

East Gippsland Shire Council

Postal Address

PO Box 1618
Bairnsdale Vic 3875
Website www.egipps.vic.gov.au
Email feedback@egipps.vic.gov.au



Corporate Centre

273 Main Street
Bairnsdale Vic 3875
Telephone: 03 5153 9500
Facsimile: 03 5153 9576

Residents Information Line 1300 555 886

**Application For a Permit to Conduct a Community Event and
Event Management Plan**

General Local Law 2000

FEE: \$80.00

****IT IS IMPORTANT TO HAVE APPLICATIONS SUBMITTED TO COUNCIL AT LEAST 3 MONTHS PRIOR TO THE EVENT. See East Gippsland Shire Council Permit approval Road Management Plan section.**

Please fill in details of proposed event & any proposed road closures:

You are required to complete the "Event Management Plan" attached. This will expedite the approval process.

Date of Application: _____ / _____ / _____

Applicant Details

Name of Organisation: _____

Postal Address: _____

Phone Number: _____

Name of the Event: _____

Type of Event: _____

Event Manager Details

The event manager is responsible for the overall management of the event. Their roles and responsibilities include organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison. The event manager must be contactable throughout the event planning, conducting and evaluation processes.

Name of Event Manager: _____

Organisation: _____

Address: _____

Contact Numbers: (H) _____ (M) _____ (W) _____

Fax: _____ Email: _____

Contact During Event: _____ Phone: _____

Location: _____

(Please provide a map outlining areas of event & specify position of road closures, conditions apply to road closures see attached)

Date of Event: _____ / _____ / _____ Start Time: _____ am/pm Finish Time: _____ am/pm

Will there be sales of Food or Goods? Food Goods (please tick where applicable)

Please note: If you mark "Yes" to the sale of food, you will need to contact the Health Department of the East Gippsland Shire Council to obtain the necessary documentation.

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Event Purpose

Describe the main purpose of the event: _____

Describe the type/s of entertainment: _____

Target Audience

The target audience is the age group and interest of the patrons the event is aimed at. The event may target a wide range of interests and ages or be very focused.

Who is the target audience? _____

Expected Numbers: _____

I, the undersigned, declare that I have read and agree to comply with the conditions of a permit, and to the Event Management Plan (ATT) for a permit issued by the East Gippsland Shire Council to conduct a community event and/or road closure (detailed above).

The signatory listed below hereby signs this Application on behalf of the Organisation. The Organisation agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and whatsoever which may be brought or made or claimed against them or any of them arising out of or in anyway related to the closure of a street for holding a public function at the location described herein.

Signature: _____

Print Name: _____

Office Use Only:

Licence Ref No: PP/LL/ _____

Method of Payment: Cash Cheque Credit Card

Receipt Date: ____/____/____

Amount Paid: \$80.00 Receipt Number: _____

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Committees

Committees play a vital role in organising and managing a successful event. An event is made up of many areas of responsibility and is best handled by competent members of a committee. Committees must meet on a regular basis to review, change and update event progress.

Organising Committee

Member Name	Address	Contact Number	Responsible for:
			Event Manager
			Traffic Management
			Emergency Management
			Site Plan
			Promotion
			Communications and Contacts
			Security
			Health and Medical
			Food
			Alcohol
			Public Safety
			Post Event
			Insurance
			Finance
			Permits and Filing
			Local Community
			Public Health

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Event Management Plan

Summary of Event:

Event Name: _____

Number of Participants: _____ Community Event Commercial Event

What is the purpose of the event: _____

Who is sponsoring/funding the event: _____

Who will benefit from the event: _____

What activities will be conducted: Eg. Food stalls, art, craft, amusements _____

Do you have a list of vendors who will be attending? Yes No

What is the cost to stall holders and spectators: _____

Identify the impact the event may have on: Residents/Business/Parking:

What consultation has taken place with persons likely to be affected by the event. Eg: has notification and approval been sought.

What strategies will you have in place to ensure public safety: Eg. Marshals, Crowd control, ambulance:

Please indicate on your attached map of the area, where activities will be situated.

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Interim Agreements Table

List below all the authorities and/or emergency services you have sent the "Initial Advice to Hold an Event" form.

Name	Permit Issued Yes or No	Further Documents Required? Yes or No	List Further Documentation Required	Completed Yes or No

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Road Management Plan

The plan should indicate how the road closure and the event will impact on traffic flows, and how the organisers of the event will manage those businesses or residents affected by the event

Road Closures and/or Car Park closure

Indicate road names, points where closure is required, diversions, parking and location of emergency vehicles and marshals.

Attach a map.

Road Marshals

Advise to Local Residents & Businesses

If an event is going to have significant impact on access for local residents, a notice should be sent to those residents who will be directly affected by any road closure, at least 2 months in advance of the event.

Road Name/s, Car Park:

Attach a map of location and show road closure points, detours, traffic management issues and parking.

Will you be using Marshals to manage traffic issues

Yes No

If Yes, How many _____

Are they trained or competent in traffic control:

Yes No

Will Marshals be wearing appropriate safety apparel?

Yes No

Residents & Businesses have been advised in writing:

Yes No

Please attach a copy of the advise letter forwarded to residents

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Emergency Services/Vehicles

Indicate what emergency vehicles will be in attendance.
E.g.: CFA, Ambulance, Police, SES

Have you notified emergency services of the road closures?

Yes No

Taxis, bus lines, residents and businesses also need to be notified.

Has this been done? Yes No

East Gippsland Council Permit Approval

Council requires all event permit applications/road closure requests and Event Management Plans and other documentation to be completed and lodged with Council 2 months prior to any event to allow appropriate consultation and referral to other bodies.

LATE APPLICATIONS MAY RESULT IN REFUSAL OF CONSENT

Noise

The use of amplified equipment should be kept to a level prescribed by the "Environment Protection Act"

See conditions sheet attached.

What type and level of noise is anticipated:

Amplified:

Motor Vehicle or Engine Noise:

Power Tools:

Parking

Indicate how the parking needs for the event will be accommodated.

Please indicate points of parking areas on the Road Closure map.

Litter/Rubbish

Indicate management arrangements of rubbish removal and restoration of site.

Please note if there is an entry fee for spectators to the event, the cost of removal of rubbish is the responsibility of the event organiser.

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Insurance

The event organiser is responsible for taking out public liability insurance for a minimum of \$10,000,000. Council requires proof of indemnity against claims made against them as a result of community events held on public land before a permit can be issued.

I have attached a copy of our Public Liability Insurance.

Yes No

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CHECKLIST

- Have you signed the Application Form?
- Have you provided a copy of an accredited site safety plan?
- Have you attached a copy of your Public Liability insurance?
- Have you included a map of site showing:
- Location of Road Closures
 - Location of activities
- Have you completed the summary of events?
- Have you attached a copy of your notification to residences,
Businesses, Police, Ambulance & CFA?
- Have you explained how litter from the event will be managed?
- Have you submitted the application to Council at least 2 months prior to event?

Applicants Signature: _____

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THE VENUE

The aim of this section is to help you formulate a comprehensive map or plan of the site. You will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Potential Hazards

When selecting a site, especially for an outdoor event you should carry out a site safety plan – this should be conducted by an accredited person. Hazards may include:

- Traffic Hazards
- Road Closures
- Technological (powerlines that could be brought down in a storm).
- Land subject to flooding
- Terrain (cliffs, gullies, reclaimed/unstable land, quarries, landfill)
- Proximity to water bodies
- Wildlife/fauna including insects and snakes
- Bushfire potential
- High winds
- Extremes of temperature
- Fitouts within building and structures, and
- Chemical stored on site and structures.

This list is not exhaustive. The event manager must ensure that all hazards appropriate to the event have been addressed.

List the identified hazards at the selected site and the action taken to minimise the risk.

Hazards Identified	Action taken to minimise risk

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Access and Egress of Health and Emergency Services

Access and egress for emergency services must be considered as an integral part of the plans for the event. Inadequate access to the site by emergency services can have disastrous consequences. In consultation with emergency service providers (police, fire and ambulance) provide the following:

- A road network within the site (this may not be necessary for small sites)
- Ensure ground surfaces are compatible with vehicles (pan for the effect of heavy rain)
- Uninterrupted access and egress routes – this may mean designating an access road to the site for emergency services and neighbouring residents only. This is to ensure that arriving emergency service vehicles are not hindered by departing patrons, staff or equipment
- Health and emergency services must be informed of any traffic alterations to the road network
- Official parking for attending health and emergency services personnel
- Larger responding vehicles need wider than normal gates, and
- Detailed maps of the site and surrounding roads and access routes to all key stakeholders. Updated maps to be provided as appropriate.

Other site needs to consider

- Services and utilities already available
- Shelter already available
- Provision for disabled people
- Access and egress to site by pedestrians
- Access and egress by key stakeholders and their vehicles
- Traffic flow and parking
- Access in wet weather
- Agreement by key stakeholders to use the venue for the event, and
- Impact on local environment

Site Plan

A site plan is a map of the event and is essential for event planning and management. All key stakeholders can use it as part of the planning process, with consultation as to its final layout. The site plan must be easy to interpret and be posted strategically around the site for use by patrons. The site plan can be distributed for setting up the event and is also invaluable in an emergency.

Have you supplied Site Plan with necessary legends and commentaries Yes No

See Site Plan Checklist next page

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SITE PLAN CHECKLIST

Use the checklist below to determine what must be shown on the site map. Use a dimple grid format and include surrounding streets and landmarks. Entrance, exits, Event Coordination Centre, Emergency Coordination Centre, vendor locations, first aid posts, toilets, phones, security and licensed areas should be numbered and/or indicated by a symbol.

- | | |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> The surrounding area | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Main power/water/gas control | |
| <input type="checkbox"/> Drinking water sites (state whether source is reticulated, tank, carrier, or other) | |
| <input type="checkbox"/> Picnic/quiet areas | <input type="checkbox"/> Taxi and Bus Stops |
| <input type="checkbox"/> Event Coordination centre | <input type="checkbox"/> Stage location |
| <input type="checkbox"/> Non alcohol areas | <input type="checkbox"/> Liquor outlets |
| <input type="checkbox"/> Rubbish bins (drainage pits and sharps containers) | <input type="checkbox"/> Entrances & exits |
| <input type="checkbox"/> Entertainment sites | <input type="checkbox"/> Pedestrian route |
| <input type="checkbox"/> Lost kids/property | <input type="checkbox"/> Security locations |
| <input type="checkbox"/> Food/vendors/stalls | <input type="checkbox"/> First aid posts |
| <input type="checkbox"/> Fire fighting equipment (fire extinguishers, fire blankets, hydrants, hose reels) | |
| <input type="checkbox"/> Licensed liquor consumption areas | <input type="checkbox"/> Stores |
| <input type="checkbox"/> Information Centre | <input type="checkbox"/> Restricted areas |
| <input type="checkbox"/> Emergency coordination centre | <input type="checkbox"/> Standby Generators |
| <input type="checkbox"/> Toilets (state whether reticulated, sewer, septic tank, mobile toilet blocks) | |
| <input type="checkbox"/> Emergency egress routes – pedestrians | |
| <input type="checkbox"/> Emergency access and egress routes – emergency vehicles | |
| <input type="checkbox"/> Public Telephones | <input type="checkbox"/> Seating |
| <input type="checkbox"/> Triage Centres – mass casualty | <input type="checkbox"/> Media |
| <input type="checkbox"/> Maintenance areas | <input type="checkbox"/> Vehicle access routes |

Attach a copy of your site plan here. Distribute to all key stakeholders.

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Communication Systems

Event Organisers and Staff

All event organisers and staff are in contact with the event through the event coordination centre. Organisers may have a representative at the event coordination centre for facilitate the provision and dissemination of information. The communication system should be multi-modal and not rely on one single system. It should also have its own backup power supply.

Describe your communications system for event organisers and staff and the backup system.

Backup System: _____

Public Communication

Event organisers must be able to communicate with the crowd both for public announcements and in emergencies. Consideration should be given to the style and content of announcements:

- What volume is required for announcements to be heard over spectator noise
- Will the audience easily understand announcements
- Are multiple language announcements required, and
- What wording will lend credibility to the instructions.

If public address systems cannot be put in place inside the venue, the public address systems in most emergency vehicles can be used in an emergency. Another option available for organisers is the use of closed circuit television to provide visual information to the public.

Describe below the means of public communication.

Public Address System: _____

EVENT STAFF AND VOLUNTEER TRAINING

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.

Event Training Details

Describe below how you intend to train event staff and volunteers.

TRAFFIC MANAGEMENT

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Patron Access

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Where public transport is not available, or where the event is to conclude after normal public transport operations cease, event organisers must make arrangements for the transport of patrons. This will include:

- Providing adequate car parking, including over flow car parking
- Sourcing private transport providers
- Providing advance notice of the event to taxi companies
- Designating pick up/set down points.

The consequences of not making such arrangements can result in disruption and damage to neighbouring premises and patrons being stranded with no way of returning home.

Patrons can be informed in the advertising and ticketing about:

- Access for people with disabilities
- Public transport, taxis or shuttle buses
- Car parking
- Associated fees
- Preferred access routes to the venue, and
- Access to safe and secure car parking including
 - Adequate lighting
 - Security staff available
 - Shuttle buses where car parks cover a large area
 - Taxis

Has a Traffic Management Plan been developed for this event?

Yes

No

Is there car parking for	Yes	No	Grid Reference
Emergency Vehicles			
Key Stakeholders			
Disabled Patrons			
General Parking			
Overspill			
Buses			
Taxis			

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PICK UP/SET DOWN AREAS

Where a large number of under-age patrons are expected, the concept of a "Parent's Oasis" can be used. This facility should be adjacent to the venue and provide parents with a waiting area during the event. It provides parents a well-defined and secure meeting point for their children. The efforts in providing such a facility are more than offset by the reduction in effort needed to deal with the young audiences at the conclusion of the event.

Alternatively, a shuttle bus can be provided transporting younger patrons to a pre-determined venue such as a service station or similar for collection by their parents. Such arrangements, if made, must be included with the advertising information.

Designate taxi and bus pick up/set down areas on the site map.

CONTINGENCY PLAN

Outline the traffic management contingency plan if the event is cancelled, there is a delayed finish, or wet weather.

Cancelled: _____

Delayed Finish: _____

Wet Weather: _____

EMERGENCY MANAGEMENT PLAN

An Emergency Management Plan, including an Evacuation Plan, should be made in accordance with ASNZ4860, 1999 for Emergency Risk Management and AS3745, 1995 for Emergency Control Organisations and Procedures for Buildings. Large events may require the attendance of a number of emergency services. It is recommended that there is a designated Emergency Coordination Centre, as distinct from the Event Coordination Centre. The location of the centre should be decided in consultation with emergency services and clearly marked on the site map.

Emergency Coordination Centre

Will an Emergency Coordination Centre be established? Yes No

Grid reference on Site Map: _____

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Emergency Response Plan

The event must have a formal, written emergency response plan, which should be developed with the standards noted above. The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel. The plan should:

- Detail arrangements for on site emergencies not requiring outside help
- Specify arrangements to request further police and other emergency services assistance
- Specify arrangements to hand over control to police and emergency services as required
- Identify personnel who can authorise evacuation
- Identify how the event will be interrupted
- Provide a grid plan of the venue and all services
- Identify access and evacuation routes
- Establish an emergency control centre, which has back up power and lighting
- Provide details of coded messages to alert and stand down emergency service and security personnel
- Identify the role event staff will take in supporting civilian services
- Identify meeting points for emergency services
- Identify triage and ambulance loading areas
- Include details of hospitals prepared for a major incident
- Identify access and egress routes and the security of these routes, and
- Provide details of a temporary mortuary facility.

NOTE: In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police.

Emergency Medical Plan

A Health and Medical Risk Assessment must be conducted with the chosen ambulance and First Aid organisation or an existing plan may be reviewed and updated. This will require site inspection(s).

- The results of the assessment will be used to form the Emergency Medical Plan.
- The First Aid Organisations will present their recommendations to the Event Organising Committee and Key Stakeholders
- Prior to finally signing off the plan the ambulance provider will consult with the first aid provider and the area medical coordinator

In the event of a mass casualty situation:

- At least two areas must be designated to the knowledge of all staff as being for the treatment of patrons
 - These areas must be accessible to ambulances.

Will the First Aid Provider develop an Emergency Medical Plan in consultation with Rural Ambulance Victoria? Yes No

How will the Emergency Medical Plan be communicated to Key Stakeholders, Event Organisers and Event Staff?

Attach the Medical Emergency Plan to the Event Plan

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Safety Officers

Safety Officers are responsible for the safe operations of fire safety equipment, evacuation procedures, safety barriers, exits and the use of naked flame. Consult with the Fire Services and the Building Surveyor as to how many safety officers are needed for your event and what the training requirements are.

Who are the safety officers?

Name: _____ Contact: _____

Name: _____ Contact: _____

Name: _____ Contact: _____

Fire Danger Period

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised. For outdoor events held on public land, the land manager may require a fire plan to be completed as a condition of permit. On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls marquees or in the open.

Incident Risk Minimisation Strategies

The fire services must be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period.

Has a day of total fire ban or fire danger period been considered? Yes No

Has a plan been submitted to the fire service? Yes No

SECURITY AND CROWD CONTROL

TYPES OF SECURITY

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security. The event organising committee needs to examine the risks involved with the event by asking for example, "What could happen?" or "What if?". The answers will determine whether police, private uniformed security or peer security is required.

What type of security has been selected for the event? _____

If a security firm has been contracted, provide details:

Name of Company: _____

Licence Details: _____

Contact Name: _____ Phone/Mobile: _____

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Number of Security Personnel at Event: _____

Who is the police contact for Victoria Police?

Name: _____ Station: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Security Plan

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons. The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

To enable security personnel to perform their duties effectively, it is vital that they be appropriately briefed prior to the event. This briefing must provide security personnel with:

- Details of the venue layout, including entrance, exits, first aid posts, and any potential hazards
- Clear direction on the management of unacceptable behaviour
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures, and
- Instruction for the operation, deactivation and isolation of any on site machinery and utility supply in case of emergency.

Additionally, security personnel must:

- Be able to communicate with each other and First Aiders, and
- Be able to communicate with other security providers, if applicable.

Each company that provides a security or crowd controlling function at the event must be a part of the planning for the event and be licensed under the Private Agents Act 1966. This includes security for performers. **These agencies must attend briefing meetings with police and other emergency services.**

What security arrangements have been made for?

Cash: _____

Prohibited Items: _____

Equipment: _____

Crowd Management: _____

Other roles and responsibilities of security personnel include:

- Control of access to stage or performance area
- Security control at entrances and exits
- Minimising risk of fire by patrolling areas
- Control of vehicle traffic and marshalling
- Searches for alcohol, drugs and weapons, and
- Assisting emergency services if necessary.

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FIRST AID AND PUBLIC HEALTH

First Aid

The provision of First Aid is critical to any event. First Aid Posts must be appropriately equipped and easy to find by patrons. The number of posts required depends on the size of the event. Use the table below as a guide. You will have been informed as part of Phase One how much notice First Aid providers require. Generally the Rural Ambulance Victoria or the Metropolitan Ambulance Service requires six months notice for large scale events (> 10,000 people) and 1 month for those of a smaller scale.

First Aid room(s) must be provided to the satisfaction of the First Aid Provider. At a minimum, the rooms must be fitted with:

- A floor
- Chairs and tables
- Easily identified signage that is visible at night
- Power and running water, and
- Adequate lighting

The figures below were suggested by St John's Ambulance Australia to the Health Department of Western Australia.

Patrons	First Aiders	First Aid Posts*
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

- The number of First Aid posts required would depend on what first aid room facilities are available.

At concerts, where large numbers gather close to the stage or a mosh pit has the potential to develop, a First Aid Post should be established behind the stage barrier.

Who is supplying First Aid at the event?

Name of Provider: _____

Contact: _____ Phone: _____ Mobile: _____

Number of First Aid Posts: _____ Number of First Aid Personnel at each post: _____

Grid Reference of First Aid Posts: _____

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WASTE MANAGEMENT

A waste management plan should be developed, similar to a cleaning schedule for toilets and food premises. Consider a "Waste Wise" event. Contact your local council for information on how to make the event environmentally friendly.

The aim of the plan will be to prevent build-up of waste on site and to provide for the efficient and safe removal of waste. The plan will detail how waste is to be removed and stored and how surveillance will take place. Inadequate waste management can result in safety hazards, odours, attract animals and pests and aid in the transmission of communicable diseases to both staff and patrons.

Instruction must be given to staff on the hazards associated with waste and safe handling methods. They must be provided with appropriate protective equipment.

Is there a Waste Management contractor for the event? Yes No

Name: _____ Phone: _____

If there is not a waste management contractor, describe the waste management plan:

How will waste management staff be trained and who will train the staff?

ACCESS TO EVENT BY KEY STAKEHOLDERS

Security staff must be briefed on who is allowed unrestricted access to the event. These may include:

- Municipal Emergency Resource Officer
- Fire Authority (MFB or CFA)
- Ambulance
- First Aid
- Environmental Protection Authority
- Department of Human Services
- Police
- Vendors
- Entertainers
- Victorian Workcover Authority
- Council Staff
 - Building Surveyors and/or inspectors
 - Town planners
 - Environmental Health Officers
 - Municipal Fire Prevention Officer

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TYPES OF WASTE

Food Premises

Food waste has the potential to attract pests and animals and cause odours. Waste should be placed in bins then removed to a separate, covered waste collection location that is well distanced from any food consumption, preparation or storage areas.

Patron Waste

Bins should be provided around the site. If the event is outdoors, covers should be provided. If possible, recycling facilities should be provided.

First Aid Posts

First Aid Posts will generate their own waste and may need biohazard waste removal. Arrangements must be made for its disposal.

Needle and Syringe Disposal

Drug use at events must be considered and planned for. Aside from the effects of the drug, the presence of injecting equipment causes a safety hazard for patrons and staff. Sharps containers should be provided at the event. Generally these are located within toilets, however other locations may be considered appropriate. Sharps containers suppliers can be located under Medical Supplies in the Yellow Pages.

Cleaning and security staff must be briefed on the dangers associated with used injecting equipment and instructed on safe handling methods. Please consult with Appendix 2 for instruction of safe collection and disposal of discarded needles and response to needle stick injuries.

SWIMMING AND WATER AREAS

Public swimming pools must comply with the Health (Infectious Diseases) Regulations 2001. These Regulations mainly relate to pool maintenance and water quality. The Royal Life Saving Society Australia has Guidelines for Safe Pool Operation. Where other water bodies are in the vicinity of the event, such as dam and rivers, these should be assessed for suitability against the national Health and Medical Research Councils Australian Guidelines for Recreational Use of Water. The water should also be inspected for additional hazards including water quality, current, depth, gradients, slippery embankments and submerged objects or snags.

Are there swimming and water areas at or near the venue? Yes No

List swimming and water areas and associated hazards with grid references.

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NOISE

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

At events where noise levels are very high, such as rock concerts, air shows and motor racing, employees exposed to high noise levels for prolonged periods must be provided with adequate ear protection. The audience should also be warned of the dangers posed and advised of measures to protect their hearing.

Noise pollution from events probably causes the majority of complaints to authorities from the surrounding community.

Describe the activities/mechanisms likely to create higher noise levels at your event:

Describe how you will monitor and minimise noise levels:

ALCOHOL

Liquor Licence

If you intend selling or supplying alcohol at the event a liquor licence must be obtained from Liquor Licensing Victoria. If alcohol is BYO to the event, the consent of local authorities and Victoria Police may be required.

Will there be alcohol at the event? Yes. Alcohol will be sold and consumed
 No. Alcohol will be prohibited
 BYO. Consent has been given by Local Council

Has a Liquor Licence been obtained from Liquor Licensing Victoria? Yes No

Name on Licence: _____

Contact number during event: _____

Licence Number: _____ Valid from: _____ To _____

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Proposed Operating Hours

Event/Day 1: Time Start: _____ Finish: _____ Event/Day 2: Time Start: _____ Finish _____

Event/Day 3: Time Start: _____ Finish: _____ Event/Day 4: Time Start: _____ Finish _____

Event/Day 5: Time Start: _____ Finish: _____ Event/Day 6: Time Start: _____ Finish _____

Alcohol Management

The management of the sale of alcohol is the responsibility of the Liquor Licence holder. The event organising committee needs to establish areas of the event that are designated for alcohol consumption and sale. Of major concern will be preventing the sale of liquor to minors and unduly intoxicated/disorderly persons and preventing access by minors to liquor sale areas. Responsible service of alcohol must be in accordance with the Liquor Control Reform Act 1998. There are penalties associated with not conforming to the Act. All bar staff must be aware of and/or receive training in the responsible service of alcohol. Contact Liquor Licensing Victoria on 96556696 for details.

Alcohol is a diuretic and dehydrates the body as seen by frequent urination. Toilet facilities should therefore be provided in or near alcohol consumption areas. Event organisers need to plan for the effects of alcohol consumption. These will include :

- Extra toilets
- Security for disturbances caused by intoxicated persons, and
- Additional First Aid for:
 - Injuries
 - Drunks
 - Dehydration (especially where patrons rely on alcohol as their only source of fluid intake)

Light and non-alcoholic drinks must also be available.

Where are the designated alcohol sale areas?

Total Numbers: _____ Grid references: _____

Where are the designated alcohol consumption areas?

Total Numbers: _____ Grid references: _____

TEMPORARY STRUCTURES

If you intend to erect one of the following Temporary Structures:

- A stage or platform exceeding 150m²
- A tent, marquee or booth with a floor area greater than 100m²
- A seating stand that accommodates more than 20 persons, or
- A prefabricated building exceeding 100m²

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Your supplier should have a permit from the Building Control Commission. Before paying any deposits or signing any contracts you should ask your supplier for verification that the Building Control Commission have given approval for the structure involved. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. This must be done under the supervision of a registered building practitioner, and must conform to local government and building control commission permit specifications and conditions.

Further information can be obtained from the Building Control Commission web site at <http://www.buildcc.com.au/publications.html/infosheets>.

Stages and Platforms

- Stages that are elevated provide a natural buffer zone between the crowd and performers. Patrons' line of sight is impeded if they are close to the stage. This buffer zone is used by security and First Aiders to access patrons needing assistance.
- Barriers in front of stages are to be "V" shaped to deflect a forward moving crowd to the outer of the stage and preventing crushing. This barrier provides the added benefit of preventing patron access to the stage.

Break-Away Stage Skirts

- Where stage heights are greater than two metres, the front skirt around the base of a stage must be constructed so as to break-away under the pressure of a crowd surge, this allowing spectators to be pushed under the stage rather than being crushed against its base.
- This requirement is in addition to the provision of stage barriers in the event that they fall.

Temporary Seating

Temporary seats are often not secured to the floor or to one another. While this may not present any problems with sedate audiences, more enthusiastic spectators may pose the following difficulties:

- Persons standing on the seats for a better view are prone to injury if balance is lost or they are jostled. In such instances, other spectators can be affected, sometimes caused by a "domino effect" in closely spaced chairs.
- If an audience becomes hostile, portable chairs can be used as dangerous missiles creating the potential for a significant number of injuries.

Portable, folding, or stacking chairs should be secured to the floor or grouped together by not less than four. Where this is not possible, attachment of the legs of each row of chairs to two long planks, one running under the front legs, and one running under the back, is an alternative solution.

For all events:

- Aggregate exit widths must comply with the Building Code of Australia. For outdoor events exits should be evenly distributed around the event site, and
- Paths of travel to exit doors must be kept clear of obstructions and electrical equipment.

For events within buildings:

- Numbers of exits and distance of travel to a road or open space must comply with Section D of the Building Code of Australia, and
- Exit signs must be provided to comply with AS2293 and be illuminated and clearly visible

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FIREWORKS AND PYROTECHNICS

Fireworks are only to be carried out by licensed pyrotechnicians. The Victorian Work Cover Authority assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

The use of any naked flame or shooting devices are to be approved by the municipal building surveyor.

Will there be fireworks and pyrotechnics at the event? Yes No

Persons not holding a licence must apply for a permit from the Victorian Workcover Authority for a single occasion. The municipal building surveyor and fire services must still be notified of an event involving pyrotechnics or chinese fire crackers.

Has a permit been obtained? Yes No

Person Responsible for Fireworks: _____

Contact number during event: _____ Permit Number: _____

Where are the areas patrons are restricted from entering (public exclusion zones)?

Site Map Grid References: _____

OCCUPATIONAL HEALTH AND SAFETY

The promoter and authorities should be familiar with Victorian Occupational Health & Safety Act 1985, as there is an obligation to provide for the safety of the audience, and appropriate care, safety and training of all personnel working at the event.

What are the relevant occupational health & safety areas to your event?

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Describe how you will train staff and volunteers in the relevant occupational health and safety areas to your event:

ENTRY AND EXIT DETAILS

Entrances and exits must be well designed to cater for the type of crowd, number of patrons and various situations that arise throughout the life of an event. Use the checklist below to ensure entrances and exits are efficient. They should:

- Provide for supervision, marshalling and directing of crowds
- Provide exit and escape routes
- Provide access for emergency services and their vehicles
- Separate vehicular and pedestrian access
- Provide access for wheelchairs
- Stagger entry times by timetabling entertainment
- Be kept clear of all other activities
- Have sufficient and appropriate barriers, fences, gates and/or turnstiles
- Locate ticket sales in the vicinity of but separate from entrances
- Provide sufficient staff appropriately trained
- Have control points for searching for prohibited items (glass, weapons, alcohol, drugs, metal containers) that don't impede entrance to the event by crowds
- Provide a secure area for storage of confiscated goods
- Have toilets located nearby
- Have site maps location nearby
- Have clear, well lit entrance and exit signs
- Provide separate entrances and exits for entertainers and staff

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DOCUMENTATION

Most events require detailed planning and consultation and consequently a lot of paperwork. It is important that an event is documented accurately by recording, keeping and filing all relevant information. The following is a list of records and documents that should be kept. Designate a committee member to be responsible for master copies of all documents generated or collected by event organisers.

Documentation Checklist

- | | |
|-----------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Event Plan | <input type="checkbox"/> Quotes for services or products |
| <input type="checkbox"/> Stakeholder contacts | <input type="checkbox"/> Register of Incidents & action taken |
| <input type="checkbox"/> Sponsorship letters | <input type="checkbox"/> Details of Committee Members |
| <input type="checkbox"/> Applications for licence/permits | <input type="checkbox"/> Record of Meetings |
| <input type="checkbox"/> Inward correspondence | <input type="checkbox"/> Licences/Permits |
| <input type="checkbox"/> Outward correspondence | <input type="checkbox"/> Emergency Plan |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Media releases |
| <input type="checkbox"/> Promotional Material – Posters, Fliers | <input type="checkbox"/> Event Program |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Employment records | <input type="checkbox"/> Logos |
| <input type="checkbox"/> Accounts | <input type="checkbox"/> File notes of telephone conversations |
| <input type="checkbox"/> Press articles, TV | |

Name of Responsible Committee Member: _____

Contact Details: _____

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KEY STAKEHOLDERS

Key Stakeholders are all the people and organisations that are involved in and/or have been consulted in the planning of the event. Consultation is vital to the success of the event as cooperation is more likely when people are well informed. Brainstorm the key stakeholder list with the organising committee. Check if fees for services are charged. The list may be added to as planning proceeds.

Key Stakeholder Contact List

Photocopy and keep in a prominent place for easy access by organisers.

Organisation Name	Contact Name	Contact Phone	Minimum Notification Time
Victoria Police			Small Scale: 1 month Large Scale: 6 months
Local Council			Small Scale: 1 month Large Scale: 6 months
St John Ambulance			Small Scale: 1 month Large Scale: 6 months
Australian Red Cross			Small Scale: 1 month Large Scale: 6 months
Rural Ambulance Victoria			Small Scale: 1 month Large Scale: 6 months
Vic Roads			One Month
Liquor Licensing Victoria (Depends of time and location of event)			Event finishes before 1 am – one week Event finishes after 1 am – one month
Department of Human Services			
SES			Small Scale: 1 month Large Scale: 6 months
CFA			Small Scale: 1 month Large Scale: 6 months
Local Community			
Hire Companies			
Food Vendors			
Beveridge Suppliers			
Entertainers			
Transport Bus/Taxi			
Security			
Media			

Large Scale = > 10,000 people

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Consultation with Key Stakeholders

Planning meetings

A series of planning meetings should be conducted with all key stakeholders will in advance of the event to allow time for both planned and unexpected changes. The venue owner/land manager may have his or her own requirements for pre-event meetings; the event manager should seek the earliest possible advice on this.

Place of meeting: _____

Key Stakeholders Invited	

Briefing Meeting – Before Event

A briefing meeting should be conducted within seven days prior to the event to clarify issues of emergency procedures, communication, timetables, food, security, public health and safety, alcohol service, ticketing and traffic management.

Date of Briefing Meeting: ____/____/____ Time of Meeting: _____ am/pm

Place of Meeting: _____

De-Briefing Meeting – After Event

A formal de-briefing meeting should be conducted within fourteen days after the event. Key Stakeholders will need to gather information about the event, what worked, what didn't work and why. This information can be collated by the event organising committee who may then produce and distribute an event evaluation report.

Date of De-Briefing Meeting: ____/____/____ Time of Meeting _____ am/pm

Place of Meeting: _____

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Documentation

Keep detailed records of all key stakeholder meetings and contacts. Include the date, organisation, attendees, and details of conversations, actions and contact person.

EVENT CHECKLIST

The following must be completed in the Event Management Plan.

Event Details

- Event Place and Time
- Event Manager
- Event Purpose
- Target Audience
- Road Closures

Committees

- Organising Committee

Documentation

- Documentation Checklist

Insurance

- Insurance Details

Interim Agreements

- Interim Agreements Table
- Key Stakeholders
- Key Stakeholder Contact List
- Consultation with Key Stakeholders

The Venue

- Potential Hazards
- Site Plan

Event Coordination Centre

- Communication Systems

Information Centre

- Information Centre Details

Event Staff Training

- Training Details

Event Promotion

- Ticketing
- Signage

Traffic Management

- Patron Access
- Contingency Plan

Emergency Management Plan

- Emergency Coordination Centre

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- Emergency Medical Plan
- Emergency Tools
- Safety Officers
- Fire Fighting Equipment
- Fire Danger Period
- Water Supply

Security

- Types of Security
- Security Plan
- Lost Property/Children
- Security Staff Briefing and De-Briefing

First Aid and Public Health

- First Aid
- Waste Management
- Swimming and Water Areas
- Noise
- Alcohol
- Infection Control

Food

- List of Vendors

Infrastructure/Facilities

- Toilets
- Water
- Shelter
- Video Screens
- Telephones

Public Safety

- Lighting and Power
- Temporary Structures
- Entry and Exit Details
- Gas Cylinders
- Fireworks and Pyrotechnics
- Occupational Health and Safety

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USEFUL CONTACT NUMBERS

Organisation Name	Phone	Fax
Australian Red Cross		
CFA		
Department of Human Services		
Liquor Licensing Victoria (depends on time and location of event)		
Met. Ambulance Service		
MFESB		
Rural Ambulance Victoria		
SES		
St Johns Ambulance		
Vic Roads		
Victoria Police		

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Food Outlet Queues

Queuing for food at past events has created problems due to excessive waiting times and general poor planning of services. The following suggestions are made:

- To reduce queues, food and drink outlets should be open as patrons arrive and remain so for the duration of the event
- Breaks in main acts (if applicable) should be long enough to allow service of patrons
- Mobile vendors could be utilised to service the crowd, and
- Where there are numerous activities, coordinate finishing times

INFRASTRUCTURE/FACILITIES

Toilets

The number of toilets to be provided will depend on a number of factors including:

- Anticipated crowd numbers
- The sex of patrons (women require more facilities than men)
- If alcohol will be available, and
- The duration of the event.

If existing facilities are not adequate, additional portable units must be made available. The Australian Emergency Manual recommends the following as a guide:

Toilet Facilities for events where alcohol is not available.

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

Toilet Facilities for events where alcohol is available

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

The above figures may be reduced for short events as follows:

Duration of event	Quantity Required
8 hours plus	100%
6 – 8 hours	80%
4 – 6 hours	75%
Less than 4 hours	70%

Toilet facilities must be:

East Gippsland Shire Council

Postal Address

PO Box 1618
Bairnsdale Vic 3875
Website www.egipps.vic.gov.au
Email feedback@egipps.vic.gov.au



Corporate Centre

273 Main Street
Bairnsdale Vic 3875
Telephone: 03 5153 9500
Facsimile: 03 5153 9576
Residents Information Line 1300 555 886

- Well lit so as not to provide a security and safety hazard
- Provided with soap and hand drying equipment
- Odour free
- Cleaned and restocked regularly
- Located away from food storage and food service areas
- Accessible for people with disabilities
- Provided with nappy changing facilities
- Provide with sharps disposal facilities
- Supplied with condoms at some events
- Appropriate for wet weather

Portable toilets, where the event is longer than four hours, must be located so they can be pumped out during the event. **Vehicles pumping out portable toilets must not block access by emergency services.** Show toilets on the site map.

How many toilets will be provided at the event?

Male _____ Female _____ Disabled _____

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly and desludged as often as necessary.

Who will be responsible for the cleaning of toilets?

Name: _____

Contact Details During Event: _____

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PUBLIC LIABILITY:

1. The application will be required to have in place a current public liability policy covering all aspects of the event to the value of not less than \$10,000,000 (Ten Million Dollars). The policy must be suitably endorsed to cover Council, and must fully indemnify Council against any loss, damage or injury arising from the activities of the event.
2. As the event organiser, you are also responsible to ensure that any other organisation, person, body, stall holder or group that you engage or invite to participate in this event also have appropriate levels of public liability insurance.

TRAFFIC MANAGEMENT & ROAD CLOSURES REQUIREMENTS

3. Road Closures may be permitted for a period of no more than six hours, and will not extend beyond sunset, unless special permission is obtained from the Council.
4. The length of the portion of the street that is closed must be kept to the minimum necessary, no longer than 200 m, and include only those frontages of properties of which the residents/businesses are in agreement and safety control plans.
5. The road closure must comply with the site plan that has been approved by Council and must be consistent with the event organisers risk assessment and safety control plans.
6. Event organisers must ensure all persons who will be effected by the road closure have been contacted received formal advice and have been consulted with, to reduce the impact of any proposed road closure and given an opportunity to lodge objections.
7. Road closures must be conducted using barricades and warning signs supplied and erected by an appropriate authorized contractor the costs associated with closing the road may be passed onto the applicant. Council reserves the right to require the applicant to provide additional warning or advisory signs, at the applicant's cost.
8. Organisers are required to have adequate marshals and management contingencies to control security and the safe operation of their event and the safe movement of vehicle and pedestrian traffic. All road marshals should be trained and briefed on their responsibilities, are to be suitably identified, and must wear high visibility jackets.
9. The activities of the event must not unduly interfere with normal pedestrian usage of the street or residents requiring vehicular access to their properties.
10. Barriers and street obstructions must be removed immediately in the event that access is required by emergency vehicles including, Victoria Police, Fire Brigade, Ambulance, East Gippsland Water and Eastern Energy.
11. Organisers are required to have an appropriate traffic management/car parking strategy to deal with the expected numbers or vehicles and pedestrians attending the event. Also for those disadvantaged affected residents where access has been restricted.

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NOISE LEVELS

12. Noise, including amplified noise must be kept at a reasonable level so as not to cause an annoyance to other persons. Compliance is required with the Environment Protection Authority noise levels and schedules.

PROPERTY DAMAGE/PUBLIC RISK/PUBLIC SAFETY

It is the responsibility of event organisers to ensure they obtain a third party accredited site safety plan. The accredited site safety plan must be produced to Council on request.

13. It is the responsibility of the applicant to make good, replace or reimburse Council, for any costs incurred by Council, for any damage caused to any of Council's or other authorities assets as a result of the event activities. The site must be left in a clean and tidy state. It is the responsibility of the applicant to remove all rubbish and debris from the area and have a waste management strategy in place.
14. Event organisers must ensure appropriate Occupational Health and Safety, Public Risk issues and hazards have been identified and appropriate strategies and evacuation plans, implemented to ensure the safe running of the event.
15. It is the responsibility of event organisers to ensure they obtain a third party accredited site safety plan. The accredited site safety plan must be produced to Council on request.
16. Event organisers are responsible to ensure all appropriate emergency services and relevant authority have been notified of the event and any road closure, and where necessary their attendance at the event has been secured to ensure the safe running of the event or any associated activity.
17. Fireworks or pyrotechnic displays must have appropriate approval from the relevant authority (Workcover).
18. You are required to ensure there are adequate toilet facilities including water closets, urinals and hand basins to cater for the expected crowd numbers.
19. You must have an emergency evacuation and close down plan in place.
20. You must ensure there are appropriate levels of access for persons with disabilities.
21. You are required to ensure the following contingencies where appropriate have been provided for –
 - Adequate shelter from extremes in climate conditions – ie heat and wet
 - Adequate supplies of free potable water to cater for expected crowd numbers
 - Directional signs in place to advise location of toilets, first aid, water, entrance and exit points, phones, lost and found, car parking location, coordination centre and the like.

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22. Health Event Organisers must ensure that –

- All commercial food operators have a current food registration
- All community groups providing food have notified the Shire and have received acknowledgment of this in writing from the Shire
- Only potable water is used for drinking, food preparation, washing, etc.
- All waste water (sewerage) is to be adequately contained and disposed of to an approved sewer discharge point.

23. Event organisers are required to ensure they obtain permission from any other relevant State or local Authority, depending on the type and location of the activity. Copies of such documentation must be provided to Council.

If the event is on, near or abutting a major highway or declared road, Council will formally seek approval from Vic Roads once the application has been lodged with Council.