Event Guide

How to fill in the application forms

# PART A – FORM ONE

This an initial form to be used when considering managing a proposed event.

**Section 1 – Your contact details**

* Self explanatory

**Section 2 – The event**

* You must have Public Liability Insurance (PLI) to run an event. We cannot approve your event if you don’t have PL Insurance. If you don’t have PL Insurance you will need to work with or align your event with an organisation that does have PL Insurance.

**Section 3 – Site**

* Self explanatory

**Section 4 – Applicant**

* Self explanatory

# PART B – FORM TWO - NINE

The forms in this section are used when the event is definitely going ahead and when further information is required to ensure all aspects of the event have been considered and are being managed appropriately.

## FORM TWO – Internal Contact List – Roles & Responsibilities

This list is designed as a quick reference for you to use to list all the people in your event planning group or organisation. Please list mobiles if possible preferred for use on the day. Some examples are:

* Event Coordinator
* Marketing Coordinator
* Communications Coordinator
* Finance Coordinator
* Risk Management Coordinator
* Emergency Services Coordinator
* Traffic Management Coordinator
* Food & Beverage Coordinator
* Site Coordinator
* Stage Coordinator
* Volunteer / Staff Coordinator
* Security Coordinator

## FORM THREE – External Contact List

This list is designed to be used as a quick reference for all the people/organisation you are working with to plan your event. Please note the mobile contact details of each stakeholder on the day. Walkie-talkies may be preferable on the day for some events with limited mobile coverage or noise such as fireworks or parades.

Some examples are:

* Victoria Police
* VicRoads
* SES
* CFA
* First Aid provider
* Security Organisation
* Various hire companies
* Entertainment
* Performers
* Food stalls
* Insurance company
* Media
* Strathbogie Shire Council contacts
* Local businesses residents or community groups affected

**Victoria Police**

Nagambie 5794 2526 [nagambie.uni@police.vic.gov.au](mailto:nagambie.uni@police.vic.gov.au)

Euroa 5795 2017 [euroa.uni@police.vic.gov.au](mailto:euroa.uni@police.vic.gov.au)

Violet Town 5798 1316 [violettown.uni@police.vic.gov.au](mailto:violettown.uni@police.vic.gov.au)

**Ambulance Victoria**

Notification of event [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

Notification of road closures [roadclosures@ambulance.vic.gov.au](mailto:roadclosures@ambulance.vic.gov.au)

**Public Transport Victoria (PTV)**

If the event will affect Public Transport Services, ie parades stop buses or street closures cut off access to bus stops. Organiser must submit a PTV ‘Event Notification Form’ online.

<http://ptv.vic.gov.au/specialevents>

## FORM FOUR – Site Plan

All Event Managers are required to attach a copy of their completed site plan.

To obtain a map to begin your site plan, contact the Economic Growth Officer on 1800 065 993 or  
email [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au), alternatively websites such as Google maps or near maps are available.

A copy of the finished site plan must be provided to first aid, local police and all other event stakeholders prior to the event (refer to Form Three for your list).

Ensure your plan **clearly marks all** of the items listed on the form.

## FORM FIVE – Health

**Part A – Liquor License** - you will need to answer at least the first question; if it’s an alcohol free event, or BYO you won’t need to complete the rest of the form, if you plan to serve alcohol, you will require a liquor licence.

**Part B – Food** All your temporary food stalls will need to be registered with Streatrader (unless they already are). <https://streatrader.health.vic.gov.au/public_site> It’s an annual fee (calendar year). Once registered they will need to lodge their ‘SOT’ (Statement of Trade), it’s basically just a notification and it’s easy to do.  Please call Avril Young our Environmental Health Officer if you have any queries on 5795 0000. Most traders who have temporary food stalls will be aware of this, as this is a State Government requirement.

**Part C – Checklist -** tick the items to show you’ll obey them.

## FORM SIX – Traffic Management

If there are no traffic changes – you will just need to answer the first two questions.

For events that will affect traffic and pedestrian flow will need a traffic management plan. For events of this type, qualified traffic management personnel must be in attendance at all times.

## FORM SEVEN – Risk Assessment & Management

Completing a Risk Assessment in the format below creates a Risk Management Plan and is an essential process that must be completed.

Complete this document in detail, distribute to all members of the organising committee and event staff, obtain their feedback and update the plan with their input and submit the completed document to Council. Please include all risks identified in this process, even those outside the categories provided.

Note: that planning and responses should not be limited to the fields provided; the onus is on the event organisers to prepare for all possible contingencies, and for keeping all the appropriate parties informed.

**To complete this form:** (please refer to the example shown on the following page)

Identify who your event Risk Management Officer is, ie. who will have overall responsibility for preparation and implementation of your Risk Management Plan.

List who is involved in compiling the Risk Management Plan and the date.

In column 1 – List all activities, processes or contributors involved in your event that may present hazards.

In column 2 – List any hazard(s) & the risk(s) caused by the activity listed in column 1. Note: hazards can present risk to people, the environment, buildings or equipment. It is important to try and capture all risks. **Consider anything that can cause harm or damage.**

In column 3 – Rate the risk using the Risk Assessment Matrix on the next page, ie: to see how high the risk is. To do this, think about the **consequences** that could result because of the risk and the **likelihood** of the risk eventuating. Use the Risk Assessment Matrix to determine the rating. Don’t get hung up on number and letters from the Risk Matrix. It’s more important to categorise the risk as Extreme, High, Medium or Low.

In column 4 – List what you will put in place, ie the control(s) to eliminate or minimise the risk.

In column 5 – Rate the risk again to see if the control has improved the situation.

In column 6 – Nominate the person(s) responsible for putting the control in place.

In column 7 – Nominate the date the control will be in place.

In column 8 – Note when the control was put in place. Your Risk Management Plan is a living document and should be used to monitor effective risk management.

Ensure the Risk Management is communicated to all stakeholders.

Ensure a copy of the Risk Management Plan is provided to Emergency Services identified in Form Five Emergency Management Plan.

**Note:** Certain stakeholders such as performers or amusement ride operators must provide a separate Risk Management Plan specific to their activity if the risk rating is greater than Low. These people will/should know the risks associated with their activity better than you. You must be confident their risks are controlled properly.

**Risk Assessment Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consequence** | **Likelihood** | | | | |
| (1)  Almost Certain | (2)  Likely | (3)  Possible | (4)  Unlikely | (5)  Rare |
| (A) Catastrophic | **E** | **E** | **E** | **H** | **H** |
| (B) Major | **E** | **H** | **H** | **H** | **M** |
| (C) Moderate | **H** | **M** | **M** | **M** | **L** |
| (D) Minor | **M** | **M** | **L** | **L** | **L** |
| (E) Insignificant | **L** | **L** | **L** | **L** | **L** |
| **E** = extreme risk; immediate action required. If personal injury is imminent, do not proceed. | | | | | |
| **H** = high risk; senior management attention needed | | | | | |
| M = medium risk; management responsibility must be specified | | | | | |
| L = low risk; manage by routine procedures | | | | | |

**Qualitative measures of Consequence (refer Risk Management Strategy for full description)**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example detail description** |
| **A** | Catastrophic | Death; >$500K loss; toxic release off-site with huge detrimental effect; widespread irreparable loss of habitat; serious national media outcry. |
| **B** | Major | Extensive injuries; $50K - $500K loss; loss of production capability; off-site toxic release with significant detrimental effects; significant irreparable loss of habitat; serious public or local media outcry. |
| **C** | Moderate | Medical treatment required; $10K - $50K loss; on-site toxic release contained with outside assistance; considerable irreparable loss of habitat; high financial loss; significant adverse media. |
| **D** | Minor | First aid treatment; $1K - $10K loss; on-site toxic release immediately contained; minor loss of habitat; attention from media; concern by community. |
| **E** | Insignificant | No injuries; low financial loss; no community concern. |

**Qualitative measures of Likelihood (refer Risk Management Strategy for full description)**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| **1** | Almost certain | * Is expected to occur in most circumstances, or * Risk is occurring now, or * Could occur within “days to weeks” |
| **2** | Likely | * Will probably occur in most circumstances, or * Could occur within “weeks to months” |
| **3** | Possible | * Might occur at some time, or * Could occur within “months to years” |
| **4** | Unlikely | * Could occur at some time, or * May occur but not anticipated, or * Could occur in “years to decades” |
| **5** | Rare | * May only occur in exceptional circumstances, or * Only occur as a “100 year event” |

Note: the list of hazards may be extensive depending on the activities within the event. Further information relating to hazards is available through Council’s Risk Officer 1800 065 993 or from the Work Safe publication - Advice for Managing Major Events Safely, please refer to [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK MANAGEMENT PLAN** | | | | | | | | | | | | | | | | |
| **Name of Event** | | *Village Market* | | | | | | | | | | | | | | |
| **Name of event’s Risk Management Officer** | | | *Ms Event Manager* | | | | | **Organisation** | | *Events4us* | | **Mobile** | | | *0412 345 678* | |
| **People involved in compiling this plan** | | | *E Manager, A Helper, A Stall Holder, F Vendor* | | | | | | | | | **Today’s date** | | | *Fri 31 May 2013* | |
| **Event description** | | *Stall holders selling home produce, entertainment and games for children* | | | | | | | | | | | | | | |
| **Location** | | *Recreation reserve* | | | | | | **Date of event** | *Sun 6 October 2013* | | | **Time / duration** | | | *Start - 10:00am. Finish – 4:00pm* | |
| **Expected crowd** | | *150 adults and children* | | | | | | **Types of activities** | *Stalls selling produce, juggler, children’s games, wine tasting* | | | | | | | |
| **1** | **2** | | | **3** | **4** | **5** | **6** | | | | **7** | | **8** | **9** | | **10** |
| **Activity/ process/ contributor** | **Hazard / Risk** | | | **C** conse-quence | **L**  likely-hood | **Risk**  **rating** | **Control** | | | | **Risk rating after control in place** | | **Control implemented by** | **Control to be in place by** | | **Control actually in place** |
| *Setting up stalls & marquees* | *Underground power. Pegs may contact power cables. Potential electrocution causing death.* | | | *A* | *3* | *Extreme* | *Accurately identify and locate underground power. Ensure clearance by 2.0m* | | | | *Low* | | *Mrs A Citizen* | *2 weeks prior* | | *1 week prior* |
| *Guy ropes may cause tripping hazard. Potential for personal injury.* | | | *C* | *1* | *High* | *Guy ropes highlighted with bright tape.*  *Ropes limited to a span of 600mm from pole.* | | | | *Low* | | *Ms Stall holder* | *On day* | | *On day* |
| *Parking* | *Vehicles have potential for serious injury or death to pedestrians.* | | | *A* | *2* | *Extreme* | *Documented Traffic Management Plan including designated parking area. Ensure vehicles maintain walking pace only with signage and trained traffic controllers.* | | | | *Medium* | | *Mr Parking Coordinator* | *On day* | | *On day* |
| *People* | *Excessive alcohol has potential for illegal activity, violence causing injury or death.* | | | *A* | *2* | *Extreme* | *Liquor licence. Reduced serving hours. Also Refer Form Four. Security in attendance - details below. Police advised.* | | | | *High* | | *Ms Event Manager* | *Prior event and on day* | | *Licence 3 April*  *Police advised 5 April* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Food vendors* | *Potential for food poisoning resulting in illness or death.* | | | *A* | *3* | *Extreme* | *Compliance with Food Safety Program / Food Handling Permit* | *Low* | *Mr Food Vendor* | | *On day* | *On day* |
| *Electrocution from incorrectly used or faulty electrical items including exposure to water.* | | | *A* | *3* | *Extreme* | *Electrical leads to be inspected and tagged.*  *Residual Current Devices to be in place.*  *Power circuits fitted with appropriate rated fuses or circuit breaker.*  *Use lead stands or insulated cable hangers to keep leads off ground. If not possible ensure suitable cover (matting) and no sharp stones etc. for pedestrian traffic. Timber protection for vehicular traffic.*  *Unless especially designed, keep leads and tools clear of damp or wet conditions. Lead joins must be weather proof.* | *High* | *Mr Food Vendor* | | *On day* | *On day* |
| *Electrical leads on ground have potential for trip/fall injury.* | | | *C* | *1* | *High* | *Leads clear of pedestrian traffic.* | *Low* | *Mr Food Vendor* | | *On day* | *On day* |
| *Leads covered with secure matting to remove trip hazard. Ensure no sharp stones etc. Note: matting not suitable for vehicular traffic.* | *Medium* | *Mr Food Vendor* | | *On day* | *On day* |
| *Other Hazards may include:*  *(consider things that can cause harm or damage)* | * Temporary structures – must have a Council permit*  * Gas appliances – must be Energy Safe Victoria compliant and have a Gas Safety, Self-checklist (www.esv.vic.gov.au) on site and available for inspection*  * Powered equipment including amusement rides – provider must have own Risk Management Plan if risk is greater than Low*  * Hazardous Substances & Dangerous Goods*  * Working at Height (ie >2m) – must be qualified and obtain Council Permit*  * Noise*  * Fireworks – must have WorkSafe permit*  * Contractors –* ***must have*** *own Risk Assessment or Job Safety Analysis*  * Entertainers – may need own Risk Management Plan depending on risk level*  * Code Red days – event should be postponed / cancelled to eliminate the risk*  ***Note: most of these hazards have the potential for serious injury or death and therefore likely to score an ‘Extreme’ risk. Controls must be put in place to reduce the risk***  *Refer WorkSafe document Advice for Managing Major Events Safely available on www.worksafe.vic.gov.au for more information on hazards* | | | | | | | | | | | |
| **If a security firm has been contracted, provide details below** | | | | | | | | | | | | |
| **Name of company** | | *A Security* | | | | | | **Contact phone** | | *03 0000 0000* | | |
| **Number of security personnel at event** | | | *3* | | | | | | | | | |

## FORM EIGHT – Emergency Management Plan

An Emergency Management Plan is required for all events – by planning for the worst possible scenarios, organisers will be more assured of their ability to handle the emergency should it arise. **A copy of the completed Emergency Management Plan must be kept, and should be displayed, on site** preferably at the Communications Point and circulated to all the appropriate stakeholders (refer Form Seven for list) prior to the event, including the appropriate person at each of the emergency services listed.

The attached example Emergency Management Plan may be used as a guide. Note that planning and responses should not be limited to the fields provided. The onus is on the event organisers to prepare for all possible situations and for keeping the appropriate parties informed.

In all instances where the presence of emergency services is needed, the event organisers are to immediately transfer all management of the event to the emergency services present, following all instructions given, until advised otherwise. Should the presence of emergency services be required at the event, a post-emergency report must be prepared and sent to Council’s Festivals and Events Coordinator the first working day after the event.

The Emergency Services contact is the event’s nominated person who will deal directly with all emergency services in the event of an incident requiring their presence.

**To complete this form.** (Refer example below)

1. Identify who your event Emergency Services contact is, ie who will have overall responsibility for preparation and implementation of your Emergency Management Plan.
2. List who is involved in compiling the Emergency Management Plan and the date.
3. Review the Potential Emergency Situations listed and add or subtract other situations that may apply to your event.
4. Review Response Organisation contact numbers. There may be other (local) contact numbers that are applicable to your area or event.
5. Review listed actions, responsibility (Who) and date for Preparation phase and Response phase of the Plan and update with any information relevant to your event.
6. The reviewed and updated Emergency Management Plan must be communicated to all stakeholders prior the event.
7. Copy of Emergency Management Plan must be kept (and should be displayed) on site.
8. A copy of the Emergency Management Plan must be provided to the Emergency Services listed at least two weeks prior the event.

|  |  |  |
| --- | --- | --- |
| **\*\*EXAMPLE ONLY\*\*** | | |
| **PREPARATION** | | |
| **Action** | **Who** | **When** |
| * Establish weather proof Communications Point attended full time by event personnel * Communications Point to be equipped with:   + phone   + loud hailer(s)   + safety vests   + first aid kit   + details of First Aid Officers available on site   + fire extinguisher   + fire blanket   + (this) Emergency Management Plan   + Evacuation Plan on display | Emergency Services contact | On day |
| * Notify emergency services organisations ie fire, ambulance, police of event | Emergency Services contact | Before event |
| * Maintain clear access for emergency services | Emergency Services contact | Ongoing |
| * Assembly area defined | Emergency Services contact | On going |
| * Review weather forecasts | Emergency Services contact | Before event /on day |
| * Secure temporary structures | Emergency Services contact | On day |
| * Maintain clear access route for evacuation | Emergency Services contact | Ongoing |
| * For severe weather situations, decide trigger point for postponing/shutting down event ie if lightning is imminent and/or winds are predicted to be dangerous, eg “Strong breeze” >39kph winds = Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult. Empty plastic garbage cans tip over. (Ref. Beaufort Wind Force Scale) | Emergency Services contact | Before event |
| * Committee staff briefed on potential emergency action required | Emergency Services contact | Before event |
| * Allocate search areas for lost child situation | Emergency Services contact | Before event |

|  |  |
| --- | --- |
| **\*\*EXAMPLE ONLY\*\*** | |
| **RESPONSE (never put yourself at risk)** | |
| **Action** | **Who** |
| * **Serious injury**   + Notify first aid staff   + Keep public clear of area/affected person(s) including route for emergency services   + Minimise further impact by removing source of emergency if safe to do so   + Instigate evacuation if necessary to prevent further injury   + Assist emergency services as instructed | Emergency Services contact |
| * **Fire**   + Notify CFA   + Keep public clear of area including route for emergency services   + Attempt to extinguish fire if safe to do so   + Instigate evacuation if necessary to prevent further injury   + Assist emergency services as instructed | Emergency Services contact |
| * **Severe Weather**   + Instigate site evacuation at pre-determined trigger point ie lightning imminent or wind in excess of 39kph imminent   + Ensure public do not enter area until safe to do so   + Monitor site and secure loose items | Emergency Services contact |
| * **Explosion**   + Notify Police & CFA if fire is present   + Keep public clear of area including route for emergency services   + Attempt to extinguish fire if safe to do so   + Instigate evacuation if necessary to prevent further injury   + Assist emergency services as instructed   + Minimise disturbance to scene   + Note any strange behaviour for police investigation | Emergency Services contact |
| * **Violent behaviour**   + Notify VicPol   + Keep public clear of area including route for emergency services   + Instigate evacuation if necessary to prevent further injury   + Assist injured people if safe to do so   + Assist emergency services as instructed   + Note any contributing behaviour for police investigation | Emergency Services contact |
| * **Lost Child**   + Notify VicPol   + Notify all committee staff to begin search and observe strange behaviour for police information. | Emergency Services contact |
| * **Found Child**   + Keep child at Communications Point and do not leave unattended.   + Identify owner if possible   + Notify committee staff to begin search for owner   + Notify VicPol | Emergency Services contact |

## FORM NINE– Declaration by responsible organisation

* Self explanatory

## Please forward completed forms:

|  |  |  |
| --- | --- | --- |
| **Email** | **Mail** | **Deliver** |
| Claire Hahnel | Claire Hahnel | Claire Hahnel |
| Economic Development Officer | Economic Development Officer | Economic Development Officer |
| [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) | Strathbogie Shire Council | Strathbogie Shire Council |
| 1800 065 993 | PO Box 177 | 109A Binney Street, Euroa |
|  | Euroa VIC 3666 | Mon – Fri 8:45am – 5:30pm |