

## A guide for public and community events in Benalla Rural City

Benalla Rural City strives to stimulate and encourage events that offer the best opportunity to provide measurable economic benefits, potential to market Benalla Rural City outside the municipality and enhance local community life through participation of residents.

Events can provide a wide range of benefits to the community – socially, economical and culturally.

### What you need to know

If you are planning on staging an event, there are important responsibilities you are required to meet.

The Benalla Rural City seeks to ensure that events staged in public spaces adhere to all relevant laws, maintain community safety and minimise the impact on the environment.

Guidelines governing the staging of events have been significantly strengthened under State and Federal legislation and Benalla Rural City has designed its event approval process to make it as simple as possible while ensuring event organisers meet all relevant responsibilities under the law.

You can use this guide for completing your Event Application form and to assist on the path to preparing a well planned and staged event.

All events requiring a permit must submit an application form at least two months before the event date. If a planning permit is required applicants should allow three months.

If you require further assistance in completing your Event Application form after reading this Guide, contact the Events Coordination Team on 5760 2600.

### Benalla Rural City Council

PO Box 227, Benalla Vic 3671

Telephone: 03 5760 2600

Facsimile: 03 5762 5537

Email: [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

### What is a public event or activity?

A public event is any organised activity held on public or private land open for the general public where an open area, facility, venue, road or temporary structure is to be used by more people than usually found in that location. This activity may affect the location prior to the event, during and after the event.

### Funding opportunities

Council provides funding opportunities for community event organisers through the Major Events Funding Program.

To be eligible for the Major Event Funding Program the event should be capable of contributing positively to the profile of Benalla Rural City, generating significant visitation and economic growth and enhancing the lifestyle and attractiveness of the rural city.

For further information or advice contact the Events Department on 03 5760 2600.

## Advertising and promotion

### Australian Tourism Data Warehouse listing (formerly Events Victoria)

You are encouraged to list your event with the Australian Tourism Data Warehouse ([www.atdw-online.com.au](http://www.atdw-online.com.au)), a centralised database that collects, stores and distributes events listings for tourism, community and business events occurring in the state of Victoria. Creating an event listing is easy, fast and free of charge. Your event details will appear on enjoybenalla.com.au, regional tourism sites, Visit Victoria and Australia.com

### Business operators

For further information on advertising and promotion through ATDW contact the Council's Tourism Coordinator on 5760 2600.

During the declared bushfire season, any event that may be impacted by bushfires must register on ATDW-online as the events database is accessed by the Hume Regional Control Centre for emergency services planning and operations purposes.

### Benalla Rural City Council

Benalla Rural City Council can assist you to promote your event by including your event details on Council's events calendar, and through its social media sites.

Consultation is vital to the success of your event (especially if it is within the CBD precinct where there is business activity or if road closures will be in force) as cooperation is more likely when people are well informed and involved.

Keep a list of key stakeholders, include a timeline as to when to make initial contact regarding your planned event and note any deadlines that may apply in relation to permits, licenses and agreements.

## Access for all

The Disability Discrimination Act 1992 (DDA) exists to provide uniform protection against unfavourable or unfair treatment of people with disabilities. Therefore, when a person with a disability wants to attend your planned activity or event, dignified and equitable access must be provided.

An accessible event improves the experience of all event participants including people with disabilities, families, older adults, parents with prams, performers and staff carrying equipment. Good accessibility helps the event to run safely and smoothly and attracts a wide range of people.

It is also a legal obligation. The Disability Discrimination Act 1992 (DDA) is a Federal Law to protect the rights of people with disabilities. The Act makes it illegal to treat people with disabilities inequitably and applies in all settings of community life.

### Planning an accessible event

Selecting an accessible venue is the first step to providing an accessible event.

There are many aspects of planning an accessible event which do not incur huge costs but require strategic thinking in the early stages. The degree of accessible infrastructure required for each event will depend on the size of the event and the numbers expected to attend.

Some types of accessibility features to think about in the early planning stages:

Disability type	Examples of accessibility features
Physical and mobility impairments	Wide clear pathways around site, disability parking, accessible toilets, ramps for stages, volunteers/staff to assist, seating and rest areas, accessible pathways to all amenities. Advertising/promotional material for the event should specify if the event is wheelchair accessible.
Vision impairment, blindness	Clear large print signs, good lighting and audio announcements.
Hearing impairment and deafness	Clear written notices, placement of information stalls away from noisy stages, directional signage.

## Alcohol

Selling or serving liquor will require a temporary limited liquor licence from the Victorian Commission for Gambling & Liquor Regulation (VCGLR). The process can take some time, applications should be made in the early event planning process. Contact the VCGLR on 1300 182 457, visit their website [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au) or email: [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au).

If alcohol is being made available at your event, you must ensure that:

- you have the appropriate liquor licence;
- you have gained permission from Benalla Rural City Council's Compliance Department; and
- there is access to fresh water.
- The sale of liquor also requires a notification or registration on the Streatreader food registration system (refer Food section)

## Amusement rides and jumping castles

Temporary structures If you will be erecting any temporary structures such as marquees, stages, seating, amusement rides and jumping castles, all structures must meet Australian standards. Additional permits and insurances may also be required.

Please refer to Australian Standard Amusement Rides and Devices - Operation and Maintenance (AS 3533.2-2009) for more information relating to the use of amusement rides at events. WorkSafe's Advice for Managing Major Events Safely also provides guidance.

If you are planning on having something special as part of your party (e.g. jumping castle/inflatable, petting zoo, food vendor), Council will need to be notified.

## Assets: trees/bollards/seats/fencing/poles/bike racks

If your event requires event decoration/ornaments to be installed onto existing assets approval is required from Council and/or other authorities, for example VicRoads, who own the assets. If installation works are to be carried out adjacent to a road/footpath traffic management may be required.

## Busking

If your event involves buskers on public spaces a permit is required from Benalla Rural City Council. For more information contact the Council's Compliance Department on 5760 2600 or visit [benalla.vic.gov.au](http://benalla.vic.gov.au)

## COVIDSafe Events

With many people moving and interacting with each other, events can present a high risk related to the transmission of coronavirus (COVID-19). Events should be planned and managed in line with COVIDSafe principles to reduce the risk and help slow the spread of the virus.

Events in Victoria can take place under COVIDSafe settings. For more information go to [coronavirus.vic.gov.au/public\\_events\\_in\\_Victoria](http://coronavirus.vic.gov.au/public_events_in_Victoria)

## Emergency management plan

For large scale events or festivals the development of an emergency management plan is essential to ensure the safety of staff and patrons. The emergency management plan outlines how you would respond in the event of an emergency. The plan must consider:

- Possible emergency interruptions
- Access and evacuation routes
- Personnel responsible in emergencies and evacuations
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre

- Arrangements for additional emergency services personnel
- Lines of communication in order of authority

In the event of an emergency at an event, contact 000.

It is advisable that organisers of low risk events also consider the development of an Emergency Management Plan. An emergency management plan template is available from the Council's website under *Festivals and Events*.

## Emergency services

It is important that you notify the relevant emergency services in writing of the details of your event in case of emergency. You will need to notify the following emergency services in writing. For high risk events at least one month prior to the event, for small, low risk events at least 14 days prior. The written notification should include: date, time, venue, event details, anticipated crowd numbers, contact name and phone number.

Emergency services may be able to provide advice on issues such as crowd control and security, traffic management, monitoring alcohol, drugs and fire safety. Advice should be sought early in the planning stages.

Benalla Local Area Commander  
Eastern Region/Division 3  
Benalla Police Complex  
7-13 Bridge Street West  
BENALLA VIC 3672  
email: [benalla.uni@police.vic.gov.au](mailto:benalla.uni@police.vic.gov.au)

Municipal Emergency Response Officer  
Benalla Rural City Council  
PO Box 227  
BENALLA VIC 3671  
email: [mero@benalla.vic.gov.au](mailto:mero@benalla.vic.gov.au)

Events Department  
Ambulance Victoria  
75 Brady Street  
SOUTH MELBOURNE 3205  
email: [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

The Controller  
Benalla State Emergency Service Unit  
64 Sydney Road  
BENALLA VIC 3672  
email: [nedutyofficer@ses.vic.gov.au](mailto:nedutyofficer@ses.vic.gov.au)

Operations Manager  
Country Fire Authority  
PO Box 565  
WANGARATTA VIC 3677  
[admin.d23@cfa.vic.gov.au](mailto:admin.d23@cfa.vic.gov.au)

Chief Executive Officer  
Benalla Health  
PO Box 406  
BENALLA VIC 3671  
[executive@benallahealth.org.au](mailto:executive@benallahealth.org.au)

### Ambulance Victoria

When planning your event you are required to notify the Ambulance Victoria Events department well in advance of your activity, providing details and an overview of your event.

In the case of larger or high-risk events Ambulance Victoria is able to provide dedicated resources for the event. This is a cost recovery exercise which is charged back to the event organiser. In determining the need for event specific resourcing Ambulance Victoria will use the information you provide to plan strategies which will limit the risk to event participants or patrons as well as the wider local community.

Ambulance Victoria Events: (03) 9090 5909; [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

## Entertainment

### Structures

Some structures and assets (depending on size) such as fences, marquees, tents, stages, generators and flooring, brought in specifically for the event may require a permit from the Council's Building Department.

## Noise

If your event is within a residential area, amplified music and other noise that can be heard from inside a residence must cease at 11pm on a Friday and Saturday, and at 10pm Sunday to Thursday. Noise may not commence before 9am on Saturday and Sunday or before 7am on weekdays. For further information contact the Council's Compliance Department.

## Environment

When planning your event consider if any elements could have an impact on any environmental assets such as waterways and native vegetation.

Approval may be required from other authorities such as the Goulburn Broken Catchment Management Authority.

For further information contact Council's Environmental Sustainability Coordinator on 5760 2600.

## Fireworks

Under Victorian state legislation, fireworks may only be included at your event if they are provided and operated by a pyrotechnician who is licensed by WorkSafe Victoria.

Event organisers are required to notify WorkSafe, the CFA and the Council and provide a copy of the documents submitted to WorkSafe Victoria.

For more information on the use of fireworks visit [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## First aid

First aid services are critical to any major public or outdoor event.

First aid posts should be properly staffed and equipped and most importantly, be clearly identified and easy to find by those who need it. The number of posts will depend on the size and scale of the event. There should be a standard level of care provided by first aid teams at your event (minimum of Senior First Aid – Level 2).

The figures below have been suggested by St Johns Ambulance Australia as a general guide:

Patrons	First aiders	First aid posts*
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2

*\*The number of first aid posts required would depend on what first aid room facilities are available*

When planning your event you should notify Ambulance Victoria well in advance of your activity, providing details and an overview of your event.

Generally Ambulance Victoria and St John's Ambulance and Australian Red Cross require six months notice to support first aid requirements for large-scale events, or one-month for smaller scale events.

For information regarding first aid at your event visit the following websites:

St Johns Ambulance [www.stjohnvic.com.au](http://www.stjohnvic.com.au)

Event Medical Services [www.emsa.com.au](http://www.emsa.com.au)

## Ambulance Victoria

When planning your event you are required to notify the Ambulance Victoria Events department well in advance of your activity, providing details and an overview of your event.

In the case of larger or high-risk events Ambulance Victoria is able to provide dedicated resources for the event. This is a cost recovery exercise which is charged back to the event organiser. In determining the need for event specific resourcing Ambulance Victoria will use the information you provide to plan strategies which will limit the risk to event participants or patrons as well as the wider local community.

Ambulance Victoria Events: (03) 9090 5909; [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

## Food

If the event involves the serving of food or beverages to the public via a temporary food stall, mobile food business or other caterer, the provider of the food and/or beverages must be registered online on the Streatrader web site [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au) and lodge a 'Statement of Trade' with Benalla Rural City Council.

The Council's Public Health Coordinator will need 7 days to carry out a compliance check in order to approve Class 1,2,3 temporary food stalls as determined under the Food Act 1984 and will advise on fees prior to approving each stall/marquee/mobile food van. Contact the Council's Public Health Services on 5760 2600 for more details and assistance if required.

There are a number of community organisations and service groups within the Benalla Rural City who offer catering services. For further information on community organisations or service groups offering catering services contact the Council's Public Health Services on 5760 2600.

## Funding opportunities

Council provides funding opportunities for community event organisers through the Major Events Funding Program.

To be eligible for the Major Event Funding Program the event should be capable of contributing positively to the profile of Benalla Rural City, generating significant visitation and economic growth and enhancing the lifestyle and attractiveness of the Rural City.

For further information or advice contact the Events Department on 03 5760 2600.

## Gas cylinder safety

All gas installations (for example gas bottles, cooking equipment, outdoor heaters) used at events must be safe and certified as complying with current regulations and safety standards. The Code of Practice for the Safe Use of LP Gas at Public Events in Victoria is available from Energy Safe Victoria ([www.esv.vic.gov.au](http://www.esv.vic.gov.au)) and is a useful guide to ensuring gas safety.

## Grass Cutting / irrigation lines

For events to be held on grassed areas such as a park, oval or reserve, you can request that the lawn be mowed prior to your event. The Council has a mowing schedule, however, if your event falls outside the scheduled service, additional mowing can be requested, subject to a fee.

If marquees are being erected, underground irrigation lines must be marked out by the Council's Parks and Gardens team prior to avoid damage. Automatic irrigation will need to be switched off by Benalla Rural City Council for the duration of your event.

If you require access to locked gates at the entrance to a park or reserve the Parks and Gardens staff will be notified.

## Insurance

All events require a minimum public liability insurance cover of \$10 million and will be assessed on risk level.

The Municipal Association of Victoria's Local Community Insurance Services may be able to assist you. Visit their website at [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) or phone 1300 853 800.

## Lighting and power

### Lighting

If your event is in the evening, you will probably be hiring generators and lighting. You will also need to check the venue at night for adequacy of lighting for parking and pedestrian areas and hire additional lighting towers if necessary.

### Power

Check to see if there is power available at the event location and whether the supply will be sufficient to cater for all your event electrical requirements. For information on the availability of power at Council-managed sites, please contact the Events Department on 03 5760 2600.

You must comply with the Electrical Safety Act 2002 and the Electrical Safety Regulation 2002, provisions of which apply to electrical equipment. This includes but is not restricted to:

- All electrical equipment, including extension leads, to be tested and tagged in accordance with AS3760
- Portable electrical equipment is double insulated or earth-leakage protected
- All flexible and extension leads must be supported at least 2 metres above ground. If this is not practicable in small specific areas subject to foot traffic, extension and flexible leads are to be laid out so as to ensure they do not pose a trip hazard or an obstruction that denies safe access to the area. As such, leads on the ground are to be kept clear of moisture wherever possible and are to be covered with adhesive duct tape or ground mats to remove potential trip hazards.
- No piggy back plugs or double adaptors are permitted. Power boards are to be used where there is more than one electrical device in use
- It is recommended that Portable Residual Current Devices (RCD) i.e., portable safety switches be connected into the main power supply as a safety precaution in addition to the RCD installed at the main power outlet.

### Generators

If your site does not have power, you may need to use generators. Please consider the following and address in your risk assessment:

- Location of generators – these should not be accessible to the general public
- Storage of fuel
- Hot generator refuelling
- Potential noise nuisance

## Music and recording licences

If you are playing or performing music and/or music videos at your event, you may require a licence from the Australasian Performing Right Association (APRA). For further information visit [www.apraamcos.com.au](http://www.apraamcos.com.au)

## Official attendance

The CEO, Mayor and Councillors have many commitments and should you wish to request their attendance at your event, a formal invitation should be sent as early as possible prior to the event.

Send the invitation to:

Benalla Rural City Council, PO Box 227, Benalla, Vic 3671  
[council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

## Parking

Please ensure there is adequate parking for attendees that does not interfere with the usual parking provisions for residents / businesses. Marshals may be required to direct parking. Parking must be identified on the site plan.

If your event includes the arrival of VIP guests, a limited number of vehicle parking spaces may be able to be reserved for parking.

## Place of Public Entertainment (POPE)

A Place of Public Entertainment (POPE) is defined as an area greater than 500m<sup>2</sup> which is used for public entertainment and is either:

- enclosed or substantially enclosed; or
- to which admission is gained by giving of money (including donations and gifts)

Types of public entertainment may include:

- Fetes
- Festivals
- Community fairs/shows
- Sporting events
- Live music events and performances
- Carnivals
- A circus
- Cinema in the park

If the event is being organised by a community-based or non-profit organisation on land larger than 500m<sup>2</sup> with less than 5,000 people attending any one time and an admission fee will not be charged, then you will not need to apply for a POPE permit.

If your event requires a POPE permit, you will need to liaise directly with the Council's Building Department. A fee is payable with a POPE application.

## Postponing or cancelling the event

In the unfortunate circumstance that your event has to be postponed or cancelled, please ensure that you undertake the following:

- Notify the media such as local radio and television stations as well as the Benalla Ensign if time permits
- Place signage at the event indicating that the event is cancelled/postponed

If severe weather is forecast by the Bureau of Meteorology or takes place at the time of your outdoor event, it is extremely dangerous for organisers to continue to set up and work. Under your duty of care, it is advised that the event be cancelled or postponed or a safer approved venue be used.

## Private property

Before you plan an event on private property it is essential to check with the Planning Department regarding the zoning of your property, and what restrictions are placed on its use.

Large scale events and festivals may require a planning permit. If a planning permit is required it needs to be lodged with the Council **no less than 6 months prior** to the event to allow time for the administrative process including potential objections.

## Road racing events

### Highway Event Permit

Any person wanting to conduct events that are on or involve public roads, such as foot or bicycle races including a rolling road closure either within the event itself or as a separate event, marathons and half marathons etc, must obtain a permit from Victoria Police (VicPol) if the event involves more than 30 competitors and one of the competitors will be declared a winner at the conclusion of the event.

Events that fall within the above criteria, require written local council and/or VicRoads approval. An event that falls outside of the above requirement may still require those approvals.

Information about the conditions relating to the conduct of the event can be obtained by downloading the Highway Event Application from the VicPol website [www.police.vic.gov.au](http://www.police.vic.gov.au)

It is a legislative requirement that a signed copy of the Highway Event Application Form must reach the state event planning unit of VicPol **at least 2 calendar months prior** to the date of the race (no exceptions). Incomplete applications will not be accepted.

If you are unsure whether your event requires a Highway Event Permit, further information can be obtained by contacting:



Victoria Police Centre  
637 Flinders Street  
DOCKLANDS VIC 3008

Telephone 03 9247 5714  
Facsimile 03 9247 5725  
Email [roadpermits-oic@police.vic.gov.au](mailto:roadpermits-oic@police.vic.gov.au)

## Risk Management Plan

The management of risks associated with your event to participants and the public is one area of event planning and preparation that is critical in not only gaining approval for your event to proceed, but also in ensuring your event occurs safely, without incident. The development of risk control measures ensures that all events staged in the region are as safe as possible for staff, contractors, volunteers and the public.

Risk assessments are primarily designed to:

- identify potential risks to participants/attendees at your event site or associated with the staging of your event
- help you take appropriate steps/measures to remove or minimise the risk prior to your event taking place

You will need to identify all the risks associated with the event, then prioritise them according to their likelihood and consequences. For example, some risks may have extreme consequences but a low likelihood (e.g. plane crashing into the site); others may have a high likelihood but minimal consequences (e.g. children tripping over on the grass). Where there are risks with both high likelihood and serious consequences, these risks will need to be managed.

Some common risks at events include:

- Unsafe structures and marquees
- Vehicles driving in pedestrian areas
- Use of unregistered vehicles
- Traffic congestion
- Unsafe electrical cabling
- Fireworks displays
- Fires / gas bottle explosions in food stalls
- Injuries/ accidents
- Food poisoning
- Dehydration / sunstroke / other medical emergencies
- Violence / crime / brawls
- Crowd crush / panic
- Segregation of crowd and participants
- Extreme weather contingency

As each event is different, you will have risks that are unique to your event.

Pandemic risk management associated with exposure to COVID-19 and implementation of control measures to manage those risks must also be included in your risk assessment. For example hygiene practice and protocols, social distancing and attendance process.

Benalla Rural City Council has developed a risk assessment template as a guide to make this process simpler. Event organisers may choose to use a template of their own design, which is acceptable, as long as the data captured is equivalent to the Council's risk assessment template.

## Security

For most events, some security will be necessary. The numbers of security personnel and their hours will depend on the type of event and its operating hours.

## Service costs

Benalla Rural City can provide a number of services to event organisers such as traffic management, lawn mowing and waste management, subject to a fee.

Dependent on the nature of your event, it is important to consider the services that may be required and the costs associated with these:

- Traffic Management
- Lawn mowing
- Additional waste bins
- Power usage
- Environmental Health temporary food permit
- Hall hire

## Signage

Benalla Rural City has the following options for event organisers to promote their event:

### Community bridge board

The community bridge board located on the eastern side of the Monash Bridge can be utilised for advertising your community event.

### Town entry event signs

The three town entry event signs located on the main entry points into Benalla can be utilised for major tourism events.

For further details on fees and how to book, contact Council's Customer Service Centre on 5760 2600.

If considering additional signage locations to promote your event approval may be required from Council's Planning Department, property owners or other authorities. Contact Council's Planning Department for further information on 5760 2600.

## Site plan

A site plan is a map of the event location which includes all the things you plan to bring in to the site and where you plan to put them. The map should detail all site elements for your event including the land area or floor-space to be used, where structure such as marquees, staging, toilets, activity areas, first aid will most likely be located and where the proposed entry and exit points are.

A site plan must detail any element which may impact the location or surrounding location of your event. The site plan layout must make site elements easily identifiable (refer to Appendix 1 at the end of this document for site plan examples).

It is not expected all event organisers are able to produce 'professional level' plans.

The Council can assist you with aerial plans or alternatively websites such as Google maps or near maps are available. Contact the Events Department on 5760 2600 if you are interested in this service.

## Stakeholders

For awareness it is important that you notify relevant stakeholders of the details of your event. For example if your event is being held near surrounding bushland in a high fire danger period or your event may affect business trading within a central business district or residents within the area of your event.

You may need to consider contacting the following stakeholders:

- Business owners/residents, Country Fire Authority, Department of Environment, Land, Water and Planning, Parks Victoria, VicPol

## Toilets

Every event should aim to provide adequate facilities. For small events, public toilets may be adequate but larger events usually need to hire additional toilet units.

There is no uniform Australian Standard for calculating the number of toilets required for events. The number of patrons, the type and duration of the event and whether or not alcohol and/or food is available will determine how many toilets are needed. The following should serve as a guide only:

Event type	Female toilets	Male toilets
Events of less than 6 hours duration	1 per 100	1 per 500 + 1 urinal per 150
Events of 6 hours or more with little or no alcohol or food served	1 per 85	1 per 425 + 1 urinal per 125
Events of 6 hours or more with alcohol or food served in quantity	1 per 75	1 per 400 + 1 urinal per 100
Event organisers should also consider suitable and sufficient sanitary facilities for disabled visitors at a ratio of 1 to 500 visitors.		

Toilets must be serviced throughout the event. Where portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

Council has a regular cleaning program for public toilets and should be notified of major events approaching so extra cleaning can be carried out within the cleaning schedule.

### Ticketed events

If an event is charging admission and/or is held in an area that is enclosed or substantially enclosed, it may require a POPE (Place of Public Entertainment) permit. See under Place of Public Entertainment in this guide for further information.

### Tourism

Benalla Rural City Council's Tourism Department can assist with information about the area, marketing and accommodation options. Contact Benalla's Visitor Information Centre on 5762 1749 for further information.

### Traffic Management

#### Does your event require traffic management?

Traffic Management is required for events that impact on regular traffic or present a risk to drivers and event participants.

Types of traffic management include:

- Full and/or part road closures
- Speed reductions
- General event warning signs

A road closure may not always be necessary and can cause unnecessary inconvenience to traffic, businesses and residents and may incur additional costs. A risk assessment should be conducted to determine the type of traffic management required for your event.

Road closures must be submitted 12 weeks prior to the event to allow for processing time to the relevant authorities and to meet advertising requirements.

#### Traffic Management Plan

A Traffic Management Plan identifies the roads, car parks and footpaths affected by your event. If your event will impact on vehicle or pedestrian movement in a public open space, then you must have an approved Traffic Management Plan for your event to gain approval to proceed (Section 99A(3) of the Road Safety Act 1986). Under legislation a registered qualified and accredited individual or company must prepare your Traffic Management Plan and accredited traffic management personnel must be in attendance at all times to manage vehicle and pedestrian closures or restrictions and signage requirements.

**Note:** VicRoads only allow pre-qualified traffic management companies to conduct traffic management on an arterial road.

Guidance in preparing a traffic management plan can be found in the Code of Practice for Worksite Safety – Traffic Management.

A copy of the traffic management plan must be retained at the work site at all times when workers are present.

### Accredited Traffic Management Personnel

For information on traffic management companies in Victoria visit the following link:

[www.yellowpages.com.au/find/traffic-control-equipment-or-services/vic](http://www.yellowpages.com.au/find/traffic-control-equipment-or-services/vic)

A list of pre-qualified traffic management companies can also be found on the VicRoads Website by the link below:

[www.vicroads.vic.gov.au/business-and-industry/tenders-and-suppliers/contractors-and-consultants/prequalification-scheme](http://www.vicroads.vic.gov.au/business-and-industry/tenders-and-suppliers/contractors-and-consultants/prequalification-scheme)

An accredited traffic management volunteer may be available to assist at your event. Contact Council's Events Coordinator for further information.

### Council roads

If the roads are managed by the Council you will need to make application to the Council by completing the Benalla Rural City events application form.

### VicRoads roads

If the roads are managed by VicRoads you will need to make application to VicRoads. An Event Permit application form can be found on the VicRoads website through the following link:

[www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event](http://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event)

All applications are to be sent via email to [ner.enquiries@roads.vic.gov.au](mailto:ner.enquiries@roads.vic.gov.au) or by mail to VicRoads North Eastern Region, 50-52 Clarke Street, Benalla VIC 3672

### Road use approval process

If you are conducting an event within the road network, you must:

- Seek permission from Council to approve your application (and VicRoads if the event is on, or will impact on an arterial road). You can start the process by submitting your application to Council. Council can support/approve your application subject to VicRoads approval if required. When applying to VicRoads, you can include your Council approval documents with your application.
- With your application you must provide a copy of your public liability insurance, traffic management plan (if required) as well as Victoria Police support and acknowledgement of the event, even if the event is not a race.

### Approval process

Once approval is given for the road use you will need to:

- Advertise any road closures or interruptions in the local newspaper for two consecutive weeks prior to the event.
- Advise emergency services, transport companies and all residents and businesses that will be affected at least 21 days before the event.

Once an event permit has been granted, only an accredited traffic management provider is permitted to manage vehicle and pedestrian movements and signage requirements.

### Venues: Halls/centres/reserves

Benalla Rural City has a variety of facilities for hire including:

Benalla Art Gallery\*  
 Benalla Bowling Club  
 Benalla Golf Club  
 Benalla Lakeside Community Sports Centre  
 Benalla Performing Arts & Convention Centre\*

Benalla Racing Club  
 Benalla Town Hall\*  
 Drill Hall Community Centre\*  
 Moira Benalla Club Inc  
 Senior Citizens Community Centre\*  
 Winton Motor Raceway Function Centre

\*Council facility

**Halls and Recreation Reserves** (Baddaginnie Hall, Devenish – Recreation Reserve and Hall, Goorambat – Recreation Reserve and Hall, Lima South Hall, Lurg Hall, Molyullah – Recreation Reserve and Hall, Moorngag Hall, Stewarton Hall, Swanpool – Recreation Reserve and Hall, Tatong – Recreation Reserve and Hall, Thoona – Recreation Reserve and Hall and Warrenbayne Hall)

Benalla: Arundel Street Ovals, Botanical Gardens Oval, Churchill Reserve, Indoor Sports Stadium Showgrounds, Sports and Equestrian Centre, UHF Reserve.

Winton Wetlands [www.wintonwetlands.org.au](http://www.wintonwetlands.org.au)

Contact the Council's Customer Service Team on 5760 2600 to obtain further information on these facilities.

## Waste management

The appropriate disposal of waste and recycling and minimising litter is important at any sized event. The Council can supply rubbish and recycling bins, through the kerbside contract, or alternatively you can use a skip bin company. Please contact the Waste Management Coordinator (03) 5762 2600 for more information and guidance on how you can integrate easy and cost-effective waste, recycling and litter management systems into your event.

Council supports environmental sustainability and encourages all events to offer effective recycling facilities and minimise the use of single use plastic items.

The site must be constantly kept clean and left in a clean state after the event. If the site is not returned to its pre-event condition by 3pm on the day following the event, Council will arrange contract cleaners for the following day at a cost to the event organisers.

## Water

If you are having food stalls, there must be access to running potable water, appropriately transported town water or bottled or packaged water from the supermarkets. Many reserves have taps available. Tap handles will need to be installed by Benalla Rural City Council on request.

If as a last resort you have to access a private (non-town) water authority supply then contact Council's Public Health Coordinator to ensure this water is appropriately protected, maintained, treated and analysed if necessary.

In places other than buildings one (1) drinking fountain or tap for each 200 patrons should be provided.

North East Water may be able to provide a mobile trailer to supply drinking water for use by the public at community events. If you would like further information on this opportunity please contact Council's Events Coordinator on 5760 2600.

## Waterways

If your event includes activities on waterways such as Lake Benalla you will need to contact:

- Maritime Safety, Transport Safety Victoria. [www.transportsafety.vic.gov.au](http://www.transportsafety.vic.gov.au) Ph: (03) 9095 4474
- Goulburn Broken Catchment Management Authority email: [reception@gbcma.vic.gov.au](mailto:reception@gbcma.vic.gov.au) Ph: (03) 5822 7700  
[www.gbcma.vic.gov.au](http://www.gbcma.vic.gov.au)

## Working With Children

Anyone working or volunteering at an event involving children may need to apply for a Working with Children check. For more information go to:

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Email: [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au)

Phone: 1300 652 879 (Monday to Friday 8.30am – 5pm)

## Volunteers

The use of volunteers to support the staging of an event is not only a great way to boost resources, spread the workload and increase participation, it's also a fantastic way to maximise community involvement.

However, the use of volunteers may require coverage under the insurance policies obtained by you as the event organiser. If you are planning on engaging volunteers to organise or conduct your event, check with your insurance provider to see if they require coverage for personal accident, covering persons while they are engaged in any activity directly or indirectly associated with or on behalf of the event organiser/organisation.

Some insurance providers will require volunteers to be registered with the event organiser to ensure they are covered by the public risk policy.

Visit Volunteering Australia's website [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org) for further information

## Contact numbers

Benalla Rural City Council: **5760 2600**

- Compliance Department
- Public Health Services
- Infrastructure
- Parks and Gardens
- Events Team
- Waste Management Coordinator

After Hours Service: **5760 2600**

### Other Contacts:

VicRoads	50-52 Clarke Street Benalla	<b>131 171</b>
Liquor Licensing		<b>1300 182 457</b>
Benalla Police	Bridge Street Benalla	<b>5760 0200</b>