

# A Guide to Holding an Event in Moorabool Shire

UPDATED MAY 2021

## DISCLAIMER

This document has been produced by Moorabool Shire Council (Council) as a guide to managing 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 the new laws dealing with personal information that may be collected by the Council in undertaking its statutory functions and other activities.

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Moorabool Shire Council's Guide to Holding an Event has been designed to assist and support event organisers and community groups hosting public events in the municipality. Council has a responsibility to ensure events held in streets, parks, and gardens are professionally organised and safely managed.

This Guide provides clarity and direction to support event organisers in the delivery of events ensuring compliance with Council's requirements. Additionally, it outlines the requirements of regulatory authorities and emergency services and provides useful information to assist you in the planning and delivery of a safe event. It highlights several key issues for consideration. This is a guide only and does not cover every single issue that one might encounter.

This Guide is divided into two parts.

**Part ONE: Determining permits** will assist event organisers in determining if approval from Council is required.

**Part TWO: Event Planning** will assist any event organiser whether the event is taking place on public or private land.

**Moorabool Shire Council is committed to supporting local business. Event organisers holding events within Moorabool Shire are required to, in the first instance contact local businesses for the delivery of events including but not limited to food vendors, stall holders, contractors, suppliers etc.**

For assistance or clarification, please contact Council's Economic Development Officer  
e: [tourism@moorabool.vic.gov.au](mailto:tourism@moorabool.vic.gov.au)  
t: 03 5366 7100

## WHAT IS AN EVENT?

An event refers to any planned activity which is open to the public, being held on public or private land, in an open space (e.g. park, reserve, road, streets), building or temporary structure where more people than usual are found in that location.

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

When planning an event date, awareness of other events in the municipality boundaries needs to be addressed to avoid events competing against each other but also to encourage a balanced events calendar across the year.

## THE EVENT ORGANISER AND COORDINATOR

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

The event coordinator is the key contact person who delivers the event. This maybe a member of the group or incorporated body or an external party employed by the event organiser.

It is the responsibility of both parties to ensure all required permits are obtained, you comply with the relevant legislation and conduct a safe event.

*Part One*

# Determining Permits

## DO I NEED AN EVENT PERMIT FROM COUNCIL?

If you are planning an event on public land or roads within Moorabool Shire, you must obtain Council's permission.

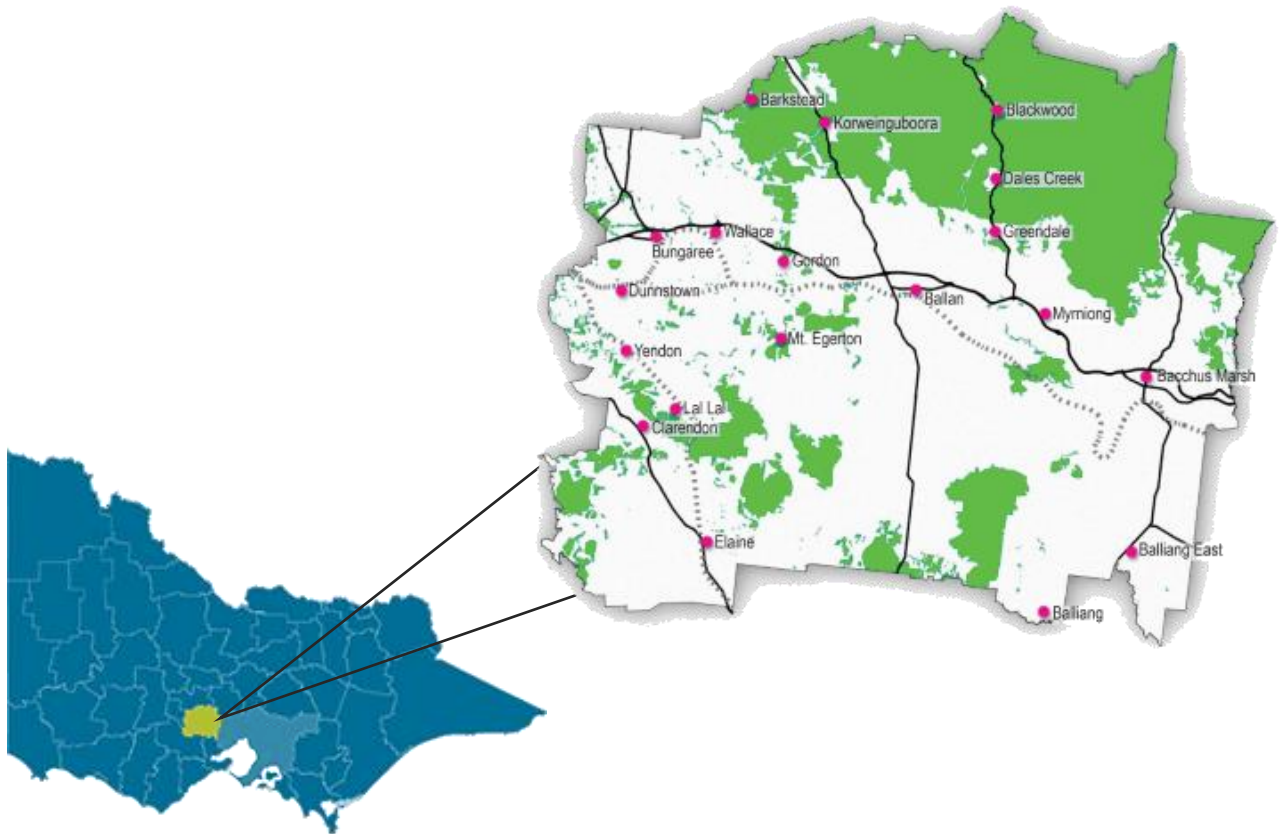
Council must be notified of ALL events held on public land in the municipality. The event organiser is required to complete an Event Application Form for review by Council. Please ensure approval timeframes are adhered to. Incomplete forms will not be accepted.

### EVENTS ON PRIVATE LAND

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 at the event, other permits may be required.

A Place of Public Entertainment (POPE), Occupancy Permit or Traffic Management Plan may be required. In some cases, additionally, a Planning or Building Permit may be required. It is the event organisers responsibility to ensure all permits are received. Please refer to 'other permits and permissions' on page 11.

## MOORABOOL SHIRE BOUNDARIES



## NOTIFICATION TIME

Your application to hold an event on public land or roads within Moorabool Shire must be submitted to Council according to the below minimum notice period. The below is a guide only with early applications desired and welcome. It is the responsibility of the event organiser to adhere to these time frames. **Event Permit applications made outside the minimum notice period will not be considered by Moorabool Shire Council.**

Applications for reoccurring events will not be considered until the post event evaluation (see page 28) is completed and forwarded to the Economic Development Officer.

Approval to conduct the event is not provided until the Event Permit and any relevant permits are issued. Advertising of events on public land or roads must not occur until these permits have been issued.

Impact of event	Event assessment considerations	Minimum notice period
Low	<ul style="list-style-type: none"> <li>• Less than 500 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 (class 1 or 2)</li> <li>• Outside fire danger or extreme weather periods</li> </ul>	8 weeks
Medium	<ul style="list-style-type: none"> <li>• 500 – 3,000 people in total</li> <li>• Road closures, parking, pedestrian impacts</li> <li>• Temporary structures</li> <li>• Amusement devices</li> <li>• 5 – 20 bins</li> <li>• Portable power, gas appliances</li> <li>• Camping</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>	3 – 6 months
High	<ul style="list-style-type: none"> <li>• More than 3,000 people in total</li> <li>• Considerations as per “Medium” impact events</li> <li>• 2 or more days</li> <li>• Fireworks</li> </ul>	6 – 9 months



# EVENT APPLICATION PROCESS

Below is an outline of the process for event approval. Please note process may vary for different events and additional approvals and permissions may be required from other authorities outside Council. It is the responsibility of the event organiser to ensure all information and approvals are obtained, however Council's Economic Development Officer can provide advice.

## STEP ONE

Discuss your proposed event and dates with Council's Economic Development Officer

## STEP TWO

Read this Guide and determine what permits your event requires.

## STEP THREE

Complete the required steps for the Victorian State Government COVID-19 Public Events Framework in accordance with the minimum notice period. Complete and submit the Event Application Form, Site Plan and Supporting Documents (as listed in the Event Application Form) in accordance with the minimum notice period (as per page eight).

*Prior to completing the Event Application Form, event organisers are responsible for confirming the availability, suitability and reservation of a venue with the relevant body i.e. Council or Committee of Management. Submission of an application does not reserve the venue space requested.*

## STEP FOUR

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. At Moorabool Shire Council, the Economic Development Officer is responsible for liaising between the event organiser/s and various departments of Council and other authorities.*

## STEP FIVE

Event organiser advised of the outcome. Submit approvals (if event is Tier 1 and 2) from State Government to Council. The Victorian State Governments decision is final, as such if the event is rejected, Councils event permit will be invalid.

*Should the application be accepted, 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 SIX

Organising, advertising and implementing your event in accordance with conditions.

*Your application has been accepted and you have received your Event Permit, you are now ready to organise and advertise your event. Council can provide advice in relation to your event if required.*

## STEP SEVEN

Post event evaluation.

*A post event evaluation must be provided to Council within eight weeks of the conclusion of your event. See the post event section in part two of this document (page 33) for further information.*

## OTHER PERMITS AND PERMISSIONS

Additional approvals and permits may be required from emergency services and regulatory authorities. Applications must be made directly to these organisations. Below is a list of common approvals required, however others may be applicable to your event.

- Victoria Police
- VicRoads
- Public Transport Victoria and V/Line
- Victorian Commission for Gambling and Liquor Regulation
- Streatrader
- Parks Victoria
- Department of Environment, Land, Water and Planning

### WORKING WITH CHILDREN CHECK

All events involving minors taking part on Council owned or managed land, requires the event organiser to hold a current and valid Working with Children Check. A copy of the card must be submitted with the event application form. [Click here](#) for further details on a Working with Children Check and how to obtain a Check.

## USE OF COUNCIL'S LOGO AND ACKNOWLEDGEMENT

If Council grants the event funding of \$400.00 or more, acknowledgement of Council's contribution in the promotion of the project, event or organisation is required by use of Council's logo and acknowledgement of Council in official written and verbal communication. This requirement also relates to all grant recipients. Acknowledgement includes:

- Media releases
- Annual Reports
- Promotional videos
- Television and newspaper advertisements
- Newsletters
- Promotional materials such as brochures, posters, conference programs, performance programs and invitations
- Signage at promotion events
- Websites

### REQUEST COUNCIL'S LOGO

Send details of your event to [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) and Council will email a copy of the logo to you. The logo can be supplied in .jpg and .eps format.

## **COLOUR SPECIFICATIONS**

Council's logo is multi-coloured. Council can provide details to match colours from our logo.

## **CONDITIONS OF USE**

- Always show the logo in its corporate logo colour or black.
- Do not re-create or alter the logo.
- Use the correct minimum size.

*Part Two*

# Event Planning

## PLANNING YOUR EVENT

An event management plan with good project management is the key to a well organised and safe event. Council strongly recommends event organisers develop an event management plan. The purpose of having the plan is to provide clarity on planning, implementation and evaluation for all parties involved.

An event management plan can include many elements and vary in length and information depending on the complexity of the event. Key elements to include for example 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 and budget information. A [template for your Event Management Plan](#) has been created.

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 \(2013\)](#)
- [Australian Disaster Resilience Handbook Collection Safe and Healthy Crowded Places \(2018\)](#)

Where possible, consider buying local and using local contractors and suppliers from within Moorabool Shire.

### WEATHER

Event organisers have a responsibility under Victorian health and safety legislation to provide and maintain a safe environment for all staff, including volunteers. Potential weather impacts should be considered and included in your risk assessment. Provision should be made for water, shelter and shade. In the case of extreme weather, it may be necessary to cancel or postpone your event.

SunSmart Victoria have a list of [simple strategies](#) to help organisers manage UV exposure. This includes a [checklist for SunSmart festivals and outdoor events](#).

### FUNDING AND GRANTS

Think outside just cash donations. In-kind contributions can play an important role in assisting your event. This may include volunteer hours or donations of materials, products or even a venue.

Grants are another effective way of raising event revenue and taking the burden off obtaining event sponsorship. There are several organisations and government bodies that offer grants for community events.

## **VOLUNTEERS**

The general perception is that volunteering means free labour, however there are still often many costs involved with volunteers including catering, uniforms, training and parking. The event organiser is required to provide volunteers with adequate break times and ensure they have a safe workplace. A volunteer position description should be created to provide clear tasks, responsibilities and expectations.

## **EMERGENCY SERVICES NOTIFICATION**

Event organisers must advise and consult with emergency services in the planning of the event for medium and high impact events (refer to Notification Time in part one of this guide on page eight). They must be advised and consulted of all road or street closures and other impacts the event may have on their service. Where necessary, they should also be involved in emergency management 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

## **SECURITY AND COUNTER-TERRORISM**

All event organisers who plan events need to address security and counter-terrorism issues. A self-assessment tool created by the Australia-New Zealand Counter-Terrorism Committee is a useful starting point to help event organisers understand how attractive their location may be for a terrorist to attack. It then provides guidance on what steps to take next. Provision for concrete/water barriers at entry/exit points on the event site may be required. [Click here](#) to download and complete the self-assessment tool. After completing the self-assessment tool, the [Crowded Places Security Audit](#) should also be completed.

## **COMMUNICATION**

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

## **RECOGNITION OF INDIGENOUS LAND OWNERS**

An [Acknowledgement of Country](#) is an opportunity for everyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. It can be given by both non-Indigenous people and Aboriginal and Torres Strait Islander people.

A statement may use the following wording:

*“I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders both past and present.”*

Similar to a Welcome to Country, an Acknowledgement of Country is generally offered at the beginning of a meeting, speech or formal occasion. In addition, other welcoming activities such as music and dance may be used.

## **ON THE DAY EVENT RUNNING SCHEDULE**

On the day of the event, the event running schedule acts as the event guide containing all important information relevant to the successful running of the event. It lets you and other key stakeholders know who is doing what, when and how. Documentation included in the running schedule should include:

- a running sheet outlining a timeline of tasks and who is responsible
- contact numbers
- site plan
- traffic management, emergency management, risk management and waste management plans
- other important documents that could be required.

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.

## **VENUES**

### **COUNCIL FACILITIES**

There are numerous parks, reserves, community halls and leisure facilities in the Shire available for use by residents and visitors. These include:

- Council owned or managed neighbourhood parks and garden
- Bacchus Marsh Racecourse and Recreation Reservation
- Maddingley Park
- Darley Park
- Darley Civic Community Hub
- Mason’s Lane Reserve
- Dunnstown Recreation Reserve
- Elaine Sports Ground Recreation Reserve
- Greendale Reserve (Egans)
- Millbrook Community Centre
- Navigators Community Centre Recreation
- Wallace Recreation Reserve
- Lerderderg Library
- Bacchus Marsh Public Hall
- Bungaree Town Hall
- Gordon Public Hall
- Lal Lal Soldiers Memorial Hall
- Millbrook Community Centre

- Navigators Community Centre
- Wallace Public Hall

A number of these facilities are managed by committees of management who have their own conditions of use and booking systems. Event organisers should check with the venue manager and/or owner to ensure the venue is available and suitable. Submission of an event application form does not provide confirmation of a venue booking.

**Important:** Pegging of temporary infrastructure is not permitted on Council owned or managed parklands and reserves. Power and water on these sites are not included in the event permit. Event organisers will need to make their own arrangements. 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.

Please note there may be hire fees or bonds associated with the hire of Council facilities.

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.

### **CROWN LAND**

With hundreds of events held in State forests every year, the Department of Environment, Land, Water and Planning (DELWP) need to make sure that these events are held safely and in alignment with regulatory requirements. There are a broad range of commercial, community and recreational events held on State forest, including car rallies, mountain bike events, music events and other community events. Some, but not all events, are required to obtain a permit from DELWP before they can be held. If you are planning an event that is in State forest or is on other Crown land please contact DELWP's [Customer Service Centre](#) to apply for an event permit or to clarify if an event permit is required. Where necessary, they will refer you on to the relevant regional staff member for further discussion.

### **PARKS VICTORIA**

The many National and State parks and forests in Moorabool Shire, may provide the perfect location for your event. In most cases a permit will be required to undertake an event in a park or reserve. As the manager of many of Victoria's parks, reserves, ports and waterways, Parks Victoria has the delegated authority to permit events and other activities that are in contravention of regulations. To find out more visit [Parks Victoria's](#) website.

### **PRIVATE PROPERTY**

For events held on private property, a Place of Public Entertainment (POPE) Occupancy Permit or Traffic Management Plan may be required. In some cases, additionally, a Planning or Building Permit may be required. It is the event organisers responsibility to ensure all permits are received. Information on a POPE can be found in the infrastructure section of this Guide. We encourage you to contact Council's Economic Development Officer on 03 5366 7100 to discuss your proposal and plans before promoting your activity or confirming arrangements. A POPE application must be submitted in line with the notification time frames on page eight of this Guide, however early applications are recommended and welcome.



## **SITE PLANS**

A site plan shows the ground level layout of your event and is helpful when setting up the event, during the event and for emergency management.

Consultation on the site plan should be in conjunction with all key stakeholders including traffic management consultants and emergency services (if required).

Site plans should include (but are not limited to) entries/exits, power, water, temporary structures, car parking, toilets, bins, catering, audio visual, displays, rides etc.

**Note:** Council will request an event site plan to be submitted as part of the event application process for events taking place on public land or roads.

## **INSURANCE**

Insurance provides organisers with protection against any potential liability claims in the event something went wrong. Council does not provide public liability insurance protection for independently run events.

The below is a guide only as such it is recommended that event organisers seek professional advice on insurance needs that are specific to their event.

### **PUBLIC LIABILITY INSURANCE**

If the event is taking place on Council land or in a Council premises, organisers must provide a copy of their valid public liability insurance certificate with a minimum \$20,000,000 cover.

### **WORKERS COMPENSATION**

Workers compensation is required if you are paying any staff at your event.

Volunteers are not covered by workers compensation, but you have a responsibility to ensure they have a safe workplace with adequate breaks.

### **CONTRACTORS**

Event organisers should always ask any contractor for a certificate of currency.

# PUBLIC HEALTH

## FOOD

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 Streatrader and have submitted a Statement of Trade (SOT) for the event. Statement of Trades must be submitted at least five days prior to the event. Failure to register and submit a SOT will result in removal from the event and potentially an on the spot fine of over \$600 for not registering and \$300 for not submitting a SOT.

If access to potable water is not available at the event, all food providers are to be informed they will need to bring sufficient water for their operations to last the duration of the event and inform them of appropriate points for discharging the waste water.

It lies with the event organiser to ensure all businesses providing food have public liability insurance.

Consideration should be taken regarding the location of the food area as well as food and liquid waste control.

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

## DRINKING WATER

The Australian Institute for Disaster Resilience Safe and Healthy Crowded Places Handbook stipulates free and adequate supply of safe drinking water should be available. 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.

Western Water has transportable drinking water facilities available for use at events in their service area. Further information can be found on their website. Please note fees may apply.

## ALCOHOL

A liquor licence will need to be obtained from the Victorian Commission for Gambling and Liquor Regulation (VCGLR), with a copy provided to Council should you intend on selling or supplying alcohol at the event.

Council's Health and Wellbeing Plan (2017-2021) promotes alcohol free events as well as dry zones at events where alcohol is served. The location of alcohol zones at your event should be 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.

## SMOKE FREE EVENTS

As per the Tobacco Act 1897, smoking is banned in all outdoor eating areas and new 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 event signage can be provided by Council's Health Department.

## 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. A sufficient number of bins (litter and recycling) must be provided throughout the event site and around food eating areas.



Council has a single-axle trailer available for hire by community groups holding events in the Shire. The trailer comes with four recycling and four garbage wheelie bins, plus bin 'caps' to set atop each bin, to encourage recycling and no-litter messages. This is a free resource, available on a first-in, first-served basis, so it's a good idea to book the trailer well in advance for popular times throughout the year. There is also no charge for disposing of the accumulated waste and recycling at Council's transfer stations. [Click here](#) for further information and to download the application form. Thank you for helping make your event sustainable!

## ENVIRONMENTAL

Council strongly encourages event organisers to consider sustainable practices that reflect the community's concern for the environment. It is becoming an expectation that public events demonstrate environmentally responsible choices by food vendors and other event participants.

Single-use plastics (e.g. single use bags, straws, water bottles, plastic cutlery and crockery) as well as balloons and excessive printed materials negatively impact our environment and as such are discouraged. 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 catering packaging, and are expected to provide waste management plans to support these choices.

Please ensure there is no negative impact on surrounding vegetation and waterways. This requires all litter be removed from the site and disposed of in a recycling or waste bin. No

left-over food to be left on site. No substances to be poured over road surfaces. Only clean, fresh water is to be poured into drainage pits. Garden beds or vegetated areas are not to be walked over.

## **NOISE**

Event organisers must consider the impact of noise to the surrounding area. It is important that event organisers identify and take the appropriate steps to prevent and/or minimise the potential impact that the proposed event might have on residents and businesses.

Amplified music or loud noise cannot be projected onto the street before Midday or after 11.00pm, or 10.00pm for concerts which 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).

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.

## **COVID-19 PANDEMIC**

The Victoria State Government has released the [Public Events Framework](#) and information to help organisers of public events in Victoria to meet their safety obligations and responsibilities during the coronavirus (COVID-19) pandemic. If you are planning a public event in Victoria, it is your legal responsibility to ensure that you are designing a COVIDSafe event that does not risk the spread of coronavirus (COVID-19).

### **Tiered approach for assessing public events**

State Government has developed a self-assessment tool to help you determine what tier your event is and the COVIDSafe event documents and approvals you need. Events are classified into three tiers based on the number of attendees and public health risks.

### **What does this mean for my event?**

There is now a three-step application process for applying to use public land.

Along with completing this application for use of a public space, applicants are required to use the [State Government public event self-assessment tool](#) to determine what tier your event is and what the next steps are to register your event with the Victorian State Government.

#### **STEP ONE**

State Government

Complete the **public event self-assessment tool** and complete the next steps to register your event with the Victorian State Government within the minimum notice period.

## STEP TWO

### Council

Complete and submit this **Event Application Form**, Site Plan and Supporting Documents to Council in accordance with the minimum notice period.

## STEP THREE

### Approvals

**Submit approvals (if a Tier 1 or 2 event)** from State Government to Council. The Victorian State Governments decision is final, as such if the event is rejected, Councils event permit will be invalid.

## ACCESSIBLE AND INCLUSIVE FOR ALL

Event organisers need to ensure their planned activities are accessible, inclusive and welcoming for everyone.

When planning your activities, consideration should be made for people with a disability, parents with prams, carers, older adults and culturally and linguistically diverse (CALD) communities.

There are many online resources that may assist. Some include:

- [Accessible events guidelines, Department of Health and Human Services, Victoria](#)
- [Event Accessibility Checklist, Australian Network on Disability](#)

### MARVELOO

One Mobile Accessible Restrooms (Marveloo) is available for hire from Council for use at community activities and events.

Marveloo has been designed to meet the needs of people with profound and multiple learning disabilities, their carers, and the many other disabled people who are unable to use standard accessible toilets. Further information can be found on [Councils website](#).

### ACCESSIBLE EVENTS CHECKLISTS

When planning activities, ensure the following checklist items are considered.

Yes	Checklist Item
Signage	
<input type="checkbox"/>	Is it clear and located for someone in a seated position?
<input type="checkbox"/>	Are the letters in non-serif font, and written in upper and lower case? (don't make it all capitals)
Site Maps	
<input type="checkbox"/>	Have you indicated where the roads are closed?
<input type="checkbox"/>	Have you indicated drop off points for people with a disability or frail older adults?

<input type="checkbox"/>	Have you indicated the location of accessible public toilets?
<input type="checkbox"/>	Have you indicated the location of the accessible parking bays and other parking?
<input type="checkbox"/>	Have you indicated the occasional seating or shaded areas?
<b>Invitations and Promotional Materials</b>	
<input type="checkbox"/>	Are universal symbols of access used?
<input type="checkbox"/>	Have you mentioned that the venue is 'accessible'?
<input type="checkbox"/>	Have you asked if guests have any support needs?
<input type="checkbox"/>	Have you provided alternate contact details for RSVP? (in case someone who is deaf wishes to respond)
<input type="checkbox"/>	Have you advertised the costs and various pricing e.g. for seniors, concession holders, etc?
<input type="checkbox"/>	Have you advertised that Companion Cards can be used?
<b>Outdoor Venue</b>	
<input type="checkbox"/>	Is there a drop off area for people with a disability and frail older people close to the entry?
<input type="checkbox"/>	Are there clearly marked accessible parking bays available?
<input type="checkbox"/>	Does the approach to the venue have a firm level surface? (no loose gravel)
<input type="checkbox"/>	Is the signage outside and inside the venue large, clear and easy to read?
<input type="checkbox"/>	Is there a site map for disability access directions?
<input type="checkbox"/>	Have you organised an accessible portable toilet?
<input type="checkbox"/>	If there are stalls, are they at a wheelchair friendly height?
<input type="checkbox"/>	If a ramp is required, does it have handrails?

## INFRASTRUCTURE

### PLACE OF PUBLIC ENTERTAINMENT (POPE) OCCUPANCY PERMIT

If you are organising a public entertainment event, you may need to obtain an occupancy permit for a place of public entertainment no matter if the event is taking place on public or private land.

Section 54 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 an Occupancy Permit for Places of Public Entertainment (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 an Occupancy Permit for Places of Public Entertainment has been obtained.

A place of public entertainment is defined as an area used for public entertainment which is greater than 500 m<sup>2</sup>.

Events conducted 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. Further information can be read on [Victoria Building Authority POPE Practice Note 66-2018](#).

The definition of a community-based organisation from Building Amendment (Places of Public Entertainment) Regulations 2013 S.R. No. 97/201, 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.

A POPE application must be submitted a minimum of four weeks from your event date, however early applications are recommended and welcome. Please note fees apply for POPE permits.

## **TOILETS**

The number of toilets to be provided is determined by the duration of the event, the number of people attending 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. Separate staff toilets should be provided. Toilet facilities must be:

- accessible
- 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 disabilities - 5% of all toilets supplied
- 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.

The following guide indicates the minimum facilities required:

- a. In places other than buildings:
  - i. One closet fixture for every 200 female patrons or part thereof.
  - ii. One closet fixture or urinal for every 200 male patrons or part thereof, at least 30% which must be in the form of closet fixtures.
  - iii. One wash basin for every 200 patrons or part thereof.
  - iv. For use by disable persons, one unisex facility within the meaning of Part F2 of the BCA for every 100 closet fixtures or part there for required under (i) and (ii).

- v. One drinking fountain or drinking tap for every washbasin required under (iii).
  - vi. First aid facilities in accordance with Vic F2.101.
- b. In buildings, as required to comply with Part F2.

*Reference: National Construction Code Series 2015, Volume One – Appendices. Variations and Additions. Page 254 – Vic H102.4 Sanitary and amenity facilities*

## **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 recommend a professional electrical company oversee the installation and running of additional power. In addition, it is important to ensure any electrical leads do not create trip hazards.

## **GROUND MARKINGS AND PEGGING INTO THE GROUND**

Any ground line markings used on Council owned and managed land and roads must be with water-based paint only. Pegging is not permitted into any Council owned and managed grounds. This includes stakes to secure marquees/tents, flags or signage. Structures should be secured by weights or other mechanisms. Council conduct pre and post inspections of the event area. 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.

## **AMUSEMENT RIDES**

The event organiser should ensure all operators are registered with WorkSafe Victoria and are provided with a copy of their public liability insurance certificate as well as ensuring the operator/s has an up-to-date logbook showing details of inspections and regular maintenance.



# PUBLIC SAFETY

## PHOTOGRAPHY AND VIDEO RECORDING

If photograph or video footage is taken at your event and the plan is to use them for promotion in the future, please ensure attendees are made aware of this as per the [Privacy Act](#).

## FIREWORKS

Under Victorian State legislation, fireworks may only be included at your event if they are provided and operated by a pyro-technician who is licensed by WorkSafe Victoria. You do not need a permit from Council to use fireworks, however you do need approval to use the land for the activity. It is the event organisers responsibility to ensure the contractor you have hired holds a current WorkCover permit and liability insurance cover. This contractor is responsible for formally notifying WorkSafe. The event organiser must notify affected residents and businesses as per the WorkSafe requirements. In addition, notification should be given to Council and the CFA. Consideration should be taken as to the venue and season you are considering the use of fireworks. Further information can be found on the [WorkSafe website](#).

## RAFFLES AND FUNDRAISING

If you are holding a raffle or fundraising event, it is the event organisers responsibility to comply with the laws and regulations set by the [Victorian Commission for Gambling and Liquor Regulation \(VCGLR\)](#).

## FIRST AID

Event organisers have a duty of care to attendees and staff including volunteers. St John Ambulance is the largest and most comprehensive provider of First Aid and Event Health Services in Victoria. Further information can be found on their [website](#). Please note fees apply for this service.

## SECURITY PERSONNEL

Event organisers may need to engage security guards especially due to crowd control issues, serving of alcohol and safe storage of money. See [Crowd control at venues and events: A practical occupational health and safety guide](#) for further information.

## 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.

# TRAFFIC MANAGEMENT

You will require a traffic management plan if:

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

Due to the sophisticated nature and responsibility that a Traffic Management Plan requires, Council recommends that a consultant be engaged to develop and administer all traffic management plans for events. A list of prequalified contractors and consultants can be found on the VicRoads [website](#). Some contractors who service the Moorabool Shire region include:

- West Traffic, 03 8652 5420
- Filcon, 03 9376 1888
- A1 Traffic Management, 03 53391 010
- ABC Traffic Management, 03 9464 6488
- Makesafe Traffic Management, 03 8872 7345
- All Traffic Management, 0412 495 733
- Daly's Traffic Management, 03 9399 9525
- Traffic Watch Australia, 03 9587 9887
- Storm Traffic Management, 1300 883 329

The development and implementation of traffic management can be a significant cost which should be considered early when planning your event.

All Traffic Management being must be in accordance with the [Road Management Act 2004 Code of Practice Worksite Safety – Traffic Management](#) and must be developed as per [Australian Standard 1742.3 2009](#).

## EVENTS ON MAJOR ROADS AND FREEWAYS

VicRoads is responsible for the following roads within Moorabool Shire:

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

- Old Melbourne Road, (section through Ballan only)

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

VicRoads requires a complete permit application to be submitted at least 60 days before the date of the event. Further information can be found on their [website](#). Please note fees may apply. Once/if approval are received from VicRoads please forward VicRoads approval letter and traffic management plans to Council.

### **EVENTS ON LOCAL ROADS**

Council is responsible for all local roads not listed above. An application, along with a traffic management plan and memorandum of authorisation must be submitted to Council at least eight weeks prior to your event being held. Please note fees may apply for this permit.

Depending on the nature of the event and the classification of the roads, you 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 dropping a letter to the following:

- Residents and businesses
- VicRoads (if the road is a Council managed road)
- Victoria Police
- Ambulance Victoria
- CFA

### **PUBLIC TRANSPORT**

For events that are likely to have an impact on public transport, it is a requirement under Victorian legislation to notify Public Transport Victoria (PTV).

### **PARKING**

Event organisers should consider parking requirements for attendees and may be required to develop a Parking Plan to minimise the impact on neighbouring businesses, organisations and residents. Clear signage should be in place to direct event attendees where they can/cannot park.

### **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.

# EMERGENCY MANAGEMENT

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: temporary structure collapsing, crowd crush, fire 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:

- Be aware of adverse weather conditions
- Ensure emergency vehicles can access the event venue
- Create an emergency management plan

An Emergency Management Plan aims to minimise the threat 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 organisers, key stakeholders and emergency services. A [template for your Emergency Management Plan](#) has been created. It is important to understand that once emergency services arrive on site, they assume control of the emergency.

## EVENTS DURING FIRE DANGER PERIODS

The Fire Danger Period is when the CFA restricts the use of fire in the community. CFA declares the Fire Danger Period for each municipality at different times in the lead up to the fire season. It depends on the amount of rain, grassland curing rate and other local conditions. This is to help prevent fires from starting. The Fire Danger Period is NOT the same as a Total Fire Ban. Further information on the Fire Danger Period can be viewed on the [CFA website](#).

## SECURITY AND COUNTER-TERRORISM

All event organisers who plan events need to address security and counter-terrorism issues. A self-assessment tool created by the Australia-New Zealand Counter-Terrorism Committee is a useful starting point to help event organisers understand how attractive their location may be for a terrorist to attack. It then provides guidance on what steps to take next. Provision for concrete/water barriers at entry/exit points on the event site may be required. [Click here](#) to download and complete the self-assessment tool. After completing the self-assessment tool, the [Crowded Places Security Audit](#) should also be completed.

## HEATWAVES

Victoria's Chief Health Officer will use 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 the venue is air-conditioned for indoor events.

## INDOOR VENUES

Indoor venues should have existing evacuation procedures and plans in place. Event organisers must be fully aware of all procedures, equipment, alarms and evacuation procedures and areas for the venue.

## RISK MANAGEMENT

When conducting an event, the organiser has a duty of care to those attending. The public has an expectation of being able to enjoy your 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. The standard used for the management of risk is ISO 31000, Risk management – Guidelines. Event organisers cannot always eliminate risk, but they can manage it.

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

- natural hazards (weather related)
- physical hazards (infrastructure)
- chemical hazards (fire, chemicals)
- safety hazards (crowd control, fireworks)
- organisational hazard (reputation)

When developing a risk management plan, you need to determine the possible risks, assign the likelihood level of occurring, the level of consequences if the risk were to occur and finally what you are going to do to mitigate the risk. A template for your Risk Management Plan has been created.

**Step 1:** Determine the possible risks. In the 'hazards' column list all the hazards or possible situations associated with the event that may expose the public to injury, illness or disease. For example, natural hazards (weather related), physical hazards (infrastructure), chemical hazards (fire, chemicals), safety hazards (crowd control, fireworks), and organisational hazard (reputation).

**Step 2:** Using the Risk Ranking Matrix, assign the likelihood level and what the level of consequences could be if the risk were to occur.

Risk Ranking Matrix					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	High	Extreme	Extreme	Extreme
Likely	Low	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

**Consequence definitions**

Insignificant	Minor	Moderate	Major	Catastrophic
Injury/Illness unlikely	First aid treatment required. Stress related incident reported.	Medical treatment required. Some hospitalisation. Stress related lost time.	Single fatalities, extensive injuries, significant hospitalisation.	Large number of severe injuries requiring hospitalisation or multiple fatalities
Likelihood definitions				
Descriptor	Description	Guidelines		
Almost certain	Is expected to occur in most circumstances	Once within a year or more often.		
Likely	Will probably occur in most circumstances	Once in 1 to 5 years.		
Possible	May occur at some time	Once in 5 to 10 years		
Unlikely	Unlikely to occur	Not expected to occur within a 10-year period		
Rare	Will only occur in exceptional Circumstances	Unlikely to occur		
Recommended action				
Level of Risk	Recommended Actions			
Extreme Risk	Action must be taken to reduce consequences or likelihood.			
High Risk	Some action must be taken.			
Moderate Risk	Specific monitoring or response procedures required.			
Low Risk	Managed by routine procedures.			

**Step 3:** Determine the best control actions to mitigate the identified risk. The Hierarchy of Controls may assist in determining the appropriate measures to manage the risks associated with your event.

Hierarchy of Controls	
<b>Elimination</b> Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
<b>Substitution</b> Substitute the process	Use a less hazardous process- use a less-noisy machine for the task or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
<b>Engineering</b> Change the equipment	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then:</i>
<b>Isolation</b>	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
<b>Administrative</b>	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
<b>Personal Protective Equipment (PPE)</b>	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

# SIGNAGE

## ONSITE SIGNAGE

Clear, strategically placed onsite directional signage will ensure safe, easy access and movement of attendees. Depending on the hours of the event consideration should be made to ensure the signage is visible at night.

Examples of possible signs may include:

- toilets
- exits
- information centre
- parking/no parking
- first aid
- accessible facilities
- dry zones
- alcohol zones

## TEMPORARY PROMOTIONAL EVENT SIGNAGE

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.



Council therefore have designated wooden signage frames specifically designed for event promotion in Bacchus Marsh, Darley, Myrniong, Ballan, Blackwood, Greendale and Gordon.

To use the signs the event should:

- 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.
- that the banner is made of suitable banner material (corflute, canvas or vinyl – not cardboard or fabric sheets) and that the banner is a maximum size 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 for your event.

In case of dispute, on multiple bookings for the same timeframe, relevant Council staff will decide on its approval and/or timeframes.

A booking system is in place to use these signs. Contact Council's Economic Development Officer to discuss your dates.

The use of these signs is not a consent to place signage elsewhere in the Shire. Permission is for these sign frames only.

### **OTHER SIGNS**

Council's Community Safety Department considers permits for A-Frame type signs only measuring a maximum of 900mm high by 600mm wide that are 'temporary', removed each night and can be put aside by Parks and Gardens for maintenance. This does not include permanent signs. Generally, Council does not approve signs out the front of private addresses (other than an address applicable to that sign), in front of schools, churches or other business premises. They must not be within 500mm of a road curb or within 10m of an intersection. Signs must not be reflectorized or have any kind of lights attached. Signs should not be attached (chain etc.) to any street sign or other fixture and must not impede any traffic – pedestrian or other. They cannot be attached to a tree, light pole or other service structure. These signs are considered on a case by case basis and any permit will have a 12-month maximum life.

The Local Law states, any signs in breach of these provisions can carry an on the spot infringement notice of \$200 to a maximum of \$1000 and be impounded without notice.

## **MARKETING AND PROMOTION**

You have done all the planning, now it's time to start promoting your event. Determining the avenue of promotion requires you to have a clear understanding of your target market. Effective advertising and promotion platforms include:

- via a website
- social media
- advertising in local newspapers and on the radio
- posters, flyers
- direct mail or email

Event organisers should create a marketing and communication plan. Included in this plan should be how event organisers will communicate any unforeseen cancellations, postponements or changes to the event.



## POST EVENT

Events on public land and roads must provide Council a post event evaluation within eight weeks of the conclusion of your event. A template for the evaluation can be found in Appendix A.

# APPENDIX A

## POST EVENT EVALUATION TEMPLATE FOR EVENTS ON PUBLIC LAND

### EVENT DETAILS

Event

Date

Location

### ATTENDEES

Quantity

Demographic  
Information

### SUPPLIERS

How many local  
businesses did your  
event support?

Rate the success of your event (1: not successful; 10: very successful)

1      2      3      4      5      6      7      8      9      10

Describe what worked well:

Describe what did not work well or requires improvement for future events:

Were there any unforeseen problems onsite at the event and how did you overcome these?

What would you do differently if you ran this event again?

Was your event financially successful? (i.e. did you make a profit, break even or make a loss)

Would you like to run this event again in the future?

## APPENDIX B

### SAMPLE RISK ASSESSMENT

RISK ASSESSMENT						
<b>Name of Event:</b> 2019 Moorabool Shire Festival <b>Date of Event:</b> 25 December 2019 <b>Location of Event:</b> Village Green, Bacchus Marsh				<b>Event Organiser:</b> Joe Swan, 123 High Street, Bacchus Marsh, 0400000 <b>Expected Number of Attendees:</b> 250 <b>Person Completing Risk Assessment:</b> Joe Swan		
Hazard identified	Persons/s affected	Risk rank (Low, Moderate, High, Extreme)	Control/Action	Responsibility	How will it be monitored	Notes (taken during event)
Jumping castle pegs hit underground services	Persons on site	Moderate	Jumping castles (and all infrastructure) to be weighted NOT pegged	Event organiser	Event organisers to discuss with contractors before and during the event	
Evening fireworks	Event attendees  General public  Nearby residents	Moderate	Nearby residents to be notified of fireworks and provided with Event Organiser contact number	Event organiser	Event organiser to regularly monitor members of the public  Event organiser to attend to	

			Emergency services to be advised of the event		noise complaints	
Not enough rubbish bins	Event attendees  General public	High	Arrangement of rubbish pickup at various times during the event  Dedicated team members tasked with emptying bins before overflow	Event organiser	Event organiser to monitor rubbish levels during the day and arrange an additional pick up if required	
Food poisoning	Event attendees	High	Ensure all contracted food and beverage providers have appropriate food handling certificates and are registered on Streatrader	Event organiser	Event organiser to request copies of current food handling (and other) certificates	
Vehicles driving on public areas causing damage to the site or a collision with a person	Event attendees	Medium	Fences erected to clearly identified event boundaries  Vehicle path designated with wickets and signage	Event organiser	Event organiser to monitor and control vehicles to the event site and implement strict no vehicle movement	

			Bump in schedule developed and communicated with contractors		during event hours	
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