



**Events Assistance Guide**

Supporting you to organise and manage a successful  
event within the Greater Hamilton region



**TABLE OF CONTENTS**

**SECTION 1 - INTRODUCTION 4**Welcome 4  
Using this Guide 4  
Event definitions 4  
Working with Council’s Events Team 4  
What happens after Council receives your event application? 5  
Who’s Who in Council 5

**SECTION 2 - GETTING STARTED 6**Picking a date 6  
Key Event Details 6  
Insurance 6  
Budget 7  
Fees and permits 7  
Bond 7  
Place of Public Entertainment 7  
Consent from the landowner 8  
APRA License 8  
Protest 8  
Ticketing 8  
Raffles 9  
Event Operations Centre

**SECTION 3 - VENUE CONSIDERATIONS 10**  
Venue Selection 10  
Venue/Site Inspection 10  
Power 10  
Testing and Tagging Electrical Cords 11  
Equipment Hire 11  
Using a Contractor? 11  
Temporary Structures 11  
Accessibility 12  
Companion Card 12  
Toilets 13  
Water 13  
Traffic Management 13  
Pedestrian Management 14  
Waste Management 14  
Bins 14

**SECTION 4 - INVITING PEOPLE 15**Invitations 15  
Mayor and Councillors Attendance 15  
Reserved seating 15  
Name tags 15  
Tell the neighbours 15  
Signage permit 15  
Event Calendar 15

**SECTION 5 - RISK FACTORS** 16  
Risk Management 16  
Emergency Response Plan 16  
Contingency Planning 16  
Security and Emergency Services 17  
Code Red Fire Days 17  
First Aid 17  
SunSmart Considerations 18  
Managing Gas Appliances at your Event 18  
Public Transport 18

**SECTION 6 - ON SITE 19**  
Production 19On site signage 19  
Entertainment 19  
Sound and Lighting 19  
Stallholders 19  
Photography 19  
Rides 19  
Site Inspections 20  
Fireworks 20

**SECTION 7 - FOOD & DRINK AT EVENTS 21**Catering 21  
Food Hygiene 21  
Product Packaging 21  
Alcohol at Events 21  
Liquor Licensing 21  
Responsible Service of Alcohol 22  
Event Promotion 22  
Venue Requirements 22  
Liquor Licensing Checklist 23

**SECTION 8 – POST EVENT 24**  
Debrief 24  
Evaluation 24

**SECTION 9 – APPENDICES 25**  
Acknowledgement 25  
Disclaimer 25  
Template Documents 25

**SECTION 1 - INTRODUCTION**

**Welcome**   
A number of events are hosted in Greater Hamilton every year, from school fetes to carnivals, firework displays and multi-cultural celebrations, Greater Hamilton has something to offer all ages and interests.   
Southern Grampians Shire Council is committed to working in partnership with community groups and organisations by providing advice to plan and deliver safe and enjoyable events.

**Using this guide**   
This guide provides information on the key elements of planning an event from venue selection, and site planning, to waste management and catering.   
It is intended to be a resource only. While it is comprehensive, you may have further enquiries throughout the planning of your event.   
Please feel free to contact the Council’s Events Team for more information or further explanations. Not all sections of the guide will be relevant to your event. For example, if you are not having fireworks at your event, then the fireworks section will not be relevant.   
Finally, it is important to note that as the event organisers, you must adhere to all relevant laws, maintain community safety and minimise the impact on the environment.   
Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 to provide a safe operational environment.

**Event definitions**   
There are many different types of events - some open to the public and some private. The different types of events include the following:

**Launch -** a launch is an opening of a new building, service or program (for example a new building, a funding announcement or the start of an event program).

**Exhibition -** an exhibition can be described as a collection for public display (for example an art or photo exhibition).

**Private event -** a private event is via invitation only and could be a birthday party, wedding or a Christmas celebration.

**Corporate event –** a corporate event is often for guests who have been invited, such as a forum or a volunteers’ lunch.

**Public event -** a public event is any event open to the public, no matter what the size or whether it is held indoors or outdoors (for example an outdoor festival, an indoor workshop or a protest/rally).

**Working with Council’s Events Team**   
Planning an event can be quite a task - so where do you start?

• Read this guide   
• Complete an Event Notification Form  
• Discuss permit requirements (if applicable)  
• Supply Council with your Event Plan  
• Apply for Greater Grants Funding (if eligible)  
• Book any relevant Council assets, including marquee, umbrellas, all inclusive equipment, signage or recycling and waste bins.

**What happens after Council receives your event application?**   
The Events Team will review your Event Application. At this stage it is not unusual for us to contact you if any matters need further clarification or if further information is required.   
When all the relevant information is submitted, the Events Team will notify other Council departments to process the application and help to ensure all relevant legislation and requirements are met.

**Who’s who** **in Council**  
Getting approval for an event requires consultation with a number of Council departments. The Events Team will work with the following departments to assess your application:

**Local Laws -** responsible for issuing a number of permits. At least 8 - 12 weeks’ notice is required to address Local Laws requirements depending on the size of the event and associated paperwork.

**Parks and Gardens -** responsible for issuing permission and conditions for use of Council parks and gardens. This department will be present at the site inspections before and after an event to monitor the state of the park or oval used for an event.

**Planning -** responsible for any Council planning requirements. They will advise on required permits and permissions for the event.

**Building Services -** responsible for issuing Places of Public Entertainment (POPE) permits and Temporary Structure permits. A minimum of 12 weeks is required for the assessment and approval of these permits.

**Environmental Health -** responsible for issuing permits for the sale of food at events as well as toilet and cleanliness facilities. The Health department also carries out random inspections of food premises to ensure compliance with Food Safety Practices.

**Waste Management -** responsible for advising on the requirements to dispose of event waste. They can advise on the amount of bins required as well as the best location.

**OH&S -** assist with checking the safety of the event prior to its commencement. A checklist is prepared that covers risks from electrical through to emergency access.

**SECTION 2 - GETTING STARTED**

**Picking a date**   
The timing of your event is important, given that there are numerous events held every year, particularly during the summer season. To prevent your event coinciding with another event, please check Southern Grampians Shire Council’s Events Calendar on [www.timeforavisit.com.au](http://www.timeforavisit.com.au) or talk to Council’s Events Team.

**Key Event Details**  
It’s important to know your key event information and how to document it correctly. Items to and document and action include:

• Event details:  
 - Name of event  
 - Venue type  
 - Capacity of venue  
 - Number of staff  
 - Number of volunteers  
 - Event address  
 - Venue owner’s details  
 - Event date and time  
 - Event bump in and bump out details

• Event Committee:  
 - List of members names  
 - Members contact details  
 - Members portfolio of duties for the event

• Event Stakeholders:  
 - List of stakeholders names  
 - Stakeholders contact details  
 - Stakeholders duties for the event

**Insurance**   
For an event to be approved it is essential that the organisers have obtained Public Liability Insurance. Individual parties such as contractors, stallholders and performers also require Public Liability Insurance and must submit a ‘Certificate of Currency’ to the event organisers. Check this certificate for:

• Date of cover (must cover the period in which your event will be held)   
• Listed venue/location and date (must cover the area in which your event will be held)   
• Coverage amount (minimum $10 million)

**No Insurance?**   
Events cannot go ahead without insurance.

To be eligible for insurance you must be a registered not-for-profit organisation **or** have a written agreement with an Auspicing Organisation. An auspice organisation (the **auscpicor**) can agree to enter into an agreement on behalf of a second group or an individual (the **auspice/event organiser**).

This often occurs for insurance/public liability or funding reasons. An auspice agreement is a legally binding contract. It sets out the legal obligations of both the auspicor and auspicee toward each other and in relation to any specific funding or other agreements.

**Budget**   
When considering your budget, remember that there may be costs with the following items:

• Public Liability Insurance   
• Venue Hire   
• Marketing and Promotion e.g. newspaper advertisement, design and printing of fliers   
• Materials - toilet paper, cable ties, gloves, etc   
• PA/Technical Equipment   
• Entertainers/performers   
• First Aid services   
• Marquees, trestles, shade structures, seating, fencing   
• Food and water supplies   
• Administration (telephone, postage, etc.)   
• Permit fees and bonds   
• Traffic Management Company (for road closures or road usage)   
• Power - generator hire, etc.   
• Equipment hire - toilets, bins, lighting, etc.   
• Contingency - generally 10% of total to cover those expenses are overlooked or missed.

**Fees and Permits**  
Fees and permits that may be applicable for your event:

• Place of Public Entertainment permit (if applicable)   
• Fireworks Display Permit   
• Temporary Food Permits   
• Victoria Police Permits (contact local Victorian Police Branch)   
• CFA Permits (if applicable, may vary)   
• First Aid Services (fees variable depending the agency and the length of the event)   
• Traffic Management Plan (various fees applicable depending on the size of the plan)   
• Venue Hire (pending the individual venue fees)   
• Bin hire and rubbish collection (available through Council’s Waste Wise Trailers)  
• Ground hire fee (if applicable, cost may vary)   
• Power (if applicable, cost may vary depending on usage)   
• Water (if applicable, cost may vary depending on usage)   
• Irrigation line marking (if applicable, costs may vary)   
• Cleaning (if requested cost may vary depending on requirements)

**Bond**   
Some venues may require a bond payment before the event. The bond will be fully refunded if the site is reinstated to its original condition.

**Occupancy Permit, Place of Public Entertainment (POPE) Permit**   
The Building Regulations 2006 have recently been amended, in particular Regulation 1102, as it relates to Occupancy Permits for Places of Public Entertainment (POPE).

If you answer ‘yes’ to at least one of the following, the event will require an Occupancy Permit for a Place of Public Entertainment.

• Has more than 5000 people attend each day of the event,   
• Venue is greater than 500m² ,  
• Venue is considered ‘enclosed or substantially enclosed, and/or  
• Is a paid entry event.

If you believe that you are entitled to the exemptions set out in the Building Regulations, you should provide Council with a Statutory declaration to that effect.

If you have any questions regarding the POPE permit please contact Council’s Building Department.

**Consent from the landowner**  
Written consent from the landowner(s) and leaseholder(s) for the purpose of the event is required for the properties where the event will take place.

**If your event is on private land -** You may choose to hold your event in a privately owned venue such as an auditorium or school ground. You need to get permission (in writing) from the owner to use their venue and discuss details such as when you can access the venue, cleaning expectations or any costs associated.

**If your event is on Council land -** In this instance Council’s Customer Service Team will provide a letter of consent to use Council’s land as part of the event application process.

**APRA License**  
Your event may require an APRA license. You need to apply if your event has either live or recorded music or is charging an entry/admission fee. Copyright laws may apply when songs are performed. You will be required to pay a performer’s rights fee to APRA (Australian Performing Rights Association). Contact APRA for advice. [www.apraamcos.com.au](http://www.apraamcos.com.au)   
On the application, you need to include how much you will be spending on performers or how much the entry/admission fee pricing is.

**Protest**   
It is recommended that anyone planning a protest notifies Council and the Victoria Police of the details. Please ensure public safety is a priority in your planning. There may be permits and regulations to meet so please ensure you obtain them if required. We suggest forwarding a copy of your Public Liability Insurance, Risk and Emergency Management Plan, Traffic Management Plan and other documentation to Council as applicable.

**Ticketing**   
If you are charging an entry fee you will need to handle the funds appropriately. You may wish to consider using a provider such as [www.eventbrite.com.au](http://www.eventbrite.com.au) or [www.trybookings.com](http://www.trybookings.com) who can handle ticket booking for you.

**Raffles**   
If you are planning on running a raffle or coordinating a fundraiser please consult the state governing bodies for best practice and advice.

• For information on fundraising visit: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)   
• For information on raffles visit: [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

**Event Operations Centre**   
The ‘control point’ of the event will be the Event Operations Centre (EOC). This is where information about any aspect of the event during its operation can be gained, and where major decisions are consulted before being executed. The EOC staff should always know the whereabouts of the Event Manager and be able to contact him or her. Mark the EOC on your site plan.

**Event Staff and Volunteers**   
Event staff and volunteers may have a variety of experience and backgrounds. It is important that staff and volunteers are provided with pre-event training; clarifying roles, responsibilities, and procedures especially in communication, emergency and security plans. Document any training provided, including trainer, trainees, date, time, and topic. Training may include:

• Occupational Health and Safety, including First Aid   
• Effective Communication Techniques   
• Venue Familiarisation  
• Emergency  
• Security  
• Equipment   
• Money Handling  
• Food Handling and Responsible Service of Alcohol   
• Ticketing  
• Transport  
• Other event specific requirements

**SECTION 3 - VENUE CONSIDERATIONS**

**Venue Selection**   
There are many considerations to take into account before confirming your event venue, such as the location of water, power or trees. The venue you select may be a hall, park, reserve or open space and could be either owned by Southern Grampians Shire Council or privately owned.   
Factors to take into account when selecting the venue for your event are:

• Type of venue, indoors or outdoors   
• Suitability for event   
• Location (is the travel time to venue reasonable)   
• Proximity to adequate car parking/public transport  
• Cost of using the venue   
• Accessibility   
• Services available, eg. power, water, toilets, shelter from weather conditions

**Venue/Site Inspection**   
Before submitting your Event Notification Form, please undertake a venue inspection to ensure the venue is appropriate for your event. Use your venue inspection to consider the following factors:

• Power - location, source (i.e. single/three-phase), distance from power outlet to where you will need to use the power   
• Shelter - locations, size, type of shelter (tree, shade cloth, wooden structure, etc) direction of openings   
• Water - locations, type and number of outlets, wash basins   
• Access - venue entry points, venue exit points, traffic flow blocks, accessibility, stairs and ramps, vehicle access   
• Permanent structures - locations, entries and exits, foyer, entry, toilets, kitchen or catering facilities   
• Floor/ground - undulating ground, floor covering grass, cement, bark, irrigation • Parking - location, car spaces available, accessible parking   
• Fire Services - exit doors and signs, extinguishers, fire hose reels   
• Other - trees, paths, signs, roads, fire hydrants/blankets/extinguishers

**Power**   
Although it is dependent on your event concept and programming, you will more than likely require power to host your event. Power comes in two forms, single-phase power and three phase power.

**Single-phase power -** also known as a 240volt power outlet. You generally find two single phase power outlets next to each other in residential situations. Requirements for events are generally for single-phase power although some items require more power.

**Three-phase power -** items such as catering vans or concert lighting set-ups may require this type of power. These outlets are bigger and look different to single-phase outlets. Having sufficient power supply is also important to avoid problems such as tripped fuses.

Regardless of the type of power, all power leads must be covered with approved safety pads to prevent damage by traffic (pedestrian and motorised). You may need to hire an electrician and generators to supply power for your event. Hiring an electrician will ensure that efficient power is supplied, no shortages occur and that all leads are safe.

**Testing and Tagging Electrical Cords**   
As an event organiser, you have a duty of care to ensure that event staff/volunteers, suppliers and visitors to the event site are safe from injury and risks to their health. You must, manage any safety risks surrounding electrical hazards, in accordance with the requirements of the Occupational Health and Safety Act 2000.

Be sure to:

• Use a competent and qualified person who regularly tests and inspects electronic tools, extension leads and portable electrical equipment – inspection tags must be fitted once checked recording inspection.   
• Visit WorkSafe Victoria ([www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)) for further information.

**Equipment Hire**   
There are many items that you may need to hire for your event such as stage and sound equipment, toilet hire, face painters or pony rides. The equipment that you need to hire could include:

• Marquees (available through Southern Grampians Shire Council)  
• Gazebos (available through Southern Grampians Shire Council)  
• Umbrellas (available through Southern Grampians Shire Council)  
• Waste Wise Bin Trailers (available through Southern Grampians Shire Council)  
• Promotional Signage (available through Southern Grampians Shire Council)  
• Traffic Management Equipment (minimal quantities available through Southern Grampians Shire Council)  
• Toilets   
• Staging and AV equipment   
• Chairs and trestle tables   
• Fencing and barrier mesh   
• Safety vests   
• Radios

**Using a Contractor?**   
Running an event can often require external support from technical experts such as electricians, plumbers and event equipment experts. Some useful tips to follow:

• Book them at least 60 days prior to the event  
• Confirm the contractor’s availability and develop an agreement   
• Obtain the contractor’s Public Liability Insurance ‘Certificate of Currency’ (no less than $10M) – this will be required with your Event Application.   
• Agreements with the contractor should be created by the event organiser and signed by the contractor before the event

**Temporary Structures**   
Given the changeable weather conditions in Victoria, the use of marquees and tents for outdoor events should be considered as part of your contingency planning. Outdoor events usually require marquees, gazebos and umbrellas to provide both shade and shelter from weather conditions.

You may be required to submit an application for temporary structures if you propose having any of the following structures at your event:

• Tents, marquees or booths with a floor area greater than 100 m2   
• Seating stands for more than 20 persons   
• Stages or platforms exceeding 150m2 in floor area   
• Prefabricated buildings exceeding 100m2 other than ones placed directly on the ground surface.

These large structures must also be registered with the Building Commission and erected by a registered contractor. Registration of the structure with the Building Commission is usually organised by the supplier of the marquee.   
Registrations allow for a schedule to be generated, which ensures that maximum occupancy numbers are designated, that suppliers of fire extinguishers are appropriate, and that suitable exits are available for egress and emergencies.

When using a temporary structure, especially on days of unfavourable wind conditions, take extra precaution to ensure that the structures are properly secured. In extreme wind conditions (winds over 40km/h), consult with the contractor in the first instance. Use of umbrellas, marquees, gazebos and stages may be prohibited on these days.

**Accessibility**   
Under the Disability Discrimination Act 1992 and the Equal Opportunity Act 1995 (Vic), when a person with a disability wants to attend a festival or outdoor event, then equitable, dignified access must be provided.   
Providing access for people with a disability will also assist event organisers to comply with many occupational health and safety issues as well as reducing exposure to potential liability claims.   
You will need to consider ‘access for all’ when planning your event. An accessible event improves the experience of an event for people with a disability, and also for a wide range of other participants including families, older adults, parents with prams and performers and staff carrying equipment.

Consider:

• Temporary portable ramps   
• A person at the entry point to offer assistance, or an information booth   
• Portable accessible toilets   
• Clear signage and maps   
• Close parking to event site   
• Continuous accessible path of travel, no obstructions and no ‘clutter’   
• Easy access to move around the event for prams, wheelchairs or scooters   
• Training of staff in disability and communication skills   
• Promoting your event as accessible   
• Companion card

Southern Grampians Shire Council offer All-Inclusive Equipment which is available for hire through Council’s Rural Access Officer. For more information please see the following flyer:  
<http://www.visitgreaterhamilton.com.au/events/NewFiles/One%26AllEquipmentFlyer.pdf>

**Companion card**   
The Companion Card is a tool to assist organisations that charge an admission or participant’s fee to comply with existing antidiscrimination legislation. The Companion Card is issued to people with a significant, permanent disability, who can demonstrate that they are unable to access most community activities and venues without attendant care support. The card contains a photograph of the card holder and can be presented when booking or purchasing a ticket at events and venues. The card can only be used if the card holder requires attendance care support in order to participate at that particular activity. Participating organisations will issue the card holder with a second ticket for their companion at no charge.

**Toilets**   
With regard to amenities you will need to refer to the Building Code of Australia 2005. Please use the following as a reference:   
Sanitary and amenity facilities must be provided as follows:

(i) In places other than buildings   
(ii) One closet fixture for every 200 female patrons or part thereof   
(iii) One closet fixture or urinal for every 200 patrons or part thereof, at least 30% of which must be in the form of closet fixtures   
(iv) One wash basin for every 200 patrons or part thereof   
(v) For use by disabled persons, one unisex facility for every 100 closet fixtures or part thereof   
(vi) One drinking fountain or drinking tap for every wash basin required under (iii)   
(vii) First aid facilities in accordance with the of the Building Code Australia.

Toilets must be provided and maintained in a clean state throughout the event. Access for the disabled is also required.   
If the event is held in a reserve with existing public toilets Council needs to be notified, to arrange cleaning prior to the event. You will, however, be responsible for maintaining their cleanliness during the event unless you wish to pay for a contractor to do extra cleaning. It is recommended that toilets are cleaned every 2-3 hours, and that there is adequate cleaning staff available, in case of emergency. Don’t forget to buy lots of toilet paper.

**Hiring Toilets**   
If your venue does not have an adequate number of toilets, you will have to hire additional toilets.

**Water**   
Drinking fountains can be hired for your event. Please liaise with Wannon Water. At outdoor events, organisers must:

• Provide one drinking fountain or drinking tap for every 200 patrons (a washbasin does not constitute a drinking fountain or tap). This is consistent with the requirements of the Building Code of Australia.   
• Provide drinkable water that is freely available - also consider fountains or bottled water for staff, volunteers, performers and contractors   
• Provide signage to the water. This could be included in site maps that are provided with tickets to the event and at the information centre   
• Don’t place drinking taps in areas that have the potential to form a bottleneck of patrons

**Traffic Management**   
If it is likely that the event may affect local traffic, for example closing a road, affecting public transport routes or slowing traffic, you will require a Traffic Management Plan to be created and implemented.

The TMP itself needs to be produced by a certified Traffic Management company (see list below) and implemented by personnel/volunteers who are accredited to do so.

The Traffic Management Plan may include:

• Parking areas (can also be included on your site plan if a traffic management plan is not required)   
• Pick-up/drop-off points   
• Entry/exit points for emergency vehicles   
• Entry/exit points for other vehicles (i.e. stallholders or contractors)   
• Locations of road closures   
• Locations of barricades and signage   
• Location of traffic marshals and police

Traffic Management companies operating within Victoria can be found here: <https://www.vicroads.vic.gov.au/business-and-industry/tenders-and-suppliers/contractors-and-consultants/register-of-prequalified-contractors-and-consultants>.

Traffic Management companies operating in South West Victoria include; GoTraffic, SouthWest Traffic Control, Barco Traffic Management and Woodrowe Tree Technicians, though Council do not endorse any particular contractor and this list is not exhaustive.

The process for event organisers within the Southern Grampians Shire is currently as follows:

1. Decide if you really need a TMP or if your event can take place elsewhere without affecting traffic.
2. Gain quotes from certified Traffic Management Companies for both producing and implementing your Traffic Management Plan. Note- this can take months so be prepared! Select a supplier and get your certified Traffic Management Plan produced.
3. Complete Council’s “Temporary Road Closure Application Form” minimum 8 weeks before your event, and attach the below documents when you submit the form:
   * + - 1. A copy of your current Public Liability Insurance
         2. An event site plan showing the locations of marquees, rides, activities etc.
         3. Your certified and current A3 TMP, including a map which clearly indicates streets to be closed/traffic to be altered and any signage to be used e.g. parking, road closed signs.
         4. If you’re affecting public transport (including the Hamilton Town bus service and V/Line coaches)  you will need to notify Public Transport Victoria through their Special Events Management System and provide evidence to Council that you have done so: <https://www.ptv.vic.gov.au/news-and-events/events/specialevents/>
         5. Proof that you have contacted VicRoads to notify them of your event if applicable, and a copy of your VicRoads permit if you have been granted one.
4. Sign and return the indemnity form issued to you by Council after you have submitted the above.
5. Once the TMP has been checked and approved by external service providers and internally, Council will issue a Letter of Approval to the event organiser.
6. You can then apply for your Victoria Police Permits if applicable, for example a SEPU Highway Event Permit.
7. Arrange to have your TMP implemented by certified traffic controllers and traffic marshalls. These can be personnel from a Traffic Management company or certified volunteers who have been through training and can implement the TMP at your event.

**Pedestrian Management**   
Walking to a community event is encouraged but it is important that certain steps are taken to ensure pedestrians (and cyclists) can access the event site and surrounding areas safely. Things to think about:

• Paths – have you allowed enough space to enable the crowds to access through the area safely?   
• Crowd barriers – have you considered barriers in areas such as in front of the stage, between stalls, or other areas that you don’t want pedestrians to access?   
• Pathway closures – if you have to close pathways it may affect those passing by who are not necessarily attending the event. Have you planned for signage, alternative access, barriers, etc

**Waste Management**   
Event organisers are responsible for the waste and litter generated at their event. The organisers are required to meet all costs incurred in relation to waste and litter management. A Waste Management Plan needs to be submitted including the proposed waste management strategy. The plan must detail the number of bins and their locations around the site, how rubbish levels will be managed (i.e. monitoring and replacement of full bin liners), provisions for excess rubbish storage (where necessary), scheduled litter collections and how the rubbish will be removed from site.

**Bins**   
Wheelie bins for general garbage and recycling can be hired from Council. For more information, please see the Events page on Council’s website.   
A site plan for a sufficient amount of bins/skips, including recycling facilities, is also important during the planning stages of an event. It may also be useful to arrange a litter team to assist with clean up after the event.

**SECTION 4: INVITING PEOPLE**

**Invitations**   
Inviting VIPs and guests will often draw further attention and attendance at your event. If you invite VIPs you will need to provide parking on site and dedicate a staff member to greet them when they arrive at the event.

**Mayor and Councillors Attendance**   
If you would like the Mayor of Southern Grampians Shire Council and/or Councillors to attend your event or make a speech, you will need to provide at least 30 days’ notice. The request can be made via a letter to the Executive Office. Be sure to include the event date, time and location. The Mayoral diary does fill fast, so don’t be too disappointed if an elected representative is unable to attend.

**Reserved Seating**   
You may need to reserve seats at your event for the disabled, elderly, speakers, performers or VIP’s. Ensure that you have ‘reserved’ signs on these seats to ensure that other guests are aware that they are not available.

**Name Tags**   
Name tags can be helpful for all of those attending, especially if it’s a smaller gathering. It is advised to lay out the name tags in alphabetical order in a prominent position at the event.

**Tell the Neighbours**   
You may be required to formally advise surrounding residents and businesses. This is particularly important if the event includes fireworks or road closures. Telling the neighbours of your event plans, even when the impact on them is minimal, is a courteous gesture.

**Businesses -** if your event will have an impact on surrounding businesses, such as parking or road closures, you are required to notify them. Draft a letter detailing the event - they will appreciate the notice and will be able to prepare for the impacts.

**Residents -** if surrounding residents will be affected by your event, again with things such as parking or road closures, you are required to notify them by details and suggest alternatives.

**Signage permit**   
If you are planning on using your own signage to advertise your event on public land, you will need to apply for a permit as part of your event application to Council. You will be required to submit the proposed locations and design of the boards for approval. The design should be simple, bright and easy to read. You may also need to get permission from Vic Roads to display a sign on a major road within Greater Hamilton.

**Event Calendar**   
Your event information can be inserted into Council’s online Events Calendar via [www.timeforavisit.com.au](http://www.timeforavisit.com.au).   
Depending on timeframes, your event will also be listed in Council’s bi-yearly printed Events Guide.

**SECTION 5 – RISK FACTORS**

**Risk Management**   
It is vital to assess all the possible risks associated with running your event. By assessing the risks and addressing any potential hazards, you minimise the risk to the health and safety of those working at or attending the event. It is advised to undertake this process with the security company, venue manager and emergency services that will be involved in the event.

A Risk Management Plan is an important part of your event application to ensure that any possible risks are considered.

Some potential hazards you should think about include:

• Fire   
• Slips, trips and falls   
• First aid/medical emergencies   
• Security emergencies   
• Lost children   
• Extreme weather conditions – heat, wind, electrical storm etc   
• Crowd crush   
• Gas explosion   
• Proximity to bodies of water

**Emergency Response Plan**   
Events can become disorganised when an emergency occurs and panic replaces basic reasoning. As no event can be made entirely hazard-proof, event organisers must ensure that they are capable of dealing with any type of emergency that may arise.

Effective control of an emergency situation is largely dependent on pre-planning and clear communication. An Emergency Response Plan should be written for your event and could include the following:

• Roles and responsibilities should be clearly outlined   
• Detail arrangements for on-site emergencies not requiring outside help   
• Specify arrangements to request further police and other emergency services outlining at what point you handover over control to police and emergency services   
• Personnel who can authorise evacuation   
• How the event will be interrupted   
• Access and evacuation routes for site   
• Establish an emergency control centre, which has back up power and lighting   
• Meeting points for emergency services including triage and ambulance loading areas   
• Details of hospitals prepared for a major incident on your contacts list

* It’s recommended you have a landline telephone number accessible at your event

The plan should be reviewed as soon as possible after an emergency has occurred, to ascertain whether procedures were followed, and whether they were adequate.

**Contingency Planning**   
Once you have identified the risks associated with your event, think about your contingency planning. A contingency plan is a must - performers may be late or worse still, fail to make an appearance or inclement weather may affect your outdoor event. Planning for and organising alternative arrangements for the unexpected will prevent unnecessary disruption to the program.

**Security and Emergency Services**   
There is always the potential for problems to occur during events. Whilst security is not a necessity for all events, having security provides a visible deterrent, therefore consider this carefully. Council may require you to hire security for your event, depending on the event size and nature. The general recommendation is one security guard per 100 patrons - a security company will be able to provide better advice after a briefing on the event. You may need to notify the Police of the event so they will be on standby if requested to attend.   
A security briefing usually includes what you will need security to do - the main responsibilities to consider are crowd control, cash protection, asset protection and procedure for confiscated or prohibited items. If the attitude of the security personnel is friendly and professional, it can help to maintain a positive atmosphere among patrons.

Additionally, security personnel should:

• Be able to communicate with each other and First Aid officers (via radios)   
• Be able to communicate with other security providers if applicable (via radios)   
• Control access to stage or performance areas   
• Provide security control at entrance and exits   
• Minimise the risk of fire by patrolling areas   
• Assist emergency services if required

**Code Red Fire Days**   
Since the bushfires in 2009, Victoria has adopted the new nationally agreed Fire Danger Rating scale to help communities understand information about fire danger.   
This new scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community. During an extreme heat wave, the State Government may declare a high risk day as being a Code Red Fire Day. On the declaration of a Code Red day, the Southern Grampians Shire Council recommends that event organisers visit the CFA website to view the Code Red Day recommendations at: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

**First Aid**   
First aid posts should be properly staffed and equipped. Most importantly they must be clearly identified and easy to find by those who need it. The number of posts will depend on the size and scale of your event. There should be a standard level of care provided by first aid teams at your event (minimum of Senior First Aid – Level 2). Serious injuries on site will require the services of Metro Ambulance Service (dial 000). You should advise (in writing) the Police, Fire Brigade, and Ambulance who service the area where the event venue is.   
The following table is a guide only. Determining the exact requirement for your event should be done in consideration with first aid providers/emergency services representatives.   
If they have been made aware and an emergency occurs they should respond immediately. Depending on the size of the event some of the emergency services will need to have a presence on the day.

|  |  |  |  |
| --- | --- | --- | --- |
| **PATRONS** | **FIRST AIDERS** | **FIRST AID POSTS** | **FIRST AID ROOM(S)** |
| 500 | 2 | 1 | 0 |
| 1,000 | 4 | 1 | 0 |
| 2,000 | 6 | 1 | 0 |
| 5,000 | 8 | 2 | Yes |
| 10,000 | 12 | 2 | Yes |
| 20,000 | 22+ | 4 | Yes |

**Sun Smart considerations**   
The health of employees, volunteers and patrons at your event is important. You can minimise UV exposure and protect those involved by considering the following items when planning your outdoor event:

• UV radiation levels are at a peak between 11.00am and 3.00pm   
• Do you have adequate shade available at your event?   
• Clothing - ensure your event staff/volunteers on the day are wearing sun smart clothing including hats   
• Have sunscreen available at the event for community use   
• Encourage your event staff/volunteers to set a good example on the day.

**Managing Gas Appliances at your event**   
Event organisers and caterers have obligations under the Work Safety Act 2008 to ensure the safe use of gas cylinders and gas appliances.   
A gas safety check list is provided as a minimum recommendation to event organisers. All caterers, food outlets and other gas users are required to complete basic gas safety checks prior to commencement of a public event. The organisers may 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. Utilise the Energy Safe Victoria Gas Safety Self Checklist at [www.esv.vic.gov.au](http://www.esv.vic.gov.au)

**Public Transport**   
It is regulation that events affecting public transport need to take appropriate measure. Visit <http://www.sthgrampians.vic.gov.au/Files/PublicTransportVictoriaInformationKitforEventOrganisersJan2013.pdf> for more information.

**SECTION 6: ON SITE**

**Production**   
A production plan assists staff/volunteers at the event to know what their tasks are and what time this needs to happen. The plan can also include contacts list, site plans, emergency procedures and any other documentation that will be needed at the event to ensure it runs smoothly.

**On-site signage**   
Signage at the event is important to help attendees find their way around the event -they may be looking for toilets, first aid, stages, seating and other important conveniences. Signage can also help make the festival look professional and colourful. The simplest way to do this is through using clear, highly visible signage. Signage with symbols and images works well as they can be interpreted by the majority of your patrons.

**Entertainment**   
The event program should reflect your reason for hosting the event and include suitable program content. You will need to consider activities with your audience in mind. Make sure you have a good combination of performers to keep interest in the event from start to finish. For instance, programming for children’s activities also brings out parents and carers. Entertainment agencies can help book talent that suits your audience and budget.

**Sound and Lighting**   
Factors to consider regarding your sound and lighting equipment are:

• Requirements of performers   
• Venue size   
• Indoor or outdoor event (may require wet weather equipment)   
• Size of the audience   
• Daylight or evening hours   
• Location (i.e. noise restrictions when close to residential areas)   
• Electrical requirements of equipment (to ensure you have the right power source)

**Stallholders**   
The nature of your event will determine whether you involve stallholders. Some events may need only a few stallholders while larger festivals or events may involve 30 or more. Stalls can range from community to commercial and market stalls and provide products such as food, coffee, craft items and information. If you choose to invite stallholders to participate in your event you will need to gather the appropriate paperwork, including public liability insurance, food handling permits, electricity requirements etc.

**Photography**   
Photography at an event can be useful for future promotion, sponsors reports or post-event promotion. Permission to take photos should be sought from event patrons and a sign should also be displayed at the event stating that photographs will be taken.

**Rides**   
Rides at events can be a major draw card, and can also provide organisers with additional revenue. Major amusements operate on a number of different levels including:

• You can pay a flat-fee to the operator and they will operate the ride at no cost to participants.   
• You can negotiate a partial flat-fee payment to the operator and the ride will be operated at a discounted price.   
• The ride operator can operate the ride at full cost and return a percentage or flat fee payment to you for this opportunity.

The ride company is usually responsible for obtaining the necessary permits and the event organiser is responsible for obtaining copies of their public liability insurance cover.

**Site inspections**   
Council may choose to do a site inspection during your event as well as before and after to ensure the set-up and the site is reinstated to its original condition. Another aspect that Council will be checking is that the event is safe.

**Fireworks**   
All fireworks applications for indoor and outdoor events are now assessed on an individual basis subject to the completion of the following conditions:

• Event organisers must notify Southern Grampians Shire Council   
• A copy of your public liability insurance certificate of currency, with a minimum of $10 million cover, is to be submitted to Council   
• Event organisers engage a licensed pyro-technician and utilise low-noise fireworks to minimise the impact of noise on residents and animals   
• The event organisers and/or the pyro-technician obtain a ‘Notification of Intention to Discharge Fireworks’ from WorkSafe and provide a copy to the Events Team (contact WorkSafe on 1300 852 562)   
• Event organisers must advise all residents and businesses within a 4 kilometre radius in writing of the fireworks, and the date and time of when they will occur at least seven days prior to the event   
• No display shall occur after 10.30pm or on any day of a total fire ban, EPA Smog , Alert Day, nor if winds exceed 10 knots   
• Shells with a diameter of over 150mm are not permitted   
• The pyro-technician must notify the local CFA as well as airspace control of the display

**SECTION 7 - FOOD & DRINK AT EVENTS**

**Catering**   
The catering should be appropriate for your audience and timing. Booking a catering company or mobile food vendor is an easy option, but for an event that runs through lunchtime consider engaging a community group to undertake catering efforts and provide low cost catering alternatives to patrons.

**Food Hygiene**   
Food is an important aspect at any event. Having safe food handling practices in place will help minimise the potential health risks associated with food preparation and serving. This will also ensure that those responsible for the event, and those attending, are satisfied with the food service provided.   
When planning to have a temporary or mobile food vendor at your event you must ensure the food vendor is appropriately registered under Food Act (Streatrader) with their principal Council as either class 1, 2 or 3 food business. The principal Council is the municipality responsible for approving the food businesses food handling operations.

If the business is a class 4 food premises, registration is not required, however the food vendor is still required to submit a Notification form through ‘Streatrader’.   
The notification does not need to be renewed annually. Class 4 food business includes simple sausage sizzles, shelf-stable pre-packaged food such as bottled jam and sauces and uncut fruit and vegetables.

Under the current state-wide Food Act registration and notification scheme, temporary and mobile food premises are required to only register or notify their principal Council via ‘Streatrader’ (online).   
It is also the food vendor’s responsibility to ensure a “statements of trade” (SOT) is lodged via ‘Streatrader’ at least 5 days before trading. For further information visit https://streatrader.health.vic.gov.au/

Environmental Health Officer’s (EHO’s) from Council may inspect the temporary or mobile food premises at an event to ensure food safety practices are in compliance. If foods standards are not being met EHO’s will request that the breach be rectified or request the premises be closed down.

**Product Packaging**   
Use of packaging made from recycled materials is preferred. Avoid plastic bags and unnecessary items. There is plenty of support and guidance available to event organisers. Read more at [www.mwmg.vic.gov.au](http://www.mwmg.vic.gov.au).   
Promoting your event as waste conscious also ensures that your patrons know what is expected of them on the day. If the event has a range of food/beverage vendors, it is a good idea to discuss your waste management expectations with them too.

**Alcohol at Events**   
Whilst many people enjoy a responsible drink during an event there are some who drink to a level of intoxication. This has potential to detract from the event and cause significant impact to other individuals and communities in attendance. It is essential that responsible behaviour is encouraged and appropriate action is taken to reduce any harm associated with irresponsible consumption of alcohol. Priority should be given to running an alcohol free event. Alcohol free events are just as enjoyable and result in even greater successes than events that are marred by the adverse effects of alcohol consumption.

**Liquor Licensing**   
Liquor Licenses are required for alcohol to be supplied and/or consumed at events and can be obtained through the office of Liquor Licensing Victoria. A limited ‘temporary’ license can be applied for online at [www.justice.vic.gov.au](http://www.justice.vic.gov.au). Once you apply, a copy of the application is forwarded to Victoria Police and Council for comment. Once both Council and Victoria Police approve the application, you will receive notification from Liquor Licensing Victoria. In the event that either office has made an objection to your proposal, you are also notified in writing.   
The application process can take up to 4 weeks for processing, in some cases this may be longer depending on the nature of the event. Should the proposal not be supported there is an option to work with Council and Victoria Police to make a variation to your application to address the raised concerns.   
It is likely that as part of your approval process a Liquor License Management Plan (LLMP) will need to be prepared which will address a variety of techniques on how alcohol will be supplied responsibly and safely. This document can be developed in cooperation with the Council and Victoria Police.

**Responsible Service of Alcohol**   
To ensure an environment that is safe and enjoyable for guests and the community, it is advised that the Responsible Service of Alcohol is practiced. Events involving alcohol must comply with the Liquor Control Act 1988. Any person engaged in the sale or service of liquor must have completed a training course in the Responsible Service of Alcohol. The following Responsible Service of Alcohol actions should be included in your planning:

• Staff serving alcohol are not permitted to consume alcohol immediately before or during the event   
• The way in which alcohol is served should be considered. It is recommended that plastic cups be used to serve alcohol, rather than glasses or glass bottles   
• Activities which encourage heavy and rapid consumption of alcohol are not permitted   
• Event organisers are encouraged to monitor the drinking behaviour of guests and follow up on inappropriate methods of consumption   
• The bar should close prior to the event finishing time to provide guests with time to drink water or non-alcoholic beverages and leave the event in an orderly manner   
• Alcohol should be sold, served and consumed in designated, licensed areas only   
• The types of alcohol to be sold or served has been considered and includes light and mid strength alternatives   
• A variety of non-alcoholic beverages must be offered at the event   
• Event staff should be equipped with sufficient knowledge to provide guests with information about the alcoholic beverages available at the event. This information should include the type of drinks available, the strength of each drink and standard drink details   
• An intoxicated person and persons aged less than 18 years must not be served, sold or assisted in obtaining alcohol   
• Event organisers are aware of the incident reporting procedure

**Event Promotion**   
It is highly recommended that all events promote responsible drinking in the promotional material and during the event itself.

Advertising for events should:

• Not emphasis the availability of alcohol   
• Not encourage the excessive consumption of alcohol   
• Make equal reference to the availability of non-alcoholic beverages   
• Promote responsible drinking at the event

**Venue Requirements**  
Council’s Local Laws do not allow consumption of alcohol in public places. This includes recreation reserves, public reserves, parks or areas of open space.   
You will need to ascertain who your event target market is keeping in mind that alcohol cannot be served to those under the age of 18 years.   
It is likely that a liquor license approval will not be granted for events where the dominant activity focuses on persons under the age of 18 years.

|  |  |
| --- | --- |
| **Liquor Licensing Checklist** | **✓** |
| Non-alcoholic drinks including free water is offered |  |
| Transport for guests has been considered and will be promoted at the event |  |
| Responsible drinking signage has been obtained and is displayed around the event venue |  |
| Event organisers are aware of the incident reporting procedure |  |
| Activities will not encourage or promote excessive consumption of alcohol |  |
| Intoxicated guests and anyone under the age of 18 will not be served alcohol |  |
| Promotional material will emphasis responsible drinking |  |

**SECTION 7 – POST EVENT**

**Evaluation**  
An evaluation form can be produced for distribution prior to debriefing. This will give direction and clarity to the discussion. Event organisers, key stake holders, event staff, security, contractors, vendors and entertainers should all be given the opportunity to debrief and evaluate the event. The success of the next event can be markedly improved when recommendations and suggestions for improvement are considered.

**Debrief**   
Debriefing is the next step after the evaluation in the post event process. Feedback gained through the evaluation will provide information to event organisers; what worked, what didn’t work, why didn’t it work and how can it be fixed. The debriefing process is very important for an events ongoing success.

**SECTION 8 - APPENDICES**

**Acknowledgement**This Events Assistance Guide is based on multiple existing events management resources. Where possible, reference to the source of the information has been made inside this document.

**Disclaimer**This guide has been developed as a resource to assist the Greater Hamilton community to conduct events successfully and safely. Every effort has been made to ensure that the information is current and accurate. However, the information should not be relied on in any circumstances where verified information is called for. Please seek further information and advice as required, particularly in relation to risk management, workplace safety and emergency management.

**Template Documents**

Event Plan Checklist – Use this checklist for your event plan submission. Not all elements will be applicable to all events. Please discuss with the Events Team if you are unsure of which elements are required for your event.

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT PLAN CHECKLIST** | | | |
| **Event Details Overview** | | **Event Running Sheet** | |
|  | Event date, location and time set |  | Bump in/bump out times determined |
|  | Event organiser details documented |  | Specific event timings documented |
|  | Event description documented – purpose and aim |  | Running Sheet circulated to staff and stakeholders |
| **Contact List** | | **Public Liability Insurance** | |
|  | Staff, volunteer, stakeholder and contractor list |  | Certificate of Currency finalised and circulated |
| **Budget** | | **Contracts** | |
|  | Budget finalised and documented |  | Contracts finalised, signed and documented |
| **Stakeholders** | | **Marketing** | |
|  | Stakeholder checklist |  | Determine marketing requirements |
|  | Stakeholder letters |  | Strategy created |
|  | Community and public consultation |  | Strategy implemented |
|  | Newspaper advertising | **Site Plan** | |
|  | Other required notifications |  | Location/dimensions of all aspects |
| **Accessibility** | |  | Access and egress points |
|  | Accessible toilets |  | Vehicle routes |
|  | Disabled viewing areas, hearing and mobile services |  | Event Operations Centre (EOC) |
|  | Accessibility | **Infrastructure and Facilities** | |
| **Traffic Management** | |  | Permits |
|  | Engaged accredited traffic management company |  | Equipment and vehicle list |
|  | Traffic management plan sourced |  | Toilet facilities |
|  | Traffic management plan approved by Council |  | Accessible drinking water |
|  | Traffic management equipment sourced |  | Temporary Structures |
|  | Temporary road closure application submitted |  | Place of Public Entertainment (POPE) |
|  | Public notice informing residents of road use | **Pedestrian Management** | |
|  | Accredited traffic management personnel appointed |  | Crowd management plan |
| **EVENT PLAN CHECKLIST (continued)** | | | |
| **Notifications** | | **Vehicles, Parking and Access Permission** | |
|  | Public transport authorities |  | Vehicle permissions/requirements determined |
|  | VicRoads |  | Reserved parking permits |
|  | Victoria Police |  | Access passes |
|  | Other authorities | **Waste Management Plan** | |
| **Emergency and Risk Management** | |  | Rubbish and recycling bins |
|  | Risk management plan created and implemented |  | Cleaning plan |
|  | OHS Officers appointed | **Sustainability Plan** | |
|  | Emergency contact list created and implemented |  | Water management |
|  | Safety and security plan created and implemented |  | Waste management |
|  | First Aid requirements finalised |  | Energy use |
|  | High risk hazards identified and actioned |  | Venue management |
|  | Weather contingency plan | **Authority to Sell** | |
| **Permits and approvals** | |  | Vendor contact list and details |
|  | Planning permits | **Noise and Music Management Strategies** | |
|  | Place of Public Entertainment permit |  | Sound Technicians |
|  | Traffic Management |  | APRA, AMCOS licences |
|  | Food (Streatrader), Alcohol & Environmental Health | **Signage** | |
|  | Local Laws |  | Ordered |
|  | Fundraising |  | Permits |
|  | Other stakeholder permits |  | Signage locations determined |
| **Post Event Evaluation** | | **Post Event Debrief** | |
|  | Evaluation created and circulated |  | Event debrief meeting |

Event Details Overview – Please provide the following details of your event plan. These tables should act as a rough guide for what to include in your event plan.

|  |  |
| --- | --- |
| **EVENT DETAILS OVERVIEW** | |
| **Name of Event** |  |
| **Bump In Date and Time** |  |
| **Event Date/s and Times** |  |
| **Bump Out Date and Time** |  |
| **Location** |  |
|  | |
| **Event Managers Name** |  |
| **Organisation Name** |  |
| **Address** |  |
| **Phone** |  |
| **Mobile** |  |
| **EVENT DETAILS OVERVIEW (continued)** | |
| **Email** |  |
| **Website** |  |
|  | |
| **Event Description** |  |
| **Main purpose of this event?** |  |
| **Entertainment/Activities?** |  |
| **Target Audience?** |  |
| **Expected Attendance?** |  |
| **Event Promotion?** |  |

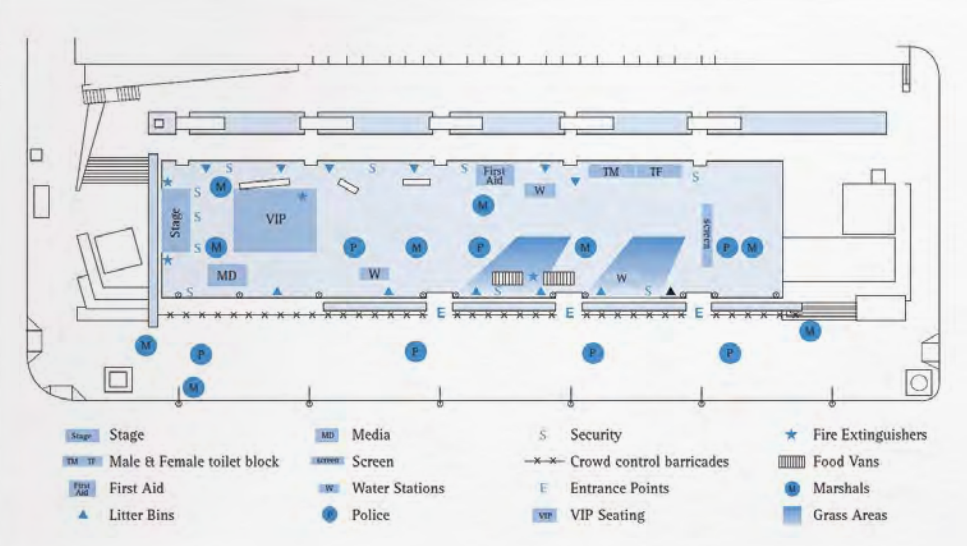
Event Running Sheet – A running sheet sets the timing and sequence of your event so that you, your staff and volunteers what is happening and when. Running sheets should include a timeline of event installation and dismantling, location and program details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT RUNNING SHEET** | | | | |
| **Date** | **Time** | **Action** | **Responsibility** | **Contact Phone** |
| *11/04/2017* | *6.00am* | *Bump in commences* | *Joe Bloggs, Events GO* | *0412 345 678* |
| *11/04/2017* | *6.00am* | *Marquees installed* | *Tina Smith, Hire Co.* | *0400 001 002* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Events Contact List – List the key contacts for your event, their roles and phone numbers for easy reference in the lead up to and during your event. This should also include useful contacts. Below is an example of a contact list.

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENTS CONTACT LIST** | | | |
| **Name** | **Role** | **Company** | **Contact Phone** |
| *Joe Bloggs* | *Event Manager* | *Events GO* | *0412 345 678* |
| *Tina Smith* | *Marquee Provider* | *Hire Co.* | *0400 001 002* |
| *Bill Rogers* | *Audio and Visual Supplier* | *Company AV* | *0411 222 333* |
| *Rachel Proud* | *Caterer* | *Foodies Delights* | *0499 888 777* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Site Plan Example –



Infrastructure and Facilities – Infrastructure and facilities list must detail all infrastructure and facilities on location, which will then be detailed in the event permit. Anything not listed is not approved and, if used, will mean a breach of permit conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| **INFRASTRUCTURE AND FACILITIES LIST** | | | |
| **Example** | **Type** | **Quantity** | **Dimensions** |
| Marquee/Tents |  |  |  |
| Water |  |  |  |
| Stage |  |  |  |
| Sound and Lighting |  |  |  |
| Toilets |  |  |  |
| Generators |  |  |  |
| Food Vendor Vehicles |  |  |  |
| Cool Rooms |  |  |  |
| Signage |  |  |  |
| Safety Barriers |  |  |  |
| Inflatables |  |  |  |
| Other |  |  |  |

Risk Management – The aim of risk identification is to develop a comprehensive list of risks that may affect your events objectives and operations. An accurate and regularly updated listing of risks will allow event organisers to better manage risks and capitalise on opportunities.

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMPLE RISK MANAGEMENT CHECKLIST** | | | |
| **Description** | **Safe** | **Unsafe** | **N/A** |
| **Barriers in place – safety fences** |  |  |  |
| **Catering checklists** |  |  |  |
| **Confined spaces** |  |  |  |
| **Disabled access and facilities** |  |  |  |
| **Drinking water** |  |  |  |
| **Electrics – i.e. lighting, stands** |  |  |  |
| **Elevated work platforms, i.e. scissor lift, staging** |  |  |  |
| **Emergency access** |  |  |  |
| **Emergency exits unlocked/clear** |  |  |  |
| **Emergency services briefed** |  |  |  |
| **Exit signage** |  |  |  |
| **Extension leads, cables, plugs** |  |  |  |
| **Flammable storage** |  |  |  |
| **Fire Brigade briefed** |  |  |  |
| **Fire extinguishers in position** |  |  |  |
| **Gas bottles secured** |  |  |  |
| **Hot surfaces out of public reach** |  |  |  |
| **Ladders** |  |  |  |
| **Manual Handling** |  |  |  |
| **Participants/marshals briefed** |  |  |  |
| **Noise** |  |  |  |
| **Pedestrian access** |  |  |  |
| **Performers trained** |  |  |  |
| **Powered and non-powered lifting devices – i.e. crane** |  |  |  |
| **Police briefed** |  |  |  |
| **Radio (2 way) function** |  |  |  |
| **Roads and walkway condition** |  |  |  |
| **Safety Officers** |  |  |  |
| **Scaffolding** |  |  |  |
| **EXAMPLE RISK MANAGEMENT CHECKLIST (continued)** | | | |
| **Description** | **Safe** | **Unsafe** | **N/A** |
| **Sharp and protruding objects** |  |  |  |
| **Steps and handrails condition** |  |  |  |
| **Special Effects – i.e. smoke machines, explosions** |  |  |  |
| **Sufficient number of toilets** |  |  |  |
| **Tents/marquees secured** |  |  |  |
| **Toilets functioning** |  |  |  |
| **Trees and branches** |  |  |  |
| **Tripping hazards/electrical cords, cables, ropes, etc.** |  |  |  |
| **Umbrellas secured** |  |  |  |
| **Vehicles removed from site** |  |  |  |
| **Wardens** |  |  |  |
| **Warning signage** |  |  |  |
| **Weather and wind conditions** |  |  |  |
| **Work involving heights** |  |  |  |
| **Safety concerns transferred to sign off sheet and handed to site safety officer** | | | |
| **Inspected by:** | **Date:** | | |

Risk Matrix – Below is an example of how two risks identified in the risk management checklist have been rated and what controls are in place to stop any potential incident. This needs to be done for all identified risks.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK MATRIX** | | | | | | | | | | | |
| **Likelihood** | **Consequences** | | | | | | | | | | |
|  | **Insignificant** | | | **Minor** | | **Moderate** | | **Major** | | **Catastrophic** | |
| **1** | | | **2** | | **3** | | **4** | | **5** | |
| **A (Almost certain)** | H | | | H | | E | | E | | E | |
| **B (Likely)** | M | | | H | | H | | E | | E | |
| **C (Moderate)** | L | | | M | | H | | E | | E | |
| **D (Unlikely)** | L | | | L | | M | | H | | E | |
| **E (Rare)** | L | | | L | | M | | H | | H | |
| **Legend** | | | | | | | | | | | |
| **E** | | | EXTREME RISK: Immediate Action required | | | | | | | | |
| **H** | | | HIGH RISK: Senior Management Attention needed | | | | | | | | |
| **M** | | | MODERATE RISK: Management responsibility must be specified | | | | | | | | |
| **L** | | | LOW RISK: Manage by routine procedures | | | | | | | | |
| **EXAMPLE RISK MANAGEMENT TABLE** | | | | | | | | | | | | |
| **Risk** | | **Consequence** | | | **Current Controls** | | **Rick Rating** | | **Accept/ Reject** | | **Person Responsible** | |
| Noise | | Unpleasant surroundings causing aggravation to cast and crew | | | Event Organiser to prevent excessive and unpleasant noise levels | | D2  Low | | A | | Event Organiser | |
| Tripping hazards/ electrical cords, cables, ropes, etc. | | Bodily injury to public or staff | | | Cables covered or taped down. Barriers used to fence off area from public. | | C2  Moderate | | A | | Safety Officer | |

Useful Contacts –

**Are you hosting an event?**

**We recommend that you notify the local Police and Ambulance.**

**Hamilton Police Station**

**Address** 11 Thompson St, Hamilton

**Phone** (03) 5551 9100

**Ambulance Victoria**

**Email** [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

**Phone** 1300366313

Email notification is preferred. The events team look after all event notifications, please provide as much info as possible and the team will respond and advise if there is a need for them to be present.

**Other useful contacts – to notify of your upcoming event**

Hamilton Base Hospital – 20 Foster St, Hamilton VIC 3300 - (03) 5551 8222

Hamilton Medical Group - 20 Foster St, Hamilton VIC 3300 - (03) 5572 2422

Hamilton Family Practice – 150 Ballarat Road, Hamilton (03) 5572-5592

Hamilton CFA – (03) 5551 1500

Hamilton SES – (03) 9256 9600

Emergency Services – 000

Southern Grampians Shire Council after hours emergency - 0418 528 538

Parks Victoria – 13 19 63

Streatrader – [www.streatrader.health.vic.gov.au](http://www.streatrader.health.vic.gov.au)

Dial Before You Dig – 1100

VicRoads – (03) 9854 1994

Public Transport Victoria – 1800 800 007

APRA AMCOS – (03) 9426 5200