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Managing Events on Council's Active Reserves



Requirements for Sporting Clubs, Community Organisations and Schools

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1. Purpose of this Document

The following document has been created to assist sporting clubs, community organisations and schools staging a minor event on a Knox City Council active reserve to comply with Council's obligations under the Building Control Act 1993. A minor event includes but is not limited to:

- Sporting finals;
- Sports Club presentation days;
- Fun runs; and
- Family fun days.

This document entails an application form in Section 4 which is designed to obtain the required information with respect to the Certificate of Occupancy for Council facilities, which is a prerequisite when hosting events such as Eastern Football League finals.

Council is aware that many sporting clubs and community organisations already perform a number of items in this document to a high standard, however to ensure transparency, consistency of approach and that documentary evidence is available; each section of the application form must be completed. Council is also mindful of the increasing workload placed on volunteers and groups in the community. As such, the information requested in this form is the minimum required.

2. Parameters of this Document

This document primarily relates to the health, safety and exposure to risk of everyone attending, working or volunteering on site at an event staged on a Knox City Council active reserve. As such the application form concentrates heavily on the processes related to planning and staging the event. Components of the application form include, but are not limited to permits, insurance, site management, traffic, security, food, hygiene, public safety and in particular, planning for an emergency.

There are many other aspects to planning a successful event that are not included in this guide. These include planning, programming, communication, entertainment, diversity of activity and evaluation. Groups are encouraged to seek training and resources where appropriate, to develop high quality events and to continually look at ways of improving activities in the City.

3. Information Checklist

Below is a list of the information which is required to complete the Application Form:

- Details of Event Manager and at least 3 other contacts including the Chief Safety Officer;
- Date and time the event is to be run;
- The entertainment that will be part of the event;
- The maximum number of patrons on site at one time at the event;
- Numbers of volunteers and staff required to run the event;
- Insurance details including the Groups public liability and product liability if relevant (must be attached to your application);
- Public Liability Insurance and relevant industry licenses and permits of entertainment operators, where applicable (must be attached to your application);
- All permit requirement details such as temporary structures, food handling (environmental health permit), liquor licensing etc (must be attached to your application);
- A detailed Traffic Management Plan;
- A detailed Waste Management Plan;
- Details of First Aid Officer/s for the event;
- A detailed Emergency Management Plan;
- Details on arrangements for security and crowd control;
- Knowledge of the event site including the location of all activities and services including all vendors and activities, first aid posts and free drinking water;
- Event coordination location, emergency entrances, evacuation points etc;
- A site plan; and
- A copy of an email from emergency services to verify notification of your event.

4. Application Form

The Application Form below is required to be completed and returned to Council a minimum of 21 days prior to the event date. Please note that the event must not be held unless written approval has been received from Council.

1. Contact Information	
Organisation:	
Postal Address:	Postcode:
Contact Name:	
Position:	
Phone (BH):	Mobile:
Email:	
Will the above applicant be the Event Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please complete the Event Manager Contact Information section below.	

2. Event Manager Contact Information

Contact Name:

Position:

Phone Number During the Event:

Email:

3. Key Contacts

Please list below a minimum of 3 alternate contacts for the event including the Chief Safety Officer.

Contact Name	Position	Phone

4. Insurance

It is a requirement of Council that all organisations have public liability insurance. Please provide the following details for your Public Liability Insurance and enclose a copy with this application. Council requires a minimum value of \$20,000,000.00.

Policy Number:

Insured Amount:

Insurer:

Date of Expiry: / /

5. Event Overview

Purpose of Event:

Location of Event:

Event Date: / /

Event Start Time:

Event End Time:

Expected Number of Patrons:

Expected Number of volunteers/staff:

Briefly describe below the entertainment that will be part of the event.

Will the event be ticketed or will entry be charged? Yes No

Are any road closures planned? Yes No - If yes, contact Local Laws on 9298 8000.

6. Permits and Licenses

Applicants may need to apply for various permits and licenses to run their event. Below is a list of possible permits and licenses which may need to be obtained. Please identify which permits and licenses are required, which have already been obtained and attach a copy of these permits and licenses to this application.

Permit Name	Is it required?	Has it been obtained?
Food Act Registration for canteen, notification for sausage sizzle, and other food traders Please contact the Health Department on (9298 8581)		
Planning Permit: Please contact City Planning on 92988125 to confirm if a permit is required		
Temporary Prescribed Structures Occupancy Permits from the party hire company (E.g.: marquee greater than 100m ² , seating stands for more than 20 people)		
Reserve Access Permit – Should vehicle access on a reserve be required		
Permit to run raffles, bingo and other forms of gambling		
Liquor License		

7. Food and Alcohol

Please describe below what type of food and beverage will be served and how fresh water will be made available to patrons (e.g. canteen etc.).

8. Public Health and Safety

There are minimum requirements relating to the number of toilets per number of patrons. The requirements for toilets at public events where alcohol is not available:

Patrons	WC	Males		Females	
		Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	3	2
<1000	2	3	3	4	3
<2000	3	5	5	7	5
<3000	5	8	7	10	7
<5000	6	12	10	16	12
<10000	10	23	18	32	26

The requirements for toilets at public events where alcohol is available:

Patrons	WC	Males		Females	
		Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	3	2
<1000	2	3	3	4	3
<2000	3	5	5	7	5
<3000	5	8	7	10	7
<5000	6	12	10	16	12
<10000	10	23	18	32	26

Please note:

- Minimum 1 pan, 2 urinals & 2 hand basins for every 500 male patrons over 10,000;
- Minimum 1 pan & 2 hand basins for every 200 female patrons over 10,000; and
- Disabled toilets must be made available for patrons under Australia Standards AS1428 which recommends 1 disabled toilet per 100 people.

Using the above guide, please indicate below the number and type of toilets which will be on site.

Male:	Female:	Disabled:	Portable:
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Will use of public toilets be required? Yes No – If yes, to organise a key please contact the Leisure Services Officer on 9298 8335.

Please describe below the schedule for toilet cleaning.

9. Traffic Management Plan

Please describe below how you intend to manage traffic and address the following points:

- Access and parking for emergency vehicles;
- Pick up zones for buses and taxis;
- Car spaces for people with a disability;
- Road closures (where applicable);
- Temporary road signage (where applicable); and
- Is adequate parking available on site?

Please attach, where appropriate, car parking identified in the site management plan.

Has the Traffic Management Plan been approved by Council? Yes No

Has Council been notified of any road closures? Yes No N/A - If applicable, please identify below which road/s will be closed and attach a map identifying road closures.

10. Waste Management Plan

Please describe measures which the event organisers will have in place to manage waste including:

- Bin locations during the event;
- Litter pickups; and
- Syringe and needle disposal.

Please ensure that bin locations are identified on the site management plan. Council may be able to supply and empty garbage and recycling bins for Council sponsored community or charitable events. At least one month notice is required.

11. First Aid

Please identify qualified first aid officers below. First aid posts are required to be identified on the site plan.

Name	Contact Phone

12. Site Plan

It is a requirement that a Site Plan is developed and identifies all points, where applicable, addressed below as well as any additional items which relate to your event. This site plan should be posted throughout the event site for patron's reference. **This site plan is essential for emergency management.** Should you require an overhead shot for your site plan, please contact Leisure Services.

All food/drink stalls		Non alcohol areas		Emergency coordinator centre	
All activities stalls		Liquor outlets		Emergency vehicle entrance	
Drinking water		Restricted areas		Emergency vehicle routes	
Information Centre		Entrance and exits		Emergency vehicle parking	
First aid posts		Toilets		Emergency exists	
Shelter		Disabled toilets		Fire extinguishers	
Seating		Parking		Emergency evacuation points	
Taxi/Bus pickup		Disabled parking		Water hydrants	
Temporary structure		Location of entertainment		Liquor consumption area	
Event Coordinator Centre		Water hazards		Road closures	
Lost children meeting point		Litter and recycle bins (existing and extra)			

13. Emergency Management Plan

Have you marked all of the emergency needs on the site plan? Yes No

Is the emergency coordination centre different to the event coordination centre?
 Yes No

Have emergency services been notified of the event? Yes No

Will emergency services be on site for the event? Yes No

Please describe below the type of security or crowd control that will be used for the event. Should a security company be used, please provide their details below and attach a copy of their Public Liability Insurance.

Describe below how the event will be interrupted and patrons will be notified in the case of an emergency e.g. PA system. Please also advise of an alternate method of communication should the primary method be unsuccessful (e.g. Loud hailer).

Describe below how organisers, staff and volunteers will be communicated with e.g. mobile phones. Please also advise an alternate method of communication should the primary method be unsuccessful.

Has fire fighting equipment been identified on the site plan? Yes No

Please list below all designated safety officers authorised to take control in an emergency, operate safety equipment and undertake an evacuation.

Name	Contact Number (on event day)

Have the Safety Officer/s been briefed on how the event management plan will be implemented and know what they are to do when required? Yes No

Please list any additional points in the spaces provided that relate to your event for possible on site emergencies and whether outside help is required.

Emergency	Action Taken	Outside Help?
Gas explosion	Clear area First aiders and safety officers attend. Enact DRABC and call for assistance. Evacuate if unsafe	Yes
Minor injuries	Apply first aid to injury and record in injury register.	No
Public disturbance (minor – potential physical violence)	Security to attend and assess whether the police are to be called. Security to diffuse, mediate and separate parties.	No
Public disturbance (major – physical violence)	Security to attend and call police.	Yes
Life threatening medical emergency (heart attack etc.)	First aid treatment at site. Immediately call emergency services if not already on site. Enact emergency management to ensure access to person/people affected.	Yes
Fire in structure, vehicle or trees	Enact emergency management plan. Isolate area quickly and direct crowd into emergency zones. Call CFA	Yes
Storm or high winds	Safety officers to monitor temporary structures. Advice to patrons about action they should take. Disconnect temporary electrical and gas fittings. Interrupt game if appropriate.	Yes

Emergency	Action Taken	Outside Help?
Structure failure resulting in injury or loss of life	Enact emergency management plan. Call emergency services.	Yes

Should an emergency occur, the following process should be followed:

1. Incident reported to event coordinators by public, volunteers, staff or contractors;
2. Event coordinators contact emergency services if not possible to resolve situation;
3. Emergency services take command of the event; and
4. Event coordinators, volunteers and staff assist as directed by emergency services.

14. Emergency Contacts

Please include any additional emergency contacts to the list below (if applicable).

Organisation Name	Contact Name	Phone
Knox City Council	Leisure Services Officer	9298 8335
Victoria Police	Officer on Duty	000
Ambulance Victoria	Officer on Duty	000
CFA	Officer on Duty	000
SES	Officer on Duty	132 500
Dept. Human Services	Officer on Duty	1300 650 172
Electrician	Knox City Council	9298 8000
Plumbing	Knox City Council	9298 8000

5. Additional Requirements

Groups are encouraged to seek training and resources where appropriate to develop high quality events and to continually look at ways of improving activities in the City.

5.1 Evaluation

It is strongly recommended that groups and organisations evaluate the success of the event and use that evaluation to assist planning for future events. Some questions that should be answered include:

1. List or describe what you thought was successful or worked well in the area you were responsible for or involved in;
2. List or describe what you thought was not successful or did not work well in the area you were responsible for or involved in;
3. List or describe your recommendations for the area you were responsible for or involved in;
4. List or describe what you thought was successful or observed working well in the whole event;
5. List or describe what you thought was not successful or observed did not work well in the whole event;
6. List or describe your recommendations for the whole event.

5.2 Record Keeping

It is a requirement that all documentation for the event must be kept. These documents may be required by any authority should an incident occur that warrants investigation. These documents include but are not limited to:

- | | | |
|---------------------|----------------------|-------------------|
| - Correspondence | - Site Plan | - Volunteer Lists |
| - All Permits | - Contracts | - Staff Records |
| - Promotions | - Supplier Lists | - Accounts |
| - Event Plan | - Meeting Minutes | - Committee List |
| - Incident Register | - Event Program | - Media Articles |
| - Emergency Plan | - Cleaning Schedules | - Receipts |
| - Maintenance | - Insurances | |

5.3 Letter Box Drops

Council requires Groups to conduct letter box drops to all surrounding residents within a minimum radius of 500m notifying them of the event. A larger radius may be required for events featuring fireworks, loud music or other forms of loud noise. Letters should detail:

- Time and date of the event;
- How traffic will be managed to cause minimal disruption;
- Any entertainment that may affect residents (e.g. bands, fireworks etc.);
- Contact details of the Group; and
- Any other relevant information.

6. Related Documents

- Your Guide to Accessible Events
- Reserve Access Permit Application Form
- Application for Temporary Food Registration under the Food Act 1984
- Knox City Council Events Guide