

EVENT RESOURCES GUIDE

Northern Grampians Shire Council Events & News webpage:

www.ngshire.vic.gov.au/Events



Event Application Resources

The *Northern Grampians Shire Council Event Application Resources* booklet provides all the information you need to know to run an event in our shire. These resources include all the forms that may be required during your event planning. Regardless of what type of event you are organising, Council requires an Event Registration Form describing the details of your event. Notifying Council will ensure that we can assist you to run a safe and successful event.

The aim of the application package is to:

- Ensure that all registered events meet statutory requirements;
- Assist event organisers by establishing a coordinated and consistent approach to gain approval of event activities
- Ensure the safety of event patrons and minimise risks for local residents and businesses;
- Assist event organisers with promotion throughout the shire
- Reduce Council's exposure to liability risk from events held at Council venues

Application process

To ensure the timely and efficient approval of your event, please submit your event application to the Council at least **six weeks prior** to the event, if not sooner. This allows time for the event organiser and Council to process the correct permits and provides time for promotional activities.

If you have any queries or require advice in your event planning, please contact the Community Officer. Please return completed documentation via email or post with a copy of your public liability insurance.

Community Officer

Telephone: (03) 5358 8700

Email: ngshire@ngshire.vic.gov.au

Address: Northern Grampians Shire Council

PO Box 580

STAWELL VIC 3380



WHAT PERMITS DO YOU NEED FOR YOUR EVENT?

When organising an event there are a number of permits that may be required to ensure the safety of your event. Listed below are the permits a typical event may need.

FOOD

Only registered and licensed food vendors can sell and/or provide food to the public. This includes food businesses and community groups that sell food from temporary sites, such as a stall, van, trailer, community hall or vending machine including sausage sizzles, fete cake stalls and other small food arrangements.

In addition to maintaining an existing Victoria Food Act registration, food businesses must lodge a Statement of Trade (SOT) to let all relevant Councils know where and when they will be trading in their district. This can be done online through the Streatrader website (streatrader.health.vic.gov.au)

You must supply Council with a list of all food vendors no later than two weeks prior to the event. To ensure they are registered please make direct consultation with Council's Environmental Health Department on 5358 8700 or health@ngshire.vic.gov.au

ALCOHOL

Organisers of any event that intends to serve or sell alcohol must apply for a liquor licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Clubs or organisations that currently hold a permit to serve alcohol may still require an extension to their licence if serving outside the parameters of their existing permit. This may include serving outside their club rooms, to non-members and/or outside their normal hours of operation.

For more information, please go to the VCGLR website: www.vcglr.vic.gov.au

If your event is held on Council controlled land and you will be providing alcohol, you may need a permit from Council's Local Laws Department. Please contact the department directly on 5358 8700.

COMMERCIAL ACTIVITY

A permit is required if you wish to conduct any type of commercial activity on Council controlled land. There is almost no end to types of commercial activities, but this includes events that charge admission, require a ticket or similar, or offer goods and/or services for payment.

This includes;

- Selling raffle tickets
- Fundraising by way of public approach or other similar activity
- Holding an information stall or display
- Any other promotional activity

For more information contact Council's Local Laws Department on 5358 8700.

PLANNING

Events held on Council controlled land do not require a planning permit.

A planning permit is required for any change of land use, including any event, held on private property. Event location is site specific and depending on the zoning of the land, the overlays and type of event, a planning permit may be required.

For more information contact Council's Planning Department on 5358 8700 or via email: planning@ngshire.vic.gov.au



WHAT PERMITS DO YOU NEED FOR YOUR EVENT?

ANIMAL FARMS AND JUMPING CASTLES

Animal farms and jumping castle companies, as well as other external providers, should have public liability insurance. You should always get a copy of the insurance from the provider to make sure they are covered. If you will be using external providers on Council property, Council requires a copy of their insurance.

TEMPORARY STRUCTURES

Each of the following temporary structures requires an occupancy permit:

- Grandstand style tiered/bank seating with more than 20 seats
- Marquees or prefabricated buildings with a floor area greater than 100m²
- Stages or platforms exceeding 150m²

Generally, the hire company supplying the large structure(s) will facilitate the occupancy permit, but you should ensure that they do so. Council has portable grandstand seating available. For hire, delivery and pick up, the cost is \$750.

SIGNAGE

If you intend to use promotional or advertising signs before or during your event, you will need a permit. This also includes the display of goods, whether for promotion or sale.

Council also has three electronic signs available for events to use as advertising. This is subject to availability and the use of the sign for road works takes precedence.

If you would like to find out more please speak to the Community Officer, on 5358 8700.

FIREWORKS & PYROTECHNICS

Without a permit, a person must not conduct a fireworks display or ignite fireworks in a municipal place.

TEMPORARY ROAD CLOSURE

Any event that requires a full or partial closure of a road will require approval from Council. It is strongly recommended that you contact Council's Infrastructure Department to determine whether a Traffic Management Plan is required and whether Council can assist in the creation of a TMP.

If you already have a TMP please submit a copy with the Temporary Road Closure Form on page 22 with your application.

Please note VicRoads Memorandum of Authorisation (MOA) may also be required.

For more information please contact Council's Infrastructure department on 5358 8700.

AMPLIFIED NOISE

A permit may be required if a person uses any sound amplification equipment to amplify any type of noise including music, singing, speaking, sound or musical instrument that is;

- a) In a municipal place.
- b) On land adjacent to a municipal place if the noise resulting from the use is capable of being heard in the municipal place.
- c) In a vehicle, if the noise resulting from the use is able to be heard in a municipal place 20 metres or more from the vehicle

Please contact Council's Local Laws Department on 5358 8700.



OTHER USEFUL INFORMATION

TOILET FACILITIES

Every event should aim to provide adequate amenities. For small events, public toilets may be adequate but larger events usually need to hire additional toilet units. The number of people present at any particular time (and whether the event is licensed) will determine how many toilets will be required.

Recommended toilet facilities for events where alcohol is **NOT** available:

| Patrons | Males | Urinals | Hand Basins | Females | Hand Basins |
|---------|-------|---------|-------------|---------|-------------|
| <500 | 1 | 2 | 2 | 6 | 2 |
| <1000 | 2 | 4 | 4 | 9 | 4 |
| <2000 | 4 | 8 | 6 | 12 | 6 |
| <3000 | 6 | 15 | 10 | 18 | 10 |
| <5000 | 8 | 25 | 17 | 30 | 17 |

Recommended toilet facilities for events where alcohol is available:

| Patrons | Males | Urinals | Hand Basins | Females | Hand Basins |
|---------|-------|---------|-------------|---------|-------------|
| <500 | 3 | 8 | 2 | 13 | 2 |
| <1000 | 5 | 10 | 4 | 16 | 4 |
| <2000 | 9 | 15 | 7 | 18 | 7 |
| <3000 | 10 | 20 | 14 | 22 | 14 |
| <5000 | 12 | 30 | 20 | 40 | 20 |

For events less than four hours duration, these may be reduced by 80%.

If you require the Council's public toilets to be checked and cleaned before and/or during your event please contact Customer Service on 5358 8700. *Please note charges may be applied for services additional to the contracted services.*

WASTE MANAGEMENT

As part of Council's Sustainable Living Strategy, Council is committed to ensuring a more sustainable and healthy environment for the shire. Council takes all necessary action to reduce, reuse and recycle, and highly encourages our community to take the same approach in order to reduce waste going to landfill.

Council has a community recycling trailer available for use at community events. For more information please see pages 18, 19, 20 and 21.

PUBLIC LIABILITY

Every event is required to hold current Public Liability Insurance. A copy of your current Public Liability Certificate of Currency will be required with all Event Registration Forms. This is to ensure your event is financially covered for any incident that occurs.

FIRST AID

Event organisers are required to provide first aid at the event. This table gives you an indication of first aid requirements for your event.

| Attendees | First Aid Personnel | First Aid Posts |
|-----------|---------------------|-----------------|
| 500 | 2 | 1 |
| 1000 | 4 | 1 |
| 2000 | 6 | 1 |
| 5000 | 8 | 2 |



HOW TO RESERVE YOUR VENUE

COUNCIL RESERVES

To reserve Council land as a venue for your event we will need some general information about your event. This is to ensure your desired venue is appropriate, can accommodate your activity safely, and is available at that time.

Please fill out an Event Registration Form and make sure you complete Section 4 (Use of Council Reserve) and submit at least six weeks prior to your event.

If you require more information please call Customer Service on (03) 5358 8700.

SHOP 108

Shop 108 Main Street in Stawell is used for community groups and event organisers to promote events distribute information, raise funds or increase membership.

When not booked, this space is used to promote events and display information about what is happening in the community.

Please note: Council does not book Shop 108 out to advocacy groups or for lobbying or political purposes in order to avoid any disruption in the community.

For more information or to book Shop 108, please contact Customer Service (03) 5358 8700 or submit a booking form which can be found on page 24.

STAWELL ENTERTAINMENT CENTRE

The Stawell Entertainment Centre has numerous areas available for hire for your next function, whether it be a theatre production, wedding, meeting, conference, or dinner.

There are three main areas to the Stawell Entertainment Centre that can be booked out for your function; the main downstairs foyer, kitchen and dining area and stage/auditorium.

For more information regarding the Stawell Entertainment Centre or to book your next function please contact Customer Service on 5358 8700 or customer.service@ngshire.vic.gov.au.

HALLS GAP COMMUNITY AND TOURISM HUB

The Halls Gap Community and Tourism Hub is available for the community to hire for community meetings, events and functions. These new modern facilities are state-of-the-art in the heart of the Grampians.

For more information regarding hire please contact Halls Gap Visitor Information Centre on 1800 065 599 or hallsgap@visitgrampians.com.au

ST ARNAUD TOWN HALL

St Arnaud boasts an impressive Town Hall with beautiful historical features. With a number of different sized rooms available for hire. For more information regarding hire please contact St Arnaud Customer Service on 5495 1500.

EVENT REGISTRATION FORM

Public events can provide a wide range of social, economic and cultural benefits to a community. This document is designed to assist you in commencing the process of organising a safe, enjoyable and successful event that can be promoted throughout the shire

Applications must be submitted to Council no later than six weeks prior to the event and significant events are to be submitted no later than four months prior to the event.

Please attach a copy of your public liability insurance with this form.

1. Event Details

Name of event:

Date and time:

Date of set up and clean up:

Event location: (Please Note: An application for hire form is requested if event to be held in a Council owned facility)

2. Event Organiser Details

Name of the organisation:

Name of the event organiser:

Address:

Phone:

Mobile:

Email:

3. Event Description

Please provide a brief description of your event:

Who is the target audience? (e.g. youth, people with a disability, seniors):

Estimated crowd numbers:

4. Use of Council Reserve

Which part of the reserve will you use? Please specify all locations in the reserve used

Acceptance of Conditions:

In making this application, I hereby acknowledge that I/we will ensure that the Council grounds and facilities are left in good condition and that all rubbish is removed.

For and on behalf of (Name of organisation/group): _____

Signature: _____

5. Temporary Structure

| | | | |
|--|------------|-----------|------------|
| Will a temporary structure be erected? (e.g. large marquee) | Yes | No | N/A |
|--|------------|-----------|------------|

| | | | |
|--|------------|-----------|------------|
| If yes, will it be over 100m²? | Yes | No | N/A |
|--|------------|-----------|------------|

| | | | |
|--|------------|-----------|------------|
| Will you require Council's portable grandstand seating? | Yes | No | N/A |
|--|------------|-----------|------------|

6. Food and Alcohol

| | | | |
|---|------------|-----------|------------|
| Will food be sold or provided at this event? | Yes | No | N/A |
|---|------------|-----------|------------|

| | | | |
|---|------------|-----------|------------|
| Will alcohol be sold, supplied, or consumed at this event? | Yes | No | N/A |
|---|------------|-----------|------------|

| | | | |
|--|------------|-----------|------------|
| If yes, do you have a current liquor licence for this event ? | Yes | No | N/A |
|--|------------|-----------|------------|

(If yes, please provide a copy)

7. Signs and Banner (Note: VicRoads or Council must give permission)

| | | | |
|---|------------|-----------|------------|
| Would you like to erect signage on Council land? | Yes | No | N/A |
|---|------------|-----------|------------|

| | | | |
|--|------------|-----------|------------|
| Would you like to erect signage on a VicRoads road? | Yes | No | N/A |
|--|------------|-----------|------------|

| | | | |
|---|------------|-----------|------------|
| If yes to either question, have you got VicRoads or Council Local Laws approval for your proposed event signage? | Yes | No | N/A |
|---|------------|-----------|------------|

8. Traffic Management

| | | | |
|--|-----|----|-----|
| Will your event impact on traffic/pedestrians on public road reserves? | Yes | No | N/A |
|--|-----|----|-----|

| | | | |
|---|-----|----|-----|
| Will you be requiring a temporary road closure? | Yes | No | N/A |
|---|-----|----|-----|

If yes, please fill out permit on page 22

9. Accessible Facilities

| | | | |
|---|-----|----|-----|
| Do you have accessible toilets for all? | Yes | No | N/A |
|---|-----|----|-----|

| | | | |
|-----------------------------------|-----|----|-----|
| Are you providing access for all? | Yes | No | N/A |
|-----------------------------------|-----|----|-----|

| | | | |
|--|-----|----|-----|
| Will you provide accessible parking at your event? | Yes | No | N/A |
|--|-----|----|-----|

10. Public Toilets

| | | | |
|-----------------------------------|-----|----|-----|
| Will you be using public toilets? | Yes | No | N/A |
|-----------------------------------|-----|----|-----|

If No, what arrangements do you have in place for toilets?

| | | | |
|---|-----|----|-----|
| Will you require an extra clean of these toilets? | Yes | No | N/A |
|---|-----|----|-----|

11. Risk and Emergency Management

It is recommended that you complete a risk management plan, as stated on page 17

| | | |
|---|-----|----|
| Has your organisation completed a Risk Management Plan? | YES | NO |
|---|-----|----|

| | | |
|---|-----|----|
| Has your organisation completed an Emergency Management Plan? | YES | NO |
|---|-----|----|

Please contact an officer from each of the Emergency Service Organisations and record their details below. Contact details are provided on page 25.

| Emergency Service: | Name: | Date of contact: |
|--------------------|-------|------------------|
| Police | | |
| Ambulance | | |
| SES | | |
| CFA | | |

Please Note: This Event Registration Form will then be sent to all emergency services by Council to ensure they are aware of all specific details.

12. Waste and Recycling

Have you organised waste and/or recycling services for your event? **Yes** **No** **N/A**

If No, what arrangements do you have in place for waste and recycling?

If yes, please provide the contact name and number for person/company responsible for removing waste and/or recycling.

Waste:

Recycling:

Council may be able to engage its waste/recycling contractor to provide services at your event; however the cost will be incurred by the organisation/event requesting the service.

13. Promotion (Please circle YES or NO to indicate where you would like NGSC to promote your event)

Please provide us with a poster of your event along with your Event Registration so we can promote your event as early as possible.

| | | | |
|-----------------------|------------------------|---|----------------------|
| Event Calendar | YES NO | NGSC Brochure | YES NO |
| NGSC Website | YES NO | NGSC Section in newspaper | YES NO |
| Preferred poster size | A3 or A4 | Display on notice boards around the shire & in Shop 108 | YES NO |

Privacy Statement

Personal information requested on this form will only be used by Council for administration purposes and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information. *Privacy and Data Protection Act 2014*

Authorisation for Promotion

I am authorised to lodge this application. I understand the information requested on this form is being collected by the Council for inclusion in promotional material as specified in question 11.

Acknowledgment of Responsibility

I acknowledge that I have been made aware of my responsibilities towards the management of this event and that I will identify any incidents that occurred at the event in the Post Event Data Form.

Signed by event organiser: _____ **Date:** _____

EVENTS SEED-FUNDING GRANT

The Northern Grampians Shire Council is committed to supporting the development of new events in the shire. The aim of this support is to provide social and economic benefits to the Northern Grampians Shire community and ensure the sustainability of existing events.

Applications for funding need to be lodged two months prior to the event to seek approval, and must have an Event Registration Form completed and a copy of their Public Liability Insurance.

FUNDING CATEGORIES

1. Minor grant: \$1,500
2. Major grant: \$2,500

ELIGIBILITY CRITERIA

- Organisations must have public liability insurance of at least \$10,000,000
- Funding will only be available to an incorporated, non-profit organisation individuals are not eligible
- Applications can only be made for events occurring within the Northern Grampians Shire boundaries or where the applicant can demonstrate a significant impact on the shire
- The organisation must be able to provide in-kind or additional cash support to the event
- Organisations must be able to demonstrate financial viability and competence
- An Events Registration Form must be completed
- Council permits and regulatory requirements must have been met
- Only one funding application per organisation is permitted annually
- The acquittal form from any previous grant provided to Council must have been submitted

APPLICATION PROCESS

1. Applicants are encouraged to contact Council's Community Officer prior to submitting an application to discuss their event.
2. Applicants need to ensure that their event meets the eligibility criteria and that they have filled in all the details of the application form.
3. Council's Community Team will then assess the eligibility of the application and determine the amount of funding provided. This may be altered from the funding categories specified above.
4. An acquittal form must be submitted after the event.

ASSESSMENT CRITERIA

Applications will be assessed based on the following criteria. *Please note the score does not necessarily reflect the financial allocation but is used as a guide for funding eligibility.*

| DOES THE EVENT.... | Value (points) |
|--|-----------------|
| 1. Have a capacity to deliver a clear benefit to the local community? <ul style="list-style-type: none"> • Social (5 points) • Cultural (5 points) • Recreational (5 points) • Environmental (5 points) • Educational (5 points) | 25 |
| 2. Have an effective marketing plan? <ul style="list-style-type: none"> • Use of local newspaper (2 points) • Use of local radio (2 points) • Use of social media (2 points) • Use of other marketing methods (2 points) | 8 |
| 3. Create links, develop partnerships and share resources with other community groups? | 10 |
| 4. Deliver benefits that are not currently being achieved by other events? | 8 |
| 5. Have capacity to attract local audiences or develop new audiences? <ul style="list-style-type: none"> • 50 – 100 people (2 points) • 100 – 200 people (4 points) • 200 – 500 people (6 points) • 500 – 1,000 people (8 points) • 1,000 + people (10 points) | Up to 10 |
| 6. Is the organisation providing financial support? | 6 |
| 7. Have all required forms been submitted with grant application? i.e. Event Registration Form and public liability insurance | 5 |
| 8. Have sponsorship and/or income from other sources? | 8 |
| 9. Is the budget realistic? Has it been costed and are quotes provided? | 5 |
| 10. Has Council provided funding for this event in the past? | 5 |
| 11. If received funding from Council in previous years for the event has the acquittal been submitted? | 10 |
| Should the event be funded? | Yes/No |
| Total Points | 100 |

EVENT SEED-FUNDING GRANT APPLICATION FORM

Please submit this form accompanied by an Event Registration Form and evidence of current Public Liability Insurance.

APPLICANT INFORMATION

Organisation name:

Event name:

ABN / Incorporation Number: (Don't know your ABN? Go to <http://www.abr.business.gov.au/>)

GST Registered: **YES** - **NO**

1. Has this event been staged before? **YES** - **NO**

If yes, how is the proposed event significantly different to the event in previous years?

2. Has your event received funding from Council in the past? **YES** - **NO**

If yes we would like some detail:

The year:

How much:

Have you submitted your previous grant acquittal?

3. How much funding is being requested from Northern Grampians Shire Council: \$

4. What is the expected total visitation for the event for which funding is sought?

5. How long will your event be able to run into the future if NGSC funding is not available?

6. Describe your event including the benefits it will deliver to the local community
Note: provide an attachment if further space is required

7. Describe your marketing plan

8. What processes are in place to deliver the event successfully?

9. Who do you want to benefit from the event?
(This is your target audience and you can tick as many as you like)

| | | | | | |
|-----------------|--------------------------|--------------------------|--------------------------|----------|--------------------------|
| LOCAL COMMUNITY | <input type="checkbox"/> | INDIGENOUS COMMUNITY | <input type="checkbox"/> | FAMILIES | <input type="checkbox"/> |
| SENIORS | <input type="checkbox"/> | PEOPLE WITH A DISABILITY | <input type="checkbox"/> | TOURISTS | <input type="checkbox"/> |
| YOUTH | <input type="checkbox"/> | SOCIALLY DISADVANTAGED | <input type="checkbox"/> | | |

10. Project Budget: Please estimate and list all project costs below:

| Project item | Estimated cost |
|---------------|----------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL: | \$ |

11. What cash and in-kind support will your organisation and other organisations provide?

In-kind support can be costed at \$30.00 for a qualified/skilled people and \$15.00 per hour for unskilled labour.

| | |
|--|----|
| NGSC seed-funding grant request amount | \$ |
| Cash contribution from your organisation | \$ |
| Cash contribution from other grants | \$ |
| In-kind contribution – please detail here: | \$ |
| Other income | \$ |
| TOTAL | \$ |

DECLARATION BY APPLICANT

I declare that the information supplied in this application, including any attachments, is to the best of my knowledge, accurate and complete. The Northern Grampians Shire Council will be notified of any changes to the information supplied and any other information or circumstances arising that may affect this application.

Signature: _____

Name: _____ Date: _____

POST-EVENT DATA FORM

This form is to be completed and returned to Council within four weeks of the completion of an event.

1. Event details

Event name:

2. Council funding and assistance

Amount received:

3. Event analysis

3.1 Was the event delivered as expected?

3.2 How many people were at the event?

3.3 Did the event meet expectations?

3.4 If this is not your first event, what did you do to improve the event this year?

3.5 Was your event budgeted appropriately?

3.6 Did you receive any awards or recognition for your event?

3.7 What is planned to further develop the event or to help the event to be more sustainable in the future?

3.8 Were there any incidents that should be acknowledged, such as injury that required medical assistance, any property damage, or any other incident of significance?
Please list these here including any near-misses:

3.9 Where did attendees come from? Please estimate percentages

_____ Local
_____ Other Victoria Regional
_____ Melbourne
_____ Interstate
_____ International

3.10 List any publicity and marketing which received Council acknowledgement, including copies if available

3.11 What lessons did you learn that might be useful should the event run again?

RISK MANAGEMENT

As part of any good planning process, hazards should be identified and risks assessed to minimise the potential for injury or harm. Regardless of the size or location of your event, it is important and highly recommended that the event organiser has a risk management plan in place.

Risk assessment is the process of assessing all of the risks associated with each of the hazards identified, and their impact on specific groups of people including officials, employees, volunteers, contractors, vendors, exhibitors, performers, and members of the general public (including people with a disability, children, and older people).

Risk assessment involves examining and evaluating the likelihood and severity (or consequence) for each risk in order to prioritise risks for control.

Some risks will have severe consequences, but limited likelihood of occurring. Others will have less consequence but a higher probability of occurring. There will be a range of combinations in between.

For more information, templates, and examples when creating your Risk Management Plan you can head to the Work Safe website on www.worksafe.vic.gov.au and search *Advice for Managing Major Events Safely*

Risk Matrix and Rating:

| How severe could it hurt someone or how ill could it make someone? | Very Likely Could happen anytime | Likely Could happen sometime | Unlikely Could Happen but very rarely | Very Unlikely Could happen but probably never will |
|--|-------------------------------------|---------------------------------|--|---|
| Kill or cause permanent disability or ill health | 1 | 1 | 2 | 3 |
| Long term illness or serious injury | 1 | 2 | 3 | 4 |
| Medical attention and several days off work | 2 | 3 | 4 | 5 |
| First aid needed | 3 | 4 | 5 | 6 |

| LEGEND | |
|---|----------------------------|
| The risk rating number indicates the priority of the risk | |
| 1- Top Priority | Do something immediately |
| 6- Low Priority | Do something when possible |

RECYCLING TRAILER BOOKING FORM

Event details:

Name of event: _____

Location: _____

Date(s): _____

Estimated number of attendees: _____

Contact details:

Event organiser: _____

Address: _____

Contact number : (BH): _____ (MOB): _____

Collection and return details:

Date and time to collect trailer: _____

Date and time to return trailer: _____

- Please note that the trailer has a round five pin trailer plug. Alternative adaptors must be supplied by the user.

Please note: The trailer and associated equipment are stored at the Northern Grampians Shire Council Western Highway Office, 50-52 Longfield St, Stawell. Event organisers must arrange an appointment with Council's Waste Management Officer to collect and drop back the trailer **at the time of booking**.

Ensure ALL bin stations include both rubbish and recycling receptacles.



RECYCLING TRAILER

CONDITIONS OF USE

Council grants the use of the Recycling Trailer and related equipment subject to the following conditions:

1. COMMITMENT

In utilising the trailer the event organiser commits to using the recycling bins for RECYCLING ONLY at the event. It is the event organiser's responsibility to collect the trailer from Council's Western Highway Office during the appointment time made with the Waste Management Officer. It is the event organiser's responsibility at the end of their event to ensure that all the recycling bins are loaded back onto the trailer and are returned to Council's Western Highway Office during the appointment time made with the Waste Management Officer. On return, the event organiser will help unload the bins from the trailer and place them out for collection on the kerbside.

2. BOOKINGS

Bookings are considered tentative until this completed form and the recycling trailer booking form is submitted to Council. Tentative bookings will be held for 14 days only.

3. ADULT SUPERVISION

Event organisers under the age of 18 years must have the application form completed and signed by an adult who will be supervising the event. The person completing and signing this form is subject to these terms and conditions.

4. COUNCIL ACCESS/LIMIT OF USE

Council reserves the right to cancel any booking. If it is necessary to cancel any booking, the event organiser will be advised in writing as soon as possible.

5. INSURANCE

- The vehicle towing the trailer must be registered and have comprehensive car insurance
- The event organiser shall at all times during the agreed Term, be the holder of a current public liability policy of insurance in respect of the activities specified herein in the name of the event organiser providing coverage for a minimum of \$10M. A certificate of currency for this insurance must be submitted to Council prior to the event.

6. ACTS AND REGULATIONS

The event organiser shall conform to the regulations relevant to towing and use of the trailer and shall be liable for any breach of such Acts or Laws. All other statutory rules, provisions and regulations of the Commonwealth of Australia and State of Victoria must be complied with by the user.

7. CLEANLINESS

The event organiser is responsible for returning the trailer and equipment in a clean and tidy state, and shall immediately remove all rubbish, refuse, and waste matter. Any cost incurred by Council in cleaning the trailer resulting from the condition in which the event organiser left the trailer shall be recoverable from the event organiser.

8. FEES

There is no charge for use of the recycling trailer, however a fee will be incurred if contamination (items that are not recyclable) in the recycling bins is greater than 25% (by volume). A Wheelie Waste representative will inspect the bins before they are emptied and if contamination is greater than 25% the event organiser will be charged \$25.00 per contaminated bin. Wheelie Waste's decision is final and they will charge the event organiser directly.

9. REPORT OF USE AFTER EVENT

The event organiser is responsible for completing and submitting the final report form to Council within two weeks of using the trailer.

10. DAMAGE/LOSS:

The event organiser shall accept full responsibility for damage or any loss of any equipment to Council property, including bins and trailer, except for normal wear and tear. Council reserves the right to recover costs of significant damage caused to the trailer and/or bins.

11. SIGNAGE

No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the trailer or bins without prior consent of the Council.

I acknowledge having received and read the above Conditions of Use and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the trailer in association with the below mentioned event shall comply with the Conditions.

Name: _____

Event: _____

Signature: _____

Date: _____

RECYCLING TRAILER FINAL REPORT

To be returned within two weeks following use of the trailer

Event details

Event name: _____

Location: _____

Event date: _____ Estimated no. in attendance: _____

Waste management infrastructure

No. of recycling bins (yellow lid) used: _____ No. of waste bins used: _____

Size and number of any other infrastructure used (e.g.: skips, cardboard trailers etc.)

Waste created

You will need to look in the bins at the end of the event and use the assessment sheet below to gather this information. Remember a large wheelie bin has 240 litre capacity.

*Please note: **Contamination** means incorrect items in a bin, for example rubbish (e.g. food scraps) in recycling bins and recyclable items (e.g. aluminium cans) in waste bins.*

| Bin type | Number of bins used | Average % of contamination |
|------------------------|---------------------|----------------------------|
| Recycling (yellow lid) | | |
| Waste | | |

Evaluation:

What parts of waste management at the event worked well?

What future improvements could be made in the event's waste management?

TEMPORARY ROAD CLOSURE FORM

| | |
|--|------------------------|
| CONTACT NAME: | |
| ADDRESS: | |
| PHONE: | MOBILE CONTACT: |
| STREET/ROAD NAME OF INTENDED CLOSURE: | |
| BETWEEN: | AND: |
| DATES: | |
| BETWEEN THE HOURS OF: | |

PUBLIC LIABILITY INSURANCE (evidence of current public liability insurance MUST accompany application)

NOTE: **Minimum \$5M for permit holders**

Amount of insurance cover: \$ _____ Policy no: _____

Insurance company: _____

I certify that the information supplied is true and correct and I agree to abide by all permit conditions.

Signature: _____

| OFFICE USE ONLY | | | |
|---|-----------------|------------|-----------|
| Permit fee (if any) \$ | RECEIVED | YES | NO |
| Date received: | | | |
| Receipt number: | | | |
| Other special conditions (if any): | | | |
| Authorised Officer: | | | |

'PROMOTIONAL SIGNAGE AT ENTRANCES' APPLICATION

As part of ongoing communication between the community, businesses, and Council we have developed a set of guidelines to assist in the usage of promotional signage located at the town entrances. Town entrances promotional signs will only be used for the advertising of local attractions and events within the Northern Grampians Shire. Event signs will be erected four weeks prior to an event and taken down within one week of the event finishing.

GUIDELINES

- Council's preferred suppliers are Grafx-Inc 5358 1234 or Graphic Print 5358 2352 both based in Stawell
- Cost of manufacturing the sign is to be at the event/committee expense
- Design of the sign is to have final approval by Northern Grampians Shire Council
- Signs will be put up by the depot department. To deliver signs to them you must contact the Community Officer to organise a time to drop them at the depot
- Signs must be displayed at both entrances of the Western Highway
- All event sign requests are to go through the Community Officer before any signs are ordered

For more information on other town entrances please the Community Officer on 5358 8700.

| APPLICATION FORM | |
|--|---|
| TOWN ENTRANCE PROMOTION SIGNAGE BOLLARDS | |
| DATE: | NAME OF ORGANISATION: |
| CONTACT NAME: | |
| ADDRESS: | CONTACT NUMBER: |
| NAME OF EVENT OR ATTRACTION: | DATE OF EVENT/OPENING HOUR OF ATTRACTION: |
| DISCRIPTION OF EVENT OR ATTRACTION | |

AUTHORISED SIGNATURE _____

SHOP 108

APPLICATION FORM

Shop 108 Main Street in Stawell is free to use for community groups and event organisers in the Shire. This space is fantastic to distribute information, promote an event, raise funds or increase memberships. When the space is not booked it is used to promote events and display information about what's happening in the community.

GUIDELINES

- Space must be booked through Customer Service on 5358 8700
- Key must be collected from Stawell Customer Service at the Stawell Town Hall
- Key must be returned as soon as you have finished in 108 Main Street. If it's over a weekend or past 5pm please return the next day or Monday morning by 8.30am
- The space is to be left in a neat and tidy condition
- No posters are to be put on the windows
- Notice board can be used to display promotional material, but must be put back to how it was beforehand
- The Northern Grampians Shire Council is not liable for anything stolen or damaged in Shop 108

| APPLICATION FORM | |
|-------------------------|-----------------------|
| SHOP 108 | |
| DATE: | NAME OF ORGANISATION: |
| CONTACT NAME: | |
| ADDRESS: | CONTACT NUMBER: |
| DATES REQUESTED: | HOURS REQUESTED: |
| DESCRIPTION OF DISPLAY: | |

AUTHORISED SIGNATURE _____

USEFUL CONTACTS

| Contact | Phone number | Email | Social media |
|---|--------------|--|----------------------|
| Northern Grampians Shire Council Customer Service | 5358 8700 | customer.service@ngshire.vic.gov.au | facebook.com/ngshire |

Emergency Contacts

| | | | |
|---|---------------------------|--|---------------------------------|
| Victoria Police-Stawell | 5358 8222 | STAWELL.UNI@police.vic.gov.au | facebook.com/victoriapolice |
| Victoria Police-Halls Gap | 5356 4411 | HALLSGAP.UNI@police.vic.gov.au | facebook.com/victoriapolice |
| Victoria Police-St Arnaud | 5495 1000 | ST.ARNAUD.UNI@police.vic.gov.au | facebook.com/victoriapolice |
| Victorian Bushfire Information Line | 1800 240 667 | vbil.info@dse.vic.gov.au | facebook.com/cfavic |
| Ambulance Victoria | 1800 248 859 | events@ambulance.vic.gov.au www.ambulance.vic.gov.au | facebook.com/AmbulanceVictoria |
| Stawell CFA (Tim Hughes) | 0409 020 758 | Due to voluntary services they may be at work, please leave a message if not answered | |
| Halls Gap CFA (Marilyn Andrews) | 0400 071 294 | Due to voluntary services they may be at work, please leave a message if not answered | |
| Stawell SES (Alan Blight) | 0408 247 034 | Due to voluntary services they may be at work, please leave a message if not answered | |
| Stawell Hospital (daytime) After hours | 5358 2255 1800 022 222 | | |
| East Wimmera Health Service St Arnaud Hospital | 5477 2100 | starnaud@ewhs.org.au | |
| Nurse on call | 1300 60 60 24 | nurse.on.call@health.vic.gov.au | |
| Water emergencies, difficulties and faults (GWMWater) | 1800 188 586 | info@gwmwater.org.au | facebook.com/gwmwater |
| Powercor-electrical faults and emergencies | 13 24 12 | reconnect@powercor.com.au | facebook.com/citipower.powercor |

Other useful contacts

| | | | |
|----------------------------|---------------------------------------|--|----------------------------|
| Parks Victoria | 13 19 63 | info@parks.vic.gov.au | facebook.com/ParksVictoria |
| Poisons Information | 13 11 26 | | |
| 24 Hour Wildlife Emergency | 13 000 WILDLIFE or 1300 094 535 | | |

IN AN EMERGENCY CALL 000