

Event Guide: how to fill in application forms

Event Notification

This an initial form to be used when considering hosting an event. This form provides Council with an understanding of what the event entails, where the event is to be held and who to contact in relation to the event. Also what documentation will be required to be lodged to gain event approval for holding events on Council land or in Council managed facilities. It will also secure a booking for your event at the venue.

Public Liability Insurance:

All organisers who are holding an event on public land must have Public Liability Insurance (PL). If your organisation already has cover, ask your insurance broker for a 'Certificate of Currency' of your PL Insurance with coverage for a minimum of \$20 million and the policy dates must cover the date of the event.

If you need to purchase insurance for a one-off event suggested brokers to discuss your requirements are:

- **Local Community Insurance**
www.localcommunityinsurance.com.au
- **Not for Profit Insurance Brokers**
www.nfpib.com.au

Event Application Form

The forms in this section are used when the event is going ahead. In some cases further information may be required to ensure all aspects of the event have been considered and are being managed appropriately.

Internal Contact List – Roles & Responsibilities

This list is designed as a quick reference for you to use to list all the people in your event planning group or organisation. Please list names and contact details for use throughout the event. Some examples are:

- Event Coordinator
- Marketing Coordinator
- Communications Coordinator
- Finance Coordinator
- Risk Management Coordinator
- Emergency Services Coordinator
- Traffic Management Coordinator
- Food & Beverage Coordinator

- Site Coordinator
- Stage Coordinator
- Volunteer / Staff Coordinator
- Security Coordinator

There may be other people or roles to be included in your Internal Contact List.

External Contact List

This list is designed to be used as a quick reference for all the people/organisation you are working with to plan your event. Please note the mobile contact details of each stakeholder on the day. Walkie-talkies may be preferable on the day for some events with limited mobile coverage or noise such as fireworks or parades.

Some examples are:

- Victoria Police
- VicRoads
- SES
- CFA
- First Aid provider
- Security Organisation
- Various hire companies
- Entertainment
- Performers
- Food stalls
- Insurance company
- Media
- Strathbogie Shire Council contacts
- Local businesses residents or community groups affected

There may be other people or roles to be included in your External Contact List.

Victoria Police

Nagambie	5794 2526	nagambie.uni@police.vic.gov.au
Euroa	5795 2017	euroa.uni@police.vic.gov.au
Violet Town	5798 1316	violettown.uni@police.vic.gov.au

Ambulance Victoria

Notification of event	events@ambulance.vic.gov.au
Notification of road closures	roadclosures@ambulance.vic.gov.au

Public Transport Victoria (PTV)

If the event will affect Public Transport Services, ie parades stop buses or street closures cut off access to bus stops. Organiser must submit a PTV 'Event Notification Form' online.

<http://ptv.vic.gov.au/specialevents>

Site Plan

All Event Managers are required to attach a copy of their completed site plan.

Maps to begin your site plan can be obtained by doing the following:

- Contacting Council's Events team on 1800 065 993 or via email info@strathbogie.vic.gov.au,
- Via the 'online mapping' tool on Council's website
- Websites such as Google maps or near maps.

A copy of the finished site plan must be provided to first aid, local police and all other event stakeholders prior to the event (refer to Form Three for your list).

Ensure your plan **clearly marks all** of the relevant items listed on the form.

Health

Liquor License - you will need to answer at least the first question; if it's an alcohol free event, or BYO you won't need to complete the rest of the form, if you plan to serve alcohol, you will require a liquor licence.

Food All temporary food stalls will need to be registered with Streatrader https://streatrader.health.vic.gov.au/public_site Once registered they will need to lodge a 'SOT' (Statement of Trade), This is a notification and it's easy to do.

Please call our Environmental Health Department if you have any queries on 1800 065 993. Most traders who have temporary food stalls will be aware of this, as this is a State Government requirement.

Checklist - This must be completed and is used as an acknowledgment that you understand and will comply with the requirements.

Traffic Management

For events that will affect traffic and pedestrian flow will need a traffic management plan. For events of this type, qualified traffic management company will need to draw up the plan.

Plans that affect VicRoads controlled roads a MOA will need to be submitted to VicRoads for approval. Road closures on Council controlled roads will need to be approved by the Councillors. Both these processes can take a period of time, please ensure that these plans are submitted well in advance of the event.

Risk Assessment & Management

Completing a Risk Assessment in the format below creates a Risk Management Plan and is an essential process that must be completed for Council to be satisfied that your event will be run in a safe manner with potential risks having being considered and controlled in some manner.

Complete this document in detail, distribute to all members of the organising committee and event staff, obtain their feedback and update the plan with their input and submit the completed document to Council. Please include all risks identified in this process, even those outside the categories provided.

To complete this form: (please refer to the example shown on the following page)

Identify who your event Risk Management Officer is, ie. who will have overall responsibility for preparation and implementation of your Risk Management Plan.

List who is involved in compiling the Risk Management Plan and the date.

In column 1 – List all activities, processes or contributors involved in your event that may present hazards.

In column 2 – List any hazard(s) & the risk(s) caused by the activity listed in column 1. Note: hazards can present risk to people, the environment, buildings or equipment. It is important to try and capture all risks. **Consider anything that can cause harm or damage.**

In column 3 – Rate the risk using the Risk Assessment Matrix on the next page, ie: to see how high the risk is. To do this, think about the **consequences** that could result because of the risk and the **likelihood** of the risk eventuating. Use the Risk Assessment Matrix to determine the rating. Don't get hung up on number and letters from the Risk Matrix. It's more important to categorise the risk as Extreme, High, Medium or Low.

In column 4 – List what you will put in place, ie the control(s) to eliminate or minimise the risk.

In column 5 – Rate the risk again to see if the control has improved the situation.

In column 6 – Nominate the person(s) responsible for putting the control in place.

In column 7 – Nominate the date the control will be in place.

In column 8 – Note when the control was put in place. Your Risk Management Plan is a living document and should be used to monitor effective risk management.

Ensure the Risk Management is communicated to all stakeholders.

Ensure a copy of the Risk Management Plan is provided to Emergency Services identified in Emergency Management Plan.

Note: Certain stakeholders such as performers, drone operators or amusement ride operators must provide a separate Risk Management Plan specific to their activity if the risk rating is greater than Low. These people will/should know the risks associated with their activity better than you. You must be confident their risks are controlled properly.

Risk Assessment Matrix

Consequence	Likelihood				
	(1) Almost Certain	(2) Likely	(3) Possible	(4) Unlikely	(5) Rare
(A) Catastrophic	E	E	E	H	H
(B) Major	E	H	H	H	M
(C) Moderate	H	M	M	M	L
(D) Minor	M	M	L	L	L
(E) Insignificant	L	L	L	L	L
E = extreme risk; immediate action required. If personal injury is imminent, do not proceed.					
H = high risk; senior management attention needed					
M = medium risk; management responsibility must be specified					
L = low risk; manage by routine procedures					

Qualitative measures of Consequence (refer Risk Management Strategy for full description)

Level	Descriptor	Example detail description
A	Catastrophic	Death; >\$500K loss; toxic release off-site with huge detrimental effect; widespread irreparable loss of habitat; serious national media outcry.
B	Major	Extensive injuries; \$50K - \$500K loss; loss of production capability; off-site toxic release with significant detrimental effects; significant irreparable loss of habitat; serious public or local media outcry.
C	Moderate	Medical treatment required; \$10K - \$50K loss; on-site toxic release contained with outside assistance; considerable irreparable loss of habitat; high financial loss; significant adverse media.
D	Minor	First aid treatment; \$1K - \$10K loss; on-site toxic release immediately contained; minor loss of habitat; attention from media; concern by community.
E	Insignificant	No injuries; low financial loss; no community concern.

Qualitative measures of Likelihood (refer Risk Management Strategy for full description)

Level	Descriptor	Description
1	Almost certain	<ul style="list-style-type: none"> Is expected to occur in most circumstances, or Risk is occurring now, or Could occur within "days to weeks"
2	Likely	<ul style="list-style-type: none"> Will probably occur in most circumstances, or Could occur within "weeks to months"
3	Possible	<ul style="list-style-type: none"> Might occur at some time, or Could occur within "months to years"
4	Unlikely	<ul style="list-style-type: none"> Could occur at some time, or May occur but not anticipated, or Could occur in "years to decades"
5	Rare	<ul style="list-style-type: none"> May only occur in exceptional circumstances, or Only occur as a "100 year event"

Note: the list of hazards may be extensive depending on the activities within the event. Further information relating to hazards is available through Council's Risk Officer 1800 065 993 or from the Work Safe publication - Advice for Managing Major Events Safely, please refer to www.worksafe.vic.gov.au

RISK MANAGEMENT PLAN										
Name of Event		Village Market								
Name of event's Risk Management Officer		Ms Event Manager			Organisation		Events4us	Mobile		0412 345 678
People involved in compiling this plan		E Manager, A Helper, A Stall Holder, F Vendor						Today's date		Fri 31 May 2013
Event description		Stall holders selling home produce, entertainment and games for children								
Location		Recreation reserve			Date of event		Sun 6 October 2013	Time / duration		Start - 10:00am. Finish - 4:00pm
Expected crowd		150 adults and children			Types of activities		Stalls selling produce, juggler, children's games, wine tasting			
1	2	3	4	5	6	7	8	9	10	
Activity/ process/ contributor	Hazard / Risk	C conse- quence	L likely- hood	Risk rating	Control	Risk rating after control in place	Control impleme nted by	Control to be in place by	Control actually in place	
Setting up stalls & marquees	Underground power. Pegs may contact power cables. Potential electrocution causing death.	A	3	Extreme	Accurately identify and locate underground power. Ensure clearance by 2.0m	Low	Mrs A Citizen	2 weeks prior	1 week prior	
	Guy ropes may cause tripping hazard. Potential for personal injury.	C	1	High	Guy ropes highlighted with bright tape. Ropes limited to a span of 600mm from pole.	Low	Ms Stall holder	On day	On day	
Parking	Vehicles have potential for serious injury or death to pedestrians.	A	2	Extreme	Documented Traffic Management Plan including designated parking area. Ensure vehicles maintain walking pace only with signage and trained traffic controllers.	Medium	Mr Parking Coordinator	On day	On day	
People	Excessive alcohol has potential for illegal activity, violence causing injury or death.	A	2	Extreme	Liquor licence. Reduced serving hours. Also Refer Form Four. Security in attendance - details below. Police advised.	High	Ms Event Manager	Prior event and on day	Licence 3 April Police advised 5 April	

Food vendors	Potential for food poisoning resulting in illness or death.	A	3	Extreme	Compliance with Food Safety Program / Food Handling Permit	Low	Mr Food Vendor	On day	On day
	Electrocution from incorrectly used or faulty electrical items including exposure to water.	A	3	Extreme	Electrical leads to be inspected and tagged. Residual Current Devices to be in place. Power circuits fitted with appropriate rated fuses or circuit breaker. Use lead stands or insulated cable hangers to keep leads off ground. If not possible ensure suitable cover (matting) and no sharp stones etc. for pedestrian traffic. Timber protection for vehicular traffic. Unless especially designed, keep leads and tools clear of damp or wet conditions. Lead joins must be weather proof.	High	Mr Food Vendor	On day	On day
	Electrical leads on ground have potential for trip/fall injury.	C	1	High	Leads clear of pedestrian traffic.	Low	Mr Food Vendor	On day	On day
					Leads covered with secure matting to remove trip hazard. Ensure no sharp stones etc. Note: matting not suitable for vehicular traffic.	Medium	Mr Food Vendor	On day	On day
Other Hazards may include: (consider things that can cause harm or damage)	<ul style="list-style-type: none"> <input type="checkbox"/> Temporary structures – must have a Council permit <input type="checkbox"/> Gas appliances – must be Energy Safe Victoria compliant and have a Gas Safety, Self-checklist (www.esv.vic.gov.au) on site and available for inspection <input type="checkbox"/> Powered equipment including amusement rides – provider must have own Risk Management Plan if risk is greater than Low <input type="checkbox"/> Hazardous Substances & Dangerous Goods <input type="checkbox"/> Working at Height (ie >2m) – must be qualified and obtain Council Permit <input type="checkbox"/> Noise <input type="checkbox"/> Fireworks – must have WorkSafe permit <input type="checkbox"/> Contractors – must have own Risk Assessment or Job Safety Analysis <input type="checkbox"/> Entertainers – may need own Risk Management Plan depending on risk level <input type="checkbox"/> Code Red days – event should be postponed / cancelled to eliminate the risk <p>Note: most of these hazards have the potential for serious injury or death and therefore likely to score an 'Extreme' risk. Controls must be put in place to reduce the risk Refer WorkSafe document Advice for Managing Major Events Safely available on www.worksafe.vic.gov.au for more information on hazards</p>								
If a security firm has been contracted, provide details below									
Name of company		A Security				Contact phone		03 0000 0000	
Number of security personnel at event			3						

Emergency Management Plan

An Emergency Management Plan is required for all events – by planning for the worst possible scenarios, organisers will be more assured of their ability to handle the emergency should it arise. **A copy of the completed Emergency Management Plan must be kept, on site** preferably at the Communications Point and circulated to all the appropriate stakeholders prior to the event, including the appropriate person at each of the emergency services listed.

The attached example Emergency Management Plan may be used as a guide. Note that planning and responses should not be limited to the fields provided. The onus is on the event organisers to prepare for all possible situations and for keeping the appropriate parties informed.

In all instances where the presence of emergency services is needed, the event organisers are to immediately transfer all management of the event to the emergency services present, following all instructions given, until advised otherwise. Should the presence of emergency services be required at the event, a post-emergency report must be prepared and sent to Council's Visitor Economy and Events Coordinator the first working day after the event.

The Emergency Services contact is the event's nominated person who will deal directly with all emergency services in the event of an incident requiring their presence.

To complete this form. (Refer example below)

1. Identify who your event Emergency Services contact is, ie who will have overall responsibility for preparation and implementation of your Emergency Management Plan.
2. List who is involved in compiling the Emergency Management Plan and the date.
3. Review the Potential Emergency Situations listed and add or subtract other situations that may apply to your event.
4. Review Response Organisation contact numbers. There may be other (local) contact numbers that are applicable to your area or event.
5. Review listed actions, responsibility (Who) and date for Preparation phase and Response phase of the Plan and update with any information relevant to your event.
6. The reviewed and updated Emergency Management Plan must be communicated to all stakeholders prior the event.
7. Copy of Emergency Management Plan must be kept on site.
8. A copy of the Emergency Management Plan must be provided to the Emergency Services listed at least two weeks prior the event.

****EXAMPLE ONLY****

PREPARATION

Action	Who	When
<ul style="list-style-type: none"> • Establish weather proof Communications Point attended full time by event personnel • Communications Point to be equipped with: <ul style="list-style-type: none"> ○ phone ○ loud hailer(s) ○ safety vests ○ first aid kit ○ details of First Aid Officers available on site ○ fire extinguisher ○ fire blanket ○ (this) Emergency Management Plan ○ Evacuation Plan on display 	Emergency Services contact	On day
<ul style="list-style-type: none"> • Notify emergency services organisations ie fire, ambulance, police of event 	Emergency Services contact	Before event
<ul style="list-style-type: none"> • Maintain clear access for emergency services 	Emergency Services contact	Ongoing
<ul style="list-style-type: none"> • Assembly area defined 	Emergency Services contact	On going
<ul style="list-style-type: none"> • Review weather forecasts 	Emergency Services contact	Before event /on day
<ul style="list-style-type: none"> • Secure temporary structures 	Emergency Services contact	On day
<ul style="list-style-type: none"> • Maintain clear access route for evacuation 	Emergency Services contact	Ongoing
<ul style="list-style-type: none"> • For severe weather situations, decide trigger point for postponing/shutting down event ie if lightning is imminent and/or winds are predicted to be dangerous, eg “Strong breeze” >39kph winds = Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult. Empty plastic garbage cans tip over. (Ref. Beaufort Wind Force Scale) 	Emergency Services contact	Before event
<ul style="list-style-type: none"> • Committee staff briefed on potential emergency action required 	Emergency Services contact	Before event
<ul style="list-style-type: none"> • Allocate search areas for lost child situation 	Emergency Services contact	Before event

****EXAMPLE ONLY****

RESPONSE (never put yourself at risk)

Action	Who
<ul style="list-style-type: none">• Serious injury<ul style="list-style-type: none">– Notify first aid staff– Keep public clear of area/affected person(s) including route for emergency services– Minimise further impact by removing source of emergency if safe to do so– Instigate evacuation if necessary to prevent further injury– Assist emergency services as instructed	Emergency Services contact
<ul style="list-style-type: none">• Fire<ul style="list-style-type: none">– Notify CFA– Keep public clear of area including route for emergency services– Attempt to extinguish fire if safe to do so– Instigate evacuation if necessary to prevent further injury– Assist emergency services as instructed	Emergency Services contact
<ul style="list-style-type: none">• Severe Weather<ul style="list-style-type: none">– Instigate site evacuation at pre-determined trigger point ie lightning imminent or wind in excess of 39kph imminent– Ensure public do not enter area until safe to do so– Monitor site and secure loose items	Emergency Services contact
<ul style="list-style-type: none">• Explosion<ul style="list-style-type: none">– Notify Police & CFA if fire is present– Keep public clear of area including route for emergency services– Attempt to extinguish fire if safe to do so– Instigate evacuation if necessary to prevent further injury– Assist emergency services as instructed– Minimise disturbance to scene– Note any strange behaviour for police investigation	Emergency Services contact
<ul style="list-style-type: none">• Violent behaviour<ul style="list-style-type: none">– Notify VicPol– Keep public clear of area including route for emergency services– Instigate evacuation if necessary to prevent further injury– Assist injured people if safe to do so– Assist emergency services as instructed– Note any contributing behaviour for police investigation	Emergency Services contact
<ul style="list-style-type: none">• Lost Child<ul style="list-style-type: none">– Notify VicPol– Notify all committee staff to begin search and observe strange behaviour for police information.	Emergency Services contact
<ul style="list-style-type: none">• Found Child<ul style="list-style-type: none">– Keep child at Communications Point and do not leave unattended.– Identify owner if possible– Notify committee staff to begin search for owner– Notify VicPol	Emergency Services contact

Declaration by responsible organisation

- Self explanatory

Please forward completed forms:

Email

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1800 065 993

Mail

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PO Box 177
Euroa VIC 3666

Deliver

Lauren Ure
Tourism & Events Officer
Strathbogie Shire Council
109A Binney Street, Euroa
Mon – Fri 9am – 5:30pm

OR

Submit online