |
| 4 | Major | Consequences would threaten the continued effective functioning of the event organisation and therefore the event. |
| 5 | Catastrophic | Consequences would threaten the event and the event organisation |

16.4 Level of risk and risk priority

Use the ratings from the 'likelihood' and 'consequences' tables to determine the level of risk, which will determine the risk priority. Risks that are classified 'extreme' should be given the highest priority while risks considered 'low' would be given a lower priority.

16.5 Risk Analysis Matrix

| LIKELIHOOD | CONSEQUENCES | | | | |
|--------------------|-------------------|-----------|--------------|-----------|------------------|
| | 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Catastrophic |
| A - Almost certain | HIGH | HIGH | EXTREME | EXTREME | EXTREME |
| B - Likely | MEDIUM | HIGH | HIGH | EXTREME | EXTREME |
| C - Possible | LOW | MEDIUM | MEDIUM | EXTREME | EXTREME |
| D - Unlikely | LOW | LOW | LOW | HIGH | EXTREME |
| E - Rare | LOW | LOW | LOW | HIGH | HIGH |

16.6 Risk Treatment Plan

Once you have identified the risks and determined the priority in which they should be dealt with, a treatment schedule should be developed and activated in an effect to reduce the risk occurring if possible and reduce the consequence of the risk occurring.

For each risk identified:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Determine the risk priority |
| <input type="checkbox"/> | Identify what treatment options are available |
| <input type="checkbox"/> | Indicate what the preferred treatment option is |
| <input type="checkbox"/> | Establish what the risk rating would be after treatment |
| <input type="checkbox"/> | Nominate the person responsible for the implementation of the option |
| <input type="checkbox"/> | Develop a timetable for implementation |
| <input type="checkbox"/> | Determine how the risk and treatment option will be monitored |

16.6.1. Difference between Job Safety Analysis (JSA) and Risk Treatment Plan

Some people become confused when we speak about OH&S and Risk Management, some confuse them as one and the same thing. There is a cross over and many of the ideas are the

same, but simply put Risk Management is a broad process that tries to identify everything that might stop us from achieving what we want to do, while OH&S is focused on purely safety and injury prevention, OH&S is therefore only on element of what the Risk Manager is concerned about.

Other things the Risk Manager might think about are “Will this event be a commercial success?” “What if the event is poorly run?” and “Could our reputation as a group be damaged?”

How to deal with these broader issues will depend on a wide range of things such as your resources and capacity, but when dealing with OH&S issues we need to understand there are prescribed duties and methods and some of these are explored in more detail in Section 13.

16.7 Risk Management at Site

The aim of this section is to help formulate a comprehensive map or plan of the site. You will need to consider potential hazards, access and egress of emergency services and other needs such as pedestrians, traffic, injury and shelter.

Some hazards may include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Technological (power lines that could be brought down in a storm) |
| <input type="checkbox"/> | Land subject to flooding |
| <input type="checkbox"/> | Terrain (cliffs, gullies, reclaimed/unstable land, quarries, landfill) |
| <input type="checkbox"/> | Proximity to water bodies |
| <input type="checkbox"/> | Wildlife/fauna including insects and snakes |
| <input type="checkbox"/> | Bush fire potential |
| <input type="checkbox"/> | High winds |
| <input type="checkbox"/> | Extremes of temperature |
| <input type="checkbox"/> | Fit outs within buildings and structures |
| <input type="checkbox"/> | Chemicals stored on site. |
| <input type="checkbox"/> | Incidents – injury to persons on site |

16.8 Site Plan

A site plan is a map of the event and all key stakeholders can use it as part of the planning process. Refer Appendix 2 – Herald Sun Tour Final Stage Finish

16.9 Site Plan Checklist

Use a simple grid format and include surrounding streets and landmarks. Entrances, exits, Event Co-Ordination Centre, Emergency Co-Ordination Centre, vendor locations, first aid posts, toilets, telephones, security and licensed areas should be numbered and/or indicated by a symbol.

| | | | |
|--------------------------|---------------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Event Co-Ordination Centre | <input type="checkbox"/> | Media |
| <input type="checkbox"/> | Entrances and Exits | <input type="checkbox"/> | Maintenance Areas |
| <input type="checkbox"/> | Entertainment Sites | <input type="checkbox"/> | Main Power/Water/Gas Control |
| <input type="checkbox"/> | Emergency Co-Ordination Centre | <input type="checkbox"/> | Non-Alcohol Areas |
| <input type="checkbox"/> | Emergency Egress Routes – Pedestrians | <input type="checkbox"/> | Parking |
| <input type="checkbox"/> | Emergency Access and Egress Routes – | <input type="checkbox"/> | Pedestrian Route |
| | Emergency Vehicles | <input type="checkbox"/> | Picnic/Quiet Areas |

| | |
|---|---|
| <input type="checkbox"/> Drinking water sites | <input type="checkbox"/> Public Telephones |
| <input type="checkbox"/> Drainage Pits | <input type="checkbox"/> Rubbish Bins |
| <input type="checkbox"/> Family Friendly Non Alcohol Site | <input type="checkbox"/> Restricted Areas |
| <input type="checkbox"/> Fire Extinguishers / Fire Blankets | <input type="checkbox"/> Seating |
| <input type="checkbox"/> Fire Fighting Equipment | <input type="checkbox"/> Security Locations |
| <input type="checkbox"/> Food/Vendors/Stalls | <input type="checkbox"/> Stage Location |
| <input type="checkbox"/> First Aid Posts | <input type="checkbox"/> Surrounding Area |
| <input type="checkbox"/> Hydrants | <input type="checkbox"/> Stores |
| <input type="checkbox"/> Hose Reels | <input type="checkbox"/> Standby Generators |
| <input type="checkbox"/> Information Centre | <input type="checkbox"/> Sharps Containers |
| <input type="checkbox"/> Liquor Outlets | <input type="checkbox"/> Triage Centres – Mass Casualty |
| <input type="checkbox"/> Lost Children/Property | <input type="checkbox"/> Taxi and Bus Stops |
| <input type="checkbox"/> Licensed Liquor Consumption Areas | <input type="checkbox"/> Toilets - septic tank, mobile toilet blocks. |
| <input type="checkbox"/> Disabled Toilets and Parking | <input type="checkbox"/> Vehicle Access Routes |

16.10 Access and Egress (in & out) of Health and Emergency Services

Access and egress for emergency services must be considered as an integral part of the plans for the event. In consultation with emergency service providers (police, fire and ambulance) provide the following:

| |
|--|
| <input type="checkbox"/> A road network within the site (this may not be necessary for small sites) |
| <input type="checkbox"/> Ensure ground surfaces are compatible with vehicles (plan for the effect of heavy rain) |
| <input type="checkbox"/> Uninterrupted access and egress routes – this may mean designating an access road to the site for emergency services and neighboring residents only. This is to ensure that departing patrons, staff or equipment does not hinder arriving emergency service vehicles |
| <input type="checkbox"/> Emergency services must be informed of any traffic alternations to the road network |
| <input type="checkbox"/> Official parking for attending emergency services personnel |
| <input type="checkbox"/> Larger responding vehicles need wider than normal gates; and |
| <input type="checkbox"/> Detailed maps of the site and surrounding roads and access routes to all key stakeholders. Updated maps to be provided as appropriate. |

16.11 Other Site Needs to Consider

| |
|--|
| <input type="checkbox"/> Services and utilities already available |
| <input type="checkbox"/> Shelter already available |
| <input type="checkbox"/> Provision for disabled people |
| <input type="checkbox"/> Access and egress by key stakeholders and their vehicles / Traffic flow and parking |
| <input type="checkbox"/> Access in wet weather |
| <input type="checkbox"/> Agreement by key stakeholders to use the venue for the event |
| <input type="checkbox"/> Impact on local environment |

16.12 Register of Incidents/Actions taken

List the identified hazards at the selected site and the action taken to minimise the risk.

| Hazards Identified | Level | Likelihood | Action to Minimise Risk |
|--------------------|-------|------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments / Notes:

17. SECURITY

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security.

What type of security has been selected for the festival/event?

| |
|--|
| |
|--|

If a security firm has been contracted, provide details.

| | | | | |
|----------------------------------|--|--|--|--|
| Name of Company: | | | | |
| Licence Details: | | | | |
| Contact Details: | | | | |
| No. of Security Personnel | | | | |
| | Day 1 | Day 2 | Day 3 | Day 4 |
| Proposed Security Hours | From: am/pm To: am/pm | From: am/pm To: am/pm | From: am/pm To: am/pm | From: am/pm To: am/pm |

Who is the police contact for Victoria Police?

| | |
|-------------------------|--|
| Name: | |
| Station: | |
| Contact Details: | |

17.1 Security Plan

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons. The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

Briefing must provide security personnel with:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Details of the venue layout, including entrances, exits, first aid posts and any potential hazards |
| <input type="checkbox"/> | Clear direction on the management of unacceptable behaviour |
| <input type="checkbox"/> | Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures |
| <input type="checkbox"/> | Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency |
| <input type="checkbox"/> | Be able to communicate with each other and First Aiders |
| <input type="checkbox"/> | Be able to communicate with other security providers, if applicable |

Security agencies must attend briefing meetings with police and other emergency services.

What security arrangements have been made for?

| | |
|--------------------------|--|
| Cash: | |
| Prohibited Items: | |
| Equipment: | |
| Crowd Management: | |

Other roles and responsibilities of security personnel include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Control of access to stage or performance area |
| <input type="checkbox"/> | Security control at entrances and exits |
| <input type="checkbox"/> | Minimising risk of fire by patrolling areas |
| <input type="checkbox"/> | Control of vehicle traffic and marshalling |
| <input type="checkbox"/> | Searches for alcohol, drugs and weapons |
| <input type="checkbox"/> | Assisting emergency services if necessary |

17.2 Lost and Stolen Property/Lost Children

What arrangements have been made for lost or stolen property and lost children?

| |
|--|
| |
|--|

17.3 Access to Event by Key Stakeholders

Security staff must be briefed on who is allowed unrestricted access to the event.

These may include:

| | |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Latrobe City Council Staff |
| <input type="checkbox"/> | Building Surveyors and/or inspectors |
| <input type="checkbox"/> | Town Planners |
| <input type="checkbox"/> | Environmental Health Officers |
| <input type="checkbox"/> | Municipal Fire Prevention Officer |
| <input type="checkbox"/> | Events Latrobe Officers |
| <input type="checkbox"/> | Municipal Emergency Resource Officer |
| <input type="checkbox"/> | C.F.A. |
| <input type="checkbox"/> | Ambulance |
| <input type="checkbox"/> | First Aid |
| <input type="checkbox"/> | Environmental Protection Authority |
| <input type="checkbox"/> | Department of Human Services |
| <input type="checkbox"/> | Police |
| <input type="checkbox"/> | Vendors |
| <input type="checkbox"/> | Entertainers |
| <input type="checkbox"/> | Victorian WorkCover Authority |

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments / Notes:

18 TRAFFIC MANAGEMENT

18.1 Road Closures

If you require any section of any road or street closed for you event, you will need to develop a traffic management plan (TMP).

The traffic management plan should identify:

| | |
|--------------------------|---|
| <input type="checkbox"/> | The roads/streets to be closed |
| <input type="checkbox"/> | Time of closure |
| <input type="checkbox"/> | Alternate routes |
| <input type="checkbox"/> | A clearly drawn map of the proposed area must accompany applications for road closures, street parades and street activities. |

18.2 Road Closure Application

| | |
|--------------------------|---|
| <input type="checkbox"/> | Apply for a permit from Latrobe City Council. |
| <input type="checkbox"/> | Applications must be received in writing |
| <input type="checkbox"/> | 28 days prior for small road closures |
| <input type="checkbox"/> | 3 months for major road closures |

18.3 Road Closure Notification

You are required to notify the following services:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Local residents and businesses |
| <input type="checkbox"/> | VicRoads |
| <input type="checkbox"/> | Traffic Management Unit of Victoria Police and D24 |
| <input type="checkbox"/> | Rural Ambulance Victoria |
| <input type="checkbox"/> | Country Fire Authority |
| <input type="checkbox"/> | Bus line Companies |
| <input type="checkbox"/> | Taxi Companies |
| <input type="checkbox"/> | Latrobe City Council to place a notice in the Public Notices section of the Latrobe Valley Express details as per Road Closure Application |

18.4 Road Closure Minimum Conditions Required

| | |
|--------------------------|--|
| <input type="checkbox"/> | Public Liability Insurance minimum of \$10 million |
| <input type="checkbox"/> | Certificate of Currency sighted |
| <input type="checkbox"/> | Trained Traffic Marshals |

18.5 Patron Access

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

Where public transport is not available, or where the event is to conclude after normal public transport operations cease, event organisers must make arrangements. This will include:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Providing adequate carparking, including over-flow carparking |
| <input type="checkbox"/> | Sourcing private transport providers |
| <input type="checkbox"/> | Providing advance notice of the festival/event to taxi companies |
| <input type="checkbox"/> | Designating pick up/set down points |

Patrons can be informed in the advertising and ticketing about:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Access for people with disabilities |
| <input type="checkbox"/> | Public transport, taxis or shuttle buses |
| <input type="checkbox"/> | Carparking |
| <input type="checkbox"/> | Associated fees |
| <input type="checkbox"/> | Preferred access routes to the venue |
| <input type="checkbox"/> | Access to safe and secure carparking including: |
| <input type="checkbox"/> | Adequate lighting |
| <input type="checkbox"/> | Security staff available |
| <input type="checkbox"/> | Shuttle buses where carparks cover a large area |
| <input type="checkbox"/> | Taxis |

Is there car parking for:

| | |
|---------------------------------|--|
| Emergency Vehicles | |
| Key Stakeholders | |
| People with a Disability | |
| General Parking | |
| Overspill | |
| Buses | |
| Taxis | |

Appendix 17 – Street Processions & Temporary Road Closures
 Appendix 18 - Infrastructure

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments / Notes:

19.WASTE MANAGEMENT PLAN

The aim of the plan will be to prevent build-up of waste on site and to provide for the efficient and safe removal of waste. Instruction must be given to staff on the hazards associated with waste and safe handling methods.

It is the event organiser's responsibility to clean up the area after an event. Any mess left will be cleaned by the City and charged to the Event Organising Committee.

| | | | | |
|--|--------------------------|------------------------------------|-----------------------------------|-------------------|
| Name of Event | | | | |
| Contact Details Prior and During the Event: | | | | |
| Location | | | | |
| | Quantity Required | Time & Date of Delivery | Time & Date of Pick-up | Total Cost |
| Rubbish Bins | | Date: am/pm | Date: am/pm | |

If no waste management contractor, describe the waste management plan:

How will waste management staff be trained and who will train the staff?

19.1 Types of Waste

| | |
|------------------------------------|--|
| Food Premises | Food waste has the potential to attract pests and animals and cause odours. Waste should be placed in bins then removed to a separate, covered waste collection location that is well distanced from any food consumption, preparation or storage areas |
| Patron Waste | Bins should be provided around the site. If the event is outdoors, covers should be provided. If possible, recycling facilities should be provided. |
| First Aid Posts | First Aid Posts will generate their own waste and may need biohazard waste removal. |
| Needle and Syringe Disposal | Drug use at events must be considered and planned for. Aside from the effects of the drug, the presence of injecting equipment causes a safety hazard for patrons and staff. Sharps containers should be provided at the event. Generally these are located within toilets, however other locations may be considered appropriate. |

Appendix 19 – Litter Bin Services

Appendix 20 – Street Sweeping Services

| | |
|---------------------------------------|--|
| Responsible Committee Members: | |
| Contact Details: | |

Comments:

20. 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.

An evaluation form distributed prior to de-briefing will give direction and clarity to the discussion. Event organisers, key stakeholders, festival/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.

Fill out the de-briefing meeting details below and on the form. Photocopy the form and distribute to event organisers, key stakeholder representatives, and representatives or managers of other parts of the event.

20.1 A De-Briefing Meeting will be held:

| | |
|-----------------------------------|--|
| Day: | |
| Date: | |
| Time: | |
| Venue: | |
| Chaired by: | |
| Contact Telephone: | |
| Return Evaluation Form to: | |
| Apologies: | |

20.2 Debrief & Committee Evaluation Details:

| Member Name/s | Title: | Responsible For: | Check List <input checked="" type="checkbox"/> |
|---------------|---|--------------------------|--|
| | Event Manager | Overall Event | |
| | Event Manager | Disability Access | |
| | Event Manager | Permits and Filing | |
| | Event Manager | Pre/Post Event | |
| | Event Manager | Site Plan | |
| | Event Manager | Traffic Management | |
| | * Committee * Event Manager | Security Plan | |
| | * Committee * Emergency person | Emergency Management | |
| | Entertainment person | Entertainment | |
| | Entertainment person | Stall Holders | |
| | Liaison person | Event Staffing | |
| | Food handling person | Food Management | |
| | Information person | Local Community | |
| | Information person | Promotion / Advertising | |
| | Insurance person | Insurance | |
| | Project person | Sponsors & Contacts | |
| | Health & safety person | Management of Alcohol | |
| | Health & safety person | Waste Management | |
| | * Committee * Health & safety person | * Public Safety | |
| | * Committee * Health & safety person | Health and Safety Issues | |
| | Treasurer | Finance & Funding | |
| | | | |

20.3 Event Debrief and Evaluation Form

| | |
|------------------------------|--|
| Name: | |
| Organisation: | |
| Area Responsible For: | |

List or describe what you thought was successful or worked well in the area you were responsible for or involved in:

List what you thought were NOT successful or did not work well in the area you were responsible for or involved in:

List your recommendations for the area you were responsible for or involved in:

List what you thought was successful or observed working well in the whole event:

List or describe what you thought were NOT successful or did not work well in the whole event:

List or describe your recommendations for the whole event:

21. STATEMENT

We, the Organising Committee, will sign off this document swearing that we have used our best endeavors to comply with all relevant requirements of the manual and all is true and correct.

| Title: | Responsible For: | Name | Signature / Date |
|------------------------------------|--------------------------|-------------|-------------------------|
| Event Manager | Overall Event | | |
| Committee & Emergency person | Emergency Management | | |
| Event Manager | Disability Access | | |
| Entertainment person | Entertainment | | |
| Liaison person | Event Staffing | | |
| Food handling person | Food Management | | |
| Treasurer | Finance & Funding | | |
| Committee & Health /safety person | Health and Safety Issues | | |
| Insurance | Insurance | | |
| Information person | Local Community | | |
| Health & safety person | Management of Alcohol | | |
| Event Manager | Permits and Filing | | |
| Event Manager | Pre/Post Event | | |
| Information person | Promotion/ Advertising | | |
| Committee & Health / safety person | Public Safety | | |
| Committee & Event Manager | Security Plan | | |
| Entertainment person | Stall Holders | | |
| Event Manager | Site Plan | | |
| Project person | Sponsors& Contacts | | |
| Event Manager | Traffic Management | | |
| Health & safety person | Waste Management | | |

DEVELOPING AN EVENT MANAGEMENT PLAN

| 1 | Event Details | Comments |
|--------------------------|---|----------|
| <input type="checkbox"/> | Event Name | |
| <input type="checkbox"/> | Event Manager / Organisation Contact | |
| <input type="checkbox"/> | Description and Purpose of Event | |
| <input type="checkbox"/> | Target Audience | |
| <input type="checkbox"/> | Event Plan Timetable | |
| | | |
| 2 | Committee / Sponsors / Stakeholders | |
| <input type="checkbox"/> | Organising Committee Contact Details | |
| <input type="checkbox"/> | Sponsors Contact List | |
| <input type="checkbox"/> | Documentation Checklist | |
| <input type="checkbox"/> | Key Stakeholders Contact List | |
| <input type="checkbox"/> | Consultation / Meetings with Key Stakeholders | |
| | | |
| 3 | Disability Access | |
| <input type="checkbox"/> | Prior to your Event | |
| <input type="checkbox"/> | Getting to the venue | |
| <input type="checkbox"/> | Inside the venue | |
| <input type="checkbox"/> | Toilets | |
| <input type="checkbox"/> | Presentations | |
| <input type="checkbox"/> | Sample Registration Form | |
| | | |
| 4 | Emergency Management Plan | |
| <input type="checkbox"/> | Responding to a Emergency | |
| <input type="checkbox"/> | Planning | |
| <input type="checkbox"/> | Staff Planning | |
| <input type="checkbox"/> | Informing Emergency Services | |
| <input type="checkbox"/> | Communication with the venue | |
| <input type="checkbox"/> | Evacuation | |
| <input type="checkbox"/> | Assembly Area | |
| <input type="checkbox"/> | When to re-open the venue | |
| <input type="checkbox"/> | Emergency medical facilities | |
| <input type="checkbox"/> | Security and law enforcement on site | |
| | | |
| 5 | Event Staff and / or Volunteers | |
| <input type="checkbox"/> | Assessing required staff numbers | |
| <input type="checkbox"/> | Staff and / or volunteer training | |
| <input type="checkbox"/> | Event Training Details | |
| <input type="checkbox"/> | Volunteer Registration Form | |
| | | |
| 6 | Food Management | |
| <input type="checkbox"/> | Food Act 1984 | |
| <input type="checkbox"/> | Infection Control | |
| <input type="checkbox"/> | List of vendors | |

| | | |
|--------------------------|---|--|
| 7 | First Aid and Public Health | |
| <input type="checkbox"/> | First Aid | |
| | | |
| 8 | Insurance | |
| <input type="checkbox"/> | Building and contents Insurance | |
| <input type="checkbox"/> | Public Liability Insurance | |
| <input type="checkbox"/> | Professional Indemnity Insurance | |
| <input type="checkbox"/> | Property & Equipment | |
| <input type="checkbox"/> | Personal Accident - Volunteers | |
| <input type="checkbox"/> | Insurance - Other | |
| <input type="checkbox"/> | Indemnity Form | |
| | | |
| 9 | Infrastructure | |
| <input type="checkbox"/> | Toilets | |
| <input type="checkbox"/> | Toilet Cleaning | |
| <input type="checkbox"/> | Water | |
| <input type="checkbox"/> | Noise | |
| <input type="checkbox"/> | Shelter | |
| <input type="checkbox"/> | Telephones | |
| | | |
| 10 | Information Centre - Tourism | |
| <input type="checkbox"/> | Latrobe Visitor Information Centre Details | |
| <input type="checkbox"/> | Accommodation Details & Promotional Information | |
| <input type="checkbox"/> | Information at Event | |
| | | |
| 11 | Management of Alcohol | |
| <input type="checkbox"/> | Liquor Licence | |
| <input type="checkbox"/> | Alcohol Management | |
| | | |
| 12 | Managing the Crowd | |
| <input type="checkbox"/> | Anticipating the Crowd | |
| <input type="checkbox"/> | Getting the Crowd to the Event | |
| <input type="checkbox"/> | Parking | |
| <input type="checkbox"/> | Entry and Exit Details | |
| <input type="checkbox"/> | Dispersal of Crowd | |
| <input type="checkbox"/> | Health Promotions and Publicity Material | |
| <input type="checkbox"/> | Signage at the Event | |
| <input type="checkbox"/> | Sponsor Management | |
| <input type="checkbox"/> | Economic Impact | |
| | | |
| 13 | Occupational Health & Safety | |
| <input type="checkbox"/> | Job Safety Analysis Worksheets | |
| | | |
| 14 | Public Co-ordination Centre | |
| <input type="checkbox"/> | Communications Systems | |
| <input type="checkbox"/> | Public Communications | |

| | | |
|-------------------------------------|---|--|
| 15 | Public Safety | |
| <input type="checkbox"/> | Light and Power | |
| <input type="checkbox"/> | Temporary Structures | |
| <input type="checkbox"/> | Temporary Seating | |
| | | |
| 16 | Risk Management | |
| <input type="checkbox"/> | Risk Assessment | |
| <input type="checkbox"/> | Risk Likelihood Rating Table | |
| <input type="checkbox"/> | Consequence Rating | |
| <input type="checkbox"/> | Level of Risk and Risk Priority | |
| <input type="checkbox"/> | Risk Analysis Matrix | |
| <input type="checkbox"/> | Risk Treatment Plan | |
| <input type="checkbox"/> | Difference between JSA and Risk | |
| <input type="checkbox"/> | Risk Management at Site | |
| <input type="checkbox"/> | Site Plan | |
| <input type="checkbox"/> | Site Plan Checklist | |
| <input type="checkbox"/> | Access and Egress Health and Emergency Services | |
| <input type="checkbox"/> | Other Site Needs to Consider | |
| <input type="checkbox"/> | Register of Incidents/Actions taken | |
| | | |
| 17 | Security | |
| <input type="checkbox"/> | Security Plan | |
| <input type="checkbox"/> | Lost and Stolen Property / Lost Children | |
| <input type="checkbox"/> | Access to Event by Key Stakeholders | |
| | | |
| 18 | Traffic Management | |
| <input type="checkbox"/> | Road Closures | |
| <input type="checkbox"/> | Road Closure Application | |
| <input type="checkbox"/> | Road Closure Notification | |
| <input type="checkbox"/> | Road Closure Minimum Conditions Required | |
| <input type="checkbox"/> | Patron Access | |
| | | |
| 19 | Waste Management | |
| <input type="checkbox"/> | Types of Waste | |
| | | |
| 20 | Event Debrief and Evaluation | |
| <input type="checkbox"/> | Post Festival / Event Debrief | |
| <input type="checkbox"/> | Debrief & Committee Evaluation Details | |
| <input type="checkbox"/> | Event Debrief and Evaluation Form | |
| | | |
| Responsible Committee Member | | |

23. APPENDIX LISTING

| SECTION | ISSUE |
|----------------|---|
| 1 | Event Appendix 22 – Application for Planning Permit |
| 4 | Emergency Management Plan Appendix 1 - Example – Matrix Herald Sun Tour Final Stage Finish Appendix 2 - Site Plan Sample - A Planning guide for event managers |
| 6 | Food Management Appendix 3 - Application for the Operation of a Temporary Food Premises Appendix 4 – Mobile Kiosk/Mobile Caravan Application Appendix 5 – Application for permit to Hold a Street Stall |
| 9 | Infrastructure Appendix 6 - Public Toilet Cleaning Services Appendix 7 - Application for Permit to Busk Appendix 8 - Casual Hire of Sporting Reserve Application Appendix 9 - Performing Arts Ticketing Information Appendix 10 - Theatrical Hire Conditions Appendix 11 - Theatrical Hire Agreement for Use Appendix 12 - Technical Specifications |
| 11 | Management of Alcohol Appendix 13 – Party Safe. How to plan and hold a Safe Party Information Kit |
| 12 | Managing the Crowd Appendix 14 – Regional Festival Survey Sample |
| 13 | Occupational Health & Safety Appendix 15 – Register of Incidents / Action Taken Appendix 16 – Job Safety Analysis (JAS) Worksheet |
| 16 | Risk Management Appendix 21 - Risk Management Principles for Community Groups - Starter Questions to help you get started |
| 18 | Traffic Management Appendix 17 - Street Processions & Temporary Road Closures Appendix 18 - Infrastructure |
| 19 | Waste Management Appendix 19 – Litter Bin Services Appendix 20 - Street Sweeping Services |