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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 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

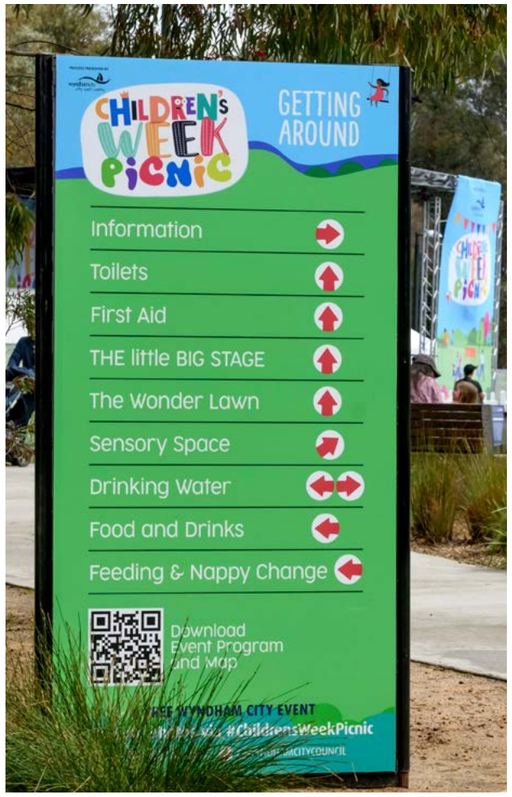
Outdoor real estate and advertising signage

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.



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

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