



Event guidelines



Maribyrnong
CITY COUNCIL

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Acknowledgement

In the Woi wurrung language of the traditional owners of the City of Maribyrnong 'wominjeka' means welcome and 'yurrongi' means to proceed. The City of Maribyrnong is welcoming of Indigenous Australians and intends to proceed its support and celebration of their people and culture.

We acknowledge that we are on traditional lands of the Kulin Nation. We offer our respect to the Elders of these traditional lands, and through them to all Aboriginal and Torres Strait Islander peoples past and present.

Introduction

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

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

Definitions

The following terms are included in this Guide:

Event:	A planned activity that is conducted for the purposes of fund raising, community participation, commercial profit or personal celebration, and is held in a public space such as street, park, garden or reserve. These activities are open to the community and can include community gatherings, religious celebrations, and some sporting activities such as fun runs or triathlons.
Event organiser:	Any individual, community based or commercial organisation seeking authorisation to conduct an event in the municipality.
Event Permit:	Is approval to conduct your event in the City of Maribyrnong. The 'Event Permit' will detail which services are required and any conditions necessary to run your event. It will then be your responsibility to ensure that every aspect of your event conforms to the Permit requirements. Penalties can apply if your event does not conform to the Permit Conditions.
Festival:	An organised multi-part, celebratory occasion or activity of limited duration that brings people together for the primary purpose of participating in an uplifting community, cultural, sport, art, entertainment, music or recreational experience. Festivals are not covered under the Events Guidelines and Application Process.
Major event:	Maribyrnong City Council considers a major event as a community based function where expected attendance is more than 2,000 people. Council requires 6 months (minimum) notification for these permits.

Who should apply?

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

How do I apply?

- Step 1: Read and familiarise yourself with this document.
- Step 2: Determine which type of event you are planning. Each category contains a list of specific issues for you to consider. This list is a guide only – Council may require you to address additional issues.
- Step 3: Read the sections of the A-Z Guidelines pertaining to your event.
- Step 4: Contact Council's Recreation Team on 9688 0200 to discuss your application.
- Step 5: Complete the [Community Events Application Form](#) no less than two months prior to your event date.

Please note that event applications must be lodged no less than two months prior to the event date, or six months for major events. Applications submitted outside of this timeframe will not be considered by Council.

Next steps

Once your application has been submitted, Council officers will assess the application form. If you need to provide further information you will be notified within 10 working days of your application's receipt. Once Council officers have received the required information, your event will be approved and you will receive a confirmation email.

Event Types

It is important to identify the type of event that you are proposing to run in order to understand your requirements. The list below identifies the requirements for each event type.

Festivals

This document and subsequent application process does not cover Festivals. For more information on Festivals please contact Council's Festival City Team via [email](#) or call 9688 0200.

Fetes and fairs

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

Organiser's need to:

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

Film shoots

If you plan to shoot video footage in Maribyrnong, you will need to obtain a Filming Permit and pay a location fee. In order to obtain a Filming Permit, please contact Council's Local Laws Team on 9688 0200. Council does not charge a fee for student film shoots, however you will need to demonstrate that your cast and crew are covered against personal accident or injury.

Fun runs and walkathons

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

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

Fun run and walkathon organisers need to:

- Provide Public Liability Insurance (minimum cover of \$20 million)
- Prepare a detailed map of the route
- Prepare a Traffic Management Plan (if required eg. road closure or road share)
- Ensure that drinking water is available to participants
- Notify public transport companies if disruptions and/or large crowds are expected
- Notify residents and/or traders of your event
- Ensure a sufficient number of waste receptacles are provided
- Ensure that First Aid is available
- Notify Police and Emergency Services of the Event
- Obtain approvals from authorities such as VicRoads and public transport operators (if applicable)
- Obtain a Temporary Food Permit if providing food
- Prepare an Emergency Management Plan
- Obtain a Temporary Building Permit for temporary structures (if required)
- Ensure that consideration is given to people with disability
- Ensure that sufficient toilets are available.

Major events

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

At least 6 months (minimum) notice is required; applications received by Council outside of this timeframe will not be considered. When these events occur in a public space, an Event Permit is required.

Organisers need to:

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

If holding an event on private property (for example, schoolyard or church ground), Council's Recreation Team can offer advice on managing your event and advise which permits may be required.

Markets

Community groups can hold markets for fundraising purposes. Commercial markets will be considered only if there is a demonstrable community benefit.

Market organisers are required to:

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



Parades, processions and marches

Parades, processions and marches usually involve a number of participants walking along a prescribed route for a cultural, religious or political purpose. You should contact Council's Recreation Team on 9688 0200 as early as possible to ensure that your route is available and in a suitable condition for the event.

Organisers are required to:

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

Races – bicycle/foot

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

Race organiser's are required to:

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



Other events

Other types of events could include open days, outdoor cinema, cultural shows or something completely new. Please contact Council's Recreation Team on 9688 0200 to discuss your requirements.



A – Z Guide to Events

The below guide has been developed to assist Event Organisers in understanding their requirements, and to provide guidance on how to obtain further information for each task.

Cleaning

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

Drinking water

It is recommended that organisers make drinking water available free to event patrons, especially for events where a risk of participant dehydration is present, for example, fun runs, races etc.

Electricity supply

Council does not normally provide electricity; however electricity is available at Footscray Park and Yarraville Gardens for small events. Please contact Council's Recreation Team on 9688 0200 if you require electricity for your event.

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

Emergency Management Plan

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

The plan must consider:

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

An Emergency Management Plan can be developed in conjunction with a Site Plan, whereby emergency access points, emergency vehicle routes and evacuation points etc. are identified.

Environment

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

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

This requires:

- All litter to be removed from the site and disposed of in recycling or waste bins
- No food left on site
- No substances to be poured over road surfaces or down public drainage pits (except for clean, fresh water)
- Garden beds or vegetated areas are not to be walked over
- Trees are not to have anything tied to or affixed to any part of the tree

Fireworks

Fireworks are illegal in Victoria without a Workcover License to discharge fireworks. Permits can be obtained by contacting the Victorian WorkCover Authority. The Victorian Authority requires at least 14 days notification. Local residents must be notified by letterbox drop regarding time and date of fireworks as many owners prefer to keep their pets indoors during fireworks. The Metropolitan Fire Brigade must also be notified.

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

First aid

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

The Metropolitan Ambulance Service can also attend events, for a fee, where there is a significant risk to participants, such as major events. Please note that in order for these services to attend your event you will need to give them notice of approximately 1-2 months prior to the event date.

Food

If you plan to serve, give away or sell food to the public at your event you will need to obtain a 'Temporary Food Premises Permit' by contacting Maribyrnong's Health Department. Please note that a separate payment must be made for this registration.

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

Grass cutting/irrigation lines in parks and gardens

Maribyrnong City Council can arrange to have the grass cut before your event. If temporary structures are being erected, underground irrigation lines must be marked out by Maribyrnong City Council officers prior to set-up to avoid damage.

Information services/centre

In the case of major events, an information centre should be established as a hub for event information and a focal point for incidents, for example, lost children. Other information services you will need to consider include appropriate directional signage to toilets, first aid,

refreshments and activities. You may wish to consider translation of information into other languages.

Liquor licenses

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

Once Council has approved your request in principal, your organisation will need to contact the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to obtain a Temporary Liquor Licence. VCGLR requires a minimum of one months notice for most events, although major events may take up to two months if VCGLR need to obtain reports from the Police or Council. Liquor Licence fees apply and a separate application must be made to VCGLR for each group, venue or trader who wishes to sell or serve alcohol. There may be special conditions placed on the "Limited Licence" granted to event organisers such as a requirement that alcohol is not served or sold in glass. For more information please contact VCGLR.

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

Marshals

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

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

Noise levels

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

Notifying residents/traders

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

Please refer to [Appendix 1](#) for a notification letter template.

Parking changes

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

Remember to ensure that designated accessible parking bays are available for people with disability participating in your event. Marshals may be required to direct parking. Parking must be identified on the site map of your event. To obtain specific parking permits or provide designated parking for your event please contact Council's Local Laws Department.

Police and other emergency services

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

In the case of large/major events, the emergency services may need to be involved in the event planning as well as being present on the day. Road closure conditions often require Victoria Police to man busy intersections.

Promotion and signage at the event

Footpath and decorations

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

Signs on Council controlled open space

- 4 weeks notification must be given to place signs on Council controlled open space. Please contact Council's Local Laws Department on 9688 0384 to make arrangements.
- Only Maribyrnong based organisations are eligible.
- Signs will only be permitted for a four week period. Council has predetermined a number of locations. A list of locations is available on application

Temporary banners/signage

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

Public Liability Insurance

All event organisers and subcontractors are required to have public liability insurance to a minimum of \$20 million. This will cover any personal injury or property claims that may be made against the organisation conducting the event. Public Liability Insurance must include and cover the period of setting up and breaking down of an event.

A copy of a Certificate of Currency for the event organiser and for any subcontractor(s) must be sent to Council no less than two months prior to the event. This must include the following;

- Name of insurer
- Policy number
- Expiry date
- Name of your organisation
- Amount of cover
- Identify area of cover

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

The hirer and any subcontractor shall indemnify the Maribyrnong City Council and keep the Maribyrnong City Council indemnified from and against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case may be). To access information on insurance and/or assist you with obtaining insurance for your event please visit the [Community Insurance website](#).

Public transport

If your event is likely to affect public transport by causing an alteration in route, delaying a service, causing a service to be replaced, causing the cancellation of a service or requiring additional service, you must notify Public Transport Victoria.

Recycling

Recycling at events in parks, streets or other open space may require a recycling contractor's services. Information on these services can be obtained by contacting Council's Waste Management Department.

Items that can be recycled are:

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

Common items that cannot be recycled are:

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

Risk Management Plan

Organisers must have and submit to Council officers a Risk Management Plan, which identifies:

- Risks associated with your event
- Assessment of each risk
- How each risk will be managed
- Person/s responsible for ensuring that all risks are managed

[Appendix 2](#) provides a risk management template and outlines important areas for you to consider when planning for an event.

For further assistance in completing a Risk Management Plan please contact Council's Risk Management Services.

Road closures and street barricades

Road closures and street barricades are appropriate where it is proposed to hold an event on a road, or where there is a chance that many people would be walking along or crossing the road which may create a safety hazard (i.e. a fun run). If you wish to close a road for an event, please contact Council's Transport and Special Projects Department no less than 2 months before the proposed event to discuss your proposal (major road closures may require 6 months notice). It is important to investigate whether your event is likely to affect significant public facilities such as hospitals or bus or tram routes. In some situations, closing these roads may not be feasible and alternative location or modification to the event may have to be considered. Any road closure or change in road conditions require you to notify emergency services.

Security

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

Site plan

You must supply a detailed site plan which identifies the following:

- Accessible parking
- Alcohol sale points (if applicable)
- Alcohol free areas (if applicable)
- Amusement rides and activities
- Baby change space
- Drinking water
- Emergency access route
- Emergency assembly point
- Event coordination centre
- Fire extinguishers
- Fireworks discharge point
- First aid locations
- Information point
- Lighting
- Lost children point
- Parking
- Powered sites
- Road closures
- Staging
- Stalls
- Toilets (including accessible toilets)
- Vehicle drop off point
- Waste and recycling bins
- Water hazards

It is a requirement that a site map is attached to your initial Event Permit Application.

Temporary Structures

Some temporary structures require an 'Occupancy Permit for Temporary Structures'. This includes (but is not limited to) marquees over 100 square metres, staging over 150 square metres or seating banks which hold 20 people or more. To obtain an 'Occupancy Permit for Temporary Structures' please complete an 'Application For Siting Permit' which can be obtained by calling Council's Building Control Department.

Toilets

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

- Anticipated crowd numbers
- Duration of the event

- If alcohol is available on-site
- The gender of patrons

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

Toilet facilities for events where alcohol is not available:

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

Toilet facilities for events where alcohol is available:

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

Existing or additional toilet facilities must:

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

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

Traffic and Parking Management

See also '[Road Closures](#)'

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

Waste Management

See also '[Recycling](#)'

All waste must be contained (in bins or bags) and removed from site by the event organisers or a waste collection contractor (which must be arranged by the events manager). You may also consider making your event an EcoRecycle Waste Wise Event. For more information on Waste Wise Events contact Sustainability Victoria.

If you are holding an event in a park or street, and require additional bins please contact Council's Waste Management Department.

Waste Wise Events

Victoria's Waste Wise Events program provides tools to event organisers on ways to create effective recycling and waste management systems at public events, in five simple steps. The Waste Wise Events program considers recycling and waste minimisation at events through the provision of recycling bins and ensuring that packaging provided at these events is recyclable. For more information contact Sustainability Victoria.

Weather Protection

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

Contact List

Maribyrnong Council Contact List

For more information on services provided by Council, please visit [Council's website](#).

Building Control Department

Ph: 9688 0196

Environmental Health Food Permits/Food Hygiene

Ph: 9688 0327

Recreation Team

Ph: 9688 0200

Traffic Management

Ph: 9866 0321

Customer Service and After Hours Support

Ph: 9688 0200

Local Laws

Ph: 9688 0384

Waste Management Department

Ph: 9688 0526

External Organisation Contact List

AGL

Gas and Electricity Enquiries
131 245

<http://www.agl.com.au>

Australian Red Cross

23-47 Villiers St
North Melbourne Vic 3051
9345 1800

<http://www.redcross.org.au>

City West Water

247-251 St Albans Rd
Sunshine Vic 3020
13 16 91

<http://www.citywestwater.com.au>

Consumer Affairs Victoria

121 Exhibition Street
Melbourne Vic 3000
1300 55 81 81

<http://www.consumer.vic.gov.au>

Metropolitan Fire Brigade

Attention: Superintendent
Western Zone Headquarters
30-32 McIntyre Rd
9662 2311

Ambulance Victoria

375 Manningham Road
Doncaster Vic
9840 3500

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

Citipower

Locked Bag 14031, Melbourne
General enquiries: 1300 301 101

<http://www.citipower.com.au>

Environmental Protection Authority

200 Victoria Street
Carlton Victoria
1300 372 842

<http://www.epa.vic.gov.au>

Infrastructure Victoria

Level 16, 530 Collins Street
Melbourne Vic 3000
9936 1737

<http://www.infrastructurevictoria.com.au/>

Public Transport Victoria

750 Collins Street
Docklands Vic
1800 800 007

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

Road Safety Awareness Info Unit

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

St John Ambulance

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

Vic Health

Ground Floor
15-31 Pelham St
Carlton South Vic 3053
9667 1333
<https://www.vichealth.vic.gov.au>

Victoria Police

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

VicRoads

Senior Traffic Engineer
Metropolitan North West Region
12 Clarke Street
Sunshine Vic 3020
13 11 71
<http://www.vicroads.vic.gov.au>

Volunteering Victoria

2/491 King Street
West Melbourne Vic 3003
8327 8500
<http://www.volunteeringvictoria.com.au/about>

State Emergency Services (SES)

Footscray Unit
Southampton Street
West Footscray Vic
1300 842 737
<http://www.ses.vic.gov.au>

**Sustainability Victoria
(Formerly EcoRecycle)**

28/50 Lonsdale Street
Melbourne Vic 3000
1300 363 744
<http://www.sustainability.vic.gov.au>

**Victorian Commission of Gambling and
Liquor Regulation**

Level 3, 12 Shelley Street
Richmond Vic
1300 182 457
<https://www.vcglr.vic.gov.au>

Victorian Workcover Authority

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

Visy Recycling

Level 11
2 Southbank Blvd
Southbank VIC 3006
1300 368 479
<http://www.visy.com.au>

Appendix 1 – Resident Notification Letter Template

The below letter is required to be sent to owners/occupiers only after Council approval is granted. A draft copy of this letter is required to accompany your application for Council approval.

FOR YOUR INFORMATION

NOTIFICATION OF EVENT

Dear Resident,

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

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

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

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

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

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

Yours Sincerely

(YOUR NAME)

(CONTACT DETAILS)

Appendix 2 – Risk Management Plan

This section explores in more detail the Risk Management Process, including why a Risk Management Plan is required as well as identifying a number of risks that could occur. A completed Emergency Management Plan should be read in conjunction with a Risk Management Plan.

It is important not to wait for risk to occur. Whilst this may not always be possible, being proactive by identifying, assessing and actioning a risk will significantly reduce the likelihood of the risk occurring and the impact of the risk on a group or individual.

There are many risks that may be present, ranging from financial risks to safety risks and even reputational risks.

The risk management process consists of:

1. Identifying the likelihood
2. Assessing the risk
3. Controlling the risk
4. Reviewing controls

Identifying Risk

It is important that all committee members are responsible for managing risk, as any one individual may not be aware of all the possible risks to a sport and leisure group. The primary risks within sport and leisure groups can be found in table 1 below.

Table 1. Possible risks

Risk	Example
Financial	Missing cash and cash flow issues.
Regulatory	Failure to comply with legislation (incorporation, working with children).
Safety	Risk of injury to patrons such as tripping hazards.
Environment	Excessive energy consumption due to low energy efficient assets.
Reputation	Adverse media attention due to indiscretions.
Technology	Breach of privacy due to using outdated technology.
Asset Management	Loss of assets through theft.

Once a risk has been identified, it can be placed into a Risk Assessment Sheet (table 2).

This table is used to list each risk that has been identified, and note the risk likelihood, consequence, rating and risk controls. The table also notes the personnel responsible for the risk.

Table 2 provides an example of a risk that has been identified. In this case the risk is slips, trips and falls. The identified risk has been placed into the table along with a description and the responsible officer. The remaining areas of the table will be explored in the next sections.

Table 2. Risk Assessment Sheet

Hazard	Risk Description	Likelihood	Consequence	Rating	Risk Controls	Responsible Personnel
Slips, trips and falls	<ul style="list-style-type: none">Physical injury to volunteers, players and spectatorsDamage to property/assets					President, Vice President, Match Day Manager

Assessing Risk

Once a risk has been identified, it must be assessed.

The assessment process consists of three steps:

1. Assess the likelihood
2. Classify the consequence
3. Rate the risk

Likelihood of Risk

The likelihood of a risk occurring is categorised into:

- Almost Certain
- Likely
- Possible
- Unlikely
- Rare

Table 3 below provides a description for each likelihood rating.

Table 3 – Assessing a risks likelihood.

Likelihood	Description
Almost Certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event should occur at some time
Unlikely	The event could occur at some time
Rare	The event may occur only in exceptional circumstances

Consequence of Risk

Once the likelihood of the risk has been assessed, the risk consequence must be determined. A risk can be classified as negligible, minor, moderate, major or critical. Table 4 provides a guide on classifying the risk.

Table 4. Classifying the risk consequence

Consequence	Description
Critical	Death or extensive injury, extreme financial loss, cessation of operations, major impact on site
Major	Extensive or serious injury, high financial loss, loss of operational capability, considerable impact on site
Moderate	Medical treatment required, significant financial loss, site impact requiring external assistance, e.g. emergency services
Minor	First aid treatment required, moderate financial loss, site impact immediately contained
Negligible	No injury or treatment required, low to no financial loss, minor to no impact to site

Rate the Risk

Now that the likelihood and consequence of a risk has been determined, the risk can be rated. Risk ratings range from low risk to extreme risk. Table 5 can be used to rate the risk.

Table 5. Rating the risk

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

Control the Risk

Once the risk rating is known, the level of action required to control the risk can be identified. Extreme risks must be eliminated or mitigated immediately, where as a low risk may not require immediate action but should be reviewed annually.

Table 6 further details the risk rating and steps that must be taken.

Table 6. Treat the risk

Risk Rating	Steps
Extreme Risk	Intolerable risk, high controls must be implemented before proceeding
High Risk	Generally intolerable risk, high/medium controls must be implemented before proceeding
Medium Risk	Residual risk, tolerable only if further risk reduction is impracticable, high/medium controls should be used
Low Risk	Risk reduction not likely as it is not practicable, low or greater controls should be used

Risk controls must be noted and implemented to ensure effective mitigation of the risk.

Using the example of slips, trips and falls, a risk assessment has been undertaken which classes the risk as almost certain to occur with minor consequences. This resulted in a rating of medium and controls being put into place to mitigate this risk.

Table 7. Risk Assessment Template

Hazard	Risk Description	Likelihood	Consequence	Rating	Risk Controls	Responsible Personnel
Slips, trips and falls	<ul style="list-style-type: none"> Physical injury to volunteers, players and spectators Damage to property/assets 	Almost Certain	Minor	Medium	<ul style="list-style-type: none"> Wet floor signage on hand Install coloured tape marking edges of steps and stages Leads and cables to be installed to run overhead or set in cable traps Volunteers to be alert for trip hazards Holes/uneven surfaces to be covered where possible (drain grills, bollards) 	President, Vice President, Match Day Manager

Hazard	Risk Description	Likelihood	Consequence	Rating	Risk Controls	Responsible Personnel

The following list of items below is not exhaustive and can be used as a prompt in the risk identification process.

Accessibility

- Lifts
- Ramps
- Public transport
- Signage
- Access for venues
- Egress
- Seating

Contractors

- Co-ordinating contractors
- Communication expectations
- Legal compliance
- Job safety analysis / safe work method statement
- Sub-contractor
- Casual labour
- Training

Field of Play/Equipment

- Proximity of audience to field of play (FOP)
- Officials
- Throwing objects on to FOP
- Appropriate activity for venue

Hazardous Substances/Dangerous Goods

- Pesticides
- Fuel storage
- Cleaning products
- Water/waste water
- Pyrotechnics
- Asbestos
- Inappropriate labelling
- Poisons
- Acids

Legal

- Overuse of security powers
- Interaction with law enforcement agencies
- Lack of legal compliance
- Unsolicited acts of violence

Materials Handling

- Mechanical handling
- Plant
- Food handling
- Furniture fixture and equipment
- Venue design
- Functionality
- Transport between venues
- Excess weight and height
- Condition of terrain

People

- Security staff numbers
- Training/induction
- Patron demographics
- Lack of relevant certification/licenses
- Alcohol
- Serial pests
- Cultural issues

Planning

- Contingency plan
- Poor interface with stakeholder
- Surveillance
- Emergency management

Plant

- Training
- Certification
- Supervision
- Maintenance
- Isolation/segregation – people
- Hand tools
- Registered plant e.g. lifts, escalators and pressure vessels

Security

- Weapons
- Explosives
- Bomb threats
- Restricted items
- Public perception
- Cloaking
- Cash handling
- Confiscation

The Event

- Track invasion
- Communication equipment
- Asset protection
- Access controls for volunteers
- Entry control

Vehicle Safety

- Maintenance
- Security of vehicles
- Vehicle/people segregation
- Speed
- Refuelling
- Parking supervision
- Lack of training
- Permits and certification/licensing
- Outdoor broadcast vehicles
- Working at height
- Electrical safety
- Inappropriate use of paths

Appendix 3 – Emergency Management Plan

Public events can become disorganised when an emergency occurs and panic replaces basic reasoning. As no event can be made entirely hazard-proof, the organiser must ensure that they are capable of dealing with any type of emergency that may arise.

Without planning and training, a crisis situation could become a disaster. It must be remembered that effective control of an emergency situation is largely dependent on pre-planning and clear communication. This Emergency Response Plan is intended to be flexible and simple in its operation and should be developed in conjunction with the Risk Assessment.

The Emergency Management Plan (EMP) should be reviewed as soon as possible after an emergency has occurred, to ascertain whether procedures were followed, and whether they were adequate.

Objectives

The broad objectives of this Plan are to:

- implement measures to appropriately manage any emergencies
- outline arrangements for the utilisation and implementation of resources in response to emergencies

Familiarity with the procedure on the part of all nominated Emergency Control Organisation (ECO) personnel and all event staff in general, is essential to maintain preparedness and, in the event of an emergency, to promptly and effectively respond.

Emergency Control Organisation Personnel

Personnel Structure

The ECO personnel consist of people whose place of work are at specified locations throughout the event. These can include a Chief Warden (Site Manager), Communications Officer, Deputy Warden etc.

Name	Position/ Company	Phone
<i>E.g. John Smith</i>	<i>Chief Warden (Site Manager)</i>	<i>9999 0000</i>

Roles and Responsibilities

The event organisers are responsible for the following:

- Development of the EMP
- Identification of likely emergencies

- Provision of appropriate staff and direction
- Review of the Plan as required on the day
- The implementation of a traffic management plan that ensure the co-ordination of all traffic movements.
- Ensuring all relevant permits or licences have been properly obtained.

Principal responsibility of the direction of the EMP rests with the Site Manager as Chief Warden.

All personnel, volunteer staff and contractors are familiar with their roles and response to emergencies.

Each member of the ECO has clearly defined duties and responsibilities. These are:

Chief Warden

On becoming aware of an emergency, the Chief Warden should take the following actions:

- Ascertain the nature of the emergency and determine appropriate action
- Ensure that the appropriate Emergency Services have been notified
- If necessary, initiate an evacuation
- Brief the Emergency Services personnel upon their arrival about the emergency, and the status of any evacuation
- Remain with the senior Emergency Services officer and act as his advisor

Deputy Warden

The Deputy assumes the responsibilities of the Chief Warden if he/she is unavailable, otherwise assists as required.

Communications Officer

This officer, on becoming aware of the emergency, is responsible to the Chief Warden for the following actions:

- Ascertaining the nature and location of the emergency
- Notifying the Wardens by using the radio or other means
- Transmitting and recording instructions and information between the Chief Warden and other Wardens
- Recording the progress of the incident and any actions taken by ECO personnel

Wardens

On becoming aware of an emergency, the Wardens should take the following actions:

- Communicate with the Chief Warden by whatever means are available and act on the Chief Warden's instructions
- If an evacuation has been initiated, ensure an orderly evacuation into the appropriate Assembly Area
- Assist mobility-impaired persons

All ECO personnel must be completely familiar with the following:

- The layout of the event site and surrounding areas
- The layout of the event
- Escape routes and Assembly Areas

Identification

In the case of emergency all Emergency Control Organisation personnel will wear distinctive headwear to denote their position of responsibility and authority. These will be colour coded for identification and will be:

Title	Identification
<i>E.g. Chief Warden and Deputy Chief Warden</i>	<i>White Helmet</i>

Emergency Control Centre

<Insert information on where the control centre is located and where it will be relocated to should an emergency compromise the centre. Also identify what the centre is to be used for e.g. police assembly area.>

Evacuation

The decision to evacuate the area or a section of the area will be given by *<insert responsible person>* after an assessment of the situation. The decision will not be taken lightly as an evacuation can often create greater risks e.g. panic, disorientation, lost small children, prams blocking exits etc. The threat may be only a “nuisance”, e.g., a toilet roll set alight that can be readily extinguished without activating the Evacuation Plan.

Sequence of Events if a Plan is activated

The sequence below will be followed in the event that the Evacuation Plan is activated:

- After consultation and assessment by Emergency Services an evacuation is ordered.
- Advise Area Managers, by two-way only, to clear all exits and potential blockages
- Illuminate critical areas where possible.
- Allow time, where possible, for Area manager’s actions
- Stop any music or shows that could confuse the message or situation.
- Advise the public via the PA in a slow calm manner. (Plan what you are going to say and remain calm)
- Leave all lighting on for as long as possible
- Use major objects/buildings as reference/ meeting points for separated people

- Ensure Event Control is manned for as long as is possible, for advice on lost children etc.
- Use mobile and two way radio for communications if power is out use megaphones.

The above sequence is a guide only. Please tailor the sequence to best reflect your event.

Follow up Action

If an incident occurs or an evacuation is required the following follow up actions may be required:

- *E.g. Secure the area evacuated to prevent theft.*
-
-
-
-
-

Evacuation Assembly Points

Evacuation of a specific area will be directed by the Area Manager as coordinated by the Site Manager and/or Emergency Services.

Below is a list of the emergency evacuation assembly points:

Evacuation Point #	Description
# 1	Behind main pavilion on Roberts Street

Assistance in an evacuation may be provided by the following agencies:

Agency	Contact
E.g. MFB	John Smith – 9999 0000

A map outlining the Evacuation Assembly Points must be provided.

Emergency Services

The following emergency services will be onsite throughout the event:

Emergency Service	Site Location
<i>E.g. Victoria Police</i>	<i>Roving around site</i>