

Festival & Event Guidelines

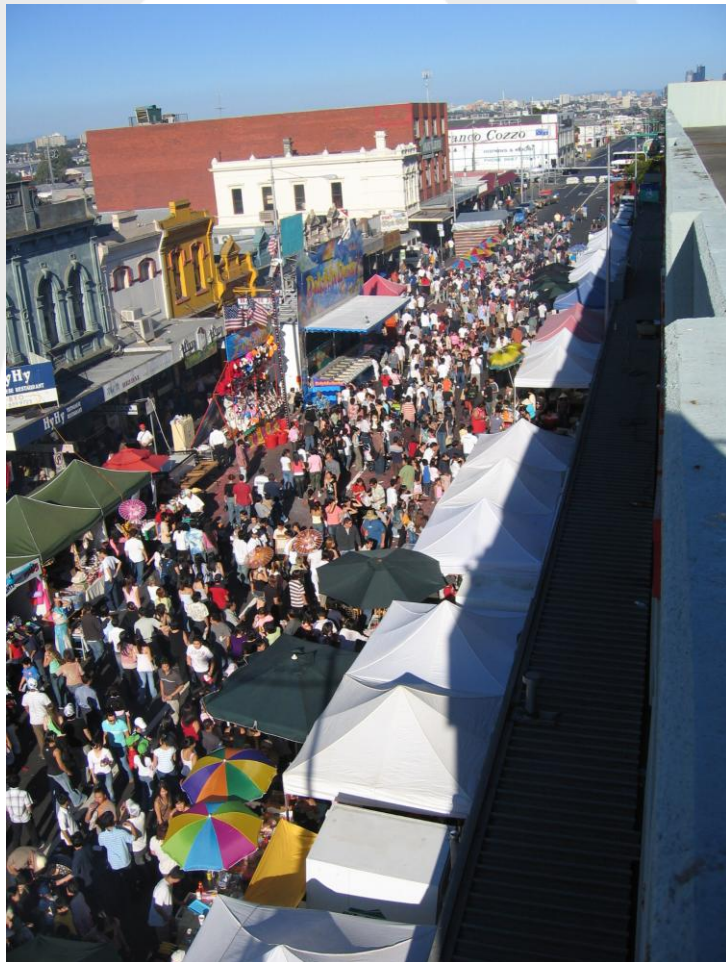


Figure 1 - East Meets West Festival in streets of Footscray CBD

Table of Contents

Table of Contents.....	2
Section 1: Introduction	4
1. Definition of Terms	4
2. Who Should Apply	4
3. What is the Guide For?	5
4. How Does the Guide Work?	5
5. What Happens Next?	5
6. Specified Notification Time for Lodgement of Event Application	5
7. Further Help.....	6
Section 2: Types of Events	8
Section 3: A – Z Guide.....	14
Cleaning	14
Drinking Water.....	14
Electricity Supply	14
Emergency Management Plan.....	14
Environment	14
Event Permit Fee.....	15
Fireworks.....	15
First Aid	15
Food	15
Footpath Decorations & Signs	16
Grass Cutting/Irrigation Lines in Parks and Gardens.....	16
Information Services/Centre.....	16
Liquor Licenses	16
Marshals.....	16
Noise Levels	17
Notifying Residents/Traders.....	17
Parking Changes.....	17
Police and Other Emergency Services	17
Promotion & Signage at the Event	18
Public Liability Insurance.....	18
Public Transport	19
Recycling.....	19
Risk Management Plan	19
Road Closures and Street Barricades.....	20
Security	20
Signage	20

Site Plan	20
Temporary Structures.....	21
Toilets	21
Traffic and Parking Management	22
Volunteers	22
Waste Management	22
Waste Wise Events	22
Weather Protection.....	23
Section 4: Events Contact List.....	24
Appendix 1 – Notifying Residents.....	26
Appendix 2 – Risk Management.....	27

Section 1: Introduction

This document has been created to provide assistance to event and festivals organisers within Maribyrnong and provides guidance for complying with Council regulations whilst planning an event or festival.

This guide will assist with completing your 'Event Application Form'.

As the organiser, the responsibility is on you to ensure that all requirements of your permit application are met. By working with Council to plan your activity you can provide a positive and safe experience for everyone.

1. Definition of Terms

The following terms are included in this Guide:

Event: A planned activity that is conducted for the purposes of fund raising, community participation, commercial profit or personal celebration and is held in a public space such as street, park, garden or reserve. These activities are open to the community and can include community gatherings, religious celebrations, festivals and some sporting activities such as fun runs or triathlons. All Event Applications must be lodged 45 working days (minimum) prior to the event date.

Major Event: Maribyrnong City Council considers a Major Event a community based function where expected attendance is more than 2,000 people. Council requires 6 months (minimum) notification for these permits.

Event Organiser: Any individual, community based or commercial organisation seeking authorisation to conduct an event in the municipality.

Event Permit: Is approval to conduct your festival or event in the City of Maribyrnong. The 'Event Permit' will detail which services are required and any conditions necessary to run your event. It will then be your responsibility to ensure that every aspect of your event conforms to the Permit requirements. Penalties can apply if your event does not conform to the Permit Conditions.

2. Who Should Apply

If you are planning to have an event on public land or roads in Maribyrnong you must obtain Council's permission. If you are uncertain what conditions apply to your event or whether you need an 'Event Permit', please read through this guide and/or contact Council's Recreation Planning and Development Officer on 9688 0300.

3. What is the Guide For?

To assist you and ensure that your event is carried out safely, professionally and fulfils all legal requirements.

4. How Does the Guide Work?

The Guide is simple to use. You need to follow the five steps.

Step One: Read through carefully the 'Festival and Events Guidelines' document.

Step Two: Determine which type of event you are planning. Each category contains a list of specific issues for you to consider. This list is a guide only – Council may require you to address additional issues.

Step Three: Read the sections of the A-Z Guidelines pertaining to your event.

Step Four: Contact Council's Recreation Planning and Development Officer on 9688 0300 to discuss your application.

Step Five: Complete and return the Event Application Form along with any other required documentation to:

Recreation Planning and Development Officer
Maribyrnong City Council
P.O.Box 58
Footscray Vic 3011

Or Email to

email@maribyrnong.vic.gov.au

5. What Happens Next?

Your application is circulated to relevant Council Departments for feedback. If you need to provide further information you will be notified within 10 working days of your application's receipt.

When your application is complete Council will consider it and you will be notified of the outcome and if approved, issued an 'Event Permit'.

6. Specified Notification Time for Lodgement of Event Application

Your application to hold an event in the City of Maribyrnong must be submitted to Council within the following time limits.

Event Applications must be lodged 45 working days (minimum) prior to the proposed date of the event. Note that the Footscray Police require 3 months notice to attend an event and that Police involvement may be a mandatory requirement.

N.B: APPLICATIONS MADE OUTSIDE THE ABOVE TIMEFRAME WILL NOT BE CONSIDERED BY COUNCIL.

Council has a responsibility to ensure that events in streets, parks and/or gardens are properly organised and safely managed. An early application will give Council more time to assist you and will give you more time to organise a successful event and fulfil all legal requirements.

7. Further Help

Publicity and Promotion

Council publicises events through a range of mediums which includes both print and the Council website. To publicise your event, please contact Council's Communications Department on 9688 0247. Your organisation can advertise your event on Council's website calendar, please visit <http://www.maribyrnong.vic.gov.au/Calendar/AddEvent.asp> and enable the 'ADD EVENT' icon.

Responsible Waste Management

See also '*Recycling*' and '*Waste Wise*' under the '*A – Z Guide*'

Maribyrnong City Council values waste minimisation and litter reduction. It is strongly encouraged that all events minimise packaging and 'disposable items' waste (plastic plates and cutlery, polystyrene cups, straws, coffee stirrers) by requiring that all food stall holders provide recyclable products such as paper plates and cups, reusable or biodegradable cutlery. For more information on these items or ways to make your event a Waste Wise Event see '*Recycling*' in '*A-Z Guide*' of this document and/or contact Council's Sustainability Department on 9688 0357.

The provision of recycling bins for event attendees and food providers is also strongly encouraged. Depending on the size of your event, Council may be able to assist you with the provision of recycling bins for your event. Please contact Council's Waste Management Department on 9688 0526.

Reducing the amount of glass containers increases public safety during any event. It also has the potential to reduce a significant volume and weight of waste material from your event.

Disability Access

Maribyrnong is committed to providing full disability access through the City. To provide assistance and advice relating to disability access and making your event accessible please contact Council's Access for All Abilities Co-ordinator on ph: 9688 0330 and/or Council's Metro Access Officer on ph: 9688 0313.

For further information download the "Accessible Events – Guide for Organisers" developed by the 'Meetings and Events Industry of Australia' in collaboration with the 'Human Rights and Equal Opportunity Commission', which is available on Council's website: <http://www.maribyrnong.vic.gov.au> Festivals and Events, and contains practical information on how to make events accessible for all people in the community.

Parks and Gardens

Maribyrnong City Council has a number of Parks and Gardens available to hire for events. For a list of Parks and Gardens please visit <http://www.maribyrnong.vic.gov.au> and go to the link Recreation and Open Space or contact the Recreation Planning and Development Officer on 9688 0300.

Please note that Council reserves the right to cancel an event scheduled to be held in a park, if the conditions of the grounds are considered to be unsuitable to sustain an event as a result of excessive rain or a prolonged period of excessive heat.

Transport & Special Projects

Maribyrnong City Council is host to a range of events which use public roads. If you require a road closure for an event please refer to the section on 'Road Closures and Street Barricades' and contact Council's Transport and Special Projects Department who will provide you with guidelines for preparing a Traffic Management Plan.

Contact List

A '*contact list*' of useful organisations is provided in Section 4 of this document.

Feedback

To assist Council in making our documentation clear and concise, we are always interested to hear your comments and/or suggestions. Please contact Paul Battaglia on ph: 9688 0300 if you wish to provide us with feedback regarding the Festival and Event Guidelines.

Section 2: Types of Events

Fetes and Fairs

Many community groups such as schools and churches raise funds by organising fetes or fairs. When these events occur in a public space, an Event Permit is required.

Organiser's need to:

- Provide Public Liability Insurance for your Organisation and all sub-contractors employed for your event i.e. marquee/portable structure companies, amusement ride companies etc. (minimum \$20,000,000 cover)
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable)
- Complete a Risk Management Plan – as outlined in Appendix 2
- Notify local residents and/or traders of your event
- Ensure a sufficient number of waste/recycling receptacles are provided
- Ensure that First Aid is available
- Notify Police and Emergency Services of the Event
- Obtain a Temporary Food Permit if providing food
 - Prepare an Emergency Management Plan
 - Prepare a Traffic Management Plan (if required eg. road closure or road share)
 - Prepare a Site Plan
 - Obtain a Temporary Building Permit for Temporary Structures (if required)
 - Ensure that consideration is given to People with Disabilities
 - Ensure that sufficient toilets are available



Figure 2 - Yarraville Festival 2007

Film Shoots

If you plan to shoot a film in Maribyrnong, you will need to obtain a Filming Permit and pay a location fee. In order to obtain a Filming Permit please contact Council's Local Laws Department on ph: 9688 0490. Council does not charge a fee for student film shoots, however you will need to demonstrate that your cast and crew are covered against personal accident or injury.

Fun Runs and Walkathons

Most Fun Runs and Walkathons involve a number of participants running, jogging or walking along a prescribed route. Fun Runs and Walkathons are typically held as fundraising activities. These events require an Event Permit.

You should contact Council as early as possible to ensure that your path is available in a suitable condition for the event.

Fun Run and Walkathon organisers need to:

- Provide Public Liability Insurance (minimum \$20,000,000 cover)
- Prepare a detailed map of the route
- Prepare a Traffic Management Plan (if required eg. road closure or road share)
- Complete a Risk Management Plan – as outlined in Appendix 2
- Ensure that drinking water is available to participants
- Notify public transport companies if disruptions and/or large crowds are expected
- Notify local residents and/or traders of your event
- Ensure a sufficient number of waste/recycling receptacles are provided
- Ensure that First Aid is available
- Notify Police and Emergency Services of the Event
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable)
- Notify residents and/or traders of your event
- Obtain a Temporary Food Permit if providing food
- Prepare an Emergency Management Plan
- Obtain a Temporary Building Permit for Temporary Structures (if required)
- Ensure that consideration is given to People with Disabilities
- Ensure that sufficient toilets are available.

Major Events and Festivals

This category includes large-scale activities like street festivals and public celebrations. If you are planning a major event you will need to be in close consultation with Council at all stages of the event planning process.

At least 6 months (minimum) notice is required; applications received by Council outside the above timeframe will not be considered.

When these events occur in a public space, an Event Permit is required.

Organisers need to:

- Provide Public Liability Insurance for the Organisation and all sub-contractors employed for the event i.e. marquee/portable structure companies, amusement ride companies etc. (minimum \$20,000,000 cover)
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable)
- Complete a Risk Management Plan – as outlined in Appendix 2
- Notify local residents and/or traders of the event
- Ensure a sufficient number of waste/recycling receptacles are provided
- Ensure that First Aid is available
- Notify Police and Emergency Services of the Event
- Obtain a Temporary Food Permit if providing food
- Prepare an Emergency Management Plan

- Prepare a Traffic Management Plan (if required eg. road closure or road share)
- Prepare a Site Plan
- Obtain a Temporary Building Permit for Temporary Structures (if required)
- Ensure that consideration is given to People with Disabilities
- Ensure that sufficient toilets are available

If holding an event on private property (eg. schoolyard or church ground), Council's Recreation Planning and Development Officer can offer advice on managing your event and advise which permits may be required eg 'Food Permits', '*Fireworks – Work Safe Notification*'.



Figure 3 - Lion dancing in the streets of Footscray during East Meets West Festival

Markets

Community groups can hold markets for fundraising purposes.



Figure 4 - Farmers Market held in Yarraville Gardens

Commercial markets will be considered only if there is a demonstrable community benefit.

Market organisers need to:

- Provide Public Liability Insurance (minimum \$20,000,000 cover)
- Prepare a Site Plan
- Complete a Risk Management Plan – as outlined in Appendix 2
- Ensure that First Aid is available
- Notify Police and Emergency Services of the Event
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable)
- Notify local residents and/or traders of the event
- Ensure a sufficient number of waste/recycling receptacles are provided
- Ensure that consideration is given to People with Disabilities
- Prepare an Emergency Management Plan
- Prepare a Traffic Management Plan (if required eg. road closure or road share)
- Obtain a Temporary Food Permit if providing food
- Obtain a Temporary Building Permit for Temporary Structures (if required)
- Ensure that sufficient toilets are available
- Organise cleaning of the area before and after the event

Parades, Processions and Marches

Parades, processions and marches usually involve a number of participants walking along a prescribed route for a cultural, religious or political purpose. You should contact Council's Recreation Planning and Development Officer on 9688 0300 as early as possible to ensure that your route is available and in a suitable condition for the event. Organisers need to;

- Provide Public Liability Insurance (minimum \$20,000,000 cover)
- Prepare a detailed map of the route
- Complete a Risk Management Plan – as outlined in Appendix 2
- Prepare a Traffic Management Plan (if required eg. road closure or road share)
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable)
- Notify residents and/or traders of the event
- Ensure that First Aid is available
- Ensure drinking water is available
- Prepare an Emergency Management Plan
- Notify Police and Emergency Services of the Event
- Ensure that consideration is given to People with Disabilities
- Obtain a Temporary Food Permit if providing food
- Consider cleaning of the street before and after the event
- Ensure that sufficient Toilets are available

Races – Bicycle/Foot

Many organised races utilise public spaces such as parks, walking tracks, roads or footpaths. If you are organising a race in a public space you will need to obtain an Event Permit.

Race organisers need to:

- Provide Public Liability Insurance (minimum \$20,000,000 cover)
- Prepare a detailed map of the route
- Ensure that there are a sufficient number of accredited marshals manning the event
- Complete a Risk Management Plan – as outlined in Appendix 2
- Prepare a Traffic Management Plan (if required eg. road closure or road share)
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable)
- Notify residents and/or traders of the event
- Ensure that First Aid is available
- Ensure drinking water is available
- Ensure adequate weather protection is available to participants
- Prepare an Emergency Management Plan
- Notify Police and Emergency Services of the Event
- Ensure that consideration is given to People with Disabilities
- Obtain a Temporary Food Permit if providing food
- Prepare an Emergency Management Plan
- Ensure that sufficient toilets are available
- Organise cleaning of the roads before and after the event



Figure 5 - Bike rally in Footscray Park

Other Events

Other types of events could include open days, outdoor cinema, cultural shows or something completely new. Please contact Council's Recreation Planning and Development Officer on 9688 0300 if your proposed event has not been addressed in the main categories.



Figure 6 - African Drummers at World Bazaar

Section 3: A – Z Guide

Cleaning

If you are planning an event in a public space you must ensure that the area is cleaned after the event. Council's Recreation Planning and Development Officer can organise this on your behalf – however event organisers will need to pay any associated costs. Note that these costs are applied using an hourly rate. It is also advisable that you make sure the area is adequately clean before the event.

Drinking Water

It is recommended that organisers make drinking water available free to event patrons, especially for events where a risk of participant dehydration is present, eg Fun Runs, Bicycle Race etc.

Electricity Supply

Council does not normally provide electricity; however electricity is available at Footscray Park and Yarraville Gardens for small events. Please contact Council's Recreation Planning and Development Officer on 9688 0300 if you require electricity for your event.

Organisers of larger events will need to make individual power arrangements by contacting AGL on 131 245, or by gaining approval from Council for the use of portable generators.

Emergency Management Plan

Public events of all sizes must have an Emergency Management Plan, which outlines how you will respond in the event of an emergency. The plan must consider:

- Possible emergency interruptions
- Access & evacuation routes
- Crowd Control
- First Aid Response
- Personnel responsible in emergencies & evacuations
- Emergency services vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority

Environment

See also 'Recycling', Waste Management and Waste Wise'

When holding an event please ensure that water and energy use is kept to a minimum. This can be achieved by ensuring all appliances, lights, cooking equipment are in proper working order and switched off when not in use.

When holding an event please ensure it does not negatively impact on surrounding vegetation and waterways. This requires:

- All litter to be removed from the site and disposed of in recycling or waste bins.
- No food is to be left on site.
- No substances to be poured over road surfaces or down public drainage pits (except for clean, fresh water).
- Open flamed BBQ's are strictly prohibited, this includes the use of heat beads and/or hot coals.
- Garden beds or vegetated areas are not to be walked over.
- Trees are not to have anything tied to or affixed to any part of the tree.

Event Permit Fee

A flat rate of \$125.00 is charged for an Event Permit. This cost only includes the Event Permit and does not cover charges associated with other Permits which may be required for your event i.e. Food Permits, Liquor Licensing, Planning, Road Closures, Waste Management, Park Hire etc.

Fireworks

Fireworks are illegal in Victoria without a Workcover License to Discharge Fireworks. To apply for a permit, call the Victorian WorkCover Authority on 1800 136 089. The Victorian Authority requires at least 14 days notification. Local residents must be notified by letterbox drop regarding time and date of fireworks (many owners prefer to keep their pets indoors during fireworks). The Fire Brigade must also be notified.

Council will not permit fireworks in an area which is likely to pose a risk, danger or impact negatively in anyway to the local flora and fauna within the Municipality. This will be determined on application to Council.

First Aid

The provision of First Aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and officers depends on the size of the event. The Australian Red Cross and St John Ambulance Volunteer Sections can attend events, provide displays and offer First Aid Assistance.

The Metropolitan Ambulance Service can also attend events where there is a significant risk to participants, such as major events. This is a paid service. Contact the Metropolitan Ambulance Service on 9840 3500. To contact St Johns Ambulance Footscray Division please call ph: 9315 2916. Please note that in order for these services to attend your event you will need to give them notice of approximately 1-2 months prior to the event date.

Food

If you plan to serve, give away or sell food to the public at your event you will need to obtain a 'Temporary Food Premises Permit' by contacting Maribyrnong's Health Department on 9688 0327.

Please note that a separate payment must be made for this registration.

Council's Environmental Health Officers may inspect food stalls prior to and during set up for your event. A member of your organisation committee must accompany the Officer during the inspection.

Footpath Decorations & Signs

See "Promotion & Signage at the Event".

Grass Cutting/Irrigation Lines in Parks and Gardens

Maribyrnong City Council can arrange to have the grass cut before your event. Please contact the Recreation Planning and Development Officer at least 2 weeks prior. If temporary structures are being erected, underground irrigation lines must be marked out by Maribyrnong City Council Officers prior to set-up to avoid damage.

Information Services/Centre

In the case of major events, an information centre should be established as a hub for event information and a focal point for incidents, eg, lost children. Other Information Services you will need to consider include, appropriate directional signage to toilets, First Aid, refreshments and activities. You may wish to consider translation of information into other languages.

Liquor Licenses

If you intend to sell alcohol at your event or serve free alcohol at an event you must obtain Council Permission first. Several areas within the City of Maribyrnong are designated Alcohol free, for further information on these areas please contact Council's Local Laws Department on ph: 9688 0384.

Once Council has approved your request in principal, your organisation will need to contact Liquor Licensing Victoria (LLV) to obtain a Temporary Liquor Licence. LLV requires a month's notice for most events although major events may take up to two months if LLV need to obtain reports from the Police or Council. Liquor Licence fees apply and a separate application must be made to LLV for each group, venue or trader who wishes to sell or serve alcohol. There may be special conditions placed on the "Limited Licence" granted to event organisers such as a requirement that alcohol is not served or sold in glass. For more information please contact LLV on ph: 9655 3366 or visit <http://www.consumer.vic.gov.au>.

Please note that you will also need to contact Footscray Police Station on 8398 9800 to obtain permission from the Police prior to submitting your event application.

Marshals

Marshals can perform a range of roles such as directing people to toilets and medical assistance and are recommended for larger/major events and processions. Marshals should be well briefed in advance and be easily identified with appropriately marked armbands, vests or T-shirts. In the event of problems with crowds or individuals, marshals should be able to act, where appropriate, to correct problems and, when required, inform an event organiser or Police of any problems.

Note that all road closures require accredited marshals for each closure/barricade.

Noise Levels

Amplified music or loud noise cannot be projected onto the street before midday or after 11pm, or 10pm for concerts which are more than five hours duration. Sound levels must not exceed reasonable outputs. Where noise levels may exceed reasonable levels, your Event Permit may specify that noise levels be identified in advance and that an independent Acoustic Engineer monitors the levels on the day of the event. You may also be required to notify residents and the local community. For further information on your obligations please contact Council's Environmental Health Department on 9688 0327 and/or also see State Environment Protection Policy No.N2 – Control of Music Noise From Public Premises or visit the EPA Website at www.epa.vic.gov.au.

Notifying Residents/Traders

See Appendix 1

You are required to advise the residents and traders in the surrounding areas that your event or festival will be taking place, especially if it may impact them in any way. We have attached a standard letter to use as a guide for your event. This is also a great opportunity to market the event and invite local residents. You will also need to forward a copy to Maribyrnong City Council's Recreation Planning and Development Officer prior to the event.

Parking Changes

With some events, you may need to temporarily ban parking to allow the loading and unloading of goods and equipment, or require the parking spaces to place stalls etc. On-street parking is a community and public asset. The local community may need to be consulted regarding any proposed changes.

Remember to ensure that designated accessible parking bays are available for people with disabilities participating in your event. Marshals may be required to direct parking. Parking must be identified on the site map of your event. Any special requirements with regard to parking and/or road use should be included in a Traffic Management Plan. To obtain specific parking permits or provide designated parking for your event please contact Council's Local Laws Department on ph: 9688 0588.

Police and Other Emergency Services

As well as obtaining Council approval, it is your responsibility to notify emergency services which include the Victoria Police, Metropolitan Fire Brigade, Metropolitan Ambulance Service, and the State Emergency Service.

In the case of large/major events the emergency services may need to be involved in the event planning as well as being present on the day. Road closure conditions often require Victoria Police to man busy intersections. Footscray Police require three months notice to ensure that they will have staff available for your event, they can be contacted on ph: 8398 9800.

Promotion & Signage at the Event

Footpath and Decorations

- Any street decorations such as bollards, planter boxes etc must be set up in a secure and safe manner. A clear walkway of 1.8 metres from the building line is maintained.
- The site map submitted to Council must clearly mark where decorations are to be placed.

Signs on Council Controlled Open Space

- 4 weeks notification. Contact Council's Local Laws Department on ph: 9688 0384.
- Only Maribyrnong based organisations are eligible.
- Signs will only be permitted for a four week period.
- Council has predetermined a number of locations. Please contact Local Laws on ph: 9688 0384 in order to obtain a list of these locations.
- Signs must be removed within 5 working days from the date of the event.

Temporary Banners/Signage

- Banners/signage can be erected for events subject to approval by Council and any other affected parties including VicRoads or public transport companies
- No signage can be nailed to trees or signposts
- Maribyrnong City Council Local Laws prohibits Bill Posting

Public Liability Insurance

See also Volunteers

All event organisers are required to have public liability insurance to a minimum of \$20 million. This will cover any personal injury or property claims that may be made against the organisation conducting the event.

Public Liability Insurance must include and cover the period of setting up and breaking down of an event.

A copy of a Certificate of Currency must be sent to the Recreation Planning and Development Officer at least ten working days prior to the event. This must include the following;

- | | |
|-------------------|-----------------------------|
| ▪ Name of Insurer | ▪ Name of your Organisation |
| ▪ Policy Number | ▪ Amount of Cover |
| ▪ Expiry Date | ▪ Identify area of cover |

It is the duty of organisers to report any incident that may lead to some action being brought against them or Council in the course of the hire of the venue.

The hirer shall indemnify the Maribyrnong City Council and keep the Maribyrnong City Council indemnified from and against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case may be). To access information on insurance and/or assist you with obtaining insurance for event visit www.communityinsurance.com.au.

Public Transport

If your event is likely to affect public transport by causing an alteration in route, delaying a service, causing a service to be replaced, causing the cancellation of a service or requiring additional service, you must notify the Public Transport Division of the Victorian Department of Infrastructure which can be contacted on ph: 9655 6666 or web site www.doi.vic.gov.au/eventnotification.

Recycling

A range of options exists for recycling. Recycling at events in parks, streets or other open space may require a recycling contractor's services. Information on these services can be obtained in the Yellow Pages, or by contacting Council's Waste Management Department on 9688 0526.

Items that can be recycled are:

- Paper/cardboard
- Plastics numbered 1,2 or 3
- Steel/aluminium cans
- Milk cartons
- Glass bottles and jars

Common items that cannot be recycled are:

- Yogurt, margarine, ice cream containers
- Broken glass, ceramic plates, drinking glasses
- Light globes
- Shopping bags
- Take away containers

Risk Management Plan

Organisers must have a Risk Management Plan, which identifies:

- risks associated with your event, i.e. food, security, weather
- how each risk will be managed, and
- person/s responsible for ensuring that all risks are managed

Appendix 2 provides an example table and outlines important areas for you to consider when planning for an event. The Appendix provides step by step instructions and helpful tips to assist you in completing a Risk Management Plan.

For further assistance in completing a Risk Management Plan please contact Council's Risk Management Services on ph: 9688 0200.

Road Closures and Street Barricades

Road closures and street barricades are appropriate where it is proposed to hold an event on a road (i.e. a street festival), or where there is a chance that many people would be walking along or crossing the road which may create a safety hazard (i.e. a fun run). If you wish to close a road for an event, please contact Council's Transport & Special Projects Department on ph: 9688 0321 at least 2 months (minimum) before the proposed event to discuss your proposal (Major road closures may require 6 months notice). Check your street directory to see if your event is likely to affect significant public facilities such as hospitals or bus or tram routes.



In some situations, closing these roads may not be feasible and alternative location or modification to the event may have to be considered. Any road closure or change in road conditions require you to notify emergency services.

Figure 7 - Road closure and street barricades

Security

Event organisers are responsible for all security associated with their event. This could include securing of roadblocks and any event equipment as well as crowd control. Council does not provide security for events. Several security firms can provide security for a fee, or Victoria Police can sometimes assist security for a fee. For further information please contact Footscray Police Station on ph: 8398 9800.

Signage

See "Promotion & Signage at the Event"

Site Plan

You must supply a detailed site plan which identifies the following

- Proposed road closures
- Parking
- Emergency access route
- First aid locations
- Event amusements & activities
- Proposed Fireworks
- Toilets
- Power
- Lighting
- Stalls
- Staging
- Location of Litter Bins
- Information Stand

It is recommended that it be attached to your initial 'Event Permit Application' so that there are no delays in processing the permit.

Temporary Structures

Some temporary structures require an 'Occupancy Permit for Temporary Structures'. This includes (but is not limited to) marquees over 100 square metres, staging over 150 square metres or seating banks which hold 20 people or more. To obtain an 'Occupancy Permit for Temporary Structures' you will need to complete an 'Application For Siting Permit', which you can obtain by calling the Building Control Department on ph: 9688 0196.

Toilets

The number of toilets required at your event will depend on a number of factors including:

- Anticipated crowd numbers
- Duration of the event
- If alcohol is available on-site
- The gender of patrons

Firstly you need to assess the existing toilet facilities at your event site and consider whether these are adequate. The *Australian Emergency Manual* recommends the following (These figures are a guide only).

Toilet Facilities for events where alcohol is not available:

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

Toilet facilities for events where alcohol is available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<250	1	4	1	6	2
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Existing or additional toilets facilities must:

- Be accessible
- Be cleaned and restocked regularly
- Be located away from food, storage/service areas
- Be weather protected
- Be well lit so as to not provide a security or safety risk
- Provide sharps disposal
- Be available for people with disabilities
- Provide soap and hand drying equipment

If your event is small this may mean that the local public toilets are sufficient. For larger events several private companies can hire you additional portable toilets. You should take care to ensure that toilets are available for people with disabilities.

Traffic and Parking Management

See also '*Road Closures*'

For certain festivals and events, it may be appropriate or desirable to close part or all, of the road to ensure public safety and/or to modify parking/loading restrictions in the event area. For all traffic and parking modifications, suitable barricades and warning signs are required so that motorists are aware of the changed conditions. It must be remembered, however, that all roads are for public use and stopping or restricting access for an event will require Council approval and on some occasions, approval also from agencies such as the Police, bus and tram operators. Residents and traders who may be affected by the changed traffic conditions need to be notified of the proposal and given the opportunity to comment. Council's Recreation Planning and Development Officer will assess each application to advise you on appropriate measures and general conditions which you need to be aware of.

Volunteers

See also Public Liability

Many community events are predominantly made up of volunteers. Public Liability Insurance must cover volunteers involved with any aspect of the event. It is important both the Community Group/Committee and volunteers are aware of their rights and responsibilities. For more information visit <http://www.volunteeringvictoria.com.au>.

Waste Management

See also '*Recycling*'

All waste must be contained (in bins or bags) and removed from site by the event organisers or a waste collection contractor (which must be arranged by the events manager). You may also consider making your event an EcoRecycle Waste Wise Event for more information on Waste Wise Events contact Sustainability Victoria on 1800 353 233 or email: <http://www.sustainability.vic.gov.au>. If you are holding an event in a park or street, and require additional bins please contact Council's Waste Management Department on ph: 9688 0526.

Waste Wise Events

Victoria's Waste Wise Events program provides tools to event organisers on ways to create effective recycling and waste management systems at public events, in five simple steps. The Waste Wise Events program considers recycling and waste minimisation at events through the provision of recycling bins and ensuring that packaging provided at these events is recyclable. For more information contact Sustainability Victoria on 1800 353 233 or email: <http://www.sustainability.vic.gov.au>.

Weather Protection

Weather extremes can affect outdoor events dramatically. With appropriate planning this can be managed. Consider providing suitable shade during summer and warmth during winter. Heavy winds should always be considered when planning an event site. Sunscreen should be made available at your information stall if appropriate.

Section 4: Events Contact List

AGL

Gas Enquiries ph: 133 000
Electricity Enquiries ph: 131 245
<http://www.agl.com.au>

Australian Red Cross

23-47 Villiers St
North Melbourne Vic 3051
ph: 8327 7700
<http://www.redcross.org.au>

Citipower

Locked Bag 14031
Melbourne
General Enquiries ph: 1300 301 101
<http://www.citipower.com.au>

City West Water

247-251 St Albans Rd
Sunshine Vic 3020
ph: 9313 8422
<http://www.citywestwater.com.au>

Environmental Protection Authority

HWT Tower
40 City Road
Southbank Victoria
ph: 9695 2722
<http://www.epa.vic.gov.au>

Liquor Licensing Victoria Consumer Affairs Victoria

Level 2, 452 Flinders St
Melbourne Vic 3000
ph: 9655 3366
<http://www.consumer.vic.gov.au>

METLink

GPO Box 4693TT
Melbourne Vic 3001
ph: 13 16 38
<http://www.metlinkmelbourne.com.au>

Maribyrnong City Council

Cnr Hyde & Napier St
Footscray Vic 3011
<http://www.maribyrnong.vic.gov.au>

Building Control Department

ph: 9688 0196

Customer Service

ph: 9688 0200

Environmental Health Food Permits/Food Hygiene

ph: 9688 0327

Local Laws & Parking Enforcement

Ph: 9688 0490

Leisure and Open Space Recreation Planning & Development Officer

Ph: 9688 0300

Risk Management Services Risk Management Coordinator

Ph: 9688 0200

Waste Management Department

Ph: 9688 0526

Traffic Management

ph: 9688 0321

Metropolitan Ambulance Service

Attention: Officer in Charge
458 Ballarat Rd
Sunshine Vic 3020
ph: 9840 3500
<http://www.ambulance-vic.com.au>

Metropolitan Fire Brigade

Attention: Superintendent
Western Zone Headquarters
30-32 McIntyre Rd
ph: 9662 2311
<http://www.mfb.vic.gov.au>

Road Safety Awareness Info Unit

Victoria Police Centre
637 Flinders St
Melbourne Vic 3005
ph: 9247 5779
<http://www.police.vic.gov.au>

State Emergency Services (SES)

Victorian Headquarters (VHQ)
168 Sturt St., Southbank, 3006
ph: (03) 9684-6666
<http://www.ses.vic.gov.au>

St John Ambulance

Superintendent
Footscray Division
67 Sanderson St
Yarraville Vic 3013
ph: 9315 2916
<http://www.stjohn.org.au>

**Sustainability Victoria
(Formerly EcoRecycle)**

Level 2, 478 Albert St
East Melbourne Vic 3002
ph: 1800 353 233
<http://www.sustainability.vic.gov.au>

Vic Health

Ground Floor
15-31 Pelham St
Carlton South Vic 3053
ph: 9667 1333

**Victorian Department of
Infrastructure**

Level 14, 80 Collins Street
Melbourne Vic 3000
ph: 9655 6666
<http://www.doi.vic.gov.au>

Victoria Police

Senior Sergeant
Footscray Police
Corner Hyde and Napier St
Footscray Vic 3011
ph: 8398 9800
<http://www.police.vic.gov.au>

Worksafe Victoria

222 Exhibition St
Melbourne Vic 3000
ph: 9641 1555
<http://www.workcover.vic.gov.au>

VicRoads & Transport

Senior Traffic Engineer
Metropolitan North West Region
499 Ballarat Rd
Sunshine Vic 3020
ph: 9313 1211
<http://www.vicroads.vic.gov.au>

Visy Recycling

Head Office
13 Reo Cres
Coolaroo Vic 3061
ph: 1300 368 479
<http://www.visy.com.au>

Volunteering Victoria

280 William St
Law Courts – P.O.Box 13289
Melbourne Vic 8010
Ph: 9642 5266
<http://www.volunteeringvictoria.com.au/about>

Appendix 1 – Notifying Residents

FOR YOUR INFORMATION

NOTIFICATION OF EVENT

Dear Resident,

The **(EVENT NAME)** will be held on **(EVENT DATE)** at **(LOCATION)**. This event will run from **(TIME)** and Conclude at approximately **(TIME)**, with set up preparations beginning at **(TIME)**.

There will be a variety of attractions and entertainment **(LIST THESE)**. We are expecting approximately **(NUMBER OF PATRONS)** people throughout the day.

(LIST THE ISSUES THAT WILL AFFECT THE RESIDENTS INLCUDING NOISE AND TRAFFIC ETC AND THE TIMES).

(LIST HOW THESE ISSUES HAVE BEEN ADDRESSED E.G PARKING PROVISION AND PARKING ATTENDANTS).

If you require further information regarding this event, feel free to contact **(NAME)** on **(PHONE NUMBER, MOBILE NUMBER, WEBSITE AND EMAIL ADDRESS)**.

We would also like to take this opportunity to invite you along to this wonderful **(FREE)** event.

Yours Sincerely

(YOUR NAME)
(CONTACT DETAILS)

This letter is required to be sent to owners/occupiers only after Council approval is granted.

A draft copy of this letter should accompany your application for Council approval.

Appendix 2 – Risk Management

Risk Management Plan

Organisers must have a Risk Management Plan, which identifies:

- risks associated with your event, i.e. food, security, weather
- how each risk will be managed, and
- person/s responsible for ensuring that all risks are managed

Appendix 2 provides an example table and outlines important areas for you to consider when planning for an event. The Appendix provides step by step instructions and helpful tips to assist you in completing a Risk Management Plan.

For further assistance in completing a Risk Management Plan please contact Council's Risk Management Services on ph: 9688 0200.

See Helpful tips below for how to identify hazards, assess risks and implement controls.

Helpful Tips

People often confuse hazards, risks and outcomes. When documenting hazards you should attempt to define the three separately.

Example

Hazards	Leaking LPG cylinder Ignition source Poor atmospheric circulation in confined area
Risks	Explosion Crowd crush Grandstand collapse
Outcomes	Burns Smoke inhalation Event reputation damaged Financial loss on property claim/fine

Controls

Identify the current controls that are in place to manage each hazard. Next determine the adequacy of those controls, either 'poor', 'fair' or 'good'. When conducting the risk assessment, consider any risk that has poor controls which may increase the likelihood of the hazard or consequence of the risk.

Risk assessment

Risks now need to be assessed in terms of likelihood and consequence. Apply the categories as described in the risk matrix in Appendix 2.

Risk Rating

Plot the risks on a risk matrix to determine risk rating. Be aware that some risks that are assessed as low likelihood and high consequence may not be ranked as highly as other risks which have less catastrophic consequences, but are more likely to occur. All risks with major or catastrophic consequences require closer examination. The risks with the higher risk rating should receive higher priority.

Risk Management Plan

The risk management plan should become a working document to monitor the event as it progresses from planning, to construction, to operation and through to the venue returning to its original state.

Appendix 2 – Risk Management (cont)

Hierarchy of controls

When faced with a list of risks, the event organiser must then propose additional controls (actions) for those risks with an extreme or major risk rating. From this list, risks deemed too high or with inadequate controls may require additional controls (actions) to reduce the risks' likelihood and/or consequences. The following hierarchy of controls should be applied. The event organiser should seek additional controls that are as high up the hierarchy as possible.

Elimination

Eliminate the risks altogether if possible, e.g. choose not to conduct pyrotechnic display because of proximity to other hazardous goods or a staging structure that significantly compromises egress.

Substitution

Substitute the risk with something of less risk, e.g. conduct a lower risk laser show than pyrotechnics.

Minimisation

Minimise the exposure required to the risk, e.g. limit the spectator attendance to the event.

Engineering controls

Develop an engineering solution.

Administrative / procedural controls

Develop a policy and supporting procedures, e.g. require the staging contractor to submit an event safety plan or safe work method statement.

Training /supervision

Train the staff or supervise members of the public, e.g. train ushers in emergency evacuation.

Personal protective equipment

Lowest level of the hierarchy, e.g. construction staff building the stage may require leather gloves and steel capped boots.

The best way to mitigate risks is to have several layers of control. The higher priority risks require more levels of controls. The higher up the hierarchy of controls, the more effective the result.

NB: Control systems that are totally reliant on human intervention, e.g. administrative controls, training, supervision and the wearing of personal protective equipment, are not 100% reliable. People can and do make errors and therefore, additional higher-level controls are required for the higher risk activities.

Evaluate control

Once controls have been proposed, revisit the risk matrix in Appendix 2 and plot the intended changes of each risk based on: the significance of the controls proposed; their reduction of likelihood; and/or the reduction in consequence. You will find that the risk rating will improve.

Risk Management Plan – monitoring and reviewing tool

Use the risk management plan as a monitoring tool for tracking progress throughout and following the event. A debrief should be conducted at the completion of the event to determine if the risk management plan controlled all the hazards adequately.

Appendix 2 (Risk Management (cont) – Examples of Hazards

The following checklist items are not exhaustive. They can be used as a prompt in the hazard identification process.

Security	Plant	The event
Weapons	Training	Track invasion
Explosives	Certification	Communication equipment
Bomb threats	Supervision	Asset protection
Restricted items	Maintenance	Access controls for volunteers
Public perception	Isolation/segregation – people	Entry control
Cloaking	Hand tools	Legal
Cash handling	Registered plant, e.g. lifts, escalators and pressure vessels	Overuse of security powers
Confiscation	Hazardous Substances/ Dangerous Goods	Interaction with law enforcement agencies
People	Pesticides	Lack of legal compliance
Security staff numbers	Fuel storage	Unsolicited acts of violence
Training/induction	Cleaning products	Planning
Patron demographics	Water/waste water	Contingency planning
Lack of relevant certification/ licences	Pyrotechnics	Poor interface with stakeholder
Alcohol	Asbestos	Surveillance
Serial pests	Inappropriate labelling	Emergency management
Cultural issues	Poisons	Accessibility
Materials handling	Acids	Lifts
Mechanical handling	Vehicle safety	Ramps
Plant	Maintenance	Public transport
Food handling	Security of vehicles	Signage
Furniture fixture and equipment	Vehicle/people segregation	Access to venues
Venue design	Speed	Egress
Functionality	Refuelling	Seating
Transport between venues/locations/storage	Parking supervision	Contractors
Excess weight and height	Lack of training	Co-ordinating contractors
Condition of terrain	Permits and certification/licensing	Communication expectations
Field of play (FOP)/equipment	Outdoor broadcast vehicles	Legal compliance
Proximity of audience to FOP	Working at height	Job safety analysis
Officials	Electrical safety	Sub-contractor
Throwing objects on to FOP	Slips and trips	Casual labour
Appropriate activity for venue	Inappropriate use of paths	Training

Security	Plant	The event
Traffic management	Accessibility during emergency management	Induction
Safe crossing	Lack of training	Accreditation
Patron management	Permits and certification/licensing	Contracts
Overloading venue	Working at height	Competence
Appropriateness of signage	Scissors lifts	Management – no monitoring/
Weather	Safety harness	supervision
Cameras and equipment	Scaffold	Plant and equipment
Emergency egress	Rigging/lighting	Staff
Slips and trips	Winches	First aid
Electrical cables	Ladders	Food preparation
Uneven ground, loose surfaces	Overhead power lines	Fatigue
Weather	Edge protection	Conditions – excessive heat/cold
Flooring design/surfaces	Camera platforms	Competency/suitability
Design of barriers	Electrical safety	Working alone
Lighting	Qualification of contractors	Confined spaces
Outdoor event	Power supply – no spiking, lack of continuity	Violence/bullying
Queuing systems	Location in relation to other equipment	Welfare – breaks, sunscreen,
Edge protection	Overloading systems	dehydration, etc
Climbing for vantage points	Power tools	Cultural issues
Inappropriate footwear	Faulty insulation	Transport
Fire safety	Underground services	Manual handling
Evacuation routes	Protection of leads	Excessive weight
Fire prevention plan	Cables/height/pathways	Mechanical aids
Dangerous Goods storage	Construction	Suppliers' packaging
Knowledge and use of equipment	Working at heights	Loading/unloading
Appropriate fire fighting equipment	Weather	Enthusiastic volunteers
Obstruction and security of fire fighting equipment	Temporary structures	Carrying
Pyrotechnics	Unauthorised access	Tight Timeframes
Warning and communication system	Maintaining public access	Lack of staff
	Plant	Crowd control – security
	Council/building code approval	Training
	Electrical safety	
	Slips/trips	
	Interface operations	

Appendix 2 – Risk Management (cont)

Risk Definition and Classification

In assessing identified hazards, council has used a framework that determines the level of risk in accordance with current Australian Standards. See below for risk matrix table and rationale.

Likelihood		Consequences				
		5 <i>Extreme</i>	4 <i>Major</i>	3 <i>Moderate</i>	2 <i>Minor</i>	1 <i>Negligible</i>
<i>Almost Certain</i>	<i>A</i>	Extreme	Extreme	Major	Major	Medium
<i>Likely</i>	<i>B</i>	Extreme	Extreme	Major	Medium	Minor
<i>Possible</i>	<i>C</i>	Extreme	Major	Major	Medium	Minor
<i>Unlikely</i>	<i>D</i>	Major	Major	Medium	Minor	Minor
<i>Rare</i>	<i>E</i>	Medium	Minor	Minor	Minor	Minor

Risk Management Standard Australia 4360-2004

Likelihood	Consequences
<ul style="list-style-type: none"> ▪ <u>Almost certain</u> The event will occur on an annual basis once a year or more frequently ▪ <u>Likely</u> The event has occurred several times or more in your career, once every three years ▪ <u>Possible</u> The event might occur once in your career once every ten years ▪ <u>Unlikely</u> The event does occur somewhere from time to time once every 30 years ▪ <u>Rare</u> Heard of something like the occurring elsewhere once every 100 years 	<ul style="list-style-type: none"> ▪ <u>Extreme</u> The consequences would threaten the survival of not only the program or activity, but also the organisation, including participants and others, causing major problems for participants and potential serious injuries and fatalities. ▪ <u>Major</u> The consequences would threaten the survival or continued effective function of the program or activity, including participant and others being adversely affected or injured, or require the intervention of top-level management. ▪ <u>Moderate</u> The consequences would not threaten the program, but would mean that the administration of the program or activity could be subject to significant review or changed ways of operating. ▪ <u>Minor</u> The consequences would threaten the efficiency and effectiveness of some aspects of the program, but would be dealt with internally. ▪ <u>Negligible</u> The consequences are dealt with by routine operations.

Appendix 2 – Risk Management (cont)

Risk Management Plan Template

Hazard	Risk Detected / identified	Consequence 1, 2, 3, 4 ,5	Likelihood A, B, C, D, E	Risk Rating Extreme, Major, Medium or Minor (see Risk chart 'Risk Definition and Classification')	Actions taken to treat or manage risk