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Community Event Planning Guide



The information in this guide was current at the time of publication in August 2026.
Please check relevant websites for any updates.

Acknowledgement of Traditional Custodians

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates. The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.





SECTION 1

Permits, Approvals and Legal Requirements

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Introduction



Wyndham City Council supports events that bring the community together while ensuring they are planned and delivered safely, responsibly and with consideration for the local community.

This Community Event Planning Guide has been developed to assist event organisers holding events within the City of Wyndham. It outlines Council requirements, regulatory obligations and practical considerations to help organisers plan, manage and deliver successful events.

The guide is designed for community groups, not-for-profit organisations, businesses, schools and event professionals, whether organising a small community gathering or a large-scale public event.

The guide is divided into four sections:

SECTION 1: Permits, Approvals & Legal Requirements

Provides information on Council permits, approvals and notifications that may be required for your event. It also outlines key legal and regulatory obligations, including licences, permits and approvals that may be required from external authorities.

SECTION 2: Event Planning & Preparation

Provides guidance on the planning and preparation required before your event, including budgeting, insurance, funding opportunities, venue selection, accessibility, sustainability, cultural protocols, marketing and event documentation.

SECTION 3: Event Operations & Logistics

Covers the operational aspects of delivering an event, including vendors, temporary infrastructure, utilities, signage, site planning, staffing, ticketing, amenities, waste management, traffic and parking management, and event evaluation.

SECTION 4: Safety, Risk & Emergency Management

Provides guidance on identifying, assessing and managing risks associated with events. It includes information on public safety, emergency planning, incident management and other measures to help ensure events are delivered safely and responsibly.

Event organisers are responsible for ensuring their event complies with all relevant legislation, permit conditions and safety requirements. Early planning is strongly encouraged to allow sufficient time for approvals, stakeholder consultation and risk management.

For further information or assistance, contact the Events team at Wyndham City Council

1300 023 411

events@wyndham.vic.gov.au

www.wyndham.vic.gov.au.


50% OFF

Event Bookings in Public Spaces

An application may be required for events held on Council-managed land where attendance is expected to exceed 50 people at any one time, or where equipment or infrastructure is proposed to be brought onto the site. This includes but is not limited to inflatable or mechanical rides and structures, marquees, stalls and food vendors.

Event bookings in public open spaces

If your event or activity is held on Council managed public open space, you may be required to obtain a Use of Public Space Permit on Council Land.

Check if you require a permit to hold a function or event of Council land:

Contact:

e open.spaceevents@wyndham.vic.gov.au

w Event Bookings in Public Space application

Building, Planning and Local Laws

Event organisers must ensure that all relevant regulatory requirements are considered as part of the event planning and delivery.

Requirements will vary based on the event type, location, scale and infrastructure involved, and organisers are encouraged to contact the Wyndham City Events team early to confirm any approvals or permits that may be required.

Some of the permits that may be applicable include; Occupancy Permit for a Place of Public Entertainment (POPE), Siting Approval, Local Laws permits or a Traffic Management Plan.

For more information visit:

w Events and Filming

w Application for Place of Public Entertainment

w Local Laws Permits

w Food Businesses

Events on other public land or private land

Event organisers must obtain permission from the relevant landowner or land manager before holding an event on other public land or private land.

Not all public land is managed by Wyndham City Council. Examples include:

- State-managed land (e.g. Parks Victoria)
- Crown land
- School grounds
- Melbourne Water land
- Land managed by other government agencies or authorities

Hosting an event on private land within Wyndham City may still require Council permits or approvals depending on the size, nature and location of the event as well as any proposed infrastructure or commercial activities.

Depending on the event, the following approvals may be required:

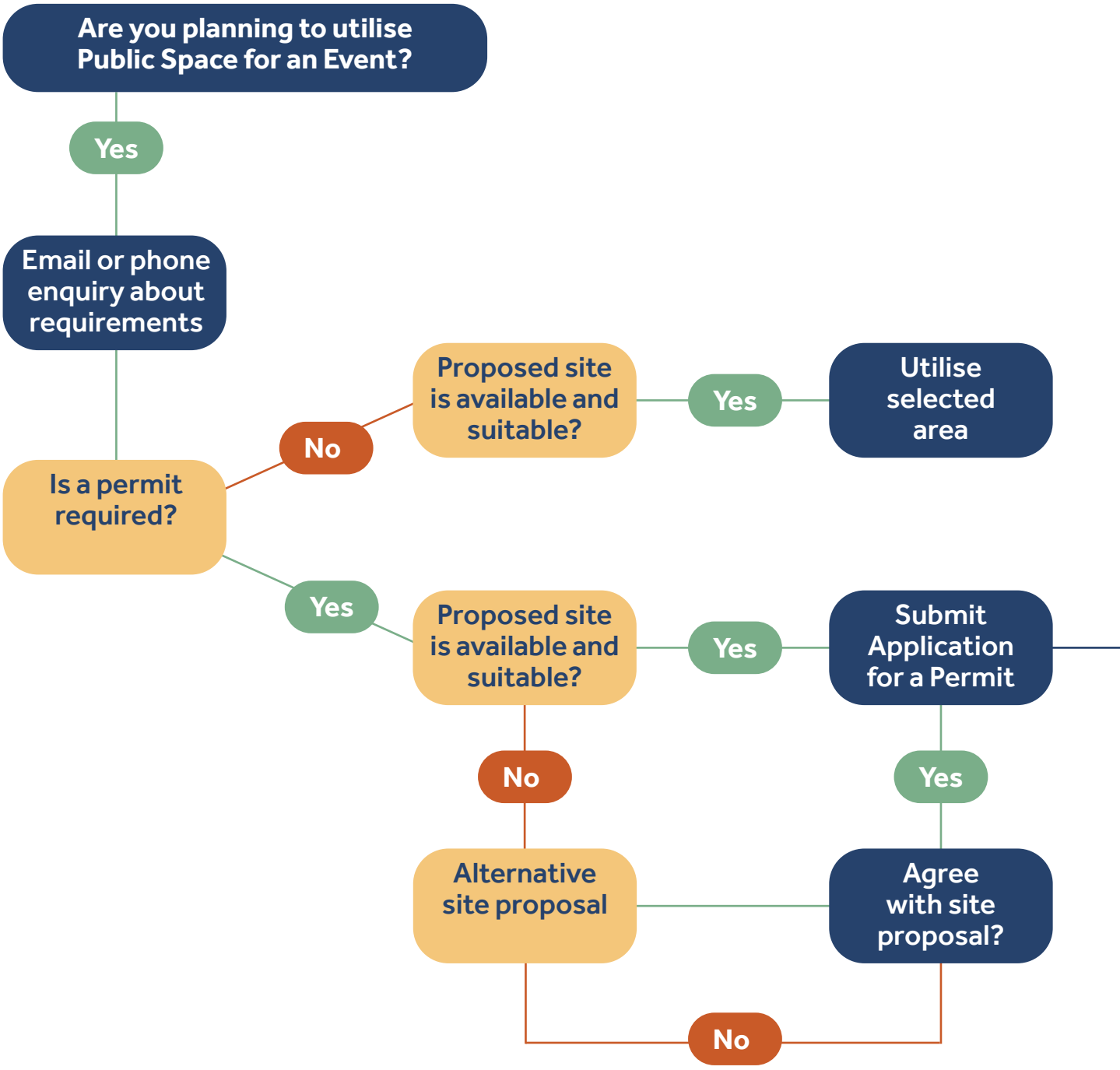
- Occupancy Permit for a Place of Public Entertainment (POPE)
- Siting Approval for prescribed temporary structures
- Planning Permit - where the event changes the approved land use, either temporary (one-off) or recurring
- Traffic Management Plan
- Other permits or approvals as required

To find out about the approved land use, or if you will need a planning permit where the event changes the approved land use, contact Town Planning:

e Statplanning@wyndham.vic.gov.au

Organisers are encouraged to contact the Wyndham City Council's Events team early in the planning process to discuss their event and determine what permits, approvals and documentation may be required.

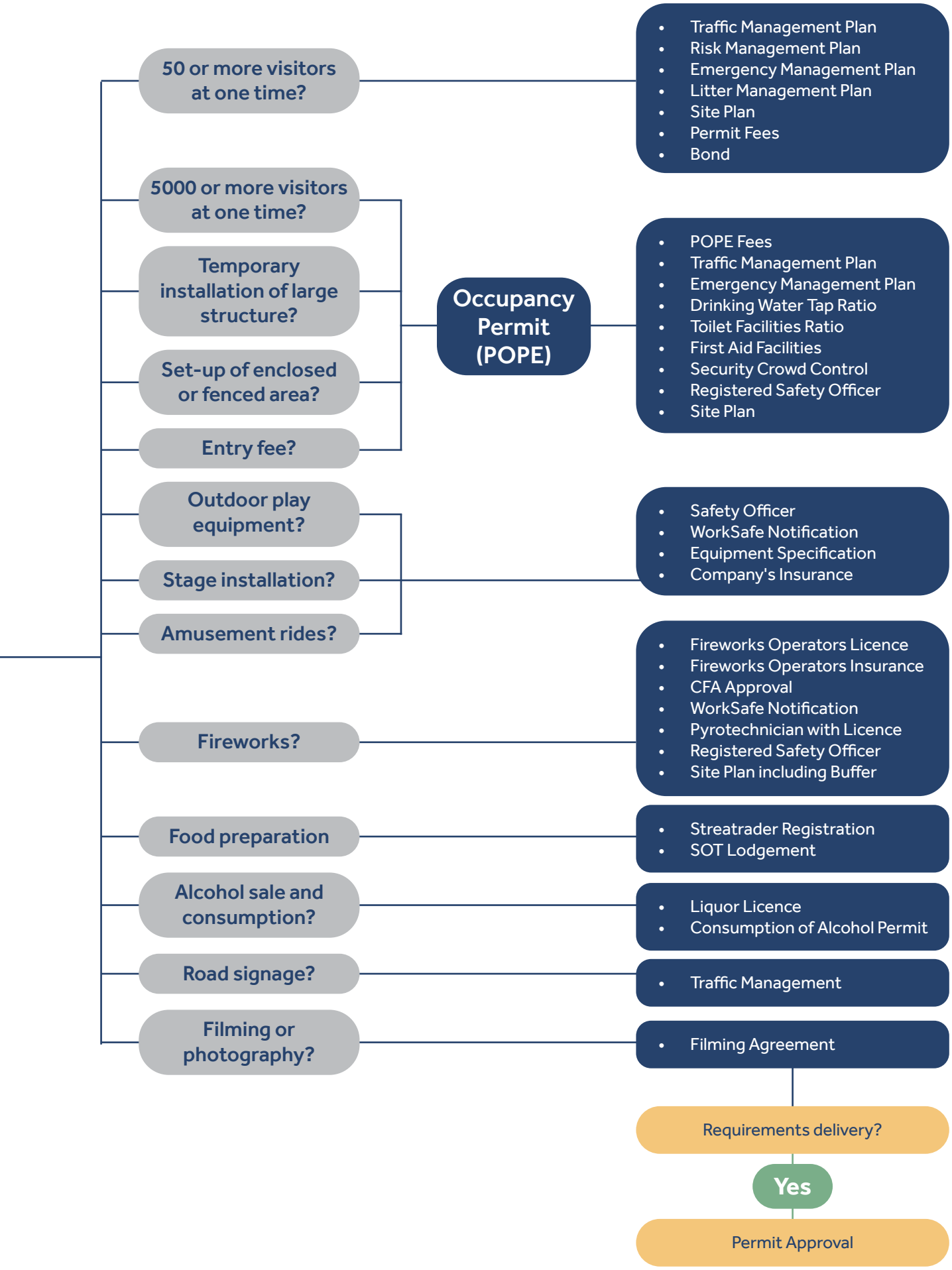
Application Process - permit for event bookings in public open spaces



Applicant's Action

Authorised Officer's Action

Public Liability Insurance may be required


50 or more visitors at one time?
Traffic Management Plan
Risk Management Plan
Emergency Management Plan
Litter Management Plan
Site Plan
Permit Fees
Bond
5000 or more visitors at one time?
Temporary installation of large structure?
Set-up of enclosed or fenced area?
Entry fee?
Occupancy Permit (POPE)
POPE Fees
Traffic Management Plan
Emergency Management Plan
Drinking Water Tap Ratio
Toilet Facilities Ratio
First Aid Facilities
Security Crowd Control
Registered Safety Officer
Site Plan
Outdoor play equipment?
Stage installation?
Amusement rides?
Safety Officer
WorkSafe Notification
Equipment Specification
Company's Insurance
Fireworks?
Fireworks Operators Licence
Fireworks Operators Insurance
CFA Approval
WorkSafe Notification
Pyrotechnician with Licence
Registered Safety Officer
Site Plan including Buffer
Food preparation
Streatrader Registration
SOT Lodgement
Alcohol sale and consumption?
Liquor Licence
Consumption of Alcohol Permit
Road signage?
Traffic Management
Filming or photography?
Filming Agreement
Requirements delivery?
Yes
Permit Approval



Occupancy Permit for a Place of Public Entertainment (POPE)

When is a POPE required?

A POPE may be required depending on the size, layout and nature of your event, and if one or more of the following apply to your event:

- Any structure, stage or platform exceeds 150m^2 OR
- Any marquee or tent exceeds 100m^2 OR
- Free standing seating exceeds 20 people OR
- The event is fenced off or has gated entry OR
- The event requires an entry fee or parking fee OR
- Attendee numbers exceed 5000 persons at any one time

Some events run by community-based organisations may not require a POPE. To find out if your event needs a POPE, please contact us.



How do I apply?

Applications for a POPE must be submitted to Wyndham City Council at least three weeks prior to the event. Late applications or applications that do not include sufficient information may delay approval.

All POPE applications must be accompanied by the required documentation as outlined in the application form.

Contact – Building Services

Please contact Council's Building Services team to discuss if a POPE is required or if you have any questions.

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Place of Public Entertainment

Application for Siting Approval Permit

Criteria for a Siting Approval Permit

A Siting Approval may be required from Wyndham City Council's Municipal Building Surveyor for prescribed temporary structures being erected within the municipality. Prescribed temporary structures must also hold a current Occupant Permit (This permit is generally obtained by the structure owner or operator, such as a marquee company or circus operator or staging supplier) issued under the Victorian building legislation.

The purpose of a Siting Approval is to ensure the temporary structures is suitable for the proposed location and can be safely installed, occupied and evacuated.

A Siting Approval may be required for:

- Seating stands exceeds 20 people
- Stages or platforms (including sky borders and stage wings) exceeding 150m^2 in floor area
- Tents, marquees, and booths, with a floor area greater than 100m^2 in floor area
- Prefabricated Building greater than 100m^2 not placed directly on the ground
- Other temporary structures where Council requires evidence of structural adequacy or safety (Eg, inflatable cinema screen)

Inspections may be required before, during or after installation of temporary structures to ensure compliance with permit conditions and safety requirements. Where an event is held on Council land, pre event and post event site inspections may also be undertaken. Any damage to Council assets may be repaired at the event organiser's expense and deducted from any applicable site bond.

How do I apply for a Siting Approval Permit?

Application must be made by lodging an "Application for Siting Approval" to the Municipal Building Surveyor with all supporting documentation at least 3 weeks prior to proposed erection of the structure/s.

Your application for a siting approval must be accompanied by documentation as outlined in the application.

Please contact Council's Building Services team to discuss if a Siting Approval is required or if you have any questions.

Contact – Building Services

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Siting of a Temporary Structure

Traffic Management and Road Closures

When is a Traffic Management Plan (TMP) required?

Events that impact roads, parking or pedestrian access may require traffic management planning and approval. This includes road closures, changed traffic conditions, reduced parking or increased pedestrian movement.

If your event is likely to affect traffic, you may need to engage a qualified traffic management provider to develop and implement a Traffic Management Plan (TMP) in accordance with Australian Standards.

A TMP outlines how traffic and pedestrian movements will be managed safely and may include:

- A Traffic Guidance Scheme showing road closures and disruptions
- Identified hazards and control measures
- Staging of road closures
- Locations of signage and traffic controllers

Event organisers should contact Council's Traffic Team early to determine if a TMP is required

e TrafficConcerns@wyndham.vic.gov.au

w Submitting your Traffic Management Plan

Road closures & approvals

Events involving road closures or changes to normal road use require approval from the relevant authority:

- Wyndham City Council for local roads and car parks
- Department of Transport and Planning (DTP) for arterial roads and state-managed roads

Events that block access to public areas or restrict safe pedestrian movement will be required to be submitted and assessed. Where events are near footpaths, a minimum clearance of 1.2m should be maintained for pedestrian access all times and meet Australian Disability Discrimination Act (DDA) standards. A TMP must be drawn by an accredited author and submitted to Council for assessment.

You can refer to the Register of Public Roads to determine whether the affected road is managed by Wyndham City Council or the Department of Transport and Planning.

w Register of Public Roads & Responsible Authority

For further information about traffic, parking and road closures, see **Section 3 - Event Operations & Logistics**



Photography and Filming in Wyndham

Photography and filming at events

Photography and filming by attendees, event organisers, volunteers or event personnel for personal use, event documentation, or general event promotion does not typically require a permit.

Where photography or filming will take place, event organisers should, where appropriate:

- Notify attendees that photography and filming may occur.
- Obtain consent where required.
- Ensure images and footage are used appropriately and in accordance with privacy requirements.

Most event organisers engage a professional photographer or videographer to capture the event.

Commercial photography and filming

A permit is required for commercial photography or filming conducted on Council-managed land in Wyndham. This may include film, television, advertising, promotional content, corporate productions, or professional photo shoots.

Permit requirements are assessed based on factors such as:

- The size of the production
- The number of people involved
- Equipment and infrastructure proposed
- Duration of the activity
- Potential impacts on the community and public spaces

Drone operations

The use of drones to capture photographs or video footage at an event may require approval and must comply with all Civil Aviation Safety Authority (CASA) requirements. Event organisers must confirm permit requirements with Council before operating a drone on Council-managed land.

Further information, including permit conditions and application requirements, is available at:

Filming in Wyndham

Applications to film in Wyndham must be submitted through Council's online booking portal:

Apply to Film in Wyndham

Commercial filming in Victoria is regulated under the Filming Approval Act 2014, which sets standards for how public agencies assess and process filming applications.

Traffic and road impacts

Where commercial filming occurs within three metres of a roadway, a full or partial road closure and an approved Traffic Management Plan may be required. Filming on major roads may also require approval from VicRoads.

For advice or assistance regarding filming or photography permits in Wyndham, contact:

film@wyndham.vic.gov.au

1300 023 411

Apply to Film in Wyndham

CASA Drone Rules



Other Events

Fundraising, collections and raffles

Fundraising activities at events, such as raffles or collections, may require registration or approval depending on the type of activity and where it is conducted.

Fundraising conducted on Council land or in public places requires Council approval, and community or charitable organisations must hold current Public Liability Insurance. Activities must be conducted at approved locations and in accordance with Council requirements. Event organisers should contact the Wyndham City Council Events team to confirm permit requirements and suitable locations.

Raffles may be sold and drawn at events. If the total prize value exceeds $20,000, a minor gaming permit or licence may be required from the Victorian Gambling and Casino Control Commission (VGCCC). For raffles with a lower prize value, a permit may not be required; however, organisers must still comply with relevant regulations and guidelines.

If you are conducting fundraising or a raffle on behalf of a community or charitable organisation, you must have authorisation from that organisation.

For further information, visit:

- Fundraising - Consumer Affairs Victoria
- Fundraising & Raffles - VGCCC
- Wyndham City Council Local Laws - Permits

Street/private parties

If you are planning a private party on Council land, organisers must consider how to minimise any impacts on local residents and nearby businesses, and ensure the site remains accessible for shared community use. If alcohol will be present, organisers must comply with Council's Local Laws relating to alcohol consumption in public places.

For events held on private property or public (Council) land where alcohol is supplied or consumed, organisers are encouraged to register the event with Victoria Police through the PartySafe Program. This program provides practical advice and resources to help reduce risks and promote safer events.

For more information or to register, visit:

- VIC Police - PartySafe

Weddings

Weddings held on Council land require an event permit. Requirements will depend on the location, size and nature of the ceremony or reception.

Event organisers must notify Council of any wedding taking place on public land and comply with relevant conditions, including site use, accessibility and impact on other park users. Fees and bonds may apply depending on the event.

If you require assistance in identifying a suitable location or confirming availability for your proposed date, please contact Council:

- open.spaceevents@wyndham.vic.gov.au



High Risk Activities

Some event activities have a higher level of risk and may need extra planning, safety measures and approvals. Event organisers should identify these activities early and make sure appropriate safety controls, supervision, and qualified operators are in place.

Higher-risk activities may include (but are not limited to) circus performances, amusement rides, inflatable rides/structures, fireworks, animal displays, temporary structures, and activities involving heights, electricity, or large crowds.

Further guidance on managing high risk activities and workplace safety can be found at:

- WorkSafe Victoria

Alcohol

If alcohol will be supplied or consumed at your event, organisers must ensure they obtain all relevant approvals and licences and comply with any applicable conditions. For events on Council land, alcohol service and consumption should be discussed with the Events team as part of the event approval process.

A valid liquor licence is generally required to supply alcohol. This may be covered under an existing venue licence, or organisers can apply for a suitable licence through Liquor Control Victoria (LCV). Where an event has been approved through Council's event permitting process and the appropriate liquor licence has been obtained, a separate Local Laws permit is generally not required.

Event organisers should also assess and manage risks associated with alcohol service, including responsible service practices, monitoring consumption, and preventing underage drinking. Where minors are present, consider using measures such as wristbands or identification systems to clearly identify patrons permitted to consume alcohol.

Staff serving alcohol must hold a Responsible Serving of Alcohol (RSA) certificate.

Event organisers are responsible for ensuring that all food and drink provided at their event is prepared, handled and sold in a safe and hygienic manner. This includes confirming that food vendors are appropriately registered and able to meet their food safety obligations.

Anyone selling or serving food and drinks (including alcohol) must comply with the Food Act 1984 and relevant food safety requirements. Food businesses, including temporary food stalls and mobile food vehicles, must be registered through the Food Trader system and hold all required approvals before trading. Temporary and mobile food vendors must also submit a Statement of Trade (SOT) advising the relevant council where and when they will be operating.

Event organisers should ensure food vendors have the necessary approvals and registrations in place before the event.

For events where alcohol is supplied or consumed, organisers are encouraged to register with Victoria Police through the PartySafe Program, which provides practical advice and resources to help reduce risks and promote safer events.

For more information, visit:

- Operate a Temporary Food Premises
- FoodTrader
- Wyndham City Council Local Laws - Permits
- VIC Police - PartySafe
- Liquor Licensing

Amusement rides

Amusement rides include jumping castles, rides, climbing walls and inflatables.

When booking rides for your event, you need to ensure there is enough flat space for setup, clear entry and exit paths for attendees, a reliable power supply, proper fencing, signage and safety measures to keep everyone safe.

When planning an event in Victoria, ensuring the safety of your attendees is a primary legal responsibility. Under Victorian Occupational Health and Safety regulations, all commercial amusement rides and inflatables must be fully registered with WorkSafe Victoria as an item of plant, and their specific designs must hold formal design registration. To legally operate, every ride requires a current annual safety compliance certificate issued by a qualified engineer, proving it meets strict Australian Standards.

If you are hiring rides from interstate, the operator must provide a certificate of interstate recognition from WorkSafe Victoria before setting up. As an event organiser, you must always verify these registrations beforehand and ensure the operator keeps up-to-date maintenance logbooks and operating manuals on-site during the event. Operators must be suitably licensed and trained.

A POPE and Siting Approval from Council may be required where amusement rides are included as part of the event.

Risks associated with amusement rides must be addressed in the Risk Assessment and Emergency Management Plan.

Further information is available at:

- Requirements - Amusement Rides - Worksafe VIC
- Major Events and Amusement Rides - Worksafe VIC

If your event is held on Council land and includes amusement rides, additional information and documentation may be required as part of your event application.





Inflatable structures

If your event includes inflatable structures such as jumping castles, slides or other inflatable attractions, they must be installed, operated and supervised safely. These activities must be included in the Risk Assessment and Site Plan.

Inflatable structures must be supplied, installed and operated by a competent provider and used in accordance with the manufacturer's instructions, including anchoring requirements, capacity limits and wind restrictions.

Set-up and location:

- Ensure the structure is securely anchored
- Check with Council before pegging into parks or reserves
- Keep structures clear of trees, power lines and other hazards
- Position blowers, motors and electrical equipment away from public access
- Maintain clear space around the inflatable for safe entry and exit

Supervision and weather:

- Provide continuous supervision by competent person
- Monitor weather conditions, particularly wind
- Stop use and deflate the structure if wind limits are reached or exceeded
- Do not leave inflatable structures operating unattended

Safety requirements:

- Ensure electrical equipment is safe and appropriately protected
- Provide impact-absorbing mats at entry and exit points where required
- Display clear operating rules and user capacity limits
- Inspect equipment before use and regularly throughout the event

Event organiser and operators are responsible for ensuring inflatable structures are installed and operated safely. Some inflatable attractions may be classified as amusement devices and may be subject to additional regulatory requirements.

For more information, visit WorkSafe Victoria:

- Major Events and Amusement Rides - Worksafe VIC
- Requirements - Amusement Rides - Worksafe VIC

Animals/petting zoos

If you are planning to host a petting zoo, animal nursery, or pony rides: please make sure you comply with standard animal welfare guidelines, set up full hand-washing stations for your attendees and collect a copy of the operator's Public Liability Insurance (PLI) and Risk Assessment Plan. Remember to tidy up any animal waste and leave the site clean and tidy at the end of your event.

Event organisers must ensure animal displays are included in the event application and supported by appropriate documentation, including a Risk Assessment and Public Liability Insurance. Council may request additional information as part of the approval process.

To help ensure your event runs smoothly and safely, please look out for signage at local parks and reserves regarding park leash rules, as these vary by location.

Anyone providing activities or displays at an event must comply with relevant laws and industry requirements. Wildlife and reptile exhibitors must hold a current Wildlife Demonstrator License issued by the Department of Energy, Environment and Climate Action (DEECA) to display native wildlife.

Further information is available at:

Wildlife Demonstrator License Guide

Circus and carnivals

Circus performances and acts that involve higher-risk activities such as fire, working at heights, aerial performances or other specialised equipment, require careful planning and risk management. Event organisers must ensure these activities are included in the Risk Assessment and that appropriate safety measures, supervision, emergency procedures and qualified operators are in place.

Event organisers must manage noise, traffic, parking, waste and other potential impacts on nearby residents and businesses in accordance with relevant legislation, permit conditions and industry standards, including Victoria's Good Neighbour Code of Practice for a Circus or Carnival where applicable.

Event organisers are encouraged to contact Council early to discuss site suitability, availability and requirements. Fees may apply depending on the event type, location and approvals required, including bonds, permits and land use fees.

Temporary structures and inspections

An Occupancy Permit for a Place of Public Entertainment (POPE) is required for Prescribed Temporary Structures, such as big tops or large performance structures. Where applicable, a Siting Approval must also be obtained from Council's Municipal Building Surveyor.

Inspections may be required before and after installation of structures. Council may also conduct pre and post event site inspections, with any damage repaired at the organiser's cost and deducted from the site bond.

Permits and compliance

An Occupancy Permit for a Place of Public Entertainment (POPE) and an Event Permit may be required for circus or carnival events, depending on the scale and setup.

Additional approvals, such as planning permits, traffic management plans or siting approvals, may also be required.

Contact - Building Services

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Fireworks and pyrotechnics

If your event includes fireworks or any form of pyrotechnics, additional planning and approvals may be required to ensure public safety and compliance with legislation that apply to events on both private and Council land.

Key requirements include:

- Engage a licensed pyrotechnician to conduct the display
- Include the activity in the Risk Assessment and safety planning process
- Notify WorkSafe Victoria at least 7 days prior
- Notify Wyndham City Council within the required timeframe and provide any information requested as part of the event approval process
- Notify the Country Fire Authority (CFA) at least 7 days prior
- Obtain any additional approvals required for displays on or over waterways (if applicable) from the relevant managing authority such as Parks Victoria or Ports Victoria (typically at least 14 days prior)
- Notify nearby residents and businesses (minimum of 500m radius from the fireworks release area) of any expected noise or disruptions at least 10 days prior

For events on Council land, event organisers must adhere to the following requirements and provide the documentation to Wyndham City Council:

- Displays limited to 15mins
- Displays cease no later than 10pm
- Pyrotechnician's licence
- Fireworks discharge notification
- Event site map
- Public liability insurance for $20m
- Risk Assessment and Emergency Management Plan
- Communications Plan – This will form part of the permit conditions and will include the need to notify all impacted residents, businesses, organisations and emergency services.

Fireworks must be carefully planned and managed to ensure public safety, minimise environmental impacts and comply with all regulatory requirements. Early planning is strongly recommended.

For more information, visit:

- Wyndham City Council – Bookings in Public Space
- WorkSafe
- CFA Victoria
- Parks Victoria

Manja line (Kite Festival)

The use of Manja line (abrasive or glass coated kite string) is prohibited at kite festivals and events, as it poses a serious risk to wildlife, particularly birds. Manja line can cause serious injury or death through entanglement and lacerations and may also create a safety risk for event participants and the wider community.

To help protect wildlife and ensure a safe event environment, only approved, non abrasive kite lines may be used.



Noise Management

Managing noise is an important part of event planning to minimise impacts on nearby residents, businesses and visitors. Events may generate noise from amplified music, announcements, vehicles, crowds and other activities. Organisers must take reasonable steps to reduce noise impacts wherever possible.

Measures such as careful stage placement, directing speakers away from residential areas, managing crowd noise and scheduling activities appropriately can help minimise disruption.

Event organisers should take reasonable steps to minimise noise impacts on nearby residents and businesses and comply with relevant EPA Victoria requirements.

For more information, visit:

EPA Victoria

Event applications and planning

As part of the event application process, organisers may be required to provide details about:

- The timing of amplified music and other noisy activities
- Measures to minimise noise impacts
- How nearby residents and businesses will be notified

Depending on the size of the event, Council may request a Noise Management Plan. This may include:

- Event activities, operating hours and duration
- Stage layout and speaker orientation
- Noise monitoring arrangements
- Community notification methods
- Procedures for responding to complaints



SECTION 2

Event Planning & Preparation

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Introduction



Wyndham City Council supports events that bring the community together while ensuring they are planned and delivered safely, responsibly and with consideration for the local community.

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The guide is designed for community groups, not-for-profit organisations, businesses, schools and event professionals, whether organising a small community gathering or a large-scale public event.

The guide is divided into four sections:

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Provides guidance on identifying, assessing and managing risks associated with events. It includes information on public safety, emergency planning, incident management and other measures to help ensure events are delivered safely and responsibly.

Event organisers are responsible for ensuring their event complies with all relevant legislation, permit conditions and safety requirements. Early planning is strongly encouraged to allow sufficient time for approvals, stakeholder consultation and risk management.

For further information or assistance, contact the Events team at Wyndham City Council

1300 023 411

events@wyndham.vic.gov.au

www.wyndham.vic.gov.au.


allgreen
NURSERY & GARDEN

Planning an Event

Planning is an important part of delivering a successful event. Good planning helps organisers understand what is required, identify potential risks, secure approvals, allocate responsibilities and create a positive experience for attendees, stakeholders and the wider community.

The amount of planning required will depend on the size, location and complexity of the event.

When planning an event, organisers should consider the following:

- **Purpose** – What is the event trying to achieve? For example, community connection, fundraising, celebration, education or promotion?
- **Target Audience** – Who is the event for? Consider who is likely to attend and the number of people you expect.
- **Event Size** – Expected attendance will influence venue requirements, permits, staffing, infrastructure and event costs.
- **Venue** – Is the venue suitable for the type and size of your event? Consider capacity, accessibility, amenities, parking and any site restrictions
- **Stakeholders** – Identify people and organisations involved in, or affected by, the event. This may include Council, emergency services, residents, businesses, sponsors, contractors, volunteers and community groups.
- **Timing** – Consider the event date, operating hours, and the time required for set-up (bump in) and pack-down (bump out).
- **Weather** – Weather can significantly affect outdoor events. Consider potential impacts and plan for adverse weather conditions.
- **Programming** – Think about the activities, entertainment and overall experience you want to create for attendees.
- **Safety and Risk** – Identify potential risks and consider how they will be managed. This may include crowd management, first aid, traffic management and emergency procedures.

Early planning can help avoid delays, reduce risks and ensure enough time is available to obtain any required permits, approvals and supporting documentation.

Wyndham City Council's Events Team can provide guidance on planning requirements and help identify any permits, approvals and documentation that may be required for your event.

A range of templates are available on the Event Planning page on our website:

Event Planning

Event Insurance

Public Liability insurance

Public Liability Insurance is strongly recommended for all events and is often required where members of the public are attending. It helps protect event organisers against claims arising from injury, property damage or other incidents that may occur as a result of the event.

Whether an event is held on Council land, other public land or private land, organisers must ensure their insurance cover is appropriate for the size, nature and activities of the event. As a guide, a minimum of $20 million Public Liability Insurance is commonly required for events and activities on Council land. A current Certificate of Currency may be required as part of the event application process or by the venue owner.

Depending on the event, additional insurance may also be required for contractors, stallholders, performers, food vendors and specific activities.

TIP: *Check insurance requirements early in the planning process and confirm any insurance requirements with Council, the venue owner, landowner or other relevant stakeholders. Contractors, performers, food vendors, market stallholders and other service providers must hold appropriate insurance for the activities they undertake. Event organisers should obtain copies of relevant Certificates of Currency where required.*

Product Liability insurance

Product Liability Insurance may be required where food, beverages, merchandise or other products are sold or supplied at an event. This insurance helps protect businesses and vendors against claims arising from injury, illness or damage caused by a product they have provided.

Food vendors, market stallholders and businesses selling products must ensure they hold appropriate insurance cover for their activities. For more information on insurance and compliance requirements for food vendors, refer to **Section 3 – Food Vendors and Exhibitors.**

WorkCover insurance

Organisations that employ staff may be required to hold WorkCover Insurance to provide support for workers who are injured or become ill as a result of their work. Event organisers who employ workers should ensure they understand and comply with their WorkCover obligations. Contractors, suppliers and service providers engaged for an event are also responsible for meeting any WorkCover requirements that apply to their business. Organisers should seek independent advice if they are unsure of their obligations.

TIP: *If your event is run entirely by volunteers and does not employ any staff, WorkCover Insurance may not apply. However, organisers should ensure appropriate insurance and risk management measures are in place for all event activities.*



Budget

An event budget outlines the expected income and expenses associated with delivering an event and is an important part of the planning process. Developing a budget involves estimating costs, identifying potential sources of income and planning how available funds will be used. A well-prepared budget helps event organisers manage finances responsibly and reduce the risk of overspending.

When preparing a budget, organisers should:

- Plan conservatively to minimise the risk of financial loss
- Make realistic assumptions about income and attendance
- Include a contingency amount to cover unexpected costs
- Review and update the budget regularly throughout the planning process

Budgets are typically prepared early in the planning stage and should be monitored before, during and after the event.

Common sources of event income may include:

- Ticket sales
- Fundraising activities and raffles
- Food vendors or market stallholder fees
- Sponsorship contributions
- Grant funding
- Donations
- Merchandise sales

Typical event expenses may include:

- Venue or site hire
- Permit and approval fees
- Staffing, contractor or volunteer expenses
- Equipment hire (including power, lighting and temporary infrastructure)
- Performer or entertainment fees
- Marketing and promotional costs
- Administrative and printing expenses
- Waste management services
- First aid services
- Catering or meal allowances
- Risk management measures
- Insurance costs

A template is available on the Event Planning page on our website:

Event Planning

Grants and Funding

Wyndham City Council offers a range of grants to support community-led events that promote community connection, participation and inclusion. Grant funding may assist with eligible event costs such as equipment hire, entertainment, marketing, accessibility initiatives and other event-related expense.

Community groups, not-for-profit organisations and eligible individuals are encouraged to explore available funding opportunities and review the eligibility criteria before applying.

For information or assistance with grant opportunities or eligibility requirements, contact Council's Grants team.

e funding@wyndham.vic.gov.au

w Wyndham City Community Strengthening Grants

TIP: *Organisers should allow sufficient time to prepare and submit applications and should not rely solely on grant funding when developing an event budget.*



Venue/Location

Selecting a suitable venue or location is a critical part of event planning and can influence event costs, capacity, accessibility and overall event operations.

When choosing a venue, organisers should consider hire fees, availability and any conditions that may have cost implications, such as security, cleaning, catering or staffing requirements.

The venue should be suitable for the type and size of the event, with enough space to comfortably accommodate the expected audience and associated activities. Existing facilities, including toilets, drinking water, power and waste services, should be assessed to determine whether additional infrastructure is required.

Accessibility is also an important consideration. Organisers should consider parking availability, public transport access, pedestrian access, delivery and service vehicle access, and the availability of accessible toilets and facilities.

Site visits should be undertaken early in the planning process to assess the suitability of the venue and identify any potential issues. Where appropriate, additional site inspections with key stakeholders may assist with event design, logistics and operational planning.

TIP: *Consider how weather conditions, noise impacts, emergency access, neighbouring properties and site restrictions may affect the event when selecting a venue.*



Sustainable Events

Delivering an event that considers sustainability and minimises impacts on the environment and community is an important part of responsible event planning. Sustainable practices can reduce waste, improve resource efficiency and create positive outcomes for attendees and the local community.

Sustainable events are also attractive to sponsors, grant providers and funding bodies, as they demonstrate responsible planning and community leadership.

When planning an event, organisers are encouraged to consider:

Area for Consideration	Considerations
Environment and Wildlife	• Minimise impacts from noise, lighting and other event activities. • Consider alternatives to fireworks where appropriate. • Avoid impacts on environmentally sensitive areas, wildlife habitats and conservation areas.
Supporting Local Industry	• Support local businesses, suppliers and service providers where possible. • Consider opportunities to showcase local products and services.
Power and Energy Use	• Minimise energy consumption where practical. • Consider fuel-efficient generators and other sustainable energy options.
Waste Prevention and Recycling	• Implement waste reduction, recycling and litter management measures. • Encourage vendors to minimise single-use plastics in line with Council policy. • Promote reusable items such as drink bottles and provide water refill stations where possible.
Sustainability Impact Consider	• Encourage public transport, walking, cycling, ride share or other sustainable travel options. • Purchase or hire items that are reusable, recyclable or made from recycled materials. • Minimise impacts on nearby residents and local wildlife through event design and operations. • Consider opportunities to donate surplus food where appropriate. • Include sustainability education or awareness activities as part of the event.

Event organisers are encouraged to consider sustainability throughout the planning process and identify practical measures that are appropriate for the size and nature of their event. Small changes can make a significant difference in reducing environmental impacts and creating positive outcomes for the community.

Further information and resources are available at:

Sustainability Victoria

Creating an Accessible Event

Creating an accessible event helps ensure everyone can participate, feel welcome and enjoy the experience. Accessible events support inclusion and help strengthen community connections. In Wyndham, around 20% of residents live with a disability, making accessibility an important consideration when planning an event.

Accessibility is about ensuring dignity, respect and equal participation.

When planning your event, consider the following:

- **Signage and promotion:** Use clear, easy-to-read signage and communication materials with good colour contrast and accessible formats where possible.
- **Communication:** Consider accessibility requirements such as Auslan interpreters, captions or other communication supports where appropriate.
- **Seating:** Provide accessible seating options with good viewing opportunities for attendees.
- **Quiet spaces:** Consider providing a quiet or low-sensory area where people can take a break from noise and crowds.
- **Access and pathways:** Ensure pathways are safe, clear and accessible. Temporary matting may be required on grassed or uneven surfaces.
- **Transport and parking:** Choose locations with accessible parking, drop-off areas and public transport options where possible.
- **Facilities:** Ensure accessible toilets are available and consider temporary ramps or other accessibility measures where required.
- **Vendors and activities:** Encourage vendors, exhibitors and activity providers to consider accessibility and inclusion in the services they provide.

Planning for accessibility benefits everyone and helps create a welcoming event for the whole community.

Visit our website to download an example accessibility checklist:

Event Planning





Aboriginal and Torres Strait Islander Cultural Protocols

Wyndham City Council encourages event organisers to recognise and celebrate the rich cultures, histories and ongoing contributions of Aboriginal and Torres Strait Islander peoples.

Organisers are encouraged to consider appropriate cultural protocols when planning events, particularly for significant community events, festivals and events that involve broad community participation.

Event organisers encouraged to identify the Traditional Owners of the land on which their event is being held and consider incorporating an Acknowledgement of Country or Welcome to Country where appropriate. Wyndham is located on the traditional lands of the Bunurong and Wadawurrung Peoples. Organisers can refer to Wyndham's Aboriginal Culture and History webpage for information on Traditional Owner boundaries, local Aboriginal history and cultural protocols.

Welcome to Country

A Welcome to Country is a formal welcome delivered by a Traditional Owner or Aboriginal Elder and acknowledges the cultural significance of the land on which an event takes place.

A Welcome to Country may be considered for major events, significant occasions, festivals, conferences or events attended by dignitaries and large audiences.

Requests for a Welcome to Country should be made well in advance of the event to allow sufficient time for consultation and arrangements.



Acknowledgment of Country

An Acknowledgement of Country is a way of showing respect to the Traditional Owners of the land and can be delivered by anyone.

An Acknowledgement of Country may be included at the beginning of an event, in speeches, presentations, programs, promotional material or event signage.

An Acknowledgement of Country should recognise the Traditional Owners of the land on which the event is being held. As Traditional Owner groups vary across Wyndham, event organisers are encouraged to confirm the appropriate wording before their event.

A suggested Acknowledgement of Country is:

(Insert Organisation/Event Name) acknowledges the **Bunurong or Wadawurrung** (delete as required) Peoples as the Traditional Owners of the lands on which we gather today. We pay our respects to their Elders past and present, and acknowledge their continuing connection to Country, culture and community.

Engaging Aboriginal and Torres Strait Islander communities

Where appropriate, event organisers are encouraged to engage Aboriginal and Torres Strait Islander businesses, artists, performers, speakers, sporting groups and community organisations as part of event planning and delivery.

This can help create meaningful opportunities to celebrate culture, share stories and strengthen community connections.

Cultural Performances and Activities

Events may include cultural performances, workshops, art, storytelling, dance, music or other activities that celebrate Aboriginal and Torres Strait Islander cultures.

Organisers should ensure that any cultural content is developed and delivered respectfully and, where possible, in consultation with Aboriginal and Torres Strait Islander peoples or organisations.

Further Information: For advice on Aboriginal and Torres Strait Islander cultural protocols, including the appropriate Traditional Owner group for your event location, event organisers can contact the Wyndham City Council Events team.



Planning Documents & Templates

The following resources are available to download from our website as a guide to assist with event planning. Event organisers remain responsible for ensuring all planning, approvals, risk assessments and safety measures are appropriate for their specific event.

- Event Brief
- Budget
- Event Task list
- Site Plan
- Production Schedule (including bump and out)
- Risk Assessment
- Emergency Management Plan
- Accessibility checklist
- Event Debrief

Visit our website to download the document templates:

Event Planning

Marketing & Promotion

Effective marketing helps raise awareness of your event, attract attendees and communicate important information to the community. Marketing activities may include event branding, social media promotion, advertising, signage, website listings, media releases and partnerships with local organisations.

Developing a Marketing Plan can help identify your target audience, key messages, promotional activities, budget and timelines. A clear marketing approach can assist in achieving attendance and engagement goals.

You can submit your event to Council's What's On page

Submit Your Event

TIP: *Start promoting your event early and ensure event information is accurate, up to date and consistent across all communication channels.*

Inviting Mayor, Councillors and MPs

Inviting Wyndham City Mayor & Councillors

Event organisers wishing to invite the Mayor or Councillors to attend an event must submit a request through Wyndham City Council's Councillor Invitation Form

To assist with the invitation, provide details including the event date, time, location, purpose of the event and whether a speaking role, presentation or formal acknowledgment is requested. Organisers should also include a contact person and any relevant event information, such as parking or access arrangements.

Invitations should be submitted as early as possible, preferably at least 10 business days before the event, to allow time for consideration and scheduling.

W Councillor Invitation Form



Inviting Members of Parliament (MPs)

Consider inviting Local, State and Federal Members of Parliament where the event has received government funding, is of significant community importance, involves an official opening or announcement, or provides an opportunity to recognise government support. Invitations should be issued well in advance, particularly where a speaking or ceremonial role is requested.



SECTION 3

Event Operations & Logistics

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Introduction



Wyndham City Council supports events that bring the community together while ensuring they are planned and delivered safely, responsibly and with consideration for the local community.

This Community Event Planning Guide has been developed to assist event organisers holding events within the City of Wyndham. It outlines Council requirements, regulatory obligations and practical considerations to help organisers plan, manage and deliver successful events.

The guide is designed for community groups, not-for-profit organisations, businesses, schools and event professionals, whether organising a small community gathering or a large-scale public event.

The guide is divided into four sections:

SECTION 1: Permits, Approvals & Legal Requirements

Provides information on Council permits, approvals and notifications that may be required for your event. It also outlines key legal and regulatory obligations, including licences, permits and approvals that may be required from external authorities.

SECTION 2: Event Planning & Preparation

Provides guidance on the planning and preparation required before your event, including budgeting, insurance, funding opportunities, venue selection, accessibility, sustainability, cultural protocols, marketing and event documentation.

SECTION 3: Event Operations & Logistics

Covers the operational aspects of delivering an event, including vendors, temporary infrastructure, utilities, signage, site planning, staffing, ticketing, amenities, waste management, traffic and parking management, and event evaluation.

SECTION 4: Safety, Risk & Emergency Management

Provides guidance on identifying, assessing and managing risks associated with events. It includes information on public safety, emergency planning, incident management and other measures to help ensure events are delivered safely and responsibly.

Event organisers are responsible for ensuring their event complies with all relevant legislation, permit conditions and safety requirements. Early planning is strongly encouraged to allow sufficient time for approvals, stakeholder consultation and risk management.

For further information or assistance, contact the Events team at Wyndham City Council

1300 023 411

events@wyndham.vic.gov.au

www.wyndham.vic.gov.au.

Food Vendors

Event organisers are responsible for ensuring that all food and drink provided at their event is prepared, handled and sold in a safe and hygienic manner. This includes confirming that food vendors are appropriately registered and able to meet their food safety obligations.

Anyone selling or serving food and drinks must comply with the Food Act 1984 and relevant food safety requirements. Food businesses, including temporary food stalls and mobile food vehicles, must be registered through the FoodTrader system and hold all required approvals before trading. Temporary and mobile food vendors must also submit a Statement of Trade (SOT) advising the relevant council where and when they will be operating.

Event organisers should ensure food vendors have the necessary approvals and registrations in place before the event.

Food stalls, mobile food vehicles and temporary food premises must be suitably designed, maintained and equipped to meet food safety requirements and protect public health.

Contact – Public and Environmental Health

1300 023 411

mail@wyndham.vic.gov.au

Further information can be found here:

Operate a Temporary Food Premises

FoodTrader

Insurance

All food vendors and stallholders must hold appropriate insurance for the activities they undertake at the event. This may include Public Liability Insurance and, where products are being sold or supplied, Product Liability Insurance.

Event organisers should collect and retain copies of relevant insurance certificates and confirm vendors have the necessary approvals, registrations and documentation in place before the event. Evidence of compliance should be available on request.

FoodTrader

FoodTrader is the Victorian online system used to manage food business registrations and notifications. Vendors can:

- Apply for Food Act registrations
- Manage registration details
- Lodge Statements of Trade for events and temporary trading locations

Further information is available at:

Food Trader

Smoking requirements

Smoking laws apply where food is provided. In Victoria:

- Smoking is prohibited at food fairs, and the entire event area must be smoke free
- At other organised events, smoking is prohibited within 10 metres of a food stall or food vendor

For further information, contact Wyndham City Council's Public and Environmental Health Department

1300 023 411 or

ehadmin@wyndham.vic.gov.au.



Drinking Water

Access to drinking water is important at all events, particularly during warm weather, to help prevent dehydration and heat related illness.

Event organisers are responsible for ensuring adequate drinking water is readily available to attendees throughout the event. Drinking water facilities should be conveniently located, clearly signed and accessible to all attendees. Locations should also be shown on the event site plan.

Drinking water may be provided through drinking fountains or water refill stations. Where bottled water is sold, organisers should consider making it available at an affordable price.

Events that require an Occupancy Permit for a Place of Public Entertainment (POPE) may be subject to minimum requirements for drinking water, sanitary facilities and other amenities. The required number of drinking fountains, taps, and other facilities will depend on the size and nature of the event and must be discussed with the Council's Building team.

Contact – Building Services

Please contact Council's Building Services team to discuss if a POPE is required or if you have any questions.

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Place of Public Entertainment





Entertainment & Programming

Entertainment and activities play an important role in creating a positive event experience and encouraging people to participate. A well planned program can help attract attendees, maintain interest throughout the event and encourage people to stay longer.

When planning entertainment and activities, consider:

- **Audience and purpose:** Ensure activities are appropriate for your target audience and support the overall purpose of the event.
- **Venue and site suitability:** Consider the available space, site layout, visibility, noise impacts and access requirements.
- **Program timing:** Schedule activities to maintain interest throughout the event and allow adequate time for set-up, changeovers and pack-down.
- **Variety of activities:** Include a mix of entertainment, interactive activities and experiences that appeal to a range of ages and interests.
- **Integration with other event elements:** Consider how entertainment will complement food vendors, markets, exhibitors and other event activities.
- **Practical requirements:** Identify staffing, equipment, power, technical support, accessibility requirements and any permits or approvals that may be needed.
- **Budget:** Select activities and entertainment that align with the event budget and provide value for attendees.

A balance and well organised program can help create an enjoyable, inclusive and memorable event experience for all attendees.

TIP: *Consider if you need to plan for a wet weather or contingency plan for outdoor entertainment and activities.*

Film screenings at events

Showing a film or other audiovisual content at an event may require permission from the copyright owner, even if admission is free. Event organisers are responsible for obtaining any required screening licences and permissions before publicly showing a film.

Licensing requirements can vary depending on the type of screening, audience size, venue and whether an entry fee is charged. Organisers should contact the relevant film licensing provider well in advance of the event to determine what permissions are required.

Organisers should also consider practical requirements such as screen size, audio equipment, power supply, seating, weather protection for outdoor screenings, accessibility and crowd management.

TIP: *Obtaining a copy of a film does not automatically provide the right to screen it publicly. A separate public screening licence may be required.*

For more information, visit:

Roadshow



Music at events

Music can help create atmosphere, attract attendees and enhance the overall event experience. When planning live or recorded music, organisers should consider the type of event, audience, venue, operating hours and any potential impacts on nearby residents and businesses.

Organisers should consider sound levels, stage and speaker locations, event timing, power requirements, bump in and bump out activities, and any technical equipment required. Music and entertainment activities should be included in the Risk Assessment and Site Plan, with steps taken to minimise noise impacts and ensure crowds can be managed safely.

Where music, performances or other entertainment are provided, organisers should ensure performers have suitable facilities, safe access to and from the performance areas, and any required permits, licences or approvals. Consideration should also be given to accessibility, weather conditions and contingency arrangements for outdoor events.

For further information on managing noise from events, refer to **Section 1 – Permits, Approvals & Legal Requirements – Noise Management section.**

Music licensing (APRA AMCOS)

Event organisers may need permission to play or perform copyrighted music at an event, whether it is live music, recorded music, background music or a DJ performance. Depending on the event, a music licence may be required through APRA AMCOS and OneMusic Australia. Organisers should check their licensing requirements early in the planning process and ensure any necessary permissions are obtained before the event.

For more information, visit:

- APRA AMCOS
- OneMusic



Stallholders

Exhibitors and stallholders can play an important role in creating an engaging and vibrant event. They may include community groups, local businesses, market traders, charities, information services, artists and other organisations that contribute to the overall event experience.

Event organisers should ensure exhibitors and stallholders are suitable for the event and comply with any relevant laws, permits and approval requirements. Considerations may include site allocation, access to power and water, vehicle access, waste management, accessibility requirements and bump in/bump out arrangements.

Organisers should provide exhibitors and stallholders with clear information about event requirements, operating conditions and site rules before the event.

Insurance

All exhibitors and stallholders should hold appropriate insurance for the activities they undertake at the event. This will generally include Public Liability Insurance and may include Product Liability Insurance where products are being sold or supplied.

Event organisers should collect and retain copies of relevant Certificates of Currency and confirm that exhibitors and stallholders have any required permits, registrations and approvals in place before the event. Evidence of compliance should be available on request.

TIP: *Consider preparing an Exhibitor or Stallholder Information Pack outlining key event details, site requirements, set-up times, pack-down procedures, parking arrangements and emergency contacts.*

Marquees and Other Temporary Structures

Marquees and other temporary structures are commonly used at events and may include marquees, stages, platforms, generators, temporary fencing, portable toilets, lighting towers and waste facilities. These structures should be carefully planned to ensure they are suitable for the site, safely installed and appropriate for the intended use.

All temporary structures should be on the event site plan and considered as part of the Risk Assessment. Organisers should also consider vehicle access, emergency access, pedestrian movement, underground services and site conditions when determining the location of temporary infrastructure.

For events held on Council owned parks, reserves and open spaces, marquees and other temporary structures are generally required to be weighted rather than pegged, unless prior approval has been obtained from Council. This helps protect underground services, irrigation systems and park infrastructure.

Event organisers should ensure all temporary infrastructure:

- Is fit for purpose and used as intended
- Is installed, operated and dismantled safely
- Complies with relevant legislation, standards and manufacturer requirements
- Is supplied and installed by suitably qualified operators or contractors
- Is maintained in a safe condition for the duration of the event

Please contact Council's Building Services team to discuss if a POPE is required or if you have any questions.

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Place of Public Entertainment

For further information, refer to **Section 1 - Permits, Approvals & Legal Requirements**

Power & Lighting

Power may be available through existing mains power or temporary sources such as generators. Event organisers should confirm power availability and capacity early in the planning process, particularly where power is required for stages, food vendors, lighting, amusement rides, audio visual equipment or other event infrastructure. Where additional power is required, engage a licensed electrician or reputable power supplier to ensure all installations are safe and compliant.

Appropriate lighting should be provided for the type of event, venue and operating hours, especially for events held after dark or in low light conditions. Consider lighting for:

- Entry and exit points
- Pathways and pedestrian areas
- Toilets and amenities
- Stages and activity areas
- Car parks, loading zones and service areas

Adequate lighting helps improve visibility and ensures the safe movement of attendees, staff volunteers and contractors.

All electrical equipment and installations must be safe, fit for purpose and comply with relevant Australian Standards. Electrical equipment should be tested and tagged where required, and power leads and cables must be secured or covered to minimise trip hazards and protect against damage.

Where generators are used, they should be well maintained, appropriately sized for the event, located away from public areas where possible, and operated by suitably trained personnel. Refuelling must only occur in a safe manner and away from ignition sources and members of the public.

TIP: *If you are bringing in additional power for your event, we recommend engaging a Safety Officer.*

For further information, refer to **Section 4 – Safety, Risk & Emergency Management – Safety Officer.**

Careful planning of power requirements, lighting and electrical safety will help ensure the event operates safely and efficiently.

For more information on electrical safety requirements in Victoria, visit:

WorkSafe



Signage

Signage plays an important role in promoting your event, directing attendees to and from the venue, and helping them safely navigate the event site.

Onsite signage

Well planned onsite signage can improve the event experience and help attendees move around the site safely and easily.

Depending on the event, organisers may wish to provide signage for:

- Parking and vehicle access
- Entry and exit points
- Toilets and amenities
- First aid and information points
- Food vendors and market stalls
- Event maps and program information
- Accessible facilities and services

Where appropriate, signage should be clear, easy to read and consistent with the event's branding or theme. Approval from the venue owner or land manager must be obtained before installing any temporary signage.

Traffic signage

Events that involve road closures, changed traffic conditions or traffic management measures may require temporary traffic signage and, in some cases, Variable Message Signs (VMS).

Traffic signage must:

- Be shown on an approved Traffic Management Plan
- Be installed by appropriately qualified personnel
- Comply with relevant traffic management requirements
- Be authorised by Council where required

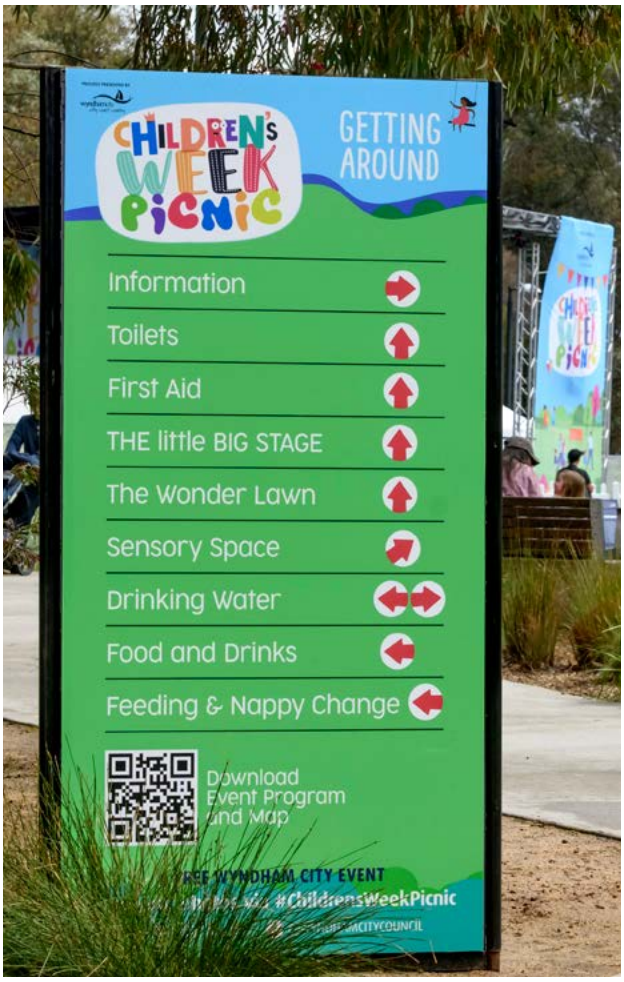
Outdoor real estate and advertising signage

Community groups can promote their event using Council approved temporary roadside advertising signs. These signs are typically used to display key event details such as the event name, date, time and location.

Approval is required before placing roadside signs. Event organisers must ensure all promotional signage within Wyndham complies with Council's requirements. Information about outdoor advertising sign permits and applications can be found on Council's website:

Outdoor Real Estate & Advertising Signage

To avoid delays, organisers are encouraged to seek advice and obtain all required approvals before installing any signs.



Site Map

A well prepared site map is an essential planning tool for any event. It provides a clear overhead view of the event site, venue or room and shows how event infrastructure, activities and services will be arranged.

A site map assists with event operations, safety planning, emergency response and communication with contractors, staff, volunteers and emergency services.

Creating a site map

Your site map should clearly identify all key event features, including:

- Entry and exit points
- Barriers and fencing
- Generator and lighting locations
- Amusement rides and attractions (where applicable)
- Emergency vehicle access points
- Emergency evacuation routes and assembly areas
- First aid locations
- Warden locations or zones
- Event infrastructure, including market stalls, food vendors, stages, seating and furniture
- Fireworks discharge location (where applicable)
- Stall or table numbers (where applicable)
- Key amenities such as drinking water, toilets and waste bins
- Signage locations
- A legend or key explaining symbols and markings used on the map

Site maps can be created using software such as Word, PowerPoint or Excel. Larger or more complex events may require detailed plans prepared using programs such as Visio, CAD or similar design software.

What's the difference between a Site Map and an Event Map?

	Site Map	Event Map
Purpose	Supports event operations, safety and emergency management	Helps attendees navigate the event
Audience	Organisers, staff, contractors and emergency services	Event attendees and visitors
Focus	Operational and safety information	Public amenities and event attractions
Includes	Emergency access routes, evacuation areas, assembly points, warden zones, first aid, fire extinguishers, vehicle access and infrastructure	Stages, activity zones, food vendors, toilets, information points, parking and accessible facilities
Level of Detail	Detailed operational information	Simple and easy-to-read public information
Answers	"How will the site be managed safely?"	"Where do I go and what's available?"

Visit our website to view a sample Site Map and Event Map:

Event Planning

Staff & Volunteers

Staff and volunteers play a vital role in the successful delivery of an event. They help ensure activities run smoothly, attendees receive assistance when needed, and the event operates safely and efficiently. Volunteers can also provide valuable community involvement and help increase the capacity of an event.

When planning your event, identify the workforce required and allocate people to appropriate roles. These may include:

- Information and customer service
- Set up and pack down
- Registration or ticketing
- Crowd assistance and wayfinding
- Parking marshals
- Stage or activity support
- General event operations

Staff and volunteer numbers should be appropriate for the size and complexity of the event. Rosters should align with event operating hours and include adequate breaks, shift changes and contingency arrangements to minimise fatigue.

All staff and volunteers should receive a briefing before the event covering:

- Their roles and responsibilities
- Reporting lines and key contacts
- Site layout and event schedule
- Emergency procedures and evacuation arrangements
- Relevant safety information and risk controls

Consider providing staff and volunteers with a means of identification, such as a name badge, high-visibility vest or event uniform, so they can be easily identified by attendees and event personnel.

Recognising and supporting staff and volunteers throughout the event helps create a positive experience, encourages future involvement and contributes to the overall success of the event.



Contractors

Many events rely on contractors to provide specialist services such as amusement rides, food vendors, security, first aid, traffic management, staging, audio visual equipment, cleaning, waste management and entertainment.

Event organisers are responsible for ensuring all contractors engaged for the event are suitably qualified, licensed and insured to undertake their work.

Before the event, organisers should obtain and retain relevant documentation from contractors, which may include:

- Public Liability Insurance
- Workers Compensation (WorkCover) Insurance, where applicable
- Relevant licences, registrations or accreditations
- Safe Work Method Statements (SWMS), where required
- Risk assessments
- Electrical test and tag records, where applicable

Contractors should be provided with relevant event information, including site access arrangements, bump-in and bump-out times, emergency procedures and any site-specific safety requirements.

Clear communication and coordination between organisers and contractors help ensure services are delivered safely and efficiently throughout the event.

TIP: *Provide a site induction to suppliers before they commence work to ensure they understand the event's safety requirements and site expectations.*



Insurance

Adequate insurance is an important part of event planning and risk management.

Depending on the nature of the event, organisers may be required to obtain and maintain appropriate insurance coverage, including:

- Public Liability Insurance
- Workers Compensation (WorkCover) Insurance
- Volunteer Personal Accident Insurance
- Professional Indemnity Insurance (where applicable)
- Property or equipment insurance (where applicable)

Event organisers should ensure all contractors, vendors and suppliers engaged for the event hold appropriate insurance relevant to their activities.

Certificates of Currency may be requested as part of Council's event permit process and must be available upon request.

If volunteers are involved in the event, organisers should confirm they are covered by an appropriate insurance policy.

Organisers are encouraged to seek independent insurance advice to ensure adequate cover is in place for their specific event activities.

Ticketing

For events that require controlled entry, organisers may wish to use a ticketing system. Online platforms such as TryBooking, Eventbrite and Ticket Tailor can be used for both free and paid events and can assist with event planning, attendance management and on-the-day operations.

Benefits of advance ticketing may include:

- Better management of attendee numbers and venue capacity
- Improved forecasting for staffing, catering and event resources
- Access to attendee information and registration data
- Reduced handling of cash on site
- Easy distribution of tickets through websites, email campaigns and social media
- Communication with ticketholders through pre-event updates and post event feedback surveys
- Faster and more efficient entry processes on event day

When planning ticketing arrangements, organisers should also consider:

- Entry and check-in procedures
- Staffing and volunteer requirements
- Accessibility and inclusive access arrangements
- Refund and cancellation policies
- Capacity limits and crowd management requirements
- Data privacy obligations when collecting attendee information

Ticketing should form part of the overall event planning process and be designed to provide a smooth and positive experience for attendees from registration through to event entry.

PLEASE NOTE: *Some ticketed events may require assessment under the Occupancy Permit for a Place of Public Entertainment (POPE) requirements, depending on the venue, attendance numbers and event infrastructure.*

Please contact Council's Building Services team to discuss if a POPE is required or if you have any questions.

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Place of Public Entertainment

Toilets

Providing adequate toilet facilities is an important part of event planning and should be considered early in the planning process. The number of toilets required will depend on factors such as expected attendance, event duration, whether alcohol will be available, patron demographics, and the availability of existing facilities at the venue.

Where existing facilities are insufficient, organisers are responsible for arranging and funding additional portable toilets. Accessible (all abilities) toilets should also be provided to ensure equitable access for all attendees. As a minimum, at least one accessible toilet should be available wherever public toilet facilities are provided. Organisers should also consider incorporating gender-neutral toilet options to support the diverse needs of event attendees.

When planning toilet facilities, organisers should consider:

- Expected attendance numbers
- Event duration and operating hours
- The location of existing toilets
- Accessibility requirements
- Servicing and cleaning requirements during the event
- Suitable lighting and safe access to facilities

Toilets should be in well-lit, easily accessible areas and distributed across the site where appropriate to minimise queuing and congestion. Toilet locations, accessible pathways and any changing places facilities should be clearly shown on the event site map and supported by clear directional signage.

If Council-managed public toilets are located within the event area, organisers should discuss servicing and access requirements with their Council Events Officer. Council public toilets are generally serviced as part of routine maintenance schedules, and any additional cleaning or servicing required during the event may be at the organiser's expense.

Careful planning of toilet facilities helps support attendee comfort, accessibility, hygiene and the overall event experience.

IMPORTANT: *If your event requires an Occupancy Permit for a Place of Public Entertainment (POPE), minimum toilet and accessible toilet requirements may apply as part of the permit assessment. Organisers must contact Council's Building Team early in the planning process to discuss site-specific requirements and determine whether additional facilities will be required.*



Traffic Management and Parking

Events can impact local roads, parking areas, public transport access and pedestrian movements. Early planning can help minimise disruption to residents, businesses and event attendees.

Traffic Management Plan (TMP)

You may need a Traffic Management Plan (TMP) if your event involves:

- Road closures or partial road closures
- Changed traffic conditions
- Temporary traffic control measures
- Increased pedestrian activity
- Restricted access to roads, car parks or driveways
- Impacts on public transport routes
- High attendance numbers or increased vehicle movements

A Traffic Management Plan is typically prepared by a suitably qualified traffic management provider and outlines how vehicles, cyclists and pedestrians will be managed safely during the event.

Depending on the event, a TMP may include:

- Traffic Guidance Schemes (TGS)
- Road closure and detour arrangements
- Traffic controller locations
- Signage and Variable Message Sign (VMS) locations
- Pedestrian crossing points and accessible routes
- Emergency vehicle access arrangements
- Identified risks and control measures

Parking

Event organisers should also consider parking requirements for attendees, staff, volunteers, contractors and vendors.

Where existing parking is limited, consider:

- Identifying alternative parking locations
- Providing accessible parking spaces
- Encouraging public transport, walking or cycling
- Providing clear directional signage
- Communicating parking arrangements to attendees before the event

Event organisers should contact Council's Traffic Team as early as possible to determine whether traffic management approvals are required.

e TrafficConcerns@wyndham.vic.gov.au

Effective traffic and parking management helps improve safety, reduce congestion and support a positive experience for event attendees and the surrounding community.

Road closures & approvals

Events that involve road closures, parking restrictions or changes to normal traffic conditions may require approval from the relevant road authority.

This may include:

- Wyndham City Council for local roads and car parks
- Department of Transport and Planning (DTP) for arterial roads and state-managed roads

Road closure requests should be considered early in the planning process, as additional approvals, traffic management plans and community notifications may be required.

Event organisers must ensure that residents, businesses, emergency services and pedestrians can continue to access affected areas safely. Where event activities are located adjacent to footpaths, safe pedestrian access should be maintained at all times. As a guide, a minimum unobstructed path of travel of one metre should be provided, unless otherwise approved.

To determine whether a road is managed by Wyndham City Council or the Department of Transport and Planning, refer to the Register of Public Roads:

w Register of Public Roads & Responsible Authority

w Road Types & Responsible Authorities

Early consultation with Council's Traffic Team is strongly recommended to identify any approval requirements and avoid delays during the event planning process.

Waste Management

Good waste management helps keep your event clean, reduces environmental impacts and creates a better experience for attendees.

When planning waste management for your event, consider:

- Providing clearly labelled bins for general waste, recycling and food organics
- Positioning bins in high-traffic areas, near food vendors and at event exits
- Ensuring bins are monitored and emptied regularly throughout the event
- Encouraging vendors to minimise packaging and avoid single-use plastics where possible
- Ensuring cooking oils, chemicals and wastewater are disposed of correctly and not poured into drains, waterways or garden beds
- Making suitable arrangements for litter collection during and after the event
- Encouraging vendors to responsibly manage food waste and recyclable materials
- Providing adequate waste facilities in back-of-house areas for vendors and contractors

Event organisers are responsible for returning the venue to a clean and tidy condition following the event. This includes the removal of event-related waste, litter and any temporary infrastructure.

Planning for waste management early can reduce clean-up costs, minimise environmental impacts and help create a safe, welcoming and enjoyable event for everyone.



Feedback & Evaluation

Taking the time to evaluate your event can help you understand what worked well, identify areas for improvement and support planning for future events.

Feedback can be gathered from a range of people, including attendees, volunteers, staff, performers, stallholders, sponsors and event partners. Collecting different perspectives can provide valuable insights into the overall success of the event.

Feedback can be gathered through:

- Online surveys
- Paper surveys or feedback forms
- Conversations with attendees and stakeholders
- Social media engagement and comments
- Staff and volunteer debrief sessions
- Meetings with key partners and suppliers
- When evaluating your event, consider:
- Whether the event achieved its purpose and objectives
- Attendance numbers and audience demographics
- Attendee satisfaction and overall experience
- Effectiveness of event promotion and communication
- Success of activities, entertainment and programming
- Site layout and wayfinding
- Accessibility and inclusion
- Safety, security and crowd management
- Waste management and environmental outcomes
- Feedback from staff, volunteers, vendors and stakeholders
- Opportunities for improvement at future events

Following the event, it can be useful to hold a short debrief with key staff, volunteers and stakeholders to discuss successes, challenges and lessons learned.

Documenting feedback, outcomes and key learnings can support continuous improvement, assist with future event planning and help meet reporting requirements for sponsors, funding bodies or Council.



SECTION 4

Safety, Risk & Emergency Management

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Introduction



Wyndham City Council supports events that bring the community together while ensuring they are planned and delivered safely, responsibly and with consideration for the local community.

This Community Event Planning Guide has been developed to assist event organisers holding events within the City of Wyndham. It outlines Council requirements, regulatory obligations and practical considerations to help organisers plan, manage and deliver successful events.

The guide is designed for community groups, not-for-profit organisations, businesses, schools and event professionals, whether organising a small community gathering or a large-scale public event.

The guide is divided into four sections:

SECTION 1: Permits, Approvals & Legal Requirements

Provides information on Council permits, approvals and notifications that may be required for your event. It also outlines key legal and regulatory obligations, including licences, permits and approvals that may be required from external authorities.

SECTION 2: Event Planning & Preparation

Provides guidance on the planning and preparation required before your event, including budgeting, insurance, funding opportunities, venue selection, accessibility, sustainability, cultural protocols, marketing and event documentation.

SECTION 3: Event Operations & Logistics

Covers the operational aspects of delivering an event, including vendors, temporary infrastructure, utilities, signage, site planning, staffing, ticketing, amenities, waste management, traffic and parking management, and event evaluation.

SECTION 4: Safety, Risk & Emergency Management

Provides guidance on identifying, assessing and managing risks associated with events. It includes information on public safety, emergency planning, incident management and other measures to help ensure events are delivered safely and responsibly.

Event organisers are responsible for ensuring their event complies with all relevant legislation, permit conditions and safety requirements. Early planning is strongly encouraged to allow sufficient time for approvals, stakeholder consultation and risk management.

For further information or assistance, contact the Events team at Wyndham City Council

1300 023 411

events@wyndham.vic.gov.au

www.wyndham.vic.gov.au.


VICTORIA POLICE
D. Jenkins

Risk Management

All events involve some level of risk. Event organisers are responsible for identifying potential hazards and implementing measures to minimise risks to attendees, staff, volunteers, contractors and the wider community.

Risk management should begin early in the planning process and continue through to event delivery. Risks should be reviewed regularly, particularly where event conditions, activities or attendance numbers change.

Events and event sites may be considered workplaces under occupational health and safety legislation. Event organisers are responsible for ensuring appropriate safety measures are in place and that risks are reduced as far as reasonably practicable.

What is a risk assessment?

A risk assessment is a document used to identify potential hazards, assess the level of risk and outline control measures to reduce those risks.

Common event risks may include:

- Extreme weather
- Slips, trips and falls
- Traffic and pedestrian conflicts
- Electrical hazards
- Temporary structures
- Crowd management issues
- Fireworks and other high-risk activities
- Fire and gas safety risks
- Medical emergencies
- Reputational or operational issues

Risk assessments must be documented and regularly reviewed throughout the planning and delivery of the event.

TIP: *High and extreme risks should be addressed as a priority and may require additional controls, specialist advice or changes to event operations.*

A template is available on the Event Planning page on our website:

Event Planning

Emergency Management

Every event must have procedures in place to respond to emergencies.

The level of emergency planning required should be proportionate to the size, complexity and risk profile of the event. Larger or higher-risk events may require a formal Emergency Management Plan.

Emergency management planning should consider:

- Medical emergencies
- Fire
- Severe weather
- Lost children or vulnerable persons
- Crowd disturbances
- Gas leaks or electrical incidents
- Evacuation procedures
- Communication with emergency services

Emergency Management Plan

For larger or higher-risk events, an Emergency Management Plan must be developed and shared with key event personnel.

The plan should include:

Site Information

- Site map showing event infrastructure and services
- Emergency vehicle access routes
- Warden areas/zones
- Evacuation routes and assembly areas
- First aid locations

Key Contacts

- Chief Warden
- Area Wardens
- Event Manager
- Safety Officer
- Emergency contacts

Emergency Procedures

- Incident response procedures
- Emergency communications
- Evacuation procedures
- Incident escalation processes
- Emergency service notification arrangements

Emergency procedures must be communicated to event staff, volunteers, contractors and security personnel before the event begins.

First Aid, Health and Medical

Event organisers have a duty of care to provide appropriate first aid arrangements for attendees, staff, volunteers and contractors.

The level of first aid required should be determined through the Risk Assessment and may vary depending on:

- Expected attendance numbers
- Audience demographics
- Event activities and risk profile
- Duration of the event
- Weather conditions
- Location and access to emergency services
- Previous event history

First aid facilities

First aid services must be clearly identified and easily accessible to attendees.

Depending on the size and nature of the event, first aid facilities may include:

- Accredited first aid personnel
- A dedicated first aid post or treatment area
- Clearly visible signage
- Fully stocked first aid kits
- Access to drinking water
- Appropriate lighting and shelter
- Safe disposal of clinical and general waste

First aid locations must be shown on the event Site Map and communicated to staff, volunteers and contractors during event briefings.

Events requiring an Occupancy Permit for a Place of Public Entertainment (POPE) must provide first aid services appropriate to the size, nature and risk profile of the event. As part of the permit application, organisers may be required to provide details of their first aid arrangements, including:

- The name of the first aid provider
- The number of accredited first aid officers attending the event
- The location of first aid facilities on the site map

First aid requirements should be determined through a site-specific Risk Assessment and consultation with a qualified first aid provider.

Public health and infection control

Event organisers should take reasonable steps to protect attendees, staff and volunteers from public health risks.

Consider:

- Providing hand washing and hand sanitising facilities where appropriate
- Maintaining a clean event site
- Regular servicing of toilet facilities
- Safe collection and disposal of waste
- Communicating relevant health and safety information to staff and volunteers
- Monitoring and complying with any Victorian public health advice in place at the time of the event

Further information is available from Ambulance Victoria:

Ambulance Victoria - Public Events

Fire and Gas Safety

Fire and gas safety must be considered as part of the Risk Assessment.

Where BBQs, food vendors, gas appliances, generators, heaters or other ignition sources are used, appropriate controls must be in place. This may include fire extinguishers, fire blankets and safe storage of gas cylinders and fuel.

Event organisers should also consider:

- Fire Danger Ratings
- Total Fire Ban Days
- Code Red Days
- Compliance with CFA and Energy Safe Victoria requirements

Gas appliances and equipment used at events must be compliant and operated safely. Mobile food vendors are responsible for ensuring their equipment meets relevant requirements and safety standards.

Weather Response Planning

Weather conditions can change quickly and may impact the safe operation of an event.

Event organisers should develop contingency plans that outline how extreme weather will be managed and under what circumstances event activities may need to be modified, suspended, relocated or cancelled.

Weather planning should consider:

- Extreme heat
- Strong winds
- Heavy rainfall
- Thunderstorms
- Lightning
- Flooding

Attention should be given to temporary structures such as marquees, stages, fencing, inflatables and signage, which can become unsafe during high winds. Event organisers should obtain and understand the wind ratings for all temporary structures and include these, along with any required response actions in the Emergency Management Plan.

Event organisers should monitor forecasts leading up to and during the event and regularly check updates from the Bureau of Meteorology.

BOM



Security, Crowd Control and Pedestrian Management

Security

The level of security required for an event will depend on the size, location and activities involved.

Some events may require licensed security personnel, particularly where alcohol is served, large crowds are expected, ticketing is used or events operate into the evening.

Event organisers should determine appropriate security arrangements through their Risk Assessment and consider:

- Staffing numbers
- Operating hours
- Patrol locations
- Access control
- Incident response procedures
- Emergency management responsibilities

IMPORTANT: *Security requirements may form part of the conditions of an Occupancy Permit for a Place of Public Entertainment (POPE).*

Pedestrian and crowd management

Effective crowd management helps ensure attendees can move safely around the event site and surrounding areas.

Consider:

- Clearly identified entry and exit points
- Unobstructed pedestrian routes
- Queue management
- Separation of vehicles and pedestrians
- Accessible pathways
- Monitoring of high-traffic areas

Pedestrian movements should be shown on the event Site Map and, where required, integrated with traffic management arrangements.

Effective security, crowd management and pedestrian planning help create a safe and enjoyable experience for attendees, staff, volunteers and the wider community.

Further information is available from:

WorkSafe Crowd Control at Venues and Events



Event Cancellation or Postponement

Despite careful planning, circumstances may arise that require an event to be postponed, cancelled or temporarily suspended. Event organisers should have a clear process in place to manage these situations and communicate changes to attendees, staff, volunteers, contractors, sponsors and stakeholders.

Potential cancellation or postponement scenarios should be identified as part of the Risk Assessment. This may include:

- Severe weather
- Total Fire Ban or Code Red conditions
- Public safety concerns
- Venue or infrastructure issues
- Low ticket sales or attendance
- Contractor or supplier issues
- Emergencies or unforeseen circumstances

Organisers should consider:

- Who is authorised to make decisions regarding cancellation or postponement
- How attendees and stakeholders will be notified
- Refund or ticket transfer arrangements
- Contractor and supplier obligations
- Alternative dates or contingency arrangements
- Financial implications and insurance considerations

Where an event is being conducted on Council-owned or managed land, the Council Events Officer must be notified as soon as practicable if the event is cancelled, postponed or significantly altered.

Maintaining up-to-date contact details for staff, volunteers, contractors, performers, vendors and suppliers will assist with timely communication should changes be required.

Occupational Health and Safety

Event organisers are responsible for ensuring their event is planned and delivered in a manner that protects the health and safety of attendees, staff, volunteers, contractors and the wider community.

Contractors and high-risk work

Where contractors are engaged to undertake high-risk construction work, a Safe Work Method Statement (SWMS) must be provided before work commences on site.

Examples may include:

- Stage construction
- Installation of temporary structures
- Electrical works
- Rigging activities
- Elevated work platforms

Event organisers should review contractor documentation and ensure contractors comply with their safety obligations while working on site.

Further information is available from

WorkSafe Victoria:

Incident reporting

All incidents, near misses and injuries should be recorded and investigated where appropriate.

Certain serious incidents must be reported immediately to WorkSafe Victoria and may also require notification to Council.

Examples include:

- A fatality
- Serious injury or illness
- Structural collapse
- Fire or explosion
- Dangerous gas or chemical incidents
- Significant electrical incidents

Event organisers should maintain appropriate reporting and escalation procedures as part of the Risk Assessment.

Child safety and Working with Children Checks (WWCC)

Event organisers are responsible for providing and maintaining a safe environment for children and young people attending or participating in their event.

Organisers must determine whether any activities, roles or services associated with their event are subject to the Victorian Child Safe Standards and/or Working with Children Check (WWCC) requirements. Where applicable, organisers are responsible for ensuring compliance with all relevant child safety obligations.

This includes ensuring that staff, contractors, volunteers and any third parties engaged to deliver child-related services hold appropriate clearances, are suitably supervised and operate in accordance with applicable child safety requirements.

Further information is available at:

Working with Children Check (WWCC)

Safety Officer

Depending on the size and risk profile of the event, a dedicated Safety Officer may be required. The Safety Officer should be engaged early in the planning process to assist with identifying and managing event safety risks and ensuring appropriate control measures are in place.

The Safety Officer may be required to review key event documentation, including the Risk Assessment, Emergency Management Plan, Traffic Management Plan, site maps and contractor information. They may also require details of food vendors, amusement rides, temporary structures, fireworks, high-risk activities and other elements that may impact public safety.

Responsibilities may include:

- Monitoring safety risks and hazards
- Reviewing event plans and safety documentation
- Conducting site inspections before and during the event
- Coordinating incident responses, including emergencies or evacuations
- Monitoring contractor and vendor compliance (food vendors, power and amusement rides)
- Liaising with emergency services, regulatory authorities and event management personnel
- Assisting with emergency preparedness and response planning
- Advising organisers on safety requirements and risk mitigation measures

Taking a proactive approach to health and safety, including engaging a Safety Officer early in the planning process, helps ensure events are delivered safely and in accordance with legislative requirements.

Events requiring an Occupancy Permit for a Place of Public Entertainment (POPE) must nominate a Safety Officer as part of the permit assessment process.



Emergency Services Notification

For larger or higher-risk events, organisers are encouraged to notify local emergency services as part of the planning process.

Notification may be appropriate where events involve:

- Large crowds
- Road closures
- Fireworks
- Alcohol service
- High-risk activities
- Significant traffic impacts

Depending on the circumstances, organisers may wish to notify:

- Victoria Police
- CFA
- Ambulance Victoria
- VICSES

Information provided may include:

- Event name, date and location
- Expected attendance
- Event activities
- Security arrangements
- First aid arrangements
- Traffic management plans
- Key event contact details

Early communication supports emergency preparedness and helps agencies understand activities occurring within the municipality.

Resident & Business Notification

Event organisers must advise local residents and businesses if any of the following activities are occurring at your event:

- Fireworks displays
- Amplified sound, such as stage programming, music and speeches
- Impacts to roads, traffic or pedestrians

Please ensure your resident notification:

- Is sent to all residences and businesses within a minimum 500m radius from the activity
- Is sent at least 10 days prior to the date of the activity
- Includes event dates, operating hours and key activity information
- Includes event organiser contacts details if they wish to seek further information.

Early engagement helps build positive community relationships by keeping residents and businesses informed.



Event Contacts and Links

The following contact details will be useful in helping you as the event organiser.

Organisation	Contact Number	Website
Ambulance Victoria	1800 765 731	www.ambulance.vic.gov.au
APRA – Australasian Performing Right Association	03 9426 5200	www.apraamcos.com.au
Bureau of Meteorology (BOM)		www.bom.gov.au
CFA – Country Fire Authority		www.cfa.vic.gov.au
Consumer Affairs Victoria		www.consumer.vic.gov.au
Department of Transport & Planning	03 9655 6666	www.vic.gov.au/department-transport-and-planning
Energy Safe Victoria	1800 652 563	www.esv.vic.gov.au
Environment Protection Authority (EPA)	03 9695 2777	www.epa.vic.gov.au
FoodTrader		https://foodtrader.vic.gov.au/
Liquor Control Victoria (LCV) (if you plan to serve and sell alcohol)	1300 182 457	www.vic.gov.au/liquor-control-victoria
OneMusic Australia (Music licensing)	1300 162 162	www.onemusic.com.au
Parks Victoria	13 1963	www.parks.vic.gov.au
Victoria Police	03 9247 5714	www.police.vic.gov.au
Victoria SES	132 500	www.ses.vic.gov.au
Victorian Gambling & Casino Control Commission	1300 599 759	www.vgccc.vic.gov.au
Working with Children Checks	1300 652 879	www.workingwithchildren.vic.gov.au
WorkSafe	1800 136 089	www.worksafe.vic.gov.au

Wyndham City Contacts

	Contact Number	Website
Wyndham City	1300 023 411	www.wyndham.vic.gov.au
Building Services - Occupancy Permit for a Place of Public Entertainment (POPE) or Siting Approval		buildingenquiries@wyndham.vic.gov.au
Events in Council Open Spaces		open.spaceevents@wyndham.vic.gov.au
Events Team		events@wyndham.vic.gov.au
Environmental Health (FoodTrader)		ehadmin@wyndham.vic.gov.au
Film Wyndham		Film@wyndham.vic.gov.au
Grants Team		funding@wyndham.vic.gov.au
What's On Page		www.wyndham.vic.gov.au/events-experiences/submit-your-event
Traffic Team		TrafficConcerns@wyndham.vic.gov.au
Town Planning		Statplanning@wyndham.vic.gov.au





For more information visit

www.wyndham.vic.gov.au/event-planning

wyndhamcity

city. coast. country