

Information Guide – Event Organisers



HELPFUL EVENT INFORMATION

OVERVIEW

Community Event Notification / Application

If you are considering holding a community event on Council owned/managed land, you will need to complete the required relevant documentation as detailed within this document. Your initial enquiry will flag your event with the Council i.e. Park Hire / Road Closure / Event Notification Application;

Once you have discussed your event details with Council, Council officers will be in contact to discuss next step and if applicable, provide you with the relevant compliance documentation for completing:

Council has many outdoor sites and venues available for hosting events which include:

- Parks and Gardens
- Sporting Reserves
- CBD open space areas
- Council buildings

Please note: *(maps & locations are available for viewing please contact council directly).*

Stakeholder Consultation

When hosting an event on Council managed land, event organisers are responsible for ensuring all relevant stakeholders (council, emergency services, business owners, residents etc.) are informed of the event and of any elements that may impact their daily business or routine *(i.e. access to parking, noise, road closures, park hire or access to private property).*

Venue/Site Condition

Prior to the commencement and conclusion of an event, the event organiser is responsible for ensuring the site is safe for attendees and is left in the same condition it was in prior to the event *(a bond will form part of the park hire application).*

An initial site inspection with the relevant Council staff is recommended to identify site utility locations i.e. irrigation, electrical *(i.e. adequate power phase etc.)*. Please discuss with Council staff prior to event.

Public Liability Insurance

All events held on Council managed land must have current Public Liability Insurance with a coverage and/or suppliers have in place their own Public Liability Insurance with a coverage amount of \$20M.

A copy of the current Certificate of Currency must be supplied at least four weeks prior to your event. Otherwise Council has the right to cancel prior approval.

It is the responsibility of the event organiser to ensure **all event performers/contractors and/or suppliers must have in place their own Public Liability Insurance.**

Risk Management

Event organisers have a duty of care to take necessary precautions to ensure the health and safety of all persons who may be affected by their event, including the general public.

It is a requirement that event organisers utilising Council managed owned land have a Risk Assessment.



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PERMITS / PERMISSIONS

Places of Public Entertainment Permit (POPE)

If your event is not deemed to be normal practice for the venue (*i.e. a football match on a football oval*), you may be required to apply for a Places of Public Entertainment permit (POPE) issued by the Shire. An application form can be downloaded from the Council's website;

<https://www.moiravic.gov.au/Residents/Building-and-planning/Building/Building-forms/POPE-Application>

Serving/Providing Food

If food is being served at your event, the temporary or mobile food premises must be registered with **Stretrader**. For further information please refer to Council's website;

<https://www.moiravic.gov.au/Business/Environmental-health-business-and-registrations/Food-Safety>

Any specific queries re food registration etc. Please discuss with the Environmental Health Team.

Consumption of Alcohol

Local laws prevent the consumption of alcohol in certain public areas through the Shire. If alcohol is going to be consumed, served or sold at an event in a public place, please refer to our Local Laws Team. It may be required for the event organiser to obtain a Consumption of Alcohol Exemption Permit from the Shire visit www.moiravic.gov.au

In addition, an event organiser intending to serve or sell alcohol at their event must apply for a Temporary Limited License or Major Event License from the **Victorian Commission for Gambling and Liquor Regulation (VCGLR)**. For further information please visit the VCGLR website <https://liquorportal.vcglr.vic.gov.au/>

Clubs or organisations that currently hold a permit to serve alcohol may require an extension to their license if serving outside the parameters of their existing permit, please discuss with VCGLR.

Fundraising

Any person or organization wishing to conduct fundraising activities is required to register with Consumer Affairs Victoria

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

Individuals wishing to fundraise on behalf of a charity within Moira Shire must have written permission to fundraise from the nominated registered charity. Further information can be found on Council's website; <https://www.moiravic.gov.au/Our-Council/Local-laws-and-regulations>

Road Closures

All road closures require prior approval from the Shire, with some requiring additional approval from VicRoads.

Road closures involve significant planning and consultation with stakeholders including business owners, residents, emergency services and public transport providers. All road closure costs are at the expense of the event organiser i.e. Traffic Management Plans. If required, please allow a minimum of three months to organise. Go to Council's website <https://www.moiravic.gov.au/Our-Council/Forms-and-applications/Apply-for-a-temporary-closure-or-conduct-works-in-road-reserves>

Hire of Facility / Reserve / Park Hire

Council has many outdoor sites and venues it manages and are available for hire, Council permit approval is required prior to the event being held; if you wish to book a Facility / Reserve or Park; go to Council's website; <https://www.moiravic.gov.au/Our-Council/Forms-and-applications/Hire-of-Facility-Reserve-or-Park>

Temporary Signage

Local laws prevent the display of signage in public areas without a permit. Event organisers must gain approval from the Shire prior to erecting banners, A-frames or other forms of temporary signage. <https://www.moiravic.gov.au/Our-Council/Local-laws-and-regulations>

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OTHER EVENT CONSIDERATIONS

Keys and Access

Event organisers may require keys to access Shire managed property including buildings, gates, bollards, toilets, power boxes etc. Upon obtaining Council approval, event organisers can request a key via the Customer Service / Operations Team responsible for key allocations by contacting Council.

On site Power, Water and Sewer Access

If electricity, water or sewer access is required for your event, the Council can confirm the availability and location of these services, this should be discussed when submitting your park hire application.

Electrical Installations

It is the event organisers responsibility to ensure that all electrical leads, equipment and appliances have been tested and tagged, comply with all legislative requirements and that all electrical systems are installed by a qualified and licensed electrician. See the Energy Safe Victoria website for details Electrical workers | Energy Safe Victoria (esv.vic.gov.au).

Drinking Water

Event organisers must consider the health and comfort of patrons, especially during the summer months. It is recommended that one drinking water fountain/tap be provided for every 200 people. North East Water and Goulburn Valley Water have portable water stations available for outdoor community events. For further information visit their websites.

Water for events | North East Water (newater.com.au) OR

Choose Tap | Goulburn Valley Water(gvwater.vic.gov.au)

Please allow sufficient lead time for booking these facilities.

First Aid

It is the event organiser responsibility to provide appropriate duty of care for all attendees and arrange trained first aid operations to attend the event i.e. St Johns Ambulance. The Events Officer can help you to determine first aid requirements. As a courtesy, for large scale events, contacting St Johns Ambulance is recommended St John Ambulance Australia

Toilets

Sufficient toilet facilities for the expected number of attendees at an event must be provided. For small events, public toilets, may be adequate but larger events may require the hire of additional toilet units at the event organisers expense.

Number of toilets required at an event:

- One toilet for every 200 patrons
- One unisex wheelchair accessible toilet is required for every 100 patrons.
- One washbasin for every 200 persons. If alcohol is served, an additional two toilets will be require for each 200 patrons.

It is the responsibility of the event organiser to arrange toilet facilities for an event.

Waste Requirements

You must leave the event site in the same condition that it was found in. For small events, this may involve a post event clean up conducted by the organizing committee.

For larger events, event organisers may be required to engage a waste provider to assist with waste management during and after the event. If you wish to hire the Shire recycling bins, contact Customer Service. If the Shire is required to organize for a cleanup of the site after the event, an invoice for the cost of cleaning may be directed to the event organiser.

AMPLIFIED MUSIC & NOISE

Music Licensing

Appropriate license must be obtained if music is being played at an event. Music is protected by copyright law and a license must be obtained from Australasian Performing Rights Association (APRA) and/or Phonographic Performance Company of Australia (PPCA) to publicly perform either live or recorded music. For further information visit the APRA or PCCA websites. About APRA | APRA OR PPCA.

Noise

Consideration must be given to how noise from your event impacts the amenity of the surrounding area. The Shire guidelines are outlined on the Shire's website.

<https://www.moiravic.gov.au/Residents/Protecting-public-health/Noise-levels-and-restrictions>

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Traffic Management / Car Parking

When booking an event venue, the event organiser must consider traffic management and car parking requirements. The Shire recommends further consultation with relevant Traffic Management Authorities i.e. GAME as well as surrounding venues in the area to develop a car parking plan if multiple events are being held within the same vicinity.

Temporary Structures

Approval is required from the Shire to erect temporary structures in Shire parks, gardens or sporting facilities.

All temporary structures must be held down using preferably weights not pegs. If pegs are required, approval must be obtained from the Shire prior to installation

Smoking / Tobacco

The Shire encourages smoke-free events. It is the event organiser's responsibility to ensure the following smoking restrictions are enforced at all events. Further information visit website [Smoke and vape-free areas \(health.vic.gov.au\)](http://health.vic.gov.au)

Accessible Events

State and Federal law require all events to be accessible for people with disabilities. Please contact the Shire via the website for assistance if required. Further information is available at DFFH [Accessible events guidelines and checklist \(word\) - DFFH Service Providers](#)

Companion Card

Companion Card promotes the rights of people with a disability, who require a companion, to fair ticketing at events and venues.

It is free to register your event as Companion Card friendly. For further information, visit the Companion Card website [Home | Companion Card](#).

Working with Children Check

Any person coming into contact with children via verbal, written, electronic or face to face communication before, during or after your event is required to obtain a Working with Children Check. For further information visit the Working with Children website [Home | Working with Children](#)

Fireworks and Pyrotechnics

Prior approval must be obtained by the Shire to release fireworks on Shire managed land. State legislation states that fireworks display can only be provided and operated by pyro-technicians licensed by WorkSafe Victoria. Refer to website; [Using fireworks | WorkSafe Victoria](#)

Gas Bottles

Event Organisers are required to ensure gas cylinders used at events comply with AS 1596-1989 and AG601-1995. For further information visit the Energy Safe Victoria refer website [Energy Safe Victoria | Energy Safe Victoria \(esv.vic.gov.au\)](http://Energy Safe Victoria | Energy Safe Victoria (esv.vic.gov.au))

Fire Safety Advice

Event Organisers are responsible for monitoring the fire danger rating for event days. On the declaration of a high fire danger day, it is the responsibility the event organiser to contact the CFA directly for advice to determine the correct course of action.

Sustainable Transport

Limited transport options are available throughout the Shire. You may need to consider transport for people to your event i.e. coordinating bus services from main towns etc. The Shire encourages event organisers to promote sustainable transport options where possible. There are several bus companies available within the region.

Inclement Weather Plan

Event Organisers are advised to include an inclement weather plan with their Risk Assessment which outlines the course of action in the event of wet weather or extreme heat/wind on the day of the event and how it will be communicated.

Grant Opportunities

Moira Shire offers a Community Grant Program. Community event organisers who meet the eligibility requirements are encouraged to apply for a grant under the Community Event category. For further information including funding rounds and grant guidelines, visit the Council website; [Community Grants Moira Shire](#)

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Event Budgets

Budgets should be considered well in advance and a costings estimate – quotations prior to an event application being completed. Consideration of sponsorship is advisable with key stakeholders or business Organisations etc.

Event Management Plan

Event Management Plans can help ensure the success of your event. An effective plan should include important information about the event, key contact details (event organising committee, entertainers, suppliers, emergency services etc.) budget, marketing strategy, communication plan, running sheet and risk assessment including a site map and for larger scale events an emergency management plan which will include crowd evacuation, assembly points, command center etc. This will form part of your risk assessment.

Event Promotion

Informing people about your event will help you to maximize attendance. The right mix of promotion should assist you to reach your desired target groups for your event. Consider promotional tools such as ATDW <https://www.atdw.com.au/> Community Facebook pages, Council's website etc. Please discuss this with Council.

Health Alerts

Crowded places such as major events, indoor or outdoor events can spread viruses such as i.e. COVID, Japanese Encephalitis (mosquito borne diseases). It is the Event Organisers responsibility to ensure their event planning has considered these measures and takes these risks into consideration. Further information is available on the Department of Health's website Health.vic | health.vic.gov.au

COUNCIL PROTOCOLS

Invitations – Council Representation

If you wish for a Council Administrators or staff members to attend your event. Please forward an invitation through to info@moira.vic.gov.au along with a copy of the event flyer if applicable and Council will endeavor to have representation where possible. Please contact the Corporate Events Coordinator to discuss these arrangements along with any speech requirements in advance.

Council Logo

If a community event is funded by Council, it is a requirement that acknowledgement of this funding is included with any approved promotions with Council's Logo. Permission is mandatory from Council to utilise its logo. An application for external users can submit to Council's Governance Team. Further information is available on Council's website; [Disclaimer and Copyright Moira Shire](#)

Acknowledgement of Country

If you wish to engage with the local custodians of the land within Moira i.e. Smoking Ceremony, Welcome to Country for your event, please make contact with Yorta Yorta Aboriginal Nation Corporation (YYNAC) [Yorta Yorta Country \(yynac.com.au\)](http://Yorta Yorta Country (yynac.com.au))

Moira Shire Council acknowledges the traditional owners of the land upon which we meet and pay our respects to the Elders both past and present. It is recommend that acknowledging the traditional owners at your event when being held on Council owned land/property. If you require assistance in relation to this please contact Council.

Successful Grant Funding / Sponsorship

Successful grant applications are encouraged to promote Council funding through logo usage, signage, advertising and speech acknowledgements. Contact Council to discuss this further if required.

This publication is intended to provide community event organisers with general information in relation to organising and hosting a community event on Council managed land/property.

Event Organisers are advised to fully investigate all external stakeholder requirements in relation to their specific event.

If you have any other general queries, please do not hesitate to contact Moira Shire Council on 0358 719 222 or info@moira.vic.gov.au