

Glenelg Shire Council is committed to assisting our community grow events in the region and to ensure they are safe, sustainable and successful. By definition, an event is any planned activity where an open area, facility, road or structure is used by more people than usually found in that area.

By registering your event with Council, we will assist you to increase promotion of your event through:

- Including your event in the What's On page in the Portland Observer and Casterton News
- The Visitor Information Centres in Portland, Casterton and Nelson through staff and posters
- Adding your event to our annual Events Calendar and Upcoming Events newsletters to be promoted throughout the Shire
- Adding your event to the Council website and promoted through the Council Facebook page and Glenelg Connect Facebook page when possible

By submitting this form, you can also be sure that all Council departments will be aware of your event and can assist you with having the right permits in place to protect the safety of your attendees. When an *event* is to be held on Council owned land or buildings, or a road closure is necessary, it is a requirement to complete this form.

Please return this application, as well as a copy of your Certificate of Currency at least 4 weeks before the date of the proposed event to:

Tourism and Events Officer via email locallaws@glenelg.vic.gov.au or call 1300 453 635
Glenelg Shire Council PO Box 152, PORTLAND VIC 3305
Website: www.glenelg.vic.gov.au

Event Details

Event Name:																	
Event Location:																	
Date of Event:						Start Time:				End Time:							
Expected No. of Attendees:																	
Entry to the Event is:						Free:		Yes		Ticketed:		No		Donation:		No	
Has this Event been held before?						Yes <input type="checkbox"/>		No <input type="checkbox"/>		If yes, when:							
Have you booked an alternative location as a contingency?						Yes <input type="checkbox"/>		Where?									
						No <input type="checkbox"/>											
Please provide a brief description of the event:																	
NOTE: This description will be used to assist in promoting the event.																	

Applicant Details

Event Contact:			
Organisation:			
Position:			
Postal Address:	Street/Road Name		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Website:			

Certificate of Currency

Have you attached a copy of your (or your auspice organisation) current Certificate of Currency (minimum \$10 million)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you sighted the Certificate of Currency of your external providers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Food and Beverage

It is important that all temporary food stalls are registered with Council to ensure safe food handling.

Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with Council. Please ask all food vendors to register for your specific event at the following link: www.streatrader.health.vic.gov.au

Please provide a list here of all your food vendors (if you have more, please attach a separate sheet):

Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	

Will alcohol be available at the event? All events with alcohol on the premises or throughout the event will require a licence. For more information visit the Victorian Commission for Gambling and Liquor Regulation at www.vcglr.vic.gov.au or call on 1300 182 457	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have you applied for a liquor licence?	Yes <input type="checkbox"/> No <input type="checkbox"/> Reference no:

Toilets

How many existing toilets on site will you be using?	Male:		Female:		Accessible:	
How many portable toilets will you be using	Male:		Female:		Accessible:	
It is the responsibility of the Event Organiser to re-stock public toilets with extra toilet paper if they believe this will be required for their event.						

Traffic Management

A Council permit is required to perform a road closure and an accredited organisation must be employed to provide a traffic management plan and to conduct the closure.
Please complete the information below and our Local Laws team will contact you with further information if required.

Do you require a road closure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Name (and sections) of streets to be closed:				
Type of road to be closed:	Main Road:	<input type="checkbox"/>	Local Road:	<input type="checkbox"/>
	Highway: Please be advised that all highways are managed by VicRoads. If your event is on a highway please contact VicRoads on 13 11 70.			
Time of proposed road closure:	Start:		End:	

Temporary Structures

Building regulations apply to temporary structures and a prescribed permit may be required.
Please complete the information below and our Building team will contact you with further information if required

Will a temporary structure be erected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it a tent or marque over 100m ² ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it a seating structure for more than 20 persons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it a stage or platform exceeding 150m ² ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Waste Management

It is the responsibility of the event organiser to collect and remove all waste generated by the event. If there are any concerns with your waste management plans, our Resource Management Officer will contact you.

How many bins will you have at the event?	Waste Bins:		Recycling Bins:	
How often will the bins be emptied?				
Do you have a dedicated volunteer to ensure the bins are emptied regularly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Contact name and number:	
Waste Wise Events Trailer: Glenelg Shire can provide the Waste Wise Events trailer for community events held within the Shire. The trailer contains 6 waste bins, 6 recycling bins and bin caps which may be borrowed free of charge by event organisers. It will be the responsibility of the event organiser to collect and remove all waste				

Waste Management (continue)

Do you require the Waste Wise Events trailer for your event? If so, contact the Resource Management Officer for further information on 1300 453 635.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require an Event Waste Management Plan template?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signs and Banners

You must inform Council if you will be erecting a sign or banner at your event on Council owned land or on display as promotional material prior to the event. A separate permit will be required if you intend to erect a sign or banner either at or before your event on Council land.

Will you be putting up a sign or banner before or during your event? If yes, please detail proposed location, type and size below and a Local Laws Officer will contact in regards to signage.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Raffles and Donations

There are a number of regulations regarding raffles and donations for events. To assist you with knowing what your obligations are, if you tick yes to any of the below, a member of our Local Laws team will contact you with further information.

Will you have a raffle or donation at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your raffle or donation be collected on a road?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your raffle have a prize value of over \$5,000? If yes, a minor gaming permit is required. Further information can be obtained from the Minor Gaming Unit at the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457 or www.vcglr.vic.gov.au	Yes <input type="checkbox"/> No <input type="checkbox"/>

Accessibility

Glenelg Shire Council is dedicated to providing accessible services to all our constituents and we are here to assist our community to ensure their services are all-inclusive. Crucial to this, is ensuring the list of exciting events in Glenelg Shire is open to full participation. Please refer to the One and All Event Checklist for more information:
http://www.glenelg.vic.gov.au/files/One_and_All_Inclusive_Event_Checklist.pdf

Have you considered accessibility in all aspects of your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you like to be contacted by our Rural Access Officer who can advise you on ways to improve accessibility?	Yes <input type="checkbox"/> No <input type="checkbox"/>

First Aid

Event organisers must provide first aid services at their event. If an incident occurs that results in injury, first aid can help reduce the severity and in extreme cases, a quick response can be critical.

Will you have a first aid kit on site?

Yes No

Will First Aid Officers be present throughout your event?

Yes No

Post-Event Restoration

Please provide details of arrangements for site clean-up (e.g. waste removal) and clean-up of surrounds:

Please let us know if there are any other enquiries you have regarding your event:

I/we understand that the above information is true and accurate, and if approved we will conform to any conditions required by Glenelg Shire Council. I/we understand that penalties may apply if conditions of the Permit are not complied with and the Permit may be cancelled. I/we agree to comply with any reasonable direction of an authorised Council Officer.

Applicant Signature:

Date:

Applicant Name:

Organisation:

Safety Precautions

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 you prepare the following:

- ✓ Certificate of Currency (required)
- ✓ Risk Management Plan
- ✓ Site Plan
- ✓ Emergency Management Plan

Certificate of Currency

Every event is required to hold current Public Liability Insurance of at least \$10 million and to provide Council with a copy. This is to ensure your event is financially covered for any incident that occurs. It is also highly recommended that you sight the Certificate of Currency of all your external providers – such as entertainment, stallholders and infrastructure companies.

Risk Management

Risk Management is an integral part of good management practice and specifically event planning. Commitment to risk management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss. The risk management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action).

Conducting a risk assessment prior to holding an activity or event means potential risks can be identified and controls can be implemented to help reduce or mitigate any potential risks prior to the activity or event taking place.

Please find a Risk Management Template below for your use.

Please note: A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property.

Site Plan

It is advised to create a detailed site plan, especially for outdoor events. This should show indoor/outdoor use, permanent structures, temporary structures, multiple boundaries, likely hazards, parking arrangements, emergency exits, access and facilities e.g. water, toilets, food preparation and waste removal. Site plans can form the basis of your Emergency Management Plan. A Site Plan Template can be provided on request.

Emergency Management Plan

It is advised that all event organisers prepare an Emergency Management Plan. Please find a simple template below that you can use for your event – it is also advised that you edit this as appropriate to fit to the context of your event.

Ideally this document should also contain key contact information for various individuals and departments, a timeline for the event and specific event maps. This plan should be distributed to and reviewed with key staff/volunteers prior to the event.

GSC Commitment to you

Glenelg Shire Council is committed to protecting the safety of all our community and takes all measures possible to facilitate this. We want you to have a successful event that is safe for all and incident-free. Your risk/ emergency management plans will be received by our Emergency Risk and Training Manager who will flag any issues to make sure your event is as safe as possible and that you will be prepared in the case of an emergency.

Emergency Management Plan

The information below, once signed, can act as your Emergency Management Plan. Please edit as appropriate and add more detailed information as required – each event will be different and there may be potential issues specific to your event that need to be addressed.

Event Name:

Event Procedures

In the event of an emergency this will be your plan for your event. Please obtain on event day. Responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the event manager/chief warden. This delegation will be effective from the time the emergency is reported until such time as it is resolved.

It is the responsibility of the event manager/chief warden to hand over control of the venue to the emergency services incident controller upon their arrival at the scene. Cancellation or evacuation of the event shall be the responsibility of the event manager/chief warden. On a Fire Danger rating day of “Code Red” for the South West Total Fire Ban district, the event will be cancelled. The attached site plan forms part of the emergency response plan.

Prior to Event

Prior to the event, event organisers should inspect the site and identify and rectify any potential hazards.

All key staff/volunteers will be provided with a copy of this plan and feedback received.

Code Red Day

Should a Code Red Extreme Danger Fire Ban Day be declared for the day of your event, please detail below if your event will proceed and if so any safety precautions that will be implemented as a result of this status.

Evacuation Procedures

Fire

1. Alert all persons nearby and request assistance
2. Assist any person in immediate danger, only if safe to do so
3. Call the Event Manager/Chief Warden/Communications Officer who will then call 000 requesting the Fire Brigade's assistance
4. If threat to life exists, evacuate the area immediately
5. Extinguish fire, only if safe to do so
6. Contain fire, only if safe to do so
7. Check area has been cleared and inform Chief Warden/Communications Officer
8. Control the movement of occupants to and within the assembly area

Gas Leakage

1. Evacuate immediate area
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remove ignition sources, only if safe to do so
4. Isolate gas/electricity supply, only if safe to do so
5. If threat to life exists, evacuate the area immediately
6. Check area has been cleared and inform Chief Warden/Communications Officer
7. Control the movement of occupants to and within the assembly area

Severe Storms

1. Secure all items, if safe to do so
2. Shut off gas and electricity supply, if safe to do so
3. Assist evacuation upon instructions from Chief Warden/Communications Officer

Vehicle Accident

1. Contact Chief Warden/Communications Officer and request assistance from emergency control
2. Chief Warden/Communications Officer who will notify Police on 000
3. Remain calm, do not do or say anything that will encourage irrational behaviour
4. Evacuate the area immediately

Civil Disturbances

1. Alert all persons nearby and request assistance
2. Secure the area where the accident has occurred
3. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
4. Respond to injuries that may have occurred, only if safe to do so
5. Evacuate immediate area if appropriate
6. Prevent all persons from entering the area

Suspicious Packages

1. Do not attempt to move article/package
2. Turn off communications devices
3. Evacuate immediate area - do not create panic
4. Contact Chief Warden/Communications Officer who will notify Police on 000
5. Await further instructions

Medical Emergency

1. Check for any threatening situation and remove or control it, if safe to do so
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remain with the casualty and provide appropriate support
4. Designate someone to meet the emergency services and direct them to the location of the casualty
5. Try not to leave the casualty until the emergency assistance arrives
6. Do not move casualty unless they are exposed to a life threatening situation

I/we agree to implement the procedures above in the case of an emergency and will ensure that all key staff/volunteers will be given a copy of this plan prior to the event, as well as having copies of the plan available on the day of the event.

Applicant Signature:

Date:

Applicant Name:

Organisation:

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Risk Management Plan

Event Name:

Completed By:

Date Completed:

Use the tables and matrix below to assess the likelihood and consequence of each potential hazard to calculate the risk level rating: H = high, M= medium, L= low

ie: probability of low/rarely (4) and consequence of death (A) = M (medium) risk level

Complete assessment by identifying what action needs to be taken, allocate the action to a person responsible and allocate a timeframe for completion.

Probability		Consequence/Impact	
1	Very high / almost certain	A	Death or over \$1 mil damage
2	High – once in 3 years	B	Serious injury or major loss
3	Moderate / sometimes	C	Injury medical treatment, high financial loss
4	Low / rarely	D	Minor injury or loss
5	Exceptional circumstances only	E	Negligible impact or loss

	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Abusive / threatening patrons				
Access to water bodies				
Access to wildlife (snakes etc)				
Adequate lighting				
Adequate shelter				
Alcohol				
Amusement structures				
Angry traders				
Asthma attacks				
Bump in / out of equipment				
Cash handling & security				
Children found alone				
Communications				
Contractors				
Crowd control				
Damage to venue				
Dangerous / suspicious Persons in venue				
Dehydration				
Disability access				
Electrical safety				
Emergency back-up power				

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Emergency planning				
Evacuation procedure				
Fall hazards				
Fire protection				
Fireworks				
First aid				
Food registration				
Fraudulent tickets				
Gas cylinders				
Hazardous natural features				
Heat exposure				
High risk activities				
Hygiene				
Licences & training certificates				
Major personal injury				
Manual handling				
Marquee collapses / leaks water				
Medical emergency				
Needle sticks				
Night time venue break in				

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Noise				
Overcrowding				
Parking				
Power outage				
Public disruption				
Public liability insurance				
Raffles & permits				
Reinstatement of site				
Road closures				
Rubbish				
Security of site				
Site inspections (before/during/after)				
Slips & trips at venue				
Smoking				
Staff safety				
Temporary structures				
Toilets				
Traffic management plan				
Unauthorised items at event				
Underground services				

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Volunteers				
Warning signage				
Weather contingency (storm, fire ban)				
Working with children				

Useful Contacts	
In an emergency, please call 000.	
Contact	Phone Number
Glenelg Shire Council Customer Service	1300 GLENELG
GSC Tourism and Events Officer	03 5522 2239
Victoria Police	
Branxholme	03 5578 6222
Casterton	03 5581 1024
Dartmoor	03 5528 1222
Heywood	03 5527 1614
Merino	03 5579 1205
Portland	03 5522 1500
Fire Services	
Cape Bridgewater Fire Brigade	03 5526 7200
Casterton Fire Brigade	03 5581 1114
Dartmoor CFA	03 5523 6666
Drumborg Rural Fire Brigade	03 5527 9224
Heywood Fire Brigade	03 5527 1821
Lake Mundi Rural Fire Brigade	03 5584 1223
Merino Group Rural Urban Fire Brigade	03 5579 4513
Nelson Rural Fire Brigade	0438 359 710
Portland Fire Brigade	03 5523 6666
Ambulance	
Victorian Ambulance Service	000
St John's Ambulance – Portland	03 5523 7076
Rescue Services	
Aust. Volunteer Coastguard Portland	03 5523 6111
Casterton, Urban Fire Brigade	000
Dartmoor SES	03 5528 1280
Heywood SES	03 5527 1483
Portland SES	03 5523 6048