

# Guidelines for community events



# Event management

Events can provide a wide range of social, economic and cultural benefits to the community. Management of a safe and successful event requires detailed planning and consultation.

The definition of an event includes any planned activity occupying any structure (permanent or temporary), open area, roadway, fenced or unfenced site and containing more people than would normally be found in that location at one time.

This planning guide is a practical tool to help event managers and organising committees ensure that events are safe and enjoyable for all participants.

The following table provides a checklist of who to contact regarding specific requirements. These requirements are explained in more detail in the following pages.

The timelines are suggestions, however contact should be made with Council as soon as possible to discuss the different aspects of your particular event.

Event plan actions	Unit to contact	Timeframe (weeks prior to the event)
Event plan	Planning Services Unit (Nillumbik Shire Council)	three months
Planning permit	Planning Services Unit (Nillumbik Shire Council)	three months
Applying for a grant	Community Planning Unit (Nillumbik Shire Council)	eight weeks
Council funded/ sponsored events	Arts and Culture Unit (Nillumbik Shire Council)	eight weeks
Venue for event (hiring)	Leisure Services Unit (Nillumbik Shire Council)	eight weeks
Currency certificate for public liability insurance	Risk Management (Nillumbik Shire Council)	four weeks
Fireworks	Risk Management (Nillumbik Shire Council) or Worksafe	four weeks
Local laws	Municipal Laws Unit (Nillumbik Shire Council)	four weeks
Guidelines for access and inclusion	MetroAccess and Inclusion Unit (Nillumbik Shire Council)	four weeks
Event safety management	Risk Management (Nillumbik Shire Council)	four weeks
Emergency management plan	Risk Management (Nillumbik Shire Council) and Victoria Police	four weeks
Traffic management plan	Infrastructure Development Unit (Nillumbik Shire Council) and VicRoads	two weeks
Public health	Public Health Unit (Nillumbik Shire Council)	four weeks
Waste management	Waste Education Unit (Nillumbik Shire Council)	four weeks
Occupancy permit	Building Services Unit (Nillumbik Shire Council)	four weeks
Signage	Infrastructure Development Unit (Nillumbik Shire Council)	two weeks

# Guidelines for community events

This document provides an explanation of the information that Council requires from groups or individuals who are organising a community event and covers the following topics:

- Event plan
- Planning permit
- Applying for a grant
- Council funded/sponsored events
- Venue for event (hiring)
- Currency certificate for public liability insurance
- Fireworks
- Local laws
- Guidelines for access and inclusion
- Event safety management
- Emergency management plan
- Traffic management plan
- Public health
- Waste management
- Occupancy permit
- Signage

## Event plan

Before approaching Council, it is recommended that you put together an event plan. Depending on the size of the event, this may be a very basic or very comprehensive document. As the planning for the event develops so too will the event plan. Don't expect it to have all of the following information prior to meeting with Council.

### **The event plan could include:**

**Aim:** a description of the overall purpose of the community event, including details of the target audience and location.

**Objectives:** a number of statements on how the aim will be achieved.

**Strategies:** a number of statements identifying what will be done or provided as part of the community event.

**Key personnel involved in running the market:** a list of all people on the Committee and the groups they represent.

**Key stakeholders contact list:** contact details for 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. See the Appendices on the back page for a list of possible stakeholders.

**Proposed budget:** a list of all income and expenditure items and details of the financial auditor are required.

**Event layout:** the layout could include allocated spaces for traders, adequate pathway access for the public (including people with a disability), location of food vendors, entrance points to the site, parking (including accessible parking for people with a disability), and sewerage and power supply points, if available.

## Planning permit

A planning permit may be required and is dependant on zones, overlays and clauses within the Planning Scheme which affect the property where the event is being held. The type of event that is being proposed (e.g. it's size or whether activities are prohibited in that area) will also determine whether a planning permit is required. As this varies for all events, advice should always be sought from Council's Planning Unit.

Council has 60 days to make a decision regarding a planning permit, although this timeline can be extended if further information is required and/or advertising is needed.

Some event sites may already be subject to a current planning permit and any existing conditions or requirements need to be adhered to.

Phone Council's Planning Unit for further information on 9433 3343.



Photos from the Nillumbik Shire Council photographic library; taken by Silvi Glattaeur.

## Applying for a grant

Council provides a range of grants to assist local groups to organise community events.

- Community Development Grants – phone the Community Development Officer on 9433 3153
- Youth Support Grants – phone the Youth Services Project Officer on 9433 3168
- Cultural Development Grants – phone the Cultural Development Officer on 9433 3126

## Council funded/sponsored events

The organisers of any event which receives funding or sponsorship from Nillumbik Shire Council will be required to enter into a Funding and Service Agreement with Council. The Agreement outlines the responsibilities of the Community Group or event organising committee.

## Venue for event

When deciding on a site, a risk assessment for any potential hazards should be undertaken (see Appendices at the back of this document for the basic risk assessment process).

*An Application for Casual Hire of Council Reserve* will need to be completed to ensure there is no conflicting use of the site on the day of the event. Applications are available from Council's Leisure Services Unit by phoning 9433 3183 or from [www.nillumbik.vic.gov.au](http://www.nillumbik.vic.gov.au) > Arts, Culture and Leisure > Sport, recreation and Parks > Use of Council sports grounds.

Event organisers may also need to undertake a ground assessment with a representative from Council's Parks and Gardens Department in the week prior to the event. Confirmation of any agreed locations for the placement of marquees will be provided during this assessment.

All natural vegetation and geographical features in the area will need to be protected during the event.

## Public liability insurance

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is mandatory that event managers have \$10 million public liability insurance and legal advice.

A copy of a current Public Liability Policy of insurance and a Certificate of Currency which confirms that the policy is active for the duration of the permit must be submitted to Council's Risk Unit.

An emergency management plan may need to be completed to obtain public liability insurance.

All community groups, businesses and performers participating in the event must also have public liability insurance and a copy of this must be obtained by the event organisers prior to the event and kept on file.

## Council and government policies

### Fireworks policy

Worksafe will need to be notified if any fireworks displays are to be on private land. Nillumbik Shire Council's Risk Unit will need to give permission for any fireworks on Council property.

### Municipal (Local) laws

All activities must be compliant with Council's local laws. In particular, there are a number of guidelines set out in *Amenity Local Law Number 5* which need to be taken into consideration. These relate to:

- animal controls
- advertising signs
- excessive noise pollution
- commencement and finish times of the event
- inappropriate public behaviour, such as the use of offensive language or a behaviour which endangers others
- consumption of liquor in a public place.

### Access and inclusion

Council's Community Inclusion Policy requires that organisers endeavor to provide the following for all people, including people with the disability:

- Unisex accessible toilets located in close proximity to main activities that comply with Australian Standards (displaying signage so

both males/females, people with a disability and parents with prams know it's available for their use – baby change tables should also be considered).

- Accessible parking that complies with Australian Standards (displaying the international access symbol).
- Seating opportunities throughout main activities.
- Appropriate ramped access to stages that comply with Australian Standards.
- 1.8 metre clearance or walkways between stalls.
- Continuous, clear pathways throughout the site (path terrain should be suitable for people in wheelchairs and/or with prams).
- Clear signage, preferably with symbols (entry, exit, no-entry, information).
- Recharge location for people with mobility aides.

Phone Council's MetroAccess and Inclusion Unit for further information on 9433 3355 or email [MetroAccess@nillumbik.vic.gov.au](mailto:MetroAccess@nillumbik.vic.gov.au) .

### Workcover

All employees engaged in the provision of services must be insured under the Victorian Government's Workcover scheme. Evidence of Workcover registration must be provided to Council one month prior to the event.

## Event safety management

To ensure the safety of everyone attending the event, the following measures need to be undertaken.

### Prior to the event:

- Appoint an Event Safety Officer to oversee the event.
- Identify all stakeholders and their obligations, requirements and restrictions.
- Determine how communication will be made with stakeholders.
- Document the event details – what, where, venue, when, who and insurance.
- What are the goals and objectives for the event and safety performance measures?
- Conduct a workshop to brainstorm how the event will be organised and identify any hazards and risks.



- Ensure event staff are adequately trained and have the necessary skills and abilities to perform their functions in a safe manner. Assess safety training needs.
- Develop an emergency evacuation plan, site plan, security plan and traffic management plan for inclusion in the event safety plan.
- Provide a system to monitor the event.
- Develop a checklist to monitor aspects of the event safety plan.

#### During the event:

- Implement the event safety plan.
- Monitor the performance of contractors and others to ensure that safe practices and the event safety plan is adhered to.
- Monitor, investigate and record any incidents.

#### After the event:

- Conduct a formal debrief to consider the success of the event safety plan, its targets and objectives, and monitoring of the event.

## Emergency management plan

It is the responsibility of the event managers to ensure that all people involved in running the event are familiar with the emergency management plan and that those with specific roles are trained in how to deal with the different emergency situations.

An emergency management plan should be developed in consultation with local emergency services organisations. The emergency management plan will be more complex for larger events; however it is important that these issues are addressed for all events. The plan can include, but is not limited to:

#### Response plan

This details the arrangements for emergencies, including access and evacuation routes.

#### Medical plan

Developed in conjunction with the chosen First Aid Provider, this plan details the arrangements for any health and medical emergency that may occur.

Other information that may be included:

- Location of tools/equipment/fire fighting appliances.
- Communications.
- Event safety officers.
- Fire danger period.

## Traffic management plan

A Traffic Management Plan and Temporary Road Closure application form may need to be lodged with Council.

Any temporary closures on arterial roads will also require VicRoads' approval.

The traffic management plan and erection of any signage must be undertaken through an approved traffic management company or an accredited traffic controller.

The traffic management plan must identify and include the following items:

- Location of all proposed road closures.
- An alternative route for diverted traffic (if applicable).
- The proposed location of barriers.
- The type of barriers proposed.
- Advanced warning signs.
- The use of traffic controllers (if applicable).

A map with the above items clearly marked is also required.

Event organisers will need the consent of the majority of residents and/or traders directly affected by the temporary road closure.

## Public health

The location of potable water supply, sewerage points for waste water disposal and power supply should be considered when siting food premises at the event.

Event organisers should ensure that:

- an adequate number of toilet facilities are provided (including at least one unisex wheelchair-accessible toilet – refer to the Access and Inclusion section of this document)
- a cleaning schedule is maintained to ensure cleanliness of toilet facilities. The cleaning schedule must include the regular replacement of soap, paper towels and toilet paper.

Provision of non-smoking areas and adequate cigarette litter bins should be provided.

Other health promotion activities such as the provision of free sunscreen and water should also be available where possible.

## Food safety

All stall holders who want to sell food should contact Council's Environmental Health Services section to discuss the food safety requirements that apply.

Event organisers should ensure that stall holders have the relevant approval from the Environmental Health Services section prior to permitting the stall holder to commence selling food at the event.

To avoid confusion event organisers should also inform stall holders that any fees for registering with Council are separate to site fees required for the event.

Further information can be obtained from the Environmental Health Services section on 9433 3340 or email [health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au).

## Waste Wise – resource smart event

Nillumbik Shire Council is accredited as a *Waste Wise* Council and all events are required to be run as *Waste Wise – resource smart*. By integrating more effective waste management and resource recovery systems into your event, you will be making a meaningful contribution to a sustainable future.

A *Waste Wise* event is one where:

- waste minimisation (reduce, reuse and recycle) is being practiced
- packaging has been reduced to a few materials which are recyclable
- litter is kept to a minimum.

**Before your event:**

- Find out the types of waste expected from stallholders.
- Decide where you can avoid waste, e.g. can you eliminate unnecessary packaging?
- Research alternative packaging options best suited to your event.
- Set some achievable goals for waste management, e.g. no polystyrene or soft plastic packaging; 50 per cent reduction in waste to landfill.
- Include your *Waste Wise* goals in your event marketing activities, (e.g. a message on your website, tickets or event program).



#### During your event:

- Set up effective bin systems – contact Council's Waste Education Officer to organise bins and caps.
- Engage your patrons, (e.g. promote your system through regular announcements or posters).
- Monitor your system at key times during the event. By keeping an eye on your waste system, you have a better chance of achieving your *Waste Wise* goals.

#### After your event

- Finalise the clean-up. Make sure you leave the site in the same (or better) condition as before your event.
- Record information on how you went (e.g. how much waste did your event generate? How much did you recycle? What worked well? What didn't?).
- Tell others how you went – create a short *Waste Wise* report. If your event is ongoing, use the report to seek sponsorship or funding. It's also a great record for making improvements at your next event.
- Submit your *Waste Wise* report to the Metropolitan Waste Management Group to find out how well you went compared to other events in your region.

For more information phone the Waste Education Officer on 9433 3555, or visit Sustainability Victoria's Resource Smart website [www.resourcesmart.vic.gov.au](http://www.resourcesmart.vic.gov.au) .

## Occupancy permits

You may need to apply to Council for an Occupancy Permit for all places of entertainment, and the erection of any large marquees or buildings, in accordance with the *Victorian Building Regulations 2006*.

A place of entertainment is defined as a place with an area that is greater than 500m<sup>2</sup>. This includes land or buildings that are used for entertainment such as public performances, shows, expos, amusement parks and festivals.

Approval is also required for:

- tents, marquees, booths and prefabricated buildings larger than 100m<sup>2</sup>
- the erection of spectator stands for more than 20 people
- the erection of stages and platforms over 150m<sup>2</sup>.

The application must be received by Council's Building Department four weeks prior to the event.

## Signage – advertising your event

All temporary advertising signs or banners on road reserves and Council property must be erected in accordance with Council's *Signage Policy*.

All temporary signage must meet accessible signage requirements– refer to the Access and Inclusion section of this document.

An *Application for Temporary Signage* must be lodged with Council's Infrastructure Development Unit on 9433 3234, prior to the erection of any temporary advertising sign or banners for community events in any road reserve or on any land under Council's control.

No more than six signs can be erected within the municipality advertising the event unless approved by Council.

If you would like to erect any signage on private property contact the Planning Unit on 9433 3343.

A list of 15 approved locations are contained on the *Erection of Temporary Signs Application*. Approval may also be given to erect signage on the site of the event and at other locations not specified in Council's *Signage Policy*.



# Appendices

## Supporting documents that may be useful

### Develop a contact list

#### Organisations that also may need to be advised of event:

- Victoria Police
- Council
- Metro Ambulance Services
- St John Ambulance
- Australian Red Cross
- VicRoads
- Liquor Licensing Victoria
- Department of Human Services
- State Emergency Service (SES)
- Metropolitan Fire Brigade (MFB)
- Country Fire Authority (CFA)
- Local community
- Food vendors
- Beverage suppliers
- Entertainers
- Transport
- Bus/taxi company
- Security
- Media/communications

#### Some other things to think about when planning your event:

- Add your event on Council's *What's on?* calendar
- Identify key stakeholders
- Establish an event organising committee and set first meeting date
- Develop your event plan and determine event type and activities
- Apply for permits
- Event staffing
- Set training dates for event staff
- Set pre-event briefing dates/post event debriefing dates
- Security
- First aid



If you require this document in an alternative format, please contact Council on 9433 3111 or [nillumbik@nillumbik.vic.gov.au](mailto:nillumbik@nillumbik.vic.gov.au) .



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