



Community Event Planning Guide

Everything you need to know about planning an event in Baw Baw Shire



Image: Noojee CFA Open Day

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Introduction

Community, cultural and major events are an integral part of Baw Baw Shire and play a vital role in helping to achieve our Baw Baw 2050 vision of healthy, happy people and vibrant, prospering communities that can be enjoyed by locals and visitors to the region.

Event definition

Baw Baw Shire Council ("Council") defines an event as a public and/or social gathering of people for a community function or activity.

Do I need a permit?

Events held on Council (public) land

If you are planning an event on Council owned or managed land or its facilities, you are required to submit an event application at least 2 months prior to your event. Events are not permitted to be held on Council land without Council's written approval via this process. You may also need other permits and you should check with the relevant Council departments, including Statutory Planning, Building, Public Health and other relevant authorities as often permits and approvals will be required under other legislation before the event can occur.

Events held on private or Crown land

If your event is held on private or Crown land, you are not required to submit an event application, however, you may need other permits from Council, such as an occupancy permit for a place of public of entertainment or a planning permit. If the event is held on Crown land, e.g. DELWP, Parks Victoria, you will need consent from the authority owning the land. You may also need other permits from Council, such as an occupancy permit for a place of public of entertainment or a planning permit.

The Event Planner

This step-by-step guide has been compiled to assist event organisers primarily with the planning and running a safe and successful event on Baw Baw Shire public land, facilities and roads and advise you of any permits, approvals or notifications required. It is designed to help organisers understand their obligations, the timeframes and process required to obtain approval to run the event.

It covers a wide range of events, large and small, and not all areas of this planner will be relevant to your unique event.

In addition, the Victorian Guidelines for Planning Safe Public Events – Edition 1 provides a comprehensive overview of what to take into consideration when staging an event and is a great tool for all event organisers. The Guidelines can be downloaded at <http://www.bawbawshire.vic.gov.au/RunningYourEvent>

Contact Details

You are strongly advised to contact the Community Events Team at least 2-4 months prior to your event (depending on the complexity of the event) to discuss requirements.

Phone: 03 5624 2497

Email: events@bawbawshire.vic.gov.au

Documents and forms referred to in this Planner are either listed in the Appendices or downloadable from the Council's website: <http://www.bawbawshire.vic.gov.au/HoldingYourEvent>.

Disclaimer

This planner does not substitute for professional advice on laws and regulations in individual cases. If event organisers still have doubts, they should consult the appropriate legislation or seek professional advice.

Although the information contained in this publication has been researched, Baw Baw Shire Council accepts no responsibility for any actions taken based on this guide or for errors or omissions that may have accidentally occurred within the publication.

Baw Baw Shire Council does not necessarily endorse the views expressed by contributors or other organisations contained herein. Information contained in this guide is subject to change. For up-to-date information, please visit [Baw Baw Shire Council's](http://www.bawbawshire.vic.gov.au) website.

Planning Your Event

Events come in all shapes and sizes and cover a wide range of activities. All of them require careful planning and organisation, often months in advance. As an event organiser you assume a duty of care and must take all reasonable measures to ensure the event is managed in accordance with applicable regulations and guidelines and run safely.

Planning an event covers elements such as risk and emergency management, public safety, public health,

disability access, food, traffic management and marketing. Usually events require a range of infrastructure which may include stalls, marquees, fencing, lighting, power, water and toilets.

Create an Event Plan, which should include the following:

- Details of the event – time, date, venue
- Contact details of event manager and event committee
- Description and purpose of the event: what happens at the event and what outcomes do you seek to achieve?
- Who will attend your event and how many people do you expect?
- Detailed project plan and timelines
- Risk and emergency management plan
- List of permits and approvals required
- Stakeholders
- Site plan
- Volunteer management plan
- Run sheet
- Traffic and/or parking management plans

Venues

Baw Baw Shire has a number of indoor and outdoor venues suitable for major and smaller community events.

Civic Park Warragul, Civic Park Drouin and other public parks

Council's Community Events Coordinator

Phone: (03) 5624 2497

West Gippsland Arts Centre

Functions Coordinator

Phone: (03) 5624 2456

Logan Park / Danny's the Venue

Council's Recreation Team

Phone: (03) 5624 2483

Exhibition Hall and Old Shire Hall

Council's Customer Service

Phone: (03) 5624 2411

33 Young Street, Drouin

Lardner Park

Phone: (03) 5626 1373

www.lardnerpark.com.au

Public Halls and Recreation Reserves

Council's Recreation Team

Phone: (03) 5624 2483

NOTE: You may be required to submit an event application or to apply for other permits to hold your event at the above venues. Please contact the Community Events Team on 5624 2497 or email events@bawbawshire.vic.gov.au to find out.

Places of Public Entertainment (POPE)

Occupancy Permit for a Place of Public Entertainment

Regardless of whether your event is held on Council, Crown or private land, you may require an Occupancy Permit for a Place of Public Entertainment (prescribed class of place) - commonly referred to as a POPE - to meet legislation under the Building Act 1993.

The main purpose of the Occupancy Permit process is to provide for the regulation of standards which improve the health, safety and amenity of persons who use buildings or attend open air public venues including non-building venues and temporary entertainment structures, such as marquees.

The prescribed class of places is prescribed by regulations 1102 of the Regulations which now provides that places having an area greater than 500m² are a prescribed class of places unless

- a. The place is used for the purpose of conducting an event or activity which is organised and controlled by a community-based (not for profit) organisation; and
- b. The number of persons in the place at any one time during the event or activity does not exceed 5,000.

Community-based organisations using outdoor recreational facilities greater than 500m² (without temporary structures) for these events are exempt from the requirement to obtain a POPE occupancy permit if the number of persons in the place at any one time during the event or activity does not exceed 5,000.

Temporary Structures

Many events hire prefabricated buildings such as stages, stalls, tents, marquees, fencing, jumping castles, tables and chairs and other portable structures.

An occupancy permit is required for prescribed temporary structures being:

- Tents, marquees or booths with a floor area greater than 100m²
- Seating stands for more than 20 people
- Stages or platforms (including sky borders & sky wings) exceeding 150m² floor area
- Pre-fabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

If you intend to erect one of the above temporary structures, your supplier (the contractor erecting the structure) must have an Occupancy Permit from the Building Control Commission and obtain a siting consent from Council's Municipal Building Surveyor. Before paying any deposits or signing any contracts, you should ask your supplier for verification that the Building Control Commission has given approval for the structure involved.

To reduce the risk of injury to patrons, Council does not accept stall holders with poor quality tents or marquees with guy ropes. Council recommends that your organisation consider the types of temporary structures that you accept at your or event to reduce the risk of injury. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards.

When you have obtained your structures, it is very important to ensure that

- They are firmly secured to the ground in case of heavy winds.
- There is somebody experienced to set-up and pull-down the structures.

- There are precautions in place in case somebody injures themselves.

Stages & Platforms

Stages that are elevated provide a natural buffer zone between the crowd and performers. This buffer zone is used by security and First Aid officers to access patrons needing assistance.

Barriers in front of stages are to be "V" shaped to deflect a forward moving crowd to the outer of the stage and preventing crushing. This barrier provides the added benefit of preventing patron access to the stage.

Temporary Seating

Grandstand seating is likely to require an Occupancy Permit. Temporary individual seats are often not secured to the floor or to one another. While this may not present any problems with sedate audiences, more enthusiastic spectators may pose the following difficulties:

- Persons standing on the seats for a better view are prone to injury if balance is lost or they are jostled. In such instances, other spectators can be affected, sometimes caused by a 'domino effect' in closely spaced chairs.
- If an audience becomes hostile, portable chairs can be thrown creating the potential for a significant number of injuries.
- Portable, folding, or stacking chairs should be secured to the floor or grouped together by not less than four. Where this is not possible, attachment of the legs of each row of chairs to two long planks, one running under the front legs, and one running under the back, is an alternative solution.

Planning Permits

Public and private land is categorised into land use zones. If your event is being staged on land that does not have events or similar activities as one of its uses, you may require a planning permit.

The application process for a planning permit can be lengthy as applications are often subject to public comment. We recommend that you contact Council's Planning Department or the Community Events Team at least 6 months prior to the proposed event date.

Risk and Emergency Management

Risk Assessment & Management

As the event organiser you have the responsibility to ensure your event is managed safely and without risk to all involved. As such, you are required to identify and manage the risks associated with your event. To assist you, Council provides recommended actions to be applied to your event. You are not compelled to implement these recommendations, however, should an incident occur that results in an injury, damage or loss they may be used as evidence to determine your liability.

These recommendations provide reasonably practicable measures to manage risk at your event, however, they are not exhaustive and may not cover all risks specific to your event. You are advised to identify all risks and provide appropriate risk management measures prior to and during the event.

Emergency Management Plan

You should develop an Emergency Management Plan, including an Evacuation Plan, in accordance with AS NZ4360, 2004 for Risk Management and AS 3745, 2002 for emergency control organisations and procedures for buildings.

Larger and major events should have a formal, written emergency response plan, which should be developed in accordance with the standards noted above.

The plan should be provided to the event committee members, key stakeholders, police and emergency services.

The plan should:

- Identify likely emergencies that could occur, the chain of command and roles of key personnel, crowd management controls, and the communications plan Identify the person responsible for managing an emergency response at the event.
- Detail arrangements for on-site emergencies that do not require outside help.
- Specify arrangements to request further police and other emergency services assistance.

- Specify arrangements to hand over control to police and emergency services as required.
- Identify personnel who can authorise evacuation.
- Identify how the event will be interrupted.
- Provide a grid plan of the venue and all services.
- Identify access and evacuation routes.
- Identify evacuation areas for performers, employees and patrons.
- Establish an emergency control centre, which has back up power and lighting.
- Provide details of coded messages to alert and stand down emergency service and security personnel.
- Identify the role event staff will take in supporting civilian services.
- Identify meeting points for emergency services.
- Identify triage and ambulance loading areas.
- Include details of hospitals prepared for a major incident.
- Identify access and egress routes and the security of these routes.
- Provide details of a temporary mortuary facility.

Council will advise the appropriate emergency services of your event following Council approval. These emergency service groups will also be able to provide you with advice on potential risks and how to minimise them.

Emergency Service	Contact Phone
Local Police - Warragul Police	5622 7111
West Gippsland Hospital	5623 0611
Local Fire Authority	5624 1900

St John Ambulance Australia	5622 3282
SES Eastern Region Headquarters	5126 1500

Communications Plan

The Communications Plan should include how to contact emergency services, collate lists of people who will be required to be contacted in the case of an emergency, the mode of communication (e.g. mobiles, two-way radios), how to deal with media enquiries, and a method for communicating with the people at the event.

Emergency Medical Plan

An Emergency Medical Plan should be developed with the event's chosen ambulance and first aid provider.

Safety Officers should be appointed to be responsible for the health and safety matters including the operation of fire equipment, evacuation procedures, safety barriers, exits and the use of naked flame. Consultation with the CFA and the Municipal Building Surveyor will assist in determining how many safety officers are needed for your event and what the training requirements are.

Fire Safety

It is likely your event will require fire-fighting equipment. This is required for kitchen / cooking equipment, temporary structures and buildings and outdoor venues (as determined by the Municipal Building Surveyor in consultation with the CFA). Event organisers should consult with the Municipal Building Surveyor and the CFA for minimum requirements.

During the months from December to March fire danger is high. Event organisers should consult with the CFA as to how fire danger can be minimised. For outdoor events held on public land, the land manager may require a fire plan to be completed as a condition of permit. On days of a total fire ban, it is a requirement to obtain a permit from the CFA to use an open flame for any purpose, including cooking, heating for temporary stalls/marquees or in the open and fireworks.

The CFA must be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period and if fireworks are planned as part of the event.

Public Liability Insurance

Event organisers require a minimum insurance cover of \$20million to stage an event on Council owned or managed land. Your application will not be considered without the aforementioned insurance.

If you engage a licensed pyrotechnician (fireworks) or an operator of inflatables (jumping castles), the minimum Public Liability Insurance cover required is also \$20million.

As an event organiser, you need to be covered against anyone injuring themselves or others at your event. If you don't have insurance cover, you run the risk of a claim being made against you, personally.

Not-for-profit organisations

- Search insurance companies that specialise in providing insurance for the not for profit sector.
- Contact other not-for-profit organisations and ask them what insurer they use
- Get a few quotes before settling with an insurer and be certain that the insurance you secure covers the events and activities you are planning. This should be reflected on any certificate of currency provided to Council.

Reporting Incidents/Accidents

As part of the risk management process, event organisers should have incident/accident report forms available at the event and ensure all key people are aware of the need to complete these in the case of any incidents or accidents. Event management should respond as soon as possible if the reporting process indicates any incidents need follow up during the event.

If an incident or accident takes place on Council land or property, event organisers must report the incident/accident to Council's OH&S and Risk Advisor by phoning 5624 2411. The report should be made as soon as possible after the incident or accident. WorkCover must be notified if there are any serious injuries or deaths that occur at your event.

Occupational Health & Safety

Event organisers should be familiar with Victorian Occupational Health & Safety Act 2004, as there is an obligation to provide for the safety of the attendees and appropriate care, safety and training of all personnel (staff, volunteers, event attendees, contractors, performers etc) at the event.

Event organisers should identify likely OHS issues and identify appropriate training and monitoring procedures for a range of issues including:

- Providing training for tasks such as lifting, traffic and crowd management, money handling.
- Ensuring appropriate qualified personnel are involved in the handling of electricity, gas and other hazardous materials.
- Ensuring contractors are certified and conducting their activities in a safe manner.
- Ensuring those operating equipment and machinery or undertaking construction of structures are qualified to do so.
- Supplying ear protection for those working in noisy areas and sun protection for those in outdoor settings.

A health and safety procedures manual should be developed and continually updated.

For construction work all people involved are required to have a Construction Industry Induction Card (formerly known as Industry Red Card).

Plant & Equipment

Machinery, certain vehicles, tools and equipment are described in Occupational Health and Safety legislation as “plant” or “prescribed equipment”. Plant includes certain structures such as scaffolding and amusement structures (amusement rides).

The OHS Regulations 2007 defines “amusement structure” as “powered equipment operated for hire or reward which provides entertainment or amusement through movement of the equipment, or part of the equipment, or when passengers travel on, around or along the equipment” (section 3.5).

Under these regulations, there are various responsibilities and obligations with regard to public safety.

A proprietor of prescribed equipment must ensure that the equipment, when used, is safe and without risks to health; that operators of such equipment are suitably licensed and trained; and that such equipment is appropriately inspected and maintained. (This last aspect may include annual certification by a structural engineer, or similar activities.)

A person in charge of prescribed equipment must:

- Take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions in relation to the equipment.
- Not wilfully or recklessly interfere with or misuse anything provided for safety or wilfully place at risk the health or safety of any person at the equipment site.

Practically, this means that an event organiser should ensure that the amusement provider will be setting up and controlling the amusement equipment for the duration of the event, and that the operators of the equipment are suitably licensed.

Suitable barriers must be used and adequate space around the amusement must be provided. To determine other appropriate actions for the amusements at your event, a site-specific risk assessment should be conducted, for each amusement structure.

Similar responsibilities apply to powered mobile plants such as cranes, tractors and earth moving machinery. If your event involves the use or presence of such equipment, you should also ensure that you comply with the requirements of occupational health and safety regulations.

Cylinders & Other Hazardous Materials

At many events, portable pressurised gas cylinders are used to inflate children’s balloons, carbonate beverages and provide cooking fuel etc.

All portable gas cylinders must be secured both top and bottom, by ropes or chains to a structural post, wall, or similar anchor point.

Gas cylinders must comply with AS 1596-1989 and AG601-1995. They should be checked to be within test period prior to installation and approved by the Office of Gas Safety and WorkSafe for correct storage. If your event is using electricity, chemicals or fireworks, it is necessary to get expert advice on the safe use and storage. Safety procedures should be included in the Risk and Safety Plans and all staff and volunteers who will come in contact should be familiar with the safety procedures.

Event organisers need to ensure that gas cylinders and generators are tested, in good working order and stored safely. Tags on gas bottles should be clearly displayed, reputable suppliers should be used, all electrical cords should be tested and tagged, appropriate fire extinguishers be provided (and staff trained in their usage and locations) and any hazardous materials stored appropriately (and clearly marked on site plans).

Event organisers should also implement a system for checking the equipment of contractors on site. It is advisable to have a qualified electrician present at the event to reduce the likelihood of problems.

Lighting

If your event takes place in the evening or at dusk, all lights need to be operational to ensure public safety. You will need to do a site check at night to identify any problems and address them. Example: no lighting at toilet facilities, inadequate lighting of walkways, etc.

Some stalls and entertainment areas may also require lighting. These also need to be checked for public safety. We recommend that an electrician be on site to assist with electrical set up and issues during the event.

If lighting is inadequate you should consider hiring portable lighting towers to assist with lighting specific areas, walk ways or car parks.

Power

Power is often the source of the greatest safety risk at an event. Many stalls and entertainment areas require electricity. A portable generator usually supplies this, with cabling to the individual stalls.

It is recommended that an electrician sets up all power outlets and generators and be on site for the duration

of the event. This will assist with trouble shooting any issues that may arise during the event such as an electrical appliance tripping the safety switch.

The site where the generators are positioned needs to be fenced off securely or placed in a position that is out of the way. The electrical cabling also needs to be placed out of the way to avoid tripping, such as appropriately strung overhead, or cables run away from walkways, paths or areas where the public will have access.

All portable electrical equipment must be tested and tagged in accordance with AS/NZS 3760:2003 In-Service Safety Inspection and Testing of Electrical Equipment.

Infrastructure

Contractors

Most festival and event organisers use contractors for their event. This may include toilet hire companies, electricians, marquee, amusement vendors and equipment hire companies to name a few.

Before paying any deposits or signing a contract with any contractor, you should ask your contractor for a copy of their insurance policy and a copy of their Job Safety Analysis (JSA) or Safe Working Method Statement (see WorkSafe website for details).

This will ensure that all the contractors that you use are registered and covered by public liability insurance and meet all the safety requirements under Work Cover.

Site Plan

A Site Plan must be forwarded with your Event Application ideally dimensioned and/or drawn to scale. You should include:

- Festival/event area including surrounding streets
- Entrances and exits; access for people with disability
- Emergency entry & exit routes
- Main performance areas/entertainment sites
- Carnival rides, stages & marquees
- Liquor licensed areas
- Toilets (include numbers)
- Water fountains

- Parking areas including accessible parking
- Food stalls
- First Aid/Ambulance

Road Closures and Traffic Management

If the event uses a road or requires a road closure, you will need written approval from Baw Baw Shire Council, Regional Roads Victoria and/or Victoria Police.

A suitably qualified traffic engineer must prepare a traffic management plan, which must accompany the event application. A Memorandum of Authorisation (Regional Roads Victoria or BBSC as applicable) may also be required if the following devices are required: temporary speed limits, traffic signals or regulatory signs.

The traffic management plan should identify:

- The roads/streets to be used / closed
- Time of closure
- Detours
- Traffic management devices to be erected

It is important that risks such as runners/walkers crossing roads or moving along roads where conflicts with vehicles may occur are identified and appropriate measures put in place.

If approval is issued, the organiser must place a notice advertising the road closures in the Public Notices section of the local newspaper. Organisers are also required to notify local residents and businesses of the proposed closure.

A qualified traffic management team or company must erect and maintain barricades and detours and control the traffic during the duration of the road closure.

Patron Access and Parking

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure access by emergency services, patrons with a disability, volunteers and event staff.

Where public transport is not available or where the event is to conclude after normal public transport operations cease, event organisers must make arrangements where applicable.

This will include:

- Providing adequate car parking including overflow parking.
- Sourcing private transport providers.
- Providing advance notice to taxi companies.
- Designating pick up and set down points.

Consideration should be given to providing parking for:

- Emergency vehicles
- Key stakeholders
- People with disabilities
- General parking
- Overflow parking
- VIP's
- Buses
- Taxis

Public Transport

If you are organising an event which is likely to have an impact on public transport services, you are required under Victorian legislation to notify Public Transport Victoria (PTV).

PTV has developed the Special Events Management System (SEMS) to administer event notifications. SEMS is a cloud based system which is accessible from any web browser to enable access to your public transport related event planning information via the internet.

Find more information about SEMS and how to notify PTV at <https://www.ptv.vic.gov.au/footer/about-ptv/event-information/> or call 1800 800 007.

Public Health

Food

All businesses and community groups supplying food and/or beverages must hold a current Food Act 1984 registration with a Victorian Council and be registered online with Streatrader. A statement of trade must be completed by each food provider and [submitted via Streatrader](#) to the Baw Baw Shire online 7 days prior to the event. Please feel free contact the Public Health Unit on 5624 2411 for any queries.

On the day of the event, the event organisers must ensure that all food stalls are set up and ready to trade prior to the event starting.

Drinking Water

The water supplied at the event for drinking, cooking, hand washing or showering must be safe for human consumption. Where a facility is not connected to mains water, for example uses a rainwater tank, the water must be water treated before use. This may include boiling or chlorinating the water supply before use. Water may need to be carted in for large events.

For the safety of patrons, at outdoor events, organisers should:

- Provide drinking water that is readily available
- Provide one drinking fountain or drinking tap for every 200 patrons or part thereof (A washbasin does not constitute a drinking fountain or tap.)
- Place drinking taps in areas that do not have the potential to form a bottleneck of patrons
- Provide signage to the water (This could be included in site maps that are provided with tickets to the event and at the information centre.)

Waste Water

Waste water from events must be discharged to an approved sewerage point. In particular, event organisers should ensure that oils, fuels, cleaning agents, detergents and other chemicals are not disposed to waterways or stormwater drains.

Noise Levels

Noise pollution from events is often a major source of complaints to authorities from the surrounding community.

Event organisers must therefore consider the noise impact the event will have. Many event venues will have maximum allowed noise levels and these may be monitored by the Environment Protection Authority and Baw Baw Shire Council.

Music amplifiers, public address systems, refrigerators, generators, and crowds are all noise contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses. Consideration should be given to the times of use, position and direction of

speakers, sound checks and how noise levels will be monitored.

Nearby residents must be notified via a letter drop of the event approximately 7 days prior and contact details of the event organisers should be provided so that any complaints can be dealt with immediately.

At events where noise levels are very high, such as rock concerts, air shows and motor racing, employees exposed to high noise levels for prolonged periods must be provided with adequate ear protection.

The audience should also be warned of the dangers posed and advised of measures to protect their hearing.

Needle and Syringe Disposal

Drug use at events must be considered and planned for. Aside from the effects of the drug, the presence of injecting equipment causes a safety hazard for patrons and staff.

Sharps containers should be provided at the event. Generally, these are located within toilets, however other locations may be considered appropriate.

Volunteers

Volunteers play a significant role at events and many events are run entirely by volunteers. Event organisers are therefore encouraged to develop processes for the recruitment and management of volunteers and develop a Volunteer Policy.

The Volunteer Policy could include:

- Position descriptions
- Information on the event and their specific role
- Maximum number of hours to be worked (in one day/duration of event etc)
- Breaks expected
- Rewards or recognition
- Consider how many staff and / or volunteers you will need for the event
- Check the legal liability you carry for both volunteers and staff
- Consider occupational health and safety issues under your duty of care, e.g. distances covered, hours worked, shift rosters

In some cases, volunteers are required to have certain qualifications. For example, volunteers assisting with the implementation of a traffic management plan will require a Traffic Controller qualification or those dealing with children under 18 years of age will require a Working With Children Check.

Where volunteers (and staff) are working with the vulnerable, the disadvantaged or children under 18, police checks must be obtained.

Event organisers have a duty of care to ensure not only the safety of those attending the event but also of their staff and volunteers.

To minimise the risks staff and volunteers face at events it is important to clarify what they will be expected to do. Ensure that they have the appropriate qualifications and/or experience and that they are trained or instructed in a variety of matters which should include:

- Instructions on the basics of normal and emergency crowd movement and assembly.
- First Aid.
- Initial handling of accident victims, altercations and other crowd incidents.
- Communications procedures and use of communications equipment.
- Responsibilities for contacting and liaising with emergency services.
- A register of all training and instruction given should be kept; volunteers and staff should confirm their attendance by signing off against their name.
- A register of the qualifications of the staff or volunteers required to carry out specific functions, especially technical tasks, should also be kept.

Volunteers working on their own are not “at a workplace” and as such are not afforded the protection of the OHS Act or its regulations. Volunteers can be limited by physically isolating the contractor’s work zone.

It is the responsibility of all event organisers to contact their Insurance Brokers and advise them that volunteers are being considered and to confirm coverage.

Volunteers conducting construction works are required to have a Construction Industry Induction Card (formerly known as an Industry Red Card).

Healthy Catering Guidelines

Food is often a central focus or an important addition to community events. A few simple changes to your catering menu can make a positive impact on people’s health and wellbeing without impacting your budget!

Council is committed to improving the health of our community and has prepared a Healthy Catering Guide (Appendix 4) to help you plan your catering menu for your next event.

Waste Management

Food Waste

Food waste has the potential to attract pests and animals and cause odours. Waste should be placed in bins then removed to a separate, covered waste collection location that is well distanced from any food consumption, preparation or storage areas.

Waste and Recycling at your event

Rubbish Bins

Event organisers are required to provide a suitable number of bins for the collection of litter during the event and for its disposal immediately following completion of activities. If you require bins in addition to those already located at the event site, Council can hire bins from Council’s Waste Management Contractor. Please note there will be a hire fee for the Organisers.

Recycling

Baw Baw Shire Council strongly encourages event organisers to provide recycling.

Recycling items include glass jars or bottles, aluminium cans, steel cans, plastic containers that show a triangle with 1, 2 or 3, 4 and 5 on the bottom and paper items including cardboard.

These items can be placed in recycle bins provided at your event.

Good recycling and waste reduction principals include:

- Avoid waste and litter where possible

- Use re-usable packaging in preference to disposable
- Control packaging so that waste diversion from land fill is maximised
- Give preference to recyclable content packaging
- Stall holders and people attending on the day are asked to use either re-usable containers or packaging that can be recycled
- Ensure vendors use recyclable products where possible by asking them what packaging they are using in their stall holder application form
- Indicate that the use of disposable polystyrene cups is discouraged

Sustainable Living Australia: Making sustainability the main event

Whether you are organising a music festival, launching a product or having a backyard party, it's important to gain an understanding of the impact that events create and work towards more sustainable event practices.

As thousands of events are staged throughout Australia each year, it's easy to forget the range of impacts that these celebrations have on the local and global environment.

The [Sustainable Event Checklist](#) aims to assist event organisers and their visitors to make sustainability the 'main' event.

Toilets

Council cleans and maintains public toilets in accordance with its normal schedule. Additional cleaning and maintenance of public toilets for an event may be arranged by contacting the Urban Operations Team on 5624 2587 at least 2 weeks prior to the event. Charges may apply for this service.

We recommended that event organisers hire portable toilets for events which attract a larger number of participants.

The number of toilets to be provided will depend on a number of factors including:

- Anticipated crowd numbers
- Gender of patrons (women require more facilities than men)
- Whether alcohol will be available
- Duration of event

Toilet facilities must be:

- Well lit
- Provided with soap and hand drying equipment
- Odour free
- Cleaned and re-stocked regularly
- Located away from food storage and food service areas
- Accessible for people with disabilities
- Provided with nappy changing facilities
- Provided with sharps disposal facilities
- Supplied with condoms at some events
- Appropriate for wet weather

Refer to Appendix 5: Guide to amount of public toilets for festivals and events.

Accessible toilets (Wheelchairs)

It is recommended that there is one unisex accessible toilet for every 100 patrons. Wheelchair accessible portable toilets are available from the major hire companies.

First Aid

First Aid Requirements

First aid services are critical to any major public or outdoor event.

If you are contracting a commercial provider, they must have a First Aid licence issued by the Department of Health. Not for profit organisations are considered a commercial provider if a service fee is charged. Further information and a list of licenced providers can be on the Department of Health's website <https://www.health.vic.gov.au/patient-care/first-aid-services>.

First aid posts should be properly staffed and equipped and most importantly, be clearly identified and easy to find by those who need it. The number of posts will depend on the size and scale of your event.

There should be a standard level of care provided by first aid teams at your event (minimum number of Senior First Aid - Level 2).

The Department of Health indicates as a guide the following resourcing levels:

- Two level 2 First Aid qualified persons for events catering for less than 500 patrons.
- Two level 2 First Aid qualified persons (or higher) for each additional 1,000 patrons up to 5,000.
- One level 2 First Aid qualified person for each additional 1,000 over 5,000.

Community Compliance

There are a number of Local Laws under Council's Community Local Law 2016, which may apply to your event. Under certain circumstances, any permits required may be incorporated as part of your event application. For example, if your event is held in a public park and will feature playing live music, this may be incorporated in the event application and there is no need to apply for a separate permit from the Community Compliance team.

To find out if a separate permit is required, contact the Community Events Coordinator on 5624 2497. Below is a list of things, which would require a permit from Council (but which may be covered under an event approval).

Sound in a Public Place

Under Council's Community Local Laws, without a permit, a person must not in a public place:

- Sing or play a musical instrument or perform any other kind of entertainment for the public;
- Deliver a public address; or
- Use any sound amplification equipment.

Event organisers must therefore obtain a permit from Council's Community Compliance to undertake the activities above in a public place.

Fireworks

Organisers must obtain a permit to launch fireworks from the responsible authorities WorkSafe and Country Fire Authority.

Permission may be granted to launch fireworks on Council land if the following is submitted to Council by the event organiser:

- a copy of a Worksafe Victoria Licence to use fireworks as a Pyrotechnician as issued to the person who will be in charge of the proposed pyrotechnics display including the relevant

authorities to use the types of pyrotechnics intended in the display;

- a declaration by the licensed pyrotechnician or company responsible for the discharge of the fireworks indemnifying the Council of any adverse consequences of the fireworks display;
- the proposed location, date and times of commencement and conclusion of fireworks display;
- the area of impact with respect to noise, smoke and debris from the discharged fireworks;
- evidence of currency of Public Liability insurance cover, in the name of the pyrotechnics operator, of not less than \$20mio; and
- Confirmation that the licensed pyrotechnician who was included in the application will be in charge of the fireworks display at the event;
- Evidence that written notification of the display was given to all properties within a 1000 metre radius of the site of the fireworks display at least seven days prior to the display (All written notifications of proposed use of council land for fireworks /pyrotechnics displays must be placed in the letterbox, newspaper holder or under the front door of premises). We also recommend that you include in your publicity material a warning to pet and livestock owners about the time and location of any fireworks. A phrase such as "Please ensure that your pets are secured on your property at this time" displayed prominently on your posters provides neighbourly, practical advice.

Other conditions will include:

- Fireworks shall not be discharged or cease being discharged:
 - on a day of total fire ban unless permitted by the Chief Officer of the Country Fire Authority; or
 - the Country Fire Authority deems that the local conditions are not suitable for the safe discharge of fireworks;
 - when an EPA Smog Alert is in place; or
 - when the licensed pyrotechnician cannot directly supervise the discharge of the fireworks.
- No fireworks can be discharged after 10.30 pm.

Road-side Signage, A-Frames and Street Furniture

- Promotional signage displayed in towns leading up to event
- Directional signage to the site of the event
- Signage at the event

If you are planning on placing a sign on a roadside you will need written permission from either Council's Compliance team or VicRoads, depending on who is responsible for the road.

Clear, appropriate, strategically placed signage is essential to preventing congestion and unhappy confused patrons. Signs are to be placed in a suitable location which does not obstruct the vision of motorists.

You may also require a permit to place street furniture in a public place.

Street Trading and Busking

Events are permitted to include stalls, traders and buskers as a part of their event. Where the activity is taking place in public places and not part of an event, a Street Trading or Busking Permit is required. Public liability insurance in the amount of at least \$20 million is required for all street trading activities on Council owned or controlled property.

Sausage Sizzles

If you are holding a sausage sizzle on Council land such as on the pavement outside a retailer, you require a Sausage Sizzle Permit.

If the sausage sizzle forms part of your event and is not the main event, the event application should cover this permit.

In order to sell or provide certain foods to the public you must be registered with Council. Contact the Public Health team for advice. Refer also to the Public Health section in this document.

Consumption of Liquor & Alcohol Management

A person must not, without a permit:

- (a) on a road;
- (b) in or at a public place;

(c) in or on a stationary vehicle on a road or in or at a public place; or

(d) on vacant private land:

(e) consume any liquor or have in his or her possession or control any liquor other than liquor in a sealed container.

A permit can be obtained from Council's Community Compliance Team by calling (03) 5624 2411.

Alcohol Management

The management of the sale of alcohol is the responsibility of the Liquor Licence holder. You need to establish areas of the event that are designated for alcohol consumption and sale.

Consideration needs to be given to preventing the sale of liquor to minors and unduly intoxicated/disorderly persons and preventing access by minors to liquor sale areas.

It is recommended that alcohol be sold or supplied using disposable cups, plastic containers and opened cans. This will reduce the number of alcohol-related injuries.

Toilet facilities should be provided in or near alcohol consumption areas. Light and non-alcoholic drinks must be available.

In considering the logistics of selling alcohol it is important that licensees put in place responsible serving of alcohol (RSA) policies. The RSA program is one way in which management can ensure their staff are aware of their responsibilities when serving alcohol.

The following needs to be considered:

- How will alcohol consumption areas be defined? (e.g. fences, rails, barrier mesh).
- Have you allocated a defined area on your site plan that is a family friendly site?
- How will bar staff be trained and made aware of the Liquor Control Reform Act 1998 and associated penalties?
- How will bar staff identify minors?
- How many bar staff will be employed and who will they report to?

- Event organisers need to plan for the effects of alcohol consumption such as:
 - ✓ Extra toilets
 - ✓ Additional First Aid for injuries and intoxicated people
 - ✓ Dehydration (especially where patrons rely on alcohol as their only source of fluid intake)
 - ✓ Security for disturbances caused by intoxicated persons

Under Age Events

Under age events on licensed premises allow those under 18 years of age to enjoy the facilities available, but in an alcohol-free environment. The law allows for licensees to conduct under age entertainment, such as bands and DJ's, on licensed premises under certain conditions.

Such an event can only occur with the approval of the Director of Liquor Licensing and in accordance with any conditions set down by the Director. This approval will be subject to liquor not being supplied, consumed or made available at the event, and that the event is properly organised and supervised.

Liquor Licensing

A Liquor Licence is required from the Victorian Commission for Gambling and Liquor Regulation (VCGLR - www.vcglr.vic.gov.au/) if alcohol is available for sale.

Most events will require a Temporary Limited Liquor Licence, which authorises the supply of liquor for a defined period of time or a specific occasion.

When you apply, a copy of your application may be forwarded to Victoria Police and Baw Baw Shire Council for comment. When both authorities approve the application, you will be advised that the application has been successful.

Camping

Camping in a public place requires a delegation under Council Community Local Law and applications will be considered taking into account existing and brought in venue facilities, public health and suitability.

Accessibility and Inclusion

Council encourages all events hosted on Council controlled or managed land to be accessible to people with disabilities.

“Access for all” events will ensure access for people with disabilities, parents with prams, older adults and delivery personnel.

The Disability Discrimination Act 1992 (DDA) makes it unlawful to discriminate against a person with a disability. Such discrimination can happen when a person with a disability is treated less fairly than someone without a disability.

You can ensure your event is accessible if you:

- Develop and implement an Access Action Plan
- Ask for customer feedback – especially people with disabilities
- Ensure signage is clear, concise and uncluttered
- Ensure all customers can access your event via a continuous accessible path of travel
- Ensure pathways are clear of clutter or temporary barriers
- Provide temporary portable ramps if required
- Provide mobile accessible toilets
- Ensure accessible toilets are free from constructions and not used as a storage area
- Do not obstruct accessible parking bays with any event vehicles, rides or entertainment
- Station a volunteer or staff at point of access to assist
- Provide low height counters suitable for a person using a wheelchair or a smaller person of small stature
- Train staff and volunteers in access awareness issues
- Ensure the same opportunities are available to participate in events and festivals

Child Safety

Council's Commitment to Child Safety

Council is committed to providing and actively promoting a safe environment for children. Council has zero tolerance towards child abuse, and is committed to protecting the physical, emotional, cultural, and

social wellbeing of all children. Council has policies and systems to protect children, and all allegations and safety concerns will be treated seriously.

Council acknowledges that children's safety is a whole of community responsibility and is everyone's business.

Child safety at events

All children and young people who attend services, events, programs and community spaces have the right to feel and be safe, and to be heard. We all have an obligation to keep children safe from harm and abuse. Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm. Organisations and businesses that employ children to provide services or facilities or to produce or provide goods, whether paid or unpaid, must also implement the standards. Children are defined in the standards as anyone under 18 years old.

In-scope organisations who are planning an event must comply with the Child Safe Standards as set by the Victorian Government.

The Guide for Creating a Child Safe Organisation, which helps organisations to assess and improve child safety and gives guidance to meet the child safe standards, is available from the Commission for Children & Young People (CCYP) website - <https://ccyp.vic.gov.au>.

Event organisers need to identify risk of child abuse and harm and develop effective prevention strategies. The CCYP website has a template to assist with identifying, assessing and managing the risk of child abuse and harm.

The CCYP website also has a template to assist with the development of a Child Safety and Wellbeing Policy.

In-scope organisations must ensure that employees and volunteers who are required to apply for a valid working with children check under the Worker Screening Act (VIC) have done so, before working with children at the event and provide a copy of the check of each of the employees and volunteers working at the event, on demand.

Security and Crowd Control

Lost & Stolen Property/Lost Children

At major events and those events covering a large area, arrangements should be made for lost or stolen property and lost children. The location of the lost children or stolen property should be shown on a site map. Carers should be available to look after lost children and arrangements made to communicate with event patrons.

Security Plan

Developing a security plan with a security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons.

The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

To enable security personnel to perform their duties effectively, it is vital that they are appropriately briefed prior to the event. This briefing must provide security personnel with:

- Details of the venue layout, including entrances, exits, first aid posts and any potential hazards
- Clear direction on the management of unacceptable behaviour
- Details of emergency and evacuation plans such as raising alarms, protocols for requesting assistance and evacuation procedures
- Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency

Additionally, security personnel must be able to:

- communicate with each other and First Aiders and
- communicate with other security providers, if applicable.

Each company that provides a security or crowd controlling function at the event must be a part of the planning for the event and be licensed under the Private Agents Act 1966. This includes security for performers. Security personnel must hold a private security individual licence authorised by the Victoria Police Licensing Services Division.

All agencies should attend briefing meetings with police and other emergency services.

Money

If your event involves collecting money, arrangements should be made for the appropriate collection, storage and transfer of the money to a secure location.

Staff handling large sums of money should be trained in the correct procedures (contact WorkCover) and consideration should be given to contracting security guards.

Types of Security

Security should be considered if your event is expecting large crowds, if significant sums of money will be taken at the event, if alcohol is present, or if the protection of people or assets is required. Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security.

Examine the risks involved with the event by asking: “what could happen?” or “what if..?” The answers will help determine whether police, private uniformed security or peer security is required.

Notifying Residents and Businesses

Residents and businesses near the event and/or those which are likely to be affected by the event through, for example, road closures, increased foot/vehicle/bicycle traffic and/or cars parked on the road or noise, must be notified of the event at least 7 days prior to the event.

Notice should be given out of courtesy and also, in some cases, for safety reasons. It can also help you promote the event to the local community!

The notice should include at least the event name, event type (e.g. music, market, family fun day, cycling race), date, start and finish time, event area / boundaries including arrangement made in relation to patron parking, contact details of organiser.

If the event is held on Council land or road, a copy of the notice with details of where and when it was distributed must be provided to Council prior to the event.

Promoting Your Event

There are several free or low-cost resources available for community event organisers to promote and market their event.

Baw Baw Shire Council Events Calendar

Events, which are staged within Baw Baw Shire and which align with the Council Plan, can be listed on the online Events Calendar free of charge. Complete the online form on [Council's](#) website to have your event considered to be listed on the Events Calendar. Events listed here may also be promoted in other publications at Council's discretion.

Events Advertising Billboard Warragul

The billboard is situated in Rotary Park, corner Latrobe and Queen Streets in Warragul. It is available for not for profit organisations to book in 2-week slots free of charge to promote their community event held in Baw Baw Shire free of charge. There is a charge for the design, printing and installation of the sign, which is the event organiser's responsibility.

Flags & Banners

Council's flag and banner poles are available for hire by organisations wishing to promote upcoming community events or activities, when they are not being used by Council.

For guidelines including eligibility criteria, refer to the Flags and Banners Policy.

Australian Tourism Data Warehouse (ATDW)

Register with the [Australian Tourism Data Warehouse](#) to promote your event through Visit Victoria and other events and tourism sites.

Event Debrief

Just as important as getting all the details right before your event, you should hold an event debrief meeting after your event to get valuable feedback, streamline your processes, enhance your attendee experience, and further cement relationships with your team and partners.

Why is event 'debriefing' important?

Debriefing an event simply means asking a series of targeted questions about the event itself.

This is important because taking the time to analyse the event you just produced has several benefits, the

largest of which is a firm and tangible grasp on what happened, and how you can build upon that experience in the future.

Honest and accurate feedback allows for you as the planner to make better business decisions about each event you put together. A debrief produces a concrete list of what worked, what didn't, and what relevant people (your attendees, emergency services, sponsors, vendors, etc.) want to see at your next event. Debriefs are the prelude to event innovation.

How do you debrief on the event?

The success of your debrief relies entirely on your understanding of who exactly you are questioning, and what you hope the answers will lead you to. There are actually two different kinds of event debriefs, aimed at two different groups of people. These can be considered the event team debrief and the attendee debrief.

Debriefing the operational team of your event requires that you analyse how effective the physical planning of the event was. These questions are aimed at your team and your vendors, and will primarily focus on productivity, ease of task implementation, and the flow of information.

An attendee debrief analyses the event-goer's experience and engagement. These are questions you will pose directly to your target audience, and they will deal primarily with content and activity satisfaction, customer service, and user experience.

There are several methods that can be used to debrief your event, and the method you chose should be based on which kind of debrief you are attempting. Event team debriefs can often be handled with a short, (no longer than a half hour) meeting, where you and your team discuss the goals of the event, if they were met, and how each person on your team felt about their ability and proficiency to complete their assigned tasks.

Methods for obtaining customer feedback could include:

- Provide attendees with an event app that asks for feedback after each session.
- A longer survey sent out post-event.

- An email or social media campaign asking for feedback in an inventive way.

Alternatively, with a little research, you can see what attendees are saying about their experience at your event on various online channels.

Equally as important as knowing who you are talking to, is the timing of your debrief. It is important to ask for feedback as soon after the event as is physically possible. There are some planners who set up their debriefing process in stages, the first of which can take place even before you dismiss everyone from the venue.

What questions are critical to a successful event debrief?

The event team debrief

The primary focus of an event team debrief is to iron out how well the event was planned and executed. In order to discern this, consider asking your team (especially supervisors and key operational staff), emergency services, sponsors, and vendors some of the following questions:

- What were our original event objectives?
- Did we meet them?
- Were there any problems encountered as we tried to meet our event objectives? e.g. registration or tech issues, risk management (identification and mitigation), budgetary constraints, revenue goals, marketing performance, food and beverage issues, and general attendee engagement. If so, what were they?
- Did those problems get solved? How? Was the provided solution effective?
- Was your individual role in the event production process clear to you from the outset?
- Did you find that the information you needed to do your job was readily available to you?
- What were some triumphs at our event? Who or what was responsible for them? How can we replicate that success in the future?
- How effective and efficient was our registration process?
- How did we utilize technology at this event? Was the tech we used easy to implement and analyse?

- What would you like to see happen at similar events in the future?

The attendee debrief

An attendee debrief is entirely about attendee experience and engagement. Basically, you want to know if your attendees had fun or walked away with something valuable, how they received your event messaging, and how you can make their experience better in the future. In today's hyper-digital world, there are many innovative ways to tackle your front end debrief. And though the information you're trying to obtain is the same, technology has made getting it much easier than filling out a mail-in questionnaire.

Feedback from your attendees can be obtained:

- Via social media: You'd be surprised how many responses you will get by simply asking your pointed debrief questions on social media after an event. Consider posting a Facebook status, or throwing some of the questions into a dedicated Twitter chat after your event.
- Via email: Similar to social media, you can reach out to your attendees via email to find out how they felt about your event.
- Via focus groups: Focus groups are an excellent way to get attendee feedback. You can keep your focus group general (and simply ask questions about registration, as opposed to asking about feedback regarding the registration process for a specific event) or, you could ask your attendees prior to your event to agree to be in your focus group. This way you can ask targeted questions about the event you just produced.
- Via a mobile application: One of the reasons your event app is so important is because of all the ways you can utilize it. In addition to being a committed back channel for networking and helping deliver relevant information to attendees, your event app has the ability to provide you with a platform to deliver your front end debrief to attendees.
- Via polls: Attendees will have the most to say, and be the most likely to give you feedback, immediately after they have interacted with your

event. This is why on the spot polling is a great way to have your front end debrief. There is no end to the information you can get from an on the spot poll. You could poll your audience after each speaker or presenter. You could have them rate their food and the service immediately after a meal. You could ask about the music, the entertainment, and the flow and decor of your space.

Contacts

Community Events Coordinator

Phone: (03) 5624 2497

Mobile: 0407 314399

Email: events@bawbawshire.vic.gov.au

or drop in at the West Gippsland Arts Centre.

You may also call (03) 5624 2411 to speak to someone from the following teams for specific enquiries:

Access & Inclusion Officer - Accessibility at events

Building - Occupancy permits, fire safety, temporary seating and temporary structures

Child Safety Officer –
child.safety@bawbawshire.vic.gov.au

Community Assets - Road closures, traffic management

Community Compliance - Street trading, busking, liquor, temporary event signage

Environment - Waste, recycling, greener living

Planning - Planning permits for events

Public Health – Food and drinks, water

Risk Management and OH&S – JSA, OH&S

Urban Operations - Public toilet cleaning, parks & gardens

Appendices

Appendix 1: Checklist - Approvals and Permits

APPROVALS / APPLICATIONS	TRIGGERS	DOES THIS APPLY TO YOUR EVENT?	AUTHORITY TO SUBMIT THE APPLICATION TO	LINKS / CONTACT	APPROVAL RECEIVED
Event Application	Council land used		Local Council Events Team	Holding Your Event (bawbawshire.vic.gov.au)	
Occupancy Permit for a Place of Public Entertainment (POPE)	Refer to checklist "Are POPE and siting approvals required.docx"		Local Council Building Dept.	(03) 5624 2411	
Siting Approval for prescribed temp structures	Refer to checklist "Are POPE and siting approvals required.docx"		Local Council Building Dept.	(03) 5624 2411	
Planning Permit	Private land used		Local Council Statutory Planning	(03) 5624 2411	
Permit from another authority	DELWP or Parks Victoria or other land used		DELWP Parks Victoria Dept. of Education (school direct) Local waterboard	- DELWP Gippsland: (03) 5172 2111 - Parks Victoria Contact us (parks.vic.gov.au)	
Liquor Licence	- Alcohol sold or provided as an inducement - BYO		- Victorian Commission for Gambling and Liquor Regulation - Local Council Local Laws	- vcglr.vic.gov.au - Local Law Permits (bawbawshire.vic.gov.au)	
Registration of food & drinks outlets	Food and drink provision		Local Council Public Health via Streatrader	Streatrader Home (health.vic.gov.au)	
Approval for use of Council roads	Use of Council roads		Local Council Events Team	Holding Your Event (bawbawshire.vic.gov.au)	
Application to run a non-road activity on a highway	Use of arterial roads, highways, freeways		Regional Roads Victoria	Getting permission for your event : VicRoads	
Highway Permit Application	- conduct a foot /bike race or similar on Victorian roads - collect money from vehicles on a public road at an intersection		Victoria Police	Events (police.vic.gov.au)	
Fireworks Display	Fireworks		WorkSafe Victoria	Pyrotechnician licence - WorkSafe	
Noise Regulation 18 approval	Noise, amplified music		EPA	Environment Protection Authority Victoria	

Appendix 2: Checklist – Documents required for Event Application

DOCUMENT	DETAILS	COMPLETED / SUBMITTED	N/A
Certificate of Currency*	<ul style="list-style-type: none"> - Minimum of \$20 million covering your organisation to stage the event - The Certificate of Currency must <ul style="list-style-type: none"> • Identify Council as an additional interested party for that event and • Indemnify Council from the Principal's liabilities. 		
Event Management Plan*	<p>Should include:</p> <ul style="list-style-type: none"> • Event details – time, date, venue • Description and purpose of the event • List of approval and permits required • Event managers, chain of command • Event Control Centre (ECC) / Event Operations Centre (EOC) • Project plan • Running sheet • Activities, infrastructure • Stakeholders • Vendors, contractors, performers • Volunteer management plan • First aid provisions • Waste management • Back-up/contingency plans • The EMP often includes the documents listed below 		
Emergency / Evacuation Plan*			
Risk Assessment / Risk Management Plan*			
Detailed Site Plan*			
COVIDSafe Plan*			
Traffic Management Plan			
Council or RRV MoA			
Public Transport Plan	<p>If public transport is affected, you must notify Public Transport Victoria at least 120 days prior to the event and submit a public transport plan PTV SEMS</p>		
Parking Management Plan			
Notification to residents/businesses			

*required

Appendix 4: Healthy Catering Guide

Food is often a central focus or an important addition to community events. A few simple changes to your catering menu can make a positive impact on people's health and wellbeing without impacting your budget!

Baw Baw Shire Council is committed to improving the health of our community and has prepared this guide to help you plan your catering menu for your next event. This guide is split into three main sections: Menu Suggestions, Better BBQ Menu Ideas and a Catering Quick Reference Guide.

Healthy Choices Guidelines

The information provided in this quick guide is based on the Victorian Government's Healthy Choices Guidelines which uses a traffic light system to categorise food into either green, amber or red colours based on their nutritional value.

The Healthy Choices Guidelines recommends the following proportions in menus:

- 50% or greater of menu items to come from the GREEN category
- No more than 20% RED classified items on your menu
- The remaining can be made up of AMBER classified items



FoodChecker: Free menu, product and recipe assessments

Having a healthier menu is now even easier with FoodChecker - A free online assessment tool from the Healthy Eating Advisory Service. You can use FoodChecker to classify individual recipes and products or a full menu (such as catering or retail outlet menu) against the Healthy Choices Guidelines. You can also search the database containing thousands of foods and drinks to find healthier options.

Get started today at www.foodchecker.heas.health.vic.gov.au

Food Safety Requirements

When providing food at events, you must ensure you abide by the relevant food handling and food safety requirements. For more information contact the Public Health team on 5624 2411.

Menu suggestions

This section provides meal and menu suggestions for your next event. Most items on the below list will be classified either GREEN or AMBER. You can check the classification of items and ingredients via the FoodChecker free online assessment tool.

General suggestions

- Choose lean meats and low-fat options as default
- Include vegetables and fruit in your menu and meals
- Ensure water is always available

Breakfast

- Low fat yoghurt with muesli and fresh fruit
- Savoury mini muffins
- Fruit based mini muffins
- Fruit platter / fruit skewers / fresh, whole fruit
- Fruit bread
- Scrambled eggs and spinach in wraps
- Baked beans on toast

Snacks / morning or afternoon tea

- Platter with vegetable-based dips, crackers and vegetables (carrot, celery, cucumber, snow peas, cherry tomatoes)
- Reduced fat cheese and cracker platter
- Mini fruit based or savoury muffins
- Fruit platter / fruit skewers / fresh, whole fruit
- 'Air popped' popcorn

Lunch

- A 'better' BBQ (see our Better BBQ Menu Ideas section)
- Sandwiches and wraps
- Salads such as garden or Greek salad
- Fruit platter / fruit skewers / fresh, whole fruit
- Sushi / rice paper rolls
- Quiche or frittata
- Soup served with bread

Dinner

- Roast meat served with vegetables
- Curry served with vegetables and steamed rice
- Quiche or frittata
- Spinach and ricotta filo pie
- A 'better' BBQ (see our Better BBQ Menu Ideas section)

Drinks

- Plain water
- Soda water or plain sparkling mineral water
- Flavoured water – plain water flavoured with fresh fruit and herbs
- Plain & decaffeinated coffee
- Plain & herbal teas
- Reduced fat or skim milk
- 100% fruit juice served in small cups – be sure to check it is not made with a ‘fruit juice concentrate’ and added sugars!

Recipe ideas and more can be found at www.heas.health.vic.gov.au/food-outlets-caterers-vending/recipes

Acknowledgement: Latrobe Community Health Services

Better BBQ Menu Ideas

This section provides tasty, healthy menu ideas for your next barbecue. Most items on the below list will be classified either **GREEN** or **AMBER**. You can check the classification of items and ingredients via the [FoodChecker](#) free online assessment tool.

Main meal

- **Steak sandwich** - tenderised minute steak served on wholegrain bread, topped with tomato and lettuce.
- **Australian burger** - lean mince or vegetable patty served with tomato, lettuce, fresh or barbecued pineapple rings and sliced beetroot.
- **Skewers** - marinated lean meat, tofu or haloumi, and thread onto skewers with capsicum, mushroom, cherry tomatoes, and zucchini brushed/sprayed with healthy oil.
- **BBQ wrap/gyros** - thinly sliced lean meat or falafels served on wholemeal pita bread with fresh salad and tzatziki sauce.
- **BBQ toasties** - pre-make toasties with wholegrain bread and toppings such as reduced fat cheese, tomato, avocado or lean ham. Lightly brush bread with oil before barbecuing each side on the hot plate until golden.
- **BBQ stir-fry** - finely sliced meat or tofu, mixed vegetables and hokkien noodles. Marinade the meat for extra flavour.

BBQ vegies

- **Corn on the cob** - although not necessary, you can thread the corn onto skewers for easy cooking and eating.
- **Marinated garlic mushrooms** - brush/spray or toss large mushrooms with healthy oil and a small amount of crushed garlic, then grill.
- **Vegetable kebabs** - brush/spray or toss capsicum, zucchini, cherry tomatoes and mushroom with healthy oil and herbs then thread onto skewers.
- **Grilled vegetables** - brush/spray or toss chopped vegetables such as capsicum, zucchini, sweet potato or eggplant and grill or barbecue.
- **Jacket potatoes** - cooked potatoes in wrapped foil on BBQ, with healthy toppings such as lean meats, low fat cheese or yoghurt, salad or vegetables such as coleslaw, pineapple, corn, fresh tomatoes, herbs and spices.

Salads

- **Coleslaw** - shredded carrot, cabbage, celery, and radish tossed in a reduced fat yogurt, lemon juice and parsley dressing.

- **Tabouli** - cracked wheat, parsley, mint, onion, tomatoes, lemon juice and a small amount of olive oil.
- **Pasta salad** - cooked pasta, tomatoes and spring onions tossed in balsamic vinegar.
- **Potato salad** - cooked potato and spring onions dressed in a mixture of reduced fat yoghurt, mustard and black pepper or alternatively reduced fat yoghurt, fresh mint, garlic and lemon.

Marinades – for meat, tofu and vegetables

- **Classic soy** - reduced salt soy sauce, small amount of sesame oil, ginger and garlic.
- **Lemon and chilli** - garlic, reduced salt soy sauce, lemon juice and sweet chilli sauce.
- **Tandoori** - reduced fat yoghurt with chilli, coriander, garlic, cumin and turmeric.
- **Honey soy** - garlic, honey and reduced salt soy sauce.

For the best result let your items marinate overnight or for at least two hours.

Acknowledgement: Healthy Together Mildura and OPAL

Catering Quick Reference Guide

This quick reference guide can be provided to external caterers or used for your reference when planning your menu and ingredients for your next event.

	Recommended – Best Choices These foods and drinks are the healthiest choices and should always be used and made available.	Not recommended – Limit consumption These foods and drinks should be consumed rarely and in small amounts. Availability of RED options should be limited.
Cooking methods	<ul style="list-style-type: none"> ✓ Steaming ✓ Stir frying/dry frying ✓ Oven baking ✓ Grilling ✓ Poaching 	<ul style="list-style-type: none"> ✗ Deep frying ✗ Shallow frying
Fats & Oils	<ul style="list-style-type: none"> ✓ Polyunsaturated margarine ✓ Monounsaturated margarine ✓ Canola oil ✓ Olive oil ✓ Sunflower oil 	<ul style="list-style-type: none"> ✗ Butter ✗ Lard ✗ Ghee ✗ Commercial vegetable oil ✗ Dripping ✗ Cottonseed oil
Breads	<ul style="list-style-type: none"> ✓ Multigrain ✓ Wholemeal ✓ Rye ✓ Sourdough ✓ Pita bread/wraps 	<ul style="list-style-type: none"> ✗ Regular white bread ✗ Bagels ✗ Focaccias ✗ Burger buns ✗ Croissants
Spreads	<ul style="list-style-type: none"> ✓ Avocado ✓ Low fat mayonnaise ✓ Very small amounts of poly- or mono-unsaturated margarine in sandwiches, but preferably use no margarine and don't use butter ✓ Cranberry sauce ✓ Relishes (e.g. tomato) <p>Thinly spread</p>	<ul style="list-style-type: none"> ✗ Butter ✗ Dairy blend spreads ✗ Mayonnaise ✗ Sour cream
Meats & protein foods	<ul style="list-style-type: none"> ✓ Lean turkey or chicken breast ✓ Roast beef or chicken ✓ Canned tuna or salmon ✓ Egg ✓ Tofu ✓ Falafel, beans & legumes 	<ul style="list-style-type: none"> ✗ Salami ✗ Bacon ✗ Prosciutto ✗ Strasburg ✗ Corned beef ✗ Chicken schnitzel
Cheeses	<ul style="list-style-type: none"> ✓ Reduced fat cheese ✓ Lower fat cheeses ✓ Cottage ✓ Ricotta ✓ Light cream cheese ✓ Feta 	<ul style="list-style-type: none"> ✗ Full fat cheese ✗ Large portions or blocks
Dressings	<p>Provide separately</p> <ul style="list-style-type: none"> ✓ Vinegar-based ✓ Lemon/lime juice ✓ Low fat dressings 	<ul style="list-style-type: none"> ✗ Cream-based dressings ✗ Oil-based dressings ✗ Added salt ✗ Mayonnaise

	<ul style="list-style-type: none"> ✓ Low fat mayonnaise 	
Hot Foods	<ul style="list-style-type: none"> ✓ Vegetable-based dishes ✓ Lean meats ✓ Steamed rice or couscous ✓ Rice noodles ✓ Pasta with tomato-based sauce ✓ Reduced salt stock ✓ Reduced salt & sugar sauces 	<ul style="list-style-type: none"> ✗ Deep fried items ✗ Savoury pastries ✗ Crumbed meat ✗ Potato chips & wedges ✗ Fried or coconut rice ✗ Cream or oil-based sauces ✗ Added salt & sugar
Sweets	<ul style="list-style-type: none"> ✓ Fruit, vegetable & nut-based (e.g. un-iced carrot cake) ✓ Raisin bread/fruit loaf ✓ Mini muffins or cut portions in ½ <p>In all recipes try to use:</p> <ul style="list-style-type: none"> ✓ At least 50% wholemeal flour ✓ Polyunsaturated margarine ✓ Reduced fat milk ✓ Reduce sugar quantity or use sweetener (e.g. Splenda®, Natvia®) 	<ul style="list-style-type: none"> ✗ Iced and cream-filled cakes ✗ Chocolate muffins or cake ✗ Lollies ✗ Sweet pastries & tarts ✗ Croissants ✗ Butter & dairy blends ✗ Large portions
Drinks	<ul style="list-style-type: none"> ✓ Plain water ✓ Soda water or plain sparkling mineral water ✓ Flavoured water – plain water flavoured with fresh fruit and herbs ✓ Plain & decaffeinated coffee ✓ Plain & herbal teas ✓ Reduced fat or skim milk ✓ 100% fruit juice 	<ul style="list-style-type: none"> ✗ Soft drinks ✗ Fruit drink ✗ Cordials ✗ Energy drinks ✗ Sports drinks ✗ Flavoured water ✗ Alcohol

Acknowledgement: Latrobe Community Health Services

Contact us

We're here to help! For more information please contact Council's Strategic and Community Planning Team on 5624 2411 or by email at bawbaw@bawbawshire.vic.gov.au

Appendix 5: Guide to number of public toilets for festivals and events

The Australia Emergency Manual recommends the following as a guide for the number of public toilets for festivals and events.

Toilet facilities for events where alcohol is not available

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

Toilet facilities for events where alcohol is available

Patrons	Male Toilets	Male Urinals	Male Hand Basins	Female Toilets	Female Hand Basins
<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 reduced for short events as follows:

Duration of Event	Quantity Required (per cent)
8 Hours plus	100
6-8 Hours	80
4-6 Hours	75
Less than 4 hours	70

