Latrobe Council

Event Management Guide

a resource for staging events in the Latrobe Council area

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Introduction

This Event Management Guide has been designed to assist community organisations in the running of public events within the Latrobe Council area.

Well managed community events are an important part of our cultural calendar. They promote community pride and spirit, bring people together in an atmosphere of fun, and attract visitors to the region.

Whether you have had previous experience in planning events or are a complete novice, this guide highlights a number of key issues to consider when organising an event, however, it is a guide only and does not cover every single issue that the Event Manager might encounter. It is recommended that the Event Manager identify those parts of the guide that do apply to their particular event.

Council is available to provide guidance and direction to help ensure that the event meets all requirements and is run safely and successfully. It remains however the Event Manager's responsibility to seek additional information where required and to ensure that all approvals and permissions have been obtained.

Refer to Council's website www.latrobe.tas.gov.au for a copy of this document.

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

Part One - Getting Started
Before you begin planning your event, it is helpful to have a clear vision of what you want your event to be. This section outlines the event processes to follow in planning and organising your event and Council's application process requirements.

Part Two - Event Management Guide
This section provides general information and guidelines on things you may need to consider in organising and managing a successful and safe event.

1.0   Getting Started

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

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

Flow charts are available of the event process and Council's application process. An Event Action Plan Guide is also included to provide a timeline guide of the event planning process. Depending on the type and location of your event you may be required to obtain a number of permissions from Council which might include a planning permit or temporary occupancy permit.

Council staff will inform you of the approvals and permissions you will require the following submission of an Event Notification Form.

1.1 Event Nomination Form

Event contact:

Organisation:

Address:

Mobile: Email:

Event Details

Event name:

Event location:

Event date(s):

Time of event: :   am/pm   to   :   am/pm

Required set-up date and time:

Completed clean-up date and time:

Expected number of attendees:

Event is on Council owned land, public land, or private land:

Event Description:

Event Details

Will the event require the hall hire or the use of a park/reserve?	☐ Yes	☐ No

If Yes, specify _____

Will the event require road closures or traffic management?	☐ Yes	☐ No

Do you intend to erect any temporary portable structures, eg tents, marquees, stages jumping castles & other rides?   ☐ Yes   ☐ No
If Yes, specify _____

Will food be served/sold at the event?   ☐ Yes   ☐ No
If Yes, who will provide the food? _____

Will alcohol be served/sold at the event?	☐ Yes	☐ No
Have you prepared an Event Management plan?	☐ Yes	☐ No
Have you prepared a COVID Safe plan?	☐ Yes	☐ No
Have you prepared a Risk Management plan?	☐ Yes	☐ No
Have you prepared a Waste Management plan?	☐ Yes	☐ No

Will your event require the Council General Waste Bins and Bin Lid Toppers?
     ☐ Yes   ☐ No   How Many? _____

Will your event have over 1,000 people at any one time?   ☐ Yes   ☐ No

Insurance

Please see the reverse to determine the level of Public Liability Insurance required for your event. A copy of the events Public Liability Insurance must be attached to this form or returned to Latrobe Council before the event.

Document Checklist

☐ Event Nomination Form	☐ Application for Facility Hire	☐ Event Management Plan
☐ Mobile / Temporary Food Licence	☐ Risk Management Plan	☐ Temporary Occupancy Permit
☐ Waste Management Plan	☐ Liquor Licence	☐ Public Liability Insurance
☐ Road Closure Application / Traffic Management Plan	☐ Place of Assembly Licence	☐ Site Plan / Register of Stall Holders

☐ Other (Specify) _____

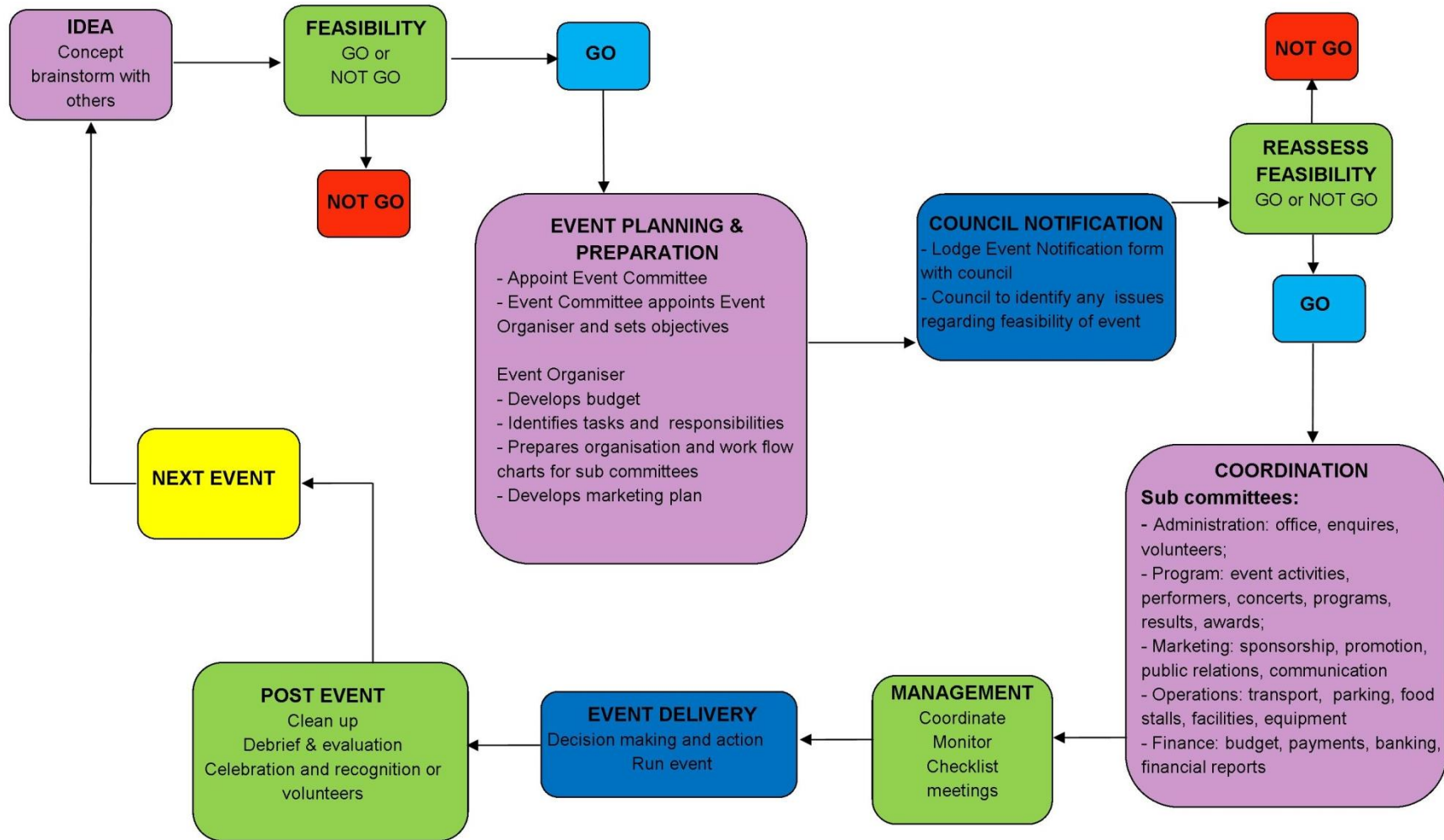Completed by Event Organiser / authorised person: _____   _____
                                                        Signature   Date

All events staged in Latrobe are categorised into three categories to determine the required level of public liability insurance. Please tick which category you believe applies to your event. The final determination on the insurance category for an event will be decided by Latrobe Council.

A certificate of currency must be provided to Council prior to your event commencing or an Event Permit being issued.

☐ **Low Risk Event**	☐ **Medium Risk Event**	☐ **High Risk Event**
If your event contains X or more of the below, please tick above Limited Public Liability Insurance	If your event contains X or more of the below, please tick above $10 million Public Liability Insurance	If your event contains X or more of the below, please tick above $20 million Public Liability Insurance
FOOD Selling pre-packaged food that does not require a Food Licence. No Alcohol.	FOOD Serving or selling of food in a manner that requires a food licence. External Vendors such as mobile food vans. Non-alcoholic service or sales.	FOOD Serving or selling of food in a manner that requires a food licence. External Vendors such as mobile food vans. Non-alcoholic service or sales.
AMPLIFICATION Amplified music, announcements	IMPACT ON TRAFFIC/ROADS Where in an event is held on or near a road that requires road closures or traffic management	HIGH RISK ACTIVITIES Included amplified noise, music, entertainment or activities, fencing, stage, audio/visual equipment, tiered seating.
MINOR INFRASTRUCTURE Total space of temporary structures does NOT require a Temporary Occupancy Certificate	INFRASTRUCTURE Total space of temporary structures exceeds 80m^2 and requires a Temporary Occupancy Permit	IMPACT ON TRAFFIC/ROADS Where in an event is held on or near a road that requires road closures or traffic management
FACILITIES Held at a Council Hall or managed by a Committee of Council and eligible to purchase Councils temporary Public Liability Insurance	PATRONS 500 – 1000 patrons per day at any one time	ALCOHOL Alcohol is sold and/or consumed. A Liquor Licence is required
HOURS OF OPERATION Held between 6am and 6pm	HOURS OF OPERATION Held between 6am and 9pm	FIREWORKS Indoor/outdoor pyrotechnics display
		AMUSEMENTS Mechanical amusement rides, jumping castles, animal rides or petting zoos.
		MAJOR INFRASTRUCTURE Total space of temporary structures exceeds 150m^2, has a stage over one step high and larger than 9m^2 or uses the back of a truck for a stage, and requires a Temporary Occupancy Permit
		PATRONS Over 1000 patrons per day at any one time
		HOURS OF OPERATION Finishes after 9pm

1.3 Event Organisation Process Flow Chart

IDEA
Concept brainstorm with others

FEASIBILITY
GO or NOT GO

GO

NOT GO

EVENT PLANNING & PREPARATION
- Appoint Event Committee
- Event Committee appoints Event Organiser and sets objectives

Event Organiser
- Develops budget
- Identifies tasks and responsibilities
- Prepares organisation and work flow charts for sub committees
- Develops marketing plan

COUNCIL NOTIFICATION
- Lodge Event Notification form with council
- Council to identify any issues regarding feasibility of event

NOT GO

REASSESS FEASIBILITY
GO or NOT GO

GO

COORDINATION
Sub committees:
- Administration: office, enquires, volunteers;
- Program: event activities, performers, concerts, programs, results, awards;
- Marketing: sponsorship, promotion, public relations, communication
- Operations: transport, parking, food stalls, facilities, equipment
- Finance: budget, payments, banking, financial reports

MANAGEMENT
Coordinate
Monitor
Checklist
meetings

EVENT DELIVERY
Decision making and action
Run event

POST EVENT
Clean up
Debrief & evaluation
Celebration and recognition or volunteers

NEXT EVENT

1.4   Event Action Plan Guide

6-9 months before event	5-6 months before event	3-4 months before event
• Choose type of event	• Complete event planning:	• Confirm venue booking
• Select suitable venue	∗ Strategies and activities	• Apply for licences, consent, approvals and permits
• Identify target audience	∗ Event staffing	• Check insurance requirements
• Determine aims and objectives	∗ Timeline	• Check safety
• Determine key messages	∗ Budget outline	• Check power requirements
• Appoint Event Organising committee	∗ Promotion & advertising	• Confirm availability of equipment and performers
• Appoint Event Organiser	∗ Risk management	• Organise publicity
• Seek support from local media and businesses	∗ Community support	• Order merchandise
Lodge Event Notification form with Council	∗ Resources/merchandise	• Liaise with police, security, catering and first aid
	• Tentatively book venue, acts & equipment	
	• Complete funding applications	
	Lodge other relevant Council forms for your event	

Event action plan guide cont.
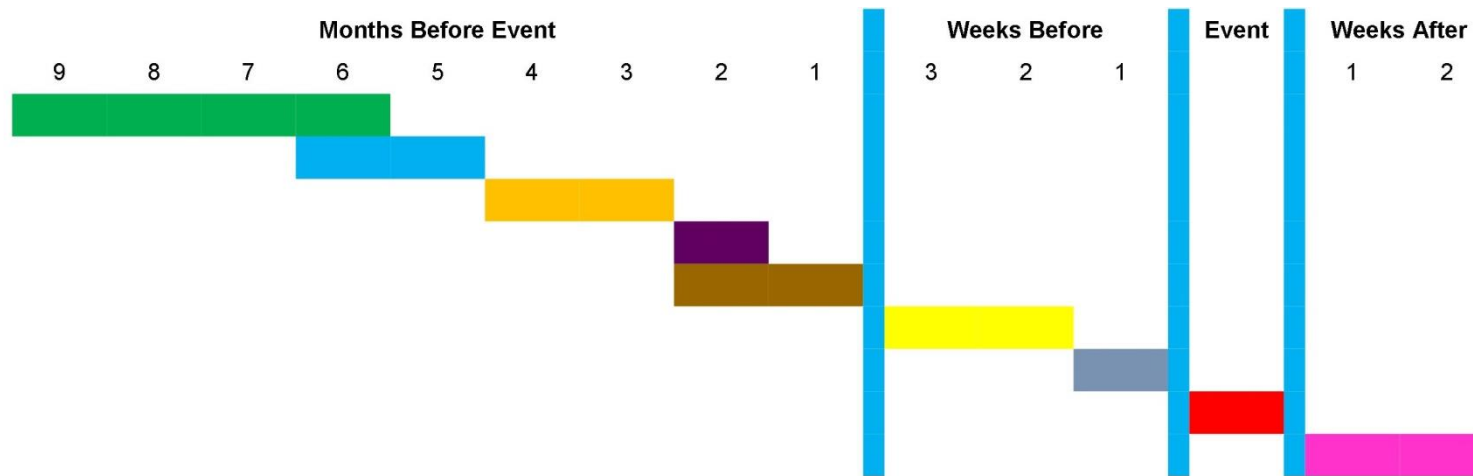
	2 months before event		1-2 months before event		2-3 weeks before event

2 months before event

- Check funding
- Develop incident register and contingency plan
- mail out invitations
- Organise advertising, promotion opportunities

Lodge application for permit road closure (if required) with Council

1-2 months before event

- Look at emergency procedures
- Develop risk management strategies
- Develop procedure sheets for staff
- Ensure signage and merchandise is confirmed

Lodge to Council Temporary Occupancy Certificate (if required)

2-3 weeks before event

- Familiarise staff with emergency procedures
- Distribute promotional material, flyers etc

Ensure all food stall holder have Temporary Food Permits and if not apply to Council

1 week before event

- Confirm all bookings
- Increase advertising, promotion via media outlets
- Check all equipment is available and ready

Day before & event day

- Check emergency exists, security staff, equipment and safety requirements
- Confirm all necessary directional signage is in place
- Meet with event team for briefing day before of morning of event

1-2 weeks after event

- Write up reports on evaluation and distribute to relevant people
- Promote achievements
- Send out thank you letters
- Hold debriefing meeting with event staff and volunteers to evaluate success against aims and objectives

1.5   Council Application Process Flow Chart

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                    ┌─────────────────────────────┐
                    │  Event Notification Form     │◄─────────────────┐
                    │  lodged with Council by      │                  │
                    │  Event Organiser (EO)        │                  │
                    └──────────────┬──────────────┘                  │
                                   │                                  │
                                   ▼                                  │
  ┌───────┐        ┌─────────────────────┐      ┌──────┐   ┌────────────────────────┐
  │  YES  │◄───────│  Council determined  │─────►│  NO  │──►│  Event cannot proceed   │
  └───┬───┘        │  if event meets      │      └──────┘   │  as originally submitted│
      │            │  requirements        │                 └────────────┬───────────┘
      │            └─────────────────────┘                               │
      ▼                                                                   ▼
┌──────────────────────┐                              ┌──────────────────────────────┐
│ Event Notification   │                              │ EO notified of non-approval.   │
│ Form referred to     │                              │ EO advised if changes can be   │
│ relevant Council     │                              │ made for possible resubmission.│──┘
│ Departments for      │                              └──────────────────────────────┘
│ assessment.          │
└──────────┬───────────┘
           │
           ▼
┌──────────────────────┐     ┌────────────────────┐    ┌──────────────┐    ┌────────┐
│ EO contacted         │────►│ EO submits          │    │ EO notified  │───►│ EVENT  │
│ regarding extent of  │     │ completed forms,    │    │ that event   │    └───┬────┘
│ information required, │     │ documents, plans    │    │ can proceed  │        │
│ applications to be    │     │ and fees to Council.│    └──────▲───────┘        ▼
│ completed and fees    │     └─────────┬──────────┘           │          ┌──────────────┐
│ paid.                │               │                       │          │ End of       │
└──────────▲───────────┘               ▼                       │          │ process      │
           │          ┌──────────────────────────┐             │          │ debrief      │
      ┌────┴─────┐    │ Relevant assessments      │──►┌─────────┴──┐      └──────────────┘
      │  Not     │◄───│ undertaken                │   │ Permitted  │
      │ permitted│    └──────────────────────────┘   └────────────┘
      └──────────┘
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2.0 Event Planning

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

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

Successful strategies you can employ in planning your event:
- determine the purpose of the event
- identify who you want to attend the event
- consider the best time to stage the event
- decide the best place to stage the event
- brainstorm and develop the event concept
- create an organisational structure
- start planning ahead of time
- prepare an event action plan
- maintain records of the procedure.
- identify funding sources.
- identify sponsorship opportunities.
- develop a marketing plan including social media.

2.3 Event Action Plan
An Event Action Plan is a timeline guide that highlights the main actions to be performed during the event planning/application process.

2.4 Project Management
Good project management is the key to a well-organised event. The basic steps in project management would include:
- identifying the scope of work to be completed
- breaking the scope of work down into general areas of activity
- listing the tasks to be completed for each area of activity in the form of a checklist that can be marked off as completed for each task achieved
- allocating staff and resources to each area of activity
- organising the tasks for each area into a chronological schedule
- creating a timeline guide (Event Action Plan) that provides an overview of work tasks and timeframes
- applying the above tools to the planning and implementation of the event.

2.5 Creating a Budget
When creating a budget, the objective is to provide the event with a financial blueprint. The budget should be specific and include revenue opportunities (ie. sponsorship/partnerships, ticket sales, donations, concession sales). See Appendix A: Budget Template

Events incur a range of expenses such as printing, permits, insurance, hire fees, speakers, food, supplies and security. Balancing revenue and expenses is essential for event planning.
Steps to follow to allow you to meet your budget objective would include:
- identifying the costs and income sources for the event

- determining an appropriate level of budgeting
- establishing a budget
- monitoring budget expenditure and income
- undertaking a review of the budget post-event.

2.6 Weather

The impact of weather on your event will depend on the activities involved. Potential weather impacts should be considered and included in your risk assessment.

Consider having in place arrangements to deal with possible weather conditions such as:
- heat – provision of shelter, water, first aid, sun cream, mosquito repellent
- wind – provision of shelter and ensuring structures and dangerous items are secure
- rain – provision of shelter, and protection for leads and wiring
- hail – provision of shelter
- cold – provision of shelter and warmth.

In the case of extreme weather, it may be necessary to cancel or postpone your event to ensure the safety and security of those present.

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

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

2.7 Sponsorships

Sponsorships are a major income source of many new and continuing events. It is important to identify sponsors, prepare sponsorship proposals and service sponsors. See Appendix B: Sponsorship Planning Tool

Some key steps to securing event sponsorship and raising revenue would be to:
- make realistic judgements as to the potential of the event for sponsorship
- develop a basic sponsorship policy to guide sponsorship efforts
- identify likely potential sponsors for the event
- develop a clear understanding of the benefits sought by the potential sponsors
- identify relevant non-sponsorship revenue sources
- develop a plan to guide your efforts at revenue raising.

2.8 Government Grants

Granting bodies for public events include:
- Events Tasmania
- Tasmanian Community Fund
- Tourism Tasmania
- Local Council

Latrobe Council Community Grants
Latrobe Council has a Community Grants program that supports projects and events within the Latrobe Council area. There are two rounds annually for these grants.
The guidelines for Community Grants are available on www.latrobe.tas.gov.au.

2.9 Data Collection

Data collection, both before and after the event, helps you measure both sustainability of your event, its success and provides vital feedback that may help secure future sponsorship and grant funding.

Data collection can help you:
- Measure and profile attendance (who are your attendees and where did they come from?)
- Develop effective marketing campaigns
- Provide feedback (where did we go right or wrong?)
- Map out sustainability (how can we improve the event for the long term

Appendix C provides a list of useful tools that may assist you with your data collection.

2.10 On the Day

It is a good idea to ensure you have ready access to all important event documentation on the day of your event. This documentation might include:
- a running sheet outlining the timing of your event
- the chain of command layout
- contact mobile phone numbers of all staff, volunteers, performers, emergency personnel and other key stakeholders
- a site plan
- a traffic management plan
- a crowd management plan
- copies of all contracts and permits
- an emergency response plan, including emergency medical plan and emergency communications plan
- incident/accident report forms.

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

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

3.0 The Venue

3.1 Choice of Venue

The venue where the event is to be held will depend on the purpose, concept and theme of the event. It is the responsibility of the hirer to ensure that the chosen site is suitable for the intended event and that all relevant approvals, permissions and information are obtained for the event.

When deciding on a suitable venue the following needs to be considered:

- the anticipated size of the event and expected patronage
- entrances and exits and car parking
- indoor versus outdoor requirements
- requirements of people with disabilities
- access to infrastructure - power, water, communications, toilets, etc.
- risk management and occupational health and safety.

3.2 Hire of a Council Owned Facility

To hire a Council-owned facility (hall, park or reserve) please complete the application for casual use of a facility form. On lodgement of the Event Notification form, a Council representative will contact you to advise if any fees and charges are payable. Fees and charges are reviewed annually and can be found on Council's website.

The facility hire application form and information on venues can be found on the Latrobe Council website https://www.latrobe.tas.gov.au/community/facilities

3.3 Site Plan

A site plan is a drawing indicating the ground layout of your event and is essential for event planning and management. Typically event site plans will indicate the site boundaries, street accesses, stalls and tent locations, etc.

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

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

Sample Site Plan

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

Consider including the following features:

- all entrances and exits
- emergency access routes
- paths used by vehicles
- paths for pedestrians only
- car parking
- information centre (HQ)
- food and other stall holder locations
- stage and temporary structure locations
- seating arrangements
- shade and/or shelter
- entertainment sites ie rides, jumping castle
- toilet facilities
- waste bins/refuse sites
- first aid posts
- drinking water sites
- liquor outlets
- approved liquor consumption areas
- non-alcohol (dry) areas
- security and/or police locations
- fire fighting equipment

The above is not an exhaustive list; your site plan should reflect your particular event's characteristics. Note: Council will request an event site plan to be submitted as part of the event application process.
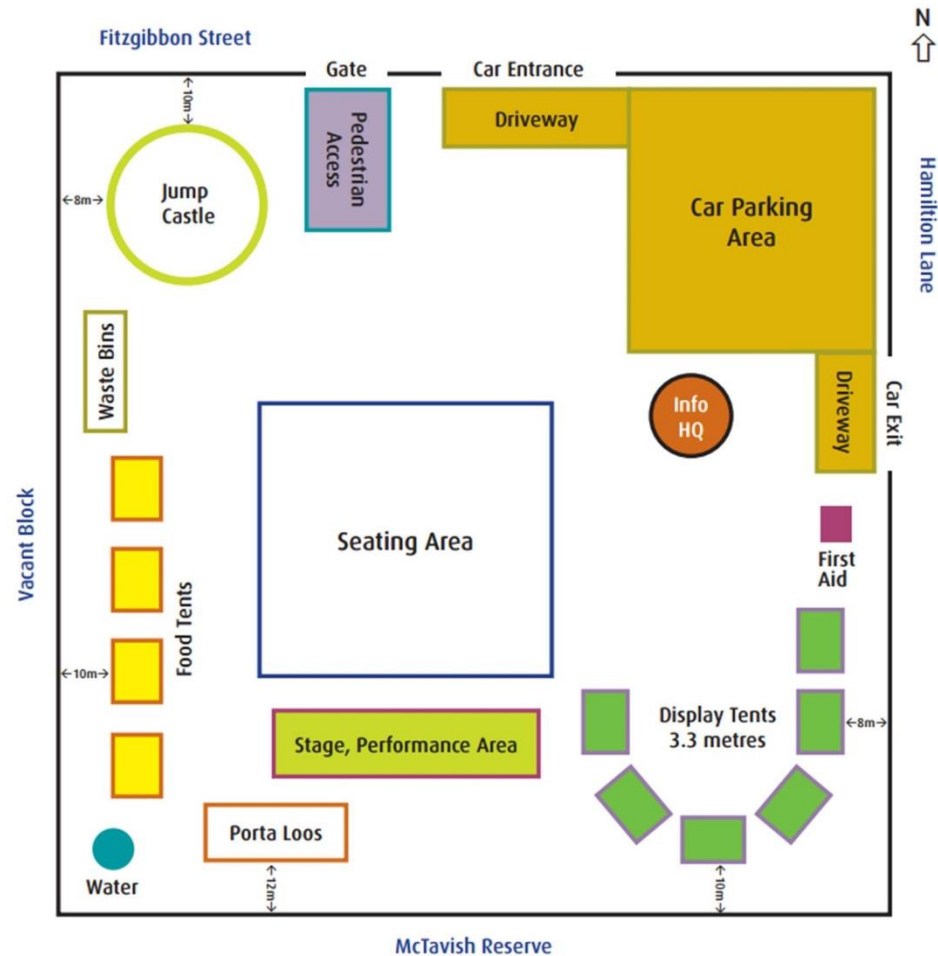
4.0 Committees, Staff & Volunteers

4.1 Staffing Arrangements

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

Arrangements to be considered include:

- who are the personnel staffing the event and what are their roles
- staff briefings - what information will staff be given
- do staff require a communication link
- what clothing should staff wear
- do staff require safety equipment
- do staff require protection from the sun and access to thirst-quenching drinks
- staff etiquette - ie. are staff permitted to drink alcohol/smoke during the event.

4.2 Committees

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

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

4.3 Staff

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

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

4.4 Volunteers

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

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

Further information on volunteers can be found at Volunteering Tasmania https://www.volunteeringtas.org.au/.

4.5 Event Manual for Staff & Volunteers

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

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

5.0 Event Promotion

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

Appropriate signage for your event might convey information regarding:
- parking/no parking areas
- toilets
- entrances and exits
- first aid
- lost children
- accessible facilities, including entry/exit points
- meeting points
- information points.

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

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

Temporary highway signs will need to adhere to specific guidelines and be submitted to the Department of State Growth for approval at least 6 weeks before the event - https://www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/organising_a_public_event

The following roads in the Latrobe Council area are controlled by the Department of State Growth:

Mersey Main Road	Bass Highway	Frankford Road
Railton Road	Parkersford Road	Pardoe Road
Gilbert Street	Port Sorell Main Road	

All other roads are the responsibility of Latrobe Council.

5.2 Ticketing
Depending on the type and size of your event you may decide to offer tickets - these could be either advanced tickets, tickets purchased at the event, or both. A sound administration process is essential.

5.3 Promotion & Advertising
Promoting a special event takes creative thinking balanced with practicality. In order to effectively promote your event, you must reach your target audience and you need to carefully consider how to reach the people you want to attend your event.

Some ways of effectively advertising and promoting your event might include:
- via a website or social media which are excellent resource information tools
- advertising in the local newspaper and on the radio or television
- List the event on the Australian Tourism Data Warehouse (ATDW)
- letterbox drops
- posters/flyers/brochures

- letters to key community groups.

Use your local media effectively as this will increase your reach and ultimately your attendance at the event. When sending out a media release to your local newspaper and radio station ensure that it contains key information such as the event date, time and location, what the event is about and possibly a quote from your event spokesperson or organiser.

On completion and permission of your event, Latrobe Council will add your event to its Events Calendar which is advertised through the Latrobe Council website www.latrobe.tas.gov.au and the relevant Latrobe Council Facebook page.

It is the Event Manager's responsibility to notify Latrobe Council if there are any changes to the information provided.

Refer to Appendix D Content Marketing Checklists and Best Practice for further information.

5.4 Australian Tourism Data Warehouse (ATDW)

The ATDW is Australia's national tourism database and distribution platform which represents over 40,000 small and medium-sized tourism products and destinations.   The ATDW supports Australian tourism operators with digital marketing to help extend their exposure and attract more business online.

6.0 Traffic & Pedestrian Management

6.1 Road Closure

Where an event will require full or partial road closures the Event Manager will need to lodge with Council a **Road Closure Permit Application** and a Traffic Management Plan.

Council will inspect the area and advise the Event Manager if it is practical and safe to allow the requested road closure. Any road closure will apply only to that section of the street(s) as approved by Council. The road closure advertisement in the local newspaper will be placed by Council, however, Council will invoice your organisation to cover the cost.

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

6.2 Road Event

Events on local secondary roads such as TARGA car racing and cycling competitions require Council and Tasmania Police approval.

Events to occur on a highway or state-maintained road must also have written approval from the Department of State Growth.

In all cases, event participants must comply with the Australian Road Rules.

The Event Manager will need to lodge with Council an **Application for Works within the Council Road Reservation** and to lodge a Traffic Management Plan. The application can be found on the Council website www.latrobe.tas.gov.au.

6.3 Traffic Management Plan

When an event involves road closure or the managing of traffic/pedestrians, a Traffic Management Plan (TMP) needs to be developed by a suitably experienced person. The aim of having a TMP is to outline the strategy whereby the traffic associated with the event will be efficiently managed to reduce congestion on the main feeder roads surrounding the event site. (Traffic Management Plan requirement is in accordance with AS1742.3 (2019). AGTM07-19 Guilde to Termporary Traffic Management, Department of State Growth Traffic Control of Worksites COP - June 2014 and Sections 19 and 20 of Local Government Act.)

Areas to identify in a Traffic Management Plan might include:

6.4 Areas to identify in a Traffic Management Plan

Parking & Patron Access
Patron flow to and from parking areas will need to be considered for safety and crowd management as well as for any possible emergency evacuation. Appropriate directional signage should be placed at the entry and exit points.

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

Communication Consultation
- how will affected residents and local community be advised of the road closure/traffic, ie by letter drop, door knock, advertising
- when will residents be advised and the road closure advertised in the local newspaper.

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

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

If unsure of any traffic management details it is recommended that you check with Council prior to the event; public safety is paramount.

7.0 Infrastructure

7.1 Power & Lighting

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

It is important to ensure that:
- electrical leads do not create trip hazards. NO cables are to lie on the ground unless adequately protected as they can present a serious hazard
- lead joints and connections are not to be accessible to the public or exposed to damp conditions
- temporary electrical leads must be flexible cables
- double adaptors and piggy-back plugs are not to be used.

7.2 Water

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

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

7.3 Toilets & Showers

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

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

Sanitary Facilities & Toilet Ratio Guide
Sanitary facilities for personal hygiene must be provided in a convenient location associated with the structure, to the degree necessary, appropriate to:
(a) the function or use of the structure; and
(b) the number and gender of the occupants; and
(c) the disability or other particular needs of the occupants.

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

(b) compliance with an alternative solution.

To determine the number of toilet facilities your event may require please refer to the toilet ratio guide on the following page.

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

7.4 Ground Markings & Placing Stakes or Pickets in the Ground

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

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

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

7.5 Amusement Rides & Structures

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

All operators participating in an event must have their ride(s) registered with Workplace Standards Tasmania.

It is the responsibility of the Event Manager to ensure that:
- each operator has their ride(s) registered with WorkSafe
- each operator has provided you with a copy of their current Public Liability insurance and Registration Certificate
- each operator provide you with a copy of their Risk Management Plan
- each operator has an up-to-date logbook for their ride(s), showing details of yearly inspections and regular maintenance.

Refer to Workplace Standards Tasmania on 1300 366 322 or visit *www.wst.tas.gov.au*

7.6 Temporary Structures & Staging

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

1. temporarily use an existing building for a use which is not the normal use permitted for that building. An example is holding a market in a warehouse; the normal use of the warehouse is goods storage whereas the temporary use is a public market;

2. operate an event or function where temporary structures may be erected such as booths, tents, marquees, seating or stages;

3. erect a temporary building or a temporary structure on private property such as for a temporary boat or vehicle shelter, a temporary radio mast, for a wedding or a party.

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

Is a Temporary Occupancy Certificate Required?
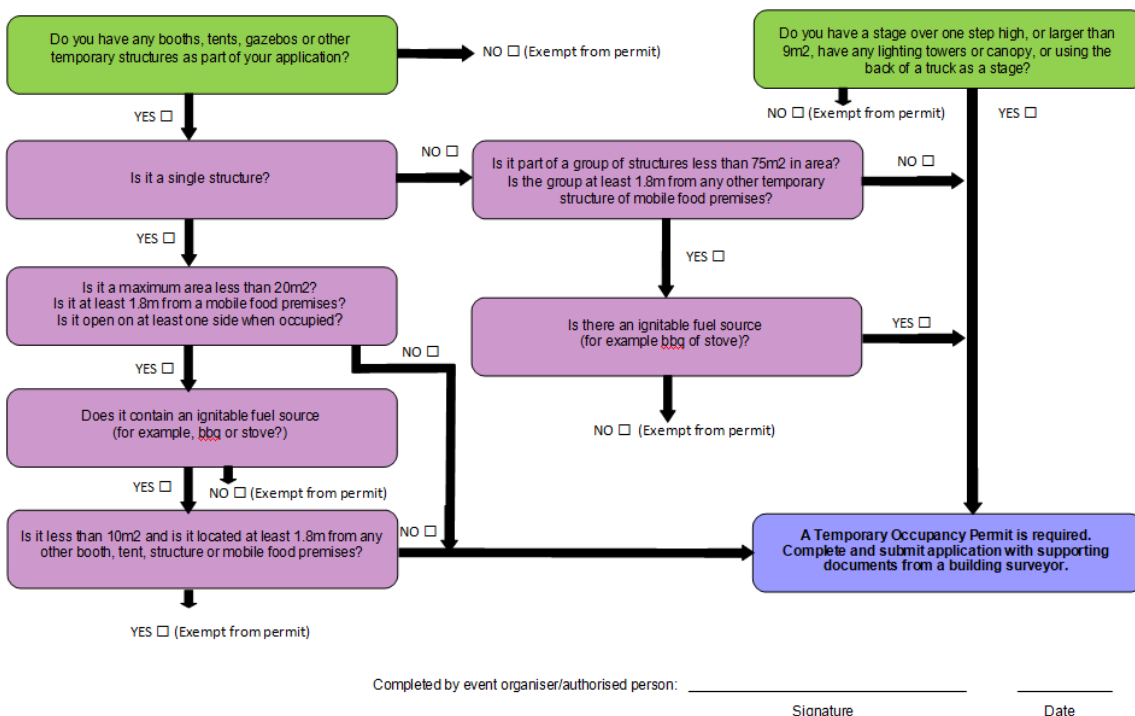
7.7 Shelter & Shade

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

Some shelter requirements for your event might include:

- sound providers
- performance areas
- transport pick up and set down areas
- spectator and official viewing areas
- seated eating areas
- first aid area
- event management centre
- competitor and officials marshalling areas
- entrance and ticketing areas.

7.8 Temporary On-Site Living (camping/caravans)

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

The following details will be requested by Council:
- required dates, times and locations of proposed camping
- numbers of campers, tents and caravans expected
- site plan of proposed sites
- details of arrangements for wastewater, toilets, showers, disposal of rubbish, potable water access.

8.0 Public Safety & Security

8.1 Occupational Health & Safety

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

For specific information relating to Occupational Health and Safety requirements refer to WorkPlace Standards of Tasmania website www.wst.tas.gov.au

8.2 Event Risk Assessment & Management

Event risk assessment and management is the careful examination of your event activities to identify any potential hazards, thereby allowing control measures to be introduced to reduce the risk to the lowest practical level.

On-site safety at all events is of the utmost importance with the public expectation being to be able to enjoy your event in safe and secure surroundings. It is the responsibility of the Event Manager to identify and address any potential hazards.

Points for consideration would include:
- do you have public liability insurance
- are your property and equipment insured
- do you have a contact list of all stakeholders
- do you have an alternate plan in case of inclement weather
- does the location provide safe access for vehicles and pedestrians
- does the location provide adequate shade
- are there any exposed power lines that may provide a technical hazard
- are there any chemicals or potentially dangerous materials stored on the site or nearby
- is the area subject to high winds - will marquees and stalls be safe
- have you checked to ensure that operators of amusement rides and attractions are qualified and licenced.

A blank Risk Management Template and the Beaufort Wind Scale can be found at Latrobe Council by contacting Community Development Officer on 03 6426 4444.

8.3 Incident Report

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

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

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

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

8.4 First Aid

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

It is advisable to consider the following:

- the location of a first aid station
- does the site have access to running water
- are the people to staff the station qualified
- what equipment/first aid supplies are needed
- how will the first aid equipment be safely and securely stored
- whose role is it to ensure the equipment is available and appropriate
- liaise with appropriate authorities about your requirements.

If staging a major event consider requesting St John Ambulance to provide first aid. This can be done by phoning 1300 360 455 or email tasmania@stjohntas.org.au

8.5 Medical Emergency

The Event Manager must ensure adequate plans are put in place to cater for medical emergencies that may occur at public events.

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

Consideration should be given to the following:

- the location of the nearest medical centre, hospital and doctor in case of an emergency
- a list of key medical contacts - names and phone numbers
- consider how long it would take for medical assistance to reach your venue
- staff and equipment:
- whose responsibility is it to coordinate assistance for a medical emergency
- how many staff will you need
- what can they deal with in the event of an emergency
- are they appropriately qualified.

8.6 Emergency Plan

An Emergency Plan aims to minimise the threat to life and damage to property.

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

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

Areas of information you could include:
- location of the first aid station
- where the food, beverage, shower, toilet and parking facilities are located
- where to assemble in case of emergency

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

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

8.7 Security & Crowd Control

The security requirements required to ensure the safety of the public will differ according to the type of event you are holding. The Event Manager needs to examine the possible risks involved with the event, ie. "What could happen?" or "What if?" The answers will determine the type or combination of security that you may require.

Consider contacting your local Police who can advise you on this issue. Consideration should be given to:
- what, if any, security arrangements need to be made
- are barriers required, and if so, where
- how many staff are required for security - what are their roles and responsibilities
- where will these staff be located
- what hours will they be available
- what will their role be in the event of an emergency
- how will you store and safeguard money collected
- have you made arrangements for lost or stolen property or lost children.

8.8 Disability Access

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

"Accessible Events - A Guide for Organisers" contains practical information on how to make events accessible for all people in the community. To access the guide refer to
www.meetingsevents.com.au/research

8.9 Lost & Stolen Property/Lost Children

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

8.10 Fire Safety

In regards to fire safety controls at your event, there are a number of things to be considered, including:
- is there likely to be a Total Fire Ban in place at the time of the event
- is the area subject to bushfire
- are barbecues, heaters and electrical items in good repair

- is the power supply to the event safe
- has everything been installed by suitably qualified technicians
- are gas cylinders secured correctly
- are hydrants or suitable water available in the event of a fire
- do you have access to fire extinguishers - ensure they have been checked/serviced recently and are located in appropriate locations and adequately signposted
- develop procedures to follow in case of a fire.

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

Refer to Tasmania Fire Service website www.fire.tas.gov.au for further information and contact details.

8.11 Gas

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

Refer to Workplace Standards Tasmania on 1300 366 322 or visit www.wst.tas.gov.au

8.12 Fireworks & Pyrotechnics

If fireworks or pyrotechnics are planned for the event and no licence is held, a permit from Workplace Standards Tasmania is required for fireworks purchase, handling and use. Workplace Standards Tasmania assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

Tasmania Fire Service should also be notified of an event involving pyrotechnics or Chinese firecrackers.

Council will also need to be a signatory to the initial permit application if the event is to be held on Council owned land.
Information on fireworks permits can be found at https://www.worksafe.tas.gov.au/topics/licensing-permits-and-registration/fireworks-permits.

8.13 Police

The local police station should be consulted when planning events and kept up-to-date during the final phase of the event planning and management process.

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

9.0 Insurance

9.1 Insurance Requirements

All appropriate insurances must be obtained for your event. The Event Manager should investigate and arrange the appropriate insurances required for the event. It is essential to understand exactly what each insurance covers and what is excluded under each policy.

9.2 Public Liability Insurance

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

As a general guide, Public Liability insurance to the value of $20 million is the standard requirement for most events, however, this may vary according to the size of the event and any risks involved. A copy of your insurance Certificate of Currency will be requested by Latrobe Council during the event permission process.

9.3 General Insurances

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

- workers compensation - may be required by law to cover staff and volunteers at the event
- property and equipment - may be appropriate if technical equipment is to be used
- loss of profits or business interruption or consequential loss
- other - including professional indemnity, motor vehicle and accident, weather.

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

10.0 Public Health

10.1 Temporary Food Stalls

Food prepared or sold from markets or outdoor events must comply with food safety laws. Certain requirements need to be met and this is to ensure all attendees are eating food that has been safely stored, prepared, cooked and served.

A mobile or temporary food stall is an arrangement of equipment and appliances that are easily transported for food to be sold or served. It includes booths, tents, vans, marquees and other temporary equipment and appliances such as trestle tables and barbecues. It also includes fundraising barbecues and stalls that operate from existing buildings such as community centres and halls.

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

Any person or group wanting to provide or prepare food for any market, show or event in the municipality will be required to either hold a State-wide Food Registration/Notification Certificate or obtain a Temporary Food Registration Certificate from Council.

Temporary Food Businesses must be conducted in accordance with the Tasmanian Mobile Food Business Guidelines with the following flow chart providing assistance on whether food stalls art your event will require Food Registration/Notification.
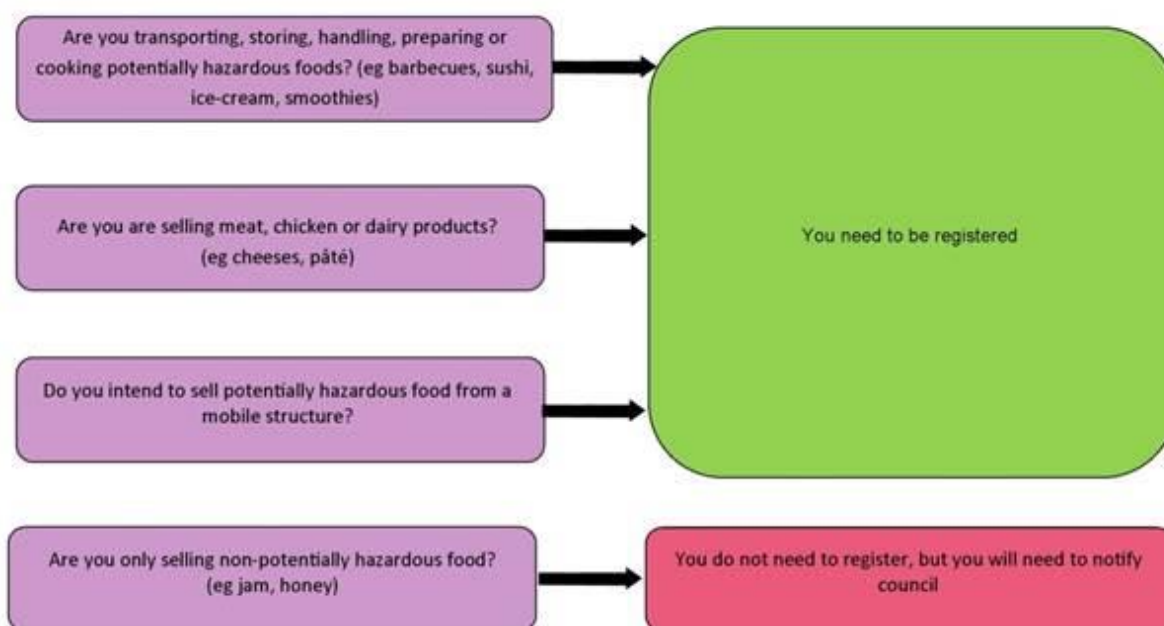
The Food Registration/Notification Application Forms can be found on the Council website
https://www.latrobe.tas.gov.au/services/health-services/food

10.2 Organising Food Stalls

Considerations regarding the supply of food for your event might include:

- procedures to ensure correct food handling
- provision of adequate handwashing facilities, hand sanitisers can be used in conjunction but are not permitted as a replacement
- types of food you may wish to provide and where the food area is to be located

- consider food waste and liquid waste control within your waste management plan
- procedures to stop the spread of infection, such as ensuring safe waste disposal for food waste and wastewater.

Contact Council's Environmental Health Officer on 03 6426 4444 if you have any queries regarding food at events.

Further information on Food Safety can be found at https://www.latrobe.tas.gov.au/services/health-services/food

10.3 List of Food Stall Holders

A list of all food stallholders, their names and contacts along with a copy of their Food Registration/Notification Certificate (if provided) will need to be supplied to Council during the event application process. This can be done by completing the Register of Stall Holders/Businesses.

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

10.4 Drinking Water

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

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

10.5 Noise

Events can create noise levels much higher than normal day-to-day noise and it is important when planning an event to consider the effect of noise on neighbouring residents and businesses. Noise from any event must comply with the Environmental Management and Pollution Control Act (1994).

Things to consider would include:
- if using any amplified equipment such as stereos, musical instruments, PA systems or similar, locate the equipment to minimise disturbance to nearby residents
- are the noise levels appropriate given the location and time of the event
- nearby residents and businesses should be notified at least a week before the event. This notification might be in the form of a door knock, letter or mail drop, although Council may make a mail drop mandatory as part of the event permit conditions. When notifying residents ensure that a contact number is provided so any noise complaints can be brought immediately to the Event Manager's attention
- what protocols and procedures are in place for you to handle noise complaints
-

10.6 Alcohol

If you intend on selling or supplying alcohol at the event a liquor licence will need to be obtained from the Licensing Commission and a copy provided to Council.

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

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

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

A Liquor Licensing application form can be downloaded from www.treasury.tas.gov.au.

10.7 Place of Assembly Licence

A Public Assembly Licence is required under the Public Health Act where the public congregates for special events. This applies to gatherings with more than 1000 people present for at least two hours. A Place of Assembly Licence considers the following to ensure adequate health and safety of the general public:

- Your Site
- Level of Risk
- Traffic Management
- Stalls and Activities
- Fire
- Water
- Waste

If your event requires a Place of Assembly Licence, you will also be required to complete and submit a Smoke-Free Management Plan. For more information about Smoke-Free Public Events, templates and the Smoke-Free Management Plan, please visit the following website https://www.health.tas.gov.au/publichealth/tobacco_control/smoke_free

For more information on a Place of Assembly Licence or the Smoke-Free Management of Public Events, please contact Council's Environmental Health Officer on 03 6426 4444.

11.0 Communication

11.1 Before, During & After

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

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

To ensure important information is communicated quickly and clearly, good communication and reporting procedures will be vital between:
- staff/volunteers/contractors/suppliers, etc. - it may be preferable to use two-way radios as mobile phone signals can sometimes become blocked in crowded areas
- event staff and emergency services and Police (ensure you have a list of who to contact in case of an emergency and establish how you will contact them, ie. by two-way radio)
- event staff and those who have access rights to the event, such as Council and inspection officers
- event staff and patrons attending the event. Work out how you will provide essential information.

11.2 Information/Communication Centre

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

11.3 Public Relations

Public relations and good communication are essential in ensuring happy patrons. The Event Manager must be able to communicate clearly and efficiently with patrons for public and emergency announcements.

Careful consideration should be given to the style and content of various announcements, especially in the case of an emergency. Calmness and clarity in communication is the key to ensuring good public relations.

11.4 Adjoining Owners

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

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

12.0 Towards Zero Event Waste

12.1 Towards Zero Event Waste

Waste education and minimisation and environmental considerations should be an integral part of every event.

Most events generate waste, much of which could be avoided or recycled to conserve resources. Waste is a costly issue both financially and environmentally. If we can avoid creating waste, then we also avoid having to dispose of waste in landfills or paying the cost of sorting waste for recycling.

Council does not support single-use plastic at events in the Latrobe Council area. Plastics do not break down, particles become smaller and smaller and enter the food chain. These particles can impact human, animal, and environmental health.

The key aspects of a Towards Zero Waste event include:
- Event organisers are committed to responsible waste management and purposefully plan to avoid and minimise waste
- Event attendees are encouraged to reduce their waste through the provision of information, good signage and placement of bins to enable discarded materials to be separated and recycled or disposed of responsibly
- Event vendors/suppliers use reusable, recyclable (glass or aluminium) or packaging and cutlery (cardboard, paper, bamboo etc); At this stage, Latrobe Council waste management facilities cannot compost food waste. Non-soiled food containers made of cardboard or paper may be recycled
- By providing sustainable waste management services to the community, we encourage local ownership and pride in the Latrobe Council area and create a clean and attractive municipality we can all be proud of.

A copy of Rethink Waste Tasmania's *Guide to Preparing and Event Waste Management Plan* contact is available at https://rethinkwaste.com.au/a-guide-to-preparing-an-event-waste-management-plan/.

12.2 Waste Management & Recycling

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

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

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

Things to consider include:
- what different types of waste will be generated ie. patron's rubbish, decorations, recyclables, cigarette butts, wastewater
- what measures can be taken to promote the minimisation of waste at your event, ie. separate bins for tin cans, bottles, etc.
- how will the clean-up be implemented
- what equipment and supplies you will need
- will extra bins be required
- where will the waste go
- how will the waste be safely transported.

For further information about event recycling services visit http://www.veolia.com.au/

12.3 Council General Waste Bins

Council can provide general waste bin and Bin Lid Toppers free to charge to community events at the written request of the Event Manager. On approval of your request general waste bins can be collected from the Latrobe Council Depot the week prior to the event and returned to Council in the week following the event.

It is the Event Managers responsibility to ensure that the bins are clean and empty prior to being returned to Council. General waste and recycling can be delivered to the Port Sorell Transfer Station, Hawk Hill Road (off Alexander Street), Shearwater or the Spreyton Transfer Station on Bay Drive, Spreyton (Mersey Main Road near Maidstone Park), during the following operating hours:

Port Sorell	Wednesday – Sunday	10:00 am – 4:00 pm
	Monday-Tuesday	Closed
Spreyton	Monday – Friday	7:30 am – 4:00 pm
	Saturday, Sunday and Public Holidays	11:00 am – 4:00 pm

12.4 Calculating how many bins are required

There are a number of variables for calculating needs for bins (such as catering, the formality of the event, number of guests, waste strategies, etc.), however, a general rule is to expect a minimum of one litre of waste per person per meal.

As an example, 1,000 people x 2 meal times = 2,000 litres of estimate waste.

13.0 After the Event

13.1 Demobilisation

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

13.2 Cleaning

The event venue will need to be tidied and cleaned at the end of your event. The Event Manager will need to coordinate the necessary personnel to ensure that staff/volunteers and stallholders properly clean their sites and/or allocated areas.

The Event Manager is responsible for the removal of general waste and the remediation of the event site, if required, at the completion of the event so that it is left in the same condition prior to the event commencement. Should the event site not be remediated, Council may invoice the event organisers for the costs Council incurs in remediating the site.

13.3 Removal of Temporary Signage

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

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

13.4 Post Event Debrief & Evaluation

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

Measurable event objectives may include attendance, the amount of money raised or a social or environmental benefit. Through the development of key attainable performance indicators, the success of your event can be measured.

Some general evaluative criteria might include:
- did the event fulfil its goals and objectives - why or why not?
- identify what worked and what needs fine-tuning and which stallholders should be used again for any future event
- what items were missing on the checklist
- was the event well attended
- was informal and formal feedback about the event positive/negative
- given all that went into staging the event, was it worth it.

14.0 Useful Contacts & References

Latrobe Council
Hours 8.00am - 4.30pm
Phone 03 6426 4444
Email council@latrobe.tas.gov.au
Website www.latrobe.tas.gov.au
Street Address 170 Gilbert Street
LATROBE TAS 7307
Postal Address PO Box 63
LATROBE TAS 7307

Department of State Growth
Road closure of State Road/Highway
Phone 1300 135 513
Website www.stategrowth.tas.gov.au

Department of Treasury & Finance
Liquor Licensing Application Form
Phone 03 6336 2261
Website www.treasury.tas.gov.au

Events Tasmania
Government Grant Body
Website www.eventstasmania.com

Local Government Guidelines
Guidelines for Temporary Food Stalls
Website www.latrobe.tas.gov.au

MAST (Marine & Safety Tasmania)
Phone 03 6235 8888
Website www.mast.tas.gov.au

Police
Emergency Triple Zero 000
(police, fire, ambulance)

Police Assistance Line 131 444
(general enquiries)
Website www.police.tas.gov.au

St John Ambulance
Phone 1300 360 455
Email tasmaniastjohntas.org.au
Website www.stjohn.org.au

Tasmania Community Fund
Government Grant Body
Website http://www.tascomfund.org/

Tasmania Fire Service
Fire Safety
Website www.fire.tas.gov.au

Tourism Tasmania
Government Grant Body
Website www.discovertasmania.com

Volunteering Tasmania
Phone 03 6331 1567
Website www.volunteeringtas.org.au

Work Place Standards of Tasmania
Occupational Health & Safety Requirements
Fireworks Permit
Amusement Rides & Structures
Phone 1300 366 322
Website www.wst.tas.gov.au

Department of Health
Tobacco Control
Phone 1300 135 513
Website www.health.tas.gov.au

15.0 Acknowledgements

Latrobe Council acknowledges Meander Valley Council and the Kentish Council in the preparation of this Event Management Guide.