

# Organising an event on Council-controlled land

A guide for applicants



Moreton Bay Regional Council (**Council**) provides this Community Events - Event Planning Guide (**Guide**) as a general information source only for one-off outdoor community events within the Moreton Bay Region. The information provided in the guide is not comprehensive, may not be appropriate for your specific circumstances and may not be accurate or completely up-to-date. It also links to a range of online tools and checklists. Accordingly, you should take steps to ensure that your event complies with all relevant requirements prior to that event being held, notwithstanding anything in this Guide. No liability is accepted by council (whether in contract, negligence or otherwise) for any loss (which includes consequential, special or indirect loss) relating to your access to, use or provision of, or reliance upon the information in this Guide. By using the guide, you agree to release council from all liability, loss, costs and expenses (including legal fees, costs and disbursements) that you may have, or claim to have, or but for this release might have had, against council in connection with the guide and agree that council may plead this release as a bar to any proceedings commenced by you in connection with the guide.

## CHECKLIST

	Y	N	N/A
<b>1. INITIAL EVENT PLANNING</b>			
Have you set the event date?			
Have you considered weather implications of chosen date?			
Have you checked what other events are happening in the region at this time?			
Event location			
Budget / funding			
Will you require access to electricity?			
Will you be erecting temporary structures, such as marquees?			
Would you like to borrow council marquees?			
Will you be providing or selling food onsite?			
Do you plan on having amusement rides?			
Will you require additional bins?			
Do you require access to amenities after hours?			
Are there sufficient amenities for expected number of attendees?			
Signage to be used to advertise the event?			
Do you require vehicle access to council land?			
Will you be closing footpaths or roads?			
Do you require access or closure of boat ramps?			
Will your event have fireworks?			
<b>2. APPLYING TO HOLD AN EVENT</b>			
Have you made an online application to hold an event on council-controlled land?			
Have you finalised a draft site plan?			
Do you have certificate of currency document for \$20M public liability insurance?			
Do you have evidence of not-for-profit or charity status?			
<b>3. PLANNING YOUR EVENT</b>			
Have you arranged event notification to residents and businesses?			
Have you arranged first aid?			
Have you arranged security?			
Have you arranged waste management?			
Have you arranged event signage?			
Have you arranged event equipment: toilets, marquees etc.?			
Have you finalised electricity requirements?			
Have you considered gas safety?			
Have you arranged food & beverage vendors, and notified council?			
Have you arranged amusement rides?			
Have you arranged fireworks and the appropriate fireworks licence?			
Have you finalised the event program?			
Have you finalised a Traffic management plan?			
Have you finalised a risk management plan?			
Have you considered a weather contingency plan?			
Have you finalised a Noise management plan?			

<b>4. PROMOTING YOUR EVENT</b>			
Have you considered a marketing strategy for the event?			
Have you arranged social media?			
Have you arranged a What's On listing?			
Have you arranged and distributed flyers?			
Have you contacted local media?			
Have you arranged signage?			
Have you arranged a Community Banner?			
<b>5. RUNNING YOUR EVENT</b>			
Event-day checklist			
Run sheet			
<b>6. AFTER YOUR EVENT</b>			
Thank you			
Post-event debrief			
Remit sponsorships / grants			

# 1. Initial event planning

## Selecting a date

When choosing a date for your event there are several things you should consider:

- Have you considered weather implications?
- Are you aware of other events or activities being held at the same time that may impact your event? Details on local events can be found on the Moreton Bay Regional Council and the Visit Moreton Bay Region websites listed below. Also consider major events being held throughout South-East Queensland, school holidays, public holidays and other celebrations.  
[www.moretonbay.qld.gov.au/events/](http://www.moretonbay.qld.gov.au/events/)  
[www.visitmoretonbayregion.com.au/](http://www.visitmoretonbayregion.com.au/)
- Is your event a single day event, or will it be a recurring event? Recurring events may require additional permits or development approval.
- Have you allowed sufficient time to plan your event? An application to hold an event on Council-controlled land should be submitted at least three months prior to event day

## Selecting a Venue

There are many parks identified within the region that are suited to events. Designated event sites range from foreshores to parklands to bush settings. You are required to apply to book these areas with council for your event.

Visit the Moreton Bay Regional Council website

([www.moretonbay.qld.gov.au/parks.aspx?action=1&type=2&name=&suburb=&facilities](http://www.moretonbay.qld.gov.au/parks.aspx?action=1&type=2&name=&suburb=&facilities)) to view maps of designated event sites located within council parks. When selecting a location it is important to take into consideration factors such as size, existing amenities and wet weather options. Event organisers should visit locations to determine suitability prior to submitting an application to council. Generally only sporting events are permitted on sports fields.

While exclusive access is generally not provided to a park, no other events will be approved at the same location.

Maintenance of parks and gardens occurs on a routine schedule and as such, special mowing services are not provided. Vehicles may, with approval, access the park to set up and dismantle the event.

## Budget

Setting a budget is critical when planning an event. Anticipated costs including permits and booking fees, as well as projected income should be taken into account during the initial planning stage. A budget template is available on the Queensland Government website: [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

## Grants and support

Your local Councillor may be able to assist with providing support for your local event including loan of equipment including marquees, promotional support through community newsletters, or funding support through the divisional Councillors Discretionary Fund. For more information contact your local Councillor at <https://www.moretonbay.qld.gov.au/Council/Councillors>

There may be grants and funding options available to community organisations through council as well as the state and federal governments. For further information on community grants, visit [www.moretonbay.qld.gov.au/grants](http://www.moretonbay.qld.gov.au/grants)

## 2. Applying to hold an event

### Temporary entertainment events

Council may issue a permit for the operation of a *temporary entertainment event* under *Local Law No. 1 (Administration 2011)*. Examples of a *temporary entertainment event* may include but not limited to concerts, expos, circuses, rodeos and markets

### Are you required to submit an **Application to hold an event on council land**?

An *Application to hold an event on council controlled land* is only required for events on council land including sporting facilities if any of the following criteria apply:

- public attendance / ticketed event
- petting zoo/animals\*
- temporary fencing
- road and/or footpath closures
- public address systems/amplified music
- sound shell/stage
- food/drink stalls, liquor licence
- electricity/generators
- fireworks
- portable toilets
- amusement rides\*

Applications are not required for show grounds or the Caboolture Historical Village or for family or casual social gatherings in parks. However, in these circumstances there is still a responsibility to comply with any relevant laws and regulations including, but not limited to, council's local laws, town planning requirements and other legislation referenced elsewhere in this guide.

*\*Petting zoos, amusement rides and similar may require a permit and are only approved in council parks for organised community events. Council does not support the use of monster trucks on council land.*

### How to lodge an event application with council?

An *application to hold an event on council-controlled land* can be lodged via council's online event portal. This can be accessed at <https://eservices.moretonbay.qld.gov.au>. As part of your application, you are required to include:

#### ○ **Event Site Plan:**

A site plan **must** be provided at the time of application. The site plan should include all aspects relating to the event, including but not limited to:

- Food stalls
- Amusements/rides
- Toilets and bins
- Temporary structures
- Vehicle access points
- Parking areas
- Lighting towers
- Generators/electrical cables
- Fenced off areas
- Event access and exit points
- Road closures
- First aid points
- Licensed areas

Council will use the site plan to determine what additional information may be needed and if a site meeting is required. Failure to provide a site plan will result in delays in processing the application. A template event site plan is included in this resource kit.

#### ○ **Public liability insurance:**

For all events on council controlled land, or for those classified as Temporary Entertainment Events under council's local law, event organisers are required to provide a public liability insurance certificate of currency for \$20 million that covers the duration and scope of the event. Any other party or provider associated with the event should also have public liability cover and provide evidence of this cover to the organiser. The Insurance Council of Australia provides information about public liability insurance, as well as a reference of insurers at <http://understandinsurance.com.au/types-of-insurance/liability-insurance>

- **Evidence of not-for-profit or charity status:**

If you're applying on behalf of a not-for-profit organisation or charity, you need to supply proof of the organisations status. You can search for your registered status on the Australian Charities and Not-For-Profits Commission website [www.acnc.gov.au](http://www.acnc.gov.au)

Once complete, your application will be assessed by council to ensure appropriate consideration is given to local laws, traffic management, park bookings, waste requirements and other relevant matters associated with the event. Council will issue you a preliminary approval letter identifying any additional permits or approvals that may be necessary (eg. food business licenses, a temporary entertainment event permit), based on the answers you provide during the application process.

**Applications are accepted up to 12 months in advance of the event date and should be submitted at least three months prior to the event. Final approval must be granted by council before you are able to proceed with the planned event. No advertising or marketing of the event should occur until you receive preliminary approval from council.**

### **Events on non-council controlled land**

Although certain exemptions apply, temporary events on private land may require a permit under council's local laws. To confirm if your planned event requires council approval, please contact council on 3205 0555.

## **3. Planning your event**

### **Community awareness**

The level of impact an event has on the surrounding community can vary. Consider if the event will affect the amenity of the surrounding neighbourhood e.g. loud noise from audio systems or fireworks, or increased car parking on residential streets. Moreton Bay Regional Council recommends the community is notified in advance and that a contact person is provided to manage any queries. Please note that notifying the community may also be a condition of a traffic management plan.

### **Amenities**

The event organiser may be required to supply additional toilet facilities for the event. These can be hired by local providers, and you should consult with these providers to determine the appropriate number of toilet facilities required based on the expected attendance. Toilet facilities should comply with current regulations. Toilets should also be regularly serviced throughout the event to ensure that they are clean and that a continuous supply of water, soap, paper hand towel and toilet paper is provided.

- *Useful external resources: Local Hire*
  - [www.businessmoretonbayregion.com.au/directory/all-categories/event-management-and-services](http://www.businessmoretonbayregion.com.au/directory/all-categories/event-management-and-services)

### First aid

First aid services are critical to any event. The number of first aid posts will depend on the size and scale of the event. Providers such as St John's Ambulance offer Event Health Services for local events and will offer advice in this regard.

- *Useful external resources: First aid*
  - [www.worksafe.qld.gov.au/injury-prevention-safety/managing-risks/first-aid-and-emergency-plans](http://www.worksafe.qld.gov.au/injury-prevention-safety/managing-risks/first-aid-and-emergency-plans)
  - [www.stjohnqld.com.au/Services/Event-Health-Services](http://www.stjohnqld.com.au/Services/Event-Health-Services)

### Security

Community safety and security at events is essential. Different types, scale and scope of events require different levels of security and should be determined as part of the risk assessment for example crowd control, cash and equipment protection. Council recommends all events are registered with Queensland Police Service at [www.police.qld.gov.au/online/Register-an-Event.htm](http://www.police.qld.gov.au/online/Register-an-Event.htm)

Dependent on the type, scale and scope of the event, the Queensland Police Service may require the event organiser, at their own expense, to engage police officers on special duties, security guards and or crowd control.

### Environmental management

The event organiser should take all reasonable and practical measures to minimise environmental impacts and ensure noise pollution and waste management are considered.

Follow the guidelines below to reduce waste and increase recycling at your event:

- require stallholders to avoid plastic straws and use alternative beverage containers or paper straws (Council implemented plastic straw free venues and events in 2018)
- require stallholders and vendors to use recyclable or organic biodegradable materials to package food or other products
- prevent use of polystyrene, soft plastic bags, wrappers or film
- avoid items that are individually wrapped in plastic bags, including promotional merchandise
- ensure general waste and recycling bins are side by side with general waste bin closest to food vendors
- never place a recycling bin on its own as it will become contaminated
- promote responsible recycling at your event through programs, staff, stallholders and entertainers

Council may provide extra waste services or bins for events. Upon receipt of a completed event application council will assess requirements giving consideration to existing waste services at the proposed event site, event duration, the waste likely to be generated from the event etc.

Further information on event bins and or waste bin servicing is available by visiting council's website [www.moretonbay.qld.gov.au/Services/Waste-Recycling/Collections/Bin-Collections](http://www.moretonbay.qld.gov.au/Services/Waste-Recycling/Collections/Bin-Collections)

### Signage

Prior to and during the event, organisers may want to display signage. It is important to consider your attendees when determining what signage is required at your event. For example, consider entry/exit signs and directional signage. Event organisers are responsible for ensuring any advertising signage complies with current legislative requirements. *Refer to Appendix 1 for further information.*



### Equipment

Determine if equipment needs to be hired for the event. For example audio-visual, furniture, marquees, waste services etc. Any equipment brought into a council park should be identified on the site plan. All infrastructure should be safe and suitable for use and may require a certificate of currency for public liability insurance from the provider.

Council loans marquees to non-profit organisations holding community events within the region. Further information is available by visiting council's website [www.moretonbay.qld.gov.au/marquees/](http://www.moretonbay.qld.gov.au/marquees/)

Through council's strategic partnership with the region's destination marketing and tourism organisation, Moreton Bay Region Industry and Tourism (MBRIT), a range of equipment is available for community groups and not-for-profit organisations, subject to availability. These include:

- large outdoor inflatable screen, DVD player and projector
- fairy floss machine (excluding consumables)
- popcorn machines (excluding consumables)
- marquees

To check availability, or for bookings, contact MBRIT at [www.mbrit.com.au/mbrit/contact](http://www.mbrit.com.au/mbrit/contact)

Equipment may also be available from other providers in the region.

- o *Useful external resources: Local Hire*
  - o [www.businessmoretonbayregion.com.au/directory/all-categories/event-management-and-services](http://www.businessmoretonbayregion.com.au/directory/all-categories/event-management-and-services)

### Licencing

It is the responsibility of the event organiser to ensure that you have the correct licence to screen a film in public and permission from the copyright holder is still required even if the organisation screening the film is a not-for-profit organisation.

To gain permission, contact one of the organisations listed to receive an updated copy of their available movies. Once you have decided on the movie you would like to show, complete the application form and submit. A fee is ordinarily charged based on the number of people who will be attending the event.

It is also important to note that film licencing only covers the copyright of the video, and additional licencing may be required to cover a movie soundtrack.

- o *Useful external resources: Outdoor movie screenings*
  - o [roadshowppl.com.au/Default.aspx](http://roadshowppl.com.au/Default.aspx)
  - o [www.amalgamatedmovies.com](http://www.amalgamatedmovies.com)
  - o [onemusic.com.au/about/why-do-i-need-a-licence/](http://onemusic.com.au/about/why-do-i-need-a-licence/)

### Electricity

Consider if power is available at the venue or if generators should be hired. Be fully aware of current legislation and requirements which apply to electrical equipment. Access to electricity may be available on council land but the provision of power for events is not council's responsibility. Event organisers should assess their own power needs and may need to engage an electrician to prepare an electricity plan and provide on-site support during the event.

- o *Useful external resources: Electricity*
  - o [www.worksafe.qld.gov.au/electricalsafety](http://www.worksafe.qld.gov.au/electricalsafety)

### Gas safety

If there will be gas bottles onsite, be up to date with the latest legislative requirements.

- *Useful external resources: Gas safety*
  - [www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/petroleum-gas/gas-work-devices/guidelines/gas-public-event](http://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/petroleum-gas/gas-work-devices/guidelines/gas-public-event)
  - [www.publications.qld.gov.au/dataset/lpg-safety-checklist-for-outdoor-events](http://www.publications.qld.gov.au/dataset/lpg-safety-checklist-for-outdoor-events)

### Food and beverage

Consider if there will be food and beverage providers at the event as they may be required to obtain a food business license. For events on council-controlled land, a full list of food vendors needs to be provided to council a minimum of 30 days before the event.

Registered non-profit organisations preparing and selling ready-to-eat food (eg sausage sizzle) are exempt from licencing but are still required to comply with the Food Safety Standards.

The sale or supply of alcohol is regulated by the Queensland Government. If the event is to be held at a council venue the liquor permit application may require council's non-objection endorsement.

- *Useful external resources: Food and beverage*
  - [www.moretonbay.qld.gov.au/Services/Licences-Regulations/Food-Business](http://www.moretonbay.qld.gov.au/Services/Licences-Regulations/Food-Business)
  - [www.legislation.gov.au/Details/F2012C00767](http://www.legislation.gov.au/Details/F2012C00767)
  - [www.legislation.gov.au/Details/F2012C00774](http://www.legislation.gov.au/Details/F2012C00774)
  - [www.business.qld.gov.au/industry/liquor-gaming](http://www.business.qld.gov.au/industry/liquor-gaming)

### Amusement operators

Consider the need to have amusement rides or animals at the event and be up to date with the latest legislation and requirements.

It is the responsibility of the event organiser to ensure that the operator is certified. For events on council land, the operator must hold public liability insurance of not less than \$20 million. Amusement rides are generally only permitted on council land for community events.

- *Useful external resources: Amusement operators*
  - [www.worksafe.qld.gov.au/licensing-and-registrations/plant-registration/what-type-of-plant-requires-registration](http://www.worksafe.qld.gov.au/licensing-and-registrations/plant-registration/what-type-of-plant-requires-registration)
  - [www.safeworkaustralia.gov.au/collection/workplace-amusement-devices-guidance-material](http://www.safeworkaustralia.gov.au/collection/workplace-amusement-devices-guidance-material)

### Fireworks

Carefully consider the appropriateness of the event site for a fireworks display, taking into account any potential environmental and social impacts as some sites are unsuitable. Fireworks can only be conducted by a licensed pyro-technician and are regulated by the Queensland Government.

- *Useful external resources: Fireworks*
  - [www.qld.gov.au/emergency/safety/explosives-fireworks/](http://www.qld.gov.au/emergency/safety/explosives-fireworks/)
  - [www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks/planning-fireworks-display.html](http://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks/planning-fireworks-display.html)

### **Program**

Plan a program for the event which includes dates and times of what is occurring. Ensure time is allocated to set up event infrastructure prior to the event and to remove it afterwards. A sample run sheet is provided with this guide.

### **Traffic management**

Planned traffic management is essential for maintaining public safety at events. A Traffic Management Plan (TMP) is required when any control is necessary to direct traffic in a way that is different to that dictated by road rules or existing signage or where a significant number of vehicles require parking. This may include speed reductions, lane or pathway closures, which may be necessary to deal with venues where there is the potential for interaction of vehicle and pedestrian traffic. TMPs must be prepared by someone with certification by the Department of Transport and Main Road in 'Traffic Management Design'. Council officers will advise if a TMP is required based on the details in your application.

To apply for a partial or full closure of a road for your event, complete the Temporary Full Road Closure application on the Moreton Bay Regional Council website [www.moretonbay.qld.gov.au/Services/Roads/Road-Closure-Requests](http://www.moretonbay.qld.gov.au/Services/Roads/Road-Closure-Requests)

### **Car parking**

The event organiser should ensure that there is adequate parking for event staff and attendees, including disabled parking that does not interfere with the usual parking provisions for residents and/or businesses. Parking on nature strips, areas of open space and parkland is not permitted. This should be considered and outlined on your event site plan.

### **Public transport**

For public transport options contact TransLink on 13 12 30 or visit [www.translink.com.au](http://www.translink.com.au). If the event is expected to impact on public transport, please notify TransLink via [majorevents.team@translink.com.au](mailto:majorevents.team@translink.com.au). Dependent on the scale of the event, a 'park and ride' service may be required. All transport options should be communicated through the event promotion.

### **Risk Management Plan**

Council is committed to event safety and takes risk management seriously. Risk management is an important component of event planning and it is the event organiser's responsibility to complete a risk assessment prior to the event. The risk assessment should identify, assess and control risks relevant to the event. Council has prepared a Risk Planning Guide to assist with preparing a Risk Management Plan for your event.

The Queensland Government makes available a Risk Management Plan template, which can be used and downloaded at [www.qld.gov.au/about/events-awards-honours/events/running-events/](http://www.qld.gov.au/about/events-awards-honours/events/running-events/)

## 4. Promoting your event

### Marketing

If your event is open to the public, it is important to spend time developing a plan for how you will promote your event. There are plenty of options including creating a social media page, local newspapers and council's What's On webpage, [www.moretonbay.qld.gov.au/events/](http://www.moretonbay.qld.gov.au/events/)

Moreton Bay Region Industry & Tourism (MBRIT) is the official destination management organisation for the Moreton Bay Region. MBRIT run the destination website, Visit Moreton Bay Region, and associated social media pages. Visit their website for further information on how to list your event on their page: [www.visitmoretonbayregion.com.au/](http://www.visitmoretonbayregion.com.au/)

Both the council and MBRIT online events calendars are also useful tools for checking what other events may be planned at the time and in the vicinity of your event.

### Flyers and Posters

Consider designing a flyer to promote your event, which you can distribute throughout the region. Ask local businesses to display the brochures on their counters, or organise a letter box drop in the area surrounding the event. A flyer and poster template is provided in this kit.

Consider using a local printing company, as they can be cost effective when compared to printing at home.

- *Useful external resources: Local Hire*

[www.businessmoretonbayregion.com.au/directory/all-categories/event-management-and-services](http://www.businessmoretonbayregion.com.au/directory/all-categories/event-management-and-services)

### Signage

Prior to and during the event, organisers may want to display signage, such as corflute signs, to promote the event. Event organisers are responsible for ensuring signage complies with current legislative requirements. *Refer to Appendix 1 for further information.*

### Community Banners

Community banner pole sites are available for use by for not for profit and sporting organisations to advertise events within the region. For a full list of terms and conditions and to submit a booking request, visit [www.moretonbay.qld.gov.au/Services/Community-Support/Community-Banner-Poles](http://www.moretonbay.qld.gov.au/Services/Community-Support/Community-Banner-Poles)

### Local Media

Contact your local newspaper or radio station to run a story on your upcoming event. Provide the media with information including event details such as time, date, location and a description of what's happening at the event, as well as any images they can use with the story. See Appendix 2 for a list of local media outlets.

### Council Community Newsletter

Your local Councillor may be able to provide promotional support for your event through their community newsletter.

For more information contact your local Councillor at [www.moretonbay.qld.gov.au/councillors](http://www.moretonbay.qld.gov.au/councillors)

## 5. Running your event

### Run sheet

The event run sheet is a complete guide to the running of the event, and should include all event set up activities, the order of proceedings and pack down details. Each task should be allocated to a member of the team, and contact details should be included for contractors, food vendors or stage performers.

Preparing a run sheet ensures you have allocated enough time to undertake all tasks required to set up and pack down your event.

Consider inviting your local Mayor and Councillor to take part in your program and acknowledging sponsors and supporters of your event.

### Event-day safety checklist

Before opening your event to the general public, you should allow time to complete a pre-event safety checklist to double-check any potential safety issues.

The risk assessment completed during the planning phase should have identified any potential risks, which you mitigated in your event planning. The pre-event safety checklist is an opportunity to double check and address any safety concerns before the event commences.

An example event-day safety checklist template is available in this guide.

## 6. After your event

### Thank you and acknowledgement

Consider providing a letter or email thanking key stakeholders acknowledging their contribution and support towards your event.

### Event debriefs

Within a month of the event, consider arranging an event debrief with key and relevant stakeholders and contractors. This is an important step to assess what worked well, and what could be improved if conducting the event, or a similar event, in the future.

### Remit sponsorships and grants

Consider terms and conditions of any sponsorships or grants you received for the event. You may be required to remit these funds and provide update as to the outcome of this funding.

## APPENDIX 1 - Event signage (current as of 27/06/2016)

Signage advertising an event may be classified under council's local law as a Community Organisational Advertisement. A Community Organisational Advertisement is a temporary, non-illuminated advertisement which advertises a non-profit short-term event such as a fete or festival organised by a charitable, religious, educational, childcare organisation, sporting organisation or a community service organisation. Community Organisational Advertisements are a self-assessable advertisement that do not require a local law approval subject to complying with the following specific conditions and general self-assessable sign requirements. If the below self-assessable requirements cannot be met, event organisers will need to complete an *Installation of advertising devices (signs) assessed under the local law application*. Fees apply.

### Moreton Bay Regional Council Subordinate Local Law No. 1 (Administration) 2011

#### Table 2 - Self Assessable Advertisement Classification

##### Site of event

- Sign can be located on the site of the event
- Sign can be a banner (maximum area 8m<sup>2</sup>) or a rigid sign (maximum area 2.4m<sup>2</sup>)
- Only 1 sign allowed
- Sign can be displayed up to 21 days prior to the event
- Sign to be removed within 1 day after event.

##### Directional signage - displayed on a road related area

- No more than 10 advertisements are allowed
- Sign can have a maximum face area of 0.6m<sup>2</sup> (eg: corflute signage)
- Signs are only permitted in the vicinity of the event
- Signs can be displayed up to 3 days prior to event
- Signs to be removed within 1 day after event.

##### Directional signage - on rateable land (private property - other than a public place)

- There is no limit on number of signs
- Signs can be displayed up to 14 days prior to event
- Signs to be removed within 1 day after event.

#### General Self-assessable signs requirements

All self-assessable signs must:

- (a) be sufficiently secured in order to prevent a danger to pedestrians and traffic and so as not to create a public or environmental nuisance or be a health or safety risk, including in adverse weather conditions; and
- (b) not impede, in the opinion of an authorised officer of the local government, clear lines of sight to official traffic signs or other road signage, vehicles or pedestrians, road junctions, vehicle access crossovers, pedestrian crossings, or any other similar thing; and
- (c) be clear of, and not attached in any way to, or displayed on, a local government-controlled area or road, a public utility, structure, other thing or tree on or near a road, stream or other place under the control of the local government except to the extent permitted by specific conditions for that relevant sign under Table 2; and
- (d) be maintained in a good state of repair at all times, in the opinion of an authorised officer of the local government; and
- (e) not have any moving parts; and
- (f) not be illuminated; and

- (g) not obstruct access to property or cause pedestrians to need to move out from any shelter or from a footpath; and
- (h) where relevant (e.g. where the sign is not attached to a building) be placed at, or as near as possible to, the central point of the frontage to the premises to which the sign relates; and
- (i) be at least one (1) metre from the kerb alignment where a footway exists and;
- (j) not detract from the amenity of an area, be a nuisance, be obscene or be offensive, in the opinion of an authorised officer of the local government; and
- (k) be displayed in compliance with any directions specified by an authorised officer of the local government, from time to time; and
- (l) be structurally sound, designed, constructed and erected to a standard that will withstand expected wind loadings, tension and shear forces, in the opinion of an authorised officer of the local government.

It is a condition of any approval granted by the local government to display a Self-Assessable Sign, that the person who displays that sign (**responsible person**) acknowledges and agrees to;

- (a) indemnify the local government and its officers, employees and agents against any liability, loss or damage, arising directly or indirectly from, and any costs and expenses (including legal expenses on a full indemnity basis) incurred in connection with their display of the sign. This indemnity extends to any loss of or damage to real or personal property, or injury to, or death of any natural person caused or contributed to by the display of the sign; and
- (b) maintain public liability insurance cover for a sum not less than \$20,000,000.00 at all times during which the responsible person displays the sign;
- (c) provide evidence of the insurance policy referred to in (b) above, to an authorised officer of the local government, upon request.

**APPENDIX 2 - Local Media Contacts** (current as of 21/04/2020)

Local Media	
Publication	Email
Pine Rivers Press/ North Lakes Times	<a href="mailto:editorial@pineriverspress.com.au">editorial@pineriverspress.com.au</a>
Caboolture Shire Herald	<a href="mailto:editorial@cabooltureherald.com.au">editorial@cabooltureherald.com.au</a>
Redcliffe & Bayside Herald	<a href="mailto:editorial@redcliffeherald.com.au">editorial@redcliffeherald.com.au</a>
North-West News	<a href="mailto:editorial@northwestnews.com.au">editorial@northwestnews.com.au</a>
MyTown Magazine	<a href="mailto:dan@mytownmagazine.com.au">dan@mytownmagazine.com.au</a>
North Lakes Messenger	<a href="mailto:editor@northlakesmessenger.com.au">editor@northlakesmessenger.com.au</a>
Hills Echo	<a href="mailto:katie@hillsecho.com">katie@hillsecho.com</a>
Village Pump	<a href="mailto:vpump@bigpond.com.au">vpump@bigpond.com.au</a>
Dayboro Grapevine	<a href="mailto:editorial@dayborograpevine.com.au">editorial@dayborograpevine.com.au</a>
Kilcoy Sentinel	<a href="mailto:kilcoysentinel@gmail.com">kilcoysentinel@gmail.com</a>
Redcliffe Guide	<a href="mailto:editor@redcliffe.net">editor@redcliffe.net</a> <a href="mailto:info@redcliffe.net.au">info@redcliffe.net.au</a>
101.5FM	<a href="mailto:radio@1015fm.com.au">radio@1015fm.com.au</a>
99.7FM	<a href="mailto:Media997fm@gmail.com">Media997fm@gmail.com</a>
Feature Magazine	<a href="mailto:Editor@featuremagazine.com.au">Editor@featuremagazine.com.au</a>
The Bribie Islander	<a href="mailto:editor.thebribieislander@gmail.com">editor.thebribieislander@gmail.com</a>



### APPENDIX 3 - Events Queensland Resources

There are several templates provided by the Queensland Government as support and guidance materials only.

Event organisers have ultimate responsibility to implement appropriate governance and management processes to ensure that events are managed professionally and with respect to financial, risk, legal and administrative accountability.

Best practice guidelines and templates for the following can be found on the QLD Government [website](#):

- Bump & run
- Event budget template
- Event management plan
- Event site plan
- Final report
- Incident report form
- Inclement weather and cancellation plan
- Marketing and communications plan
- Order of proceedings
- Pre-event site inspection checklist
- Risk management plan
- Safety checklist for outdoor event