

# EVENT PLANNING GUIDE

(September 2019)

# ACKNOWLEDGEMENT

Ngarrgma Wurundjeri Woi wurrung guljin gurringanyinu bik wenerop  
Darebin dharri.

Ngarri yana ngarnga bik,baan ba ngarrgu.

Gahgook-al nanggiti bambuth, yalingbu b agama-dji

*I acknowledge the Wurundjeri Woi wurrung people who are the  
traditional Owners of the land.*

*I recognise their continuing connection to land, water and culture.*

*I pay my respects to Elders past, present and emerging.*

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# INTRODUCTION

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

As the event coordinator, the responsibility is with you to ensure that your event is well organised and safely managed, and should it require one, that all requirements of your event permissions application are met. By working with Council to plan your event you can provide a positive and safe experience for everyone.

*Disclaimer: The information contained in this publication is intended as a guide only. This publication should not be substituted for professional advice on laws and regulations in individual cases. If readers still have doubts, they should consult the appropriate legislation or seek professional advice. In addition to the information contained in this document, event coordinators must exercise skill, care and sound judgment in event planning. Although the information contained in this publication has been researched, the City of Darebin accepts no responsibility for any errors or omissions that may have occurred within the publication. The City of Darebin does not necessarily endorse the views expressed by contributors or other organisations contained within. Information contained in this guide will be subject to change.*

*The collection and handling of personal information is accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.*

# DEFINITIONS

## **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 Coordinator**

Any individual, community based or commercial organisation seeking permission to conduct an event in the City of Darebin.

## **Event Permission**

Is approval to conduct your event in the City of Darebin. If required, 'Event Permission' will detail any special conditions necessary to run your event. It will then be your responsibility to ensure that every aspect of your event conforms to Council requirements.

## **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.

## **Major Event**

A community-based function where expected attendance is more than 2,000 people.

# WHO SHOULD APPLY FOR EVENT PERMISSION?

If your event involves any of the following you need to contact us and obtain formal permission to go ahead.

## **On Council property & expecting**

- over 200 people &/or
- significant noise levels &/or
- the serving of alcohol

## **Closing a road or impacting traffic & public transport**

## **Fireworks or firecrackers**

## **Large temporary structures**

# HOW DO I APPLY?

## **Step 1**

Complete the event risk rating self-assessment – the Event Risk Evaluation Process (EREP) [[hyperlink](#)] to determine if your event is considered low, medium or high risk, and the requirements Council will have of you.

## **Step 2**

Read this Guide giving particular attention to those sections relevant to your event.

## **Step 3**

Contact Council's Festival & Events Unit on 8470 8888 to discuss your application

## **Step 4**

Provide copies of relevant documents by the due date.

# BOOKING COUNCIL VENUES/PARKS

Please note that if you are interested in holding your event at a Council Venue or Park you will need to book your venue/park directly with the relevant contact before beginning the Event Permission Process.

See handy contact list at the back of this Guide.

Booking a Council venue/park does not guarantee Event Permission.

## NEXT STEPS

Once your documentation has been submitted, it will be assessed. If you need to provide further information you will be notified. Once Council officers have determined that your documentation is satisfactory your event permission will be granted and you will be sent a formal letter granting permission to go ahead by email.

Please note that submitting documentation to Council does not guarantee Event Permission.

# A - Z EVENT PLANNING GUIDE

## A

### **Accessibility**

An accessible event improves the experience of all patrons. Given approximately 20% of Darebin's population has some form of disability, a large part of our community and your potential audience will have access needs to be met. There are many aspects of planning an accessible event which do not incur huge costs but require consideration in the planning stages. If you would like more information regarding mounting accessible events refer to [Access Enabled](#). [Hyperlink]

### **Alcohol**

See also [Liquor Licences](#) and [Responsible Service of Alcohol \(RSA\)](#)

If you are planning on serving or selling alcohol at your event you will require a temporary licence to do so – see [Liquor Licences](#) for further information on how to obtain a temporary licence. There are specific requirements that are legally required and special conditions that may be attached to your temporary licence, and enforceable in order for you provide alcohol at your event, including:

- Staff who have completed an approved RSA program
- Compliance with all Responsible Service of Alcohol (RSA) regulations
- Designated Alcohol Free areas
- Additional Toilets (see [Toilets](#))
- Free Drinking Water
- Fencing
- Appropriate Signage
- Additional Security
- Waste and recycling provisions

The City of Darebin does not prohibit the consumption of alcohol in public places with the exception of two alcohol restricted zones being:

Preston Restricted Zone: between Bell Street, Plenty Road, Murray Road, High Street, Regent Street, Spring Street and St Georges Road.

Reservoir Restricted Zone: Area between Ralph Street, High Street, Cleeland Street, Olive Street and Byfield Street.

# A - Z GUIDE

## APRA AMCOS / PPCA

Under the Australian Copyright Act 1968, music is protected by copyright law, and you require a licence to publicly perform or provide either live and/or recorded music at your event or festival. These licences have traditionally been granted by both APRA AMCOS and PPCA. Licence fees are generally calculated on the number of expected patrons of your event.

From July 1 2019 APRA AMCOS and PPCA have launched a joint initiative - OneMusic Australia, which will simplify the way all organisations obtain a public performance licence to play music. It will, essentially be a one stop shop for music licencing. For more information, or to apply for a licence through OneMusic Australia click [here](#).

## B

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## C

### CAPACITY

Patron safety and crowd management are critical to the success of every event. While there are broad general formulas to calculate capacity at an event based on square meterage of the event site, in reality there are myriad factors that contribute to mitigating the risks inherent in crowd management to a tolerable level.

The safe limits of people per square metre – devoid of any mitigating factors (such as alcohol, age of demographic, multi-stage temporary space, etc) – is generally set at:

- 2 people per square metre
- 4.7 people per square metre for a moving queue
- 4.7 people per square metre for standing view areas

However, the type of event, the intended demographic, the event site, and a host of other variables need to be folded into considering what is a safe capacity – this will be considered, and often stipulated in the conditions attached to an Occupancy Permit for a Temporary Structure and Occupancy Permit for an Occupancy Permit for a POPE (Place of Public Entertainment). However, it is the legally binding responsibility of event organisers to ensure that their event has an appropriate crowd management plan in place, and the appropriate planning and expertise to manage, not just control, crowds. A crowd management plan should include a specific overview of as many potential hazard issues as possible, and be a live document, constantly updated as emergent risks arise.

For more information Live Performance Australia provide a comprehensive Audience and Crowd Management Hazard Guide which can be downloaded [here](#).

# A - Z GUIDE

## CLEANING

See also [Waste Management Plan, Recycling and Food & Drink](#)

If you are planning an event in a public space you must ensure that the area is cleaned after the event.

Council will not provide cleaning services for Events.

There are commercial event cleaning companies who cater to all types and scale of events. They may also be engaged to provide cleaners during your event, particularly if your event may require quick response cleaning, and on-going rotational cleaning of amenities and sanitary facilities (toilets). It is also highly advisable to ensure that the site is clean or cleaned before the event.

For Major Events and Festivals a Waste Management Plan will need to be submitted to obtain event permissions. Event sites must be left as found.

## COMMUNITY EVENTS CALENDAR

The City of Darebin website hosts a Community Events Calendar with a highlighted events section - use this resource to check on events happening in Darebin around your proposed event date. If your event is free or low cost you can add your event to the calendar to increase exposure. To look at the calendar listing or add your own event (add button can be found at base of page) click [here](#).

## D

### DIRECTIONAL SIGNAGE

Directional Signage is important to assist your expected patrons in accessing services, amenities, and entertainment for your event, and ensuring the event runs smoothly, and to your patrons expectations.

Your site map should include directional signage points. If your proposed event is a major event or festival you may need to supply a directional signage map in addition to a site map when applying for event permission.

#### **Clear directional signage should include:**

- Entry/Exits (including emergency exits)
- Ticketing
- Toilets
- First Aid
- Information Centre(s)
- Drinking Stations
- Designated Alcohol Free zones
- Site overview map
- Food & Beverage
- Entertainment & Activity locations
- Smoking / Non-smoking areas

# A – Z GUIDE

## **DRINKING WATER**

See also [Single-use Plastics](#) and [Environment](#)

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. The City of Darebin has a Single-use Plastics Free events policy with the aim of eliminating single use plastics (including bottled water) from all events. Alternative provision of water may be provided by access to Running Water, Water Coolers, Refillable Large Water Containers with recyclable cups, and Washable Water Bottle services. Major Events and Festivals will require a minimum number of drinking water access points to be supplied to gain event permissions.

## **E**

### **ECO (Emergency Control Organisation)**

See also [Safety and Emergency Management Plan](#) and [Safety and Emergency Management Committee](#).

In major events the ECO or Emergency Control Organisation is formed by key staff members who are responsible for the planning and administration of the Safety and Emergency Management Plan. The ECO will also be key members a Safety and Emergency Planning Committee. The ECO is activated when a response to an incident is required, and the Wardens system is operational. Chief, and Deputy Chief Wardens provide the bridge of communications between event management, Emergency Services, EOC, Area Wardens and patrons

### **ELECTRICITY SUPPLY**

Availability varies from site to site. Please talk to Council staff when booking your venue or site to ascertain availability and type of power source outlets (ie 3phase, 15amp, 10amp) available.

Organisers of larger events may need to gain approval from Council for the use of Council controlled Metered Power Outlets (charged post event at an agreed per unit rate) or through the use of portable generators (which may be subject to Noise Compliance Measures – see Noise Levels).

### **EMERGENCY SERVICES**

For major events and festivals, or events requiring road closure or disruption to standard parking or traffic flow, as well as obtaining Council approval, it is your responsibility to notify emergency services which include Victoria Police, Metropolitan Fire Brigade, Metropolitan Ambulance Service, and the State Emergency Service. Contact details provided below. Notification should occur 2 months prior to the event and 6 months prior to the event in the case of major events and festivals.

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

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## **ENTRY/EXITS**

See also [Accessibility](#), [Fencing](#), [Protecting Crowded Places](#) and [SEMP](#)

Entry/Exits need to be appropriate to the nature and scale of your proposed event, and designed to ensure safe and efficient entry and exit (access & egress) of patrons, and if required, emergency services, staff, plant equipment and amenities service vehicles.

For fenced sites, there are minimum mandatory requirements of entry/exit width for pedestrian and vehicle access points that allow for efficient evacuation and accessibility (and if required, an Occupancy Permit for a Place of Public Entertainment (POPE)).

For temporary structures on your site, there is a mandatory combined width of access/egress points, dependent on the structure and number of expected patrons, that requires compliance, and potentially a pre-event site inspection from Council Building staff, in order to secure an Occupancy Permit (and Occupancy Permit for a POPE).

Exit signs must be clear, well lit, and have an independent source of emergency power (batteries/generator) in the case of a power outage on-site or in the surrounding area.

### **Entry/Exits must:**

- Provide appropriate capacity for protection, supervision, marshalling and direction of crowds with fencing, crowd barriers, bollards, turnstiles, etc
- Clear Directional Signage from an entrance and exit vantage (see Exit Signs above)
- Provide Exit and Evacuation routes
- Provide outward opening (ie opening away from the site) doors/gates for all emergency evacuation routes that are never blocked or locked from egress use
- Provide access for emergency services vehicles
- Separate vehicle and pedestrian access
- Be kept clear of all other activities

### **Entry/Exits should:**

- Provide access for wheelchairs with, if necessary, ramp access (compliance with legislated dimensions, rake of ramp, hand-rails and rest points are mandatory)
- Have toilets, site maps and information hubs nearby
- Have overhead lighting for evening events

# A - Z GUIDE

## ENVIRONMENT

When holding an event due diligence must be followed to ensure that the event does not negatively impact on surrounding vegetation and waterways, and follows best practice protocols to minimise general environmental impact. Water and energy use should be kept to a safe minimum. All appliances require current test and tags (see [Test & Tag](#)) and all electrical equipment should be turned off when not in use.

### Additionally:

- No Single-use plastics to be used at events in Darebin
- Test and Tag all electrical appliances with a power lead (every 6 months)
- Batteries should not be thrown away but collected and taken to a battery recycling station (Council recycling centres, Aldi)
- 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 uncontaminated 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

## EVENT MANAGEMENT PLAN (EMP)

An Event Management Plan (EMP) is the key document that incorporates and ties together every aspect of your event from an operational and organisational perspective.

An EMP is a means to ensuring that Event Organisers have satisfactorily planned for, and are able to implement safely, and within regulatory requirements, their event.

An EMP should provide a comprehensive breakdown (or provide references to other documentation) of all operational, logistics, production, safety and administration elements of your event, including but not limited to: production schedules, event schedules, pre-production timeline, licencing & permits, risk assessments & risk management, safety & emergency management plan, staffing, stakeholders, sub-contractors, security, traffic, noise & waste management, directional & promotional signage, site plan & management, contacts list, attendee demographics, and notifications.

If you require event permissions you will be required to submit a complete EMP to Council as part of your application process.

See the EMP templates provided for low/medium risk events.

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## **EOC (Event Operations Centre)**

EOC stands for Event Operations Centre. An EOC is the communications nerve centre of an event. The EOC may only be a clipboard and a mobile phone for small events, while high risk events will require a fully functioning EOC with centralised event and emergency communications, operating as a phone, internet, messaging and two way radio hub that monitors all operational aspects of an event, and logs/reports/resolves any incidents. See the list of requirements for Low, Medium and High Risk events, defined on case by case basis, by completing the Self-Assessment EREP (Event Risk Evaluation Process) found here. [Hyperlink]

## **ECC (Emergency Control Centre)**

ECC stands for Emergency Control Centre. The ECC may only be a clipboard and a mobile phone for small and low risk events, and is often located at the Event Operations Centre/Site Office for medium risk events. High risk events will require a fully function ECC, located separately from the Event Operations Centre and housing emergency services representatives and emergency communications, operating as a phone, internet, messaging and two way radio hub to log, monitor, manage, resolve and report on incidents and emergencies at an event.

## **F**

### **FENCING**

See also [Entry/Exits](#)

Fencing may be required for your event for ticketing, security, liquor licencing or access reasons. There are a large number of temporary fencing companies who hire and install/deinstall a variety of fencing: cyclone fencing, crowd barriers, gates, turnstiles, dress and theme fencing. Fencing and entry/exits must conform to access and egress regulations, particularly emergency exits and evacuation routes (see [Entry/Exits](#) and [Safety & Emergency Plan](#) for more information).

### **FILM SHOTS**

If you are planning a film shoot (including still photography) in Darebin, you will need to obtain a Filming Permit, and provide a copy of your Public Liability Insurance (PLI, minimum cover of \$20 million). A permit is required whether the shoot is taking place on private or public property. Student film shoots are exempt from permit fees For more information, including fees or to apply for a Filming Permit click [here](#).

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## **FIRE WARDENS**

See also [Safety & Emergency Management Plan](#) and [Inductions](#)

A critical part of your Safety & Emergency Management Plan (SEMP) is a personnel and communications chart which identifies a clear structure of communications and personnel response in the case of a fire event / emergency response / evacuation – where nominated staff assume the role of Fire Wardens for the duration of the emergency, and control the site (and evacuations) until Emergency Services arrive and formally take control of operations from the Chief Fire Warden.

Chief & Deputy Chief Fire Wardens should be experienced senior operational/safety staff with immediate access and/or contact with the EOC / Communications Officer(s). Area Fire Wardens should be predominantly stationed in their designated area. All Fire Wardens should be supplied with colour coded hard hats, hi-vis vests, megaphones, torches and have open lines of communication with the EOC at their station in the event of a fire, emergency or evacuation. Fire Wardens require comprehensive briefing as per the Safety & Emergency Management Plan. Site and procedural inductions are critical to ensuring that all event personnel are clear what their role and appropriate responses are in the case of an emergency.

## **FIREWORKS**

Regardless of the size of your proposed event, Event Permission will be required from Council should you wish to incorporate Fireworks. Fireworks are illegal in Victoria without a Pyrotechnicians Licence to discharge fireworks. This now includes discharge of Chinese firecrackers and theatrical fireworks on a single occasion. A Pyrotechnicians Licence can be obtained through [WorkSafe](#) after completion of training through an authorised training provider, however Council highly recommends engaging a professional Pyrotechnician for discharging fireworks. WorkSafe and the Metropolitan Fire Brigade (MFB) requires a minimum 7 days notification of the intention to discharge fireworks. Local residents must be notified by letterbox drop regarding time and date of fireworks with a minimum 7 days notification, as many owners prefer to keep pets indoors during fireworks. Event Coordinators are also required discuss the suitability of their event location with their venue and notify Council's Civic Compliance Unit on 8470 8866.

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## FIRST AID

The provision of first aid facilities is compulsory and critical to any event, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and accredited First Aid Officers (minimum qualification being HLTAID003, formerly Level 2 First Aid Certificate) depends on the size of the event in terms of patron numbers and site dimensions, and the type of event. It is standard now that Event Security Staff are qualified First Aid Officers.

It is recommended that all central staff points (EOC, Site Managers Office, Backstage) and high volume patron contact points (Bars, Ticketing, FOH) have portable First Aid Kits, along with First Aid Posts and rest areas. It is recommended that at least one AED (automated external defibrillator) should be on-site at a central location.

The Australian Red Cross and St John Ambulance Volunteer Sections can attend events, provide first aid kits, 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. There are also commercial event medical services providers available who can supply doctors, nurses, paramedics and advanced first aiders as required.

## FOOD & DRINK

If you are planning on having food and drink vendors at your event, The Victorian Food Act requires food and drink vendors to submit a Statement of Trade via [Streatrader](#).

If you plan to serve, give away or sell food provided by unregistered food vendors, please contact the Council's Health Protection Unit on 03 8470 8658 to discuss any requirements. Council's Health Officers may inspect food stalls prior to and during set up for your event.

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## G

### **GAS**

Event organisers, caterers, food vendors and forklift (fitted with gas) providers have a duty of care to the public and staff at all times in the use and storage of Liquefied Petroleum Gas (LPG). Gas safety is the responsibility of users and operators, but also event organisers. Caterers and food vendors using gas must complete a checklist provided by Energy Safe Victoria before an event starts, and event organisers have the right to remove from the site any person(s) using or intending to use gas who fails to complete the checklist, makes a false declaration, or knowingly uses an unsafe gas installation. For more information on gas safety at public events and to download a copy of the checklist click [here](#), and more information on gas safety for major events click [here](#).

## H

### **HEALTH**

See also [Alcohol](#), [Drinking Water](#), [First Aid](#), [Food & Drink](#), [Toilets](#), [OH&S \(Occupational Health & Safety\)](#)

An obligation of event organisers is to ensure they provide a safe environment for patrons and appropriate working conditions for staff. Adequate (relative to the type of event and expected attendance) first aid, toilets, food, and drinking water must be provided. Site and production design and build must be compliant with all safety regulations and should consider the safety and wellbeing of patrons and staff at all times. Work, Health & Safety regulations and standards for staff and volunteers must be adhered to. Wet or inclement weather contingencies should always be planned into any outdoor event.

## I

### **INDUCTIONS**

Inductions provide a structured and consistent means of informing and educating staff, interns and volunteers of their roles and responsibilities in an event environment. Induction packs and induction sessions should cover role responsibilities, employment conditions, safety and emergency management briefing, contact lists, organisers expectations, staff obligations, and allow time for questions and answers.

### **INFLATABLES**

Some inflatable structures are considered prescribed structures. A structure that is less than 100 square metres is considered a non-prescribed structure and in isolation does not require a siting approval from the Council Building Surveyor. However, they may be subject to other event permissions, and you may be required to provide a copy of the Certificate of Compliance - Design, signed by a registered structural engineer, and/or arrange for a structural engineer to sign-off on the installation of the inflatable. It is recommended that if you are planning on incorporating an inflatable in your event you contact Festival & Event Unit to discuss further.

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## INFORMATION SERVICES

In the case of major events, an information hub should be established as a central point for event information and a focal communication and meeting point for patron incidents, such as lost children.

## INSURANCE

See also [Public Liability Insurance \(PLI\)](#)

Managing an event, regardless of its size, comes with a certain amount of risk. As an event organiser you may be held liable for injuries, damage and financial losses. If you are running an event you must have Public Liability Insurance, with a current Certificate of Currency. \$20 million dollars cover is the minimum standard, and it is a Council requirement that you hold PLI to this level, and provide a copy of your Certificate of Currency upon request. There are, however, many other forms of insurance that may be relevant, depending on the type of event you are holding. Other common forms of relevant insurance are:

- Property and equipment
- Product liability
- Professional Indemnity
- Volunteer insurance
- Cancellation and/or abandonment

J

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K

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L

## LIQUOR LICENCES

See also [Alcohol](#) and [Responsible Service of Alcohol \(RSA\)](#)

If you intend to serve, give away or sell alcohol at your event you 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 [here](#) .

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## M

### **MAYOR AND COUNCILLORS**

You are welcome to invite the Mayor and/or Councillors to your event. For more information on how to do so click [here](#).

### **MUSIC**

See [APRA/AMCOS](#), [OneMusic](#) and [Noise Levels](#)

Under the Australian Copyright Act 1968, music is protected by copyright law, and you require a licence to publicly perform or provide either live and/or recorded music at your event or festival. These licences have traditionally been granted by both APRA AMCOS and PPCA. Licence fees are generally calculated on the number of expected patrons of your event.

From July 1 2019 APRA AMCOS and PPCA are launching a joint initiative - OneMusic Australia, which will simplify the way all organisations obtain a public performance licence to play music. It will, essentially be a one stop shop for music licencing. For more information, or to apply for a licence through OneMusic Australia click [here](#).

## N

### **NEIGHBOURHOOD STREET PARTIES**

Neighbourhood Street Parties are small social events between neighbours. For more information about Council's Street Parties Program click [here](#). Please note that community events where the wider community is invited to attend are not eligible for the Street Parties Program.

### **NOISE LEVELS**

There are special requirements for outdoor venue/event noise. The governing legislation is incorporated in the State Environment Protection Policy (Control of Music Noise from Public Premises) (SEPP N-2) for outdoor venue noise.

The goal of SEPP N-2 is to protect residents from music noise while recognising the community demand for a wide range of entertainment.

The standard parameters for outdoor venues (including temporary venues) is that amplified music or loud noise cannot be projected in an open air public area (which includes noise in/from marquees) before Midday or after 11pm, or 10pm for concerts which are more than five hours in duration.

Sound/noise levels must not exceed reasonable outputs.\*\*

There are certain exceptions to the above requirements.

Where noise levels may exceed reasonable levels, your Event Permission may specify adherence to a process identified in a Noise Management Plan (see below), and/or that noise levels be identified in advance, and that monitoring of noise levels is managed through the event by the production company providing the amplified audio event technology or an independent acoustic engineer monitors the levels on the day of the event.

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Professional audio-visual event companies generally have portable audio monitoring equipment (dB meters) and can provide livetime audio monitoring upon request.

You may also be required to notify residents and the local community as part of your notification notice to residents and traders. For further information on your obligations please see SEPP N-2 – Control of Music Noise From Public Premises, or visit the EPA Website [here](#).

\*\* Reasonable output is measured as LAeq in dB(A). SEPP N-2 sets out the measurement method. Reasonable output is identified as, or below:

65dB(A) averaged over 15 minutes when the measurement point is located outdoors at any residential premise

55dB(A) averaged over 15 minutes when the measurement point is located indoors at any residential premise

## **NOISE MANAGEMENT PLAN**

A Noise Management Plan (NMP) may be required as part of your Event Management Plan. A NMP plan should address:

- the name of the organisation that will be in control of the production company in control of audio emission
- the type of entertainment act or emitting noise
- limitation on stage orientation
- speaker height, arrangement and orientation
- noise barriers that may be used
- noise-reduction measures at source
- noise measurement practices to be undertaken
- complaints response procedure and phone number

## **NOTIFICATIONS**

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. This is also a great opportunity to market the event and invite local residents. You will need to supply a copy to Council as part of your Event Management Plan.

# A - Z GUIDE

## O

### **OCCUPANCY PERMIT**

Also see [Temporary Structures](#) and [Place of Public Entertainment \(POPE\)](#)

If you are organising a public entertainment event, you may need to obtain an Occupancy Permit for a Place Of Public Entertainment (POPE). A Place of Public Entertainment is defined as an area used for public entertainment which is greater than 500 square metres. An Occupancy Permit for a POPE will be granted by Council's Building Services 8470 8899.

You may also require Occupancy Permits for Temporary Structures (see [Temporary Structures](#)) such as marquees of 100 square metres or more or staging of 150 square metres or more or seating banks that holds 20 people or more.

In some instances, events may propose the use of bespoke temporary structures or use of permanent structures within an outdoor event site for bespoke purposes, which are not in accordance with existing occupancy permits.

For further information regarding Occupancy Permits, POPEs and Temporary Structures contact the Building Services on 8470 8899.

### **OH&S (OCCUPATIONAL HEALTH & SAFETY)**

See also [Safety Officer](#)

It is critical for any event to provide a safe environment for patrons, and appropriate care, safety and training for all personnel involved with the event. There is a broad range of Occupational Health and Safety Legislation event organisers must comply with. Complying with OH&S regulations is fundamental to effective risk management. For advice on OH&S, and information on relevant codes contact WorkSafe Victoria on 1800 136 089 or click [here](#).

Worksafe Victoria provide an Advice for Managing Major Events Safely (2008) publication that covers practical information for major event organisers and suppliers about the management of safety risks and meeting their duty of care through integrated event safety planning, and can be downloaded [here](#).

### **ONE MUSIC**

From July 1 2019 APRA AMCOS and PCCA have launched a joint initiative - OneMusic Australia, which will simplify the way all organisations obtain a public performance licence to play music. It will, essentially, be a one stop shop for music licencing. For more information, or to apply for a licence through OneMusic Australia click [here](#).

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## P

### **PARKS**

Some of Darebin's parks can be booked for community events. Requirements, restrictions, capacities & costs vary. For enquiries and to make a booking contact Darebin Parks on 8470 8720.

### **PARKING**

Some events may require temporary alteration to existent parking arrangements in or around an event to allow for loading/unloading and set-up of goods and equipment, or require the parking spaces for designated accessibility access, event vehicles, waste removal, generator refuelling, stalls set-up, etc.

On-street parking is a community and public asset. If you are looking to alter existent parking arrangements in any way you will need to apply for a temporary parking permit [here](#).

Any specific parking requirements for your event should be identified on your Site Plan (see [Site Plan](#)), and Traffic Management Plan (TMP) if Council determines you require a TMP to secure event permissions.

If your parking alterations are likely to disrupt traffic flow a TMP will be required, and professional Traffic Management marshalls engaged to fulfill the directives of the TMP. There are a large number of Traffic Management companies who work across Darebin, who can provide staff, signage, traffic bollards, and for a fee, will prepare a TMP for you - this is recommended for major events and festivals as they will have a familiarity with Council and Emergency Services requirements.

### **PLUMBING**

See also [Waste Management Plan](#) and [Food & Drink](#)

If you are incorporating food preparation and service stations, and/or fully functional bars in an outdoor event, your Waste Management Plan will need to include plumbing in running water for sinks, hygiene stations, dishwashers, and plumbing out grey water, greasetraps, and provide catchment tanks, which, depending on the duration of the event, may require truck access for pumping out.

Grey or contaminated water must not be allowed to drain directly onto any Council land or permanent drainage infrastructure.

Portable toilets have catchment tanks that will generally accommodate one-day events. If you are organising a multi-day event you will likely require pumping services (usually provided by the company providing toilets), and pumping truck vehicle access to the toilets.

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## **POPE (PLACE OF PUBLIC ENTERTAINMENT)**

See also [Occupancy Permits](#) and [Temporary Structures](#)

If you are organising a public entertainment event on public or Council space, you may need to obtain an Occupancy Permit for a Place of Public Entertainment (POPE).

A Place of Public Entertainment is defined as an area used for public entertainment which is greater than 500 square metres.

You must have a current Occupancy Permit for your prescribed temporary structures before making an application for a POPE. These are arranged through the Victorian Building Authority (VBA), however temporary structure hirers/installers should have a copy of the current occupancy permit and a copy of the Certificate of Compliance – Design, signed by a registered structural engineer.

An application for an Occupancy Permit for a POPE (including all its support) must be submitted to Council's Building Services more than 10 working days prior to the event commencing. The application fee is \$500.

Fees for Siting of Temporary Structures and and Occupancy Permit for a Place of Public Entertainment are set by the City of Darebin. Fees are required to be paid before a permit is to be issued. No exemptions or dispensations are applicable to these fees.

For major events it is highly recommended that a pre-application meeting be scheduled to review the application requirements.

For further information regarding Occupancy Permits, POPEs and Temporary Structures contact the Building Services on 8470 8899.

## **POST EVENT EVALUATION**

Event Evaluations provide extremely useful feedback and data to assess the success of your event, and insights that could lead to improvements in future events you organise.

Patron exit vox pops provide useful and direct feedback from patrons, if you have the staff (vox pops can be conducted by volunteers) and resource to conduct them.

It is highly recommended that after your event, you conduct post event debriefs with personnel, providers and stakeholders – Council, sponsors, subcontractors, staff, volunteers, etc. The intention of debriefs is to assess the success of an event in meeting its aims.

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## **PROMOTIONAL SIGNAGE**

Events that are not held for commercial purposes can apply to reserve sites for temporary promotional signage (Real Estate Boards). Applications can be made for one event only at specified sites. Boards can be up for 4 weeks. Applications should be made 3 months prior to the date of the event. For more information and to download the Short Term Events Policy click [here](#) or contact [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)

## **PROTECTING CROWDED PLACES**

It is important when planning an event that you consider the potential threat of terrorism, and implement strategies that will make your event – which are generally ‘crowded places’ – more resilient from potential threats. The Australian Government has produced a strategy and suite of materials, including a Crowded Places Self-Assessment Tool, to assist the Private and Community Sectors in countering these potential threats.

For more information, State ‘Crowded Place’ Police contacts, and to download guidelines, self-assessment tools, and security audits click [here](#).

## **PUBLIC LIABILITY INSURANCE (PLI)**

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 Darebin City Council and keep Darebin 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](#).

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## PUBLIC TRANSPORT

If your proposed event rollout 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 (PTV) through their Special Events Management System (SEMS). For more information or to notify PTV of your proposed event and potential public transport disruption click [here](#). Submit your Event Notification as early as possible, but it must be no later than:

- Less than 10,000 people - 120 days
- More than 10,000 people - 150 days

It is highly recommended, from an environmental and logistics perspective, to provide public transport options to/from your event for patrons in promotional and marketing materials.

## Q

## R

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## RECYCLING

See also [Waste Management](#) and [Food & Drink](#)

## RESPONSIBLE SERVICE OF ALCOHOL (RSA)

Face-to-face RSA training is mandatory for all licensees and staff selling, offering or serving liquor. Completing an approved Responsible Service of Alcohol (RSA) program gives participants the skills and knowledge to contribute to a safe and enjoyable environment in licensed premises. For more information, or to find a local registered training provider click [here](#).

## RISK MANAGEMENT

Effective and well-planned risk management is an essential part of any successful event. To assess the overall level of Risk of your proposed event please complete the Event Risk Evaluation Process (EREP) [[Hyperlink](#)] that will identify whether your proposed event is Low, Medium or High Risk. This will then determine what needs to be provided to Council to gain Event Permission.

**Event organisers must develop and submit to Council 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

The Event Planning Templates section of this guide provides a Risk Management Plan template and matrix. It outlines important areas for you to consider when planning for an event.

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## ROAD CLOSURES

See also [Traffic Management Plan](#), [Directional Signage](#), [Promotional Signage/Installations](#) and [Public Transport](#)

Road closures and street barricades/signage will be required where it is proposed to hold an event on a road, or where there is a likelihood that large numbers of people will be walking along or crossing a 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 Unit 8470 8064.

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 roads will 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.

## S

### SAFETY & EMERGENCY MANAGEMENT PLAN (SEMP)

Events of all sizes must have a Safety & 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 Event/Incident/Emergency Control Centre (EOC)
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority

A Safety & 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. A Simple Emergency Management Plan template for low and medium risk events can be downloaded from the [Event Planning Templates](#) section of this guide.

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## **SAFETY & EMERGENCY MANAGEMENT PLANNING COMMITTEE**

For major, or high risk events, a Safety and Emergency Management Planning Committee should be formed early in the planning stages of an event. The SEMP Committee is formed by key staff of the event often including the producer, operations/production manager, risk manager, safety officer, and communications officer. They will plan out and draw up the Safety and Emergency Management Plan, in consultation with Emergency Services personnel, and municipal (and sometimes state) Health, Transport, Building Services and Waste representatives. The intention is to explore all potential risks involved in the event, and to mitigate all identified risks to tolerable levels, while abiding by all regulatory requirements.

## **SAFETY OFFICER**

It is recommended for large events to have a Safety Officer onsite throughout an event (including bump-in and bump-out) whose focus is on ensuring safe working practices and conditions are upheld and maintained, and ensure that all safety regulations are adhered to, for the benefit of event staff and patrons. They will preferably work with, or are a Risk Management Consultant throughout planning and execution.

Worksafe Victoria provide an Advice for Managing Major Events Safely (2008) publication that can be downloaded [here](#).

## **SECURITY**

Event organisers are responsible for all security associated with their event. This can include securing the site and any event equipment as well as crowd control. Council does not provide security for events. There are a number of security firms in that can provide security staffing trained and familiar with events management, and for major events Victoria Police will at times assist in policing an event for a fee.

## **SINGLE-USE PLASTICS**

Council has endorsed a new Single-use Plastic Free Events Policy to eliminate single-use plastic products at events run by Council and events held on Council land. The policy extends to all council owned buildings, venues, parks, gardens and roads.

### **The policy outlines Councils commitment to:**

- Eliminate single-use plastic bags, plastic plates, bowls, cups, straws, cutlery, and take-away food containers
- Eliminate bottled water, and provide alternative free access to drinking water
- Avoid plastic packaging
- Eliminate balloons at events

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- Reuse event materials where possible
- Educate and guide event staff and audiences on single-use plastic free practices

Click [here](#) for more information on Councils Single-use Plastic Free Events Policy.

## SITE PLAN / SITE MAP

Regardless of the size or complexity of your event, a scaled site map is an extremely useful tool for planning your event, and its layout.

**You are required to submit a detailed site plan when applying for event permissions, with Council, which identifies the following as relevant:**

- Accessible parking
- Access ramps
- 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
- Entry / Exits
- Event operations centre (EOC)
- 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 access & drop off points
- Waste and recycling bins
- Water hazards

# A - Z GUIDE

## T

### TEMPORARY STRUCTURES

See also [Occupancy Permit](#) and [Place of Public Entertainment \(POPE\)](#)

**Some temporary structures require a Temporary Siting Approval Permit.**

**This includes (but is not limited to)**

- Marquees over 100 square metres
- Staging over 150 square metres
- Seating banks which hold 20 people or more
- Prefabricated buildings exceeding 100 square metres

To obtain an 'Occupancy Permit for Temporary Structures' please complete an Application For Siting Permit [here](#). Bespoke temporary structures may require additional engineering certification of structural integrity, and wind and weight load limits.

You must have a current Occupancy Permit for your prescribed temporary structures before making an application for a POPE. These are arranged through the Victorian Building Authority (VBA), however temporary structure hirers/installers are required to have a copy of current Occupancy Permit and a copy of the Certificate of Compliance - Design, signed by a registered structural engineer.

An application for a Siting Approval should be made at least 10 working days prior to erecting any temporary structure. Applications should be accompanied by the following information:

- Completed application form
- To scale Site Plans for the proposed marquee, stage or seating plans illustrating the location of the temporary structures in relation to other buildings and facilities, and marquee plans detailing fire extinguishers, emergency lights and exit signs, exit locations and aggregate exit widths
- A copy of current occupancy permit and a copy of the Certificate of Compliance - Design
- Details of Safety Officers and Coordinators

Fees for an application for Siting of Temporary Structures is \$500. For more information contact Building Services Unit on 8470 8899.

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## TEST AND TAGGING

Any electrical appliance with a power cord used in a workplace, should be test and tagged regularly. City of Darebin requires portable items be tagged and tested every six months. For more information on managing electrical risks in the workplace click [here](#).

While in Victoria there is no clear definition of 'regular' as a fixed frequency of inspections, there is a Safe Work Australia (SWA) model Code of Practice and an Australian standard (outlined in Section 2 of the Standard, AS/NZS 3760:2010) which includes a table that sets out testing and inspection intervals (from 3 months to up to 5 years), and occasions when equipment must be inspected and tested (after servicing or second hand sale).

## TOILETS

See also [Waste Management Plan](#)

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

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

- Projected attendance
- Duration of the event
- Availability of alcohol
- Gender mix of patrons

**Toilet facilities should:**

- Be cleaned and restocked regularly
- Have sufficient water supply for flushing and handbasins
- Be located away from food service and storage areas
- Be weather protected
- Be well lit

Provide sharps (syringes) disposal

- Provide soap and hand drying facilities
- A minimum of 5% be accessible

Portable toilets and water supply can be hired from a commercial provider. Generally, a handbasin is supplied per pan.

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The following tables present the number of male and female toilets (and handbasins) required dependent on projected attendance at any one time. If providing unisex toilets, they will be calculated on the number of male and female pans (Water Closets - WC) plus number of urinals.

## 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

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## TOTAL FIRE BAN DAYS

Fire restrictions and Total Fire Bans can be applied across Victoria by fire management authorities. Exemption permits - TFB permits (Total Fire Ban permits) will be considered for community or charitable organisations, smoking ceremonies, Council, caterers and events/entertainment. Fireworks/Pyrotechnics exemption permits will be considered on a case by case basis.

For more information or to apply for a permit go to the Metropolitan Fire Brigade Industry webpage [here](#)

## TRAFFIC MANAGEMENT PLAN

See also [Parking](#) and [Road Closures](#)

If your event is proposing to alter normal traffic and pedestrian movement, effect parking, or close any section of street or road you will require a Traffic Management Plan (TMP) as part of your Event Management Plan. A traffic management consultant or company should be engaged to develop and administer your traffic management, and their rollout. A TMP must be submitted to Council no later than two months prior to the event, and six months for a major event, and include all appropriate permits and notifications. A Road Closure Permit application is \$500.00. To apply click [here](#).

### Consideration needs to be given to:

- Which road(s) or which section(s) will be closed
- What times will the road(s) or section(s) be closed
- Which roads will be used as alternate routes for redirected traffic
- Which traffic management company is best suited for your requirements
- Will there be significant vehicle movement in bump-in and bump-out, or during the event that will alter and impede traffic and pedestrian movement
- Effect of TMP on local residents
- Notifications
- Will you require freight / logistics parking
- Disabled, VIP and performer parking
- Customer parking
- Public transport options
- Public transport effected
- Will you require Stop/Go operations
- Do you require vehicle bollards to implement Crowded Places strategy

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## U

### UNDERGROUND IRRIGATION, UTILITY AND INFRASTRUCTURE ASSETS

All Darebin's Parks are different and underground infrastructure such as power, water, toilets, data cabling and irrigation systems varies from site to site. Discuss your requirements in detail when booking a site, and liaise with your venue contact with regards to any restrictions.

Many sites have underground watering systems and shallow cabling, which prevent spiking or pegging into the ground in the immediate vicinity. This may, for example, make pegging marquees problematic, and may require very accurate markups to be signed off by Parks staff, or using marquee weights instead of pegs.

## V

### VOLUNTEERS

Volunteers are a potentially invaluable resource for events, by boosting participation and patron engagement, information dispersal, and assisting in internal communications and events coordination coverage. However, the use of volunteers will likely effect insurance coverage required, and appropriate facilities and conditions need to be provided for the volunteer agreement to be mutually beneficial. For more information on appropriate and productive events volunteering go to the Volunteering Victoria website [here](#).

## W

### WASTE MANAGEMENT PLAN

See also [Food & Drink](#), [Plumbing](#)

It is important for all events to consider the impact their event will have on the environment both locally and more broadly. And a clean, sanitary event site makes a significant difference to the experience of patrons. An effective waste management plan is vital both as an experiential and ethical consideration. A Waste Management Plan may also be required as part of your Event Management Plan . The plan should help to reduce, reuse and recycle wherever possible, and to provide for the safe and efficient removal of waste.

#### **Consideration should be given to:**

- Food recycling options
- Waste streams – waste can be collected as general waste and general recycling, but can also be aligned to downstream recycling such as the separation of cardboard, paper glass, and plastics
- Bin caps assist in identifying appropriate waste disposal
- Bin caps are available for loan to the Darebin Community from Darebin City Council. To enquire about Bin Cap Loan contact the Festival and Events Unit on 8470 8888.
- Standard formula for determining how many waste stations to provide at your event is 1 waste station per 200 patrons. This will vary significantly depending on the event

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- Bins should be located near food and beverage areas, entrances and exits
- Bin clearance through the event and rotational cleaning staff appropriate to the event
- Vehicle access for waste skip container removal
- Back of house functionality for waste skip container access and use
- Provision of high pressure water cleaning for reinstatement
- Plumbing and grey water catchment
- Toilets and effluent
- Types of hazardous waste on site - storage, removal, disposal
- Final site clean and reinstatement processes once site is cleared of infrastructure
- Cleaning throughout bump-in and bump-out

## WEDDINGS

If you are interested in holding a wedding ceremony, wedding photo shoot or wedding reception in one of Darebin's Parks please contact Parks on 8470 7737 to discuss. If you are proposing a large set up Council may have specific requirements that must be met prior to approval of your proposal, and Parks will direct you to the appropriate Council contacts to discuss further.

## WORKING WITH CHILDREN

If your event is proposing to include children, then event staff who may work with or care for children will need to have undergone a current Victorian Working With Children Check. As an event organiser it is your responsibility to make sure your event staff have a Working With Children Check, and you may be liable if they do not. For more information, or to apply, go to Working with Children Check Victoria [here](#).

X/Y/Z ———

# **EVENT PLANNING TEMPLATES**

**Event Management Plan  
Risk Management Plan  
Simple Emergency Management Plan  
EOC Log**

# CONTACT LIST

## **COUNCIL - CITY OF DAREBIN**

<b>Festival &amp; Events</b>	8470 8593
<b>Health Protection</b>	8470 8658
<b>Civic Compliance</b>	8470 8886
<b>Building Services</b>	8470 8899
<b>Transport/Traffic Management</b>	8470 8064
<b>Darebin Parks</b>	8470 8737
<b>Bundoora Park</b>	8470 8170
<b>Darebin Parklands</b>	9499 3486

## **EMERGENCY SERVICES**

<b>Ambulance Victoria - Events</b>	9090 5909
<b>Metropolitan Fire Brigage (MFB), Northern District Office</b>	9665 4502
<b>State Emergency Services</b>	13 25 00
<b>Victoria Police - Reservoir Station</b>	9460 6744
<b>Victoria Police - Preston Station</b>	9479 6111
<b>Victoria Police - Northcote Station</b>	9403 0200

# CONTACT LIST

## VICTORIAN REGULATORS

<b>EPA Victoria - Environmental Protection Authority Victoria</b>	1300 372 842
<b>Victorian Building Authority (VBA)</b>	1300 815 127
<b>Victorian Commission for Gambling and Liquor Regulation (VCGLR)</b>	1300 182 457
<b>VicRoads</b>	9854 2781
<b>Victorian WorkCover Authority</b>	1800 136 089

# EXTERNAL LIVE LINKS AND REFERENCES

## **Advice for Managing Major Events Safely (WorkSafe 2008)**

[www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely](http://www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely)

## **Audience and Crowd Management Hazard Guide (Live Performance Australia 2018)**

[http://members.liveperformance.com.au/uploads/files/\(Final\)%20Audience%20and%20Crowd%20Management%20-%20Feb18-1519008281.pdf](http://members.liveperformance.com.au/uploads/files/(Final)%20Audience%20and%20Crowd%20Management%20-%20Feb18-1519008281.pdf)

## **Community Insurance Website**

[www.communityinsurance.com.au/](http://www.communityinsurance.com.au/)

## **Darebin Community Calendar**

[www.darebin.vic.gov.au/Discover-Darebin/Events/EventsListing](http://www.darebin.vic.gov.au/Discover-Darebin/Events/EventsListing)

## **Events Promotional Signage Policy - City of Darebin**

[www.darebin.vic.gov.au/Building-and-Business/Business-in-Darebin/Business-Permits?a=BAD7483755F64E979A996A0B97163F81#Footpath-and-Advertising-Signs](http://www.darebin.vic.gov.au/Building-and-Business/Business-in-Darebin/Business-Permits?a=BAD7483755F64E979A996A0B97163F81#Footpath-and-Advertising-Signs)

## **Film Permit - City of Darebin**

[www.darebin.vic.gov.au/Darebin-Living/Parking-and-Transport/Traffic?a=1A624772ADDF4DD4BAE538FAB12549A1#Filming-Permit](http://www.darebin.vic.gov.au/Darebin-Living/Parking-and-Transport/Traffic?a=1A624772ADDF4DD4BAE538FAB12549A1#Filming-Permit)

## **Gas Safety**

[www.esv.vic.gov.au/wp-content/uploads/2017/02/Gas-safety-at-public-events\\_brochure.pdf](http://www.esv.vic.gov.au/wp-content/uploads/2017/02/Gas-safety-at-public-events_brochure.pdf)

## **Gas Safety for Major Events**

[www.esv.vic.gov.au/safety-education/gas-and-electrical-safety-at-work/gas-safety-for-major-events/](http://www.esv.vic.gov.au/safety-education/gas-and-electrical-safety-at-work/gas-safety-for-major-events/)

## **Managing electrical risks in the workplace**

[www.safeworkaustralia.gov.au/doc/model-code-practice-managing-electrical-risks-workplace](http://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-electrical-risks-workplace)

## **Neighbourhood Street Parties - City of Darebin**

[www.darebin.vic.gov.au/Darebin-Living/Parking-and-Transport/Traffic?a=E7906767EDA54507A9E9757186A77992#Street-Parties](http://www.darebin.vic.gov.au/Darebin-Living/Parking-and-Transport/Traffic?a=E7906767EDA54507A9E9757186A77992#Street-Parties)

## **Noise Levels (EPA Victoria)**

[www.epa.vic.gov.au/business-and-industry/guidelines/noise-guidance/outdoor-venue-noise](http://www.epa.vic.gov.au/business-and-industry/guidelines/noise-guidance/outdoor-venue-noise)

## **OneMusic**

[www.onemusic.com.au/](http://www.onemusic.com.au/)

## **Protecting Crowded Places**

[www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx](http://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx)

**Pyrotechnician Licence (Fireworks)**

[www.worksafe.vic.gov.au/explosives-licence-use-fireworks-pyrotechnician-licence](http://www.worksafe.vic.gov.au/explosives-licence-use-fireworks-pyrotechnician-licence)

**Public Transport Victoria**

[www.ptv.vic.gov.au/more/event-information/tell-ptv-about-your-event/](http://www.ptv.vic.gov.au/more/event-information/tell-ptv-about-your-event/)

**Responsible Service of Alcohol**

[www.vcglr.vic.gov.au/resources/education-and-training/responsible-service-alcohol](http://www.vcglr.vic.gov.au/resources/education-and-training/responsible-service-alcohol)

**Road Closure Application - City of Darebin**

<https://eservices.darebin.vic.gov.au/ePathway/Production/Web/Applications/ApplicationTypes.aspx>

**Single Use Plastics Policy - City of Darebin**

[www.darebin.vic.gov.au/Darebin-Living/Caring-for-the-environment/SustainableLiving?a=C3B9213567584BBE98B57B290F4E04B7#Plastic-Free-Darebin](http://www.darebin.vic.gov.au/Darebin-Living/Caring-for-the-environment/SustainableLiving?a=C3B9213567584BBE98B57B290F4E04B7#Plastic-Free-Darebin)

**Streatrader**

[www.streatrader.com.au/](http://www.streatrader.com.au/)

**Temporary Parking Permits - City of Darebin**

[www.darebin.vic.gov.au/Darebin-Living/Parking-and-Transport/Parking?a=F8FE37547DBD4BEDB9F83D9056589AAA#Parking-Permits](http://www.darebin.vic.gov.au/Darebin-Living/Parking-and-Transport/Parking?a=F8FE37547DBD4BEDB9F83D9056589AAA#Parking-Permits)

**Temporary Structure Application - City of Darebin**

[www.darebin.vic.gov.au/Building-and-Business/Building-and-regulations/Building-Application-Forms?a=F8873C238AE247F4918543A355A56221#Temporary-Structure-Application](http://www.darebin.vic.gov.au/Building-and-Business/Building-and-regulations/Building-Application-Forms?a=F8873C238AE247F4918543A355A56221#Temporary-Structure-Application)

**Total Fire Ban Permit (exemptions)**

[www.mfb.vic.gov.au/Industry/Total-Fire-Ban-Permit-and-General-Information/TFB-Permits.html](http://www.mfb.vic.gov.au/Industry/Total-Fire-Ban-Permit-and-General-Information/TFB-Permits.html)

**Victorian Commission for Gaming and Liquor Regulation**

[www.vcglr.vic.gov.au/](http://www.vcglr.vic.gov.au/)

**Volunteering Victoria**

<https://volunteeringvictoria.org.au/>

**WorkSafe**

[www.worksafe.vic.gov.au/](http://www.worksafe.vic.gov.au/)

**Working with Children Check**

[www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/)

## CONTACT US

**274 Gower Street, Preston**  
**PO Box 91, Preston, Vic 3072**  
**T 8470 8888**  
**F 8470 8877**  
**E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)**  
**[darebin.vic.gov.au](http://darebin.vic.gov.au)**



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Speak & Listen 1300 555 727  
or [relayservice.gov.au](http://relayservice.gov.au), then  
enter 03 8470 8888



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