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EVENT MANAGEMENT PLAN

Bali Hai



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This Event Management Plan (the 'management plan') is based on Douglas Shire Council's Standard Event Management Plan Template. It outlines the procedures to be followed by event organisers hosting events at Bali Hai, along with site-specific guidelines and provisions.

Designed as a guide for event planning, it also serves as a framework for developing event-specific management plans. The management plan aims to ensure the safety and protection of event participants, organisers, and the general public.

The following sections of this management plan are to be completed for each event booking. The management plan must be returned to the Property Manager at least 5 business days prior to the scheduled event.

All guests and staff are required to adhere to the provisions of the management plan. Non-compliance will result in enforcement actions, which may include eviction of guests, staff disciplinary actions, or penalties.

Property Manager: Executive Retreats

Contact Number: 07 4098 1418 or 0407 966 038

Email Address: info@executiveretreats.com.au

INTRODUCTION

Event Information

Event Name	
Date	
Event Organiser	
Contact Details	

EVENT DETAILS

2.1. Event description

Outline of your event. Eg. duration, type of event, etc.:

-

2.2. Event Start and Finish Times

-

2.3. Participant Details

Excluding employees/sub-contractors associated with the function, the maximum number of persons attending the Function facility is limited to two hundred (200) persons at any one event, at any one time. Provide total number of participants.

2.4. Function Facility Operations

The Function facility can only under the following conditions:

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- a. All functions must cease by 10:30pm. Apart from those people associated with the Dwelling or Short Term Accommodation, all guests attending the Function Facility (including employees) must depart the premises by 11:00pm that evening;
- b. Function facility employees may attend the day prior to, during the day or the day after an evening function to setup and pack away equipment. At all such time the employees must behave in an orderly and quiet manner;
- c. Only one function (either an evening function or a daytime function) is to be held per day;
- d. A maximum of four (4) functions catering for more than 80 persons are to be held per calendar month¹; and
- e. No persons are permitted to stay on and either reside or camp on the premises other than the accommodation of persons associated with the Short-Term Accommodation.

2.5. Transportation

For functions of more than fifty guests, with the exception of disabled persons utilising self-drive or assisted driver transport, a bus shuttle is to be provided for the majority of guests, unless otherwise approved by the Chief Executive Officer. Attendees are to be transported to and from their place of accommodation.

2.6. Parking

All vehicles associated with events must be parked on the land generally in the area nominated on the Plan included under Attachment A - Function Facility Parking. Parking of vehicles on Syndicate Road, Miallo is not permitted. All access and egress to the property must only be from the existing access to Syndicate Road, Miallo.

2.7. Ablution Facilities

All events catering for more than fourteen (14) persons must provide additional, sufficient toilets facilities with an adequate supply of toilet paper, potable water and soap for the event and be maintained during each event.

2.8. Power Generators

All power generation devices are to be positioned and housed (including noise attenuation material) so as to mitigate noise nuisance to sensitive uses located in the surrounding area. All fuels must be stored in an undercover, secure and bunded location at all times.

2.9. Insurance

Please include a copy of your insurance:

Insurer			
Address			
Phone		Fax	
Email			
Policy Number			

¹ Property Manager to monitor and regulate.

Public Liability Value and Asset Value:	
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EVENT REQUIREMENTS

3.1. Communication Procedures

How will you communicate with the participants and event staff during the event:

-

How will you communicate with the public:

-

How will communication be conducted in the event of an incident?

-

3.2. Incident/Accident Procedures

What is to happen in the case of a major and minor incident?

-

Will portable fire protection equipment be located throughout the venue?

-

3.3. Incident Management Contacts

Position	Name	Contact
Event Organiser		
Police	Mossman Police Station 4-6 Bow Street Mossman QLD 4873	Monday – Friday 8:30am-3:00pm (07) 4098 2177; otherwise call 000
Ambulance	Northern Regional Office	07 4032 8615; or otherwise call 000
Fire	Port Douglas Fire Station	(07) 4213 3600; or otherwise call 000
Hospital	Mossman Hospital 9 Hospital Street Mossman QLD 4873	(07) 4084 1200

3.4. Incident Reports

Incidents are to be recorded in the following format:

Date & Time of Incident	Description of Incident	Persons Involved (Name, address, ph)	Action taken

PUBLIC HEALTH

4.1. Catering

Will offsite catering be provided?

Business/Vendor Name	Contact Phone	Type of Food	Council Permit

4.2. Alcohol

If you intend to sell or supply alcohol at your event you may be required to obtain a liquor licence, two months prior to the event, from the Department of Racing, Gaming and Liquor.

Will alcohol be available at your event?

If yes, will it be sold and consumed or BYO?

4.3. Waste Management

If you require bins and waste disposal you will need to organise this with a Waste company of your choice, or otherwise the Event Organiser must arrange removal and disposal of the waste at a regulated facility.

What arrangements have been made for extra bins?

What arrangements have been made for removal of rubbish?

4.4. Nuisances (Noise, Dust, Light, Odour)

Describe activities/mechanisms likely to create a nuisance.

How will any potential nuisances be monitored, minimised or controlled?

PUBLIC SAFETY

5.1. Lighting and Power

Adequate lighting is required for all events/venues including darkened events. Should electrical supply fail, auxiliary battery or generators should be on standby for powering lights and communication systems.

Do you have emergency lighting/power: Yes No

If yes, describe the system:

Certified Electrician:	Phone:
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5.2. Security and Crowd Control

Different events will require different types or combinations of security. Private events such as weddings are not expected to require security and crowd control. The event organiser will need to look at the risks involved by considering 'What could happen' and 'What if' scenarios.

What type of security has been selected for the event? Number of security at event:

Company Name:	Licence details:
Contact :	Phone:
Police contact :	Phone:

5.3. Fireworks & Pyrotechnics

Fireworks are not permitted on the property.

CONTINGENCY

Should there be any negative impacts on your event, ensure you have considered a contingency plan.
i.e. rain, loss of power, alternative venue.

RISK ASSESSMENT

This template will assist you to identify the associated risks as well as document how you plan to control or eliminate these risks. It will protect not only you and your staff, but also those attending your event, the environment and the reputation of everyone involved.

To complete this template you may need to replicate or print multiple copies of the below table to ensure that all risks have been captured. Please ensure that following areas have been addressed:

- Bump-in (set-up of event)
- All activities taking place
- Licensing of activities (liquor, noise, etc)
- Incident procedures/ Emergency Plans (focus on communication, especially warning, arrangements include: First Aid)
- Bump-out (pack-down)

Determine Risk Score

		Criteria	Consequence (C)				
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Critical
		<i>Medical</i> (Will someone get hurt?)	Treatment – immediate with full recovery	Health Professional – immediate with full recovery	Short term hospital or convalescence – with full recovery	Long term hospital or convalescence with less than full recovery	Death
		<i>Damage to Plant/ Equipment</i> (Will something get broken?)	Minor repair	Equipment out of service for 1 day	Equipment out of service for 1 week	Equipment out of service for weeks	Not repairable
		<i>Environmental Impact</i> (Will it damage the Environment?)	Limited loss of individual plants/ animals.	Self repair of ecosystem or landscape in 6 months	Self repair of ecosystem or landscape in 12 months.	Recovery of ecosystem or landscape with support	Ecosystem or landscape will not recover.
		<i>Newsworthy</i> (Might is make the media?)	Organisation	City	Region	State	Nation
Likelihood (L)	A	Almost certain to occur	M (11)	H (16)	H (20)	VH (23)	VH (25)
	B	Likely to occur frequently	M (7)	M (12)	H (17)	H (21)	VH (24)
	C	Possibly and likely to occur at some time	L (4)	M (8)	M (13)	H (18)	H (22)
	D	Unlikely to occur but could happen	L (2)	L (5)	M (9)	M (14)	H (19)
	E	May occur in rare and unusual circumstances	L (1)	L (3)	L (6)	M (10)	M (15)

Determine Risk Treatment Guide

Once the Risk Score has been determined, use the table below to plan and implement treatments based on the following:

Risk Score	To reduce the risk, you must	
VH – Very high	Act immediately to reduce the risk by Elimination, Substitution or Engineering – and support these by administrative controls.	Reliance on Procedural and/or Personal Protective Equipment is not acceptable.
H – High	Act soon to reduce the risk by Elimination, Substitution or Engineering and supported by administrative controls.	Procedural or Personal Protective Equipment must not be the permanent control.
M – Medium	Take reasonable steps to reduce the risk until Elimination, Substitution or Engineering controls can be implemented. Procedural or Protective Equipment (PPE) can be put in place.	
L – Low	Take reasonable steps to reduce or monitor the risk at the source. Permanent controls include Elimination, Substitution, Engineering, Procedural or Personal Protective Equipment.	Procedural or Personal Protective Equipment may be the permanent control.

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Running Sheet Process/Task/Activity What activities are you doing?	Risk	Risk Description 1. What might happen? 2. How it might happen? 3. Why it might happen?	Risk Score (a risk score captures the likelihood of a consequence) See below for guidelines			Risk Control/Treatment (Use the Determine Risk Treatment, page three)
	Yes or No		C	L	Given existing controls	
Eg. Birthdays party with marquee	Y	1. Break irrigation pipe 2. Pegs 3. Pegs too long	3	C	M(13)	Sand bags instead of pegs.

