

Festival and Event Site Planning Workshop

Thursday 18th September 2008

Overview

The Festival and Event Site Planning workshop will provide event organisers with an understanding of the key issues associated with planning a safe and effective site plan. Regulatory authorities and event experts will provide the latest information on event good practise, legal compliance requirements, and practical examples of event site planning.

Date, Time, Venue

Date: Thursday 18 September, 2008

Time: 9.30am – 4.30pm

Venue: Melbourne Town Hall, Yarra Room, Level Two, Swanston Street, Melbourne

Who should attend?

Event and festival organisers including local/state government, community and commercial event organisers. Officers with a compliance/regulatory role with events.

Cost

Full day registration: \$175 (includes GST)

Price includes workbook, lunch and refreshments

Workshop Outline

Morning session:

Regulatory authorities will outline requirements relating to safe site planning requirements including:

- Building Commission and Municipal Building Surveyors Group
- Gas Safety Victoria
- Electrical Safety Victoria
- Liquor Licensing (Consumer Affairs Victoria)
- Food Safety (Dept Humans Services)

Afternoon session:

- Event case studies
- Practical workshop of event site planning
- Event accessibility
- The hirers perspective

Workshop Topics

- Event site plan compliance, health and safety issues associated with:
 - Gas and electrical safety
 - Temporary structures
 - Environmental management
 - Liquor control
 - Accessibility
 - Food and beverage safety
 - Health issues
 - Traffic and pedestrian management
 - Bump in and bump out procedures
- Technical and regulatory issues
- Effective stakeholder management
- Documenting site plans
- Site plan checklists
- Case studies

Supported by:



Further information

For further information please contact:

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Event Site Planning Workshop AGENDA

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| 9.15am | Registrations | |
| 9.30am | Welcome and introductions | Tracey Hull |
| 9.45am | Building Commission & Building Surveyors Group | Stephen Hempel/David Kearsley |
| 10.15am | Event Gas Safety (ESV) | Alan Peacock/Doug Rennie |
| 10.45am | Morning tea | |
| 11.00am | Event Electrical Safety (ESV) | Michael Bull |
| 11.35am | Liquor Licensing Victoria | Neil Taylor |
| 12.00noon | Food Safety (DHS) | Victor Dipola |
| 12.30pm | Lunch | |
| 1.15pm | Triple J Waterfront City Case Study | Alison Fraser |
| 1.50pm | Event Site planning workshop | Sandro Meloni |
| 2.30pm | Presentation of each site plan and discussion | |
| 2.55pm | Afternoon break | |
| 3.05pm | Event Accessibility | Bernie Clifford |
| 3.35pm | Supplier – Harry the Hirer | Anthony Pezzimenti |
| 4.00pm | Panel discussion and questions | |
| 4.20pm | Evaluation, feedback | Tracey Hull |
| 4.30pm | Finish | |