

EVENT PLANNING GUIDE

**EVERYTHING YOU NEED TO KNOW
ABOUT PLANNING AN EVENT IN
THE MOYNE SHIRE REGION**



Acknowledging the traditional owners of the Moyne Shire region

We acknowledge the Traditional Owners of the land and pay our respects to their Elders, past, present and emerging, and the Elders from other communities who may reside in Moyne Shire.

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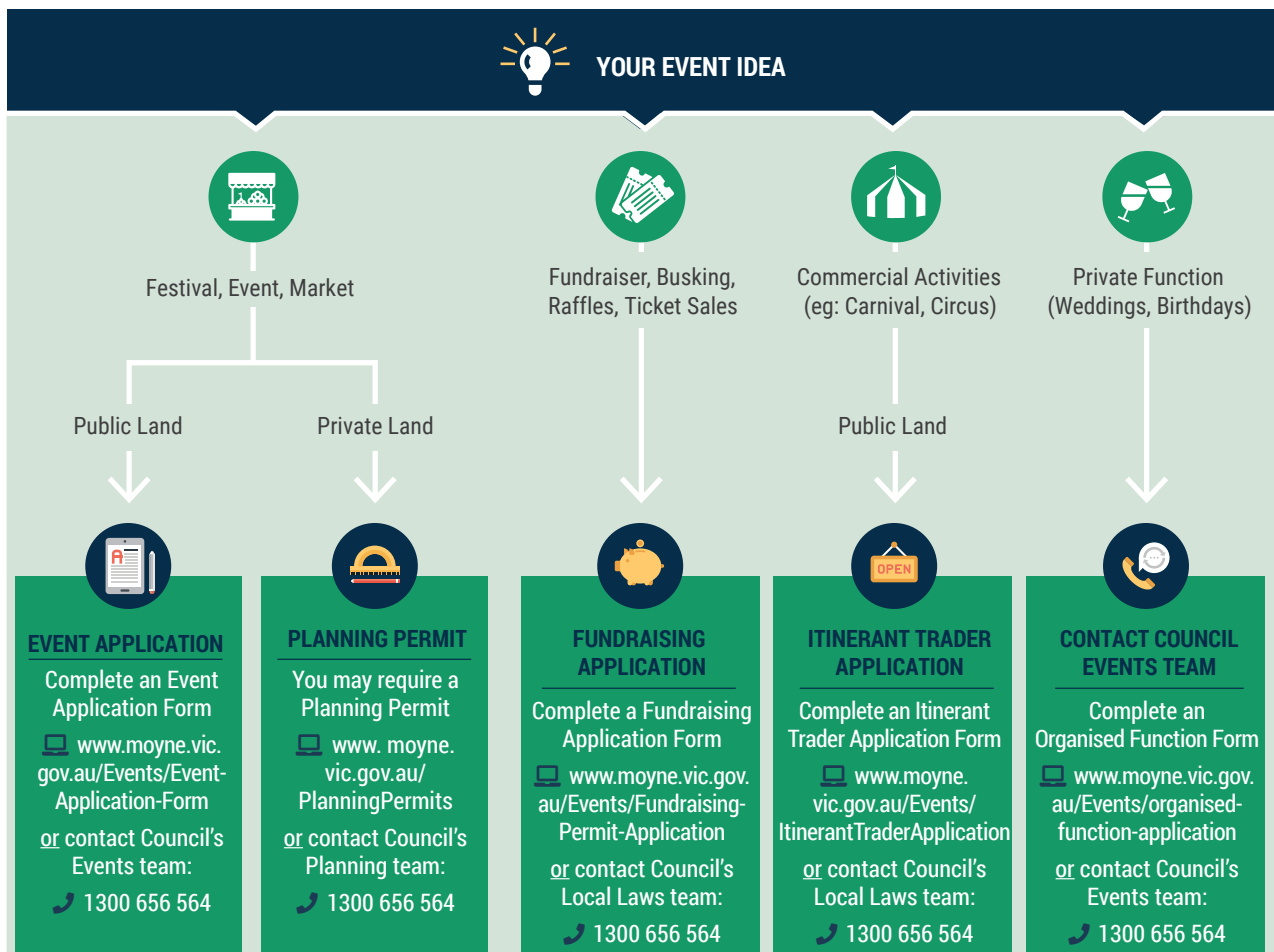
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INTRODUCTION

Moyne Shire Council (Council) recognises the hard work, commitment and dedication that goes into creating the impressive array of festivals and events occurring in the Shire throughout the year.

Moyne Shire is fortunate to host many groups with a vision and the drive to create a diverse portfolio of events that cater for a wide variety of interests. Council encourages and supports the efforts that contribute to the rich and vibrant calendar of events that makes our region such a desirable place to live and visit.

Council has a variety of exceptional facilities and locations for hosting events, and is here to assist in making your event a success. This guide is designed to provide event organisers with the knowledge to help run a safe and successful event.



In addition to the event application process, you may also be required to complete forms for additional permits (eg: busking, fundraising). In support of a streamlined, customer friendly process, completing the Event Application may remove the need for completing these forms. When completing your Event Application, Officers will review and seek any additional information needed to ensure you have all the support and permissions required.

HOW TO USE THIS GUIDE

This guide provides information to assist community event organisers to meet requirements for hosting an event on Council managed land as well as general requirements for hosting an event. This guide is to be used as a reference which aims to provide support when completing your application form.

PART 1

EVENT PLANNER'S CHECKLIST

As the organiser of an event, it is your responsibility to ensure that all required permits are obtained and any relevant legislation is complied with. Please assess your event requirements against the table below to determine which sections of the guide are relevant to your event planning process.

Land Use and Roads

- ☐ Are you planning to host an event on a waterway, at a sporting ground, recreation reserve or public space?
- ☐ Are you planning to erect a tent or marquee at your event?
- ☐ Do you need to close a road (either partially or fully)
- ☐ Will your event occupy outdoor spaces greater than 500m²?

If you answered yes to any of these questions, please refer to Part 2: LAND USE AND ROADS

Food and Alcohol

- ☐ Are you or any other person serving / selling food and beverages at your event?
- ☐ Are you or any other person serving / selling alcohol at your event?

If you answered yes to any of these questions, please refer to Part 3: FOOD AND ALCOHOL

Event Activities

- ☐ Will your event be creating additional noise, hosting fireworks or amusement rides?
- ☐ Are you running raffles and / or fundraisers?
- ☐ Will there be busking at your event?

If you answered yes to any of these questions, please refer to Part 4: EVENT ACTIVITIES

Amenities

- ☐ Do you have a plan in place to deal with waste?
- ☐ Will your event cater for patrons with varying physical abilities?

If you answered yes to any of these questions, please refer to Part 5: SUSTAINABILITY

Site Logistics

- ☐ Do you have sufficient parking?
- ☐ Have you considered what happens if the power goes out and electrical safety?
- ☐ Are you or any contractors erecting small or large shelters / marquees?

If you answered yes to any of these questions, please refer to Part 7: SITE LOGISTICS

Health and Safety

- ☐ Have you insured your event?
- ☐ Have you conducted risk assessments and developed an emergency response plan?
- ☐ Does your event need first aid officers and / or security staff?
- ☐ Have you considered what happens in a heat wave, on a code red or total fire ban day?

If you answered yes to any of these questions, please refer to Part 8: HEALTH AND SAFETY

Additional Support

- ☐ Would you like Council to assist with marketing your event?
- ☐ Do you plan to erect any temporary advertising and / or directional signage?
- ☐ Do you require funding for your event?

If you answered yes to any of these questions, please refer to Part 9: ADDITIONAL SUPPORT FROM COUNCIL

PART 2

LAND USE AND ROADS

2.1 Use of Council owned or managed land (eg: parks, gardens, reserves)

Will you be staging your event on land you think is publicly owned? If the event is to be held in a park, sporting ground, garden or reserve then this is likely to be the case. If unsure it is safest to check with the Council's Events team.

Costs may apply for use of this land and fees will vary depending on the chosen venue. Some venues may require you to complete an application form. It will depend on the type of event you plan to conduct and where it is occurring.

Your Event Application form must be provided to Council at least three (3) months prior to the event. Market organisers are requested to submit Permit applications in October annually, for the following calendar year.

Events on private land

Events to be held on private land are not required to submit an Event Application form. However, depending on the planned activities and the expected attendance, an event which is open to the public on private land may require a Planning Permit.

The Planning Permit process often requires notification of the event to neighbours and other relevant authorities to ensure any negative impacts that could result from the event can be considered and appropriately managed. In this notification process, if concerns are raised in relation to the event, the applicant may be required to enter into discussion and negotiation to implement necessary adjustments or mitigation measures before approvals can be granted to proceed. For this reason it is recommended that any Application for Planning Permit be lodged at least six (6) months before the scheduled event date.

If you wish to host an event on private land please contact Council's Planning team to make an appointment.

2.2 Use of sporting grounds and recreation reserves

There are a number of sporting grounds and recreation reserves that are utilised partially or fully for events throughout the Shire. It is important for event organisers to understand that varying agreements are in place between Council and different sporting club tenants. Council coordinates these and has knowledge that will be vital during your planning and implementation stages. If you intend to run an event, it is highly recommended that you contact Council to discuss, early in your planning process.

2.3 Waterways

A number of agencies share responsibility for management of local waterways such as the Port of Port Fairy, Lake Yambuk and Curdies River. Organisations such as Council, DEWLP and Parks Victoria manage these areas.

If you want to conduct boating activity or hold an on-water event, you may also need a Boating Activity Exemption from Marine Safety Victoria to do so. Council can assist with helping you seek permission from the relevant authorities.

Visit Maritime Safety Victoria at:

 www.transportsafety.vic.gov.au/maritime-safety

2.4 Park assets, park reinstatement and use of pegs

Council assets

Event organisers are responsible for ensuring that all precautions are taken to prevent damage or interference to parkland including grass, trees, plants, flower beds, pathways, parks structures, play equipment or buildings.

Aside from general wear and tear, any damage caused as a result of the event and its associated activities will need to be repaired at the event organiser's expense.

Use of pegs

Due to the potential risk to underground services, any structures that require pegs must be approved by Council. The areas where the structure is planned to be pegged must be sighted by Council and a decision will be made on a case-by-case basis depending on the area and structure requirements.

Event organisers are responsible for ensuring that structures erected for the event conform to industry standards, as determined by the Department of Labor and Industry and / or in accordance with Occupational Health and Safety. Council does not accept responsibility for any temporary structures or equipment placed in the parks, gardens or reserves.



2.5 Road closures, barricades and traffic management plans

Road closures

Organisers need to be very clear on their intentions to use, occupy and / or close a road in Moyne Shire. Some smaller roads are Council managed, while most main roads are controlled by Vic Roads (called declared roads). To understand the differences, please contact Council.

It is a simpler process if you plan to utilise roads but not close them. Council's Events team can assist you with determining if you need to close a road or not and may be able to provide alternate options to reduce the need to close roads.

Examples of events that utilise roads but may not require road closures include fun runs and car rallies. Events such as street parades, major festivals, cycling races and major running events may require road closures and detours.

Traffic management plans

If you are required to develop a traffic management plan this must be developed by a licensed traffic control company. Suitable local companies may be found in the Yellow Pages or via a simple internet search. All traffic management costs, including planning, implementation and communications are borne by the event organiser. Traffic management plans must be provided to Council a minimum of six weeks prior to the event.

Council's Events team can assist and advise on traffic management plans and if they are required for your event. A sample plan is provided in [Appendix 6](#).

Road closure newspaper advertising

If your event involves a road closure/s or impacts the public transport network, you will be required to advertise in printed press. Council will advertise this on your behalf, provided that the correct information is supplied. The advertisement must include:

- the name, date and location of the event
- road closure locations, opening and closing times
- impact on public transport routes

Council will act as the contact in regard to road closures and the advertisement will appear with the Moyne Shire logo and appropriate contact details.

Stakeholder notification plan

Communication with relevant stakeholders will help to minimise any negative impact on the planning of your event. Council's Events team can help you develop a formal letter, determine who should be contacted regarding your event, and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to make sure that adequate stakeholder notification is conducted.

Your letter should include the following details:

- the name, date and location of your event (including bump-in and bump-out times)
- the purpose of the event
- the expected number of participants
- activities being conducted as part of the event
- what the likely disruptions to residents and businesses will be with respect to noise, transport and road closures
- a contact number for further information or queries

Notifying relevant authorities

It is the responsibility of the event organiser to make sure relevant public authorities are notified of the event. Key stakeholders with regards to traffic and public transport management are:

- Public Transport Victoria
- VicRoads
- Victoria Police
- Ambulance Victoria
- CFA
- SES

Bollards

Council has a supply of bollards that can be used at your event if required. The bollards can be placed in your requested location by Council staff. Highlight in your application whether you require bollards and their intended use. Council also has a limited supply of associated road signs. Contact the Events team for more information.

2.6 Occupancy Permits for places of public entertainment (POPE)

Under the Building Act 1993, it is required that Places of Public Entertainment (POPE) being enclosed or substantially enclosed and over 500 square metres (500m²) need to obtain an Occupancy Permit for a Place of Public Entertainment. As a guide, 500m² is approximately the size of a standard house block.

If an occupancy permit is required, an application should be submitted to either a private building surveyor or Council's Building Surveyor. An occupancy permit may be issued with conditions of use and a copy is to be displayed, where directed, during use.

An occupancy permit must also be obtained to erect the following classes of temporary structures:

- tents, marquees or booths with a floor area greater than 100m²
- seating stands for more than 20 people
- stages and platforms exceeding 150m²
- pre-fabricated buildings exceeding 100m²

Conditions may apply for the use and erection of these structures and a Building Surveyor must approve the site placement.

Please contact Council's Events team for more information:

📞 1300 656 564
 ✉️ moyne@moyne.vic.gov.au



PART 3

FOOD AND ALCOHOL

3.1 Temporary and mobile food premises

Food Act 1984 Requirements

If food and / or drinks are sold at your event it is important that you are aware of your responsibilities as well as those of the food vendors.

The Victorian Food Act 1984 (Food Act) controls the sale of food in Victoria to protect people from food-borne illness. All temporary and mobile premises selling food (including drinks) must be registered or notified under the Food Act through the online state-wide registration and notification website Streatrader (www.streatrader.health.vic.gov.au). All Statements of Trade (SOTs) are to be lodged with Council at least five (5) days prior to operating.

It is the joint responsibility of the event organiser and the food / drink vendor to ensure that they are registered or notified with Council through the Streatrader system.

The event organiser is responsible for the overall management of food vendors at the event including risk management, provision of services and amenities, and site placement.

Council's Environmental Health Officer is responsible for the administration and enforcement of the Food Act and may inspect your event to determine compliance.

Visit Streatrader at:

 www.streatrader.health.vic.gov.au/

3.2 Liquor Licencing

A Liquor License is required if you intend to sell or serve alcohol at your event. Visit the Victorian Commission for Gambling and Liquor Regulation website to find a range of information about the service of alcohol. It is important to remember that the service of liquor without a permit can result in large fines and possible conviction for individuals involved in the organisation of the event.

Victorian Commission for Gambling and Liquor Registration:

 1300 182 457

 www.vcglr.vic.gov.au

3.3 Smoking at events

Under the Tobacco Act 1987, smoking is banned in outdoor dining areas. An outdoor dining area at a food fair is the entire outdoor area. At other organised events, it is the area within 10 metres of a food stall or food vendor such as BBQs and food vans.

A 'food fair' is an organised event at which the principal activities are the sale or supply of food for consumption at the event, and the consumption of that food. Both food fair organisers or managers as well individuals are responsible for compliance with the smoking ban.

While the Tobacco Act does not define an 'organised event', it is considered to be any public event that is planned and organised in advance, and has a community, sporting, arts, cultural or volunteer focus. It may be a one-off event or part of a series of events.

Smoke-free policies at events are becoming increasingly popular and whilst the purpose of the Act is to create smoke-free areas where food is commercially sold and eaten, event organisers are encouraged to make their event entirely smoke-free.

Tobacco Information Line:

 1300 2136 775

 tobacco.policy@dhs.vic.gov.au





3.4 Gas bottles

An industry code has been developed to define the method and practice of safe storage of LPG used for catering purposes in marquees in Victoria. The requirements for gas cylinders in permanent structures, such as buildings, caravans and catering vehicles, are covered by the Australian Standard: The Storage and Handling of LP Gas (AS/NZS 1596:2008).


It is recommended that all cylinders not in use be kept in a secure outdoor location. This prevents the risk of LP gas leaks which could lead to explosions. For more information see WorkSafe Victoria and the MFB website.

Metropolitan Fire Brigade (MFB):

 www.mfb.vic.gov.au/Community/LP-Gas-Safety.html

WorkSafe Victoria:

 1800 136 089

 www.worksafe.vic.gov.au

 info@worksafe.vic.gov.au

3.5 Water – drinking, food stalls and general access

As event organisers, you need to consider where your patrons will get water from. This may be as simple as having access to a public drinking fountain or a stallholder selling water. Your committee also needs to take into consideration the health regulations for stallholders.

It is legislated that food stalls have access to running water. Most public areas have access to running water, however it may be not accessible for general use (eg: fitted with a vandal-proof tap). It is important when planning the layout of your site that you consider this and place stall holders who require running water in a suitable location.

All organisers should consider the risk and challenges associated with an event during a heat wave and on Code Red days. Further detail on this can be read in PART 7: Risk, Health and Safety.

PART 4

EVENT ACTIVITIES

4.1 Indigenous ceremonies

Moynes Shire Council acknowledges the Australian Aboriginal peoples of this nation and the traditional custodians of the lands on which all festivals and events take place.

Incorporating a 'Welcome to Country' or an 'Acknowledgement of Country' ceremony into your event recognises Aboriginal people as the First Australians and custodians of their land, and shows respect for Aboriginal people and their history. To ensure that your event pays the appropriate level of recognition and involves the right people, refer to the below.

Eastern Maar Aboriginal Corporation (EMAC) represents the Traditional Owners of south-western Victoria and manages their Native Title rights and Interests.

Eastern Maar Aboriginal Corporation:

☎ 0427 447 995
 💻 www.easternmaar.com.au/services-2/
 ✉ enquiry@easternmaar.com.au

The Budj Bim Cultural Landscape is at the heart of Gunditjmara country, in the north west part of Moynes Shire. This country of exceptional cultural importance is recognised as a UNESCO World Heritage site. Budj Bim is managed by the Gunditj Mirring Traditional Owners Aboriginal Corporation, with tours operated by Winda-Mara Aboriginal Corporation. Together these corporations provide cultural advice, information and services to local festivals and events.

Gunditj Mirring Traditional Owners Aboriginal Corporation:

☎ (03) 5527 1427
 💻 www.gunditjmirring.com
 ✉ reception@gunditjmirring.com

Winda-Mara Aboriginal Corporation:

☎ (03) 55270 000
 💻 www.windamara.com.au
 ✉ reception@windamara.com

4.2 Working with Children

Council is committed to the safety, participation and empowerment of all children. Council encourages all event managers to adhere to the standards for all organisations that provide services to children to ensure the creation of cultures of child safety where children feel safe and are safe.

💻 <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>

Also consider the needs and involvement of local young people to access and experience local event planning and delivery.

The Working with Children Check is a screening process that assesses people who work or care for children in Victoria, to help create a child-safe environment. It is the responsibility of the Event's organisation to ensure that all volunteers and staff that are doing child-related work hold a valid Check.

To determine whether your workers need a Check, please refer to the Working with Children Check website:

💻 www.workingwithchildren.vic.gov.au/organisations/what-organisations-need-to-know

4.3 Noise

Events often create extra noise due to the presence of music amplifiers, generators and crowds. It is important to minimise disruption to local and surrounding residents and businesses. Noise requirements are often included in a venue's liquor licence (Victorian Commission for Gambling and Liquor Regulations) or planning permit. Where these permits are not in place, The State Environment Protection Policy (Control of Music Noise from Public Premises) (SEPP N-2) is implemented.

The SEPP N-2 has been developed for the control of music from non-residential premises. They can be found on the Environment Protection Authority Victoria (EPA) website:

 www.epa.vic.gov.au/your-environment/noise

The goal of the SEPP N-2 is to protect residents from excessive noise while recognising the community demand for a wide range of musical entertainment.

The SEPP N-2 establishes a number of special requirements for outdoor music venues. As a general rule, operating times must be between 12:00pm and 11:00pm, or 12:00pm and 10:00pm for events longer than five hours. You must contact the Environmental Protection Authority (EPA) if you wish to hold an event outside of these hours.

The EPA enforces the policy for large outdoor music events. For indoor venues such as hotels, restaurants and nightclubs, enforcement of these rules should be referred to the police or Council. Following a report, police have power under section 48AB of the Environment Protection Act 1970 to instruct a venue to abate any entertainment noise after midnight. These directions stay in force until 8am. In addition, events must not be deemed to be causing a nuisance under the Public Health and Wellbeing Act 2008.

4.4 Fireworks

If you plan to incorporate pyrotechnics or fireworks into your event, Council requires a completed 'Notification of Intention to Discharge Fireworks' that is available from WorkSafe Victoria, indicating compliance with the Dangerous Goods Act 1985. The form is available by contacting the WorkSafe Victoria's Licensing branch.

You and your contractors must have appropriate public liability insurance cover for at least \$20,000,000. Council will require a copy of this to progress your application.




To notify the public of fireworks we recommend that you complete the following:

- Local residents should be notified by letter box drop regarding the time and date of fireworks as many owners prefer to keep their pets indoors during this time.

A sample letter is provided in [Appendix 1](#).

- The CFA and Police must be notified.
- You will also need to advertise this in the general notices section of publications in the local relevant press / media stating the date and time.

WorkSafe Victoria:

 1300 852 562
 www.worksafe.vic.gov.au
 info@worksafe.vic.gov.au

4.5 Rides

If you plan to include amusement rides at your event, have you considered potential risks to public safety? Event organisers should identify related hazards and ensure that risk controls are in place to protect the safety of all who attend. Most event organisers will outsource rides, however as the event organiser it is still up to you to ensure you and your contractors operate in a safe and compliant manner.

Ride-associated hazards may include, but are not limited to:

- inadequate clearance between rides, fixed structures and vegetation
- instability – consider ground slope, condition and moisture
- poor maintenance
- inadequate set-up
- insufficient training and operational procedures
- missing labels or warning signs, and
- inadequate or inappropriate site placement of fencing and / or barricades

You and your contractors must have appropriate public liability insurance cover for at least \$20,000,000. Council will require a copy of this to progress your application.


WorkSafe Victoria:

 1300 852 562
 www.worksafe.vic.gov.au
 info@worksafe.vic.gov.au

4.6 Fundraising and raffles

Permits may be required if you plan to conduct raffles, sausage sizzles and other fundraising activities as part of your event. For further information refer to the websites below.

Council's Fundraising Permit Application:

 www.moyne.vic.gov.au/Events/Fundraising-Permit-Application

4.7 Camping

Free camping on public land within the Moyne Shire is strictly prohibited. Should you wish to include camping (on public or private land) as part of your event, you will be required to apply for a permit.

Alternatively, you may consider running your event at an existing camping ground, or close to other local accommodation options, and make arrangements with the operator to move patrons between the event site and the camping ground. Details of caravan parks and local accommodation providers can be obtained from the Port Fairy and Region Visitor Information Centre.

Port Fairy and Region Visitor Information Centre:

☎ (03) 5568 2682
 🌐 www.portfairyaustralia.com.au
 ✉ vic@moyne.vic.gov.au

4.8 Musical recordings and performances

Do you plan to have live musical performances or sound recordings / background music at your event? If so, you need to obtain the necessary licenses from OneMusic Australia. Forms must be lodged no later than four (4) weeks prior to the start of the event.

OneMusic Australia:

☎ 1300 162 162
 🌐 www.onemusic.com.au
 ✉ hello@onemusic.com.au

4.9 Busking

A busker is considered to be an entertainer who is actively providing a performance in the public place in exchange for voluntary donations.

Busking is defined as sounding or playing a musical instrument, singing, reciting or performing conjuring, juggling, puppetry, miming, dancing or other entertainment or doing any of those things concurrently. Busking also includes the activity of drawing any message, picture or representation on a pavement, paper or canvas surface. A permit is required for busking in a public space.

Council's Application for Busking form:

🌐 <http://www.moyne.vic.gov.au/files/assets/public/documents/your-council/frequently-requested-forms/application-for-busking-permit.pdf>

4.10 Lighting

Adequate event lighting is essential, especially at night, to ensure the safety of all event patrons, onsite volunteers, contractors and staff. Please give thought to the location of lights, ensuring that toilets, footpaths, entrance / exit paths, stairwells and car parks are well lit.

There are many community groups within the Moyne Shire that may offer the hiring of lighting and other equipment. Get in touch with Council's Events team to find out more or search for lighting, party hire, and equipment hire at Yellow Pages for local suppliers.

🌐 www.yellowpages.com.au



Image: Port Fairy Winter Weekends

PART 5

SUSTAINABILITY

5.1 Sustainable events

Council is committed to helping your event be more environmentally sustainable and minimise the environmental impact of your event by reducing the carbon and ecological footprint. The main sustainability considerations for events are:

- Sustainable waste management
- Sustainable water management
- Energy use and greenhouse gas emissions.

5.2 Sustainable waste management

Waste management is an important part of sustainability. Reducing the amount of waste your event creates, can minimise the impact on the environment and save time, energy and money.

We can all do our part to reduce waste with appropriate waste management systems and behaviours. Your waste management plan should be governed by the waste hierarchy (pictured).

Avoiding the generation of waste is always the preferred option, as it maximises the conservation of resources.

Reuse is the next most preferable option, followed by **Recycling**.

Disposal to landfill is the least preferable option.

Waste hierarchy



5.3 Energy use and greenhouse gas emissions

When planning an event it is important to consider how it may affect air quality and greenhouse gas emissions. The type and amount of energy used, as well as transport can all have impacts on air quality, but small changes can be made to reduce emissions.

Pre-assess your energy needs and determine the best sources of energy such as solar power, biodiesel or green power – cycling for power is a great hit with kids! You could even generate your own renewable energies or switch to green power through a service provider.



5.4 Sustainable water management

We all have a role in responsible water usage and by using water wisely we can help secure water supplies and create greener and more liveable communities now and into the future. Appropriate planning for your event can also help to protect our waterways and beaches.

Contact Wannon Water for more information:

 www.wannonwater.com.au

5.5 Waste management

You are responsible for ensuring that the patrons attending your event have access to sufficient bins. You need to ensure that bins are near eating facilities, backstage areas, near ticketing booths and toilets. You also need to think about both landfill waste as well as recyclables and have bins allocated for this.

Consider how long your event will run for. You may need to arrange for the bins to be emptied at some point during your event so they do not overflow and create litter and potential health hazards. Consider whether you are serving food, drink and alcohol and what potential or actual material will become waste.

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

Council has a Waste Wise Trailer available for event use. The trailer is free but there is a disposal cost. You will also need to be able to pick up the trailer before the event, then take it to a transfer station after the event. The trailer has 12 bins – Landfill, Recycling, FOGO (Food Organics and Garden Organics), and Glass. You can choose what combination of bins you want to use. Correct use of the bins is required or extra charges can apply.

To enquire about booking the Waste Wise Trailer and for transfer station locations call Council's Environment team:

 1300 656 564

5.6 Waste Management Plan

A Waste Management Plan is mandatory for both small and large events. The plan should detail how waste is to be removed and stored after the event and how monitoring of waste will take place during the event.

Inadequate waste management can result in safety hazards, odours, attract animals and pests and aid in the transmission of communicable diseases to both event staff, volunteers and patrons. It can also reflect poorly on the management of the event and may result in complaints from your patrons. Instruction should be given to staff and volunteers on the hazards associated with waste and safe handling methods.

At a minimum, your Waste Management Plan should:

- indicate where you will put your bins on your site plan or event map
- list the numbers and type of bins you will use (landfill, recycling, FOGO, glass)
- list any other waste infrastructure such as skips or cardboard cages, you will be using
- indicate whether bins will need to be emptied during the event and the frequency
- consider whether stallholders will be required to use materials that can be recycled
- make sure stallholders minimise waste going to landfill (for example, put all cardboard and paper in yellow-lidded recycling bins)
- ensure bins are located in key areas including major entry /exit points, food areas, near existing food areas, near existing public place bins
- monitor stallholders as they pack up, making sure rubbish is not dumped
- ensure site is left clean and litter free, and any remaining recyclables and rubbish are collected and transported to the correct destination
- estimate the volume of landfill waste and recycling to be produced.

For more ways to make your event more environmentally sustainable, please see:

[Appendix 2 - Sustainable Events Checklist](#)

PART 6

AMENITIES

Sustainability of parks and gardens

Moyne Shire has some beautiful parks, beaches and gardens available for all to enjoy. To protect this, guidelines have been developed to ensure that events held in specific parks and gardens are appropriate to those locations, and that the frequency and size of events do not exceed the carrying capacity of specific parkland sites.

To minimise the damage an event may cause to the park, event organisers must provide adequate supervision at the site during bump-in and bump-out.

The event organiser remains responsible for any damage incurred by third parties, suppliers and any contracted services.

Council reserve the right to reduce the number of events in certain areas of a park or garden if those areas have become damaged and exhausted.

6.1 Toilets

You are responsible for ensuring that patrons attending your event have access to clean and accessible toilet facilities. The removal of waste from these (both regular bins and liquid / solids if using portable toilets) must be considered as part of your event planning.

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. Accessible facilities must be available. Toilet facilities must be well lit for security and safety reasons, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly. Toilets must also be located away from food storage and food services areas, provided with sharps disposal facilities and be suitable for wet weather conditions.

How many toilets do we need to provide?

The Australian Emergency Manual recommends the following as a guide:

Where NO alcohol is served at your event

Patrons	Toilets	Urinals	Hand Basins
<500	7 (1xM, 6xF)	2	4
<1000	11 (2xM, 9xF)	4	8
<2000	16 (4xM, 12xF)	8	12
<3000	24 (6xM, 18xF)	15	20
<5000	38 (8xM, 30xF)	25	34

Where alcohol IS served at your event

Patrons	Toilets	Urinals	Hand Basins
<500	16 (3xM, 13xF)	8	4
<1000	21 (5xM, 16xF)	10	8
<2000	27 (9xM, 18xF)	15	14
<3000	32 (10xM, 40xF)	20	28
<5000	52 (12xM, 40xF)	30	40

The number of toilets to be provided will depend on a number of factors including:

- anticipated crowd numbers
- the gender of patrons (women may require more facilities than men)
- if alcohol will be available
- the duration of the event

If the number of existing Council maintained facilities is not adequate, additional portable units must be made available by the event organisers. Council must be advised of this, particularly if sewer connections are required.

Cleaning of public toilet amenities

If your event is on Council land or a Council run venue with toilet amenities, you can arrange, at a cost, for an additional clean and maintenance run of these amenities. If additional cleaning is not arranged and Council is required to undertake any additional cleaning to restore the area to its pre-event condition, you may incur a charge.

Contact Moyne Shire Council on:

 1300 656 564

DID YOU KNOW...

that there's a National Public Toilet Map?

The Australian Government has introduced a website which shows all the public toilets across Australia on a map. The website is not just useful for smaller events without provision of toilets, but also for everyday life. The map shows facilities, opening hours, accessibility and parking, and there's even a free smart phone app. Visit www.toiletmap.gov.au

PART 7

SITE LOGISTICS

7.1 Site plans and parking

Regardless of the size of your event, we recommend that you create site plans. These can be used internally within your organisation or externally for a range of purposes. They can also greatly assist patrons and guests getting around your event and assist when applying to external organisations for permits, licences, etc. With access to satellite images through Google Maps (or similar) the ability to create accurate maps is very simple and can be done from home. Council can assist with providing aerial maps of the event site if needed.

It is paramount that you consider how many people you expect to be at your event and where they are going to park to ensure your event runs smoothly and traffic hazards are not created. In communicating with patrons (competitors, guests, etc.) you should be clear in where the most suitable parking is and if possible include a map on where the best parking is.

[Appendix 3 - Example of Venue / Site Plan](#)

7.2 Accessibility to your event

A person with a disability has a right to have access to places used by the public, which includes public events. The Disability Discrimination Act (DDA) considers it illegal for public places to be inaccessible to people with a disability. Good accessibility will help your event run safely and smoothly and will attract a diverse range of people. If you think about access in the early stages of your planning, your event will run more efficiently and be cost effective.

Planning your accessible event:

- Have you involved people with a disability in the planning of your event?
- Is there accessible parking close to the main entrance?
- Is there a firm and level path of travel from the parking area to the entrance?
- Is the main entrance free of steps?
- Is the main entrance at least 800mm wide?
- Are staff / volunteers aware of access / communication needs of people with a range of abilities?
- Is there a site map and clear signage for your event which highlights accessible facilities / services?
- If your event charges an attendance fee, does it accept and promote free entry for companion card holders?
- Is there an accessible toilet available?
- Does your event allow for a rest area with shade, free water, a power point for recharging wheelchair and scooter batteries and room for prams and wheelchairs?
- Are there facilities for assistance animals such as water and shade?
- Is there a hearing augmentation system (hearing loop), good lighting and reasonable noise levels?
- Is there captioning on any audio visual material?
- Have you included phone numbers for the National Relay Service (NRS) on all event marketing material:
TTY / voice calls: 133 677
Speak & Listen: 1300 555 727

Council provides a range of assistive equipment to improve accessibility at local events, including portable ramps, hearing loops, portable accessible toilet, a beach wheelchair, portable PA system and accessible signage available for hire or loan. Please refer to the Moyne Shire Council website:

 www.moyne.vic.gov.au/Rural-Access

Culturally and Linguistically Diverse (CALD) audiences

Australia is a multicultural society, with almost half of the population either born overseas or with a parent born overseas. Moyne also attracts many international tourists who enjoy visiting and participating in local events. It is therefore advisable to ensure that communications and information provided meet the diverse needs of people who are from culturally and linguistically diverse backgrounds. Factors to consider include:

- Cross-cultural communication (both verbal and nonverbal)
- Correct pronunciation of names and the preferred way of addressing a person (eg: formally or informally)
- Use of translation and interpretation services
- Be respectful, patient, and receptive of people from other cultures
- Establish links with local service providers working with culturally and linguistically diverse communities and ethnic community organisations such as Ethnic Communities Council of Victoria (ECCV)

 www.eccv.org.au

7.3 Power back-up

In the event of unforeseen circumstances (eg: extreme weather conditions, medical emergencies, power outage), you will need to consider a contingency plan for essential services. For example, have you considered a generator for back-up power in the event that mains electricity fail or if additional power is required?

The location of generators and associated noise pollution should also be considered. The main question for the organising committee to answer is "What will happen at the event if the power goes out?" Search for hire equipment at Yellow Pages for local suppliers.

 www.yellowpages.com.au

7.4 Electrical Safety

Electrical equipment, particularly of a temporary nature, can pose safety risks. Adequate controls should be in place to protect the public from such risks. Again, this is the event organiser's responsibility.

Hazards may include:

- Circuit overload resulting in excessive temperatures and fire risk missing or damaged insulation
- Temporary exposed wiring (eg: strung in trees or covering walkways) liquids, dusts and vapours mixing with electricity cables lying on ground

- Unauthorised, inadequate modifications to equipment
- Insufficient test / tag labels and monitoring on your equipment or that of your contractors, or missing labels or warning signs

It may be best for you to contract a local electrician to help oversee this as they are experts in this area.

For examples of suitable control measures to mitigate such risks, please consult WorkSafe Victoria's website.

The two documents that will be of particular use are:

- Electrical installation on construction sites which covers switchboards, electrical circuits, inspection and testing, lighting, generators and much more.
- Advice for managing major events which is a document for large scale events. This should be used in conjunction with Electrical Installation on construction sites.

WorkSafe Victoria:

 1800 136 089

 www.worksafe.vic.gov.au/forms-and-publications

For local suppliers, search 'electrician' at:
www.yellowpages.com.au

 info@worksafe.vic.gov.au





7.5 Shelter

Does your chosen event site offer natural or manmade protection from wind, rain and sun? If not, some sheltered areas should be provided or back-up event venues considered.

Large marquees can be very expensive so depending on your budget, this may not be achievable. Note that temporary small shelters can be flimsy, leading to dangerous situations should it be windy.

It is important that you know what type of structure you are planning on erecting and ensuring it is safe and secure, and similarly if you have stall holders / contractors bringing in shelter, you must ensure that these too are safe and secure.

Council does have a 3m x 6m marquee available to community groups for use within the Moyne Shire. Please note that a clear need for its use is required, and it is not guaranteed that it will be available.

Please contact Council's Events team for marquee hire:

📞 1300 656 564
✉️ moyne@moyne.vic.gov.au

7.6 On-site contact details

In the case of emergencies it is critical that emergency services organisations (eg: Police, ambulance, SES, first aid) have reliable on-site contact details for the event organiser, such as a mobile phone number or alternative mode of communication if the event location is remote and mobile service is intermittent.

7.7 Service providers

If you need to find a service provider or contractor to assist with anything from marquees or additional toilets to signs or traffic management plans, we recommend starting with a simple search on the internet or in the Yellow Pages.

7.8 On-site emergencies

Should an on-site emergency occur, always call 000 to request assistance from Police, CFA, ambulance or SES. For storms only, the SES may be contacted on 13 25 00.

PART 8

RISK, HEALTH AND SAFETY

8.1 Insurance

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is imperative that all events held within the Moyne Shire have appropriate Public Liability Insurance. Insurance cover should also include property and equipment. Moyne Shire Council requires that the event organiser provide evidence of insurance (certificate/s of insurance) as part of any application for a permit for an Event.

There are many ways you can gain appropriate cover just for the day of the event or for the year.

Regional Arts Victoria insurance is available for individual artists. The scheme is available to practising artists who are subscribers of Regional Arts Victoria.

 www.rav.net.au

8.2 Risk management

Risk management is an integral part of responsible event management.

The implementation of good risk management practise will assist in the prevention of:

- Loss of life / injury
- Impacts to patrons
- Failure to deliver a successful event
- Legal and compliance liability
- Disruption to operations
- Financial loss, including theft and fraud
- Loss or damage to the reputation of your organisation




When looking at risks an easy way to look at things is to ask:

- What could happen?
- What would cause it to happen?
- What would the consequences be?
- What can we do to try and stop it happening?
- What can we do to minimise the consequences if it does happen?

The Victorian Managed Insurance Authority (VMIA) website has some great free templates.

 www.vmia.vic.gov.au

Event organisers must also comply with all Health and Safety Legislation that is applicable to the running of an event. Further information is available from WorkSafe Victoria website:

 1800 136 089
 www.worksafe.vic.gov.au
 info@worksafe.vic.gov.au

Undertaking a risk assessment prior to conducting an event ensures that risks are identified, evaluated and controlled. The completion of the assessment using the following prompts will also enable you to fully develop and enhance your logistical planning:

- Emergency procedures
- Road / intersection safety
- Firefighting arrangements
- Access / egress for emergency vehicles
- Training and positioning of marshals
- First aid arrangements
- Traffic management
- Communication systems
- Crowd control
- Manual handling
- Underground services (via Dial Before you Dig in a road reserve area only, 1100.com.au or call 1100 during business hours)
- Sun protection
- Proximity of high voltage electrical power lines
- Extreme weather including what to do on Code Red and Total Fire Ban days

Event organisers must be satisfied that the risks that have been identified are adequately controlled with additional controls being developed where necessary.

[Appendix 4 – Example Risk Assessment](#)

8.3 Emergency response management

Public events must have given consideration to responses in the event of an emergency. All event organisers must have an Emergency Management Plan, which considers:

- Event venue, activities, duration and anticipated attendance
- Types of possible emergencies eg: fire, medical emergency and threatening behaviour
- Emergency preparation and testing
- Roles of personnel responsible in emergencies and evacuations
- Identification of Wardens
- Methods of communication with the public and officials
- Specific emergency response procedures
- Evacuation procedures
- Access and evacuation routes
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Event layout

The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel.

Note: 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.

If you have any queries regarding preparation of your Emergency Management Plan, once you have followed the guidelines provided, please contact Council's Events unit for assistance.

[Appendix 5 – Example Emergency Management Plan](#)

8.4 First aid

There are many different reasons as to why an event may require first aid on-site. This is most likely determined by the risks involved which your organising body will have identified in your event planning stages. Some events may be required to provide professional first aid officers (eg: St Johns) and others may implement other strategies (eg: first aid kits, designated volunteer first aid officers from within your group etc).

It is always recommended that at a designated point at your event, organisers, guests and the general public can gain access to first aid equipment. This should be clearly marked and you should have a plan in place should something more severe occur.

You should always know the street address of your event and your closest crossroad – these will be two questions to answer should you be required to call 000.


For a list of Automated External Defibrillators (AED's) locations throughout Moyne Shire please contact Council.

8.5 Security

There are a number of reasons to employ security staff for events. This will depend on many factors including:

- the style of your event
- if alcohol is served
- location
- time of day
- type of audience / patrons
- crowd size


Security may be required by law. You may not be serving alcohol and still choose to hire in security for your event. This may be to assist with crowd control, licence control, patron safety, and perimeter control.

 For local suppliers, 'search security patrols and guards' at: www.yellowpages.com.au

8.6 Security and terrorism

All event organisers who plan events involving large numbers of the general public or high profile attendees have a responsibility to address security, and help detect and prevent possible terrorist attacks in crowded places.

For further information refer to **Australia's Strategy for Protecting Crowded Places from Terrorism** on the following website.

 www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx

Water-filled barriers can be provided by Council to protect employees, volunteers, guests and patrons of your event from potential danger and crowd control.

Working with Victoria Police

Depending on the size and scope of your event, Victoria Police may be involved throughout the planning process and for the duration of your event. Police members may be invited to attend meetings with event organisers and additional police resources may be required during your event.

8.7 Sunscreen

The Australian sun is harsh, and Council recommends that you have sunscreen available to your patrons at all events. This is as simple as having several pump packs available at a registration desk or event entrance. This is very important should your event be outdoors.

8.8 Heatwave, Code Red and Total Fire Ban days

A Total Fire Ban sets legal restrictions to prevent activities that may start a fire. In the event of a Total Fire Ban, restrictions may apply to discharging of fireworks and open fires.

Please note that some Event and Planning Permits issued by Council, depending on their locations and nature of activities, may result in event cancellations on high fire risk days. Similarly, during declared Total Fire Ban or Code Red days, under guidance and / or direction of Emergency Services such as the CFA, events may be directed to cancel / postpone.

During events of extreme heat and designated Code Red days, all event organisers should put additional processes in place to ensure patrons, contractors and organisers are safe during this time.



Minimum provisions should include:

- Cool drinking water
- Shade
- Areas indoors out of the heat

The CFA website and Moyne Shire Council will be able to assist you in this area.

CFA South West Headquarters:

 (03) 5551 1500
 www.cfa.vic.gov.au

PART 9

ADDITIONAL SUPPORT


9.1 Marketing

Council's Events team can offer support with marketing and promoting your event through listings on the Council's tourism destination websites and social media channels:


- Port Fairy's destination website

 www.IAMPortFairy.com.au

- Volcanic Lakes and Plains

 www.visitgreatoceanroad.org.au/towns-and-villages/volcanic-lakes-and-plains


- 12 Apostles Coast and Hinterland

 www.visit12apostles.com.au

- Visit Great Ocean Road

 www.visitgreatoceanroad.org.au


- Great Ocean Road Regional Tourism

 www.greatoceanroadtourism.org.au

- Visit Victoria

 www.visitvictoria.com

To access this support please ensure you complete the Event Application Form which will notify the Events team at Council of your intention to run an event. The form is available online at:

 www.moyne.vic.gov.au/events

You will need to consider if any temporary signage is required to advertise your event and if it can be safely placed on:

- Footpaths
- Road verges
- Nature strips
- Event boards

Additionally, you will need to consider if you need to erect any temporary directional signage. Please note that permits are required from Council for any private advertising directional signage.

9.2 Event ticketing


Council can support event ticket sales through the Port Fairy and Region Visitor Information Centre and website. This includes "I Am Port Fairy" event branded tickets, with a custom banner image and logo. Individual tickets in PDF format are provided to purchasers, or one PDF for all tickets purchased.

9.3 Event funding / financial support


As event organisers, it is vital that you budget within the scope and scale of your event and seek to ensure the long term financial sustainability of your event. Consider all revenue options to meet your overheads, including ticket / entry fees, donations, and volunteer labour.

The most common sources of external funding are grants and sponsorship. Whilst for most events, these should not be viewed as the primary revenue stream, they do provide a necessary source to support a program element and / or growth of an event. There are many types of grants available in rural Victoria including funds for arts and music, sport, community engagement and indigenous involvement.

Moyne Shire Council provides a Festival and Events Grant program to help organisers plan and deliver festivals and events held within the Shire. The provision of this Program is in recognition of the valuable contribution that community organisations and local business make to the social, cultural, economic, and environmental wellbeing through local festivals and events. For more information see the Moyne Shire Council website:

 www.moyne.vic.gov.au/Our-Community/Community-Grants

The Victorian state government provides grants for regional events; Business Victoria provides resources to connect you with portals for arts grants, federal grants and philanthropic grants:

 www.business.vic.gov.au/support-for-your-business/grants-and-assistance

Further, there are other resources such as the EasyGrants Funding Centre which is a subscription based newsletter to keep you informed of all available sources for grants and fundraising:

 www.fundingcentre.com.au/easygrants

For more ideas and suggestions on grants available, contact Council's Events team.

South West Victoria and Moyne has many accommodating business and industries that are very supportive of local events; from donation of materials or lending advice, through to generous financial sponsorship. Seeking event sponsors is an ideal way of developing partnerships to support the sustainability and brand of your event. When planning for sponsorship approaches, remember to help potential partners and sponsors to see how your event aligns with their values and target markets, how you will be marketing the event and them as sponsors, and how sponsorship will help the sponsor to meet their own marketing and business goals.

9.4 Local hospitality and accommodation support

Depending on who your market is and how many people you hope to attract to your event, it is often helpful to consider providing information to and partnering with the local business and tourism community. If you are attracting overnight visitors or daytrip tourists, local accommodation providers and restaurants, cafes etc. need to be aware of your event so they have adequate staff and may need to change opening hours to support your event patrons.

Equally, by proactively engaging with local business, they may be open to collaboration with you to create Event Packages with one convenient price point (eg: event ticket/s including accommodation, transport and dinner or breakfast at a local restaurant).

Local business may even consider event sponsorship through complementary or discounted meals or accommodation for your guest performers or volunteers. This collaboration may also include suggested experiences and itineraries during or on the shoulder period of your event. This will show prospective attendees that there is more to do in Moyne around the event, encouraging participants to stay for additional days.

Council can also support with editorial text for your websites, programs and social media accounts to ensure your potential event attendees have the best information about accommodation options, transport and things to see and do to assist your patrons planning their visit. Event organisers are encouraged to contact business directly or contact local business and tourism associations to inform or seek support.

9.5 Moyne Shire owned equipment and infrastructure

Moyne Shire Council has a limited supply of equipment and infrastructure. Equipment such as bollards for road closures or a marquee may be available from Council to assist with your event.

Automated External Defibrillators (AED's) can be loaned to your event. Available from 4:30pm Friday to 9:00am Monday and must be picked up and returned by the event organiser.

Council's Events team will be able to provide up to date information about what they have and if it is available for use.



THE NEXT STEPS

WHAT HAPPENS NOW?

Once you have your event planned, ensure you register it with Moyne Shire Council and complete the required permits and applications as outlined in this guide. Applications should be made three (3) months prior to the proposed event date. There are many events that happen throughout the Shire all year round, and our team needs to have the time to appropriately consider each and every event, provide feedback to applicants if necessary, and undertake any further initiatives and supports that may be required.

Please submit completed forms via email, online, post or hand deliver hard copies in person at the Moyne Shire Council's offices in Port Fairy or Mortlake.

For events requiring permits or formal approval by Moyne Shire Council, these will be issued once the application is received and assessed.

Permits will clearly outline what is expected from the organising committee / group and also anything that Moyne Shire Council has specifically agreed to do for the event. Depending on the scale of the event a Council Officer may be in contact with you to organise a meeting prior to putting anything in writing to your group. Similarly, Council Officers are happy to meet in the planning phases of your event, just prior to the event or post the event, to provide opinion, advice and guidance in the management of your event. Please call our Events team to organise a meeting. Council is available to assist you in running the best possible successful event.


Who to contact with further queries?

If you have read all the information contained in this guide and you have further queries please contact an Events Officer at Moyne Shire Council.

POST:

Moyne Shire Council
PO Box 51, Princes Street, Port Fairy 3284

PHONE:

 1300 656 564


HAND DELIVERY:

Port Fairy Office

Princes Street, Port Fairy

Mortlake Office

1 Jamieson Avenue, Mortlake

 moyne@moyne.vic.gov.au

DISCLAIMER

The information provided in this guide is intended as a general community resource for event organisers. Every effort has been made to maintain the information as current and accurate. However, it is not verified information and may not be reliable in circumstances where verified information is required. No person should place reliance on information contained in this guide in circumstances where loss, damage or injury is possible. In such circumstances, the enquirer should make specific enquiries with Moyne Shire Council or the relevant authority or organisation and obtain the required advice or information directly from authorised officers or relevant third parties.

The Moyne Shire Council 'Event Planning Guide' is available for viewing and download in a variety of formats, including this version (1.0) from the Moyne Shire Council website:

 www.moyne.vic.gov.au/events

APPENDICIES

APPENDIX 1

EXAMPLE LETTER

(Date)

Dear Resident,

This letter is to advise you that (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at approximately (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment / attractions / food). We are expecting approximately (number) to attend.

(List any issues that may affect surrounding residents including noise, an increase in vehicular traffic around the area, fireworks and what time etc.)

(Also list how any of these issues have been addressed eg: extra parking provisions and parking attendance around the location of the event).

If your home is to be affected by road closures, a member of the organising party will visit you to seek your support of the event.

If you would like any further information about this event, please contact me on (phone number, address and email address).

I would like to take this opportunity to invite you to come along and participate in what should be a most enjoyable and exciting event for Moyne Shire residents and visitors.

Kind regards,

(Your name)

APPENDIX 2

SUSTAINABLE EVENTS CHECKLIST

Please use the following checklist as a guide to making your event more environmentally sustainable.

WASTE

Avoid

- ☐ Work with vendors to avoid using disposable or single-use items
- ☐ Work with vendors to avoid using plastic straws, balloons, single-use water bottles, plastic bags, and disposable coffee cups. Refer to www.plasticbagfreevictoria.org or www.plasticfreejuly.org for more information.
- ☐ Work with vendors to choose products with minimal or recyclable packaging
- ☐ Use standard, easy to read waste signage to reduce confusion. A full signage library is available on the Sustainability Victoria website.
- ☐ Ask attendees to bring their own, drink bottles, keep cups and re-usable bags.
- ☐ Go digital with an online registration tool such as Eventbrite and paperless ticketing systems then keep a list of registered attendees on your phone or tablet.

Reduce

- ☐ Encourage vendors and patrons to reduce food waste by catering accurately and ordering carefully.
- ☐ Encourage caterers and food vendors to receive their fresh produce in re-usable boxes, rather than single-use disposables such as foam boxes. Or use reusable/recyclable materials for catering.
- ☐ Go digital with an online registration tool such as Eventbrite and paperless ticketing systems then keep a list of registered attendees on your phone or tablet.
- ☐ Use washable cleaning cloths rather than disposable paper towel to help reduce rubbish.

Reuse

- ☐ Encourage attendees to bring their own reusable shopping bags, water bottles and coffee cups.
- ☐ Use washable and reusable crockery and cutlery rather than single-use disposables or use recyclable plates, bowls, cups, and cutlery.
- ☐ Find ways to re-use signage and promotional material, for example, design event banners with dates and sponsors on separate panels.
- ☐ Consider environmentally friendly printing, for example print on 100 per cent post-consumer recycled paper.

WASTE

Recycle

- ☐ Provide recycling bins for items that cannot be reused eg: plastic, metal, glass, paper, cardboard. Food waste should not go in the recycling bin, encourage food and liquids to be emptied into organics collection bins (if provided).
- ☐ Recycling and landfill bins need to be placed side by side to give people the option of either recycling or waste disposal.

Compost

- ☐ Where possible, compost your food scraps.

WATER

Drinking water

- ☐ Provide drinking fountains or water stations for refilling water bottles and include the locations on maps.

For not-for-profit events, Wannon Water provides mobile drinking fountains free of charge.

For more information visit www.wannonwater.com.au

Waterways and drains

- ☐ Position food and other high-waste areas away from waterways to prevent rubbish entering them.
- ☐ Avoid distribution of balloons at outdoor events. For more information visit: www.zoo.org.au/balloons
- ☐ Use environmentally friendly soaps and detergents to ensure chemicals don't end up in our waterways.
- ☐ Do not put anything other than water down drains, including oils and chemicals.

Reduce water use

- ☐ Where possible, ensure toilets have a dual flush function and use water efficient basins.
- ☐ Consider compostable toilet systems.
- ☐ Arrange for water leaks to be fixed as soon as possible once identified.
- ☐ Use a broom, brush or rake to clean outdoor paths and paving.

ENERGY & GREENHOUSE GAS EMISSIONS

Efficiency

- ☐ Reduce power use where possible, such as turning the lights off when they are not in use.
- ☐ If you can't use natural lighting at your event, select low-wattage bulb such as LEDs, fluorescents and tungsten halogens.
- ☐ Strategically place sound systems so their effectiveness is maximised, reducing energy consumption.
- ☐ Measure or calculate your energy usage and arrange carbon offsets.

Onsite renewable

- ☐ Consider on-site solar supported by batteries.

Green Power

- ☐ Opt for the highest possible percentage of GreenPower in your power agreement.

Offset

- ☐ Consider offsetting your greenhouse gas emissions.

SUSTAINABLE TRANSPORT

Public transport

- ☐ Ensure that there are numerous public transports options within walking distance to the event.
- ☐ Partner with public transport providers or through providing other incentives such as giving discounts for event entry to those travelling on public transport.
- ☐ Schedule activities to coincide with public transport timetables.

Other

- ☐ Encourage bicycle travel by providing secure bike rack facilities.
- ☐ Promote carpooling through event promotions or offer incentives such access to preferred parking spots or discounted registration / entry fees.
- ☐ Reduce greenhouse emissions through bulk purchasing, dual purpose trips and planning ahead.

OTHER

Sustainable food

- ☐ Are you sourcing food locally?
- ☐ Is the food in-season or organic?
- ☐ Is the food Fair Trade accredited?
- ☐ Is the food vegetarian or vegan?

Education

- ☐ Advise caterers, food vendors and participants about your event to get them on board with being more sustainable.
- ☐ Develop an education plan to communicate the sustainability principles of the event.

Consider environmentally friendly ways to promote your event such as online promotions, multi-use posters and flyers, reducing the size of disposable flyers and ensuring materials consumed are sustainable (eg: recycled paper and environmentally friendly ink).

Green purchasing

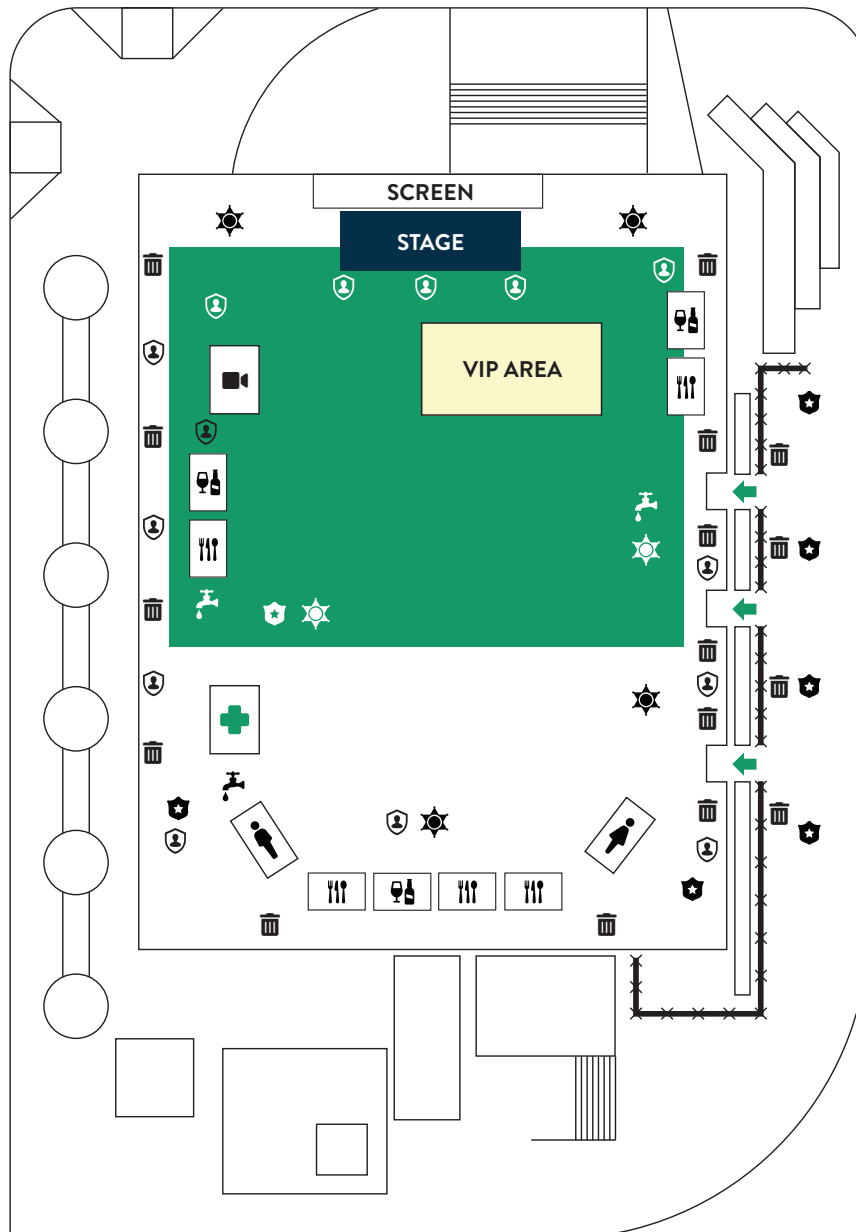
- ☐ Source green products and suppliers at geca.eco/product-finder/ searching by keyword, product category or location.
- ☐ For more information on suppliers of sustainable services and products contact Sustainable Living Festival email: info@slf.org.au or phone: (03) 9663 2525.
- ☐ Advise stakeholders that you want to implement green purchasing in your event planning.

Biodiversity

- ☐ Reduce the impact you have on your surroundings and protect our flora and fauna.

APPENDIX 3

VENUE SITE PLAN EXAMPLE



- | | | | |
|----------|---------------|---------------|-------------------------|
| Media | Mens Toilets | Water Station | Crowd Control Barricade |
| Police | Womans Toilet | Bin | Entrance Points |
| Security | Food Vans | First Aid | VIP Seating |
| Marshals | Bars | Grass Area | |

APPENDIX 4

ISO 31000 RISK MANAGEMENT PRINCIPLES AND GUIDELINES

Event name:					Risk Assessment date:			
Completed by whom:			Reviewed by whom:		Committee endorsement date:			
Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
1	Consumption of alcohol / drugs	Intoxicated and / or drug affected persons / patrons / performers Intoxicated patron in unlicensed venue.	Likely	Festival Reputation Minor Patron / musician injury Minor	B 2 High	Appropriate signs and safe serving of alcohol as per regular operations at licensed premises. Volunteer to call 000 and request police assistance. Volunteer to call OHS and Emergency Officer Inducted to Process and documented process displayed at manned points	Good	Medium
2	Food Handling	Food contamination Illness of patrons / musicians	Possible Moderate	Moderate	C 3 High	All food businesses to have any required registrations and safe food handling etc. with Streatrader / Moyne Shire Council	Good	Medium
3	First Aid	Patrons / musicians requiring medical attention. Patrons / musicians unable to receive appropriate medical attention in a timely manner	Patrons / musicians requiring medical attention. Patrons / musicians unable to receive appropriate medical attention in a timely manner	Moderate	B 3 High	Injured or unwell patron or musician requiring medical assistance by a practitioner (eg: above the level of providing minor assistance such as Band-Aid). Volunteer to call 000 and request ambulance Volunteer to assist with first aid only if appropriate and directed by emergency services (000 responder) prior to ambulance arriving. Volunteer to call OHS and Emergency Officer Documented First Aid process Hospital and Medical Clinic situated in Port Fairy. Communication of the event has been made and is supported by the clinic. First aid kits. AEDs are in various locations around Port Fairy.	Excellent	Low
4	Stakeholder identification and engagement	Do not engaged with or identify stakeholders, loss of stakeholder support	Do not engaged with or identify stakeholders, loss of stakeholder support	Minor	B 2 High	Stakeholder analysis undertaken and stakeholders list and communicated and documented in Communication Plan	Excellent	Low
5	Review and respond to each category	a) Legal Requirements b) Evaluation of Available Information (WorkSafe, Electrical Safety Victoria website) c) Records of incidents, illnesses and disease (search injury chart) d) The potential for emergency situations						

APPENDIX 4

ISO 31000 RISK MANAGEMENT PRINCIPLES AND GUIDELINES

RISK RATING

		Consequence →				
		1	2	3	4	5
Likelihood ↓	A	H	H	E	E	E
	B	M	H	H	E	E
	C	L	M	H	E	E
	D	L	L	M	H	E
	E	L	L	M	H	H

1. What is the Consequence of this happening? (1, 2, 3, 4, 5)
2. What is the Likelihood of this happening? (A, B, C, D, E)
3. On the matrix this equates to a Risk Factor of (Low [L], Medium [M], High [H], Extreme [E])

Consequence

- 5 Catastrophic** Death, huge financial loss, irreversible damage
- 4 Major** Extensive injuries, major financial loss
- 3 Moderate** Medical treatment required, high financial loss
- 2 Minor** First aid treatment required, low financial loss
- 1 Insignificant** Minor first aid, minimal financial loss

Likelihood

- A Almost Certain** Is expected to occur in most circumstances
- B Likely** Will probably occur in most circumstances (1 year)
- C Possible / Moderate** Might occur at some time (2 years)
- D Unlikely** Could occur at some time (5 years)
- E Rare** May occur in exceptional circumstances

RISK ANALYSIS MATRIX

Likelihood Scale

Description	Likelihood of Occurrence
Rare	Event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once every 5 years
Possible / Moderate	The event will probably occur at least once in the next 2 years
Likely	The event will probably occur at least once, if not many times during the year ahead
Almost Certain	The event is already occurring or is very likely to occur within the coming year

Consequence Scale

Impact Type						
CONSEQUENCE OF IMPACT	Financial Impact	Impacts on Public health and safety	Service Delivery Impact on Customers and Community	Environmental and Legal Compliance	Environmental damage	Image, Reputation and Public Support
Insignificant	< \$10,000	No health or safety impact. Injury managed with 1st Aid.	< 20 Customer-hours. Very localised-little disruptive effect.	No breaches.	Small, reversible environmental harm, permitted by terms of a resource consent.	No media attention or damage to reputation.

APPENDIX 4

ISO 31000 RISK MANAGEMENT PRINCIPLES AND GUIDELINES

Minor	\$10,000 to \$50,000	Minor health or safety impact on small number of people. Injury dealt with by Dr. No Hospitalisation.	20 – 500 Customer hours. Inconvenience to small group of residents.	Minor breaches affecting very small part of the system or service.	Localised non persisting contamination which dissipates / disperses. Death of flora / fauna where propagules are available locally for regeneration.	Minimal media attention, but minor damage to image to a small group of people. May be some local coverage-not front page.
Moderate	\$50,000 – 200,000	Serious health or safety impact on small number (injuries require hospitalisation) or minor impact on large number of people.	500 to 20,000 Customer-hours. Some disruption to a wider group.	One-off major breach, affecting a small part of the network or service.	Serious damage or loss to a locally important habitat or ecosystem. Loss of a population of a locally uncommon species.	Negative local media coverage, community concerned about organisation performance.
Major	\$200,000 – 1,000,000	Extensive injuries or significant health or safety impacts, single fatality.	20,000 to 500,000 Customer-hours. Significant effect on large group. Political involvement.	Several major breaches affecting a significant part of the network or service.	Damage or loss of regionally or nationally important habitat. Local loss of a species. Habitat reduced below 20% of former (1840) extent. Establishment of significant new pest.	Negative national media coverage, major decrease in community support. Loss of key staff.
Catastrophic	>\$1,000,000	Widespread health or safety impacts, multiple fatalities.	More than 500,000 Customer hours. Significant effect to community at large. Community alienation.	Widespread and major breaches of standards, failure to meet legislative requirements over most of system area / network.	Loss of a nationally significant habitat or ecosystem.	Negative international media coverage, loss of community support. External enquiry. Appointment of Commissioner.

APPENDIX 4

ISO 31000 RISK MANAGEMENT PRINCIPLES AND GUIDELINES (CONT.)

Control Rating

DEFINITION OF CONTROL

That part of risk management which involves the provision of policies, standards and procedures to reduce the likelihood of an adverse event occurring or reduce the impact of the event.

Controls can be:

- Preventive / detective (generally reduces likelihood); or
- Crisis / reactive (generally reduces the impact).

Examples of controls:

Rating	Description
Poor	No controls effectively reducing likelihood or impact of risk. No change to residual risk
Fair	Controls partly reduce risk, but documentation and / or operation of control should be improved. Assists with reduction of moderate and less risks, no impact of High and Extreme Risks
Good	Control substantially reduces risk, but documentation and / or operation of control could be improved. Reduces all risk factors except Extreme
Excellent	Control effectively reduces risk, is officially documented and in operation. Reduces all risk factors by two levels, eg: High to Low, Extreme to Moderate

Preventive / detective (reduce likelihood):

- Information system logical and physical access controls
- Bank reconciliations
- Review and approval processes
- Documented procedures to govern the way an activity is performed

Reactive / crisis controls (reduce impact):

- Insurance; costly control, does not reduce the likelihood or consequence
- Communication policies
- Business continuity plans
- Back ups of computer systems / files
- First aid training

APPENDIX 5

EMERGENCY MANAGEMENT PLAN

NAME OF EVENT

VENUE ADDRESS

EVENT ORGANISER

DATE OF EVENT

PREPARED BY

DATE PREPARED

EMERGENCY PLAN OBJECTIVE

VENUE / EVENT DESCRIPTION

- Provide a detailed description of any buildings and temporary structures.
- Provide a description of the intended use of the venue and event activities.
- Specify operating hours including bump in and bump out times.
- Estimate how many people will attend the event.

SCOPE

- Specify the types of potential emergencies identified for the event. These may include, but are not limited to:
 - Medical emergency
 - Fire or explosion
 - Flood
 - Storm
 - Wind
 - Vehicle accident
 - Civil disturbance
 - Hazardous material spill / gas leak
 - Bomb threat
 - Armed or dangerous intruder/s
 - Suspicious items
 - Electrical failure
 - Lost child / missing persons
 - Person entrapment
 - Other more specific emergencies
- Detail arrangements for emergencies that do not require outside help (eg: small fires, weather, missing child / person, electrical failure).

EMERGENCY PREPARATION AND TESTING

- Specify how emergency response personnel will be trained.
- How will the organiser ensure all personnel, including stall holders and amusement operators, are aware of emergency management procedures?
- How will you ensure electrical equipment, firefighting equipment, gas fittings and other equipment (where relevant) are safe and effective for use at the event?
- Provide a statement that the Emergency Management Plan will be reviewed immediately after the event (for recurring events only) and be submitted annually with any amendments, including changes to roles and contacts.

APPENDIX 5

EMERGENCY MANAGEMENT PLAN

GENERAL ROLES AND RESPONSIBILITIES

- Identify the personnel who will be involved in an emergency response and their roles and responsibilities. Note: For large events, additional roles to those listed below may be required (eg: Deputy Chief Warden, Wardens, Communication Officer).
- Persons appointed to emergency response positions must be capable of performing the duties and be available at all times to undertake the duties. The Chief Warden must have the experience to determine the need for a total evacuation of the venue and should preferably have received formal training.

Chief Warden (Normally Event Organiser)

Name

Responsibilities:

Assume initial control of the situation

Assess the situation and determine priorities

Activate the relevant emergency plan

Ensure the appropriate Emergency Service has been notified on 000

Ensure Area Wardens are advised of the situation as appropriate

Nominate relevant personnel to meet and direct emergency services

Monitor the situation and ensure any action taken is recorded in an incident log

Liaise with external Emergency Services upon arrival

Any other actions as directed by the Senior Emergency Service Officer

Area Wardens (Normally Senior Staff)

Name

Name

Name

(List more as required)

Responsibilities:

Receive directions from the Chief Warden and initiate appropriate action

Search areas to ensure all people have evacuated

Ensure orderly flow of people into nominated assembly areas

Assist occupants with disabilities

Report status of required activities to the Chief Warden on completion

First Aiders

Name

Name

(List more as required)

Responsibilities:

Collect first aid kit

Administer first aid as required

All Staff

Responsibilities:

Carry out tasks as instructed by the Chief Warden

Proceed to assembly area advising all patrons to do the same

Remain in assembly area until advised by Chief Warden or Emergency

Services personnel that it is safe to leave

APPENDIX 5

EMERGENCY MANAGEMENT PLAN

Identification of Wardens

Provide detail of how Wardens will be identifiable. Helmets, caps, hats or vests may adhere to the following colour codes:

White – Chief Warden / Deputy Chief Warden / Communication Officer

Yellow – Area Warden

Red – Warden

Communication

How will Wardens communicate with each other?

What will be the warning method for alerting the public and staff of an evacuation?

Emergency Evacuation Procedure

Provide details of how an evacuation will be conducted

Identify the exit paths and assembly areas (these must also be shown on the site plan)

Procedures for Specific Emergencies

Provide details of how each identified emergency listed in the scope will be responded to (eg: fire and explosion)

Event Site Plan

Provide a detailed site plan of the venue including locations of fire fighting equipment, emergency vehicle access, first aid post, exit paths and assembly areas.

Location of on-site emergency services (if applicable).

List of Emergency Control Personnel

The following is a list of those staff at the event eg: Event Organiser, Wardens, stallholders, amusement operators and general staff who will be required to take actions in the case of an emergency.

Include **Name, Position, Contact Number**

In the event of an emergency at an event or festival, contact 000.

Agencies to notify of the event eg: local Police, CFA, SES, First Aid (List agencies and phone numbers).

Agencies to be involved in your event Emergency Management Plan.

APPENDIX 6

EXAMPLE TRAFFIC MANAGEMENT PLAN



APPENDIX 7

USEFUL CONTACTS

Organisation	 Web Address	 Email Address	 Phone
Australian National Security	www.nationalsecurity.gov.au	hotline@nationalsecurity.gov.au	1800 123 400
Business Victoria	www.business.vic.gov.au		13 22 15
CFA South West Headquarters	www.cfa.vic.gov.au		(03) 5551 1500
Country Fire Authority Warrnambool	www.cfa.vic.gov.au		(03) 5559 2500
Dial Before you Dig	www.1100.com.au		1100
Eastern Maar Aboriginal Corporation	www.easternmaar.com.au	enquiry@easternmaar.com.au	0427 447 995
EasyGrants Funding Centre	www.fundingcentre.com.au		
Environment Protection Authority Victoria	www.epa.vic.gov.au		
Ethnic Communities Council of Victoria	www.eccv.org.au		
Gunditj Mirring Traditional Owners Aboriginal Corporation	www.gunditjmirring.com	reception@gunditjmirring.com	(03) 5527 1427
Food Safety Victoria	www2.health.vic.gov.au	foodsafety@dhhs.vic.gov.au	1300 364 352
Great Ocean Road Regional Tourism	www.greatoceanroadtourism.org.au		
Maritime Safety Victoria	www.transportsafety.vic.gov.au		1800 223 022
Metropolitan Fire Brigade (MFB)	www.mfb.vic.gov.au		
Moyne Health Services	www.swarh2.com.au		(03) 5568 0100
Moyne Shire Council	www.moyne.vic.gov.au	moyne@moyne.vic.gov.au	1300 656 564
National Public Toilet Map	www.toiletmap.gov.au		
OneMusic Australia	www.onemusic.com.au	hello@onemusic.com.au	1300 162 162
Port Fairy and Region Visitor Information Centre	www.portfairyaustralia.com.au	vic@moyne.vic.gov.au	(03) 5568 2682
Port Fairy's destination website	www.IAMPortFairy.com.au		
Regional Arts Victoria	www.rav.net.au		
St John Ambulance Australia	www.stjohn.org.au		1300 360 455
Streatrader	www.streatrader.health.vic.gov.au		
Tobacco Information Line		tobacco.policy@dhs.vic.gov.au	1300 136 775
Victorian Commission for Gambling and Liquor Registration	www.vcglr.vic.gov.au		1300 182 457
Victoria Commission of Liquor and Registration	www.vcglr.vic.gov.au		1300 182 457
Victorian Managed Insurance Authority	www.vmia.vic.gov.au		
Victoria Police Port Fairy			(03) 5568 1007
Victoria Police Warrnambool			(03) 5560 1333
Victoria State Emergency Service (SES)	www.ses.vic.gov.au		132 500
Visit Victoria	www.visitvictoria.com		
Visit Great Ocean Road	www.visitgreatoceanroad.org.au		
Wannon Water	www.wannonwater.com.au		
Warrnambool Base Hospital	www.swarh2.com.au		(03) 5563 1666
Winda-Mara Aboriginal Corporation	www.windamara.com.au	reception@windamara.com	(03) 5527 0000
Working with Children Check Victoria	www.workingwithchildren.vic.gov.au		
WorkSafe Victoria	www.worksafe.vic.gov.au	info@worksafe.vic.gov.au	1800 136 089
Yellow Pages	www.yellowpages.com.au		

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