

**EVENT MANAGEMENT ASSESSMENT CHECKLIST**

Event Management Assessment Checklist		
<b>Event Name</b>	<b>Hervey Bay Offshore Superboat Race</b>	
<b>Event Type</b>	<b>Offshore powerboat race</b>	
<b>Event Location</b>	<b>Hervey Bay, Torquay-Urangan</b>	
<b>Event Date</b>	<b>29 &amp; 30 November 2014</b>	
<b>Event Start Time</b>	<b>29/11/14: 1200</b>	<b>30/11/14: 1045</b>
<b>Event Finish Time</b>	<b>29/11/14: 1245</b>	<b>30/11/14: 1330</b>
<b>Event Setup Time</b>	<b>29/11/14: 1100</b>	<b>30/11/14: 1000</b>
<b>Event Pack down Time</b>	<b>29/11/14: 1300</b>	<b>30/11/14: 1400</b>
<b>Name of Assessing officer</b>		
<b>Date of Assessment</b>		
Assessment Area	Check (tick)	Notes
<b>1. Event Plan</b>		
Has a plan been provided to QPWS including the following considerations?		
1. Participant Entry fee details		Not applicable – no event specific entry fee charged
2. Communication plan	✓	Incorporated in Operations Plan previously provided
3. Promotions/Media Plan		None prepared
4. Site Plan including signage, stations, safety, personnel etc	✓	Incorporated in Operations Plan previously provided
5. Set-up & pack down procedures/times	✓	Incorporated in Operations Plan previously provided
6. Traffic Management Plan/procedures		Not applicable
7. Event personnel	✓	Incorporated in Operations Plan previously provided
8. Emergency/Safety Plan	✓	Incorporated in Operations Plan previously provided
9. Participant briefing - including Code of Conduct	✓	Incorporated in Operations Plan previously provided
10. Catering/accommodation requirements		Not applicable
11. Waste management	✓	Incorporated in Environment Management Plan previously provided
12. Environmental management	✓	Incorporated in Environment Management Plan previously provided
13. In-kind contributions		Not applicable
14. Infrastructure & equipment requirements	✓	Incorporated in Operations Plan previously provided
15. Any cordoning off of areas/creation of exclusion zones?	✓	Incorporated in Operations Plan previously provided
16. Insurance details	✓	Required insurance cover is held
<b>2. Liaison with QPW Staff</b>		
Do any specific liaison requirements between QPWS and the applicant need to be discussed?		Not applicable
Does a pre-event site meeting need to be arranged to discuss any part of the event		Not applicable

proposal?		
Does an event logistics/running sheet need to be provided to QPWS prior to the event?	✓	Incorporated in Operations Plan previously provided
Are there any QPWS pre or post event reporting requirements (e.g. injuries, number of participants)?		Not applicable
<b>3. Promotions/Media Plan</b>		
Does the promotions plan have a clear statement of goals & behaviour?		Not applicable
Are there any pre-event promotions activities &/or public notice requirements?		Not applicable
Are there any promotions activities during the event?		Not applicable
Are there any promotions activities after the event?		Not applicable
<b>4. Signage</b>		
Is the applicant's signage appropriate for the event/setting (i.e. colour, design, and size)?		Not applicable
Does the signage display the correct messages (i.e. direction, behaviour, safety etc)?		Not applicable
Will the signage be installed correctly?		Not applicable
<b>5. Traffic Management</b>		
Is the traffic management plan appropriate for the event?		Not applicable
Does the plan provide an estimate of expected vehicle no's?		Not applicable
Will traffic management impact on other park users (e.g. space available, safety)?		Not applicable
<b>6. Event Timing</b>		
Is the event timing likely to impact on other?		No
1. Set-up time/ arrival		
2. Event Start time		
3. Event Finish time		
4. Pack down times		
Are there any alternatives times or dates for the event?		No
<b>7. Event Infrastructure &amp; Equipment</b>		
Is any infrastructure required for the event	✓	Incorporated in Operations Plan previously provided
Is any equipment required for the event	✓	Incorporated in Operations Plan previously provided
Does the event require any 'cording off' of areas or the creation of exclusion zones preventing any use by other park visitors?	✓	Incorporated in Operations Plan previously provided
<b>8. Event Personnel</b>		
What event personnel are required? (see below)		
1. Event Co-ordinator	✓	
2. Traffic Marshalls		
3. Participant/briefing marshals	✓	

4. Event marshals/signage		
5. Sweepers		
6. Event marshals	✓	
7. Medical personnel	✓	
8. Support/Catering personnel		
9. Others?		
<b>10. Emergency/Safety Plan</b>		
Is the event emergency/safety plan/procedures appropriate for the hazards & risks of the event?	✓	<b>Incorporated in Operations Plan &amp; Risk Assessment previously provided</b>
Does the applicant have emergency response and communication procedures in the event of an emergency?	✓	<b>Incorporated in Operations Plan previously provided</b>
Is the communication equipment adequate for emergency response?	✓	<b>Incorporated in Operations Plan previously provided</b>
Do emergency services have to be notified before and after the event (ambulance/police)?	✓	<b>Incorporated in Operations Plan previously provided</b>
Are First Aid kits available at appropriate locations during the event?	✓	<b>Incorporated in Operations Plan previously provided</b>
Are adequately trained medical personnel available at appropriate locations during the event?	✓	<b>Incorporated in Operations Plan previously provided</b>
Are adequate food/drink stations provided for the participants as required (e.g. Running Australia standard is every 5km)?		<b>Not applicable</b>
Has emergency vehicle access been considered?	✓	<b>Incorporated in Operations Plan previously provided</b>
If relevant, have considerations for people with disabilities been required?		<b>Not applicable</b>
Is there Check in-check out procedures for participants?	✓	<b>Incorporated in Operations Plan previously provided</b>
Will all injuries be recorded and reported to QPWS after the event?		<b>No</b>
<b>11. Participant briefing &amp; Code of Conduct</b>		
Has a Code of Conduct for participants been developed for the event that includes safety and behavioural guidelines?	✓	<b>Incorporated in Operations Plan previously provided</b>
<b>12. Catering &amp; Facility Requirements</b>		
Will catering be provided for the event?		<b>No</b>
Are QPWS accommodation facilities required for the event?		<b>No</b>
Are any other QPWS facilities required for the event?		<b>No</b>
<b>13. Waste Management</b>		
Are there established litter removal procedures?	✓	<b>Incorporated in Operations Plan and Environment Management Plan previously provided</b>
Are the facilities adequate for the event e.g. toilets?	✓	<b>Incorporated in Operations Plan and Environment Management Plan previously provided</b>
Are there any recycling provisions?		<b>No</b>

#### 14. Sponsorship & Prizes

Is there any sponsorship of the event? (details)	✓	Yes, sufficient to meet operating expenses
Are prizes available?		No

#### 15. Environmental Impacts

Will this event interfere with natural/cultural features or values during the running of this event?		No
Are there any mitigation actions required by the Operator due to impacts of the event?		Not applicable

#### 16. Social Impacts

Are there any potential crowding Impacts and or//considerations		No
How many spectators are expected at the event?	✓	3,000-4,000
Will there be any impacts on the amenity of other park users?		No
Will there be any impacts from an increase in the noise levels due to the event?(use of amplifiers, cheering)		No