Moorabool
Shire Council

Community Event Guide



Updated November 2026

Acknowledgement

Council respectfully acknowledges the Traditional Owners of the land which includes the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present and emerging.

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Section One.

Applying for an Event Permit

This Guide has been developed to support event organisers in planning events within Moorabool Shire. It provides information on Council requirements and permit processes, and assists organisers to plan and deliver safe, successful and well-managed events. The guide supports the implementation of Council's Events Management Policy; however, organisers should refer to the Policy to understand their responsibilities and Council's requirements.

Event organisers are encouraged to support local businesses, suppliers and service providers wherever practicable and to consider how the event contributes to the social, cultural and economic wellbeing of the community.

This Guide:

- outlines Council's event permit requirements
- identifies permits and approvals that may be required from other authorities
- highlights key responsibilities and considerations for event organisers
- provides guidance to support event planning and delivery.

Disclaimer: This guide supports the implementation of Moorabool Shire Council's Events Management Policy as a guide to managing community events. Council recommends event organisers seek information from a variety of sources and obtain appropriate professional advice where relevant. In addition to the information contained in this document, event organisers must show a duty of care and sound judgement when planning events. Council acknowledges there may be other requirements that exist that are not contained in this Guide. It remains the event organiser's responsibility to seek additional information where required, ensuring all approvals, permits and licenses have been obtained. This Guide may change. The event organiser is responsible in ensuring they have the latest edition. Information in this Guide is suggested in good faith and aims to encourage good practice, increased knowledge and understanding of event management.

Privacy: Moorabool Shire Council is committed to protecting your privacy and the responsible handling of your personal information. This commitment is supported by laws dealing with personal information that may be collected by the Council in undertaking its statutory functions and other activities.

Complaints: Moorabool Shire Council welcomes feedback as an opportunity to improve its service to the community. Council monitors its performance and is committed to continuous improvement. Complaints and feedback can be submitted online, by email, post, phone or in-person. More information can be found on Council's website. Council manages complaints in accordance with its Complaint Handling Policy.

Event permit requirements

What is an event?

An event is a planned activity, gathering or occasion that takes place wholly or partly on public land owned by Moorabool Shire Council, including roads, footpaths, parks and reserves.

When is a permit generally required?

A Council Event Permit is generally required if an event is publicised, involves event infrastructure, requires traffic management or road closures, or includes any of the following activities:

- concerts, performances and shows
- corporate promotions and activations
- cultural and community events
- commemorative and memorial events
- fundraising events
- markets
- one-off sporting events
- public social gatherings with or without temporary infrastructure
- active recreation events, including cycling, running, park runs, walking, hiking and similar activities that require event infrastructure, road closures, traffic management, restrict public access to, or have exclusive use of a park, reserve, roadway or other public space.

A permit is generally not required for:

- an ad-hoc gathering in a public place
- a private or public gathering of members of the public in a facility, venue, indoor space or outdoor space for ordinary, day-to-day operations, use, activities, or services
- a private gathering, such as a family gathering, birthday, wedding, or funeral
- a routine religious gathering or ceremony
- seasonal use of recreational facilities by schools and registered sporting clubs
- active recreation activities, including cycling, running, park runs, walking, hiking and similar activities where participants comply with applicable road rules and the event does not require road closures, traffic management, event infrastructure or exclusive use of public land
- an event proposed on privately owned land or land managed by the Department of Energy, Environment and Climate Action (DEECA) or Parks Victoria (unless there is significant impact to the community or a Place of Public Entertainment (POPE) Occupancy Permit is required).

Traffic, road closures and parking considerations

Road closures and traffic management

Single-day road closures, particularly on Sundays, are generally preferred. Road closures of two or more days will be considered on a case-by-case basis, taking into account the economic and community benefits of the event, as well as potential impacts on residents, businesses and road users.

As part of the assessment process, event organisers will be required to undertake business and community engagement. Further information on traffic management, road closures and consultation requirements is provided in the Traffic Management and Road Closures section (page 20).

Parking, access and inclusion

Event organisers must consider parking requirements and minimise impacts on surrounding areas. Appropriate accessible parking and pick-up/drop-off areas must be provided to support events that are accessible, inclusive and welcoming for all, including people with disability, older adults, parents and carers with prams, and people from culturally and linguistically diverse (CALD) communities.

Event organisers must promote lawful and safe parking practices. Vehicles must not obstruct emergency access, driveways, footpaths, intersections, fire hydrants or pedestrian access. Parking enforcement may be undertaken by Council Authorised Officers and/or Victoria Police.

Public transport

If an event is likely to affect public transport services, including changes to routes, timetables, stops or service availability, the relevant public transport operator must be notified. This may include Public Transport Victoria (PTV), V/Line or other transport providers.

Roles and responsibilities

The Events and Tourism Officer is Council's primary contact for event enquiries and permit applications. The Officer coordinates the assessment of event applications across relevant Council departments, provides guidance throughout the application process and assists organisers in understanding Council requirements.

The event organiser is the person, group or organisation responsible for planning and delivering an event. The event organiser is responsible for:

- obtaining any required permits and approvals
- maintaining appropriate insurance, including public liability insurance
- complying with permit conditions and relevant legislation
- ensuring the event is conducted safely
- developing and implementing appropriate event management, risk management, emergency management and waste management plans

- consulting with affected residents, businesses and other stakeholders where required
- ensuring staff, volunteers, contractors, suppliers and service providers understand their responsibilities
- managing the event site before, during and after the event, including cleaning and reinstatement
- complying with all conditions issued as part of an Event Permit.

Canvassing or lobbying Councillors or Council officers outside the formal event permit process will not influence the assessment or outcome of an application.

Permit timelines

Event advertising, promotion, ticket sales and public announcements must not commence until Council has issued an event permit. To allow sufficient time for assessment and outcome, event permit applications must be submitted within the below timeframes. These timeframes are a guide only, and early applications are encouraged.

Event impact	Event conditions	Application deadline
Low impact Examples of low impact events include regular farmers market, fundraising sporting events.	To be classified as low impact, events must meet **all conditions** below: • Less than 250 people in total. • One-day event. • No road closures. • Less than five (5) temporary structures and no larger than 3m x 3m. • Minimal waste - less than five (5) x 240L bins. • Single location. • No alcohol. • Food and beverage sales. • Outside fire danger or extreme weather periods.	**Eight (8) weeks prior to advertising the event**.
Medium impact Examples of medium impact events include small community festivals, cross-country events, outdoor cinema events.	To be classified as medium impact, events may meet **any** of the conditions below: • 250 – 1,000 people in total. • One or more days. • Road closures, parking and/or pedestrian impacts. • Temporary structures. • Amusement rides or inflatables. • Up to 10 x 240L bins. • Portable power, gas appliances. • Trading. • Amplified sound. • Single or multiple locations. • Sporting or high-risk activities. • Supply or sale of alcohol. • Food sales.	**Four (4) months prior to advertising the event**.

	• Declared fire danger period or in extreme weather periods.	
High impact Examples of large impact events include large community festivals, major events, or festival.	To be classified as high impact, events may meet **any** of the conditions below: • More than 1,000 people in total. • One or more days. • Road closures, parking and/or pedestrian impacts. • Temporary structures. • Amusement rides or inflatables. • More than 10 x 240L bins. • Portable power, gas appliances. • Trading. • Amplified sound • Single or multiple locations. • Sporting or high-risk activities. • Supply or sale of alcohol. • Food sales. • Fireworks. • Declared fire danger period or in extreme weather periods.	**Six (6) months prior to advertising the event**
Place of Public Entertainment (POPE) Occupancy Permit	A POPE may be required. This will be assessed by Council as part of the event permit application process.	**Eight (8) weeks prior to advertising the event**

Assessment

Council will assess the application in consultation with relevant Council departments, emergency services, regulatory authorities and other stakeholders.

Additional information may be requested during the assessment process.

High impact events

High impact events may be subject to additional assessment by Council. Organisers may be required to provide information demonstrating the event's economic, community and environmental benefits, as well as its financial sustainability.

Council may consider the following matters when assessing high impact events:

- visitor economic return: Direct spending by visitors who identify the event as a main reason for visiting Moorabool Shire.
- visitor return: The percentage of visitors who intend to return to Moorabool Shire for leisure purposes.

- local business participation: How local businesses registered within Moorabool Shire have been considered when selecting suppliers, contractors and service providers. A guide of 30% or more local participation is encouraged where practical and available.
- community benefit: The percentage of local residents who attend and participate in the event.
- financial sustainability: Whether the event budget demonstrates positive cash flow and the financial viability of future events.
- environmental and social sustainability: The extent to which the event demonstrates positive environmental, social and economic outcomes.

Organisers may be required to provide an event budget, procurement information and details of how local suppliers and businesses have been considered.

Multi-year permits

Established events with a demonstrated history of compliance may be eligible for a multi-year event permit up to three years, subject to Council approval. Multi-year permit holders must provide an updated Public Liability Insurance Certificate of Currency each year and confirm that no material changes have been made to the event or plans. New events are not eligible for multi-year permits.

Council facilities

Moorabool Shire offers a range of parks, reserves, community halls and recreation facilities that may be available for events. Applicable fees apply in accordance with Council's adopted Fees and Charges Schedule. Information regarding venue bookings can be obtained from Council's Events and Tourism Officer.

Event organisers should note that:

- Council-owned and managed parks, gardens and reserves generally do not provide access to power or water. Organisers are responsible for arranging any services required for their event.
- public open spaces are shared community assets.
- where an event proposes to restrict public access through fencing, admission charges or exclusive use of a space, organisers must demonstrate a clear community benefit and provide justification for the restriction.

Site management, cleaning and reinstatement

Event organisers are responsible for maintaining the event site in a clean, safe and orderly condition during event preparation, delivery and pack-down.

Organisers must:

- ensure event activities, infrastructure and contractors do not damage Council land, assets or infrastructure
- monitor and manage hazards arising from event activities
- remove all event waste and litter

- leave the site clean, safe and in the same condition as it was provided
- reinstate any affected areas to their original or best possible condition.

Damage may include, but is not limited to:

- damage to bollards, fences, gates, light poles and other infrastructure
- stains or damage to roads, footpaths and hard surfaces
- damage to lawns, trees, garden beds and irrigation systems
- abandoned event infrastructure, materials or waste
- damage to assets surrounding the event site.

Event organisers are responsible for all costs associated with cleaning, repairing or reinstating Council land and assets resulting from the event, including damage caused by attendees, contractors, suppliers and service providers.

Where a bond has been paid, Council may use the bond to recover costs associated with cleaning, reinstatement or rectification works. Any costs exceeding the bond amount will be invoiced to the event organiser. Where no reinstatement or rectification works are required, the bond will be refunded in full.

Council inspections

Council may undertake pre-event and post-event inspections of event sites, roads, footpaths, parks, gardens, associated infrastructure and food vendors to assess site conditions, reinstatement requirements and compliance with the Food Act.

Pre-event inspections may identify existing hazards or defects. While Council will endeavour to address defects that present an immediate risk, it cannot guarantee that other hazards will not arise before the event.

Post-event inspections may be undertaken to assess any cleaning, reinstatement or rectification works required following the event.

Cancellations

Council does not provide wet weather alternative arrangements. Refunds will not be provided where an event is cancelled, postponed or does not proceed.

Outcome

Following assessment, Council may:

- issue an Event Permit with or without conditions
- request additional information or changes to the application
- decline the application.

Event organisers must comply with all permit conditions and event documentation.

Council may modify, suspend, revoke or cancel an Event Permit where:

- permit conditions are not complied with

- relevant laws or statutory requirements are breached
- information provided in the application is inaccurate, misleading or incomplete
- emergency management advice indicates that the event should not proceed
- site conditions are unsuitable
- the event has significant adverse impacts on residents, local businesses, public assets or the environment.

Section Two.

Supporting Documents

This section outlines the documents that are required as part of an Event Permit application and provides guidance on their preparation. Depending on the nature of the event, additional information or supporting documentation may also be required.

Required documents

- site plan
- event management plan
- risk management plan
- emergency management plan
- evidence of first aid arrangements
- waste management plan
- public liability insurance certificate of currency
- accessible events checklist
- public notifications

The easiest way to prepare the supporting documents is to use the templates available on Council's website by clicking here. Templates are provided for selected supporting documents; where a template is not available, event organisers may use their own format, provided all required information is included. Alternatively, event organisers can use their own templates.

Supporting documents are uploaded when completing the online Event Permit Application.

Where applicable, the following may be required:

- temporary traffic changes and closures including:
  - traffic management plan
  - memorandum of authorisation
  - evidence of consultation
  - final notification
  - parking management plan
- working with children check
- fireworks documentation
- amusement rides documentation
- Place of Public Entertainment (POPE) occupancy permit
- additional documents and permits
- other documents as required and requested by Council.

Site plan

A site plan must show the proposed event layout and include sufficient detail for Council to understand how the event will operate, including access, movement and emergency arrangements. Details include:

- event boundaries and layout
- entry and exit points
- emergency access routes and emergency assembly areas
- temporary structures and infrastructure
- parking areas, including accessible parking and drop off points
- accessible paths of travel
- toilets and other amenities
- food and beverage areas
- first aid facilities
- information points
- directional signage
- other key event features.

Event management plan

An Event Management Plan outlines how an event will be planned, delivered and evaluated. Depending on the size and complexity of the event, the plan may include:

- event program
- event day running schedule
- site plan
- timelines
- key contacts
- communication plan

Risk management plan

A Risk Management Plan identifies, assesses and manages risks associated with the event. Risks may include:

- severe weather
- crowd management
- infrastructure failure
- fire
- hazardous substances
- public safety
- operational and reputational risks.

Emergency management plan

An Emergency Management Plan identifies potential emergency situations and outlines the procedures, resources and responsibilities for responding to them. The plan must consider:

- fire
- floods
- storms and high winds
- extreme heat and heatwaves
- medical emergencies
- infrastructure failure
- other foreseeable emergencies
- evacuation procedures
- emergency vehicle access and egress
- emergency access and exit routes, and arrangements for contacting and supporting emergency services.

Events held during the Declared Fire Danger Period must include a detailed plan for managing Total Fire Ban days and Extreme and Catastrophic Fire Danger Ratings. Organisers must consider whether the event can safely proceed under these conditions and identify appropriate control measures and contingency arrangements.

Evidence of first aid arrangements

Appropriate first aid arrangements must be considered as part of event planning and be proportionate to the size, nature and risk level of the event.

Organisers must provide evidence of the first aid arrangements that will be in place during the event. Where volunteer first aid officers are utilised, copies of current first aid qualifications must be provided. Where a commercial first aid provider is engaged, organisers must provide a booking confirmation, service agreement and/or tax invoice. Commercial first aid providers must be licensed and operate in accordance with the *Non-Emergency Patient Transport and First Aid Services Act 2003* and the *Non-Emergency Patient Transport and First Aid Services Regulations 2021*.

Useful resources

https://www.health.vic.gov.au/patient-care/first-aid-services
https://www.stjohnvic.com.au/event-health-services/

Waste management plan

A Waste Management Plan outlines how waste and recycling will be minimised, separated, collected and removed before, during and after the event. Recycling and landfill streams must be provided and kept separate throughout the event and during disposal. High impact events must engage a waste collection service.

The plan should identify:

- the types of waste likely to be generated
- waste minimisation measures
- the location and number of general waste and recycling bins
- arrangements for collection and disposal
- arrangements for cleaning the event site during and after the event.

Sustainable Events Trailer

Council's Sustainable Events Trailer is available for hire and includes waste and recycling bins to support sustainable event management. It can be requested when completing the online Event Permit application.

Public Liability Insurance Certificate of Currency

All event organisers must hold Public Liability Insurance with a minimum cover of $20 million. A current Certificate of Currency must be provided to Council as part of the event permit application and must remain valid at the time of the event.

Event organisers must agree to indemnify Moorabool Shire Council in respect of any claim indemnifiable under the policy brought in respect of personal injury or damage to property caused by an occurrence directly and solely out of the negligent acts, errors or omissions of the (hirer/event organiser) and is limited to $20 million. This extension does not extend to any negligent acts, errors or omissions of Moorabool Shire Council, its staff or agents themselves.

Event organisers are responsible for ensuring that the required insurance arrangements are maintained for the event and its associated activities, including setup and pack down dates.

Event organisers should also ensure that contractors, suppliers, food vendors, market stallholders and other participating businesses hold appropriate insurance and provide copies of their Certificate of Currency upon request.

Accessible events checklist

Event organisers must create events that are accessible, inclusive and welcoming for all including people with disability, older adults, parents and carers with prams, and people from culturally and linguistically diverse (CALD) communities.

The Accessible Events Checklist should be used when planning an event to identify and address accessibility needs. Considerations may include:

- accessibility features and access routes clearly identified on the Site Plan
- accessible parking and paths of travel
- accessible toilets and amenities
- accessible seating and viewing areas
- access to drinking water
- clear signage and information

- communication and promotional materials that are accessible to a broad audience.

Public notifications

Public notification activities must be undertaken and approved by Moorabool Shire Council to ensure that affected community members and businesses are aware of proposed event activities. This may include:

- advertising on social media and in local newspapers
- direct notification to affected residents and businesses with event organisers contact information (email and phone)
- temporary signage.

The extent, method and timing of public notification will be determined on a case-by-case basis, taking into consideration the size of the event and its potential impact on the surrounding area.

If the event involves a road closure, a separate notification process applies. Further information can be found in the Traffic management and temporary road closures section (page 20).

Temporary traffic changes and closures

Where an event impacts road users, pedestrians, cyclists or parking, and temporarily alters normal traffic or pedestrian conditions, a Traffic Management Plan may be required. Council's Events and Tourism Officer will advise during the initial consultation whether a Traffic Management Plan is required and, if so, the following process generally applies.

Steps to plan a road closure

1. Identify the road authority

   Determine if the road is managed by Council or Department of Transport and Planning using Council's Whose road is it interactive map.

2. Community consultation

   Event organisers proposing road closures must:

   - undertake consultation with affected residents, businesses and other relevant stakeholders
   - consider and implement mitigation measures to minimise disruption while maintaining the safety and operational requirements of the event
   - provide evidence of stakeholder consultation.

   Consultation involves directly contacting those impacted to inform them of the proposed event, discuss any concerns and document their feedback. Evidence may include signed consultation forms, records of discussions, email correspondence or other documentation demonstrating that affected stakeholders have been consulted.

3. Engage a traffic management company

The company must be a Department of Transport and Planning Traffic Management Accredited company. Request a traffic management plan for the road closure, outlining detours, and how traffic and pedestrians will be managed during the event.

4. Submission and outcome

Council roads:

- after completing the Event Permit Application, organisers will be instructed to complete the Moorabool Shire Council Memorandum of Authorisation (MOA) and pay the associated fee.
- an MOA will be issued.

Department of Transport and Planning (DTP) roads:

- after completing the Event Permit Application, organisers must follow the Department of Transport and Planning (DTP) process to obtain permission to hold an event on a DTP road.
- provide a copy of the permit to Council.

Depending on the nature of the event, approval from Victoria Police may also be required.

5. Final notification

Distribute final notification to affected stakeholders at least seven working days before the event by direct letter and social media, in accordance with Council requirements.

6. Implementation

The traffic management plan must be implemented by a Department of Transport and Planning Traffic Management Accredited company in accordance with appropriate legislation and standards.

Useful resources

https://www.moorabool.vic.gov.au/Building-and-planning/Roads-and-transport/Whose-road-is-it

https://www.moorabool.vic.gov.au/Building-and-planning/Roads-and-transport/Traffic-management-plans

https://transport.vic.gov.au/road-and-active-transport/business-and-industry/road-and-traffic-management/road-permits-and-charges/events-and-filming-on-roads

Parking management plan

A Parking Management Plan may be required that outlines how vehicle parking will be managed for attendees, staff, volunteers and contractors. The plan will need to demonstrate how parking demands will be managed and minimise impacts on the surrounding area.

Working with Children Check

For events where the target audience is children or young people under the age of 18, all staff, performers, contractors and volunteers must hold a current Working with Children Check (WWCC).

Event organisers are responsible for ensuring that all relevant personnel have the appropriate checks in place and that suitable child safety measures are implemented throughout the event. Council will request evidence of relevant Working with Children Checks.

Events targeted at children and young people under the age of 18 must be smoke-free and alcohol-free.

Fireworks

Fireworks are to be conducted by a licensed pyrotechnician accredited by WorkSafe Victoria. Documents required include:

- a copy of the pyrotechnicians current license issued by WorkSafe Victoria
- a copy of the WorkSafe Victoria Fireworks Discharge Form
- a copy of the pyrotechnicians current Public Liability Insurance Certificate of Currency
- a site map identifying the firing area and exclusion zones
- a risk management assessment incorporating the fireworks discharge and public safety
- approval from the CFA (during Fire Danger Period)
- notification to affected residents and businesses
- other documents are required by Council.

Useful resource
https://www.worksafe.vic.gov.au/explosives-licences

Amusement rides

Event organisers must ensure all amusement ride operators are appropriately registered and licensed to operate in Victoria. When planning amusement rides, consideration should also be given to:

- safe placement and operation of rides
- adequate space for queuing and spectator areas
- supervision and crowd management
- emergency access and egress
- site suitability and ground conditions.

Documents required related to each amusement ride include:

- proof of Public Liability Insurance
- registration certificates
- engineering certificates

- inspection certificates
- photographs of the amusement rides.

Amusement rides are considered temporary structures and must also comply with the requirements outlined under Temporary Structures (page 33).

Place of Public Entertainment (POPE) occupancy permit

Some events may require a Place of Public Entertainment (POPE) Occupancy Permit under the *Building Act 1993* and relevant Building Regulations. Council will assess POPE requirements as part of the event permit process. Additional documentation, assessment timeframes and statutory fees may apply.

A POPE Occupancy Permit may be required where an event is held in a prescribed building or prescribed place used for public entertainment.

Some community-based organisations may be exempt from obtaining a POPE Occupancy Permit where attendance does not exceed 5,000 people at any one time and the relevant exemption criteria are met.

Exemption declaration

Where an exemption applies, a signed POPE Occupancy Permit Exemption Declaration must be submitted to Council. An Exemption Declaration may also be required for some events held in outdoor areas greater than 500 m².

Whether a POPE Occupancy Permit or Exemption Declaration is required depends on a range of factors. The size of the event area alone does not determine the requirement.

Useful resource

https://www.legislation.vic.gov.au/in-force/acts/building-act-1993

Additional documents and permits

Depending on the nature, location and activities associated with the event, additional documents and permits may be required, including:

- Victoria Police approvals
- Public Transport Victoria and V/Line approvals
- Liquor Control Victoria licenses or permits
- FoodTrader registrations and notifications
- Parks Victoria permits
- Department of Energy, Environment and Climate Action (DEECA) permits
- planning permits and other statutory approvals (additional fees may apply).

Section Three.

A – Z Event Planning

Access and transport

Parking

Adequate parking can have a significant impact on the success of an event and the experience of attendees, volunteers, suppliers and nearby residents. Event organisers should consider expected attendance numbers, available parking capacity, accessibility requirements and how people will travel to and from the event.

Where on-site parking is limited, consider identifying alternative parking locations and providing clear directions through event promotions, event signage and volunteer marshals. Encouraging carpooling, walking, cycling or public transport can also help reduce parking demand.

Event organisers should plan to minimise impacts on surrounding streets and neighbouring properties and ensure access is maintained for emergency vehicles, residents, businesses and pedestrians. Where parking restrictions, temporary parking areas or traffic management measures are proposed, these should be considered early in the event planning process.

Suggested social media post

🚗 Please Park Responsibly

When attending the event, use designated parking areas and comply with all parking restrictions. Follow all parking signs and restrictions, park within designated bays, and avoid blocking driveways, footpaths, shared paths, fire hydrants, or access points. For everyone's safety, please do not park in a way that obstructs the visibility of motorists, cyclists or pedestrians. Parking enforcement may be carried out by Council Authorised Officers and/or Victoria Police. Thank you for helping us ensure a safe and enjoyable event for all.

Public transport

Where an event may affect public transport services, including bus stops, routes, timetables or service availability, event organisers should contact the relevant public transport operator early in the planning process. This may include Public Transport Victoria (PTV), V/Line or other transport providers. Early consultation can help identify potential impacts and allow sufficient time for any approvals or service adjustments that may be required.

Animals at events

Where animals form part of an event, the event organiser must ensure all activities comply with relevant state and federal legislation, industry standards and any requirements of the relevant peak body or licensing authority. Proposals involving animals will be assessed on a case-by-case basis, taking into consideration:

- animal welfare
- public safety

- suitability of the event site
- the nature and duration of the activity
- any permits, licences or approvals that may be required.

Event organisers are responsible for ensuring animals are appropriately cared for and that risks to attendees, staff, volunteers and animals are appropriately managed.

Emergency services

Emergency services may need to be consulted depending on the nature, scale and location of the event. Where an event includes road closures, impacts emergency vehicle access, or may affect emergency service operations, the relevant emergency services must be notified.

Environment and sustainability

Event organisers should take reasonable steps to minimise the environmental impact of their event and protect surrounding vegetation, waterways and Council assets. When planning an event, consider:

- reducing waste and increasing recycling opportunities
- minimising the use of single-use items
- using reusable, recyclable or compostable products and packaging
- minimising water and energy consumption
- protecting garden beds, vegetation and natural areas
- ensuring only uncontaminated water enters public drainage systems
- ensuring nothing is tied or attached to trees.

Balloons are prohibited for use or supply.

Event organisers are encouraged to support sustainable procurement practices and participate in the Victorian Container Deposit Scheme where practicable.

Food and beverage

The event organiser must ensure all businesses, community groups and vendors selling or providing food at an event are registered with FoodTrader and have submitted a Statement of Trade (SOT) for the event on the FoodTrader website. Statements of Trade must be submitted at least five days before the event.

Where potable water is not available on-site, food vendors must provide sufficient water for food preparation, cleaning and handwashing for the duration of the event. Vendors should be advised of appropriate wastewater disposal arrangements.

Event organisers should encourage food vendors to minimise waste and use reusable, recyclable or compostable packaging where practicable.

Alcohol

If alcohol is being sold or supplied at an event, the event organiser must obtain any required liquor licence from Liquor Control Victoria and provide a copy to Council. When planning alcohol service, consider:

- the location and management of alcohol consumption areas
- clear signage identifying licensed and non-licensed areas
- appropriate supervision and security measures
- the proximity of alcohol service areas to children's activities
- the availability of food and free drinking water.

All staff and volunteers involved in the service of alcohol must hold a current Responsible Service of Alcohol (RSA) qualification.

Useful resource

https://liquor.vcglr.vic.gov.au/
https://foodtrader.vic.gov.au/

Funding and grants

Council's Community Grants Program and other funding opportunities may be available. Event organisers are encouraged to research funding opportunities early, as eligibility criteria and application deadlines may apply.

Receipt of Council funding, sponsorship or in-kind support does not remove the requirement to obtain all necessary permits and approvals. Event organisers remain responsible for all applicable fees, charges and bonds unless otherwise stated in a funding agreement.

Use of Council's logo and acknowledgement

If Council has provided the event with funding and/or sponsorship, the event organiser must acknowledge Council in the promotion of the event. The use of Council's logo must be in accordance with Council's Branding Guidelines and permission must be obtained before use.

Gas

Event organisers, caterers, food vendors and contractors using Liquefied Petroleum Gas (LPG) have a responsibility to ensure it is used, stored and maintained safely. The safe use and storage of LPG is the responsibility of both the operator and the event organiser. When LPG is used at an event, organisers should ensure:

- gas cylinders are secured and stored safely
- equipment is in good working condition
- gas installations comply with relevant safety requirements
- emergency access to gas equipment is maintained
- staff and operators are familiar with safe operating procedures.

Information hub

Organisers are encouraged to provide a clearly identified information centre. Its location should be shown on the Site Plan and through event signage. An information centre may provide:

- event information and enquiries
- lost children and vulnerable persons
- lost property
- event programs and maps
- directions to key facilities and services, including first aid.

Marketing and promotion

Event organisers should develop a marketing and communication plan that identifies the target audience, promotional channels and key event messages.

As a condition of the Event Permit, organisers must promote the event on Council's Event Calendar. Instructions for submitting an event listing are available on Council's website.

Organisers are also encouraged to promote eligible events through the Australian Tourism Data Warehouse (ATDW), Australia's national tourism database. To advertise through ATDW, visit the ATDW website, create an account and submit an event listing for review. Once approved, event information may be distributed across a range of tourism and destination marketing websites, helping to increase event visibility and reach a wider audience.

Useful resources

https://www.moorabool.vic.gov.au/Events
https://www.atdw.com.au/

Sponsorship and advertising requirements

Event organisers are responsible for ensuring that event sponsorship, advertising and promotional activities are consistent with Council's requirements and support a safe, welcoming and inclusive event environment.

Council will not issue an Event Permit for events associated with or promoting:

- illegal activities
- activities that do not comply with relevant legislation or regulations
- tobacco or e-cigarette sales
- offensive or sexually explicit material
- discrimination on the grounds of sex, gender, race, age, disability or religion
- activities that violate human rights
- political parties
- gambling.

Council will consider sponsorship recognition, advertising and promotional materials on a case-by-case basis, having regard to child safety, health and wellbeing, inclusion, community expectations and relevant Council policies, strategies and plans.

Council may require changes to sponsorship arrangements, advertising or promotional materials where these are considered inconsistent with these objectives.

Noise

Event organisers must consider and minimise noise impacts on nearby residents, businesses and other users of surrounding areas, and comply with all relevant environmental and noise regulations.

Events involving amplified music or entertainment may be subject to additional requirements under EPA Victoria regulations. Organisers should refer to EPA Victoria guidance when planning events that include amplified music or live entertainment.

Occupational Health and Safety

Occupational health and safety should be considered throughout event planning and delivery. This includes ensuring:

- staff and volunteers receive appropriate information, instruction and training
- equipment and infrastructure are safe to use
- hazards are identified and controlled
- safe work practices are followed throughout the event
- incidents and safety concerns are reported and managed appropriately.

Useful resources

https://www.nationalsecurity.gov.au/crowded-places-subsite/Files/australias-strategy-protecting-crowded-places-terrorism.pdf
https://www2.health.vic.gov.au/about/publications/researchandreports/Code-of-practice-for-running-safer-music-festivals-and-events-2013
https://knowledge.aidr.org.au/resources/handbook-safe-and-healthy-crowded-places/

Photography and video recording

Event organisers should advise attendees if photography or video recording will be undertaken during the event, particularly where images or footage may be used for promotional, marketing or future event purposes. Where appropriate, consent should be obtained from individuals being photographed or recorded. Additional care should be taken when photographing or filming children and young people. Photography and video recording activities must comply with applicable privacy requirements.

Post event evaluation

A post-event evaluation helps event organisers assess the success of an event and identify opportunities for improvement. Event organisers are encouraged to seek feedback from

attendees, staff, volunteers, contractors, sponsors and key stakeholders to help evaluate the event against its objectives.

Event organisers must attend a post-event debrief if requested by Council. Debriefs may be used to review event outcomes, compliance matters and opportunities for improvement. Participation in requested debriefs may be considered as part of future event permit assessments.

Incident reporting

Event organisers must notify Council on the first business day following the event of any incidents that occurred during the event. Incidents may include:

- injury to attendees, staff, volunteers or contractors
- vehicle incidents within the event site
- damage to Council assets or the event site
- attendance by emergency services
- public safety incidents
- any other significant event-related incident.

Council may request additional information or incident reports as part of the post-event review process.

Power and lighting

Event organisers are responsible for arranging any power and lighting required for the event. All electrical equipment must be installed, operated and maintained safely and in accordance with relevant electrical safety requirements. Electrical leads and cables must be managed to prevent trip hazards, and all electrical equipment must be tested and tagged where required. When planning power and lighting, consideration should be given to:

- safe cable management
- emergency and exit lighting
- adequate lighting for event activities and pedestrian areas
- access for emergency services.

Recognition of Traditional Owners

A Welcome to Country or an Acknowledgement of Traditional Owners recognises the continuing connection of Aboriginal and Torres Strait Islander peoples to Country and acknowledges the Traditional Owners and Custodians of the land on which an event is held.

An Acknowledgement of Traditional Owners is a demonstration of respect and can be delivered by anyone. It is commonly included at the beginning of an event, meeting or formal proceeding and may also be incorporated into event programs, promotional materials or speeches.

A Welcome to Country can only be delivered by a Traditional Owner or Traditional Custodian of the land on which the event takes place. A Welcome to Country may include a speech, performance, dance or smoking ceremony.

Event organisers are encouraged to consider including an Acknowledgement of Traditional Owners or Welcome to Country as part of their event program, where appropriate.

Useful resource
https://www.firstpeoplesrelations.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners

Security personnel

The event organiser is responsible for ensuring appropriate security measures are in place for the event. Where security personnel are engaged, they must be appropriately licensed and briefed on event procedures and emergency arrangements. Depending on the nature, size and risk of the event, security requirements may include:

- crowd management
- entry and exit management
- alcohol management
- protection of infrastructure and equipment
- monitoring restricted or licensed areas
- overnight site security, where required.

Signage

Directional signage

Clear and visible signage helps attendees safely navigate the event site and locate key facilities, services and activities. Event organisers should ensure signage is easy to read and appropriately located throughout the event site. For events operating at night, signage should remain clearly visible after dark. The site plan should identify the location of all directional signage. Directional signage should clearly identify:

- entry and exit points
- toilets and accessible amenities
- first aid facilities
- information points
- drinking water
- food and beverage areas.

Promotional event signage

Council has designated wooden signage frames specifically for event promotion throughout the Shire. Event signage must:

- promote an event taking place within Moorabool Shire

- have a tourism focus, broader tourism appeal, or be a community event
- use signage made from suitable materials such as corflute, canvas or vinyl
- be no larger than 2 metres wide by 1 metre high
- include eyelets and be securely attached to the frame.

The event organiser is responsible for installing, maintaining and removing the signage. Contact Council's Events and Tourism Officer for availability and booking requirements.

Approval to use Council's signage frames does not permit the placement of signage elsewhere within the municipality. Event signage must comply with applicable legislation, Council requirements and permit conditions. Unauthorised signage may be removed, and enforcement action may be taken where necessary.

Site amenities

Toilets, shade and drinking water

Event organisers must provide free toilet facilities, shade and drinking water stations for attendees. These facilities must be accessible, inclusive, clearly identified and appropriately located throughout the event site to support patron comfort and protect attendees, staff and volunteers from sun exposure and extreme heat.

The number, type and location of facilities required will depend on factors such as the event's duration, location, expected attendance and activities. Organisers must consider these requirements when preparing the Site Plan.

Greater Western Water has mobile water stations available for some events within its service area. Further information is available on its website.

Useful resources

https://www.gww.com.au/about/community/mobile-water-stations
https://www.sunsmart.com.au/downloads/events/Festivals%20and%20outdoor%20events%20checklist_VIC_2025.pdf

Smoke free events

Event organisers are responsible for ensuring compliance with all applicable smoking and vaping restrictions. Smoking and vaping are banned in a range of public places, including outdoor dining areas and certain public event spaces. Additional restrictions may apply where food is being sold or supplied. When planning an event, organisers should:

- identify any smoke-free areas
- provide appropriate smoke-free signage
- communicate smoking and vaping restrictions to vendors, staff, volunteers and attendees
- ensure smoking does not occur in prohibited areas.

Temporary structures

Temporary structures such as amusement rides (with or without water), stages, seating, marquees, umbrellas, fencing and similar infrastructure must be fit for purpose, regularly maintained and safely installed. Event organisers are responsible for ensuring temporary structures:

- comply with relevant safety and building requirements
- are installed and used in accordance with manufacturer specifications
- are erected by suitably qualified personnel, where required
- are regularly inspected and maintained
- are suitable for the site conditions and expected weather conditions.

All structures must be adequately anchored and secured to ensure their stability and safety. Pegs or stakes must not be used on Council-managed land unless expressly authorised. Where pegging is not permitted, appropriate ballast, such as sandbags or weights, must be used in accordance with the manufacturer's specifications and relevant building standards.

Volunteers

Volunteers play an important role in the planning and delivery of many community events. Event organisers should ensure volunteers are appropriately supported, supervised and provided with a safe working environment. Volunteers should:

- understand their roles and responsibilities
- receive appropriate information, instruction and training
- be provided with adequate breaks and welfare facilities
- be aware of emergency procedures and safety requirements
- know how to report incidents and safety concerns
- be provided with a volunteer position description.

Weather

Event organisers must consider weather conditions when planning and delivering an event. This includes the potential impacts of extreme heat, heavy rain, storms, high winds, flooding and fire danger.

Organisers must monitor weather forecasts, warnings and emergency information before and during the event and implement appropriate control measures where required.

Useful resource
https://www.cfa.vic.gov.au/warnings-restrictions/fire-bans-ratings-and-restrictions/can-i-or-cant-i


Moorabool
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