

Event Planning Guide



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Indigo Shire Events Support

Event Support Staff

Indigo Shire Council has a dedicated Tourism Development Officer who is available as a resource for all event organisers within the Shire. The tourism department do not run events but can support event organisers by;

- Providing support for organisers to obtain correct Council permits.
- Coordinating Council event logistic support including road closures and waste services.
- Assisting event organisers to identify opportunities for growth, innovation, collaboration and marketing.
- Exploring opportunities for new events.



Tourism Events Grant Program

Indigo Shire has an annual grant program where eligible events can apply for funding of up to \$4,000. The funding closes annually in July. The events grant is presided over by the Indigo Economic Development and Tourism Advisory Committee (IEDTAC) who allocate the funding annually.

Organisations requesting logistics support for their event must apply through the logistics stream of the grant program. Applications must be submitted in July for events in that financial year. Support that can be requested through the logistics steam include:

- Road Closure/Traffic Alteration Costs.
- Provision of waste, recycle and green bins.
- Additional cleaning of public facilities.
- Hire of Council owned and managed buildings.

Find out more about the [IEDTAC Events Grant](#) on the Indigo Shire website.



Tourism Events Trailer

Indigo Shire Council has a trailer with a range of equipment for use by tourism events within Indigo Shire. There is no charge to use the event equipment, however, you are liable for the safe return of the trailer and equipment. The events trailer is subject to availability and you should book early to ensure it is available for your requested dates.

Find out more and book the [Events Trailer](#) on the Indigo Shire website.



Do you need an Event Permit?

Do I need an event permit from Council?

If your event is being held on Council managed land, then yes you require an event permit. This includes Council parks and gardens, buildings, streets, roads and footpaths.

If your event is being held on private land you do not require an event permit, but you may be required to liaise with Council to get permissions for:

- Streatrader (Food Safety Registration)
- Temporary Structures
- A Place of Public Entertainment (POPE)
- Planning Permits



The Event Notification Form

Indigo Shire Council's Event Notification Form is the avenue for notifying Indigo Shire staff about your event so they can assist you to obtain the correct permits to hold your event. You should read through The A-Z of Event Planning, so that you have an understanding of what may be requested of you.

Even where an event permit is not required, we suggest that you still complete the notification form so that all Council departments can be made aware of your event.

Templates for use during event planning are available on the Indigo Shire website to help you understand and prepare supporting documents for your event application.



Do you have the required external permits?

There is a range of permits and licences external to Indigo Shire Council that may be required for an event, such as liquor licences. As an event organiser, it is your responsibility to be aware of any external permissions you require and ensure that you have the appropriate licences and permits to run your event. The A-Z Planning Guide provides some of the more common external bodies that play a role in regulating events.



The Event Notification Form

When completing the Event Notification Form, you may be required to submit a number of supporting documents. A member of the Tourism Team will be in contact after submission of the notification form to confirm what further documentation is required, and whether any fees are payable. After all required documentation is submitted you will be provided with the necessary permits to hold your event.

ATDW Event Calendar

All events in Indigo Shire must have a free event listing on the Australian Tourism Data Warehouse (ATDW). From here, your event will be added to our database, sent to emergency services, and included in our marketing.

Public Liability Insurance (PLI)

You are responsible for the safety of event participants at all times during your event. Indigo Shire Council will not accept liability for any personal injury, loss, or damage that occurs to participants or third parties on Indigo Shire property as a result of the staging of an event, or activities within an event. We require that all events have a minimum \$10million PLI coverage.

Risk Assessment

The risk assessment process is an effective way to ensure patron safety by mitigating risk and ensure you have strategies in place for when things go wrong. It is important to involve all stakeholders in this process to ensure that all possible risks and opportunities have been identified and addressed. A risk assessment is a necessary requirement if you require an event permit.

Emergency Management Plan

Depending on the scale of your event and event activities, an Emergency Management Plan may be required. Your emergency management plan should provide a comprehensive overview of the safety aspects of your event, along with contingency planning in place.

Site Plan

A site plan will be requested for events on public land and large-scale events and must identify the location of all event activities and infrastructure.

Route Plan

Where an event uses the road/street network, such as a race or coordinated ride (including foot, horse or cycle events), you must provide a route map clearly indicating when you will be on the road, where road crossings will occur and safety strategies, such as marshals, signage, traffic controllers, lead vehicles etc.



Acknowledgement of Country

Incorporating welcoming protocols into events recognises Aboriginal and Torres Strait Islander peoples as the First Australians and Traditional Custodians of Land. It promotes an ongoing connection to place and shows respect for Traditional Owners. [This map](#) shows the recognised Traditional Owners of areas.

A Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander people who have been given permission from Traditional Owners, to welcome visitors to their country. It can take many forms including singing, dancing, smoking ceremonies or a speech in traditional language or English. As this requires the provision of intellectual property, a fee for service is considered appropriate.

An Acknowledgement of Country provides an opportunity to show awareness of, and respect for, the traditional Aboriginal or Torres Strait Islander owners of the land on which an event is held. It can be given by both non-indigenous people and Aboriginal and Torres Strait Islander people.

Accessible Events

Accessibility for all ages and abilities should be an important consideration to ensure that

your event is open for all members of the community to attend and enjoy.

Some considerations you might like to address include:

- Ensuring the event layout provides for ease of access and mobility.
- Ensuring that kerb ramps are not blocked.
- Provision of disabled parking spaces.
- Installation of portable accessible toilet facilities.
- Accepting the National Companion Card.

See the [Accessible Events Guide](#) for tips to make your event accessible for all.

Alcohol and Liquor Licensing

To serve alcohol to event patrons you must ensure that you have an appropriate licence from the Victorian Commission for Gambling and Liquor Regulation, or from Indigo Shire Council if applicable, and adhere to all requirements of that licence.

Local and State laws prohibit the consumption and/or sale of alcohol in public places. If your event includes the consumption of alcohol in public places, you must indicate this in your Event Notification Form and indicate any alcohol providers on your vendor list. In determining whether a permit will be granted, Indigo Shire will consider the nature,



duration, location, and the effect on nearby residents. Evidence of liquor licences, issued by VCGLR, will be required before a Local Law permit for the event will be issued.

Any vendor or event organiser selling alcohol must also submit a Statement of Trade using Streatrader.

Alcohol Management Plan

An alcohol management plan may be requested before any permits are issued. It is the responsibility of the Event Organiser to prevent intoxicated and disorderly patrons and prevent the access of liquor to minors. An alcohol plan can be included in your event plan, but must indicate;

- The licenced, dry and smoke areas.
- The type of alcohol that will be available.
- The trading hours for alcohol service.
- The containers in which it will be served.
- The location and number of toilets.
- The number and location of bar and security staff.

Ambulance Victoria

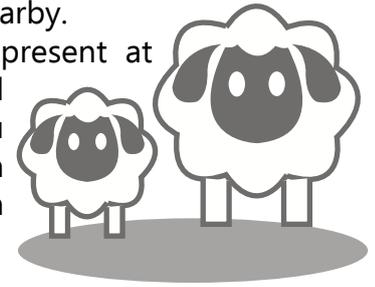
Ambulance Victoria needs to be informed of major events and events that require road closures. Your notification to them should include, event summary, date, time, venue, attendee numbers, event organiser contact details, and road closure details if applicable. Notifications for road closures should be sent to roadclosures@ambulance.vic.gov.au and major events be sent to events@ambulance.vic.gov.au 30 days prior to your event.

Animals

If your event will include animals in a petting zoo, animal nursery, or at animal rides, you should consider animal welfare codes of practice on the [Victorian State Government Agriculture](#) and [RSPA Victoria](#) websites. You are also responsible for ensuring that any animal faeces are removed immediately to

reduce health risks, and that hand washing facilities are located nearby.

If animals are to be present at your event being held on Council land, you should note this on your Event Notification Form.



Busking

Busking activities are restricted under Indigo Shire Council's Local Law Number One. If you are planning to allow buskers in public at your event, please note this in your Event Notification Form.

Where a busking activity is occurring outside commercial or residential properties, the consent of the owner/occupier needs to be obtained. It is your responsibility as an event organiser to ensure you have obtained the permission of the owner/occupier prior to allocating a busking space for a performer during your event.



As an event organiser you should ensure that buskers have their own public liability insurance, are listed as a performer within your event plan and marked on your site plan.

Council Managed Parks & Buildings

Indigo Shire Council Town Kiosks

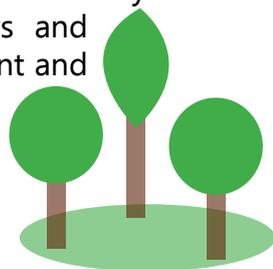
If your event requires the use of one of the town Kiosks, you must obtain a permit for the use of them. You should fill in the Event Notification Form and indicate that you require the use of the kiosk. You will then be required to collect the keys from customer service to access the kiosk.

Indigo Shire Parks and Gardens

Indigo Shire Council manages a number of parks and gardens available as event venues.

These public spaces are environmentally and culturally significant and there are a number of restrictions around the activities that can be conducted there. Where an event utilises Indigo Shire parks and gardens, a site plan will be required to provide approval for proposed activities, including the location of temporary structures. Where structures are permitted, weights must be used in place of pegs to protect irrigation systems. Vehicles are not permitted to enter parks or gardens without approval. If your event requires vehicle movements, these should be clearly indicated on your sitemap.

Parks, gardens and streets must be returned to their previous state, with all litter removed following the event. Any damage to trees, lawns, flower beds or infrastructure due to the event, is the responsibility of event organisers. This includes any damage incurred by third parties, suppliers, contractors and event attendees. Reinstatement and repair costs will be the sought from the event organiser and may preclude an event being able to held there again.



Access to water taps and power is not permitted without approval. If your event requires the use of these, you should clearly indicate where access is required on your site plan. You should also indicate where any water hoses or power cords will run to, and how these will be covered/lifted. It is the responsibility of the event organiser to ensure that any contractors/stallholders using power and water provide appropriate safety covers for on-ground leads and hoses.

Crowded Places Strategy

Major events continue to be attractive targets for terrorists, both internationally and in Australia. Regionally we are not immune to these threats, and as an event organiser, you have a responsibility to protect your attendees. Potential threats may include; Active armed

offenders, Improvised explosive devices, Chemical weapons and Hostile vehicles.

The Australian Government has developed the [Strategy for Protecting Crowded Places from Terrorism](#). This strategy has a wide range of resources to help assess the risk to your event, and implement to ensure the safety of event attendees. You should conduct a self-assessment of your events risk at the Australian National Security website. If you are concerned about your events risk as a crowded place, you should contact your local police who will conduct a security audit of your event.

The National Security website also provides useful strategies that you can implement to make your event more resilient to terrorism. These should be reviewed as part of your risk assessment. www.nationalsecurity.gov.au

Emergency Management

Events should have an emergency management plan that outlines your response in the event of an emergency. The plan should give instruction to staff, contractors and volunteers, on what actions to take during different emergency situations.

Your emergency management plan should consider:

- What emergency situations could occur.
- What the evacuation procedures are.
- What personnel are responsible and who has the authority to make decisions.
- Where is the emergency services meeting point.
- Are there designated ambulance areas.
- Where your incident control centre will be.
- What are the lines of communication.
- How you will communicate to event attendees in the event of an emergency.

All staff should be familiar with the Emergency Management Plan and have easy access to it in the event of an emergency. Smaller events can incorporate their emergency management

plan into the wider event management plan.

During this stage of planning, event organisers should familiarise themselves with the [Indigo Shire Municipal Emergency Management Plan \(MEMP\)](#), available on our website. You should consider the role each authority and individual plays in the event of a particular emergency, and ensure appropriate consultation occurs as part of your emergency management planning.

Electrical Safety

Electrical equipment and power supplies can present a number of risks that need to be appropriately managed. It is the responsibility of the event organiser, vendors, and suppliers, to ensure that electrical equipment is safe and appropriate safety measures are in place for their use.

Any electrical device being used needs to comply with relevant electrical laws and regulations including;

- Electrical leads and equipment cannot have any signs of damage, fraying or other safety issues.
- All appliances and leads must have current tag and test.
- Double adaptors should not be used on power boards.
- Fire extinguishers suitable for electrical fires must be located nearby to electrical equipment with appropriately trained staff.
- Electrical cabling should not be run on the ground without ramp style protective covers that protect the cable from crushing.

Generators

Generators being used must comply with Australian Standards and be in safe working order. It is generally a good idea to check the noise level of a generator prior to the event, and where possible, use silenced generators. Generators should

only be used where;

- They are operated by an appropriately trained and responsible person.
- They are located in a well-ventilated area that is not accessible to the public.
- Fuel is stored in a fit for purpose container with refuelling only occurring when event patrons are not on site.
- Residual Current Devices (RCDs) are tested daily by the operators and the log book is on site for inspection by the event organiser.

More information about electrical safety can be found on the [Energy Safe Victoria website](#).

Fire Safety



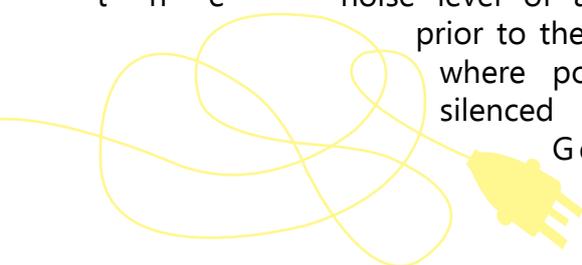
Fire safety and prevention should be a consideration for all event organisers. You should assess all potential fire sources and implement strategies to reduce the likelihood of a fire, or mitigate the effects of a fire.

Where there are BBQ's and other flame sources you must ensure that fire extinguishers and blankets are also on site. It is your responsibility as an event organiser to ensure that vendors with flame sources are aware of their responsibility to have appropriate firefighting equipment on site.

On days of Total Fire Ban, a permit may be required from CFA Victoria to allow anyone to operate a BBQ, cooker, or hotplate. Similarly, during Fire Danger Periods, there are conditions that must be met to light a fire to operate a barbeque, cooker or hotplate at an outdoor function.

Code Red Days

Event Permits in Indigo Shire will be revoked if a Code Red Fire Danger day is declared by the CFA in the North East Fire District. If a Code Red is declared the event organiser will need to cancel the event, and take a reasonable approach to notify the public and attendees



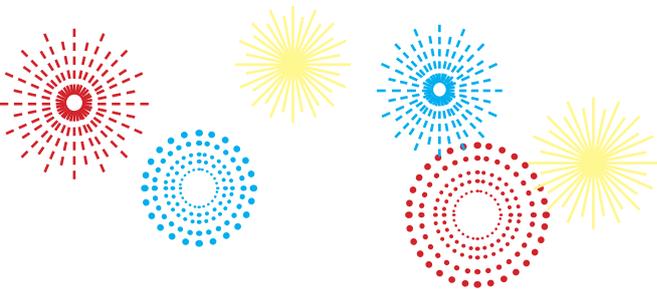
that the event has been cancelled. It is the responsibility of the Event Organiser to be aware of fire danger ratings for the event day.

More information about fire safety and the Fire Danger period can be found on the [CFA website](#).

Fireworks

Fireworks are illegal in Victoria without a Workcover Licence to Discharge Fireworks. If you are conducting fireworks during the Fire Danger Period (typically September to April), you will also require a [permit from the CFA](#).

If you are planning on having fireworks at your event please indicate this on your Event Notification Form. You will be asked to supply a copy of your contractor's licence and public liability insurance. You will then be responsible for notifying the local fire brigade and nearby residents on the time, duration, and location of fireworks. Suitable firefighting equipment must also be on site.



First Aid

As an event organiser, you have a duty of care to ensure the safety and wellbeing of your event attendees. A component of this is accessibility to first aid resources for event patrons.

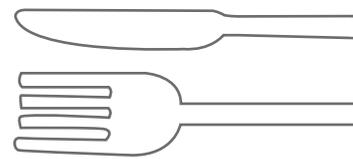
For large, or high-risk events, you should engage the services of a registered first aid provider, such as St Johns. For smaller events, you may have a first aid kit and a designated staff member who has been trained in first aid. In both instances, the designated first aid point should be easily identified and accessible by all patrons. A private room or marquee should

be designated as the first aid venue to ensure that first aid providers are able to work and maintain patient confidentiality and dignity.

Food and Beverage Safety

Indigo Shire Council's Environmental Health team monitor the safety of food at events through Streatrader, the statewide online food safety registration system. The definition of food and beverage includes any substance that is for human consumption, (this includes: alcohol, bottled water, fairy floss, pre-packaged food etc.).

Any business or organisation that is providing food or drink to event patrons in a temporary or mobile food premises must be registered on Streatrader and submit a Statement of Trade (SOT) for the event.



As an event organiser, it is your responsibility to:

- Advise food vendors that they need to submit a SOT for the event, or they will not be able to trade.
- Obtain a copy of their SOT. You must ensure everyone trading at your event has provided you with a copy of their SOT.
- Submit your Event Notification Form to notify the Environmental Health Team of temporary food vendors.

A fact sheet is available on the Indigo Shire website with more information about Streatrader for Events.

Footpath Display of Goods

Events may provide an opportunity for current businesses to trade on the footpath outside their business as part of the event. Any business without a current permit for roadside street trading wishing to trade on the footpath during the event must be listed on your site plan and

included as a vendor within your vendor list. Any display of goods on the footpath must adhere to Council's Trading Places Guidelines for their town. These guidelines provide restrictions around where items can be placed on the footpath to ensure that access is not restricted for pedestrians.

Gas Cylinder Safety

An industry code of practice has been developed to define the safe use of LPG at public events. [Energy Safe Victoria](#) provides the code of practice, along with a gas safety checklist for use by catering vendors. As an event organiser, you should ensure that all food vendors agree to adhere to the code of practice.

Inflatable Structures

If you plan to have inflatable structures at your event it must be compliant with the Australian Standard – 3533.4.1 – 2005 Amusement Rides and Devices.

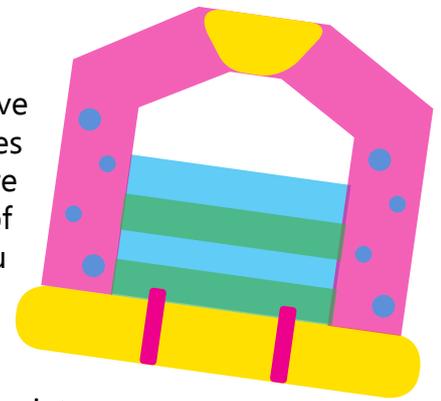
If you plan to have an inflatable structure at your event being held on Council land, you must supply the following before an event permit will be granted.

- From the ride operator; a copy of their public liability insurance, a risk assessment specific to the inflatable ride, certification that the device is safe and maintained, and emergency procedure relating to the inflatable.
- A public liability certificate of currency in the name of the event organiser that specifically covers inflatable structures and indemnifies Indigo Shire Council.

If you plan to have an inflatable structure in Indigo Shire parks and gardens, you must consider how you will anchor it, as pegging into the ground is generally not permitted. If you plan to have inflatable structures at your event, these should be illustrated on your site

plan.

If you plan to have inflatable structures at your event, there are also a range of safety issues you should consider.



- Insufficient or inappropriate securing and anchorage of structures.
- Tie-down ropes can be a trip hazard.
- Entrapment points in motors and fans.
- Inadequate supervision and inappropriate activities (e.g. backflips and somersaults).
- Lack of fall mats and protective equipment.
- Potential for structures to lift in strong wind.
- Overhead power lines, nearby buildings and overhanging branches are a hazard.

Insurance

Public liability insurance is essential for all events and should be coverage for a minimum of \$10 Million (\$10,000,000).

There are a number of insurance companies who offer coverage for community events, celebrations and festivals. Two such groups are [localcommunityinsurance.com.au](#) and [communityinsurance.com.au](#).

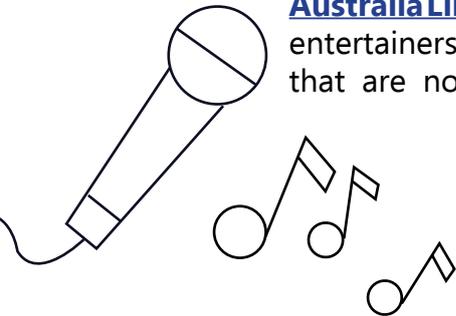
To limit the risk to you as an event organiser, it is important that any other suppliers, contractors, performers, and food vendors participating in the event have their own insurance. They should provide you with proof of coverage in the form of a current certificate of currency.

If you are running an event as a committee, you should also ensure that your group is incorporated. This limits the risk to committee members personally as the organisation becomes a 'legal person'. This ensures that members and office bearers are protected against personal liability for the organisation's debt.

Music

If you are broadcasting music and/or music videos during your event, you must ensure that you have the appropriate licence from the [Phonographic Performance Company of Australia Limited \(PPCA\)](#). Where

entertainers perform songs that are not their own original composition, they must obtain a permit from the [Australian Performing Rights Association](#).



Mayor & Councillor Attendance

Events provide a good opportunity for the Mayor and Councillors to participate, whether it is attending, or speaking on behalf of Indigo Shire Council. If you are interested in having the Mayor and/or Councillors attend your event, please contact the Mayor's Executive Assistant.

Noise

Noise from events is subject to the State Governments Environmental Protection Authority Laws. As an event organiser it is your responsibility to have strategies in place to manage noise levels. If your event contains amplified sound, ensure this is mentioned in your Event Notification and speaker locations are marked on any site plans. Noise from vehicles, event activities, music and patrons can all cause a disturbance to the amenity of the area. Event planning should consider proactive measures such as;

- The type and timing of entertainment.
- Communication strategies to notify neighbours/public about potential noise.
- Stage orientation and placement of speakers.
- Complaint response procedures including methods for the public to contact event organisers during the event, and how sound will be managed following a complaint.

Place of Public Entertainment (POPE)

If you are holding an event in a location that is deemed not to be normal practice (e.g., a music concert on a football oval), this area is classed as a Place of Public Entertainment. Under the building act 1993 and Regulations 2006, you must obtain a POPE occupancy permit from Indigo Shire Council.

The following are examples of Place of Public Entertainment:

- A building of more than 500m² or prescribed temporary structure.
- A place of more than 500m² 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.

When a POPE is required, you should complete the Event Notification Form and staff from the Building Department will be in contact to guide you through the process.

Planning Permit

Occasionally a planning permit is required for events where the current land status has no provision for events to be held there.

You will require a planning permit if, as part of your event, you are doing any of the following;

- Changing the use of a property:
- If it is currently a residential property and you want to hold events there.
- If it is a business of a different nature and you want to hold events there.
- Applying for a liquor licence.
- Erecting a sign that is:
- More than 1m off the ground and within 3m of the street alignment.
- More than 8m above ground level and more than 6m² in display area.
- Starting a business on the property.

Events can have a significant effect on the convenience of your neighbours and the local environment because of noise, odour, traffic, dust, waste, lighting etc. Because of this, it is

important to consult with Indigo Shire Council's Planning Department as far in advance of the proposed event as possible, in order to consult with stakeholders who may be affected during the planning permit process.

A planning permit for an event may take between 3 – 12 months, as there are a number of factors that can affect the planning permit process, particularly when there are objections to the proposed application.

Power

Event organisers that are requesting access to power on Indigo Shire land should clearly indicate on their sitemap which points you intend to use, and the specification of power required. Where approval is granted to access power, event organisers will need to obtain a key to access the locked power boxes.

Your sitemap should also indicate where any power cords will run from/to, and how these will be covered or lifted. It is the responsibility of the event organiser to ensure that any contractors or stallholders using power provide appropriate safety covers for on-ground leads. All cords should be tested and tagged by a qualified person.

Public Transport

Events that are likely to impact on public transport are required to notify [Public Transport Victoria \(PTV\)](#) through the Special Event Management System. For events larger than 10,000 people, 150 days notification is required, and events less than 10,000 require 120 days notification. PTV will advise if a Public Transport Plan is required, and you will be required to notify affected services.



Raffles

If you are planning to hold a raffle as part of your event, you must ensure that this is noted on your Event Notification as a Local Laws permit is required to hold a raffle.

If the value of the raffle prize is valued at over \$5,000, a permit is required from the [Victorian Commission for Gambling and Liquor Regulation](#). If you are holding a raffle it is your responsibility to be aware of, and adhere to, the requirements of the VCGLR.

Road Closures and On Road Events

If you would like to have a street/road closed, or traffic altered as part of your event, you will need to complete the Event Notification Form and include details of the proposed traffic alteration. Unless you have successfully applied for logistics support as part of the annual IEDTAC Events Grant, any costs associated with the road closure will be the responsibility of the event organiser. See the fact sheet on the Indigo Shire website for more information.



Parades on Roads

If you are holding a parade that requires exemption from any road rules, VicRoads will need to be notified when you are applying for a permit. Some common examples of situations where an exemption is required include;

- A person is travelling in the back of a trailer.
- A driver or passenger is travelling without a seatbelt.
- Vehicles are driving on the wrong side of the road.
- Vehicles are exceeding the speed limit.
- Vehicles being used are unregistered.
- More than 2 horses are riding abreast in a parade.

If an exemption from road rules is required, it will need to be published in the Government Gazette. VicRoads will coordinate this and publication fees apply which will be charged

directly to the event organiser. Parade participants must not throw items from moving vehicles. Giveaways and materials must be handed out along the parade route by hand. It is your responsibility as an event organiser to ensure that your parade participants are aware of this.

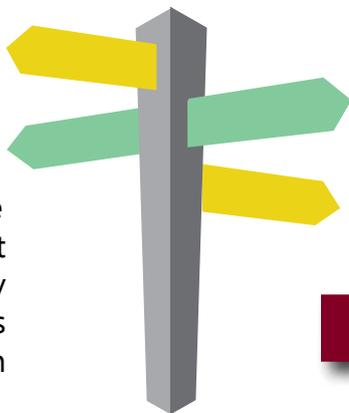
Signage

Promotional signage is only permitted on Indigo Shire land for the duration of an event, and can only be displayed with prior permission from Indigo Shire Council. Any signage on Indigo Shire land must be noted on a site plan. At the conclusion of your event, it is your responsibility to ensure all signage is removed and disposed of.

Event advertising signage may only be erected on the premises/property on which the activity is to occur, or on official town entry signs.

Major events may be eligible to advertise their event on town entry signs. If you would like to request advertising of your event on the town entry signs, contact the Tourism

Event Staff. Submission of a request does not guarantee that your event will be able to display a sign. The production cost of any new sign will be the responsibility of the event organiser and must comply with design guidelines provided by the Tourism Events Staff.



Significant Sites & Memorials

A number of our public spaces are home to significant sites and memorial structures. It is the responsibility of event organisers to ensure these are not damaged during events and you may be requested to cordon these off during your event to avoid damage.

Security and Crowd Management

Event organisers are responsible for coordinating crowd management or security officers for your event. Security should be appropriately qualified, and have communication equipment to ensure they can communicate with event organisers, first aid staff, and police as required.

The number of security staff required depends on a number of factors including the type of event, the number of event attendees, attendee age, and whether alcohol is involved.

Stakeholder Notification

Stakeholder notification may be requested for events that have the potential to affect nearby residents or businesses and is essential for major events and events altering traffic.

It is the responsibility of the Organiser to ensure stakeholder notification has occurred. Communications must include:

- The name, date and location of your proposed event (and site plan if available).
- The purpose of the event.
- Expected number of participants.
- Activities happening during the event.
- The effect it is likely to have on stakeholders.
- Contact details of the event organiser.
- Contact details for Council's Events Officer.

Temporary Structures Permits

If you plan to erect one of the following temporary structures at your event, you need a temporary occupancy permit from Indigo Shire Council, and a registered building practitioner must erect any of these temporary structures.

- Tents, marquees or booths with a floor area greater than 100m².
- Seating stands for more than 20 persons.
- Stages or platforms.
- Prefabricated buildings exceeding 100m², other than ones placed directly on the ground surface.

The erection of the above temporary

structures is subject to the approval of Indigo Shire Council's Building Surveyor. Where a Temporary Structure Occupancy Permit is required contact the Building Department to coordinate.



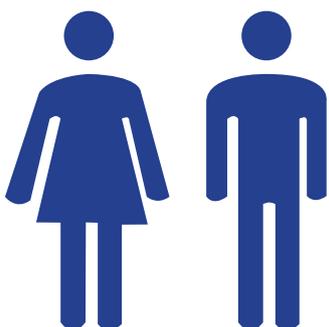
Trading

If your event contains any type of stallholders selling in a public place, a vendor list must be submitted to Indigo Shire Council. This must include vendor contact details, description of items sold and their proposed location on a site plan. Stallholders include things such as goods, services, food, beverage, carnival rides and merchandise.

Toilets

It is your responsibility as an event organiser to ensure there are sufficient toilet facilities to cater for the number of patrons at your event. If your venue does not have a sufficient number of toilets, or the public toilets available are not sufficient, it is your responsibility to hire additional toilets. The expense of portable toilets is the responsibility of event organisers.

It is essential that public bathroom facilities are maintained in a clean state during and after an event. Indigo Shire Council has a regular schedule of cleaning for our public toilets. Events may create additional demand on public toilets that require additional cleaning outside of these scheduled cleanings. As an event organiser you are responsible for coordinating this. You may allocate a resource to be responsible for cleaning the facilities, or Indigo Shire can coordinate contracted cleaning staff for extra cleanings. Additional cleaning will be



at the expense of event organisers unless you have successfully applied for logistics funding as part of the annual IEDTAC Grant funding.

Victoria Police

Depending on the event, Victoria Police may need to be involved in the planning stages or simply notified that the event is occurring. Event notification should be sent to the station local to your event, at least 60 days prior to the event.

Events that require Victoria Police notification include events requiring road closures, events involving consumption of alcohol in a public place and events that are classified as 'crowded places'.

Volunteers

Volunteers play an integral role in the coordination of many of the community events within Indigo Shire. If you have volunteers working in a one-on-one environment with children, you should ensure that they have a [Working with Children's Check](#). This is a free check for volunteers.

Community events can list their contact details on the Volunteering in Indigo Shire page on the Indigo Shire website, so that prospective volunteers can easily find volunteering opportunities for events.

Waste Management & PlasticWise

It is the responsibility of event organisers to ensure there are sufficient waste receptacles available at your event.

If you require further bins in public spaces, it is your responsibility to request these through the Event Notification Form.

240L wheelie bins will be delivered by Indigo Shire staff to one location nominated by you.

Water

It is then the event organiser's responsibility to distribute the bins throughout the event site. At the conclusion of the event, the bins must be removed from the event site. You will be advised of the dates Cleanaway will pick up the bins via kerbside collection, and you must put out bins for collection the night prior.

If current public waste receptacles are full after your event, it is also your responsibility to ensure they are emptied at the conclusion. You must also ensure that the site is left in a clean state.



Unless you have successfully applied for logistics support as part of the annual IEDTAC Events Grant, any costs associated with rubbish bin delivery and collection will be the responsibility of the event organiser. Events that provide a Waste Management Plan compliant with the Indigo Shire PlasticWise Policy may be eligible to access free waste management support from Indigo Shire Council.

More information on waste management and Indigo Shire Council's PlasticWise Policy including a waste management plan template can be found on the Indigo Shire website.

It is the event organisers responsibility to ensure drinking water is available for the well-being of patrons, staff and volunteers. Water stations should have clear directional signage indicating their location and drinkability of water, and they should be placed in areas that do not create a bottleneck of patrons. If you require access to water taps on Indigo Shire land you must indicate this on your sitemap. Public events can apply to borrow a Water Station or Portable Refill Station from [North East Water](#) free of charge.

There are also private operators in the region where you can hire portable drinking taps if your event location doesn't have sufficient water drinking stations.

