

# Event Planning Guide

August 2017



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## SECTION I – PLANNING OVERVIEW AND EVENT APPLICATION PROCESS

Thinking about holding an event? Here is some helpful information:

### STEP 1

Fill in and submit [Intention to hold an event form online](#) within 60 days of planned activity.

### STEP 2

Council's Festival and Events team will contact you to discuss the planned activity in more detail.

### STEP 3

If the activity is expected to attract more than 200 attendees, complete and submit [Event Application Forms Parts A and B \(PDF - 689KB\)](#) within 45 days of the event. This form requires a detailed site plan, risk assessment, and public liability insurance.

Get in touch with the Festivals and Events team to discuss the application.

[events@cgd.vic.gov.au](mailto:events@cgd.vic.gov.au)

(03) 8571 1000

## Event Application Deadlines

\* **60 days prior** – complete and submit [Intention to Hold an Event Form online](#)

\* **45 days prior** – submit the following:

1. [Event Application Forms Parts A and B \(PDF - 689KB\)](#)
2. Public Liability Insurance (minimum \$20 million cover)
3. Site plan
4. Traffic management plan, if applicable

\* **30 days prior** - submit event on [Council's online event calendar](#)

\* **14 days prior** – submit the following:

1. List of food stalls
2. Event emergency management procedure:
  - o Parks, Reserves and Open Spaces - [Event emergency procedure template for events in parks and reserves \(PDF - 678KB\)](#)
  - o Harmony Square - [Event emergency Procedure template for events in Harmony Square \(PDF - 2.9MB\)](#)

\* **5 working days prior** – cut-off date for submitting a statement of trade for food ([streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au))

Refer to Council website [greaterdandenong.com](http://greaterdandenong.com): Events in Council Parks and Reserves for further details.

## Event Organiser's Duty of Care

### Duty of care of event organisers

Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 to provide a safe operational environment. Under this legislation, event organisers must ensure so far as reasonably practicable that: people are not exposed to risks arising from the operation, and any place where employees and self-employed persons work is safe. The definition of this duty is broad. Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks.

Event organisers will also owe a duty of care to the public attending the event or those that may be affected by the event, including their property. Therefore, event organisers should take all reasonable measures to ensure the event is conducted in a safe manner. This may be achieved by event organisers undertaking a process of identification, assessment and control of risks.

In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

*WorkSafe Victoria – Advice for Managing Major Events Safely*

## Local Law Act

### 28. Street Parties, Festivals and Processions - Current

- 28.1 A person must not, without a permit, hold a street party, festival or a procession in any public place.
- 28.2 In considering whether or not to issue a permit in respect of this clause, Council must consider, as appropriate:
- a) whether appropriate traffic management planning has been prepared for the event;
  - b) whether there should be notification of property occupiers within a reasonable radius of the event;
  - c) if applicable, whether an appropriate food safety management plan has been prepared;
  - d) whether the agreement of the Victoria Police and the responsible Road Authority has been obtained and their requirements met, including an appropriate Traffic detour signing scheme;
  - e) whether an Emergency Management Plan is required;
  - f) the group of people or the organisation on whose behalf the application is being made;
  - g) the streets which are sought to be closed;
  - h) the date and times for the event;
  - i) those who are being invited to the event;
  - j) any proposals for fireworks to be included in the event;
  - k) proposed arrangements for cleaning and returning the area to its pre-event condition;
  - l) any other relevant matter.
- 28.3 Where an application is to conduct an event on a road, the application must be made forty-five (45) days before the event is to take place.

**Workflow of the Event Application Process**

The following flow charts show the event application process for events on Council and private land.

Refer to [Council website](#) for full details.

**Events on Council Land**

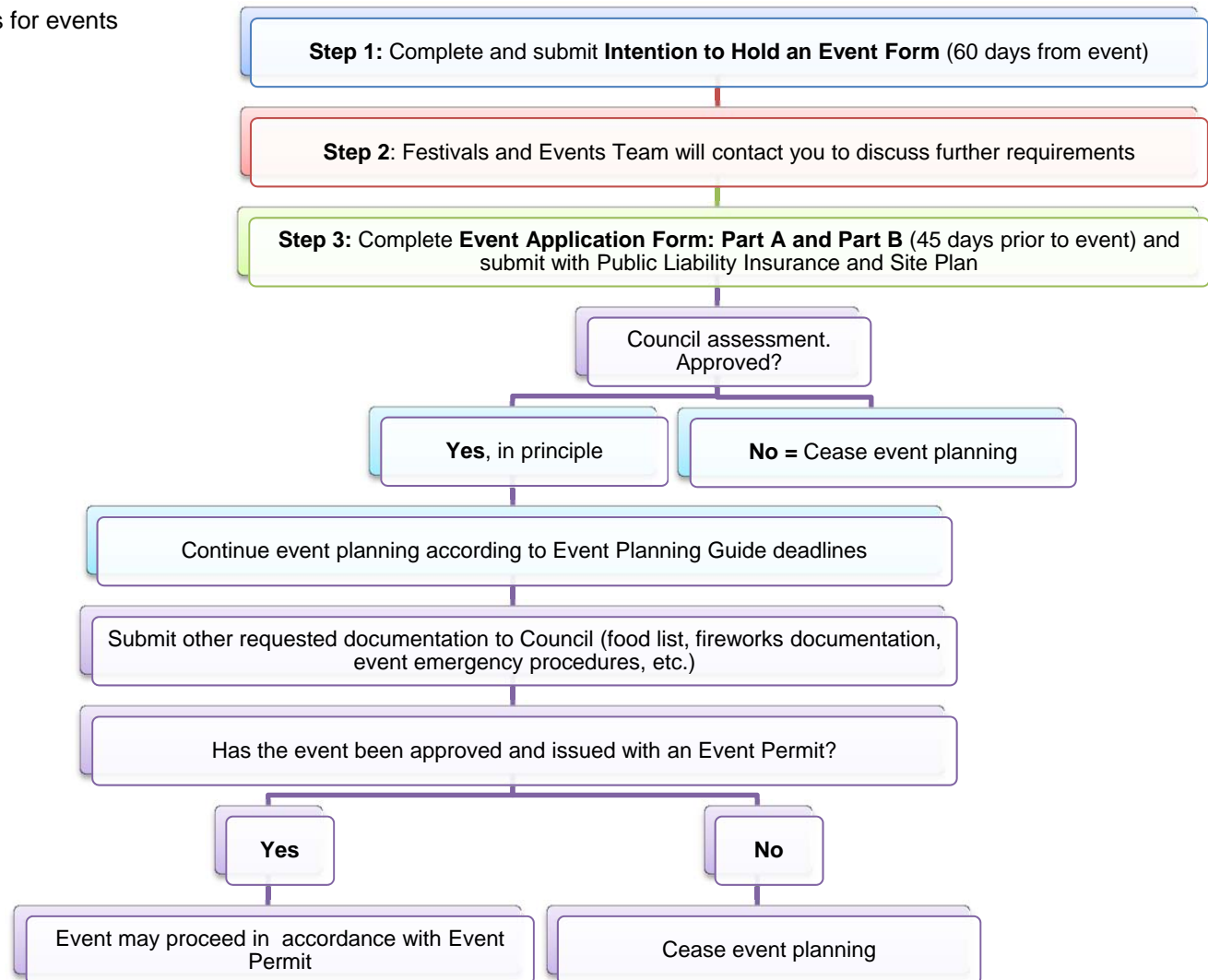


Figure 1 – Flow chart for events on Council land

**Events on Private Land**

**Events permit flow chart for events on private land.**

Refer to [Council website](#) for full details.

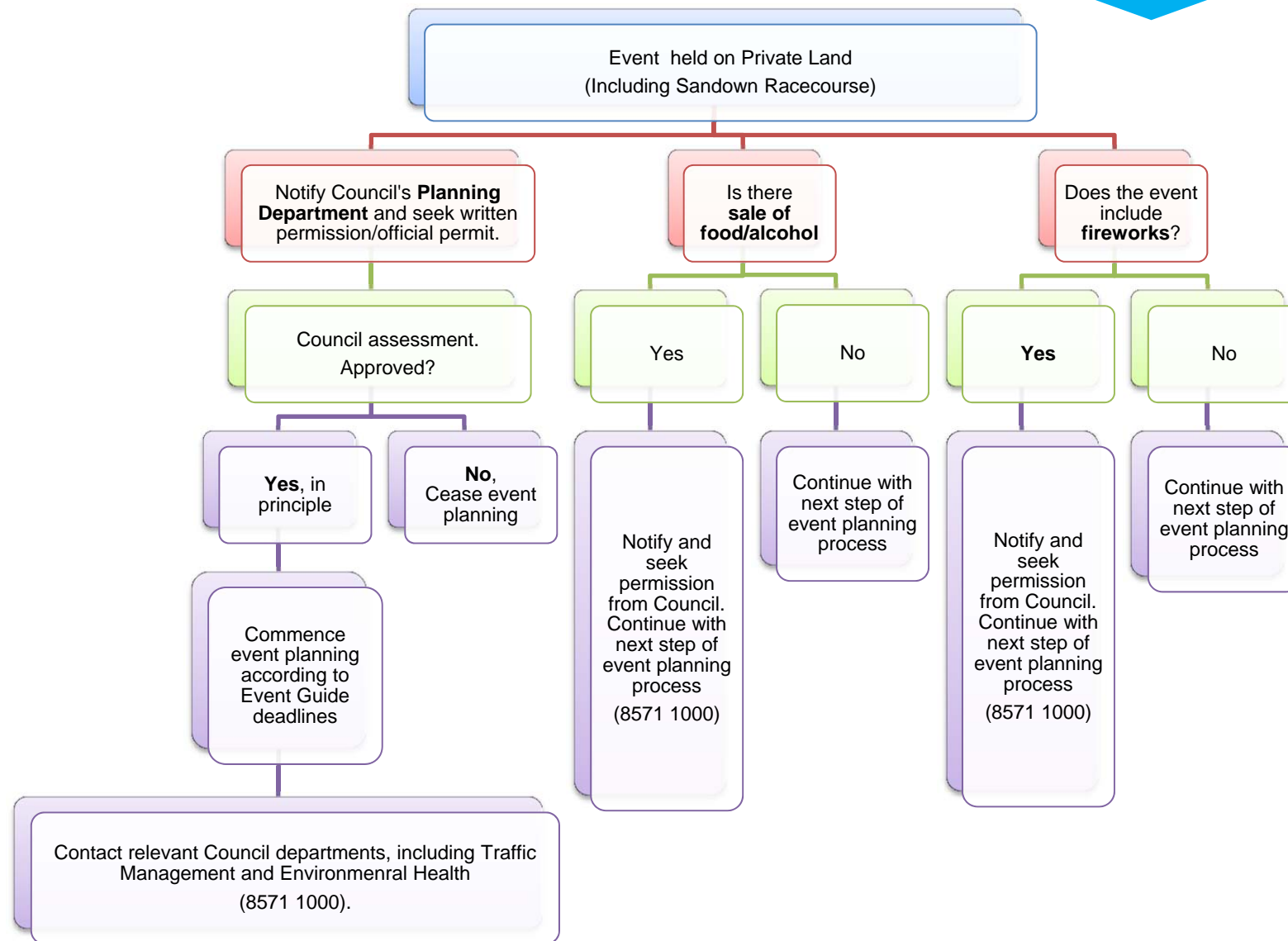


Figure 2 - Flow chart for events on private land

## SECTION II – EVENT APPLICATION

Depending on the size of the event, different application processes apply. Events with over 200 expected attendees held on Council land require an event permit. Follow the process below to apply for an event permit.

### Event Application Forms

- **Step 1:** [Intention to hold an event form online](#) (due 60 days prior to event)
- **Step 2:** [Event Application Forms Parts A and B \(PDF - 689KB\)](#) (due 45 days prior to event)

### Fees and Charges

The following fees and charges apply for events on Council land. Once the Event Application Forms have been received, a quote will be prepared for consideration.

- [Event Application - Fee Schedule \(PDF - 51.8KB\)](#)
- Parks and Reserve Hire - [View casual hire fees and charges \(PDF - 52KB\)](#).
- All invoices are to be paid within payment terms prior to the event to secure the booking/service.

## INTENTION TO HOLD AN EVENT FORM

As a first step to notify Council of the event, and to check venue availability, an Intention to Hold an Event Form should be submitted.

### [Intention to hold an event form online](#)

#### **Deadline: 60 days prior to event**

While the deadline submission for the Intention to Hold an Event Form is 60 days prior to the event, it is recommended that it is submitted to Council between 5-10 months in advance. It is also advisable to lock in the event venue as soon as the date is known to avoid disappointment.

## PART A: EVENT APPLICATION FORM

**Deadline: 45 days prior to event**

Download: [Event Application Forms Parts A and B \(PDF - 689KB\)](#).

### 1. Event Organiser Details

The event organiser is responsible for the overall management of the event and is the key contact for Council. This person must be easily contactable in the lead up to the event, on the event day and post event.

It is up to the event organiser to form the Event Organising Committee to share the roles and responsibilities. The members of the organising committee provide support to the Event Organiser who is ultimately responsible for all aspects of the event, including:

- Financial management
- Creative direction
- Operations
- Infrastructure and logistics
- Volunteer/staff coordination
- Traffic management
- Event safety
- Marketing and publicity
- Permits & licenses
- Catering and alcohol management.

### 2. Event Details

When completing this section include as much detail as possible.

When choosing the event location, refer to the [complete list of all parks and reserves](#) within the City of Greater Dandenong.

When selecting an event location an organiser should consider:

- Location – proximity to public transport, foot traffic and nearby residents.
- Site restrictions – i.e. there may be limitations on the use of pegged marquees due to underground services.
- Parking facilities – establishing if there is enough nearby parking to accommodate the expected number of attendees.
- Existing infrastructure –including toilets, drinking water, lighting and power.
- Accessibility – are people able to access the venue and/or event.



### 3. Mandatory Attachments

#### 3.1 Event Site Map (Mandatory)

A site map must be attached to the Event Application Form for the application to be assessed.

The site plan should be to scale, easy to read, ideally in grid format and include clearly identifiable emergency access points, surrounding streets and landmarks.

Site plan must include:

- All temporary infrastructure including marquees, rides, stage, toilets, drinking water location, food and market stalls, temporary fencing, parking, waste and placement of bins and collections points, and generators with fire extinguishers.
- Entry points and travel paths for vehicles and pedestrians.
- Event Coordination Centre/Event HQ, lost children location.
- Emergency assembly area and first aid (these areas should also be clearly signed on the day of the event).
- Waste management details: bin/waste station locations, bin drop off/pick up locations, access for waste truck, etc.

To obtain a map of the event location, contact the Festivals and Events Team on 8571 1000 or email [events@cgd.vic.gov.au](mailto:events@cgd.vic.gov.au), Google Maps may also be used

Useful Link:

- [Example - Site Plan \(PDF - 3.37MB\)](#)

#### Additional information for the site plan:

##### 3.1.1 Event Coordination Centre/Event HQ

The 'control point' of the event is the Event Coordination Centre (ECC) or the Event HQ. The ECC must have all the relevant information required for the event available at all times. It is also where all major decisions are made. The ECC is generally managed by one or more people with knowledge of the event.

The ECC should be equipped with key event documentation including:

- Event Plan
- Site Plan
- Risk Management Plan (refer to Event Application Part B for a template)
- Event Emergency Procedures
- Insurance and Risk Documents
- Event Running Sheet
- Site induction information
- Contact List
- Contractor and Staff Sign In
- Event Communications Log – with a dedicated Communications Officer monitoring the radio channels and noting the on-air conversations between event staff.

In the case of emergency, the Event Coordination Centre becomes the Emergency Control Centre that implements the Event Emergency Procedures and liaises with the Emergency Services.

### 3.1.2 Access around the site

The entry and exit points to the event must cater for the type of crowd, number of event attendees and various situations that could arise during the event.

A safe and compliant event site plan must include:

- Suitable access for emergency services and their vehicles.
- Suitable vehicle and pedestrian access – travel surface, efficient and safe pathway.
- Suitable access for wheelchairs, prams and scooters.
- Pedestrian access points of correct width compliant with the Building Code of Australia.
- Pedestrian exit points evenly distributed around the event site (particularly for emergency evacuation).
- Paths of travel to exit doors kept clear of obstructions, including electrical equipment.
- Pathways connecting the car parks to the event should be checked for trip hazards, must be adequately illuminated with signs directing attendees to the event site.

Useful Link:

- [Example - Site plan \(PDF - 3.37MB\)](#)

### 3.2 Public Liability Insurance (Mandatory)

Events in Greater Dandenong are required to have Public Liability Insurance cover of a minimum of 20 million dollars in the name of the event organisers/organising organisation.

The Policy must cover the event and the types of activities featured in the event; and include the event set up and pack down time. The Policy must be underwritten by insurers authorized to conduct insurance business in Australia. Insurance cover should also cover property, equipment and volunteers.

The event organiser is also responsible for ensuring that all stallholders, caterers, suppliers, performers, contractors have their own current Public Liability Insurance Policies.

## 4. Event Inclusions

### 4.1 Alcohol sold or BYO permitted

Any individual vendor intending to sell or supply alcohol at the event must obtain a liquor licence through the Victoria Commission for Gambling and Liquor Regulations. There are different types of licences required for certain types of events and selling arrangements.

Approval of a liquor licence is not approval for the event, nor does an event permit guarantee a liquor licence.

If alcohol is intended to be served (e.g. BYO alcohol) but not sold, the event may still require a liquor license. Contact the Victoria Commission for Gambling and Liquor for the latest information via phone on 1300 182 457 or email [contact@vcqlr.vic.gov.au](mailto:contact@vcqlr.vic.gov.au).

If alcohol is being either sold or served at the event, an Alcohol Plan must be prepared.

An Alcohol Plan should include:

- 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 dry areas.
- Food vending/provision areas and types of food available.
- The number and location of security personnel who will manage the area.
- The location of toilets and the ratio of toilets per attendees.
- The number of bar staff and their training levels.
- The proposed trading hours of the alcohol serving areas.

Consumption of alcohol is not permitted in public places. The drinking of alcohol in public places is regulated by Council's Local Laws Department and enforced by [Victoria Police](#).

Useful Links:

- [Alcohol and Liquor Licensing](#)
- [Victorian Commission for Gambling and Liquor Regulation](#)
- [Victoria Police](#)

### 4.2 Animals

Council recommends that measures are put in place to ensure that animal displays and events featuring animals meet all animal welfare standards and they are maintained to the highest level.

- Displays are properly staffed and set up is suitable.
- Animals are not in direct sun, with natural or built shade to be provided.
- Animal farm and display providers have adequate shade, food and water for animals.
- Animal farm and display providers have adequate hand washing facilities or anti-bacterial gel.
- Animals are rested frequently (especially in higher temperatures).

Useful Link:

- [Council website – Animal Welfare](#)

### 4.3 Fireworks or pyrotechnics

Fireworks (including firecrackers) displays are to be conducted only by licensed pyrotechnicians. If a fireworks display is planned at the event, the contracted pyrotechnician must complete a WorkSafe Application for a [‘Licence To Use Fireworks As A Pyrotechnician’](#).

The event organiser or fireworks contractor will need to officially notify Council by submitting an appropriate application prior to the event, including submitting an Application for Fireworks Display. The event will need to comply with the City of Greater Dandenong’s [Fireworks Policy](#).

It is a requirement of the permit that nearby residents are notified about any upcoming fireworks displays, via:

- Letterbox drop to residents within 1.5km radius of the event for fireworks or a 0.5km notification radius for firecrackers.
- Deadline for letterbox drop is 3-7 days prior to event.
- The content of the letter box drop must be approved by Council.
- An advertisement must be placed with the Public Notices section of two local newspapers at least 7 days prior to the display.
- Council must be advised of the two local newspapers at least 14 days before the display and the content of the ads must be approved by Council.

Due to the severe impact that fireworks can have on animals, it is recommended that the resident notification and advertising includes a phrase such as *“Please ensure that your pets are secured during this time”*.

The Council’s Local Laws Department will advise the precise notification requirements after the application has been received.

Useful Links:

- [Fireworks Policy](#)
- WorkSafe [Licence To Use Fireworks As A Pyrotechnician](#)

### 4.4 Live/amplified music, other amplified noises

To help minimise the impact of the event on nearby residents, it is good practice to consider all noise the event will generate, including music playing through a PA system, vehicle movement, amusement rides, generators and the audience. The Event Plan should detail how noise will be monitored during the event, strategies to manage and reduce noise, and a contact number for noise complaints.

Nearby residents must be notified about the activities creating noise and the times and date/s when vulnerable people and pets may be affected. Notification can take place through a letterbox drop or by advertising in the local newspaper.

To minimise the impact of noise, speakers should be located as far away as possible from residential areas and noise during early morning and late evening should be avoided. Speakers should be directed away from residential properties/areas wherever possible.

#### Allowable days and times for residential noise

- Monday to Thursday: 7am - 10pm
- Friday: 7am - 11pm
- Saturday: 9am - 11pm
- Sunday: 9am - 11pm
- Public holidays: 9am - 11pm

Useful Links:

- [EPA website - Noise prevention and control](#)
- [City of Greater Dandenong Noise Complaints](#)

## 5. Essential Services

### 5.1 Communication System

A communication system must be put in place to allow communication between event staff and specific contractors with event attendees for both general information sharing and in case of an emergency.

#### Communicating with the crowd

For messages to the event crowd, consider:

- What sound levels are required for announcements to be heard over spectator noise?
- Will the audience easily understand announcements?
- Are multiple language announcements required?
- Are the instructions clear and easy to understand

If a public address system is not available you can use police or first aid vehicle address systems in the case of emergency, loud hailers are another possible alternative.

#### Communicating with event staff

Two way radios are highly recommended to be used at events to ensure instant reliable communication between event staff and key contractors. This is particularly important at large scale events of more than 1,000 people. Mobile phones are not recommended for communication at events as the phone network can be unreliable, particularly for larger events where many people are accessing the phone network.

The event communication system should be multi-modal and not rely on one single system. The communication system should also have its own backup power supply.

### 5.2 First Aid Arrangements

Providing first aid is a compulsory requirement at public events. First aid posts must be properly equipped and easy to find. It is recommended to have at least two first aid officers for events of up to 2,000 people, with more officers required for larger events. To determine the exact numbers of first aiders consult the first aid provider and emergency service representatives.

At a minimum First Aid Posts at the event should be fitted with:

- Chairs and tables.
- Power and running water (if running water is not available, bottled water).
- Easily identifiable signage.
- First Aid Equipment.

Some events may require standby ambulance support. The paramedics will work alongside recognised first aid providers to ensure that those patients that are seriously ill or injured receive rapid, paramedic-level care and transport to hospital were required.

The Ambulance Victoria Events team can conduct a risk assessment of an event to establish the most appropriate level of first aid required, and if applicable, develop a Health Event Emergency Procedures.

### 5.3 Toilets

Required toilet facilities for events without alcohol:

| Max. people at a time | No. of toilets including hand washing facilities            | No. of Disabled toilet including hand basin |
|-----------------------|---|---|
| <200                  | 1   | 1   |
| <1000                 | 4   | 1   |
| <2000                 | 9   | 1   |
| <3000                 | 14  | 1   |
| 4000                  | 19  | 1   |
| >4000                 | Add 1 toilet and hand basin per 200 persons or part thereof | 1   |

Required toilet facilities for events where alcohol is available: It is recommended that the number of toilets and basin be doubled to the above table where alcohol is consumed at an event.

The above figures may be reduced at the discretion of the Event team for shorter events, as follows:

| Duration of Event | Required percentage of quantity |
|-------------------|---------------------------------|
| 8 hours plus      | 100%                            |
| 6 - 8 hours       | 80%                             |
| 4 - 6 hours       | 75%                             |
| Less than 4 hours | 70%                             |

It is recommended that there is a mix of standard and accessible Disability Discrimination Act (DDA) compliant toilets.

The following should be taken into consideration when planning toilet facilities at the event:

- Toilets should be located on flat ground in well lit (night event) and accessible areas, for example close to paths.
- Toilets should be located away from food vendors, storage and service areas.
- There should be a clear path of travel to disabled toilets.
- Baby change/breast feeding facilities are highly recommended.
- Sharps disposal facilities must be provided.
- Toilet facilities to be cleaned and restocked over the duration of the event, with event crew or cleaners delegated responsibility for this task.
- Toilets must be positioned appropriately for wet weather conditions.
- Toilets must include hand washing and drying equipment.
- Adequate way finding signage or direction maps must be provided within the event area to direct a person to the nearest toilet facilities.

Toilet management: Toilets should be cleaned and restocked with toilet paper and soap, with regular scheduled cleans over the course of the event. Include frequency and a timetable for cleaning during the event. If utilising public toilets, the costs of extra cleans should be incorporated in the budget. Council will provide a quote for the cleaning charge.

Useful Link:

- Public Toilet Map - <https://toiletmap.gov.au>

## 5.5. Security

The event organiser is responsible for all security and crowd control aspects of the event. A number of factors determine whether security is required at the event. These factors include the target audience, number of event attendees, whether alcohol is available as well as the programming/entertainment.

Security providers should be licensed under the *Private Agents Act 1966*, have their own Public Liability Insurance and have event and crowd control experience.

In a major event, the security provider should be involved in the emergency management response within the Event Emergency Procedures. A representative from the security provider, Police and emergency services should attend a meeting with the event organiser prior to the event.

An Event Emergency Procedures document should contain information containing evacuation routes and points, emergency response, site map detailing first aid and police points, and security details.

Adequate security should be provided during bump in/bump out of the event.

Event Emergency Procedures Links:

- [Event Emergency Procedure Template for events in Parks and Reserves](#)
- [Event Emergency Procedure Template for events in Harmony Square](#)

## 5.6 Shade and Shelter

Shelter and shaded areas should be available for event attendees, event staff, participants and volunteers. Sunscreen should also be available for attendees and staff at outdoor events.

## 5.7 Water

It is a compulsory requirement to provide free drinking water for attendees at all public events in Greater Dandenong. Under the Building Code of Australia, event organisers must provide one drinking fountain or drinking tap for every 200 event attendees or part thereof.

The location of the drinking water should be clearly indicated via directional signage. This location should be marked on the event site plan.

## 6. Waste Management

Public events can generate significant waste and rubbish. Inadequate waste management can result in safety hazards, odours, attract pests and lead to transmission of diseases to both staff and event attendees.

Waste and recycling bins for the public must be provided around the site. An external cleansing company must be contracted to implement the waste management services, oversee waste collection and sort and recycle waste.

A waste management plan must be developed to prevent build-up of waste on site and ensure the efficient and safe removal of waste. It is the event organiser's responsibility to ensure the Waste Management Plan is appropriate for the size and type of event, and is correctly executed before, during and after the event.

The Waste Management Plan should include the following details:

- Site Maintenance
  - Anticipated volumes of waste and recycling.
  - Who will coordinate and oversee the overall waste management of the event.
  - How liquids and waste will be controlled to avoid spillage – stains, slip/trip risks, entry to drainage/waterways and amenity appearance.
- Bins:
  - The number and locations of bins and how the rubbish will be monitored and controlled at the event. Note that bins may need to be emptied into an onsite skip or on-site compactor during the event.
  - Confirmation that the bins are to the Australian Waste and Recycling standard.
  - Where the waste and recyclables will be disposed.

- Ground litter management: the site must be kept clean during the event and all litter on the ground is removed over the course of the event. It is recommended that staff/volunteers/cleaners are allocated this task. Provide staff/volunteers with personal protective equipment (such as gloves and rubbish pickers) and provide training on the potential hazards of waste and safe waste handling methods.
- Stallholder waste: Stalls generate significant rubbish at events, particularly food and packaging waste, as well as include grease, fats and oils, etc. Food waste should be immediately placed in a covered bin then removed to a separate location well away from any food preparation, consumption or storage areas.
- Grey water/sullage disposal: Food stallholders will have liquids such as oil and contaminated water to dispose of during and after the event. In this case sullage bins should be provided for their use or a sullage point should be made available within close proximity. Sullage bins or sullage point should be identified on the site plan. All sullage must go to sewer and not to stormwater or grassed areas. The Waste Management Plan, needs to identify what happens to 'sullage bins' and allocate responsibility for emptying the bins. It is the organisers/traders responsibility to remove all sullage.
- Sharps and needles disposal: Sharps or needles should not be placed in waste or recycling bins as they can cause injury to event attendees, staff or stallholders. A Sharps Container must be on hand at the Event Coordination Centre.
- Toilet management: Toilets should be cleaned and restocked with toilet paper and soap, with regular scheduled cleans over the course of the event.

Useful Link:

- [Waste Management Factsheet](#)



## 7. Food and Beverages

A food stall or temporary food premises is defined as any business/organisation that operates from either a mobile vehicle or from a temporary structure, such as a marquee, that sells or gives food and drink away.

Food seller is responsible for ensuring the food is safe to eat and does not cause food poisoning and/or allergic reaction. The event organiser has a duty of care to ensure all food stalls are safely run.

Useful Link:

- [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

### 7.1 Registering food stalls on Streatrader

If the event involves selling food to the public, the food vendors must have a current Food Act Registration with [Streatrader](#). Streatrader is an online registration and notification system for temporary and mobile food businesses in Victoria. The food vendor will need to register with their principle council which is usually where the vehicle is stored or where they store food or equipment.

In addition to being registered on Streatrader, all food vendors must also submit a Statement of Trade (SOT) to Streatrader no later than five (5) working days prior to the event. If the food vendors do not complete these steps, they will not be allowed to sell food at the event. Selling food without a current registration, or without submitting a statement of trade in good time, is an offence and fines may be issued.

### 7.2 Council Requirement – Event Application deadline

- **14 days prior** – List of food stalls to be submitted to Council.
- **5 working days prior** – cut-off date for submitting a Statement of Trade for food ([streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au)).

## 8. Road Closures and Public Transport

A Traffic Management Plan must be developed for every proposed event that will impact traffic conditions or pedestrian movements, including emergency access routes.

The *Road Management Act* requires the event organiser to gain consent from the coordinating road authority.

If the event only impacts local roads, the event organiser will need to apply to the Greater Dandenong City Council for permission to use the roads. This is part of the event application process. If the event impacts a major road and/or freeway, a permit will be required from both VicRoads and from the Council.

### 8.1 Major road closure requiring VicRoads approval

VicRoads requires a complete Traffic Management Plan and application to be submitted at least 45 days prior to the event to review applications for changed road conditions on major roads. The application should be submitted with the following documentation:

- Event Plan
- Traffic Management Plan
- In-principle approval from the City of Greater Dandenong
- Public Liability Insurance - Certificate of Currency.

If the event only impacts local roads, VicRoads permission may still be necessary if the event requires exemptions from the Road Rules or other laws. For example, a parade float often requires an exemption to allow adult passengers to travel without seatbelt.

Useful Link:

- [Example - Traffic Management guide \(PDF-76.7KB\)](#)

## 8.2 Local road closure requiring Council approval

Greater Dandenong City Council requires a completed Traffic Management Plan and Event Application Forms to be submitted at least 45 days prior to the event to review applications for changed road conditions on local roads. The application should be submitted with the following documentation:

- Event Application Forms (Part A and Part B)
- Traffic Management Plan
- Site Plan
- Public Liability Insurance.

Regardless of whether the affected roads are controlled by Vic Roads or by Council, a qualified traffic management company must produce and implement the Traffic Management Plan. For events of this type, qualified traffic management personnel must be in attendance at the event at all times.

Vic Roads must be notified for closure on Vic Roads. If approved, a Memorandum of Authorisation (MOA) will be issued in accordance with the Road Safety (Traffic Management) Regulations 2009 [Victorian Law Today website \(External link\)](#).

## 8.3 Public notification of a road closure

If the event involves a major road closure and/or impact public transport, a public advertisement must be placed in a local newspaper publication approximately 14 days prior to the event date.

The information should include:

- Name, date and location of the event
- Road closure locations, times and alternative routes (map)
- Public transport changes.

## 8.4 Public transport

If the event is likely to have an impact on public transport services, it is a requirement under Victorian legislation to notify Public Transport Victoria by submitting an event notification form.

- For events attracting up to 10,000 people, notification must be received 120 days prior to the event.
- For events attracting more than 10,000 people, notification must be received 150 days prior to the event.

An Information Kit is available from Public Transport Victoria including the event notification process, details about the Public Transport Plan, timelines and potential costs.

To download the [Information Kit for Event Organisers](#) visit [www.ptv.vic.gov.au/specialevents](http://www.ptv.vic.gov.au/specialevents)

Phone: 1800 800 007

Email: [event.notification@ptv.vic.gov.au](mailto:event.notification@ptv.vic.gov.au)



Register event:

## 8.5 Parking

Depending on the size of the event, it may be required to develop a Parking Plan as part of the Traffic Management Plan.

The Parking Plan will need to be determined if there is adequate public parking close to the event site or if there is an area within the event site that can be used as temporary parking.

Apart from public parking, also consider accessible, VIP, performer, staff, volunteer, disabled and contractor parking. A designated area for emergency vehicles will also need to be made available.

Suitably qualified traffic controllers or marshals should be appointed to manage parking.

## 9. Notifications

There are a number of service providers that will need to be notified and consulted during the planning of the event. This consultation is vital to the success of the event as cooperation is more likely when these key stakeholders are well informed. Some may need to be advised as a courtesy while others will be more directly involved.

In the lead-up to the event a formal letter/email should be sent to all stakeholders. The communication should contain the following information:

- Name, date and location of the event (including set up and pack down times).
- The purpose of the event.
- Expected numbers.
- Event program and activities being conducted as part of the event
- Likely disruptions to residents and businesses (noise, fireworks, transport, road closures, etc.)
- Contact number and email address for further information and queries (for before, during and after the event).

A series of planning meetings should be conducted with the relevant stakeholders well in advance of the event to allow time for both planned and unexpected changes.

A pre-event briefing meeting should be conducted around seven days prior to the event to clarify issues of emergency procedures, communication, timetables, food, security, public health and safety, alcohol service, ticketing and traffic management.

Keep detailed records of all key stakeholder meetings and contacts. Include the date, organisation, attendees, and details of conversations, actions, and contact person.

## 9.1 Victoria Police

Depending on the size and nature of the event, police may be required to be involved in the planning and during the event. Contact the local Police Station to discuss the event in the initial planning stages to determine the level of involvement required. There may be a fee associated with this service.

- Dandenong Police Station - 9767 7444  
[dandenong.uni@police.vic.gov.au](mailto:dandenong.uni@police.vic.gov.au)
- Springvale Police Station - 8558 8600  
[springvale.uni@police.vic.gov.au](mailto:springvale.uni@police.vic.gov.au)

## 9.2 CFA

The Country Fire Authority (CFA) is a first responder for fires and similar emergencies in Greater Dandenong. CFA also enforces fire restrictions during the Fire Danger Period and on Total Fire Ban days and issue permits and exemptions for fires at events during these times.

A CFA permit may be required to light a fire during an event, depending on the time of year. Both the event organiser and the stallholder must apply for a permit to light a fire on a Total Fire Ban day.

### Event Organiser's responsibilities

There is an additional requirement for a separate application from any of the food stallholders who wish to have a fire.

Depending on the time of year of the event, the event organiser will need to apply for two permits for the event to have a fire on site. Contact the CFA a month prior to the event to clarify requirements.

1. **Schedule 40 Permit** – this permit is needed just in case the event happens to fall on a **Total Fire Ban Day** and a fire is planned at the event.

Note: applying for this permit the day before the event may be too late.



**Total Fire Ban (TFB)**

2. **Schedule 14 Permit** – this permit is required to have a fire on site at the event during the declared **Fire Danger Period**. This permit is required to light a fire regardless of whether the event takes place on a total fire ban day. The Fire Danger Period will differ from year to year, and typically covers December – April in metropolitan areas. During the Fire Danger Period CFA will be enforcing fire restrictions. This means that lighting a fire in the open air is not permitted unless the event has a permit and complies with certain requirements.



**Fire Danger Period (FDP)**

### Food stallholder's responsibilities

- Food stalls that involve setting up and lighting a fire on a Total Fire Ban Day to operate a BBQ, cooker, hotplate or spit in the outdoors must apply to the CFA for a permit to run their activity on that date. Applying for this permit the day before may be too late. These food stallholders should contact the CFA a month prior to the event date to ensure they have enough time to apply. There will also be additional safety conditions they will need to meet.

- Food stalls with BBQs that are fired by gas or electricity can be operated on a Total Fire Ban Day provided they are designed exclusively for cooking food (including portable BBQs) and also meet the CFA safety requirements.

Contact CFA regarding all safety conditions associated with these permits.

The penalties for lighting fires illegally during the Fire Danger Period and on Total Fire Ban Days include large fines and possible imprisonment.

For more information contact Dandenong CFA on 9767 1800.

Useful Links

- [www.cfa.vic.gov.au/warnings-restrictions/fire-permits](http://www.cfa.vic.gov.au/warnings-restrictions/fire-permits)
- <http://www.cfa.vic.gov.au/warnings-restrictions/can/>
- [checklist](#)
- [www.esv.vic.gov.au](http://www.esv.vic.gov.au)

### 9.3 SES Greater Dandenong

The SES is a first responder for flood, storm and other emergencies. SES may also be able to provide lighting, communications, and emergency response readiness at events.

Phone: 132 500 for emergencies, for all other enquiries please email [greaterdandenong@ses.vic.gov.au](mailto:greaterdandenong@ses.vic.gov.au)

### 9.4 Public Transport Victoria

Contact 1800 800 007 or email: [event.notification@ptv.vic.gov.au](mailto:event.notification@ptv.vic.gov.au)

### 9.5 Notifying local residents and nearby traders

It is a requirement to give nearby residents and traders notice about the event. Council will advise of the specific area to be notified. This is both a courtesy and to allow residents/businesses an opportunity to plan for the likely impact of the event on the surrounding area.

If the event is held in a Council sporting reserve, there is a requirement to notify relevant sporting clubs and reserve users.

## 10. Event Organising Committee

The Event Organising Committee will play a vital role in the success of the event. The Committee must meet on a regular basis to review, change and update the event progress. Below are some common role statements that can be adapted to meet the specific event requirements.

### 10.1 Event Organiser

This role has overall responsibility for the management of the event and the application for an event permit. They make sure that the lines of communication are open and people understand their roles and responsibilities.

This person is generally the one to work with Council in making sure that all the documentation is undertaken and the necessary permits are obtained in plenty of time. They are generally responsible for Occupational Health and Safety issues and making sure that public liability insurance coverage is adequate to cover the event.

## 10.2 Site Manager/Supervisor

This role manages all aspects of the site and event operations, including:

- event bump in and bump out.
- safe operation of all event equipment.
- providing a safe work environment for all staff, contractors and volunteers.
- conducting event site inductions.
- maintaining event safety for all event participants and attendees by addressing hazards that might occur during the course of the event involving electrical cords, gas cylinders.
- responsibility for checking for and rectifying any damage during and after the event, particularly regarding site safety and the preservation of Council assets.

## 10.3 Assistant Site Manager/Site Management Support

Support crew for the Site Manager, addressing issues as directed by the Site Manager.

## 10.4 Food Stall Coordinator

Managing food stallholder requirements at events is time consuming – it is not recommended that this responsibility be managed by the event organiser. A Food Stall Coordinator should be appointed to coordinate all food stalls in the lead up to the event and on the event day.

This person is responsible for the food area during event bump in and bump out ensuring all stallholders are directed to the correct position and have all that they require in terms of bins, portable (drinking) water, power, lighting, etc. This role can be potentially responsible for the sighting of all firefighting equipment required by stallholders, and any tested and tagged electrical equipment or leads.

## 10.5 Safety Officer

This role contributes to the production of risk assessment documents and providing on the ground risk assessments. They contribute to activating emergency evacuation procedures if necessary, maintaining relevant documentation and reporting relating to work site incidents and conducting site inductions as required.

### 10.5.1 Place of Public Entertainment (POPE) Requirement

*Building Regulations 2006*, identify that where an Occupancy Permit for a Place of Public Entertainment has been issued, a qualified Safety Officer/s must be in attendance to provide for the safety of the public.

In such circumstance, it is a requirement for the Safety Officer to check the safety of the place of public entertainment before the event commences and to be in attendance during the event to identify and respond to any safety matters (*Building Regulations 2006*, Part 11-1105).

Useful Link:

- [Application for Occupancy Permit \(Places of Public Entertainment\) \(PDF - 204KB\)](#)

### 10.6 Chief Warden (in case of emergency)

In the event of an emergency, the event becomes under the control of the Chief Warden. The Chief Warden may be a dedicated role performed on the day, or a temporary role performed by a key member of the Event Organising Committee.

The Chief Warden's tasks are to respond to an emergency in the appropriate way. An example response might be:

- Take control of the situation at the appropriate control point, if safe to do so.
- Ensure Emergency Services are notified.

- Ensure all event attendees and staff are removed from the hazard area.
- Hand over control to the Emergency Services on arrival.
- Assist the Emergency Services as required.
- Complete an incident report form after the incident.

### **10.7 Volunteer Coordinator**

Making sure that people are assigned specific tasks that suit their skill level and feel valued is an important aspect of successful event management. The Volunteer Coordinator's task is managing people. They need to communicate clearly and be enthusiastic leaders.

The Volunteer Coordinator's tasks also include keeping the register of volunteers for insurance purposes.

Below are some suggestions to build a volunteer base and to keep volunteers involved year after year:

- Respect and acknowledge each volunteer for the value that they bring to the event.
- Each allocated task should be clearly defined with no grey areas.
- Make the goals simple, realistic and understandable.
- Encourage teamwork.
- Be accessible when there are problems and address concerns without delay.
- Make sure that volunteers are given public acknowledgement both verbally and in writing.
- Always let volunteers know of changes to policies and procedures and reasons for such changes.
- Seek out feedback and suggestions. Where possible involve volunteers in the decision making and evaluation process.

### **10.7.1 Volunteers – safety and legal issues**

Volunteers are an invaluable way to manage tasks at the event. It is important that the volunteers have the necessary skills to carry out their duties as well as processes in case of emergency situations. All volunteers should be provided with pre-event training including clarifying their roles and responsibilities, communications processes and emergency management procedures.

Volunteers will require coverage under the event's insurance policy. It is important to check with the event's insurance provider if volunteers require coverage for personal accidents, covering persons while they are engaged in any activity directly or indirectly associated with, or on behalf of, the event.

For more information on volunteering please visit:  
[www.volunteeringaustralia.org](http://www.volunteeringaustralia.org).

### **10.8 Communications Manager**

This role is responsible for promoting the event and seeking media coverage. Good media coverage can give a significant boost to audience numbers. This role is also the point of contact for any media who attend the event on the day. This person should be well trained to deal with the media, particularly in the event of an emergency.

### **10.9 Stage Manager**

The role of the stage manager is to manage the performers, MC and to prepare the stage/performance running sheet. On the day of the event, the stage manager ensures that all the performers and MC are on schedule and as per the running sheet. The stage manager may also provide the lighting and sound technicians with support and advice.

#### **10.10 Security Coordinator / Money collection**

Responsibilities include ensuring the safety of participants and organisers. All monies collected are held in a highly secure area and are regularly taken from site for banking.

Safe and secure collection for the money collected at gates should be organised by a professional company to prevent event staff/volunteers being in an unsafe environment.



## PART B – RISK MANAGEMENT

### Deadline: 45 days prior to event

All events have risks. The level of risk is determined by weighing up the potential consequences and the likelihood of the risk taking place. It is the responsibility of the event organiser to identify and mitigate all reasonably foreseeable risks, not just deal with the consequences.

Each event requires a risk assessment to develop a Risk Management Plan. It may be useful to involve major event stakeholders in this process, including the Council, Victoria Police, event security, and other emergency services.

It is the responsibility of the event organiser to ensure that the risk planning and emergency responses are not limited to the fields shown in this or any other Council form. The onus is on the event organiser to prepare for all possible contingencies (refer to the “Duty of Care” statement).

### Risk Assessment

The Risk Matrix is the first four columns of the Risk Management Plan template, found on pages 6-12 of the Event Application Form Part B.

**Step 1** – read through the typical risks experienced at events, as shown in the **Risk** column of Part B – Risk Management.

**Step 2** – for each risk, indicate in the **Likelihood** column how likely it is the risk will happen at the event:

| Level | Descriptor     | Description   |
|-------|----------------|---|
| A     | Almost certain | Is expected to occur in most circumstances, 90% chance of occurring |
| B     | Likely         | Will probably occur in most circumstances, 50% chance of occurring  |
| C     | Possible       | Might occur at some stage, 25% chance of occurring                  |
| D     | Unlikely       | Could occur at some stage, 10% chance of occurring                  |
| E     | Rare           | May occur in exceptional circumstances                              |

**Step 3** – for each risk, indicate in the **Consequence** column the foreseeable consequences of that risk happening at the event.

| Level | Descriptor    | Examples of detailed descriptions in terms of its effect on organisation   |
|-------|---------------|--|
| 1     | Insignificant | No injuries, low financial loss and disruption   |
| 2     | Minor         | First aid treatment, on site release immediately contained, medium financial loss  |
| 3     | Moderate      | Medical treatment required, on site release contained with outside assistance, moderate financial loss / political impact  |
| 4     | Major         | Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure |
| 5     | Catastrophic  | Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure.   |

**Step 4** – now that both the likelihood and consequences of the risk happening are identified, **rate the level of risk** at the event and put that in the **Level of Risk** column.

| Likelihood         | Consequences       |            |               |            |                   |
|--------------------|--------------------|------------|---------------|------------|-------------------|
|                    | Insignificant<br>1 | Minor<br>2 | Moderate<br>3 | Major<br>4 | Catastrophic<br>5 |
| A - Almost certain | High               | High       | Extreme       | Extreme    | Extreme           |
| B - Likely         | Medium             | High       | High          | Extreme    | Extreme           |
| C - Possible       | Low                | Medium     | High          | Extreme    | Extreme           |
| D - Unlikely       | Low                | Low        | Medium        | High       | Extreme           |
| E - Rare           | Low                | Low        | Medium        | High       | High              |

For example, a risk with a **possible** likelihood of occurring that has **minor** consequences is a **MEDIUM** level risk, as shown below.

| Likelihood          | Consequences       |               |               |            |                   |
|---------------------|--------------------|---------------|---------------|------------|-------------------|
|                     | Insignificant<br>1 | Minor<br>2    | Moderate<br>3 | Major<br>4 | Catastrophic<br>5 |
| A - Almost certain  | High               | High          | Extreme       | Extreme    | Extreme           |
| B - Likely          | Medium             | High          | High          | Extreme    | Extreme           |
| <b>C - Possible</b> | Low                | <b>Medium</b> | High          | Extreme    | Extreme           |
| D - Unlikely        | Low                | Low           | Medium        | High       | Extreme           |
| E - Rare            | Low                | Low           | Medium        | High       | High              |

### Risk Management Plan

Once the assessment is complete, completing the Risk Management Plan involves filling in the remaining two columns of the template provided:

- Identify how to minimise each risk – the preventative action required.
- Complete the preventative action in the lead up to or on the day of the event, as required.
- Identify how to respond should the risk occur – response action required (in case of emergency).
- Should the risk occur, complete the response action.

Useful Link:

- [Example - Risk Management Plan \(PDF - 683KB\)](#)

## Risk Items – Resources and Further Information

### Risk Items 1-6: Security

Choosing appropriate security is essential to the success of an event and the safety of the public. Security is a requirement for all events.

The security provider will be a key partner in dealing with many risks at the event, particularly for items 1-6 of the Risk Management Plan:

1. Injuries to patron – overcrowding, crowd crushes, collisions, trip hazards, high risk attendees, access and egress, (e.g. VIPs, public figures)
2. Drug or alcohol affected attendees - disorderly conduct
3. Risks associated with presence of alcohol being served/permitted
4. Lost children
5. Dealing of cash
6. Security threats - bomb threats, terrorists activity, unauthorised access to restricted area

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among event attendees. The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

Other roles and responsibilities of security personnel may include but not limited to:

- control of access to stage or performance area
- security control at entrances and exits
- minimising risk by patrolling areas
- control of vehicle traffic and marshalling
- searches for alcohol, drugs and weapons
- crowd dispersion
- assisting emergency services if necessary.

An event briefing prior to event is good practice to enable security personnel to perform their duties effectively. This briefing must provide security personnel with:

- Details of the venue layout, including entrances, exits, first aid posts, and any potential hazards.
- Clear direction on the management of unacceptable behaviour.
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures.
- Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.

Additionally, security personnel must be able to communicate with each other, the site manager and First Aid staff.

Each company that provides a security or crowd controlling function at the event must be a part of the planning for the event and be licensed under the *Private Agents Act 1966*. This includes security for performers. These agencies must attend briefing meetings with police and other emergency services, as required.

### **Overcrowding**

Building Code of Australia stipulates the numbers of people allowed within any given time. The maximum capacity of a venue may also be nominated on the liquor licence and the Occupancy Permit.

To avoid overcrowding at outdoor events, event organisers must ensure that all crowd requirements for facilities, amenities and resources such as toilets, shelter and water are met including allowing 1sqm space per person.

#### **Risk Item 4: Lost/Found Children**

Event organisers must manage the risk of lost children at events. This must include setting up a sign-posted location where found children can be looked after and where their parents/carers can look for them. This will also be the location where parents notify staff about lost children.

All staff and volunteers working at the event must be aware of the procedures to be followed for lost/found children. The lost children's area must be staffed with appropriately qualified employees or volunteers. It is recommended that this area is managed only by staff/volunteers with a *Working With Children Check*.

Should an unaccompanied child be brought in to the lost children's area (i.e. found child), the event staff/volunteers should make all reasonable checks that the person collecting a child is their parent or carer. If there are any doubts, the child should not be relinquished until this can be verified.

Should a parent/carer report a lost child at the event, do not make a public announcement. The correct procedure is to alert all available event staff/volunteers/security via two-way radio, providing a description of the missing child. The search procedure should already have been discussed at the pre-event briefing. All staff engaged in the search should be notified when the child has been found.

#### Useful Links:

- Templates are available for lost/found children forms - [Lost and Found Children Form \(PDF - 193KB\)](#)
- Procedure for Lost Children is included in the [Event emergency procedure template for events in parks and reserves \(Word - 253KB\)](#)

#### **Risk Items 7–8: Temporary Major and Minor Structures Marquees and Rides**

Items 7 and 8 deal with temporary structures such as marquees, canopies, stages, scaffolding, temporary seating stands and pre-fabricated buildings. Moving and inflatable rides are also considered to be temporary structures and have many inherent risks.

- All structures must be secured.
- Stakes must not be entered into the ground without first confirming underground services.
- Vehicle movement for installation and the type of vehicle/plant/equipment must be detailed.
- Protection measures must be put in place as appropriate.
- In the event of wet weather/saturated ground conditions, vehicle movement and parking plans will need to be altered if damage to areas of Council land/grounds is likely to occur.

**Risk Item 7-8 Special condition:** All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per manufacturing specifications and operated by certified personnel. By submitting the risk management plan (Part B of event application forms), event organiser agrees to comply with this condition.

### Moving Rides

The following items should be checked on hire of an amusement device. It is the responsibility of the event organiser to ensure that all the details are checked and are compliant. WorkSafe inspect event sites and rides to ensure that statutory obligations are met by all organisers and operators and that the event is safe for all.

Some of the things which the WorkSafe inspectors look for include:

- Amusement device/structure/ride safety logbook documentation.
- Patron use system such as height and size.
- Electrical, leads, RCDs and weather protection.
- Corrosion, maintenance and inspection.
- The device is suitable for its intended use.
- There is sufficient signage on the ride and clear conditions of use.
- The inspections and maintenance records are up-to-date in the log book.
- The supplier has appropriate Public Liability Insurance.
- The supplier provides up to date information, including:
  - Safe Work Method Statements
  - Risk Management Plan
  - Plant registration
  - The purpose of the amusement device and its proper use
  - Transporting, handling, setting-up, using and dismantling the device.
- Erection of the structure according to the manufacturers designed specifications, by competent and or/qualified employees/contractor.
- Fire extinguishers and fire blankets and all electrical leads, appliances and equipment tested and tagged in date.

### Inflatable Structures

When hiring an inflatable structure, it is the event organiser's responsibility to ensure, so far as is reasonably practicable, that it is safe. This includes checking the providers insurance and paperwork, ensuring that all ropes are attached to the device and fastened to adequate anchorage and that there is adequate soft-fall and appropriate fencing.

Operators of the inflatable structure must monitor generators for safe operation and comfortable noise limits, as well as monitoring that the prevailing wind conditions do not exceed the limitations of the equipment.

A person hiring an inflatable structure should check that:

- The device is suitable for its intended use.
- The inspections and maintenance records are up-to-date in the log book.
- The supplier has appropriate public liability insurance.
- The supplier provides information about
  - Plant registration
  - The purpose of the amusement device and its proper use.
  - Transporting, handling, setting-up, using and dismantling the device.

Useful WorkSafe Links:

- [Amusement Devices Info Sheet for Annual Inspection and Records](#)
- [Amusement Devices Info Sheet for Inflatable Devices](#)
- [Amusement Devices Info Sheet for Operators](#)
- [Amusement Devices Info Sheet for Owners and Managers](#)
- [Guide for Amusement Devices](#)
- [National Audit Tool](#)

**Risk Item 9: Food vendors**

Refer to 7. Food Vendors.

**Risk Item 10: Open Flames**

Refer to 9.2 CFA.

**Risk Item 11: Water**

Refer to 5.7 Water.

**Risk Item 12-13: Power Supply and Powered Equipment**

All equipment used at an event site must be tested and tagged by a licensed electrician.

Power and electrical equipment are some of the greatest safety risks at an event.

Many food stalls, amusements, staging, entertainment and activities will require power. It is important to determine if the event venue has access to power and if so, whether it can accommodate the requirements of the event. If the venue cannot accommodate the power requirements, portable generators must be arranged for and cabling provided to the individual stalls and activities.

It is good practice to find out how much power is required prior to an event through consultation with stallholders, activity providers and contractors during the planning stages of the event. This information should be recorded and provided to the generator company.

It is a requirement that all power cords are kept safely away from event attendees and will not pose tripping or electrocution hazards to the public or staff. The use of cable trays is highly recommended as a safe way to manage power cords at public events.

All electrical leads and equipment must conform to statutory authorities and industry codes or standards. Earth leakage protection must be used in conjunction with all power tools and extension leads.

Generators must be fenced off securely and all electrical leads and appliances must be tested and tagged by a licensed electrician.

Leads must be fixed overhead or away from pedestrian or vehicular traffic in accordance with the Australian Standard (AS/NZS 3002:2002) for Electrical Installations-Shows and Carnivals.

If the event is held in the evening or at dusk, adequate lighting must be provided at toilet facilities, car parks and pathways to ensure public safety. If the venue does not have sufficient lighting, portable light towers should be hired. Stalls will also require extra power for lighting.

It is highly recommended that a qualified electrician manage electrical installations and be available for the duration of the event.

Consider bio-diesel for a more environmentally-friendly fuel alternative.

Required Fire Fighting Equipment for Electrical Equipment

**Electrical generator equipment or switch boards**

- 1 x 2A 20B or 1 x 2A 40B. Type dependent of capacity of electrical equipment.

**Flammable liquids and/or gas containers**

- 1 x 2A 40B dry chemical powder extinguisher.

Extinguishers must be located adjacent to (minimum 2m from) any electrical generator, switchboards or any area where food preparation is being carried out that involves cooking or any flammable liquid or gas container.

**Risk Item 7-8 Special condition:** All electrical equipment used at an event site must be tested and tagged by a licenced electrician. . By submitting the risk management plan (Part B of event application forms), event organiser agrees to comply with this condition.

**Risk Item 14: Motor vehicles**

Refer to 12.3 Site Rules.

**Risk Item 15: Noise**

Refer to 4.4. Live/amplified music, other amplified noises

**Risk Item 16: Hazardous substances****Gas Cylinders**

Liquefied Petroleum Gas (LPG) is the fuel used by many food stalls. Frequently the portable pressurized, gas cylinders are not adequately maintained and not secured when transported and stored at the event.

If such cylinders fall over and the cylinder neck or valve is cracked, the uncontrolled release of the stored pressurized gas can turn the cylinder into a deadly projectile.

Event organisers are advised to provide a Gas Safety at Public Events Checklist for gas appliances and for stallholders using gas appliances. The [checklist](#) is available on the Energy Safe Victoria website [www.esv.vic.gov.au](http://www.esv.vic.gov.au)

The event organiser should ensure that each stallholder returns the checklist to the event organiser and that a copy is kept on site at all times.

The ESV Code of Practice should be used as a planning guide and risk management tool for all events where LPG will be used. The intent of the Code of Practice is to ensure an acceptable level of gas safety and minimise the possibility of gas related incidents.

The Code should be used in conjunction with the Australian and New Zealand Standard 1596, AS 5601 and WorkSafe 'Advice for Managing Events Safely' and all relevant codes within.

**Useful Gas Safety Links:**

- ESV Code of Practice <http://www.esv.vic.gov.au/For-Consumers/Gas-safety-in-your-business/Major-events-gas-safety>
- Worksafe [https://www.worksafe.vic.gov.au/\\_data/assets/pdf\\_file/0010/12502/major\\_events\\_organisers\\_advice.pdf](https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0010/12502/major_events_organisers_advice.pdf)
- [www.esv.vic.gov.au](http://www.esv.vic.gov.au)
- [Checklist](#)

**Required Firefighting Equipment for food stalls**

The following is required firefighting equipment at food stalls with a deep fryer.

**Kitchen with a deep fat fryer**

- 1 x 40BE (approx 4.5kg) dry chemical powder extinguisher
- 1 x 2A 4F (approx 9 litre) wet chemical extinguisher and one fire blanket.

**Kitchen without a deep fat fryer**

- 1 x 2A, 20BE dry chemical powder extinguisher and one fire blanket

Extinguishers should be located adjacent to (minimum 2m from) any food preparation area involving cooking. A fire blanket complying with AS/ANZ 3504 should also be provided and located adjacent to (minimum 2m from) appliances used for cooking or deep-frying.

**Risk Item 17: Animals**

Refer to 4.2 Animals (e.g. animal farm).

**Risk Item 18: Waste Management**

Refer to Section 6 Waste Management.

**Risk Item 19: Work Activities**

Staff Training

The event organiser has an obligation to provide for the safety of the audience, and appropriate care, safety and training of all personnel working at the event as per the *Victorian Occupational Health & Safety Act 1985*.

Event Safety Inductions

It is important to induct stallholders, staff, volunteers, contractors and suppliers of safety and emergency practices, site rules and regulations prior to the event.

The inductions should include information regarding and not limited to:

- General event information
- Communications processes
- Car parking
- Vehicle access
- Site map and site rules
- Bump in/bump out details
- Emergency management/evacuation procedures
- First aid
- Lost children procedures
- Fire extinguishers
- Gas cylinders
- Housekeeping and waste management
- Injury/incident/hazard reporting
- Weather
- Manual handling and safe operating procedures
- Lighting (if relevant)

- Personal protective equipment
- Temporary infrastructure

**Risk Item 20: Communications**

Refer to 5,1 Communication System.

**Risk Item 21: Confined spaces**

Refer to [WorkSafe – confined spaces](#)

**Risk Item 22: Working at heights**

Refer to [WorkSafe – working at heights](#)

**Risk Item 23: Traffic issues**

Refer to 7 Road Closures and Public Transport.

**Risk Item 24: Event not approved**

It is advised that all required documentation is submitted to Council by the due dates and that the event organiser contact Council for advice.

**Risk Item 25: Funding**

It is advised that adequate funding is sourced to ensure that the event does not run at a deficit. Refer to Section 21. Financial Management.



**Risk Item 26: Extreme weather**

It is advised that an event organiser monitor long range forecasts in the week leading up to the event and to plan accordingly.

Events should be considered for cancellation or postponement under the following weather conditions:

- The forecast temperature for the day of the event reaches and/or exceeds 35 degrees Celsius. The temperature should be monitored from the Bureau of Meteorology systems commencing five (5) days before the event and with a decision being taken two (2) days prior to the event taking place.
- During hail, heavy rain or thunder storms.
- Excessive wind conditions apply – Beaufort Scale wind factor 6 (22-27 knots) and above. The scale can be checked on the Victorian Bureau of Meteorology website.
- In some instances a decision may be made on the day of the event if there is a sudden change to conditions, such as a sudden severe rain or violent wind. The site manager/event organiser will make the decision about any required cancellation.
- Consider notification methods of event cancellation.

Useful Link:

- [Working in heat WorkSafe Guidance note](#)

## EVENT EMERGENCY PROCEDURES

The Event Emergency Procedures, including an Evacuation Plan is a document that outlines the procedures which the Emergency Control Centre will implement in the case of an emergency situation. The Plan should be prepared in accordance with AS 3745-2002 Emergency control organisation and procedures for buildings, structures and workplaces.

### Deadline: 14 days prior to event

The Emergency Procedures should be distributed to all key stakeholders and should include:

- Emergency contacts
- Event command structure
- Identify personnel who can authorize evacuation
- Identify how the event will be interrupted
- Identify access and evacuation routes
- Identify meeting points for emergency services
- Identify evacuation areas for all participants and attendees
- Roles and responsibilities of the Emergency Control Staff.

It should also outline steps that wardens should take if an emergency situation arises and should include perceived risks which may include:

- Armed or dangerous intruder
- Bomb threat
- Building damage including earthquake, windstorm, etc.
- Civil disturbance
- Explosion, fire, flood, etc.
- Electrical failure
- Hazardous materials incident
- Medical emergency
- Missing person
- Vehicle accident (on site)
- Adverse or extreme weather.

Event Management and staff need to be informed about how to communicate that an emergency has occurred, the chain of command, what their responsibilities are, and the role they may be required to play in evacuating attendees.

### Incident Reporting

In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police. Should the presence of emergency services be required at the event, a post-emergency report must be prepared and sent to Council the first working day after the event.

Useful Links:

- [Event Emergency Procedure Template for events in Parks and Reserves](#)
- [Event Emergency Procedure Template for events in Harmony Square](#)
- [Incident Report Form \(PDF - 209KB\)](#)

## **SECTION III – ADDITIONAL CRITICAL EVENT PLANNING INFORMATION**

### **Event Plan Documentation**

Each event should have a well thought-out Event Plan. The Event Application Form (part A and B) can form the basis of an Event Plan. The Event Plan should include the following documents:

- Risk Management Plan.
- Event Emergency Procedures.
- Event Running Sheet - schedule of activities/tasks, which includes the bump in (set up), event duration and bump out (pack down), and who is responsible for each task.
- Stage Program - description of entertainment and activities and times for each act.
- Contact information.
- Traffic Management Plan.
- Marketing Plan.

A copy of the final Event Plan should be kept by all key members of the Event Organising Committee, key stakeholders such as Council and emergency service providers, and be easily accessible on the event day.

### **11.1 Event Paperwork**

When preparing for an event, it is good practice to keep track of all the paperwork. This needs to be kept in good order for both legal and logistical reasons.

It is good practice to delegate this task to a member of the Event Organising Committee. The documents to save should include and not limited to:

- Event Management Plan
- Event Application Form – Part A and Part B (Council requirement)
- Site plan
- Committee members contact details
- Stakeholder contact details
- Record of meetings - minutes
- Applications for licences/permits
- Licences/permits
- Inward correspondence
- Outward correspondence
- File notes of telephone conversations
- Quotes for services or products
- Sponsorship letters
- Contracts
- Accounts
- Employee/volunteer records
- Promotional material – posters, flyers, banners, etc.
- Logos and branding
- Event program
- Running sheet
- Media releases
- Media coverage
- Register of Incidents at the event and action taken
- Event Emergency Procedures
- Post event report
- Event Permit

## Other permits and regulatory issues

### 12.1 Planning Permits

Depending on the event and where the venue, there may be a need to apply for a [Planning Permit](#).

Even if the event is held in a building that is a place of assembly (such as a community hall) or a place of worship (such as a temple, church or other denominational building), the event organiser or the building owner may need other types of planning consent from Council to hold the event.

If a permit or planning consent form is required and not obtained, the event organiser may be liable to fines and further legal action.

Contact Council's Planning and Design Department for advice, phone 8571 1575.

### 12.2 Place of Public Entertainment Permits

An Occupancy Permit for a Place of Public Entertainment (POPE) is required if it is intended to erect one or more of the following temporary structures:

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 persons
- A prefabricated building exceeding 100m<sup>2</sup>.

The City of Greater Dandenong is committed to ensuring public safety during mass gatherings. Council, through its Municipal Building Surveyor, has a duty of care to enforce the requirement that occupancy permits for places of public entertainment are in place.

It is the event organiser's responsibility to understand the legal requirements if hosting public entertainment in a building or on other lands.

A court penalty can apply where a person conducts entertainment without a relevant permit.

For further information contact Council on 8571 1000 or email [council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au).

Useful Link:

- [Application for Occupancy Permit \(Places of Public Entertainment\)](#)

## Event Planning Practices

### 13.1 Planning Meetings

Meeting should be held with key stakeholders well in advance of the event to allow adequate time to prepare and submit required documentation for permits, secure stallholders and entertainment and finalise funding opportunities.

### 13.2 Briefing Meeting - Before Event

Event briefing should be conducted seven days prior to the event to clarify issues and brief all key stakeholders regarding site layout, traffic management, emergency procedures, communication, security, event safety. It is also an opportunity to provide final clarification of roles and responsibilities.

### 13.3 Debrief Meeting - Post Event

A formal debrief should be held within 14 days of the event. This is an opportunity for key stakeholders to present their feedback about the event, what worked, what didn't work and why.

### 13.4 Post Event Evaluation

The information from the debrief meeting should be collated by the Event Organising Committee and compiled into a report.

It is best practice to seek feedback from all those involved in the event including stallholders, food vendors, performers, sponsors, staff and volunteers. The feedback from these personnel will assist in creating an evaluation report of the event. The evaluation report will take into account the key areas of the event and assessing what worked well and areas of improvement. This report will assist in preparing the event for future years.

## Accessibility

An Accessibility Plan should be created to ensure that the event is accessible for attendees, participants, performers and staff.

The Federal *Disability Discrimination Act 1992* (D.D.A.) provides protection for everyone in Australia against discrimination based on disability. Event organisers should become familiar with this legislation and its operation in conjunction with other legislation: <https://www.humanrights.gov.au/>.

Factors to consider in planning an accessible event include:

- Recharge stations for motorised scooters and wheelchairs
- Parking bays located as close as possible to the event entry
- Clear, accessible path of travel to any building/venue where the event is being hosted
- Accessible toilets on site
- Clear signage (large print, audio components) located at the entry and within the event site
- Accessible counter height for display/sale items
- Display 'companion card' acceptance at ticket office/booths
- Accessible viewing/lookout areas in a variety of locations
- Appropriate handrails and contrasting line marking on steps, ramps.
- Appropriate lighting to pathways, toilets, etc., for night-time use
- Hearing augmentation equipment (audio loop), Auslan interpreters for deaf or hearing impaired persons
- Accessible utilities such as public telephone, picnic tables, barbecues, drinks fountains, rubbish/litter bins
- Promotional material indicating accessible facilities, location of accessible parking bays, toilets and entry and exit on the site map
- Access to public transport
- Disabled access to stages
- Doors and access points at standard door width (800mm).

Useful Link:

- [Accessible events checklist \(PDF - 114KB\)](#)

## Sustainability

Consider the environmental impact of the event. Not only will this help the environment, but it can improve the image of the event. Simple questions like: is my event waste-wise? can my event use less electricity or water? Or are my event partners sustainable or ethical? can go a long way to help you deliver a sustainable event.

The Sustainable Living Foundation has developed a detailed online events planning resource for sustainable events:  
<http://www.eventsplanner.info/eventplanner/>.

## Child Friendly Events

City of Greater Dandenong is a Child Friendly City where children and young people are valued, respected and celebrated and opportunities are provided for:

- Improved health and wellbeing.
- A connected community.
- Improved learning and development.
- Safer and accessible communities.
- Young voices to be heard.



Providing all children with the opportunity to grow, learn, develop and thrive in a safe and caring environment is a responsibility we all share across the community.

- **Be physically active** - Opportunities to ride, walk and participate in interactive activities and sport
- **Connect to the natural environment** - Be outdoors by participating in gardening, planting trees and interacting with animals
- **Build skills** - Hands on activities which helps to build and develop new skills
- **Be creative, artistic and entertained** - View, explore and develop all sorts of art including the importance of cultural art. Participating in dance, song and music and being entertained by artists and artistic performances.
- **Celebrate cultural diversity** - Through parks, sports and team building activities, music programs, the library, art, and cultural foods
- **Support environmental sustainability** - Participate in gardening, planting, composting, recycling, walking and cycling in the city and to and from school
- **Be healthy** - Learn about vegetables and locally sourced foods

Useful Link:

- [Child friendly event planning checklist \(PDF - 159KB\)](#)

## Healthy Bites

### Make your next event Healthy Bites!

Healthy Bites is an exciting new initiative that aims to increase the amount of healthy food available to our community. City of Greater Dandenong in partnership with Monash Health are encouraging event organisers to make their next event a healthy one by encouraging food vendors at events to participate in Healthy Bites.



Monash Health expert health promotion and dietitian team will work with vendors to increase the healthy options on their menus, and will support these vendors by assessing their menus and providing advice about how to make menu items healthier. Vendors that meet the Healthy Bites criteria will receive unique promotional opportunities including on the Council website, facebook page and relevant publications. Outlets will also receive Healthy Bites collateral such as flyers, certificates and stickers to promote healthy bites menu items.

Each menu item awarded the Healthy Bites sticker is low in saturated fat and salt, and high in fibre with at least one serve of fruit or vegetables.

For more information about Healthy Bites, or to sign up, please contact Jacinda Roberts, Dietitian and Health Promotion Practitioner [Jacinda.Roberts@monashhealth.org](mailto:Jacinda.Roberts@monashhealth.org).

## Smoking and Tobacco

There are strict laws currently in place in Victoria regarding the sale of tobacco products and smoking in public buildings. The City of Greater Dandenong and other State Government authorities are responsible for enforcing these laws, actioning any reports and issuing infringements where required.

Smoke Free Outdoor Dining changes to Legislative Requirements are in affect from 1 August 2018.

It is the responsibility of the event organiser to ensure that these regulations are enforced at their event.

For more information visit the [Health Vic](#) website.

## Music Licencing Considerations

Consider Copyright Law protecting music:

[APRA|AMCOS](http://apraamcos.com.au/) - Provides licences covering the copyright in the song (lyrics, composition etc) and represents the interests of composers and publishers.

[PPCA](http://www.pcca.com.au/) - Provides licences covering the recording and/or music video of the song (a particular recorded performance), and represents the interests of recording artists and record labels.

## Event Signage

A signage plan should be created once the layout of the site and position of equipment/infrastructure is confirmed.

Corflute signs are an inexpensive and weather-proof option to advise event attendees of designated areas and important information.

Signage should include the following information:

- Information
- Alcohol areas and rules of consumption (if applicable)
- Baby feeding and change areas
- Emergency evacuation routes and assembly areas
- First aid
- Food areas
- Emergency Assembly points
- No smoking areas
- Parking information - taxi pick up, accessible parking
- Stage entertainment program
- Public information centre
- Lost Children Centre
- Start/finish areas (sporting events/parades etc)
- Ticket sale points
- Toilets
- Water
- Gas Appliance
- Etc.



## Contractor Management

### 20.1 Engaging Contractors

When engaging contractors, it is important to do research to find the best provider for the service. Although price pays an integral part in choosing a contractor there are also other factors that should contribute to the final decision.

It is beneficial for the event coordinator to look at the following information when choosing contractors:

- Three company references
- Copy of their current Public Liability Insurance
- History of participation at similar scale events
- Safe Work Method Statements for the tasks to be performed
- Relevant staff certificates and qualifications.

### 20.2 Supplier Indemnities

A written contractor's booking confirmation outlines the nature of the contractor's involvement and supply of services to the event.

The booking confirmation should include the following information and be signed by both parties prior to the event.

- Supplier contact details
- Event information
- Event set up - pack down details
- Service requirements
- Agreed fee, payment terms and invoice details
- Site map
- Insurance and indemnity arrangements.



Below are some sample terms that can be adapted to suit an event's agreements with their contractors:

- Each Party agrees to indemnify and to keep indemnified the other Party, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with each Party's performance or purported performance of their obligations under this agreement and be directly related to the negligent acts, errors or omission of each Party.
- Each Party's liability to indemnify the other Party shall be reduced proportionally to the extent that any act or omission of the Party's, its servants or agents, contributed to the loss or liability.
- Each Party shall at all times during the agreed Term, be the holder of a current Public liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Party providing coverage for a minimum sum of \$20 million (or more). The Public Liability Policy shall be affected with an insurer approved by the other Party.
- The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by each Party, without prejudice to each party's obligations as insured under their own respective policy.

### **20.3 Site Rules**

The Site Rules is a document to assist contractors in conforming to the rules and regulations necessary to maintain event standards consistent with best practice. The Site Rules should include:

- Bump in/bump out times
- Vehicles on site including warning signs and speed limits
- Emergency/evacuation procedures
- First aid
- Waste management procedures
- Fire extinguishers
- Gas cylinders
- Electrical management issues
- Injury/incident/hazard reporting
- Manual handling
- Noise
- Personal protective equipment
- Security details
- Temporary infrastructure.

### **20.4 Performer confirmations**

Performer confirmations are an ideal way of ensuring the performers and entertainment providers know the event details and expectations. These should include:

- Event time and location
- Stage program and running sheet
- Performance time and time they need to arrive prior
- Parking
- Contact on arrival
- Performer Code of Conduct
- Event Cancellation Policy
- Payment details
- Performer riders/technical requirements/catering details
- Site map.

## Event Marketing and Promotion

It is recommended that the marketing planning begin a minimum of three months prior to the event.

### 21.1 Community Event Roadside Signage

Council's community event roadside signs are a great way for local community and not-for-profit groups to promote their events.

Nine signs have been installed across Greater Dandenong and community groups can book one or more of the signs. The locations are:

1. Bennet Street, Dandenong – near Greaves Reserve (double-sided board).
2. Heatherton Road, Dandenong – south of Heatherton Road (Council Reserve after Stud Road intersection).
3. Lonsdale Street, Dandenong – 500 metres south of Dandenong facing to outbound traffic.
4. Corner Clow Street and Power Road, Dandenong (near Robert Booth Reserve).
5. Clow Street, Dandenong – Clow Street car park (double-sided board).
6. Cheltenham Road, Keysborough – facing outbound traffic and west of the Dingley Bypass intersection.
7. Heatherton Road, Noble Park – between Mons Parade and railway crossing.
8. Heatherton Road, Springvale – south of Springvale Road and bordering to Burden Park Reserve (double-sided board).
9. Princes Highway, Springvale, south of Springvale Road.

Signage bookings are available for two week periods starting on a Monday at 12pm. Signs must be booked through Council. Bookings are free but

signage costs must be covered by individual groups and signs need to be made and installed by a professional signage contractor.

Please note that the signs are not booked until written confirmation is received from Council. Further information is available on [Council website](#).

### 21.2 Council Events Calendar Listing

The City of Greater Dandenong's online events calendar is a great way to promote an event. To be listed in Council's event calendar, the event must be held in the City of Greater Dandenong (or close to its borders). Most local community events are suitable to be promoted on the events calendar, including festivals, community forums, regular public meetings, etc. Events listings relating to or held by a group which conflicts with Council's or the community's values may not be approved.

Please allow at least two weeks for the listing to be added to the calendar. Further information is available on [Council website](#).

### 21.3 The City Magazine

Council's monthly magazine is distributed to every household in Greater Dandenong. It features all the latest news and events from the City of Greater Dandenong.

The City accepts submissions to promote local community events. Send a maximum of 200 words along with a JPEG photograph to share the story. Content must be sent eight weeks in advance, may be edited and it cannot be guaranteed that the item will appear in the magazine. Submissions can be emailed to [news@cgd.vic.gov.au](mailto:news@cgd.vic.gov.au).

## 21.4 Stakeholder Magazine

Greater Dandenong's quarterly business magazine, *Stakeholder*, reports on local business news and activity. The magazine contains information on market trends, major developments, industry-specific issues and events, expert commentary and stories on laws and government decisions that impact businesses.

To enquire about promoting the event in the Stakeholder magazine, phone 8571 1550. Stakeholder is produced quarterly and has long-lead times for printing.

## 21.5 Local Media

### Local Newspapers/Radio contact details

Dandenong Journal  
Phone: 5941 0666

[editor@starnewsgroup.com.au](mailto:editor@starnewsgroup.com.au)

Springvale Dandenong Leader  
Phone: 9875 8333

[dandenong@leadernewspapers.com.au](mailto:dandenong@leadernewspapers.com.au)

### Metro Melbourne Newspapers

The Age / The Sunday Age  
Phone: 8667 2250

[newsdesk@theage.com.au](mailto:newsdesk@theage.com.au)

Herald Sun / Sunday Herald Sun  
Phone: 9292 2000

[news@heraldsun.com.au](mailto:news@heraldsun.com.au)

### Radio

Three SER 97.7FM  
Phone: 5996 6933

[info@caseyradio.com.au](mailto:info@caseyradio.com.au)

## Tourism Online Listings:

- Destination Melbourne: [info@destination.melbourne](mailto:info@destination.melbourne)
- Weekend Notes: [mail@weekendnotes.com](mailto:mail@weekendnotes.com)
- Visit Victoria: [majorevents@visitvictoria.com.au](mailto:majorevents@visitvictoria.com.au)

## Financial Management

### 22.1 Budget

Developing a budget for an event is an essential part in effective event planning. The budget may be set in terms of funding allocated however there are other avenues to increase the overall event budget.

The income should be equal to or greater than the total of the expenditure in the budget. If the expenditure is higher, expenditure may need to be reduced, or additional income may be sourced until the income and expenditure balance. When creating a budget there should be funding left aside for contingencies including weather, reduced income, additional expenses.

Table 1: Budget template

| <b>Income</b>     | <b>Amount</b> | <b>Expenditure</b>  | <b>Amount</b> |
|-------------------|---------------|---|---------------|
| Donations         |               | Administration  |               |
| Site Fees         |               | Council Fees and Charges<br>(Parks Hire Fee, Event permit fee, POPE, bond, etc.)      |               |
| Ride Fees         |               | Entertainers<br>Performers  |               |
| Ticket Sales      |               | First Aid   |               |
| Advertising Sales |               | Traffic Management  |               |
| Sponsorship       |               | Infrastructure Hire<br>(Toilets, Fencing, Generators, Marquee, Furniture and Staging) |               |
| Funding           |               | Rides hire  |               |
| Grants            |               | Staff   |               |
|                   |               | Production<br>(Audio/Visual)  |               |
|                   |               | Marketing and Publicity   |               |
|                   |               | Venue Hire  |               |
|                   |               | Waste Management  |               |
|                   |               | Etc.  |               |
| <b>TOTAL</b>      | <b>\$</b>     | <b>TOTAL</b>  | <b>\$</b>     |

## 22.2 Grants

The City of Greater Dandenong provides a Community Support Grants Program of up to \$20,000 to support the activities of local communities. Funding is available to assist local groups and organisations with programs and events that will benefit the Greater Dandenong community.

For further information contact: Council's Community Development Officer on 8571 5179,

Useful Links:

- <http://www.greaterdandenong.com/document/7235/community-support-grants-program>
- [Council website](#)
- [Links to non-council funding opportunities](#)

## 22.3 Sponsorship

Corporate sponsorship is an excellent way to increase the income for an event. In-kind sponsorship arrangements can also be beneficial, with products or services instead of cash.

Most companies require at least six months to consider sponsorship proposals; therefore it is important to start seeking financial support as early as possible. Allowing a long lead-time will also allow event budget planning to take into account sponsorship funding secured.

It is important to create an agreement with the sponsor outlining the benefits for the sponsorship in return for their financial or in-kind support.

## SECTION IV - Event Timeline and Checklist

Event deadlines can vary depending on the size of the event and other factors. The following table shows Council's recommended event planning timelines.

Table 2 – Recommended event timelines and checklist

| Event Item                 | Details   | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|----------------------------|---|---------------------------------------|------------------------------------|-------------|--------|
| Event Concept              | Identify event aims, objectives. Investigate similar events – what works, what doesn't? How will this event create a point of difference?   | 12 months                             | 18 months                          |             |        |
| Event Planning             | Establish goals and objectives, conduct a situational analysis.   | 11-12 months                          | 12-18 months                       |             |        |
| Target Market              | Identify the target market for the event and subsequent preferences, expected attendance numbers, attendance and behavior at similar events, etc.   | 11 months                             | 12-18 months                       |             |        |
| Date                       | Select the date for event. Consider other events, public holidays, time of the year, weather, etc.<br>Refer to Council's <a href="#">Online Events Calendar</a>   | 10 months                             | 11-12 months                       |             |        |
| Venue/location             | Identify venue/location and investigate potential opportunities/hazards etc. Prepare a draft site plan outlining the main facilities of the location, contingency plan, venue capacity – does it meet expected attendance numbers, is there water on site, power for event participants, parking, access, public transport, etc.<br><br>Useful Links: <ul style="list-style-type: none"> <li><a href="#">Venues for Hire</a></li> <li><a href="#">Parks and Reserves</a></li> <li><a href="#">Event Application - Fee Schedule (PDF - 51.8KB)</a></li> <li><a href="#">Casual Hire of Reserves, Sports Grounds and Parks</a></li> <li><a href="#">Harmony Square Guidelines (PDF - 4.18MB)</a></li> </ul> | 9 months                              | 11-12 months                       |             |        |
| Contact Council            | Contact Council's Festival and Events team, 8571 1000<br><a href="mailto:events@cgd.vic.gov.au">events@cgd.vic.gov.au</a>   | 8-9 months                            | 12 months                          |             |        |
| Event Organising Committee | Create an Event Organising Committee, allocate roles and responsibilities.  | 8 months                              | 12 months                          |             |        |
| Entry Fee                  | Decide if an entry fee will be charged, and establish an amount, identify collection entry/points. If fencing is planned for the site, submit an <a href="#">Application for Occupancy Permit (Places of Public Entertainment) (PDF - 204KB)</a> .  | 6 months                              | 11 months                          |             |        |
| Funding and Sponsorship    | Start to source sponsorship, investigate funding opportunities, prepare proposals and submit applications.  | 6 months                              | 11 months                          |             |        |
| <b>Recommended:</b>        | Submit <a href="#">Intention to Hold an Event Form</a> to Council to check venue  | 5 months                              | 10 months                          |             |        |

| Event Item                                | Details  | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|---|--|---------------------------------------|------------------------------------|-------------|--------|
| Intention to Hold and Event Form          | availability and to formally notify Council of the proposed event. The deadline for submission is 60 days before the event although the earlier the better.  |                                       |                                    |             |        |
| Stakeholders                              | Identify all event stakeholders, prepare stakeholder management plans, notification, etc.  | 5 months                              | 10 months                          |             |        |
| Budget                                    | Develop draft budget (income and expenditure)  | 4 months                              | 8 months                           |             |        |
| Marketing Plan – Planning and Development | Consider the budget, distribution and design requirements, signage opportunities, printing schedule, mail outs and available contacts/ mailing lists.<br>Consider the best way to communicate to the target market and to reach as many as prospective event attendees as possible.<br>Identify promotional opportunities for potential sponsors.  | 4 months                              | 8 months                           |             |        |
| Event Programming                         | Consider event concept, target market and budget. Consider Streatrader registration and insurance requirements for food stall holders. Consider the possibility of including community groups and offering fundraising opportunities. Consider insurance requirements for event participants, contractors, performers, etc.  | 4 months                              | 7 months                           |             |        |
| Entertainment                             | Book performers and entertainment.<br>Consider Copyright Law protecting music:<br><a href="http://apraamcos.com.au/">http://apraamcos.com.au/</a><br><a href="http://www.pcca.com.au/">http://www.pcca.com.au/</a>   | 4 months                              | 7 months                           |             |        |
| Event Requirements/ Infrastructure        | Identify all event requirements based on budget, event programming and target market such as shade, seating, dance floor, marquees, generators, First Aid, security, water, toilets, waste services, lighting, portable ramps, seating stands, etc. Consider the implication of getting permits for temporary structures:<br><a href="#">Application for Occupancy Permit (Places of Public Entertainment) (PDF - 204KB)</a><br><a href="#">Application for Siting Permit - Temporary Structures (PDF - 207KB)</a> | 4 months                              | 7 months                           |             |        |
| Stallholders - Sourcing                   | Source stallholders and food vendors   | 4 months                              | 7 months                           |             |        |
| Marketing and Promotion - Design          | Prepare marketing material<br>List event on Council's <a href="#">Online Event Calendar</a> .  | 3 months                              | 6 months                           |             |        |
| Site Plan                                 | Create a draft to scale site plan. Identify all event details including entry points, marquee locations, activities, toilets, First Aid, water, emergency assembly points, generators, rides, stalls, Event Control Centre or Event HQ, Lost Children Area, etc.   | 3 months                              | 6 months                           |             |        |

| Event Item   | Details   | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|--|---|---------------------------------------|------------------------------------|-------------|--------|
| Accessible Event   | Ensure that the event is accessible for attendees, participants, performers and staff.  |                                       |                                    |             |        |
| Traffic Management Plan  | Organise a Traffic Management Plan and engage a provider.   | 3 months                              | 5 months                           |             |        |
| Liquor Licence   | Apply for liquor licence if required: <a href="#">Alcohol and Liquor Licensing</a>  | 3 months                              | 5 months                           |             |        |
| Public Transport Notification  | Notify Public Transport Victoria of any road changes and of large scale events.   | 3 months                              | 4 months                           |             |        |
| Fireworks  | Arrange fireworks and approvals. <a href="#">Fireworks Policy (PDF - 185KB)</a>   | 3 months                              | 4 months                           |             |        |
| <b>Council requirement:</b><br>Intention to Hold an Event Form   | Complete and submit <i>Intention to Hold an Event Form</i>  | 2 months (60 days)                    | 2 months (60 days)                 |             |        |
| Budget   | Review and finalise budget  | 2 months                              | 4 months                           |             |        |
| Emergency Services   | Contact emergency services required at the event (police, first aid, fire)  | 2 months                              | 3 months                           |             |        |
| Staff and Volunteers   | Book staff and volunteers for event.  | 2 months                              | 3 months                           |             |        |
| Water  | The provision of free drinking water at events is a compulsory requirement.   | 2 months                              | 3 months                           |             |        |
| Waste Management   | Arrange adequate waste management services. Consider ensuring that your event is Waste Wise by promoting recycling for attendees and participants/vendors. Consider waste water (sullage) management.   | 2 months                              | 3 months                           |             |        |
| Marketing and Promotion-Printing   | Print promotional material i.e. brochures, posters  | 2 month                               | 2 months                           |             |        |
| Public Liability Insurance   | Source Public Liability Insurance. Events in Greater Dandenong are required to have Public Liability Insurance cover of a minimum of 20 million dollars.  | 2 month                               | 2 months                           |             |        |
| <b>Council requirement:</b><br>1. Event Application Forms<br>2. Public Liability Insurance<br>3. Site Plan<br>4. Traffic Management Plan | Complete and submit <a href="#">Event Application Forms Parts A and B (PDF - 689KB)</a> , submit a site plan and Public Liability Insurance, and Traffic Management Plan (if required).<br>Useful Links:<br><ul style="list-style-type: none"> <li>• <a href="#">Event Application - Terms and Conditions (PDF - 33.8KB)</a></li> <li>• <a href="#">Event Application - Fee Schedule (PDF - 51.8KB)</a></li> <li>• <a href="#">Event Safety Checklist (PDF - 74KB)</a></li> <li>• <a href="#">Example - Risk Management Plan (PDF - 683KB)</a></li> <li>• <a href="#">Example - Site Plan (PDF - 3.37MB)</a></li> </ul> | 1.5 months (45 days)                  | 1.5 months (45 days)               |             |        |
| Stallholders - Confirmation  | Confirm all stall holders and their requirements, including power, set up, space, timing, etc.  | 1 month                               | 2 months                           |             |        |



| Event Item   | Details   | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|--|---|---------------------------------------|------------------------------------|-------------|--------|
| Invoice payment  | An invoice will be issued for hire of the space, waste services, POPE permit, etc. Paying this invoice secures the booking for the location/service. <ul style="list-style-type: none"> <li><a href="#">Event Application - Fee Schedule (PDF - 51.8KB)</a></li> <li><a href="#">View casual hire fees and charges (PDF - 52KB)</a></li> </ul>                  | 1 month                               | 1 month                            |             |        |
| Resident Notification                                    | Inform nearby residents of event. Council will provide direction on this item.  | 1 month                               | 1 month                            |             |        |
| Site Plan (Final)  | Finalise site plan and plot out all the stalls. Submit to Council along with Food Stalls List.  | 2-4 weeks                             | 1 month                            |             |        |
| Induction  | Staff and contractor briefings /official induction  | 2-4 weeks                             | 1 month                            |             |        |
| <b>Council requirement:</b><br>Food Stalls List          | Submit a complete list of food stalls.  | 2 weeks<br>(14 days)                  | 2 weeks<br>(14 weeks)              |             |        |
| <b>Council requirement:</b><br>Event Emergency Procedure | Fill in and submit the Event Emergency Procedure Template using one of the documents linked below: <ul style="list-style-type: none"> <li><a href="#">Event Emergency Procedure Template for events in Parks and Reserves (DOCX - 253KB)</a></li> <li><a href="#">Event Emergency Procedure Template for events in Harmony Square (DOCX - 418KB)</a></li> </ul> | 2 weeks<br>(14 days)                  | 2 weeks<br>(14 weeks)              |             |        |
| Event Documentation                                      | Print out all event documentation and forms which may be required at the event including: Event Management Plan, Running Sheet, contact list, <a href="#">Lost Children</a> , <a href="#">Incident Report form</a> , etc.   | 1-2 weeks                             | 1-2 weeks                          |             |        |
| <b>Council requirement:</b><br>Statement of Trade        | Cutoff date for submitting a Statement of Trade (SOT) for food on Streatrader.  | 1 week<br>(5 days)                    | 1 week<br>(5 days)                 |             |        |
| Induction  | Start-of-shift induction by Site Manager - for all event staff  | Event day                             | Event day                          |             |        |
| Post Event Notification                                  | Thank you letter for stalls, volunteers, sponsors and staff.  | Post event –<br>within 1 week         | Post event –<br>within 1<br>week   |             |        |
| Evaluation   | Evaluation/feedback/debrief with event stakeholders and staff.  | Post event –<br>within 2 weeks        | Post event –<br>within 2 weeks     |             |        |
| Post Event Reporting                                     | A post event evaluation report should be produced looking at all areas of the event, improvement options, future funding possibilities, final event budget, etc.  | Post event                            | Post event                         |             |        |

## SECTION V – USEFUL TEMPLATES AND LINKS

### Accessibility

- Australian Human Rights Commission: <https://www.humanrights.gov.au/>
- [Accessible events checklist \(PDF - 114KB\)](#)

### Alcohol and Liquor Licencing

- [Alcohol and Liquor Licensing](#)
- [Victorian Commission for Gambling and Liquor Regulation](#)
- [Victoria Police](#)

### Animal Management Links

- [City of Greater Dandenong website – Animal Welfare](#)
- RSPCA: <https://www.rspca.org.au/>

### CFA, Gas Safety and Dial Before you Dig

- CFA: [www.cfa.vic.gov.au/warnings-restrictions/fire-permits](http://www.cfa.vic.gov.au/warnings-restrictions/fire-permits)
- CFA: <http://www.cfa.vic.gov.au/warnings-restrictions/can/>
- Energy Safe Victoria - [checklist](#)
- Energy Safe Victoria [www.esv.vic.gov.au](http://www.esv.vic.gov.au)
- Energy Safe Victoria Code of Practice <http://www.esv.vic.gov.au/For-Consumers/Gas-safety-in-your-business/Major-events-gas-safety>
- WorkSafe: [https://www.worksafe.vic.gov.au/\\_data/assets/pdf\\_file/0010/12502/major\\_events\\_organisers\\_advice.pdf](https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0010/12502/major_events_organisers_advice.pdf)
- [Dial Before You Dig](#)

### Child Friendly Events

- [Child friendly event planning checklist \(PDF - 159KB\)](#)

### Council Website Links – Useful for event planning

- [City of Greater Dandenong website](#)
- [Plan Your Event](#)
- [Events on Private Land](#)
- [Council Venues for Hire](#)
- [Casual Hire of Reserves, Sports Grounds and Parks](#)
- [Public Spaces and Public Squares](#)

### Downloadable reference documents

- [Event Application - Terms and Conditions \(PDF - 33.8KB\)](#)
- [Event Application - Fee Schedule \(PDF - 51.8KB\)](#)
- [Event Safety Checklist \(PDF - 74KB\)](#)

### Environmental Health

- [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au)
- [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

### Event Application Process – forms required for submission

- [Intention to hold an event form online](#) (due 60 days prior to event)
- [Event Application Forms Parts A and B \(PDF - 689KB\)](#) (due 45 days prior to event)
- [Event Emergency Procedure Template for events in Parks and Reserves \(DOCX - 253KB\)](#) (due 14 days prior to event)
- [Event Emergency Procedure Template for events in Harmony Square \(DOCX - 418KB\)](#) (due 14 days prior to event)
- [Application for Occupancy Permit \(Places of Public Entertainment\) \(PDF - 204KB\)](#)
- [Application for Siting Permit - Temporary Structures \(PDF - 207KB\)](#)

### Fees and Charges

- [Event Application - Fee Schedule \(PDF - 51.8KB\)](#)
- [View casual hire fees and charges \(PDF - 52KB\)](#)

### Fireworks

- [Fireworks Policy](#)
- [Licence To Use Fireworks As A Pyrotechnician](#)

### Grants and Sponsorship

- [Community Support Grant Program](#)
- [Links to Non-Council Grants Funding](#)
- [Sponsorship Policy \(PDF - 32.7KB\)](#)

## Harmony Square Links

- [Harmony Square Guidelines \(PDF - 4.18MB\)](#)
- [Harmony Square – Urban Screen](#)
- [Harmony Square](#)

## Music Licenses

- APRA|AMCOS: <http://apraamcos.com.au/>
- PPCA: <http://www.pcca.com.au/>

## Noise

- [Residential Noise Conditions](#)
- [EPA website - Noise prevention and control](#)
- [Noise](#)
- [Partying safe](#)

## Parking

- [Parking restrictions](#)

## Planning Requirements

- [Planning Permit](#)
- [Planning and Design Department](#)

## Promotional and Networking Links

- [Promote your Event](#)
- [Publicity – event calendar listing](#)
- [Event Signage](#)
- [The City Magazine](#)
- [Stakeholder Magazine](#)
- [Council Enewsletter](#)
- [Event Organiser's Network](#)
- [Arts and Culture](#)

## Safety

- [WorkSafe Victoria - Advice for Managing Major Events Safely](#)
- [WorkSafe – confined spaces](#)
- [WorkSafe – working at heights](#)
- [Working in heat WorkSafe Guidance note](#)
- [Safe Work Australia](#)
- [Partying safe](#)

## Sustainability

- <http://www.eventsplanner.info/eventplanner/>

## Templates and Examples

- [Lost and Found Children Form \(PDF - 193KB\)](#)
- [Incident Report Form \(PDF - 209KB\)](#)
- [Example - Risk Management Plan \(PDF - 683KB\)](#)
- [Example - Site Plan \(PDF - 3.37MB\)](#)

## Traffic and Public Transport

- [Victorian Law Today website](#)
- Public Transport Victoria: [www.ptv.vic.gov.au/specialevents](http://www.ptv.vic.gov.au/specialevents)
- Public Transport Victoria: [Information Kit for Event Organisers](#)



## Volunteers

- Volunteering Australia: [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)
- Greater Dandenong Volunteer Resource Service: <http://sev.org.au/>

## Waste Management

- [Waste Management Factsheet](#)

