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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 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.



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

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