

Maroondah City Council

Detailed Event Plan

Prepared by:

Date:

Section 1

To start your Event Plan, you must list the key information about your event. This includes the event name, the date or dates that it will be held on, the duration of the event and the location.

Name of Event Manager

Organisation/group

Address

Phone

Email

Event Detail

Name of event

Date of event

Time of event

Set up time

Pack down time

Event Location

Is your event over more than one day? Add other dates here.



Event Overview

Brief description of the event including the age and cultural demographic of your audience.

Has the event taken place before? Please provide details.

Entry Fee
(if applicable)

Number of
Expected Attendees

Number of
Event Staff

Number of
Volunteers

Budget

Developing a budget for your event is an essential part in effective event planning and will ensure a successful event is delivered.

Whether your event is big or small, consider creating a budget and splitting it up in sections for larger events so organisers are accountable and remain on track with spending.

Have you developed an event budget? Yes No

Insurance

Every event organiser and service provider must have appropriate Public Liability Insurance (\$20 million) to ensure that you are financially protected and there is protection against loss should an incident occur at your event. Public Liability Insurance is a critical part of responsible event management and is an important part of managing risk.

I have attached a copy of my Certificate of Currency - Public Liability Insurance of \$20 million - Yes

I have received a Certificate of Currency from all contractors for my records - Yes

Site Map

Whether you are running an indoor or outdoor event, a detailed site map must be supplied.

A site map is an aerial view of the event site marked with the location of stage/s, stallholders, marquee/s, amusements, activities, toilets, first aid, drinking water, emergency services, emergency entry/exit points, fire equipment and parking locations.

Site map provided?

Yes
Please attach

No
If no, why?

Vehicle Access

Ensure vehicle access onto the event site is limited to only essential vehicles. Council approval is required for vehicle access to Council parks and reserves.

Do you require vehicle access for the purpose of loading/unloading equipment? Yes No

Details of access required

Accessibility

Accessibility to your event site for people of all ages and particularly those with a disability needs to be carefully considered so all of your community can enjoy your event.

Will there be accessible parking? Yes No

Will there be accessible toilets? Yes No

Is there easy access for wheelchairs or prams? Yes No

Is the signage clear enough for people who may have limited English? Yes No

Will you have an Auslan interpreter at your event? Yes No

VIP Invitations / Councillor involvement

Events provide a good opportunity for the Mayor and Councillors of Maroondah to participate whether it is attending or speaking on behalf of Maroondah City Council.

Are you planning on having the Mayor and/or Councillors attend your event? Yes No

Have you contacted the Councillor Support Officer? Yes No

Do you intend to invite State or Federal MP's to your event? State MPs Federal MPs

Are you planning a Welcome to Country as part of your event? Yes No

If yes, please provide details.

Contractors

Event Infrastructure

All structures must be weighted as pegging is not permitted under any circumstances.

The location of all infrastructure should be clearly marked on your site map.

Are you setting up a stage? Yes Please provide details No Go to next question

Contractor

Size (H x W x D)

Are you setting up marquees or umbrellas? Yes No Go to next question

Contractor

Marquee Size (H x W x D)

How many marquees?

How many umbrellas?

Are you bringing in tables and chairs? Yes No Go to next question

Contractor

How many of each

Will you be bringing in any other additional infrastructure not already mentioned?

Yes No

Details:

Contractors must provide a Certificate Of Currency - Public Liability Insurance (\$20 million) to the Event Organiser.



Performers, MC and Entertainment

Performers and entertainers must provide a Certificate of Currency - Public Liability Insurance (\$20million) to the Event Organiser.

If the entertainment is working with Children, have you requested a copy of their Working with Children Checks?

Yes No Not required

Have you attached a copy of your program?

Yes No

Will live or recorded music be played at your event?

Yes Please attach APRA licence No

Will you have buskers or street performers at your event?

Yes Please attach Local Laws approval No



Are there any other activities planned?

Details:

Audio/Visual Equipment

All contractors supplying audio/visual equipment must provide a Certificate of Currency - Public Liability Insurance (\$20 million) to the Event Organiser.

Will you be using a PA system or any amplification at your event?

Yes No

Will you be engaging a contractor to supply audio/visual equipment for your event?

Yes No

Contractor details

Will you comply with noise restrictions? Yes No

Please note: consideration must be given to effectively managing noise levels to ensure they remain within the prescribed limits, particularly where there are nearby residents.

Amusement Rides

If you are considering organising amusement rides as part of your event program, then you need to gain Council approval first before confirming the booking. If approved, consider the associated risks and ensure that adequate controls are in place to provide safe amusement rides. Using experienced and accredited suppliers is essential when booking amusement rides or inflatables.

Will your event include amusement rides, inflatables or similar entertainment?

Yes Please provide details No Go to next section

Contractor

Number of amusements

Description of amusements

Event Organisers are required to obtain the following from the contractor for their own records. Please indicate if this has been done.

- Manufacturing standards compliance
- Operating procedures and compliance
- Work Cover registration
- Public Liability Insurance (\$20 Million min.)

Toilets

It is important to ensure that your event has an adequate number of toilet facilities. If there are insufficient public facilities available on site, you will need to bring in portable toilets. Please refer to the Event Planning and Procedures Handbook to determine how many you may require.

Are there public toilets available at your venue?

Yes Please provide details No

Details:

Will Council toilets require additional cleaning?

Yes No

Will you require access to toilets before 9am or after 5pm?

Yes Please provide details No

Access times

Will you be providing additional toilet facilities?

Yes Please provide details No

Name of Contractor

Number of toilets

Please provide details of your cleaning schedule.

Waste Management

Adequate waste facilities need to be available for patrons at your event. If there are insufficient bins available on site, you will need to arrange additional bins. See the Event Planning and Procedures Handbook for more information on waste management.

How many bins are available at the event venue?

General

Recycling

How many additional bins do you require at your event?

General

Recycling

Contractor details

Please provide details of your waste management plan for the event, including the removal of waste after the event.

Water

Events must cater for the health and wellbeing of patrons so free drinking water should be made available. If this is not feasible then low cost water should be on offer.

Is drinking water available on site? Yes No

Will you be providing additional free drinking water? Yes Please provide details No

Name of Contractor

Power

It is the responsibility of all Event Organisers to ensure that all electrical equipment is tagged and tested by a qualified electrician prior to being used at an event.

Will you have generators at your event? Yes Please provide details No

Name of Contractor

Number of
generators

Do you require access to Council power supply? Fees may apply.

Yes Please provide details No

Location and times

Will you have an electrician on site for event? Yes Please provide details No

Electrician details

If your event is being held at night adequate lighting will be required. This may include the need to bring in temporary lighting structures.

Are you needing to bring in additional lighting for your event?

Yes Please provide details No



Stallholders

Food & Drink

Any event that sells food must have a registration under the Food Act 1984 with Council. Foodtrader <https://foodtrader.vic.gov.au> is an online registration and notification system for temporary and mobile food businesses and will alert Council's Community Health team of your event.

Safe food handling information for community groups can be found at <https://www.health.vic.gov.au/publications/guide-for-community-and-not-for-profit-groups>

You must use Foodtrader if you:

- sell food or drinks to the public at a stall, or from a trailer or van
- hold a public barbeque
- own a vending machine
- own a water transport vehicle



Will you have food and beverage trucks, vendors or stalls at your event?

Yes	Please attach a detailed list of stallholders and complete below	No	Go to next section
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How many food and beverage stallholders?

Have you set up your event on Foodtrader? Yes No

Have stallholders been provided with food safety information? Yes No

Will any food be given out for free? Yes No

If yes, please provide details

Is any stallholder cooking with gas? Yes No

If yes, ensure the Energy Safe Checklist is completed at the event.

<https://www.esv.vic.gov.au/industry-guidance/gas/frequently-asked-questions/gas-safety-checklist>

Are you running a sausage sizzle as part of your event? Yes No

Is anyone serving/selling alcohol at your event? Yes No

If yes, please attach
Liquor licence

Have stallholders provided a Certificate of Currency - Public Liability Insurance of minimum \$20 million to Event Organiser?

Yes No

General

Will you have general stall holders at your event? This includes anyone providing information to the community or anyone selling a product.

Yes Please attach list No

Do you or any of your stallholders plan to run raffles or any type of fundraising activities?

Yes Please provide details No

Details of activities

Smoking Laws

All events held on Council land are encouraged to be 100% smoke free.

The Tobacco Act 1987 prohibits smoking in a number of areas at events. More information can be found in the Event Planning and Procedures Handbook.

Is your event smoke free? Yes No Please provide details
where it will be allowed

Details

Permits

Roadside Promotional Boards

Approval is required from Council to erect signage for promotional purposes around the municipality on any Council owned land. [An application can be downloaded from Council's website.](#)

If you wish to erect promotional signs on private property (residential or business) you will need to seek the permission of the landowner. You must also check that you comply with the Planning Scheme for Maroondah. More information can be found in the Event Planning and Procedures Handbook.

Have you requested approval for roadside promotional boards?

Yes Please attach approval letter No Go to next section

Infrastructure and Temporary Structures

Will your event require a POPE (Place of Public Entertainment) Permit? ie. Is your event area enclosed, greater than 500m² and have more than 5000 people attending? More information can be found the in the Event Planning and Procedures Handbook.

Yes Please attach POPE Permit No

Animals

Approval may be required from Local Laws to have pony rides or livestock at an event. If you have animals at your event full hand washing facilities must be provided in the interest of good hygiene.

Will your event involve animals ie. animal farms, pony rides, livestock etc.?

Yes Please provide details No Go to next section

Name of Contractor

Type of animals

Will hand washing facilities be provided for patrons? Yes No

Fireworks/Pyrotechnics

If you are planning on having fireworks/pyrotechnic displays at your event you must contact Council's Community Events Officer prior to organising.

You must only use a licensed pyro technician for a fireworks/pyrotechnic display. The pyro technician must obtain approval from Council by completing the application form in Council's [Fireworks on Council Land Policy - Maroondah City Council](#) and submit it to Events@maroondah.vic.gov.au at least a month prior to the event and ensure that WorkCover has been notified at least 7 days prior to the event.

Will your event have fireworks/pyrotechnics? Yes No Go to next section

Have you contacted Council's Community Events Officer? Yes No

Name of licenced pyro technician?

Time and duration of fireworks?

Have you arranged for a letterbox drop to be done at least a week prior to the event to all local residents (500m radius) regarding your firework display?

Yes Please provide No
 details

Traffic Management

If you are planning to make any changes to traffic conditions for your event a Traffic Management Plan including any road, footpath or carpark closures, requires approval from Council's Engineering department. A notification of change to traffic conditions will need to be distributed to affected residents, businesses and emergency services a minimum of one week prior to your event.

Do you require a road closure for your event? Yes No Go to next section

Have you applied for a Road and Footpath Closure permit? Yes No

<https://www.maroondah.vic.gov.au/Development/Roads-footpaths-and-drains/Roads-and-footpaths/Road-and-footpath-closure-permits>

Traffic Management company engaged to provide traffic management? Please provide details.

Contractor

Contact details

COVID-19 Safe Events - Victorian Government Requirements

Events need to follow the current COVID-19 guidance as set out by the Victorian Government.

More information on this is can be found at <https://www.coronavirus.vic.gov.au/events>

Do you have a COVIDSafe Plan for your event? Yes NO

Child Safety

Does your event involve children or young people aged 0 to 18 years?

If your event on Council land involves children or young people you will need to complete a [Child Safe Event Plan \(available on Council's Website\)](#).

Contact Youth and Children's Services on 9294 5707 for more information.

Have you completed a Child Safe Event Plan for your event? Yes Please attach No

Marketing and Advertising your Event

To create a successful event, it is important to get your marketing strategy right so that you reach your target audience.

Please provide an overview of your marketing strategies.

Printed collateral (flyers, posters etc.)	
Distribution of printed collateral	
Email campaign	
Social Media	
Website	
Advertising (radio, newspaper, What's on in Maroondah)	
Media releases	



Section 2

This section of your Event Plan contains your Safety and Emergency Management Plan and your event Risk Assessment.

Safety and Emergency Management Plan

Please provide details of the person/s responsible in case of an emergency.

Event Manager/Chief Warden

The Event Manager/Chief Warden will in the first instance evaluate the need to initiate the Emergency Management Plan.

Name

Contact number on the day

Event Wardens/Staff

Event Wardens/Staff will assist the Event Manager/Chief Warden to ensure all patrons are alerted to the emergency and what to do.

Name

Contact number on the day

Evacuation

Please provide details of your evacuation procedures and evacuation assembly areas. This should include all evacuation points being marked on a site map.

Lost Children

Do you have procedures in place to deal with lost children?

Please provide details.

Event Cancellation Plan

If your event is to be held outdoors the likelihood of needing to change or cancel your event is far greater due to the weather. Severe weather conditions like rain, wind, heat and total fire bans can lead to you needing to cancel an event.

Please provide a detailed plan for event cancellation.

Emergency Services

Medium or high impact events require you to notify the Police.

Email either - Ringwood.UNI-OIC@police.vic.gov.au **OR** Croydon.UNI-OIC@police.vic.gov.au

Have you notified any of the following services of your event?

Police Ambulance Fire Brigade SES

Emergency Management Plan

An Emergency Management Plan outlines how you will respond to an emergency at your event.

The Emergency Management Plan should clearly identify one key person (the Warden) who is responsible for managing emergencies at your event. The Warden's contact details should be given to all of those who may be involved in emergency response at your event. More information can be found in the Event Planning and Procedures Handbook.

Have you created an Emergency Management Plan? Yes Please attach No

First Aid

The provision of First Aid facilities is essential to any event or festival and must be appropriately equipped and easy to find by patrons. The number of first aid posts and personnel required depends on the size of the event and the level of risk involved with the activities at the event. There is a guide in the Event Planning and Procedures Handbook as to how many first aiders you should have for different sized events. First Aid posts need to be clearly marked on your map.

Please provide details of event first aid including contractor if using one and how many first aiders you will have on site.

Security

Event organisers are responsible for all security and crowd control aspects of their event.

Depending on the program you may need security if:

- If you have a well-known artist or presenter
- If you are expecting large crowds
- The target audience is likely to get out of control
- If alcohol is available
- If significant sums of money are on site
- If asset protection is required

Will you be engaging private security? Yes Please provide details No

Name of contractor

Number of security staff engaged

Security's role and responsibilities

Attachments

Have you attached? Please tick

Site Map

Public Liability Insurance - Certificate of Currency (20+million)

Risk Assessment Plan

Emergency Management Plan

Event Program

List of Stallholders

Liquor License Permit

POPE (Place of Public Entertainment)

Australasian Performing Rights Association Permits (APRA)

Child Safe Event Plan

