

Planning Your Event

in Northern Grampians Shire



To assist you to plan your event in a professional way, with the correct resources and tools to deliver long term positive outcomes, we have developed an **Events Resource Kit** with over 45 resources and templates covering key topics such as:

- Event Planning
- Event Team
- Strategic Planning
- Logistics and Preparation
- Sponsorship
- Finance
- Grant Funding
- Marketing
- Risk and Operations
- Post Event Review

Please contact our Events Officer at ngsc.event@ngshire.vic.gov.au to receive access to these resources.

www.ngshire.vic.gov.au/events



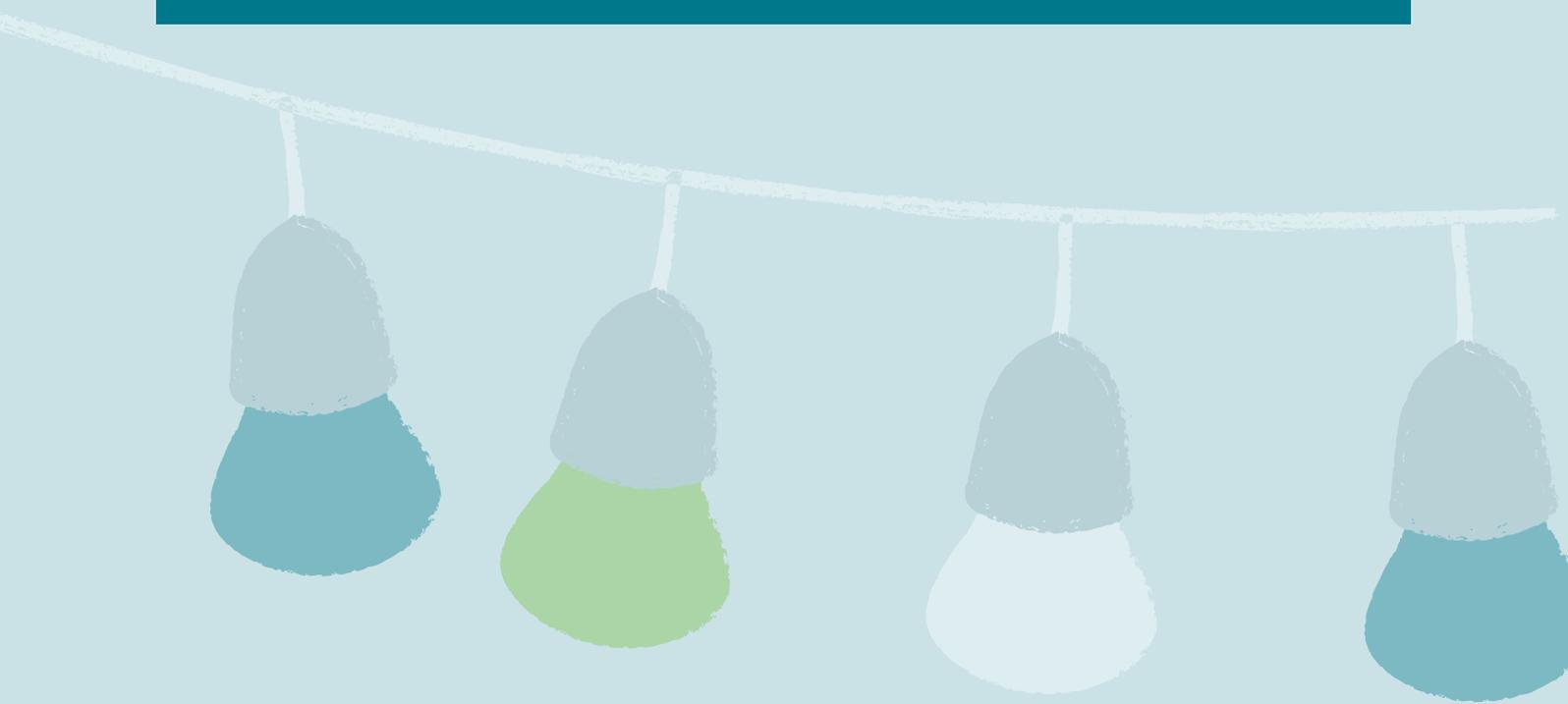
At Northern Grampians Shire Council, we place great importance on events.

We understand that planning an event can be both an exciting and a trying experience, with many different areas to consider, and we do what we can to support you.

Events that celebrate the diversity and vibrance of our community and environment are of great benefit to everyone and we want you to succeed in establishing yours.

We will support you through the registration process, promote your event on our council events calendar and ensure that all the necessary applications and permits for a safe and inclusive event are addressed.

Any event that is either held on council land, in a council building, or is open to the public, must be registered with council.



Your event may require a venue booking.

Please call Northern Grampians Shire Council on 03 5358 8700 to make a tentative venue booking while you complete the event registration.

A large, stylized graphic made of thick, textured brushstrokes in teal and light green. It forms a shape reminiscent of a pair of eyes or a mask, with a central oval opening. The strokes are layered and have a hand-painted appearance.

Event Registration Requirements

There are three main documents required for every event held within Northern Grampians Shire.

Risk Assessment

A risk is anything that may occur which will reduce or threaten the ability to run a successful event. You will need to conduct a thorough risk assessment, this will assist you to host a safe workplace for staff and volunteers, manage a compliant, and protect the public and council/community assets. A template is available in our event resources for your convenience.

Emergency Management Plan

Designed to ensure that there is minimal threat to life and damage to assets throughout your event, for this plan, you will need to detail specific responses and procedures that will be undertaken in the event of an emergency.

Insurance

You will need to arrange Public Liability Insurance valued at \$20 million+ for the full duration of your event. Event organisers are responsible for the safety of event participants and spectators at all times. Council will not accept liability for personal injury, loss or damage that may occur to participants, third parties or community/council property as a result of your event.

The only events exempt from registration are private events (invitation only), held on private land.

Public Facilities

Smoking

As per the Tobacco Act 1987 and the state government's introduction of new smoking bans in August 2017, smoking is banned in all outdoor eating areas. These bans include market and event organisers whose events incorporate food. More information can be found at health.vic.gov.au.

Toilets

The number of toilets required at your event will depend on a variety of factors including the number of attendees, including staff and volunteers, alcohol supply, the duration of the event and what facilities and existing and their accessibility. Where existing toilets are not adequate or meet accessibility additional, compliant toilets will be required. As an indication it is recommended for three toilets per 200 people at events where no alcohol is available and double where alcohol is available.

Consider the below when booking portable toilets:

- Adequate clear directional signs to the toilets
- Clearly marked on site plan/map
- Easy access to bump in additional and change over if required
- The provision of sanitary bins, hand washing and drying internal or stations
- Regular cleaning and restocking
- Non-gender specific
- Lighting of toilets if event is at night
- Placement of accessible toilets and accessible pathways (it is recommended 5% be accessible toilets)

Alcohol/Liquor and Food licensing

If you are intending to sell any food or drink (including alcohol) at your event approval from FoodTrader may be required and a liquor licence from the Victorian Commission and Gambling Liquor Regulation will be required and submitted to council.

Temporary liquor permits are required for any events where alcohol will be consumed and provided on council land or in council facility.

If you are having food and alcohol vendors attending your event you will be required to provide a detailed list of attendees, contact information and registration information as part of your registration.

Waste Management

As the event organiser, you will be responsible for all cleaning arrangements during and after the event. It is your responsibility to assess what bins and waste services are required and ensure that available waste services are sufficient. You are required to ensure that the venue and area is left completely free of rubbish.

Council provides an option within the registration process to obtain a quote for a limited waste service.

If you wish, you can make your event a Waste Wise Event by reducing the amount of waste generated. This can be achieved by introducing practices such as:

- Using reusable packaging rather than disposable
 - Providing recycling facilities
- Advising stall holders to use alternatives such as bamboo products, wooden cutlery, uncoated cardboard boxes and trays, keep cups or enviro-friendly coffee cups and lids and eco straws.
- Providing community use drinking fountains and bottle refill stations rather than selling plastic bottled water.

Additional permit requirements

Event organisers should consider what additional permits may be required for the event and if these are obtained within council or from external organisations.

This is a list (but not limited to) of permits that the event may require. Event organisers must complete their due diligence and ensure they have all required permits and approvals for their event.

Place Of Public Entertainment (POPE)

Public entertainment refers to an entertainment or meeting to which admission may ordinarily be gained by members of the public. A place of public entertainment is a building or place used, or intended to be used, for conducting public entertainment or a public meeting, which is greater than 500m² and which may include erection of prescribed temporary structures.

If you believe your event may fall within this category you can contact Northern Grampians Shire Council for further information or head to the Victorian Building Authority website at www.vba.vic.gov.au/building/prescribed-temporary-structures to obtain a permit for a prescribed temporary structure.

Traffic Management and Street Closures

If your event involves a temporary road closure or footpath use/closure you will need to gain permission from council. You may also require permits from VicRoads and to engage a traffic management company to assist you with a traffic management plan and traffic controllers. In some instances, if an arterial road is impacted, you may require additional approvals and permits from VicRoads.

Siting Permit

A siting permit of a temporary structure is required to be obtained prior to erection of any of the following structures:

- Tents, marquees or booths with a floor area greater than 100m², or
- Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area, or
- Seating stands for more than 20 persons, or
- Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

The regulations exempt community-based organisations from the requirements of an occupancy permit for place of public entertainment in some circumstances. For further information, visit the Victorian Building Authority website or download their information sheet directly at www.vba.vic.gov.au/__data/assets/pdf_file/0014/152330/BP-10-Places-of-public-entertainment.pdf

Fireworks

Any event seeking to use fireworks will be required to engage a licensed pyrotechnician. The pyrotechnician will be required to provide council with a WorkCover notification form and, if event is occurring with the fire danger period, the CFA will also be required to be notified and an approval certificate supplied.

Event organisers will also be required to notify residents and traders in the area via letterbox drop prior to the proposed activity.

Worksafe notification of intention to discharge fireworks form

www.worksafe.vic.gov.au/resources/notification-intention-discharge-fireworks-form

Signage

The event organiser should consider what signage and approvals are required for the event such as (but not limited to):

- Entry/Exit
- Toilets
- First Aid
- Information
- No Smoking (for eating areas)
- External promotion and direction

Music Licensing

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

If you are putting on a concert, festival, or other event where you will play music that is protected by copyright out loud in a public place for a commercial purpose you need permission or you need to purchase a music licence. Legally this music use is different to playing music at home or in your car. This is called public performance of music. For more information on public events and music licence requirements please visit www.onemusic.com.au/licences/events

Fundraising

Raffles can only be conducted to raise funds for organisations that have been declared as community or charitable organisations by us and may require a minor gaming permit. You can hold a raffle without a minor gaming permit if the prize value is \$20,000 or less. If you're conducting a raffle to raise funds on behalf of a charity (i.e. CFA or Cancer Council), you need their written permission before proceeding.

Further information can be found at www.vgccc.vic.gov.au/gambling/raffle/licensee-resources/faqs

The information on this page relates to both commercial and community and charitable gaming.

Further planning considerations

First Aid

Event organisers have a duty of care to all attendees, volunteers and staff that attend an event and must ensure that sufficient first aid assistance is available for the duration of the event. An experienced First Aid Service Provider will be able to assist you with determining the most suitable amount of first aid required for your event.

When planning the location of the first aid tent you need to consider if the location is well signed, easily located and accessible for all attendees. The location of the first aid tent should also have easy access for ambulance and other emergency vehicles. All incidents are required to be recorded on incident/accident report forms.

Site Plan (Maps)

If your event is large and requires a First Aid area, information tent and other key location provisions, a map that is easy to interpret should be available to attendees, staff, and contractors.

Items to consider for inclusion on the map are:

- Event name, address, date, and time
- Significant geographical points in the surrounds
 - Compass point
 - Legend and key
- Boundaries, entry/exit, emergency access
 - Locations with drinking water
 - Toilets
 - First Aid
- Parking and Accessible Parking
- Stall holders, licensed area, and food/seating areas
- Activities, amusements, and stage areas

Accessibility

For an event to be accessible to everyone, event organisers must consider accessibility, assess the site, and try to implement appropriate measures.

To ensure accessibility, you will need to consider:

- Any and all legal requirements such as the Federal Disability Discrimination Act (1992)
 - Seating
 - Accessible toilet facilities
 - Sealed pathways and wide entry/exit points
- An event layout that provides for ease of access and mobility
- Parking close to the event for people with access needs and a clear path to the event from the allocated parking
- Noise levels and provision of quiet areas for those with sensory issues
 - Signage and advertising
 - The use of pictures or symbols alongside words on signage and information points
 - Auslan sign language interpreters
- Inclusive vendors and activities or the provision of activity types to cover a variety of abilities.
 - Ensuring that the accessibility features of the event appear in maps, promotional material and invitations
- If you need to ask attendees to suggest any accessibility requirements when registering (if applicable), to give you time to adjust or make provisions

Noise

Event organisers need to consider the surrounding area and effectively manage the noise levels to ensure they remain within the prescribed limits, particularly in residential areas and around stock. Location of high noise areas and speakers can assist in managing noise. For further information, please visit the EPA website www.epa.vic.gov.au/for-community/environmental-information/noise/music-noise/outdoor-venue-noise-permits

Extreme weather

In the case of unforeseen or extreme weather, an event may be postponed or cancelled. If this occurs, alternate arrangements and communication to participants should be covered in your risk management plan.

In regard to council booked venues and facilities, there will be a requirement to contact council and confirm that these facilities are available for any alternative dates and times proposed and to update or submit a new event registration as necessary.

If such a weather event causes a postponement or cancellation of an event, the event organiser must complete their due diligence to ensure all costs are covered by their insurance.

Tickets and pre booking

If you are planning a large event or have booked a space with limited capacity it may be worth considering making online booking compulsory. This ensures you can cap your attendance numbers to meet your maximum capacity and can also assist with larger events in planning many of the items mentioned previously. It is also a great way of being able to contact attendees of any event updates, rescheduling or cancellations.

Promotion of your event

Council can assist in promoting your event through our events calendar. To assist us in letting the community know all the information regarding your event please include in your registration a flyer, any JPG pictures, links to social media and/or ticket providers and contact name, number and email for the event.

Other options for promoting your event are through social media including local sites such as Northern Grampians Events | Facebook
What's on in Stawell | Facebook

Further assistance is available for community events, please visit the **Events** page on our website for details.

If your event is expected to draw more than 5,000 people, further guidance and assistance is also available. Visit the **Events / Tourism Events** page on our website for details.

