



# EVENT PLANNING FACT SHEETS

This collection brings together different fact sheets to help you plan safe, well-managed events. Each sheet covers a key topic, giving you practical tips, regulatory requirements and best-practice guidance.

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# BBQS, GAS BOTTLES AND GAS SAFETY

**A BBQ is one of the most common inclusions at community events, and because of this gas bottle explosions and gas leaks are two common risks. This fact sheet will help you understand best practice around BBQs, gas bottles and gas safety, as well as Council's requirements around set-up and Total Fire Ban (TFB) days.**

## BBQs, Council Requirements

- Only gas operated BBQs and spit roast appliances are permitted.
- Council requires that event organisers place oil matting under BBQs and spit roasters to ensure that the surface is protected, this includes grass.
- No modified, charcoal or solid fuel BBQs are permitted.
- BBQs must not be operated within 4.5m of any overhanging branches or ground foliage unless covered by a marquee/shelter.
- Permanent BBQs located within parks and reserves area cannot be booked for exclusive use.

## Planning for TFB Days

- Some Council sites do not allow events or activities to operate on days that have been declared TFB days, this includes all bushland reserves, such as Blackburn Lake. If your event site is closed due to a TFB, Council will not give permission for the event to run on that day.
- On TFB days, BBQs and spit roasters can only be used if prior permission has been sought and granted by the Metropolitan Fire Brigade (MFB). See [mfb.vic.gov.au](http://mfb.vic.gov.au). A copy of the MFB approval letter will need to be submitted to Council.

## Gas Safety and Best Practice

- Gas bottles must be stored securely within the BBQ unit or inside a milk crate.
- The gas line connection should be tested prior to operation (soapy water test: [www.esv.vic.gov.au/campaigns/barbecue-safety-look-before-you-cook/](http://www.esv.vic.gov.au/campaigns/barbecue-safety-look-before-you-cook/))
- An ABE fire extinguisher (4.5kg and current) must be located next to the BBQ.
- Ensure all rubbish and combustible materials are kept at a safe distance from the LPG containers.
- If you smell LPG gas, turn off the BBQ, shut off the supply at the source and clear the area. When safe, retry the soapy water test to identify the location of the leak and fix as required.
- Operation of any BBQ/spit roaster using LP Gas must comply with the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. Refer to Appendix A - Gas Safety Checklist attached to the Code of Practice: [www.esv.vic.gov.au](http://www.esv.vic.gov.au) for details.

### Top Tip – Emergency planning

Always have a qualified first aid person onsite and fully stocked first aid kit available.

- Have plans in place to evacuate your event site if required
- Always call 000 if an emergency situation arises at your event.
- Have someone meet the emergency services vehicle at the gate and walk them into position.



Questions? Please contact the  
Events Officer on 9262 6352  
or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)



# ELECTRICAL SAFETY

**Many events require power for activities such as food stalls, amusement rides and audio systems. This fact sheet will help you understand best practice around electrical safety at your event, as well as Council's requirements around set-up and risk management.**

## **Electrical Safety, Council Requirements**

- Any electrical work must be completed by a certified electrician.
- All electrical cables need to be covered with cable tray, flown or fenced.
- All generators must have operating trip switches, be properly earthed and separated from public areas using fencing.
- Any electrical appliances used onsite must have current test and tag prior to the event opening.
- Event organiser must collect and check all contractors' compliance documents in advance of works commencing.

## **Top Tips**

- Ultimately everything that happens on your event site is your responsibility. Keep an eye on your contractors; make sure you supervise any works to ensure compliance during the set up, event and pack down process.
- For larger scale events it is best practice to create a power and lighting plan. This provides an overview of the event requirements and inclusions, and may include the following details:
  - Site map with all power outlets/generators marked; all supplied points marked and all temporary and permanent lighting towers marked;
  - Contingency plan in the event of power failure or blackout;
  - Registered electrician details including supplier name, contact details, ABN and registered address of the electrician and / or generator company.

## **Energy Use and Reducing Carbon Emissions**

### *Work out your power needs*

One of the most common mistakes that event organisers make is ordering bigger generators than required 'just in case'. Knowing all the vendors, lighting and stages power requirements in advance will mean that you can accurately plan and cater for their requirements. Often this will result in a reduction in the number and size of generators hired, and bigger saving in terms of hire and fuel costs.

### *Reduce the demand for power*

Making small changes such as using more energy efficient equipment, such as LED lights and encouraging people to turn devices off at the power source when they are not in use, will also assist in lowering carbon emissions.





# EXTREME WEATHER

**Extreme weather conditions, such as extreme heat, high winds and heavy rain can have detrimental impacts on events. Having adequate plans in place to deal with extreme weather are essential for all events.**

## Extreme Weather Planning

### Top Tip

No amount of planning can prevent an extreme weather event from happening, and in some instances the only course of action will be to postpone, cancel or relocate your event. Council will recommend if significant adverse weather conditions are forecasted by BOM and is deemed unsafe to proceed.

### There's no place like home

Wind is arguably the most dangerous and likely extreme weather factor for an event. Always be mindful and aware of the weather forecasts.

### Total Fire Ban (TFB)

Council will revoke any event permits issued for events within a bushland reserve, on a TFB day if a suitable replacement location cannot be found.

**Fireworks displays are not permitted within Whitehorse on TFB days.**

## Pre-Event measures

- Regularly check the Bureau of Meteorology (BOM) forecast to monitor weather conditions and ensure the expected conditions are communicated to staff, volunteers, contractors and the public. If high winds are anticipated, ensure staff, volunteers and contractors are informed and order additional resources required for maintaining the safety of the site.
- Organise a site inspection prior to the event. If there are any site maintenance issues, speak to Council to see if they can be resolved.
- Design site signage and installation to withstand adverse weather conditions.
- Brief staff, volunteers and contractors to wear suitable clothing for the weather conditions.
- Create an emergency evacuation plan and decide on evacuation locations.
- Have a plan to communicate if your event is postponed, cancelled or relocated due to weather. It is your responsibility to make a call on if your event proceeds or not
- Increase number of first aiders and ensure first aid supplies are available during the event set up and pack down.

## At Event measures

- Keep a supply of sunscreen and water at first aid/information.
- Provide bottled water to all staff, volunteers, contractors and performers.
- Regularly check the Bureau of Meteorology, to monitor weather conditions and wind speed. Certain types of work or activities may need to be postponed or suspended dependent on the weather conditions. For example working at height, the operation of amusement rides or inflatables and performances might need to be cancelled in high winds or rain.
- Regularly check temporary structures.
- Have plans in place to manage the evacuation of your event site and mid-event cancellations.

## Planning for Total Fire Ban (TFB) Days

Some Council sites do not allow events or activities to operate on days that have been declared TFB days, this includes all bushland reserves, such as Blackburn Lake. If your event site is closed due to a TFB, Council will not give permission for the event to run on that day.

On TFB days, BBQs and spit roasters can only be used if prior permission has been sought and granted by the MFB. See [mfb.vic.gov.au](http://mfb.vic.gov.au) for details. A copy of the Events MFB approval letter will need to be submitted to Council.



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or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)



# FIRE SAFETY

Fire is one of the most common risks at public events - from cigarette butt fires to faulty electrics and catering mishaps. It is essential that events have sufficient firefighting equipment onsite and an adequate number of people trained in their operation. This fact sheet will help you understand best practice around fire safety at your event.

## Fire Safety, Council Requirements

- In accordance with WorkSafe recommendations, Council requires that all marquees (where gas or electrical appliances are being used) have at least one appropriately rated fire extinguisher. This recommendation also applies to food trucks or temporary structures fitted out with electrical equipment and any generators.
- For catering marquees or food trucks a fire blanket is required where deep fryers are installed.
- Additional fire extinguishers must also be placed where there are multiple food suppliers, amusement areas and the main activity area.
- For medium and large scale events it is best practice to create a **fire safety summary**. This may include details of:
  - Quantity, type and location of all firefighting equipment
  - Details of all staff trained in the use of firefighting equipment
  - Method you will use to check that all caterers/food vendors have appropriate firefighting equipment
  - Contingency plan if event falls on a day of total fire ban day. Some Council sites do not allow events or activities to operate on days that have been declared Total Fire Ban days, such as all bushland reserves, including Blackburn Lake. Please speak with the Event Officer for more information.

Hazard	Fire Fighting Equipment required
Gas fired BBQ	4.5kg dry powder type fire extinguisher (ABE)
Deep fryer (chips, donuts etc.)	4.5kg dry powder type fire extinguisher (ABE) or wet chemical type fire extinguisher and a fire blanket
Food warmer	4.5kg dry powder type fire extinguisher (ABE)
LPG cylinder store or decanting area (less than 1000 litres total gas stored)	4.5kg dry power type fire extinguisher (ABE)
LPG cylinder store or decanting area (more than 1000 litres total gas stored)	4.5kg dry powder type fire extinguisher (ABE) or carbon dioxide type fire extinguisher.

To see what the most appropriate fire extinguisher is for each type of fire, please see attached table.

## Save Lives before Property

If you or your event staff are not confident in the use of firefighting equipment, the best course of action is to evacuate and secure the area and call the fire brigade. Do not risk your own life to fight a fire if you are not trained in the use of fire extinguishers.

### Top Tip – Emergency planning

Always have a qualified first aid person onsite and fully stocked first aid kit available.

- Have plans in place to evacuate your event site if required
- Always call 000 if an emergency situation arises at your event.
- Have someone meet the emergency services vehicle at the gate and walk them into position.



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YES NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1 Pre 1997   Post 1997		<b>A</b> Wood, Paper & Plastic 	<b>B</b> Flammable & Combustible Liquids 	<b>C</b> Flammable Gases 	<b>E</b> Energised Electrical Equipment 	<b>F</b> Cooking Oils & Fats 	<b>COMMENTS: Refer Appendix B of AS 2444</b>
							Special Powders are available specifically for various types of metal fires. Seek expert advice.
							Special Powders are available specifically for various types of metal fires. Seek expert advice.
							Generally not suitable for outdoor fires. Suitable only for small fires.
							Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
							Dangerous if used on energized electrical equipment.
							Dangerous if used on energized electrical equipment.
							Check the characteristics of the specific extinguishant.
							Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
							Ensure you maintain a path of egress between you and the nearest exit.

\* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.

\*\*\* Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice.



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# ALCOHOL AT EVENTS

**If you intend to run an event where alcohol will be sold, you are required to obtain a liquor licence. The event organiser must ensure that no alcohol is distributed or sold inside the approved event area unless a valid liquor license can be produced for the sale of alcohol. The sale and consumption of alcohol must be agreed to by Council and Victoria Police.**

## What are the event organiser's responsibilities?

- For events that will be selling alcohol, a Temporary Limited Licence or Major Event Licence must be obtained from the *Victorian Commission for Gambling and Liquor Regulation*. These licences can take up to three months to be approved.
- Written approval must be obtained from Victoria Police and Council.
- It is recommended that you create and implement an Alcohol Management Plan to support the management of alcohol at the event.

## What is an Alcohol Management Plan?

An alcohol management plan outlines the steps that will be taken to ensure that alcohol consumption is monitored and controlled within your event. It may include the measures you will take to:

- Prevent the sale of liquor to minors and unduly intoxicated/disorderly persons
- Prevent access by minors to liquor service/sales areas
- The proposed location of alcohol service/sales areas and any dry areas
- The proposed timings of alcohol service/sales
- The number of security personnel who will manage the area
- The type of alcohol that will be available
- The containers in which it will be served (plastic or cardboard containers required for outdoor events)
- Provisions for container collection during and after the event
- It should also include the name, contact details and RSA Certificate(s) of the person(s) that will be managing the sale or service of alcohol at your event

## Additional Information

The Consumption of Alcohol in a Municipal Place or Road is regulated by Community Laws and failure to advise Council that alcohol will be consumed at an Event is in breach of the permit conditions, and may result in the Event Permit being cancelled.

Event organisers are responsible for ensuring that alcohol misuse and abuse is controlled at their events. If alcohol is to be served, sold or consumed at the event a section on alcohol management should be included in the event plan and the activity should be examined in the Risk Management Plan.



Questions? Please contact the  
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or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)



# FOOD VENDORS

**There are a huge variety of food vendors that specialise in event catering. Some operate out of food trucks, others from marquees; regardless of their set-up there are a number of requirements they must meet. This fact sheet will help you understand the Streatrader system and your obligations.**

## What is Streatrader?

### Top Tip

- Group food vendors together to create a food court atmosphere.
- Make a combined back of house area for stalls to assist with cleaning.
- Smoking is not permitted within 10 metres of food stalls.

In Victoria, all food premises are required to have a *Food Act 1984* registration from their registering council before selling food. This includes fixed premises, such as cafes and restaurants – but also temporary and mobile food premises such as a market stall, coffee van or a food van. Please note, this is not required if there is no charge for the food and it is free to attend the event.

Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with their registering council. Streatrader allows businesses and community groups to:

- Apply for a *Food Act 1984* registration with their registering council
- Manage their registration
- Lodge Statements of Trade (SOT) for each of their events

See the Streatrader website for full details: [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au).

## Event Organiser's Responsibilities

It is the responsibility of the event organiser to ensure all food and beverage vendors have lodged a SOT with Whitehorse City Council. As part of your event permit application, please send through a list of SOTs for the vendors that will be attending your event.

## What is listed on a food vendor's Statement of Trade (SOT)?

- Registration Number, Trading Name, Proprietor
- Premises Type (e.g. Temporary Business)
- Classification (the level of risk for what type of food is being sold: Class 1 = High, Class 4 = Low)
- Trading Details: Council trading in (location of event), Event Name, Location, Trading Dates

## Considerations for Food Vendors at Community Events

### Reduce, Reuse, Recycle

Request that food vendors limit the amount of packaging they use when selling food and use recyclable packaging, encourage people to bring reusable bags and coffee cups, only print what you need and design all the signage so that it can be reused.

- Detail on a site plan where all of the food vendors are located.
- Is the service counter height suitable for your audience? Are there small children attending or people with accessibility requirements?
- Are there people with visual impairments or people for whom English is a second language attending? Let suppliers know so they can create suitable signage.
- Are there dietary requirements that you need to consider? Find out if your suppliers can cater for vegetarian, gluten free and lactose free guests.
- Food vendors create different types of waste to the audience; have you provided appropriate back of house waste disposal facilities for the traders?
- Ensure oils, waste water and waste are disposed of correctly.
- Have a food safety question? Contact Environmental Health on 9262 6197.



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or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)





# MARQUEES AND UMBRELLAS

Event organisers may seek permission to set-up 3x3m and 3x6m marquees, pop-up gazebos and market umbrellas, as part of their event or activity. Larger marquees and other temporary infrastructure will be considered on a case by case basis.

## Safe Installation of Marquees, Gazebos and Umbrellas

- If marquees, gazebos and umbrellas aren't installed properly, they can collapse or launch in high winds and inclement weather. This may result in injury to your guests, volunteers and staff or damage to property, trees and the ground.
- Marquees, gazebos and umbrellas should be installed on flat, level surfaces, away from roads, paths and overhanging branches.
- The installation of all marquees, gazebos and umbrellas should be checked prior to use by the public. If something doesn't look right, make sure it is rectified prior to use.
- Installation should be completed by a competent supplier with Public Liability Insurance. If you are installing your own marquees, gazebos or umbrellas follow the manufacturer's instructions and ensure the work is completed by at least two people working together.
- No tent pegs or stakes are to be used to secure your marquees, gazebos and umbrellas. Event organisers must use sandbags, steel leg weights, concrete weights or water ballast. No makeshift weights (i.e. Plastic bags or buckets filled with sand) are allowed.
- Check the safety information of your structure. Does it have a wind speed rating?
  - If not, marquees or gazebos with walls must have a minimum of **40kg of weights per leg**. Marquees or gazebos with no walls must have a minimum of **20kg of weights per leg**.
  - Market umbrellas must have a minimum of 40kg weight per umbrella.
- In the case of high winds any walls should be removed. Where possible and if safe the structure should be pulled down and packed away.
- In the case of rain, keep an eye on the roof and make sure that any pooled water is gently removed.
- Ultimately everything that happens on your event site is your responsibility. Keep an eye on your contractors; make sure you supervise any works to ensure compliance during the bump-in, event and bump-out process; and have adequate first aid trained personnel and supplies available.

## Location, Location, Location!

You will need to prepare a site plan which shows the location of all temporary infrastructure including marquees, gazebos and umbrellas.

## Additional Council Requirements:

- Marquees, gazebos and umbrellas should be positioned **at least 3m** from garden beds and any trees or roots. Structures cannot be fixed or attached to any trees or shrubs.
- A 3m access route must be maintained for emergency vehicles, and a minimum of 1.8m on pathways for general pedestrian access.
- Marquees and gazebos must have two accessible exits from the structure in case of emergency.



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# TRAFFIC MANAGEMENT

**Do you need to bring vehicles onto your chosen event site as part of the event or for set-up or pack-down? Or do you need to reserve parking spaces, loading bays, or implement a partial or full road closure? If so, you'll need to get approval from Council first.**

## Event Traffic Management

If you need to bring vehicles onto your chosen event site, reserve parking spaces, loading bays, or implement a partial or full road closure, you'll need to prepare a traffic management summary. This summary will outline how traffic will be managed during set-up, the event and pack-down, what are the pedestrian management strategies and details of any full or partial road closures and seek specific permission from Council.

- Depending on the road in question and your requirements you may need formal Council 'consent'. For 'Declared Roads' (e.g. major arterial roads) a 'Memorandum of Authorisation' is required from VicRoads. You may also need to formally advise Public Transport Victoria (PTV).

## Council Requirements

The entry of vehicles into Council parks and reserves is generally prohibited; however limited vehicle access may be approved for events. Permission will only be granted if the following conditions are met:

- Only essential vehicles will be permitted onsite; all other vehicles are to use loading bays or designated car parks.
- No vehicles are permitted on sports fields except for emergency vehicles.
- A vehicle movement ban must be implemented during the event, when public are on site - with the exception being emergency vehicles.
- It is essential that emergency vehicles can easily enter the event site. Emergency vehicles require a 3m emergency lane, which needs to be worked into the site plan. Where possible there should be multiple emergency vehicle entry points.
- Areas for vehicles and pedestrians need to be clearly defined and separated.
- The event organiser is responsible for supervising and managing vehicle movement around the event site.
- Where vehicle access has been permitted, all vehicles must remain on designated pathways and be driven at a maximum speed of 10km per hour with hazard lights activated. They must also be marshalled by safety wardens in high-visibility vests.
- No vehicle movement will be allowed onsite at the end of the event until clearance is given by the event organiser.
- Vehicles must only be parked in designated car parking areas. No vehicles are to be parked within any Council parks, reserves or open spaces.
- The applicant must comply with all reasonable requests or directions given by any Council representative, member of Victoria Police or VicRoads.
- If specified as a requirement by Council, the applicant must arrange for security guards, accredited traffic controller(s) or a suitably qualified event safety officer(s) to assist with traffic and crowd management at the event.

### Top Tip – Accessible Parking and Drop-off/Collection Points

If parking is limited surrounding your event site, it may be worth considering reserving a number of parking spaces, for people with a disability and setting-up a designated drop-off / collection point. This will improve user experience and make for happier event attendees.

### Resident Notifications

Details of any road closures, changed traffic conditions or changes to public transport services (if applicable) should be included in the notification letter to residents and businesses in close proximity of your event site.

Please note, emergency service vehicles are exempt from requiring Council permission for access.



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# AUDIENCE WELFARE

Looking after the welfare of your audience is vital for the success of any event. Having enough toilets, adequate first aid facilities, a tidy site and drinking water available make a huge difference to the way people experience events.

## First Aid

- For small events, at least one qualified first aider is required on your event site at all times. They must also be equipped with an adequately stocked first aid kit.
- For larger events and large sporting events/tournaments, Council requires event organisers to engage a first aid provider.
- All first aiders and volunteers are to be fully briefed on emergency management procedures including emergency vehicle access points, should a medical emergency occur. A private/discreet treatment area may also be required.
- Directional signage should be located around the site to direct patrons to first aid points.

## Toilet Facilities

- All public events require toilet facilities to be available for patrons. The number of toilets required depends on crowd numbers, event duration and the service of alcohol. Event organisers should also consider facilities required by children, the elderly and people with a disability.
- Many of the parks and reserves within Whitehorse have existing toilet facilities, which will be suitable for smaller events.
- **Accessible Toilets** – plan on providing toilets for everyone; this means that the facilities provided must be suitably sized for parents who need to use baby changing facilities and people in wheelchairs. Most event toilet hire companies can provide accessible toilet facilities.

## Waste Management

- All event organisers are required to leave the event site in the same state as when it was handed over by Council. As such, when your event finishes, all displays, promotional material, excess rubbish and commercial waste needs to be removed and the area left in a clean and tidy condition.
- **All event waste is to be removed from the site by the event organiser.**
- Make sure you have adequate rubbish and recycling bins available, and processes in place to empty bins and collect any litter dropped on the ground throughout your event.

## Drinking Water

Where possible, it is good practice to provide free drinking water to patrons attending your event, especially during summer months. Many parks and reserves are already equipped with water fountains, and event organisers can contact Yarra Valley Water [www.yvw.com.au](http://www.yvw.com.au) to book a purpose built hydration station. If water cannot be provided to the general public, include this in your marketing and always ensure that a supply of bottled water is available for first aid.





# CROWD SAFETY AND EMERGENCY PLANNING

All events, regardless of size, should have procedures in place to address crowd safety and emergency management. These should consider the size, type and location of your event and the likely risks.

## Crowd Safety and Emergency Planning

Smaller events don't require formalised emergency management plans, however it is best practice to have formalised procedures and plans in place to address:

- Adverse or extreme weather
- Armed or dangerous offenders
- Bomb threat
- Evacuation
- Fire, explosion and smoke
- Gas leak or hazardous material spill
- Medical emergency
- Vehicle borne attacks

All event staff and volunteers should be aware of the procedures and their roles in an emergency situation.

If you require assistance creating appropriate procedures, please contact Council's Events Officer on 9262 6352 or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au).

## Notify the Emergency Services

The event organiser is responsible for notifying Victoria Police, Metropolitan Fire Brigade and Ambulance Victoria, via email, with the details of your event. This should include:

- Event name, overview and estimated attendance
- Date, time and location
- Summary of emergency procedures in place and details of how crowd safety will be managed (if applicable)

Some smaller events will not be required to do this, but if you think the Emergency Services should be aware it is best practice to do so. In some instances you may be required to provide additional information to the Emergency Services, or attend a meeting.

## Crowd Safety Support

Depending on the risks associated with the event and the experience and qualifications of the event organiser, Council may request that an independent qualified public safety officer, safety management team, event security team or professional event production company is engaged to oversee operational planning or assist with event delivery. Victoria Police and Council may also identify additional measures that you as the event organiser need to put in place to ensure crowd safety at your event.

**Always call 000** if an emergency situation arises at your event and have someone meet the emergency services vehicle at the entry to escort them into position.

### Top Tip

A 3m access route must be maintained for emergency vehicles, and a minimum of 1.8 metres on pathways for general pedestrian access.



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# NOTIFICATIONS AND NOISE MANAGEMENT

Notifications and noise management go hand in hand. It is a requirement for all events in Whitehorse that nearby residents and businesses are notified about your upcoming event.

## When are formal notifications required?

If your event is likely to attract a large crowd, requires the set-up of a temporary infrastructure, is going to generate lots of noise or generate additional parking and traffic within the area, Council requires that you send a formal notification to any properties or businesses that will be affected.

Notifications should be distributed a few weeks before your event takes place, to give people the opportunity to attend, or avoid the area.

## Notification letters should include:

- The name of the event organiser
- The name, date and location of the event
- The event timings including set-up and pack-down
- The purpose of the event
- Number of audience/participants expected
- Details any disruptions to residents and businesses
- Details of any road closures or changed traffic conditions or changes to public transport services (if applicable)
- A contact name and number for enquiries/complaints

Refer to the Traffic Management fact sheet for notification involving roads and parking.

## Noise Management

Careful noise management is an important factor for the success of an event. Ensuring that no one in the local area is negatively impacted by the noise created by an event is an essential requirement of all events in Whitehorse. This includes the noise generated during the set-up/pack-down.

## Council and EPA Requirements

Events that are set-up in public spaces must comply with the EPA's requirements which regulate all noise affecting public places.

As such, any noise created at events is not to exceed 65dB, when measured 3m from the sound source unless written approval has been obtained for an alternative sound level. Your PA company is to record the sound levels with the event organiser at regular intervals throughout the event and ensure that it is within the 65dB limit or approved alternate sound level.

### Top Tip

Local residents are often happy enough with noise being created during an event, but scheduling a 6am toilet delivery or 7am sound-check on a Saturday morning may create problems.



Questions? Please contact the  
Events Officer on 9262 6352  
or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)



# PUBLIC LIABILITY INSURANCE

If you are intending on hosting an event or private function within a Council owned or managed space you must hold a current Public Liability Insurance Policy for a minimum of \$20 million.

## Public Liability Insurance Certificate of Currency

Public liability insurance covers a person, a business, an event, a contractor (even a community building) for costs from legal action if they are found liable for death or injury, loss or damage of property, or economic loss resulting from their negligence.

Council requires that all public and private events, held on Council land hold a current Public Liability Insurance Policy for a minimum of \$20 million. This policy must be valid for the activities included as part of the event and cover the period of the set-up, event and the pack-up. A copy of this certificate is to be submitted to Council during the application process.

Event organisers are also responsible for ensuring that all suppliers, performers and contractors have their own current Public Liability Insurance Policies. Hard copies of these documents should be collected and checked in advance of your event. Council may request a copy of these policies for their records.

## Obtaining Insurance

If you are organising a private event as an individual you might find that Public Liability Insurance is automatically included in your home and contents property insurance policy. For small, private events you are best to enquire with your insurer to see if you have coverage.

For larger community events, you may be required to take out specific event public liability insurance; there are a number of companies that specialise in providing insurance to community groups.

## Can Council assist with insurance?

In some cases Council is able to extend our Public Liability Insurance to cover individuals and small groups organising small community events. This will be assessed by Council on a case by case basis. Private events and events organised by incorporated groups are not available to access this insurance, and will be required to take out their own policy.



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# WORKING WITH CHILDREN

On 1 August 2017, a number of important amendments to the *Working with Children Check Act 2005 (the Act)* came into effect. This fact sheet will help you understand your responsibilities in regards to upholding child safety at your event.

## What is the Working with Children Check program?

The Working with Children (WWC) Check program assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

Depending on the nature of your event and the activities included there may be staff, suppliers, volunteers or performers that require a WWC Check. Under the *Working with Children Act 2005* only people who are doing child-related work and who are not exempt need a WWC Check. This applies to both paid and volunteer workers. Amusement ride operators, face painters, children's performers and workshop leaders are examples of roles that require a WWC Check.

According to the Act, organisations need to ensure that people in roles that have direct contact with children hold a WWC Check. It is the event organisers' responsibility to ensure compliance at their events. Where WWC Checks are required, event organisers should request a copy of the WWC Check in advance of the event and check their card on the day.

Full information on the Working with Children Check program can be found here: [www.workingwithchildren.vic.gov.au/utility/home/](http://www.workingwithchildren.vic.gov.au/utility/home/)

## Who needs a check?

Not all staff, suppliers, volunteers or performers will require a WWC Check, especially if their contact with children is incidental. The full list of occupations requiring a WWC Check can be found here: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

If you are still unsure, you can complete the 'Who needs a Check?' quiz at: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

It is free to obtain a volunteer WWC Check, so it may be worth applying for one.

## Lost Children

If you are expecting a proportion of attendees at your event to be children, it is advisable to set up a designated lost children point and have a process in place for managing lost children, found children and how you manage reuniting children with their parents or carer. This process will also apply to vulnerable adults. Lost children should be managed by a member of the event team with a WWC Check.

### Top Tip

When a child/vulnerable person is found to be separated from their parent or carer they should remain in the location that they have been found, under the supervision of a member of the event team for 5-10 minutes. Most reunions happen when the parent or carer returns to the place they last saw the child/vulnerable person.



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# AMUSEMENT RIDES, JUMPING CASTLES AND INFLATABLES

Amusement rides, jumping castles and inflatables present one of the highest risks at events. This fact sheet will help you understand best practice around amusement rides, jumping castles and inflatables, as well as Council's requirements around set-up and operation.

## Council Requirements:

- Amusement rides, jumping castles and inflatables should be positioned at least 3m away from garden beds and any trees or roots. Structures cannot be fixed or attached to any trees or shrubs.
- Amusement rides, jumping castles and inflatables must be adequately weighted. No stakes or tent pegs are to be used.
- A 3m access route must be maintained for emergency vehicles, and a minimum of 1.8 metres on pathways for general pedestrian access.

## Safe Installation and Operation of Amusement Rides, Jumping Castles and Inflatables

If amusement rides, jumping castles and inflatables aren't installed properly, they can collapse or launch in high winds and inclement weather. This may result in injury to your guests, volunteers and staff or damage to property, trees and the ground.

- Before you book any inflatables or amusements ensure your supplier has up to date public liability insurance certificates of currency, ride registration and Safety Data sheets. These should be collected from all contractors.
- All inflatables and amusements must be appropriately installed and anchored in accordance with the Australian Standard and the manufacturers instructions. For more info, refer to the Safe Work Australia guide.
- Inflatables and amusements should be installed on flat, level surfaces, away from roads and overhanging branches.
- All inflatables and amusements should be checked prior to use by the public. If something doesn't look right, tell the supplier and have them rectify it.
- All inflatables and amusement operators must be over 18 years old, suitably qualified and hold a current Working with Children Check accreditation. Make sure you specify this in advance of your event and double check the operator's credentials on the day.
- Monitor the weather and switch off amusements or deflate inflatables if there are high winds or rain. The wind speed rating of the amusement will vary depending on the ride being used.
- In instances of extreme heat, inflatables should be closed to prevent heat burns.
- Work out how lines will be controlled and tickets sold and collected; will this be managed by your team or the ride operator? Clarify this with the supplier in advance of the event.
- Find out the recommended number of patrons that can use the ride at the same time, and monitor this on the day.
- It is good practice to select a supplier that is a member of the Australian Amusements Association.
- Ultimately everything that happens on your event site is your responsibility. Keep an eye on your contractors; make sure you supervise any works to ensure compliance during the set-up, event and pack-down process; and have adequate first aid trained personnel and supplies available.

## Location, Location, Location!

You will need to prepare a site plan which shows the location of all temporary infrastructure including amusement rides, jumping castles and inflatables and marquees.

## Top Tip

If you are unsure of your supplier, you can contact Work Safe Victoria via [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).



Questions? Please contact the Events Officer on 9262 6352 or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)



# INFLATABLES

**These inflatable requirements will help you understand best practice around the use of inflatables - including jumping castles - and the requirements for Council approval to operate these devices on Council managed land.**

Inflatable and jumping castles are a popular alternative to hard structures, but if not installed and supervised properly can be a risk to occupants and attendants. They can collapse or launch in high winds and inclement weather resulting in injury to your guests, volunteers and staff or damage to property, trees and the ground.

For an inflatable to be operated on Whitehorse City Council managed land, you will need to ensure the following:

## Operator Requirements

- Inflatables must be compliant with Australian Standard AS 3533.4.1 – Amusement rides and devices Specific requirements – Land-borne inflatable devices. The standard provides advice and guidance in relation to the design, manufacture, operation and maintenance of commercial jumping castles.
- Be aware of your responsibilities under the standard including those under Australian Standard AS 3533.3 – which gives the basis for the in-service inspection of amusement rides and devices and includes the following:
  - Post-assembly, daily, and annual inspections, and the activities of personnel involved in undertaking these inspections and the documentation required
- Ensure you have all the necessary manufacturer and supplier information and instructions on how to install, operate, maintain and inspect the equipment. Ensure that these are followed for the safe operation of the inflatable.
- Inflatables should be properly maintained with an up to date maintenance log book that is available on request.
- Inflatables must be installed on flat, level surfaces, and away from roads and overhanging branches.
- Inflatables to be set up by experienced / trained personnel.
- Provision of a post-assembly inspection report or checklist that has been conducted by the operator prior to the inflatable being opened.
- Operators of inflatables must be properly trained and experienced; hold a current Working with Children check; and must be over 18 years old,
- Operators of inflatables must remain with the inflatable at all times throughout the period of use.
- Wind speeds and weather must be regularly monitored. The inflatable must be immediately shut down according to manufacturer wind speed conditions for safe use.
- Inflatable device is to be adequately anchored and secured according to manufacturer's specifications and the Australian Standard AS 3533.4.1.



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- Adherence to the number of patrons that can safely use the device at any one time. This is based on the height, weight, age limits of the patrons.
- Adherence to safety rules at all times.
- Ensure inspections and maintenance is undertaken during the period of hire including: checks on anchors and ropes, that there are no holes or tears in the fabric, that the air pressure is sufficient for the walls of the device to remain firm and upright.

### **Hirer Requirements**

If you are hiring an inflatable to be operated on Council managed land you must ensure the following:

- Ensure written hire agreements are in place between you and the operator. Agreements are to include: Public Liability Insurance requirements, conditions of use, responsibilities of the parties to the agreement, and methods of communication between the hirer and Council.
- Ensure risk management requirements in relation to 'Jumping Castles' are covered in the conditions of use – hirers must ensure that inflatables are operated in accordance with AS 3533.4.1.
- Provider of the device to supply a copy of their Public Liability Insurance to the amount of \$20million, which will need to be sent to Council prior to the hire.
- Provider to supply the Certificate of Compliance – Design, signed by a registered structural engineer, which will need to be sent to Council prior to the hire.
- Inflatables to be hired from an accredited supplier and to be set up by experienced / trained personnel.
- Prior to the inflatable being used, provide Council with a post-assembly inspection report that has been conducted by the operator. If the inflatable is to be in place for more than one day then daily inspection reports will need to be provided to Council.
- Ensure that the Operator is monitoring wind conditions and that an on-site wind speed monitor is in use.
- Receive from the operator written instructions that include:
  - Environmental conditions that may impact patrons' use of the device.
  - The procedure for monitoring current and forecast wind conditions.
  - The evacuation procedure for the device
  - Maximum height, weight, and age limits that apply
  - Dress code, including foot wear.
  - The minimum number of attendants required to supervise the device and attendant age restrictions that apply.





# OUTDOOR CINEMAS

**Outdoor cinemas are increasing in popularity, due to their affordability and wide audience appeal. This fact sheet will help you understand best practice around inflatable cinema screens, as well as Council's requirements around set-up and operation.**

## Permission to Screen Films

- Permission is required for all public screenings of films. Who you obtain permission from can vary depending on which film you want to screen
- Village Roadshow ([www.roadshowppl.com.au](http://www.roadshowppl.com.au)) and Amalgamated Movies ([www.amalgamatedmovies.com](http://www.amalgamatedmovies.com)) are two major licensing distributors that can provide permission, although there are many other independent distributors in the market place for films not created by the major studios.
- A licensing fee is incurred for all public screenings.
- Check with your supplier that this permission is obtained.

## Safe Installation Of Inflatable Cinema Screens

If inflatable cinema screens aren't installed properly, they can collapse or launch in high winds and inclement weather. This may result in injury to your guests, volunteers and staff or damage to property, trees and the ground.

- All cinema screen structures/inflatable screens are to be erected by specialist contractors.
- Cinema screens should be checked prior to use by the public. If something doesn't look right, tell the supplier and have them rectify it.
- Monitor the weather and deflate the screen if there are high winds or rain. It is a good idea to have a cancellation plan in place, in case of inclement weather.
- Before you book any equipment, check your supplier has up to date public liability insurance certificates of currency. You may also want to request a Safe Work Method Statement (SWMS) or Job Safety Analysis worksheet (JSA). These documents outline how the equipment will be installed and operated. These should be collected from all contractors.
- Ultimately everything that happens on your event site is your responsibility. Keep an eye on your contractors; make sure you supervise any works to ensure compliance during the bump-in, event and bump-out process; and have adequate first aid trained personnel and supplies available.

### Top Tip

Outdoor cinema screenings can only commence once the sun has set. Mid-summer, when the weather is more reliable may seem like the obvious choice, however if you are looking to attract a family audience, late spring or early autumn may be a better option as the film screening can start earlier. Also have a think about packing up, as it will be dark when your event finishes.

## Additional Council Requirements:

- Inflatable cinema screens should be positioned at least 3m from garden beds and any trees or roots. Structures cannot be fixed or attached to any trees or shrubs.
- Inflatable cinema screens must be adequately weighted. No stakes or tent pegs are to be used unless approval is given by Council.
- A 3m access route must be maintained for emergency vehicles, and a minimum of 1.8m on pathways for general pedestrian access.
- Cinema screens should be appropriately installed on flat, level surfaces, away from roads and overhanging branches.
- Appropriate site lighting must be considered - this includes lighting of pathways, toilets, catering stalls and exits. Festoon lighting is a great option.

### Location, Location, Location!

You will need to prepare a site plan which shows the location of all temporary infrastructure including inflatable cinema screens, generators and marquees.



Questions? Please contact the  
Events Officer on 9262 6352  
or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)



# PETTING ZOOS AND ANIMALS

**Planning on having a petting zoo, animal farm or animal rides at your event? This fact sheet outlines Council's requirements and animal welfare considerations.**

## Petting Zoos and Animals at Events

Petting zoos, animal farms and animal rides make for great inclusions at community events. However, not all parks and open spaces within Whitehorse are suitable to host these types of activities.

In addition, as an event organiser you are responsible for ensuring that the welfare of the animals is maintained at your event.

### Council Requirements:

- Petting zoos, animal farms and animal rides are not permitted in bushland reserves, such as Blackburn Lake. If you are planning on having animals at your event, contact Council's Events Officer on 9262 6352 or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au) to enquire about the most suitable location.
- Animal farms and animal rides, where approved, must remain within the agreed position, within the designated event area.
- All animals must be in a pen or kept on a leash at all times within the event area.
- Where applicable, appropriate flooring such as plastic covered with straw should be installed to protect lawn areas.

### Animal Welfare Considerations:

- Petting zoos, animal farms and animal rides should be located on a flat surface, away from roads.
- If the area is not shaded, shelter should be provided.
- Clarify who is responsible for monitoring and caring for the animals throughout the event and if the supplier has any specific requirements. For example, the provider may require vehicle access directly to their site, if an animal becomes sick or distressed and needs to be transported to a vet; or the operator may require access to water.
- You should also clarify the:
  - Health status of the animals
  - The audience capacity in the petting zoo or animal farm area
  - The turn-around time, the number of people per hour for animal rides
  - Facilities available to the animals throughout the event
  - The required rest periods for the animals

### Compliance Requirements

Event organisers must collect copies of the supplier's Public Liability Certificates of Currency and Working with Children Checks.



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