Event Management Guide

A guide for events held at Council owned venues in the Northern Midlands

NORTHERN MIDLANDS COUNCIL

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Northern Midlands Council Event Management Guide

Thank you for your interest in holding an event in the Northern Midlands. Events add vibrancy and colour to our community. This guide has been created to assist Event Organisers to run events in our community safely and smoothly, and to ensure they meet the relevant legislative requirements.

If your public event is held at any of Northern Midlands Council's reserves, parks or buildings then this Event Management Guide is for you. You may also find the content useful if your event is on private property.

Not everything in this guide will be relevant to your event. We encourage you to contact us with any queries about the content of this Guide.
Public health and safety laws provide requirements to hold certain permits and licences for a public event. The information contained in this manual will help Event Organisers to determine whether they need a permit, registration, or licence for any of the planned activities.

To determine what is relevant to your event, go through the Event Checklist table below. If it is relevant to your event go to the page number to see the section with relevant information, permit applications, forms, links, examples, and templates. Simply delete the sections that do not apply to your event. Whatever remains will make up your Event Management Guide to provide to Council.

On the last page you will find a tickable checklist and a guide for how to submit your Event Manual.

Event Checklist

	Requirement	Information	Page number
The must haves…		**The FIRST SEVEN DOCUMENTS in this checklist are essential when you are holding an event on Council property.**	
1	**Event Notification Form**	Includes dates, venue, description. Information provided is also used to list the event on Council's website event calendar.	Page 5
2	**Hire Agreements**	A Facility Hire Agreement and a Covid-19 Safety Hire Agreement must be completed for every venue.	Page 6
3	**Public Liability Insurance**	Please provide an up-to-date Certificate of Currency. If you have stallholders/vendors, will they be covered under your insurance or have their own? You may be able to purchase cover under Council's insurance policy for a small fee, dependant on the type of event being held.	Page 6
4	**Risk Assessment**	Demonstrate that you have assessed the risk involved with your event, i.e. slip, trip, fall hazards. An example and template are included as a guide.	Page 7
5	**Covid-19 Safety Plan**	All event organisers must have a Covid-19 Safety Plan in place. If you need assistance, there are plenty of free resources available.	Page 9
6	**Emergency Management Plan (EMP)**	Outline your procedure for action in the event of an emergency. An example and template are included as a guide.	Page 9
7	**Site Plan**	Provide a map of your event showing key areas i.e. toilets, exits, first aid etc. It does not have to be elaborate or to scale, it can be simple or complex, as long as it provides sufficient information.	Page 12

Other considerations		Now go through the rest of the checklist and follow the links to anything relevant to your event. If unsure, please discuss with Council, we are here to help.	Page number
8	**Tents & Structures** Do you plan to have any marquees, gazebos, tents, structures?	If yes, some of these may require **Temporary Occupancy Permits**. This will depend how many, proximity to each other and other existing structures, what activity is being conducted in them, i.e. cooking. *(Note: May also be required for events on private property)*	Page 12
9	**Food Sellers/Vendors & Catering providers.**	Will you or other vendors be handling or selling food at your event? If yes, they will need to have a **Food Business Registration**. *(Note: May also be required for events on private property).*	Page 13
10	**Alcohol**	Will you or other vendors be supplying or selling alcohol at your event? If alcohol will be consumed at your event, you must obtain and provide a copy of a liquor licence to Council.	Page 14
11	**Fireworks**	Will you have fireworks at your event? A permit is required from Worksafe Tasmania.	Page 14
12	**Place of Assembly**	How many are coming? If you are expecting, or estimate, over 1,000 attendees in one place over a 2 hour period, you will need a **Place of Assembly Licence**. *(Note: Also required for events on private property if attendees of 1,000 or more).*	Page 15
13	**First Aid**	Will you have a first aid kit? Who will provide first aid at your event?	Page 15
14	**Road Closure**	Do you require a road closure for your event? If your event affects roads and traffic you will need to arrange a Road Closure.	Page 16
15	**Parking, Traffic & Pedestrian management**	Patron access and parking must be planned so as not to disrupt neighbouring businesses or homes, and to ensure clear access by emergency services.	Page 19
16	**Toilets**	There are guidelines for the number of public toilets that must be provided for a specific number of attendees.	Page 20
17	**Gas and Fire management**	Will there be gas cylinders at your event? If fire is part of your Risk Assessment, who is managing your fire risk?	Page 21
18	**Smoke Free Event**	Do you plan for your event to be SMOKE FREE?	Page 21
19	**Contractors**	All contractors must complete an online induction.	Page 21
20	**Rubbish & Bins**	You can hire 240lt wheelie bins/rubbish removal from Council. The cost of bin hire may be covered by Council's In-Kind support under our event grants program.	Page 22
21	**Power**	Power is available in all indoor venues, and some outdoor venues. All power cords and appliances used at the event must be tested and tagged.	Page 23
22	**Lost Children / Lost Property**	What is your procedure for lost children and property?	Page 24

23	**Signage**	Will you be putting up signage to promote your event?	Page 24
24	**Noise**	There are days and times that certain noise can be made. Is your event going to be noisy?	Page 24
25	**Security & Crowd Control** **Police notification**	What procedure do you have in place for security and crowd control? Should you notify the Police about your event?	Page 25
26	**Grant funding**	Council offer grants for eligible events held in the Northern Midlands.	Page 26
27	**Jumping Castles**	Notice about jumping castles and other inflatables at events on Council property.	Page 26
28	**Useful equipment**	Council has a range of useful equipment for loan, i.e. bollards, bunting, temporary fencing, witches hats etc.	Page 26
29	**Submit your event guide**	Checklist for submitting your event guide.	Page 27

1. EVENT NOTIFICATION FORM

The information included in this form will also be used to list the event on Council's website event calendar. To avoid delays please ensure the Event Notification Form is returned to Council as soon as possible:
Attach a relevant photo if you have any.

Event name	
Type of event e.g. Flower show, race, market	
Description of Event	
Date & Time If multiple days, please provide dates and times for each day	Date of event:
	Set up date and start time:
	Open to the public time:
	Closed to the public time:
	Pack up by time:
Event location	
Event website	
Estimated number of people expected to attend	
Event Organiser	Organisation name:
	Contact name:
	Phone:
	Email:
	Address (if no email):
	Contact no. during the event

2. HIRE AGREEMENTS

When hiring Council property, the following hire agreements are required.

a. Facility Hire Agreement
A Facility Hire Agreement is required for booking a Council building or reserve, and must be signed and submitted to Council in order to secure your booking. Hire agreements for each venue can be found online https://www.northernmidlands.tas.gov.au/community/facilities/halls-and-community-centres or requested from council on 6397 7303 or council@nmc.tas.gov.au

b. Covid-19 Safety Hire Agreement (for indoor venues only)
A Covid-19 Safety Hire Agreement is required for booking a Council building, and must be signed and submitted to Council.

A Covid-19 Safety Hire Agreement can be found online https://www.northernmidlands.tas.gov.au/source-assets/files/COVID-Community-Hall-Hire-Agreement-NMC.pdf or requested from council.

Facility Hire Register B (indoor venues only)**:** A representative of the event organiser's organisation must sign the Facility Hire Register which is located in the Covid-19 Safety Folder at each indoor venue. This is for tracking purposes in case of a confirmed Covid-19 case.

3. PUBLIC LIABILITY INSURANCE

It is a mandatory requirement for Council that any event held on Council property is covered by Public Liability insurance to the value of at least $20 million.

Please indicate below which insurance option is applicable to your event:
(note: the boxes are clickable)

☐	The Event Organiser is responsible for the Public Liability Insurance for this event and enclose a Certificate of Currency showing cover to the value of $20 million.
☐	If exhibitors/stallholders/vendors are at the event: The Event Organiser has Public Liability Insurance PLUS the exhibitors/stallholders/vendors at this event have their own public liability insurance to $20 million, and their Certificate of Currency has been sighted by the event organisers.
☐	Some or all of the exhibitors/stallholders/vendors at this event are covered under the event's insurance, described in the Public Liability Certificate of Currency attached (please list which exhibitors are covered in your policy). Any exhibitors/stallholders/vendors not covered under the event's insurance have their own insurance.

4. RISK ASSESSMENT

Event Organisers are required to carry out a Risk Assessment of their event relevant to the venue where it is being held. A Risk Assessment must identify potential hazards in the area, such as slip, trip and fall hazards, or proximity to a water body, power cables etc.

It is the Event Organiser's responsibility to ensure that all hazards relevant to the event have been identified, action taken to minimise the risk, and what to do in case of an incident.

Your Risk Assessment should be shared with all members of your team, volunteers at the event, vendors and stall holders, exhibitors, etc.

Below is a sample Risk Assessment to assist you. It contains a list to assist you with identifying potential risks. Please consider what types of hazards are specific to your event.

Then use the Template on Page 8 to create a Risk Assessment for your event. If your organisation has a standard Risk Assessment proforma in place, please use that.

Risk Assessment	**Event Name: THIS TABLE IS AN EXAMPLE OF A RISK ASSESSMENT (blank form on next page)**
Hazard	**Action to mitigate or control hazard, or to take if incident occurs**
Trips/falls Injuries Illness	• Organisers to check the site the day before and throughout the event for any trip hazards. • Cover exposed hazards on the ground, use barriers to prevent access to hazards that can't be covered. • Professional First Aid onsite. This will be indicated on the program. • Ambulance called in the event of serious injury or illness.
Objects that can cause injury (i.e. sharp corners, objects jutting out at head or body height)	• Organisers to check the site the day before and throughout the event for hazards. • Cover exposed power cords on the ground, use barriers to prevent access to hazards that can't be covered or removed.
Crowd Control	• Organisers in attendance to monitor attendees. Patrons demonstrating aggressive or unruly behaviour will be asked to leave. If behaviour continues organisers can contact the police.
Alcohol Intoxicated patrons or underage drinking	• Organisers in attendance to monitor attendees. Patrons under the obvious influence that affects behaviour will be asked to leave. If necessary, police will be called to remove them. • Ensure those serving alcohol have a current RSA and ask for ID when serving younger patrons.
Electrical Safety	• Exhibitors are advised in the prospectus that electrical equipment must be tested and tagged. • A local electrician will be on-call during the event. • Ensure all cords along the ground are covered appropriately. • Organisers on the lookout and monitoring for safety throughout the event.
Inclement Weather	• Organisers to monitor long range forecast. • If rain looks likely, consider venue change, or cancellation/postponement.
Vehicle movement during set up and pack up on the event site	• Exhibitors/demonstrators will be advised that all vehicles must be off the event site by [insert time] on the day of the event and not permitted back onsite until after [insert time].
Lost children & property	• Organisers table will be prominent and indicated on the program. • Organisers monitoring event throughout the day to be aware of children wandering alone or seem distressed. • Utilise the PA system to announce lost children or call for parents of found children.
Food poisoning/hygiene	• Ensure all food and beverage vendors have appropriate licences, and food storage handling practices. • Professional First Aid on site (or hospital nearby, or call ambulance etc.)
Sun / heat / Dehydration	• Shaded areas provided. • Water available to purchase.
Minor injuries	• First Aid kit onsite (or first aiders onsite).
Toilets cleaned/stocked	• Organisers to clean throughout the day, and as per Covid-19 Safety Plan.

Blank Risk Assessment Template for your use.

Risk Assessment	Event Name:
Hazard	**Action to mitigate or control hazard, or to take if incident occurs**

5. COVID-19 SAFETY PLAN

Please provide Council with a copy of your Covid Safety Plan for any event held on Council property.

The Director of Public Health has developed a framework for **Covid safe events** in Tasmania. Depending on the number of people expected at your event, it will fall into one of four event levels: Small Gatherings, Tier 1, Tier 2, Tier 3.

Small Gatherings must follow the Safe Workplaces Framework. Events at Tier 1 must complete a Covid Safety Checklist. Events at Tiers 2 & 3 must be registered with the Dept of State Growth via an online form and complete an online Covid Safety Plan. To see which Tier your event falls under, follow this link, which clearly outlines the requirements for each Tier and has links to the required forms: https://www.business.tas.gov.au/coronavirus_information/event_framework

Advice about Covid safety and your event: Business Tasmania has consultants that can answer your questions and provide advice and further relevant contacts. This is a free service. Visit https://www.business.tas.gov.au/ or call 1800 440 026.

6. EMERGENCY MANAGEMENT PLAN (EMP)

Event Organisers must have an Emergency Management Plan (EMP) for their event relevant to the venue where it is being held.
The EMP outlines the procedure for action in the event of an emergency. You need to identify who does what and when.
For example: If the site needs to be evacuated, the EMP should set out the responsible organisers and tasks to be undertaken in the event of an evacuation.

Your Emergency Management Plan should be shared with all members of your team, volunteers, vendors and stall holders, exhibitors, etc.

Any incidents that involve serious damage to property or injury to a person/s are to required to be reported to Council.
The EMP should include (but is not limited to):

- Location of the Incident Control Centre at the event.
- Arrangements to request further police and other emergency services assistance.
- Emergency Assembly Points.
- Meeting points for emergency services.
- Details of the local hospital or doctor.
- Access points.
- Exits.
- How communication will occur during the event (between organisers, to the public, etc.)

Depending on the type of event you are holding, Event Organisers may consider advising the local emergency services/police of their upcoming event.

Create an Incident Reporting Form/Register.

Depending on the type of event you are holding, this may be a simple notebook to record incidents, or a more formal form and reporting procedure.

A sample Emergency Management Plan is below to assist you. It contains suggested actions as a guide. Please consider other actions you might include depending on the type of event you are holding.
Then use the Template below to create a Risk Assessment for your event. If your organisation has a standard Risk Assessment proforma in place, please use that.

Emergency Management Plan THIS TABLE IS AN EXAMPLE OF A RISK ASSESSMENT (blank form on next page)	
Incident Control Centre	• Located at Event Hall, Something St, Somewhereville.
Event Contacts	• List of main event contacts by name • President of association ph: xxxx xxx xxx • Safety officer ph: xxxx xxx xxx • Secretary ph: xxxx xxx xxx • Exhibitor director ph: xxxx xxx xxx • Etc. •
Emergency Services	• If emergency services are required, the Event Organiser is to call 000 and request the relevant service. • Event Organiser is to, where possible, isolate the area where the emergency is until Emergency Services arrive. • Event Organiser or delegated person is to wait for the Emergency Services at entrance and guide them to where the incident has occurred. • Anyone can call 000 if required. •
Evacuation	• If evacuation is required, the Event Organiser is to notify patrons via the Public Address System that an evacuation is required (insert whatever communication system you have in place). • All patrons are then to move to the Emergency Assembly Point marked on the Site Plan and located at [insert location]. • All patrons are to remain at the Emergency Assembly Point until the Event Organiser or the Emergency Services have cleared patrons to leave. •
Communication	• All communications to patrons and exhibitors will be via Public Address System (insert whatever system you have in place). •
Incident Reporting	• All incidents, including: accidents, near misses, injuries, illness, aversive behaviour, damage to property) will be recorded on an Incident Reporting Form by Event Organisers (insert whatever recording system you will use). •
Medical Contacts	• Launceston General Hospital: 6777 6777 • Nearest doctor: [insert as relevant]. • Emergency Services: 000 • Police (Longford): 6777 2366 or 131 444 •

Blank Template Emergency Management Plan Template for your use.

Emergency Management Plan for [Insert event name]	
Incident Control Centre	
Event Contacts	
Emergency Services	
Evacuation	
Communication	
Incident Reporting	
Medical Contacts	

7. SITE PLAN

A site plan is a map of the event showing the location of key areas, i.e. toilets, exits, first aid, water, event activities etc. Council recommends site plans are posted strategically around the site for use by patrons and for reference in the event of an emergency. You might also include a site plan in your program. Don't be daunted at creating a site map, no artist skills are necessary; it can be a simple hand drawn mud map or created using google maps. Let us know if you need help.

Consider identifying the following items on your site plan *(note: not all are relevant to your event. This list is provided as a guide to consider what may be applicable).* Items in **bold** at the top of the list are essential on your site plan.

- **Entrance / Exits**
- **Emergency Assembly Point**
- **Emergency Vehicle Access**
- **First Aid**
- **Fire Fighting Equipment (extinguisher, blanket, hydrant)**
- **Toilets**
- **Identification of risks**
- Incident Control Centre
- Rubbish bins
- Temporary fencing or other barriers
- Security
- Drinking Water
- Lost Children/Property
- Shelter
- Seating
- Wet / dry areas
- Mains power/water/gas
- Information
- Stallholders or event activities
- Parking & disabled parking
- Rules and conditions of use
- Disclaimer

8. TENTS, MARQUEES, STRUCTURES, STAGES – TEMPORARY OCCUPANCY PERMIT

If you plan to have marquees, gazebos, tents, stages, grandstands, other structures or infrastructure etc. at your event, you may require a **Temporary Occupancy Permit (TOP).** *(Note: may also be required for events held on private property*).

There are many exceptions where a Temporary Occupancy Permit is not required, i.e. the size; how close they are located to each other and other structures; what activity is being carried out in them, i.e. no cooking or ignitable fuel source. Temporary Occupancy Permits are issued under the *Building Act 2000* to allow the use of an existing building or temporary structure for a particular short term activity such as a public or private event. To assist you to determine if a TOP is required, please liaise with Consumer, Building and Occupational Services (CBOS) **HERE**. If your event requires a Temporary Occupancy Permit, contact a private Building Surveyor to obtain one.

A Temporary Occupancy Permit must be on display for the duration of the event.

You will need to provide Council will a copy of your Temporary Occupancy Permit.

There are a number of exemptions. Further information is also available here: https://ablis.business.gov.au/service/tas/temporary-occupancy-permit/9328

If your marquees or any structures need to be secured into the ground you must liaise with Council to determine the location of underground infrastructure, i.e. pipes, cables, watering systems, etc. You are liable for any damage to Council's underground infrastructure. It is not permitted to insert pegs and posts in the ground at most of Council's reserves. Those with marquees will need to provide an alternative system of securing their structure, i.e. using weights, water or sand filled containers etc.

9. FOOD SELLERS / VENDORS & CATERING PROVIDERS

There are two requirements for food vendors selling food in a public space:

- **Food Business Registration**: A food vendor must have a Registered Food Business. This registration can be an annual or temporary i.e. 1 day, 2-8 weeks, 6 months or 12 months (for those that don't trade every day, so it's different to an annual).
    - Fees for registrations are here: https://www.northernmidlands.tas.gov.au/source-assets/files/Health/Health-fees.pdf
    - Application form here: https://www.northernmidlands.tas.gov.au/source-assets/forms/Health/Application_and_Renewal_for_Registration_of_a_Food_Business_2016.pdf

- **Mobile Food Vendor Permit**: Vendors selling food in a public place must have a Mobile Food Vendor Permit. This can be for a one-off event, 6 or 12 months.
    - Application form here: https://www.northernmidlands.tas.gov.au/source-assets/forms/Mobile-Food-Vendor-Application-Form.pdf

***Note**: If your event is on private property, a Mobile Food Vendor permit is not required, however Food Business Registration is required.*

Most vendors are already aware of these requirements and will have them in place. The Event Organiser must sight the permits & registrations, and provide copies to Council. (Note: if permit/registration has been issued from the Northern Midlands Council, then only the vendor name is required as Council will have the documents on file).

Catering at your own event

If you are supplying food to the public at your event and the food is prepared by the event organisers or volunteers, that food must be prepared in a registered kitchen under the auspices of the organisers, and must be prepared by someone with appropriate skills and knowledge to prepare safe food.

Food prepared or sold from markets or outdoor events must comply with food safety laws (further information about requirements here: https://www.dhhs.tas.gov.au/__data/assets/pdf_file/0004/208570/Guidelines_for_Mobile_Food_Businesses_Dec_2015.pdf

For questions or advice, contact Council's Environmental Health Officer 6397 7303.

Who is supplying food at your event?
Using this template please provide a list of Food Sellers and Catering providers at your event and record their document numbers.

	Business/Vendor Name	Type of Food	Food Business Registration	Mobile Food Vendor Permit	Name of Council where registered. If not with NMC please provide copies
1					
2					
3					
4					
5					
6					
7					

Add more lines as required.

10. ALCOHOL

If there will be alcohol at your event, whether provided for a cost or no charge, or BYO, you must notify the Council.

If you intend selling or supplying alcohol at the event a liquor licence must be obtained from the Liquor Licencing Commission Tasmania. This can be obtained via this link: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor

Event Organisers and volunteers/staff serving alcohol must have a Responsible Service of Alcohol permit (RSA). Visit this website for comprehensive information and a list of accredited training providers: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/responsible-service-of-alcohol

For vendors selling/serving alcohol that have a Small Producers Permit, their licence may cover them at pre-approved events that they listed when applying for their licence. If they decide to attend an event not previously listed on their application, they must notify the commission by email: licensing@treasury.tas.gov.au requesting approval, minimum 7 days before the event.

Vendors can check the type of licence they have via this link: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor

Alcohol sellers or providers at your event may already have a Liquor Licence and you will need to sight it.

Who is supplying alcohol at your event?

Using this template please provide a list of Alcohol Vendors at your event and sign to indicate you have sighted their relevant Liquor Licence.

	Alcohol Vendor Name	Contact Phone during event	Liquor Licence sighted	Small Producers Permit sighted
1				
2				
3				

Add more lines or a separate page as required.

Contacts of local authorities:
Northern Midlands Council: 6397 7303 or council@nmc.tas.gov.au
Longford Police: 6777 2366 or 131 444. Please provide a copy of police consent to Council.

11. FIREWORKS

If you are having fireworks at your event, you must obtain a permit from WorkSafe Tasmania.

☐	Yes, there will be fireworks or pyrotechnics at this event
☐	Yes, we have obtained a permit from WorkSafe Tasmania
	Permit number:
	Person responsible for fireworks:
	Mobile phone number of responsible person during the event:

12. PLACE OF ASSEMBLY PERMIT (LICENCE)

A **Place of Assembly Licence** is required if you are expecting at least 1,000 people to attend your event, in any one place over a two hour period.

A Place of Assembly is defined in the *Public Health Act 1997* as:

- Any place or area used for the entertainment of members of the public; and
- Any place or area used for the assembly of members of the public for social and recreational purposes; and
- Any school or other place or area used for community or public purposes.

(Further information about Place of Assembly Licences can be found here: https://www.northernmidlands.tas.gov.au/council/services/health-and-immunisation#place-of-assembly-permits)

A Temporary Place of Assembly Licence must be on display for the duration of the event.

(Note: A Temporary Place of Assembly Licence is also required for events on private property if attendees of 1,000 or more)

Fees:
Place of Assembly Licence (Special Event): $84.00
A Place of Assembly Licence can be obtained here: https://www.northernmidlands.tas.gov.au/source-assets/forms/Health/Place-of-Assembly-Permanent-and-Temporary.pdf

13. FIRST AID

You should have first aid at your event. The minimum level required is a First Aid Kit. The type of event, location (i.e. near water, uneven ground), time of year (i.e. risk of heat stroke, hypothermia), and the number of attendees, distance from an emergency hospital or ambulance base, will determine the level of first aid you provide.

Whatever form of first aid you have, it must be easy to find with clear signage, located in a prominent location, included on your site map and on your event program if you have one.

You must provide sufficient first aid to ensure that any accidents, injuries or illnesses can be dealt with appropriately.
Your Emergency Management Plan should have the contacts for the nearest medical centre, hospital emergency department, emergency services.

Please check the box to indicate the type of first aid you will have at your event.

☐	First Aid Kit. Ensure an up to date, well stocked kit is on-site. Event organisers will manage the first aid kit and call for first aid back up from the local medical centre or emergency service if required.
☐	Trained first aiders on-site will administer basic first aid. Call for first aid back up from the local medical centre or emergency service if required. ☐ How many first aid personnel will be onsite? ☐ How many first aid locations will be at your event? ☐ First Aiders contact details during the event:
☐	An external first aid organisation will be onsite, i.e. ☐ St John Tasmania, Launceston Phone: 6343 4226 Email: launceston@stjohntas.org.au Application form on website: https://www.stjohntas.org.au/index.php/event-health-services/event-health-services-application-form/ ☐ Other

14. ROAD CLOSURE

All costs associated with road closure advertising and traffic management are the responsibility of the Event Organiser.

Council roads: If your road closure is on a Council road, please see the procedure and application form below.

State roads: If your road closure is on a state road, Department of State Growth have information for traffic management on a state road, along with links to application form: https://www.transport.tas.gov.au/road/permits/traffic_management
Contacts for Dept of State Growth: General: 03 6166 3369 or permts@stategrowth.tas.gov.au

Note: Once you have approval from Dept of State Growth, you will need to provide a copy to Council.

Road closure procedure (Council roads)

Follow this checklist to ensure you carry out the required steps:

☐	Obtain a traffic management plan from a traffic management company (a google search will help you find one) It is a legal requirement that any road closures are subject to a Traffic Management Plan which must be implemented by a qualified person/s who hold a current *Prepare Work Zone Traffic Management Plan Certificate*.
☐	Complete a Road Closure Form (see next page).
☐	Risk Assessment and Emergency Management Include Traffic Management in your Risk Assessment and Emergency Management Plans and include them in your application. Where applicable, address the following types of risks: • Pedestrian hazards and crowd management • Animal hazards • Tree hazards • Water hazards • Slippery/Gravelly/other hazards • Drivers who ignore the road closed signs • Local traffic movements • Accessibility for emergency vehicles
☐	Copy of your notice for newspaper (publication 2 weeks prior to the event preferred, but minimum 7 days prior to the event) Pursuant to sections 19 & 20 of the Local Government (Highways) Act 1982. Notice of the road closure is to be advertised in the Examiner newspaper.
☐	Notify residents Affected residents must be notified by letterbox drop or face-to-face contact. Has this occurred? How were residents notified? If notified by letter box drop, please attach a copy of the flyer. When were residents notified? (minimum of 2 weeks prior to the event).
☐	Obtain a road closure approval letter from Tasmania Police. It is a requirement that organisers notify and obtain approval from the Police for the intended road closure.
☐	Submit to Council: ☐ Traffic Management Plan, ☐ Signed Road Closure Application, ☐ Residents' notice, ☐ Newspaper notice and ☐ Police approval Council will review the application and advise in writing if the application is supported in-principle or if further information is required.

APPLICATION FOR ROAD CLOSURE (Events)

Applicant information	
Organisation name:	
Event Organiser's name:	
Organisation address:	
Phone:	
Email:	
Event information	
Event name:	
Event description:	
Event location:	
Event date:	
Traffic Management Plan	
Who has prepared your Traffic Management Plan?	
What are the names and mobile numbers of the qualified person/s who will supervise and implement the Traffic Management Plan?	
Have you included the Road Closure in your Event Risk Assessment and Emergency Management Plan?	Y☐ N☐
How will residents, businesses and affected road users be advised of the closure prior to the event?	
Include a map showing: • Which roads will be closed • The location of streets where residents and businesses will be affected • Where signage and traffic controllers (people or infrastructure) will be located • Detour routes	
Where will you source signs, barricades, and relevant equipment from?	

Road Closure Streets, Dates, and Times

List the names of roads to be closed/traffic altered (include the names of the intersection streets either side of the closure). Please add another sheet if necessary.

Street name	**Date**	**Time Closed**	**Time Re-opened**

Road Closure Terms and Conditions

(1) The Council reserves the right to cancel the applicants use of a street on a date shown in this application in the event of the street being required for an extraordinary function or extraordinary use.

(2) The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the closure of this street and the applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.

(3) The applicant agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the closure of this street.

(4) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than $10 million.

(5) At all times during the period of road closure the applicant must allow any emergency service vehicles or emergency personnel access to, and or through a race stage identified in this application, to assist or aid any person/s or properties contained within that stage, and, the stage will be closed immediately and remain closed until all emergency vehicles and emergency personnel have left the race stage.

UNDERTAKING

I …… Of……..hereby make application for closure of the above street/s for the dates and times specified and acknowledge having received and read the Terms and Conditions and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the street in association with this application comply with the terms and conditions.

……. ……..

Signature Date

15. PARKING, TRAFFIC, & PEDESTRIAN MANAGEMENT

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff. Include this information in your site plan.

Event Organisers need to consider:

☐	**Emergency Vehicles.** • You must create a space for emergency vehicles and keep this space clear from other vehicles throughout the event.

☐	**Adequate car parking space.**
	• Will this be in the streets?
	  o Designated car parking locations or paddocks?
	  o Will you have attendants guiding vehicles where to park?
	  o Will parking areas be marked with bollards/bunting/witches hats?
	• Will there be a requirement for overflow parking? How will you manage this?
	How will you let people know where to find parking?

☐	**Access for people with disabilities.** • How will you let people know where disability access is located?
☐	**Preferred access routes to the venue.** • Will you have signage on the highway or in the local streets to direct people to the venue?
☐	**Adequate lighting into and out of the venue.** • At night time, people feel more confident, and are likely to go the right way if the entry and exit points are well lit and stand out.
☐	**Shuttle buses.** • You may consider providing shuttle transport where the event covers a large area. • Create specified pick up points for the shuttle. Make them stand out for patrons to find. • Include the locations in your program.
☐	**Car parking for other vehicles. You might also consider allowing designated car parking for:** • Key Stakeholders • Sponsors • Disabled patrons • Media • Buses • Taxis

16. TOILETS

There are no regulatory provisions for the number of public toilets provided at an event, and Event Organisers must use common sense and consider the comfort of their patrons. The risk to reputation is high. Do you want the most vivid memory of your event that your patrons take away is that there were insufficient toilet facilities?

- Consider patrons with disability or vision impairment.
- To determine the number of toilets to be provided for your event, consider the following criteria:
    - Duration of the event
    - Type of crowd
    - Whether or not the event is pre-ticketed, and numbers known, or un-ticketed
    - Staggering finishing times where there are multiple activities
    - Weather
    - If alcohol will be available, or brought in

Use this table to guide you:

Patron		Male			Female	
Facility		WC	Urinal	Hand basin	WC	Hand basin
No. of Patrons Where alcohol is NOT available	<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
No. of Patrons Where alcohol is available	<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

Source: Crowded Places Checklists

Create an Amenities management plan. Use this checklist as a guide:

☐	Monitoring the hygiene and condition
☐	Cleaning schedule
☐	Re-stocking of toilet paper, soap/hand towel
	Provision for disposal of feminine hygiene products
☐	Include the location of amenities in your site plan.
☐	Have you included the location of amenities in your program?
☐	Do you have accessible facilities for people with low vision, mobility or disability?
☐	Do you have parent/baby facilities?
☐	Will portable toilets require pumping out (i.e. for events longer than 4 hours / large numbers of people)

17. GAS & FIRE MANAGEMENT

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised.

On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls, marquees, or in the open.

Use this checklist as a guide:

☐	Is your event to be held in the period from December to March? If yes: • Do you have a fire management plan? • Have you consulted with the Tasmanian Fire Service? https://www.fire.tas.gov.au/
☐	Gas cylinders must comply with AS 1596-1989 and AG601-1995. They should be checked and approved by the Workplace Standards Tasmania or other relevant qualified person prior to installation and use.
☐	On total fire ban days what method will you use for cooking outdoors/in a marquee (if your event involves cooking).
☐	What portable fire protection equipment will be strategically located throughout the venue?
☐	Include location of fire extinguishers on your site plan.
☐	Ensure your team are made aware of the location of fire extinguishers.

18. SMOKE FREE EVENT

If you plan on a smoke free event, you may wish to provide an area for smokers to use. You will need a Smoke Free Management plan, and approval from the Department of Health and Human Services. It is a quick process, follow this link: https://www.dhhs.tas.gov.au/__data/assets/pdf_file/0003/117462/Smoke_Free_Public_Events_A_Guide_for_Event_Organisers_version_0.A_draft_2018.pdf

19. CONTRACTORS

Will you be using the services of any contractors for your event? All contractors who conduct work on Council property must complete an online induction. This includes providing evidence of their insurances and qualifications. Contractors can contact 6397 7303 to arrange an online induction.

☐	Will there be contractors conducting work on Council land for your event: Y☐ N☐
☐	What work will the contractor be carrying out?
☐	Have you confirmed the contractor has done an induction? Please provide their company name/contractor name:

20. RUBBISH & BINS

General Waste Bins

Council have a limited number of 240 litre rubbish bins for use at events. The waste from these bins goes into landfill.

General waste bins can be hired or supplied as part of in-kind support through Council's event grant program. The service provided includes Council delivering bins to your event and collect and empty them after the event.

Conditions of using Council supplied bins:

- Bins will only be delivered to someone onsite to receive and sign for the delivery, acknowledging the Event Organiser's responsibility and conditions of use.
- Bins will be delivered to one location. Event Organisers can distribute the bins around their event as required.
- You must use the bin liners supplied with the bins. If not used, you will be charged for bin cleaning.
- Bins and full rubbish bags must be returned back to the original delivery point for collection.

Cost of bins:
Allow minimum $400.00 in your budget, however this is an approximate price, as weekends are more expensive, and it will depend on how many bins are requested, and the delivery location/distance.

- The fee includes bin liners and tip fees.
- If the bin liners are not used, Council will clean the bins and charge the Event Organiser a cleaning fee: $60.00 per hour (minimum charge of 1 hour).
- Bin lids and wheels damaged during the event will be charged to the Event Organiser: $20.00
- Missing and damaged bins will be charged to the Event Organiser: $82.00 per bin.

No charge option
If you would like to use Council's bins at no cost, you can collect and return the bins emptied and cleaned from the Longford Depot during business hours. If the bins are not cleaned satisfactorily, Council will clean the bins and the Event Organiser will be charged a cleaning fee.

Other bin options
If your event requires more bins than Council can provide, or you would like to hire a skip, the following contacts for external contractors may be useful:

- Veolia: 6332 6500.
- JJ Richards: 6341 2200.
- Dispose of waste yourself: Waste Transfer Stations: $5 per 240lt bin.

Select a Waste Management Option

Please select your waste management option below. If unsure, please discuss your bin requirements with us:

☐ General waste bins as part of your In-Kind request on your event grant application. How many bins do you require?
☐ General waste bins No Charge option. How many bins do you require? ☐ Collect from depot, empty, clean, and return to depot ☐ Collect from depot, leave out for normal kerbside rubbish collection by contractor, clean, and return to depot.
☐ We will be arranging our own waste management at the tip or with an external contractor.
☐ The existing bins at the venue are sufficient for our event.

21. POWER

Refer to the checklist below to ensure you have electrical safety in hand.

Some of Council's outdoor reserves have access to power. Enquire at Council 6397 7303.

To access power, there is a $50 key deposit for the power, a $10 charge for each hook-up to the power. There are load limits, so please discuss your requirements with Council.

Use this checklist as a guide:

☐	All power boards, extension leads, appliances etc must be test/tagged to comply with Australian Standards.
☐	All leads, cords, and cables on the ground must be covered appropriately to reduce tripping hazards.
☐	All leads, cords, and cables not covered on the ground must be properly secured and safe.
☐	Performances: • If the venue is darkened, as for a performance, you must provide adequate lighting to identify exits, corridors, and aisles leading to them. • Do you plan to have auxiliary power or generators to provide light during an outage and the public address system? The latter may be used to provide directions to spectators in the event of a power failure, thereby alleviating panic. • As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency. The location of the controls for these lights, and the operation of the controls, must be marked and made known to those on -site responsible for emergencies. • Include this information on your site plan (if relevant to your event). **Describe your emergency power and lighting systems.** …… …… ……
☐	It is recommended to have an electrician on call for your event. *(Note: any contractors who carry out work on Council property must do an induction. They can contact Council on 6397 7303 to arrange to do an online induction).* Name of certified electrician: …… Contact details during the event: ……..

22. LOST CHILDREN & LOST PROPERTY

☐	Do you have a delegated area for lost children and lost property? Include this on your site plan, and your program, and include an easy to see sign.
☐	Have your team been briefed on what to do with lost children
☐	Do people waiting with/looking after lost children have Working with Vulnerable People clearance?

23. SIGNAGE

Clear appropriate signage is essential for events. Signage promoting your event may be erected on Council land subject to specific details being provided and approved by Council prior to erecting the signs.

Temporary Event Signs are exempt from requiring planning approval, provided the following specifications are met:

- Must not exceed $5m^2$.
- Must not be erected for a period not exceeding 30 days.
- Must not rotate or contain flashing lights.

Signage on State Government land requires the permission of the Department of State Growth. Click on this link to download the application form:
https://www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/advertising_a_community_event

An opportunity exists to promote Longford town events on the sign boards on Tannery Road. The signs must be made of Corflute, sizes: 2500mm x 445mm or 1250mm x 445mm, and booking for the sign boards must be made at the Council Offices, 6397 7303.

Street Banners

Most towns in the municipality have banner infrastructure in the streets. The banner size is 400mm wide x 2540mm high, and are double sided. For quotes for these banners contact Fingerprint Signs kirsten@fingerprintsigns.com.au phone 6326 7336 for enquiries. Approvals of design and permission to arrange for them to be installed are made at Council, 6397 7303. Banners should stay up for 6 – 8 weeks to be viable. Costs depend on location, however allow approximately $2,500 - $3,000 in your budget for design, print, and installation. Please note banner poles may already be booked at the time you require, so please book installation as far in advance of your event as possible.

Complete the booking form below and discuss with a Council officer to check availability and costs.

Street Banners Booking Form

Circle the town where your banners are to be installed	Longford Evandale Perth Campbell Town Cressy Avoca
Date required for installation	
Date required for removal	
Who is designing and printing your banners?	

24. NOISE

The *Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 2016* provides the days and times within which certain noise can be made. More information is available here: https://epa.tas.gov.au/policy/acts-regulations/empca/noise-regulations

Some noisy activities/equipment may include:

- Music
- Announcements over a PA
- Car engines
- Rides and activities that involve people squealing
- Machinery

Use this checklist as a guide to create your Noise Management Plan:

☐	Will your event have noise activities likely to create high noise levels? Y☐ N☐
☐	Where will your noise making equipment/activities be located?
☐	What are the times frames noise will be made?
☐	Who might be impacted?
☐	Have you contacted neighbouring property occupants regarding the event? Y☐ N☐ Properties in the vicinity, beyond neighbouring? Y☐ N☐ How and when?
☐	What measures will you use to test and control noise in accordance with the *Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 2016*? …… ……

25. SECURITY & CROWD CONTROL / POLICE NOTIFICATION

If security is required at your event, include the contact details in your Emergency Management Plan.
It's a good idea to ensure your team is aware of how many security are on duty, and have their contact details with them.

☐	Is security required at your event? Y☐ N☐ If yes, provide details: Company name: …… Licence details: …… Number of security personnel at your event…….. Hours that security personnel are on-site? ……
☐	Have you contacted the local Police to notify them that your event is taking place? Y☐ N☐ If yes, provide details: Date notified: …… Police officer notified: ……
☐	What are your arrangements for the security of cash at the event?
☐	How will you protect your assets at the event?
☐	What are your measures for crowd control at the event?

26. GRANT FUNDING

Events & Festivals

Each year Council offers grants for festivals and events held in the Northern Midlands. Organisations can apply for assistance in the form or a grant, or in-kind, or a combination of both. There are a minimum of two rounds each year. The grants have been increased to assist Event Organisers to implement their Covid Safety Plan. Further information is available here: https://www.northernmidlands.tas.gov.au/community/your-community/grants-and-event-funding

Covid Compliance Grant

All events must include a Covid-19 Safety Plan showing how organisers will manage the risks of Covid-19 being contracted or spread at their planning workspace and at their event site.

Whether it be purchasing quantities of sanitiser, extra cleaning, signage, etc., the extra costs incurred with Covid-19 safety compliance can be a burden on Event Organisers' budgets. Northern Midlands Council want to help Event Organisers keep our community safe and offer assistance through a grant of $350.00.

You will need to include a copy of your Covid Safety Plan to be eligible. Remember there is help available if you require assistance with your Covid Safety Plan. See Section 5/Page 9 for details.

If you have not been successful in your application for Events & Festivals grant application, you are encouraged to apply for a Covid-19 Safety Plan Grant. Visit this link for the application form, or email council@nmc.tas.gov.au to request an application form.

Other funding sources

Events Tasmania have a variety of grants which your event may be eligible for: https://www.eventstasmania.com/home

27. Jumping Castles and Inflatables

Council prohibits the use of Jumping castles, zorb balls, or similar on Council owned or controlled land.

28. USEFUL EQUIPMENT

Council has a range of useful equipment for loan, free of charge, to event organisers who come to collect it and return it, in clean and good condition after use. Use the template below to notify us of what you would like to borrow. The number in brackets is up to how many we have available, and please note that some equipment may not be available for your event if it is already booked out by another event.

	QTY	Item	QTY	Item
Equipment required		Rubbish bins & liners (20)		Galv Steel Barrier Fence (13 x 2mt)
		Star pickets & caps (50)		Hi Vis vests (20 various sizes)
		Witches' hats 70mm (25)		Triangle bunting (120 mt)
		Sanitiser stands (8)		Nightline bunting (100 mt)
		Plastic bollards (23)		Walkie Talkies (2)

Equipment Collection	Date: Time:	Return date: Return time:
Contact of the person collecting the equipment	Name:	Mobile no.

29. SUBMITTING YOUR EVENT GUIDE

You only need to submit the sections that are relevant to your event.
Please tick off the sections relevant to your event and submit the pages that correspond.

If submitting electronically:	**If delivering a hard copy:**
• Click/tap on the relevant checkboxes to create a checked box ☒ • Delete the pages in the manual that are not relevant to your event. • Indicate if there are any extra attachments. • Email to: fiona.dewar@nmc.tas.gov.au	• Tick off the relevant checkboxes. • Indicate if there are any extra attachments. • Post to: Tourism & Events Officer, Northern Midlands Council, PO Box 156, Longford, 7301, or, • Deliver to: Council Chambers, Reception, 13 Smith St, Longford

Tick if included in your plan	**Sections that may be relevant to your event. Note: sections 1 – 7 are mandatory.**		**Attachment included (if applicable)**
☐	**1**	**Event Notification Form**	
☐	**2**	**Hire Agreements**	
☐	**3**	**Public Liability Insurance**	
☐	**4**	**Risk Assessment**	
☐	**5**	**Covid-19 Safety Plan**	
☐	**6**	**Emergency Management Plan (EMP)**	
☐	**7**	**Site Plan**	
☐	8	Tents & Structures – Temporary Occupancy Permit	
☐	9	Food Sellers, Catering Providers, Stall Holders & Vendors	
☐	10	Alcohol	
☐	11	Fireworks	
☐	12	Place of Assembly licence	
☐	13	First Aid	
☐	14	Road Closure	
☐	15	Parking, Traffic & Pedestrian management	
☐	16	Toilets	
☐	17	Gas and Fire management	
☐	18	Smoke Free Event	
☐	19	Contractors	
☐	20	Rubbish & Bins	
☐	21	Lost Children / Lost Property	
☐	22	Power	
☐	23	Signage	
☐	24	Noise	
☐	25	Security & Crowd Control / Police notification	
☐	26	Grant funding	
☐	27	Useful equipment	