

Event Logistics



Access for All

Glenelg Shire Council encourages all event organisers to consider accessibility as an important part of their planning and put measures in place so that the event is inclusive and accessible for all.

The following points may be useful considerations when planning making your event accessible for all.

Glenelg Shire Council seeks to support all events to be more accessible friendly and has available to hire disability accessible ramps, wheelchair beach roller and the portable sound field system available on request by event organisers. For further information on how to hire, please contact events@glenelg.vic.gov.au.

- Wide entry and exit points.
- Indoor venues with automatic doors (or easy to open).
- Continuous accessible pathways around the event site.
- Temporary portable ramps.
- Handrails and contrasting line marking on steps, ramps etc.
- Viewing sections at stage or in main attraction areas (including accessible pathways).
- Accessible toilets (including accessible pathways).
- Facilities that cater to all genders.
- Accessible parking that has accessible pathways, close to event site.
- Accessible facilities such as tables, seating, drinking fountains.
- Recharge stations for electric wheelchairs and mobility scooters.
- Clear directional signage at the event.
- Site map that identifies accessible facilities.
- Information stands for event patrons.
- Free entry for Companion Card holders (if applicable).
- Marketing and event promotion to be clear, large, and contrasting font.
- Include a 'mobility map' in promotional material, that mark's location of accessible parking, entry point, accessible toilets, etc. so people can plan their attendance.
- Brief event staff on the location of all accessible facilities available.
- Consideration of people who may require assistance during an evacuation in the development of event Risk Assessment and Emergency Management Plan.



Alcohol

If alcohol will be sold and/or supplied at an event, a liquor licence, or a variation to an existing licence, may be required. It must be approved by the Victorian Gambling and Casino Control Commission (VGCCC). The time taken to process an application will vary depending on a range of factors - applicants are advised to lodge licence applications at least eight weeks in advance for a temporary limited licence and three months for a major event licence. For more information on how to apply for a liquor licence visit the website at:

www.vgccc.vic.gov.au

You are required to detail how you will manage alcohol at your event in your Risk Management Plan. You need to describe the measures you will put in place to prevent the sale or provision of liquor to minors, serving of alcohol without a valid Responsible Serving of Alcohol (RSA) certificate, unduly intoxicated or disorderly persons and access by minors to licensed areas.

The sale of alcohol also requires a Streatrader registration under the *Food Act 1984*. Please refer to the Food and Beverage section of these guidelines.

Your site plan must show the location of proposed licensed areas.

Please note that the availability of alcohol at your event may also impact other event logistics and infrastructure – for example, the number of toilets required, waste management and security.

Camping

If your event is being held on Council owned or managed land, people cannot camp on the event site unless you have a permit. This includes people sleeping in caravans, motor homes, trailers, or vehicles. This does not apply to people staying in registered caravan park or in designated camping areas.

Applications to *Camp on Private or Council Managed Land Permit* must be provided to a Council Local Laws Officer via locallawsadmin@glenelg.vic.gov.au.

<https://www.glenelg.vic.gov.au/Our-Services/All-Council-Forms>



Communication Plan

As the event organiser, you're responsible for implementing an effective communication plan for the duration of your event – from bump-in to bump-out. Effective communication systems include a central control point, mobile communications for event staff and relevant contractors, and reliable external communications for contacting emergency services. For larger events, organisers should also establish a communications log at their central control point. Information on how event patrons can contact event organisers should be prominently displayed within the event site in case of emergencies, lost children, or other incidents. Contact details should also be provided to local emergency services and event site neighbours.

First Aid

To ensure the health and wellbeing of event patrons, staff, contractors and volunteers, event organisers must plan for appropriate medical and first aid care to be available at their event. Event organisers or local councils planning or approving an event generally need to engage first aid services as part of the event's provision.

As of 1 October 2021, all commercial first aid services in Victoria are required to be licensed (regardless of whether they use volunteers). As an event organiser, you should ensure that the first aid service contracted to the event is licenced. Having a licenced first aid service is important to ensure the provision of quality and safe patient care.

Your event application will request the detail of the first aid arrangements you have put in place for your event, including details of the first aid provider, number of trained first-aid personnel to be on-site, contact details, etc. First aid posts and emergency vehicle access must be clearly marked on your site plan if applicable.

For more information on requirements for First Aid provisions visit:

<https://www.health.vic.gov.au/patient-care/first-aid-services>

Download the FAQs on the website for more information on engaging a First Aid provider.

Gas Bottles

The event organiser has the overall responsibility for the safe operation and use of Liquefied Petroleum Gas (LPG) at a public event.

Energy Safe Victoria oversees the safe use of gas appliances at public events and requires all event organisers to comply with the 'Code of Practice for the safe use of LP Gas at public events in Victoria'.

This Code of Practice is a set of guidelines that applies to the use of LPG at public events, as defined by Energy Safe Victoria – including sporting events; entertainment events; festivals; fetes, local markets, and other non-profit group functions. For all events held on Council owned or managed land, Council requires strict compliance with the 'Code of Practice for the safe use of LP Gas at public events in Victoria'.

The 'Code of Practice for the safe use of LP Gas at public events in Victoria' is located on the Energy Safe Victoria website at:

<https://www.esv.vic.gov.au/industry-guidance/gas/gas-information-sheets/code-practice-safe-use-lp-gas-public-events-victoria>

Any caterers, food vendors, stall holders or other attractions using LPG at a public event must complete a check list before the event starts. This is a requirement of Energy Safe Victoria. The *Gas Safety at Public Events* brochure provides this checklist:

<https://www.esv.vic.gov.au/about-us/publications/brochures-and-merchandise/gas-safety-public-events>

An event organiser has the right to remove from the site any person using or intending to use gas who fails to complete the checklist, makes a false declaration, or knowingly uses an unsafe gas installation.

Places of Public Entertainment

The *Building Act 1993* requires occupancy permits to be issued for Places of Public Entertainment (POPE) to ensure the safety of patrons. The *Building Regulations 2018* outline the types of buildings, temporary structures and places that may be subject to these requirements.

Generally, an occupancy permit will be required to provide public entertainment at:

- a building that is a hall, pavilion or other place of assembly larger than 500m²
- a temporary structure that is:
 - a tent, marquee, or booth with a floor area greater than 100m²
 - a seating stand for more than 20 persons
 - a stage or platform (including sky borders and stage wings) with a floor area larger than 150m²
 - a prefabricated building larger than 100m² other than those that are placed directly on the ground

- an outdoor place larger than 500m² that is enclosed or substantially enclosed (such as by a fence, hording, or barrier) or to which an admission fee is charged, unless:
 - the event is being conducted by a defined community-based organisation; and
 - no more than 5,000 people will be in attendance at any one time.

Event organisers are responsible for ensuring they obtain all necessary permits for the buildings, temporary structures and places they intend to use for their event. Council's Building Department can provide guidance and advice to event organisers who are unsure whether these requirements will apply to their event.

Council's Occupancy/Siting Permit for a Place of Public Entertainment application form can be accessed online at:

<https://www.glenelg.vic.gov.au/Our-Services/Building-Services/Place-of-Public-Entertainment>

Please also refer to **Temporary Structures** later in this section of the manual.

Power and Lighting

Most events require power, using either established mains power or generators, or a combination of the two. It is imperative to plan carefully to ensure you have an adequate power supply for your event and allow yourself a contingency of approximately 10%.

If you plan to access mains power from a Council building for any component of your event, this must be discussed with Council and approved, prior to your event. Please note fees may apply.

If you are using generators for power, it is important to understand the power requirements of your event and have a clear idea of your site layout, prior to talking to your preferred supplier. If your food vendors, stall holders, amusements or any other external parties at your event will require power, ensure they detail their requirements in advance to assist with your planning and event budget.

In addition to the actual source of power, you will need to consider the requirements for extension leads, distribution boards and cable matting to be placed over leads on the ground. Please note, under no circumstances are leads to be threaded through trees as this can cause a fire hazard – approved equipment for overhead leads should also be supplied by your generator company.



All electrical work on the event site should be undertaken and checked by an accredited electrician. If you are planning a large event, a qualified electrician should be available on-site to assist with power issues.

The use of power at events is accompanied by an increase in risk and as the event organiser, you will need to consider this when you are developing your Risk Management Plan. The event organiser is responsible for ensuring that any independent operators comply with the appropriate health and safety regulations. These operators (including all vendors, stall holders, amusement rides or any other external parties) will also need to provide evidence that all their electrical equipment, including extension leads, has been tagged and tested. At any stage of your event, if you or appropriate event staff are not satisfied with the set-up for power, equipment or leads provided then you must act on it. As the event organiser you have the right to cut access to power, based on the safety requirements of your event.

Event organisers must clearly document all requirements for power in their Event Plan. Information in this section should include the following:

- location and source of power
- specifications of the power to be used (such as amperage and voltage)
- details of any lighting to be provided
- details of certified electricians to be engaged for the event
- details of generator companies to be used for the event
- contingency plans in the event of a blackout.

Guidelines for *'Electrical installations and electrical equipment at public events'*, including a number of check-lists, are located on the Energy Safe Victoria website at:

<https://www.esv.vic.gov.au/>

Security

Event organisers have the overarching responsibility for the safety of event patrons and the security of the event site. To assist event organisers to plan appropriately, the Victorian Guidelines for *Planning Safe Public Events (2018)* provides the following definitions and distinctions to clarify the roles of agencies, staff and others who may have responsibilities for event safety and security.

The difference in roles between security officers and crowd controllers is often misunderstood. The term security refers to the process and officers involved in ensuring the security of people, equipment, or property. There are two main types of private security human resources available: crowd controllers, or security officers. Both need to be licensed to perform the roles that they are assigned to.

Crowd Controllers – A crowd controller is a person who controls or monitors behaviour, screens patrons upon entry and removes people for behavioural reasons or breaching conditions of entry, assists in first aid or evacuation.

Security – A security officer is licensed to watch, guard, or protect property. A security officer may be dual licensed for crowd control also.

For more details on Victorian Guidelines for Planning Safe Public Events refer to:

<https://www.police.vic.gov.au/sites/default/files/2019-05/Guidelines-for-Public-Events2018.pdf>

Victoria Police – Victoria Police are not deployed to perform roles that can be performed by private security providers. The main role that Victoria Police perform is public order management.

In this section of your Event Plan, you are required to detail the security and crowd control measures that you will be putting into place for your event. As a minimum, you should list the security and crowd control service provider you will be using, a direct contact person and their contact details, number of security staff, proposed locations, and key duties during the event. If the nature of your event programming is such that there will be specific security/crowd control requirements (e.g. popular performer on stage, fireworks, etc.) you will also need to document the details of how this will be managed.

As the event organiser, you are required to check that security and/or crowd controllers have the qualifications and experience appropriate to your event and the tasks that they are expected to perform.

Depending on the size of your event and the activities you have planned, this section may also require input from local police and private security. For large Category B type events to be held on Council owned or managed land, Council requires event organisers to engage with Victoria Police at the earliest stages of event planning.

To help you to determine the number and type of security or crowd controllers that you require at your event, consideration should be given to the following:

- type of event
- programmed activities
- number of patrons
- target audience
- availability of alcohol
- site location and layout
- equipment and temporary infrastructure that may be on-site overnight, prior to, or after your event (e.g. staging, marquees).

Your event Risk Assessment will also be useful in determining the services you require.

Event organisers can also refer to *WorkSafe Victoria's Crowd Control at Venues and Events: A Practical Occupational Health and Safety Guide*.

www.worksafe.vic.gov.au/resources/crowd-control-venues-and-events-practical-occupational-health-and-safety-guide

This Guide assists crowd control agencies and host employers (venues and events) that use crowd control staff to understand and fulfil their responsibilities under the *Occupational Health and Safety Act 2004*. This Guide identifies common safety problems and suggests solutions to ensure crowd control work is conducted as safely as possible.

Site Layout

Designing the site layout is an important component of event planning.

The following points may be useful considerations when planning your site layout:

- To avoid over-crowding, allow sufficient space in areas where people are likely to congregate – this may include entry points, food areas, in front of stages, etc.
- Provide pleasant environments for patrons – quiet ‘chill-out’ spaces, tables, and chairs to sit at in food areas, and where possible, provide some areas that are protected from the weather. In outdoor areas, use areas with natural shade to your advantage and plan suitable activities in those areas.
- Food areas should be located where people can sit, eat, and enjoy some sort of entertainment.
- Water, toilets, baby change facilities, and first aid should be in prominent, well-signed and easily accessible locations.

Site Map

Whether the event you are organising is indoor or outdoor, a detailed site map must be included when completing your online event application.

This checklist provides examples of the things that should be included on an event site map.

You can use the site map as the foundation for other more tailored maps that may be required for event planning – adapting it for an emergency access/evacuation map in your Emergency Management Plan, or as an information map for event patrons – this is especially useful if you have a large event site with different precincts. A map can also be used to promote your event as ‘Access for All’ – clearly marking in all accessible elements of the site and promoting prior to the event.

Suggested Site Map Checklist

- Toilets, including accessible toilets and baby change facilities
- Fire safety services
- First aid / police / security
- Event control / communications centre
- Lost children / lost property
- Event information
- Power
- Event infrastructure
- Entertainment and performance areas, including stages
- Amusement rides and sideshow attractions
- Stalls - food vendors, business expo sites, market stalls, etc.
- Licensed areas (if appropriate)
- Smoking areas (if appropriate)
- Drinking water
- Rubbish and recycling bins
- Site access – all entry and exit points, including emergency vehicle access
- Pedestrian flow (of patrons)
- Barriers / site fencing / restricted areas
- Parking, including accessible parking
- Road closures

Smoking

Under the *Tobacco Act 1987* there are many different venues, areas, and settings where smoking is banned. Those that may relate to organised events include:

- Indoor areas such as inside public buildings, sporting, and entertainment venues.
- Indoor and outdoor areas at children’s learning environments (kindergartens, schools, etc).
- Outdoor children’s recreational areas such as playgrounds, skate parks, public pools, and sporting venues during under-age sporting events.
- Outdoor areas at food fairs (an organised event at which the principal activity is the sale or supply of food for consumption at the event).
- Outdoor areas within 10 metres of food stalls and food vendors at organised events (other than a food fair).
- All under-age events (<https://www.health.vic.gov.au/tobacco-reform/under-age-events-smoke-free>).
- Relevant signage and materials (<https://www.health.vic.gov.au/tobacco-reform/resources-and-factsheets-tobacco-reform>).

Additionally, many outdoor events have smoke-free policies that apply in addition to any legislative requirements. Smoke-free policies at events are becoming increasingly popular and reflect changed community attitudes towards smoking. They are especially relevant to events targeting families and children. Smoke-free policies may further restrict smoking and apply in addition to the legislative ban and may be initiated by the event organiser or by Council, as the landowner or manager.

If you are intending to make your event a smoke free event, please provide details of how this will be managed in this section of your Event Plan. Your site plan must show the location of designated smoking areas that are being provided for your event.

Both the event organiser and individuals are responsible for compliance with smoking regulations. It is the responsibility of event organisers to ensure appropriate ‘no smoking’ signage is displayed. For further information on the Tobacco Act 1987 and smoking bans at events and for assistance with ‘No Smoking’ signage, please contact the Council’s Environmental Health Department or visit:

www.health.vic.gov.au/public-health/tobacco-reform

Temporary Structures

It is common for event organisers to erect temporary structures as part of their event. Some examples of temporary structures include fences and hoardings, stages, marquees and tents, outdoor cinema screens and grandstands.

The type and size of the structure and how it will be used will determine the permits and approvals that are required. Temporary structures often require siting approval, building permits and occupancy permits.

You may also need approval for the siting of event infrastructure such as generators and portable toilet facilities.

Event organisers are responsible for ensuring that they have the appropriate approvals in place for any temporary structures that may be erected on event sites, and that event infrastructure is rated to withstand weather conditions – such as high winds – that are common in our region.

It is a requirement of Council that your Event Plan identifies all temporary structures and event infrastructure that you intend to erect or install as part of your event. Event organisers should check the permit and approval requirements that apply to their event infrastructure and temporary structures with Council and the Victorian Building Authority (VBA) as part of the event planning process. The VBA provides useful information about permit requirements for temporary structures via its website:

www.vba.vic.gov.au

Please also refer to **Places of Public Entertainment** earlier in this section of the manual.

Toilets

It's the responsibility of event organisers to ensure that there are sufficient toilet facilities available to event patrons. If there are not enough permanent toilet facilities at your event site, you will need to hire in, and pay for, additional toilets. Accessible toilets and baby change facilities should also be available at an event.

Toilets should be cleaned and restocked regularly throughout the event, and you must provide soap and hand-drying equipment for patrons. Sharps disposal units should also be provided.

Toilets and baby change facilities should be in prominent, well-signed and easily accessible locations that are away from food and food storage areas. For safety and security reasons it is important they are placed in a well-lit location. Toilet facilities must be suitable for wet weather conditions.

If you are planning to use permanent public toilets in a Council Park, reserve or building you need contact Council prior to your event. While Council has a regular cleaning schedule for amenities it is likely that additional cleaning may be required before, during and/or after your event – as the event organiser you are responsible for organising this with Council via the events officer you will deal directly with. Fees may apply for additional cleaning.

When calculating the number of toilets required, there are three main considerations:

1. estimated crowd numbers
2. if alcohol will be available at the event
3. the duration of the event.

While there is no uniform Australian Standard to dictate the number of toilets required for an event, the following tables may be used as a guide:

Figure 2: Toilet facilities for events where alcohol is not available:

| Patrons | Males | | | Females | |
|---------|--------|--------|------------|---------|------------|
| | Toilet | Urinal | Hand Basin | Toilet | Hand Basin |
| <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 |

Figure 3: Toilet facilities for events where alcohol is available:

| Patrons | Males | | | Females | |
|---------|--------|--------|------------|---------|------------|
| | Toilet | Urinal | Hand Basin | Toilet | Hand Basin |
| <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 |

Figure 4: The above figures may be reduced for shorter duration events as follows:

| Duration of Event | Quantity Required |
|-------------------|-------------------|
| 8 hours + | 100% |
| 6 - 8 hours | 80% |
| 4 - 6 hours | 75% |
| Less than 4 hours | 70% |

Your site plan must show the location and number of all public toilets, accessible toilets and baby change facilities being provided for your event.

Traffic Management

Event organisers must demonstrate adequate measures have been put into place to manage the impact of increased pedestrian and vehicle traffic during an event.

If you plan to obstruct any road that is under the control or management of Council for the purpose of your event, you will need to apply to Council for a *Temporary Road/Lane Closure Permit*.

If your event proposes any change to pedestrian or vehicle traffic conditions, movements or access or parking arrangements within the Glenelg Shire, then you may also require a Traffic Management Plan. If your event requires any type of road closure, then you will require a Traffic Management Plan. A Traffic Management Plan must be completed by an appropriately qualified provider and will need to be submitted with your application for approval prior to your event going ahead.

If the road impacted is a major road then you will need to apply for a permit from VicRoads. They will take into consideration safety, traffic congestion and traffic impacts and effects of all non-road activities.

As outlined on the VicRoads website, regardless of the type of road, VicRoads' permission will be necessary if the event requires exemptions from the Road Rules or other laws. For example:

- parades often require an exemption to allow adult passengers to travel without seat belts.
- any type of race on a road and any use of modified or specialist vehicles for filming also require VicRoads' permission. If in doubt, you should contact VicRoads to enquire whether exemptions from laws are necessary.

Please note - VicRoads permit applications are required to be submitted at least 60 days before the date of the event. As event organiser you will need to notify Victoria Police about the event, and you may need to obtain highway events permit from the police. Please note that Victoria Police requires two months' notice for such permits.

Further information about VicRoads' event management requirements including *Application Forms and Map of Declared Roads* can be found at:

<https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event>

Please ensure you detail how vehicle and pedestrian traffic will be impacted when completing your permit application for Road/Laneway Closures. This will allow Council to assist you to determine what level of planning is required for your event.

As detailed, traffic management can be a complex and may require significant lead time for planning and consultation. It is the responsibility of event organisers to allow enough time to make necessary arrangements for the required traffic management plans to be developed and approved. Failure to put appropriate measures in place, in a timely manner, may result in your event not being able to proceed. In addition, public notices may need to be printed in newspapers and written notification to the affected residents and/or businesses delivered a minimum of three weeks prior to your event.

Signage

All signage at events being held on Council owned or managed land is subject to Council approval and a separate permit or application may be required. Signage may include electronic message signs, billboards, corflutes, banners, bunting, flags, and maps. It also includes event branding or sponsor logos imprinted onto temporary infrastructure such as marquees, gateways, or fencing. You will be notified by our Events Officer if you require a *Placement of Signs Form or Events Signage Registration Form*.

You will need to consider factors that affect visibility including position and distance. Eye-level might seem like an obvious sign position but if you are expecting large crowds, signage will need to be elevated. If the event is at night, then signage will need to be adequately illuminated. Make sure you think about how signage will be installed or secured safely. At the conclusion of your event, it is the responsibility of event organisers to ensure all signage is removed from the site in a timely manner.



In general, it is better to over-communicate when it comes to directional signs. As a minimum, consider signage for the following:

- parking / pick up and drop off points
- entry and exit points
- emergency assembly areas
- site layout (see Event Site Map)
- stages / performer line-up and times
- food and drink vendors
- water
- toilets
- accessible facilities
- event information points
- demarcation of specific areas within the site –e.g. licensed or dry area; no smoking areas
- first aid.

Waste Management

As events have the potential to draw increased crowds to parks, reserves and other public spaces, rubbish collection and disposal is always an important consideration for event organisers.

Organisers must ensure that there are enough bins are available for patrons and stallholders to dispose of their waste properly and dedicated contractors, staff or volunteers are on-site and available to monitor waste and ensure bins are emptied on a regular basis.

It is the event organisers responsibility to collect and remove all waste generated by the event. At the conclusion of the event, all display and promotional materials, excess rubbish and other waste associated with the staging of your event are to be removed from the site and the area left in a clean and tidy condition. If Council is required to undertake any reinstatement, additional cleaning or removal of rubbish or other materials, you may incur a charge to restore the area to its pre-event condition.

You also need to document how many bins will you have at the event, for rubbish and recycling, how often they will be emptied, and how you will ensure this happens. The location of rubbish and recycling bins should be marked on your site plan.

Glenelg Shire provides the Waste Wise Events trailer for community events held within the Shire. The trailer contains six waste bins, six recycling bins and bin caps which may be borrowed free of charge by event organisers to provide waste and recycling bins at community events. Trailers must be returned empty and clean. If event organisers wish to have Council drop off, collect and empty the trailers, a charge may be applicable. As the trailers are in frequent use, event organisers are encouraged to book this resource well in advance.

To book online visit:

<https://au.openforms.com/Form/e41ff1b6-a3fc-4606-a1db-56f910b7fce0>

Water

Event organisers have a responsibility to make drinking water accessible and available to patrons. As a guide, you should provide at least one drinking fountain or drinking tap for every 150 patrons or part thereof (please note under health regulations, a washbasin does not constitute a drinking fountain or tap).

Drinking water should be made freely available – if this is not feasible at your event, then bottled water must cost less than the lowest price of any other drink sold to patrons.

The location of drinking water facilities must be via accessible pathways and clearly indicated by directional signage. Additional water requirements will be needed in hot weather and multi-day outdoor events will need to consider the availability of water for showering and washing.

Your site plan should identify water points that are available to the public.

If feasible, you may also want to consider establishing hydration stations and encourage patrons to bring their own non-disposable drinking bottles.

Event organisers may also be able to access support from Wannon Water – see their website:

www.wannonwater.com.au/stronger-communities/sponsorship/water-for-events.aspx

for the eligibility criteria for grants and sponsorship for community events.

Glenelg Shire Council is committed to sustainable practices and supports state government restrictions. Event organisers are encouraged to familiarise themselves with Wannon Water's Permanent Water Saving Rules and are not permitted to access any water points on Council owner or managed land without prior permission.

Event Activities and Programming

Amusement rides / inflatables

The *Victorian Guidelines for Public Events (2018)* provides the guidelines for amusement rides and inflatables. Amusement structures and devices can include a broad range of powered equipment (e.g. rides) and other devices (e.g. inflatables) that are considered 'plant' under the Occupational Health and Safety (OHS) Regulations. Amusement structures are also considered 'prescribed equipment' under the *Equipment (Public Safety) Regulations 2017 (EPS Regulations)*.

Amusement structures and devices can be hazardous if not designed, manufactured, installed, maintained, or managed properly. Even if you plan to outsource the rides at your event, event organisers are still responsible to ensure that throughout the event, amusements are compliant and used in a safe manner. The risks associated with having amusement rides and inflatables at an event must be assessed in your Risk Management Plan.

Operators and attendants must be trained in the operation and management of all amusements at your event and always provide appropriate supervision. They must also have a plan in place to respond to emergencies.

All amusement structures must be maintained and tested (evidence can be provided by up-to-date logbooks) and have signage in place prior to public access.

Event organisers and operators must be aware of the manufacturers' specifications in relation to wind speed, anchoring requirements, the number of people allowed on or in the structures and the type of activity permitted.

Amusement rides also can have considerable environmental impact on an event space such as parks and reserves, as they often require heavy vehicle access and can cause significant damage to grass and subterranean irrigation systems, if not placed in appropriate locations.

If your event is being held on Council owned or managed land you must notify Council of your intention to have amusement rides or inflatables at your event and receive permission to do so, prior to making any arrangements.

For further information please visit:

<https://www.worksafe.vic.gov.au/>



Animals

Programming activities using animals, such as mobile petting zoos, reptile shows, canine and equestrian displays can be popular with event patrons. Event organisers should be aware that there are various animal welfare acts, regulations and codes of practice that must be upheld if you are planning to include such activities into your event.

If you have an external provider co-ordinating these activities, you must consider the training and experience of the animal handlers and make sure they comply with relevant regulations. In some cases, providers must be licensed – for example operators of reptile exhibits and wildlife exhibits must hold a valid licence from the Department of Environment and Primary Industries.

You will also need to carefully consider the appropriate site location for such activities to ensure animals have appropriate shelter and have the capacity to retreat or be removed safely from the public, if they show any signs of stress. Other site considerations include proximity of hand washing facilities; storage of holding vehicles or trailers and the ability to clean pens and remove waste material throughout the duration of the event.

Please note some activities, such as equestrian displays, may not be deemed suitable for some Council owned or managed reserves, due to the substantial damage that it may cause to the turf and subterranean irrigation systems. Event organisers may be required to attend a site meeting with Council Officers to discuss alternative arrangements.

If you are planning to incorporate activities with animals into your event program, please provide details in this section of your Event Plan.

For more information on including live animals at events visit:

Animal Welfare Victoria - <https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/pocta-act-1986/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-public-display-of-exhibition-of-animals>

or

RSPCA - <https://kb.rspca.org.au/article-categories/policies-animals-in-sport-entertainment-performance-recreation-and-work/>



Entertainment / Performers

Programming is the most critical component of an event – it is what will attract your audience. If your event is aimed at a specific target group within the community, make sure you have researched what will appeal and choose your entertainment, performers, and activities accordingly.

All agreements with event entertainers, performers, guest speakers, bands, etc. should be documented. You should include details of the time and duration of their performance, location, the agreed fee, and any specific expectations you may have of their involvement (e.g. no inappropriate language on stage). Make sure you receive written confirmation of their attendance and acceptance to all the details you have included. It is good practice to confirm arrangements again, closer to the event date. You should also ensure that all entertainers and artists on your event program provide a certificate of currency for their public liability insurance, if applicable.

Once your entertainment program is established and all parties have confirmed their attendance you can prepare an event running sheet that details who is performing, the time and location, logistics required, and allocate responsibility for ensuring performers are met as they arrive and directed to the appropriate areas. As the event organiser, you are likely to be very busy on the day and cannot assume responsibility for

making sure everyone one is in the right place at the right time. Having an up-to-date running sheet, and a contact list for all parties that are involved in your event program, will assist delegated event staff to manage this process effectively.

If you are including a stage program at your event, a confident and engaging master of ceremonies is a must. You may consider hiring the services of a celebrity to undertake the role or asking a well-known community member. It is imperative that they have the appropriate audio equipment available and if time permits, undertake sound checks with the MC. Make sure you provide clear scripts for your MC to follow.

For entertainers or performers wanting to busk on Council owned or managed land, a collections permit is required to be completed. Please contact events@glenelg.vic.gov.au for further information.

It is also important to note if you are playing or performing music and/or music videos at your event, you may require a licence from The Australasian Performing Right Association, (APRA), The Australasian Mechanical Copyright Owners Society (AMCOS) or Phonographic Performance Company of Australia Limited (PPCA).

For more information visit:

<https://apraamcos.com.au>
and <http://www.ppca.com.au/>

Fireworks

If you are planning an event to be held on Council owned or managed land and would like to have fireworks at your event, you must receive prior approval from Council.

Victorian legislation states that firework displays can only be provided by pyro-technicians who are licensed by WorkSafe Victoria. If you are conducting fireworks during the Fire Danger Period (typically September to May), you will also require a permit from the Country Fire Authority (CFA). You will be asked to supply a copy of your contractor's licence, public liability insurance and notice to discharge. You will then be responsible for notifying the local fire brigade and nearby residents on the time, duration, and location of fireworks. If the display is on or near port or river waters and the fireworks could be confused with distress signals, written notice must be provided to the body that administers the relevant area of water at least seven days before the display date. Suitable firefighting equipment must also be on site.

Food and Beverage

Food is a popular attraction at events – it is part of the experience, and often one of the largest expenses for event patrons. Ensuring a range of quality foods and beverages (including healthy options and possible dietary requirements) are readily available to patrons, can be a huge contributing factor to the success of your event.

Food safety laws affect every Victorian's health and safety. In Victoria, all food businesses must comply with the *Food Act 1984 (the Act)*, which oversees food safety. The Act also requires food premises to comply with the Australia New Zealand Food Standards Code. Proper procedures need to be applied to food storage, preparation, and distribution at events, otherwise food can present a danger to public health. It is the responsibility of the registered food business owner to ensure that all food safety requirements are complied with.

Any business or organisation that is providing food or drink to event patrons in a temporary or mobile food premises must be registered on the state-wide online registration system called FoodTrader <https://foodtrader.vic.gov.au/> and submit a Statement of Trade (SOT) for your particular event. It is important to note that the definition of food and beverage includes any substance that is for human consumption (live, raw, prepared or partly prepared) and includes pre-packaged goods, alcohol and drinks.

As the event organiser, it is your responsibility to advise food and beverage vendors that they need to submit a SOT for your event, or they will not be able to trade. You should also request a copy of their SOT, so that you can ensure that all traders have completed the required documentation for Council. You must then provide Council with a list of all food vendors.

You should also ensure that all food vendors at your event provide a certificate of currency for their public liability insurance.

During your event, Council's Environmental Health Officers are authorised by law to enter and inspect any food premises to ensure they are meeting all requirements.

Footpath Trading (Outside Event)

Events may provide an opportunity for permanent businesses to trade on the footpath outside their business while an event is in progress – for example during a passing street parade. Any business with a display of goods on the footpath must have a current permit and adhere to the *Glenelg Shire Footpath Trading Policy 2018 – 2028* to ensure that footpath access is not restricted for pedestrians. An application for a *Footpath Trading Permit* must be provided to a Council Local Laws Officer via locallawsadmin@glenelg.vic.gov.au

Healthy Catering at your event

Have you considered including healthy food options at your event? You can find links to a variety of guides on our Event and Festival Organisers Help Page on Council website that will assist you when deciding the best options for your event.





Motorsports

The *Victorian Guidelines for Public Events (2018)* provides the following guidelines for motorsport events.

For events on motorsport tracks, all the safety aspects are the sole responsibility of the listed motorsport organisation. In some instances, such as when motorsport events are being run on specific roads, some additional approvals are required.

The following points are added as consideration / criteria for motorsport events being run on roads:

- Before a motorsport event can be run on highways or roads controlled by local government authority, approval of the coordinating road authority (as defined by the *Road Management Act*) must be obtained. Approval from Victoria Police may also be required.
- Permission from VicRoads will be necessary if the event requires exemptions from the Road Rules or other laws. For example: Exemption from offence provisions that would normally arise if a person drives or uses a motor vehicle in a race or speed trial on a highway or a person drives a motor vehicle in a manner which causes the vehicle to undergo loss of traction by one or more of the vehicle's wheels.
- The Coordinating Road Authority (CRA) will consider safety, traffic congestion and traffic impacts and effects of all nonroad activities.
- A motorsport event cannot take place until the motorsport organisation has been granted the necessary permits and any required exemptions from laws.
- A coordinating authority may withdraw approval to conduct an event at any time, e.g. in extraordinary circumstances, (such as an emergency, extreme weather conditions).
- The motorsport organisations must also have insurance cover and a health, safety, and environment policy.
- While it is recommended that motorsports are administered by an appropriate authority that can address all the safety issues, it should be noted that for some events, the motorsport organisation may play an organising or sanctioning role rather than conducting the event.
- In some instances, a CRA may withdraw approval for use of a road after consideration of safety issues.
- VicRoads recognises the following motorsport organisations for the purpose of organising, conducting or sanctioning motorsport events:
 - Confederation of Australian Motorsports, Victoria Government Gazette G4, 5/11/15
 - Australian Auto Sport Alliance Pty Ltd, Victoria Government Gazette G2, 12/1/17.

Official Proceedings

If you are planning to have a formal opening or official proceedings at your event, you may consider inviting local members of parliament, Glenelg Shire Council Mayor, Councillors and CEO, event sponsors and other key community stakeholders.

It is important that invites for official proceedings are sent out as early as possible, and should include details on date, time, location, program of events and parking arrangements. If you are planning for any of your official guests to partake in the program (e.g. give speeches or make presentations) make sure they are aware of this ahead of time and well prepared.

As the event organiser, you should ensure that you are available to greet your official guests. You will also need to provide adequate seating, shelter, and refreshments.

Acknowledgement of Country and Traditional Owners and Welcome to Country

The Glenelg Aboriginal Partnership Agreement and Plan aims to promote Recognition, Healing, and Reconciliation between Aboriginal and non-Aboriginal people across the Shire. As a partner, Council actively encourages opportunities that supports the recognition of Aboriginal people, their culture, and their ongoing connection to Country.

It is strongly encouraged that any event, whether held on private or public land that an Acknowledgement of Country is held at the start of proceedings. An Acknowledgement of Country is way to show respect for First Nations people as Traditional Owners and to acknowledge their continuing connection to and custodianship of Country. An Acknowledgement of Country can be made by both Aboriginal and non-Aboriginal people. Wording can vary, though it is encouraged that Acknowledgements of Country are made in a meaningful and personal way.

An Acknowledgement of Country will have similar wording to the following example:

“We/I acknowledge the Traditional Owners of the Country that we are meeting on today and We/I recognise their continuing connection to land, waters and culture. I pay my respects to their Elders past, present and emerging.”

A Welcome to Country is different to an Acknowledgement of Country. A Welcome to Country is a Traditional Ceremony performed by a local Aboriginal person of significance (usually an Elder) as a symbol of consent to events taking place on Country.

Council encourages event organisers to engage with Traditional Owners for cultural advice and information on how you can include Traditional Ceremonies such as a Welcome to Country by a Traditional Owner, a Smoking Ceremony and/or performance within your event.

If you would like to request a booking of a cultural ceremony (Welcome to Country or Smoking Ceremony) you can visit:

<https://www.gunditjmirring.com/cultural-heritage> and click the links to the booking form.



Raffles, Donations and Fundraising

There are many regulations regarding raffles and fundraising activities at events.

If you intend to fundraise during the event, on behalf of a local community group or charitable organisation, you must have prior written consent from the governing body of that organisation.

If you plan to conduct any raffles or fundraising activities, you may need to register with Consumer Affairs Victoria (CAV) unless you are exempt from registration. To find out further details, go to:

<https://www.consumer.vic.gov.au/clubs-and-fundraising/fundraisers/what-is-a-fundraiser>

If you are conducting a raffle at your event you will also need to research relevant regulations that must be complied with. For further information visit Victorian Commission for Gambling and Liquor Regulation (VCGLR) at:

<https://www.vgccc.vic.gov.au/>

Please note where the raffle prize is valued over \$5,000 a minor gaming permit is required.

Stallholders

If you are planning the sale of goods and merchandise at your event, you must ensure goods provided for sale are safe, and appropriate. It is good practice to clarify with vendors the items that they intend to sell at the event and to make clear that, as the event organiser you may require items you deem to be unsafe, inappropriate, or unsuitable be removed from sale.

If the event is on Council owned or managed land, Council may also require goods it deems to be unsafe, inappropriate, or unsuitable be removed from sale.

You should also ensure that all stallholders at your event provide a certificate of currency for their public liability insurance and product insurance as applicable.

Event Staffing

As the event organiser you need to be aware of who is working on your event site at any time. You should have a registration point for staff and volunteers on the day, where they can sign in and sign off. If you are using contractors such as security companies, they should also have a registration system in place for their own staff who are on the event site.

Event staff working in some capacities may require a National Police Check (NPC) or Working with Children Check (WWCC). It is the responsibility of event organisers to ensure relevant staff and volunteers obtain any necessary approvals or clearances prior to working at the event. Further information about these checks can be found at:

www.police.vic.gov.au/national-police-records-checks

www.workingwithchildren.vic.gov.au

Event staff, contractors and volunteers should be clear about their role at the event, what they are responsible for, and who they report to. As the event organiser it is your responsibility to ensure that all people working on the event site have been through an induction process that provides an overview of the following:

- site layout
- roles and responsibilities of key event staff
- communications
- security arrangements
- first aid/emergency management
- rostered breaks
- OHS briefing (e.g. manual handling instructions).

Event staff and volunteers should be easily identifiable to the public, wearing an event uniform and have some sort of visible identification (e.g. event id card on a lanyard).

An event site can be a demanding work environment and it is important to look after the wellbeing of people – if possible, provide a quiet area for event staff and volunteers to take rostered breaks and ensuring staff and volunteers adhere to sun smart requirements, including sun-protective clothing, access to drinking water, broad spectrum sunscreen, hats, sunglasses and shade where possible.

Keep in mind that volunteers may not be covered for workplace injuries or accidents that occur at your event unless this is included in your insurance. Event organisers should ensure that all persons working on their event site in any capacity are adequately insured in case of accidents and injuries.

Contractors

It is likely that you will engage external service providers to assist you with your event.

This may include any of the following roles:

- event management
- event safety officer
- event staff
- performers / artists
- food vendors
- equipment hire
- traffic management
- security
- amusement rides.

All arrangements for external providers to provides good and/or services at your event should be documented and agreed upon by all parties involved. Ensure the contract you are entering, details all your event requirements and the agreed price involved to avoid potential disputes at a later stage.

If any of the companies you are contracting sub-contract services to a third party then you need to ensure that they have the same level of skill and expertise required and that you have received relevant documentation, such as copies of their licenses, permits and insurance.

If there is to be any form of construction on the event site, for example erecting temporary infrastructure such as stages and marquees, the person overseeing the contract and all the staff working on these activities should be appropriately qualified.

After Your Event

Site Inspections

After event pack-down, you should conduct an immediate and detailed site inspection to identify any lost items, hazards, litter, or damage to the event site. If your event is being held on Council owned or managed land, you may be required to attend a post-event site inspection with relevant Council staff.

Event Debrief

A week or two after your event it is good practice to invite your event staff, volunteers, and contractors to a debriefing session. This provides a valuable opportunity to hear first-hand what worked well, both in the lead up and at the event and what things might require improvement for future events, as well as being a good time to thank your event workers and recognise their achievements.

If it is not practical to run a session in person, think about sending out a survey to those who worked on the event site to get their feedback. This will provide information that will assist you to complete your post event review.

Post Event Review

All event organisers who hold a Category B event on Council owned or managed land, including Council officers, will be required to complete a post event review. This review will analyse how effective the planning of the event was, and how well the event was executed.

It is recommended that the review is completed with all members of the event team participating – especially the key operational staff at the event – as this feedback will provide important information for future event organisation and risk management.

A Post Event Review template can be found at our Events and Festival Organisers Help Page on Councils Website:

<https://www.glenelg.vic.gov.au/Discover-Our-Shire/Events/Event-Organisers-Help-Page>

Note the Post Event Review is in addition to any reporting requirements outlined in Council's Community Grants Program, or those requested by external agencies, funding bodies or sponsors.

Stakeholder and Community Feedback

It's always important to check how your event was perceived by attendees of all types. Whether people were involved in your event as a stall holder, food

vendor, sponsor, or patron, you should seek feedback about event experiences to help make your event even better in the future. Social media can be a great tool for engaging with large numbers of people and providing links to surveys or feedback forms.

Records Management and Document Storage

All event organisers should keep clear and concise records of their event planning and processes. This can include permit applications and approvals, contracts, event staff and volunteer registration details, risk assessments, certificates of currency for insurances, as well as complete copies of your Event Plan, the Risk Management Plan and Emergency Management Plan. Communication logs and incident reports generated during your event – including during bump-in and bump-out – should also be kept.

This information may be used to assist with future event planning, organisational succession planning and may be required to be kept as a condition of your insurance.

Employees, contractors, and volunteers with responsibilities for a Council-run, supported or authorised event are required to keep accurate and complete records of all activities related to the event. All records created will be managed in accordance with the Council's *Records Management Policy*.



Event Task List

Having a task list will help to ensure you have covered all the areas required for the planning of your event. As you develop your Event Plan with your team, you should identify those tasks that will be relevant to each component of your event. Using a simple table format, allocate who will be responsible for managing each task area and when it should be completed by. This will enable you as the event organiser to see how much of your event planning has been achieved and what tasks are outstanding.

A task list template is available to download from the Templates section on our Event and Festival Organisers Help Page.

<https://www.glenelg.vic.gov.au/Discover-Our-Shire/Events/Event-Organisers-Help-Page>