



# EVENT PLANNING GUIDE

GUIDING YOU IN PLANNING AN EVENT IN THE WEST WIMMERA SHIRE REGION.

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## Acknowledging the traditional owners of the West Wimmera Shire Region.

The West Wimmera Shire Council respectfully acknowledges the Traditional Custodians of the land, and pays respects to their elders, past, present and emerging.

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# INTRODUCTION

West Wimmera Shire Council recognises the hard work, complexity and dedication that goes into organising the events in our Shire. Council is here to support event organisers to deliver events which are of the highest possible standard in relation to safety, delivery and experience.

## HOW TO USE THIS GUIDE

This document provides event organisers with the knowledge and tools to assist event organisers to meet requirements for hosting an event. To ensure that the risks associated with events are properly assessed and applicable permits and controls put in place to ensure the event is safe for those attending. This is to be used solely as a guide and reference point in the planning process.



Council has a variety of facilities, services and locations for hosting an event and are here to help your event to be a success.

Our Events Support team will support you along the process, helping to determine which approvals and levels of compliance are required for your event.

## Ways Council may provide assistance in the staging of your event:

- Hiring and booking of facilities/ venue
- Event development and delivery advice
- Local laws advice
- Equipment hire
- Food safety advice
- Waste management advice
- Marketing and promotion traffic management and road closures
- Funding through the Community Strengthening Grants Program or sponsorship

## Your Event Application Explained



### Pre Event Notification Form

Our Event Support Team will contact you within 2 business days to discuss your event, and refer you to the next application step.

What kind of event is it?	Simple Event	Festival, Event, market	Commercial Activity Fundraiser, raffle or ticket sales	Private Function on Public Land
Next Application Step	No further forms required - Event Support Team approves in initial discussion.	Public Land - Event Application Form online - Assisted by Events Team Private Land - Planning Permit - Assisted by Planning Team	Local Laws Application - Referral to Local Laws Department	Event Application Form online (organised event section only - Assisted by Events Team)

Our Event Support Team will discuss with you the need for additional permits, IF required. These may include Streatrader Permit, POPE Permit etc.

# PART 2

## EVENT PLANNERS CHECKLIST

### Pre-Event Notification Form

- Have you notified Council about your event?  
Big or small, we need to know with a Pre-Event Notification Form

Our event support team will tell you if your event requires an Event Application Form to be completed.

### Land Use and Roads - See Part 3 - Page 5

- Event Site Plan – see example
- Traffic Management Plan (required if closing roads)
- Waste Management Plan including recycling and waste removal strategy
- Are you looking at running a more sustainable event? Look at sustainability tips in this guide

### Food, Alcohol, Water - See part 4 - Page 6

- Having Food at your event? each vendor/trader requires Streatrader Application
- Are you serving Alcohol at your event? Liquor Licence required
- Details about how you will provide water to your attendees and vendors

### Event Activities - See part 5 - Page 8

- Will there be live music or recorded music? Check EPA noise restrictions
- Playing recorded music? You may need a license from OneMusic
- Will there be buskers? They need a permit
- Will there be fireworks? Check out regulations. You need details of licenced operator.
- Will there be animals at your event? Complete Event Animal Welfare Checklist

### Amenities - See part 6 - Page 10

- Do you need additional portable toilets or other equipment from Council?
- Have you marked the amenities on your site plan?

### Site Logistics- See part 7 - Page 12

- Details about any infrastructure, fencing, seating, buildings, marquees etc that will be erected on site.  
Will your event involve Fundraising stations? You need to complete Fundraising application
- Will there be any Raffles? A Gambling permit may be required
- Will your event have Amusement rides? Details of licenced operator
- 

### Risk, Health and Safety - See part 8 - Page 14

- Public Liability Insurance
- More complex events require Risk Assessment/s
- More complex events require Emergency Management Plan
- COVIDsafe Event Plan if your event is over 1000 attendees (online form)
- COVIDsafe Event Checklist if your event is under 1000 attendees (online form)

# PART 3

## LAND USE AND ROADS



### 3.1 Use of Public Land

If you are hosting an event on public land, depending on the scope and size of the event, you may need to complete an event application form.

This is an online form and can be located at

 <https://au.openforms.com/Form/5906f951-6348-4b4c-80f3-741aa788e00a>

Throughout the form you will be required to upload relevant plans and documents, these include:

- Event Site Plan
- Traffic Management Plan (required if closing roads)
- Waste Management Plan
- Public Liability Insurance
- Risk Assessment/s
- Emergency Management Plan
- COVIDsafe Event Plan
- COVIDsafe Event Checklist

When you complete your Pre-Event notification form, the Events Support team will notify you if your event is on public land and if an Event Application form is required.

### 3.2 Use of Private Land

Events to be held on private land are not required to submit an Event Application form.

After a discussion with our Events Support team about your planned activities and the expected attendance, our team will determine if you require a Planning Permit.

Read about planning permits here:

 <https://www.westwimmera.vic.gov.au/Residents-Property/Planning/What-is-a-planning-permit>

Download a Planning Permit Application Form Here:

 <https://www.westwimmera.vic.gov.au/files/assets/public/planning/planning-permit-application-form.pdf>

### 3.3 Use of Public Roads

Depending on the nature of your event, you may be required to comply with specific conditions. If your event location will require a full or partial road closure for the safety of exhibitors and patrons, you will need to submit a request to Council a minimum of six weeks prior to the event. This will require a Road Closure Application form to be completed.

If the road is a State road, event organisers must send a request to VicRoads. For more information

 <https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads>

### 3.4 Traffic Management and Parking

A traffic management plan is required for risk management particularly when using roadside signage, planning to close or access roads, or expect significantly higher than normal traffic flow in and around your event location.

In addition to vehicle parking arrangements that may be included on your site plan, a traffic management plan examines likely vehicle and pedestrian traffic issues both on-site and along access routes to the event.

The traffic management plan puts in place strategic ways of controlling access to and on the event site, with the objective of facilitating safe and efficient people movement, minimising congestion.

Our Events Support team can assist you with the development of a traffic management plan, if this is required for your event.

# PART 4

## FOOD AND ALCOHOL



### 4.1 Streatrader

#### What is Streatrader?

In Victoria, all food premises are required to have a Food Act registration before selling food. This includes fixed premises, such as cafes and restaurants – but also, temporary and mobile food premises, water carters and vending machines.

Streatrader is the online registration database for businesses and community groups to register and notify their temporary or mobile food premises, vending machine or water carting business.

Streatrader allows business and community groups to:

Apply for a Food Act registration with their registering council, manage their registration, and lodge Statements of Trade for each of their events.

 <https://streatrader.health.vic.gov.au/how-to-use-streatrader/statements-of-trade/>

You may need a streatrader permit if you are any of the below:

#### If you are a community group

Community groups often hold fundraising activities that involve the sale of food such as sausage sizzles or cake stalls.

These activities require a food act registration. Common examples of community groups who register with their local council using Streatrader:

- Community groups conducting sausage sizzles or cake stalls
- Community groups selling food at markets or festivals
- Community groups cooking and selling food from a food truck or trailer
- Schools holding fetes or festivals

If you are a community group who is giving away food for charitable causes or only asking for a voluntary donation (e.g., gold coin donation), you are not required to be registered.

#### If you are hosting a temporary food premises

What is a temporary food premises?

A temporary food premises is defined by the Food Act 1984 as a structure that is not permanently fixed to a site. This includes things such as a tent, a stall or a marquee. Common examples include market stalls or sausage sizzle stalls.

This also includes the temporary use of a kitchen not owned or leased by the food business. For example, if you are cooking cakes out of a hired kitchen to sell later, you need to register your use of this kitchen as a temporary food premises.

#### If you are a mobile food premise

What is a mobile food premises?

The Food Act 1984 defines mobile food premises as a food premises that is a vehicle. This can include food vans, caravans or trucks, coffee vans or trailers.

Our Events Support Team will support you in navigating this process.

## 4.2 Catering

If your event is running for an extended period of time, you may want to consider catering arrangements.

Catering should enhance the theme and timing of your event and can be promoted in your marketing campaign. Catering options could include:

- Getting participants to bring their own food
- Getting community groups such as local service clubs to supply food
- Booking mobile food vendors

You should take into account the cost of food and its impact on your target audience. Expensive meals can deter families from attending an event. Community groups can provide a low-cost catering alternative. This is also an effective way of engaging the community in your event and having funds reinvested into the community.

For a list of local catering options, you can view our local directory here

 <https://www.westwimmera.vic.gov.au//Events/Events-Support-Services.com>

## 4.3 Liquor License

A Liquor License is required if you intend to sell or serve alcohol at your event.

Visit the Victorian Commission for Gambling and Liquor Regulation website to 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. Some venues may already have a liquor license.

Victorian Commission for Gambling and Liquor  
Registration

 1300 182 457

 [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

## 4.4 Gas safety at events

Organisers of public events have a duty of care under Occupational Health and Safety legislation to provide a safe operational environment. As far as reasonably practicable, people are not to be exposed to risks arising from the running of the event.

The definition of this duty is broad. Pro-active attention by organisers may be achieved by a process of identification, assessment and control of safety risk.

Make sure your event is gas safe.



Gas safety can be achieved by ensuring all gas installations are safe and certified as complying with current Regulations and Safety Standards.

Event organisers should read the Energy Safe Victoria's Code of Practice for The Safe Use of LP Gas at Public Events In Victoria, which applies to the use of Liquefied Petroleum Gas (LPG) at public events, such as major sporting and entertainment events, festivals, school and church fetes, local markets and other non-profit group functions.

You can read more about Gas Safety at events Here:

 <https://esv.vic.gov.au/pdfs/code-of-practice-lpg-public-events/>

## 4.5 Water – drinking, food stalls and general access

As event organisers, you need to consider where your patrons will get water from.

Our shire has limited potable water sources, if you are not using bottled water and need safe drinking water you will need to arrange an alternative water source.

Most of our shires public areas do have accessible water (though not potable). Our Event support team can advise you of our water access locations at our various venues and facilities.

GWM Water (Grampians Wimmera Mallee) can provide potable water via a portable water supply.

For more information, contact GWM water via details on their website:

 <https://www.gwmwater.org.au/>

GWM Water do offer the portable water supply with sponsorship in certain circumstances for events.

Apply for sponsorship for water for your event here:

 <https://www.gwmwater.org.au/contact-us/apply-for-sponsorship>

# PART 5

## EVENT ACTIVITIES



### 5.1 Indigenous ceremonies

West Wimmera Shire Council acknowledges the Australian Aboriginal peoples of this nation and the traditional custodians of the lands on which all festivals and events take place.

Incorporating a 'Welcome to Country' or an 'Acknowledgement of Country' ceremony into your event recognises Aboriginal people as the First Australians and custodians of their land and shows respect for Aboriginal people and their history.

To ensure that your event pays the appropriate level of recognition and involves the right people, refer to the below.

The formally recognised Traditional Owners for this area are the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagik Nations.

The Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagik Nations are represented by the Barengi Gadjin Land Council Aboriginal Corporation.

If you want to organise a Welcome to Country, visit the Barengi Gadjin Website.

Barengi Gadjin Land Council Aboriginal Corporation

 <https://www.bglc.com.au/>

 142 Firebrace St, Horsham, Vic 3400

 Phone: (03) 5381 0977

If you want to give an Acknowledgement of Country, you should acknowledge the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagik Nations. To read advice for giving an Acknowledgment of Country, including the example Acknowledgement, go to

 <https://www.aboriginalvictoria.vic.gov.au/acknowledgement-traditional-owners>

### 5.2 Working with children

West Wimmera Shire council encourages all event organisers to consider using child safe staff and volunteers. The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria.

All council registered volunteers with West Wimmera Shire have a WWCC

For more information :

 <https://www.workingwithchildren.vic.gov.au/>

### 5.3 Noise

Events often generate much higher noise levels than normal daily activities. It is important to give thought to the noise your event is likely to create, and the impact it may have on nearby residents and businesses.

Things to consider include

- Size and style of event
- PA equipment, live or recorded music
- Day and time of event
- How will you manage noise complaints

You should notify nearby residents and business at least a week prior to the event.

For specific information on noise regulations can be found at

 <https://www.epa.vic.gov.au/for-community/environmental-information/noise>

## 5.4 Fireworks

Under Victorian state legislation, fireworks may only be included at your event if they are provided and operated by a pyrotechnician who is licensed by WorkSafe Victoria.

 For more information on using fireworks see <https://www.worksafe.vic.gov.au/using-fireworks>.

Event organisers are required to obtain a CFA Permit Schedule 14 and supply a copy of this permit to West Wimmera Shire Council if the event falls within the specified 'Fire Danger Period' declared by the CFA. Further information can be found at [cfa.vic.gov.au](http://cfa.vic.gov.au).

## 5.5 Fundraising and Raffles

Permits may be required if you plan to conduct raffles and other fundraising activities as part of your event. Our event support team will guide you in this process, you can read more about fundraising permit and other local laws in our local laws area at  <https://www.westwimmera.vic.gov.au/Residents-and-property/Local-laws-and-permits>.

You will also need to ensure that your raffle or fundraising complies with laws and regulations set by the Victorian Commission for Gambling Regulation.

 <https://www.vcglr.vic.gov.au/>

Fundraising permits are generally granted for charitable organisations, local non-profit groups and other organisations whose activities will benefit the residents of West Wimmera Shire. There is no fee for fundraising permits.

If you are having a raffle station at your event, you may need a gambling permit, which you can read about and apply for here:

 <https://www.vcglr.vic.gov.au/>.

It is the event organisers responsibility to comply with Victorian State Government rules on gambling/raffles at events.



## 5.6 Rides

The event organiser is responsible for ensuring each amusement/ride operator:

- Is registered with Worksafe Victoria
- Has provided a copy of their current public liability insurance

## 5.7 Camping

Please refer to local accommodation for available campsites within our region. Camping on private land must be approved by the owner of the land.

Head to the local tourism website to find accommodation and free camping options

 [www.visitwestwimmera.com.au/Places-to-Stay](http://www.visitwestwimmera.com.au/Places-to-Stay)

## 5.8 Musical recordings and performances

If you plan to have live musical performances or sound recordings / background music at your event, you need to obtain the necessary licenses from OneMusic Australia.

For more information head to OneMusic Australia at

 [www.onemusic.com.au](http://www.onemusic.com.au).

## 5.9 Busking

A busking permit is required to busk within West Wimmera Shire, please head to our local laws page for more information

 <https://www.westwimmera.vic.gov.au/Residents-and-property/Local-laws-and-permits>.

## 5.10 Professional photography and video recording

Consider engaging a photographer at your event to take images that can be used in the future for promotion or in a publication. Up to date images and videos are a great asset to have when promoting your event especially for online/digital platforms, reporting back to sponsors and attracting future sponsors. You will need to ensure subjects provide consent of their image being used, as per the Privacy Act 2001.



# PART 6

## AMENITIES & SUSTAINABILITY

### 6.1 Sustainability

West Wimmera Shire can support you with waste management through our transfer station.

### TOP 5 TIPS TO HOLD A SUSTAINABLE EVENT



### 6.2 Waste Management

Whether your event is a major festival or a small celebration, provision must be given to the appropriate collection and disposal of waste and recycling during and after your event. Careful planning will ensure that you have sufficient facilities, such as rubbish bins, recycling bins and mini skips, to dispose of all rubbish and recyclables.

It is your responsibility to ensure that the event venue/site is left completely rubbish free and clean at the conclusion of your event. You will need to have organised enough staff/volunteers to help with this job.

West Wimmera Shire Council has a waste collection trailer available for use during events. If you require use of this service, please notify us.

### 6.3 Water

Water is often required for catering and cleaning purposes. It is recommended that water requirements, availability and tap locations be determined in the early stages of planning. Mark these locations on the site plan.

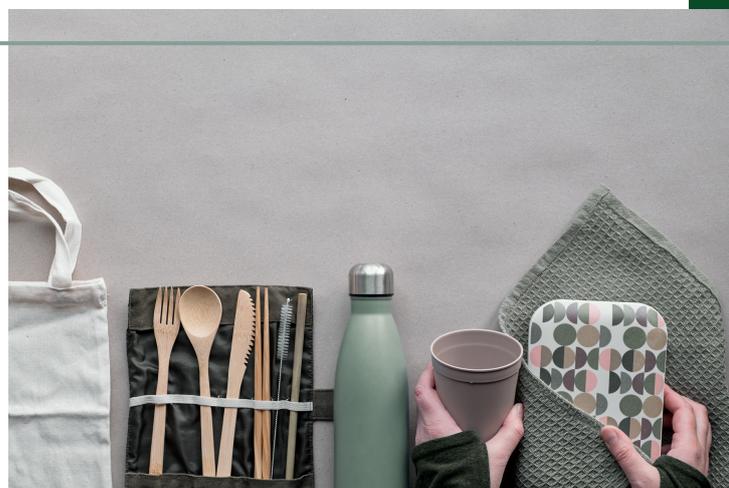
The event organiser must ensure there is an easily accessible, adequate supply of drinking water. This is particularly important for outdoor events during warmer months, but is valid for all events at all times of year.

Things to consider:

- Is there a potable water source at the venue?
- Will you rely on vendors selling bottled water, or will you supply bottled water yourself?
- How many people are you expecting? - Do not underestimate, better to over supply than run out!
- Expected weather conditions - allow for substantially more water if warm/hot temperatures are likely.

At your event, ensure that staff and volunteers have ready access to water during the event.

If you require additional water supply support, you can request sponsorship through GMMWater <https://www.gmmwater.org.au/contact-us/apply-for-sponsorship>.



## 6.4 Toilets

It is important that there are sufficient amenities at your event to reflect the expected patronage. At small events the chosen venue may have adequate facilities. Larger events may require the hire of additional toilets.

West Wimmera Shire has two portable toilets available for hire. You can request these via our Events support team.

The Building Code of Australia 2017, Volume one, Victoria Appendix, Section Vic H102.4 – Sanitary and amenity facilities in places of public entertainment must be adhered to.

Public toilet locations in our shire can be found at <https://www.westwimmera.vic.gov.au/Council/Council-Facilities/Public-toilets>.



Number of facilities required by event patron number:

Patrons	Toilets	Urinals	Handbasins	Toilets	Handbasins
<250	1	2	2	5	2
<500	2	5	3	7	4
<1000	4	10	6	14	7
<2000	6	20	12	28	14
<3000	8	30	18	35	21
<5000	12	50	30	49	35



# PART 7

## SITE LOGISTICS



### 7.1 Venues

West Wimmera Shire has a range of venues with a variety of facilities available for your event. Public lands such as parks and gardens can be used for an event, contact our events support team to make a reservation.

Head to our Event page to see the list of venues and their features

 <https://www.westwimmera.vic.gov.au/Events/Venues-for-Hire>. If you wish to book the Shire Hall or other Council managed facilities, there is a booking system in place and may be fees involved.

If your event is being held at a West Wimmera Shire Council venue, the council can organise grass cutting before your event (with sufficient notice).

### 7.2 Site Plan

A key part of event planning is the development of a site plan. The site plan should be easy to interpret and be a useful document for key stakeholders such as stall holders and emergency services.

### 7.3 Place of Public Entertainment

A Place of Public Entertainment (POPE) may be required if:

- The expected number of people attending the event is greater than 5,000
- The event is conducted in an enclosed or semi enclosed place and entry/exit points are controlled
- The event involves any temporary structure (e.g., marquee) that exceeds 100m<sup>2</sup>
- The event is being run for commercial profit

Please submit a completed Pre-Event Notification Form to allow Council to assess whether or not a POPE is required. These forms are available from the Council Offices or can be downloaded from the Council website.

### 7.4 Accessible Event

For information about your responsibility to provide adequate accessibility at your event, you can refer to Accessible Events – A Guide for Organisers. This publication contains practical information on how to make events accessible for all people in the community. You can access this guide here

 <https://www.and.org.au/pages/event-checklist.html>

## ACCESSIBILITY MATTERS

Tips on how to make your event accessible



Ensure accessible disabled bathroom facilities are available at your event



Avoid strobe and flashing lights where possible



Provide adequately accessible room arrangement – such as

- Sufficient room between tables for wheelchair access
- Provide enough seating for those who may become fatigued
- Provide ramp access to rooms/buildings/location.



AUSTRALIAN NETWORK ON DISABILITY

The Australian Network on Disability have excellent resources on hosting an accessible event. <https://www.and.org.au/pages/event-checklist.html>



## 7.5 Power

Power is a crucial utility required for events and comes in two forms: single-phase and three-phase. Single-phase power involves a 240kw power outlet. Most domestic loads are single phase. Three-phase systems allow you to power larger motors and other devices such as generators.

Most events usually only require access to single-phase power; although, some such as food vendor vans, audio or concert lighting set-ups require a three-phase power supply. It is important when planning your event that you consider the needs of the groups attending the event to ensure that you have adequate resources and a sufficient power supply.

When planning power for your event it is important to consider back up power in the event of a power outage during your event.

## 7.6 Shelter

If you are intending to erect temporary structures for public entertainment at your event, you must meet the following guidelines. A temporary structure includes:

- A booth, tent or marquee or other temporary structure with a floor area more than 100 square metres. If two or more marquees are to be used, there is a minimum space requirement for space between each marquee. Please contact the Council Building department to confirm the minimum space requirement.
- A seating stand (whether enclosed or not) for more than 20 people
- Stage or platforms (including sky borders and sky wings) exceeding 150 square metres floor area
- Pre-fabricated buildings more than 100 square metres



All temporary structures with a floor area more than 100 square metres need to be approved by a qualified engineer. West Wimmera Shire Council may require an inspection to determine if the permit is being complied with. It is advisable to make use of a registered building practitioner when erecting such a structure.

The Council does have a limited number of marquees available for hire, please contact the Events support team for further details.

If temporary structures, like tents, are being erected, underground irrigation lines and power should be located and marked out by venue management beforehand to avoid damage.

## 7.7 Onsite emergencies

Please ensure your event has an emergency management plan that contains all of the contacts details of the event organiser and onsite service providers. You can read more about emergency service plans on page 15.



# PART 8

## RISK, HEALTH & SAFETY



### 8.1 Public Liability Insurance

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. As the organiser there are several key aspects when it comes to insurance and risk management that you should consider. You may need insurance cover for volunteers, event cancellation or general property depending on your type of event. Various insurance companies offer a community group insurance scheme with cover available for most community events, celebrations and festivals.

Public liability insurance is mandatory for all events with a minimum of \$10 million cover.

Event staff including all volunteers should be inducted and listed under workers compensation insurance for the entire event, including site preparation and clean-up. Visit the Worksafe Victoria website for more information [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au).

All contractors, performers, food vendors and other suppliers at your event should supply you with a current Certificate of Currency prior to their participation at the event.

NOTE: A tax invoice is not a Certificate of Currency and is not accepted as a Certificate of Currency.

Insurance can be expensive and confusing. It is advisable to seek professional advice as to what insurance is necessary for your specific event.

### 8.2 Risk Assessment

Prior to your event, it is vital that you make an informed assessment of all possible risks and opportunities associated with the event. Through careful analysis, you must identify any potential hazards or detrimental consequences that could pose a risk to anyone involved in the event or potential opportunities for improvements.

This should be documented in a risk management plan which will allow you to minimise the risks involved and any opportunity for running of your event.

It is important to include others in this process such as emergency services and venue managers.

West Wimmera Shire Council will require a copy of your risk management plan to be submitted as part of the venue booking process for council venues. For a copy of an event risk management plan template, please contact the council offices or download at <https://www.westwimmera.vic.gov.au/files/assets/public/documents-amp-publications/forms/risk-assessment-template.doc>

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

### 8.3 Power

Safety issues must be carefully considered when dealing with power:

- Ensure all power leads are tagged and tested
- Cover exposed leads with approved safety pads to prevent damage by both pedestrian and motorised traffic
- Potential hazards relating to power must be addressed and included in your risk management plan
- Do not overload cables and power boards; this can cause overheating and power failure
- As a preventative measure, consult with the venue and users to confirm specific details with respect to supply and demand

### 8.4 Emergency Response Management

We recommend that an emergency management plan is developed for any event. This plan will outline your response in the event of an emergency, minimising potential danger and damage to people and property.

An emergency plan should contain:

- Possible emergency interruptions
- Evacuation procedures including evacuation points
- Personnel responsible in emergencies and evacuations
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority
- A site map highlighting specific safety and emergency aspects, such as emergency access to site.

The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel. In the case of an event where Police and emergency services are involved, it is recommended you seek advice and feedback from these agencies when developing your emergency plan.

As part of your risk management and emergency planning it is advisable to contact the local police, State Emergency Service (SES), Country Fire Authority (CFA) and ambulance service to discuss and notify them of your event.



### 8.5 First Aid

It is important to have first aid available and clearly sign posted at any event. Larger events and/or those with high inherent risks may require numerous first aid stations, manned by appropriately trained first aiders.

For all other smaller events, there should be a complete first aid kit located in your information tent and an event staff member who has been trained in first aid.

The Council Event Support team can provide you with First Aid information and options such as volunteers. Discuss your first aid plans with Ambulance, Police and SES for advice and direction.

### 8.6 Security

Event organisers will also need to determine the likelihood of security issues arising before, during or after your event. Considering aspects such as crowd control, the serving of alcohol and safe storage of money.

It is advisable to discuss security and crowd control needs with your local police and our Event Support Team for guidance.

<b>Emergency Services</b>	<b>For Emergencies 000</b>
Victoria Police	<b>131 444</b>
State Emergency Service (SES)	<b>132 500</b>
Country Fire Authority (CFA)	<b>000</b>
Ambulance Victoria	<b>000</b>
Vic Emergency Hotline	<b>1800 226 226</b>

### 8.7 SunSmart

West Wimmera Shire Council is subject to extreme weather conditions, particularly heat in summer. As the event organiser, you have a duty of care to protect the health of your event employees, volunteers and patrons. To minimise exposure to harmful UV rays and provide a more comfortable experience you should consider:

- Programming outdoor activities so that they are not during peak UV radiation times between 11.00 am and 3.00 pm
- Using existing natural shade provided by buildings, trees and other structures and knowing where the shade falls during the time of your event
- Erecting portable shade structures where there is no shade
- Situating activities such as eating areas in shaded spots
- Encouraging staff and patrons to be sun smart and wear sun protective clothing including sunglasses and hats
- Consider providing staff and patrons access to SPF 30 plus broad spectrum sunscreen for use at the event.

### 8.8 COVIDSafe Practices

Public events in Victoria must meet their safety obligations and responsibilities during the COVID-19 pandemic.

For all information on what is required for your event please visit:

 <https://www.coronavirus.vic.gov.au>

To complete a COVIDsafe Checklist:

 <https://www.coronavirus.vic.gov.au/register-your-public-event>

To complete a COVIDsafe Event Plan:

 <https://www.coronavirus.vic.gov.au/covidsafe-public-event-registration-form-tier-1-and-tier-2-exemption>

General COVID information

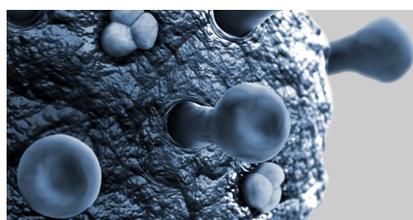
 <https://www.westwimmera.vic.gov.au/COVID-19>



### 8.9 Fire Management

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.

Please note that some Event and Planning Permits issued by Council, depending on their locations and nature of activities, may result in event cancellations on high fire risk days. Similarly, during declared Total Fire Ban or Code Red days, under guidance and / or direction of Emergency Services such as the CFA, events may be directed to cancel / postpone. 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.



# COVID-19

# PART 9

## ADDITIONAL SUPPORT



### 9.1 Funding and financial support

As event organisers, it is vital that you budget within the scope and scale of your event and seek to ensure the long-term financial sustainability of your event. Consider all revenue options to meet your overheads, including ticket / entry fees, donations, sponsorship and volunteer labour.

#### a. Sponsorship

Sponsorship can be one of the main income streams for events. West Wimmera Shire Council offers sponsorship opportunities as well as in-kind support for events. Contact the Events team at Council on ☎ 5585 9900 or 5392 7700 for further details.

#### b. Grants

Finding and applying for grants funding can be a complex and time consuming process often requiring a lead time of up to six months before your event. You can access grant funding programs by visiting the following websites.

Organisation	Website
Australian Government: GrantConnect	grantslink.gov.au
Australian Government: Department of Communications and the Arts	arts.gov.au/funding-and-support
Regional Events Fund	visitvictoria.com/regional-events-fund
Australia Council for the Arts	austriacouncil.gov.au/funding/
Victorian Multicultural Commission	multicultural.vic.gov.au/grants
Regional Development Victoria	rdv.vic.gov.au/programs-and-grants
Creative Victoria	creative.vic.gov.au/funding-and-support
Regional Arts Victoria	rav.net.au/funding-opportunities/
Philanthropy Australia	philanthropy.org.au

West Wimmera Shire Council offers funding for local community organisations through the Community Strengthening Grants Program. This is an annual grant program delivered over two rounds with a category specifically for events. Further information is available at Community Strengthening Grants West Wimmera Shire Council.

If you are successful in securing funding, make sure you are informed about any obligations you are committed to fulfil. Often you are required to report back to your funding body after the event with data such as attendance rates and audience satisfaction feedback. Collection of this data needs to be included in your Event Management Plan.

It can often take six months or more to gain approval for grants, so planning well in advance is required.

### 9.2 Marketing

Council's Events team can offer support with marketing and promoting your event through listings on the Council's websites and social media channels.



West Wimmera Shire Council Website



West Wimmera Shire Council



Youth Services West Wimmera



Visit West Wimmera Tourism Website



Edenhope + District Community Centre

To access this support please ensure you complete the Pre-Event Notification Form which will notify the Events team at Council of your intention to run an event. The form is available online at:

<https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891>

### 9.3 West Wimmera Shire Mayor and/or councillor involvement

You may wish to have a representative from West Wimmera Shire Council attend your event. To extend an invitation to the Mayor or councillor/s, please forward a request in writing to West Wimmera Shire Council or phone the Governance and Executive Support Officer on  
☎ 03 5585 9900

### 9.4 Event Signage and Noticeboards

WWSC have various public notice boards across our shire which can support you with promoting your event on. Our event support team will discuss this option with you once you complete a pre notification event form.

You will need to consider your event will require if any temporary signage and if it can be safely placed on:

- Footpaths
- Road verges
- Nature strips

Additionally, you will need to consider if you need to erect any temporary directional signage.

You can outline this in your event application, our events team will advise through this process.

#### Noticeboards

Many local cafes and businesses around West Wimmera have noticeboards where you can place a promotional poster or information about your event. Please check with the cafe/business owner before putting up the poster.

WWSC have various public notice boards across our shire which can support you with promoting your event on. Our event support team will discuss this option with you once you complete a pre notification event form.



### 9.5 Volunteers and Staffing

Ensure that you have adequate staff to manage the event. Often local service clubs and community groups are happy to assist.

WWSC has an active volunteer program across our shire. please discuss with our events support team if you would like to request further assistance from volunteers. Please note, the council does not guarantee availability of additional volunteers

It is important that you are aware of the rights and responsibilities of the volunteers, and your legal responsibilities to volunteers such as insurance and Occupational Health and Safety (OH&S). Policies, procedures and appropriate training requirements must be provided for event staff and volunteers. For more information on OH&S requirements visit Occupational Health and Safety Act and regulations - WorkSafe.



## 9.6 Post Event

### Site Clean Up

It is the responsibility of the Event Organiser to ensure that the event site/venue is left in a clean and orderly condition, with no remaining evidence of an event having been held there. It is recommended that you develop a 'bump-out' plan which gives clear instructions to all exhibitors on timing and logistics to ensure a safe pack-up and clean-up. This may include a checklist for the exhibitors or the event management team to sign off on to ensure all things are covered. The event organiser will be liable for repair and cleaning costs if any property damage occurs, or the site/venue is left in an unsatisfactory condition.

Don't forget to...

**1** Leave the site as you found it, take away all mess, empty all bins and ensure there is no litter or waste on the ground

**2** If you have any onsite contractors, ensure that they are notified of the event ending and that they remove all their applicable equipment and any waste

**3** Post your pictures and videos on your social media to keep the excitement and engagement going after your event

**4** Send a thank you to all performers and/or contributors and sponsors

**5** Contact council to remove additional toilets or equipment if applicable



### Evaluation & Debriefing

It is suggested you conduct a post event assessment and debriefing to measure whether you have achieved the event's purpose. Aspects such as attendant satisfaction, improvement suggestions and process flow can be analysed to ensure the event runs even more smoothly and successfully if it is held again.

It is important to acknowledge the hard work of those involved in your event, regardless of the extent of their contribution. Let people know that their efforts are appreciated. Volunteers, Sponsors and other contributors appreciate recognition and a simple thank you.



# PART 10

## WHAT HAPPENS NOW



### Who to contact with further questions?

When you begin planning your event, ensure you register it with West Wimmera Shire Council via the Pre-Event notification form on the council website.

Once this form has been completed you will be contacted by a member of our Events Support Team to further discuss your event.

Depending on the scale of the event a meeting may be organised with the Events Approval Team. From here you will be guided on what applications and permits you will need to complete.

**Our Events Support Team is here to assist you in running the best possible event.**

### Who to contact with further questions?

If you have further questions after reading this guide, contact our Events Support Team at the West Wimmera Shire Council.

#### Phone:

13 99 72

#### Email:

events@westwimmera.vic.gov.au

#### Kaniva Office:

25 Baker Street, Kaniva

#### Edenhope Office:

49 Elizabeth Street, Edenhope

### Additional Resources

The appendix documents can be found online here:



SCAN ME



<https://www.westwimmera.vic.gov.au/Events/Events-Support-Services>

WEST WIMMERA SHIRE COUNCIL

# THANKS YOU

for holding an event in our Shire

# Links and Contacts

Organisation	 Web Address	 Phone
Accessible Events – A Guide for Organisers	<a href="https://www.meetingsevents.com.au/sites/default/files/uploaded-content/website-content/accessible_events_guide.pdf">https://www.meetingsevents.com.au/sites/default/files/uploaded-content/website-content/accessible_events_guide.pdf</a>	
Accommodation and camping		
Acknowledgement of Country	<a href="https://www.aboriginalvictoria.vic.gov.au/acknowledgement-traditional-owners">https://www.aboriginalvictoria.vic.gov.au/acknowledgement-traditional-owners</a>	
Barengi Gadjin Land Council Aboriginal Corporation	<a href="https://www.bglc.com.au/">https://www.bglc.com.au/</a>	(03) 5381 0977
Event Support Services	<a href="https://www.westwimmera.vic.gov.au//Events/Events-Support-Services.com">https://www.westwimmera.vic.gov.au//Events/Events-Support-Services.com</a>	
Gas Safety	<a href="https://esv.vic.gov.au/pdfs/code-of-practice-lpg-public-events/">https://esv.vic.gov.au/pdfs/code-of-practice-lpg-public-events/</a>	
Grampians Wimmera Mallee Water	<a href="https://www.gmwwater.org.au/">https://www.gmwwater.org.au/</a>	1300 659 961
Noise Regulations	<a href="https://www.epa.vic.gov.au/for-community/environmental-information/noise">https://www.epa.vic.gov.au/for-community/environmental-information/noise</a>	
OneMusic Australia	<a href="http://www.onemusic.com.au">www.onemusic.com.au</a>	
Public toilet locations	<a href="https://www.westwimmera.vic.gov.au/Council/Council-Facilities/Public-toilets">https://www.westwimmera.vic.gov.au/Council/Council-Facilities/Public-toilets</a>	
Stretrader	<a href="https://stretrader.health.vic.gov.au/how-to-use-stretrader/statements-of-trade/">https://stretrader.health.vic.gov.au/how-to-use-stretrader/statements-of-trade/</a>	
Victorian Commission for Gambling and Liquor Registration	<a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>	1300 182 457
Working with children	<a href="https://www.workingwithchildren.vic.gov.au/">https://www.workingwithchildren.vic.gov.au/</a>	
WorkSafe Fireworks	<a href="https://www.worksafe.vic.gov.au/using-fireworks">https://www.worksafe.vic.gov.au/using-fireworks</a>	
<b>COVID19</b>	<a href="https://www.coronavirus.vic.gov.au">https://www.coronavirus.vic.gov.au</a>	
COVIDSafe Checklist	<a href="https://www.coronavirus.vic.gov.au/register-your-public-event">https://www.coronavirus.vic.gov.au/register-your-public-event</a>	
COVIDSafe Event Plan	<a href="https://www.coronavirus.vic.gov.au/covidsafe-public-event-registration-form-tier-1-and-tier-2-exemption">https://www.coronavirus.vic.gov.au/covidsafe-public-event-registration-form-tier-1-and-tier-2-exemption</a>	
WWSC COVID Information	<a href="https://www.westwimmera.vic.gov.au/COVID-19">https://www.westwimmera.vic.gov.au/COVID-19</a>	
<b>Grant Funding Organisations</b>		02 9215 9000
Australia Council for the Arts	<a href="http://australiacouncil.gov.au/funding/">australiacouncil.gov.au/funding/</a>	
Australian Government: GrantConnect	<a href="http://grantslink.gov.au">grantslink.gov.au</a>	
Australian Government: Department of Communications and the Arts	<a href="http://arts.gov.au/funding-and-support">arts.gov.au/funding-and-support</a>	
Creative Victoria	<a href="http://creative.vic.gov.au/funding-and-support">creative.vic.gov.au/funding-and-support</a>	03 8683 3100
Philanthropy Australia	<a href="http://philanthropy.org.au">philanthropy.org.au</a>	
Regional Arts Victoria	<a href="http://rav.net.au/funding-opportunities/">rav.net.au/funding-opportunities/</a>	
Regional Development Victoria	<a href="http://rdv.vic.gov.au/programs-and-grants">rdv.vic.gov.au/programs-and-grants</a>	
Regional Events Fund	<a href="http://visitvictoria.com/regional-events-fund">visitvictoria.com/regional-events-fund</a>	
Victorian Multicultural Commission	<a href="http://multicultural.vic.gov.au/grants">multicultural.vic.gov.au/grants</a>	03 9651 5901
<b>Forms and Applications</b>		
Event Application	<a href="https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891">https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891</a>	
GWMWater sponsorship application	<a href="https://www.gmwwater.org.au/contact-us/apply-for-sponsorship">https://www.gmwwater.org.au/contact-us/apply-for-sponsorship</a>	
Planning Permit	<a href="https://www.westwimmera.vic.gov.au/Residents-Property/Planning/What-is-a-planning-permit">https://www.westwimmera.vic.gov.au/Residents-Property/Planning/What-is-a-planning-permit</a>	
Planning Permit Application Form	<a href="https://www.westwimmera.vic.gov.au/files/assets/public/planning/planning-permit-application-form.pdf">https://www.westwimmera.vic.gov.au/files/assets/public/planning/planning-permit-application-form.pdf</a>	
Pre-Event Notification Form	<a href="https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891">https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891</a>	
Risk Management Template	<a href="https://www.westwimmera.vic.gov.au/files/assets/public/documents-and-publications/forms/risk-assessment-template.doc">https://www.westwimmera.vic.gov.au/files/assets/public/documents-and-publications/forms/risk-assessment-template.doc</a>	
<b>West Wimmera Shire Council</b>	<a href="https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891">https://au.openforms.com/Form/6f2bbe13-ee69-4c27-aa47-1fe47bf7b891</a>	5585 9900 or 5392 7700
Visit West Wimmera Tourism Website	<a href="https://www.visitwestwimmera.com.au/Home">https://www.visitwestwimmera.com.au/Home</a>	
West Wimmera Shire Council Facebook	<a href="https://www.facebook.com/westwimmerashire">https://www.facebook.com/westwimmerashire</a>	
Edenhope + District Community Centre Facebook	<a href="https://www.facebook.com/edccproject/">https://www.facebook.com/edccproject/</a>	
Youth Services West Wimmera Facebook	<a href="https://www.facebook.com/WestWimmeraYouthServices/">https://www.facebook.com/WestWimmeraYouthServices/</a>	
Local Laws and permits	<a href="https://www.westwimmera.vic.gov.au/Residents-and-property/Local-laws-and-permits">https://www.westwimmera.vic.gov.au/Residents-and-property/Local-laws-and-permits</a>	
Venues for hire	<a href="https://www.westwimmera.vic.gov.au/Events/Venues-for-Hire">https://www.westwimmera.vic.gov.au/Events/Venues-for-Hire</a>	



WEST  
WIMMERA  
SHIRE COUNCIL

## CONNECT TO COUNCIL



**Facebook:**

<https://www.facebook.com/westwimmerashire>



**Online:**

<https://www.westwimmera.vic.gov.au>



**In person:**

49 Elizabeth Street, Edenhope  
25 Baker Street, Kaniva



**Phone:**

13 99 72



**Email:**

[council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)



**Mail:**

PO Box 201 Edenhope, VIC 3318