

# COMMUNITY EVENT GUIDE



**UPDATED**  
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# 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.

*Front page image: Ballan Autumn Festival*

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## Introduction

Council has a responsibility to ensure events held in streets, parks, and gardens are professionally organised and safely managed. This document has been designed to assist and support event organisers and community groups. It:

- provides clarity and direction to ensure compliance with Council's requirements,
- outlines the requirements of regulatory authorities and emergency services,
- provides useful information to assist in the planning and delivery of a safe event, and
- highlights several key aspects for consideration.



Image: Blackwood Woodchop and Easter Carnival

*Disclaimer: This document has been produced by Moorabool Shire Council (Council) as a guide to managing community events within the Moorabool Shire municipality. 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.*

## What is an event?

An event is any planned activity which is open to the public, where more people than usual are found in that location.

Sporting, cultural, religious, and other gatherings that occur on a regular basis are not considered events unless the number of people involved is higher than normal, or there is a change in the type of activity being conducted.

## Roles and responsibilities

The **event organiser** is the event permit applicant who provides the public liability insurance cover for the event and indemnifies Council. They are any individual, group or incorporated body seeking authorisation to conduct an event in Moorabool Shire.

The **event coordinator** is the key contact person who delivers the event. This may be a member of the group or incorporated body, or an external party employed by the event organiser. The event organiser and event coordinator may be the same person.

It is the responsibility of both parties to ensure all required permits are obtained, that the event complies with the relevant legislation, and the event is conducted safely.

The **Events and Tourism Officer** at Council is the staff member responsible for coordinating internally with other staff and departments, to progress the event permit application. They will be your point of contact within Council, with whom you will communicate throughout the process.

## Do I need a Council event permit?

If your event will be held on public land or roads within Moorabool Shire, you **must** apply for a Council Event Permit.

Permits are required for the following activities:

- Any event on public land or roads which includes but is not limited to:
  - selling or serving food to the public,
  - selling or serving alcohol to the public,
  - playing live or amplified music in a public space,
  - use of fireworks, and
  - market stalls.
- Blocking, partially or otherwise, a footpath, or closing a road.
- Setting up a temporary structure like a marquee or using a venue for a purpose for which it is not designed.

Public or ticketed events held on private land do not require a Council Event Permit, however depending on the nature of the planned activities and the expected attendance, other permits may be required.

# Applying for the permit

## Step 1 Read this Guide to determine:

- How much lead time you need to allow when submitting your event permit application.
- What permits and approvals your event requires in addition to Council's Event Permit.

### **Permits and approvals.**

Depending on the nature and activity at your event, you may need:

- Traffic management approval either from Council and/or VicRoads.
- A Place of Public Entertainment occupancy permit (POPE) if it is in a building or enclosed public area of more than 500 square metres that is used for public assembly.
- Approval from emergency services and regulatory authorities. These could include but are not limited to:
  - Victoria Police – may be required pending the scale and impact of your event.
  - Public Transport Victoria and V/Line – required if your event will affect public transport in any way, including driver distraction components.
  - Liquor Control Victoria – required if serving alcohol.
  - FoodTrader – required for all food services.
  - Parks Victoria – required if your event includes Parks Victoria managed land.
  - Department of Energy, Environment and Climate Action (DEECA) – required if your event takes place on DEECA managed land.

If your event is planned to take place on Council managed land, will involve food and beverage sales, market stalls, and/or amplified sound of any kind, an event permit is required from Council.

### **Permit notification timelines.**

The event permit application must be submitted according to the below minimum notice period. The below is a guide only with early applications desired and welcome. Application deadline timeframes are to be calculated before the intended event marketing begins. Event permit applications made outside the minimum notice period will not be considered by Moorabool Shire Council.

| Event impact                                                                                                                                                         | Event limits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Application deadline                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Private/Low</b></p> <p>Examples of private/low impact events include family gatherings, small weddings, work parties, birthday parties, school excursions.</p> | <p>To be classified as Private/Low, events must meet <b>all limits</b> below:</p> <ul style="list-style-type: none"> <li>• No road closures or impact on normal traffic movement, including pedestrian movement.</li> <li>• No temporary structures of any kind.</li> <li>• No food or alcohol sales.</li> <li>• No stages, live music, PAs, or sound systems.</li> <li>• No portable toilets.</li> <li>• No amusement rides or inflatables.</li> <li>• No enclosed areas, fencing or ticketed/reserved entry requirement.</li> <li>• No vehicle access or parking reservation.</li> <li>• No fireworks.</li> </ul>                                                         | <p>If the event meets all these conditions, no event permit is required.</p> <p>If any condition is not met, an event permit is required.</p> |
| <p><b>Low impact</b></p> <p>Examples of low impact events include regular farmers market, fundraising sporting events.</p>                                           | <p>To be classified as Low, events must meet <b>all limits</b> below:</p> <ul style="list-style-type: none"> <li>• Less than 250 people in total.</li> <li>• No road closures.</li> <li>• Less than 5 temporary structures.</li> <li>• Minimal waste (less than 5 bins).</li> <li>• 1-day event.</li> <li>• Single location.</li> <li>• No alcohol.</li> <li>• Food and beverage sales (class 1 or 2).</li> <li>• Outside fire danger or extreme weather periods.</li> </ul>                                                                                                                                                                                                | <p>An event permit application is required.</p> <p>You must apply 8 weeks prior to advertising the event.</p>                                 |
| <p><b>Medium impact</b></p> <p>Examples of medium impact events include small community festivals, cross-country events, outdoor cinema events.</p>                  | <p>To be classified as Medium, events may meet <b>any</b> of the limits below:</p> <ul style="list-style-type: none"> <li>• 250 – 1,000 people in total.</li> <li>• Road closures, parking, and/or pedestrian impacts.</li> <li>• Temporary structures.</li> <li>• Amusement rides or inflatables</li> <li>• 5 – 20 bins.</li> <li>• Portable power, gas appliances.</li> <li>• Trading.</li> <li>• Amplified sound.</li> <li>• 1 or more days.</li> <li>• Single or multiple locations.</li> <li>• Sporting or high-risk activities.</li> <li>• Alcohol.</li> <li>• Food (class 1, 2, 3).</li> <li>• Declared fire danger period or in extreme weather periods.</li> </ul> | <p>An event permit application is required.</p> <p>You must apply 6 months prior to advertising your event.</p>                               |
| <p><b>High impact</b></p> <p>Examples of large impact events include large community festivals, major events or festival.</p>                                        | <p>To be classified as High, events may meet <b>any</b> of the limits below:</p> <ul style="list-style-type: none"> <li>• More than 1,000 people in total.</li> <li>• Limits as per “Medium” impact events.</li> <li>• 2 or more days.</li> <li>• Include fireworks regardless of the fire danger period.</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | <p>An event permit application is required.</p> <p>You must apply 9 months prior to advertising your event.</p>                               |

**Step 2**      **Contact Council's Events and Tourism Officer on 03 5366 7100 to discuss your proposed event, dates, and location.**

Event organisers are responsible for confirming the availability, suitability, and reservation of a venue with the relevant body. Submission of an application does not reserve the venue space requested.

**Step 3**      **Submit the online Event Application by the due date.**

Along with the online event application, you will need to supply a site plan for your event location, an event management plan, a risk management plan, an emergency management plan, and all other supporting documentation required. You must also ensure your application and supporting documents are submitted within the timeframe and application deadlines.

**Step 4**      **Application is reviewed by Council.**

Your application is reviewed by the relevant departments of Council and may be distributed to emergency services and other agencies for their input. Additional information may be requested from the event organiser.

**Step 5**      **Event organiser advised of the outcome.**

Should the application be approved, an Event Permit, other permits and relevant conditions will be issued. The Permit will specify all conditions of approval and be subject to you implementing the approved plans. In the event the application is rejected, Council will notify the applicant.

**Step 6**      **Organising, advertising, and implementing your event.**

Once your application has been approved and you have received your Event Permit, you can start to organise and advertise your event. You must list your event on Council's event calendar, and we recommend also listing your event for free with ATDW.

**Step 7**      **Post event evaluation.**

A post event evaluation must be provided to Council within eight weeks of the conclusion of your event. The form can be found in the resource kit.

# Supporting documents guide

This section of the Guide provides information and clarity to organisers on what supporting documents are required for the event permit application. Additional suggested (but not mandatory) supporting documents are also covered in this section. Events conducted in certain places and buildings may require a Place of Public Entertainment (POPE) occupancy permit; further information on POPE applications can be found on page 18.

## Event management plan

An event management plan with good project management is the key to a well organised and safe event. The purpose of having the plan is to provide clarity on planning, implementation and evaluation for all parties involved, and so others can pick up where the event manager left off in the event of an emergency. The plan can include many elements and vary in length and information depending on the complexity of the event. Key elements to include are:

- event program details
- run sheets
- site plans
- timelines
- key tasks (pre, during and post)
- responsibilities
- contacts
- risk management plans
- emergency management plans
- waste management plans
- traffic management plans
- budget information

An Event Management Plan template has been created as a guide and can be found in the resource kit.

There are many online resources that may assist with the development of an event management plan. Some include:

- Victoria's Code of practice for running safer music festivals and events
- Australian Disaster Resilience Handbook Collection Safe and Healthy Crowded Places

## Event day running schedule

The event running schedule must contain all important information relevant to the successful running of the event. It lets organisers and other key stakeholders know who is doing what, when and how. Documentation included in the running schedule should include:

- a running sheet that includes a timeline of tasks, who is responsible, and where they will take place,
- contact numbers for staff, suppliers, emergency services, volunteers and any other personnel associated with the event,
- a clear and comprehensive site plan that shows the location of all aspects of the event,
- copies of traffic management, emergency management, risk management and waste management plans; and
- any other important documents that could be required in any circumstances.

It is recommended a copy be distributed to all relevant personnel at a briefing meeting several days before the event.

Event organisers should consider providing a condensed version to staff and volunteers.

### **Communication on event day**

A communications plan should cover how event organisers will communicate with each other, with suppliers, performers, emergency services, security, and event attendees during the event. Consider the use of 2-way radios, mobile phones, PA systems, megaphones etc.

## **Emergency management plan**

Emergencies can happen at any time, even when all foreseeable precautions are taken to reduce the likelihood of them occurring. Examples of emergency situations include a temporary structure collapsing, a crowd crush, a serious injury to staff, volunteer, or member of the public, and adverse weather conditions.

Prior to the event, the event organiser can do the following to reduce the impact and consequences of an emergency occurring:

- create an emergency management plan – this is mandatory and must be submitted with the event permit application,
- be aware of adverse weather conditions, and
- ensure emergency vehicles can access the event venue.

An emergency management plan aims to minimise the threat of loss of life and damage to property. It is different to a risk management plan in that it provides details on specific responses during an emergency and lists the organised processes and procedures that should be undertaken. This plan should be provided to all event staff and volunteers, key stakeholders, and emergency services. It is important to understand that once emergency services arrive on site, they assume control of the emergency.

An Emergency Management Plan template has been created as a guide and can be found in the resource kit.

## **Risk management plan**

When conducting an event, the organiser has a duty of care to those attending, working, and volunteering at the event. The public has an expectation of being able to enjoy the event in safe and secure surrounds. It is the event organiser's responsibility to identify and address any potential hazards. A risk management plan is used to identify these hazards. Event organisers cannot always eliminate risk, but they can manage it.

A Risk Management Plan template has been created as a guide and can be found in the resource kit.

A risk can include (but is not limited to):

- natural hazards (weather related),

- physical hazards such as trip hazard (infrastructure),
- chemical hazards (fire, chemicals),
- safety hazards (crowd control, fireworks), and
- organisational hazard (reputation).

Developing a risk management plan, includes:

- determining all possible risks,
- assigning the likelihood level of each occurring,
- determining the level of consequences if the risk were to occur, and
- mitigating the risk.

## Traffic management plan

The event will require a traffic management plan if the event:

- has an impact on normal traffic movement including pedestrian, car parking and cycling around the event site, and
- is on a road with a temporary, partial, or full road closure.

The temporary use and/or changes to roads and footpaths, must be prepared and conducted by a Department of Transport and Planning (VicRoads) Traffic Management Accredited company. Only companies with accreditation will be able to work on roads managed by Department of Transport and Planning (VicRoads) and Moorabool Shire Council. The development and implementation of traffic management can be a significant cost which should be considered early when planning the event.

### Events on major roadways

VicRoads is responsible for the following roads within Moorabool Shire:

- |                                         |                                                                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| • Midland Highway                       | • Geelong - Bacchus Marsh Road                                                                                            |
| • Western Freeway/Highway               | • High Street Greendale (north-east of the Greendale Pub roundabout, which then turns into the Greendale - Trentham Road) |
| • Ballan - Geelong Road                 | • Gisborne Road                                                                                                           |
| • Bacchus Marsh Road (Avenue of Honour) | • Grant Street                                                                                                            |
| • Bacchus Marsh - Gisborne Road         | • Greendale - Trentham Road                                                                                               |
| • Bacchus Marsh – Main St               | • Greendale - Greendale Myrniong Road                                                                                     |
| • Bacchus Marsh - Werribee Road         | • Myrniong - Trentham Road                                                                                                |
| • Ballan - Daylesford Rd                | • Old Melbourne Road, (section through Ballan only)                                                                       |
| • Bungaree - Wallace Road               |                                                                                                                           |
| • Bungaree - Creswick Road              |                                                                                                                           |
| • Daylesford - Ballarat Road            |                                                                                                                           |
| • Diggers Rest - Coimadai Road          |                                                                                                                           |

If the event will impact one of the above roads an application must be submitted to VicRoads.

Temporary changes to roads managed by Department of Transport and Planning (VicRoads) must follow Department of Transport and Planning (VicRoads) processes. Further information can be found on the VicRoads website. Please note fees may apply. Once/if approval is received from VicRoads forward the VicRoads approval letter and traffic management plans to Council.

### Events on local roads

Council is responsible for all local roads not listed above. A traffic management plan must be submitted using Council's online application portal at least eight weeks prior to the event. Fees apply for this permit. Depending on the nature of the event and the classification of the roads, this may also require approval from Victoria Police.

When a permit has been issued either by VicRoads or Council, the event organiser is required to notify services and residents that may be affected by the road closure. This must be done in writing at least one month prior, and then again seven days prior to the event. This can be achieved by placing a notice in the local paper and doing a letterbox drop.



*Image: Bacchus Marsh Harvest Festival*

# A-Z event planning guide

## Accessible and inclusive for all

All events should be accessible, inclusive, and welcoming for everyone. Consideration should be given to people with disability, parents with prams, carers, older adults and culturally and linguistically diverse (CALD) communities. Consider having a charging station for those who use powered mobility aids as they often have short battery life.

One Mobile Accessible Restroom (Marveloo) is available for use at community activities and events. Marveloo has been designed to meet the needs of people with profound and multiple disabilities, their carers, and the many other people with disability who are unable to use standard accessible toilets.

## Alcohol

Alcohol at events requires a liquor licence obtained from the Liquor Control Victoria. A copy of the temporary liquor licence must be provided to Council.

The location of alcohol zones should be carefully considered. This area should be away from children's activities and separate to eating areas. Organisers should have signage for attendees to clearly identify where the alcohol and dry zones are.

All staff serving alcohol must have completed their Responsible Service of Alcohol (RSA).

## Amusement rides

All operators must be registered with WorkSafe Victoria and have Public Liability Insurance. Event organisers should also confirm the operator/s has an up-to-date logbook showing details of inspections and regular maintenance.

## Cleaning

The event location must be cleaned after the event. Council will not provide cleaning services for events. There are commercial event cleaning companies that cater to all types and scale of events. They may also be engaged to provide cleaners/waste management services during the event, particularly if the event may require quick response cleaning, and ongoing rotational cleaning of amenities and sanitary facilities (toilets).

A Waste Management Plan will need to be submitted for medium and high impact events. Event sites must be left in the same state as they were provided for the event. Council will conduct a post event inspection to ensure cleanliness and that no damage has occurred.

## Directional signage

Directional signage is important to assist the expected patrons in accessing services, amenities, and entertainment for the event, and ensuring the event runs smoothly, and to

the patrons' expectations. Depending on the hours of the event consideration should be given to ensure the signage is visible at night. The site map should include directional signage points.

Clear directional signage should include:

- entry/Exits (including emergency exits),
- toilets,
- first aid,
- information Centre(s),
- drinking stations,
- designated alcohol-free zones,
- food and beverage,
- entertainment and activity locations, and
- smoking / non-smoking areas

## Drinking water

Regardless of the season or weather forecast, it is recommended the event have adequate free drinking water for staff, volunteers, contractors, and patrons. Allowing for 20 litres of potable water per person per day, inclusive of four litres of drinking water, is a good guideline. The duration, location, demography, and the expected ambient temperature should be considered in deciding the quantity of drinking water required for an event.

Greater Western Water has mobile water stations available for use at certain events in their service area. Further information can be found on their website.

## Emergency services

Event organisers of medium and high impact events must notify emergency services. Emergency services must be advised of all road or street closures and other impacts the event may have on their services. In the case of high impact events, emergency services may need to be involved in the event planning.

|                          |                       |              |
|--------------------------|-----------------------|--------------|
| Victoria Police          | Bacchus Marsh Station | 03 5366 4500 |
|                          | Ballan Station        | 03 5368 1303 |
|                          | Gordon Station        | 03 5368 9202 |
| CFA - West Region HQ     |                       | 03 5329 5500 |
| Ambulance Victoria HQ    |                       | 03 9840 3500 |
| SES - Mid West Office HQ |                       | 03 9256 9300 |

## Environment

When holding an event due diligence must be followed to ensure that the event does not negatively impact on surrounding vegetation and waterways and follows best practice

protocols to minimise general environmental impact. Water and energy use should be kept to a safe minimum. All appliances require current test and tags, and all electrical equipment should be turned off when not in use.

Additionally:

- No single-use plastics or balloons releasing.
- Encourage event attendees, staff, and volunteers to bring their own reusable cups, cutlery, and food containers if food and beverages will be supplied.
- Test and tag all electrical appliances with a power lead (every 6 months).
- All litter to be removed from the site and disposed of in recycling or waste bins.
- No food left on site.
- No substances to be poured over road surfaces or down public drainage pits except for uncontaminated water.
- Garden beds or vegetated areas are not to be walked over.
- Trees are not to have anything tied to or affixed to any part of the tree.

## Fireworks

Under Victorian State legislation, fireworks may only be included in an event if they are provided and operated by a licensed pyro-technician accredited by WorkSafe Victoria. While a permit from the Council is not required to use fireworks, approval for the use of the land is necessary. The contractor must have a valid WorkCover permit and public liability insurance. It is the contractor's responsibility to formally notify WorkSafe of the activity. The event organiser must also inform any potentially affected residents and businesses in accordance with WorkSafe requirements, as well as notify Council and the CFA. If fireworks are to be discharged during the fire restriction period, approval from the CFA is mandatory. Additionally, careful consideration should be given to the venue and the season.

## First aid

The provision of first aid facilities is compulsory and critical to any event and must be appropriately equipped and easy to locate by patrons. Organisers can use commercial first aid or volunteer first aid. All first aid services providing commercial first aid in Victoria are required to be licenced under the Non Emergency Patient Transport and First Aid Services Act 2003 (the Act). Licenced first aid services are required to comply with the Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021 (the Regulations). The aim of the Act and the Regulations is to provide minimum standards in the provision of first aid across events, industrial settings and sporting facilities. Volunteer first aiders must have completed a first aid course and have a valid certificate.

## Food and drink

The event organiser must ensure all businesses and community groups providing food (including sausage sizzles, cake stalls, food trucks, food marquees/tents etc. for

commercial benefit or fundraising) are registered with FoodTrader and have submitted a Statement of Trade (SOT) for the event. Statement of Trades (SOT) must be submitted at least five days prior to the event. Council's Health Officers may inspect food stalls prior to and during set up for the event.

If access to potable water is not available at the event, all food providers must be informed to bring sufficient water for their operations to last the duration of the event. Vendors must be advised of appropriate points for discharging the wastewater.

Where possible, consider using local Moorabool Shire food trucks and catering providers.

## **Funding and grants**

There are many costs involved in delivering events. Grants and sponsorships can provide revenue toward covering these costs. In-kind contributions can also play an important role. These could include volunteer hours or donations of materials, products or even a venue.

Grants can take the burden off obtaining sponsorship. There are several organisations and government bodies that offer grants for community events, including Council's Community Grants program.

## **Gas**

Event organisers, caterers, food vendors and forklift (fitted with gas) providers always have a duty of care to the public and staff in the use and storage of Liquefied Petroleum Gas (LPG). Gas safety is the responsibility of users and operators, but also event organisers.

## **Health**

An obligation of event organisers is to ensure they provide a safe environment for patrons and appropriate working conditions for staff. Adequate (relative to the type of event and expected attendance) first aid, toilets, food, and drinking water must be provided. Site and production design and build must be compliant with all safety regulations and should always consider the safety and wellbeing of patrons and staff. Work, health and safety regulations and standards for staff and volunteers must be adhered to. Wet or inclement weather contingencies should always be planned into any outdoor event.

## **Information centre**

Event organisers are encouraged to have an information centre at the event. This is a clearly marked and centrally located centre. It provides a single location for all public enquiries, lost, and found children and property, and first aid.

## **Insurance**

Insurance provides organisers with protection against any potential liability claims. Council does not provide public liability insurance protection for independently run events. It is

recommended that event organisers seek professional advice on insurance needs that are specific to their event.

Organisers must provide a copy of their valid Public Liability Insurance (PLI) certificate of currency with a minimum \$20,000,000 cover. Groups without PLI will not be issued an event permit.

There may be other insurances to consider, including:

- produce liability insurance – if selling food or other products to the community, and
- personal accident insurance – if relying on volunteers for the event.

Event organisers should always ask contractors and supporting businesses (i.e. food trucks, market stalls) for the certificate of currency from their PLI.

## Marketing and promotion

Determining the best avenues of promotion requires a clear understanding of the target market. Event organisers should create a marketing and communication plan, detailing how event organisers will communicate any unforeseen cancellations, postponements, or changes to the event.

Event organisers are required to list the event on Council's event calendar as part of the event permit conditions. Council also recommends that events be listed for free with ATDW.

## Noise

Event organisers must consider the impact of noise on the surrounding area. Nearby residents and businesses should be notified at least a week before the event. Ensure a contact number is provided so any noise complaints can be brought immediately to the event organisers attention.

Amplified music or loud noise cannot be projected onto the street before midday or after 11.00pm, or 10.00pm for concerts that are more than five hours in duration. All activities involving amplified music or public-address systems must cease at 10.00pm unless approval outside this time has been granted. Sound levels must not exceed reasonable outputs as outlined in the State Environment Protection Policy – Control of music noise from public premises (SEPP N-2).

## Notifications

Residents and traders in the surrounding areas that the event will be taking place, especially if it may impact them in any way must be notified. This is also a great opportunity to market the event and invite residents. A copy of the notification is to be included as part of the application.

## Occupational Health and Safety

It's critical for any event to provide a safe environment for patrons, including appropriate care, safety and training for all personnel involved with the event. There are a broad range of Occupational Health and Safety Legislation that event organisers must comply with. Complying with OH&S regulations is fundamental to effective risk management.

## Parking

Event organisers should consider parking requirements for staff, volunteers, suppliers, and attendees and may be required to develop a Parking Plan to minimise the impact on the surrounding area. Clear signage must be in place to advise drivers of where they can and cannot park.

Parking restrictions and road safety rules must be always followed during the event. Parking enforcement may be carried out by Council Authorised Officers and/or Victoria Police. Event attendees are responsible for parking legally and complying with all applicable regulations.

Any specific parking requirements for the event should be identified on the Site Plan and Traffic Management Plan (TMP) if Council determines the event requires a TMP to secure event permissions.

Event organisers must take reasonable steps to promote lawful and safe parking practices. Attendees should be directed to available parking areas and reminded that vehicles must be parked in accordance with all applicable road rules and parking restrictions. Vehicles must not be parked in front of fire hydrants, across driveways, on footpaths, outside marked bays, or in any location that restricts access, creates a safety hazard, or obstructs the visibility of motorists, cyclists or pedestrians. Organisers should communicate parking expectations to attendees prior to and during the event.

### **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.

## Pedestrian management

A pedestrian management plan may be required if large numbers of pedestrians are expected, or they need to cross major roads. A plan should be developed for pathways, ensuring accessibility, the control of crowds, equipment and signage and personnel required.

## Photography and video recording

If photography or video footage is planned for the event and the plan is to use the imagery for promotion in the future, please ensure attendees are made aware their image may be captured as per the Privacy Act.

## Place of Public Entertainment (POPE) occupancy permit

Part 5, Division 2 of the Building Act 1993 requires that a person must not organise, carry out or cause public entertainment to be carried out in a place of public entertainment unless a POPE has been obtained. Similarly, an owner or occupier of a place of public entertainment must not allow the place to be used for public entertainment for a fee, or reward, unless a POPE has been obtained.

Events organised by a community-based organisation where the number of people at the event at any one time does not exceed 5,000 are **exempt** from needing a POPE. A place of public entertainment is defined as an area used for public entertainment which is greater than 500 m<sup>2</sup>.

The definition of a community-based organisation from Building Amendment (Places of Public Entertainment) Regulations 2013 S.R. No. 97/2013, 1102 (2): For the purposes of this regulation, community-based organisation means a body, whether or not a corporate body, that:

- is not established primarily for the purposes of profit or gain; and
- does not distribute any part of profit or gain made in the conduct of its activities to any member of the organisation; and
- operates in a community wholly for:
  - a philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education, or charity; or
  - any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association.

## Post event evaluation

Event evaluations provide extremely useful feedback and data to assess the success of the event, and insights that could lead to improvements for future events.

It is highly recommended that after the event, post event debriefs are held with personnel, providers, and stakeholders – Council, sponsors, subcontractors, staff, volunteers, etc. The intention of debriefs is to assess the success of an event in meeting its aims.

## Power and lighting

Event organisers are responsible for arranging the supply and installation of any electrical/power requirements for the event, such as the use of generators, extension

cords and cables. Council recommends a professional electrical company oversee the installation and running of additional power. Electrical leads must not create trip hazards and all cables and appliances must be tested and tagged. Event organisers should consider having a qualified electrician on site who can test and tag any items as required on event day.

## Private land

A Council Event Permit is not required for events held on private land. However, depending on the nature of the event a Place of Public Entertainment (POPE) Occupancy Permit, Traffic Management Plan, or Planning Permit may be required. It is the event organisers responsibility to ensure all permits are obtained.

## Promotional event signage

Council has designated wooden signage frames specifically for event promotion in Bacchus Marsh, Darley, Myrniong, Ballan, Blackwood and Greendale. To use the signs the event must:

- occur within Moorabool Shire,
- have a specific tourism focus, be a community event with broader tourism appeal, or an event that is primarily a community fundraiser, and
- be made of suitable material (corflute, canvas or vinyl – not cardboard or fabric) and be a maximum of 2m wide and 1m high, with eyelets and is securely tied (cable ties are recommended).

The event organiser is responsible for the display and removal of the temporary event signage. A booking system is in place to use these frames. Contact Council's Economic Development Officer to discuss the dates and check availability.

The use of these signs is not a consent to place signage elsewhere in the Shire. Permission is for these sign frames only. The Road Management Act 2004 and subsequent regulations for the authority of road managers does not allow private operators to place signs on public land including real estate signs. Event organisers in breach of this are subject to the local law with the possibility of enforcement and removal of the sign.

## Public transport

If the event is likely to affect public transport by causing an alteration in route, delaying a service, causing a service to be replaced, causing the cancellation of a service, or requiring additional services, Public Transport Victoria (PTV) must be notified.

## Recognition of Traditional Owners

A Welcome to Country or an Acknowledgement of Traditional Owners recognises the continuing connection of Aboriginal Traditional Owners to their Country. Victoria has a

strong and proud Aboriginal history, comprising of complex ownership and land stewardship systems stretching back many thousands of years.

An **Acknowledgement of Traditional Owners** is a demonstration of respect for the traditional custodians of the land on which an event is being held. An Acknowledgement can be done by anyone and is usually given at the start of any official proceedings. The acknowledgement can be included in event day materials, or promotional material.

A **Welcome to Country** can only be given by Traditional Owners/Custodians of the land on which the event takes place. These ceremonies vary from speeches of welcome to traditional dance and smoking ceremonies.

## Security personnel

Event organisers are responsible for all security associated with their event. This can include securing the site and any event equipment as well as crowd control. Council does not provide security for events.

## Smoke free events

As per the Tobacco Act 1987, smoking is banned in all outdoor eating areas and controls apply to public events. The event organiser is responsible for ensuring compliance with smoking bans.

Smoking is banned in all outdoor public areas at a food fair (an event where the main activity is the sale or supply of food). For an event where the focus is not on food, smoking bans apply within 10 metres of a food stall or food vendor. No smoking signs should be considered when organising signage for the event.

## Sustainability

Council strongly encourages event organisers to consider sustainable practices that reflect the community's concern for the environment. Single-use plastics (e.g. single use bags, straws, water bottles, plastic cutlery and crockery) and excessive printed materials negatively impact our environment and as such are discouraged. Balloons are prohibited for use or supply at any event. The minimisation of disposable giveaways (such as advertising collateral and trinkets) is also desirable.

Event organisers are encouraged to promote the use of biodegradable reusable bags, water 'keep bottles' and biodegradable catering packaging, and are expected to provide waste management plans to support these choices.

## Toilets

The number of toilets to be provided is determined by the duration of the event, the number of people attending (gender based), and if alcohol is available. If existing toilet facilities available onsite are not adequate, additional portable toilets will be required. It is the organisers responsibility to ensure adequate facilities are provided to attendees. As a

guide, one closest fixture for every 200 female patrons or part thereof, one closest fixture or urinal for every 200 male patrons or part thereof, at least 30% which must be in the form of closet fixtures, and one wash basin for every 200 patrons or part thereof.

Separate staff only toilets should be provided. Toilet facilities must be:

- accessible (including internal handles),
- cleaned and restocked regularly,
- located away from food, storage/service areas,
- well-lit so as to not provide a security or safety risk,
- provided with sharps disposal,
- available for people with disability - 5% of all toilets supplied, and
- provided with soap and hand drying equipment.

Public toilets and BBQ facilities are cleaned on a schedule which is determined by average usage. When major events are planned, these facilities will need more regular cleans which may attract a fee.

## Use of Council's logo and acknowledgement

If Council grants the event funding of \$400.00 or more, including in-kind support, acknowledgement of Council's contribution in the promotion of the project, event or organisation is required. Acknowledgement of Council's support should be by way of logo inclusion and acknowledgement in official written and verbal communications.

## Venues

There are numerous parks, reserves, community halls and leisure facilities in the Shire available for use by residents and visitors. Applicable hire fees and charges are payable in accordance with Council's adopted Fees and Charges schedule.

### Council facilities

Council owned or managed parks, gardens and reserves do not include access to power or water. Any restoration or repairs which are required because of the event and/or its associated activities will be at the expense of the event organiser. For outdoor events, a pre-event and post-event site inspection with Council's Parks staff may take place, depending on the potential impact of the event. Pegging of temporary infrastructure is **not permitted** on Council owned or managed parklands and reserves as it may damage underground infrastructure. Structures such as marquees should be secured by weights, sandbags, or other mechanisms. Any markings required should be done with water-based paint.

Several community halls are managed by Council appointed committees that have their own conditions of use and booking systems. Submission of the event permit application form does not provide confirmation of a venue booking, and no information on the event will be forwarded to the venue location.

## **Crown land, national parks, and state forests**

Different government bodies manage the use of various areas of land. The Department of Energy, Environment and Climate Action (DEECA), Parks Victoria or Council are the responsible authorities. If the land intended to be used for the event is managed by DEECA or Parks Victoria, permission and permits must be obtained from these organisations.

## **Volunteers**

Most events would not run without the support and dedication from volunteers. For most community events, the organising group all volunteer their time to ensure the event can go ahead.

The event organiser must ensure volunteers are given adequate break times and that they have a safe workplace. A volunteer position description should be created to provide clear tasks, responsibilities, and expectations.

## **Waste management**

The event organiser is responsible for the cleaning arrangements during and after the event. Provisions must be made for regular pick-ups of rubbish, emptying bins, cleaning of toilets and removal of rubbish during the event. A thorough clean-up of the site must be undertaken after the event. These provisions need to be budgeted for.

### **Managing waste**

Enough bins (litter and recycling) must be provided throughout the event site and around food eating areas. Organisers are responsible for assessing the number and type of bins needed. As a guide, for events with up to five food vendors and an expected 300 visitors, 4 x 240L recycling and 4 x 240L landfill bins are needed. Managing waste at the event can be made easier by following these steps:

- contract a waste removal service to ensure waste is disposed of correctly (a requirement for all high impact events on Council land),
- monitor and change bins out during the event to prevent litter entering the environment,
- display clear signage at each bin station to promote correct source separation of waste (signs can be provided on request from Council),
- provide compostable/biodegradable food and beverage containers where possible, and
- consider hiring Council's Sustainable Events Trailer (only available for low and medium impact events on Council land).

Council's Sustainable Events Trailer (SET) is available to borrow. The SET holds a set of four recycling and four garbage bins. After the event, empty out the bins at any of Council's transfer stations for no charge.

## Weather

### Heatwaves

In the event of a heatwave Victoria's Chief Health Officer will issue a Heat Health Alert (HHA) if there is a threat to human health. Event organisers should ensure ample shade and drinking water is available for outdoor events, and that the venue is air-conditioned for indoor events. The event's Risk Management Plan should include provisions for cancellation of the event if there would be risk to public safety due to extreme heat. SunSmart Victoria has a list of simple strategies to help organisers manage UV exposure. This includes a checklist for SunSmart festivals and outdoor events.

### Total Fire Ban Days

Fire restrictions and Total Fire Bans can be applied across Victoria by fire management authorities. As part of the event permit application, the emergency management plan must mitigate the risks associated with the weather events of fires, floods, storms, high winds, or heatwaves. Events that occur during 1 December to 30 April, must also provide a detailed plan for managing total fire ban days, and the fire danger ratings of extreme and catastrophic. The CFA's Can I or Can't I, is a useful tool to find out what you can and can't do during the declared Fire Danger Period, and on days of Total Fire Ban.

### VicEmergency App

The VicEmergency app aligns with the VicEmergency website to provide a centralised location for Victorians to access timely emergency information and warnings. The app includes warnings and incident notifications for fire, flood, storm, earthquake, tsunami, weather warnings, shark sightings, beach closures and more.

## Working with Children Check

At all events involving minors', organisers and those who may work with or care for children must hold a current and valid Working with Children Check. A copy of the card must be submitted with the event permit application form.

## Resource kit

Documents listed below can be downloaded from Council's website by clicking [here](#).

Accessible Checklist

Event Permit Application Form

Emergency Management Plan Template

Event Management Plan Template

Risk Management Template

Waste Management Plan Template

The following document will be emailed post event.

Post Event Evaluation Template



## Reference links

Below is a list of useful references links to help in the organisation of the event.

<https://www.moorabool.vic.gov.au/Events>

<https://www.atdw.com.au/>

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

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

<https://www.gww.com.au/about/community/mobile-water-stations>

<https://www.health.vic.gov.au/patient-care/first-aid-services>

<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/media/5914/crowded-places-handbook.pdf>

<https://www.legislation.vic.gov.au/in-force/acts/building-act-1993/136>

<https://www.moorabool.vic.gov.au/residents/family-services/active-ageing-and-community-access/marveloo>

<https://www.oaic.gov.au/privacy-law/privacy-act/>

<https://www.stjohnvic.com.au/event-health-services/>

<https://www.sunsmart.com.au/communities/festivals-and-events>

<https://www.sunsmart.com.au/downloads/communities/festivals-events/festivals-outdoor-events-checklist.pdf>

[www.vic.gov.au/liquor-licencing](http://www.vic.gov.au/liquor-licencing)

<https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event>

<https://www.worksafe.vic.gov.au/explosives-licences>

## Complaints

Moorabool Shire Council welcome feedback as an opportunity for us to improve our service to the community. We continue to monitor our performance and are dedicated to improving as much as possible. Complaints and feedback can be made online, via email, by post, by phone or in-person. More information can be found on [Councils website](#). Moorabool Shire Council responds to complaints in accordance with our [Complaint Handling Policy](#).