

# Event Tool Kit

## June 2023



# Event Tool Kit

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 Julie Salomon  
**Chief Executive Officer**

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 Date

**Disclaimer:** Strathbogie Shire Council's Event Toolkit is a guide only. Strathbogie Shire Council does not warrant that the Toolkit is accurate or correct and notes that the guide is subject to change. Further, it is incumbent on an event organiser to ensure that all laws are complied with, including obtaining any necessary permits from Strathbogie Shire Council. Strathbogie Shire Council accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the Toolkit.

**Acknowledging Strathbogie Shire Council Traditional Owners**

Wumindjika! (Welcome to Strathbogie Shire!)

Strathbogie Shire Council signed a Memorandum of Understanding (MoU) with the Taungurung Lands and Waters Council (TLaWC) in 2021. As a result, any of the following Acknowledgement to Country options are encouraged when conducting proceedings on Taungurung Country. Wording options to read a statement at your event, from our Acknowledgement to Country Fact Sheet

[20211104\\_Fact\\_Sheet\\_-\\_MoU.pdf \(strathbogie.vic.gov.au\)](#)



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## INTRODUCTION

### Strathbogie Shire Council Commitment

Strathbogie Shire Council's community vision in the Council Plan 2021-2025 says:

*The Strathbogie Shire is a region of natural beauty with vibrant communities who are respectful, optimistic and inclusive.*

*We have a strong sense of belonging and of our collective history. We care deeply for Country and First Nations people.*

*We are bold. We embrace opportunities. We welcome you.*

It is the role of Council Officers to support arts, recreation, cultural heritage, events, festivals, and sporting activities for the greater benefit of the community.

The variety of events and festivals in Strathbogie Shire encourage visitation while celebrating the community's diversity, talents and increasing cultural understanding. Events and festivals help bring energy and vibrancy to the streets, public spaces, and waterways, while making an important contribution to the region's economy.

The Council Events team is here to help make your event a success. Public spaces such as our waterways, parks, and reserves are some of the best in Australia and a major attraction for visitors. Gardens are living assets that are often used as event sites but are also places for passive recreation and quiet relaxation. We encourage event organisers to consider the many benefits of using open spaces and to plan their events using long-term sustainability practises.

### Strathbogie Shire Council Support

Council recognises that events play an important part in the Shire's wellbeing and cultural diversity by helping to activate precincts, raise the Shire's profile, increase visitation, assist in building relationships, deliver economic benefit and enliven the Shire.

To build Strathbogie Shire's reputation as an events capital of the region and to stage a variety of events annually, the Council has various programs and options available to event organisers, from marketing and social media assistance, display opportunities, through to sponsorship and grant programs.

Council's Events Team can be contacted via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) to discuss your event. The team can provide guidance in planning a successful event.

### Council Funding/ Financial Support

Find out more information about Strathbogie Shire Council's grants via [grant and sponsorship programs](#),

### Event Application

To complete an event application visit [Event Application Form](#). For more detail regarding event applications and permits refer to Section 2 of this Toolkit.

### Equipment Hire

Council has a number of items that are available to hire for events. The [Event Equipment Hire Form](#) is an online submission form. If you need more information contact Council's event team.

### **Promotions and Marketing**

Council can also provide marketing support for your event through the Strathbogie Shire Council's Facebook [What's On](#) page. Please contact the Events team for scheduling.

### **Council Attendance/ Representation**

You may want to invite Council representatives (Mayor, Councillors or Senior Executives) to attend or speak at your event. Please complete the following form, [Mayor and Councillors | Strathbogie Shire](#).

## 1. STRATHBOGIE SHIRE EVENTS TEAM

The Event Team is responsible for ensuring the interests of the community are being met by event organisers. This involves managing the relationships that exist between Council, the event organiser, stakeholders, public authorities and any third parties. We are here to help you meet these requirements so events can proceed safely and successfully.

The Event Team have the responsibility of permitting a range of events and activities within the Shire under a variety of criteria and are able to suggest ways to deliver a safe and successful event that maintains access for everyone, as well as providing advice on logistics and operations.

The list below outlines the various events and activities that the Events Team issues permits for:

- Public events
- On water events
- On water training camps
- Weddings or Celebrations in a Park
- Filming and photography

Please note events and activities are classified as low, medium, or high risk.

There are different requirements and online application forms for each of the activities, which are detailed in [section 2.6, about activity permits](#).

There are also a range of other permits that Strathbogie Shire Council requires that the Events Team assist in the coordination for gaining these approvals. For more information on the other types of permits please refer to [section 2.9 about other permits, approvals and fees](#).

You can contact the Event Team via emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) or calling 1800 065 993.

## 2. PLANNING YOUR EVENT IN STRATHBOGIE - A STEP-BY-STEP GUIDE

To stage an event or activity in public space managed by Strathbogie Shire Council, you must have an approved event plan and receive an event approval from the Events Team. This Toolkit has been designed to assist you in developing your event plan while informing you of your responsibilities and other statutory permits that may be required. This ensures public safety, sustainable management and amenity in Strathbogie Shire's public spaces and our waterways, parks and gardens.

This Toolkit deals primarily with the requirements involved in the application and approval of low impact events to large-scale events. You can visit the [Events Page](#) of our website and search for more information on the relevant activity or contact the Event Team via emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) or calling 1800 065 993.

### 2.1 Why You Need An Event Permit

An event permit ensures your activity is conducted in accordance with the Section 15 of the Local Law No. 2 Strathbogie Shire's Community Local Law 2020 and the *Crown Land (Reserves) Act 1978*. It also ensures that any disruption to stakeholders is minimal and parties that may be impacted are notified, and the event is to be conducted in a safe and compliant manner.

## 2.2 What Locations/Sites Are Available To Book?

Within Strathbogie Shire there are several bookable waterways, parks, community centres and venues, such as the Nagambie Lakes Regatta Centre.

Availability varies depending on the type of event or activity and the sustainability considerations of each location, we recommend submitting an Event Application to identify if a space is available.

To book the Nagambie Lakes Regatta centre please complete the [Nagambie Regatta Centre Hire Form](#).

If you require more information, you can email the Event team via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) or calling 1800 065 993.

We will not consider your event unless an online [Event Application Form](#) is submitted.

## 2.3 When To Apply For An Event Permit

Depending on the size and requirements of your event, the Events Team needs sufficient notice to process your application. We recommend sending an Event Application Form as soon as possible to allow time for your event to be assessed and to allow yourself time to meet the required obligations.

The Strathbogie Shire Council reserves the right to decline an application if submitted with insufficient notice. Allow a minimum of six (6) weeks – three (3) months for small public events, 3-6 months for medium-sized events and 6-12 months for large events.

## 2.4 Event Permit Assessment Process

Should you require a permit to stage your event, your application will be assessed against set criteria and categorised by the Events Team. The requirements to secure an event permit are dependent on this categorisation. The assessment process will consider some of the following considerations:

- Projected attendance
- Event duration
- Infrastructure required
- Requested location type (waterway, park or hard surface)
- Amplified music
- Food stalls
- Liquor licencing
- Roadway treatments

Your permit requirements will depend on the needs of the site and the size and scale of your event. An Event Team member will be in contact to advise you of your requirements, and to assist you in meeting them. Strathbogie Shire Council may withdraw an application at any stage if the applicant is unable to satisfy requirements.

## 2.5 Notification To Taungurung Land And Waters Council (TLaWC)

Council Officers will consult with the TLaWC prior to the event or activity proceeding, advising them of the details of the event, giving them the opportunity to comment on the event as per the Land Use Activity Agreement and Council's Memorandum of Understanding (MOU).

If you would like to host a Welcome to Country at your event please contact Taungurung Land and Waters Council directly. This can be booked through their website [Welcome to Country Ceremonies - Taungurung Land & Waters Council](#). Please note: there is a fee for this service.

## **2.6 Activity Permits For Weddings, Promotions, Filming, Photography, And Personal Training**

### **Weddings and Family Celebrations in a Park**

Applications are required for wedding ceremonies and family celebrations in the Strathbogie Shire parks and gardens. Applicants are required to apply for a permit online a minimum of one month before the ceremony. Applications cannot be accepted more than 12 months from the date.

The permit entitles the applicant use of a nominated section of the garden/park for a four (4) hour period. The Shire can also offer Public Liability insurance (at the cost of \$110 incl GST) if you are unable to arrange this through your Celebrant. You can access the form by visiting [Wedding & Family Celebration application](#).

You can also contact the Event Team via emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) or calling 1800 065 993. There is currently no charge for this event/ type.

### **Filming and Photography**

If you wish to film or undertake a photo shoot or take commercial drone footage within any of the Strathbogie Shire's public open places, including waterways, you may require a filming permit.

Whilst also considering time sensitive and privately managed locations, you will need a filming permit from the Strathbogie Shire Council if you exceed the low impact filming criteria. Filming applicants are required to apply for a permit online. A minimum of ten (10) business days' notice is required, six (6) months notice for applications requiring traffic management or major pedestrian management.

Visit the [filming and photography](#) page of the Strathbogie Shire Council Website. There is currently no charge for this service/ event type.

### **Personal Training**

Personal trainers wishing to use Strathbogie Shire's parks must apply for an annual licence via the online event application form. A certificate of currency of public liability for \$20M and a risk assessment will be required.

Please complete this form [Event Application Form](#). At least one month's notice will be required prior to commencement of classes. There is currently no charge for this service/ event type.

## **3. EVENT APPLICATION PROCESS**

### **How To Apply For An Event Approval**

To apply for an event in the Strathbogie Shire, we require you to submit an online [Event Application Form](#). Note that the activities outlined in section 2.5 on activity permits (wedding and filming) have specific application forms. Once this form has been submitted, you will receive an automated response and your event will be allocated to a member of the Event Team. The Events Team will be your point of contact throughout the application process and will answer questions pertaining to your event.

The time it takes to process and approve your event will depend on the complexity and your ability to submit plans that meet the event approval criteria. A complex major event may take many months to assess and permit, whereas a low-impact event may only take a couple of weeks. Your Event Team member will work closely with you throughout the planning process to ensure that the event approval process is as smooth as possible.

### **Compulsory Event Permit Application Requirements**

When lodging an event application for a large risk event, it is essential you provide the following information as part of the event plan. For more information on each item below and how to put your event plan together, refer to section 3 on preparing your event plan.

- Event details/description
- Running sheet (including bump-in/bump-out and event timings)
- Contact list
- Public Liability Insurance (\$20M)
- Emergency and risk management matrix/plan
- Waste management plan

Other application requirements may include (depending on the details of the event)

- Stakeholder notification plan
- Signage
- Site plan
- Infrastructure and facilities list
- List of vendors if you are selling as part of your event
- Pedestrian and traffic management plan
- Events on Waterways Application
- Place of Public Entertainment Application/Siting Permit

Please note that there may be additional requirements depending on the size and type of the event you are holding. Your Event Team will outline these requirements for you.

### **Public Liability Insurance**

Event organisers must make sure they have a public liability insurance policy underwritten by an insurance broker/company authorised to conduct insurance business in Australia. A Certificate of Currency must be provided showing that the proposed event is fully covered for a minimum of \$20M. Event organisers are encouraged to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, fireworks).

If your organisation already has Public Liability Insurance, ask your insurance broker for a 'Certificate of Currency' of your Public Liability Insurance.

If you require purchasing Public Liability Insurance as a once off event suggested brokers to discuss your requirements are:

Local Community Insurance – <https://www.localcommunityinsurance.com.au/>

Not for Profit Insurance Brokers – <http://www.nfpib.com.au/>

Event organisers will also need to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, fireworks) and provide these to Council with application.

## Your Event Approval

Once you have met all relevant assessment criteria and the Events Team has deemed your application successful, you will receive an Event Approval letter.

The event approval will confirm the terms and conditions of your event. These terms and conditions will have been discussed with you during the application process the event permit is final confirmation that all steps required have been completed in preparation for your event. Once you have received your event permit you will need to have a copy of the permit on site with you to present upon request.

When approval has been granted, a request will be sent to you, via EventManage, to agree to the permits terms and conditions. This will have been agreed to prior to the event commencing.

### 3.1 Other Permits, Approvals

If your event requires additional permits from other departments within the Strathbogie Shire Council (see list below), your event permit will not be valid until these permits have been approved.

Additional Permits and Statutory approvals that might be required for your event include:

#### Permit Type

- Mobile Food Vans - For more information on registration of a mobile food premise visit the [Streatrader](#) website.
- Place of Public Entertainment (POPE) - A POPE is a building, place or space used for conducting public entertainment\* which exceeds 500m<sup>2</sup> in an area that is enclosed or substantially enclosed (controlled space surrounded by fencing, structures or natural features), or to which admission can be gained by payment of money or other consideration, that a reasonable person would see as being an exclusive area.

In certain instances, community-based organisations using outdoor recreational spaces with an area greater than 500m<sup>2</sup> are exempt from requiring an occupancy permit for a POPE if the number of persons does not exceed 5000 and certain criteria is met. This exemption is not applicable if any temporary structures are to be provided for such an event. Please refer to Regulation 206 of the Regulations for circumstances that relate to exemptions for community-based organisations.

\* public entertainment is defined in the Act as:

*‘an entertainment or meeting to which admission may ordinarily be gained by members of the public.’*

A person must not conduct public entertainment or occupy a place of public entertainment unless an occupancy permit has been issued which permits its use for the entertainment. Failure to comply with this requirement is a breach pursuant to Section 49 of the Act.

- Temporary Structures - A siting approval is required for a prescribed temporary structure where public entertainment is to be conducted, prior to the installation and use of the structure. Prescribed temporary structures require an occupancy permit to be issued by the Victoria

Building Authority and a copy of the occupancy permit must be submitted when applying for a siting approval to Council. A prescribed temporary structure includes the following:

- Tents, marquees or booths with a floor area greater than 100m<sup>2</sup>
- Seating stands for more than 20 persons
- Stages or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area
- Prefabricated buildings with an area exceeding 100m<sup>2</sup> and that are not placed directly on the ground surface.

Please note: A prescribed temporary structure as referred to above is not a prescribed temporary structure when forming part of another building. In that instance a building permit and an occupancy permit may be required.

- Events on Roads - For events that will affect road traffic and pedestrian flow, a Traffic Management Plan will need to be created. The event organiser will need to engage a qualified traffic management company to draw up the plan. Plans that affect VicRoads will require a Memorandum of Authorisation (MOA) to be submitted to Regional Roads for approval. Road closures on Council controlled roads will require approval from the Strathbogie Shire Council Asset Department. Events that have road closures are considered High Risk Events therefore, if a road closure is required at an event, a Traffic Management Plan must be provided by the event organiser with their completed Event Application a minimum six (6) month prior to the event. Notification of road closures need to be placed in the relevant newspapers giving prior notice for this event. The advertisement will need to be placed 7 - 14 days prior to the event.
- Temporary Liquor license – If you are planning to sell alcohol at your event you will need a license from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). See here for the form to apply for a temporary liquor license. Time frame for this application is 2-3 months.
- WorkSafe Victoria for approvals of the discharge of fireworks.
- CFA permits - for total fire ban exemptions for the use of open fire or fireworks at events when a total fire ban has been declared.
- Waterways Closures - All events on water including training camps require a current certificate of currency for the group's public liability and an on-water risk assessment to be lodged with Council. This is a requirement under the *Marine Act 2010*. If you are planning an on-water event, you may require the closure of a section of water, to ensure the safe conduct of the event. Please contact the Events Team to discuss.

\* Note that this list is not exhaustive, there may be further requirements depending on the unique nature of each event.

#### **4. PREPARING YOUR EVENT PLAN**

An event organiser is responsible for compiling an event plan and submitting a draft at the beginning of the application process. The size, scope and complexity of an event will determine what elements to include in the event plan. This section outlines the compulsory requirements, as well as other areas you may need to address. Please note that this is not an exhaustive list and you may be required to provide additional information.

An event plan checklist is available to assist in determining which elements are relevant to your event. Completing the event plan is your responsibility however your Event Team is here to assist.

#### **4.1 Event Details Overview**

The event details overview section of your event plan should provide a high-level summary to give your Event Team a broader understanding of your event.

Information in this part of your plan should include:

- event name
- event locations
- a description of your event
- the main purpose of your event
- nature of attendance (public or private event)
- event times and dates (including bump-in and bump-out)
- an overview of your event's key entertainment and activities
- target audience
- how the event is being promoted, and
- estimated attendance.

#### **4.2 Event Running Sheet**

A running sheet sets the timing and sequence of your event so that you, your Event Team, and other key stakeholders know what is happening and when.

A good running sheet includes a detailed timeline of the event production schedule including bump-in/bump-out, event timings, locations, and program details.

#### **4.3 Contact List**

A contact list is necessary and should include all the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders, and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000.

#### **4.4 Stakeholder Notification Plan**

To minimise any impact on surrounding stakeholders, communication may be required and is vital to the success of your event. Large events have amplified music, where fireworks will be discharged, or road closures will require notification to all affected residents and businesses.

A formal letter may be required to be sent to all stakeholders within the event precinct. Your Event Team can help you develop a list of who should be targeted directly and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to make sure that adequate stakeholder notification is conducted. Australia Post can arrange a letter drop to postal addresses within a postcode (fees apply) but this would exclude any post box that has a no junk mail listing.

Your letter must include the following details:

- the name, date, and location of your event (including bump-in and bump-out times)

- the purpose of the event
- the expected number of participants
- activities being conducted as part of the event
- what the likely disruptions to residents and businesses will be with respect to noise, transport, and road closures
- a contact number for further information or queries

Please submit a draft to your Event Team, who can advise on appropriate wording etc and for approval before distribution. A follow up notification letter may also need to be sent one week prior to the event. Depending on the nature of the event or location, stakeholder sign off may also be required.

### **Advertising Of Road Closures And Other Impacts**

If your event involves a major road closure/s or impacts the public transport network, you will be required to submit a communications plan detailing how these impacts will be advertised. There are several different mediums that you can be used to advertise your event including but not limited to:

- Printed press (newspaper)
- Social Media (Facebook, Twitter, and Instagram)
- Websites (both the event website and paid advertising)
- Radio
- Television advertisements

The advertisement must include the name, date and location of the event, road closure locations, opening and closing times, impact on public transport routes such as buses and a contact number and website for further enquiries.

Please send a copy of the communications plan to the Event Team for review prior to the advertising commencing. If you are planning or required to have printed press advertising, you must provide a copy of the draft advertisement at least 14 days prior to the date of publication for approval. Your Event Team will discuss these requirements with you.

### **4.5 Signage**

To display signs regarding your event you will need to complete The Strathbogie Shire Council's 'Tourism Event Signage Application.' which can be found [here](#).

Please keep in mind the following:

- that this needs to be submitted at least 6 weeks prior to your event
- A separate application form must be completed for each event requesting signage
- The applicant will be notified if their application is successful within 21 days
- Signs should be made of corflute and be 2400 x 600mm or for the Nagambie frames the signs are 1800 x 600mm

Local manufacturer of the signs:

Euroa Printers  
45 Railway Street, Euroa  
Phone: (03) 5795 1655

#### **4.6 Site Plan**

The site plan should identify the location of all aspects of the event including the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, power/generators, amenities, parking, pedestrian and vehicle access routes, water fountains, seating, emergency access/egress, licensed areas, food outlets and merchandise stalls. Please contact your Events Team to discuss and for access to base plans of the various Council managed land.

#### **Site Meeting**

Please note that a site meeting with relevant Strathbogie Shire Council officers may be required with your Event Team to give advice on your site plan and set up.

#### **4.7 Event Operations Centre (EOC)**

Regardless of the size of your event, it is likely that you will need to have set aside an area where your staff and volunteers can meet for debriefs and/or meetings, as well as run the operations of your event. This needs to be detailed on your site map.

There are four requirements for the EOC:

- a representative of the event organisation must be present in the EOC and the event organizer must always be contactable.
- the representative must be authorised and prepared to act on behalf of the event organiser in all matters
- those present must be able to immediately address any problems arising during the event
- the event organiser must be responsible for the logging of incidents throughout the event.

#### **Access And Egress For Emergency Services**

Public safety is the key priority of any event, and it is vital that your site plan accounts for access and egress by emergency services. For example, this may mean the inclusion of a dedicated emergency lane within a road closure. You will be required to work with your Event Team to ensure a quick and effective response in the event of an emergency. Emergency and risk management planning is covered in [section 3.1](#).

#### **Vehicles In Parks**

Generally, only authorised Strathbogie Shire Council vehicles or emergency services vehicles are permitted in Strathbogie Shire managed parks and gardens. Limited access is available for vehicles engaged in the bump-in and bump-out and operation of an event. No vehicles, caravans, cranes, accommodation vehicles or trailers are permitted in any parks and gardens unless specific authorisation has been given. Conditions include:

- all vehicles must be road registered
- all on site vehicles must be approved by the Event Operations Coordinator
- where bollards are in place, a marshal must be positioned at the bollards while the bollards are removed

- anytime the marshal must leave the entry, the bollard will be put back in position, e.g. at the conclusion of the bump-in
- vehicles are only allowed to enter when a marshal (wearing high visibility clothing) is available to escort them
- members of the public will always have right of way
- the event organiser is also responsible for any reinstatement costs incurred from vehicle damage caused by event staff or contractors engaged to provide goods or services for the event.

#### 4.8 Accessible Events

Event organisers must consider accessibility as an important part of their planning and put measures in place so that the event site is accessible to everyone. As part of Council's commitment to accessibility, publications and education programs have been developed to help businesses and event organisers allow equal access for people of all ages and abilities. For information on accessibility, visit the [Accessibility & Inclusion](#) section of our website.

#### 4.9 Infrastructure And Facilities

All infrastructure and facilities to be brought onsite for your event, including marquees, banners, barricades, site sheds, amusement rides, toilets, water facilities, temporary fencing and stalls must be listed on your infrastructure and facilities list as well as marked on your site plan. Careful placement of infrastructure needs to be considered to avoid creating crowd issues or damage to the site and Council assets.

##### Toilet Facilities

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women require more facilities than men), whether there is service of alcohol and the event duration. Accessible facilities must be available. Toilet facilities must be well lit for security and safety reasons, provided with soap and hand drying equipment, and must be cleaned and re-stocked regularly. Toilets must also be located away from food storage and food services areas, provided with sharps disposal facilities and be suitable for wet weather conditions.

Use the following guides to determine the number of toilets required at your event.

##### Toilet facilities – no alcohol provided

Fewer than 500 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 6   | 2           | 0       |
| Men    | 1   | 2           | 2       |

More than 1,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 9   | 9           | 0       |
| Men    | 2   | 4           | 4       |

More than 2,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 12  | 6           | 0       |
| Men    | 4   | 6           | 6       |

More than 3,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 18  | 10          | 0       |
| Men    | 6   | 10          | 15      |

More than 5,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 30  | 17          | 0       |
| Men    | 8   | 17          | 25      |

### Toilet facilities – alcohol provided

Fewer than 500 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 13  | 2           | 0       |
| Men    | 3   | 2           | 8       |

More than 1,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 16  | 4           | 0       |
| Men    | 5   | 4           | 10      |

More than 2,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 18  | 7           | 0       |
| Men    | 9   | 7           | 15      |

More than 3,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 22  | 14          | 0       |
| Men    | 10  | 14          | 20      |

More than 5,000 patrons

| Gender | WCs | Hand basins | Urinals |
|--------|-----|-------------|---------|
| Women  | 40  | 20          | 0       |
| Men    | 12  | 20          | 30      |

Did you know there is a National Public Toilet Map? The Australian Government has introduced a website which shows all the public toilets across Australia on a map. The website is not just useful for smaller events without provision of toilets, but also for everyday life. The map shows facilities, opening hours, accessibility and parking, and there's even a free smart phone app. Visit [Toilet Map](#).

#### 4.11 Drinking Water Facilities And Access

Events must cater for the health and comfort of patrons. Under the Building Code of Australia, event organisers must provide one drinking fountain or drinking tap for every 150 patrons or part thereof. Drinking water should be made freely available or if not feasible, cost less than the lowest price of any other drink sold to patrons. The location of drinking water facilities must be clearly indicated via directional signage. Portable Hydration Station are available from Strathbogie Shire Council as a sponsorship arrangement for eligible events. Please apply [here](#)

#### 4.12 Inflatable Land Borne Devices- Jumping Castle

Inflatable land-borne devices or "Jumping Castles" are a popular addition to children's parties, school fetes and community festivals. If operated correctly, jumping castles can be a safe and enjoyable activity for children.

The majority of operators comply with relevant Australian Standards and ensure that Inflatable land-borne devices are safe for children to use. However, there have been several serious incidents reported both in Australia and overseas that highlight the potential risks to users when this type of amusement device is operated incorrectly.

The AS 3533.4.1 – Amusement rides and devices specific requirements - Land-borne inflatable devices must be adhered to at all times. This sets out requirements and guidance for the design, manufacture, operation, and maintenance of land-borne inflatable amusement devices that are static when in use. It also specifies information to be supplied with the equipment.

#### Responsibilities Of Operators

The Australian Standard (AS 3533.4.1 - Amusement rides and devices: Specific requirements: Land-borne inflatable devices) provides advice and guidance in relation to the design, manufacture, operation and maintenance of commercial Inflatable land-borne devices.

It is noted that 'water-borne' inflatables are specifically excluded from the Australian Standard, AS 3533.4.1. Instead, a standard has been updated to provide specific requirements for these types of devices - AS 3533.4.5 – Amusement rides and devices Specific requirements - Waterborne inflatables.

Operators should ensure that before the amusement device is used, they have all necessary information and instructions from the manufacturer and supplier in relation to the installation, operation, maintenance, and inspection of the equipment.

Operators should also be aware of their responsibilities under the standard. For instance it is recommended that operators conduct inspections of the equipment 'post-assembly', 'daily' and 'annually'. AS 3533.3 In-service inspection - this Standard specifies the basis for in-service inspection of amusement rides and devices. The activities of all those involved in the operational (day-to-day) inspection and checking of the ride or device, the regular inspections related to preventative

maintenance and the periodic inspection of the equipment, along with the documentation thereof, are specified.

Routine maintenance is also recommended and corrective maintenance, where defects have been identified. In addition, operators are to assemble the equipment in accordance with the manufacturer's instructions and to instruct patrons on the safe use of the equipment.

Operators must follow Victoria – Occupational Health and Safety Regulations 2017. There are specific duties that apply to employers who use, manage, control or hire amusement devices, including 'jumping castles'. For those states and territories that have adopted the Model Workplace Health and Safety Legislation, Safe Work Australia has developed a range of guidance material relevant to amusement devices, which provides specific treatments / controls for managing risks associated with inflatable amusement devices

Please note that Work Safe Victoria have advised that jumping castles are not considered 'prescribed equipment' under the *Equipment (Public Safety) Act (VIC) 1994*.

### **Inflatable Land Borne Devices Risk Assessment**

As the Event Organiser it is your responsibility to obtain the relevant documentation including but not limited to Risk Assessments and Public Liability Insurance from contractors and supply these to Strathbogie Shire Council.

Please ensure you consider all the risks identified in the risk assessment below:

- ☐ Lack of supervision (Supervisor must be over 18 years of age and must have sufficient training)
- ☐ The minimum number of operators/attendants required to supervise the device and any age restrictions that apply
- ☐ Improper use (e.g. allowing a mix of adults / older children and young children to play in the jumping castle at the same time)
- ☐ Improper set-up
- ☐ Inadequate anchoring
- ☐ Tie-down ropes of insufficient strength
- ☐ Use of inflatable structures in windy conditions including the process for regular wind speed monitoring. The use of an on-site wind speed monitor (Anemometer) must be used. Reviewing maximum safe wind speed when the device is in use and state how km's per hour winds the Inflatable land-borne device would be shut down
- ☐ Procedure for monitoring current and forecast wind conditions, and evacuation of the device should adverse conditions be detected
- ☐ The maximum number of patrons that can use the device at one time, based on their height, weight or age.
- ☐ The maximum height, weight or age limits that apply for patrons to use the device
- ☐ Patron dress code, including foot wear
- ☐ Access to dangerous parts of the equipment (e.g. unguarded fan / blower unit)
- ☐ Electrical hazards, such as exposed electrical contacts, power chords emersed in water etc.

- ☐ Entrapment and suffocation points
- ☐ Exit / Entry points blocked / obstructed in the case of an emergency
- ☐ Collision of users
- ☐ Trip and fall hazards (e.g. due to poor placement of anchorage points)
- ☐ Sharp objects present in jumping area (e.g. glasses, buckles on clothing)
- ☐ Sudden loss of pressure / deflation due to holes or tears in the fabric of the device
- ☐ Lack of safety mats outside exit / entry points
- ☐ Transmission of COVID19.

#### **4.13 Inflatable Water-Borne Devices**

Inflatable water-borne devices are a popular addition community festivals. If operated correctly, Inflatable water-borne devices can be a safe and enjoyable activity for children.

The AS 3533.4.5: 2017 - Amusement rides and devices: Specific requirements – Waterborne inflatables must be adhered to at all times. This sets out requirements and guidance for the design, manufacture, operation, and maintenance of water -borne inflatable amusement devices that are static when in use. It also specifies information to be supplied with the equipment.

The Australian Standard The AS 3533.4.5: 2017 - Amusement rides and devices: Specific requirements – Waterborne inflatables provides advice and guidance in relation to the design, manufacture, operation and maintenance of commercial Inflatable water-borne devices.

Operators should ensure that before the amusement device is used, they have all necessary information and instructions from the manufacturer and supplier in relation to the installation, operation, maintenance, and inspection of the equipment.

Operators should also be aware of their responsibilities under the standard. For instance, it is recommended that operators conduct inspections of the equipment 'post-assembly', 'daily' and 'annually'. The activities of all those involved in the operational (day-to-day) inspection and checking of the ride or device, the regular inspections related to preventative maintenance and the periodic inspection of the equipment, along with the documentation.

Routine maintenance is also recommended and corrective maintenance, where defects have been identified. In addition, operators are to assemble the equipment in accordance with the manufacturer's instructions and to instruct patrons on the safe use of the equipment.

Operators must follow Victoria – Occupational Health and Safety Regulations 2017. There are specific duties that apply to employers who use, manage, control or hire amusement devices. For those states and territories that have adopted the Model Workplace Health and Safety Legislation, Safe Work Australia has developed a range of guidance material relevant to amusement devices, which provides specific treatments / controls for managing risks associated with inflatable amusement devices

Please note that Work Safe Victoria have advised that jumping castles are not considered 'prescribed equipment' under *the Equipment (Public Safety) Act (VIC) 1994*.

#### **Inflatable Water Borne Devices Risk Assessment**

As the Event Organiser it is your responsibility to obtain the relevant documentation including but not limited to Risk Assessments and Public Liability Insurance from contractors and supply these to Strathbogie Shire Council.

Please ensure you consider all the risks identified in the risk assessment below:

- ☐ Lack of supervision (must be over 18 and must have sufficient training)
- ☐ The minimum number of operators/attendants required to supervise the device and any age restrictions that apply
- ☐ Improper use (e.g. allowing a mix of adults / older children and young children to play on the equipment at the same time) what is the age limit?
- ☐ Improper set-up, including devices not set up in sufficient level of water for safe use of the device by patrons
- ☐ Inadequate anchoring
- ☐ Tie-down ropes of insufficient strength
- ☐ Use of inflatable structures in windy conditions including the process for regular wind speed monitoring. The use of an on-site wind speed monitor (Anemometer) must be used. Reviewing maximum safe wind speed when the device is in use and state how km's per hour winds the Inflatable water-borne device would be shut down
- ☐ Procedure for monitoring current and forecast wind conditions, and evacuation of the device should adverse conditions be detected.
- ☐ The maximum number of patrons that can use the device at one time, based on their height, weight or age.
- ☐ The maximum height, weight or age limits that apply for patrons to use the device.
- ☐ Patron dress code, including foot wear.
- ☐ Access to dangerous parts of the equipment (e.g. unguarded fan / blower unit)
- ☐ Electrical hazards, such as exposed electrical contacts, power chords emersed in water etc.
- ☐ Entrapment and suffocation points
- ☐ Exit / Entry points blocked / obstructed in the case of an emergency
- ☐ Collision of users
- ☐ Trip and fall hazards (e.g. due to poor placement of anchorage points)
- ☐ Sharp objects, submerged objects in the water (e.g. glass, submerged logs, trees)
- ☐ Sudden loss of pressure / deflation due to holes or tears in the fabric of the device
- ☐ Lack of safety mats outside exit / entry points.
- ☐ Transmission of COVID19.
- ☐ Drowning

## **5. TRAFFIC MANAGEMENT PLAN**

For all manner of road closures, change of speed limits or traffic stoppages, the Strathbogie Shire Council will require the submission of a traffic management plan prepared by a qualified traffic engineer. Your Event Team can assist you with circulating your traffic management plan to internal stakeholders for approval. Plans that affect Regional Roads Vic/VicRoads will require a MOA to be submitted to VicRoads for approval, Event Organisers are responsible for all liaison with VicRoads. Road closures on Council controlled roads will require approval from the Strathbogie Shire Council Asset Department.

Your traffic management plan must include:

- locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals
- positioning of variable message signs (VMS)
- time and date for installation and dismantle of infrastructure
- timing of road closures and re-openings
- implementation and management of closures and openings

### **5.1 Change To Traffic Conditions On Council Managed Roads**

Road Closures on Council roads require a Traffic Management Plan drawn by a qualified traffic engineer to be submitted for approval from Council's Assets Department and the Director of Community and Planning

### **5.2 Change To Traffic Conditions On Vicroads Managed Roads**

The best way to contact VicRoads North Eastern Region regarding this event and associated road closures is to email: [ner.enquiries@roads.vic.gov.au](mailto:ner.enquiries@roads.vic.gov.au).

Use this link to access some relevant information regarding event and road closures on how to conduct a non-road activity on a highway - [www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event](http://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event)

### **5.3 Cycling Events**

Cycling Events are considered High Risk. Therefore, if you are planning a cycling event, please ensure you have covered all aspects required to run a safe event. It is a time-consuming process putting together a cycling event so please allow plenty of time to plan and organise it. This means at least six (6) months.

You may need to apply for a permit or obtain a letter of 'no objection' from the local police to conduct an event on a public road.

Please use these guidelines when organising a cycling event - [Guidelines for applications to conduct on-road cycling events](#)

For on-road cycling events on VicRoads roads please use this [Application](#) .

### **5.4 Victoria Police**

Victoria Police may need to be involved in the planning and enactment of your event both from a traffic management, emergency management and crowd control perspective. Strathbogie Shire has two manned police stations in Euroa and Nagambie. It is a good idea to pop into the relevant station and discuss your plans with them and get their advice. You may be asked to obtain a letter from the Sergeant at the local station that they have no objections to the change of traffic conditions.

There are also several road rules that may impact your event plans, such as:

- All events held on Victoria's roads must comply with the *Road Safety Act 1986*, the *Road Management Act 2004* and any Regulations or Codes of Practice associated with those Acts.
- Generally, all vehicles with a motor capable of generating power of over 200 watts must be registered or have all unregistered vehicle permit for the duration of the event in which it is to be used.
- A highway event permit from Victoria Police may be required for any event involving public roads including foot and bicycle races. Email [roadpermits-oic@police.vic.gov.au](mailto:roadpermits-oic@police.vic.gov.au).
- On-road cycling events require approval from VicRoads and Victoria Police.
- Cars are not permitted on footpaths without a permit and a letter of exception from VicRoads.
- Vehicles participating in parades are still subject to Victorian Road Rules.
- It is illegal to travel in the load area of a vehicle. VicRoads may issue a permit to allow people to travel on the back of a Ute or truck for the duration of the parade.
- You need VicRoads' authorisation to erect, place, remove or alter any Traffic Control Device on a VicRoads declared road.

## **6. EMERGENCY AND RISK MANAGEMENT PLAN**

Any event, regardless of size, will have risks associated with it and it is important that the event organiser has considered potential risks and has considered measures that will mitigate the risk. Strathbogie Shire Council needs all event organisers to undertake a risk analysis to make sure that you manage and control the risks posed by your event. The plan must include identification and measurement of the risks, together with the proposed management and mitigation strategies of those risks.

If your event is large or complex, it is required that relevant emergency services to be present. You may also need to develop an emergency response plan in consultation with the Shire, Victoria Police, Ambulance Victoria, and the CFA.

The Risk Management Standard ISO31000:2018 was introduced in February 2018 for assessing risks associated with events. This international standard replaced Australian/New Zealand Standard 4360:2004. Event organisers should make sure they are familiar with the ISO standard.

### **6.1 Risk Management Plans**

The Strathbogie Shire Council requires you to provide a Risk Management Plan that is provided below to assess your Event Application. Developing a Risk Management Plan is an essential process that must be completed as part of the Event Application process. We all want your event to be run in a safe manner with potential risks identified and controlled.

How to guide to assist with the preparation of the risk assessment can be found [here](#).

To start you will need to identify who your event Risk Manager Officer is – i.e. who will be responsible for preparation and implementation of your Risk Management Plan and communicate the controls 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. You must be confident their risks are controlled properly.

The following is a list of things you should take into consideration as part of your emergency and risk management plan.

## **6.2 First Aid**

You may need to develop a first aid plan outlining how you will manage an incident if one were to occur. This would include the involvement of Ambulance Victoria and/or on-site first aid providers. It is essential that you provide parking for emergency service vehicles and include this in your site plan.

From October 2021, 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 will be required to comply with the Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021 (the regulations). If you are paying a contractor to administer First Aid you will need to supply the First Aid Licence as part of your event application.

The first aid station will need to be detailed on the Site Plan and appropriate signage installed so they can be easily located should the need arise.

More information about requirements for licencing of First Aiders can be found [here](#).

## **6.3 Evacuation Plan**

Part of your emergency plan should include an evacuation plan. This plan is a map of the event area, clearly indicating all evacuation points, meeting points and emergency services locations. It should also highlight how the crowd will be informed of any evacuation need and who will be the person that is charged with this responsibility (nominated wardens and safety officers with the appropriate skill sets). This evacuation plan should be prepared in conjunction with your crowd and pedestrian management plans.

## **6.4 Weather Contingency Planning**

Outdoor events will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. Planning for a public street parade will differ from a private corporate function within a park, however all events should consider contingency plans for weather and make sure this is part of their risk management planning. Event organisers are advised to monitor long range forecasts on the [Bureau of Meteorology](#) website in the lead up to their event.

## **6.5 Total Fire Ban**

A Total Fire Ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to the discharging of fireworks and open fires. Visit [CFA](#) to find if restrictions apply to your event. An application form to apply for a permit to light a fire (eg a gas BBQ) during a day of total fire ban can be found [here](#).

## **7. WASTE MANAGEMENT PLAN**

You will need to produce and implement a waste management plan for your event. You are also responsible for coordinating waste management resources and facilities to areas affected by the event. For most events, it is likely that additional rubbish and/or recycling bins will be required. It is important to consider the type and location of litter bins and use recycling options where appropriate.

Council can supply and empty up to 6 x 240litre (two bins per type) free of charge at events, provided an undertaking is made and acted upon by the event organiser to initiate, promote and action appropriate disposal procedures for recyclables and organic waste. Please see the [Water Wise Guide](#) for more details.

To apply for extra bins at your event please complete this [form](#).

The Victorian Government has introduced a single use plastic ban more information can be found [here](#).

At the conclusion of the event, all displays, and promotional material, excess rubbish and other equipment associated with the staging of your event are to be removed and the area left in a clean and tidy condition. If the Strathbogie Shire Council is required to undertake any reinstatement, additional cleaning or removal of rubbish or other materials, you may incur a charge to restore the area to its pre-event condition.

### **Top Five Tips**

1. Provide recycling and organic waste collection bins
2. Avoid single use waste. If you cannot reuse it, refuse it:
  - straws
  - plastic water bottles
  - plastic bags, cutlery, and packaging
  - any merchandise or giveaways that you know will not be used beyond the event.
  - Balloons and streamers
3. Reward attendees for bringing their reusable cups, bags and bottles with discounts or opportunities to enter competitions via social media.
4. Add extra cost to single use items to encourage reusable items. For example, make coffees and alcoholic beverages 50 cents extra in takeaway cups.
5. Partner with an organisation that collects leftover food and redistributes it to people in need, or compost / send your food waste to a worm farm.

You could also:

- Purchase items that are made from recycled material, are recyclable, reusable or have a guarantee they are made to last.
- Avoid products with excessive packaging or buy in bulk (for example, swap single serve packaged products with loose or bulk packaged items).
- Purchase products with an environmental or social certification, such as Forest Stewardship Council (FSC), fair trade or carbon neutral.
- Support sharing goods and services (hiring or leasing), rather than buying.
- Provide staff with reusable bottles (or ask them to bring their own) and provide or sell reusable bottles or cups to your attendees for use across your event. Set up hydration stations throughout the venue.
- Ask caterers to avoid single use waste products or products with excessive packaging (for example, swap single-serve sauce packets for a condiment station).

## **8. ANIMALS AT EVENTS**

The inclusion of animals at events is a common request, for example, petting zoos, horse and carriage rides. There are various animal welfare acts, regulations and codes of practice that must be upheld, as detailed on the [Victorian State Government Agriculture](#) and [RSPCA Victoria](#) websites.

To ensure that animal welfare is considered and managed appropriately at events, organisers are required to ensure that the animals involved in their events are chosen for their suitability and not subjected to injury, suffering, distress or excessive disturbance.

Risk associated and how they will be minimised with having animals at events will need to form part of the overall risk assessment. In most cases a separated risk assessment will be required from the operator along with a copy of the Public Liability Insurance for \$20M.

## 9. TEMPORARY AND MOBILE FOOD PREMISES

Prior to operating at an event, temporary and mobile food vendors must ensure they have a current Food Act Registration and lodge a Statement of Trade with Strathbogie Shire Council at least five (5) working days before the event.

Streatrader is an online system for traders to register and notify temporary and mobile food premises in Victoria. Statements of Trade are also lodged through [Streatrader](#). **Please note:** FoodTrader will be replacing Streatrader in 2023/24.

- Applications for registration of a temporary food premises must be completed and submitted at least 21 days prior to the commencement of the proposed event, festival, or market. Please note that registration fees may be applicable.
- Applications for registration of a mobile food premises must be completed and submitted at least four(4) weeks prior to the commencement of the proposed event, festival, or market. Please note that the registration process includes a plan assessment and inspection and registration fees are applicable.

Timeframe: At least 21 days prior to the event (four (4) weeks preferable).

The role and responsibilities of an event organiser include:

- confirming all food businesses operating at the event by providing a list of food business proprietors and a site map of the event at least 14 days before the event
- ensuring all food businesses provide a Statement of trade to the organizer prior to the event,
- providing or organising facilities for communal wash up, access to power, water and sewerage disposal if required
- terminating an agreement with a food business or removing a food business from an event if food safety standards or requirements are not met.

## 10. ALCOHOL AND LIQUOR LICENSING

A temporary Limited Liquor Licence or a Major Event Licence may be required when liquor is being supplied at an event and paid for (or is included in a ticket price). You must contact the Victoria Commission for Gambling and Liquor Regulation (VCGLR), to obtain a limited liquor licence. If your event is for over 5,000 patrons, a Major Event Licence might be required.

For more information, visit [Victorian Commission for Gambling and Liquor Regulation](http://www.justice.vic.gov.au/alcohol) <http://www.justice.vic.gov.au/alcohol> or call 1300 182 457. The Events Team will need to see evidence of your liquor licence and the red line area should be marked on your site plan.

If you intend to serve but not sell alcohol, you may not require a liquor licence; however, it is always best to check with VCGLR for the latest information.

Major concerns with providing alcohol at events are preventing the sale or provision of liquor to minors, preventing unduly intoxicated/disorderly persons, and preventing access by minors to licensed areas. Your licensed areas should be clearly marked on your site plan, as well as any dry areas, and food should always be made available to guests.

Your licenced area plan should detail:

- the type of alcohol that will be available
- the containers in which it will be served (plastic containers required in parks)
- provisions for container collection during and after the event
- designated 'red line' area
- food vending/provision areas and types of food available
- the proposed trading hours of the alcohol serving areas.

## **11. NOISE MANAGEMENT AND MUSIC**

Event organisers need to be considerate of the amenity of the surrounding area. Noise from vehicles, event activities, music and patrons can cause disturbance. Event plans should include strategies to address potential noise issues. Proactive measures such as crowd control, positioning of loudspeakers and timing of events can improve control of noise.

The Environment Protection Authority (EPA) will be required if your event is looking to have amplified sound outside of 12pm-11am, or 12pm-10pm for events longer than five hours or you are looking to hold a series of more than six events at the location across the year. Further information to gain EPA approval for your event can be found [here](#).

It is illegal to play protected sound recordings for commercial purposes without a license. The Australian Mechanical Copyright Owners Society (AMCOS), known as APRA AMCOS, protects the rights of their members' and their musical works. The Phonographic Performance Company of Australia Limited (PPCA) represents the interests of record labels (licensors) and Australian recording artists. Both APRA AMCOS and PPCA are not for profit bodies and exist to protect the rights of their members.

If you are playing music at your event, whether live or recorded, it is highly likely that you will need an APRAAMCOS and possibly a PPCA license. For more information, visit [APRAAMCOS](#) or call 03 9426 5200, and/or visit [PPCA](#) or call 02 8659 1100.

Advice about the types of licenses available and the costs and requirements can be found online. Support the Australian music industry and find out more about how you can obtain your license.

## **12. FLYING THE AUSTRALIAN FLAG**

If your event involves the raising and flying of the Australian flag, we request that you adhere to the official Flag Protocol which can be found [here](#).

## **13. DEFINITIONS**

For this guide the following definitions apply.

| Term                                                                  | Meaning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bump-in</b>                                                        | Bump-in refers to the process of setting up your event site prior to any activities starting. This may include setting up any infrastructure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Certificate of Currency</b>                                        | A certificate of currency is documentary evidence that an insurance contract is issued by an insurer, outlining the insurance policy details, dates of policy and the interested parties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Event</b>                                                          | Includes, but not limited to any organised activity or function that requires specific planning where people congregate for a unique purpose, in any permanent or temporary structure, open area or road area, that will contain a number of persons greater than that normally found in that area or location at one time. The purpose may include but is not limited to community, cultural and environmental gatherings; commercial activities; celebrations and some sporting events.                                                                                                                                                                                                                                                                                                                         |
| <b>Event - Low-Impact</b>                                             | <ul style="list-style-type: none"> <li>• 1-100 estimated attendees</li> <li>• No caterers or food vendors</li> <li>• No temporary infrastructure</li> <li>• No amplification</li> <li>• No change to traffic conditions and parking</li> <li>• No impact to usual amenity of space</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Event – Medium Impact (includes one or more of the following):</b> | <ul style="list-style-type: none"> <li>• 101-1500 estimated attendees (inclusive of staff, contractors, volunteers and artists)</li> <li>• Up to seven (7) caterers or food vendors</li> <li>• Moderate temporary infrastructure required, for example: <ul style="list-style-type: none"> <li>• Single stage under 400mm high and under 50sqm</li> <li>• Single Public Address system</li> <li>• Less than six (6) marquees</li> <li>• Less than six (6) portable toilets</li> </ul> </li> <li>• Low-mid noise impact</li> <li>• Moderate additional vehicle traffic to the event area</li> <li>• Moderate waterways closure</li> <li>• Some impact to amenity of space</li> <li>• Event has successfully been delivered in Strathbogie Shire before and has no significant changes to the Event Plan</li> </ul> |
| <b>Event – High Impact (includes one or more of the following):</b>   | <ul style="list-style-type: none"> <li>• 1501+ estimated attendees (inclusive of staff, contractors, volunteers and artists)</li> <li>• Eight (8+) caterers or food vendors</li> <li>• Substantial temporary infrastructure required, for example: <ul style="list-style-type: none"> <li>• Multiple/large staging</li> <li>• Public Address Systems</li> <li>• Marquees</li> <li>• Toilets</li> <li>• Catering</li> </ul> </li> <li>• Moderate to high noise impact</li> <li>• Substantial additional vehicle traffic to the event area</li> <li>• Substantial waterways closures</li> <li>• Substantial impact to the usual amenity of space</li> </ul>                                                                                                                                                         |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | <ul style="list-style-type: none"> <li>Professional Risk Assessment may be required</li> <li>Event is new or has significant changes to the Event Plan</li> <li>Event has fireworks or any form of pyrotechnics</li> </ul>                                                                                                                                                                                                                     |
| <b>Event organiser</b> | An event organiser is responsible for the overall management of the event and will be the key contact for the Events Team. The role and responsibilities of an event organiser include troubleshooting, logistical operations, delivery, and liaison. The event organiser must be contactable throughout the event planning, evaluation, and delivery process.                                                                                 |
| <b>Event permit</b>    | An event permit is the document an event organiser is issued upon successful submission of all event plan elements required for their event. Your event permit will be emailed to you by your Event Team once all criteria have been successfully met. Unless in accordance with a permit, a person must not conduct any special event on a road or in any public place without prior permission.                                              |
| <b>Event plan</b>      | An event plan is the document (or combination of documents) an event organiser submits to Events Team detailing how they plan to run an event. Event plans may be short or long depending on the complexity of an event and will cover areas outlined in this guide. An event plan is not required for a wedding.                                                                                                                              |
| <b>Event team</b>      | Event team within Strathbogie Shire Council who manage all external event, filming, wedding, personal training applications. The Event Team will be referred to throughout this document and will be your contact if you wish to organise an event in any of the Strathbogie Shire Council.                                                                                                                                                    |
| <b>Goods</b>           | Refers to any item(s) for sale and may include food.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Risk</b>            | Risk refers to the likelihood and consequences of occurrence of injury or illness. Risk depends on such factors as the nature of the hazard, the degree of exposure, the potential consequences, and individual characteristics such as susceptibility to hazardous substances.                                                                                                                                                                |
| <b>Risk assessment</b> | A risk assessment is the combined effort of identifying and analysing potential events that may negatively impact individuals, assets and or the environment and making judgements on the tolerability of the risk on the basis of a risk analysis. Risks are identified and rated (via the risk matrix) then risk controls that are to be implemented are listed and the risk is then rerated to show how the control will minimize the risk. |
| <b>Selling</b>         | Selling is defined as bartering, offering or attempting to sell, receiving for sale, having in possession for sale, exposing for sale, forwarding or delivering for sale, or allowing to be selling or offering for sale, and selling for re-sale.                                                                                                                                                                                             |
| <b>Site plan</b>       | Is a detailed snapshot of the location identifying all aspects of the event including infrastructure, facilities, pedestrian and traffic management, amenities, etc. The site plan should also reference streets, laneways, and other distinguishable landmarks.                                                                                                                                                                               |

|                          |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stakeholders</b>      | Stakeholders refer to a person, resident, business, or group with an interest in any happenings taking place in the vicinity of where their residence or business is situated.                                                                                                                                                                                            |
| <b>Statutory permits</b> | Statutory permits are those required by State legislation and can include an Occupancy Permit for Place of Public Entertainment (POPE), health permits for provision of food to the general public and street trading permits for sales of goods and services in a public place. Note: if permits are not obtained when required, some substantial fines could be issued. |
| <b>Street activity</b>   | Street activity is defined as any activity in the public place that involves an event, festival, and promotion, active selling, offering for sale, soliciting, street performance (busking), spruiking, collecting money for fundraising purposes and handing out promotional material and leaflets.                                                                      |
| <b>Wedding</b>           | Wedding is defined as a commitment ceremony, is an invitation only activity and does not include the wedding receptions, parties, or wedding photography.                                                                                                                                                                                                                 |

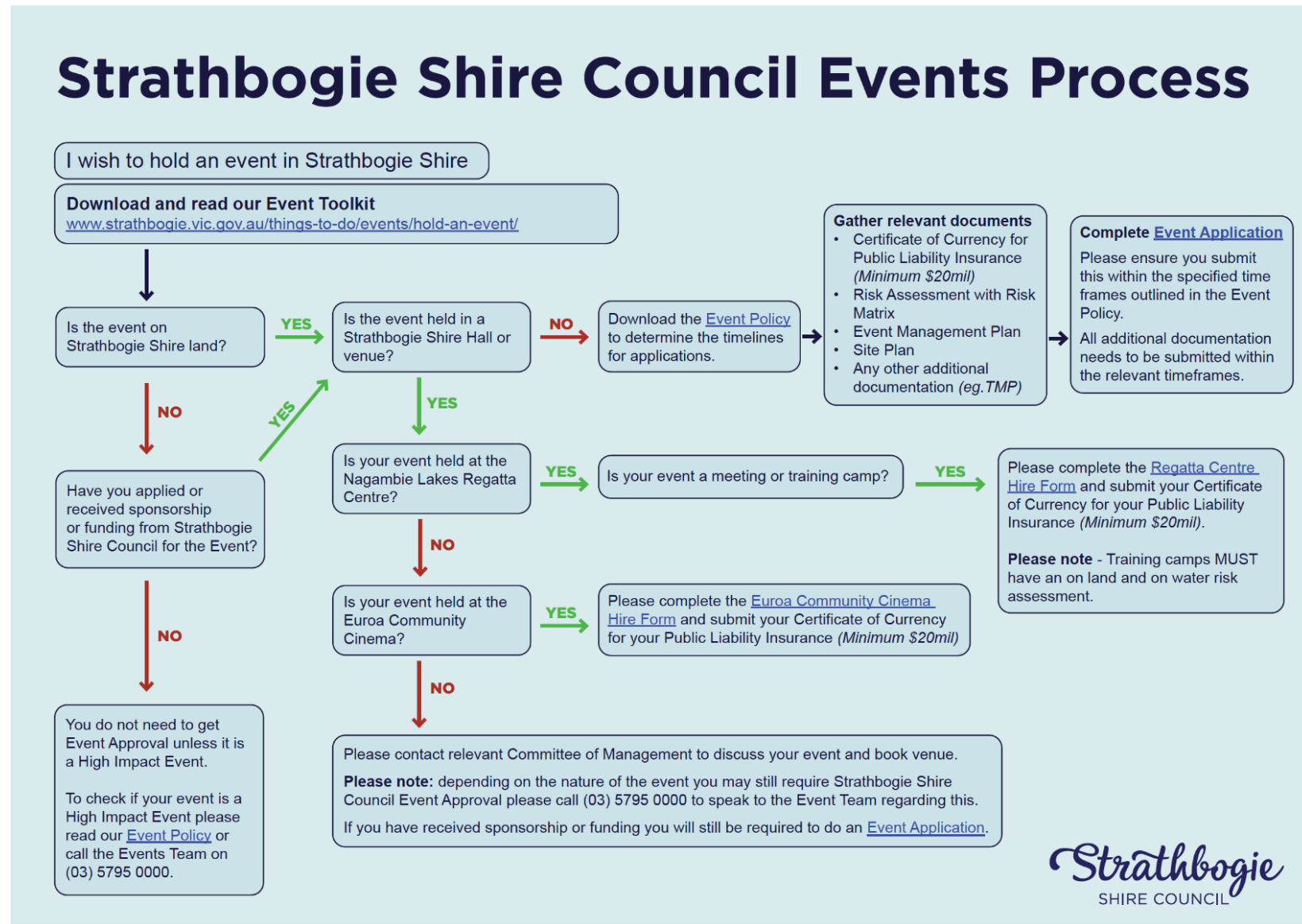
## 14. USEFUL DOCUMENTS

The forms and examples provided below are provided to help you develop your event plan.

The following documents are available on the [Strathbogie Shire Council's Website](#):

- event plan checklist
- event details overview
- event running sheet
- contact list
- stakeholder letter example
- site plan example
- infrastructure and facilities list
- traffic management plan examples
- risk management, which allows you to identify, analyses, evaluate, treat, and review.

## Appendix A: Events Process



## APPENDIX B: RISK ASSESSMENT GUIDELINES

### Risk Assessment and 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 being considered and controlled.

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, i.e. who will have overall responsibility for preparation and implementation of your Risk Management Plan:

- List the people involved 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) and 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, i.e. 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, i.e. 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)<br>Almost Certain | (2)<br>Likely | (3)<br>Possible | (4)<br>Unlikely | (5)<br>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"> <li>Is expected to occur in most circumstances, or</li> <li>Risk is occurring now, or</li> <li>Could occur within "days to weeks"</li> </ul> |
| 2     | Likely         | <ul style="list-style-type: none"> <li>Will probably occur in most circumstances, or</li> <li>Could occur within "weeks to months"</li> </ul>                                   |
| 3     | Possible       | <ul style="list-style-type: none"> <li>Might occur at some time, or</li> <li>Could occur within "months to years"</li> </ul>                                                    |
| 4     | Unlikely       | <ul style="list-style-type: none"> <li>Could occur at some time, or</li> <li>May occur but not anticipated, or</li> <li>Could occur in "years to decades"</li> </ul>            |
| 5     | Rare           | <ul style="list-style-type: none"> <li>May only occur in exceptional circumstances, or</li> <li>Only occur as a "100 year event"</li> </ul>                                     |

**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](http://www.worksafe.vic.gov.au)

| RISK MANAGEMENT PLAN                           |                                                                                          |                                                                          |                      |                |                                                                                                                                                                |                                                |                                                                 |                                 |                                     |
|------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------|---------------------------------|-------------------------------------|
| <b>Name of Event</b>                           |                                                                                          | Village Market                                                           |                      |                |                                                                                                                                                                |                                                |                                                                 |                                 |                                     |
| <b>Name of event's Risk Management Officer</b> |                                                                                          | Ms Event Manager                                                         |                      |                | <b>Organisation</b>                                                                                                                                            |                                                | Events4us                                                       | <b>Mobile</b>                   | 0412 345 678                        |
| <b>People involved in compiling this plan</b>  |                                                                                          | E Manager, A Helper, A Stall Holder, F Vendor                            |                      |                |                                                                                                                                                                |                                                |                                                                 | <b>Today's date</b>             | Fri 31 May 2013                     |
| <b>Event description</b>                       |                                                                                          | Stall holders selling home produce, entertainment and games for children |                      |                |                                                                                                                                                                |                                                |                                                                 |                                 |                                     |
| <b>Location</b>                                |                                                                                          | Recreation reserve                                                       |                      |                | <b>Date of event</b>                                                                                                                                           |                                                | Sun 6 October 2013                                              | <b>Time / duration</b>          | Start - 10:00am.<br>Finish - 4:00pm |
| <b>Expected crowd</b>                          |                                                                                          | 150 adults and children                                                  |                      |                | <b>Types of activities</b>                                                                                                                                     |                                                | Stalls selling produce, juggler, children's games, wine tasting |                                 |                                     |
| 1                                              | 2                                                                                        | 3                                                                        | 4                    | 5              | 6                                                                                                                                                              | 7                                              | 8                                                               | 9                               | 10                                  |
| Activity/<br>process/<br>contributor           | Hazard / Risk                                                                            | C<br>conse-<br>quence                                                    | L<br>likely-<br>hood | Risk<br>rating | Control                                                                                                                                                        | Risk<br>rating<br>after<br>control<br>in place | Control<br>impleme-<br>nted by                                  | Control<br>to be in<br>place by | Control<br>actually in<br>place     |
| Setting up<br>stalls &<br>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                     |

# OFFICIAL

|  |  |  |  |  |  |  |  |  |                        |
|--|--|--|--|--|--|--|--|--|------------------------|
|  |  |  |  |  |  |  |  |  | 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.<br><br>Residual Current Devices to be in place.<br><br>Power circuits fitted with appropriate rated fuses or circuit breaker.<br><br>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.<br><br>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:<br><br>(consider things that can cause | <div><input type="checkbox"/> Temporary structures – must have a Council permit</div> <div><input type="checkbox"/> Gas appliances – must be Energy Safe Victoria compliant and have a Gas Safety, Self-checklist (<a href="http://www.esv.vic.gov.au">www.esv.vic.gov.au</a>) on site and available for inspection</div> <div><input type="checkbox"/> Powered equipment including amusement rides – provider must have own Risk Management Plan if risk is greater than Low</div> |   |   |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                |        |        |

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                      |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------|
| harm or damage)                                                      | <input type="checkbox"/> Hazardous Substances & Dangerous Goods<br><input type="checkbox"/> Working at Height (i.e. >2m) – must be qualified and obtain Council Permit<br><input type="checkbox"/> Noise<br><input type="checkbox"/> Fireworks – must have WorkSafe permit<br><input type="checkbox"/> Contractors – <b>must have</b> own Risk Assessment or Job Safety Analysis<br><input type="checkbox"/> Entertainers – may need own Risk Management Plan depending on risk level<br><input type="checkbox"/> Code Red days – event should be postponed / cancelled to eliminate the risk<br><br><b>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</b><br><br>Refer WorkSafe document Advice for Managing Major Events Safely available on <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a> for more information on hazards |  |                                      |
| <b>If a security firm has been contracted, provide details below</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                      |
| <b>Name of company</b>                                               | A Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>Contact phone</b><br>03 0000 0000 |
| <b>Number of security personnel at event</b>                         | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                      |