



# Events Management Guide



# Contents

1.	Introduction.....	4
2.	Event management process .....	5
3.	Council hire facilities .....	6
4.	Risk management.....	7
	Risk assessment .....	7
	Risk assessment matrix.....	8
	How to complete the Risk Assessment Form.....	9
	Generic event risk assessment.....	10
5.	Event permits and requirements .....	17
	Insurances.....	17
	Food and hygiene.....	18
	Street trading and entertainment .....	18
	Alcohol .....	18
	Traffic management and road closures.....	19
	Fireworks.....	19
	Temporary structures.....	20
	Places of Public Entertainment (POPE).....	20
	Amusement rides.....	21
	Working with Children Checks.....	21
6.	Event planning and advice.....	22
	Event details.....	22
	Event organiser .....	22
	Security .....	22
	Hire of facility and grounds .....	22
	Inspection of facility and grounds.....	23
	Emergency Management/Response Plan.....	23
	First aid arrangements.....	24

Incident reporting.....	25
Toilets.....	25
Waste management .....	25
Signage .....	26
Lighting and power .....	26
Water.....	26
BBQ gas bottles.....	26
Volunteers .....	27
Amplified music and licensing.....	27
Noise and Helium balloon release.....	27
7. During and post event .....	28
8. Forms and documents.....	28
Event Management Plan Application Form.....	
Risk Assessment Template Form.....	
Place of Public Entertainment Checklist .....	
Temporary Road Closure Application Form .....	
Facility inspection Form(Pre/post event).....	
Incident Reporting Form (example).....	

**Disclaimer:** Swan Hill Rural City Council’s Event Management Guide is a guide only and is subject to change. Further, it is the responsibility of the event organiser to ensure that all laws are complied with including obtaining any necessary permits from Council. Council accepts no liability for loss or damage incurred by an event organiser or third party in relation to this guide.



# 1. Introduction

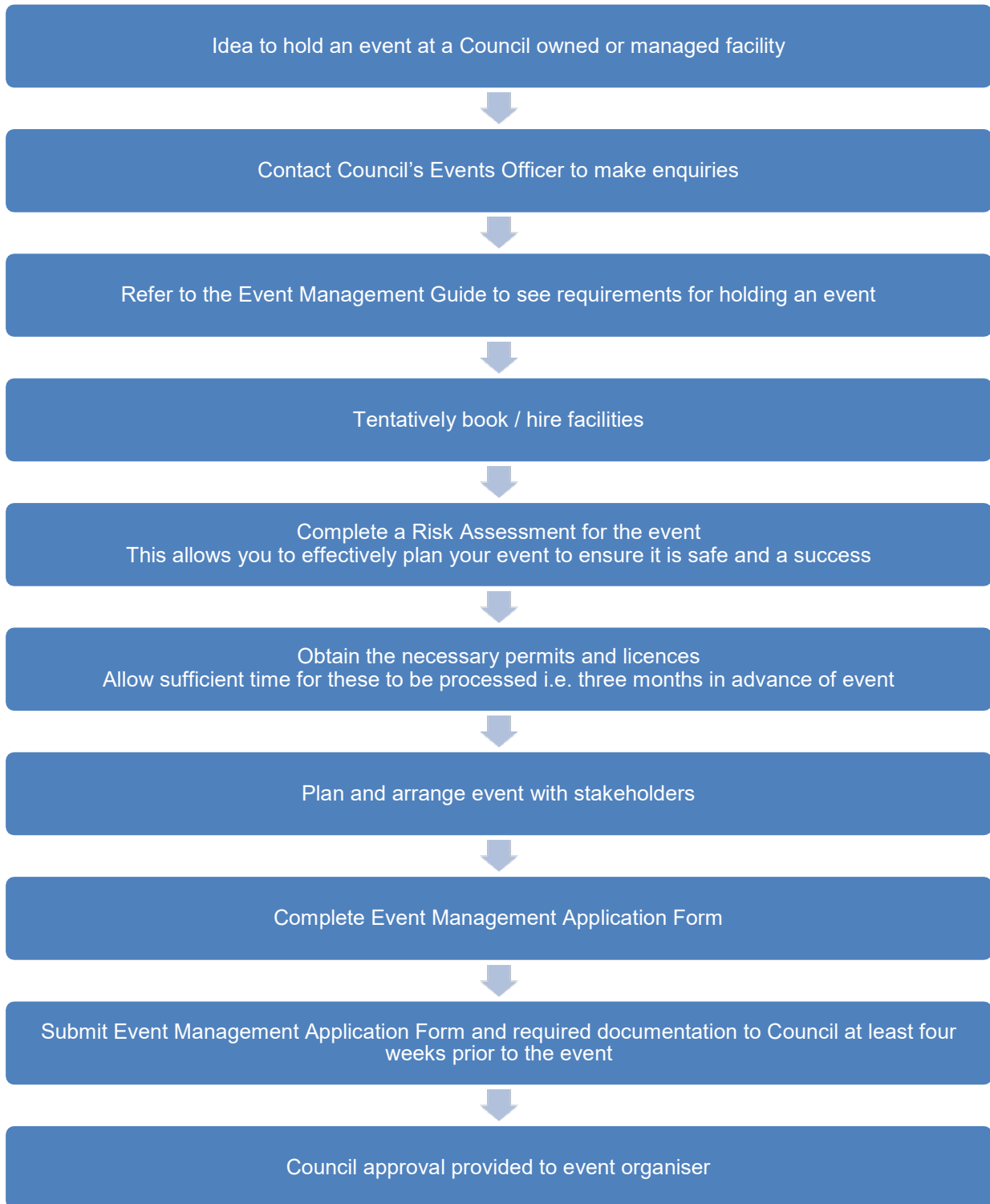
This Event Management Guide has been developed to assist Council staff and community members involved in the management of events. The guide will assist event organisers to understand event requirements and to ensure their events are compliant, safe and enjoyable for all participants.

The complexity of approvals and compliance for each event will differ depending the event size and the activities included.

This document should be used solely as a guide as there may be permits or information that have not been included in the guide.

The main aim is 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 participating and attending.

## 2. Event management process



### 3. Council hire facilities

The following facilities are owned and/or managed by Council and available for event hire to the public. Should you wish to hire one of these facilities you will need to contact Council at least 3 months prior to your event to check availability and discuss your requirements.

No Council facility will be hired out without public liability insurance cover of at least 20 million in place by the hirer. Council does offer public liability cover for individuals, non-commercial, non-incorporated bodies who would not normally have this cover. Conditions do apply so check with Council.

- Alan Garden Reserve, Swan Hill
- Ken Harrison Reserve, Swan Hill
- Lake Boga Community Centre
- Lake Boga Junior Recreation Reserve
- Lake Boga Recreation Reserve
- Manangatang Community Centre
- North Park (Gurnett Oval), Swan Hill
- Nyah Community Centre
- Nyah Recreation Reserve
- Riverside Park, Swan Hill
- Swan Hill Senior Citizens Centre
- Swan Hill Show Grounds
- Swan Hill Town Hall
- Woorinen Community Centre
- Robinvale Community Arts Centre
- Robinvale Senior Citizens Centre
- Robinswood Homestead, Robinvale
- Robinvale Cricket Oval
- Robinvale Football Oval
- Caix Square, Robinvale
- Lake Boga Foreshore - North
- Lake Boga Foreshore – South (Yacht Club)

To book a facility please contact Council on (03) 5036 2333 or for Robinvale facilities contact the Robinvale Office directly on (03) 5051 8011

## 4. Risk management

Risk management is an integral part of responsible event management. Event organisers have a responsibility to demonstrate that risks associated with events are being managed effectively in order to ensure the health and safety of everyone who might be affected by the event.

Undertaking a risk assessment prior to any event is a crucial step in the planning stage. It will ensure that risks are identified, are evaluated and controlled, which will result in better planning and a more successful event.

### Risk assessment

This guide addresses the main risks you will need to consider in planning your event, but is by no means exhaustive. Other risks you might also need to consider in your risk assessment are:

- Extreme weather conditions
- Manual handling
- Crowd control
- Communication systems
- Access/exit for emergency vehicles
- Presence of hazardous materials
- Children
- Crowd behavior
- Car parking
- Food vendors

A generic risk assessment, a risk assessment form and a risk assessment matrix are provided in this guide to assist you in undertaking the risk assessment process. It should be tailored to suit your event and is only a guide. This document must then be submitted to Council for event approval.

# Risk assessment matrix

<b>Risk Process – IAC</b>		I – Identify the hazards or risk of the work				
		A – Assess the likelihood and consequence from the hazard or risks				
		C – Control the hazards or risks using Control Options				
<b>Legend</b>		<b>Control Options</b>				
		<b>Eliminate</b>	Eliminate the process, material or substance completely			
<b>E</b>	Extreme risk, immediate action required	<b>Substitute</b>	Replace the process, material or substance with a safer alternative			
<b>H</b>	High risk, prioritised action required	<b>Isolate</b>	Isolate the person(s) from the process, material or substance			
<b>T</b>	Tolerable risk, specific planned action required	<b>Engineer</b>	Design or redesign the process, material or substance			
<b>L</b>	Low risk, actioned by routine procedures	<b>Administrate</b>	Limit exposure to the risk by job rotation, procedures and/or training			
<b>Assess the likelihood and consequences from the hazards or risk.</b>						
<b>Likelihood</b>		<b>Consequences</b>				
		<b>Insignificant</b> No injury 0 – low \$ loss	<b>Minor</b> First aid low – medium \$ loss	<b>Moderate</b> Medical treatment Medium – high \$ loss	<b>Major</b> Serious injury Major \$ loss	<b>Catastrophic</b> Death Huge \$ loss
<b>Almost certain</b> – is expected to occur most times		H	H	E	E	E
<b>Likely</b> – will probably occur most times		T	H	H	E	E
<b>Possible</b> – might occur some times		L	T	H	E	E
<b>Unlikely</b> – could occur some time		L	L	T	H	E
<b>Rare</b> – may occur in rare circumstances		L	L	T	H	E



# How to complete the Risk Assessment Form

## Activity

List the activity to take place. In most cases, you will be organising an event that will have a number of tasks. For example at an official opening you may have speakers on a stage, possibly giving a PowerPoint presentation, people seated in the audience, catering, etc. Each of these should be listed separately.

## What can happen? (Hazard identification)

Ask yourself what can happen, what can go wrong? These things will have an impact on the event if they do occur. For example, the speaker might trip on his way on or off the stage, the presentation might not work due to a faulty PC or electrical wiring, an audience chair might collapse, or the catering may contain nuts, which causes an allergic reaction.

## Consequence of an incident happening? (Risk assessment)

You now need to refer to the Risk Rating Matrix attached to the form. See page 8

Consequence – Look at the “Consequences” columns on the matrix and decide on the possible consequence of the activity you are analysing. I.e. no injury through to catastrophic.

Likelihood - What are the chances of the consequence actually occurring? It could range from “Almost Certain” to “Rare”

Rating – To calculate the rating; place your finger on the Matrix and where the Consequence and Likelihood ratings meet, this will be the rating. For example, a consequence of “moderate” and a likelihood of “possible” will give a “H” rating. Now go to the Legend and H = High Risk, prioritised action required.

Write the rating i.e. H in the rating column.

## What Controls can be implemented to manage the situation? (Hazard Controls)

A control or treatment is what you will do to reduce or eliminate the risk you have identified. For example, have someone ready to assist the speaker on/off the stage, have a competent person check the PC and electrical wiring prior to the presentation, check all chairs for visible faults, advise the caterers no to include nuts in the menu or put up signs advising that nuts may be contained in the food.

As a rule, you must ensure that any high risk is treated, so that the consequence and likelihood of it happening are reduced. The effectiveness of your controls is determined by how much the risk is reduced or eliminated. After controls are in place, there should not be any risks that are still rated high.

# Generic event risk assessment

The following table includes possible risks and controls that might be associated with an event.

You can use the table to assist you to undertake your own event risk assessments.

Every event is different and has its own specific risks, and as such, you will need to conduct your own risk assessment. This list should be used as a reference and to check that you have not missed anything. It should not replace your own individual event risk management.

	Area of risk (Activity)	Hazards identified (What can happen?)	Controls
1.	Stallholders / vendors	<ul style="list-style-type: none"> <li>• No permit/ licences to operate</li> <li>• No insurances</li> <li>• Electrical / gas hazards</li> <li>• Unsafe / untidy site</li> <li>• Temporary structures not secure</li> </ul>	<ul style="list-style-type: none"> <li>• FoodTrader / food permit</li> <li>• Alcohol license in place</li> <li>• Public / products liability Insurance</li> <li>• Pre-check inspection of vendor sites by organiser</li> <li>• Electrical items test and tagged</li> <li>• Electrical cords clear of walkways</li> <li>• Gas cylinders secured</li> </ul>
2.	Children	<ul style="list-style-type: none"> <li>• Lost children</li> <li>• Lack of supervision</li> <li>• Inappropriate behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Lost child procedure</li> <li>• Central control point at event</li> <li>• Clear signage</li> <li>• Public access system</li> <li>• Mobile phone contact b/w marshals</li> <li>• Adult supervision</li> <li>• Liability waivers</li> </ul>
3.	Crowd behaviour	<ul style="list-style-type: none"> <li>• Excessive crowd</li> <li>• Intoxicated people</li> <li>• Inappropriate behavior</li> <li>• Insufficient crowd control</li> </ul>	<ul style="list-style-type: none"> <li>• Pre ticket sales</li> <li>• Entry gate checks</li> <li>• RSA trained staff</li> <li>• Limit drinks per person</li> <li>• Freely / low cost drinking water</li> <li>• Mobiles / radio to report emergencies</li> <li>• Dry area designated (no alcohol)</li> <li>• Security / Police present at event</li> <li>• Signage at entry – rules of event</li> </ul>

	<b>Area of risk (Activity)</b>	<b>Hazards identified (What can happen?)</b>	<b>Controls</b>
4.	Traffic control	<ul style="list-style-type: none"> <li>• Inadequate car parking at event</li> <li>• Vehicle congestion around facility</li> <li>• Inadequate /unclear directional signage</li> <li>• Pedestrians</li> <li>• Vehicle accident</li> </ul>	<ul style="list-style-type: none"> <li>• Communication of alternate modes of travel i.e. bus</li> <li>• Designated parking areas clearly signed</li> <li>• Parking marshals present</li> <li>• Road closures / traffic management plan</li> <li>• Clear access / exit to facility</li> <li>• Police / emergency services present</li> </ul>
5.	Emergency services	<ul style="list-style-type: none"> <li>• Emergency services not notified of event</li> <li>• No medical assistance on site</li> <li>• No fire services / equipment on site</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency services notified of event</li> <li>• Qualified first aid providers present</li> <li>• First aid stations established / signed</li> <li>• CFA present at event</li> <li>• Fire extinguishers</li> <li>• Fire blankets</li> <li>• Site supervision</li> </ul>
6.	Amusement rides	<ul style="list-style-type: none"> <li>• Collapse of rides / activities</li> <li>• Injury to participants</li> </ul>	<ul style="list-style-type: none"> <li>• Competent and licensed operator</li> <li>• Operator has public liability insurance</li> <li>• Device registered with Work Safe</li> <li>• Maintenance log book checked / up to date</li> <li>• Adequate Supervision of children</li> <li>• Clear access / egress from rides</li> <li>• Barriers in place</li> <li>• Signage instructing patrons of hazards / rules</li> <li>• Pre-start up inspection by event organiser</li> </ul>
7.	Toilets	<ul style="list-style-type: none"> <li>• Inadequate toilets to cater for patrons</li> </ul>	<ul style="list-style-type: none"> <li>• Portable toilets / wash basins installed</li> <li>• Signage directing patrons</li> <li>• Routine checks to ensure supplies adequate</li> <li>• Compliant with BCA requirements (for large events)</li> </ul>

	<b>Activity</b>	<b>Hazards identified (What can happen?)</b>	<b>Controls</b>
8.	Waste management	<ul style="list-style-type: none"> <li>• Inadequate waste disposal bins for patrons</li> <li>• Waste removal not arranged / undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Waste items kept to minimal at event</li> <li>• Additional waste bins provided</li> <li>• Additional waste removal service arranged</li> <li>• Skip bins</li> <li>• Waste stations located at all entry / exists and in drinking / eating areas</li> <li>• Perishable / recycle bins at event</li> <li>• After event clean up by officials / volunteers</li> </ul>
9.	Event infrastructure	<ul style="list-style-type: none"> <li>• Non-delivery of specified items at specified times</li> <li>• Defective equipment</li> <li>• Insufficient equipment</li> <li>• Incorrect/unsafe operation of supplied equipment</li> <li>• Insufficient redundancy rates of staff/volunteers with equipment use knowledge</li> <li>• Breakage of or damage to supplied equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Review of all suppliers insurance arrangements</li> <li>• Clarification of insurance arrangements for supplied equipment</li> <li>• Complete list of equipment, contacts and contracts on site</li> <li>• Use of reputable suppliers</li> <li>• Regular contract and liaison with suppliers</li> <li>• Verbal briefings to staff/volunteers on equipment use</li> <li>• Obtain safe use guidelines from all suppliers for all equipment</li> <li>• Brief more staff/volunteers on correct and safe use of all equipment pre-event</li> <li>• Distribute to all volunteers and staff the safe use guidelines for all equipment pre-event</li> <li>• Appoint one safety officer to oversee the distribution and use of equipment</li> <li>• Ensure any equipment that requires qualified operators has them</li> </ul>

	<b>Activity</b>	<b>Hazards identified (What can happen?)</b>	<b>Controls</b>
10.	Marshals / officials	<ul style="list-style-type: none"> <li>• Marshals not showing at event</li> <li>• Marshals not aware of event content and procedure</li> <li>• Marshals not clearly visible to public</li> <li>• Marshals unable to communicate with event organisers</li> <li>• Marshals potentially conflict with participants and spectators</li> <li>• Marshals physical risks</li> <li>• Crowd to marshal ratio too large</li> </ul>	<ul style="list-style-type: none"> <li>• Marshals / Officials given copy of Event Management Plan</li> <li>• Marshals/ officials meet on site at pre event for verbal briefing</li> <li>• Current insurances known by organisers</li> <li>• Marshals/officials given separate radio frequency that can be used to talk together or with organisers</li> <li>• Marshal/ officials asked to wear their own</li> <li>• Organisation's shirts or event supplied shirts</li> <li>• Sign in / sign out register</li> <li>• Public address announcements to participants and spectators advising marshals on site and to see them if problems arise</li> </ul>
11.	Volunteers	<ul style="list-style-type: none"> <li>• Volunteers inappropriately trained and/or instructed on their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer induction prior to event</li> <li>• Volunteer (personal accident) insurance</li> <li>• Volunteer register</li> <li>• Working with children check undertaken</li> </ul>
12.	Site signage	<ul style="list-style-type: none"> <li>• Inadequate or inappropriate signage may lead to congestions, confused patrons and/or ineffective emergency response</li> <li>• Car parking</li> <li>• Entry and site rules</li> <li>• Emergency evacuation point</li> <li>• First aid point / lost children pick-up</li> </ul>	<ul style="list-style-type: none"> <li>• Event name</li> <li>• Emergency evacuation point</li> <li>• Central control point established and clearly signed</li> <li>• No go zones</li> <li>• Alcohol signage i.e. dry areas</li> </ul>

	Activity	Hazards identified (What can happen?)	Controls
13.	Entertainment	<ul style="list-style-type: none"> <li>• Entertainers not showing up at event</li> <li>• Stage access / egress clear</li> <li>• Entertainers / patrons injured</li> </ul>	<ul style="list-style-type: none"> <li>• Public liability insurance</li> <li>• Permit to perform</li> <li>• APRA licence</li> <li>• Contractual arrangement in place</li> <li>• Crowd barriers</li> <li>• Security – stage</li> </ul>
14.	Lighting	<ul style="list-style-type: none"> <li>• Insufficient lighting at event</li> <li>• Persons trip / fall</li> </ul>	<ul style="list-style-type: none"> <li>• Additional lighting towers erected by qualified electrician</li> </ul>
15.	Power	<ul style="list-style-type: none"> <li>• Inadequate power sources</li> <li>• Electrical failure</li> <li>• Electrocution</li> <li>• Trip hazard</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate power sources available</li> <li>• Check for availability of generator power</li> <li>• Electrician on site</li> <li>• All leads tagged and weather proofed</li> <li>• All leads away from public areas or securely taped down</li> </ul>
16.	Temporary structures	<ul style="list-style-type: none"> <li>• Collapse of structure</li> <li>• Person injured by structure</li> <li>• Seating stands</li> <li>• Tents, marquees or booths</li> <li>• Stage (sky borders and stage wings)</li> <li>• Pre-fabricated buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Structure erected by competent / registered builder (as required)</li> <li>• Temporary occupancy permit (if required)</li> <li>• Structures inspected before event</li> <li>• Weather conditions monitored</li> <li>• Stable / even ground conditions</li> <li>• Area checked for trip /slip/fall hazards</li> </ul>



	Activity	Hazards identified (What can happen?)	Controls
17.	Stage	<ul style="list-style-type: none"> <li>• Fall from height</li> <li>• Electrical hazards</li> <li>• Noise</li> <li>• Uneven/Slippery stage surface</li> <li>• Severe weather</li> <li>• Public access</li> <li>• Power</li> <li>• Collapse</li> <li>• Cables</li> <li>• Audio Feedback</li> <li>• Crowd crushing against stage</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary occupancy permit for stage floor area &gt; 150m2</li> <li>• Stage stairs and deck secure from non-entertainers</li> <li>• All entertainers briefed by stage manager about the risks of stage height and edge</li> <li>• Stage skirt for stage/platforms &gt;2mtr</li> <li>• Stage manager inspects stage surface regularly</li> <li>• Audio contractor qualified to correctly install electrical connections</li> <li>• Stage manager to monitor noise levels regularly</li> <li>• Cover over stage to mitigate light rain or direct sunlight</li> <li>• Security / crowd barrier in front of stage</li> </ul>
18.	Communication	<ul style="list-style-type: none"> <li>• No means of communication between security /officials / marshals / patrons</li> <li>• No communication plan in place</li> <li>• Inability to communicate with patrons</li> <li>• Communication equipment faulty</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile / radios</li> <li>• Contact list</li> <li>• Public address system</li> <li>• Equipment checked prior to event by competent person</li> </ul>
19.	Fireworks	<ul style="list-style-type: none"> <li>• Fireworks injure patrons</li> <li>• Non licensed fire pyrotechnic used</li> <li>• Fire at event</li> </ul>	<ul style="list-style-type: none"> <li>• First aid on site</li> <li>• Work Safe licensed operator</li> <li>• Permit to release fire works</li> <li>• Crown clearance areas enforced</li> <li>• CFA notified and approval given</li> </ul>

	Activity	Hazards identified (What can happen?)	Controls
20.	Weather	<ul style="list-style-type: none"> <li>• Adverse weather conditions i.e. storm, windy, lightning, rain</li> <li>• Hot weather</li> <li>• Location inappropriate for event</li> <li>• Patrons not communicated event changes</li> </ul>	<ul style="list-style-type: none"> <li>• Weather monitored leading up to event</li> <li>• Contingency plan B established i.e. move indoors</li> <li>• Event cancelled Phone register for cancellation</li> <li>• Hotline</li> <li>• Site supervisor</li> <li>• Sunscreen</li> <li>• Drink stands – water must be available at no charge</li> </ul>
21.	Alcohol	<ul style="list-style-type: none"> <li>• Unlicensed to sell alcohol</li> <li>• Underage drinking</li> <li>• Glass hazards causing injury to patrons</li> <li>• Drunken behavior</li> </ul>	<ul style="list-style-type: none"> <li>• License to sell Alcohol obtained</li> <li>• 'Dry areas' established</li> <li>• Patron ID checked / wrist bands for over 18 years</li> <li>• Use of plastic cups / cans (no glass)</li> <li>• Police presence</li> </ul>
22.	Waste / toilets	<ul style="list-style-type: none"> <li>• Bins overflow</li> <li>• Toilets overuse</li> <li>• Inadequate toilet facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Extra bins</li> <li>• Extra portaloos</li> <li>• Bin storage area</li> <li>• Marshals to monitor bins</li> <li>• Marshals to monitor toilets</li> <li>• Standby toilet service</li> </ul>
23.	Insurance	<ul style="list-style-type: none"> <li>• Insufficient insurance cover</li> <li>• Injury / property damage claims by patrons</li> <li>• Insufficient insurance held by performers / vendors / stallholders</li> <li>• Volunteers not covered by insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Public / products liability insurance in place</li> <li>• Copies of all insurances received by performers / vendors / stall holders</li> <li>• Volunteers insurance</li> </ul>

## 5. Event permits and requirements

To hold an event, the following insurances, permits and requirements are typically required.

### Insurances

Event organisers, whether Council, club, community group or individual, are responsible for ensuring that the necessary insurances are in place before the event can occur.

The event organiser must provide a copy of insurances for the event and the hiring application to the owner/manager of the property where the event will be held.

If the event is held on, Council owned or managed property, Council must be provided with copies of all insurances covering the event.

Information on obtaining event insurance can be found by contacting an insurance provider directly, or by visiting [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au).

### Public liability

All events **MUST** have public liability insurance with cover of at least \$20 million in place before they can proceed. This provides the event organiser - whether it be Council, a club, community group or individual - indemnity against compensation claims resulting from injury or property damage due to negligence of event organisers, staff or volunteers.

Event public liability insurance does not cover other parties such as stallholders, performers, vendors, businesses or other people participating in the event. They must have their own public liability insurance and provide a copy of it to the event organiser.

### Community liability insurance – casual hirers

Council offers this cover for uninsured hirers who wish to hire Council owned or controlled property. i.e. for weddings, birthday parties etc. This insurance is only available to individuals or groups, for non-profit making activities that do not have existing public liability insurance. A hire agreement must be in place for the insurance to be valid. Conditions apply.

### Personal accident (volunteers)

Personal accident (also known as volunteers insurance) covers voluntary workers directly or indirectly connected with the event. A list of volunteers should be documented to support this insurance cover.

### Product liability

While this might be covered under public liability insurance, it is worth checking to make sure that you do have cover if you make or sell a product.

## Food and hygiene

Event organisers need to be aware of the health and safety issues associated with temporary food stalls, and that a permit is required before the sale and/or handling of food or drink can occur at an event.

All temporary and mobile food vendors must be registered on FoodTrader and submit a Statement of Trade at least five days prior to trading. This is a requirement under the *Food Act 1984*.

Event organisers need to check that food vendors have a Statement of Trade before allowing them to sell and/or handle food or drink at the event.

### Who to contact

For more information contact Council's Public Health Services on (03) 5036 2591 or FoodTrader at <https://foodtrader.vic.gov.au/>

## Street trading and entertainment

If you are involved in any commercial activity on Council owned or managed land you will require a permit. This includes street stalls, trading or busking in addition to holding an event in a park and or reserve.

### Who to contact

For more information, contact Council's Regulatory Services on (03) 5036 2591.

## Alcohol

If alcohol is to be supplied, consumed or sold at an event, you may require a valid liquor licence issued by Victorian Commission for Gambling and Liquor Regulation (VCGLR). It is recommended that applicants apply to VCGLR at least 6 weeks prior the event to allow sufficient time for the application to be processed.

Generally liquor licences are not required for private events where liquor will be supplied free of charge. A licence will always be required if liquor will be sold at an event.

You should ensure that you register your event with the Victoria Police who will advise you if a liquor licence is required for your event. Those selling alcohol must have completed the responsible serving of alcohol (RSA) training. You might also require a permit from Council's Regulatory Services Department.

### Who to contact

Victoria Commission for Gambling and Liquor Regulation on 1300 182 457 or [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

Council's Regulatory Services on (03) 5036 2591.

# Traffic management and road closures

If your event requires local road closures (affects road traffic), you will need to lodge an application with Council at least sixty days prior to your event<sup>(1)</sup>. You will need to submit with your event application a copy of your public liability insurance, evidence you have notified the local police and a Traffic Management Plan from an accredited traffic management firm. The road closure application form can be found on Council's website [www.swanhill.vic.gov.au](http://www.swanhill.vic.gov.au).

<sup>(1)</sup> Closure of any main arterial road within the Swan Hill municipality (as listed below) will require approval from VicRoads at least 60 days prior to the event. You should contact them directly to discuss your requirements.

## Arterial roads (managed by Vic Roads)

Murray Valley Highway (including Curlewis Street)

- Mallee Highway
- Hattah-Robinvale Road
- Donald-Swan Hill Road
- Robinvale-Sea Lake Road
- Sea Lake-Swan Hill Road (including McCallum Street)

Once road closure approvals have been granted, Council will contact all emergency services approx. a week before the event. Council will also advertise the road closure in the local newspaper at a cost to the event organiser.

## Who to contact

Council's Infrastructure Department on (03) 5036 2324 or email [road\\_consent@swanhill.vic.gov.au](mailto:road_consent@swanhill.vic.gov.au).

Vic Roads on 131 171 or email [nr.mailbox@roads.vic.gov.au](mailto:nr.mailbox@roads.vic.gov.au). Victoria Police on (03) 5036 1600

## Fireworks

Fireworks and pyrotechnics must only be carried out by a licensed pyrotechnician who is accredited by Work Safe Victoria. The pyrotechnician will be required to submit a notification of intention to discharge fireworks, a risk assessment and a site plan to Council for the event.

If the day of the event is declared a total fire ban, additional permits must be sought from the Country Fire Authority (CFA) before proceeding.

## Who to contact

Council's Regulatory Services on (03) 5036 2591

Accredited pyrotechnicians

CFA Swan Hill on (03) 5036 2800

## Temporary structures

If you plan to erect one of the following temporary structures, you need a temporary occupancy permit (TOP) from Council. A registered building practitioner must erect any of these temporary structures.

- Tents, marquees or booths with a floor area greater than 100m<sup>2</sup>
- Seating stands for more than 20 persons
- Stages or platforms (including stage wings and sky borders exceeding 150m<sup>2</sup> in floor area)
- Prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground surface.

The erection of the above temporary structures is subject to the approval of Council's Municipal Building Surveyor.

### Who to contact

Council's Building Department on (03) 5036 2317 or [building@swanhill.vic.gov.au](mailto:building@swanhill.vic.gov.au)

## Places of Public Entertainment (POPE)

If you are holding an event in a location not deemed to be normal practice, i.e. a music concert on a football oval, this area is classed as a Place of Public Entertainment (POPE). Under the Building Act 1993 and Building Regulations 2018, you must obtain a POPE occupancy permit from Council.

The following are examples of POPE:

- A building of more than 500m<sup>2</sup> or prescribed temporary structure
- A place of more than 500m<sup>2</sup> used for entertainment that is enclosed, substantially enclosed or to which admission can be gained by payment of money or other consideration
- The event exceeds 5,000 people

### Exemption applies to Community Based Organisations

Community based organisations using outdoor recreational facilities that are greater than 500 square metres (without temporary structures) and with a crowd, less than 5,000 will be exempt from the requirement of a POPE occupancy permit.

### Who to contact

Council's Building Department on (03) 5036 2317 or [building@swanhill.vic.gov.au](mailto:building@swanhill.vic.gov.au)

Victorian Building Authority on 1300 815 127 , <https://www.vba.vic.gov.au/>



# Amusement rides

If you are planning any kind of amusement rides at your event, you must ensure it is safe for public use. It is important to check with the commercial operator and ensure they have the following in place:

- Appropriate public liability insurances (a copy must be supplied to Council showing a minimum of \$20 million in public liability)
- Powered amusement devices must be registered with Work Safe and certified
- A competent operator with a valid licence to operate the amusement ride
- An up to date inspection/maintenance log book for the ride and that daily inspections are carried out prior to use
- Risk warning signage present
- Adequate supervision, barriers and personnel will be used at the amusement ride
- If the activity involves people under the age of 18 years, you must ensure that all staff have current working with children's checks, documentation or a written statement of this need to be provided.

**NOTE:** Inflatable jumping castles or similar require adherence to Australian Standard 3533.4.1.

Inflatable amusement devices can become a hazard if not properly set up and operated. They can become airborne during strong wind gusts, collapse trapping patrons and become overcrowded causing injury without adequate supervision.

Inflatable devices should be:

- Secured and anchored with anchor points as per manufacturer's instructions
- Evacuated when wind gusts exceed more than 40km an hour
- Installed with suitable impact absorbing mats at entrances/exits where falls can occur
- Supervised and operated at by competent person
- Inspected for rips and tears

## Who to contact

Work Safe Victoria

- 1800 136 089
- Land-borne inflatable amusement devices - <https://www.worksafe.vic.gov.au/land-borne-inflatable-amusement-devices>
- Amusement ride hire checklists - <https://www.worksafe.vic.gov.au/amusement-ride-hire-checklists>

## Working with Children Checks

If any staff or volunteers associated with the event will be working with, supervising, or responsible for persons under the age of 18 years they must have a current Working with Children's Check and carry the card with them at all times. For all staff, volunteers and vendors involved with your event whose activities involve persons under the age of 18 for example jumping castles, pony rides, face painting; must hold current Working with Children's Checks. Some exemptions do apply.

A Working with Children Check is free for volunteers and can be completed online via the website below.

## Who to contact

Working with Children website – [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

## 6. Event planning and advice

Many things must be considered when planning an event to ensure it runs smoothly and is safe for those attending. In addition to permits and other requirements, Council also requires evidence that event planning has been completed and documented by providing an Event Management Plan.

To assist event organisers, an Event Management Plan form has been created detailing areas that should be considered. Some of these areas have been outlined in this section.

### Event details

It is important that the event organiser provide details of the event to Council using the online Event Management Application form (which can be downloaded from Council's website). This will allow Council to determine if the event is safe, well organised and suitable to be run on Council owned or managed property.

### Event organiser

The event organiser is the person responsible for the overall organisation of the event. They must ensure that all the required insurances, permits and measures are in place with those participating i.e. vendors, stallholders, volunteers and attending the event.

The event organiser is the name that appears on the public liability insurance certificate of currency. Any legal liability for injuries or property damage sustained to third parties as a result of the event will in most cases rest with them.

### Security

A larger size event and/or the presence of alcohol will require security. It is important that the presence of licensed security personnel be considered for events on a case-by-case basis for crowd control and equipment and cash protection.

To enable security to perform their duties effectively it is vital that they are appropriately briefed prior to the event. The briefing should include:

- A site map including entrances, exits, first aid posts and any potential hazards
- Direction on the management of unacceptable behavior
- Details of emergency management plan in the event of an evacuation, and their role
- Communication plan

### Hire of facility and grounds

Council owns or manages a number of facilities and grounds that are available to third parties to hire to hold events. To hire one of these facilities and grounds, contact Council's Customer Service Department on (03) 5036 2333.

To hire a facility from Council for a promoted public event you will be required to provide Council with the necessary insurances, permits/licences, risk assessment and event management plan before your event will be formally approved.

## Inspection of facility and grounds

An event held on Council owned or managed property must be inspected by the event organiser and a Council officer before and after the event. This will enable any problems or hazards to be identified and addressed.

Property damaged as a result of the event is the responsibility of the event organiser. Refer to the Facility/Grounds Inspection form in the Appendix.

## Emergency Management/Response Plan

It is important that event organisers consider how they will respond to an emergency during the event and how they will ensure the safety of workers, volunteers and patrons. A copy of the event's Emergency Management/Response Plan should be provided to all event organisers, key stakeholders, police and emergency service personnel.

The following should be considered in the plan:

- Advising or having emergency services personnel available at the event.
- A list of emergency personnel, and their contact details, who are authorised to evacuate people.
- Clear access and exit points available for emergency services personnel to reach patrons.
- Meeting point for emergency personnel (if required).
- Evacuation routes and designated evacuation assembly areas. These are to be included in the site map.
- A Communication Plan including how communication take place between chief , wardens, emergency services personnel and patrons

## First aid arrangements

The provision of first aid is critical at any event and will depend on the number of attendees expected. First aid posts must be equipped and easy for patrons to find. The table below is a guide suggested by St John's Ambulance (may be relevant to volunteer services, which are not regulated).

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

A record of first aid injuries requiring treatment is to be kept by the first aid officers, and provided to the event organiser at the end of the event. This document may be required should a claim be made after the event.

From October 2021, all First Aid Service providers in Victoria require a first aid licence under the *Non-Emergency Patient Transport and First Aid Services Act 2003*. Having a licenced first aid service is important to ensure the provision of quality and safe patient care.

Licensed first aid services will be required to comply with the Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021. Regulation 46 of Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021 makes it a requirement for a licenced first aid organisation to plan for the provision of first aid services at an event by conducting a risk assessment, and ensuring the first aid service can meet the needs of the event. It is not the responsibility of the event organiser to prescribe what they believe is adequate.

The register of licenced first aid services and a FAQ on engaging a first aid service provider is available on the Department of Health website. A first aid service is an individual or organisation that offers or provides first aid in exchange for payment. The following do not operate as a first aid service, and therefore do not require a first aid service licence:

- A volunteer first aid association (including any individual who provides first aid as part of that volunteer first aid association), unless payment has been made for the service provided.
- A medical clinic or other health services. For example, a hospital
- An individual who provides first aid in the course of their work at a hospital, medical clinic or allied health service
- Life Saving Victoria and a life-saving club, including any individual who provides first aid as part of that life-saving club
- An employee of an organisation who provides first aid to other organisation employees or volunteers as part of the organisation's business. For example, a person who is employed by a mine operator to provide first aid to staff of that mine operator.
- An individual who provides first aid on an adhoc basis, in their day to day life.

### Who to contact

Department of Health – [Neptfirstaidregulation@health.vic.gov.au](mailto:Neptfirstaidregulation@health.vic.gov.au)

For more information - <https://www.health.vic.gov.au/patient-care/first-aid-services>

## Incident reporting

The event organiser should keep a record of all injuries or property damage that occurs at the event in case a claim is made. If an incident does occur, an Incident Report Form should be completed by the event organiser and anyone else affected to gather as much information as possible. Photos should also be taken if possible and attached to the incident report form. A copy of the form must also be submitted to Council. Refer to Appendix for Incident Report form example.

## Toilets

Every event should aim to provide adequate toilet facilities. For small events, public toilets may be adequate but larger events may require the hire of additional toilet units. The number of toilets required will depend on the anticipated crowd numbers, patron gender and whether alcohol will be served at the event. Toilets should be located in a space that allows clear access for patrons.

It is recommended that toilets be cleaned every two to three hours during the event, depending on volume. An extra charge may apply for additional cleaning to Council's public conveniences.

Outdoor events require a ratio of approximately one toilet to every 200 people, plus one toilet with wheelchair and disabled access and baby change facilities

The provision and number of toilets may be part of your POPE permit conditions.

### Who to contact

Council's Building Department on (03) 5036 2333

## Waste management

Council's public place litter bins are not provided for use by the event holder or their participants. Event organisers are solely responsible for the waste and litter generated by their event and must arrange and provide satisfactory waste management services to the satisfaction of the Council. For catered events, it is recommended that waste stations consist of both general waste and recycling bins. A standard formula for determining how many waste stations to provide is one 240-litre wheelie bin per 50 patrons. Waste stations should be located near eating areas, exits and entrances.

Additional waste bins and pick up services can be arranged with a local waste provider. Event organisers must ensure that the facility is left clean and tidy. Any costs incurred by Council to address remaining waste after the event will be passed onto the event holder.

### Who to contact

Local Waste Management Provider

## Signage

Clear and appropriate signage should be used to help inform and direct patrons to:

- Parking
- Entrance conditions
- Toilet facilities
- Site and safety rules
- Rules relating the serving and consumption of alcohol

Signs should be strategically placed so patrons are informed before entering the event. This minimises confusion, conflict and congestion at entry and exit points.

## Lighting and power

Lighting for an event should be adequate to identify exits as well as corridors and aisles leading to them. The event organiser should become familiar with the location and operation of controls for lighting.

If on-site electricity is required for an event, it is essential to check which services are available and where they are located. It is the event organisers responsibility to ensure all leads, equipment and appliances used are tested, tagged and comply with all legislative requirements including Electrical Safety (Installation) Regulations 2009 and relevant standards. All events with electrical installations must have suitable fire extinguishers or other devices present.

## Who to contact

Council's Parks and Gardens Unit on (03) 5036 2324.

## Water

Event organisers need to consider the health and comfort of patrons, especially during the summer months. It is recommended that drinking water be made freely available. If this is not feasible, water should be sold as the cheapest option.

## BBQ gas bottles

Event organisers are required to ensure gas cylinders used at events comply with the Australian Standard: The Storage and Handling of LP Gas (AS/NZS 1596:2014)

Check that all portable gas cylinders before using are:

- Located in a well ventilated outdoor area (never indoors)
- safely secured and anchored by a safety chain to prevent falling
- checked for leakages by inspecting the hose and regulator for cracking, splitting or other damage
- at least 20 metres away from any flammable objects or sources of ignition.



## Volunteers

The use of volunteers to support the staging of events is a great way to boost resources, spread the workload and increase participation. Staff and volunteers should be provided with pre event training, including clarifying roles, responsibilities and procedures especially in communication, emergency and security.

Use of volunteers must be included and covered under your insurance policy. (Refer to Section 3a Volunteers Insurance) A volunteer sign in/sign out register must be in place and include the date, name of volunteer, start and end times, duties and space for the volunteers signature. This register is required to support the volunteer insurance policy.

## Amplified music and licensing

Under the Australian Copyright Act 1968, music is protected by copyright law and you require a licence to publicly perform either live and/or recorded music at a festival or event.

Permission is provided in the form of licenses from the Australasian Performing Rights Association (APRA). The most common licence is a free event licence, for events that are free to the public.

### Who to contact

For further information contact APRA on (03) 9426 5200 or visit [www.apra-amcos.com.au](http://www.apra-amcos.com.au)

## Noise

Consideration must be given to how noise from your event impacts on surrounding areas i.e. neighbors, other businesses etc. Negative impacts should be minimised by careful planning and communication to those who may be affected. It is suggested you notify these people in writing of the event and duration and times of music.

The Environment Protection Authority (EPA) regulates noise for large outdoor music events. If you are planning to hold such an event please contact the EPA ph: 1300 372 842 or visit [www.epa.vic.gov.au](http://www.epa.vic.gov.au)

## Helium balloon release

Releasing balloons into the environment is littering and illegal in Victoria. There are penalties for releasing balloons into the environment. The EPA recommends that you don't use balloons outdoors. If using balloons is unavoidable make sure you strongly secure them and correctly dispose of accessories like clips and ribbons.

Alternatives to balloons include blowing bubbles, floating flowers and paper decorations.

### Who to contact

For further information contact the EPA on 1300 372 842 or visit [www.epa.vic.gov.au](http://www.epa.vic.gov.au)

## 7. During and post event

Once all pre-event actions have been completed and the event is ready to go ahead, it is important for the event organiser to continue to monitor risks which may arise during the event.

It is important that all staff, marshals, officials and volunteers be given a running sheet of how the day will proceed. A good running sheet includes a timeline of the event set up, locations, program details, completion details, signoff and pack up.

### Post event

Once the event is over an evaluation should be conducted. This can be achieved in a number of ways, including:

- Attendance surveys
- One-on-one discussions with community members, businesses and key stakeholders
- A debriefing forum
- Collection of visitor data during the event.

## 8. Forms and documents

Some forms have been devised to assist event organisers to successfully manage their event. Refer to Appendix

1. Event Management Plan Application Form
2. Temporary Road Closure Application Form
3. Facility Inspection Form (Pre/post event)
4. Incident Reporting Form

## Event management application form

Please complete this form if you are planning to hold an event on Council owned or managed property in the Swan Hill municipality. You MUST refer to Council's Event Management publication prior to completing this application form. This guide will advise you of event requirements which MUST be provided to Council along with this application form at least four weeks prior to the event.

Once Council has processed your application, you will be notified in writing of the outcome within 10 working days.

Section 1: Event details	
Name of event	
Proposed date/s of event	
Proposed event location	
Proposed start time/s (public)	
Proposed finish time/s (public)	

Section 2: Event organiser details	
Event organisers name (Individual, club or group organising event)	
Contact name	
ABN/CAN	
Postal address	
Telephone	
Email	
Are you a charity or non-for-profit organisation?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please attach copy of proof e.g. Consumer Affairs certificate)

Section 3: Event overview			
Briefly describe your event			
Event set up date and time	Date:	Event pack up date and time	Date:
	Time:		Time:
Expected number of participants	<input type="checkbox"/> <100 <input type="checkbox"/> 100-500 <input type="checkbox"/> 500-1,000 <input type="checkbox"/> 1,000-2,000 <input type="checkbox"/> >2,000 <input type="checkbox"/> >5,000		
Has this event been held before?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify the year it was held: _____		
Do you intend on holding the event again?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not sure		
Cost for entry to event?	<input type="checkbox"/> Free <input type="checkbox"/> Gold coin, compulsory <input type="checkbox"/> Gold coin, voluntary <input type="checkbox"/> \$_____ cost per person		



**Section 6: Traffic management and road closures** (refer to section five of the Event Management Guidelines)

**Will the event require road closures?**

No

If no, skip to  
Section 7

Yes

If yes please complete the attached temporary road closure application.

**Section 7: Fireworks** (refer to section five of the Event Management Guidelines)

**Will there be fireworks at your event?**

No

Yes

If yes, please provide details below

**Details of Licensed Pyrotechnician  
who will discharge fireworks.**

**Please note:** The Pyrotechnician  
must submit a WorkSafe notification  
of intent to discharge fireworks &  
copies of licences to Council.

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Section 8: Temporary structures (refer to section <u>five</u> of the Event Management Guidelines)	
Will temporary structures be used at the event?	<input type="checkbox"/> No If no, skip to section 9 <input type="checkbox"/> Yes If yes, please indicate below
Fencing	<input type="checkbox"/> Perimeter fencing <input type="checkbox"/> Other (please specify): _____
Marquees	Number of marquees/tents: _____ Size/s in m <sup>2</sup> : _____ _____ _____
Stage/s	Number of stages: _____ Size/s in m <sup>2</sup> : _____ _____ _____
Seats	<input type="checkbox"/> Individual <input type="checkbox"/> Seating stands <input type="checkbox"/> Number of seats: _____
Pre-fabricated buildings	Larger than 100m <sup>2</sup> : <input type="checkbox"/> No <input type="checkbox"/> Yes Placed directly on ground? <input type="checkbox"/> No <input type="checkbox"/> Yes
Other e.g. light towers	

**Section 9: Entertainment and amusement rides** (refer to section five of the Event Management Guidelines)

Please describe the entertainment program i.e. live music, pony rides, face painting etc.	
Will any employees/volunteers be undertaking child related work at your event? (refer to section <u>five</u> of the Event Management Guidelines, you may be required to provide a statement)	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide a statement that all employees, volunteers and vendors hold a current Working with Children's Check. You must also ensure they have a current Working With Children's Check and carry this card on them during the event
Will there be amusements rides (including jumping castles) at your event? <b>Please note:</b> copies of insurance must be provided to Council showing minimum \$20million in public liability.	<input type="checkbox"/> No Skip to Section 10 <input type="checkbox"/> Yes Specify in detail below _____ _____ _____
Will you be using powered amusement rides?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please attach copy of operator/device license

**Section 10: Toilets** (refer to section six of the Event Management Guidelines)  
*There should be approximately one toilet to every 200 people. The number of toilets will depend on anticipated crowd numbers, patron gender and whether alcohol will be served.*

Are there public toilets at the event site?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will you provide extra temporary toilets?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how many? Female: __ Male: __ All accessible: __

**Section 11: Waste management** (refer to section six of the Event Management Guidelines)  
*Event organisers are responsible for the waste and litter generated at their event. Waste bins are to be provided by the event organiser.*

How many bins will you provide?	
Name of waste company providing and collecting bins	



Section 12: Site services (refer to section <u>six</u> of the Event Management Guidelines)		
Will you require access to power for the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you require access to lighting for the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you require the park/facility to turn off sprinklers for the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Section 13: First Aid (refer to section <u>six</u> of the Event Management Guidelines)	
Will you have trained first aid staff at your event?	<input type="checkbox"/> Yes How many? _____ <input type="checkbox"/> No You will need to seek a first aid provider
Is your first aid provider a commercial operator or paid?	<input type="checkbox"/> Yes If yes, provide name of first aid provider <hr/> <input type="checkbox"/> I have confirmed the provider is licensed with the Department of Health <input type="checkbox"/> No, service is being provided free/voluntarily and the first aid provider is qualified; and I have checked with the Department of Health. Name of first aid provider: _____ Level of qualification held: _____
How many first aid posts will you have at you event?	

Section 14: Emergency response and communication (refer to section <u>six</u> of the Event Management Guidelines)	
Have you notified emergency services of your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note: If your event may affect the ability of emergency services to access an emergency, <u>you must</u> inform Ambulance Victoria, CFA, SES and Victoria Police.
Do you have an Emergency and Communication Response Plan and Site Map for the event?	<input type="checkbox"/> Yes If yes, please attach copies <input type="checkbox"/> No If no, please complete sections 14A and 14B

Section 14A – Emergency contact details		
Title/organisation	Contact person	Phone number
Event Manager		
Safety Manager		
Council Contact		
First Aid		
Hospital		
Victoria Police – local station		
Ambulance		
CFA		
SES		
VicRoads (if applicable)		
Security (if applicable)		
Taxi (if applicable)		
Electrician (if applicable)		
Other		

## Section 14B – Emergency Response and Communications

Have all officials/volunteers been instructed on their role/responsibilities?

Yes

No

Describe the communication system between organisers/staff /volunteers.

Describe the communication system for the general public.

Describe the lost person procedure.

Is there a designated pickup/drop-off point for taxis/buses?

Yes

No

Is there car parking for emergency vehicles and disabled patrons?

Yes

No

Describe provisions for parking and public transport at the site.

Will security/crowd control be used at the event?  
Please describe.

How will volunteers/marshals be identified?

Site map

*You must attach a detailed site map that includes emergency assembly area, first aid, entry & exits, information/admin tent, parking, toilets, stalls/marquees, activities, temporary structures - e.g fencing, light towers etc. (at minimum).*



**Section 16: Place of Public Entertainment (POPE) Checklist** (refer to section five of the Event Management Guidelines)

**Determination for Occupancy Permits under Section 49 of the Building Act (Checklist for Applicant or Events Coordination Group)**

Please complete the following questions on this form to assist in confirming if the proposed event is or is not a place of public entertainment as defined under the Building Act. .

<b>Location of Event</b>		
<b>Date/s of Event</b>		
<b>Type of Event</b>		
• Will the event be enclosed or substantially enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Will admission to the event be gained by payment of money or the giving of other consideration, and which is used for the purpose of public entertainment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Is the event held in a class 9b (public building) that has a floor area greater the 500m <sup>2</sup> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Is the event being held in a place (other than a building) having an area greater than 500m <sup>2</sup> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Will there be any tents, marquees or booths with a floor area greater than 100m <sup>2</sup> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Will there be any seating stands for more than 20 people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Will there be any stages or platforms (including sky borders and stage wings) exceeding 150m <sup>2</sup> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Prefabricated buildings exceeding 100m <sup>2</sup> other than ones placed on the ground surface?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Name</b>		
<b>Date</b>		
<b>Signature</b>		
<p>If yes has been indicated on any of the above questions, the Event Applicant will need to contact the Swan Hill Rural City Council, Building Department on 5036 2396 for further instruction.</p>		

## Section 17: Finalising your event application

Please ensure you have included the following attachments as part of your Event Application (please note additional information may also be required).

- Public Liability insurance
- List of proposed food vendors
- Emergency and Communication Response Plan
- Site map
- Risk Assessment
- POPE Checklist

## Declaration

I have read and completed my Event Management Plan Application Form in good faith and have adhered to all the requirements specified by Swan Hill Rural City Council. All details are accurate and true and my event will be organised and managed as I have described unless advised otherwise by Swan Hill Rural City Council.

I understand that completing this Application does not constitute event approval.

I also understand a Council Officer will advise me of the next steps required for my event to gain approval.

<b>Print name</b>	
<b>Signature</b>	
<b>Date</b>	

Please send the completed form along with all attachments to:

Swan Hill Rural City Council

PO Box 488

Swan Hill VIC 3585

Or email to: [council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au)

Should you require any further assistance completing this form please contact Council on (03) 5036 2333.

# Facility inspection form

The facility should be checked prior to the event to ensure that it is in a safe / suitable condition for use, that all equipment to be used is stored correctly, and is available for use.

After the event the facility should be checked again to verify compliance with the conditions of use and to compile a record of the condition of the premises.

## Pre-Event Inspection

Check List	Yes	No	Comments (if required)
Facility Clean			
Utilities available / working			
Equipment stored correctly			
Emergency exit door clear			
Fire Fighting equipment in place			
Safety instructions provided			
Structural damage			
Equipment loss or damage			
Grounds tidy / clean and safe			

**Date Inspected:**     /     /     **Inspected by:**

## Post-Event Inspection

Check List	Yes	No	Comments (if required)
Facility Clean			
Utilities available / working			
Equipment stored correctly			
Emergency exit door clear			
Fire Fighting equipment in place			
Safety instructions provided			
Structural damage			
Equipment loss or damage			
Grounds tidy / clean and safe			

**Date Inspected:**     /     /     **Inspected by:**

## Incident report form (example)

<b>INJURED PERSONS DETAILS</b>			
Name	_____		
Address	_____		
Phone number	_____		
<b>INJURY DETAILS</b>			
Event			
Attending:			
Location of			
Event:			
Date of Incident:	____/____/____		
<b>Nature and extent of injury</b>			
Part of body injured	<input type="checkbox"/> Head	<input type="checkbox"/> Trunk	<input type="checkbox"/> Multiple
	<input type="checkbox"/> Eyes	<input type="checkbox"/> Arm	<input type="checkbox"/> General
	<input type="checkbox"/> Neck	<input type="checkbox"/> Leg	<input type="checkbox"/> Unspecified
Nature of injury	<input type="checkbox"/> Sprain	<input type="checkbox"/> Laceration	<input type="checkbox"/> Burn
	<input type="checkbox"/> Fracture	<input type="checkbox"/> Concussion	<input type="checkbox"/> Superficial
	<input type="checkbox"/> Multiple	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Amputation
	<input type="checkbox"/> Contusion	<input type="checkbox"/> Other	
Type of incident	<input type="checkbox"/> Flying object	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Electricity
	<input type="checkbox"/> Struck by	<input type="checkbox"/> Poisons	<input type="checkbox"/> Fall
	<input type="checkbox"/> Caught in	<input type="checkbox"/> Temperature	<input type="checkbox"/> Other

**How did the incident happen?**


**Incident Investigation – Event Manager’s Report**

**Witness Details**


- What caused the incident?
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Ineffective guarding | <input type="checkbox"/> Lack of protective equipment | <input type="checkbox"/> Lack of training                             |
| <input type="checkbox"/> Lack of maintenance  | <input type="checkbox"/> Safety rules not followed    | <input type="checkbox"/> Inexperience                                 |
| <input type="checkbox"/> Unsafe work methods  | <input type="checkbox"/> Misconduct                   | <input type="checkbox"/> Workplace design (equipment, design, layout) |
| <input type="checkbox"/> Weather              | <input type="checkbox"/> Poor housekeeping            |   |

**Explain**


**How can a recurrence be prevented?**


Event Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_