



WARRNAMBOOL
CITY COUNCIL

Events Planning Guide

Your one stop shop for planning an event in Warrnambool



www.warrnambool.vic.gov.au/eventguide

Connect to Council



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Introduction

From its rich heritage to its beautiful natural surroundings, its thriving local economy and diverse cultural life, the City of Warrnambool has much to offer. Warrnambool boasts a vibrant calendar of events made up of major events and a variety of community festivals which provide a wide range of social, economic and cultural benefits to the community.

The Warrnambool City Council (WCC) (Council) aims to position Warrnambool as the events capital of south-west Victoria by supporting and staging a diverse range of quality events all year round. Warrnambool has a variety of exceptional facilities and locations for hosting events and the Council is here to help make your event a success.

This guide is designed to provide event organisers with the knowledge and detail required to help run a safe and successful event. Under State and Federal Legislation, the regulations governing the management and implementation of many aspects of public events and activities have increased. Warrnambool City Council has created this guide to help you through the process of running a public event.

It is important to recognise the scope of your event and determine which permits and approvals you are required to obtain (event size, type and location will affect this). It is your responsibility to ensure that you have a clear understanding of your intended event and that you provide the necessary documentation to Council or other relevant organisations as well as providing sufficient logistical and operational support to the event to ensure it runs smoothly.

What is an event?

An event is classified as any planned activity where any open area (fenced or unfenced), structure (permanent or temporary), roadway, venue or facility will contain a number of persons greater than normally found in that area or location at one time. This events guide applies to events that are open to the general public. The event may be organised by a public or private entity.

How to use this guide

This guide is divided into sections covering the different aspects of running an event within Warrnambool City Council.

This will enable you to alert Council to your event in the correct way and allow our staff to guide you as you design, create and coordinate your event. It will also assist you in adhering to the relevant laws.



PART 1

Event planner's checklist – self assessment of event requirements and event registration

As the organiser of an event in Warrnambool it is your responsibility to ensure that all required permits are obtained and any relevant legislation is complied with. Please assess your event requirements against the table below to determine which sections of the guide are relevant to your event planning process.

EVENT REQUIREMENTS		Please ensure your group follows the correct procedure
Are you planning to host an event on a waterway, at the Warrnambool Botanic Gardens, Lake Pertobe or the Civic Green?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 2 and complete the relevant application form to start the process with Council.
Are you planning to host an event at a sporting ground, recreation reserve or public space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 2 and complete the relevant application form to start the process with Council.
Are you planning to erect a pegged structure at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 2 to understand your requirements and where to seek further assistance.
Do you need to close a road (either partially or fully)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 2 and apply for the appropriate permit or contact Council for further assistance.
Will your event occupy outdoor spaces greater than 500m ² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 2 to understand your requirements, and where to seek further assistance.
Are you or any other person selling food and beverages at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 3 and that you apply for the appropriate permits for food, beverages and alcohol.
Is water accessible to patrons at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 3 to understand your requirements and where to seek further assistance.
Will your event be creating additional noise, hosting fireworks or amusement rides?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 4 and have gained the appropriate permits. You also need to understand and implement sufficient safety measures.
Are you running raffles and/or fundraisers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 4 and apply for the appropriate permit and/or you are conducting your raffle within regulations.
Are you or any other person busking at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 4 and apply for the appropriate permit.
Do you have a plan in place to deal with waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 5 and that you have thoroughly addressed and planned for this issue.
Have you scheduled for toilets to be cleaned during your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 5. The cleanliness and restocking of toilet facilities is paramount to the success of events.
Will your event cater for patrons with varying abilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 5 so that you know where to get additional support and ideas from to create an all-inclusive event.

Have you prepared site plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 6 to understand why this is important for your group, patrons and external parties.
Do you have sufficient parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 6 and seek further advice regarding the safe parking of your patrons.
Have you considered what happens if the power goes out and the overall electrical safety at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 6 to gain additional knowledge and ideas to ensure your event is compliant, safe and can proceed safely if the mains power fails.
Are you or any contractors erecting small or large shelters/marquees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 2 and Part 6. Conditions may apply for the use and erection of these structures.
Have you insured your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 7 and prioritise this within your group as an essential item. All events must have insurance.
Have you conducted risk assessments and developed an emergency response plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 7 to understand the importance of these items. All events must have a risk assessment and an emergency response plan.
Does your event need first aid officers and/or security staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 7 and that you engage a suitable number of personnel to create a safe and secure event.
Are you organised to provide sunscreen to your patrons?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 7 as Council provides this as a free service to community groups.
Have you considered what happens in a heat wave, on a code red or total fire ban day?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, ensure you read Part 7 as event organisers need to be prepared for these conditions and to have plans in place to adjust accordingly.
Would you like Council to assist with marketing your event through our existing avenues?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 8 to understand how to access online, printed, roundabout and highway promotional opportunities.
Do you plan to erect any temporary advertising and/or directional signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 8 as you may be required to submit a permit or have your plans approved by Council prior to installing them.
Do you require funding for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 8 to see what opportunities exist from within and external to Council.
Are your guests visiting from out of town and you would like to know how to direct them to accommodation easily?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ensure you read Part 8 so that your guests can have a seamless experience in attending your event and they can secure their accommodation easily.
Are you driving vehicles into or on a public area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please ensure you read 2.7 Vehicles in public spaces



PART 2

Land use and roads

2.1 Use of Council owned or managed land (parks, gardens, reserves, etc.)

Will you be staging your event on land you think is publicly owned? If the event is to be held in a park, sporting ground, garden or reserve then this is likely to be the case. If unsure it is safest to check with the Events and Promotions Branch at Warrnambool City Council and if applicable they can direct you to the appropriate area within Council.

Costs may apply for use of this land and fees will vary depending on the chosen venue. Some areas may require you to complete an application form or permit, others will not. It will depend on the type of event you plan to conduct and where it is occurring. Please complete the relevant form below. **Your application form must be provided to Council a minimum of six weeks prior to the event.**



Warrnambool City Council Events and Promotion Branch: 03 5559 4800



www.warrnambool.vic.gov.au/parking-and-local-laws



events@warrnambool.vic.gov.au



Request for function/event at Warrnambool Botanic Gardens:

Form: <https://www.warrnambool.vic.gov.au/botanic-gardens>

Request for function/event at Warrnambool Civic Green:

Form: <https://www.warrnambool.vic.gov.au/civic-green>

Request for function/event at

Form: <https://www.warrnambool.vic.gov.au/lake-pertobe>

2.2 Use of sporting grounds and recreation reserves

There are a number of sporting grounds and recreation reserves that are utilised partially or fully for events throughout the city. It is important for event organisers to understand that varying agreements are in place between Council and different sporting club tenants. The Council Recreation Planning and Development team oversees and coordinates these and has knowledge that will be vital during your planning and implementation stages. If you intend to run an event in any capacity it is highly recommended that you utilise the online tools initially and clarify any queries with the Recreation Planning and Development team.

Further assistance for your event can still be sought through the Events and Promotion team, however specialised knowledge of the sporting grounds and recreation reserves is vital to determine if your event can proceed as you intend.

The Council website provides details of many of the sports grounds and recreation reserves including:

- Facilities (e.g. canteen, ovals, toilets, etc.)
- Clubs / User groups
- Relevant files (e.g. Casual Hire of Sports Grounds and Recreation Reserve form)



Warrnambool City Council Recreation Planner: 03 5559 4800



www.warrnambool.vic.gov.au/sports-grounds-and-facilities



recreation@warrnambool.vic.gov.au



Casual Hire Sports Grounds and Recreation Reserves Application Form:
www.warrnambool.vic.gov.au/sports-grounds-and-facilities

2.3 Waterways

A number of government departments and agencies share responsibility for our bays, rivers and ports. Warrnambool City Council are the local port manager of the Breakwater and waterway manager of the Hopkins and Merri rivers. In these areas, Council are responsible for managing and permitting events.

If you want to conduct boating activity or hold an on-water event, you may also need a Boating Activity Exemption (BAE) or a modification from a rule from Marine Safety Victoria to do so.



Warrnambool City Council Events and Promotion Branch: 03 5559 4800



<https://transportsafety.vic.gov.au/maritime-safety/ports-and-waterways/waterway-rules/temporary-exemptions-and-exclusions>



events@warrnambool.vic.gov.au

consult. These plans **MUST** be brought to all site meetings with relevant Council staff and your site plan for this event should be drafted with consideration of underground services in the parkland. The location of pegged structures must be confirmed with Council's Infrastructure Services branch prior to your event.

Event organisers are responsible for ensuring that structures erected for the event conform to industry standards, as determined by the Department of Labor and Industry and/or in accordance with Occupational Health and Safety. WCC does not accept responsibility for any temporary structures or equipment placed in the parks, gardens or reserves.



Warrnambool City Council Infrastructure Services: 03 5559 4800



events@warrnambool.vic.gov.au



Depending on your requirement following initial discussion with the Infrastructure Services Branch.

2.4 Park Assets, park reinstatement, pegging

Council Assets

Event organisers are responsible for ensuring that all precautions are taken to prevent damage or interference to parkland including grass, trees, plants, flower beds, pathways, parks structures, play equipment or buildings.

Aside from wear and tear, any damage, disturbance or interference caused to the park, garden or reserve as a result of the event and its associated activities will be repaired at the event organiser's expense.

Pegging

Due to the nature, prevalence and potential risk to underground services there will be no pegged structures on Council owned or managed land unless there is a prior contractual agreement with Council from July 1, 2018.

If you are planning to erect a pegged structure you **MUST** arrange for a site mark up and

2.5 Road closures, barricades and traffic management plans

Road closures

Organisers need to be very clear on their intentions to use, occupy and/or close a road. For example, perhaps you are planning a market or a parade taking place on a road, laneway or alley, and therefore it will be within Council's Road Reserve (the area extending from a private property boundary, through to and including the roadway). There are also other roads that are controlled by Vic Roads (called declared roads). To understand the differences please contact Council's Infrastructure Services Branch. Applications for road closures, processions and street activities through WCC Road Reserve Works Permit (RRWP) application process must be accompanied by a traffic management plan of the proposed area and proposed detour route.

It is a much simpler process if you plan to utilise road areas but not close it. The Events and Promotion team can assist you with determining if you need to close a road or not and may be able to provide alternate options to reduce the

need to close roads. Examples of events that may not require road closures but still utilise roads include small fun runs and car rallies. Please note that this option may still require an application to Council.

There are several types of road closures that apply to events. **A WCC RRWP application must be submitted to Council a minimum of six weeks prior to the event** for the following:

- Full road closure – The entire road is closed between designated points
- Partial road closure – A portion of the road width is closed between designated points

Traffic management plans

If you are required to develop a traffic management plan this must be developed by a licensed traffic control company. Suitable companies may be found in the Yellow Pages or via a simple internet search. All traffic management costs, including planning, implementation and communications are borne by the event organiser. Examples of events that require road closures are street parades, major festivals, cycling events and major running events. Traffic management plans must be provided to Council a minimum of six weeks prior to the event.

Stakeholder notification plan

To minimise any impact on surrounding stakeholders, communication is required and is vital to the success of your event.

A formal letter must be sent to all stakeholders within the event precinct. The Events and Promotions Branch can help you develop a list of who should be targeted directly and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to make sure that adequate stakeholder notification is conducted.

Your letter must include the following details:

- the name, date and location of your event (including bump-in and bump-out times)
- the purpose of the event
- the expected number of participants

- activities being conducted as part of the event
- what the likely disruptions to residents and businesses will be with respect to noise, transport and road closures
- a contact number for further information or queries
- WCC Events and Promotions Branch details as a secondary contact.

Notifying relevant authorities

It is the responsibility of the event organiser to make sure relevant public authorities are notified of the event. Key stakeholders with regards to traffic and public transport management are:

- Public Transport Victoria
- VicRoads
- Victoria Police
- Ambulance Victoria
- CFA
- SES
- Warrnambool Bus Lines
- Warrnambool Taxis

Road closure newspaper advertising

If your event involves a road closure/s or impacts the public transport network, you will be required to advertise in printed press on **two** occasions prior to the road closure

The advertisement must include:

- the name, date and location of the event
- road closure locations, opening and closing times
- impact on public transport routes
- a contact number and website for further enquiries

Barricades

The event organiser is responsible for employing a licensed company to implement and manage the Traffic Management Plan. Council does not provide the associated road signs and barricades.



Warrnambool City Council Events and Promotion Branch on 5559 4800



events@warrnambool.vic.gov.au



Road Reserve Work Permit Application Form: <https://www.warrnambool.vic.gov.au/infrastructure-permits>

No event in the road reserve is to commence without an approved RRWP.

2.6 Places of Public Entertainment (POPE) and Temporary Structures

Under the Building Act 1993 it is required that Places of Public Entertainment (POPE) being enclosed or substantially enclosed or substantially enclosed and over 500 square metres need to obtain and Occupy Permit for a Place of Public Entertainment from the Municipal Building Surveyor. If an occupancy permit is required an application should be submitted to either a private building surveyor or Council's municipal building surveyor. An occupancy permit may be issued with conditions of use and a copy is to be displayed, where directed, during use.

Some temporary structures require an occupancy permit from the Victorian Building Authority before they can be used for public entertainment. These structures include:

- Tents, marquees or booths with a floor area greater than 100m²
- Seating stands for more than 20 people
- Stages and platforms exceeding 150 m²
- Pre-fabricated buildings exceeding 100 m²

Siting approval must be obtained from Council's Municipal Building Surveyor prior to erecting these structures.



Warrnambool City Council Building Services: 03 5559 4800



building@warrnambool.vic.gov.au

2.7 Vehicles in public spaces

There are a number of Council owned or managed lands that are utilised partially or fully for events throughout the city. It is important for event organisers to understand their requirements to hold a safe event for both the public and participants from the beginning of the event bump in until event bump out.

There is typically limited access available for vehicles engaged in the bump-in and bump-out and operation of an event. No vehicles are permitted within Warrnambool City Council owned or managed land unless specific authorisation has been given. This authorisation will be included with event approval and will include the following conditions.

All vehicles must be road registered

- All on site vehicles must be approved by the Event Organiser
- Area is to be strictly closed to public during the bump-in and bump-out times when vehicles are moving
- A site map indicating access points that will be used to be provided as part of event application
- Where bollards are in place, a marshal must be positioned at the bollards while the bollards are removed
- Anytime the marshal has to leave the entry, the bollard will be put back in position, e.g. at the conclusion of the bump-in
- Vehicles are only allowed to enter when a marshal (wearing high visibility clothing) is available to escort them
- All vehicles must have hazard lights on and must travel at walking pace under the direction of the marshal



PART 3

Food and alcohol

3.1 Temporary and mobile food premises

Food Act 1984 Requirements

If food and/or drinks are sold at your event it is important that you are aware of your responsibilities as well as those of the food vendors.

The Victorian Food Act 1984 (Food Act) controls the sale of food in Victoria to protect people from food-borne illness. All temporary and mobile premises selling food (including drinks) must be registered or notified under the Food Act through the online state-wide registration and notification website *Stretrader* (https://stretrader.health.vic.gov.au/public_site/). All Statements of Trade (SOTs) can be submitted as close as one business day prior to the event (example event on Saturday the SOT needs to be submitted no later than Thursday)

It is the joint responsibility of the event organiser and the food/drink vendor to ensure that they are registered or notified with a Victorian Municipality through the *Stretrader* system.

As the event organiser you are responsible for the overall management of food vendors at the event including risk management, provision of services and amenities, and site placement.

The environmental health officers from Warrnambool City Council are responsible for the administration and enforcement of the Food Act and may inspect your event to determine compliance.

Note: Vendors selling alcohol will need to apply for registration under the Food Act in addition to their liquor licence.



Warrnambool City Council Environmental Health Unit: 03 5559 4800

www.warrnambool.vic.gov.au/food-premises

Barwon-South Western Region Temporary Food Premises Guidelines



wbool_city@warrnambool.vic.gov.au



<https://streatrader.health.vic.gov.au>

3.2 Liquor Licencing

A Liquor License is required if you intend to sell or serve alcohol at your event. Please go to the Victorian Commission for Gambling and Liquor Regulation website where you will find a range of information about the service of alcohol. It is important to remember that the service of liquor without a permit can result in large fines and possible conviction for individuals involved in the organisation of the event.



Victorian Commission for Gambling and Liquor Registration: 1300 182 457



Victorian Commission for Gambling and Liquor Registration: www.vcglr.vic.gov.au



Depending on your requirement

3.3 Smoking at events

From April 1, 2014, new smoking laws apply to sports facilities and buildings owned and managed by Warrnambool City Council. Under these new laws smoking is banned at these buildings and sports facilities at all times. Smoking is also banned within 10 metres of all Council owned and managed playgrounds, the skate park and AquaZone.

Under the Tobacco Act 1987, smoking is banned in outdoor dining areas from 1 August 2017.

An outdoor dining area at a food fair is the entire outdoor area. At other organised events, it is the area within 10 metres of a food stall or food vendor.

A food fair is an organised event at which the principal activities are the sale or supply of food for consumption at the event, and the consumption of that food. The smoking ban applies to all public outdoor areas at a food fair.

Both food fair organisers or managers as well individuals are responsible for compliance with the smoking ban.

While the Tobacco Act does not define an 'organised event', it is considered to be any public event that is planned and organised in advance, and has a community, sporting, arts, cultural or volunteer focus. It may be a one-off event or part of a series of events.

Organised events generally have an event organiser or manager who permits and organises a range of activities, stalls and vendors.

Organised events include:

- street and cultural festivals
- music festivals
- small, medium and large-scale community events such as church fetes, sausage sizzles and multicultural festivals
- small, medium and large-scale sporting events.

How the ban applies to organised events (other than food fairs):

At organised events, smoking is banned in outdoor areas within 10 metres of a food stall or food vendor, such as a barbeque or food van.

The ban does not apply to a stall or vendor selling only drinks and/or snacks. For example, coffee or sealed jars of jams.

The ban does not apply to the entire event. However, at under-age sporting events and events at schools, a further overarching smoking ban is applicable.

Smoke-free policies at events are becoming increasingly popular and whilst the purpose of the new law is to create smoke-free areas where food is commercially sold and eaten, event organisers are encouraged to make their event entirely smoke-free



Tobacco Information Line: 1300 136 775



www2.health.vic.gov.au/public-health/tobacco-reform



<mailto:tobacco.policy@dhhs.vic.gov.au>

3.4 Gas bottles

An industry code has been developed to define the method and practice of safe storage of LPG used for catering purposes in marquees in Victoria. The requirements for gas cylinders in permanent structures, such as buildings, caravans and catering vehicles, are covered by the *Australian Standard: The Storage and Handling of LP Gas* (AS/NZS 1596:2008).



WorkSafe Victoria: 1800 136 089



Code of Practice for the safe use of LP Gas at public events in Victoria

<https://www.esv.vic.gov.au/wp-content/uploads/2016/10/Code-of-Practice-LPG-at-Public-events-20150401.pdf>



info@worksafe.vic.gov.au

3.5 Water – drinking, food stalls and general access

Your organising committee needs to give consideration to where your patrons will get water from. This may be as simple as having access to a public drinking fountain or a stallholder selling water. Your committee also

needs to take into consideration the health regulations for stallholders.

If your patrons do not have access to drinking water you will need to consider this in your planning stage and implement something suitable.

It is legislation that food stalls have access to running water. Most public areas in the Warrnambool City Council have access to running water, however it may be not accessible for general use (e.g. fitted with a vandal-proof tap). It is important when planning the layout of your site that you consider this and place stall holders who require running water in a suitable location.

All organisers should consider the risk and challenges associated with an event during a heat wave and on Code Red days. Further detail on this can be read in PART 7 of this guide.



Warrnambool City Council Recreation Planner and Environmental Health Unit:
03 5559 4800



www.warrnambool.vic.gov.au/sports-grounds-and-facilities



Email: recreation@warrnambool.vic.gov.au

PART 4

Event activities

4.1 Noise

Events often create extra noise than usual due to the presence of music amplifiers, generators and crowds. It is important to minimise disruption to local and surrounding residents and businesses. Noise requirements are often included in a venue's liquor licence (Victorian Commission for Gambling and Liquor Regulations) or planning permit. Where these permits are not in place, The State Environment Protection Policy (Control of Music Noise from Public Premises) (SEPP N-2) should be implemented. The SEPP N-2 has been developed for the control of music from non-residential premises. They can be found on the EPA website at: <http://www.epa.vic.gov.au/your-environment/noise>

The goal of the SEPP N-2 is to protect residents from excessive noise while recognising the community demand for a wide range of musical entertainment.

The SEPP N-2 establishes a number of special requirements for outdoor music venues. As a general rule, operating times must be between 12:00pm and 11:00pm, or 12:00pm and 10:00pm for events longer than five hours. You must contact the Environmental Protection Authority (EPA) if you wish to hold an event outside of these hours.

The EPA enforces the policy for large outdoor music events.

For indoor venues such as hotels, restaurants and nightclubs, enforcement of these rules should be referred to the police or local council. Following a report, police have power under section 48AB of *The Environment Protection Act 2017* to instruct a venue to abate any entertainment noise after midnight. These directions stay in force until 8am.

In addition, events must not be deemed to be causing a nuisance under the Public Health and

Wellbeing Act 2008.



Warrnambool City Council Health and Local Laws: 03 5559 4800
EPA Victoria: 1300 372 842



Environment Protection Authority:
www.epa.vic.gov.au



events@warrnambool.vic.gov.au

4.2 Fireworks

If you plan to incorporate pyrotechnics or fireworks into your event, we will require a completed "Notification of Intention to Discharge Fireworks", available from Worksafe Victoria, indicating compliance with the Dangerous Goods Act 1985. The form is available by contacting Worksafe Victoria's Licensing branch on 1300 852 562.

You and your contractors must have appropriate public liability insurance cover for at least \$20,000,000. Warrnambool City Council reserve the right to request a copy if so required.



To notify the public of fireworks we recommend that you complete the following:

- Local residents must be notified by letter box drop regarding the time and date of fireworks as many owners prefer to keep their pets indoors during this time (**Appendix 1**)
- The CFA and Police must be notified
- You will also need to advertise this in the general notices section of The Warrnambool Standard including date and time



WorkSafe Victoria:
1300 852 562
CFA: (03) 5559 2500
Police: (03) 5560 1333



WorkSafe Victoria
www.worksafe.vic.gov.au



events@warrnambool.vic.gov.au



WorkSafe Victoria and CFA will advise what forms you will need to complete
Appendix 1- Example Resident Letter

4.3 Rides

If you plan to include amusement rides at your event, have you considered potential risks to public safety? Event organisers should identify related hazards and ensure that adequate risk controls are in place to protect event patrons' safety. Most event organisers will outsource rides, however as the event organiser it is still up to you to ensure you and your contractors operate in a safe manner.

Ride-associated hazards may include, but are not limited to:

- inadequate clearance between rides, fixed structures and vegetation
- instability – consider ground slope, condition and moisture
- poor maintenance
- inadequate set-up
- insufficient training and operational procedures
- missing labels or warning signs, and
- inadequate or inappropriate site placement of fencing and/or barricades

You and your contractors must have appropriate public liability insurance cover for at least \$20,000,000. Warrnambool City Council reserve the right to request a copy if so required.



WorkSafe Victoria:
1300 852 562
Warrnambool City Council Events and Promotion Branch: 03 5559 4800



WorkSafe Victoria:
www.worksafe.vic.gov.au

4.4 Raffles and fundraising

Permits may be required if you plan to conduct raffles, sausage sizzles, bingo and other fundraising activities as part of your event. For further information refer to the websites below.



Victorian Commission for Gambling and Liquor Regulation: 1300 182 547
Warrnambool City Council Local Laws: 03 5559 4800



Victorian Commission for Gambling and Liquor Regulation: www.vcgr.vic.gov.au and click on **Gambling**, or do a search for **Raffle**
<https://www.warrnambool.vic.gov.au/fundraising>



Warrnambool City Council permit application to sell raffle tickets on Council controlled land:

<https://www.warrnambool.vic.gov.au/event-activities>



4.5 Camping

Camping on public land within the Warrnambool City Council is strictly prohibited. Should you wish to include camping (on public or private land) as part of your event you will be required to apply for a permit from the Warrnambool City Council Local Laws unit. Alternately you may consider running your event at an existing camping ground or make arrangements with the operator to move patrons between the event site and the camping ground. Details of these operators can be obtained from the Warrnambool Visitor Information Centre.



Warrnambool City Council Local Laws Unit:
03 5559 4800

Warrnambool Visitor Information Centre:
1800 637 725



www.visitwarrnambool.vic.gov.au



vic@warrnambool.vic.gov.au



4.6 Musical recordings and performances

Do you plan to have live musical performances or sound recordings / background music at your event? If so, you need to obtain the necessary licenses from Australasian Performing Right Association (APRA-AMCOS) and/or the Phonographic Performance Company of Australia (PPCA). Please consult their websites for further information.



PPCA : 02 8569 1100



APRA-AMCOS – www.apra-amcos.com.au
PPCA – www.pcca.com.au



As per above websites

4.7 Busking

A busker is considered to be an entertainer who is actively providing a performance in the public place in exchange for a donation.

Busking is defined as sounding or playing a musical instrument, singing, giving a recitation or performing, conjuring, juggling, puppetry, miming, dancing, entertaining or doing any of these things

concurrently. Busking also includes the activity of drawing any message, picture or representation on a pavement, paper or canvas surface. A permit is required for busking in a public place.



Warrnambool City Council Local Laws Unit:
03 5559 4800



Warrnambool City Council permit application for busking:

<https://www.warrnambool.vic.gov.au/event-activities>

4.8 Lighting

Adequate event lighting is essential, especially at night, to ensure the safety of all event patrons, onsite volunteers, contractors and staff. Please give thought to the location of lights, ensuring that toilets, footpaths, entrance/exit gates, stairwells and car parks (in particular) are well lit.



Search Lighting, Party Hire, Hire, Equipment Hire at www.yellowpages.com.au for local suppliers

PART 5

Amenities and waste

5.1 Waste management: rubbish, recycling and sharps

General considerations

You are responsible for ensuring that the patrons attending your event have access to sufficient bins. You need to ensure that bins are near eating facilities, backstage areas, near ticketing booths and toilets. You also need to think about both common waste as well as recyclables and have bins allocated for both.

Consider how long your event will run for. You may need to arrange for the bins to be emptied at some point during your event so they do not overflow and create litter and potential health hazards. Consider whether you are serving food, drink and alcohol and what potential or actual material will become waste.

At the conclusion of the event, all displays and promotional material, excess rubbish and other equipment associated with the staging of your event is to be removed and the area left in a clean and tidy condition. If Warrnambool City Council is required to undertake any re-instatement, additional cleaning, removal of rubbish or other materials, you may incur a charge to restore the area to its pre-event condition.

In a bid to reduce the number of rubbish bins required onsite please encourage event patrons and food/drink vendors and/or market stallholders to take their rubbish home with them. The 'pack it in – pack it out' is commonly used for stall holders at events and if you implement this in advance it will greatly assist in your waste management.

While Council is able to assist with the cleaning of streets and car parks prior to an event, it cannot provide the additional service required for waste management at large commercial events. Two privately owned transfer stations operate within Warrnambool:

- Statewide Waste, Koroit Street, Warrnambool. Phone 03 5561 1195
- Barton's Transfer Station, Harrington Road, Warrnambool. Phone 1800 012 212
- Wheelie Waste, Chatham Court, Warrnambool. Phone 03 5564 3714



Warrnambool City Council Events and Promotion Branch: 03 5559 4800
Warrnambool City Council Waste Management/Minimisation Officer: 03 5559 4800



Search Rubbish Removal or Waste at www.yellowpages.com.au for local suppliers

Formal Waste Management Plan

An important part of your event management role is to create a Waste Management Plan and this is equally important for both small and large events. The plan should detail how waste is to be removed and stored and how monitoring of waste 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. It also reflects poorly on the event and the management of the event and if not managed well it will result in complaints from your patrons. Instruction should be given to staff and volunteers on the hazards associated with waste and safe handling methods.

Sustainable Events

Warrnambool City Council has a responsibility to consider the impact events have on the environment. The Council encourages event organisers to minimise their environmental impact by reducing the carbon and ecological footprint of their event.

The four main sustainability considerations for events are:

- use of water
- management of waste
- managing greenhouse emissions and the
- use of energy
- management of venues

Sustainability of parks and gardens

Guidelines have been developed to ensure that events held in specific parks and gardens are appropriate to those locations, and that the frequency and size of events do not exceed the carrying capacity of specific parkland sites.

To minimise the damage an event may cause to the park, event organisers must provide adequate supervision at the site during bump-in and bump-out.

The permit holder and/or event organiser remains responsible for any damage incurred by third parties, suppliers and any contracted services.

WCC reserve the right to reduce the number of events in certain areas of a park or garden if those areas have become damaged and exhausted.

Sharps containers

Some event patrons may have medical conditions that require safe disposal of needles. We recommend that you have a specific purpose-built waste container available inside the toilets/bathroom area for this purpose. Yellow sharps containers are available at no cost from Warrnambool Community Health Centre, 279 Koroit Street Warrnambool. For further information, please call 03 5564 4190



Search Rubbish Removal or Waste at www.yellowpages.com.au for local suppliers

5.2 Toilets

You are responsible for ensuring that patrons attending your event have access to clean and accessible toilet facilities. The removal of waste from these (both regular bins and liquid/solids if using portable toilets) must be considered as part of your event planning.

How many toilets do we need to provide?

The Australian Emergency Manual recommends the following as a guide:

Where **NO** alcohol is served at your event

Patrons	Toilets	Urinals	Hand Basins
< 500	7	2	4
<1000	11	4	8
<2000	16	8	12
<3000	24	15	20
<5000	38	25	34

Where alcohol **IS** served at your event

Patrons	Toilets	Urinals	Hand Basins
< 500	16 (3 x M, 13 x F)	8	4
<1000	21 (5 x M, 16 x F)	10	8
<2000	27 (9 x M, 18 x F)	15	14
<3000	32 (10 x M, 40 x F)	20	28
<5000	52 (12 x M, 40 x F)	30	40

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

- Anticipated crowd numbers
- The gender of patrons (women may require more facilities than men)
- If alcohol will be available
- The duration of the event

If the number of existing Council run and maintained facilities is not adequate additional portable units must be made available by the event organisers. Council must be advised of this, particularly if sewer connections are required.

Disabled Toilet/s

Warrnambool City Council has purchased a portable accessible toilet to facilitate the participation and inclusion of people with a disability in community events. The toilet is free to borrow for not-for-profit organisations holding community events in the municipalities of Warrnambool City, Corangamite Shire and Moyne Shire.



Warrnambool City Council Rural Access Officer: 03 5559 4800



www.warrnambool.vic.gov.au/rural-access



Warrnambool City Council portable accessible toilet application form:
www.warrnambool.vic.gov.au/portable-accessible-toilet

Cleaning of public toilet amenities

If your event is on Council land or a Council run venue with toilet amenities, you can arrange, at a cost, for an additional clean and maintenance run of these amenities. If additional cleans are not arranged and Warrnambool City Council is required to undertake any additional cleaning to restore the area to its pre-event condition, you may incur a charge.



Warrnambool City Council Coordinator
Building Management: 03 5559 4800

5.3 Accessibility to your event

Over four million Australians – around 19% of our population - have a physical, intellectual or other disability. This figure can at times increase to about 35% of the population if you include people with temporary disabilities. People will choose to participate in festivals and events depending on the ease of access, quality and range of activities available to them. A person with a disability has a right to have access to places used by the public, which includes public events. The Disability Discrimination Act (DDA) considers it illegal for public places to be inaccessible to people with a disability.

The following checklist list the steps recommended in planning, promoting, implementing and evaluating your event. Please consider accessibility and use this checklist to ensure your event is accessible to all.

Planning your event

- Have you involved people with a disability in planning your event?

- Is public transport available to your event?
- Is there accessible parking close to the main entrance?
- Is there a firm and level path of travel from the parking area to the entrance?
- Is the main entrance free of steps?
- Is the main entrance at least 800mm wide?
- Is the front door easy to open?
- Does your event provide at least one low height service counter at the main customer service/payment area?
- Are staff/volunteers aware of access/communication needs of people with a range of abilities?
- Is there a site map for your event which highlights the location of accessible facilities/services?
- Is there a clearly marked information desk/area where participants can ask questions about the event?
- If your event charges an attendance fee, does it accept and promote free entry for Companion Card holders?
- Have you considered accepting other concession cards?
- Is there an accessible toilet available?

TIP: the Events and Promotions team may be able to assist by providing a portable accessible toilet.

Promoting

- Is there an accessible pathway to all public facilities?
- Is there clear signage to amenities?

TIP: the Events and Promotions may be able to assist by providing portable signage.



- Is a hearing loop/other assistive communication technology provided and promoted?
- Have you considered captioning/Auslan?
- Is there adequate lighting throughout the venue?
- Is adequate seating provided at appropriate points throughout the venue?
- Are emergency/evacuation and information about evacuation procedures areas accessible for everyone?
- Have you promoted the availability of services such as a hearing loop, the acceptance of the Companion Card etc?
- Have you included a mobility map in promotional materials indicating the location of accessible parking, entrances and toilets?
- Have you promoted your event as widely as possible, including to local disability organisations?
- Are written promotional materials provided in accessible formats?

Evaluation

- Did you receive feedback from participants, either verbally or by using customer survey?
- Did you conduct a post-event debriefing with your event steering committee and various stakeholders?
- Was there an increase in participation by people with a disability?
- Are you able to identify strategies that worked well and areas for improvement?



Warrnambool City Council Events and Promotions Branch: 03 5559 4800



events@warrnambool.vic.gov.au



PART 6

Site logistics

6.1 Site plans and parking

Regardless of the size of your event, we recommend that you create site plans. These can be used internally within your organisation or externally for a range of purposes. They can also greatly assist patrons and guests getting around your event and assist when applying to external organisations for permits, licences, etc. With access to satellite images through Google Maps (or similar) the ability to create accurate maps is very simple and can be done from home.

Appendix 2 - Example of Venue/Site Plan

It is paramount that you consider how many people you expect to be at your event and where they are going to park to ensure your event runs smoothly and traffic hazards are not created. In communicating with patrons (competitors, guests, etc.) you should be clear in where the most suitable parking is and if possible include a map on where the best parking is. An up to date map can be obtained from the Local Laws unit or from the Visitor Information Centre.



Warrnambool City Council Local Laws Unit:
03 5559 4935
Warrnambool Visitor Information Centre:
1800 637 725



Appendix 2 - Example of Venue/Site Plan

6.2 Power back-up

Have you considered a generator for back-up power should mains electricity fail or if additional power is required? The location of generators and associated noise pollution should also be considered.

The main question for the organising committee to answer is "What will happen at the event if the power goes out?"



Search Hire Equipment at www.yellowpages.com.au for local suppliers

6.3 Electrical safety

Electrical equipment, particularly of a temporary nature, can pose safety risks. Adequate controls should be in place to protect the public from such risks. Again, this is the event organiser's responsibility.

Hazards may include:

- circuit overload resulting in excessive temperatures and fire risk
- missing or damaged insulation
- temporary exposed wiring (e.g. strung in trees or covering walkways)
- liquids, dusts and vapours mixing with electricity
- cables lying on ground
- unauthorised, inadequate modifications to equipment
- insufficient test/tag labels and monitoring on your equipment or that of your contractors, or missing labels or warning signs

It may be best for you to contract a local electrician to help oversee this as they are experts in this area.

For examples of suitable control measures to mitigate such risks please consult WorkSafe Victoria's website.

The two documents that will be of particular use are:

- **Electrical installation on construction sites** which covers switchboards, electrical circuits, inspection and testing, lighting, generators and much more.
- **Advice for managing major events** which is a document for large scale events. This should be used in conjunction with Electrical Installation on construction sites.

To locate these documents on WorkSafe Victoria's website please use the search icon on the home screen or alternatively click through to

Forms and Publications and search from there.



WorkSafe Victoria:
1800 136 089



www.worksafe.vic.gov.au/forms-and-publications
Search Electrician at www.yellowpages.com.au for local suppliers



info@worksafe.vic.gov.au

6.4 Shelter

Does your chosen event site offer natural or manmade protection from wind, rain and sun? If not, some sheltered areas should be provided or back-up event venues considered.

Large marquees can be very expensive so depending on your event this may not be achievable. However temporary small shelters can be flimsy, leading to dangerous situations should it be windy.

It is important that you know what type of structure you are planning on erecting and ensuring it is safe and secure, and similarly if you have stall holders/contractors bringing in shelter, you must ensure that these too are safe and secure.



WorkSafe Victoria:
1800 136 089
Warrnambool City Council Events and Promotion Branch: 03 5559 4800



WorkSafe Victoria:
www.worksafe.vic.gov.au
Search event hire at www.yellowpages.com.au for local supplier



info@worksafe.vic.gov.au
events@warrnambool.vic.gov.au

6.5 On-site contact details

In the case of emergencies it is critical that emergency services organisations (e.g. Police, ambulance, SES, first aid) have reliable on-site contact details for the event organiser, such as a mobile phone number or alternative mode of

communication if the event location is remote and mobile service is intermittent.

6.6 Service providers

If you need to find a service provider or contractor to assist with anything from marquees or additional toilets to signs or traffic management plans, we recommend starting with a simple search on the internet or in the Yellow Pages. Many suitable companies exist within the Warrnambool City Council and neighbouring regions.

6.7 On-site emergencies

Should an on-site emergency occur, always call 000 to request assistance from Police, CFA, ambulance or SES. For storms only, the SES may be contacted on 13 25 00.



PART 7

Risk, Health and safety

7.1 Insurance

Obligation to insure

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is imperative that all events held within the Warrnambool City Council have appropriate Public Liability Insurance. Insurance cover should also include property and equipment. Warrnambool City Council requires that the event organiser provide evidence of insurance (certificate/s of insurance) as part of any application for a permit for an Event. Refer to Section 10 – Risk Management of our Event Application.

There are many ways you can gain appropriate cover just for the day of the event or for the year.



Warrnambool City Council Risk Management Coordinator: 03 5559 4800



www.communityinsurance.net.au



events@warrnambool.vic.gov.au

- Public Liability Insurance quotes for larger scale events or festivals where Council's Hirer's Insurance is not available can be obtained from the Community Insurance website www.communityinsurance.net.au.

Regional Arts Victoria insurance is available for individual artists. The scheme is available to practising artists who are subscribers of Regional Arts Victoria.



Warrnambool City Council Risk Management Coordinator: 03 5559 4800



<http://www.rav.net.au/members-and-networks/join-us/organisation-membership-information/>



events@warrnambool.vic.gov.au

Public Liability Insurance

There are several options to secure this cover:

- Contact your existing insurer.
- Warrnambool City Council takes out a Public Liability Insurance Policy that covers non-commercial casual hirers of Council owned or controlled facilities for small scale stand-alone events when the hirer does not have their own insurance cover. The insurance is for all casual, ad hoc and regular hirers of these facilities provided use occurs no more than 52 times per annum (per hirer). This cover is also available to commercial entities whose small scale stand-alone events derive no monetary gain, or not-for-profit organisations conducting fundraising events where a cover charge may apply. Cover does not extend beyond the hirer to any other parties involved in the event activities.



7.2 Risk management

Risk management is an integral part of responsible event management.

The implementation of good risk management will assist in the prevention of:

- Loss of life/injury
- Impacts to patrons
- Failure to deliver a successful event
- Legal and compliance liability
- Disruption to operations
- Financial loss, including theft and fraud
- Loss or damage to the reputation of your organisation

When looking at risks an easy way to look at things is to ask:

What **could** happen?

What **would** cause it to happen?

What **would** the consequences be?

What can **we do** to try and stop it happening?

What can **we do** to minimise the consequences if it does happen?

The Victorian Managed Insurance Authority (VMIA) website www.vmia.vic.gov.au has some great free templates.

Event organisers must also comply with all Health and Safety Legislation that is applicable to the running of an event. Further information is available from Victorian Work Cover Authority website www.vwa.vic.gov.au.

Undertaking a risk assessment prior to conducting an event ensures that risks are identified, evaluated and controlled. The completion of the assessment using the following prompts will also enable you to fully develop and enhance your logistical planning.

- Emergency procedures
- Road/intersection safety
- Firefighting arrangements
- Access/egress for emergency vehicles
- Training and positioning of marshals
- First aid arrangements
- Traffic management
- Communication systems
- Crowd control
- Manual handling

- Underground services (via Dial Before you Dig in a road reserve area only, 1100.com.au or call 1100 during business hours)
- Sun protection
- Proximity of high voltage electrical power lines
- Extreme weather including what to do on Code Red days

Event organisers must be satisfied that the risks that have been identified are adequately controlled with additional controls being developed where necessary. **(Appendix 3)**

DIAL BEFORE YOU DIG is a free referral service for information on underground pipes and cables anywhere in Australia. Using DIAL BEFORE YOU DIG can prevent damage, disruption, injury and event death. Lodge enquiries online at 1100.com.au or call 1100 during business hours.



Warrnambool City Council Events and Promotion Branch: 03 5559 4800
Dial Before you Dig: 1100



1100.com.au



events@warrnambool.vic.gov.au



Appendix 3 - Example of Risk Assessment

7.3 Emergency response management

Public events must have given consideration to responses in the event of an emergency. All event organisers must have an Emergency Management Plan, which considers:

- Event venue, activities, duration and anticipated attendance
- Types of possible emergencies e.g. fire, medical emergency and threatening behaviour
- Emergency preparation and testing
- Roles of personnel responsible in emergencies and evacuations
- Identification of wardens
- Methods of communication with the public and officials
- Specific emergency response procedures
- Evacuation procedures
- Access and evacuation routes
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre

- Arrangements for additional emergency services personnel
- Event layout

The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel.

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.

If you have any queries regarding preparation of your Emergency Management Plan, once you have followed the guidelines provided (**Appendix 4**), please contact Council's Events and Promotion Branch on 03 5559 4800 for assistance.



Warrnambool City Council Events and Promotion Branch: 03 5559 4800



events@warrnambool.vic.gov.au



Appendix 4 - Emergency Management Plan Template

7.4 First aid

There are many different reasons as to why an event may require first aid on-site. This is most likely determined by the risks involved which your organising body will have identified in your event planning stages. Some events may be required to provide professional first aid officers (e.g. St Johns) and others may implement other strategies (e.g. first aid kits, designated volunteer first aid officers from within your group etc). It is always recommended that at a designated point at your event your organisers, guests and the general public can gain access to first aid equipment. This should be clearly marked and you should have a plan in place should something more severe occur.

You should always know the street address of your event and your closest crossroad – these will be two questions to answer should you be required to call 000.



Search First Aid on the internet

7.5 Security

There are an increasing number of reasons to employ security staff for events. This will depend on many factors including:

- the style of your event
- if alcohol is served
- location
- time of day
- type of audience/patrons
- crowd size

Security may be required by law. You may not be serving alcohol and still choose to hire in security for your event. This may be to assist with crowd control, licence control, patron safety, perimeter control and so on.



Search Security patrols & guards at www.yellowpages.com.au for local suppliers

7.6 Security and terrorism

All event organisers who plan events involving large numbers of the general public or high profile attendees need to address security and counter terrorism issues with Council, who will facilitate communication with the Victoria Police and relevant authorities through the Event Control Group (ECG) process.

For further information refer to Australia's Strategy for Protecting Crowded Places from Terrorism (bold from Australia's to Places) on the following website.

<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/Australias-Strategy-Protecting-Crowded-Places-Terrorism.pdf>

Working with Victoria Police

Depending on the size and scope of your event, Victoria Police may be involved throughout the planning process and for the duration of your event. Police members may attend meetings with event organisers and the ECG and additional police resources may be required during your event.



Warrnambool Police Station
Ph(03) 5560 1333

7.7 Heat waves, Code Red and total fire ban days

A Total Fire Ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to discharging of fireworks, and open fires.

During events of extreme heat and designated Code Red days all event organisers should put additional processes in place to ensure patrons, contractors and organisers are safe during this time.

This should include at minimum provisions for:

- Cool drinking water
- Shade
- Areas indoors out of the heat

The CFA website and the Warrnambool City Council will be able to assist you in this area.



Warrnambool City Council Events and Promotion Branch: 03 5559 4800
CFA South West Headquarters: 03 5551 1500



www.cfa.vic.gov.au



events@warrnambool.vic.gov.au





PART 8

Additional support from Council

8.1 Marketing and signage

Council's Events and Promotion Branch can offer support with marketing and promoting your event through listings on the Council's website www.warrnambool.vic.gov.au, the tourism website: www.visitwarrnambool.com.au and connectwarrnambool.com.au or connect Warrnambool City Council facebook page.

To access this support please ensure you complete the Event Application Form (online) which will notify the Events and Promotion Branch at Warrnambool City Council of your intention to run an event within the city.

The form is available online at <https://whatson.warrnambool.vic.gov.au/register-your-event>

Other marketing opportunities may be available such as use of Council's highway promotional signs (signage boards located at several town entrances throughout the Council) and use of Council's roundabout banner spaces. In most instances, these are free opportunities for community groups (with the cost of sign production being the responsibility of the community group).

To advertise on Council's highway promotional signs, please contact Events and Promotions Branch on 5559 4800

You will need to consider if any temporary signage will be used to advertise your event and

whether it will be placed on:

- Footpaths
- Road verges
- Nature strips
- Event boards

Additionally you will need to consider if you need to erect any temporary directional signage. Please note that permits are required from Council's Local Laws unit for any private advertising directional signage. To obtain approval or permits for temporary event advertising and/or directional signage (other than Council's event boards), please complete **Application for Temporary Advertising and/or Directional Signage Form**



Warrnambool City Council Events and Promotions Branch: 03 5559 4800
Warrnambool City Council City Assist: 03 5559 4800



wbool_city@warrnambool.vic.gov.au



Warrnambool City Council Event Registration Form: <https://whatson.warrnambool.vic.gov.au/register-your-event>
Warrnambool City Council permit application form for temporary advertising and/or directional signage: <https://www.warrnambool.vic.gov.au/parking-local-laws-safety>

8.2 Additional funding

As event organisers it is vital that you budget for all fees and charges associated with running your event. There are several ways you can obtain funding for your event.

Warrnambool City Council – Community Development Fund (Annual)

The annual Warrnambool City Council Community Development Fund Applications need to meet the set eligibility criteria and fit certain funding objectives. Grants of up to \$5,000 are available. They are provided to not for profit community groups and organisations based within the Warrnambool City Council municipality in the following areas:

- Sport and recreation
- Cultural activities
- Events
- Environment and sustainability

The scheme normally opens for requests in July and closes in October. Guidelines are available online.



Warrnambool City Council Community Development Fund (Recreation Planner):
03 5559 4800



www.warrnambool.vic.gov.au/community-funding-programs



recreation@warrnambool.vic.gov.au



As per websites above

Our Community www.ourcommunity.com.au

This website offers information on many grants from the Federal and State Government, philanthropic and corporate grant pools. A subscription fee may be required to access this information.



Warrnambool City Council Community Development Fund (Recreation Planner):
03 5559 4800



www.ourcommunity.com.au



service@ourcommunity.com.au



As per websites above

8.3 Accommodation

Depending on who and how many people you are hoping to attract to your event it is often helpful to provide information about accommodation to assist your patrons planning their visit.

While there is a range of ways to do this, the best way is through the Warrnambool Visitor Information Centre as they have the most up to date information and knowledge about the choices in the city and region.



Warrnambool Visitor Information Centre:
1800 637 725



www.visitwarrnambool.com.au

8.4 Warrnambool branded equipment and infrastructure

Warrnambool City Council has a number of items available for use at events ranging from freestanding marquees to the Active Hub Trailer.

The Events and Promotions Branch will be able to provide up to date information about what they have and if it is available for use.



Warrnambool City Council Events and Promotion Branch: 03 5559 4800



events@warrnambool.vic.gov.au



The next steps

What happens now?

Once you have your event planned out, ensure you register it with Warrnambool City Council and complete the required permits and applications as outlined in this guide.

Together with your completed forms, please include payment for any applicable permit fees. Payments may be made in person at the Warrnambool City Council or via post.

Please Note: Full EFTPOS facilities are available at the Warrnambool City Council or you can pay by cash, cheque or money order. Cheques or money orders should be made payable to "Warrnambool City Council" and cheques should be marked "non-negotiable".

For events requiring permits or approval by Warrnambool City Council, these will be issued once the application is received and assessed.

This will usually clearly outline what is expected from the organising committee/group and also anything that Warrnambool City Council has specifically agreed to do for the event. Depending on the scale of the event a Council Officer may be in contact with you to organise a meeting prior to putting anything in writing to your group.

POST:

Warrnambool City Council
PO Box 198
Warrnambool 3280

HAND DELIVERY:

Warrnambool City Council
25 Liebig Street, Warrnambool

EMAIL:

Unless otherwise stated
events@warrnambool.vic.gov.au

Who to contact with further queries?

If you have read all the information contained in this guide and you have further queries please contact an Events and Promotion Co-ordinator at Warrnambool City Council on 03 5559 4800 or email events@warrnambool.vic.gov.au

DISCLAIMER

The information provided in this guide is intended as a general community resource for event organisers. Every effort has been made to maintain the information as current and accurate. However, it is not verified information and may not be reliable in circumstances where verified information is required. No person should place reliance on information contained in this guide in circumstances where loss, damage or injury is possible. In such circumstances, the enquirer should make specific enquiries with Warrnambool Council or the relevant authority or organisation and obtain the required advice or information directly from authorised officers or relevant third parties.



HELPFUL CONTACTS

Emergency Service Providers

St Johns Ambulance	1300 360 455
Red Cross	(03) 9345 1800
Victoria Police (Warrnambool)	5560 1333
Country Fire Authority (Warrnambool)	5559 2500
SES	132 500
Warrnambool Base Hospital	5563 1666

Service Providers

Energy Safe Victoria (gas cylinders etc.)	1800 815 721
Food Safety Victoria, Department of Human Services	1300 364 352
Victorian Work Cover Authority (fireworks/pyrotechnics)	1800 136 089

Licenses and Permits

APRA License (music)	1300 852 388
Country Fire Authority (Warrnambool)	5562 3206
Victorian Commission for Gambling & Liquor Registration	1300 182 457

Warrnambool City Council

City Assist	5559 4800
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APPENDICES

Appendix 1 – EXAMPLE LETTER

(date)

Dear Resident,

This letter is to advise you that (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at approximately (time).

There will be a variety of entertainment and attractions at the event including (include all entertainment/attractions/food). We are expecting approximately (number) residents to attend. (List any issues that may affect surrounding residents including noise, an increase in vehicular traffic around the area, fireworks and what time etc.)

(Also list how any of these issues have been addressed e.g. extra parking provisions and parking attendance around the location of the event).

If your home is to be affected by road closures, a member of the organising party will visit you to seek your support of the event.

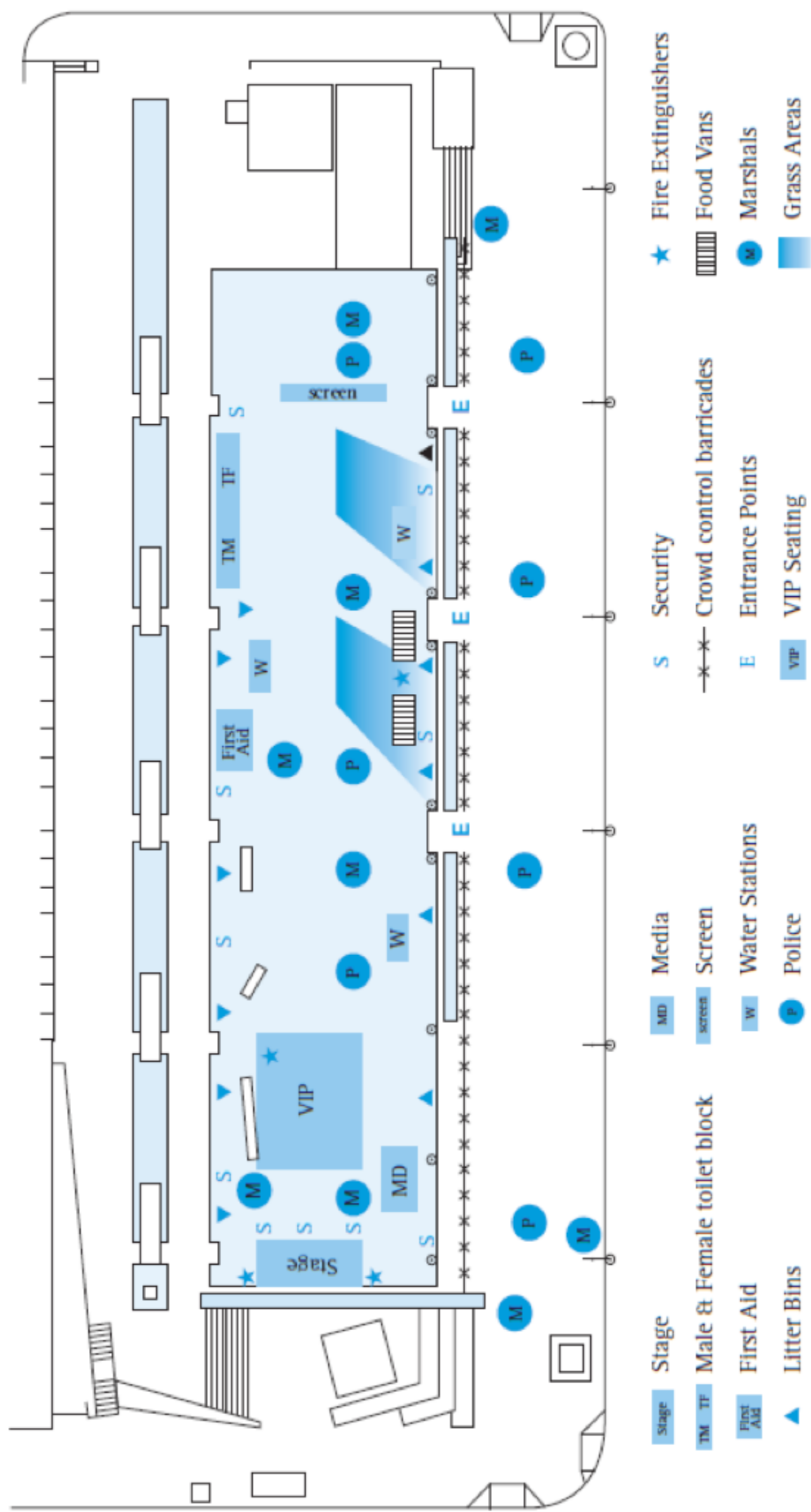
If you would like any further information about this event, please contact me on (phone number, address and email address).

I would like to take this opportunity to invite you to come along and participate in what should be a most enjoyable and exciting event for the residents of Warrnambool.

Kind regards

(Your name)

Appendix 2 - EXAMPLE OF VENUE/SITE PLAN



Appendix 3 – EXAMPLE RISK ASSESSMENT

Name of Event:					Exact location of event: (Park Name and Melways Ref)				
Date and Time of Event:					Expected number of attendees:				
Event Organiser: (Name, address, telephone)					Person completing risk assessment				
Task / Issue / Hazard	What Could Go Wrong	Person/s / location affected	Risk Rating (Low, Medium, High)	Risk Control Measures (Suggestions are provided below. RCM's will differ for every event. You need to consider what is most appropriate for your event)	By who and when	How will it be monitored (Suggestions provided below are not exhaustive and will vary for types of events)	Notes		
<i>Example</i> Vehicle in off road park area	<ul style="list-style-type: none"> Child runs in front of vehicle 	<ul style="list-style-type: none"> General public Event attendees 	Medium	Ensure all vehicles on site move at 5kmph or slower Vehicles to have hazard lights on	Event organiser When cars are booked	Event organiser to remind drivers before entering (off road) park area	<ul style="list-style-type: none"> An event organiser needs to consider people using the space that are not aware of an event occurring 		
<i>Example</i> Live music on site	<ul style="list-style-type: none"> Non event attendees arrive at park looking to cause a disturbance 	<ul style="list-style-type: none"> Event attendees 	Medium / High (depending on time and location of event)	Event organiser to have emergency contact details on hand (Depending on size of event) Emergency services to have been advised of event Security to be booked for event	Event Organiser At least 6 weeks prior to event	Event Organiser to regularly monitor members of public at event site Event organiser to call emergency services as soon as a disturbance occurs	<ul style="list-style-type: none"> The risk control measures will be very dependent on event size. As an event organiser you must remember that you cannot prevent members of the public from using the space you are holding your event in. 		
<i>Example</i> Jumping Castle on site	<ul style="list-style-type: none"> Pegs hit a water main when jumping castle is being erected 	<ul style="list-style-type: none"> Park area The whole event Persons on site 	Medium	Jumping castles to be weighted NOT pegged	Event Organiser	Event Organiser to Discuss with jumping castle contractor before and during event	<ul style="list-style-type: none"> 		

Appendix 4 – EMERGENCY MANAGEMENT PLAN TEMPLATE

When preparing your emergency management plan, you may like to use the following headings / template or your own format, ensuring the same information is captured in the document.

EMERGENCY MANAGEMENT PLAN

NAME OF EVENT:

VENUE ADDRESS:

EVENT ORGANISER:

DATE OF EVENT:

PREPARED BY:

DATE PREPARED:

EMERGENCY PLAN OBJECTIVE

Describe the aim of the plan.

VENUE/EVENT DESCRIPTION

Provide a detailed description of any buildings and temporary structures. Provide a description of the intended use of the venue and event activities. Specify operating hours including bump in and bump out times. Estimate how many people will attend the event.

SCOPE

Specify the types of potential emergencies identified for the event. These may include, but are not limited to:

- Medical emergency
- Fire or explosion**
- Flood
- Storm
- Wind
- Hazardous material spill/gas leak
- Bomb threat
- Armed or dangerous intruder/s
- Suspicious items
- Electrical failure
- Lost child/missing persons
- Person entrapment Other more specific emergencies

** If fire is a risk, please refer to the “CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations”. Alternatively contact Council’s Events and Promotion Coordinator on 03 5559 4800 to receive a copy of these documents.

EMERGENCY PREPARATION AND TESTING

Specify how emergency response personnel will be trained.

How will the organiser ensure all personnel, including stall holders and amusement operators, are aware of emergency management procedures?

How will you ensure electrical equipment, firefighting equipment, gas fittings and other equipment (where relevant) are safe and effective for use at the event?

Provide a statement that the emergency management plan will be reviewed immediately after the event (for recurring events only)

GENERAL ROLES AND RESPONSIBILITIES

Identify the personnel who will be involved in an emergency response and their roles and responsibilities. Note: For large events, additional roles to those listed below may be required (e.g. Deputy Chief Warden, Wardens, Communication Officer).

Persons appointed to emergency response positions must be capable of performing the duties and be available at all times to undertake the duties. The Chief Warden must have the experience to determine the need for a total evacuation of the venue and should preferably have received formal training.

Section 9: Emergency Management Plan Guidelines (cont’)

Chief Warden (Normally Event Organiser)

Name:

Responsibilities:

- Assume initial control of the situation
- Assess the situation and determine priorities
- Activate the relevant emergency plan
- Ensure the appropriate Emergency Service has been notified on 000
- Ensure Area Wardens are advised of the situation as appropriate
- Nominate relevant personnel to meet and direct emergency services
- Monitor the situation and ensure any action taken is recorded in an incident log
- Liaise with external Emergency Services upon arrival
- Any other actions as directed by the Senior Emergency Service Officer

Area Wardens (Normally Senior Staff)

Name:

Name:

Name:

(List more as required)

Responsibilities:

- Receive directions from the Chief Warden and initiate appropriate action
- Search areas to ensure all people have evacuated
- Ensure orderly flow of people into nominated assembly areas
- Assist occupants with disabilities
- Report status of required activities to the Chief Warden on completion

First Aiders

Name:

Name:

(List more as required)

Responsibilities:

- Collect first aid kit
- Administer first aid as required

All Staff

Responsibilities:

- Carry out tasks as instructed by the Chief Warden
- Proceed to assembly area advising all patrons to do the same
- Remain in assembly area until advised by Chief Warden or Emergency Services personnel that it is safe to leave

Identification of Wardens

Provide detail of how wardens will be identifiable.

Helmets, caps, hats or vests may adhere to the following colour codes:

White - Chief Warden/Deputy Chief Warden/
Communication Officer

Yellow - Area Warden

Red – Warden

Communication

How will wardens communicate with each other?

What will be the warning method for alerting the public and staff of an evacuation?

Emergency Evacuation Procedure

Provide details of how an evacuation will be conducted.

Identify the exit paths and assembly areas (these must also be shown on the site plan)

Procedures for Specific Emergencies

Provide details of how each identified emergency listed in the scope will be responded to (e.g. Fire and Explosion).

Event Site Plan

Provide a detailed site plan of the venue including locations of fire fighting equipment, emergency vehicle access, first aid post, exit paths and assembly areas.

List of Emergency Control Personnel

The following is a list of those staff at the event e.g. Event Organiser, wardens, stallholders, amusement operators and general staff who will be required to take actions in the case of an emergency.

Include **Name, Position, Contact Number**

In the event of an emergency at an event or festival, contact 000.

Agencies to notify of the event e.g. Local police, CFA, SES, First Aid.

Agencies to be involved in your event emergency management plan.