

Event Best-Practice Guide

Planning Your Event



Prepared by: Community Strengthening Team -
Yarriambiack Shire Council

Contact Phone: 03 5398 0100

Contact Email: events@yarriambiack.vic.gov.au



Yarriambiack
SHIRE COUNCIL

ACKNOWLEDGEMENT

Yarriambiack Shire Council acknowledges that the activities of Yarriambiack Shire Council are held under the traditional skies and in the waterways and lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people. We pay respects to their Elders past, present and emerging as well as to all First Nations communities who significantly contribute to the life of the area.

ABOUT THIS GUIDE

Council together with event organisers have a responsibility to keep everyone at public events safe. This guide aims to provide best-practice advice for event organisers.

NOTIFICATION INFORMATION



This section will explain why Council has an obligation to ensure compliance with a variety of best practices, permits, approvals and regulations; as well as inform event organisers of Council processes and timelines.

EVENTS - THE ESSENTIALS



This section provides advice regarding considerations every event organiser should be giving to their event, some of which are mandatory where Council is involved as land-owner, providing event support, or as the legislated regulatory body.

EVENTS - YOUR EVENT



This section provides advice for the different features you may choose to include in your event. We provide best-practice advice; context for any legislation, regulations, permits or approvals; top tips to help your event run smoothly; and identify ways that Council can support your event.

CONTENTS

NOTIFICATION INFORMATION

Before you get started:



Page: 4
Why notify Council?



Page: 5
When to notify Council?



Page: 5
How to notify Council?

PART ONE - THE ESSENTIALS

Things for all event organisers to consider:

Page: 6
Part One - Checklist



Page: 7 - 10
1.1 Event Documentation



Page: 11
1.2 Accessibility



Page: 12
1.3 Child Safety



Page: 13
1.4 First Aid



Page: 14
1.5 Smoking



Page: 14
1.6 Toilets



Page: 15
1.7 Site Plan

PART TWO - YOUR EVENT

Things to consider for specific event activity:

Page: 16
Part Two - Checklist



Page: 17 - 18
2.1 Occupancy Permit - Place of
Public Entertainment (PoPE)



Page: 19
2.2 Advertising



Page: 20
2.3 Alcohol



Page: 21
2.4 Camping



Page: 22
2.5 Fireworks



Page: 23
2.6 Food



Page: 24
2.7 Fundraising



Page: 25
2.8 Music



Page: 26
2.9 Noise



Page: 27
2.10 Signage



Page: 28
2.11 Street Trading



Page: 29
2.12 Temporary Structures



Page: 30
2.13 Tickets



Page: 31
2.14 Traffic Management



Page: 32
2.15 Waste Management



Page: 33
2.16 Weather

Why notify Council of your event?

Event organisers have a responsibility to provide adequate measures to ensure the safety of event participants, spectators, and the public. Events that are accessible to the public can often trigger a number of obligations for event organisers due to building authority regulations, local laws, and the responsibility to keep the public safe.

Notifying Council of an event allows our staff to help event organisers navigate the required permits and approvals, arrange our wide range of event support, and avoid any repercussions of not meeting requirements. Council also has its own obligations with respect to events, especially if an event is occurring on Council land, requires a General Local Law permit, or is subject to planning or building regulations.

In some cases, not obtaining the appropriate permits can carry significant penalties for the event organiser or Council, and can even result in the cancellation of an event.

Even if an event is not occurring on Council land and doesn't involve permits or approvals, Council may be able to assist in notifying relevant emergency services and providing in-kind support.



Benefits of notifying Council.

- ✓ Ensuring compliance with Local, State and Federal legislation.
- ✓ Checking that all relevant permits and agreements are in place.
- ✓ Reducing the risk to event organisers, the event and the general public if something goes wrong.
- ✓ Ensuring that event organisers know what to do if things do not go to plan.
- ✓ Being eligible for in-kind support for Council, such as: advertising, traffic management, and recycling support.
- ✓ Ensuring the emergency services are advised of your event taking place.

When To Notify Council?

The amount of lead time required to process necessary permit applications or in-kind event support requests will depend on what activity is to feature as part of the event. As a guide, Council recommends the following timelines based on common event requirements:

EVENT REQUIREMENT	LEAD TIME REQUIRED
<u>Major Events Liquor Licence:</u> <u>Temporary Limited Liquor Licence:</u>	At least <u>13 weeks</u> prior to the event. At least <u>6 weeks</u> prior to the event.
<u>Traffic Management:</u> road closure, speed limit reduction, traffic signage.	At least <u>13 weeks</u> prior to the event.
<u>Occupancy Permits:</u> public event attendees, indoor/outdoor venue over 500 square metres, admission fees, temporary structures.	At least <u>10 weeks</u> prior to the event.
<u>All Other Events:</u>	At least <u>8 weeks</u> prior to the event.

How To Notify Council?

Visit the **Yarriambiack Shire Council** website to access our online registration form, via:

www.yarriambiack.vic.gov.au/Community/Register-Your-Event

Prepare the required event documents. Further information about the event documents is available in the next section of this guide.

Submit these when you complete the online registration form or email to events@yarriambiack.vic.gov.au.

Complete the online registration form questions, providing as much details as possible for each section relevant to your event activity.

Submit the event registration and receive a confirmation email. The *Community Strengthening Team* will contact you to follow-up with the registration and in-kind event support.

PART ONE

THE ESSENTIALS CHECKLIST

Event organisers have a responsibility to have a clear understanding of their event to ensure public safety. At a minimum, event organisers should consider the following:

- ☐ Risk Management Plan *
- ☐ Emergency Management Plan *
- ☐ Public Liability Insurance *
- ☐ Site Plan (Map) *
- ☐ Accessibility
- ☐ Child Safety
- ☐ First Aid
- ☐ Smoking
- ☐ Toilets

* These are mandatory if the event occurs on Council land, receives Council support, requires a General Local Law permit, or triggers building or planning permits.



PART ONE - THE ESSENTIALS

EVENT DOCUMENTATION

A successful event requires adequate measures to be in place to protect the event, the event's organisers, as well as the event's personnel and attendees. There are three documents that are key to this and are required to register an event with **Yarriambiack Shire Council**: a Risk Management Plan, an Emergency Management Plan, and a Public Liability Insurance - Certificate of Currency.

Risk Management Plans and Emergency Management Plans are valuable resources for an event of any size. These documents ensure that appropriate plans and actions are in place to prevent, mitigate and/or respond to hazards. Hazards are anything that threatens or lessens the success of an event. It is important to have written records of risk mitigation efforts and emergency plans if an incident occurs during an event, that results in an investigation.

Emergency Management Plan

This plan is to reduce the threat to life by ensuring that specific responses and procedures can be effectively implemented during an emergency. The Emergency Management Plan, together with the Risk Management Plan, should address risk mitigation, preparedness, response, and recovery. It is important and critically beneficial to share the details of this plan with event personnel and emergency services; Council is able to facilitate this information sharing via the EM-COP platform.

Public Liability Insurance

The safety of event personnel and attendees is the responsibility of event organisers, for the entire duration of your event (including set-up and pack-down). Public liability insurance needs to cover the specific activities occurring during the event. Council will not accept liability for personal injury, loss or damage that may occur to event participants, third parties or community/council property as a result of your event.

Public Liability Insurance - Certificate of Currency will need to be supplied to prove that the event holds valid public liability insurance.

If an event is to engage contractors such as entertainers, food vendors, or other suppliers, it is the responsibility of the event organiser to ensure that the contractors provide their own valid Public Liability Insurance - Certificate of Currency which covers their specific activity.



YOU WILL NEED:

- ✓ Risk Management Plan.
- ✓ Emergency Management Plan.
- ✓ Public Liability Insurance - Certificate of Currency.



TEMPLATES:

Risk Management Plan & Emergency Management Plan templates are available at: yarriambiack.vic.gov.au/Community/Register-Your-Event



PART ONE - THE ESSENTIALS

EVENT DOCUMENTATION

Risk Management Plan

Event organisers have a duty-of-care to ensure their event is safe. Potential hazards associated with an event's activity need to be acknowledged and addressed.

A Risk Management Plan is a document that records these potential hazards and provides a plan to address the hazards by reducing each hazards' associated risk level.

The Risk Management Plan needs to feature details regarding:

- the hazard description,
- the likelihood of it occurring,
- the consequences of it occurring,
- the hazard risk level,
- the action/control methods to be undertaken,
- the action due date,
- the responsible party/person,
- and lastly the updated hazard risk level after the action/control methods are undertaken.

Here is an example of a **Risk Management Plan**:

HAZARD IDENTIFY	HAZARD DESCRIPTION: DETAIL	LIKELIHOOD: ASSESS	CONSEQUENCE: ASSESS	RISK LEVEL: See MATRIX	ACTION RISK CONTROLS	ACTION DUE DATE:	RESPONSIBLE PARTY /PERSON:	UPDATED RISK LEVEL: AFTER CONTROL
Legal Liability	a) Hazards/risks from event activity present liability to the event/event organiser. b) Relevant permissions, licences and/or certificates for event activity not acquired, resulting in significant penalties and/or event cancellation.	a) Unlikely b) Unlikely	a) Moderate b) Moderate	a) Medium b) Medium	a) Potential hazards/risks have been reasonably addressed and mitigated via risk management. Event organiser holds suitable Public Liability Insurance. b) Action taken to understand obligations, confirm obligations with event personnel or contractors, and check valid certificates/licences are held by event personnel/contractors.	a) Prior to event. b) Prior to event.	a) Event Organiser. b) Event Organiser.	a) Low b) Low
Event Location	a) Location not suitable for event activity causing hazards to people due to an unsafe environment: access, capacity, amenities, emergency assets, visibility, structures.	a) Possible	a) Major	a) High	a) Inspect event location to assess suitability. Noting site features and required action. Action any required maintenance and/or seek permissions.	a) Prior to/during event.	a) Event Organiser.	a) Low
Fire Safety	a) Fire hazard is caused by event activity. b) External fire hazard threatens event.	a) Possible b) Possible	a) Major b) Major	a) High b) High	a) Actions taken to reduce fire risks. Fire suppression asset locations noted, checked for valid 'Test & Tags'. Emergency services notified of event details and contact information. b) Monitor 'Fire Danger Rating'. Plan for event cancellation and evacuation procedure. Emergency services notified of event details and contact information.	a) Prior to/during event. b) Prior to/during event.	a) Event Organiser. b) Event Organiser.	a) Medium b) Medium

A full example **Risk Management Plan** template can be requested from Council.



PART ONE - THE ESSENTIALS

EVENT DOCUMENTATION

A **Risk Level Matrix** is used to calculate the risk level of each hazard.

To calculate the risk level of a hazard, assess the likelihood of the hazard occurring (rate 1-5) and assess the associated consequences of the hazard occurring (rate 1-5). Then, compare the likelihood and consequence using the **Risk Level Matrix** table (below) to calculate the risk level of each hazard.

Risk Level Matrix		Consequence				
		1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Extreme
Likelihood	5 = Almost Certain	Medium	High	Extreme	Extreme	Extreme
	4 = Likely	Medium	Medium	High	Extreme	Extreme
	3 = Possible	Low	Low	Medium	High	Extreme
	2 = Unlikely	Low	Low	Medium	Medium	High
	1 = Rare	Low	Low	Low	Medium	High

Risk Level definitions are defined as per the following table:

Risk Level	Definition
Low	Existing controls are to be maintained. Risk assessment is to be reviewed and approved by event organiser.
Medium	Plans are to be developed to reduce the risk level to low. Risk assessment and action plans are to be reviewed and approved by the event organiser. Where no reasonable options can be identified, the risk may be accepted, provided it is approved by the event organiser.
High	Plans to reduce the risk are to be developed, in consultation with the event organiser and any event personnel/event contractors. Existing controls are to be monitored to confirm they are effective. High-rated risks and associated action plans are to be reviewed by the event organiser within one month of being identified.
Extreme	Actions must be taken immediately, in consultation with the event organiser and any event personnel/event contractors, to develop a plan to address the risk. Where possible interim measures must be identified to manage the risk. Permanent controls are to be implemented as soon as practicable to reduce the risk level. Existing controls are to be monitored to confirm they are effective.



PART ONE - THE ESSENTIALS

EVENT DOCUMENTATION

Hazard Likelihood tiers and definitions are defined as per the following table:

Hazard Likelihood		The associated likelihood of the hazard occurring at the event.
Tier 5	Almost certain	The hazard is expected to occur as there is a history of regular occurrence at the event and/or similar events, or new conditions make it very likely to occur.
Tier 4	Likely	There is a strong possibility the hazard will occur as there is a history of frequent occurrence at the event and/or similar events, or new conditions make it likely to occur.
Tier 3	Possible	The hazard might occur at some time as there is a history of casual occurrence at the event and/or similar events, or new conditions make it possible to occur.
Tier 2	Unlikely	The hazard is not expected and has not casually occurred before, but there is a small possibility it may occur at some time in certain circumstances.
Tier 1	Rare	The hazard is highly unlikely. It may occur in exceptional circumstances but has never occurred before. It could happen, but probably never will.

Hazard Consequence tiers and definitions are defined as per the following table:

Hazard Consequence		The associated consequence of the hazard occurring at the event.
Tier 5	Extreme	One or more fatalities or severe irreversible disability / Resignations of key event organisers/personnel with high level skills and knowledge lost / National media coverage; significant impact on funding for several years.
Tier 4	Major	Extensive injury or impairment to one or more persons / Large number of key event organisers/personnel resign with large amounts of key skills and knowledge lost / State media coverage.
Tier 3	Moderate	Short term disability (injury) to one or more persons / Some turnover of key event organisers/personnel with some key skills & knowledge lost / Local media coverage over several days.
Tier 2	Minor	Significate medical treatment; lost injury time less than 2 weeks / Some event personnel turnover with minor skills & knowledge lost / Local media coverage.
Tier 1	Insignificant	First Aid or Minor Medical Treatment / No personnel turnover / No media coverage.



PART ONE - THE ESSENTIALS

ACCESSIBILITY

Event organisers must consider the accessibility of their event for everyone who may attend. Under both Federal and State law, it is a legal requirement to ensure an event is accessible for all people and does not discriminate against people with disabilities.

Events that accommodate the needs of everyone in the community will be the most successful, in term of attendance, participation, public relations, and safety.

Appropriate measures to consider are:

- Wide entry/exit points.
- Sealed pathways for ease of mobility.
- Adequate seating for those who need a rest.
- Accessible amenities (toilets) for people of all needs.
- An event layout that provides ease of access.
- Parking spaces in close proximity to the event for people requiring mobility assistance, and a clear path to the event from the allocated parking spaces.
- Signage and advertising that is easily understood.
- The use of pictures or symbols alongside words at information points.
- **Auslan** sign language interpreters.
- Inclusive vendors and activities or the provision of activity types to cover a variety of abilities.
- Ensuring that the accessibility features of the event appear in maps, promotional material, and invitations.

For information on accessibility, please refer to the *Federal Disability Discrimination Act (1992)*, via:

www.humanrights.gov.au/our-work/disability-rights/disability-discrimination



TOP TIP: Include ways that you're making your event accessible in the Risk Management Plan.





PART ONE - THE ESSENTIALS

CHILD SAFETY

All children have the right to feel safe and to be safe all the time, but safety does not just happen; it takes vigilant planning and action to ensure child safety.

Child Safe Standards 2022 aim to protect children and young people, by requiring organisations to put policies, procedures and processes in place to prevent and respond to abuse. The standards aim to make the safety of children and young people (under the age of 18 years) a key focus!

The Child Safe Standards help organisations to:

- Promote the safety of children.
- Prevent child abuse.
- Ensure effective processes are in place to respond to and report allegations of child abuse.
- Encourage children to “have a say” especially on issues that are important to them or about decisions that affect their lives.

The Child Safe Standards 2022 apply to organisations if they do one or more of the following:

- Provide any services specifically for children.
- Provide any facilities specifically for use by children who are under the organisation’s supervision.
- Engage a child as a contractor, employee or volunteer to assist the organisation in providing services, facilities or goods.

Appropriate measures to consider including are:

- Risk Management Plan to identify hazards, then mitigate and/or prevent hazards to children and young people.
- Emergency Management Plan to feature a ‘Lost Child procedure’ for both when a child is reported missing, or a lost child presents themselves at the event.
- Event personnel to hold valid **Working With Children Check**.
- Transparent and accessible concerns and complaints procedure.

For information on the Child Safe Standards, please visit the **Commission For Children And Young People** website, via: ccyp.vic.gov.au/child-safe-standards/



TOP TIP: Include ways that you’re making your event Child Safe in the Risk Management Plan.





PART ONE - THE ESSENTIALS

FIRST AID

Event organisers have a duty of care to ensure the event has adequate first aid available to address the risks associated with their event activity, as well as the to cover the number of personnel and attendees involved in the event.

An experienced First Aid provider will be able to guide you through determining requirements suited to your specific event.

Ambulance Victoria can be engaged to provide paramedic services for events. First Aid services providers can be engaged to offer 3 levels of service for events. First Aid volunteers can be engaged to provide services for small events.

The Risk Management Plan should consider and calculate the likely risk to event personnel and attendees, and inform the best option of First Aid service.

Appropriate measures to consider including are:

- Location of First Aid service/room/tent.
- Availability of First Aid kits.
- First Aid signage.
- Emergency Management Plan to feature an emergency assembly point.
- Accessibility of emergency service vehicles and personnel.
- Incident notification forms/register for documenting incidents.
- Location of nearest Automated External Defibrillator (AED).
- Information for event personnel and First Aid personnel attending your event regarding emergency plans, site plans and event expectations.
- Available drinking water (mandatory for events featuring alcohol).

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*. Licenced First Aid services are required to comply with the *Non-Emergency Patient Transport and First Aid Services Regulations 2021*.

For information on First Aid service providers, please visit the **Victorian Department of Health** website, via: www.health.vic.gov.au/patient-care/first-aid-services



TOP TIP: Include ways that you are making your event safe in the Risk Management Plan.





PART ONE - THE ESSENTIALS

SMOKING

The *Tobacco Act 1987* prohibits smoking for many areas and circumstances, including: indoor areas, children's learning and recreational environments, all outdoor eating areas. Any events that include the provision of food or markets need to comply with these laws.

For information and signage regarding smoking restrictions, please visit the **Department of Health**, via: www.health.vic.gov.au



PART ONE - THE ESSENTIALS

TOILETS

There are many factors that determine how many toilets are needed for an event. To determine how many toilets are required for your event you must consider: the number of event personnel and attendees, as well as the weather/temperature, durations of the event, and the availability of alcohol.

Some venues may have facilities on site, but the number, condition and accessibility of these will need to be considered to ensure they are adequate for the event.

It is recommended as a minimum to provide:

- 3x toilets per 200 people, with 1x washbasin;
 - 1x male closet toilet,
 - 1x female closet toilet,
 - 1x accessible closet toilet.
- Double the number of toilet facilities if alcohol is featured at the event.

Appropriate measures to consider featuring

- Clear directional signs to the toilets.
- Clearly marked toilet areas on event site plan (map).
- Easy access for delivery, set-up and changeover of portable toilets.
- The provision of sanitary bins, hand washing and drying stations.
- Regular cleaning and restocking of amenity supplies.
- Non-gender specific toilet facilities.
- Adequate lighting of toilet areas.
- Location of accessible toilets to facilitate ease of access.



PART ONE - THE ESSENTIALS

SITE PLAN

A site plan (map) that is easy to interpret should be available to personnel and attendees, regardless of the event's size.

A site plan is also relevant to include as part of the Emergency Management Plan.

Features to consider for inclusion of the site plan are:

- Event name, location address, date and duration times.
- Compass point (indicating northward direction).
- Legend or key for map symbols.
- Boundaries, entry/exit points, emergency access points.
- Emergency assembly point.
- Significant geographical points in the surrounding area.
- Locations of available drinking water.
- Locations of First Aid.
- Locations of Fire Fighting assets.
- Parking spaces: standard, paid, restricted, accessible.
- Designated areas: stall holders, seating, restricted zones, food zones, licenced zones, food zones, activity zones, amusement zones, and stage zones.

This list of inclusions will also assist you in creating event signage.



PART TWO

YOUR EVENT CHECKLIST

Event organisers should identify which of the following features will occur at their event to flag any permits, approvals, or other obligations that may apply. Council support may also be available for aspects of an event.

- ☐ Occupancy Permit for a Place of Public Entertainment details
- ☐ Advertising details and Event Listing
- ☐ Liquor Licence application details
- ☐ Camping permit details
- ☐ Fireworks permit details
- ☐ FoodTrader registration details
- ☐ Declaration of Community of Charitable Organisation details
- ☐ Music/Busking details
- ☐ Noise Management details
- ☐ Signage details
- ☐ Roadside Trading permit details
- ☐ Temporary Structures details
- ☐ Ticket details
- ☐ Traffic Management details
- ☐ Waste Management details
- ☐ Weather impact details



PART TWO - YOUR EVENT

OCCUPANCY PERMIT - PLACE OF PUBLIC ENTERTAINMENT (PoPE)

If you are planning to hold an event on either public or private land, you may require an **Occupancy Permit for a Place of Public Entertainment (PoPE)**.

The purpose of this occupancy permit is to ensure that the event complies with all safety requirements, including: adequate emergency exits, available fire safety, and sufficient amenities for event personnel and attendees. It is the responsibility of the person who conducts or allows a public entertainment on its land to ensure the safety of the occupants and public. In this regard it is suggested that a suitably qualified person be engaged to assist with preparation of the emergency management plans and monitoring of the event's duration to ensure compliance with safety/legislative requirements.

A Place of Public Entertainment is defined as an entertainment or meeting to which admission may be gained by members of the public. This includes:

- Any buildings which are used or intended to be used for the purpose of providing public entertainment.
- A place which is enclosed or substantially enclosed.

An occupancy permit for a Place of Public Entertainment is required for:

- Buildings (Class 9b) with an area greater than 500m², and the event activity exceeds the scope of an existing occupancy permit.
- A place having an area greater than 500m².
- Any prescribed temporary structures (see 2.12).
- Where admission is gained by the giving of money or the giving of other considerations.

For more information, please visit the **Victorian Building & Plumbing Commission** website, via: www.vba.vic.gov.au (search: places of public entertainment).



YOU MAY NEED:

- ✓ An Occupancy Permit*.
- ✓ If an Occupancy Permit applies, details regarding First Aid, adequate toilets, and a site map must be provided.

*Permit Fees Apply.



WARNING: If an Occupancy Permit is required but not obtained, you could face significant penalties and legal consequences.



TOP TIP: Include as much detail as possible in your event registration to assist in determining if an occupancy permit is required or if permit exemptions are available.





PART TWO - YOUR EVENT

OCCUPANCY PERMIT - PLACE OF PUBLIC ENTERTAINMENT (PoPE)

The table below may be used as a guide in order to determine whether an **Occupancy Permit - Place of Public Entertainment (PoPE)** is required:

Is the event conducted by a <i>community based organisation</i> *?	Is there <i>any financial gain</i> * including entry fees, contributions, sponsorship or rentals?	More than <i>5,000 attendees</i> * at any one time?	Is more than 50% area <i>enclosed</i> *?	Occupancy Permit - Place of Public Entertainment required?
Yes	Yes	No	Yes	No
Yes	Yes	No	No	No
Yes	Yes	Yes	Yes	Yes
Yes	No	Yes	No	No
Yes	Yes	Yes	No	Yes
Yes	Yes	No	No	No
Yes	No	Yes	Yes	Yes
Yes	No	No	Yes	No
Yes	No	No	No	No
No	Yes	N/A	Yes	Yes
No	No	N/A	No	No
No	No	N/A	Yes	Yes
No	Yes	N/A	No	Yes

This table is only a general guide.

* Definitions and approvals are determined by the **Victorian Building & Plumbing Commission** and certified *Building Surveying Services*.



PART TWO - YOUR EVENT

ADVERTISING

Advertising your event in the lead-up to its occasion is important to ensure successful attendance. **Yarriambiack Shire Council** can assist by providing in-kind support to advertise your event on our platforms.

For Council to advertise an event, an Event Listing on our online directory needs to be created to provide us with all the appropriate advertising details.

To create an Event Listing, please visit: www.yarriambiack.vic.gov.au/MyCity.

The more detail you can provide to describe your event, the stronger the opportunities will be to engage potential event attendees.

Appropriate advertising details to consider including are:

- Event name, location address, date and duration times.
- Cost or requirement to attend the event.
- Event logos, promotional images.
- List of event activities.
- The event's story:
 - How long has the event been running for?
 - What is the human-story behind the event?
 - Why is the event unique or unusual?
 - When are key event milestones being celebrated?

You can also promote the event on the national tourism directory, through the **Australian Tourism Data Warehouse (ATDW)**, via: www.atdw.com.au

The ATDW can provide greater online exposure with a larger potential event audience, through their extensive network with:

- 250+ tourism distributors.
- State and Territory Tourism Organisation's consumer website.
- The **Australia.com** website.



WE CAN HELP:

We can provide tailored assistance to help promote your event on our different platforms. We can also assist you with creating an Event Listing in our events directory.



TOP TIP: Promotional offers are only limited to your imagination! More information, more chance for success.





PART TWO - YOUR EVENT

ALCOHOL

Any event that intends to sell or supply alcohol will require a Liquor Licence from the **Victorian Commission for Gambling and Liquor Regulation**, and personnel responsible for the serving of alcohol will need to complete Responsible Service of Alcohol Training.

You can apply for and manage your Liquor Licence application online, via:
liquorportal.vcglr.vic.gov.au/liquorportal

Liquor Licence application fee information can be found online, via:
www.vic.gov.au/liquor-licence-application-fees

A Temporary Limited Liquor Licence is available for one-off events or a series of one-off events, and is required for an event when:

- Complimentary alcohol is provided to attendees.
- Alcohol is included as part of the admission cost.
- Alcohol is available for purchase at the event.

Temporary Limited Liquor Licence applications and information is available online, via: liquorportal.vcglr.vic.gov.au/templicence/

A Major Event Liquor Licence is required when there will be the sale of alcohol at an event with 5,000+ attendees.

Major Event Liquor Licence applications and information is available online, via:
liquorportal.vcglr.vic.gov.au/liquorportal/NewMajorEventApplication.aspx



YOU MAY NEED:

- ✓ Liquor Licence Application*.
- ✓ Temporary Limited Licence*.
- ✓ Major Event Liquor Licence*.
- ✓ Responsible Service of Alcohol Training*.

*Permit Fees Apply.



TOP TIP:

Contact your:

- Venue location,
 - Catering company,
- to ensure they already hold their required Liquor Licence.

Check the Liquor Portal website for the application wait times.





PART TWO - YOUR EVENT

CAMPING

Camping can be a popular feature for events, especially multi-day festivals. Camping includes any site, tent, caravan, motorhome, or temporary structure that is used for staying or sleeping in an outside area.

A **General Local Law - Camping in Public Places Permit** is required in most instances and needs to be submitted to **Yarriambiack Shire Council**.

Camping is allowed without the need for a permit in locations where camping is authorised under the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 1999*.

Camping on vacant, non-residential private land is restricted and conditional.

Camping details that need to be considered and provided for permitting are:

- Location of camping sites.
- Duration of site occupancy.
- Camping types (tents/caravan/motorhome/annex).
- Site access arrangements.
- Availability of sanitary amenities.
- Availability of parking.
- Impacts on land and the environment.
- Impacts on neighbouring residents.
- Impacts on traffic.
- Potential risks and likelihood of damages.



WE CAN HELP:

We can help you to determine what your chosen camping site location and situation is classified as, and what permits and considerations are required.



YOU MAY NEED

- ✓ Local Law Permit*.

*Permit Fees Apply.



PART TWO - YOUR EVENT

FIREWORKS

Fireworks are a popular entertainment feature for events.

A **General Local Law Permit - Fireworks** is required to ensure safety and community notification, and needs to be submitted to **Yarriambiack Shire Council**.

A licenced pyrotechnician is required to conduct the fireworks display when fireworks are featured as part of an event's entertainment, as per the *Dangerous Goods (Explosives) Regulations 2022*.

The licenced pyrotechnician must register with **WorkSafe Victoria** via a **Notification Of Intention To Discharge Fireworks**. This can be done online via: www.worksafe.vic.gov.au/fireworks-discharge-notification

If the fireworks discharge is to occur during a declared fire danger period, then notice must be provided to the **Victorian Country Fire Authority (CFA)** by obtaining a **Fire Danger Permit**; this can be applied for online, via: www.cfa.vic.gov.au/warnings-restrictions/fire-permits

It is also a requirement for the event organiser and/or pyrotechnician to notify local residents and traders in the area of the planned fireworks discharge. This notification to local community must be provided with a minimum of 7 days. A letterbox drop is recommended to ensure the community notice information is accessible and adequate.

For more information, please visit the **WorkSafe Victoria** website, via: www.worksafe.vic.gov.au/using-fireworks



YOU MAY NEED

- ✓ Workcover Notification.
- ✓ Fire Danger Permit.
- ✓ Local Law Permit*.

*Permit Fees Apply.





PART TWO - YOUR EVENT

FOOD

All food traders are required to apply for registration or notification under the *Food Act 1984*. **FoodTrader** is the state-wide registration and notification online portal for people selling food in Victoria from temporary and mobile food premises.

Registration or notification via *FoodTrader* is for community groups, organisations and businesses who are providing food or fundraising with food.

Food provisions that require registration or notification include:

- Sausage sizzles,
- Cake/Bake sales,
- Hamburgers,
- Ready-to-eat sandwiches, salads or curries.
- Food items at markets or festivals,
- Cooking and selling from a food truck or trailer.



WE CAN HELP:

We can help you and your food vendors by creating a *FoodTrader Event Listing* for statements-of-trade

Registered food providers/vendors must lodge a statement-of-trade via the *FoodTrader* website when they attend an event.

If an event is being attended by many food vendors (such as: food trucks, coffee vans, and stall holders, etc.) then Council can assist by creating a ***FoodTrader Event Listing*** - which makes it easier for food vendors to lodge their statement-of-trade via the ***FoodTrader*** website.

For more information and to register and notify ***FoodTrader***, please visit the ***FoodTrader*** website, via: foodtrader.vic.gov.au



PART TWO - YOUR EVENT

COOKING WITH GAS

Portable outdoor appliances such as barbecues or heaters are ideal for use at events. Gas safety can be achieved by ensuring all gas installations are safe and certified as complying with current regulations and safety standards.

For further information, please visit the ***Energy Safe Victoria*** website, via: www.esv.vic.gov.au/community-safety/energy-safety-guides/safety-work





PART TWO - YOUR EVENT

FUNDRAISING

Event fundraising with raffles or bingo games, both prior to and during an event, will require registration with the **Victorian Gambling and Casino Control Commission**.

The following details will determine what specific regulations the fundraising activity will need to comply with:

- The beneficiary of the fundraising.
- The size of the prize pool.

You may be required to register with the **Victorian Gambling and Casino Control Commission** as a *Community or Charitable Organisation* to obtain a **Declaration of Community or Charitable Organisation**.

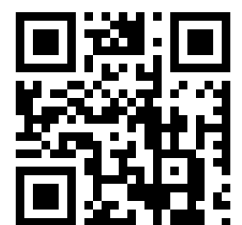
Presenting a **Declaration of Community or Charitable Organisation** can be relevant for specific permit exemption assessments.

For more information and to register, please visit the **Victorian Gambling and Casino Control Commission** website, via: www.vgccc.vic.gov.au



YOU MAY NEED

- ✓ Declaration of Community or Charitable Organisation.





PART TWO - YOUR EVENT

MUSIC

When music that is protected by copyright is intended to be featured as part of an event's entertainment in a public place, this is classified as 'Public Performance of Music'. You will need permission or a permit/licence to play this music.

OneMusic Australia is a joint initiative between music rights management organisations **APRA AMCOS*** and **PPCA+**.

For more information on public events and music licence requirements, please visit the **OneMusic Australia** website, via: onemusic.com.au



Yarriambiack Shire Council holds a licence which can be made available for community groups to play protected music under OneMusic Australia.

The following details need to be provided for Council to assess if an event is eligible to utilise Council's **OneMusic Licence**:

- Type of music entertainment at the event (featured music or background music).
- The cost of entry per person to attend the event (ticket price).
- The location (address) and duration of the music entertainment at the event.
- The gross expenditure on featured artist performances.
- If the event will feature any:
 - music for the purpose of dancing,
 - dance classes or concerts,
 - fitness or lifestyle classes.



WE CAN HELP:

We hold the necessary licencing permits with OneMusic to allow community groups to play copyright music at some events.



PART TWO - YOUR EVENT

MUSIC - BUSKING

Busking is the act of playing music in the street or another public place for voluntary donations. If your event is featuring the activity of busking, then **Yarriambiack Shire Council** needs to confirm the busking activity details to assess which permit is required, relating to community and business notification, permissions and safety.

The busking activity details that need to be considered and provided are:

- Number of buskers and their intended busking locations.
- Powered site requirements (for instruments, microphones, speakers, ect.).
- Time and duration of the busking performances.



PART TWO - YOUR EVENT

NOISE

The event organiser needs to consider the noise produced by their event activity and what impacts this will have on the surrounding area. It is the event organiser's responsibility to effectively manage the noise levels to ensure it remains within the prescribed limits. This is mostly relevant to musical entertainment but also relates to noise generated by machinery.

The **Environmental Protection Authority Victoria (EPA Vic)** can help you to understand your obligations under the law, provide guidance, and issue permits when required.

For more information, please visit the **EPA Vic** website, via:
www.epa.vic.gov.au/for-community/environmental-information/noise/

A Noise Management Plan may be required by the EPA Vic.

Relevant noise details to consider are:

- Event location, public or private land.
- Indoor or outdoor venue location.
- Event day/s and time.
- Noise duration exceeds 5 hours.

Noise permit applications are due at least 45 days prior to the event.

Application fees are required but in limited circumstances the **EPA Vic** may reduce or waive a fee.



YOU MAY NEED

✓ Noise Management Plan.

✓ EPA Noise Permit*.

*Permit Fees Apply.





PART TWO - YOUR EVENT

SIGNAGE

Signs displaying information for event personnel and attendees with directions and instructions are an important component for an event's success. Signage requirements for each event will vary.

Most events will need to address and display the following signage:

- Entry/Exit points.
- Toilet locations.
- First Aid locations.
- Emergency Assembly locations.
- Information Point locations.
- Restricted zones.
- No Smoking notice (eating areas)

Some temporary signage may require permits to be installed and displayed (typically advertising signage) - depending on the sign location's zoning category.

Advertising signage may be displayed without a planning permit when:

- A sign's display area does not exceed 5 square metres.
- Is publicising a local event for: educational, cultural, political, religious, social or recreational purposes, and not held for commercial purposes.
- Only one sign may be displayed on the land.
- The sign must not be animated or internally illuminated.
- The sign must not be displayed longer than 14 days after the event, or for 3 months, whichever is sooner.

A sign advertising a special event at the event's land or building may be displayed without a planning permit when:

- No more than 8x signs are displayed at the location in a calendar year.
- Total number of days the signs are displayed does not exceed 28 in that calendar year.

Council can assess if planning permits are required for signage if the following details are provided to Council:

- Quantity of signs displayed.
- Size of signs displayed.
- Location (address).
- Dates and times of the signage installation and removal.

If your event requires traffic management signage, then the signs must be installed and removed by accredited road safety personnel.
(see 2.14 - Traffic Management)



YOU MAY NEED

- ✓ Planning Permit*.

*Permit Fees Apply.



PART TWO - YOUR EVENT

ROADSIDE TRADING

Activity on Council land requires Council approval, this includes streets/roads, footpaths, and Council property.

Footpaths have been divided into three sections: kerb, article, and walkway. Each of these sections has their own conditions of use:

- The kerb section extends 0.7m from the road and must not be obstructed.
- The article section is between the kerb and walkway sections, permitted activity can occur in this section.
- The walkway section extends 1.5m from the property line and must not be obstructed.
- Access Points from the road to the walkway must be available at least every 10m and not obstructed.

If an event features footpath or roadside activities (including the display of advertising flags/banners/signs) or the closure of spaces such as parking areas, then a **General Local Law - Roadside Trading Permit** needs to be obtained from **Yarriambiack Shire Council**.

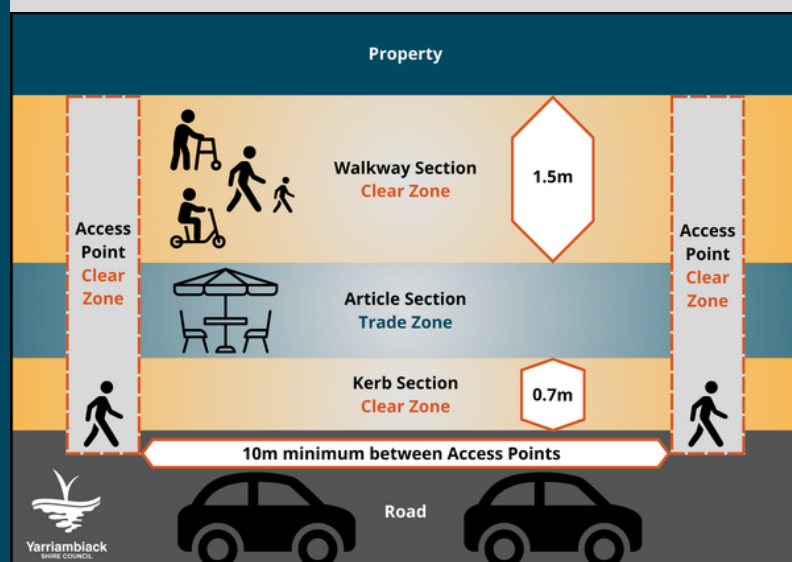
Relevant roadside trading details that need to be considered and provided are:

- What footpath/street/road is affected.
- What date/s, time and duration the footpath/street will be utilised.
- What specific street activity will be taking place.

General Local Law - Roadside Trading Permit application will require:

- Completed application form.
- Public Liability Insurance - Certificate of Currency.
- Site Plan (map).
- Additional supporting images and/or documentation of street activity assets.

Permits forms via: www.yarriambiack.vic.gov.au/Business/Roadside-Trading-Permits



YOU MAY NEED

- ✓ Local Laws Permit.
- ✓ Public Liability Insurance - Certificate of Currency.





PART TWO - YOUR EVENT

TEMPORARY STRUCTURES

If you are planning to hold an event that features a temporary structure, you may require an **Occupancy Permit - Prescribed Temporary Structure**.

Prescribed temporary structures have specific and additional requirements under the *Australian Building Codes Board's Temporary Structures 2015 Standard*.

Any prescribed temporary structure must have a unique occupancy permit issued by the **Victorian Building & Plumbing Commission**, and must be designed in accordance with engineering principals to provide for their structural safety and the safety of event personnel and attendees.

A prescribed temporary structure requiring an occupancy permit includes:

- Tents, marquees or booths with a floor area exceeding 100 square metres.
- Seating stands for more than 20 persons.
- Stages or platforms (including sky boarders and stage wings) with a floor area exceeding 150 square metres.
- Prefabricated buildings with a floor area exceeding 100 square metres (other than ones placed directly on the ground surface).

For more information, please visit the **Victorian Building & Plumbing Commission** website, via: www.vba.via.gov.au (search: prescribed temporary structures).



TOP TIP: Include as much detail as possible in your event registration to assist in determining if an Occupancy Permit is required.



WARNING: If an Occupancy Permit is required but not obtained, you could face significant penalties and legal consequences.



YOU MAY NEED

- ✓ An Occupancy Permit*.
- ✓ If an Occupancy Permit applies, details regarding installation, entry/exit, fire safety, and a site plan (map) must be provided.

*Permit Fees Apply.





PART TWO - YOUR EVENT

TICKETS

.....

Tickets are a great way to raise event revenue and also assist in event controls and communications. Pre-purchased tickets or bookings are an excellent tool for event organisers to manage events with limited space and capacity restrictions. It also facilitates a platform to collect attendee details such as contact information; this can be important if event updates need to be provided, or if attendee data is required for grant applications.

The event organiser will need to provide **Yarriambiack Shire Council** with the entry requirements and /or costs for attendees, as this is relevant for permit assessments. Council can also assist in advertising ticket or booking options and information.

Relevant ticket details that need to be provided are:

- Ticket prices.
- Ticket types (standard ticket, value or group tickets, VIP or special tickets).
- Ticket availabilities (when and how are they available).





PART TWO - YOUR EVENT

TRAFFIC MANAGEMENT

Event organisers need to assess if vehicles are likely to be operating in the same areas as event personnel and attendees, and make plans to mitigate or eliminate any associated hazards. Event activity requiring the use or closure of a roadway will need to plan and action appropriate traffic management to ensure the safety of event personnel, attendees, and the general public.

A **Traffic Management Plan**, featuring a **Traffic Guidance Scheme**, needs to be created by an accredited *Traffic Management Company* to enact temporary roadway closures or modify roadway rules (such as speed reductions). Traffic management must be conducted by certified traffic management personnel.

Yarriambiack Shire Council may act as a *Traffic Management Company* for successfully registered community events.

A **General Local Law Permit - Road Activity** needs to be obtained from **Yarriambiack Shire Council** for activity on roadways within our Shire boundary. If the affected roadway is governed by the **Department of Transport & Planning (DTP)**, then additional **DTP** permits also need to be obtained; these are a **Memorandum of Authorisation**, and potentially a **Non-Road Activity Permit** (depending on the event activity).

It is strongly recommended that **DTP** permit applications are submitted at least 13 weeks prior to the event date.

For more information, please visit the **DTP** website, via:
transport.vic.gov.au/business/road-and-traffic-management/road-permits-and-charges

Relevant traffic management details that need to be considered are:

- List of roadways affected (with accompanying map).
- Dates, time and duration of the affected roadways.



YOU MAY NEED

- ✓ Map of affected roadways.
- ✓ Traffic Management Plan.
- ✓ Local Law Permit*.
- ✓ Non-road-activity Permit*.
- ✓ Memorandum of Authorisation Permit*.

*Permit Fees Apply.



WE CAN HELP:

We can provide recommendations for traffic management requirements when you register your event. Community events can also request Council to act as a Traffic Management Company.





PART TWO - YOUR EVENT

WASTE MANAGEMENT

Event organisers are accountable for all waste and cleaning needs generated by their event's activity; this includes the initial set up and pack down of the event. Waste contractors may need to be engaged to ensure appropriate waste management is available for the event.

If an event's venue has pre-existing waste disposal arrangements in place, the event organiser needs to assess if this will be sufficient to cover their event activity.

Yarriambiack Shire Council encourages all event organisers to assess if their event can be 'waste wise'. Waste wise events employ measures to reduce the volume of waste generated by their event activity and facilitate waste recycling options.

Yarriambiack Shire Council can assist community events by providing waste management support for waste wise events.

Events can achieve a 'waste wise' status by introducing the following practices:

- Provide and encourage the use of waste recycling options.
- Using reusable packaging instead of disposable packaging.
- Advising stall holders to use eco-friendly materials instead of plastic disposable materials (bamboo products, wooden cutlery, compostable cups/lids/bags).
- Providing event personnel and attendees with drinking water fountains and water bottle refill stations.



WE CAN HELP:

We can help you to access waste management support, especially with our available waste recycling assets.





PART TWO - YOUR EVENT

WEATHER

The weather can have unfortunate impacts on events concerning the safety of event personnel and attendees, as well as event assets. Extreme weather instances can even force an event to be postponed or cancelled.

The event organiser needs to be prepared to respond to weather instances. An event's **Risk Management Plan** and **Emergency Management Plan** should address potential weather impacts and detail prepared responses to mitigate or eliminate weather hazards. It is strongly recommended that the specific conditions that would cause an event to be postponed and/or cancelled are predetermined during event planning.

Weather types that can affect an event:

- Heat and UV exposure to event personnel and attendees.
- Cold and rain exposure to event personnel and attendees.
- Storm damages.
- Fire damages.
- Flood damages.

Weather related preparations for event organisers to consider:

- Weather forecast for the lead-up to and during the event.
- Weather defenses for event personnel and attendees.
- Event postponing and/or cancelling triggers.
- Weather related communications to event personnel and attendees.

For local extreme weather information and emergency service contract details, please visit **Yarriambiack Shire Council**, via:

www.yarriambiack.vic.gov.au/Council-Services/Emergency-Dashboard



It is worth considering the availability of venues and services when preparing for an event postponement, as well as, how this will be communicated to staff/volunteers/ attendees.

