



## EVENT INFORMATION FOR LOCAL GOVERNMENT

### CHECKLIST

**EVENT:** \_\_\_\_\_

CHECKLIST TO BE USED IN CONJUNCTION WITH "GUIDELINES FOR CONCERTS, EVENTS AND ORGANISED GATHERINGS"

Item and Guideline reference	Details Required	Check
Site Plan	<p>A detailed layout of the event should include:–</p> <ul style="list-style-type: none"> <li>• Stage or other entertainment attraction (incl. measurements and area m2)</li> <li>• Emergency access points and exits</li> <li>• Food stalls</li> <li>• Lighting</li> <li>• Electrical cables, switchboards and generators</li> <li>• Vehicle Access Points (incl. street names)</li> <li>• Parking areas</li> <li>• Location of Marquee, Tents (incl. measurements area m2)</li> <li>• Site Signage</li> <li>• Location of Toilet Facilities</li> <li>• Seating</li> <li>• Fenced Off Areas (incl. distances)</li> <li>• First Aid Post(s)</li> <li>• Licensed areas</li> <li>• Any other facilities or significant infrastructure relevant to your event</li> </ul>	
<p>Amenities &amp; Water (Guideline 31 &amp; 32: p82-83. Toilet Numbers: p137-138)</p>	<ul style="list-style-type: none"> <li>• Male, Female and disabled toilet numbers</li> <li>• Male, Female and disabled shower numbers</li> <li>• Male, Female and disabled hand basin numbers</li> <li>• Male urinals – number and length</li> <li>• Cleaning re-stocking regime for amenities</li> <li>• Drinking water fountains or access to drinking water</li> <li>• Provision of water and sewage disposal for amenities</li> </ul>	

Power and Lighting (Guideline 35: p89-91)	<ul style="list-style-type: none"> <li>• Number of lighting towers</li> <li>• Number of generators</li> <li>• Provision of fire extinguishers for generators and lighting</li> </ul>	
Food	<ul style="list-style-type: none"> <li>• List of vendors</li> <li>• Vendor Food Act certificates</li> <li>• Vendor Certificate of Currency of Public Liability Insurance</li> <li>• Distribute 'Notice to Food Vendors'</li> </ul>	
Liquor Licensing (Guideline 21: p61-68)	<ul style="list-style-type: none"> <li>• Copy of Liquor Licences</li> <li>• Controls in place for main licenced area</li> </ul>	
Fireworks (Guideline 28: p79)	<ul style="list-style-type: none"> <li>• Start time and duration</li> <li>• Exclusion zone</li> <li>• Copy of approval by operators</li> <li>• Inclusion in Event Risk Management Plan</li> </ul>	
Amusements (p49)	<ul style="list-style-type: none"> <li>• Insurance certificate</li> <li>• Certificates of annual inspection</li> </ul>	
Temporary Structures (Guideline 9-11 p45-50)	<ul style="list-style-type: none"> <li>• List of all structures to be erected by exhibitors and dimensions</li> <li>• Exhibitor temporary structure checklist</li> </ul>	
Waste	<ul style="list-style-type: none"> <li>• Number of rubbish bins</li> <li>• Number of recycling bins</li> <li>• Waste management plan incorporating bins pick up and disposal frequency; site clean-up regime; can include sewage pump-out and removal regime</li> </ul>	
Crowd and Event Control (p57)	<ul style="list-style-type: none"> <li>• How many crowd controllers/security guards</li> <li>• Identification of controllers</li> <li>• Communication between controllers</li> </ul>	
Medical (Guideline 6: p34-41 Medical Resource Planner p 102 -113)	<ul style="list-style-type: none"> <li>• Complete and submit event risk and medical risk classification tools on page 36-40 of the Guideline</li> <li>• First aid post details <ul style="list-style-type: none"> <li>- Location</li> <li>- Manning times</li> <li>- Number of first aiders and qualifications of medical staff</li> <li>- Ambulances</li> <li>- Medical Plan for the event</li> </ul> </li> </ul>	
Risk (Guideline 4: p26)	<ul style="list-style-type: none"> <li>• Risk management plan</li> <li>• Must include fire safety and emergency</li> </ul>	