

Shepparton

MANY GREAT THINGS



EVENT PLANNING GUIDE

GREATER SHEPPARTON CITY COUNCIL

TABLE OF CONTENTS

1. Introduction	4
Event Equipment	5
Grants and Funding	5
Greater Shepparton Visitor Centre	5
Venue and Spaces	6
2. Event Plan	7
Event Running Sheet /Contact List	7
3. Site Plan	7
Accessible events	8
Event Information and Operations Centre	9
Site Meeting	9
4. Emergency and Risk Management	9
Crowd Management	9
Emergency Communication Plan	10
Emergency Coordination Centre	10
Emergency Management	10
Emergency Medical Plan	10
Evacuation Plan	10
First Aid	10
Infection Control	11
Insurance	11
Pedestrian Management Plan	12
Risk Management	12
Safety and Security	12
Weather Contingency Plan	13
5. Infrastructure and Facilities	14
Drinking Water Facilities and Access	14
Lighting and Power	14
Toilets	14
Waste Management	15
6. Event Staff and Volunteers	16
7. Victoria Police	16
8. Permits	17
Council Local Laws	17
Advertising Signs, Handbills and Billposting	18
Animals at Events	18
Alcohol	19

Filming	19
Fire in Open Air	20
Fireworks	20
Maude St Mall	20
Noise	20
Occupy Public Place	21
Place of Public Entertainment (POPE)	21
Planning	21
Processions, Demonstration, Public Address Systems	22
Recreational Vehicles	22
Road Closures	22
Street Appeals and Raffles	23
Tables and Chairs or Goods on Display	23
Temporary Camping	23
Trading Goods and Services	24
Victorian Commission for Gambling and Liquor Regulation	24
Vehicle Access	25
9. Parking within Greater Shepparton City Council	25
10. Environmental Health	25
Temporary and Mobile Food Premises Requirements	25
Registration / Notification Requirements	28
Streatrader	26
Temporary Food Stall Setup Requirements	27
Sustainability	30
11. Smoking/Tobacco	32
12. Post Event	33
13. Application/permit List	33
References and Documents of Interest	33

Disclaimer: Whilst every attempt has been made to ensure the accuracy of the information contained in this Event Planning Guide at the time of printing, the Council does not make any warranty as to the accuracy of the information contained in the Guide.

The Event Planning Guide is a **guide only** and does not provide advice or necessarily cover all matters that may need to be considered in planning for an event. It is recommended the event organiser seek their own advice as to the currency and accuracy of the information contained in this Guide, including any additional matters you may need to consider in planning an event.

The Council is not responsible for any third party's reliance upon the information contained in this Guide.

July 2018 version

1. INTRODUCTION

Greater Shepparton City Council have a dedicated Events and Tourism team that sits within the Economic Development Department who manage and support a large number of events within the municipality. They are involved in securing, supporting and assisting the delivery of over 200 events each year while managing relationships between Council, the event organiser, stakeholders, public authorities and any third parties.

The team provide specialist advice to facilitate and support events that attract visitation, provide economic benefit, build relationships and continue to develop Greater Shepparton into a major events hub in central Victoria.

The Event Planning Guide is designed to offer recommendations and advice on how to plan and deliver an event with the Greater Shepparton municipality in line with local law and current industry regulations and legislation.

There are also a range of other permits that the Greater Shepparton City Council requires that do not fall under the responsibility of the Events and Tourism Team which are outlined in Section 8 of this guide.

An event booking application is required when hosting an event on Council land, open space or Council owned facility. An event application is required to be submitted six weeks prior to event date. It is recommended that you make contact with a member of the Events and Tourism team to discuss the event concept and who can provide advice of on requirements. All permits and requested plans must be submitted with the Booking Application otherwise it will be deemed incomplete. Consultation between internal departments will take place to approve the booking.

We can assist with:

- Event planning
- Event sponsorship
- Event grants
- Event promotion support
- Familiarisation tours
- Marketing, media and advertising support and opportunities
- Mooving Art opportunities
- Obtaining event permits linked to local laws, legislation and OH&S Act 2004
- Pre and post touring options around the region
- Professional accommodation referral service
- Promotional signage, flag and billboard opportunities
- Provision of promotional material, maps and welcome kits
- Recommend, event suppliers and other local event service
- Event and function venue options
- Social and accompanying partner activity programs
- Social media and website promotion and support

It is recommended that event organiser discuss their event concept with a member Council's Events and Tourism team to determine requirements and potential assistance.

Event Equipment

The Events and Tourism team have a large range of event equipment that can be loaned out to groups and organisation on request and dependant of availability.

For more information or to chat to one of our experienced team contact the Events and Tourism team:

Phone: (03) 5832 9858

Email: events@greatershepparton.vic.gov.au

Grants & Funding

Greater Shepparton City Council provides grants as one-off financial assistance to not-for-profit organisations organising local and regional events. There are two rounds of grants available each financial year.

The grants aim to support and enable events that contribute economically, socially, and culturally to our community and improve the attractiveness and liveability of Greater Shepparton.

The Minor and Major Event Grants program is open for events held within the Greater Shepparton municipality such as:

- Sporting events
- Arts and cultural events which celebrate the diversity and cultural heritage of the region such as:
 - multi-cultural events
 - Indigenous events
 - art and music events
- Business events and conferences.

For more information on Council grants please contact our Grants Coordinator:

Phone: (03) 5832 9700

Email: council@shepparton.vic.gov.au

Website: <http://greatershepparton.com.au/community/grants-and-funding>

Greater Shepparton Visitor Centre

The Greater Shepparton Visitor Centre can assist with travel plans to the Greater Shepparton region and offers the following services:

- Open 9.00am – 5.00pm every day with the exception of Christmas Day
- Free visitor information on the Greater Shepparton region and Victoria
- City and district maps and map sales
- Local souvenirs and postcards
- Free local accommodation booking service

- List of all local accommodation providers
- Groups and special interest tours of local areas by arrangement
- Local displays, public telephones, adjacent to public toilets

To book accommodation or for more information please contact Greater Shepparton Visitor Centre:

Street Address: 33 – 35 Nixon Street, Shepparton 3630

Phone: (03) 5831 4400

Toll Free: 1800 808 839

Email: info@visitshepparton.com.au

Web: www.visitshepparton.com.au

Venue and Spaces

Greater Shepparton has a multitude of venues, facilities, sporting fields, parks, gardens and reserves available to hire to host a variety of events and budgets.

Bookings are essential on all Council land, open space or Council owned facilities.

To book a Public Open Space please contact our Parks, Sport and Recreation Department:

Phone: (03) 5832 9754

Email: council@shepparton.vic.gov.au

To book the Shepparton Showgrounds or Tatura Park please contact our Events Facilities Coordinator:

Phone: (03) 5832 9851

Email: events@shepparton.vic.gov.au

To book the Maude St Mall or apply to close a Council road please contact our Regulatory Services:

Phone: (03) 5832 9700

Email: council@shepparton.vic.gov.au

A [Conference & Major Event Planner](#) Guide is available online and in hard copy to help you choose the most suitable space and includes local suppliers.

2. EVENT PLANNING

This guide along with the Event Permit Application can assist in developing an event plan while informing the event organiser of their responsibilities and other essential permits that may be required. The Economic Development Department can assist by providing an **event planning checklist** which will determine a scope of works and timeline.

Information should include:

- Event name and location
- A description of the event
- The main purpose of the event

- What outcomes you hope to achieve
- How the event will have a positive effect on local tourism providers and overall community
- Estimated number of attendees and participants
- Event times and dates (bump in and out dates and times)
- An overview of the events key entertainment and activities (program)
- Target audience
- Marketing plan
- Health/Risk/ OH&S/ Food & Beverage

Event Running Sheet / Contact List

A running sheet is a detailed event program which includes all the tasks associated with the event day and set up and pack up (bump in and out) and will be scheduled by date, time, and location and responsibility.

It is recommended that this includes a contact list and hierarchy of control, if an issue arises so key personal know who to contact.

A contact list ensures all key stakeholders for the event including but not limited to staff, volunteers, contractors, stakeholders, public authorities, emergency services, and performers are documented.

Lanyards for key personnel are a good way to ensure all key players have this information on hand and can double as identification.

For more information on what to include or how to create an event plan please contact Council's Events team

Phone: (03) 5832 9858

Email: events@shepparton.vic.gov.au

3. SITE PLAN

Council requires a detailed site plan as a part of the Event Permit Application which should be clear and to scale with a legend noted on the plan. Its purpose is to identify the location of all aspects of the event. Choosing the correct site is a critical to the success of any event.

The checklist below provides examples of what to cover including both temporary and permanent infrastructure. The event may have multiple site plans depending on the purpose and can be provided to emergency services, contractors, stall holders, event staff and volunteers

<input type="checkbox"/> Surrounding area	<input type="checkbox"/> Parking
<input type="checkbox"/> Drinking water	<input type="checkbox"/> Main power / water / gas control
<input type="checkbox"/> Event operations centre	<input type="checkbox"/> Restricted areas

<input type="checkbox"/> Non alcohol areas	<input type="checkbox"/> Public transport e.g. taxi and bus stops
<input type="checkbox"/> Entrances and exits	<input type="checkbox"/> Vehicle and/or pedestrian access routes
<input type="checkbox"/> Entertainment sites/stage	<input type="checkbox"/> Public telephones
<input type="checkbox"/> Seating	<input type="checkbox"/> Lost children / property
<input type="checkbox"/> Rubbish bins <ul style="list-style-type: none"> • Drop off and collection location • Sharp containers 	<input type="checkbox"/> Firefighting equipment <ul style="list-style-type: none"> • Fire extinguishers • Fire blankets • Hydrants • Hose reels
<input type="checkbox"/> Security/crowd control	<input type="checkbox"/> Storage/back stage
<input type="checkbox"/> Food, beverage, alcohol and merchandise outlets	<input type="checkbox"/> Emergency coordination centre
<input type="checkbox"/> First aid posts	<input type="checkbox"/> Temporary power/generators
<input type="checkbox"/> Red line/liquor licence areas	<input type="checkbox"/> Emergency egress routes – pedestrians and emergency vehicles
<input type="checkbox"/> Information centre	<input type="checkbox"/> Emergency assembly area
<input type="checkbox"/> Toilets	<input type="checkbox"/> Media room

Accessible Events

There are many people who attend festivals, conferences, meetings and sporting events. They may not be able to fully participate due to a variety of access barriers. Under the *Disability Discrimination Act 1992* and the *Equal Opportunities Act 1995 (Vic)*, when a person with a disability wants to attend a festival or outdoor event, then equitable, dignified access must be provided.

Greater Shepparton City Council is committed to ensuring the municipality is welcoming and inclusive of all people in the community regardless of ability. It is advised the event organiser considers accessibility when planning their event and put measures in place so that the event is accessible to everyone.

Council have created a Good Access = Good Events Checklist to assist with planning.

For more information please contact the Neighbourhoods Department Access and Inclusion Officer:

Phone: (03) 5832 9700

Email: council@shepparton.vic.gov.au

Event Information and Operations Centre

Regardless of the size of the event, it is recommended to have an area/marquee set up for staff and volunteers to meet for briefings and/or breaks. This could double as an information tent and lost property.

It is important that all staff, volunteers and key personnel know how and have the ability to communicate with each other.

Site Meeting

Please note that a site meeting with Greater Shepparton City Council may be requested pre, during and post event and may include other relevant department's involvement. This is to ensure the site is suitable and meets the needs of the proposed event.

4. EMERGENCY AND RISK MANAGEMENT

Any event regardless of size, activities, venue or nature will have risks associated with it and it is the responsibility of the event organiser to consider potential risks and develop and implement measures that will mitigate the risk. This includes how to manage and respond in the case of an emergency.

Crowd Management

One of the difficult elements of running an event is anticipating how many people will attend the event. It is important to estimate how many people are expected to ensure the appropriate measures are in place to manage crowds effectively.

Some questions you should consider are:

- What type of event are you hosting? For example concert, sporting, parade, fundraiser
- Location, where is the event being held?
- What will be the total occupancy capacity with and without infrastructure in place?
- What is the expected size, demographic and nature of the crowd attending the event?
- Is there suitable access and egress (entry and exits) points into and out of the venue for both patrons and emergency vehicles?
- Will pass outs be available?
- How will back of stage entry and exits be managed?
- How will queues be managed at entry, exits and toilets?
- How will crowds be managed in the case of an emergency?

Emergency Communication Plan

Events big and small should have a plan on how communication will be conducted in the case of an emergency. Emergency services and event personnel should be able to communicate with each other and event patrons without interruption.

A central communications area, with a representative from each major agency may facilitate the provision of vital information by centralised monitoring of relevant radio communications. This may be the Event Coordination Centre (if applicable to the event). This usually forms a part of the Event Emergency Management Plan.

Emergency Coordination Centre

For larger festivals and events it is recommended that there is a designated Emergency Coordination Centre as distinct from the Event Coordination Centre. The location of the centre should be decided in consultation with emergency services and clearly marked on the site map.

Emergency Management

In case of an emergency it is advised the event organiser has a plan on how to respond. An emergency management plan should be created so that event personnel are prepared to act accordingly when an emergency arises. It is advisable that this plan is done in consultation with Police, Fire and Ambulance authorities. Greater Shepparton City Council can provide an Event Emergency Plan template. This will be required when booking any Council facility and form part of any permit application.

Evacuation Plan

Part of the Event Emergency Management Plan should include an evacuation plan. This plan includes a map (separate to the site plan) of the area that clearly identifies all evacuation points, meeting points, and emergency services entry and exit points. It should also include how the crowd will be informed of any evacuation and who is responsible.

Emergency Medical Plan

Depending on the nature of the event the event organiser should consider having a Medical Response Plan, e.g. if the event is motorsport related you might be required to have motorsport paramedical personnel on site.

A health and medical risk assessment could be conducted with the chosen ambulance and first aid organisation to determine if one is needed and to assist in its creation.

First Aid

The provision of first aid should be considered for any event. First aid locations should be appropriately equipped, signed and easy to find. It is important to liaise with first aid providers to ensure the event is adequately covered.

The number of First Aid posts required would depend on what first aid room facilities are available. The below table is recommendations from St Johns Ambulance Australia suggested the below figures.

Patrons	First Aid staff	First Aid Posts*
500	2	1
1,000	4	1
2,000	6	1

5,000	8	2
10,000	12	2
20,000	22+	4

It is advised to make contact with a recognised body that provides this service to determine the minimum level of first aid required at the event.

Infection Control

Potential exists at large events for outbreaks for communicable diseases. Surveillance for the duration of the event involves ensuring infection control plans are in practice and working.

This includes:

- Monitoring waste disposal
- Monitoring cleaning of toilet and shower facilities
- Surveying the site for sewerage leaks
- Surveying the grounds for needles
- Surveillance of food handling practices

Insurance

Event organisers must be covered by a comprehensive public liability insurance policy that covers the cost of any potential personal injury or third party property damage. Policy holders must ensure that policy covers the type of event being conducted. Greater Shepparton City Council requires a copy of the event's Certificate of Currency with a minimum of \$20 million with any permit, booking, grant or sponsorship application.

It is also the responsibility of the event organiser to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. equipment hire companies, fireworks, performers, food, beverage stall holders, volunteers).

It is recommended that the event organiser seek professional advice on all insurance matters related to the event.

If the event is using volunteers you might require a separate policy for this. For more information contact Volunteering Victoria or Volunteering Australia via

<http://volunteeringvictoria.org.au/>

<https://www.volunteeringaustralia.org/resources/insurance/>

You can get some help regarding insurance for the event:

Not for profit groups can try:

- <https://www.localcommunityinsurance.com.au/> or telephone 1300 853 800

Sporting clubs can try:

- www.vicsports.asn.au or telephone (03) 9654 3755

Performers, stall holders, artists, buskers, street stallholders and tutors/instructors

- www.JLTA.com.au or telephone (03) 9613 1415

Pedestrian Management Plan

When organising and planning an event in public open spaces, special consideration should be made regarding access for members of general public. A pedestrian management plan may be required which should link into the crowd management plan and vice versa.

A pedestrian management plan outlines the strategies for managing pedestrian access and egress at the event site, as well as taking into consideration non-attendee pedestrians who may be affected by the event, e.g. road or footpath closures, car parking, fenced off areas.

A pedestrian management plan should include:

- Locations of barricades
- Locations of diversion and closure signage
- Time and date for installation of infrastructure
- Locations of marshalls
- Timing of footway closures and openings
- Public transport pick up and drop off areas
- Access for people with disabilities

Risk Management

Any event regardless of size will have associated risks and it is important that the event organiser considers potential risk and put measures in place to mitigate these risks. Greater Shepparton City Council requires a Risk Assessment as part of any permit, booking, grant or sponsorship application. Council's Risk Team can assist with the completion of the risk assessment.

Greater Shepparton City Council can provide a Risk Assessment template upon request

Safety and Security

Safety is a duty of care for all event organisers. The nature of the event and anticipated crowd numbers will determine the type of security the event requires. It is advised to design a security plan with a security provider to clarify role and responsibilities related to event security.

Things to consider are event location, activities, number of entry and exits and alcohol consumption.

Areas of responsibility might cover

- Crowd control/management
- Cash and equipment protection
- Gatekeeper and bag search at entries and exits
- Stage or performance area access
- Traffic and marshalling
- Assisting emergency services

- Monitoring and communicating on crowd and individual behaviour

Security plan should include:

- Company details
- Roster
- Site plan
- Responsibilities
- Communication type (e.g. radio, mobile phone)

To enable security staff to perform their roles correctly, it is necessary they are appropriately briefed prior to an event. The briefing can provide security staff with the following information:

- Site plan (e.g. information site, first aid)
- Clear direction on the management of unacceptable behaviour
- Details of emergency and evacuation plans
- Entry and exits for patrons, staff, vendors, emergency services

It is also essential that event organisers have a post event debrief with security to ensure proper records are kept and developments/improvements can be implemented for future events.

Weather Contingency Plan

If the event site is outdoors it will be exposed to weather conditions. It is important to consider the impact of the weather and how it could affect the event. It is recommended a plan is developed which will form a part of the event Risk Assessment.

It is important that this information is shared with stakeholders such as sub-contractors, staff, vendors etc. and contingency is also made within the event budget. Weather can be monitored by long range forecast on the Bureau of Meteorology website.

For more information on emergency and risk obligations please contact Council's Events and Tourism team.

Phone: (03) 5832 97858

Email: events@shepparton.vic.gov.au

5. INFRASTRUCTURE AND FACILITIES

Infrastructure and facilities taken onsite for an event, including marquees, banners, barricades, amusement rides, toilets, water facilities, stage and audio should be listed on an infrastructure and facilities list as well as marked on the site plan with dimensions.

Placement of infrastructure needs to be considered to avoid crowd issues, obstruction of entry and exits or damage to the site or council assets.

Drinking Water Facilities and Access

Events must cater for the health and comfort of patrons. Under the Building Code of Australia, event organisers should provide one drinking fountain or drinking tap for every 150 patrons (an occupancy permit or POPE will determine how many taps are required).

Drinking water should be available free to event patrons especially for events where a risk of participant dehydration is present. Greater Shepparton City Council along with GV Water has a hydration station service. Contact a member of the Events and Tourism team for more information.

Access to water might also be needed for portable toilets or vendors/stall holders. Contact a council representative to ensure access is available on proposed site.

Lighting and Power

Depending on the event location access to the main power source may or may not be available. Council will be able to provide details and arrange access. A qualified electrician should be contracted to manage all power requirements. Council may also request an electrical certificate prior the commencement of the event.

Requirements for power and lighting should be clearly outlined in the event plan. The plan must include locations and source of power, specifications of power used (amps and voltage), details of qualified electricians and/or generator companies engaged for the event, a contingency plan in the event of a power blackout and details of how lighting will be provided to guarantee the safe access and egress into the event precinct.

It is the responsibility of the event organiser to ensure all independent operators comply with the appropriate health and safety regulations.

Toilets

Toilet locations should be outlined on the site plan. The number of toilets to be provided will depend on anticipated crowd number, patrons (women require more facilities than men), if the event is licensed (liquor) and event duration. Accessible toilet/s should always be provided.

If existing facilities are not adequate, additional portable units should be made available. The following is a guide to determine how many toilets are required at an event:

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

Toilet facilities should:

- Be well lit for security and safety purpose
- Provide soap and hand drying equipment
- Be odour free
- Be clean and re stocked regularly
- Be located away from food storage and food service areas
- Be accessible for people with disability
- Be appropriate for wet weather

Waste Management

It is the responsibility of the event organisers to develop and implement a waste management plan suitable for the nature and location of the event.

The purpose of the plan is to prevent build-up of waste on site and to provide efficient and safe removal of waste. The plan will detail how waste on site is to be removed and stored and how surveillance will take place. Inadequate waste management can result in safety hazards, odours, attract animals and facilitate the transmission of communicable diseases to both staff and patrons.

Other things to consider are the packaging being used and that both general rubbish and recycling bins are placed together (bin station).

For more information on event infrastructure and facilities please contact councils Events and Tourism team:

Phone: (03) 5832 97000

Email: events@shepparton.vic.gov.au

6. EVENT STAFF AND VOLUNTEERS

Event staff and volunteers may have a variety of experience and backgrounds. It is important that staff and volunteers are provided with event training; clarifying roles, responsibilities and procedures especially in communication, emergency and security plans. This training should be documented.

If volunteers are working at the event it is recommended the event organisers contact their insurance company to ensure the event is appropriately covered. You should also ensure you have a registration form or some way of obtaining contact details and keep a register and roster of all volunteers especially in the case of an emergency.

Greater Shepparton City Council has listings of local [community and sporting groups](#) on their website.

7. VICTORIA POLICE

Victoria Police may need to be involved in the planning and approval of the event from both a traffic management and crowd control perspective.

Victoria Police involvement in traffic and transport arrangements for events is regulated by legislation and internal police policies and procedures including:

- A Highway Event Permit must be obtained by anyone wishing to conduct a foot or bike race including triathlons and marathons rolling road closures on a Victorian road.
- Collection of money vehicles on a public road at an intersection (known as tin-rattling)
- In order to obtain a highway event permit an application form must be completed and submitted in full to the State Event Planning Unit at least 2 months prior to the event. Applications must be submitted with the Event Management Plan and Traffic Management Plan and include a clear map of the route/ course.
- Council and VicRoads approvals and a relevant Certificate of Insurance for the date of event must be sent to the State Event Planning Unit in order for a permit to be granted, however these can be submitted closer to the date when they are received.
- Cars are not permitted on footpaths without a permit and a letter of exception from VicRoads.
- Fees and charges may be applicable for police deployment of resources to an event.
- Applications will be considered at the local Police Service Area level. Any concerns or issues will be raised with the applicant.
- Permit will not be issued until after related permit from local authority i.e.: Council/Vic Roads has been issued.
- Chief Commissioner may charge for police attendance at sporting or special events. Police policy is that charges will be levied unless a wavier is determined.
- Wavier applications are submitted to Victoria Police Financial Services Division for consideration.
- Charges are levied when:
 - Entry fees are charged for participants or spectators
 - The event is commercial in nature

- The event is commercially promoted or sponsored
- Police will work with event organisers to decide if police resources are necessary and available for deployment to an event. The final decision on any deployment of police resources rests with Victoria Police.

For more information contact State Event Planning Unit

Email: roadpermits-oic@police.vic.gov.au

Phone: (03) 9247 5856

Website: www.police.vic.gov.au - our services/road safety applications/

8. PERMITS

Council Local Laws

There are certain state legislations and Local Laws in the Greater Shepparton City Council area that require attention from event organisers. The following is a rundown of various activities which may require permits. If you propose to undertake one of the activities listed, then you will be required to contact the relevant Council department or external agency for assistance in obtaining the required permits.

The cost of each permit will vary depending on the activity. Not for profit organisations may be exempt from specific Local Laws permit fees depending on the nature and size of the activity.

Permits issued by the Local Laws department will contain specific conditions which are required to be complied with. Failure to comply with all permit conditions may result in legal action being taken against the permit holder including infringements notices or court action.

Full detail of Local law #1 – Community Living, 2018 can be found on the Greater Shepparton City Council Website.

For more information on Local Law permits, applications and processes please contact councils Citizen Services:

Phone: (03) 5832 9700

Email: council@shepparton.vic.gov.au

Advertising Signs, Handbills and Billposting

Under the Local Law, clause 4.3, a Local Laws permit is required to place or cause to be placed on a highway or Council land any structure, sign, table, chair or goods for display. Permission from VicRoads will be required to place an advertising sign on a VicRoads road.

- **“Advertising sign”** includes any A frame, corflute sign or poster.
- **“council land”** means any land either owned or occupied by, vested in or under the control, care or management of Council including roads, streets, parks, gardens, reserves, lakes, watercourses, reservations and the like.
- **“highway”** means a street, road, lane, bridge, thoroughfare or other place open to or used by the public for passage with vehicles, and includes every public car-park, bus

shelter, carriageway, footpath, traffic island, street, gutter, drain and nature strip, and includes a mall.

Under the *Environment Protection Act 1970*, it is an offence to place flyers on vehicles and to place advertising pamphlets on power poles and other infrastructure (billposting).

Under the Local Law, clause 4.5, a Local Laws permit is required to give out or distribute to by-standers or passers by on any highway or Council land, any handbills, placards, notices, advertisements, books, papers or pamphlets.

Animals at Events

If you are having animals of any sort at the event you are required to advise council of details including a copy of current public liability insurance.

There are various animal welfare acts, regulations and codes of practice that must be upheld, as detailed on the on the Victorian State Government Agriculture and RCPA Victoria websites.

Alcohol

If alcohol is being consumed at the event, various liquor licences may be required from the Victorian Commission for Gambling and Liquor Regulation and Councils Local Laws department.

Victorian Commission for Gambling and Liquor Regulation

If it is propose to have alcohol at the event either on Council land or private land, please contact the Victorian Commission for Gambling and Liquor Regulation for advice.

Phone: 1300 182 457

Website: <https://www.vcglr.vic.gov.au>.

If a liquor licence from the Victorian Commission for Gambling and Liquor Regulation is required;

- Log onto their website <https://www.vcglr.vic.gov.au>.
- Select Liquor and select the situation for the event (e.g. major or temporary event)
- You can apply on line or print out and submit via post.
- As part of the permit assessment process, the Commission may require permission from Victoria Police and various Council departments. It is therefore recommend that you notify Victoria Police and Council of the intent to supply liquor at the event as soon as possible to allow the application to be considered.
- If the license is approved, the Commission will distribute the licence and advise of any conditions.
- Council and Victoria Police may require a copy of the licence.
- Ensure you adhere to the conditions outlined on the licence.

A **Local Laws** permit under the Local Law, part 10, is required to consume any liquor or have in his or her possession or control any liquor other than liquor in a sealed container;

- on a road;
- in or at a public place;
- on private land, unless at the invitation of the owner or occupier of
- that land; or

Consumption of Liquor Permit Application Form available on council website

Filming

When filming in streets, parks and gardens and other open spaces managed by the Council, a completed “Film Permit Application” form is required. If filming in or around council owned buildings a “Location Agreement” may be required in addition to the Councils “Film Permit Application” form. Please check with the Economic Development Department when lodging the application. Once the application has been processed by the Council, approval for filming and/or otherwise will then be issued.

For more information on filming and to obtain filming permit forms please contact Economic Development Department on

Phone: (03) 5832 9847

Email: events@shepparton.vic.gov.au

Fire in Open Air

Under the Local Law, clause 2.5, a permit is required to light a fire in the open air on:

On any land within the municipality owned or managed by Council or in any public place it is an offence for a person to light and maintain any campfire or barbeque using solid fuel unless:

- (i) the fire is contained in an approved fireplace or trench of at least 30 centimetres deep;
- (ii) the ground and airspace within a distance of 3 metres from the outer perimeter and uppermost point of the fire are clear of all potentially flammable material;
- (iii) the fire does not occupy an area exceeding 1 square metre; and
- (iv) the dimensions of any solid fuel used are the minimum necessary for the purpose.

Fireworks

Fireworks can only be discharged in Victoria by a qualified and licensed pyrotechnician who has obtained the relevant Worksafe permits.

If a pyrotechnician proposes to discharge fireworks in a public place or on Council land, permission must be obtained from Council’s Local Laws department under the Summary Offences Act section 4(j) – to set off fireworks in a public place.

Fireworks Discharge in Public Place Application available on council website

Maude St Mall

Under the Local Law, part 9, Local Laws permits are required to be obtained for various activities in the Maude Street Mall.

A Local Laws permit is required to;

- allow vehicles into the Maude Street Mall including to set up or pack up an event.
- carry on any business;
- perform any form of entertainment;
- disrupt the flow of pedestrian traffic in the Mall.
- take any animal (with the exception of domestic animals suitably restrained) or bird into the Mall; or
- have any animal (with the exception of domestic animals suitably restrained) or bird in their custody or control in the Mall.

Council Land Use Application Form available on council website

Noise

Under the Local Law, clause 2.12, upon any highway or Council land, a Local Laws permit is required to:

- sound or play any musical or noise instrument; or
- sound, play, control, operate or use any loudspeaker, amplifier, microphone, or any other like device; or
- allow any loud music or loud noise to be emitted from any music device, including any warning device, in or outside a moving or stationary motor vehicle in that person's possession and/or control, including any motor vehicle parked without a driver or registered operator present.

Occupy Public Place

Under the Local Law, clause 3.3, a Local Laws permit is required to exclusively occupy or fence off any public place. Depending on the location and proposed venue, the venue may be required to be hired or a Local Laws permit may be required.

Place of Public Entertainment (POPE)

Section 49 of the Building Act 1993 regulate condition around using temporary structures, amount of people per square meter, number of sanitary and drinking facilities and the public safety at a place of public entertainment.

A Place of Public Entertainment (POPE) is defined as an area greater than 500m² which is used for Public Entertainment and is either:

- Enclosed or substantially enclosed by a fence, barrier or other features which is used for public entertainment
- To which admission is gained by giving of money or other consideration Under the Building Act

For more information on Place of Public Entertainment or Occupancy Permits please contact councils Building and Planning Department:

Phone: (03) 5832 9886

Email: council@shepparton.vic.gov.au

Occupancy Permit

Place of Public Entertainment (POPE)

Application for Sitting Consent for Prescribed Structure all available on councils website

Planning

Under Councils Planning Scheme the event may be required to apply for a planning permit if you want to use a building for private or public performance or exhibition space, a bar, or for placing a banner sign on a building.

The planning scheme does not distinguish between short term use and development of a building and a ongoing use of permanent structure. If the event requires any changes to the use of the building or land, the construction of any external building works or alterations, or the installation of signage then a planning permit may be required.

For more information on planning permits please contact councils Building and Planning Department:

Phone: (03) 5832 9700

Email: council@shepparton.vic.gov.au

Procession, Demonstration, Public Address Systems

Under the Local Law, clause 4.6, a Local Laws permit is required to have a procession of persons or vehicles, a demonstration or use of a public address system on any highway.

A permit for a procession or parade (including a demonstration involving a procession or parade) will provide for the specific route to be taken. The applicant for the permit must provide all particulars of the permit to the local emergency services.

Recreational Vehicles

Under the Local Law, clause 2.15, a Local Laws permit is required to:

- use a motor powered or motor assisted recreational vehicle including a recreational motor cycle on any Council land other than a road unless such land has been designated by Council for such use; or
- use a recreational vehicle on any private land within a residential, commercial or industrial area.

Road Closures

If you require any section of any road or street closed for the event, you will need to develop a Traffic Management Plan. This will need to be created and implemented by a qualified traffic management company.

This plan will then need to be submitted to Greater Shepparton City Council and/or VicRoads for approval, depending on who is responsible for the section of road. Contact either Vic Roads or Council to confirm.

Once approval has been received you will need to comply with the conditions stipulated which may include the following:

- Notifying local residents and businesses
- Notify emergency services
- Notify local transport companies e.g. taxi, bus companies
- Public notice in the local paper

A permit from Council is required for any Council owned and managed road. For any road or intersection under the control of VicRoads, permission must be obtained from VicRoads.

For more information on road closures and traffic management please contact Councils Works & Waste Department

Phone: (03) 5832 9828

Email: council@shepparton.vic.gov.au

Under the *Road Management Act*, a road closure permit may be required to be obtained for any procession or demonstration that will result in the closure of part of a road.

Street Appeals and Raffles

If you propose to have a raffle, permits may be required to be obtained from the Victorian Commission for Gambling and Liquor Regulation (VCGLR) and Councils Local Laws department.

Tables and Chairs or Goods on Display

Under the Local Law, clause 4.3, a Local Laws permit is required to place or cause to be placed on a highway or Council land any structure, sign, table, chair or goods for display. Permission from VicRoads will be required to place an advertising sign on a VicRoads road.

- **“council land”** means any land either owned or occupied by, vested in or under the control, care or management of Council including roads, streets, parks, gardens, reserves, lakes, watercourses, reservations and the like
- **“highway”** means a street, road, lane, bridge, thoroughfare or other place open to or used by the public for passage with vehicles, and includes every public car-park, bus shelter, carriageway, footpath, traffic island, street, gutter, drain and nature strip, and includes a mall.

Temporary Camping

Under the Local Law, clause 2.17, a Local Law permit may be required to camp on any Council land, on any public land, or on any privately owned land within the municipality unless within a designated camping area.

- **"camp"** means to live or sleep in a caravan, tent or other temporary structure including a prefabricated holiday unit as defined in the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 1999, or a vehicle.
- **"camping area"** means land which is provided as a camping area by Council or a public statutory body, or registered with Council as prescribed accommodation as defined by Section 209 of the Health Act 1958, or registered as a caravan park with Council under the Residential Tenancies Act 1997.
- **"caravan"** means any caravan whether or not any of the wheels or axles thereof have been removed or the body of the vehicle or structure is resting directly on the ground or other supports and includes any structures annexed thereto.

A person who camps or who occupies a campsite on Council owned or managed land or in a public place must at all times maintain the campsite in a clean and tidy condition.

Temporary Camping Permit Application Form available on council website

Trading Goods and Services

Under the Local Law, clause 3.4, a permit is required to;

- erect or place on any highway or Council land a vehicle, caravan, trailer, table, stall or other similar structure for the purpose of selling or offering for sale any goods or services; or
- sell or offer to sell goods or services on any highway or Council land.
- **"council land"** means any land either owned or occupied by, vested in or under the control, care or management of Council including roads, streets, parks, gardens, reserves, lakes, watercourses, reservations and the like.
- **"highway"** means a street, road, lane, bridge, thoroughfare or other place open to or used by the public for passage with vehicles, and includes every public car-park, bus shelter, carriageway, footpath, traffic island, street, gutter, drain and nature strip, and includes a mall.

Victorian Commission for Gambling and Liquor Regulation

Raffles can only be run by organisations that have been Declared by VCGLR. The organisation can hold a raffle without a minor gaming permit as long as the prize value is \$5000 or less. Please contact the Victorian Commission for Gambling and Liquor Regulation for advice.

If a Gaming permit from the Victorian Commission for Gambling and Liquor Regulation is required;

- Log onto their website <https://www.vcglr.vic.gov.au/gambling/raffle/licensee-resources/faqs>
- You can apply on line or print out and submit via post.
- If the permit is approved, the Commission will distribute the permit and advise of any conditions.
- Council will require a copy of the permit as part of the application process to sell raffle tickets on Council land.
- Ensure you adhere to the conditions outlined on the permit.

Telephone: 1300 182 457 or website: <https://www.vcglr.vic.gov.au>

Vehicle Access

Under the Local Law, clause 3.4, a permit is required to drive a vehicle in a public place other than on the carriageway of a road formed or constructed for motor vehicles. Without limiting the former, where land adjoins or is adjacent or nearby to a public place, a person must not, except with a permit, use the public place for vehicular access to that land other than by use of the carriageway of a road formed or constructed for motor vehicles.

9. PARKING WITHIN GREATER SHEPPARTON

A parking bay reservation may be required, depending on the location that you wish to reserve parking in. Generally, any Council road or car park where regulatory parking restrictions apply, and/or parking meters and ticket machines exist, will require a Parking Bay Reservation.

If a Parking Bay Reservation is required, please complete the application. There is a cost associated with this at a per day or per week rate.

Customer Service is able to process the application and payment and will provide a paper permit that is required to be displayed on the vehicle dashboard for the duration of the reservation.

Please note, disabled parking bays, loading zones, 15 minute bays and no stopping areas are not able to be reserved.

Applicants are required to attend the location as early as possible on the day of the reservation to take ownership of the bay. If another vehicle parks in the bay prior to the arrival, we are unfortunately unable to remove that vehicle.

For more information on parking please contact councils Parking Enforcement Department:

Phone: 5832 9708

Email: council@shepparton.vic.gov.au

10. ENVIRONMENTAL HEALTH

Temporary and Mobile Food Premises Requirements

Under the Victorian *Food Act 1984*, any person/group (either not for profit community groups or commercial businesses) intending to sell or offer samples of food or drink to the public at an event or from a temporary or mobile food premises in Greater Shepparton, must:

1. Be registered with or have notified their Local Council in Victoria. It may be with Greater Shepparton City Council or another Victorian Council.
2. Have a *Strestrader* account.
3. Submit a Statement of Trade through *Strestrader*.

The event organiser must liaise with Greater Shepparton City Council's Environmental Health Unit to make sure all food stall vendors are registered and meet the requirements of the Food Act 1984.

Registration / Notification Requirements

The following information explains the registration/notification requirements for temporary and mobile food premises.

The Principal Council that you would register with or notify is determined by the location at which you routinely:

- prepare the food prior to sale;
- store the food prior to sale, or
- store the vehicle, trailer, or equipment.

The requirement to register or notify with the local Council will depend on the type of food or drink sold. Different obligations apply for commercial businesses and not for profit community groups.

A Not for Profit Community Group is:

- An organisation that is not carried on for the profit or gain of its individual members.
- An organisation will be "not for profit" if their constituent or governing documents prevent them from distributing profits or assets for the benefit of a particular person.
- A "not for profit" organisation can still make a profit, however any profit must be used to carry out its purposes. Any profit must not be distributed to owners or other private persons, such as community child care centres, environmental protection societies, public museums, libraries, sports clubs, neighbourhood associations etc.
- A group that is registered as a charitable group with the Australian Tax Office.
- A school, service or sporting group, where any funds raised go back to the community to assist in the running of its services. It is usually done by volunteers.
- It is not a group where any funds raised help pay for the wages of sports players or executive staff.
- It does not include a profitable business that donates money raised from the temporary food stall to a charitable organisation.

Streatrader

Any person/group selling food will need to complete an application for registration/notification online at *Streatrader* - https://streatrader.health.vic.gov.au/public_site (this will require access to the internet and an email account).

Please allow at least 21 days before the event to allow enough time for the Principal Council to process the application.

Once the application for registration or notification has been approved by the Principal Council, the food business/community group is able to operate anywhere in Victoria whilst the registration/notification is current. However the Principal Council may permit short term registration/notification for events only.

A Statement of Trade must be completed and submitted to the relevant Council at least 5 working days before the event. There is no need to reapply for registration again.

Please contact Council's Environmental Health department on 5832 9731 to discuss uploading the event onto *Streatrader*. This will make it easier for people/community groups applying for registration/notification or submitting Statements of Trade.

Temporary Food Stall Setup Requirements

To ensure that safe and suitable food or drink is sold, all temporary and mobile food premises must be suitably constructed in accordance with the Australia New Zealand Food Standards Code, Chapter 3 – Food Safety Standards which requires all food preparation is to be done in a registered kitchen. An example of a temporary food stall setup is shown on the back page. Council's Environmental Health Officer may need to arrange a site inspection of the premises to discuss the proposal and setup.

A temporary food stall is generally acceptable for the infrequent sale of food by community groups. Should a person wish to operate on a commercial scale, then a purpose built vehicle/van should be considered.

1 General

A temporary food premises that prepares and sells unpackaged food shall:

- 1.1 Consist of a roof and three sides covered with plastic sheeting, vinyl or other approved material. Or be within a building
- 1.2 Provide a suitable impervious material laid on the ground of the stall, if the stall is located on unsealed ground (grass, gravel etc).
- 1.3 Tables, benches etc are to have a surface that is smooth and easy to clean. Plastic tablecloths are adequate.

2 Protection of Food

- 2.1 All food shall be stored off the ground and within containers with tight fitting lids.

- 2.2 Food displayed for sale shall not be openly accessible by the public. A physical barrier, such as a sandwich display type counter, perspex glass sneeze guard, bain marie or clear plastic siding to the shall be provided.
- 2.3 All condiments such as sauce, mustard etc shall be contained in squeeze type dispensers or individual sealed packs.
- 2.4 Only disposable eating and drinking utensils shall be provided and pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 2.5 Drinking straws, paper, cups, spoons etc shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 2.6 Tea, coffee, cordial and other beverages should be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

3 Food Temperature Control

- 3.1 All takeaway food prepared shall be for immediate sale and consumption, unless a suitable food warmer or food display unit that can maintain food at a temperature of at least 60°C for hot foods or below 5°C for cold foods, is provided.
- 3.2 Pre-prepared food products or pre-cooked food consisting wholly or partly of potentially hazardous food which promotes bacterial growth, should not be sold from a food stall unless stored or displayed under refrigerated conditions as described in 3.1.
- 3.3 Raw and perishable foods such as steaks, hamburger patties, frankfurts etc, shall be stored in a separate cooler together with an adequate supply of ice or cooling medium (at 5°C or less).
- 3.4 A probe thermometer is required at the stall to monitor the temperature of potentially hazardous foods. This temperature must be recorded in a Food Safety Program or Minimum Records.

4 Cooking

- 4.1 All heating and cooking equipment, including open flame (gas) barbeques and cooking plates, must be located within the stall or otherwise suitably protected from contamination.
- 4.2 Cooking and heating equipment must not be within reach of the public.
- 4.3 Adequate protection to the walls from heat, flame and splashing must be provided.
- 4.4 An adequately sized and appropriate type of fire extinguisher must be provided where open flame cooking is carried out.
- 4.5 Food which has been cooked must not be stored or displayed outside the stall. Raw food waiting to be cooked can be stored outside the stall if it is in containers with tight fitting lids, protected from direct sunlight and stored under appropriate temperature control (as outlined in 3).

5 Washing Facilities

Separate facilities must be provided for hand washing and utensil washing.

5.1 Hand Washing Facilities:

- 5.1.1 As a minimum, a clean twenty (20) litre container with tap containing fresh potable water must be provided.
- 5.1.1 A bucket or container must be provided to collect and contain the used water.

5.1.2 Liquid soap and disposable paper towel must also be provided.

5.1.3 Warm potable water must be used for hand washing.

5.2 Utensil Washing Facilities:

5.2.1 If a sink connected to hot water supply is not available or in close proximity, then a sealed container with an outlet (as described in 5.1.1) is required.

5.2.2 A water heating device, such as an electric urn or gas kettle is also satisfactory.

5.2.3 A bucket or container must be provided to wash the dishes, in addition to one provided for hand washing.

5.2.4 Utensils must be washed as soon as possible in warm soapy (dish detergent) water and rinsed in clean water.

6 Wastewater Disposal

6.1 All waste water collected in buckets must be stored in a clearly marked waste water container to be transported home for disposal or to be disposed of at an approved sewer point (gully trap or sink) at the event (if provided).

6.2 No waste water is to be disposed of onto the ground or into the storm water system.

7 Rubbish Disposal

7.1 A flyproof rubbish receptacle must be provided within the temporary food premises for the storage of refuse generated from within the stall.

7.2 Adequate arrangements should be made for the daily removal, or more frequent removal if required, of waste generated inside and outside the stall.

7.3 Suitable rubbish receptacles must also be provided nearby for the public to dispose of used takeaway food containers and the like.

7.4 All refuse generated from the operation of the food stalls must be removed from the site at the conclusion of the event.

8 Food Labelling

8.1 Any food that is to be sold in a sealed container or package must be labelled. In summary the label must

- be clearly written in English
- State the name of the food product (eg. Apple and Raspberry Jam).
- List all ingredients in descending order by weight.
- State the name and street address (not postal address) of the person who made or repackaged the food product.
- For food with a shelf life of less than 2 years, must state a "Best Before" date.
- For food that must not be consumed past a certain date, must state a "Use By" date.
- Any directions for the storage and/or use of the food product, where applicable.
- The Country of Origin.
- The weight of the product.
- Nutrition Information Panel

Further information

The following websites may assist you for further information:

- Department of Health and Human Services website - www.health.vic.gov.au/foodsafety
Whilst there you will find information about
 - Class 2 food safety program templates for food business - <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>
 - Class 2 food safety program templates for community groups - <https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-safety-template-community-and-mobile-premises>
 - <https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers>
 - Community group food fundraisers selling cakes, sausage sizzles and hamburgers - <https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers>
 - Streatrader - https://streatrader.health.vic.gov.au/public_site
 - Food allergens - <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-allergen-awareness>
 - Food Labelling - <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-labelling>

- Food Standards Australia New Zealand website: - <http://www.foodstandards.gov.au/foodsafety/standards/Pages/Foodsafetystandards.aspx>

Whilst there you will find information about

- Food labelling refer to the Food Standards Code website - <http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>

For more information on parking please contact councils Environmental Health Department:

Phone: 5832 9700

Email: council@shepparton.vic.gov.au

Sustainability

There are many simple ways that an event can run without a big impact on the environment. The even organisers can save water, energy and waste and encourage participants to engage in sustainable activities and behaviours as well.

Below are some hints and tips:

1. Planning the event

Consider:

- What objectives you want to achieve
- Who will be responsible
- What resources are available
- How will you promote a sustainable event
- Does the event fit the Greater Shepparton Community Sustainability Grants Guidelines

2. Green purchasing

Buying products and services that have less of an impact on the environment and human health and are just is a simple way you can turn event into a sustainable event. This is done through choices you make by buying the products directly or the services you choose. Some tips are:

- Ask suppliers if they have green alternatives
- Energy efficient and greenhouse friendly products
- Products certified as 'green'
- Products that are recyclable and use or produce less toxic material
- Products that use less resources during production
- Products that can be sourced locally

3. Reducing plastic

Single use plastic is one of the biggest environmental crises we face today and the impacts will be felt for generations to come. They are often discarded at events and too easily end up in Goulburn and Broken Rivers through the stormwater system. They are unsightly but more importantly, instead of degrading they break into smaller and smaller pieces eventually becoming microscopic where they enter the food chain.

Event organisers are encouraged to:

- Avoid using single use plastic bags or wrapping for food or promotional purposes
- Avoid selling or distributing plastic straws, bottles, plates, cutlery etc
- Avoid the distribution of balloons. For further information visit the [Zoos Victoria campaign page](#)
- Consider bamboo or wooden products and ask attendees to bring along their own water bottle, keep cups and re-usable bags
- Hire the Council hydration trailer so attendees can refill their bottles . Contact council to find out more.
- For more resources and information on plastic free alternatives visit www.plasticbagfreevictoria.org

4. Sourcing energy

There are a number alternatives to using energy from the grid to make an event more sustainable. These include hiring large batteries that have been charged by solar, using a venue with green and/or renewable energy supply, changing lighting requirements to none electric or using cycling for power.

5. Waste

The key to dealing with waste is not to generate any and if you are careful with purchasing consideration and encourage the attendees to bring along their own water bottles etc, you will be part way there. Some other things to consider:

- Ensure any food vendors don't use single use plastic – that all food wrapping is recyclable
- Have recycling bins (including food waste) available, clearly visible and plenty of them
- Don't hand out brochures or printed material – use large information boards/signage
- Design the information boards and signs to be multi-use
- If vendors are giving away or selling merchandise, apply the previous sections

- Adopt an approach of 'leave no trace' where no detrimental signs the event took place remain

6. Food Vendors

Requesting ethical and sustainable food sources from food vendors and caterers is an important way to reduce the environmental impact of the event.

Request foods that are:

- Locally sourced and grown – reduces carbon emissions from transport miles
- In season and organic – avoids harmful pesticides
- Fair trade accredited – supports just working conditions
- Vegetarian or vegan – reduces water, energy and emissions from resource intensive livestock farming

7. Promotion

Choose paperless methods of promoting the event where you can. If you have to use paper, choose:

- 100% post-consumer recycled paper – recycled from old paper that has been de-inked
- Vegetable based inks
- Commercial printer that adopts best practice in environmental printing

8. Transport

Make it easy for people to choose alternative, passive ways of getting to the event such as walking or cycling and somewhere for them to securely park their bikes.

For more information on parking please contact councils Environment Department:

Phone: 5832 9700

Email: council@shepparton.vic.gov.au

11. SMOKING/TOBACCO

If your event involves children or outdoor dining areas it would be recommended that you make contact with Greater Shepparton City Council or do some research on the current Tobacco Act 1987 to ensure that the event abides to current tobacco reforms.

For further information please contact Environmental Health department on

Phone: 5832 9700

Email: council@shepparton.vic.gov.au

12. POST EVENT

De-briefing is a process whereby participants in an event have the chance to discuss; what worked, what didn't work, why didn't it work and how can it be fixed.

Event organisers, key stakeholders, event staff, contractors, security, vendors and entertainers should be all given the chance to debrief and evaluate the event. The success of

the next event can be significantly enhanced when recommendations and suggestions for improvement are considered.

One of the most valuable uses for evaluation outcomes is using the data for seeking funding support for future events. Most funding bodies and sponsor organisations will use an evaluation to determine the impact and value of an event to the community. It can be a very powerful tool in demonstrating the success of the event and potential reach into the marketplace for sponsors or financial supporters.

13. APPLICATION LIST

Use the following application checklist to ensure you have applied for all the necessary permits/applications for the event:

Council Applications:

- Event Booking Application
- Occupancy Permit - POPE (Place of Public Entertainment)
- Temporary Structures – Application Form for Siting Consent
- Event Emergency Management Plan
- Event Risk Assessment
- Event Security Plan
- Local Laws - Consumption of Liquor Permit Application
- Local Laws – Council Land Use Application Form
- Local Laws – Temporary Camping Permit Application
- Requirements for Temporary Food Stalls
- Gas Safety Checklist
- Temporary Road Closure

External

- Temporary Liquor Licence - [VCGLR](#)
- Traffic Management Plan

REFERENCES AND DOCUMENTS OF INTEREST

<i>Code of practice for running safer music festival and events</i>	www.2.health.vic.gov.au
<i>Crowd Control at Venues and Events</i>	
<i>Advice for Managing Major Events Safely</i>	www.worksafe.vic.gov.au
<i>Victorian Building Authority – Place of Public Entertainment regulation</i>	www.vba.vic.gov.au
<i>Victorian Commission for Gambling and Liquor Regulation</i>	www.vcglr.vic.gov.au
<i>Emergency Management Victoria</i>	www.emv.vic.gov.au
<i>Victoria Police – Highway Event Permits</i>	http://www.police.vic.gov.au/content.asp?document_id=3736