

Holding an event in Towong Shire

If you would like to hold an event in Towong Shire, please fill in this form and return it to Towong Shire Council on info@towong.vic.gov.au.

Event Name	
Date of Event	
Contact Name	
Contact Number	

A copy of the Event Management Plan should be retained by the event organiser for use on the day of the event.

Introduction

By completing an Event Management Plan (EMP) event organisers carry out their legal duties in the management of events in regard to the health and safety of all participants. It will identify and ensure a plan is in place to manage foreseeable risks associated with the staging of the event.

Towong Shire Council (TSC) is committed to ensuring the health and safety to anyone staging an event in the region.

Expectations and commitments regarding events within the region

- TSC expects event organisers for any event staged to complete an EMP.
- All stakeholders participate through consultation to deliver a safe and successful event.
- The ultimate goal is to stage a successful event with no harm to people or damage to the environment and property.
- Please consider equal access for all participants at your event.
- When completing the Event Management Plan please answer all questions. If the question is not applicable to your event, please mark N/A.

Should you require any assistance completing the document, please contact TSC.

For more information refer to the WorkSafe Victoria website - Advice for Managing Major Events Safely.

Event checklist status of items			
Item No.	Item	Yet to be addressed	Completed
1.1	Event Details	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Contact during event	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Road Closures	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Security and Crowd Control	<input type="checkbox"/>	<input type="checkbox"/>
2.	Insurance	<input type="checkbox"/>	<input type="checkbox"/>
3.	Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Contingency Controls	<input type="checkbox"/>	<input type="checkbox"/>
4.	Traffic, Parking and Pedestrian Management	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Adjoining properties or affected parties	<input type="checkbox"/>	<input type="checkbox"/>
5.	Incident Management	<input type="checkbox"/>	<input type="checkbox"/>
6.	Public Health	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Waste Management	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Noise	<input type="checkbox"/>	<input type="checkbox"/>
6.8	People / Contractors	<input type="checkbox"/>	<input type="checkbox"/>
7.	Public safety	<input type="checkbox"/>	<input type="checkbox"/>
8.	Event promotion	<input type="checkbox"/>	<input type="checkbox"/>
9.	Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
10.	Review	<input type="checkbox"/>	<input type="checkbox"/>

1. Event details

Name of event									
Type of event i.e. indoor/outdoor or both									
Address of event									
Details of event Please list the types of activities, e.g. amusement rides, food stalls, car rally, animal rides, wine tasting, music, etc.									
Is this a single day (or less) event?		Yes <input type="checkbox"/> No <input type="checkbox"/>							
List the time/s event opens and closes to the public below									
Day 1		Day 2		Day 3		Day 4		Day 5	
Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Estimated number of people expected to attend									
Estimated number of staff/volunteers expected to assist with running of event									

1.1 Contact during event

Event manager / contact on day of event	
Name	
Phone	
Mobile	
Fax	
Email	
How will communication be conducted on the day? i.e. mobile phones, radio, runners.	
Will there be any expected difficulties in mobile phone reception?	
How will communication be conducted between event stakeholders? i.e. personal, phone.	
How will stakeholders communicate to the public especially in the event of an emergency? i.e. radio, speaker, mobile phones, PA system.	

1.2 Road Closures

Will there be any road/street closures required for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what are the road / street names?	
Has the relevant authority been contacted? To allow for statutory advertising, four weeks' notice is required for a council road and Vic Roads will require longer.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has a permit been obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the Permit Number?	
Have emergency services been notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will stop / go traffic management be required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.3 Security and Crowd Control

Will security be needed for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of company	
Licence Details	
Contact Person	
Phone	
Mobile	
Number of Security Personnel at Event	

Please attach the security and crowd control plan - if applicable.

You are required to provide a contact for Victoria Police in the area of your event.

Officer name	
Station	
Phone	
Mobile	
Fax	
Email	

2. Insurance

2.1 Insurance details

Name of insurer	
Address	
Phone	
Fax	
Email	
Policy number and expiry date	
Public liability value and asset value	

Please attach a copy of your insurance certificate/policy.

3. Hazard Identification & Risk Assessment

It is your responsibility as the event organiser to ensure that foreseeable risks are identified and managed. Below is one method to assist this process, however, you are welcome to use your own if desired.

Potential hazards

Using the table below on page 6, list the foreseeable hazards at the selected site and the actions implemented to minimise the risk.

Follow these steps:

1. Identify hazard/risk and list in column 1

Some examples of hazards to consider could be (but are not limited to):

- Security, people/crowds (barriers, crowd control)
- Plant, hazardous substances/dangerous goods (gas, chemicals etc.)
 - Legal compliance issues, planning, all ability access
 - Manual handling (exertion of force), slips /trips/falls
 - Contractors (carnival operators, security, first aid)
 - Vehicle safety (parking, pedestrians, vehicle maintenance)
 - Electrical safety (electrical leads, adaptors, weather conditions, overhead power lines)
 - Fire safety (fire extinguishers, CFA)
 - Working at heights (stages/platforms, marquees/tents)
 - Food preparation (education of all staff including volunteers).

2. Rate likelihood - insert in column 2

Likelihood (probability and indicative frequency of exposure)

Descriptor	Rating	Description
Eliminated	0	Risk eliminated
Unlikely	1	May occur, but only in exceptional circumstances
Possible	2	Might occur at some time.
Likely	3	Will probably occur in most circumstances.
Almost certain	4	Is expected to occur in most circumstances.
Certain	5	Is expected to occur in all circumstances.

3. Rate consequence - insert in column 3

Consequence (likely outcome of exposure)

Descriptor	Rating	Description
Minor	1	No injuries, bruising, temporary rash / irritation, low financial loss. Dealt with by site personnel, no environmental damage.
Important	2	First aid treatment, irritation, burning with withdrawal from exposure, discomfort, nausea, on-site release immediately contained, minor financial loss.
Serious	3	Medical treatment required, chemical burn which may heal with treatment, unconsciousness, medium financial loss, some environmental damage.
Major	4	Extensive injuries, permanent disability, major financial loss.
Catastrophic	5	Death, huge financial loss.

4. Risk rating is Likelihood x Consequence - insert into column 4

Find risk rating figure in Risk Rating Matrix table below and identify risk in Legend table.

LIKELIHOOD		CONSEQUENCE				
		(Minor)	(Important)	(Serious)	(Major)	(Catastrophic)
		1	2	3	4	5
Eliminated	0	0	0	0	0	0
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Almost Certain	4	4	8	12	16	20
Certain	5	5	10	15	20	25

1. List control measures in column 5
2. Re-assess likelihood and consequence and rate risk – insert in columns 6, 7 and 8
3. Identify responsible person - insert in column 9
4. Initial date in column 10

Legend

Score	Assessment of Risk	Priority of Action
1-2	LOW	Address or repair if low cost. Schedule for action after other risks have been controlled.
3-7	MEDIUM	Further improvements required: assess feasibility for risk controls; management sign-off required if the risk/s are to be accepted
8-12	HIGH	Risk controls required as soon as possible.
+13	EXTREME	Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.

Hazard Identification and Risk Assessment

This structure for this hazard identification and risk assessment is based on AS/NZ ISO31000:2009 Risk Management.

Event Name	
Date of Event	
Location	
Date of Assessment	
Last Assessment	
Event Organiser	

EVENT MANAGEMENT TEMPLATE

1	2	3	4	5	6	7	8	9	10
Hazard description (before controls)	Likelihood Probability of hazard causing injury/loss (before controls)	Consequence Likely outcome severity (before controls)	Risk rating Likelihood x Consequence (before controls)	Controls that will be evident to reduce the risk as far as is practicable	Likelihood Probability of hazard causing injury/loss (after controls)	Consequence Likely outcome severity (after controls)	Risk rating Likelihood x Consequence (after controls)	Who is responsible?	Initial and Date
EXAMPLE: Slips and trips around stalls	4	2	8	1. Restricting access to customers to front of stall only. 2. Ensure stall holder is aware of their responsibility to maintain clear access to stall. 3. Use of a non-slip mat if area is wet and slippery.	2	2	4	Event organiser and stall holder	

EVENT MANAGEMENT TEMPLATE

EVENT MANAGEMENT TEMPLATE

3.2 Please complete a site plan including:

Event Co-coordinator site	Entrances and Exits	Lost kids/property	Food stalls	Toilets
Drinking water sites	First Aid locations	Alcohol and non-alcohol areas	Entertainment sites	Seating
Vehicle access routes	Parking	Main power/water/gas	Public transport areas	Rubbish bins
Emergency equipment	Assembly area	Fenced areas	Marquees	Incident management

3.3 Contingency controls

List the major influences (e.g. rain, extreme heat, storms, etc.) which may disrupt your event and the contingency plans
(e.g. cancel event, provide alternate venue or shelter) you will put in place.

4. Traffic, parking & Pedestrian Management

4.1 Traffic, parking and pedestrian management plan

A Traffic, Parking and Pedestrian Management Plan is required where the event:

- Is on a highway or major roadway – refer to Local Laws to identify type of road
- Involves a road closure
- Involves a diversion of traffic
- Requires authorisation from Vic Roads, Victoria Police or the Department of Sustainability and Environment due to the type of event
- The event has more than 35 participants and /or the event involves bicycles or running
- The event may impact or interrupt the normal running of public transport

Has a Traffic, Parking and Pedestrian Management Plan been developed for this event?	
If you do require Traffic, Parking and Pedestrian Management Plans, please allow six weeks for the plan to be processed by the relevant authority prior to the event.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there parking and access available for the below?	
Emergency vehicles	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Key stakeholders	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Disabled patrons	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
General parking	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Overspill of vehicles	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Buses	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Taxis	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

4.2 Adjoining properties and affected parties

<p>Have adjoining property owners/occupants and other affected parties been contacted regarding the proposal of this event?</p> <p>If the event is likely to impact in any way on these adjoining properties, e.g. noise, extra cars, road closures, it is highly recommended that you contact the owners/occupants well in advance of the event.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please indicate which method(s) you will use to contact affected parties</p>	<p>Flyers <input type="checkbox"/> Letter drop <input type="checkbox"/> Advertising in local paper <input type="checkbox"/> Door knock/face to face <input type="checkbox"/> Radio <input type="checkbox"/></p>

4.3 Other Hazards

<p>Will adjoining properties, structures or water bodies, pose additional risks to public and others?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
--	---

5. Incident Management

5.1 Incident control centre

Ensure the Incident Control Centre is clearly marked on the site plan (refer section 3.2) and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

<p>How will event staff and volunteers and security be trained and given an induction prior to and at start of event and post event?</p>	
---	--

5.2 Incident Management Plan including first aid arrangements

Has an emergency response plan been developed and tested and do all involved clearly know their roles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

5.3 Incident management contact details

First Aid Officer 1	
Name	
Contact details	
First Aid Officer 2	
Name	
Contact details	
St John Ambulance	
Contact details	
Incident Officer	
Name	
Contact details	
Local Police	
Station	
Contact Details	000
Local Ambulance	
Station	
Contact Details	000
Local CFA	
Station	
Contact Details	000
Local SES	
Station	

Contact Details	132 500
Local Hospital	
Name	
Contact Details	132 500

5.4 Firefighting equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

5.5 Fire danger period

<p>Has a day of total fire ban or fire danger period been considered?</p> <p>Please refer to www.cfa.vic.gov.au for further details.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your site plan been submitted to your local CFA?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5.6 Lost and stolen property / lost children

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

5.7 Incident reports

If there are any incidents that result in an injury or property damage this needs to be recorded on the Incident form on page 11.

If the Notifiable Incident occurs, the event manager must contact WorkSafe on 132 360.

The event manager must take immediate action to ensure:

- Nobody is in further danger
- All injured people are taken care of
- The site and any equipment involved in the incident is preserved and undisturbed unless movement is required to render first aid or make site safe.

Notifiable Incidents are:

- A death
- A serious injury or injury requiring immediate medical treatment for including (but not limited to)
 - Broken bone
 - Laceration requiring stitches or gluing
 - Head or eye injury including loss of consciousness
- An injury involving a substance that requires medical attention
- An injury requiring admission as an in-patient to hospital
- Collapse or other malfunction of registered plant
- Collapse or failure of an excavation or shoring
- Collapse of part or all of a building
- Explosions and fires
- Escape or spills of dangerous goods
- The fall or release of plant, substances or objects from a height.

For further information on notifiable incident requirements refer to:

http://www.worksafe.vic.gov.au/data/assets/pdf_file/0016/11266/IncidentNotification.pdf

5.8 Emergency Spokesperson(s) regarding the media

In the event of an accident or emergency, your organisation is likely to be contacted by the media for comment, either at the time, or afterwards.

It can be helpful to decide in advance, who is authorised; 1) to make decisions, and 2) speak on behalf of your organisation and to make sure that this information is conveyed to everyone involved in organising your event.

It can also be important to decide what your key messages will be in the event of an accident or emergency. These should include:

- The safety and wellbeing of event patrons and the public as a priority
- Factual information about the emergency and steps being taken to address it.

Your organisation may decide not to make any comment, pending legal advice.

	Name	Position/Organisation	Phone Contact
Authorised to make emergency decisions			
Nominated Emergency Spokesperson 1			
Nominated Emergency Spokesperson 2			

Incident form

Date and time of incident	Description of incident	Person(s) involved - name, address, phone	Witness (must be over 18 years)	Action taken

Event Name	
Date of Event	
Contact Name	
Contact Number	

Please forward a copy of the completed form to TSC

6. Public Health

6.1 Food providers

<p>Is food going to be sold at the event?</p> <p>It is the responsibility of the food provider to contact the TSC Environmental Health Department (Managed by Indigo Shire) on (03) 5728 8000 for assistance and information on food and alcohol requirements during an event.</p> <p>For further information on food handling requirements refer: http://streatrader.health.vic.gov.au.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
--	---

6.2 Alcohol

<p>Will there be alcohol at the event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please indicate how it will be offered</p>	<ul style="list-style-type: none"> <input type="checkbox"/> BYO for consumption on site - requires permit to consume from Local Laws Unit at Council. <input type="checkbox"/> Tasting only (can buy and take away unopened) - requires Temporary Food Permit from Environmental Health Department at Council. <input type="checkbox"/> Sell and consume on site - Liquor Licence permit required from Liquor Licencing Victoria, https://liquor.justice.vic.gov.au (depending on the conditions of the permit, a Council permit may also be required).

6.3 Toilets

How many toilets will be provided at the event?	
Male	
Female	
Disabled	
Portable	
If you are providing portable toilets, who will be responsible for the cleaning of toilets and provision of supplies during the event?	
Name	
Phone	
Mobile	

6.4 Water

Is the location of water signposted and marked on the site plan (refer 3.2)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How will extra water be supplied to patrons on very hot days if needed?	Bottled water <input type="checkbox"/> Tap water <input type="checkbox"/> Other <input type="checkbox"/>
If other, please provide details	
What is the source of water, i.e. reticulated/town water, tank, other?	

6.5 Shelter

Describe where shelter will be provided at the event. Mark on site plan (refer section 3.2).	
Will sunscreen be available at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>

6.6 Waste management

All waste and recycling at events must be adequately contained (in bins or bags) and either placed in a designated waste collection area or, in the case of events held in public parks, streets, etc., removed from the site by the event organiser or a waste collection contractor employed by the event organiser.

The event organiser must meet the cost of any additional bins provided by Council as well as the cost of the collection and disposal of all garbage and recyclables from the event.

For all significant events on public land, a Waste Management Plan must be submitted to Council at least 14 days prior to the event. The plan should detail:

- Arrangements for collection and disposal of waste
- Arrangements for collection and disposal of recyclables
- Plan for reduction of litter on and adjacent to the event site

Please indicate proposed location of the garbage/recycle bins and skips on the site plan (refer section 3.2).

For further information or assistance, please contact council's Waste Management on 5832 9700.

<p>What arrangements do you have in place for the management of garbage and recycling at your event?</p> <p>You may need to submit a Waste Management Plan if applicable, see below.</p>	
<p>How will garbage and recycling be contained at the event site? (e.g. bins, skips and existing street bins, etc.)</p>	
<p>How will garbage and recycling be removed and disposed of from the event site?</p>	
<p>Do you require Council to supply garbage and recycling bins for your event?</p> <p>You will need to contact and make arrangements at least 14 days prior to your event.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, how many?</p>	
<p>240 litre Mobile Garbage Bins</p>	
<p>240 litre Mobile Recycling Bins</p>	
<p>Do you require Council to organise the removal and disposal of garbage and recyclables from the event site?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Has provision been made to deal with any discarded sharps or needles?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will training been given to event personnel on handling or dealing with discarded sharps?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

6.7 Noise

Have persons who may be affected been advised (refer 4.2)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there activities/mechanisms likely to create higher noise levels (than is typically present) at your event?	
Describe how you will monitor and minimise these noise levels.	

EPA sets standards for noise to provide a balance between protecting community wellbeing and supporting social needs. For further information refer to: www.epa.vic.gov.au/your-environment/noise.

6.8 People/contractors

The Occupational Health and Safety Act 2004 requires that staff/people under the control of the event organiser are provided with information, training, instruction and supervision to perform the work they are doing at the event in a manner that is safe and without risk to health.

When considering outsourcing a service to a contractor, the following should be considered:

- **Previous Performance** - what experience do they have? How did they perform?
- **Qualifications** - are they qualified and competent to deliver the tasks they are engaged to deliver?
- **Commitment to Safety** – do they have a Safety Management Plan? Has their safety plan been audited? What were the results? What is their injury record?
- **Cost** - to the event organiser could be increased due to fines and penalties if lower safety standards of the contractor are accepted by the event organiser.
- **Industry Standards** - what are the standard safety practices in the industry?
- **Insurances** - do they carry appropriate workers compensation and public liability insurance?
- **Understanding the task** - can the contractor demonstrate that they understand the tasks required and can they do so safely? (This may require the contractor to submit a safety plan or safe work method statement).
- **Sub-Contractors** - does the contractor intend on sub-contracting some of the functions?

If so:

- What are the qualifications of the sub-contractors?
- Have they provided a job safety analysis or risk assessment?

7. Public Safety

7.1 Lighting and power

Do you require emergency power & lighting? If yes, it is recommended that an electrician be available for the event.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Certified Electrician	
Contact details during the event	
Describe emergency power and lighting systems.	

Ensure location of lighting control and mains power control are indicated on site plan (refer section 3.2).

7.2 Temporary structures

Will there be temporary structures at the event? If yes, please indicate on the site plan (section 3.2) and provide details of size, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Stages and platforms	Yes <input type="checkbox"/> No <input type="checkbox"/>
Break-away stage skirts	Yes <input type="checkbox"/> No <input type="checkbox"/>
Seating	Yes <input type="checkbox"/> No <input type="checkbox"/>
Marquees/tents	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the area fenced off?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you submitted an application for a temporary structure(s)? If yes, please provide details below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit Name	
Permit Number	
Permit Date	

Description of structure	
---------------------------------	--

Amusement Structures (including inflatable structures)

Amusements structures are not used or operated unless a current certificate of registration issued by WorkSafe	Yes <input type="checkbox"/> No <input type="checkbox"/>
All structures have current certificate of inspection issued by a professional engineer and qualified electrician	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons	Yes <input type="checkbox"/> No <input type="checkbox"/>
There is appropriate fencing surrounding rides	Yes <input type="checkbox"/> No <input type="checkbox"/>
There is appropriate soft-fall area for inflatable structures	Yes <input type="checkbox"/> No <input type="checkbox"/>
A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)	Yes <input type="checkbox"/> No <input type="checkbox"/>
All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Operator monitors prevailing wind conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>

7.3 Gas cylinders

Caters using liquefied Petroleum Gas (LPG) at an outdoor event must complete a checklist before the event starts. This is a requirement of the gas safety regulator, Energy Safe Victoria (ESV). Refer to www.esv.vic.gov.au/LinkClick.aspx?fileticket=sxnudiSMAfo%3D&tabid=216&mid=2137.

7.4 Fireworks display

Will there be a fireworks display?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, has the 'Notice to discharge fireworks' been submitted by the Fireworks Provider?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has a permit been obtained? If yes, please provide details below. If no, you will need to acquire this from the fireworks provider.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit Number	
Person responsible for fireworks	
Contact details during event	

Ensure restricted zones are marked on the site plan (refer section 3.2).

8. Event Promotion

8.1 Ticketing

Are there tickets for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how will they be sold?	Pre-Sold <input type="checkbox"/> At the Gate <input type="checkbox"/> Both <input type="checkbox"/>

Advertising promotion

Event promotion may affect the quantity and variety of people attending.

Has the event been advertised via:	TV <input type="checkbox"/> Paper <input type="checkbox"/> Radio <input type="checkbox"/> Social media i.e. Facebook <input type="checkbox"/> None of the above <input type="checkbox"/>
---	--

8.2 Signage

Are signs needed for easy identification of the following:	<input type="checkbox"/> Phones <input type="checkbox"/> Parking – cars, buses, disabled <input type="checkbox"/> Entrances <input type="checkbox"/> Information/communication <input type="checkbox"/> Exits <input type="checkbox"/> Rules relating to alcohol consumption <input type="checkbox"/> Toilets <input type="checkbox"/> Lost and found <input type="checkbox"/> Water <input type="checkbox"/> Public transport pick up/set down <input type="checkbox"/> First aid / incident control centre <input type="checkbox"/> Security <input type="checkbox"/> Camping areas and facilities <input type="checkbox"/> No smoking <input type="checkbox"/> Animals
---	---

8.3 Health Promotion

List any messages that will be promoted on the day, e.g. smoke free, sun smart.	
--	--

8.4 Advertising

When and where will advertising be conducted?

Date	Method, e.g. Newspaper, radio/UGFM, letter drop, etc.

5. Monitoring

Have personnel been appointed to monitor the following?

Public behavior within the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Stall Holders compliance to event requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff and volunteer compliance to event requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. Review

Upon completion of the "Event", the Risk Control Plan should be reviewed against any "Unplanned Occurrences", and suggestions documented for the planning of future events while the information is fresh.

Event Review: Unscheduled Occurrences

Description of occurrence and outcome
Future management strategy to prevent repeated occurrence
Description of occurrence and outcome

Future management strategy to prevent repeated occurrence