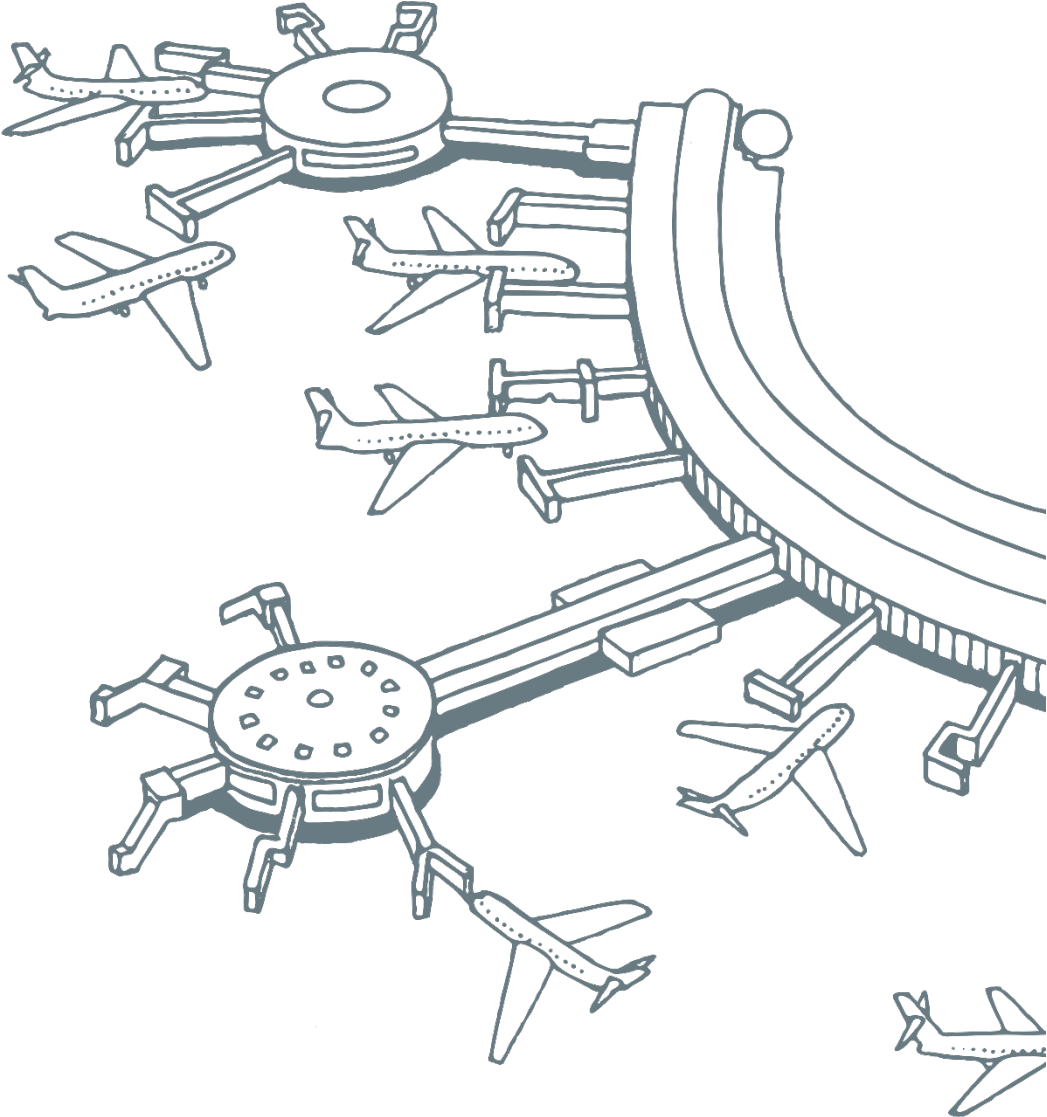


APPENDIX B EVENT MANAGEMENT PLAN TEMPLATE



EVENT MANAGEMENT PLAN TEMPLATE

EVENT:	
DATE:	
TIME:	
LOCATION:	
CLIENT:	

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SCHEDULE A:

1. *EVENT DETAILS*

EVENT DETAILS FORM

Event Name:	
Venue Type:	
Capacity:	
Venue Name:	
Park Lawn/ Site Name:	
Venue Address:	
Venue Owner:	
Bump In Date/Time:	
Bump Out Date/Time:	
Event Start/Finish Date/Time:	
Event Organiser's Name:	
Company Name:	
Company Address:	
Work Phone:	
Mobile Phone:	
Email:	
Fax:	
Website:	
ABN:	
Purpose/Aim:	
Main Activities/Components:	
Target Audience:	
BAC Consent:	
Key Stakeholder Approval:	

BUMP IN RUNNING SHEET

Bump In Running Sheet				
Date	Time (From / To)	Action	Responsible	Contact Number (& Number)

EVENT PROGRAMME RUNNING SHEET

An Event Programming Running Sheet is to be developed.

BUMP OUT RUNNING SHEET

Bump Out Running Sheet				
Date	Time (From / To)	Action	Responsible	Contact Number (& Number)

ROLES AND RESPONSIBILITIES SHEET

Roles and Responsibilities Running Sheet			
Time	Action	Responsible	Contact Number

2. *SITE PLANS*

A site plan is to be provided including the proposed layout and event infrastructure.

3. *COMMUNICATION STRATEGY*

All event communication will be coordinated between (parties to be confirmed)

Key contacts will include event partners such as selected sponsors, as well as local stakeholders including businesses and residents.

COMMUNICATIONS AND PROMOTION PLAN

Adequate and appropriate signage will be arranged for the event in terms of operations. Approval is to be sought from Brisbane Airport Corporation (BAC) for any signage, including advertisements, banners and posters with details including the location, size, content, type of material and method of fixture.

A letter box drop may be undertaken prior to the scheduled date of your event. This will be undertaken by the Event Coordinator.

Letter Box Drop:	Print:
Television:	Public Notices:
Radio:	Stakeholder Notification:
Event Signage:	
Communication at Event:	

List those notified of event date and time:

WHO	WHEN

WET WEATHER CONTINGENCY PLAN

How will it be implemented?

Unless extreme weather is encountered, the Event will proceed as planned. Wet weather protection to be supplied by the Event Coordinator. This may include umbrellas or ponchos.

When will it be implemented?

NAME OF EVENT

Page 4 of 21

Gear to be distributed on the day.

Who will implement it?

Event staff.

What will happen?

Damage prevention for grass if there is heavy rain prior to the event:

Details of delays / reduction in program / full cancellation:

Weather Forecast Details: _____

4. INSURANCES

Name of Insurer:	
Policy Number:	
Address:	
Expiry Date:	
P/L Value:	
Contact Details:	

(Event Contractors/ Suppliers to supply Public Liability Insurance – a minimum of \$10 million (unless specially approved otherwise) for coverage of the contractor’s equipment and facilities).

(Worker’s Compensation Insurance to be supplied as above – for any contractors or employee(s) employed by the Applicant in connection with the event).

5. VENUE MANAGEMENT PLAN

The Event will ensure it complies with the following rules and guidelines:

“The venue must be appropriate to the size and nature of the proposed event, taking into account the sensitivity of the existing stakeholders, the land area available for the event, and the proximity to neighbouring residents and businesses that could be affected by the event of venue”

Adequate measures will be taken to ensure that the event site will be protected from damage, including;

- Protection of hard stand areas from tyre marks with the use of track matting or a similar product;

- Protection of sensitive garden beds and plantings, where necessary, through use of barricading to prevent access;
- No signs or other structures are to be attached to trees without the permission of the Brisbane Airport Corporation;
- Only vehicles authorised by the Brisbane Airport Corporation are permitted to enter parks and public spaces where vehicles are not generally permitted;
- Vehicles will not be allowed to drive on grass unless grass protection measures such as port-a-track, plywood boards or similar measures are laid;
- Drip trays will be placed underneath any vehicles that are stationary in parks open space;
- Authorised vehicles must be escorted and not exceed walking pace;
- No vehicles can remain in the park or open space during the event, unless specifically authorised;
- The site must be left in the same condition as it was in prior to the event and the event organiser will be charged for any remedial work or additional cleaning required to achieve this;
- The duration of the event, including bump-in and bump-out, has been scheduled to minimise the amount of time the site is not available for public use;

TREE MANAGEMENT

Vehicles are not permitted to drive or park beneath the dripline of any tree.

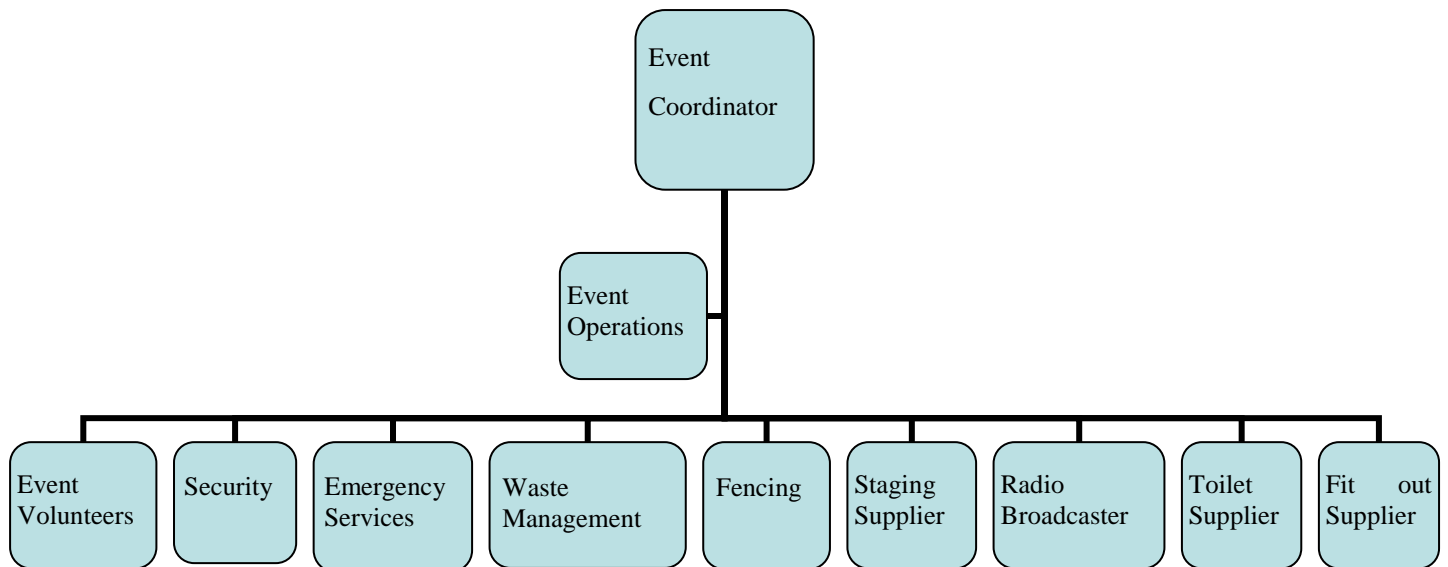
No structures or vending areas will be permitted beneath the dripline of any tree.

Tree protection fencing (e.g. bicycle racks) will be installed, prior to bump-in, around all significant trees in iconic parks.

The Tree Management Team shall be contacted prior to event to specify which individual trees require protection

6. *ACTIVITIES OPERATIONS GROUP*

Chain of command from Event Coordinator to emergency services, suppliers, volunteers etc.



LOCATION OF EVENT HEADQUARTERS:

While the location has yet to be confirmed, it is envisaged that the event headquarters will be held in a vacant office space within the precinct or by the use of temporary sheds.

7. *EMERGENCY AND SAFETY MANAGEMENT PLAN*

EMERGENCY CONTACT LIST

Process/procedures/contacts for managing an emergency:

Emergency Services: 000	Ambulance/Police/Fire:
Event Coordinator:	Communications/Media Rep.:
Risk Manager:	St Johns Ambulance:
CoS Representative:	

EMERGENCY EVACUATION PLAN

Evacuation Assembly points:	
Meeting points for emergency services:	

Announcements: “Ladies and Gentlemen, I need your attention. We have a situation that requires your assistance. You are not in any immediate danger, however, for your safety we need to temporarily clear the area. Please assist us by following the directions of our wardens to the nearest safe exit.”

SAFETY MANAGEMENT PLAN

A safety site induction will be held prior to any contractor/supplier commencing works on the event site. No contractor will be permitted to commence works until an induction has been completed and details collected, including safe method statements and insurances.

This induction will be conducted by the Event WH&S officer.

EXAMPLES OF HAZARDS WHICH COULD CAUSE AN EMERGENCY

Armed or Dangerous Intruder	Explosion
Bomb Threat	Fire
Chemical, Biological or Radiological	Hazardous substance incident
Civil Disturbance	Industrial accident
Crowds on Active Roads	Medical emergency
Electrical failure	Missing Person
Equipment failure	Overcrowding
Person entrapment	Structural instability

LOST CHILD / GUARDIAN FORM

Lost Child / Guardian Form

Date:

Time:

LOST CHILD – ask the Guardian:

LOST GUARDIAN - ask the Child:

1. What is your name?

1. What is your name?

2. Where did you last see the child?

2. Where did you last see the Guardian?

3. Child's age?

3. Did they tell you what to do if lost?

4. Child's hair colour?

4. Guardian's age?

5. Child's height?

5. Guardian's hair colour?

6. What clothes were they wearing?

6. What clothes were they wearing?

7. Does the child have ID?

7. Guardian's height?

8. Does the child have a mobile?

8. Do they have a mobile?

Other Information:

Other information:

Reported by:

Signature:

INCIDENT LOG FORM - TEMPLATE

Incident Log Form – Template				
Date	ID	Description or Nil	Action Required	Time

Number of incidents reported: _____

Event Representative: _____

Area / Venue: _____

Signature: _____

Date: _____ Time: _____

INCIDENT REPORTING PROCEDURE

- An incident does not have to hurt someone but may potential to hurt someone
- All incidents to be recorded on the form
- The log is to be returned to the Event Coordinator / Manager

- Every incident which involves injury or property damage:
- Must be reported to the Event Coordinator / Manager
- Must have statements completed ASAP by all staff present
- Witnesses names and contact details must be recorded
- Try to obtain information as unobtrusively as possible

Additional Notes: _____

8. SECURITY MANAGEMENT

A security contractor will be engaged to manage the sensitive location on site as well as provide assistance to mitigate any unwanted behaviour.

Security Contractor:	
Contact:	
Phone Numbers:	
Number of Security Guards:	
Duties:	

STAFF ROSTER:

ADDITIONAL SECURITY:

While it is not essential to have a police presence at the event, the assistance of some QPS staff would certainly be beneficial.

Further discussions with local authorities including QPS and QAS will determine the need for any law enforcement requirements.

Local Area Command Contact Details

Area:	Address:	Contact Number:
Police:		

9. PEDESTRIAN MANAGEMENT PLAN

Public access directional signage will be installed to assist with public movement throughout the event precinct where normal public pedestrian conditions have changed.

10. FIRST AID AND PUBLIC HEALTH PLAN

St John Ambulance will provide first aid services on the day of the event should they be required.

11. ALCOHOL MANAGEMENT / LIQUOR LICENSING

Should alcohol be served, the appropriate licensing and approvals are to be acquired prior to the event.

12. WASTE MANAGEMENT PLAN

A cleaning contractor will be engaged to undertake the event precinct waste management. Minimal additional waste management infrastructure is required within the event precinct as existing public bins will suffice.

Expected waste will include general paper and plastic rubbish including plastic water and drink bottles.

A pre-event and post-event dilapidation report will be produced to ensure all event damage caused, if any, is accounted for and reported.

These reports will be presented to the Site Owner for review and approval. Any damage caused deemed to be the fault of the event will be negotiated and agreed between the Event Organiser and the Site Owner.

13. NOISE

During the public and stakeholder notification process, a comprehensive event outline will be presented to ensure all local businesses and residents are aware of the proposed event and expected noise levels produced at the event.

Event noise is to be undertaken in accordance with the Operational Noise Management Plan and Track Operational Management Plan – strategies to address noise are identified in these documents and will be incorporated as part of event operations.

14. TEMPORARY FOODSTALL APPLICATIONS

Should temporary food stalls be required, the appropriate licensing and approvals are to be acquired prior to the event.

15. HEALTH SERVICES / TOILETS / AMENITIES

Adequate sanitary facilities will be provided on the site to cater for the maximum number of event entrants. These facilities will be appropriately managed throughout the event by the official event cleaning contractor.

There will be NO SMOKING in any of the approved structures / office spaces, and appropriate signage will be displayed in conspicuous locations throughout the structures / office spaces.

HEALTH SERVICES / TOILETS / AMENITIES PLAN

HEALTH SERVICES/TOILETS/AMENITIES PLAN	
Amenities Contractor:	
Position:	
Phone Numbers:	
Toilets Delivery Time / Date:	
Toilets Pick Up Time / Date:	
Toilets (number and location):	
Accessible Toilets:	
Toilet Servicing:	

16. TEMPORARY STRUCTURES

Certification shall be provided by the installers for the structures, confirming installation in accordance with the relevant specifications and correct loadings. The certificates are to be provided to the Event Construction Manager to be then forwarded to the relevant authorities

All structures, to which members of the public may possibly gain access, are to be supervised by responsible persons at all times to restrict public access.

Exits must be so provided and arranged as to afford a ready means of egress from all parts of temporary structures and must provide a minimum unobstructed height of 2000mm.

Any proposed security fencing must be designed and installed to accommodate expected crowd loads.

Adequate hand held fire extinguishers will be supplied and must be available at all times during operation, of any electrical or electronic device and are to be available at all times during operation, and a schedule of supply must be provided to the inspecting officer prior to commencement of the approved use.

Erection and dismantling (packing up) will be undertaken quietly and orderly to minimise disturbance to the surrounding locality.

Details of all structures to be installed:

Structure Type	Dimensions

17. RISK MANAGMENT PLAN

Risk is the combination of the likelihood of specific unwanted events occurring and the potential consequences if they should occur.

Risk analysis/assessment involves consideration of the sources of risk, their positive and negative consequences and the likelihood that those consequences may occur.

- What is the likelihood of a risk occurring?
- What are the consequences of that risk occurring?
- What controls are in place to prevent or detect potential risks?

For each risk identified determine its consequence and probability. Combining these two factors will provide an overall estimated level of risk.

Probability of Risk Occurring		
A	Almost certain	The event will occur in most circumstances
B	Likely	The event will probably occur at least once
C	Possible	The event may occur at some time
D	Unlikely	The event is not expected to occur
E	Rare	The event may occur only in exceptional circumstances

Consequences of Risk			
1	Insignificant	No Lost time	Under \$5k damage or delay
2	Minor	Minor lost time injury or illness	\$5k - \$50k damage or delay
3	Moderate	Moderate Lost time injury or illness	\$50k to \$100k damage or delay
4	Major	Serious lost time injury or illness	\$100k to \$500k damage or delay
5	Catastrophic	Fatality or permanent injury	Over \$500k damage or delay

Assess the priority of each hazard / risk by combining the likelihood and consequence info into the following chart:

	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Probability					
A Almost Certain					
B Likely					
C Possible					
D Unlikely					
E Rare					

1 LOW	2 MEDIUM	3 HIGH	4 VERY HIGH
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Pre Event Day Risk Identification, mitigation and incident response					
Risks identification and analysis					Risk mitigation
Description incident/risk	Location	Probability	Consequence	Priority	Risk Reduction Strategy

On Event Day Prior to Opening the Event Final Risk Management Checklist Template				
Description	Ok	Not Ok	N/A	Details
Barriers in place				
Catering checklists				
Disabled access				
Disabled facilities				
Drinking water				
Emergency access				
Emergency exits unlocked/clear				
Emergency services briefed				
Exit signage				
Extension leads and plugs				
Fire Brigade briefed				
Fire extinguishers in position				
Fire hydrants and hoses clear				
Flammable storage				
For elevated platforms compliant				
Balustrades and steps				
Hot surfaces out of public reach				
Housekeeping				
Licensed areas fenced				
Participants/marshals briefed				
Pedestrian access				
Performers briefed				
Police briefed				
Radio function				
Roads and walkway condition				
Safety fences in place				
Safety Officer briefed				
Sharp and protruding objects				
Steps and handrails condition				
Sufficient number of toilets				
Patrons, staff and contractors				
Switchboxes				
Toilets functioning				
Trees and branches				
Tripping hazards/pegs, ropes, etc				
Vehicles removed from site				
Warning signage				
Weather and wind conditions				

Safety concerns transferred to sign off sheet and handed to site safety officer

NOTE: This list must also address controls recommended in the hazard and risk assessment

Inspected by: _____

Date: _____

On Event Day Prior to Opening the Event Final Risk Management Checklist Template			
Site:	Date:	Inspected By:	
Details of Concern	Control	By Whom	Sign Off

ENSURE ALL OUTSTANDING SAFETY ITEMS ARE RECTIFIED AND SIGNED OFF PRIOR TO COMMENCEMENT OF EVENT.

THIS FORM MUST BE RETURNED TO THE EVENT ORGANISER AFTER THE WORKS HAVE BEEN COMPLETED.

Site Safety Manager: _____ Signed: _____

Event Organiser: _____ Signed: _____

18. EVENT DEBRIEF MEETING AND REPORT

PHOTOS & NOTES TAKEN OF BOTH THE PROGRAMMING AND LOGISTICAL ELEMENTS OF THE EVENT FOR FUTURE REFERENCE

Date / Time of Debrief: _____

What was successful? _____

What was not successful? _____

Recommendations for the event: _____

Other Comments: _____

SCHEDULE 2:

1. *TRAFFIC MANAGEMENT*

TRAFFIC MANAGEMENT PLAN

A Traffic Management Plan is to be developed by a suitably qualified person and provided to BAC prior to the Event.