



# EVENT PLANNING GUIDE



**BULOKE**  
SHIRE COUNCIL



## ACKNOWLEDGEMENT

Buloke Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk, the Dja Dja Wurrung and Wamba Wemba people as the Traditional Owners of parts of the land now known as Buloke.

We pay our respects to Elders past and present and value their ongoing contribution to our heritage and our community.





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# INTRODUCTION

Buloke Shire Council is pleased to support a wide range of events throughout the region.

To help event organisers, we have created this Event Planning Guide. This guide assists organisers with navigating relevant permits and approvals. It also offers valuable information on holding successful and safe events.

This guide applies to events that are open to the public, whether they are ticketed or not.

It is your responsibility to ensure that you have a clear understanding of your event, and that you provide the necessary information and documentation to Council in a reasonable timeframe.

Event organisers have a responsibility to provide adequate measures to ensure the safety of event participants, spectators, and the public. Emergency services including Victoria Police and the CFA must be notified of relevant events, and we highly recommend involving them in the planning of your event.

Additionally, if you are promoting mental health and wellbeing it is important that [local health professionals](#) are engaged to ensure attendees will feel safe and supported.

The Council reserves the right to cancel or suspend an event held on public land at any time, including for safety reasons, (which may include a direction from emergency services or government agencies relating to fire, air quality, flooding or other extraordinary circumstance or event).

If you have any questions or would like further information on any topics covered, please contact our team on



**1300 520 520 or**



**[events@buloke.vic.gov.au](mailto:events@buloke.vic.gov.au)**

## WHAT IS AN EVENT?

An event is classified as any planned activity where any open area (fenced or unfenced), structure (permanent or temporary), roadway, venue or facility will contain a number of persons greater than normally found in that area or location at one time.

This doesn't include gatherings taking place in venues designed to host events, such as weddings at halls and football matches at ovals, as long as the space has appropriate approvals/permits for the planned usage. E.g. a music concert at an oval is not standard use.

## FIRST STEP – TELL US ABOUT YOUR EVENT

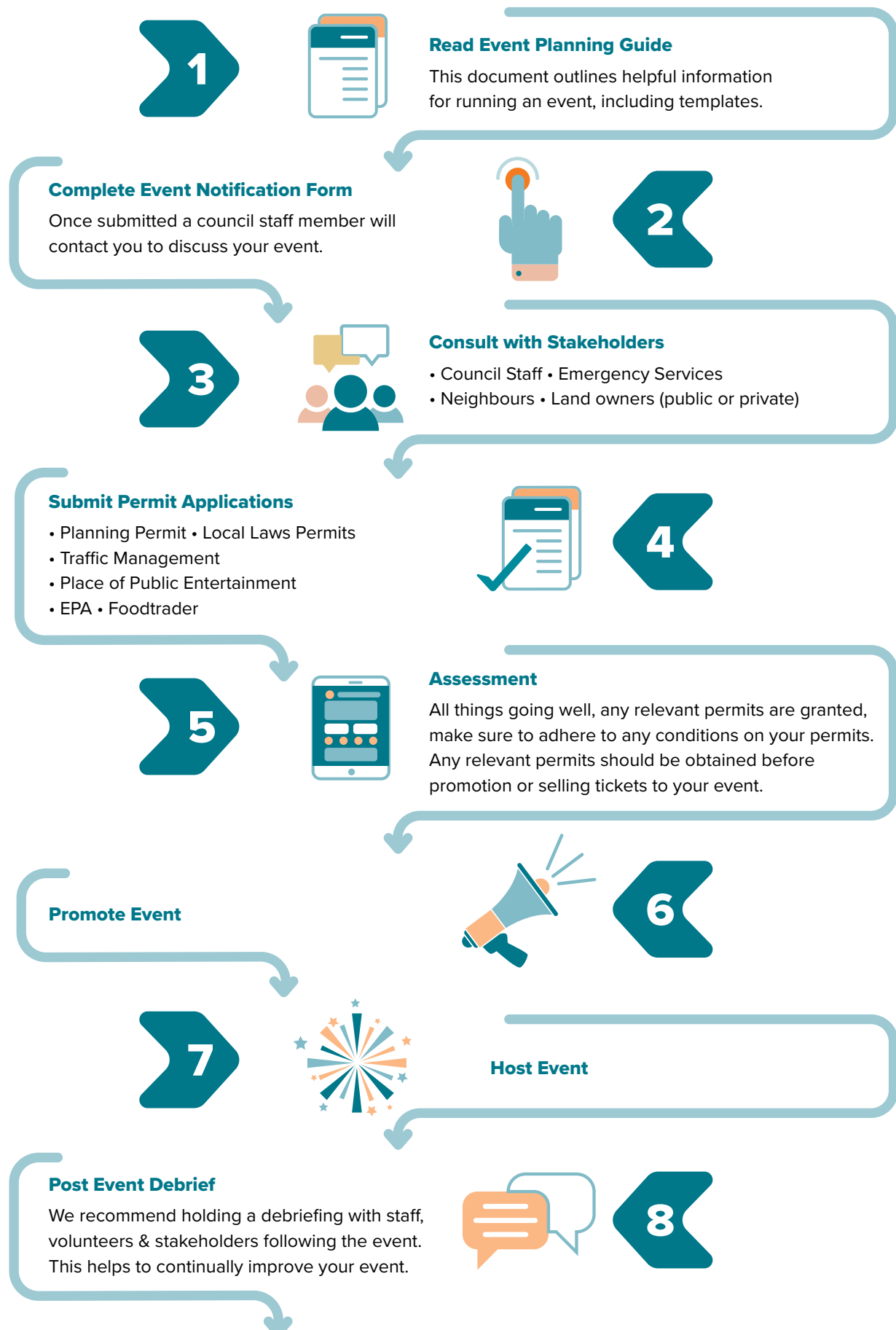
We recommend getting in touch with us as early as possible. Even if you don't have all the details of your event planned out, Council staff are here to help and the earlier we have information the more we can help you.

We ask that all event organisers complete our online Event Notification Form. This will provide us with the necessary information to guide you on the right path.

After submitting the Event Notification Form you will receive further information relevant to your event, such as permit application forms and external agencies contact details that you may also need to consult with.



# EVENT PROCESS





# EVENT PLANNING TIMELINE

Start early. Timeframes vary depending on the size and risk level of your event. Use this guide to stay on track when planning your event in Buloke Shire.

## SMALL COMMUNITY EVENTS

(e.g. fetes, markets, school concerts, small fundraisers)

### 3–6 MONTHS BEFORE

#### Plan and Prepare

- Contact Council and complete an Event Notification Form.
- Confirm your venue, date and expected attendance.
- Identify which permits may apply (Food, Footpath Trading, Waste, etc.).
- Develop your Event Management and Risk Management Plans.
- Book your venue and any suppliers (marquees, bins, first aid, toilets).
- Consult emergency services if your event has elevated risks.

### 4–6 WEEKS BEFORE

#### Finalise and Confirm

- Submit any required permits (Food – 2 weeks, Local Laws – 4 weeks).
- Confirm all insurances, bookings and staffing.
- Notify nearby residents or businesses if your event may cause disruption.
- Finalise your event schedule and safety arrangements.

### 1–2 WEEKS BEFORE

#### Check and Prepare

- Confirm all equipment and amenities are in place.
- Ensure all staff and volunteers understand their roles.
- Review emergency contacts and contingency plans.

### EVENT DAY

#### Deliver and Monitor

- Implement approved plans and safety measures.
- Stay in contact with Council and emergency services if needed.
- Record any incidents for post-event review.

### AFTER THE EVENT

#### Review and Wrap Up

- Clean up and return the site to its original condition.
- Thank volunteers, suppliers and sponsors.
- Provide feedback to Council and complete a brief debrief.

## MAJOR OR HIGH RISK EVENTS

(e.g. large festivals, concerts, motor shows, events with alcohol or camping)

### 6–12 MONTHS BEFORE

#### Plan and Prepare

- Contact Council and submit an Event Notification Form early.
- Confirm event concept, venue, capacity and infrastructure needs.
- Identify permits and approvals (Planning, POPE, Road Closure, Food, Liquor, etc.).
- Begin drafting your Event Management, Risk, and Emergency Management Plans.
- Engage early with emergency services (CFA, Police, Ambulance Victoria, SES).
- Secure your venue and major suppliers.

### 3–6 MONTHS BEFORE

#### Apply and Coordinate

- Lodge key permits and applications:
- Planning Permit – at least 12 weeks prior
- POPE / Building Permit – at least 8 weeks prior
- Road Closures / Traffic Plans – at least 8 weeks prior
- Liquor, Fireworks, EPA permits – 2–3 months prior
- Provide supporting documentation: site plan, insurance, risk assessment.
- Notify key stakeholders and nearby residents.
- Confirm accessibility, waste and crowd management plans.

### 4–6 WEEKS BEFORE

#### Finalise and Confirm

- Ensure all permits and approvals have been issued.
- Finalise your site layout, staffing and contractor arrangements.
- Confirm traffic, waste, and emergency management plans.
- Conduct site meetings with Council or emergency services if required.

### 1–2 WEEKS BEFORE

#### Check and Prepare

- Undertake a final site inspection (required for POPE/Building permits).
- Ensure signage, fencing, toilets and waste facilities are in place.
- Confirm first aid, communications, and weather contingency plans.

### EVENT DAY

#### Deliver and Monitor

- Implement all safety and emergency measures.
- Maintain contact with Council and emergency services.
- Monitor conditions and record any incidents.

### AFTER THE EVENT

#### Review and Wrap Up

- Clean up and return the site to its original condition.
- Thank volunteers, suppliers and sponsors.
- Provide feedback to Council and complete a brief debrief.



# EVENT MANAGEMENT CHECKLIST

## PLANNING YOUR EVENT

<input type="checkbox"/> YES <input type="checkbox"/> NO	Contact Council to notify them of your event and discuss how they can support you
<input type="checkbox"/> YES <input type="checkbox"/> NO	Have a planning meeting with all those involved in organising the event and allocate roles and responsibilities
<input type="checkbox"/> YES <input type="checkbox"/> NO	Develop an event plan for your event
<input type="checkbox"/> YES <input type="checkbox"/> NO	Book your venue
<input type="checkbox"/> YES <input type="checkbox"/> NO	Council owned or managed land and buildings must be booked at least 8 weeks in advance, to ensure availability of your desired venue and time for council to prepare public spaces
<input type="checkbox"/> YES <input type="checkbox"/> NO	Develop supporting documentation required for event approvals e.g. site plan, emergency, risk, waste and traffic management plan
<input type="checkbox"/> YES <input type="checkbox"/> NO	Check that you have all necessary insurances
<input type="checkbox"/> YES <input type="checkbox"/> NO	Apply for required approvals, permits and licences

## PREPARING FOR YOUR EVENT

<input type="checkbox"/> YES <input type="checkbox"/> NO	Develop a comprehensive budget and keep records for each expense
<input type="checkbox"/> YES <input type="checkbox"/> NO	Determine income and sponsorship opportunities and secure them, including grants <i>*Note: Many grants, and funding opportunities require 2+ months' notice to undertake the application and assessment process, make sure you allow enough time to secure the funding.</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Develop a marketing plan. Include items such as acknowledging key sponsors in any promotional material.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Book any other suppliers or services e.g. entertainers, stallholders, bins, equipment etc.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Receive Permits and Approvals

## RUNNING YOUR EVENT

<input type="checkbox"/> YES <input type="checkbox"/> NO	Promote your event
<input type="checkbox"/> YES <input type="checkbox"/> NO	Notify nearby residents and emergency services of the event
<input type="checkbox"/> YES <input type="checkbox"/> NO	Schedule and run briefing sessions, most importantly risk management briefings. Such as notifying stall holders about bump in and out times and their requirements if applicable.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Develop your event day running schedule
<input type="checkbox"/> YES <input type="checkbox"/> NO	Check the weather forecast and have necessary contingencies in place

## POST EVENT

<input type="checkbox"/> YES <input type="checkbox"/> NO	Hold a debrief meeting with staff/volunteers and major stakeholders
<input type="checkbox"/> YES <input type="checkbox"/> NO	Set up and distribute feedback surveys for attendees
<input type="checkbox"/> YES <input type="checkbox"/> NO	Thank sponsors, volunteers, and other stakeholders
<input type="checkbox"/> YES <input type="checkbox"/> NO	Finalise accounts
<input type="checkbox"/> YES <input type="checkbox"/> NO	Acquit any grants



## OTHER RESOURCES

*The Victorian Guidelines for Planning Safe Public Events* is another document that has been created as a resource guide for event organisers, and we recommend also consulting this when planning your event. They are designed to present basic guides and safety measures that an event organiser is required to consider when planning an event. They contain a broad range of topics and guides, from risk assessment tools to check-lists, to ensure event organisers engage with all relevant stakeholders and create a safe and well managed environment for all parties to enjoy.





# 1. HELPFUL EVENT INFORMATION



## VENUE

Choosing the right venue is crucial to the success of your event. The location you select should be able to accommodate the expected number of attendees and be capable of accommodating the activities for your event.

### THINGS TO CONSIDER COULD INCLUDE:

- Size of venue - Can the venue adequately hold the number of patrons expected to attend the event?
- Parking and transport options
- Access to power and water
- How noise will affect neighbours
- Infrastructure requirements – check toilets, waste, food and drink facilities, campgrounds, open space and building occupancy numbers as per occupancy permit issued for the space
- Is it fenced to allow for ticketed entry, or will you need to hire fencing?
- Impact on the grounds and vegetation
- Exit points in case of emergency
- Identification of natural hazard or risk i.e. Is the venue located in a bushfire, flood, storm or extreme heat prone area?

## Council owned or managed land and buildings

Council has many great indoor and outdoor spaces to hold events. If you would like to book one of Council's Venues, please contact one of Council's Customer Service Officers on 1300 520 520 to enquire about venue availability. [View more details here.](#)

## Private land

If you plan to hold your event on private land, we recommend getting permission in writing from the owner and check on the zoning with a planning officer as various restrictions may apply and, in most cases, you will require a planning permit.

## Public land (other than Council)

If you plan to hold your event on land that is managed by another government agency you will need to obtain permission directly from them and ensure you adhere to any conditions of use.



## ACCESSIBILITY

Events that accommodate the needs of everyone in the community will be the most successful in terms of attendance, participation and safety.

Ensuring accessibility and inclusion for individuals with disabilities, CALD, LGBTIQ+, and Traditional Owner communities is mandated under the *Disability Discrimination Act 1992* and *Racial Discrimination Act 1975*.

If you've received or are seeking government grants, part of the requirements will likely include creating supportive spaces that are accessible and welcoming to people of all backgrounds and abilities.

We recommend reviewing this [IncludeAbility Guide](#) prepared by the Australian Human Rights Commission.





## SOUND AND MUSIC

Music is often a key feature of events. Indoor and outdoor entertainment venues and events must follow rules about music noise set out by the Environmental Protection Authority (EPA). Music noise includes music and other sounds, like singing or performing that is heard at a residence, any place where people live or sleep, school or childcare centres.

### WHEN PLANNING THE ENTERTAINMENT FOR YOUR EVENT, YOU SHOULD CONSIDER THE FOLLOWING:

- Start and finish time of the sound or music
- Are there surrounding houses that may be affected by this noise?
- Is there wildlife that may be affected by this noise?

Information on how to minimise the impact your event has on your neighbours and also when you need to apply for a permit, [visit the EPA website](#).



## NOTIFICATION OF STAKEHOLDERS

To minimise impact on stakeholders notifying them of your planned event is advised and will help you have a successful event.

These can include but are not limited to:

- Victoria Police
- Ambulance Victoria
- Country Fire Authority (CFA)
- State Emergency Services (SES)
- Local Health Professionals
- Surrounding businesses and neighbours

### THE NOTIFICATION SHOULD INCLUDE:

- Name, date and location of your event
- The purpose of the event
- The expected number of patrons
- Activities being conducted
- Likely disruptions to residents and businesses with respect to noise, transport and road closures
- A contact number for further information





## FIRST AID

Event organisers are responsible for ensuring appropriate duty of care for all attendees and arranging for trained first aid personnel to be present. For small events, this might involve having a volunteer certified in first aid, while larger events should contact a qualified First Aid provider to discuss options.

According to the requirements for First Aid in Victoria, organisations and individuals contracted to provide first aid services must now hold a First Aid licence issued by the Department of Health. The Department of Health has published a list of licensed First Aid providers on [its website](#).

Engaging an unlicensed First Aid provider poses additional risks to public safety and may impact the event's insurance coverage. Authorised Officers from the Department of Health may visit events at any time to verify that the attending First Aid provider is licensed.



## MENTAL HEALTH AND WELLBEING

Prioritising mental health and well-being is essential for building resilient, supportive communities. Accessible, inclusive spaces and events that address diverse mental health needs foster a healthier, more connected environment.

Involve [local health professionals](#) to create safe, welcoming spaces that promote hope, normalise help-seeking, and empower individuals. Government grants and funding may support these initiatives, strengthening community bonds and resilience.







## TOILETS

Adequate toilet facilities must be provided for the expected number of attendees. You are responsible for ensuring that patrons attending your event have access to clean and accessible toilet facilities.

Calculating the number of toilets and accessible toilets required for an event is subject to many factors.

Factors include:

- The duration of the event
- The type of crowd
- Whether the event is pre-ticketed and numbers known or un-ticketed
- Staggering finishing times where there are multi functions
- The weather
- Whether alcohol will be consumed

As there are multiple standards that may be applied:

- Safe-and-healthy-mass-gatherings
- Temporary Structures ABCB Standard Temp Structures 5.3.1.

[\*The Australian Disaster Resilience Handbook for Safe and Healthy Mass Gatherings\*](#)

recommends the following ratio of number of toilets facilities to patrons as a guide:

WHERE NO ALCOHOL IS SERVED AT YOUR EVENT					
Patrons	Male*			Female*	
	Toilets	Urinals	Hand Basins	Toilets	Hand Basins
Under 500	1	2	2	6	2
Under 1000	2	4	4	9	4
Under 2000	4	8	6	12	6
Under 3000	6	15	10	18	10
Under 5000	8	25	17	30	17

WHERE ALCOHOL IS SERVED AT YOUR EVENT					
Patrons	Male*			Female*	
	Toilets	Urinals	Hand Basins	Toilets	Hand Basins
Under 500	3	8	2	13	2
Under 1000	5	10	4	16	4
Under 2000	9	15	7	18	7
Under 3000	10	20	14	22	14
Under 5000	12	30	20	40	20

\*At least 1 unisex accessible toilet is required.

The above figures may be reduced for shorter duration events as follows

DURATION OF EVENT	QUANTITY REQUIRED
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

If the number of existing Council run and maintained facilities is not adequate additional portable units must be made available by the event organisers. Council must be advised of this, particularly if sewer connections are required. Temporary facilities require waste removal by licensed transporters per EPA Victoria guidelines, ensuring safe disposal at approved facilities and preventing contamination.

YOUR EVENT'S TOILET FACILITIES SHOULD BE:
• accessible for people with a disability
• located away from food service or food storage areas
• weather-protected
• well-lit so as not to become a security or safety risk
• fitted with sharps and sanitary disposal facilities



## WASTE MANAGEMENT

As a general guideline, events generate about one litre of waste per person per meal. The table below suggests the recommended number of 240-litre bins for events covering one mealtime. Multiply the number of bins accordingly based on the number of mealtimes your event will include. If required, make pre-arrangements with Council or your waste contractor for additional waste collection to manage increased waste effectively. It is not the responsibility of Council to provide Event Bins for your event.

PATRONS	GENERAL WASTE BINS	RECYCLING BINS	TOTAL BINS
0 - 500	4	4	8
500 – 2,000	6	6	12
2,000 – 5,000	10	10	20
5,000 – 10,000	15	15	30
10,000 – 20,000	20	20	40





# PROMOTION

Consider your target market and the best way to engage them. A mix of different advertising mediums usually works best for community events, including:



**Facebook and Instagram posts and ads**



**Search engine ads**



**Media releases and activities that get media attention**



**Posters, flyers, banners, corflute signs**



**Local papers such as The Buloke Times or The North Central Times**



**Radio ads**



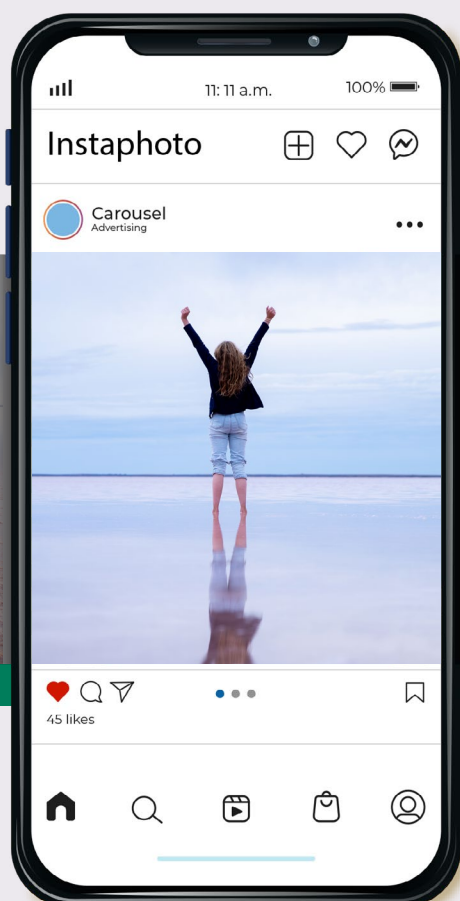
**Community newsletters and boards**



**Refer to our sample promotional schedule template in the Event Plan template for more details available on our website.**

Before placing any signage, always check with the relevant authority (Council or VicRoads) for specific rules and obtain necessary permits to avoid penalties.

- **Council Roads:** Signs may be allowed with Council permission. Rules vary, but typically, signs should not obstruct visibility for drivers, pedestrians, or cyclists, locations and must be removed within a specified timeframe after the event or election.
- **VicRoads Roads:** Signs on major (VicRoads-managed) roads require VicRoads approval. Regulations generally restrict signs from obstructing views, interfering with traffic signals, or being placed in safety-sensitive areas like roundabouts or intersections. Unauthorised signs may be removed.
- **Trees:** It is prohibited to attach signs to trees on public land. This rule helps protect trees from damage and supports environmental conservation. Ensure removal of signs within permitted timeframes.







## FREE EVENT LISTING

- [Australian Tourism Data Warehouse \(ATDW\)](#)
- List your event for free with the ATDW will mean your event is listed on local, regional and state tourism websites. When you list your event on ATDW you can update the listing at any time (in the one place), and this will be reflected across many other sites.



## 2. PERMITS AND APPROVALS

### WHAT PERMITS WILL YOU NEED?

Please refer to the table below for details, however while this is a detailed this is not an exhaustive list, and we recommend discussing the particulars for your event with our staff to ensure all areas are covered.

BULOKE SHIRE COUNCIL				
Permit type	Department	Description	Time frame	Link
<b>Place of Public Assembly</b>	Planning	If you are holding an event on private land	Allow at the very least 6 months before your event, however complex applications may take longer	<a href="#"><u>Planning permit application via Greenlight</u></a>
<b>Place of Public Entertainment (POPE) and/or Temporary Structure</b>	Building	Permit for public meeting or events that need to temporarily occupy a building, public space or street greater than 500m <sup>2</sup>  Permit for temporary building structures such as stages or marquees	Allow at least 12 weeks before your event	<a href="#"><u>Building permit application via Greenlight</u></a>
<b>Road closure</b>	Engineering	Permit for temporary road closures, will also require Traffic Management Plan and in some cases VicRoads approval. Note: Signs on major roads require VicRoads approval.	Allow at least 12 weeks before your event	<a href="#"><u>Temporary Road Closure</u></a>
<b>Temporary or mobile food premises</b>	Environmental Health	Registration of temporary or mobile food stalls	Allow at least 4 weeks prior to your event	<a href="#"><u>Further council information</u></a>  <a href="#"><u>Foodtrader website</u></a>
<b>Footpath trading such as signs, raffles and food stalls</b>	Local Laws	The placement of stalls (including raffle stalls), signs etc. on Council land or roads. Note: Signs on major roads require VicRoads approval.	Allow at least 4 weeks prior to your event	<a href="#"><u>Footpath trading form</u></a>
<b>Camping</b>	Local Laws (Private) land Assets (Public) land	Permit to camp on public or private land	Allow at least 4 weeks prior to your event	Camping permit – <a href="#"><u>contact local laws for details</u></a>

\* estimation of timeframe only with all required documentation completed

EXTERNAL ORGANISATIONS				
Permit type	Department	Description	Time frame	Link
<b>Liquor License</b>	Victorian Commission for Gambling and Liquor Regulation (VCGLR)	Required for events where alcohol is to be sold	2-3 months to prior to your event	<a href="#"><u>Temporary limited license form</u></a>
<b>Open fires or fireworks</b>	Country Fire Authority (CFA)	Exemptions for the use of open fires or fireworks at events during total fire ban periods	2-3 months to prior to your event	<a href="#"><u>Fire danger period permits information</u></a>
<b>Fireworks</b>	Worksafe Victoria	Approval for Fireworks	2-3 months to prior to your event	<a href="#"><u>Notification on intention to discharge fireworks form</u></a>
<b>Road closures</b>	VicRoads	Permit for road closures on VicRoads declared roads	2-3 months to prior to your event	<p>Check if the road you intend to use is managed by VicRoads here - <a href="#"><u>Map of declared roads</u></a></p> <p><a href="#"><u>Application to conduct a non-road activity on a highway information</u></a></p>
<b>Noise &amp; Waste Management</b>	Environmental Protection Authority (EPA)	Musical instruments, PA's or temporary utilities	45 days prior to the event	<p><a href="#"><u>More information</u></a></p> <p><a href="#"><u>Outdoor music noise and event permits</u></a></p>
<b>Amusement Rides</b>	Worksafe Victoria	Checklist for hiring amusement rides	Not applicable	<a href="#"><u>More information</u></a>





## BUILDING PERMITS / TEMPORARY STRUCTURES

Some temporary structures require an occupancy permit from the VBA before they can be used for public entertainment.

### THESE STRUCTURES INCLUDE:

- tents, marquees or booths with a floor area greater than 100m<sup>2</sup>
- seating stands for more than 20 people
- stages or platforms (including sky boarders and stage wings) exceeding 150m<sup>2</sup> in floor area
- prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground surface.

### PUBLIC ENTERTAINMENT:

- includes events which can be accessed by the public, with or without tickets
- does not include private or invite only events
- does not include use for other purposes such as retail, dining, office space etc.

Note: prescribed temporary structures must not be attached to, erected on or within another permanent building.

Along with other documentation you will need to provide a site plan complying with the r25(2) of the Building Regulation 2018, north, scale, the dimensions of buildings, dimensions between buildings etc.

For more information contact the Building Department on



1300 520 520 or view information on the [Victorian Building Authority website](https://www.vba.vic.gov.au/).

### SITE PLAN

- Entry and exit points for vehicles and pedestrians
- Emergency access routes
- First aid posts and emergency assembly areas
- Toilets and handwashing facilities
- Stages, marquees, and temporary structures
- Stages, marquees, and temporary structures
- Power sources, generators, and lighting towers
- Waste collection points and bins
- Parking areas (including accessible parking)
- Water supply points and fire hydrants
- Fenced or restricted areas
- Signage and information points





## OUTDOOR SITE PREPARATION

Proper planning for outdoor site preparation is essential to ensure compliance with Victoria's regulations and to protect the environment, cultural heritage, and public safety. When preparing land for events, it's important to address aspects such as land clearing, dust management, tree safety, and water storage protection. This involves following legislative requirements, engaging with relevant stakeholders, and implementing management plans to minimise risks and environmental impact. You should also check the location of any irrigation systems in the ground where your event is to be held to ensure no shade structure or tent pegs damage them. These are common in public areas such as recreation reserves or parks.

### LAND CLEARING:

In Victoria, activities such as land clearing, grading, or digging on public land are governed by several legislative frameworks to ensure environmental protection, public safety, and preservation of cultural heritage.

- Comply with the Aboriginal Heritage Act 2006 for land-disturbing activities.
- Conduct Cultural Heritage Management Plans (CHMPs) for areas impacting Aboriginal heritage.
- Engage with Traditional Owner groups to identify and protect culturally significant sites.

### DUST MANAGEMENT:

The Environment Protection Act 2017 requires activities generating dust to implement measures to minimise air pollution.

- Develop Environmental Management Plans (EMPs) for dust control.
- Use water sprays and cover stockpiles.
- Schedule work to minimise dust generation.

### TREE SAFETY AND RISK MANAGEMENT:

Under the Occupational Health and Safety Act 2004, there is an obligation to ensure the safety of workers and the public during land management activities and events.

- Assess and manage risks of unsafe trees.
- Conduct regular inspections by qualified arborists.
- Implement control measures, like pruning or removing hazardous trees.

### WATER STORAGES AND DAMS:

The Water Act 1989 in Victoria regulates land-disturbing activities near water storages, emphasising protection of water quality and public health.

- Obtain necessary permits and conduct risk assessments for events near water storages.
- Establish buffer zones to protect water bodies.
- Manage runoff from event infrastructure to prevent contamination.
- Ensure effective containment of waste and pollutants.







## TRAFFIC MANAGEMENT

If your event will impact traffic, such as involving road closures, affecting adjoining roads, or requiring numerous parking spaces, you must hire an accredited Traffic Management Designer to develop a Traffic Management Plan (TMP). You must then apply for a permit from Council and in some cases also from VicRoads.

### A TMP MUST INCLUDE:

- A map of the event site
- Proposed signage, barricading, and traffic control measures
- A plan showing the types and positions of traffic devices to be used
- Confirmation that traffic direction will only be conducted by police officers or accredited traffic control officers
- Details of proposed road closures and their timing
- At least one diversionary route for traffic affected by each road closure
- Emergency vehicle access points

We recommend to also contact the local police for further information and reviewing this helpful [guide](#) from VicRoads.



## FIREWORKS

If you plan to incorporate pyrotechnics or fireworks into your event, you are required to complete 'Notification of Intention to Discharge Fireworks form', available from WorkSafe Victoria, indicating compliance with the Dangerous Goods Act 1985.

You can find further information and the form on the Worksafe website [here](#).



## FOOD AND DRINKS

If food will be served or sold at your event, temporary or mobile food premises must be registered with [Foodtrader](#). This includes community groups, individuals, charities and other not-for-profit groups that often hold food fundraisers such as sausage sizzles and cake stalls. Under the Victorian Food Act 1984, these activities require registration or notification to council.

For more details, please visit our Food Registration webpage [here](#).



## 3. SAFETY AND RISK



### PUBLIC LIABILITY INSURANCE

All events held within the Buloke Shire must have appropriate Public Liability Insurance cover. You will need to obtain and submit a current copy of your Certificate of Currency to Council. This certificate must:

- Be in the name of the Event Organisers
- Name the event
- Cover the event dates
- Provide appropriate level of coverage, this is often at least \$20M

#### IF YOU ARE NOT INSURED, THERE ARE MANY WAYS YOU CAN GAIN APPROPRIATE COVER FOR YOUR EVENT:

- Contact your existing insurer and request your event be added to your current coverage
- Insurance quotes for larger scale events or festivals can be obtained from many suppliers, a common insurer for Community Organisations is [www.communityinsurance.net.au](http://www.communityinsurance.net.au)
- City Rural Insurance Brokers offer insurance through Regional Arts Victoria. The scheme is available to practising artists who are subscribers of Regional Arts Victoria [www.rav.net.au](http://www.rav.net.au)
- If you are unsure about your insurance options, chat to us at Council



### EMERGENCY MANAGEMENT

Public events must consider how they will respond in the case of an emergency.

#### ALL EVENT ORGANISERS SHOULD HAVE AN EMERGENCY MANAGEMENT PLAN (EMP), WHICH CONSIDERS THE FOLLOWING:

- Event venue, layout, activities, duration and anticipated attendance
- Types of possible emergencies e.g. fire, medical emergency and threatening behaviour
- First Aid areas
- Emergency preparation and testing
- Roles of personnel responsible in emergencies and evacuations
- Methods of communication with the public and officials
- Specific emergency response procedures including evacuation procedures and assembly points
- Access and evacuation routes
- Emergency services meeting points
- Vehicle access for ambulance and emergency response providers
- An incident control centre
- Arrangements for additional emergency services personnel

Emergency services should be provided with event details, emergency contact details and venue access requirements especially for Major or High Risk Events. It is essential that these events consult with emergency services in preparing your plan and share the final version with them so all parties can work together in case of emergency.

Smaller Community Events may not need the same level of consultation, however keeping Emergency Services informed where appropriate helps everyone stay aware of what's happening and supports a quicker response if something unexpected occurs.



**If you don't already have a plan, refer to our Emergency Management Plan template.**

**All Event Emergency Management Plans should be developed in accordance with ASNZ4360 Risk Management.**





## RISK MANAGEMENT

Event organisers must comply with all Health and Safety Legislation that is applicable to the running of an event. Ensure the safety of volunteers, staff, contractors and the public are considered in your planning. Further information is available from [Worksafe Victoria's website](https://www.worksafe.vic.gov.au/).

Undertaking a risk assessment and preparing a Risk Management Plan (RMP) prior to conducting an event ensures that risks are identified, evaluated, controlled and documented.



**If you don't already have a plan, refer to our Risk Management Plan template.**



## EXTREME WEATHER

You should address any inclement weather as a risk within your Risk Management Plan which outlines the course of action in the event of wet weather or extreme heat/wind on the day of the event.

If your scheduled event date falls on a CFA declared Catastrophic Day, then the event is to be cancelled or postponed, unless approved by the CFA. Please refer to the [\*CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations\*](#).



## GAS AND POWER SAFETY

Electrical and gas equipment, especially temporary setups, can pose significant safety risks. It is the event organiser's responsibility to implement adequate controls to protect the public from these hazards.

### POTENTIAL HAZARDS INCLUDE:

- Circuit overloads causing excessive temperatures and fire risks
- Missing or damaged insulation
- Temporary exposed wiring, such as cables strung in trees or across walkways
- Liquids, dust, and vapors coming into contact with electricity
- Unauthorized or inadequate modifications to equipment
- Missing labels or warning signs

All portable electrical appliances, tools, extension cords, power boards, and residual current devices (RCDs) must be tested and tagged, indicating the date tested and the next re-testing date.



# EVENT RISK ASSESSMENT MATRIX

To help ensure events in Buloke Shire are safe and well-managed, Council uses a standard framework to assess potential risks. This matrix gives an overview of how events are evaluated based on key characteristics such as crowd size, duration, and site access.

By reviewing where your event fits within these categories, you'll get a sense of the risk level Council considers during planning and approval. This helps both organisers and Council identify what level of preparation, documentation, and support may be needed.

Below is our pre-defined risk rating based on event characteristics, providing a guide to assist with planning, preparation, and required approvals. Each risk factor can be assigned a rating (1–3) to assess the overall risk of a proposed event.

RISK FACTOR	LOW RISK (1)	MEDIUM RISK (2)	HIGH RISK (3)
<b>Number of Patrons</b>	< 500	500 – 2,000	> 2,000
<b>Access &amp; Egress</b>	Multiple well-defined access points	Limited access points, some congestion	Single or restricted access/egress
<b>Event Duration</b>	< 4 hours	4 – 8 hours	> 8 hours
<b>Animals Present</b>	None	Domestic animals	Large /exotic animals
<b>Rides/Amusements</b>	None	Mechanical rides (small scale)	Large mechanical rides, thrill rides
<b>Motorsport Activity</b>	None	Static display only	Active motorsport events
<b>Alcohol Service</b>	None or limited (low volume)	Licensed bar with restrictions	Multiple bars, high volume, open consumption
<b>Fire/Open Flames</b>	None	Controlled use (e.g. BBQ, candles)	Pyrotechnics, bonfires, fireworks
<b>Weather Risk</b>	Mild seasonal weather, low flood risk,	Mild seasonal weather, moderate flood risk	Extreme weather season (storms, bushfire risk), high flood risk



## QUICK RESOURCE GUIDE



Amusement Park Checklist



Application to conduct a nonroad activity on a highway information



ATDW Listing



Buloke Food Registration



Buloke Footpath Trading



Buloke Temp Road Closure



CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations



EPA - More Information



EPA - Outdoor music noise and event permits



EPA Website



Fire Danger Periods Permit Information



Fireworks



First Aid Services



FoodTrader



GreenLight Building



GreenLight Planning



Halls and Venue Hire



IncludeAbility Guide



Local Laws



Mental Health Services



Temp Liquor License



Temporary or mobile food premises - Further information Council



The Australian Disaster Resilience Handbook for Safe and Healthy Mass Gatherings



The Victorian Guidelines for Planning Safe Public Events



VicRoads Guide



VicRoads map of declared roads



Victorian Building Authority Website



Worksafe Website





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