

PART TWO

Event Planning Kit

Part 2: General Event Information and Advice

INTERIM KIT 2018



Information for running a new or existing event within the Mount Alexander Shire

THIS IS A COMPREHENSIVE GUIDE TO PREPARING FOR AN EVENT IN THE SHIRE
AND IS AN IMPORTANT PART OF THE PLANNING AND PREPARATION FOR AN EVENT

PART 2: General Event Information and Advice

2.1 Obligation to Insure

It is imperative that all events held within the Mount Alexander Shire have appropriate Public Liability insurance cover.

You will need to obtain and submit a current copy of your “Certificate of Currency (Public Liability Insurance)” along with your event application. This certificate must:

- Be in the name of the event organisers
- Name the event
- Cover the event dates
- Provide coverage for at least (AU) \$10,000,000

If you are **currently insured** by an insurance company, it is simply a case of asking the company for a “Certificate of Currency”, meeting the above requirements, to be sent through to your organisation or committee.

If you are **not insured**, there are many ways you can gain appropriate cover just for the day of the event or the year.

PUBLIC LIABILITY INSURANCE

There are several options to secure this cover:

- Contact your existing insurer, or
- **Mount Alexander Shire Council** takes out a Public Liability Insurance Policy that covers non-commercial casual hirers of Council owned or controlled facilities for small scale standalone 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 standalone 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. This insurance costs approx. \$22 (incl. GST, reviewed annually). Contact Council for further information.

- 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
- City Rural Insurance Brokers offer insurance through Regional Arts Victoria. The scheme is available to practising artists who are subscribers of Regional Arts Victoria: www.rav.net.au

2.2 Tips for Running a More Environmentally Friendly Event

RUNNING A WASTE-WISE EVENT

A waste-wise event has good recycling and waste reduction systems including:

- Avoiding waste and litter where possible
- Promoting reusable instead of disposable packaging
- Promoting sustainable waste management systems to event patrons
- Continuously improving systems and ensuring that waste is minimised.

This leads to a range of benefits including:

- More marketing and promotional opportunities for your event
- Meeting event participants' growing expectations of being able to recycle conveniently at all locations.

WASTE REDUCTION RESOURCES

Coliban Water Trailer

A portable unit with eight drinking fountains and taps, available via in-kind sponsorship requests. Smaller units are also available.

Contact:

Coliban Water

Phone: 1300 363 200

Email: communications@coliban.com.au

'Wash Against Waste' Trailer

This trailer can be hired by event organisers running catering-based events, who are looking for a crockery solution that adds to patrons' enjoyment and is good for the environment. The trailer supplies quality melamine crockery and stainless steel cutlery for stallholders' food and drink requirements. Used crockery collection stations are set up throughout the venue and volunteers collect that crockery from around the event site, wash it on site to Health Department hygiene standards and return back to stallholders for the next patrons.

The trailer holds 250 complete crockery and cutlery sets and has adequately catered for events with over 2000 patrons.

Council will provide a subsidy of \$250 against the hire cost of the trailer to any event who can demonstrate a reduction in the amount of waste.

Stallholder contributions may be required to offset additional expenses.

Contact:

Mount Alexander Sustainability Group

Phone: 03 5470 6978

Email: waw@masg.org.au

2.3 Risk Management

Risk management is an integral part of responsible event management. Event organisers must comply with all Health and Safety Legislation that is applicable to the running of an event.

Further information is available from Worksafe Victoria's website: www.worksafe.vic.gov.au.

Undertaking a risk assessment prior to conducting an event ensures that risks are identified, evaluated controlled and documented.

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
- Fire fighting arrangements
- Access/egress for emergency vehicles
- Training and positioning of marshals
- First aid arrangements
- Traffic management
- Communication systems
- Crowd control
- Manual handling
- Extreme weather
- Sun protection
- Proximity of high voltage electrical power lines
- Acts of nature
- Financial risks
- Tree safety
- Electrical risks

Extreme Weather

If your scheduled event date falls on a CFA declared Code Red Day, then it is recommended that the event be cancelled or postponed.

Please refer to the "CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations" on the Event Application Kit page on our website.

Dial Before You Dig

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 even death.

Lodge enquiries online at 1100.com.au or call 1100 during business hours.

2.4 Emergency Response Management

Public events must have given consideration to responses in the event of an emergency.

All event organisers should 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

When registering your event with Council, you may be required to submit your Emergency Management Plan, depending on the deemed level of risk associated with your event's size, location, timing and activity.

All event organisers are required to complete Section 8: Emergency Management Plan Assessment Checklist in Part 3.

Your Emergency Management Plan must be submitted to the Events Officer at Council via email: events@mountalexander.vic.gov.au.

This will be distributed to Victoria Police and emergency services for their review and feedback.

Should modifications be required, you will be notified by Council's Events Officer and asked to resubmit your plan, incorporating their recommendations.

2.5 Access

People with disabilities form a significant proportion of the community. Good access to and within an event, and a welcoming attitude from event organisers will help your event run smoothly and will attract many more people. Council's Access and Inclusion Officer can assist.

The Disability Discrimination Act (DDA) considers it illegal for public places (including events) to be inaccessible to people with a disability.

Tips for developing accessible events

Information Sharing

- Use plain English on printed material and ensure that it is available in large print.
- Ensure that signage uses the international access symbol and is available to indicate accessible parking, toilet facilities, ramps and exits.

Getting Around

- Ensure you have adequate accessible parking and drop off points.
- Have a map indicating accessible facilities.
- Have tactile indicators and colour contrasts on changes to floor levels.
- Have clear lines of travel to all facilities like car parks, toilets, picnic areas and playgrounds.
- Have handrails on stairs and slip resistant floors and doors that are easy to open and close

Comfort Facilities

- Accessible toilets should have a wash basin, grab rail and a lock, and not be used for storage.
- Have an area with shade, free water, a power point for recharging wheelchair and scooter batteries, and room for prams and wheelchairs.
- Facilities for assistance animals e.g. water and shade.

Companion Card

Consider registering your event under the Companion Card Scheme.

The Companion Card Scheme allows the holder to be charged only one admission fee.

For more details call 1800 650 611 or visit www.companioncard.org.au

Communication

Deaf and hearing-impaired people are at particular disadvantage if your event has many public speakers and major presentations.

- Have a hearing augmentation system (hearing loop), good lighting and reasonable noise levels.
- Ensure there is captioning on any audio visual material.
- Include phone numbers for the National Relay Service (NRS) on all event marketing material; they are: 133 677 – TTY/voice calls 1300 555 727 – Speak & Listen.
- Provide an Auslan interpreter on request. (Auslan = Australian Sign Language). Include this in event information.

Council has portable ramps and hearing loops available for loan. Please contact Council's Civic Facilities Coordinator on 03 5471 1745 for more information.

For more detailed information, please refer to the Mount Alexander Shire Council Accessible Events Guide on the Event Application Kit page of our website.

2.6 Have You Also Considered?

NOISE

Events often create noise levels much higher than normal, due to music amplifiers, generators and crowds, amongst other contributing factors. It is important to minimise disruption to local and surrounding residents and businesses.

Noise requirements may be included in a planning permit or liquor license. Where these permits are not in place, the following times - stipulated by the Environment Protection Authority (EPA) - should be adhered to:

Time restrictions for event operations:

- Monday to Thursday: before 7.00 am and after 10.00 pm.
- Friday: before 7.00 am and after 11.00 pm.
- Saturday and public holidays: before 9.00 am and after 11.00 pm.
- Sunday: before 9.00 am and after 10.00 pm.

In line with EPA legislation, amplified music or loud noise (including noise associated with activities, rides and human voices) cannot be projected in an open area to the public before 12 noon and after 11 pm, or after 10 pm for activities which last for more than five hours on Friday and Saturday and after 9 pm Sunday to Thursday.

Noise inside the allowed times can still create a nuisance, depending on the level of noise. If planning a night event, you may need to consider the level of noise expected and organise quieter activities later at night.

If your event is considered to be generating offensive noise, you may be issued with a warning or fine.

Failure to comply with the warning may lead to the event being closed down.

Further information is available on the Environmental Protection Authority (EPA) website: www.epa.vic.gov.au

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's Licensing branch on 1300 852 562.)

In addition, Council will need to sight a copy of your current Public Liability Insurance, for a minimum of \$10,000,000, covering this event.

Local residents must be notified by letterbox drop regarding the time and date of fireworks, as many owners prefer to keep their pets indoors during this time. The CFA must also be notified.

NOTIFICATION TO RESIDENTS

Council requires the event organiser to provide advance written notification to residents of event-related noise (i.e. music, fireworks) and road closures; this would ideally involve a letterbox drop to neighbouring residents, as well as advertisements on event notice boards and in the local newspapers.

LIQUOR LICENSING

If you intend to sell or serve alcohol at your event, a Liquor License will be required.

Please go to the Victorian Commission for Gambling and Liquor Regulation website: www.vcglr.vic.gov.au/home/ liquor/ for further information or call 1300 182 457.

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.

SECURITY

Have you considered the need for security personnel at your event, above and beyond the requirements from a liquor licensing perspective?

Security makes sense to protect cash handlers at gates or in administration offices/tents, to monitor infrastructure, conduct overnight patrols, and assist with emergency evacuations if required.

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.

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.

For examples of suitable control measures to mitigate such risks, see Worksafe Victoria's website: www.vwa.vic.gov.au.

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, please refer to: Victorian Commission for Gambling and Liquor Regulation website: www.vcglr.vic.gov.au

See also the Local Laws permit page on our website.

CAMPING

A permit may be necessary from the Local Laws unit should your event include an option for event patrons to camp on Council owned, public or private land.

To download the necessary application, see the Local Laws permit page on our website.

MUSICAL RECORDINGS AND PERFORMANCES

Do you plan to have live musical performances or sound recordings / background music at your event?

If so, have you obtained the necessary licenses from APRA and/or the PCCA? Please consult their websites for further information :

APRA-AMCOS: <http://www.apraamcos.com.au>
PCCA: <http://ppca.com.au/>

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 1596-2002)*.

See Worksafe Victoria's website: www.vwa.vic.gov.au

POWER BACK-UP

Have you considered a generator for back-up, should mains electricity fail or additional power be required?

The location of generators and associated noise pollution should also be considered.

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 i.e. strung in trees, covering walkways;
- liquids, dusts and vapours mixing with electricity;
- unauthorised, inadequate modifications to equipment; and missing labels or warning signs.

All portable electrical appliances and tools with power supply cords (and extension cords, power boards and residual current devices (RCDs)) must be tested and tagged showing the date tested and the future date for re-testing.

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

WATER ACCESS

Adequate water needs to be made available for washing, cleaning and drinking.

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.

ON SITE CONTACT DETAILS

In the case of emergencies, it is critical that emergency services have reliable on-site contact details.

2.7 Other Officials to Contact

Emergency Services

We recommend that you always consult the local Victoria Police when planning public events.

Submission of your Emergency Management Plan (if required) will ensure that local emergency services representatives and Victoria Police have been notified of your event and have adequate staff and resources to cater for event-related emergencies.

However should an **onsite 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.

VicRoads

It is also a requirement that VicRoads be contacted three months prior to the event if it takes place on a major public road.

You will need to obtain Vic Roads approval and provide Council with a copy of this approval.

VicRoads can be contacted on 13 11 71.