



# City of Darebin Event Planning Guide



V6.0 2013

## Disclaimer

The information contained in this publication is intended as a guide only. This publication should not be substituted for professional advice on laws and regulations in individual cases. If readers still have doubts, they should consult the appropriate legislation or seek professional advice. In addition to the information contained in this document, event organisers must exercise skill, care and sound judgment in event planning.

Although the information contained in this publication has been researched, the City of Darebin accepts no responsibility for any errors or omissions that may have occurred within the publication. The City of Darebin does not necessarily endorse the views expressed by contributors or other organisations contained within. Information contained in this guide will be subject to change. All information collected is protected by the Privacy Act and will remain confidential.



Produced by the City of Darebin  
Arts, Culture and Venue

Table of Contents	Page
Translations .....	5
Foreword.....	9
Introduction .....	10
Event Aims and Objectives .....	11
Committees.....	12
Budgets and Funding.....	13
Choosing a Venue .....	14
Notifications .....	15
Insurance .....	17
Risk Management .....	18
Marketing and Publicity.....	20
Increasing Environmental Sustainability .....	21
Site Plan .....	22
Developing a Site Map.....	23
Traffic Management.....	24
Occupational Health and Safety .....	25
Fireworks .....	26
First Aid and Public Health.....	27
Aboriginal & Torres Strait Islander Acknowledgment.....	28
VIP Protocols .....	29
Multicultural Awareness .....	29
Disability Access .....	30
Infrastructure - Toilets.....	32
Infrastructure - Generators and Power.....	34
Infrastructure - Shelter .....	35
Infrastructure - Temporary Structures .....	35
Food Management.....	36
Safe Use of LPGas at Public Events.....	38

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Water Necessities .....	40
Alcohol Management .....	41
Darebin Alcohol Accord .....	42
Waste Management Plan.....	43
Staffing and Volunteers.....	44
APRA and PPCA .....	45
Emergency Management Plan.....	47
Protocols for Total Fire Ban Days .....	48
Risk Safety Checklist .....	49
Post Event Evaluation.....	50
Acknowledgements & Further Reading.....	51

## Translations

This guide has been put together to help event organisers plan and manage events successfully and maximize the likelihood of a well run and successful event.

Organising an event is a rewarding but often complex task. It is not a job for just one person. It is strongly advised that you have someone within your organisation who is fluent in English assist you with the various tasks involved.

Outdoor public events with an expected attendance of over 500 people held on City of Darebin owned and/or managed land will have to comply with requirements detailed in this document prior to permission being given to hold the event. Organisers of all other types of events are welcome to use this guide.

For further information about this guide please contact the Darebin City Council's Multilingual Telephone Line on (03) 8470 8470.

*Con questa guida vogliamo aiutare chi deve organizzare o gestire un evento a farlo senza problemi, con la garanzia di un evento ben organizzato e riuscito.*

*L'organizzazione di un evento dà molta soddisfazione però è spesso una cosa complicata. Vi consigliamo di avere tra gli organizzatori una persona che parla bene l'inglese che vi aiuti.*

*Gli eventi all'aria aperta con la prevista partecipazione di più di 500 persone su terreno di proprietà del comune di Darebin o gestito da esso dovranno soddisfare le condizioni qui descritte prima che venga emesso il relativo permesso. Questa guida può essere usata anche per organizzare altri tipi di eventi.*

*Per ulteriori informazioni contattare la linea telefonica multilingue del comune di Darebin a (03) 8470 8470.*

Ο οδηγός αυτός έχει δημιουργηθεί για να βοηθήσει τους οργανωτές εκδηλώσεων να προγραμματίσουν και να διευθύνουν τις εκδηλώσεις τους με επιτυχία και να αυξήσουν στο μέγιστο τις πιθανότητες μιας καλά διοργανωμένης και επιτυχημένης εκδήλωσης.

Η διοργάνωση μιας εκδήλωσης παρόλο που έχει τις ανταμοιβές της συνήθως είναι μια πολύπλοκη δραστηριότητα. Δεν είναι μια δουλειά που μπορεί να γίνει από ένα μόνο άτομο. Σας συστήνουμε να έχετε κάποιον στον οργανισμό σας που γνωρίζει καλά τα Αγγλικά για να σας βοηθήσει με τις διάφορες εργασίες που ενέχεται να προκύψουν.

Οι δημόσιες υπαίθριες εκδηλώσεις όπου αναμένεται να παραβρεθούν άνω των 500 ατόμων και γίνονται σε τοποθεσία, που είναι ιδιοκτησία ή την διαχειρίζεται ο Δήμος της Πόλης του Darebin, θα πρέπει να συμμορφώνονται με τους κανονισμούς που περιέχονται σε αυτό το έγγραφο προτού σας δοθεί άδεια να διοργανώσετε την εκδήλωση. Οι οργανωτές όλων των άλλων μορφών εκδηλώσεων είναι επίσης ευπρόσδεκτοι να χρησιμοποιήσουν τον οδηγό αυτό.

Για περισσότερες πληροφορίες σχετικά με αυτόν τον οδηγό παρακαλούμε ελάτε σε επαφή με την Πολύγλωσση Τηλεφωνική Γραμμή του Δήμου της Πόλης του Darebin στο (03) 8470 8470.

本指引旨在幫助活動組織者順利規劃和管理活動，確保活動的圓滿成功。

組織活動是一項富有回報性但通常十分複雜的任務。它不是一項僅涉及一個人的工作。因此，強烈建議您從貴組織中安排一位英語熟練者協助您完成各項相關任務。

在戴瑞賓市議會擁有和/或管理的土地上舉辦預計參與人數超過 500 人的戶外公共活動需要符合本文檔中載明的各項要求才能獲得批准。歡迎所有其他各類活動的組織者使用本指引。

查詢有關本指引的更多資訊，請致電戴瑞賓市議會多語種電話專線 (03) 8470 8470。

تم إعداد هذا الدليل الإرشادي للمساعدة في وضع خطة تنظيم وإدارة الفعاليات بنجاح ومضاعفة فرص نجاح سير الفعاليات.

إن مهمة تنظيم الفعاليات ذات فوائد عظيمة إلا أنها عادة ما تكون معقدة. وهي ليست وظيفة يؤذيها شخص واحد فقط. وينصح أن يكون هناك من يساعدك من ضمن فريق العمل في منطقتك من تقنون اللغة الإنجليزية لإنجاز مختلف المهام في هذا الشأن.

إن الفعاليات العامة الخارجية التي تعقد على أرض يمتلكها و/أو يديرها مجلس مدينة دارلين و يتوقع فيها حضور ما يزيد على 500 شخص يجب أن تنقيد بالمتطلبات الموضحة تفصيلاً في هذا الدليل قبل إصدار تصريح إقامة الفعاليات. وبإمكان منظمي كافة أنواع الفعاليات الأخرى استخدام هذا الدليل.

للمزيد من المعلومات عن هذا الدليل، يرجى الاتصال بالخط الهاتفي متعدد اللغات التابع لمجلس مدينة دارلين على الرقم (03) 84708470.

Овој прирачник е наменет да им помогне на организаторите на манифестации успешно да ги планираат и раководат манифестациите и да имаат максимални шанси за добро организиран и успешен настан.

Да се организира настан е задоволство, но често пати е комплексна задача. Тоа не е работа само за една особа. Се препорачува да имате некој во вашата организација кој течно зборува англиски за да ви помага со различните задачи.

Јавните настани кои се одржуваат на отворено со очекуван број на посетители над 500 луѓе одржан на простор во сопственост и раководен од страна на Општината Даребин ќе треба да одговара на барањата наведени во овој документ пред да се издаде дозвола за одржување на настанот. Организаторите на било какви манифестации може да го користат овој прирачник.

За повеќе информации околу овој прирачник јавете се на повеќејазичната телефонска линија на Општината Даребин на (03) 8470 8470.

Tập hướng dẫn này đã được biên soạn để giúp người tổ chức lễ hội lập kế hoạch và điều hành lễ hội thành công và tạo mọi điều kiện thuận lợi để lễ hội sẽ diễn ra suôn sẻ và mỹ mãn.

Tổ chức lễ hội là công tác xứng đáng nhưng thường có tính cách phức tạp mà sức một người khó có thể đảm đương nổi. Do đó, chúng tôi thiết tha khuyên quý vị nên nhờ một người nói thạo tiếng Anh trong tổ chức giúp quý vị lo liệu mọi việc cần thiết.

Lễ hội công cộng lộ thiên sẽ tổ chức trên đất do Hội Đồng Thành Phố Darebin làm chủ và/hay quản lý mà theo dự kiến số lượng người đến dự đông hơn 500 đều phải được thực hiện đúng theo những yêu cầu trình bày trong tập sách này trước khi được cho phép tổ chức lễ hội. Người tổ chức tất cả những dạng lễ hội khác đều có thể sử dụng tập hướng dẫn này.

Muốn biết thêm thông tin về tập hướng dẫn này, xin quý vị liên lạc với Đường Dây Đa Ngữ của Hội Đồng Thành Phố Darebin qua số (03) 8470 8470.

## Foreword

This guide has been put together to help event managers and committees plan and manage events successfully and to guide them through the steps they need to take to minimise risk and maximize the likelihood of a well run and successful event. In compiling this document, an attempt has been made to create a balance between too much information and too little.

Outdoor public events with an expected attendance of over 500 people held on City of Darebin owned and/or managed land will have to comply with requirements detailed in this document prior to permission being given to hold the event. For organisers of smaller events on Council land it is highly recommended that they use this guide as it will help them run a safe and successful event. People planning events on private land not owned by Council are also welcome to use this as a guide.

An event organiser needs to be aware of any current and applicable statutes, regulations, by-laws, approved and associated codes of practice relating to the event or its individual elements and to take appropriate action. This guide is intended to direct you towards the various sources of assistance and contacts.

Event organisers are reminded of the need to make their own enquiries and to seek competent advice as appropriate, basing decisions they make relative to the health and safety of participants and visitors to the event.



## Introduction

There are a number of events held in the City of Darebin every year. The majority of events pass without incident but on occasion problems do occur which can have serious implications for the organiser and organising body.

Events come in many different sizes, and cover a wide range of activities. It may be a small community fete or a large music festival. Whatever size, they have common issues including planning, organisation, safety, insurance, disability access, contingency planning and publicity.

This guide has been written in two sections; the first is an information section, the second is a workbook section. The two sections are linked, with the information section helping you to fill out the workbook, ready to submit to the City of Darebin for approval if required.

Depending on the specifics of your festival or event not all information contained in this document will be relevant. Organising a festival or event is a big task with huge responsibilities. This guide aims to make that task less daunting and to give you as much help as possible along the way.

As you work through the guide and workbook you will notice some sections have links to pages on the World Wide Web, while others have checklists or reminder boxes. All information in this booklet is suggested in good faith and the information aims to encourage increased knowledge and understanding of best practice.

Remember that it's possible to engage professional event management companies and specialists to assist you with organising and running your event and it may be worth adding this expense into the budget from the beginning.

## Event Aims and Objectives

An event is something out of the ordinary that involves bringing people together to celebrate and showcase activities. The venues, audiences, funding arrangements and the organisational structures and methods can all be radically different, but the basic principles of Event Management remain consistent.

Successful events have a clearly stated aim as well as an overall purpose. Each event will have its own set of objectives. These should be detailed in a way that allows organisers to assess the success of their event after completion. Post event evaluation is covered in this booklet and will help you when it is time to analyse and de-brief.

Some relevant questions to ask include:

- What event are you trying to hold?
- What is the overall purpose?
- Who is your audience?
- What is the demographic of your audience?
- What is the cultural and linguistic breakdown of your audience?
- Are there detailed objectives?
- When will the event happen?
- How much will the event cost to run?
- Who will be paying for it?
- How many staff do you need to run this event?
- Have you done market research?
- Will the event meet the targets?
- How many people may attend?
- Have you thought through all your customers needs?

Before you begin planning your event it is advisable to check the dates and find out if there are clashes with other events that will impact on your audience numbers. Having answered these questions, you should be clearer about what you are doing and how and why you are doing it.

## Committees

### Why have committees?

Festival and event management is a big job no matter how small or large the event. It is not a job for just one person and the more people on board the lighter the workload for all. Creating a committee is a great way to delegate tasks and keep track of particular areas and requirements.

A committee is also beneficial for the festival itself. By creating a committee and involving a range of people from within the community and from different cultural backgrounds, you are able to gather a diverse range of opinions and ideas. Below is a list of some of the roles and tasks that you may decide to use in a committee.

### Tasks:

- Disability Access
- Entertainment
- Finance, Funding and Sponsors
- Health, Safety and Risks
- Administration
- Promotion, Marketing, Publicity and Advertising
- Stallholders and Vendors
- Traffic Management
- Waste Management



## Budgets, Funding and Sponsorship

It is essential that any festival or event has someone in charge of the finances, and most importantly, that a budget has been drawn up in the early stages, and is updated regularly. A quick search online will result in a number of budgeting guides if a template is required.

Ensure your GST status has been determined (where applicable) and you are aware of the businesses GST requirements. For more information go to <http://www.business.gov.au> and follow the links.

Approaching companies for sponsorship is a great way of increasing your budget but there are a number of philanthropic organisation and government bodies within Victoria who offer grants as well as corporations who offer grants. The following is a list of some of the funding bodies;

- Darebin City Council: [www.darebin.vic.gov.au/communitygrants](http://www.darebin.vic.gov.au/communitygrants)
- Australia Council for the Arts: [www.australiacouncil.gov.au/grants](http://www.australiacouncil.gov.au/grants)
- Arts Victoria: [www.arts.vic.gov.au/index.htm](http://www.arts.vic.gov.au/index.htm)
- Festivals Australia [www.australiacouncil.gov.au](http://www.australiacouncil.gov.au)
- Vic Health: [www.vichealth.vic.gov.au/](http://www.vichealth.vic.gov.au/)
- Tourism Victoria: [www.tourismvictoria.com.au](http://www.tourismvictoria.com.au)
- Grants LINK: [www.grantslink.gov.au/](http://www.grantslink.gov.au/)
- Multicultural Arts Victoria: [www.multiculturalarts.com.au/](http://www.multiculturalarts.com.au/)
- Our Community: [www.ourcommunity.com.au](http://www.ourcommunity.com.au)



## Choosing a Venue

Deciding on the best space for your event is critical to your festivals overall success. If you have identified your event aims and objectives, your task is to now find a suitable location that meets all your requirements. Some things to think about include:

- Availability and capacity of the venue
- Proximity to public transport, and suitable car parks
- Is your event best suited to a closed road?
- Provision of infrastructure i.e. onsite toilets, pathways, kitchens etc.
- Costs associated with the venue
- Environmental factors i.e. overhead branches, flood ways, wind areas etc.
- Accessibility of the venue i.e. wide paths, accessible toilets, lifts etc.
- Provision of safety equipment i.e. fire extinguishes, hoses, handrails etc.
- Road works or public transport delays in your area

## Council Venues

There are numerous council run venues that may be suitable for your event. For information on each of the venues and other venues that may be available please visit [www.darebin.vic.gov.au/venues](http://www.darebin.vic.gov.au/venues) or call (03) 8470 8888. Venues available for hire include;

- Darebin Arts and Entertainment Centre
- Northcote Town Hall
- Reservoir Civic Centre
- Darebin International Sports Centre
- Preston City Hall
- Preston Shire Hall
- Bundoora Homestead
- Various Darebin Parks and Gardens \*
- Closed Streets or Roadways \*

\* Completion of this guide is mandatory, if you expect over 500 participants

## Notifications

### Emergency Services Notifications

It is vital that **ALL** emergency services including Police, Fire, Ambulance and SES have been notified of the intended event. It is important to do this early on in the process and to have contact with these services in the lead up to the event. Some relevant information to pass on includes:

- Venue, date and times of the event
- Type of event
- Road closures and details of traffic alterations i.e. car parks etc.
- Expected numbers
- High risk activities at the event
- If fireworks will be taking place at the event
- Emergency Management Plans
- Event Coordinators details i.e. name, contact information etc.

For large events or for event with large traffic alterations, consider sending the full Traffic Management Plan to Emergency Services.

### Community Notification

After you have notified the emergency services it is important to notify the local community surrounding your event venue or location. All residents and businesses affected by road closures and traffic alterations **MUST** be notified as a minimum requirement.

Consider notifications for the wider community surrounding your venue also. You want to get the local community on your side. One thousand letters delivered to the local community is a great way to build support and attract audiences. Some relevant information to pass on includes:

- Venue, date and times of the event
- Type of event and costs
- Road closures and details of traffic alterations i.e. car parks etc.
- Expected numbers
- If fireworks will be taking place at the event
- Contact details for further information

## Hospital Notifications

For high risk events consider notifying hospitals of the intended event. Some relevant information to pass on includes:

- Venue, date and times of the event
- Type of event
- Expected numbers
- High risk activities at the event
- Event Coordinators details i.e. name, contact information etc.

A high risk event needs to be determined by the event organiser and must take into consideration many things including;

- Nature of the event (New Years Eve celebration, rock concert, rave)
- Venue (stadium, outdoor event which includes camping overnight)
- Audience Profile (families, teenagers, young adults, elderly)
- Past History (previous high levels of injury)
- Expected Numbers (the higher the number the higher the risk)
- Expected Queuing Time (the longer in queues the higher the risk)
- Additional Hazards (cycling road race, motor or air show, fire activities)
- Alcohol Availability (events with large quantities of alcohol are higher risk)

## Insurance

Managing an event, regardless of its size, can be difficult and many things can go wrong. It is your responsibility to ensure the safety of event staff and volunteers as well as contract staff, the general public and any equipment that you may own or have hired for the event. The festival organisation may be held liable and in some cases festival organisers may be personally liable if someone is injured, for any financial losses or any damages that flow from the festival. It is important to ask the following questions;

- What will happen if the festival makes a loss?
- What will happen if someone is injured?
- Who will be responsible?
- What happens if you cancel your event?
- What happens if property is stolen?

## Public Liability Insurance

- Do you have public liability that covers this event (minimum \$10 million)?
- If you (the event organization) has an ABN you will need public liability.

## Other Insurances

Some of the different types of insurance that may be needed include;

- Property & equipment
- Product liability
- Volunteers
- Professional indemnity
- Cancellation and/or abandonment

To limit the risks, it is important that the other organisations participating in the event, such as stallholders, caterers, logistic providers and even venues have their own insurance and that you have a copy of their Certificate of Currency.

## Risk Management

An accurate Risk Management Plan is an effective way to minimise risk and they are not as hard as you think. All you need to ask yourself;

- What can go wrong i.e. what is the worst case scenario?
- What are the consequences i.e. would it be insignificant or catastrophic?
- Which risks are more likely?
- What are you going to do about it?
- How can you reduce the risk?

## OH&S or Risk Management?

Some people become confused between Occupational Health & Safety (OH&S) and Risk Management. There is a cross over and many of the ideas are the same, but simply put Risk Management is a broad process that tries to identify everything that might stop an event from achieving its goals. While OH&S is focused purely on safety and injury prevention of staff, volunteers and the public.

## Risk Planning

Using the workbook (or excel) chart, examine all of your activities to identify any potential risks. List everything that may pose a threat. Some hazards to consider;

- Natural hazards (rain, wind, extreme heat, and lightning)
- Physical hazards (uneven paths, busy roads, emergency access)
- Chemical hazards (fire, toxic materials, used needles)
- Safety hazards (crowd control, exposed electrical and fireworks)
- Organisational hazards (loss of reputation, negative media)

Next list all the actions that you are already taking and the actions you could be taking to minimize these risks. Some actions to consider and possible solutions:

- Natural hazards - wet weather plan, shade and water facilities
- Physical hazards - emergency services, using traffic controllers
- Chemical hazards - fire extinguishers and first aid onsite
- Safety hazards - extra staff, permits and using qualified electricians
- Organisational hazards - media contact and/or publicist

Using the tables below, assign a likelihood and consequence level for each risk then assign an overall risk rating.

Likelihood Levels Table		
A	Almost Certain	Will probably occur, could occur several times
B	Likely	High probability, likely to arise
C	Possible	Reasonable likelihood that it may arise
D	Unlikely	Could occur at some time
E	Rare	Very unlikely but not impossible

Consequence Levels Table						
Level	Category	Environmental	Financial	Human	Reputation	Description
1	Insignificant	Temporary pollution	Under \$300	First aid	Resolvable concern	Routine operations
2	Minor	Minor repair	Over \$300	Minor injury	Affected party	Alteration to operations
3	Moderate	Moderate repair	Over \$5,000	Single injury	Local exposure	Manageable changes
4	Major	High level of repair	Over \$10,000	Major injury	State-wide exposure	Event threatened
5	Catastrophic	Permanent damage	Over \$20,000	Death	National exposure	Organisation threatened

Risk Rating	Consequences				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A (certain)	High	High	Extreme	Extreme	Extreme
B (likely)	Moderate	High	High	Extreme	Extreme
C (possible)	Low	Moderate	High	Extreme	Extreme
D (unlikely)	Low	Low	Moderate	High	Extreme
E (rare)	Low	Low	Low	Moderate	High

Remember to review and update your Risk Management Plan on a regular basis to ensure you have a comprehensive list of potential risks.

## Marketing and Publicity

The marketing and publicity of your festival or event is crucial to how successful it will be. Thinking clearly about who your intended target audience will be will help you decide the best ways to advertise and get your message across.

Key media outlets to consider include your local Leader newspaper, street press, entertainment sections in the Herald Sun and The Age, community and commercial radio stations/programs and relevant websites. It is also a good idea to consider multicultural newspapers and radio.

The creation of a Media Release is strongly recommended as it is what the industry is used to, and will be expecting. Your Media Release should fit on one A4 page and should provide a contact name and number of the person who will field all media enquiries.

The City of Darebin has some ways in which to help promote your festival or event. You can submit details to the Community Calendar, which is accessible over the City of Darebin website.

Go to [www.darebin.vic.gov.au/Calendar/CalendarAddEvent](http://www.darebin.vic.gov.au/Calendar/CalendarAddEvent) and fill out the form.

The City of Darebin also produces an e-newsletter called “What’s On” in which the community can list upcoming events and activities. “What’s On” is free and is emailed weekly. To subscribe or include information to “What’s On” please call Darebin City Council Arts and Culture on (03) 8470 8888.

Remember that the City of Darebin is a very diverse community, so it is advised that if possible, you have information available in a range of languages.

To assist with marketing and publicity the City of Darebin has produced “The Publicity HYPE Handbook” which is a guide to sourcing free publicity. To receive a copy please call Darebin City Council Arts and Culture on (03) 8470 8888 or visit [www.darebin.vic.gov.au/plananevent](http://www.darebin.vic.gov.au/plananevent).



## Increasing Environmental Sustainability

When planning your festival or event in Darebin, there are many ways in which to reduce the impact it could have on the environment. Even small measures can have a big impact. Some ideas to help you 'Go Green' may include:

- Encourage the use of public transport in all your advertising material by providing relevant route and service information
- Encourage food and beverage vendors to use reusable or recyclable products whenever possible
- Provide recycling facilities on festival/event days in as many forms as possible (plastic, cardboard, food scraps)
- Look into providing water trailers for events instead of bottled water.
- Provide and promote Bike Valet Parking
- Avoid the use of Biodiesel Generators at your event (unless you can be sure that the biodiesel is from waste oil sources)
- Look into the hire and use of Solar Powered Staging
- Prohibit the use of balloons at your event
- Reduce the number of flyers/paper handouts given away at your event
- Purchase Green Power or Carbon Offsets for your event. For further information about green power or carbon offsets contact your service provider or visit [www.carbonoffsetguide.com.au](http://www.carbonoffsetguide.com.au).

For further information about increasing environmental sustainability at your event call the Sustainable Living Foundation on (03) 9249 1888.



## Site Plan

When planning the layout of your event there are a few things to keep in mind. Depending on what type of event you are planning to hold, the expected number of people attending and what kind of location you have chosen, there will be a lot of variables.

However, there are some factors that will be constant and it is worth thinking about your layout carefully so your event is as successful as possible. When laying out your site consider the following:

- The location of the toilets, temporary and permanent
- Vendors positioned around pathways to be accessible by wheelchair
- That all food and beverage vendors are not near toilets
- That there is vehicle access close by for food and beverage vendors
- That there is a First Aid point in a central location
- That First Aid point(s) are close to emergency access points
- That any alcohol service areas are separated from any children's areas
- That alcohol areas are close to toilets
- That alcohol areas are close to a first aid point
- Make sure waste facilities are well spaced and clearly visible.
- That stages and activities are separated so as not to disturb each other
- That there is a central info point
- That stalls are positioned around pathways and are accessible
- That disabled parking is as close as possible to the event hub
- That the fireworks firing location is secured and a safe distance away from the event centre.



## Developing a Site Plan

Draw or copy a map of the festival location including the area surrounding and any road/s to be closed and include the map with the workbook. Here is a list of some of the more important things that must be included:

- Highlight the section/s of road/s to be closed
- Where the road barriers and detour signs will be placed
- The detour (alternative) route/s
- Access points for emergency vehicles
- Designated drop-off points (i.e. for people with a disability)
- Location of First Aid stations
- Information Points
- Toilet locations throughout site
- Parking areas for patrons, contractors and staff
- Stage locations and an indication of activities to be held in each area
- Entrances and Exits
- Remember to mark NORTH on your map and a Melways reference

## Entrances and Exits

Entrances and exits must be well designed to cater for the type of crowd, number of patrons and various situations that may arise throughout an event. Use the checklist below to ensure entrances and exits are efficient. They should:

- Provide for supervision, marshalling and directing of crowds
- Provide exit and escape routes
- Provide access for emergency services and their vehicles
- Separate vehicular and pedestrian access
- Provide access for wheelchairs
- Be kept clear of all other activities
- Have sufficient and appropriate barriers, fences, gates and/or turnstiles
- Have toilets located nearby
- Have site maps located nearby
- Have clear, well-lit entrance and exit signs

## Traffic Management Plan

If there will be any alteration to normal traffic movement, including parking, pedestrians, cyclists, vehicles or if you require any section of any road or street closed for your event, you will need a Traffic Management Plan. Darebin City Council recommends that a consultant be engaged to develop and administer all traffic management plans for festivals and events.

A Traffic Management Plan must be submitted to Darebin Council no less than three weeks prior and include all appropriate permits obtained and notifications given. Some important things to consider for a traffic management plan:

- Which road(s) or section(s) of roads will be closed?
- What times will the road(s) or section(s) of roads be closed?
- Which roads will be used as alternate routes?
- Site contact name and contact number in case of emergency
- Which company will be responsible for the road closure?
- How many people will supervise and man each barrier?
- Who will manage re-opening the road and when will all cleaning occur?
- Closing a road that is normally a route for public transport may incur a cost
- You will need to advertise that you intend to close the road
- Disabled parking as well as VIP and performer parking must be arranged

## Department of Transport

Under the State's Transport Act, organisers of events in Victoria are required to notify the Public Transport Division if there is an event that is likely to have an impact on public transport services (trains, trams or buses). This can be done by completing an Event Notification Form.

If you are unsure whether or not your event is likely to have an impact on public transport, please consult with the Public Transport Division to decide whether you need to complete an Event Notification Form.

For information please visit [www.transport.vic.gov.au/eventnotification](http://www.transport.vic.gov.au/eventnotification) or call the Department of Transport on (03) 9655 3333.

For large events or for event with large traffic alterations, consider sending the full Traffic Management Plan to all Emergency Services.

Is all relevant information included in your site map?

## Occupational Health and Safety

At any event there is an obligation to provide a safe environment for patrons, and appropriate care, safety and training for all personnel involved with the event. There is a broad range of Occupational Health and Safety Legislation which you may need to comply with. Some of the key OH&S compliance codes, legislation and Australian standards may include:

- Confined Spaces Compliance Code
- First Aid in the Workplace Compliance Code
- Code of Practice for Hazardous Substances
- Code of Practice for the Storage and Handling of Dangerous Goods
- Code of Practice for Manual Handling
- Code of Practice for Noise
- Code of Practice for Plant
- Code of Practice for Plant (Amendment No. 1)
- Communicating Occupational Health and Safety Across Languages Compliance Code
- Code of Practice for Temporary Electrical Installations on Building
- Code of Practice for Workplace Amenities and Work Environment
- Codes of Practice for Prevention of Fall
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

All these codes as well as advice on OH&S matters are available at your local Work Safe Office or through the website [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au). For further information call 1800 136 089.

### Advice for Managing Major Events Safely

Advice for Managing Major Events Safely is a 64 page Work Safe Victoria publication that provides practical information to major event organisers, venue owners and suppliers about the management of safety risks and meeting their duty of care through integrated event safety planning.

For a copy of the Advice for Managing Major Events Safely publication please visit [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) or call 1800 136 089.

## Fireworks

Fireworks and Pyrotechnics are a great way to attract an audience however under the new Dangerous Goods (Explosives) Regulations released in 2011 only licensed pyrotechnicians are allowed to discharge fireworks in Victoria.

Work Safe Victoria issues pyrotechnician licenses to people who demonstrate adequate experience in the safe discharge of fireworks and pyrotechnics. Licensed pyrotechnicians are required to notify Work Safe Victoria whenever they intend to discharge Fireworks. If you intend to have a company provide fireworks and pyrotechnics please ensure;

- The display is being conducted by a licensed pyrotechnician
- Community Notification of the event and the fireworks display has occurred and letters have been sent to the surrounding local residents
- That the licensed pyrotechnician has Public Liability Insurance to the value of \$10,000,000 and you have a copy of the Certificate of Currency
- The display is being undertaken in accordance with the Dangerous Goods (Explosives) Regulations 2000
- That the MFB and all Emergency Services have been notified
- That the appropriate Work Safe notification has been applied for and been obtained by the licensed pyrotechnician
- That the City of Darebin Animal Management Unit has been notified. Please call Darebin City Council Animal Management on (03) 8470 8888

For further information about fireworks, pyrotechnics and the new regulations please contact your local Work Safe Office on 1800 136 089 or through the website [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

## Single Occasion Licenses

Under the new regulations single occasion licenses to discharge Chinese Firecrackers for religious or cultural events and activities are no longer recognized and accepted. Religious and cultural events that wish to use Chinese firecrackers must employ the services of a licensed pyrotechnician.

## First Aid and Public Health

As there is an obligation to provide a safe environment for patrons and appropriate care for all personnel working at the event, it is essential that first aid be organised. First Aid room(s)/tents must be fitted or in close proximity with:

- Chairs and tables
- Easily identified signage that is visible at night
- Power and running water
- Ramps or be located on the ground floor with no steps
- Adequate lighting

What you provide will depend on numerous variables of the event such as:

- Size of your event i.e. number of patrons
- Type of event i.e. rock concert or community fete
- Size of venue i.e. contained or over massive location

The following is a guide to follow for the provision of first aid at your event:

Patrons	First Aiders	First Aid Posts
500 +	2	1
1,000 +	4	1
2,000 +	6	1
5,000 +	8	1
10,000 +	10	2
20,000 +	14	2

### St John Ambulance

St John Ambulance Australia is a First Aid Volunteer Organisation that provides assistance to over 7000 public events, providing First Aid to more than 15,000 casualties annually. If you would like St John to provide First Aid for your event, please contact phone (03) 8588 8599 or email [events@stjohnvic.com.au](mailto:events@stjohnvic.com.au).

Remember to mark on your site map the location of where First Aid is available

## Aboriginal & Torres Strait Islander Acknowledgment

The City of Darebin recognises the Wurundjeri people as the traditional owners of this land and acknowledges their significance in our history and culture. The City of Darebin has one of the largest Aboriginal and Torres Strait Islander communities anywhere in metropolitan Victoria and encourages the recognition, support and promotion of cultural expression.

The City of Darebin encourages community events to acknowledge the traditional owners of this area, the Wurundjeri people, by:

- Inviting the Wurundjeri Elders to attend the event
- Inviting the Wurundjeri Elders to perform a "Welcome to Country"
- Including Acknowledgment in all official speeches
- Including Aboriginal & Torres Strait Islander performers

### Acknowledgment

"I acknowledge the Traditional Owners of the land on which we stand here today, the Wurundjeri people, and pay my respects to their elders, past and present."

### Remember

- You will need to allow money in your budget for a "Welcome to Country". Rates for a "Welcome to Country" vary but could cost in excess of \$300+.
- If you cannot afford a "Welcome to Country" then acknowledgments in all official speeches will be even more important.

### Finally

To find out about contacting Wurundjeri elders please contact the Darebin City Council Community Planning, Partnerships and Performance on (03) 8470 8888.

## VIP Protocols

Both the Federal and Victorian governments have 'Protocol Books' and 'Orders of Precedence', which list protocols that must be followed if you have members of State or Federal Parliament or local councillors attending your event.

To get this information call the Department of Premier and Cabinet's Protocol Office on (03) 9651 1185.

## Inviting Local Councillors

Councillors are elected to lead and represent the whole of our community. As local elected representatives, they advocate on behalf of residents and work to assist them. If you are inviting members of State or Federal Parliament or if you have received funding or support from the City of Darebin you should also invite your local Councillors and the Mayor of the City of Darebin.

If you wish to invite the Mayor or local Councillors you can do so by contacting them directly. To find contact details please visit [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au).

## Multicultural Awareness

The City of Darebin is made up of one of the most diverse communities anywhere in Australia, with one in three Darebin residents born in a non - English speaking country.

The city is now home to people from 148 different countries, who speak a total of 105 different languages. The Darebin Council encourages community event organisers to plan for the provision of services to the multicultural community by:

- Encouraging the participation of the Cultural And Linguistically Diverse community as performers
- Encouraging CALD community participation in marketing and publicity
- Providing information in a range of languages prior to and during the event
- Providing a range of culturally diverse foods and beverages including Halal, Vegetarian and Kosher food options
- Understanding any specific religious requirements
- Inclusion of various CALD community representatives onto Committees

If you have received funding or support from the City of Darebin, remember to invite the Mayor and local councillors.

## Disability Access

People with some form of disability make up approximately 20% of Darebin's population and there are many benefits to having an accessible festival. The main benefit being that an accessible event is one that is welcoming and inclusive for people with a range of abilities.

An accessible event improves the experience of all event participants including people with disabilities, families, older adults, parents with prams, performers and staff carrying equipment. Good accessibility helps the event to run safely and smoothly and attracts a wide range of people.

It is also a legal obligation. The Disability Discrimination Act (1992) is a federal law to protect the rights of people with disabilities. The act makes it illegal to treat people with disabilities inequitably and applies in all settings of community life.

### Planning an accessible festival

Selecting an accessible venue is the first step to providing an accessible event. There are many aspects of planning an accessible event which do not incur huge costs but require strategic thinking in the early stages. The degree of accessible infrastructure required for each event will depend on the size of the event and the numbers expected to attend.

One of the most important aspects of planning an accessible event is enlisting support from within your organisation and further a field in terms of practical and in-kind help, use of equipment, staff training, knowledge of accessibility etc.



Some types of accessibility features to think about in the early planning stages:

Disability Type	Examples of accessibility features
Vision impairment, blindness	Clear large print signs, good lighting and audio announcements.
Hearing impairment and deafness	Clear written notices, placement of information stalls away from noisy stages, directional signage and AUSLAN interpreters.
Intellectual / learning disabilities	Clear and simple written notices and information, placement of information stalls away from noisy stages.
Physical and mobility impairments	Wide clear pathways around site, disability parking, accessible toilets, ramps for stages, staff to assist, seating and rest areas, accessible pathways to all amenities.
Mental illness	Quiet spaces and rest areas.
Epilepsy	Notices about flash photography, strobe lighting.
Chronic illness	Seating, shelter, wheelchairs for loan.
Temporary ailments and impairments	All of the above.

To assist with planning accessible festivals and events the City of Darebin has produced “Access Enabled” which is a step by step guide. To receive a copy please call Darebin City Council Arts and Culture on (03) 8470 8888 or visit [www.darebin.vic.gov.au/plananevent](http://www.darebin.vic.gov.au/plananevent).

Remember to mark all relevant disability information on your site map

## Infrastructure

### Toilets

Event organisers must provide adequate toilet facilities at their events. If existing facilities are not adequate, additional portable units must be made available.

Number of toilet facilities required at your event where alcohol is NOT available.

Patrons	Male			Female	
	WC	Urinal	Hand Basin	WC	Hand Basin
500 +	2	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

Number of toilet facilities required at your event where alcohol is available.

Patrons	Male			Female	
	WC	Urinal	Hand Basin	WC	Hand Basin
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

The above figures may be modified for short events as follows:

Duration	Quantity Required
8hrs +	100%
6 - 8hrs	80%
4 - 6hrs	75%
Less than 4hrs	50%

Let common sense prevail when ordering facilities and remember it is better to have more toilets than long queue's and unhappy patrons. Have you considered the following?

- Toilets should be well lit so as not to provide a security and safety hazard
- Consider the use of composting toilets or low water usage toilets
- Provision of anti-bacterial soap pump and hand drying equipment
- Toilets should be cleaned and re-stocked regularly and located away from food storage and food service areas
- Provided with nappy changing facilities
- Supplied with condoms (event specific)
- Toilets should be located away from food eating and food storage areas and near exits and entrances
- Located within reasonably close proximity to alcohol provision areas
- Monitor cleaning of toilet and shower facilities. Cleaning staff must know personal precautions to take when cleaning up vomit and diarrhoea
- Surveying toilets for needles and dangerous objects is important
- A cleaning schedule should be established for all toilets.

### Accessible Toilets

The City of Darebin strongly supports accessible events, therefore we strongly recommend that 5% of total toilets required should be accessible to people with disabilities.

- Ensure accessible toilets are non-gender specific
- They should be located wherever male and female toilets are provided
- Accessible toilets need accessible pathways to them
- Accessible toilets also need accessible handles, locks and signage
- Accessible toilets should never be used for storage
- People may not be able to travel long distances to access them
- Accessible wash basins should be provided within the accessible toilet.
- Accessible toilets should be odour free, cleaned and re-stocked regularly

## Generators and Power

It is vital that event organisers ensure venues have adequate power facilities to equal their power needs. If existing power facilities are not adequate, additional generator units must be made available.

The strategic placement of generators is an important aspect of any event. Some things to consider when determining the placement of each of your generators are as follows:

- Away from areas that require silence (silenced generators create noise)
- Away from patrons, in a well lit, secure and safe location
- On flat ground in an area that is easily accessible by trucks for delivery
- Located within close proximity to required areas to avoid cable difficulties
- Generators must be roped off and placed behind barriers

As festival organisers you have a responsibility to the public to ensure you do everything in your power to provide a safe environment. This will include:

- Monitoring generators for potential problems
- Monitoring food vendors and all groups utilising power facilities for unsafe practices
- Surveying all equipment that requires power
- Ensuring the completed "Testing and Tagging" of all electrical equipment, including all vendors and stallholders
- Ensuring all cabling is safely completed with cable matts, warnings and/or hung overhead

A schedule should be established for electrical monitoring. Depending on the number and size of generators, the distance between generators and the amount of overhead or on ground cabling, generators should be checked approximately every hour.

It is advisable to employ an electrician to be on site on event day to Test and Tag anything that has been overlooked. It is worth noting that some generator providers will not allow anything that has not been tested or tagged to be plugged into their equipment.

**Avoid the use of Biodiesel Generators at your event (unless you can be sure that the biodiesel is from waste oil sources). While they appear to be Environmentally Friendly there has been much campaigning against the use of Biodiesel including United Nations warnings.**

## Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate that it is required. These may include:

- Transport pick up and set down areas;
- Spectator and official viewing areas;
- Seated eating areas;
- Pedestrian thoroughfares;
- First Aid Posts and Medical Centre's;
- Disability Access areas;
- Competitor and officials marshalling areas;
- Entrances and ticketing areas; and
- Optional area for patrons when needed.

## Temporary Structures

If you intend to erect one of the following Prescribed Temporary Structures for Public Entertainment you and/or your supplier will need Occupancy Permits. It is advisable that you check with your supplier that they have obtained any Occupancy Permits and have Approvals from the Municipal Building Surveyor.

- Stage or platform exceeding 150 m<sup>2</sup>
- Tent, marquee or booth with a floor area greater than 100 m<sup>2</sup>
- Seating stand that accommodates more than 20 persons; or
- Prefabricated building exceeding 100 m<sup>2</sup>

Before paying any deposits or signing any contracts you should ask your supplier for details regarding occupancy permits and approvals. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. Erection must be carried out by a registered building practitioner, and must comply with Council's requirements and any conditions imposed.

For further information contact Building Services on (03) 8470 8899.

Remember to mark on your site map where Shelter and Sunscreen is available

## Food Management

The provision of a variety of high quality, affordable foods at public events contributes to the comfort of patrons, reduces the effects of alcohol consumption and can increase revenue either through direct sales or through sites fees.

From the 1 July 2011, a state-wide registration and notification scheme for temporary food premises and mobile food premises applies under the Food Act 1984. The scheme requires all temporary food operators to register their business with their principal council and to send a Statement of Trade to the Health Protection Unit, City of Darebin at least 5 days before trading.

Have you considered the following?

- Food handling skills / training
- Facilities and location where the food is prepared and cooked
- Packing, labeling and transportation of the food
- What happens if a Total Fire Ban occurs during your event?
- Facilities where food is being displayed/served/sold (premises hygiene)
- Exposure, handling and serving of food (including personal hygiene)
- Method of food storage and contamination prevention
- Hand and utensil washing facilities
- Food Act Certificate of Registration
- Compliance of Food Safety Program for selling high risk food
- Waste disposal and recycling nearby
- Disposal of food scraps for composting
- Disposal of greasy water
- It's highly recommended that events provide a range of foods to suit a culturally diverse community including healthy food alternatives, vegetarian options (including vegan options) and gluten free options.
- Events should also consider providing Halal and Kosher options as well as organic, fair trade, locally produced foods.

For further information regarding registering your temporary food business and the submission of Statement of Trade, please phone Health Protection Unit, City of Darebin on (03) 8470 8658 or email [health@darebin.vic.gov.au](mailto:health@darebin.vic.gov.au).

Have you marked vendor's locations on your site map?

Food Type	Description / Examples
High Risk Foods	Food that requires temperature control. A Food Safety Program (FSP) must be produced if these foods are being served at your event.
Healthy Foods	Many people are concerned with eating healthy. Encourage stallholders to sell fruits, salads or even sushi rather than just pies, sausages and chips.
Vegetarian	Vegetarians are people who do not eat meat and may or may not eat seafood. People choose to become vegetarian as a healthy lifestyle choice, for ethical reasons or for environmental reasons.
Vegan (Vegetarian)	Vegans are vegetarians who consume only plant foods and avoid all animal products such as milk, eggs and all dairy.
Gluten Free	Gluten is a protein found in grains including wheat, rye, oats and barley. Many people suffer from Coeliac disease, which makes them extremely sensitive to gluten. Complete removal of gluten is the only treatment for Coeliac disease.
Halal	Halal foods are allowed under Islamic dietary guidelines. Muslim followers cannot consume many things including pork and blood as well as alcohol.
Kosher	Kosher foods meet Jewish dietary laws. These laws are extensive but include; milk and meat not being served together.
Organic	Organic foods are produced without using pesticides or artificial fertilisers. They are not genetically modified or exposed to irradiation. Animal welfare & environmental sustainability are also important aspects of organic foods.
Fair Trade	Fair trade is an organised social movement that buys products direct from farmers in developing countries at fairer prices rather than the cheapest price. It commonly focuses on coffee, cocoa, sugar & tea etc.
Locally Produced Foods	Buying locally produced food is an environmental and social movement. Buying locally produced food eliminates the need for international or interstate transportation therefore reducing the carbon footprint.

## Safe Use of LPGas at Public Events

Energy Safe Victoria has recently introduced a new Code of Practice for the Safe Use of LPGas at Public Events. All Event Coordinators and Food Vendors using LPGas should read and understand the Code of Practice.

This Code of Practice applies to the use of Liquefied Petroleum Gas (LPGas) at Public Events; such as major sporting and entertainment events, festivals, school and church fetes, local markets and other non-profit group functions.

### Event Organiser

The Event Organiser has the overall responsibility for the safe provision and use of LPGas at the Event. Event Organiser responsibilities include;

- Ensure an experienced person is in place to oversee all LPGas activities.
- Ensure the overall event Risk Assessment is completed and retained.
- Ensure that records and safety arrangements are prepared and retained by their operators including the site Gas Safety Check List.
- Ensure the requirements under the Victorian Dangerous Goods (Storage and Handling) Regulations are complied with regarding, if necessary: placarding, preparation of a Manifest, seeking a Fire Protection Report and notification (refer to Victorian Dangerous Goods Regulations).
- Ensure that catering vendors meet their obligations for safe use of LPGas.
- Ensure that storage and handling of LPGas is properly managed at the event (including provision of safety standards, safety procedures and emergency procedures).
- Liaise with Fire Services, Regulatory Authorities, gas companies, catering vendors and appliance hires as appropriate. The Event Organise should be aware that where formal advice is required it may take some time for provision of the advice.
- Ensure Mobile Catering Vehicles are fitted with a compliance plate.

### Catering Vendor Responsibility

The catering vendor also has responsibilities for the safe provision and use of LPGas at the Event. Catering vendor responsibilities include;

- Ensure an experienced person is responsible for the safe use of LPGas for the period over which their catering services are provided at the event.
- A plan of their catering facility is prepared, including the types and numbers of catering equipment, the positioning and arrangements of the equipment, and gas supply, and supplied to the Event Organiser for inclusion into the Site's emergency management plan.
- The necessary clearances & separations, venting & air supply, and fire fighting equipment are maintained.
- Catering staff are instructed and competent in LPGas safety procedures, including the connecting and changing over of gas cylinders, storage of unused and used cylinders, and shutting off appliances when not in use, and records kept.
- Appliances are supplied and installed safely (including verification from the supplier that the appliances are fit for purpose and properly maintained).
- Gasfitting Notices are issued for LPGas installations as required.
- Only Certified Appliances are used.
- If appliances are owned by the catering vendor, records of maintenance and inspection are updated and kept for each appliance.
- All catering site personnel are instructed in and can implement the emergency management plan.
- A Gas Safety Check has been completed prior to the commencement of the Event and passed to the Event Organiser.
- Whilst some Catering Vendors will own equipment, many will also hire LPGas appliances and cylinders. Notwithstanding the responsibilities of the Appliance Hirers, the Catering Vendor shall also carry out inspections of the LPGas equipment to ensure that no damage has been caused during its installation or use.

For further information or for a copy of the Code of Practice please call Energy Safe Victoria on (03) 9203 9700 or visit [www.esv.vic.gov.au](http://www.esv.vic.gov.au).

## Water Necessities

The provision of freely available water is an integral part of any successful festival or event. Festivals and events must have a sufficient supply of freely available water, and clear directional signage to water.

Have you considered the following?

- Provision of tap water (drinking fountain or water trailers)
- A washbasin does not constitute a drinking fountain or tap
- Do not place drinking taps in areas that have the potential for congestion
- Provision of drinking fountains for all staff, performers and volunteers
- Signage to the water
- Additional water available for extreme weather
- Provision of shade in extreme weather will reduce the need for large quantities of water.

The amount of water required will vary but will be determined by:

- Season i.e. winter or summer
- Time of day i.e. evening or midday
- Number of patrons expected
- Size of the event venue
- Anticipated time each patron will spend at the event
- Number of staff, performers and volunteers
- Level of activity i.e. running event or poetry reading
- Alcohol availability

A standard formula for determining how many water stations to provide at your event is 1 station per 200 patrons.

Remember to mark on your site map the location of where water is available

## Alcohol Management

Allowing alcohol at your event is something that needs to be seriously considered. Alcohol consumption contributes to the lifestyles of many Victorians and the sale of alcohol at an event can increase revenue either through direct sales or through sites fees.

Unfortunately however the misuse of alcohol can also result in many adverse consequences. If your event intends selling or supplying alcohol, a current liquor licence from the Department of Justice - Responsible Alcohol Victoria must be obtained. There are many different types of licenses including:

- General Licence
- Temporary Licence
- Major Events Licence

The holder of a liquor licence owes certain obligations and responsibilities to government, police, customers, staff and the broader community. Among these responsibilities is the need to abide by the provisions of the Liquor Control Reform Act 1998. If you are providing alcohol at your event, have you considered the following?

- Extra toilet facilities nearby, first aid and security for disturbances
- Defined areas for alcohol consumption
- Identification of minors plus Responsible Serving of Alcohol (RSA)
- Availability of food and non-alcohol drinks
- Encouraging patrons to use public transport, taxis and designated drivers
- Discouraging irresponsible promotions which lead to rapid consumption of alcohol (e.g. happy hours, drink cards etc...)

For further information please visit [www.justice.vic.gov.au](http://www.justice.vic.gov.au) or call Responsible Alcohol Victoria on 1300 650 367.

The City of Darebin does not prohibit the consumption of alcohol in public places (except for two Alcohol Restricted Zones in the areas surrounding Preston Market shopping precinct and Edwardes Street shopping precinct Reservoir). Therefore people may BYO alcohol to your event which should be planned for and considered as a risk in your Risk Management Plan.

Have you marked all Alcohol Service and Consumption Areas on your Site Map?

## Darebin Alcohol Accord

The Darebin Alcohol Accord is a partnership and ongoing dialogue between the Darebin City Council, Victoria Police, local liquor license venues and events and activities.

The City of Darebin Alcohol Accord was established to encourage and promote best practice in Darebin. It aims is to contribute to the safety of patrons, staff and the local community by promoting the responsible serving of alcohol and maintaining high standards of behaviour in and around licensed premises. The Darebin Alcohol Accord covers;

- Responsible Service of Alcohol
- Underage Persons
- Responsible Advertising and Promotions
- Development of Staff
- Safety and Security
- Amenity
- General Responsibilities

Outdoor public events with an expected attendance of over 500 people held on Darebin owned and/or managed land are required to commit to the Darebin Alcohol Accord however all events within the City of Darebin, that are serving or selling alcohol are encouraged to participate, regardless of the venue.

For further information please visit [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au) or call the City of Darebin on (03) 8470 8888.

To commit to the Darebin Alcohol Accord please complete and sign the Darebin Alcohol Accord section in the City of Darebin Event Planning Workbook.

## Waste Management Plan

It is important for all events to consider the impact their event will have on the environment. Therefore an effective waste management plan is vital for any festival or event. The aim of the plan should be to reduce, reuse and recycle and to provide for the efficient and safe removal of waste. Some things to consider when developing your Waste Management Plan are as follows;

- The types of waste that will be produced by your event will determine what types of bins you need to include in your waste stations.
- A recommended minimum requirement for each event is the provision of a general waste bin and a general recycling bin per waste station.
- Consideration should also be given to food recycling options
- Bin caps help in ensuring that waste is disposed of in the correct manner.
- Bin caps are available for loan to the Darebin Community from the Darebin City Council. To enquire about Bin Cap Loan please call the City of Darebin Arts and Culture Unit on (03) 8470 8888.
- Research indicates that people are more likely to litter if the venue is already unclean therefore a pre-event site clean will minimise the litter produced on the day and give you a clean site for your activity.
- A standard formula for determining how many waste stations to provide at your event is 1 waste station per 200 patrons.
- When determining how many waste stations to provide there are many things to consider such as if food is provided or available for purchase, the size of venue and the duration of event (eg: event over meal time)
- Bins should be located near eating areas, exits and entrances and remember patrons are unlikely to walk more than 20m for a waste station.
- The types of hazardous waste on site, where these will be stored, who will be responsible for them and where they will be taken post event.
- Event organisers must ensure that the location is left clean and tidy. A site clean should be carried out after all logistics have been removed including marquees and once all waste stations have been emptied and removed
- Most contamination of recycling bins occurs after the event has been completed. Recycling bins should be removed as pack up commences

The Metropolitan Waste Management Group (MWMG) is a Victorian State Government Statutory Body. For more information about waste management please call 03 8698 9800 or visit [www.mwmg.vic.gov.au](http://www.mwmg.vic.gov.au).

Remember to mark on your site map the location of Waste Stations

## Staffing and Volunteers

When planning your festival or event you will need to consider how many staff and/or volunteers you will need for the event day as well as during the planning stages. Keep in mind occupational health and safety issues regarding staff under your duty of care (eg: distances covered, hours worked, shift rosters etc.)

### Volunteers

The use of volunteers to support the staging of an event is a great way to boost resources, spread the workload and increase participation. However, the use of volunteers may require coverage under the insurance policies obtained by you as the event organiser. For more information about volunteering please visit [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org).

### Training

It is important that staff and/or volunteers are provided with pre-event training which clarifies roles, responsibilities and procedures especially in communication, emergency and security plans. A register of all training and instructions given should be kept. It will also be necessary to ensure staff are trained or instructed in a variety of matters, which may include:

- Instructions on the basics of normal and emergency crowd movement, management and assembly
- Any evacuation plans and the chain of command to be followed
- Initial handling of accident victims, altercations and other crowd incidents
- Communications procedures and use of communications equipment
- Disability Access training
- Lost children procedures

### Working with Children

If any staff or volunteers associated with the festival or event will be working with children, there are procedures that need to be followed.

The Law states that anyone working with children is required to apply for and carry a Working with Children Check card. People who apply for a Working with Children Check will be checked for relevant criminal convictions or findings of guilt, pending charges and relevant professional disciplinary findings. The check will also identify whether a person is on the Sex Offenders Register or subject to an extended supervision order under the Serious Sex Offender Monitoring Act 2005. The check will be free for volunteers.

Forms are available from Australia Post Offices and Police Stations.

## APRA and PPCA

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 your festival or event.

Music, lyrics and sound recordings are separately protected by copyright and require permission to be played in public settings such as festivals and events. All events, festivals and activities that play copyright music, need permission from the copyright owners to do so. Permission is provided in the form of licenses provided by the Australasian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

### Who is APRA?

APRA collects and distributes copyright royalties for composers, lyricists and music publishers. It issues licenses for the public performances and communication rights for copyright owners of musical works.

APRA provides a range of licences to cover the many ways in which music is used at events. Festivals are generally licensed on an event by event basis however there are many different types of licence including;

- Box Office or Ticketed event
- Free event
- Corporate or industry function
- Eisteddfod
- Film Festival
- Music in Theatre

The most common licence is a Free Event Licence. Concerts, festivals, dance parties and other events that are free to the public are licensed on an event by event basis. If the event involves live performers (not including DJs) the licence fee is calculated at 2.2% of your gross expenditure on the performers. In the case of free dance parties, the licence fee is calculated on the number of people admitted to the party.

For further info about which licence is best for you please call (03) 9426 5200 or visit [www.apra-amcos.com.au](http://www.apra-amcos.com.au).

## Who is PPCA?

PPCA collects and distributes copyright royalties for recording artists and copyright owners in sound recordings. It issues licences for the public performances and broadcast of copyright protected sound recordings.

PPCA provides a range of licences to cover the many ways in which protected sound recordings are used at festivals and events. Festivals are generally licensed on an event by event basis however there are many different types of type of licence including;

- General Licences - for fetes, garden parties, school, church or dance academy concerts; and during presentations or performances by motivational speakers
- Events and Festival - for festivals including arts, dance, fringe, music, food/wine, sporting, film and community as well as eisteddfods, exhibitions, fashion shows and similar events
- Cinema - for the public exhibition of films (indoor, outdoor festival or singular) which include protected sound recordings
- Dance Parties - for dance events and dance parties

The most common licence is an Events and Festival Licence. This Tariff covers the playing of protected sound recordings at arts events, dance, fringe, music, food/wine, sporting, film and community festivals as well as eisteddfods, exhibitions, fashion shows and similar events.

Where protected sound recordings are played as background entertainment, the fee will be the greater of \$0.1584 per person, per event (based on the estimated attendance); or \$55.88 (minimum Licence Fee). Where protected sound recordings are used as featured musical entertainment the fee will be the greater of \$0.22 per person, per event (based on the estimated attendance); or \$55.88 (minimum Licence Fee).

For further info about which licence is best for you please call (02) 8569 1100 or visit [www.pcca.com.au](http://www.pcca.com.au).

## Emergency Management Plan

Despite having an up to date and thorough Risk Management Plan and taking all necessary precautions, emergencies can occur, so plans and procedures need to be developed.

An effective Emergency Management Plan should be provided to all event organisers, key stakeholders, police and emergency service personnel as well as staff and volunteers. It is important to remember that in any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police. Does your Emergency Management Plan include the following information?

- Arrangements for on-site emergencies not requiring outside help
- Arrangements to request police and emergency services assistance
- Specific arrangements to hand over control to police
- Identify personnel who can authorise evacuation
- Identify key staff and provide mobile telephone numbers
- Identify how the event will be interrupted i.e. how will you tell the public
- Identify steps taken to ensure people with disabilities are cared for
- Identify access and evacuation routes
- Identify where fire extinguishers and fire hoses are located
- Identify evacuation areas for performers, volunteers and patrons
- Establish an emergency control centre, which has back up power
- Provide details of coded messages to alert and stand down staff
- Identify the role event staff will take in supporting civilians
- Identify meeting points for emergency services
- Identify triage and ambulance loading areas
- Identify steps to be taken if a bomb threat is received
- Identify safe assembly areas for different types of emergencies
- Identify processes for dealing with lost children and/or disoriented people

For large events you should consider providing this plan to Emergency Services.

Remember that unanticipated hostile weather conditions such as flooding or high winds are a major risk and should be a major part of your Emergency Management Plan. In the lead up to your event you should regularly visit [www.bom.gov.au](http://www.bom.gov.au) and check for weather warnings.

## Protocols for Total Fire Ban Days

Victoria is one of the most bushfire prone areas in the world. Fire restrictions and Total Fire Bans can be applied across most of Victoria by either the Melbourne Fire Brigade (MFB) or Country Fire Authority (CFA) when fire danger is highest - usually from November through to April.

Permits will be considered for persons conducting a Community or Charitable Organisation, Municipal Council and may include Caterers, Events and the Entertainment Industry.

According to the CFA Act 1958 (Section 40) to apply for a permit to light a fire inside the Metropolitan Fire District on a day of Total Fire Ban you must;

- Complete the relevant application form
- Submit completed application in person to your relevant/local MFB Zone Office for processing.
- For Total Fire Ban Permits after business hours and on weekends, please contact the Commander at your relevant/local MFB Zone Office.

Various permits include;

- Permit to use fire in the open air on a day of total fire ban
- Permit for a caterer to cook in the open air on a day of total fire ban
- Total Fire Ban Permit for Fireworks and Pyrotechnics

For further information please visit [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au) or call the Victorian Bushfire Information Line on 1800 240 667.

## Risk Safety Checklist

Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 (the OHS Act) to provide a safe environment. Under this legislation, event organisers must ensure so far as reasonably practicable that people are not exposed to risks.

### Risk Management or Risk Safety Checklist?

Some people become confused between Risk Management and a Risk Safety Checklist. Simply put Risk Management is a process that identifies everything that might stop an event while a Risk Safety Checklist is a tool used on the day of the event to ensure all previously identified risk are being monitored. Some things to make sure are included in your Risk Safety Checklist;

- Entry/Exit areas are clear and accessible for staff and expected attendees
- Entry/Exit area are adequate for emergency exit and emergency services
- Emergency Management Plans and Risk Assessments on site
- Controlled traffic flow and adequate signage for traffic erected
- Traffic management staff / marshals wear appropriate protection and carry communication device
- Adequate signage for entries, exits, toilets facilities, etc
- Clearly signed First Aid services and fire extinguisher locations
- Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date and personnel are trained in extinguisher / fire blanket use
- All portable electrical equipment including leads are tagged and tested
- All electrical leads and equipment are placed in safe locations, e.g. not in a tree or on top of unstable surfaces and protected from the weather
- Generators are placed in a safe location and sectioned off from the public
- LPG/dangerous goods storage
- Location of all site underground services (power/gas/mains etc) and overhead power lines are identified
- Ladders are well maintained and suitable for work undertaken
- All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying
- Amusement structures are not used or operated unless the supplier can prove the device meets Australian Standards and a current certificate of registration/electrical safety can be provided
- All tasks undertaken by staff and volunteers are checked for the PPE required and PPE provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc)

## Post Event Evaluation

After an event or festival it is highly recommended that all involved evaluate many aspects of the process, including the planning stages as well as the event day(s) themselves. This is often called a debrief.

Debriefing is a process whereby participants of an event have the opportunity to discuss and report to event organisers what worked, what didn't work, why it didn't work and how it could be improved.

### Staff

Event organisers, committee members, key stakeholders, festival/event staff and volunteers, security, contractors, vendors and entertainers should all be given the opportunity to debrief and evaluate the event, even if they choose to send a representative from the group. The success of the next event can be markedly improved when recommendations and suggestions for improvement are considered.

An evaluation form distributed prior to debriefing will give direction and clarity to the discussion. It also means any ideas not verbalised during the meeting can be looked at by organisers after the discussion and taken on board.

### Patrons

Another aspect to consider when organising your event is customer/patron feedback. Patron input and feedback is invaluable and can be achieved through a survey form or questionnaire given out on event day(s).

Through this feedback you are able to better define who attended your event so target audiences can be better understood and targeted for your next event. It is also possible to find out:

- Why they came and how they got to the event
- How long they stayed and where they came from
- Which public transport route was most used
- How they found out about the event
- Which parts they enjoyed and which parts they thought could be improved

It is mandatory requirement that all outdoor events with over 500 people on council owned and/or managed land hold a de-brief and that a City of Darebin Employee from Arts and Culture be in attendance.

## Acknowledgements & Further Reading

The City of Darebin would like to acknowledge the following publications;

- A Guide to Planning an Event in Darebin  
**Prepared by the City of Darebin**
- Information Kit for Event Organisers  
**[www.doi.vic.gov.au/eventnotification](http://www.doi.vic.gov.au/eventnotification)**
- The Event Planner  
**Prepared by the La Trobe City Council**
- Risk Management Process  
**Prepared by the City of Darebin**
- Sustainable Living Foundation  
**[www.slf.org.au/eventplanner](http://www.slf.org.au/eventplanner)**
- Work Safe Victoria  
**[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)**
- Department of Health  
**[www.health.vic.gov.au](http://www.health.vic.gov.au)**
- Community Resource Guide - Festivals and Events  
**Moreland City Council**
- Banyule Events Guide  
**Banyule City Council**
- Events Safety Checklist  
**City of Casey**

For further information on this guide or any other information please visit **[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)** or call (03) 8470 8888.

### Cover Picture:

**Taken at the 2012 Darebin Community and Kite Festival**

**Picture taken by Michael Findlay - Graphix5**

**FURTHER INFORMATION:**

Compiled by;

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Darebin City Council  
Ph: 8470 8888

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Download this document from [www.darebin.vic.gov.au/plananevent](http://www.darebin.vic.gov.au/plananevent)

**This document is available in large print upon request.**