



Surf Coast Shire Council

Events Guide

CONTACT DETAILS

e: events@surfcoast.vic.gov.au

www.surfcoastevents.com.au

Table of Contents

Amendments page	1
Disclaimer	1
Definitions	1
Surf Coast Shire Events Guide	2
1. Introduction	3
2. Event Definition	4
3. The Event Planning Process	5
3.1 <i>Pre-Event Planning</i>	5
3.2 <i>Surf Coast Shire Planning Process</i>	6
3.3 <i>Event Application Process</i>	9
3.4 <i>Community Impact Advisory Committees (CIAC)</i>	10
3.5 <i>Great Ocean Road and Foreshore Use</i>	10
3.6 <i>Events at Bells Beach</i>	11
3.7 <i>Events on the Closed Great Ocean Road</i>	11
3.8 <i>Advance Notice required</i>	11
3.9 <i>Fees and Charges</i>	11
3.10 <i>Grants/Sponsorship Support for Events</i>	12
3.11 <i>Calendar of Events</i>	12
4. Event Permits and Permission	13
4.1 <i>Places of Public Entertainment Permits (POPE)</i>	16
5. Traffic Management Planning	17
5.1 <i>Traffic Plans</i>	17
5.2 <i>Public Transport Plans</i>	18
6. Food and Beverage	19
6.1 <i>Food Permits StrEATrader</i>	19
6.2 <i>Food Vendors / Catering Guidelines</i>	19
6.3 <i>Alcohol – Liquor Licensing</i>	20
6.4 <i>Alcohol Management</i>	20
6.5 <i>Underage Events</i>	20
7. Toilets	21

7.1	<i>Personal Hygiene</i>	22
8.	Waste Management Plans	23
8.1	<i>Waste Wise and Plastic Wise Events</i>	23
9.	Temporary Structures	24
11.	Site Plans	26
12.	Signage	27
13.	Risk and Emergency Management	28
13.1	<i>Risk Management Plans</i>	28
13.2	<i>Emergency Response Plan</i>	29
13.3	<i>Security & Crowd Control</i>	31
13.4	<i>Child Safety</i>	32
13.5	<i>Occupational Health & Safety</i>	32
13.6	<i>Gas Cylinders/ /Other Hazardous Materials</i>	32
13.7	<i>Electricity</i>	33
13.8	<i>Fireworks & Pyrotechnics</i>	33
13.9	<i>Insurance</i>	33
14.	First Aid	35
15.	Public Health	36
15.1	<i>Swimming and water areas</i>	36
15.2	<i>Noise</i>	36
15.3	<i>Water</i>	36
15.4	<i>Shelter</i>	36
15.5	<i>Sunscreen</i>	37
15.6	<i>Camping</i>	37
15.7	<i>Health protection</i>	38
15.8	<i>Smoking Restrictions in outdoor dining areas</i>	38
16.	Accessibility and Inclusion	39
17.	Other Issues	40
17.1	<i>Street Trading and Busking</i>	40
17.2	<i>A-Frames / Street Furniture</i>	40
17.3	<i>Guidelines for use of volunteers and marshals at events</i>	40
17.4	<i>Weather</i>	40
17.5	<i>Lighting</i>	41

17.6	<i>Telephones</i>	41
18.	Post Event Debrief & Evaluation	42
18.1	<i>Post Event Debrief</i>	42
18.2	<i>Event conclusion</i>	42
	Appendix A: Event Application	43
	Appendix B: Event Management Plan	47
	Appendix C: Community Impact Advisory Committee	51
	Appendix D: Useful Contact Numbers	53
	Appendix E: Risk Analysis	54
	Appendix F: Surf Coast Shire Event Categories	58
	Appendix G: Accessibility Checklist	59
	Appendix H: FAST FACT SHEET	66
	Appendix I: Bushfire Readiness 4 Steps	67

Amendments page

The following amendments have been made to the Surf Coast Shire's Events Guide:

Date of amendment	Amendments made	Edition No.	Department/ Officer	Comments
October	Pages 1,	2	Lynne Hume	
January 2019		4	Lynne Hume	

Disclaimer

This document has been produced by the Surf Coast Shire as a guide to managing events within the Surf Coast. The Surf Coast Shire recommends that event organisers seek information from a variety of sources and appropriate professional advice where relevant to your event. In addition to the information contained in this document, event organisers must exercise skill, care and sound judgement in event planning.

The Surf Coast Shire acknowledges that there may be other requirements that exist that are not contained in this Guide. It is the responsibility of event organisers to ensure all appropriate requirements are met.

The information contained in this Guide may change from time to time. Event organiser must ensure they have the latest edition (available on www.surfcoast.vic.gov.au or by contacting the relevant authority).

Definitions

CIAC: Community Impact Advisory Committee
 GORCC: Great Ocean Road Coast Committee
 MOU: Memorandum of Understanding Agreement

Surf Coast Shire Events Guide

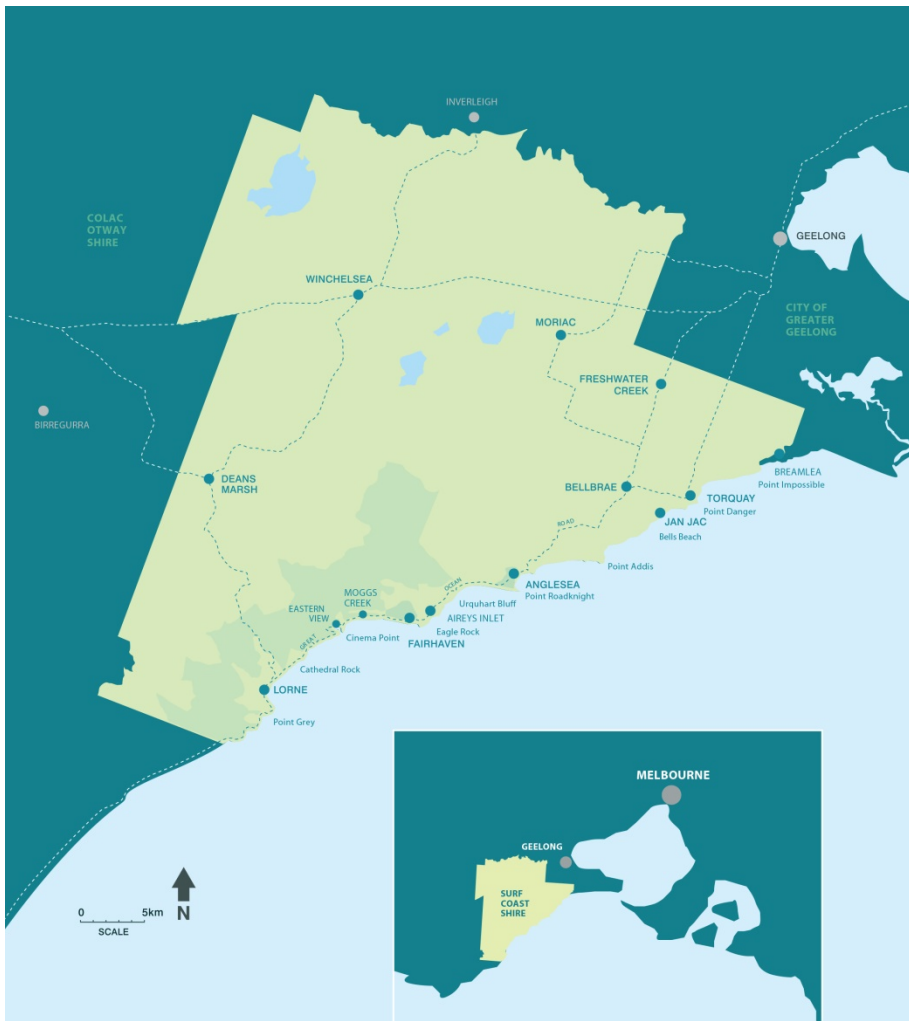
The Surf Coast Shire’s Event Guide has been developed to assist event organisers host an event in the Surf Coast Shire. The following Surf Coast organisations were involved in developing the Guide:

- ❖ Surf Coast Shire (SCS)
- ❖ Victoria Police (Vic Pol)
- ❖ State Emergency Service (SES)
- ❖ Regional Roads Victoria (RRV)
- ❖ Department of Water, Environment, Land and Planning (DWELP)
- ❖ Country Fire Authority (CFA)
- ❖ Ambulance Victoria (AV)
- ❖ Great Ocean Road Coast Committee (GORCC)
- ❖

The Guide was produced utilising the following publications:

- Safe and Healthy Mass Gatherings, A Health, Medical and Safety Planning Manual for Public Events, Emergency Management Australia, Manual 2, 1999.
- Event Management – Planning Guide For Emergency Management and Public Safety, September 2003.
- Young people and Victoria’s Liquor Laws, Consumer Affairs Victoria- Liquor Licensing, March 2005.
- Safe and Healthy Crowded Places 2018, Australian Disaster Resilience Handbook Collection

Surf Coast Shire map



1. Introduction

Surf Coast Shire residents and visitors enjoy a wide diversity of events in both coastal and rural locations. There are community, cultural, sporting, environmental, major and icon events hosted throughout the year.

The Surf Coast Shire has an Events Strategy which details the type of events it supports and the role of the Surf Coast Shire relating to events. The Shire actively supports a wide range of events and recognises that events can play a significant role in the areas of:

- community building
- leisure and lifestyle enhancement
- cultural development
- tourism visitation and promotion
- volunteer participation
- community fundraising
- infrastructure development
- economic development.
- the vitality and vibrancy of the Surf Coast economy
- enhancement and support of environment values

The Surf Coast Shire is committed to ensuring events hosted within the municipality are of the highest possible standard in relation to safety and delivery, and therefore the Shire will provide leadership, support and facilitation to event organisers in the planning process. The Shire also plays a crucial role in building effective strategic partnerships between event organisers and relevant authorities and organisations.

Organising an event can be a complex task and in the Surf Coast there are a number of agencies that are responsible for authorising approval for different elements of events. This Guide has been produced to assist event organisers navigate their way through the approval processes, permits, permissions and expectations of event organisers by the Shire and other authorities.

It is recommended that this Guide be used alongside various other guides, event planning tools and event related information and that professional advice be sought where appropriate.

2. Event Definition

The definition of an event includes any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during or after the event.

Events may include:

Sport

Markets/Fairs

Filming

Mass gatherings

Arts/Cultural

Youth

Exhibitions

Large reunions

Special interest

Music

Festivals

Appendix F provides a list of the event categories and the type of support the Surf Coast Shire provides to different types of events.

3. The Event Planning Process

3.1 Pre-Event Planning

Prior to deciding to proceed with an event, a number of issues should be considered including:

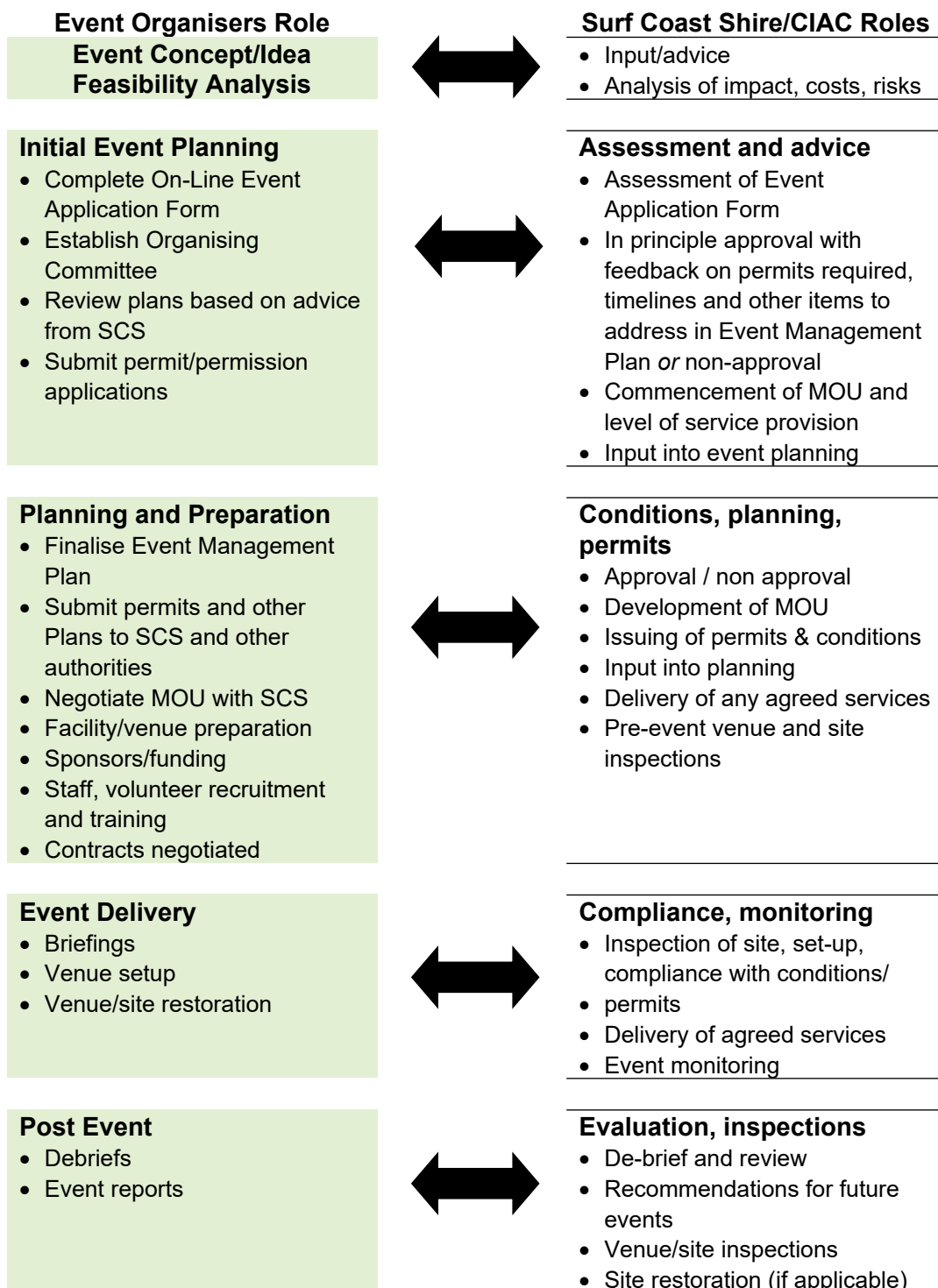
- What are the objectives of your event? Is an event the best way of achieving these objectives?
- What strategies will you implement to achieve the event objectives?
- What is the best time to conduct the event? Does it clash with any other events or activities within the community?
- Who are key people you would like to attend your event? Where are they from, what are the characteristics of your desired audience?
- How are you going to reach these people to let them know about your event? Will you be able to reach enough people to make your event worthwhile? How much will it cost to market your event?
- What is the best location for the event (what criteria should be used to assess the location)?
- What are the likely costs of the venue, equipment, services, temporary structures etc?
- How many people will be required to plan and run the event? What skills are required? Have you got the right event team in place?
- What permits, permissions and approvals are required? What plans are required to be developed for the event and authorities? Is sufficient time available for the development of plans and obtaining permits?
- What are the key risks associated with your event? What are the likelihood and consequence of these risks and can they be adequately treated?
- What will the event cost to run? Have you identified all your costs and all potential sources of income? Is the event financially viable? Do you have the resources to run the event?
- Are you able to obtain the appropriate insurances, and if yes, what are the costs?
- What impact is your event likely to have on the host community and is it likely to be supported by the host community?
- If volunteers are to be involved in your event, do the volunteer networks exist, will volunteers charge for or require a donation? Will the volunteers have the skills required and what training will they require?
- Do you have sufficient time to develop and implement your event plan?

It is recommended that event organisers develop an Event Management Plan. A guide to developing an event management plan is contained in Appendix B.

3.2 Surf Coast Shire Planning Process

The diagram below outlines the roles of the event organiser, the Surf Coast Shire and the Community Impact Advisory Committee’s (CIAC) in the event planning process. The process may vary depending upon the size and nature of the event. Smaller events with minimal impact on the community may simply involve completion of the Event Application Form, while larger events may require 12 months or more of planning.

Surf Coast Shire Event Process



At the Surf Coast Shire, the Events team are responsible for liaising between the event organiser/s and the various departments within the Shire and other external authorities. Depending upon the event, the following Departments may be involved with issuing approvals, permits or providing advice:

Table 1: Surf Coast Shire Departments involved with events

Department	Responsibilities
Events	Overall coordination, calendar of events, event liaison, inter-agency liaison, CIAC facilitation, minor event equipment
Community Safety - Environmental Health - Local Laws	Emergency planning Public health Food and beverage permits Noise Public health issues Waste water Permits for: Busking Temporary signage Street trading Fundraising in public places Alcohol Fire issues (Fire prevention)
Infrastructure - Traffic - Building maintenance	Permits for: Road closures & parking Road maintenance Traffic planning Toilet maintenance/cleaning
Parks and Open Space	Reserve management and preparation
Town Planning & Building Department	Places of Public Entertainment Permit (PoPE) Planning permits Occupancy permits Toilets Alcohol
Recreation	Use of recreation facilities Use of public open space managed by Surf Coast Shire
Environment - Environment planning - Conservation management	Planning and approval on environmental issues Advice on land management issues Plastic wise practises
Waste management - Street cleaning	Waste management, waste reduction and plastic wise compliance Street cleaning
Youth	Advice on youth issues
Economic Development and Tourism	Sponsorship and Event Grants Tourism, event marketing and promotion
Access and Inclusion Officer	Issues impacting on people with disabilities

Community Arts	Arts planning, input and development
Marketing and Communications	Marketing; calendar of event listings
Risk Management	Insurance Risk and safety planning

In addition to Council requirements, there are a number of other agencies and organisations you may need to notify or obtain permits or permission from. These are included throughout this Guide.

3.3 Event Application Process

To conduct an event in a public place in the Surf Coast Shire, permission must be obtained from the Shire and in some cases, other authorities. Your event will be in jeopardy should you not meet deadlines or provide information to the satisfaction of the relevant authorities

Below is an outline of the process for event approval. Please note that the process may vary for different events and those additional approvals and permissions may be required from other authorities. It is the responsibility of the applicant to ensure all information and approvals are obtained, however the Events Officers at the Surf Coast Shire can provide advice.

Application Procedure

TIMING:

Applications must be submitted at least 3 months in advance for smaller events and up to 12 months in advance for larger events. Applications for use of the coastal/foreshore areas must be made by mid-June each year.

STEP 1:

Complete and submit Event Application Form <https://surfcoast.smartygrants.com.au/SCSGORCCevent2019>
Contact the Surf Coast Shire's Events Officer to discuss Application and Event Check list.

Note: The online event application is applicable to all events held on Surf Coast Shire and GORCC managed land.

STEP 2:

The Event Team will advise whether additional information is required and whether presentations to the Community Impact Advisory Committee (CIAC) are required.

STEP 3:

If required, event organisers to attend above meetings to clarify details. The Surf Coast Shire Events Officer will then advise whether the event has 'in principle' support to proceed (pending completion of following steps and meeting permit conditions).

STEP 4:

The event organiser will be advised of permits and approvals required and items to address in the Event Management Plan. Event organisers need to apply for relevant permits from Council and other authorities.

STEP 5:

If event is approved (conditional on compliance with permits), an Event Authorisation or Memorandum of Understanding will be developed between the Surf Coast Shire and the event organiser. The event organiser may be required to attend further meetings and develop specific plans.

Step 6:

Event implemented in accordance with conditions.

STEP 7:

Event de-brief and evaluation with the Surf Coast Shire, CIAC and other relevant agencies.

The detail required for an Event Management Plan and the level of support available from Surf Coast Shire will depend upon the nature of your event. It is critical to keep the lines of communication open to ensure adequate planning and the opportunity to deal with any foreseeable issues. Events should not be advertised until approval or 'in principle' approval has been obtained.

It should be noted that not all events take place on Council managed or owned land. The majority of the coastal area is owned by the State of Victoria (through the DWELP Department of Water, Environment, Land and Planning) and is managed on behalf of the State by the Great Ocean Road Coast Committee. Therefore approval from the relevant authority must be obtained.

3.4 Community Impact Advisory Committees (CIAC)

The Surf Coast Shire plays an integral role in facilitating the Community Impact Advisory Committee (CIAC) in Lorne, Anglesea and Torquay. The CIAC is a resourceful forum to discuss your event and how it can be best managed. CIAC meetings are attended by Shire officers, relevant authorities including Victoria Police, Ambulance Victoria, Country Fire Authority (CFA), State Emergency Service (SES), VicRoads, Department of Water, Environment, Land and Planning (DWELP) and other relevant organisations including local businesses.

3.5 Great Ocean Road and Foreshore Use

Each year the Foreshore Reserve areas of the Surf Coast plays host to a variety of events including trail runs, endurance walks, marathons, music events, art performance/community festivals, life-saving events, community sporting events, beach volleyball, product promotions and launches, kayaking events, cycling and other on-road events.

Management of the Foreshore areas (between Torquay and Lorne) is the responsibility of GORCC, except for the Bells Beach Surfing Recreation Reserve and Anglesea Riverbank which requires permission from SCS (via the Bells Beach Committee). Sections are managed by Parks Victoria (PV)

Surf Coast Shire and Great Ocean Road Coast Committee share the same on-line event application form.

Events at Bells Beach are highly regulated and must comply with very strict criteria. Contact Surf Coast Shire Event officer to determine if your event meets the criteria before proceeding with any planning. Follow normal event application process for an event on the Anglesea Riverbank.

Events will be assessed using the following criteria:

1. Environmental Benefits
2. Social Benefits
3. Cultural Benefits
4. Economic Benefits

Issues to consider include:

- History and past record of conducting events
- Endorsement of state or national body/association
- Impact on the community, environment, traffic, residents, visitors and businesses
- Benefits the event brings to the community
- Capacity of the location to accommodate the event
- Fit of event within the overall calendar of events
- Managing public access to the site.

3.6 Events at Bells Beach

Bells Beach Surfing Recreation Reserve has nine sanctioned competitive surfing events each year. These comprise one Easter contest (currently known as the Rip Curl Pro), four surfing Victoria events, an additional Surfing Victoria event subject to consultation with the Bells Beach Committee, and three Torquay Boardrider Club events.

Details of the Bells Beach Event Policy and the Bells Beach Surfing Recreation Reserve Coastal Implementation Plan can be found on the Surf Coast Shire Website.

3.7 Events on the Closed Great Ocean Road

Currently it is permissible to have two closures of the Great Ocean Road for the safe conduct of Events. Contact the Events Team at Surf Coast Shire should you wish to apply for a permit to close the Great Ocean Road. This is an extensive process overseen by a multi-agency committee comprising of Regional Roads Victoria, Victoria Police, Surf Coast Shire and Colac Otway Shire.

Events taking place on land managed by Parks Victoria will be assessed by Parks Victoria.

3.8 Advance Notice required

The Surf Coast Shire requires a minimum of 3 months' notice for all events. The larger the event, the more notice required. Major events may require in excess of 12 months' notice in order for the necessary plans to be developed and approved.

Table 2 (in Section 4) provides a guide to the notice required by the Surf Coast Shire and other authorities. Please note, the list is a guide only. Event organisers are advised to commence negotiations as soon as possible and to determine notification periods with each authority.

3.9 Fees and Charges

The majority of service providers including public authorities and the Surf Coast Shire operate on a user pays policy. Any waiving of fees for respective services need to be negotiated with individual organisations.

Details of any Surf Coast Shire charges should be discussed with the Event Team. The Surf Coast Shire may charge fees and charges for a variety of services including:

- Site Fees
- Waste and recycling
- Street cleaning
- Temporary Food Registration
- Preparation of parks and reserves
- Road maintenance/preparation
- Building Maintenance/toilet cleaning
- Places of Public Entertainment, Planning and Occupancy permits

The fees will vary according to the size and nature of the event.

3.10 Grants/Sponsorship Support for Events

Surf Coast Shire provides funding and in-kind support in accordance with its Events Policy and Event Grant Program. Guidelines and application forms for the Event Grant Program can be found at:

www.surfcoast.vic.gov.au/community/grants/events

Surf Coast Shire Events staff can provide a range of support from administration, assistance with developing promotional literature, minor event equipment, community information, business liaison and marketing through the Shire website.

Other departments of the Shire may also provide assistance (to be negotiated on an event by event basis). The level of support will depend upon the fit of the event with the Surf Coast Shire's Events Policy. Funding is also available from a variety of other sources (eg. State Government).

3.11 Calendar of Events

All events are to be listed in the Surf Coast Calendar of Events. This is to assist with the promotion of the event and to ensure the management of the calendar of events (eg. avoiding duplication of events, assisting event organisers select an appropriate date, advise businesses, ensure works are not being conducted at or near event sites etc.). Event organisers are required to provide the necessary information via the Event Application Form and must update Surf Coast Shire's Event Officer if there are any changes to the event details.

Surf Coast Shire publishes a Community Calendar which includes a list of events. Once your event has in-principle approval you can submit your event details on the Surf Coast Shire website:

http://www.surfcoast.vic.gov.au/My_Community/Arts_Culture_Events/Events_Calendar

4. Event Permits and Permission

A variety of permits are likely to be required for events. This Guide provides details of the key permits, however it is the responsibility of event organisers to ensure relevant permits and permissions are obtained. Table 2 provides an example of the types of permits and permissions which may be required.

Table 2: Permits and Permissions

Permit/Permission	Responsible authorities	Details of permits/permissions	Lead time required
Place of Public Entertainment Permit	Surf Coast Shire	May be required for large events, events held on private land, events charging an entrance fee and events that are enclosed.	6 months
Planning permit	Surf Coast Shire	May be required depending on land use zoning.	12 months
Occupancy Permit	Surf Coast Shire	Temporary structures	2 – 6 months
Venue permits	Surf Coast Shire GORCC	Use of reserves, foreshore, facilities and other public land.	3 – 6 months
Road closures, traffic management, parking	Surf Coast Shire	Permits and permissions for parking and traffic	6 -12 months
	Regional Roads Vic	Traffic	2 months
	Victoria Police	Crowds, traffic, safety, emergency response	3 months
Food and beverage	Surf Coast Shire	Food Safety Plan/permit required Food vendors to complete StrEATrader documentation	2 weeks
Temporary structures	Surf Coast Shire WorkSafe	Siting or Occupancy permits may be required for marquees, stages, seating etc	1 – 2 months
Fire issues	Country Fire Authority Surf Coast Shire	Permit required for any open fire on day of Total Fire Ban (TFB). Notification of event and emergency response plans Bushfire Readiness 4 Steps document to be completed if your event is held during fire Danger Period which can be between October – April. Notification to Fire Officer	1 – 6 months
Fireworks	WorkSafe Country Fire Authority Surf Coast Shire	Permit required	1 month

Permit/Permission	Responsible authorities	Details of permits/permissions	Lead time required
Emergency response, care of sick, injured	Ambulance Victoria	Notification of event, booking for attendance at event	1 – 6 months
	First Aid provider (eg. EMSA, St Johns)	First aid provision	1 – 6 months
Alcohol	Victorian commission for Gambling and Liquor Regulation (VCGLR) Surf Coast Shire	Permit for sale or usage of alcohol.	32 days
Signage	Surf Coast Shire RRV	Promotional or direction signage	1 – 2 months
Busking	Surf Coast Shire	Busking permit	1 month
Trading – temporary stalls	Surf Coast Shire	Itinerant trading permit	1 month
Use of Parks	Parks Victoria DWELP	Permits permission required	1 – 3 months
Emergency response	SES, CFA, AV	Approval of Risk/Emergency Management plans	1 – 3 months
Rides and Entertainment vendors	Surf Coast Shire	Ride operator generally responsible for planning permit	1 – 2 months
Public transport notification	Public Transport Victoria (PTA)	Public transport plan may be required	120 – 150 days
Copyright licence for the use of live music	Australasian Performing Rights Association (APRA)	Licence to use copyright music. Live or pre-recorded music (recording or music video). www.apra.com.au/music-users 1300 852 388	
Music	Phonographic Performance Company of Australia (PPCA)	Licences for the broadcast, communication or public playing of recorded music (e.g. CDs, tapes, records) or music videos. www.ppca.com.au/licensing.htm	
Raffles, lotteries, competitions, fundraising – may require permit	VCGLR Surf Coast Shire	Permit to fundraise on Council land https://www.vcglr.vic.gov.au/	
Indigenous representatives	Wadawurrung Aboriginal Corporation (WAC)	Local, indigenous representation - welcomes, cultural officers	1 – 2 months
Worksafe	Worksafe	www.worksafe.vic.gov.au	

Please note, other authorities may also require notification as a condition of permits and local residents and businesses may need to be notified (eg. For fireworks, the Shire, police, fire and ambulance services must be notified and consulted prior to the event and nearby residents must be notified).

Most authorities will require evidence of an Event Management Plan (see Appendix B).

To support permit applications, authorities may also require evidence that a range of event planning has been undertaken and documented. Depending on the size and impact of the event, authorities may require one or more of the following detailed plans:

Risk Management Plan	Traffic and Parking Management Plan
Emergency Management Plan	Emergency Response Plan
Public Transport Plans	Waste Management Plan (including plastic wise)
Accessibility Plan	Public Safety Plan
First Aid/Medical Plan	Security Plan
Communications Plan	Crowd Management Plan
Safety Plan	Evacuation Plan
Transport Plan	Noise Impact Statement
Environment Plan	Waste Management Plan including Plastic Wise
Access and Accessibility Plan	

4.1 Places of Public Entertainment Permits (POPE)

In some cases occupancy permits may be required to be issued by the Municipal Building Surveyor under the Building Act 1993 and the Building Regulations 1993.

A Division 2 Occupancy permit (POPE) is required where:

Admission to an event may ordinarily be gained by members of the public; and

The venue has an area greater than 500 m²; and

The event is enclosed or substantially enclosed i.e. a controlled space (by fencing, structures, or natural features) that a reasonable person would see as being an exclusive area); and/or

Admission to the event is gained by payment of money or giving of other considerations

Regulation 10.2 defines *Places of Public Entertainment* for which occupancy permits are required to be issued eg. -

- (a) Class 9b buildings having an area greater than 500 m² and prescribed temporary structures are prescribed classes of buildings; and
- (b) places having an area greater than 500 m² are a prescribed class of places.

The Shire's Municipal Building Surveyor will determine whether or not an occupancy permit exists for that particular site ie, sports ground, private property (open to the public).

Should an occupancy permit be required and following an application, complete the following POPE application click made to the relevant building surveyor, the building surveyor must ensure that a series of conditions are abided by as part of the occupancy permit. These conditions include sanitary and amenity facilities, access and egress, provision of safety officers, and a variety of other issues. The building surveyor will detail these if a *Places of Public Entertainment (PoPE) permit* is required.

If your event does require a PoPE permit the following documentation must be provided:

- Site plan on a grid map showing access/egress, emergency evacuation point and location of permanent & temporary structures
- Traffic management plan (if applicable)
- Event Management Plan
- Emergency Management Plan
- Emergency Response Plan
- Copy of liquor licence
- Copy of EPA permit/ exemption to noise restraints (if applicable), compliance with Sep N-2
- Fire Risk Management Plan
- Bushfire Readiness 4 Steps (if applicable)
- List of caterers and stallholders
- Contact list of staff and phone numbers
- Medical Plan
- Waste Management plan including Plastic Wise
- Verification of safe installation of temporary structures (if applicable)
- Location of toilets and water
- Copy of public liability insurance
- An appropriately qualified Safety Officer
- Other documents may be required including a Fast Fact Sheet

The Building Inspector will complete a preliminary inspection within 1 week of the event commencing and a pre-opening inspection on the day before the event.

5. Traffic Management Planning

5.1 Traffic Plans

If road closures (full or partial) are required for the event, or the event has a substantial impact on traffic in the locality of the event, a permit is required from the Surf Coast Shire and Victoria Police. A permit may also be required from Regional Roads Victoria and the relevant land manager.

To apply for a permit for a road closure, a traffic management plan must be developed. The Traffic Management Plan should contain the following details:

- a) Dates, times, roads/streets/parking areas impacted.
- b) The management of vehicular traffic including alternative routes for vehicles and B-Doubles where road closures are implemented.
- c) Signage and other equipment including barricades (in accordance with Australian Standards) to be used.
- d) Personnel to be used to manage and implement the traffic plan including numbers, traffic qualifications and training, and details of Traffic Controllers and marshals.
- e) The management of the movement of pedestrians and spectators (including details of barricades).
- f) The provision of access by emergency services and event personnel to, or through the area affected by the event.
- g) The impact on public transport and plans to minimise impact of the event on public transport (see details below on Transport Plans).
- h) The provision of parking facilities including adequate supervised parking and over-flow car parking, provision of parking for event staff/volunteers, emergency service vehicles, patrons with a disability and buses if appropriate.
- i) Details of designated pick up and drop off points.
- j) Details on how disruption to neighbouring businesses, clubs and residents will be minimised.
- k) Details on how neighbouring businesses and residents will be notified of the alternative arrangements (including access provisions if required).
- l) Transportation of patrons after event if event concludes after normal public transport operations cease.
- m) Process for advance notices to taxi companies, public transport providers and other organisations impacted by event.
- n) Detailed site map.
- o) Contingency plans (for weather variation, cancellation of event)
- p) Details of vehicles permitted on roads (in the case of road closures) and how these vehicles will be identified.
- q) Details of the communication system to be used to ensure instant communications of key parties.
- r) Details of the person responsible for traffic management.
- s) Other appropriate details.

An independent traffic company will need to develop traffic plans where road closures, changes to speed restrictions and other significant changes to normal road activity are required. Event organisers should discuss the development of the plans with the Events Officer.

Conflict with other activities, such as road construction, repairs, road side maintenance, road side waste collection, line marking etc. can only be avoided where all parties have been notified and are aware of the event.

Traffic Controllers and marshals are required where road closures are being implemented. Traffic Controllers require certification and are responsible for stopping, holding or directing motor vehicle traffic. Marshals are responsible for crowd control, providing directions to event participants and pedestrians and cannot stop, hold or direct traffic on public roads.

Careful consideration to event parking is required. Parking and/or park and ride must be detailed on site plans.

Applications for road closures (full or partial) must be made to the Surf Coast Shire and Victoria Police at least 3 months prior to the event.

5.2 Public Transport Plans

Legislation relating to events affecting public transport has become effective as of 1 January 2006. (Transport Act 1983, Part VI, Division 10 – Events Effecting Public Transport).

If you are organising an event which is likely to have an impact on public transport services, then you are required under Victorian legislation to notify Public Transport Victoria (PTV).

This legislation will require that event organisers notify Public Transport Victoria (PTV) that an event is being held if the event is expected to require the “deviation, delay, replacement, supplementation or cancellation of regular public transport services provided by a passenger transport company or bus company.”

Notification must be provided 120 days (if event numbers are less than 10,000) or 150 days (if event is expected to attract over 10,000 people) prior to the event.

6. Food and Beverage

6.1 Food Permits StrEATrader

Online registration for people selling food or drinks - StrEATrader

In Victoria, all food premises are required to have a Food Act 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 or a food van.

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 registration with their registering council,
- Manage their registration, and
- Lodge Statements of Trade for each of their events.

If you are selling food at your event you can learn more at <https://streatrader.health.vic.gov.au/>

6.2 Food Vendors / Catering Guidelines

Safety at Events

Organisers of public events have a duty of care under Occupational Health and Safety legislation to provide a safe operational environment.

- For electrical and gas safety requirements please visit Energy Safe Victoria at <http://www.esv.vic.gov.au>

Food vendors / caterers should ensure the following:

- a) All electrical leads are tagged and tested in accordance with AS /NZS 3760 1966.
- b) Hot water services, heaters, urns etc are in good condition.
- c) Where appropriate incorporate a residual circuit device (RCD) in the food outlet, van or structure.
- d) LPG cylinders should be correctly secured (including spares).
- e) All gas connections from cylinder to appliance should be serviceable in good order.
- f) Gas fittings and numbers of LPG bottles should be in accordance with Office of Gas regulations and requirements.
- g) Appropriate fire fighting equipment should be available and accessible in the food outlet.
- h) The food outlet, van or structure should be stable and structurally sound.
- i) Operators should be trained in health and safety and emergency procedures.
- j) A new state-wide outdoor smoking ban has been introduced on 1 August 2017. Smoking will be banned in all outdoor areas at hospitality businesses across Victoria, as well as at food fairs and within 10 metres of a food stalls, and vans, at organised outdoor events (other than food fairs). The ban includes smoking at food fairs, such as the Night Noodle Market, and smoking at organised outdoor events, such as Moomba, will be banned within 10 metres of a food stall or van. For fact sheets and further information go to:

<https://www2.health.vic.gov.au/about/publications/factsheets/smoke-free-outdoor-dining-factsheets>

6.3 Alcohol – Liquor Licensing

If you intend selling or supplying alcohol at your event, a liquor license must be obtained from Victoria Commission for Gambling and Liquor Regulation (VCGL). If alcohol is BYO to the event, the consent must be obtained from the Surf Coast Shire and Victoria Police.

When you apply a copy of your application will be forwarded to Victoria Police and the Surf Coast Shire for comment. When both authorities approve the application, VCGL will advise the applicant that the application has been successful.

The Surf Coast Shire's Local Laws do not allow for the consumption of alcohol in public places. This includes recreation reserves, public reserves, parks or areas of open spaces. Permission can however be sought to allow for drinking of alcohol in public spaces. To obtain permission the request must be made in writing to the Local Laws section of the Surf Coast Shire at least 2 months prior to the event. This application can be made to: info@surfcoast.vic.gov.au with a copy to your Surf Coast Shire Event Officer. For events on the Foreshore, permission must also be obtained from the Great Ocean Road Coast Committee.

6.4 Alcohol Management

The management of the sale of alcohol is the responsibility of the Liquor Licence holder. The event organiser needs to establish areas of the event that are designated for alcohol consumption and sale. Consideration needs to be given to preventing the sale of liquor to minors and unduly intoxicated/disorderly persons and preventing access by minors to liquor sale areas. Your Liquor Licence will outline specific conditions you must abide by.

It is recommended that alcohol be sold or supplied using environmental sustainable cups or containers and opened cans. This will reduce the number of alcohol-related injuries.

Alcohol is a diuretic and dehydrates the body as seen by frequent urination. Toilet facilities should therefore be provided in or near alcohol consumption areas. Light and non-alcoholic drinks must be available. Event organisers need to plan for the effects of alcohol consumption.

These will include:

- a) extra toilets
- b) additional First Aid for:
 - a. Injuries
 - b. Alcohol affected people
 - c. Dehydration (especially where patrons rely on alcohol as their only source of fluid intake); and
- c) Security for disturbances caused by intoxicated persons.

6.5 Underage Events

Under age events on licensed premises allow those under 18 year of age to enjoy the facilities available, but in an alcohol free environment. The law allows for licensees to conduct underage entertainment, such as bands and DJ's, on licensed premises under certain conditions. Such an event can only occur with the approval of Victorian Commission of Gambling and Liquor. and in accordance with any conditions set down by the Director. This approval will be subject to liquor not being supplied, consumed or made available at the event, and that the event is properly organised and supervised.

For further information contact:

Victorian Commission of Gambling and Liquor Regulation at <https://www.vcglr.vic.gov.au/>

7. Toilets

The number of toilets to be provided will depend on a number of factors including:

- anticipated crowd numbers;
- the gender of patrons (women require more facilities than men);
- if alcohol will be available; and
- the duration of the event.

If existing facilities are not adequate, additional portable units must be made available. The Australian Emergency Manual recommends the following as a guide:

Toilet Facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for events where alcohol is available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for short events as follows:

Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Toilet facilities must be:

- Well lit so as not to provide a security and safety hazard
- Provided with soap/ hand sanitiser and hand drying equipment;
- Odour free
- Cleaned and re-stocked regularly
- Located away from food storage and food service areas
- Accessible for people with disabilities
- Provided with nappy changing facilities
- Provide with sharps disposal facilities
- Supplied with condoms at some events
- Appropriate for wet weather

Portable toilets, where the event is longer than four hours, must be located so they can be pumped out during the event. Vehicles pumping out portable toilets must not block access by emergency services. Toilet location should be shown on the site map.

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly and de-sludged as often as necessary.

The Shire’s Environmental Health Officer is responsible for processing any septic tank system applications and advising on the disposal of effluent/waste water.

The Shire’s Building Inspector is responsible for ensuring adequate toilet facilities are provided in accordance with permit conditions.

7.1 Personal Hygiene

Where camping is a component of the event, showering facilities should be provided at a level that will cope with demand. If this is not possible then patrons should be so advised. Suggested minimum requirements for facilities for campgrounds base on 2-3 nights camping are as follows:

Sex	WC	Urinal	Hand Basins	Shower
M	1 per 50	1 per 100	1 per 75	1 per 100
F	1 per 25	NA	1 per 75	1 per 100

8. Waste Management Plans

All events need to consider how to manage waste generated from events. Inadequate waste management can result in safety hazards, odours, attract animals and pests and aid in the transmission of communicable diseases to both staff and patrons.

A Waste Management Plan should be developed to prevent a build-up of waste on site and to provide for the efficient and safe removal of waste.

The plan should detail:

- the type, quantity and location of waste receptacles, preferably marked on a site plan.
- how often and by whom will waste be removed from the event site and disposed of
- how the event will manage waste not placed in receptacles provided.
- how single use plastics won't be used on site

Instruction must be given to staff on the hazards associated with waste and safe handling methods. They must be provided with appropriate protective equipment.

The types of waste generated at events include wastes from food premises, patrons, first aid posts, needle and syringe disposal.

Waste water from events should be treated and disposed in accordance with the State Environment Protection Policy (EPA). In particular, event organisers should ensure that oils, fuels, cleaning agents, detergents and other chemicals are not disposed to waterways or stormwater drains.

The Surf Coast Shire can provide advice and guidance in the development of event waste management plans. Surf Coast Shire has limited waste receptacles available for community event use. Cost of disposal of waste is the event organisers.

The Surf Coast Shire supports all events to become Waste Wise events and all events must comply with the Plastic Wise Policy. Details can be found on SCC website:

<https://www.surfcoast.vic.gov.au/Environment/Sustainability/Plastic-Wise-Program>

8.1 Waste Wise and Plastic Wise Events

What is a Waste Wise and Plastic Wise Event?

A Waste Wise Events is a public event that has good recycling and waste reduction systems including:

- Explaining the benefits of sustainable waste management to patrons
- Avoiding waste and litter where possible
- Using reusable packaging in preference to disposable
- Controlling packaging in preference to disposal
- Controlling packaging so that waste diversion from landfill is maximised
- Giving preference to compostable and reusable content packaging.
- Eliminating single use plastics

9. Temporary Structures

Most events require some form of temporary infrastructure. Depending upon the type and size of this infrastructure, permits may be required.

The following structures require that the supplier have a permit from the Building Control Commission:

- a stage or platform exceeding 150 m²;
- a tent, marquee or booth with a floor area greater than 100 m²
- a seating stand that accommodates more than 20 persons; or
- a prefabricated building exceeding 100 m².

Before paying any deposits or signing any contracts you should ask your supplier for verification that the Building Control Commission has given approval for the structure involved. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. This must be done under the supervision of a registered building practitioner, and must conform to local government and building control commission permit specifications and conditions.

Consideration should also be given to employing the services of an independent structural engineer to inspect temporary structures prior to occupancy.

Further information can be obtained from the Building Control Commission web site at:

<http://www.buildcc.com.au/publications/publications.html/infosheets>.

The provider of the structures is responsible for obtaining the Occupancy permit from the Building Commission. Event organisers or the provider/owner of the structures must also receive a Siting permit from the Surf Coast Shire building surveyor. This Siting permit approves the siting of the structure at a particular location.

Stages & Platforms

Stages that are elevated provide a natural buffer zone between the crowd and performers. Patrons' line of sight is impeded if they are close to the stage. This buffer zone is used by security and First Aiders to access patrons needing assistance.

Barriers in front of stages are to be "V" shaped to deflect a forward moving crowd to the outer of the stage and preventing crushing. This barrier provides the added benefit of preventing patron access to the stage.

Temporary Seating

Grandstand seating is likely to require an Occupancy Permit.

Temporary individual seats are often not secured to the floor or to one another. While this may not present any problems with sedate audiences, more enthusiastic spectators may pose the following difficulties:

- persons standing on the seats for a better view are prone to injury if balance is lost or they are jostled. In such instances, other spectators can be affected, sometimes caused by a 'domino effect' in closely spaced chairs;
- if an audience becomes hostile, portable chairs can be used as dangerous missiles creating the potential for a significant number of injuries.

Portable, folding, or stacking chairs should be secured to the floor or grouped together by not less than four. Where this is not possible, attachment of the legs of each row of chairs to two long planks, one running under the front legs, and one running under the back, is an alternative solution.

Ground Marking/Pickets/Stakes into the Ground

If temporary structures are being erected or ground marking is to take place, permission is required in advance from the land/venue manager. This is to ensure no damage is done to watering and electrical systems. It is also advisable that event organisers contact Dial before you Dig.

Rides (Entertainment)

Contact Surf Coast Recreation Officer for further details.

11. Site Plans

The Surf Coast Shire and other authorities will generally require a site plan for your event. The site plan should include the location of all structures, entries and exits, main activity areas, potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter. Below is a site plan checklist.

- Event Co-ordination centre/Communication/Command centre/ Emergency Co-ordination centre
- Information centre
- Drinking water sites (State whether source is reticulated, tank, carrier, other)
- Licensed liquor consumption areas and Non-alcohol areas
- Entrances & exits
- Entertainment sites, stages, other structures
- Marquees
- Barriers
- Pedestrian routes
- Lost kids/property
- Security locations
- Food/vendors/stalls
- First Aid posts
- Toilets (state whether reticulated sewer, septic tank, mobile toilet blocks)
- Restricted Areas
- Public telephones
- Seating
- Media
- Vehicle access routes
- Parking
- Main Power/water/gas control
- Picnic/quiet areas
- Taxi & Bus stops
- Stage location
- Rubbish bins (bins, skips)
- Firefighting equipment (Fire Extinguishers, Fire Blankets, Hydrants, Hose Reels)
- Storage areas
- Standby generators/Emergency Plant
- Sound and lighting points and control points
- Amusements
- Dangerous Goods Storage inc LPG
- Emergency egress routes –pedestrians
- Emergency access & egress routes –emergency vehicle
- Evacuation area

12. Signage

There are a number of signage issues to consider including:

- Promotional signage displayed in towns leading up to event
- Directional signage to the event location
- Signage at the event
- Safety of signage placement

The Surf Coast Shire has available sites for events to use in the lead up to their event. These sites are located at Torquay, Jan Juc, Anglesea, Lorne and Winchelsea

All temporary signs require a permit from Surf Coast Shire Local Laws. Complete the attached form [click here](https://www.surfcoast.vic.gov.au/A-Z_Listing/F/Forms_Permits_amp_Applications) and provide a copy of your Public Liability insurance. https://www.surfcoast.vic.gov.au/A-Z_Listing/F/Forms_Permits_amp_Applications

The Events sign is managed by the Events Officer. Contact info@surfcoast.vic.gov.au with details of event. Events are permitted to erect directional signage to the event site if it is previously approved as a part of a traffic management plan. The exact location, type of signage and details must be approved by the Surf Coast Shire prior to the event.

Events require a permit for A-Frames under the Surf Coast Shire's Street Furniture policy. The permit can be obtained from Local Laws

At the event site, permission is generally required from the land/venue owner or manager prior to erecting signage. Clear, appropriate, strategically placed signage is essential to preventing congestion and unhappy confused patrons. A signage plan is recommended with consideration given to design and positioning. Signage should be designed in accordance with the Standards and should be clear, suitably sized and non-confusing font types. Consideration should be given to people with disabilities (size, type, access). Signs are needed for the following:

- | | |
|---|--|
| <input type="checkbox"/> Phones | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Entrances and exits | <input type="checkbox"/> Administration / Information Centre |
| <input type="checkbox"/> Public/other entry | <input type="checkbox"/> Rules relating to alcohol consumption |
| <input type="checkbox"/> Toilets (accessible) | <input type="checkbox"/> Lost & Found |
| <input type="checkbox"/> Water | <input type="checkbox"/> Public transport pick up/set down |
| <input type="checkbox"/> First aid posts | <input type="checkbox"/> Security |
| <input type="checkbox"/> Camping Areas & Facilities | <input type="checkbox"/> No Smoking |
| <input type="checkbox"/> Ticketing | <input type="checkbox"/> Accessibility routes |

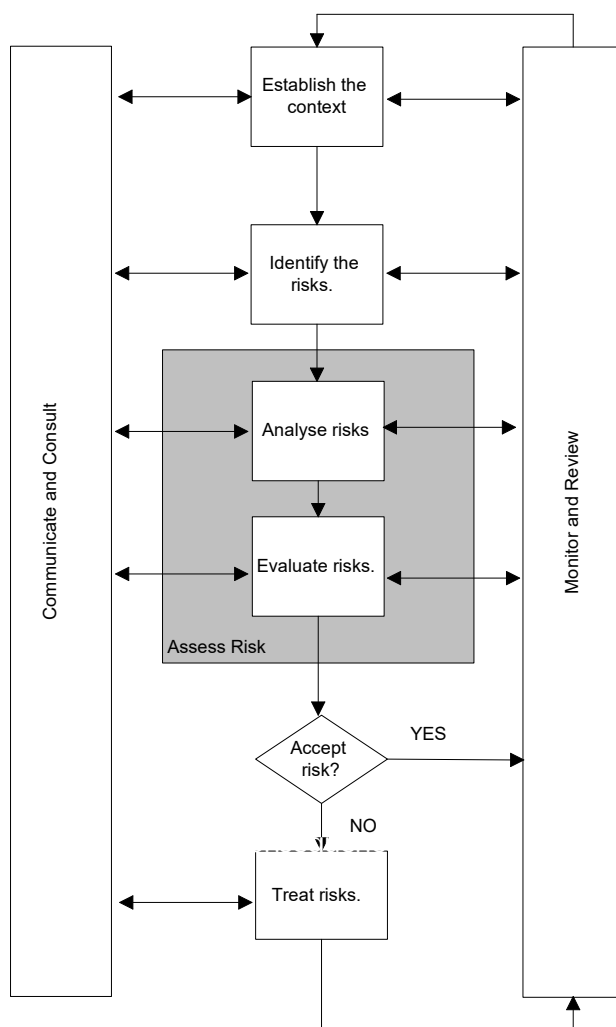
13. Risk and Emergency Management

13.1 Risk Management Plans

Most events will require the development of a Risk Management Plan. Event organisers are advised to develop their Plan in accordance with the AS/NZS 4360- 2004 Risk Management, Standards Australia. Risk management planning is an essential part of good event management and governance practice.

Risk Management involves establishing an appropriate infrastructure and culture and applying a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise gains. *AS/NZS 4360: 2004 Risk Management, p.v.*

The Risk Management Process



Event organisers can access Risk Management templates from the Surf Coast Shire to assist in developing a risk management plan. Utilising the templates provides a consistent approach to the identification of risks and their treatments in accordance with AS/NZS 4360: 2004. a sample template, risk and consequence tables along with an Incident Report Form.

The process of developing the events risk management plan should involve all key people involved with planning the event. When risks have been identified, each should be rated in terms of the chance of it occurring (likelihood) and the impact (consequence) it will have on the event. Strategies should then be developed that reduce the likelihood and consequence of negative impacts.

Risk Management Plans should cover all areas of the events operation including the administration, finance, operational, programming, marketing, attendance, health and safety, security and emergency planning.

Useful References

- Standards Australia AS/NZS 4360: 2004 Risk Management
- Standards Australia HB 246 – 2004, Guidelines for Managing Risk in Sport and Recreation, 2nd Ed.
- http://www.ourcommunity.com.au/files/event_management.pdf

13.2 Emergency Response Plan

An Emergency Management/Response Plan, including an Evacuation Plan, should be made in accordance with ASNZ4360, 2004 for Emergency Risk Management and AS3745, 2002 for Emergency Control Organisations and Procedures for Buildings. Large events may require the attendance of a number of emergency services.

Emergency Response Plan

Events should have a formal, written emergency response plan, which should be developed with the standards noted above. The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel. The plan should:

- Identify the person responsible for managing an emergency response at the event;
- detail arrangements for on-site emergencies not requiring outside help;
- specify arrangements to request further police and other emergency services assistance;
- specify arrangements to hand over control to police and emergency services as required;
- identify personnel who can authorise evacuation;
- identify how the event will be interrupted;
- provide a grid plan of the venue and all services;
- identify access and evacuation routes;
- identify evacuation areas for performers, employees and patrons;
- establish an emergency control centre, which has back up power and lighting;
- provide details of coded messages to alert and stand down emergency service and security personnel;
- identify the role event staff will take in supporting civilian services;
- identify meeting points for emergency services;
- identify triage and ambulance loading areas;
- include details of hospitals prepared for a major incident;
- identify access and egress routes and the security of these routes; and
- provide details of a temporary mortuary facility.

The Emergency Response/Management Plan should identify the likely emergencies that could occur, the chain of command and roles of key personnel, crowd management controls, and the communications plan.

The **Communications Plan** should include how to contact emergency services, collate lists of people who will be required to be contacted in the case of an emergency, the mode of communication (eg. mobiles, two-way radios), how to deal with media enquiries, and a method for communicating with the people at the event.

An **Emergency Medical Plan** should be developed with the events chosen ambulance and first aid provider.

Safety Officers should be appointed to be responsible for the health and safety matters pertaining to the event including the safe operations of fire safety equipment, evacuation procedures, safety barriers, exits and the use of naked flame. Consultation with the CFA and the Building Surveyor will assist in determining how many safety officers are needed for your event and what the training requirements/ qualifications are.

Fire Safety – Fire Safety refers to your preparedness in bushfires, grass fires and structural fires. Surf Coast Shire is in a high fire risk region and all events from October to April are required to complete a Bushfire Readiness 4 Steps form which will summarise your Fire Plan As Attached [click here](#)

It is likely your event will require firefighting equipment. Equipment is required for buildings, outdoor venues – as determined by the Municipal Building Surveyor in consultation with the CFA; temporary structures and for kitchen / cooking equipment.

Event organisers should consult with the Municipal Building Surveyor and CFA for minimum requirements.

During the months from October to April fire danger is high. Event organisers should consult with the CFA as to how best prepare for the likelihood of a bushfire. For outdoor events held on public land, the land manager may require a fire plan to be completed as a condition of permit. On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls marquees or in the open.

Code Red

Events on Surf Coast Shire managed land or venues will not be permitted in any area (except central Torquay and central Winchelsea) these are the worst conditions for a bush or grass fire. Homes are not designated or constructed to withstand fires in these conditions. The safest place is away from high risk bushfire areas.

Extreme

Events on Surf Coast Shire managed land and venues will not be supported in High Fire Risk areas. Days of Extreme, expect hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.

Severe

Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable

Very High, High, Low-Moderate

If a fire starts, it can most likely be controlled in these conditions and homes can provide safety. Be aware of how fires can start and minimise the risk.

The CFA must be consulted if the event is to be conducted during the high fire danger periods and if fireworks are planned as part of the event. The Surf Coast Shire's Fire Prevention Officer should also be consulted to ensure fire risk is minimised.

13.3 Security & Crowd Control

Types of Security

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security. The event organising committee needs to examine the risks involved with the event by asking for example, “What could happen?” or “What if?” The answers will determine whether police, private uniformed security or peer security is required. Security should be considered if your event is expecting large crowds, if significant sums of money will be taken at the event, if alcohol is present, or if the protection of people or assets is required.

Security Plan

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons. The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

To enable security personnel to perform their duties effectively, it is vital that they be appropriately briefed prior to the event. This briefing must provide security personnel with:

- details of the venue layout, including entrances, exits, first aid posts, and any potential hazards;
- clear direction on the management of unacceptable behaviour;
- details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures; and
- instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.

Additionally, security personnel must:

- be able to communicate with each other and First Aiders; and
- be able to communicate with other security providers, if applicable.

Each company that provides a security or crowd controlling function at the event must be a part of the planning for the event and be licensed under the Private Agents Act 1966. This includes security for performers.

These agencies should attend briefing meetings with police and other emergency services.

Counter Terrorism

The Federal Government have now released:

Australia’s Strategy for Protecting Crowded Places from Terrorism.

For further information refer to www.nationalsecurity.gov.au

Money

If your event involves collecting money, arrangements should be made for the appropriate collection of the money, storage and transfer to a secure location. Staff handling large sums of money should be trained in the correct procedures (contact WorkSafe) and consideration should be given to contracting security guards.

Lost & Stolen Property/ Lost Children

Arrangements should be made for lost or stolen property and lost children. The location of the lost children or stolen property should be shown on site map. Carers should be available to look after lost children and arrangements made to communicate with event patrons. It is advisable that events have a Child Safe approach in the management of all events that have some child involvement.

13.4 Child Safety

Surf Coast Shire is committed to being a Child Safe Organisation and has zero tolerance for child abuse. All events involving children must take measures to ensure their safety.

Prior to engaging personnel to be responsible for the care of children the following may occur:

- Staff and volunteer to hold a current working with Children's Check
- Appropriate site set up to create a safe space for all people at the event.

13.5 Occupational Health & Safety

The event organiser should be familiar with Victorian Occupational Health & Safety Act 2004, as there is an obligation to provide for the safety of the audience, and appropriate care, safety and training of all personnel (staff, volunteers, event attendees, contractors, performers etc.) at the event. Event organisers should identify likely OHS issues and identify appropriate training and monitoring procedures for a range of issues including:

- Providing training for tasks such as lifting, traffic and crowd management, money handling
- Ensuring appropriate qualified personnel are involved in the handling of electricity, gas and other hazardous materials.
- Ensuring contractors are conducting their activities in a safe manner.
- Ensuring those operating equipment and machinery, or undertaking construction of structures are qualified where necessary.
- Supplying ear protection for those working in noisy areas, and sun protection for those in outdoor settings.

A health and safety procedures manual should be developed and continually updated.

For further information contact the Victorian WorkCover Authority – www.workcover.vic.gov.au

13.6 Gas Cylinders/ /Other Hazardous Materials

At many events, portable pressurised gas cylinders are used to inflate children's balloons, carbonate beverages, provide cooking fuel, etc. All portable gas cylinders must be secured both top and bottom, by ropes or chains to a structural post, wall, or similar anchor point.

Gas cylinders must comply with AS 1596-1989 and AG601-1995. They should be checked to be within test period prior to installation and approved by the Office of Gas Safety and WorkSafe (Victorian Work Cover Authority) for correct storage.

If your event is using electricity, chemicals or fireworks, it is necessary to get expert advice on the safe use and storage. Safety procedures should be included in the Risk and Safety Plans and all staff and volunteers who will come in contact should be familiar with the safety procedures.

Event organisers should ensure that gas cylinders and generators are tested, in good working order and stored safely. Tags on gas bottles should be clearly displayed, reputable suppliers should be used, all electrical cords should be tagged and tested, appropriate fire extinguishers be provided (and staff trained in their usage and locations) and any hazardous materials stored appropriately (and clearly marked on site plans). Event organisers should also implement a system for checking the equipment of contractors on site. It is advisable to have experts (eg. Electricians) present at the event to reduce the likelihood of problems.

13.7 Electricity

Event organisers must notify the Surf Coast Shire or the GORCC in writing if they require access to existing site power (on Council or Foreshore land). The supply and installation of additional power supplies is the responsibility of event organisers

All electrical switches, generators, cabling, fuses and the like should be kept clear of patrons and no cabling should lie on the ground. It is preferable that all electrical equipment must be appropriately tested and tagged and comply with Australian Standards.

13.8 Fireworks & Pyrotechnics

Fireworks are only to be carried out by licensed pyrotechnics. WorkSafe (Victorian Work Cover Authority) assesses pyrotechnic experience and qualifications to operate and discharge fireworks.

The use of any naked flame or shooting device is to be approved by the municipal building surveyor.

Persons not holding a licence must apply for a licence from the Victorian WorkCover Authority for a single occasion. In accordance with Dangerous Goods Explosive Regulations The municipal building surveyor and CFA must still be notified of an event involving pyrotechnics or Chinese firecrackers & theatrical fireworks.

13.9 Insurance

The Surf Coast Shire requires that all event organisers have minimum public liability insurance to the value of \$10 million dollars. Larger events may require \$20 million dollars public liability or more. Event organisers must provide the Shire with a copy of the Certificate of Currency as evidence of public liability insurance. Additional insurances may be required depending upon the nature of the event.

Event organisers should consider what insurances are required for their event. Insurances may include:

- Industrial Special Risk – eg. Property, loss of revenue due to interruption of business
- Professional Indemnity
- Directors and Officers Insurance
- Personal Accident (including coverage for volunteers)
- Motor vehicle
- Workers compensation
- Various other

Event organisers should seek professional advice on what specific insurances are required or recommended for their event.

Event organisers should also ensure that any contractors and venue/land owners involved with the event have appropriate insurance. Certificates of currency of insurance should be sited.

Reporting Incidents/Accidents

As a part of the risk management process, event organisers should have incident/accident report forms available at the event and ensure all key people are aware of the need to complete these in the case of any incidents or accidents. Event management should respond as soon as possible if the reporting process indicates any incidents need follow up during the event.

If an incident or accident takes place on Council land or property, event organisers are required to report the incident/accident to Councils Risk Management Coordinator. The report should be made as soon as possible after the incident or accident.

WorkSafe must be notified if there are any serious injuries or deaths that occur at your event.

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

14. First Aid

The provision of First Aid facilities and qualified personnel is crucial to any event. A number of organisations can provide First Aid services including St John's Ambulance, Red Cross and Event Medical Services Australia (EMSA). In addition, a risk assessment of your event may indicate the presence of ambulance officers and/or vehicles is required. If your event is water based, qualified aquatic first aid personnel will be required.

First Aid Posts must be appropriately equipped and easy to find by patrons. The number of posts required depends on the size of the event. Advice can be obtained from First Aid providers and Rural Ambulance Victoria.

First Aid room(s) must be provided to the satisfaction of the First Aid Provider. At a minimum, the rooms must be fitted with:

- a floor;
- chairs and tables;
- easily identified signage that is visible at night;
- power and running water, and
- adequate lighting.

An injury and illness register should be maintained and should record the contact details of any person affected by illnesses or injury. A description of the injury symptoms, its cause if known, together with any treatment dispensed or advice given / referral made.

15. Public Health

15.1 Swimming and water areas

Public swimming pools must comply with the Health (Infectious Diseases) Regulations 2001. These Regulations mainly relate to pool maintenance and water quality. The Royal Life Saving Society Australia has Guidelines for Safe Pool Operation. Where other water bodies are in the vicinity of the event, such as dams and rivers, these should be assessed for suitability against the National Health and Medical Research Councils Australian Guidelines for Recreational Use of Water. The water should also be inspected for additional hazards including water quality, current, depth, gradients, slippery embankments and submerged objects or snags.

15.2 Noise

Noise pollution from events is often a major source of complaints to authorities from the surrounding community. Event organisers must therefore consider the noise impact the event will have. Many event venues will have maximum allowed noise levels and these may be monitored by the Environment Protection Authority and the Surf Coast Shire.

Music amplifiers, public address systems, refrigerators, generators, and crowds are all noise contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses. Consideration should be given to the times of use, position and direction of speakers, sound checks and how noise levels will be monitored. It is also recommended that nearby residents be notified via a letter drop of the event (approximately 7 days prior) and that contact details are provided to the event organiser so that any complaints can be dealt with immediately.

At events where noise levels are very high, such as rock concerts, air shows and motor racing, employees exposed to high noise levels for prolonged periods must be provided with adequate ear protection. The audience should also be warned of the dangers posed and advised of measures to protect their hearing.

15.3 Water

Events must have sufficient supply of freely available potable (drinkable) water, and clear directional signage to water. Outdoor events that expose patrons to the elements must take due care for their health and comfort. At outdoor events, organisers must:

- provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A washbasin does not constitute a drinking fountain or tap. This is consistent with the requirements of the Building Code of Australia;
- provide potable water that is freely available;
- provide signage to the water. This could be included in site maps that are provided with tickets to the event and at the information centre; and
- place drinking taps in areas that do not have the potential to form a bottleneck of patrons.

15.4 Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate that it is required. This may include:

- transport pick up and set down areas;
- spectator and official viewing areas;

- seated eating areas
- pedestrian thoroughfares;
- First Aid Posts and Medical Centres;
- competitor and officials marshalling areas;
- entrances and ticketing areas; and
- optional area for patrons when needed.

15.5 Sunscreen

Where events are spread over large areas, or where a large proportion of patrons are expected to camp out the evening prior to the event, it may be necessary to provide facilities outside the venue. Such an occurrence cannot always be predicted; however it can be planned for as a contingency. It is important that the situation is monitored and that access to shelter and toilets is available outside the event.

15.6 Camping

Two types of camping may occur at events:

- Solicited – where event organiser arranges camping as part of the event.
- Unsolicited – where patrons of their own accord camp out overnight.

Whatever type occurs, advice must be sought from Council's Environmental Health officers prior to the event. Permits are required for camping in the Surf Coast Shire and can be obtained from the Shire's Community Safety department. A Camping Permit ranges from \$104 to \$187.20.

Event organisers need to monitor the situation to ensure no harm comes to patrons and surrounding property is protected. Even if camping out is not predicted, this should be covered by the contingency plans.

Where camping is provided as an option to patrons, this must be addressed as part of the risk assessment process. The practice usually involves patrons pitching tents, sleeping in cars or 'under the stars'. Generally speaking, the following locations should be avoided:

- low lying areas;
- areas adjacent to rivers and creeks;
- areas near power lines; and
- trees that may drop branches, especially during a severe storm.

Access to the camping ground should be in a controlled manner. Sites should be allocated to patrons upon their entry. This will also enable collection of data on numbers present. The sites must be marked out in an organised fashion to allow unhindered access of emergency services. Patrons must not be permitted to 'set up camp' in a random fashion.

Similar services to that provided during the event must also be provided to campers. This will include:

- toilets;
- water and shelter;
- security;
- waste management;
- infection control;
- first aid and medical care; and
- food.

15.7 Health protection

Safe sex and other messages should be promoted at overnight events. A range of agencies can provide assistance and material. Contacts include:

- Department of Human Services
- Community Health Centres

Drug use at events (the effects of drugs and disposal of equipment) must be considered and planned for. Sharps containers should be considered and can be obtained by contacting the Surf Coast Shire's Community Safety department. Cleaning and other staff should be briefed on the dangers associated with used injecting equipment and instructed on safe handling methods. If drug use is a possibility at the event, consideration should be given to managing the potential behaviour and medical consequences.

15.8 Smoking Restrictions in outdoor dining areas

Under the tobacco Act 1987, Smoking is banned in outdoor dining and drinking areas from 1 August, 2017.

A fact sheet and guide have been developed to assist event organisers to comply with the legislation:

<https://www2.health.vic.gov.au/about/publications/factsheets/smoke-free-outdoor-dining-factsheets>
<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/smoking-restrictions-outdoor-drinking-guide>

16. Accessibility and Inclusion

The Surf Coast Shire requires that all events hosted on Council controlled/managed land are accessible to people with disabilities. “Access for all” events will ensure people with disabilities are catered for, along with increasing access for a range of other people including parents with prams, older adults and delivery personnel.

The Disability Discrimination Act 1992 (DDA) makes it unlawful to discriminate against a person with a disability. This happens when a person with a disability is treated less fairly than someone without a disability. Examples of ways to ensure your event is accessible are:

- Ask for customer feedback – especially people with disabilities
- Ensure signage is clear, concise and uncluttered.
- Ensure all customers can access your event via a continuous accessible path of travel.
- Ensure pathways are clear of clutter or temporary barriers.
- Provide temporary portable ramps if required
- Provide mobile accessible toilets
- Station a volunteer or staff at point of access to assist
- Provide low height counters suitable for a person using a wheelchair or a smaller person.
- Train staff and volunteers in access awareness issues
- Develop and implement an Access Action Plan

(From How to provide better access to Festivals & Outdoor Events, AAA – see details below).
The Surf Coast Shire has a ramp available for use at events.

For further information contact the Surf Coast Shire’s Access and Inclusion Officer.

An excellent resource is: “How to provide better access to Festivals & Outdoor Events – Increase your participation” AAA (Achieving Access Anywhere), 2003. To order a copy contact 03 9431 3472, AAAaxs@bigpond.net.au or visits www.accessauditsaustralia.com.au

17. Other Issues

17.1 Street Trading and Busking

Events are permitted to include stalls, traders and buskers as a part of their event, however where the activity is taking place in public places a Street Trading permit is required by the Surf Coast Shire. Individual traders are required to obtain the permit from the Surf Coast Shire's Community Safety department.

Where busking or trading is taking place nearby to businesses, permission is required in writing from the businesses.

17.2 A-Frames / Street Furniture.

If your event requires A-Frames, Street furniture or signage, a permit may be required from the Surf Coast Shire's Community Safety department.

17.3 Guidelines for use of volunteers and marshals at events

The Surf Coast Shire recognised that volunteers play a significant role with many events and that many events are run entirely by volunteers. Event organisers are therefore encouraged to develop processes for the selection and recruitment of volunteers and develop a Volunteer Policy. The Volunteer Policy could include:

- Position descriptions
- Information on the event and their specific role
- Maximum number of hours to be worked (in one day/duration of event etc)
- Breaks expected
- Rewards or recognition

In some situations, volunteers are now required to have qualifications. For example, volunteers assisting with the implementation of a traffic plan may require a Traffic Controllers qualification.

Where volunteers (and staff) are working with vulnerable, disadvantaged or children/teens police checks should be obtained.

17.4 Weather

Potential weather impacts should be taken into consideration in the planning and risk assessment of your event. Event organisers may need to consider arrangements for specific weather conditions including the following aspects:

- Provision of water, sunscreen/shelter, shade, first aid, warmth to protect event attendees in particular weather conditions (eg. heat, cold, wind, rain, hail, storms).
- Protection of property, temporary structures and wiring (particularly with excessive winds and rain).

Event organisers should consider as a part of the risk planning process, what circumstances will lead to the postponement or cancellation of the event, who is responsible for making such decisions and how event attendees will be notified.

17.5 Lighting

Temporary lighting may be required if your event is at night or if it is likely construction of your event site or movement of patrons will take place in the dark. Consideration should be given to ensuring pathways and evacuation routes are adequately lit. Backup power supplies should also be provided and an electrician should be on site in the case of any problems arising.

17.6 Telephones

Patrons should have access to phone reception, public telephones or notified of black spots. Where permanent facilities are not available Telstra may arrange for temporary reception towers. Contact Telstra on 1800 011 433. Telephone locations should be marked on the site map.

Mobile phone towers may be required if significant numbers are expected at events. It should also be noted that mobile phones should not be relied upon in the case of emergencies. Event organisers should have back up communication systems in the case of the system being overloaded or unavailable. Event organisers may need to address communications in the Risk Assessment Plan and Emergency Response strategies.

17.7 Fundraising and Raffles

A permit is required from the Surf Coast Shire (Local Laws department) if raffle tickets or fundraising is taking place in public places. A permit may also be required from the Victorian Commission for Gambling and Liquor Regulation <https://www.vcglr.vic.gov.au/>

18. Post Event Debrief & Evaluation

18.1 Post Event Debrief

The Surf Coast Shire encourages all events to have a de-briefing process following their event. De-briefing is a process whereby participants in an event have the opportunity to discuss and report to event organisers; what worked, what didn't work, why didn't it work and how can it be fixed. An evaluation form distributed prior to de-briefing will give direction and clarity to the discussion. Event organisers, key stake holders, event staff, security, contractors, vendors and entertainers should all be given the opportunity to debrief and evaluate the event. The success of the next event can be markedly improved when recommendations and suggestions for improvement are considered.

The Surf Coast Shire coordinates de-briefing sessions with event organisers and CIAC's following major events and considers this an essential process in order to continuously improve events.

18.2 Event conclusion

At the conclusion of the event the site must be returned to a satisfactory condition. Discussions should take place with the land owner or manager prior to the event to ascertain how this process will occur.

Appendix A: Event Application

Application Procedure

Below is an outline of the general process for event approval. Please note that the process may vary for different events and those additional approvals and permissions may be required from other authorities. It is the responsibility of the applicant to ensure all information and approvals are obtained.

STEP 1:

Complete and submit Event Application Form <https://surfcoast.smartygrants.com.au/SCSGORCCevent2019>
Contact the Surf Coast Shire's Events Officer to discuss Application and Event Check list. Submit application

STEP 2:

The Event Officer will advise whether additional information is required and whether presentations to other Shire stakeholders, Community Impact Advisory Committee (CIAC) and/or Great Ocean Road Coast Committee (GORCC) are necessary. The Event Officer will advise what permits will be required.

STEP 3:

If required, event organisers to attend a CIAC meeting to clarify details of the event to relevant authorities. The Event Officer will then advise whether the event has permission to proceed (in principle approval)(pending completion of following steps and meeting set conditions).

STEP 4:

The event organiser will be advised of permits and approvals required.. Event organisers to apply for relevant permits from Council and other authorities.

STEP 5:

If event is approved (pending conditions), an event agreement or Memorandum of Understanding will be developed between the Surf Coast Shire and the event organiser. The event organiser may be required to attend further CIAC meetings and develop specific plans.

STEP 6:

Event implemented in accordance with conditions.

STEP 7:

Event de-brief and evaluation with Council, CIAC and relevant agencies.

The detail required for an Event Management Plan and the level of support available from Surf Coast Shire will depend upon the nature of your event. It is critical to keep the lines of communication open to ensure adequate planning and the opportunity to deal with any foreseeable issues. Events should not be advertised until approval has been obtained.

Event Application Checklist

Please complete the following checklist and provide additional details where necessary. Details of lead times required, contact details and other relevant information can be found in the Surf Coast Shire's Event Planning Guide.

Requirement	Does activity apply to your event? Yes/No	Permits, permissions required	Status Tick when approval is obtained	Office use
Event Permits				
Event permission		Places of Public Entertainment Permit, Planning or Occupancy Permit may be required from Council's Building Department		
Event Planning				
Notification of relevant authorities		List of all authorities to be notified to be provided to Council.		
Water based events		Approval required from appropriate authorities		
Use of airspaces/air site facilities (including helicopter landing)		Permission required from appropriate authorities		
Accessibility		Details on how your event will be accessible for people a disability required by Council.		
Traffic and Parking				
Road closures/Traffic Management		Permits from Council, Victoria Police, VicRoads. Evidence of planning, equipment and personnel required.		
Road safety equipment:(eg witches hats, webbing, etc)		Equipment to comply with Australian Standards and Temporary Traffic Management Codes of Practice.		
Signage (on roads, venue etc)		Permit from Council, VicRoads for signage on roads. Application to Council for use of Event Boards (on entrances to Torquay, Lorne, Anglesea)?		
Consultation/notification of affected residents, businesses etc		Council to approve letters of notification and agree on dates of notification.		
Parking		Parking plan required by Council including the provision of parking for people with a disability.		
Public transport impact		Permit required from Department of Infrastructure if event impacts on public transport.		
Waste Management				
Waste management plan developed for event		Waste management plan required by Council. Waste Wise principles to event planning, plastic wise planning		

Venue				
Venue hire/permission		Permission from venue/land owner or manager. Venue Hire form to be completed for Council Reserves and Halls.		
Ground marking, use of stakes/pickets for signs, marquees etc		Permission required from venue owner (to avoid damaging underground services). Dial before you Dig.		
On-site signage		Permission from venue owner re. locations and type of signage permitted. Appropriate securing of signage		
Sale of goods, merchandise etc		Trading in Public Places. A permit required from Council.		
Food stalls & preparation		Food Permit and Food Safety Plan required from Council's Environmental Health Officer Permit required from CFA if Total Fire Ban day.		
Alcohol – sale or serving		Liquor Licence required from Victorian Gambling and Liquor Commission		
Provision of Water		Adequate potable water supply required for event patrons. Permission to use onsite water from venue owner.		
Temporary Structures (eg. Marquees, stages, seating)		Siting and Occupancy Permit required from Council's Building Department if structure is over a certain size.		
Amusement Rides, Entertainment vendors		Evidence of Planning Permit from Operator. Siting approval from venue owner and Worksafe Registration.		
Fireworks		Permit from the CFA, Council and Worksafe.		
Power, Gas, Water		Access to on-site services negotiated with venue owner/manager. Temporary supplies – eg. Generators required licensed electrician		
Toilets		Number of toilets to comply with requirements in Event Planning Guide.		
Camping		Permission from venue owner. Permission from Council.		
Noise (eg. From music, PA systems etc)		Compliance with the EPA SEP N-2 or Exemption from Noise Regulations Neighbouring residents/businesses to be notified. Site plan (position of speakers) to be approved by Council.		
Busking		Permit required from Council.		
Music		Licence required from APRA and/or PPCA for use of live or recorded music.		
Raffles, lotteries, fundraising activities		Permit may be required from Victorian Commission for Gambling Regulation.		
Event Marketing/Promotion				
Development of marketing plan		The Surf Coast Shire will offer assistance where possible to market your event.		
Signage		Application to Surf Coast for use of entrance signage. Submit details on Shire Event Calendar		

		www.surfcoast.vic.gov.au.....		
--	--	-------------------------------	--	--

Risk Management				
Risk Management Plan		Required by the Surf Coast Shire (in accordance with Aust Standards 4360:2004)		
Consultation with emergency services		Attendance at CIAC meeting/s may be required.		
First Aid		First Aid services available in accordance with recommendations in Event Guide or advice from relevant authorities.		
Crowd Control		Development of a plan to manage crowds		
Child Safety Measures		Child safety to be integrated into the Planning and Delivery of the Event.		
Event Time				
Access to Council Officers and relevant authorities		Provision of access to Council officers and other authorities to monitor event (access passes required).		
Contact details		List of key contact details required by Council.		

For further information contact:

Lynne Hume p. 5261 0670 e. lhume@surfcoast.vic.gov.au

Jim Lawson p. 5261 0559 e. jlawson@surfcoast.vic.gov.au

Appendix B: Event Management Plan

The following details must be completed in the Event Management Plan.

EVENT MANAGEMENT PLAN

Event Name: _____

Event Date: _____

Plan Date: _____

Version: _____

Prepared for the Surf Coast Shire and Community Impact Advisory Committee by:

1. INTRODUCTION

- Event overview:
- Vision, major objectives.

2. EVENT DETAILS

- Event Venue/s
- Event Times
- Event Manager / management structure
- Event Committee/Board
- Contact details of key event personnel
- Event Purpose
- Target Audience
- Schedule of events
- Expected numbers (participants, spectators, others)
- Insurances obtained (or to be obtained)

3. VENUE DETAILS

- Site plan – detail location of infrastructure, access for emergency vehicles, key areas for events etc. [click for example](#)
- Set up dates/times

4. STAKEHOLDERS

- Event Organising Committee – decision making structure
- Volunteers and staff – training, briefing information and time of briefings
- Key contact list (names, role, phone numbers)
- Staff/volunteer/contractor/media identification (accreditation)

5. COMMUNICATIONS PLAN

- Communication devices (event time)
- Communication plan for public/ community/ participants/ spectators/ key agencies

6. ADVERTISING AND PROMOTION

- Responsibility details (who, what, when)
- Promotion, advertising, publicity/public relations
- Media / Social Media
- Website
- Ticketing
- Signage
- Promotional material

7. TRAFFIC AND TRANSPORT MANAGEMENT

- Detail who is responsible for what & when
- Site map with details of traffic management plan
- Road closures, diversion routes
- List of marshals - hours/ point of duty / responsible to whom?
- Other personnel required including Police, Council officers
- Risk assessment
- Parking plan
- Public transport impact assessment and treatment
- Access for local residents and businesses
- Notification of affected residents, businesses, visitors
- Signage and equipment required
- Access and egress sites
- Contingency plans

8. ENVIRONMENTAL MANAGEMENT

- Risk assessment
- Cleaning and Waste Management – link in with Waste Wise strategies / conditions
- Food
- Plants and animals
- Pollution (Air/Water/Soil)
- Camping

9. INFRASTRUCTURE AND FACILITIES

- Risk assessment
- Overlay
- Technology
- Spectator services

10. RISK MANAGEMENT PLAN

- Identification of risks
- Likelihood and consequence rating of risks
- Treatment of identified risks
- Key personnel
- Consultation and communication process

11. EMERGENCY MANAGEMENT PLAN

- Emergency Co-ordination Centre
- Emergency Medical Plan
- Emergency tools
- Safety Officers
- Firefighting equipment
- Fire Danger Period
- Water supply
- Contact lists
- Notification and consultation processes
- Complete Bushfire Readiness 4 Steps

12. SECURITY

- Arrangements to secure site pre – during and after hours
- Security plan – types of security required
- Security personnel (training and briefing)
- Terrorism strategies if applicable - see *Australia's Strategy for Protecting Crowded Places from Terrorism*.

- Lost property/children
- Security staff briefing & de-briefing

13. PUBLIC SAFETY

- Emergency Medical Response
- Health and safety (OHS) issues identified and treated
- Major incident response
- Water safety
- Event coordination centre
- Lighting and power
- Temporary structures
- Gas cylinders, power
- Fireworks, pyrotechnics

14. FOOD

- Food supply
- Permits obtained
- List of vendors

15. FIRST AID

- First Aid requirements
- First Aid personnel

16. PUBLIC HEALTH

- Waste Management Plan including Plastic Wise Plan
- Swimming & water areas

- Noise
- Alcohol
- Infection control

17. INFRASTRUCTURE AND FACILITIES

- Toilets – location, cleaning, water, signage
- Water provision/access
- Shelter
- Staging, marquees, other temporary structures
- Video Screens
- Telephones
- Signage plan

18. PERMITS

- See lists in Section 4 of Events Guide.

19. ACCESS AND INCLUSION

- See Appendix G of Events Guide.

Appendix C: Community Impact Advisory Committee

Terms Of Reference

Torquay – Anglesea - Lorne

Purpose

An agency and organisational stakeholder group that plans collaboratively and proactively to manage community impact and promotes community safety and wellbeing for events and peak visitor times within the Surf Coast.

Assumptions and Guiding Principles

A multi-disciplinary group that meets to co-ordinate advice on policy, processes and procedures for events.

Decision Informing

This group does not decide on events. It provides information and advice to the relevant authorities and event organisers.

Committee representatives are responsible to their own agencies.

Membership

Membership is directly related to agency or organisational stakeholder group capacity to contribute to community safety and wellbeing especially around events.

Groups are invited to attend meeting based on their ability to help us achieve our purpose.

The existing membership list is based on those whose agency or organisation must plan for events and peak visitor times

Meeting Procedure

Individual Township CIACs to meet monthly or bi-monthly as needed. Meeting to occur at each town: Anglesea, Torquay and Lorne

Strategic meetings to occur twice a year

Committee to appoint chairperson – skill based.

Surf Coast Shire to provide administrative support.

Communication

There is no single spokesperson for CIAC unless appointed by the group on a single issue. Each agency will represent its own views.

Agencies or organisations are individually responsible for engaging with the stakeholders relevant to them and representing their views in CIAC

Reporting

Surf Coast Shire will provide leadership, co-ordination and facilitation. The group members are individually responsible to its own agencies and organisations for reporting.

Composition of the Advisory Committee

The composition of the Committee reflects representatives of the following emergency service agencies, government and business organisations and community groups. When appropriate, technical experts, advisors or others will be invited to participate for specific meetings or programs.

Member agencies/groups are directly related to agency capacity to contribute to community safety and wellbeing especially around events.

- Anglesea, Lorne and Torquay Police
- Surf Coast District Inspector of Police
- Ambulance Victoria
- CFA – local brigade representatives and District 7
- Lorne Community Hospital
- Barwon Health
- Regional Roads Victoria
- Parks Victoria – South West Region
- Department Of Water, Environment and Land (DWELP)- South West Region
- Lorne/ Anglesea/ Torquay Tourism & Business Association
- Geelong Region SES
- WorkSafe
- Surf Coast Shire – officer and councillor
- Annual Event organisers

Appendix D: Useful Contact Numbers

Organisation Name	Phone/Fax	Email/Website
Surf Coast Shire Events Team Lynne Hume Events Officer Jim Lawson Events Officer	Ph: (03) 5261 0670	lhume@surfcoast.vic.gov.au jlawson@surfcoast.vic.gov.au
Victoria Police <ul style="list-style-type: none"> • Lorne – Sgt David Cooper • Anglesea • Torquay 	P: (03) 5289 2712 P: (03) 5263 3468 P: (03) 52643 440	david.t.cooper@police.vic.gov.au Craig.stanton@police.vic.gov.au
Country Fire Authority (CFA) – Wayne Aylmer	M: 04 2896-8101	W.Aylmer@cfa.vic.gov.au
Ambulance Victoria (AV) Operations support		OperationsSupport.BSW@ambulance.vic.gov.au
State Emergency Service (SES) – Ian Carlton		ian.carlton@ses.vic.gov.au
Victorian Commission for Gambling and Liquor Regulation		http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/
VicRoads - Emma Clark	P: 5225 2513	Emma.Clark@roads.vic.gov.au
Department of Water, Environment and Land Planning (DWELP)		
GORCC Great Ocean Road Coast Committee – Caleb Hurrell	P: (03) 5220 5055	caleb.h@gorcc.com.au www.gorcc.com.au
Lorne Community Hospital	P: (03) 5289 4300	
Parks Victoria		Michelle.anstee@parks.vic.gov.au
Worksafe		www.worksafe.vic.gov.au

Appendix E: Risk Analysis

IMPACT

RATING	POTENTIAL IMPACT
A	CATASTROPHIC: Death, multiple life threatening injuries, adverse media/political attention, critical system failure, major budget impact
B	MAJOR: Life threatening injury, hospitalisation, intense public scrutiny, financial impact
C	MODERATE: Serious injury- hospital or medical tx, external review, inconvenient, moderate financial impact
D	MINOR: minor injury/first aid tx, internal review, policy occasionally not met
E	INSIGNIFICANT: Injuries not requiring medical tx, minor errors, minor cost

LIKELIHOOD SCALE

Rating	LIKELIHOOD
A	ALMOST CERTAIN: Is expected to occur in most circumstances
B	LIKELY: Will probably occur
C	POSSIBLE: Might occur at some time in the future
D	UNLIKELY: Could occur but doubtful
E	RARE: May occur but only in exceptional circumstances

Example Risk Management Table

Risk Identification	Likelihood	Severity	Treatment	Who/resources required	When
Eg.					
Lack of volunteers turn up to event	C	B	Lists of emergency volunteers Volunteer training	Volunteer coordinator	1 month prior to event 1 week prior

Risk Assessment Matrix

				→ Consequence →					
				Insignificant	Minor	Moderate	Major	Catastrophic	
				1	2	3	4	5	
Likelihood	Probability:	Historical:	Frequency	People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
	>1 in 10	Is expected to occur in most circumstances	5	Reputation	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation	Scrutiny required by external committees or or inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
	1 in 10 - 100	Will probably occur	4	Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
	1 in 100 – 1,000	Might occur at some time in the future	3	Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M

	1 in 1,000 – 10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	H
	1 in 10,000 – 100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	M	H

RISK ANALYSIS MATRIX - LEVEL OF RISK

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

TABLE

- E:** Extreme risk - immediate action required
- H:** High risk – CEO/Senior Management attention needed in development of risk reduction strategies
- M:** Moderate risk - specific risk reduction strategies needed. Management responsibility must be specified.
- L:** Low risk - manage using existing controls

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

Adapted from Standards Australia Risk Management AS/NZS 4360: 2004

Sample Event Incident /Accident Report Form for Event Organisers

EVENT: _____ DATE: _____ VENUE: _____		
Full Name of Person Taking Report: _____		
Position: _____	Telephone: _____	Date of report: _____
Full Name of Person injured or affected: _____		
Home Address: _____		Postcode: _____
State: _____		
Phone No: (H) _____ (W) _____		(Mob) _____
Date of incident/accident: _____		Time: _____
AM/PM		

Exact location of accident/incident: _____			
Incident/Accident Category			
<input type="checkbox"/> General Trespass	<input type="checkbox"/> Lost property	<input type="checkbox"/> Emergency evacuation	<input type="checkbox"/> Vehicle damage
<input type="checkbox"/> Noise complaint	<input type="checkbox"/> Slip, trip, fall	<input type="checkbox"/> Structure malfunction	Make:
<input type="checkbox"/> Crowd incident	<input type="checkbox"/> Suspicious article	<input type="checkbox"/> Other (please list)	Colour:
<input type="checkbox"/> Theft	<input type="checkbox"/> Unauthorised activity		Reg. No.:
<input type="checkbox"/> Damage to venue	<input type="checkbox"/> Medical condition		Area Damaged:
<input type="checkbox"/> Lost person	<input type="checkbox"/> Intoxication		Insurer:
Details of incident/accident, how did it occur, what happened? _____			
Nature/ extent of the injury/damage and treatment?			
First Aid Officer involved? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name of officer: _____			
Ambulance involved? Yes <input type="checkbox"/> No <input type="checkbox"/> Did the person go to hospital? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the injury/accident require any follow up treatment? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Where the police called? Yes <input type="checkbox"/> No <input type="checkbox"/> Did the police attend? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has the incident/accident been reported to event management? Yes <input type="checkbox"/> No <input type="checkbox"/>			
What actions did you take? _____			
Did you witness the incident/accident? Yes <input type="checkbox"/> No <input type="checkbox"/> Did anyone else witness the incident/accident Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details of witnesses if available (names, address and telephone numbers).			
Event management comments (cause/action taken etc): _____			
Signed (Event Management): _____ Date: _____			

Appendix F: Surf Coast Shire Event Categories

Event Definition	Description	Benefits to the Surf Coast	Role of Surf Coast Shire	Example
ICONIC EVENTS	Major events that are synonymous with the Surf Coast, receive national and international recognition and have impacts beyond the boundaries of the Surf Coast Shire.	Significant social, tourism & economic benefits. Branding & media exposure interstate and internationally	Approvals, inkind &/or financial support, facilitation, training, tourism support	Rip Curl Pro Falls Music and Arts Festival Lorne Pier to Pub One off international events
MAJOR EVENTS	Events capable of attracting significant attendance from locals and visitors (500+), are often conducted over multiple days and may receive external media attention.	Social, tourism & economic benefits Possibly media exposure and branding	Approvals, inkind &/or financial support, facilitation, training, tourism support	Surf Coast Century, Great Ocean Road Running Festival, Amy's Gran Fondo National Surfing carnivals
COMMUNITY EVENTS	Community based and organised events, generally aimed at a local audience and significant to the local population.	Community capacity building Cultural/arts development Fundraising Participation Tourism/ economic	Approvals, facilitation, training, advice, inkind &/or financial support, tourism	Markets Club Lifesaving events Deans Marsh Festival Anzac Day
COMMERCIAL AND FUNDRAISING	Privately run or not-for-profit events which may or may not provide economic and social benefits to the community.	Possibly economic, tourism and community benefits	Approvals, advice, possibly marketing/ tourism support	Circuses Touring Shows Fundraising activities Great Victorian Bike Ride
CONFERENCE & MEETINGS	Gatherings of people for conference, meeting, exhibition purposes.	Economic benefits (particularly conference/meeting venues)	Tourism support	Education conference
CIVIC EVENTS	Council or other government events.	Community participation	Civic support	Australia Day Civic receptions
Other Events	Weddings, hall bookings, reunions etc	Community	Bookings, permits	Family reunion

Appendix G: Accessibility Checklist

General Access	Present	Action Required	Responsibility
Accessible parking for people with disabilities close by?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Accessible parking for scooters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Accessible public transport close by?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Clear external and internal directional signs, including symbols?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Clear paths of travel from outdoor to indoor areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Protection from wind, rain and noise in outdoor areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Step free access throughout the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Wide self opening or easy to open doors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Lever style door handles at an accessible height?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Safety markings on any glass doors and adjacent panels?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Colour contrasting door frames/trims?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Low height, "clutter free" service counters with a seat?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
An accessible buzzer on service counters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Seating with backs and armrests?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
General Access	Present	Action Required	Responsibility
Seating with colour contrast to walls/floors/ground surface?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		

Consistent and even lighting throughout the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Wide, clear internal and external walkways?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Clear space between furniture and exhibits for a person to manoeuvre a mobility aid eg. wheelchair, walking frame, stick, crutches?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Slip resistant floor and ground surfaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Visible and audible fire alarms?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Accessible emergency exists?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Ramp or lift access to all levels?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Information about services for people with disabilities e.g. <ul style="list-style-type: none"> • Lifts • Accessible toilets • Emergency procedures 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
A taped telephone message about services and facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
An accessible website with information about services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
An internet booking system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
A telephone booking system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Accessible payment options?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
General Access	Present	Action Required	Responsibility
Direct access to an accessible toilet with an access sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		

An accessible baby change area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Friendly helpful staff, trained in access awareness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Discounts for pensioners?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Acceptance of 'companion cards'?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Water for assistance animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Accessible information and support area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Accessible first aid support?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Access to drinking water?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Moving Around	Present	Responsibility
A Mobility Map of the site indicating accessible parking, toilets paths, attractions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Low height ticket counters, kiosk, bar etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Accessible self-service counters/ display area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Staff available to assist in self service areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Suitable height exhibits for people using wheelchairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Access to stage and change room areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Moving Around	Present	Responsibility
Accessible guided tours?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Wheelchairs for loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	

Access support personnel to assist where necessary? Eg. pushing wheelchairs	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access to / within viewing areas and lookouts? Eg. near parade routes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Wheelchair accessible seating throughout site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Accessible rest areas including seating, lighting, drinking fountains, shelter at regular intervals along paths?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
An accessible shuttle service?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Accessible on-site transport if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access to any mobile attractions eg. trains, buses, rides etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Clearly signed passenger stops and vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Seatbelts on any mobile attractions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Space for storing mobility aids and baggage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access to any boat ramps, jetties or fishing platforms?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access via decking or floating entry to any beach or lake areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access via ramp or beach entry to any swimming areas/pools?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Moving Around	Present
Availability of beach/pool accessible wheelchair for loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access to any camping sites and facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required
Access to any vending machines/food outlets/kiosk/drinking taps?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required

Accessible picnic areas with shelter, seats and BBQs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Access to any playgrounds and play equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Vision	Present	Responsibility
Large print, raised tactile, Braille and audio signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
An “assistance animal welcome” sticker at entry? E.g. guide dog, hearing dog	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Effective lighting throughout site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Information in large print and Braille?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Clear, large print name tags for staff or volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Staff available to read information to participants if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Audio description of performances and displays?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Audio guides for exhibits and displays?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Vision	Present	Responsibility
Tactile description of artist displays eg. paintings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Audio descriptions of attractions on shuttle service?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Colour contrasting handrails and seating on mobile exhibits?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Raised tactile and Braille markings on any buttons?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Audible information in any lifts?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	
Raised tactile signage and Braille on mobile exhibits?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required	

No overhanging foliage on pathways?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Limited use of roped barriers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Handrails and contrasting edges on any steps?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Tactile tiles prior to steps, ramps, jetties, piers and other hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Hearing	Present	Description &Condition	Responsibility
A "hearing awareness" card on any service counters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Staff or volunteers with basic sign language skills?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Sign language interpreter if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Staff who look at the participants when talking (for easy lip reading)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Effective glare free lighting at any service counters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		

Hearing	Present	Description &Condition	Responsibility
Staff who speak clearly to participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Pen & paper for exchanging information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Appropriate acoustic environments to reduce background noise?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Hearing augmentation at service counters and in performance areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Alternatives to any audible announcements eg. visible display	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Accessible public telephone and Telephone Typewriter (TTY)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
Other Issues	Present	Description &Condition	Responsibility
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Required		

Appendix H: FAST FACT SHEET

Aim: the aim of the Fast Fact Sheet is to provide quick information to community who enquire about various facets of the event leading into event day. These enquiries generally come through Surf Coast Shire Visitor Information Centre and Customer Services.

The target audience are community and visitors who are not directly engaged with event (and may not want to be). These people may be making plans and want to work around changes due to the event, may want to just know what is going on and how to best avoid the activities. Some people may want to tap into the celebratory bits (e.g. Finish line) or get involved in community aspects if applicable. It is assumed that all people directly involved in the event information specific to their needs.

FAST FACT SHEET

Event LOGO / banner

NAME OF EVENT

DATE

LOCATION

WHO IS ORGANISING EVENT: eg Rapid Ascent

CONTACT DETAILS DURING EVENT: mobile PHONE, Website, APP details

WHAT DAYS AND HOURS EVENT WILL OCCUR AND WHERE eg: Event hub is, event will cover the following footprint.....

HOW MANY PEOPLE – how many competitors, expected number of spectators, key times

PARKING AND TRAFFIC PLAN (PARK AND RIDE) Be Specific where you are directing participants to park, when carparks will be closed to public, when they will reopen, any changes to traffic conditions eg speed restrictions, road closures, expect particular areas to be busier

EXACT LOCATION OF ACTIVITIES – INCLUDE MAP

PUBLIC TRANSPORT: what changes will occur eg bus stop moved, bus not operating, no changes

KEY MESSAGES Address concerns community may have eg: event will minimise noise by pointing speakers a particular way, not starting till 7am..... will respect art work and will set site hub up accordingly,

SPECTATOR HOT TIPS: viewing areas, key times, what's the magic of your event?

Appendix I: Bushfire Readiness 4 Steps

A copy of the Bushfire Readiness 4 Steps will be issued by the Events Officer if required.