



# Event Management Guide





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

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# Introduction

Swan Hill Rural City Council plays a major role in managing, approving and delivering various events each year.

This publication has been developed to assist event organisers meet statutory and legislative requirements while protecting the surrounding area and ensuring public safety.

## Assistance

Council is committed to helping organisations and groups develop, plan and implement successful and safe events.

The Events Team can provide support with traffic management, food safety, risk and event management and local contacts for emergency and land manager services.

For any questions or assistance, including event permits, please contact the Events Team via email [events@swanhill.vic.gov.au](mailto:events@swanhill.vic.gov.au) or phone

### What is an event?

An event is a planned activity with:

- A gathering where more people than usual are gathered at the one time, or
- Activities sit outside the approved use of the venue, or
- There are impacts on the community.

The size and complexity of an event will determine what elements to include in your event planning, such as:

- Markets
- Food Stalls
- Selling/providing liquor
- Amplification
- Fireworks
- Entertainment
- Changed traffic conditions / road closures
- Temporary structures (e.g. marquees, stages, seating stands etc.)

### Will my event need a permit?

To hold an event within council's public open spaces and managed land, you will need an event permit unless your event is private and does not invite the general public.

This ensures your activity follows the Local Law and the Crown Land (Reserves) Act 1978. Public events held on roads or Council land without a permit will be penalised 20 Penalty Units. It also ensures that disruption to stakeholders is minimal and parties that may be impacted can be appropriately notified.

If you are planning on staging an event on private land, you should also contact your Events Officer to discuss your proposal as other permits may be required from the council and/or other authorities. Further information on other authorities will be found under Land Managers in this guide.



## What locations are available for events?

There are many public open spaces, community halls, parks and foreshores that are available for community events. The Swan Hill region is also home to incredible natural assets such as our lakes, rivers and forests which are ideal locations for outdoor adventure sporting events.

The sites available vary depending on the type of activity and the sensitive nature of the location as determined by the relevant Land Manager. To discuss possible event locations, contact the Events Officer.

To explore our venues for hire, visit:

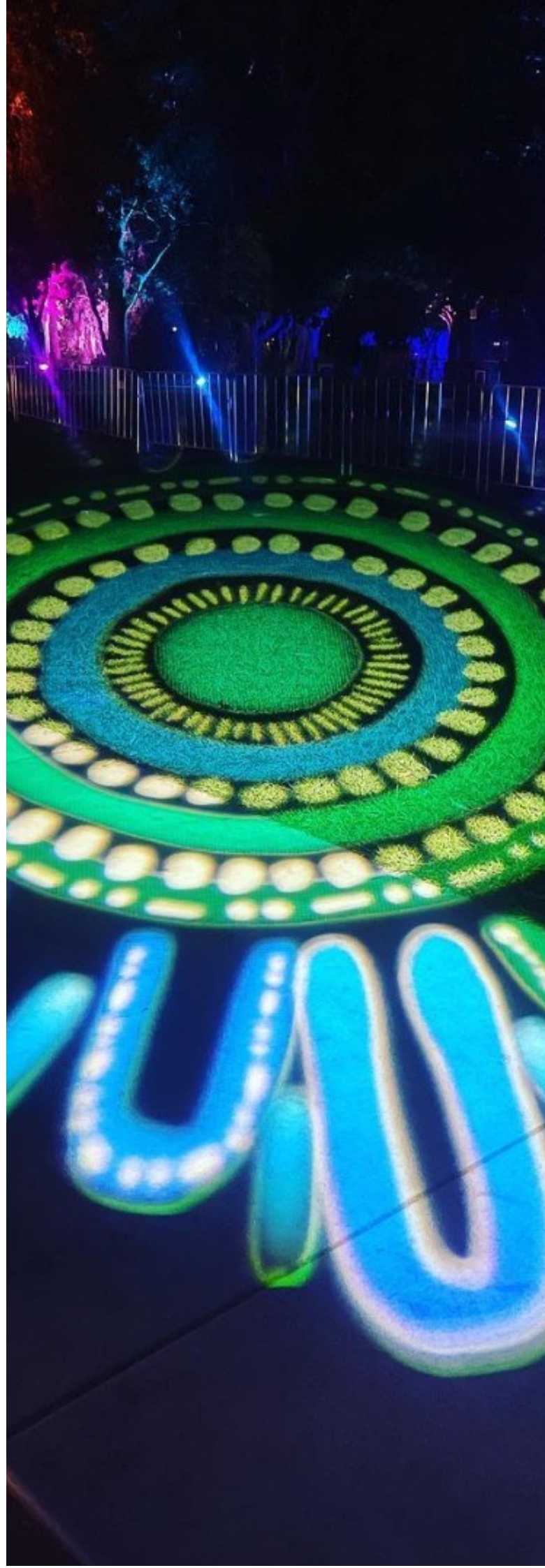
<https://www.swanhill.vic.gov.au/Explore-our-region/Venues-for-hire>

## What steps do I take to get an Event Permit?

- Submit an application with supporting documents to [events@swanhill.vic.gov.au](mailto:events@swanhill.vic.gov.au).
- You will receive an acknowledgement email with a reference number advising that your application has been received.
- The event application is reviewed with internal and external stakeholders.
- Council officers will contact you if they need more information or request a meeting.
- Once your application, with all supportive permits and documents, is approved, applicants will be emailed an Event Permit. Only once your event permit is received can you assume your event is approved. All events are individually assessed.

## Event fees and charges

A range of fees and charges apply to event permits. Contact the Events Officer to discuss what possible fees that you may incur.





# Permits & Requirements

## Insurance

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

When an event is held on council land, a \$20 million Public Liability Insurance is required in every instance. Your insurance should cover all activities at the event including set up, staging and dismantling your event. You may also be required to include a copy of the insurance policy of any trader that brings increased risk, such as a fireworks provider.

If your organisation does not have insurance, then you will need to find another organisation to support your event (called auspicing) and provide insurance coverage. Approval of your event cannot be granted until your Events Officer has a copy of the insurance policy.

## Auspicing

For events that are organised by a group that is not incorporated or a small organisation requires assistance from a larger organisation, an auspice arrangement can be used.

An auspice arrangement is a legally binding contract where the “auspisor” enters into any relevant agreement and provides support to the “auspicee”, the group who will carry out the event. Common examples of auspiced assistance is to receive funding on behalf of auspicee, Public Liability Insurance or access to administrative platforms such as accounting software.

It is advised that an agreement is drawn up and signed between both parties. In some cases, an auspicing fee may be charged by the auspisor. For more information, visit:

[www.nfplaw.org.au/auspicing](http://www.nfplaw.org.au/auspicing)

## Community Liability (Casual Hirers)

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



# Permits & Requirements

## Food and Hygiene

Businesses which sell and prepare food must register with council. Businesses must also ensure that they hold the required Food Act registration or notification via a statewide online registration 'Food Trader'. The business must then submit a statement of trade via their Food Trader account for any event they are attending.

Community groups selling and preparing food register also register and lodge Statement of Trade with Food Trader.

It is the responsibility of the food business to ensure that food safety requirements are complied with and that the food and beverage sold presents no risk to public health. The event organiser should also ensure that vendors are registered and have lodged a statement of trade.

Council's Environmental Health Officers monitor the safety of foods sold at local markets, events and festivals and are authorised to inspect any food premises to ensure compliance.

For further information visit [www.foodtrader.vic.gov.au/](http://www.foodtrader.vic.gov.au/) and [www.health.vic.gov.au/food-safety/food-businesses](http://www.health.vic.gov.au/food-safety/food-businesses).

## Alcohol

Under State legislation, a Temporary Limited Liquor Licence or Major Event Licence is required from the Victorian Commission for Gambling and Liquor Regulation (VCGLR) when alcohol is being supplied or sold at an event. Applications should be lodged at least 6 weeks before the event. Visit [liquorportal.vcglr.vic.gov.au](http://liquorportal.vcglr.vic.gov.au) to apply.

Once an event has applied to VCGLR, local police then need to be informed of the intention to sell or supply alcohol at the event.

Evidence of your liquor license will be required to be submitted with your Event Permit Application form. Please note that approval of a liquor licence is not approval for your event, nor does an event permit guarantee you will receive a liquor licence.

For more information on alcohol consumption in outdoor locations, please contact VCGLR.

## Street Trading and Entertainment

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





# Permits & Requirements

## Places of Public Entertainment (POPE)

A Place of Public Entertainment (POPE) permit may be required when conducting an outdoor public entertainment event in any of the following circumstances:

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

A POPE permit may still be required whether the event has an Occupancy Permit for any Prescribed Temporary Structure (eg. big top). The POPE permit is relevant to the whole event, whereas the Occupancy Permit is relevant to the activity within the temporary building/structure.

### Community Organisation Exemption

Community based organisations using outdoor recreational facilities that are greater than 500m<sup>2</sup> (without temporary structures) and with a crowd, less than 5,000 will be exempt from the requirement of a POPE occupancy permit.

For more information, please contact council's Municipal Building Surveyor on (03) 5036 2317.

A POPE permit should be lodged minimum 3 months before activity. A siting approval will form part of your application.

## Risk Assessment

A Risk Management Plan is the document prepared by event organisers to identify hazards, assess the risks that may arise from the hazards and decide on measures to eliminate or control the risks. It identifies who is responsible for risks, resources required, communication that will occur and how risk will be monitored and reviewed.

**See Risk and Emergency Management.**

## Temporary Structures

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

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

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

## Amusement Rides

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

- Appropriate public liability insurances.
- Powered amusement devices must be registered with WorkSafe and certified.
- A competent operator with a valid licence to operate the amusement ride.
- An up to date inspection/maintenance log book for the ride and that daily inspections are carried out prior to use.
- Risk warning signage present.
- Adequate supervision, barriers and personnel.
- If the activity involves people under the age of 18 years, you must ensure that all staff have current working with children's checks.

Inflatable devices should be:

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



# Permits & Requirements

## Working with Children Check

Anyone working or volunteering at an event involving children will need to be aware of obligations concerning compliance with all relevant laws and requirements. The event must:

- Ensure that all employees and volunteers who are required to apply for a Working With Children Check (WWCC) have done so, before working with children at the site.
- If requested, provide a listing of employees who hold a WWCC to Council.
- Ensure that any employee or volunteer that is given a negative notice (within the meaning given to that term in the WWCC Victoria) does not work with children at the site; and ensure that the information in any WWCC of the applicant's employees and volunteers which is provided to the Council, is kept confidential.

For more information, visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

## Fireworks

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

If the day of the event is declared a total fire ban, additional permits must be sought from the Country Fire Authority (CFA) before proceeding. Contact CFA Swan Hill on (03) 5036 2800.



# Permits & Requirements

## Traffic Management & Road Closures

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

### Major Road Closure (managed by VicRoads)

If your event is on a VicRoads road, you will require a permit from VicRoads. Full road closures will need a Traffic Management Plan (TMP) prepared by a qualified person. This can take up to two months depending on the scale of the closure. Please call VicRoads for more information. Once you have lodged your Road Closure Permit, expect up to two months of processing.

VicRoads permission will also be required if the event requires exemptions from the road rules, such as rolling closures, other laws or the traffic management plan includes major traffic control items. These exemptions may not require a TMP but you will need to discuss with VicRoads. We do not issue event permits for events on VicRoads roads without a VicRoads permit or approval.

### Arterial Roads

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

## Local Road Closures

If your event involves the use of or requires changes to access or parking on local roads, a permit is required from council. Please fill out the Temporary Road Closure Application which will form part of your Event Permit application. A Temporary Road Closure Application will require a site map with road closure layout including any signage and road marshals (if required), copy of your letter to affected residents and businesses and name of qualified person conducting the road closure.

Your site plan will be assessed whether sufficient for your event activities, and applicants may be asked to provide a TMP prepared by a qualified person. We also ask that the local police are informed of your road closure.

## Road Closures because of Race or Competition Events

Events that involve a race or competition on any type of road will need to get a permit from Victoria Police. This includes rolling closures. A Victoria Police road racing permit is issued upon receiving an Event Permit and a VicRoads permit (if relevant), and then can take up to 60 days. More information on Competitions and Racing Events is found in this guide.

Remember to check prior to the event that there are no road works planned, or no emergency measures in place on the day of the event.

All events that close roads or involve abnormal use are expected to notify affected residents and businesses.



# Planning & Advice

**There are many considerations when planning an event to ensure it runs smoothly and is safe for those attending.**

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

## Event Details

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

## Event Organisation

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

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

## Venue and Facility Hire

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

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

## Venue and Facility Inspections

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

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

## Site Map

The site map should show information such as the placement of equipment and infrastructure (such as marquees), existing services, parking provisions etc. This is so you can manage the event safely and the assessment of your event is accurate. Starting with a good aerial map of your event location, including the surrounding roads and access. Find a map on Google Earth or ask your council Events Officer for assistance.

When choosing a location to stage the event, some useful things to consider are:

- Size of location - will there be enough room for equipment and patrons?
- Does the event need access to toilets, water, electricity and parking?
- Is there shelter available?
- Is there any impact on the environment?
- Are the residents and businesses nearby supportive of the event?
- Are there any other events within close proximity of your event that may have an impact?
- Are there any potential hazards at the site (for example; waterways, cliff tops etc.)?
- Does my event location block other users of the public space?

# Planning & Advice

## Security

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

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

The briefing should include:

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

## Safety Officer

Major events may choose to appoint a Safety Officer. This role ensures the site is safe before and during the event and taking on a leadership role with preparing and facilitating the event's Risk Management and Emergency Plans.

## Emergency Management & Response Plan

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

The following should be considered in the plan:

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





# Planning & Advice

## First Aid

Organisers have a duty of care to all people working, volunteering or attending their event. That is why you may need to have accredited first aid officers at your event. To assess the services required, do a risk assessment and talk to first aid providers, taking into account those who are likely to attend.

St Johns Ambulance recommend the following number of first aiders:

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

First aid facilities require a fully stocked first aid kit and clear first aid signage as well as adequate lighting, flooring, access to water, power and appropriate ways to dispose of waste. First aid facilities should be located centrally, but not directly near areas of high noise, such as rides and stages.

Visit [www.ambulance.vic.gov.au/about-us/our-services/ public-events/](http://www.ambulance.vic.gov.au/about-us/our-services/public-events/) for more information.

## Incident Reporting

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

A copy of the form must also be submitted to Council. Refer to Incident Report form.

## Toilets

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

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

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

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

## Waste Management

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

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

# Planning & Advice

## Signage

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

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

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

## Lighting & Power

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

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

## Water

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

## BBQ Gas Bottles

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

Check that all portable gas cylinders before using are:

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



# Planning & Advice

## Volunteers

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

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

## Helium Balloon Release

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

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

## Amplified Music & Licensing

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

Permission is provided in the form of licenses from the [Australasian Performing Rights Association](http://www.apra-amcos.com.au) (APRA). The most common licence is a free event licence, for events that are free to the public. For further information contact APRA on (03) 9426 5200 or visit [www.apra-amcos.com.au](http://www.apra-amcos.com.au).

## Noise

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

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



# Planning & Advice

## Useful Links

### **Accessible information, goods, services, facilities and events**

<https://providers.dffh.vic.gov.au/accessible-information-goods-services-facilities-and-events>

### **A Good Neighbour Code of Practice for a Circus or Carnival**

[https://www.planning.vic.gov.au/\\_data/assets/pdf\\_file/0026/28457/Circus\\_Code.pdf](https://www.planning.vic.gov.au/_data/assets/pdf_file/0026/28457/Circus_Code.pdf)

### **Ambulance Victoria Public Events**

[www.ambulance.vic.gov.au/about-us/our-services/public-events/](http://www.ambulance.vic.gov.au/about-us/our-services/public-events/)

### **APRA AMCOS for music customers**

[www.apraamcos.com.au/music-customers/](http://www.apraamcos.com.au/music-customers/)

### **Australia Council Grants Program**

<https://creative.gov.au/investment-and-development/>

### **Consumer Affairs Victoria**

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

### **Country Fire Authority (CFA) Fire Danger Period Permits**

<https://www.cfa.vic.gov.au/warnings-restrictions/fire-permits/fire-danger-period-permits>

### **Country Fire Authority (CFA) Warnings and Restrictions**

[www.cfa.vic.gov.au/warnings-restrictions](http://www.cfa.vic.gov.au/warnings-restrictions)

### **Creative Victoria Grants and Support**

[www.creative.vic.gov.au/grants-and-support](http://www.creative.vic.gov.au/grants-and-support)

### **DEECA Acts and Regulations**

[www.deeca.vic.gov.au/legislation/acts-and-regulations](http://www.deeca.vic.gov.au/legislation/acts-and-regulations)

### **Department of Health – First Aid Services**

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

### **Electrical Safety at Festivals and Events**

[www.sa.gov.au/topics/energy-and-environment/safe-energy-use/festivals-events](http://www.sa.gov.au/topics/energy-and-environment/safe-energy-use/festivals-events)

### **Environment Protection Authority**

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

### **Food Trader**

<https://foodtrader.vic.gov.au/>

### **Foundation for Rural & Regional Renewal Grants**

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



# Planning & Advice

## **Governance for Community Organisations**

<https://providers.dffh.vic.gov.au/governance-community-organisations>

## **Health Vic Infection Control Guidelines**

<https://www.health.vic.gov.au/infectious-diseases/infection-control-guidelines>

## **Maritime Safety Victoria Boating Activity Event Code of Practice**

<https://safetransport.vic.gov.au/on-the-water/using-waterways/rules-and-exclusion-zones/>

## **Not for profit Law / Auspicing**

<https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicing>

## **Our Community**

<https://www.ourcommunity.com.au/>

## **Parks Victoria**

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

## **Swan Hill Inc.**

[www.visitthemurray.com.au/places-to-go/west/swanhill](http://www.visitthemurray.com.au/places-to-go/west/swanhill)

## **Victorian Building Authority Occupancy Permits for Places of Public Entertainment**

[www.vba.vic.gov.au/\\_data/assets/pdf\\_file/0012/99399/PN-66-Occupancy-Permit-for-Places-of-Public-Entertainment.pdf](http://www.vba.vic.gov.au/_data/assets/pdf_file/0012/99399/PN-66-Occupancy-Permit-for-Places-of-Public-Entertainment.pdf)

## **Victorian Companion Card**

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

## **Victorian Government Grants and Programs**

<https://www.vic.gov.au/grants-and-programs>

## **Victorian Liquor Commission**

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

## **Visit Victoria Regional Events Fund**

<https://corporate.visitvictoria.com/events/regional-events-fund>

## **Victorian Multicultural Commission Grants and Programs**

<https://www.multiculturalcommission.vic.gov.au/multicultural-grants>

## **VicRoads Getting Permission for your Event**

<https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event>

# Planning & Advice

## **VicRoads Map of Declared Roads**

[www.vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads](http://www.vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads)

## **Volunteering Victoria**

[www.volunteeringvictoria.org.au/](http://www.volunteeringvictoria.org.au/)

## **Waste Wise Events Guide by NSW Department of Environment and Conservation**

[www.lgat.tas.gov.au/\\_data/assets/pdf\\_file/0017/323360/WasteWise-Events-Guide-NSW.pdf](http://www.lgat.tas.gov.au/_data/assets/pdf_file/0017/323360/WasteWise-Events-Guide-NSW.pdf)

## **Working with Children How to Apply**

<https://www.vic.gov.au/working-with-children-check>

## **WorkSafe Cash-in-transit: A guide to managing OHS in the cash-in-transit industry**

<https://www.worksafe.vic.gov.au/resources/cash-transit-guide-managing-ohs-cash-transit-industry>

## **WorkSafe Crowd Control at Venues and Events**

<https://www.worksafe.vic.gov.au/resources/crowd-control-venues-and-events-practical-occupational-health-and-safety-guide>

## **WorkSafe Advice for Managing Major Events Safely**

<https://www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely>

## **WorkSafe Amusement Devices Checklist**

<https://www.worksafe.vic.gov.au/amusement-ride-hire-checklists>

## **WorkSafe Inflatable Amusement Devices**

<https://www.worksafe.vic.gov.au/land-borne-inflatable-amusement-devices>

## **Links to Council**

- [Event Application](#)
- [Temporary Road Closure Permit](#)
- [Permit to Erect a Temporary Advertising Sign on Roadside](#)
- [Place of Public Entertainment](#)
- [Council Venues for Hire](#)



# Risk & Emergency Management

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

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

## Risk Assessment

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

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

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

# Risk & Emergency Management

## How we assess risks

### FIND IT

We list all of the hazards or possible situations associated with our event activity that may expose people to injury, illness or disease.

### ASSESS IT

We use a Risk Ranking Matrix to assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

### FIX IT

We identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring.

## Control Options

ELIMINATION	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process.
SUBSTITUTION	Use a less hazardous process - use a less-noisy machine or chemical for the task. Introduce a less-noisy work process, substitute chemicals or control worker exposures.
ENGINEERING	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures.
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation.
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. Train workers/volunteers on how to do the job safely and to understand the risks and hazards associated with the job.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.



# Risk & Emergency Management

LIKELIHOOD	RISK RATING MATRIX				
HIGH	LOW	MODERATE	HIGH	EXTREME	EXTREME
SIGNIFICANT	LOW	MODERATE	HIGH	HIGH	EXTREME
MODERATE	VERY LOW	LOW	MODERATE	HIGH	HIGH
LOW	VERY LOW	LOW	LOW	MODERATE	MODERATE
RARE	VERY LOW	VERY LOW	VERY LOW	LOW	LOW

## Likelihood Definitions

HIGH	It is expected to occur in most circumstances. There is a strong likelihood of the hazards reoccurring.
SIGNIFICANT	Similar hazards have been recorded on a regular basis. Considered that is likely that the hazard could occur.
MODERATE	Incidents or hazards have occurred infrequently in the past.
LOW	Very few known incidents of occurrences. Has not occurred yet, but it could occur sometime.
RARE	No known recorded incident or occurrence. Remote chance, may only occur in exceptional circumstance.

## Consequences Definitions

EXTREME	<ul style="list-style-type: none"> <li>Single or multiple deaths</li> <li>Costs the event up to \$10 million</li> <li>International and National media outrage</li> </ul>
MAJOR	<ul style="list-style-type: none"> <li>Serious health impacts on single or multiple persons or permanent disability</li> <li>Costs to the event between \$2.5-10 million</li> <li>National media outrage</li> </ul>
MODERATE	<ul style="list-style-type: none"> <li>Injury to persons that require more than 10 days rehabilitation</li> <li>Costs to the event between \$200,000-5 million</li> <li>Local media and community concern</li> </ul>
LOW	<ul style="list-style-type: none"> <li>Injury to person resulting in lost time and claims</li> <li>Costs to Event between \$50,000-\$200,000</li> <li>Minor isolated concerns raised by stakeholders, customers.</li> </ul>
VERY LOW	<ul style="list-style-type: none"> <li>Persons requiring first aid</li> <li>Costs to the Event up to \$50,000</li> <li>Minimum impact to reputation</li> </ul>

# Risk & Emergency Management

## Risk Assessment

The following table includes possible risks and controls that might be associated with an event. You can use the table to assist you to undertake your own event risk assessments.

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

Activity	Hazard Identification	Controls
Stallholders and vendors	<ul style="list-style-type: none"> <li>No permit/ licences to operate</li> <li>No insurances</li> <li>Electrical / gas hazards</li> <li>Unsafe / untidy site</li> <li>Temporary structures not secure</li> </ul>	<ul style="list-style-type: none"> <li>FoodTrader / food permit</li> <li>Alcohol license in place</li> <li>Public / products liability Insurance</li> <li>Pre-check inspection of vendor sites by organiser</li> <li>Electrical items test and tagged</li> <li>Electrical cords clear of walkways</li> <li>Gas cylinders secured</li> </ul>
Children	<ul style="list-style-type: none"> <li>Lost children</li> <li>Lack of supervision</li> <li>Inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Lost child procedure</li> <li>Central control point at event</li> <li>Clear signage</li> <li>Public access system</li> <li>Mobile phone contact b/w marshals</li> <li>Adult supervision</li> <li>Liability waivers</li> </ul>
Crowd behaviour	<ul style="list-style-type: none"> <li>Excessive crowd</li> <li>Intoxicated people</li> <li>Inappropriate behaviour</li> <li>Insufficient crowd control</li> </ul>	<ul style="list-style-type: none"> <li>Pre ticket sales</li> <li>Entry gate checks</li> <li>RSA trained staff</li> <li>Limit drinks per person</li> <li>Freely / low cost drinking water</li> <li>Mobiles / radio to report emergencies</li> <li>Dry area designated (no alcohol)</li> <li>Security / Police present at event</li> <li>Signage at entry – rules of event</li> </ul>
Traffic control	<ul style="list-style-type: none"> <li>Inadequate car parking at event</li> <li>Vehicle congestion around facility</li> <li>Inadequate /unclear directional signage</li> <li>Pedestrians</li> <li>Vehicle accident</li> </ul>	<ul style="list-style-type: none"> <li>Communication of alternate modes of travel i.e. bus</li> <li>Designated parking areas clearly signed</li> <li>Parking marshals present</li> <li>Road closures / traffic management plan</li> <li>Clear access / exit to facility</li> <li>Police / emergency services present</li> </ul>

# Risk & Emergency Management

Activity	Hazard Identification	Controls
Emergency services	<ul style="list-style-type: none"> <li>Emergency services not notified of event</li> <li>No medical assistance on site</li> <li>No fire services / equipment on site</li> </ul>	<ul style="list-style-type: none"> <li>Emergency services notified of event</li> <li>Qualified first aid providers and stations present</li> <li>CFA present at event</li> <li>Fire extinguishers and blankets</li> </ul>
Amusement rides	<ul style="list-style-type: none"> <li>Collapse of rides / activities</li> <li>Injury to participants</li> </ul>	<ul style="list-style-type: none"> <li>Competent and licensed operator</li> <li>Operator has public liability insurance</li> <li>Device registered with Work Safe</li> <li>Maintenance log book checked / up to date</li> <li>Adequate Supervision of children</li> <li>Clear access / egress from rides</li> <li>Barriers in place</li> <li>Signage instructing patrons of hazards / rules</li> <li>Pre-start up inspection by event organiser</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>Inadequate toilets to cater for patrons</li> </ul>	<ul style="list-style-type: none"> <li>Portable toilets / wash basins installed</li> <li>Signage directing patrons</li> <li>Routine checks to ensure supplies adequate</li> <li>Compliant with BCA requirements (for large events)</li> </ul>
Waste management	<ul style="list-style-type: none"> <li>Inadequate waste disposal bins for patrons</li> <li>Waste removal not arranged / undertaken</li> </ul>	<ul style="list-style-type: none"> <li>Waste items kept to minimal at event</li> <li>Additional waste bins provided</li> <li>Additional waste removal service arranged</li> <li>Skip bins</li> <li>Waste stations located at all entry / exists and in drinking / eating areas</li> <li>Perishable / recycle bins at event</li> <li>After event clean up by officials / volunteers</li> </ul>
Event infrastructure	<ul style="list-style-type: none"> <li>Non-delivery of specified items at specified times</li> <li>Defective equipment</li> <li>Insufficient equipment</li> <li>Incorrect / unsafe operation of supplied equipment</li> <li>insufficient redundancy rates of staff/volunteers with equipment use knowledge</li> <li>Breakage of or damage to supplied equipment</li> </ul>	<ul style="list-style-type: none"> <li>Review of all suppliers insurance arrangements</li> <li>Clarification of insurance arrangements for supplied equipment</li> <li>Complete list of equipment, contacts and contracts on site</li> <li>Regular contract and liaison with suppliers</li> <li>Obtain safe use guidelines from all suppliers for all equipment</li> <li>Brief more staff/volunteers on correct and safe use of all equipment pre-event</li> <li>Appoint one safety officer to oversee the distribution and use of equipment</li> <li>Ensure any equipment that requires qualified operators has them</li> </ul>



# Risk & Emergency Management

Activity	Hazard Identification	Controls
Marshals / officials	<ul style="list-style-type: none"> <li>Marshals not showing at event</li> <li>Marshals not aware of event content and procedure</li> <li>Marshals not clearly visible to public</li> <li>Marshals unable to communicate with event organisers</li> <li>Marshals potentially conflict with participants and spectators</li> <li>Marshals physical risks</li> <li>Crowd to marshal ratio too large</li> </ul>	<ul style="list-style-type: none"> <li>Marshals / Officials given copy of Event Management Plan</li> <li>Marshals/ officials meet on site at pre event for verbal briefing</li> <li>Current insurances known by organisers</li> <li>Marshals/officials given separate radio frequency that can be used to talk together or with organisers</li> <li>Marshal/ officials asked to wear their own</li> <li>Organisation's shirts or event supplied shirts</li> <li>Sign in / sign out register</li> <li>Public address announcements to participants and spectators advising marshals on site and to see them if problems arise</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>Volunteers inappropriately trained and/or instructed on their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer induction prior to event</li> <li>Volunteer (personal accident) insurance</li> <li>Volunteer register</li> <li>Working with children check undertaken</li> </ul>
Site signage	<ul style="list-style-type: none"> <li>Inadequate or inappropriate signage may lead to congestions, confused patrons and/or ineffective emergency response</li> <li>Car parking</li> <li>Entry and site rules</li> <li>Emergency evacuation point</li> <li>First aid point / lost children pick-up</li> </ul>	<ul style="list-style-type: none"> <li>Event name</li> <li>Emergency evacuation point</li> <li>Central control point established and clearly signed</li> <li>No go zones</li> <li>Alcohol signage i.e. dry areas</li> </ul>
Entertainment	<ul style="list-style-type: none"> <li>Entertainers not showing up at event</li> <li>Stage access / egress clear</li> <li>Entertainers / patrons injured</li> </ul>	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Permit to perform</li> <li>APRA licence</li> <li>Contractual arrangement in place</li> <li>Crowd barriers</li> <li>Security – stage</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>Insufficient lighting at event</li> <li>Persons trip / fall</li> </ul>	<ul style="list-style-type: none"> <li>Additional lighting towers erected by qualified electrician</li> </ul>

# Risk & Emergency Management

Activity	Hazard Identification	Controls
Power	<ul style="list-style-type: none"> <li>Inadequate power sources</li> <li>Electrical failure</li> <li>Electrocution</li> <li>Trip hazard</li> </ul>	<ul style="list-style-type: none"> <li>Adequate power sources available</li> <li>Check for availability of generator power</li> <li>Electrician on site</li> <li>All leads tagged and weather proofed</li> <li>All leads away from public areas or securely taped down</li> </ul>
Temporary structures	<ul style="list-style-type: none"> <li>Collapse of structure</li> <li>Person injured by structure</li> <li>Seating stands</li> <li>Tents, marquees or booths</li> <li>Stage (sky borders and stage wings)</li> <li>Pre-fabricated buildings</li> </ul>	<ul style="list-style-type: none"> <li>Structure erected by competent / registered builder (as required)</li> <li>Temporary occupancy permit (if required)</li> <li>Structures inspected before event</li> <li>Weather conditions monitored</li> <li>Stable / even ground conditions</li> <li>Area checked for trip /slip/fall hazards</li> </ul>
Stage	<ul style="list-style-type: none"> <li>Fall from height</li> <li>Electrical hazards</li> <li>Noise</li> <li>Uneven/Slippery stage surface</li> <li>Severe weather</li> <li>Public access</li> <li>Power</li> <li>Collapse</li> <li>Cables</li> <li>Audio Feedback</li> <li>Crowd crushing against stage</li> </ul>	<ul style="list-style-type: none"> <li>Temporary occupancy permit for stage floor area &gt; 150m<sup>2</sup></li> <li>Stage stairs and deck secure from nonentertainers</li> <li>All entertainers briefed by stage manager about the risks of stage height and edge</li> <li>Stage skirt for stage/platforms &gt;2m</li> <li>Stage manager inspects stage surface regularly</li> <li>Audio contractor qualified to correctly install electrical connections</li> <li>Stage manager to monitor noise levels regularly</li> <li>Cover over stage to mitigate light rain or direct sunlight</li> <li>Security / crowd barrier in front of stage</li> </ul>
Communications	<ul style="list-style-type: none"> <li>Non-delivery of specified items at specified times</li> <li>Defective equipment</li> <li>Insufficient equipment</li> <li>Incorrect / unsafe operation of supplied equipment</li> <li>insufficient redundancy rates of staff/ volunteers with equipment use knowledge</li> <li>Breakage of or damage to supplied equipment</li> </ul>	<ul style="list-style-type: none"> <li>Mobile / radios</li> <li>Contact list</li> <li>Public address system</li> <li>Equipment checked prior to event by competent person</li> </ul>

# Risk & Emergency Management

Activity	Hazard Identification	Controls
Fireworks	<ul style="list-style-type: none"> <li>• Fireworks injure patrons</li> <li>• Non licensed fire pyrotechnic used</li> <li>• Fire at event</li> </ul>	<ul style="list-style-type: none"> <li>• First aid on site</li> <li>• Work Safe licensed operator</li> <li>• Permit to release fire works</li> <li>• Crown clearance areas enforced</li> <li>• CFA notified and approval given</li> </ul>
Weather	<ul style="list-style-type: none"> <li>• Adverse weather conditions i.e. storm, windy, lightning, rain</li> <li>• Hot weather</li> <li>• Location inappropriate for event</li> <li>• Patrons not communicated event changes</li> </ul>	<ul style="list-style-type: none"> <li>• Weather monitored leading up to event</li> <li>• Contingency plan B established i.e. move indoors</li> <li>• Event cancelled Phone register for cancellation</li> <li>• Hotline</li> <li>• Site supervisor</li> <li>• Sunscreen</li> <li>• Drink stands – water must be available at no charge</li> </ul>
Alcohol	<ul style="list-style-type: none"> <li>• Unlicensed to sell alcohol</li> <li>• Underage drinking</li> <li>• Glass hazards causing injury to patrons</li> <li>• Drunken behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• License to sell Alcohol obtained</li> <li>• 'Dry areas' established</li> <li>• Patron ID checked / wrist bands for over 18 years</li> <li>• Use of plastic cups / cans (no glass)</li> <li>• Police presence</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Insufficient insurance cover</li> <li>• Injury / property damage claims by patrons</li> <li>• Insufficient insurance held by performers /vendors / stallholders</li> <li>• Volunteers not covered by insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Public / products liability insurance in place</li> <li>• Copies of all insurances received by performers / vendors / stall holders</li> <li>• Volunteers insurance</li> </ul>





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