

# Event Planning Guide





## About this guide

The City of Casey (the Council) seeks to manage an events program to encourage and support our community and celebrate its diversity.

This guide is designed to help you plan a safe and successful event. It provides advice on:

- » Council's role in your event, including approval processes and services offered; and
- » Your role in planning your event, including the items you will need to consider and documents you need to prepare.

Links to templates and factsheets available on our website are provided throughout the guide. Templates and factsheets are also available by calling the Events Unit.

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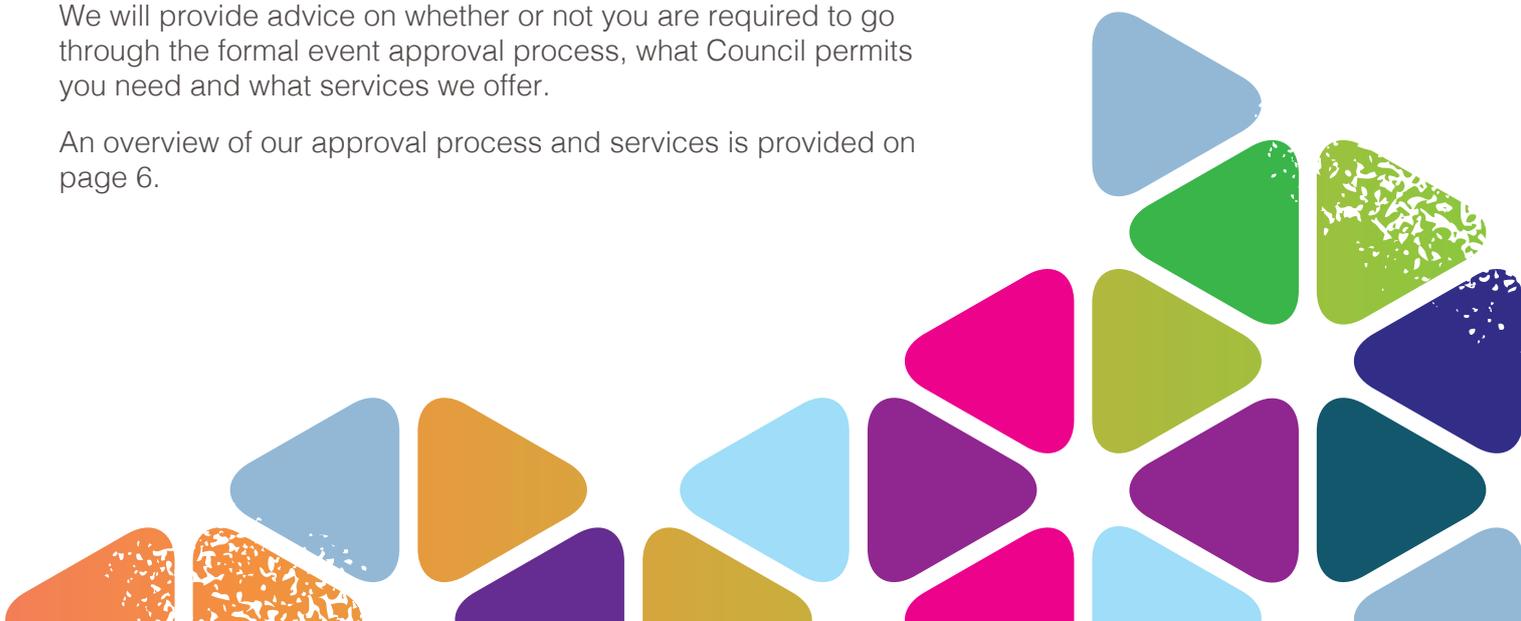
### Our role

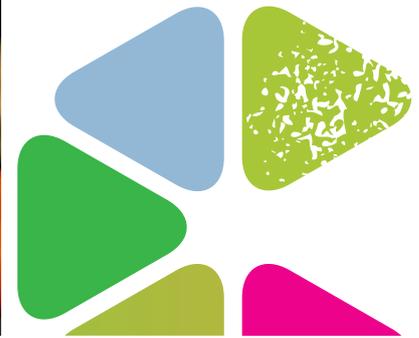
The City of Casey Events Unit can assist to help you run a safe and successful event and navigate you through our approval process.

If you are planning to hold an event in Casey, the first step is to call the Events Unit on 03 9705 5200 or email [events@casey.vic.gov.au](mailto:events@casey.vic.gov.au).

We will provide advice on whether or not you are required to go through the formal event approval process, what Council permits you need and what services we offer.

An overview of our approval process and services is provided on page 6.





## Your role

Events come in many different sizes and cover a wide range of activities. Whether your event is small or large, there are commonalities in the planning process. As the event organiser, you are responsible for planning the event and ensuring it complies with relevant laws and procedures.

These are explained in more detail later but include:

- » Defining the event purpose and setting a realistic comprehensive budget.
  - » Choosing a suitable date that does not coincide or conflict with other events.
  - » Selecting a suitable venue accessible by all with sufficient public amenities and services.
  - » Holding adequate insurance policies such as public liability insurance, WorkCover and any other insurance needed to cover your event.
  - » Choosing appropriately skilled staff and volunteers including trained first aid officers and, if required, traffic controllers.
- » Preparing a range of plans including:
    - » A Site Plan of the venue showing key items such as power, entries and exits, parking and amenities.
    - » A Risk Assessment to identify, address and minimise all possible risks and safety hazards associated with your event.
    - » An Emergency Management Plan outlining the procedures to follow in case of an emergency.
    - » A Traffic Management Plan if it is likely the event may affect local traffic.
    - » A Liquor Licence Management Plan if alcohol is to be sold, served or consumed at your event.
    - » An Environment Plan if your event is likely to impact on the surrounding environment.
  - » Obtaining all approvals, permits and licenses issued by both Council and other government agencies.





## Planning your event

If you are planning an event in Casey, there are a number of things you need to consider and documents you need to prepare. These include:

### Define a purpose and set a realistic budget

Why are you hosting the event? Define your aims and objectives. Consider your target audience, overall cost, location, content, promotion and the date. Be realistic and take into account your timing and budget constraints.

When preparing your budget, do not forget to consider costs for insurances, venue hire, marketing, materials, equipment hire, staffing, entertainment, permit and license fees, first aid and food. It is a good idea to include a 10 per cent contingency of total costs for unexpected expenses.

### Choose a suitable date

There are numerous events held throughout the year, particularly during the summer season. To prevent your event coinciding with another event, please check Casey's Events Calendar available at [www.casey.vic.gov.au/calendar](http://www.casey.vic.gov.au/calendar) or talk to the Events Unit.

### Selecting a suitable venue

Factors to take into account include the type of venue (indoors or outdoors), location travel times, proximity to public transport, car parking availability, high visibility, accessibility and the available services and equipment.

Before booking your venue, undertake an inspection to see if it is right for your event and to assist with event planning. You can request an Events Unit officer to attend the venue inspection to help with layout and to answer questions about the venue's suitability.

Toilets must be provided at every event and maintained in a clean state. Access for the disabled is also required. The *Building Code of Australia 2005* states you must provide at a minimum:

- » One closet fixture for every 200 female patrons.
- » One closet fixture or urinal for every 200 male patrons, at least 30 per cent must be in the form of closet fixtures.
- » One wash basin for every 200 patrons.
- » For use by disabled persons, one unisex accessible facility for every 100 closet fixtures.

If your venue does not have the adequate number of toilets, you will need to hire additional toilets.

Clear, accessible paths of travel must be provided to, into, through and out of any building/venue where the event is being hosted. Further accessibility information and factsheets are available on Council's website.





## Insurances

All events in Casey require Public Liability insurance with a minimum of \$10 million coverage. Adequate insurance cover will also be required for event staff, volunteers, stallholders and entertainers.

The Municipal Association of Victoria, in association with [www.ourcommunity.com.au](http://www.ourcommunity.com.au), Jardine Lloyd Thompson and the State Government of Victoria offers a Community Group Insurance Scheme. Cover is available for most community events, celebrations and festivals. For more information visit [www.communityinsurance.com.au](http://www.communityinsurance.com.au) or visit [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au).

## Staff and volunteers

Recruiting appropriately skilled staff (both paid and voluntary) is crucial. Identify and clearly define what roles and tasks your event will need.

This could include publicity and promotions, safety and emergency services, catering, venue and admission/ticketing, performers and staging, information and VIPs, cleaning, car parking attendants, first aid officers and traffic management services.

## First aid

You must provide qualified first aid services and officers at your event. Many companies supply first aid services at a charge. Bookings should be made at least one month before your event and cover event set-up and pack-up.

## Site Plan

An essential part of any event is drawing up a site plan showing these key items:

- » **Power** - Location/s, source/s (i.e. single/three-phase), distance from power outlet to where you will need to use the power.
- » **Shelter** - Location/s, size, type, direction of openings, line of sight blockages.
- » **Water** - Location/s, type and number of outlets, wash basins.
- » **Access/exits** - venue entry/exit points, traffic flow blocks, accessibility, stairs and ramps, vehicle access.
- » **Permanent structures** - Location/s, entries and exits, foyer, toilets, kitchen or catering facilities.
- » **Floor/ground** - Undulating ground, floor surface.
- » **Parking** - Location, car spaces available, accessible parking.
- » **Fire services** - Exit doors and signs, extinguishers, fire hose reels.
- » **Other** - Trees, paths, signs, roads, fire hydrants/blankets/extinguishers.

A Site Plan template is available.

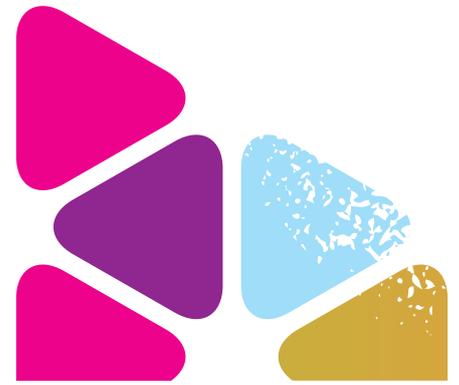
## Risk Assessment

You must assess all possible risks associated with running your event. By identifying risks and addressing potential hazards, you minimise the risk involved.

A risk meeting should be held onsite to identify possible risks or hazards at the venue.

A Risk Assessment example is available.





## Emergency Management Plan

You must ensure you are capable of dealing with any type of emergency which is why you need Emergency Management Plan and evacuation procedures to cover fire, medical, structural, explosions and flooding.

You should prepare an Emergency Management Plan that is flexible and simple to follow. Roles and responsibilities should be clearly outlined.

A clear path (length and width of a fire truck) must be provided for emergency vehicle access into the main activity area at any time during the event.

Your plan should also include contingencies for dealing with Code Red Fire Days which may be declared by the State Government during extreme heat periods. For more information visit [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the CFA Southern Metropolitan Region on (03) 9767 1800. Heatwave temperatures of a day/night average of 30 degrees for a consecutive period may also have health implications for your event. Preparing for heatwave information is available at [www.casey.vic.gov.au](http://www.casey.vic.gov.au) or by calling the Events Unit.

An Emergency Management Plan template is available.

## Traffic Management Plan

If it is likely the event may affect local traffic or public transport services, a Traffic Management Plan (TMP) may be required. Traffic Management Plans may be prepared by an approved or ticketed Traffic Management Contactor.

VicRoads approval may also be required if conducting the event on an arterial or local road.

## Food

If selling or serving food at your event you must ensure appropriate food handling practices are in place to minimise the potential health risk.

If using temporary or mobile food premises, food vending machines or water transport vehicles at your event you must register them with Streatrader – a statewide registration system showing when and where you will be operating. For further information you can visit [www.streatrader.health.vic.gov.au](http://www.streatrader.health.vic.gov.au), or phone the Streatrader hotline on 1300 085 767.

Additional food permits may also be required.

Council or the Health Department may inspect the food stalls at an event to ensure procedures are compliant.

## Environment Plan

If it is likely the event may affect the surrounding environment, an Environment Plan may be required, particularly if your public liability insurance does not cover environmental damage. If the event is to be held in Rutter Park, an Environment Plan will always be required.





## Alcohol

Council's Local Laws do not allow consumption of alcohol in public places without prior approval.

If alcohol is to be sold, served or consumed at your event, you should first seek approval from the Events Unit. You will be asked to provide a Liquor Licence Management Plan. Allow 28 days for processing.

If Council approves, you will need to apply for a Liquor Licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). Allow 60 days for processing.

Alcohol must always be sold, served and consumed responsibly.

## Fireworks

If planning to discharge fireworks at your event, Council will assess what is needed to gain approval.

All fireworks must be discharged by a licensed pyro-technician who holds the appropriate public liability insurance with a minimum coverage of \$10 million.

Usually every year, in the lead up to the fire season, the Country Fire Authority (CFA) declares a Fire Danger Period for each municipality. During a declared Fire Danger Period restrictions may apply to fireworks and no fireworks can be discharged on a total fire ban day.

## 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.

## Other approvals, permits and licences

You may be required to obtain other approvals, permits and licenses issued by:

- » The City of Casey Council; and
- » Other government agencies

The Events Unit will help you identify what other Council permits you need.

For permits or licenses issued by other government agencies, it is your responsibility to ensure you hold all relevant permits and licences.

## Consultation with the community

Approximately three weeks prior to your event, you may need to contact surrounding businesses and residents to let them know the event is taking place and outline any potential affects. A Template for Event Notification to Residents is available.

Depending on the location, timing, size and make-up of the event, the Events Unit may also advise that you need to notify:

- » Victoria Police
- » the Country Fire Authority (CFA)
- » State Emergency Services (SES)
- » Metropolitan Ambulance Service.



## Working with Council

### The approval process

**Step 1:** Call the Events Unit on 9705 5200 or email [events@casey.vic.gov.au](mailto:events@casey.vic.gov.au) to discuss your event and determine whether you need to go through our formal approval process.

**NO** you are not required to go through the formal approval process.

Use the information in this guide to help you organise a safe and successful event.

Call the Events Unit if you need further assistance or advice.

**YES** you are required to go through the formal approval process.

**Step 2: Apply for event approval:** You complete and lodge the Event Application form with supporting documentation.

**Step 3: Assessment:** The Events Unit assesses your application and determines what other information, plans or Council permits are required.

**Step 4: Requirements letter:** The Events Unit sends you a letter listing all requirements that are required to approve your application and the date you need to provide them by.

**Step 5: Complete requirements:** You action the requirements listed in the letter and then advise the Events Unit when complete.

## Services

City of Casey Events Unit offers free services to community and not-for-profit groups and organisations:

- » Community Digital Event Sign – The City of Casey has a Community Digital Sign in Cranbourne to help promote your event.
- » The online events calendar – A FREE marketing tool that can be used to promote events.
- » Event Forums – Up to two FREE Event Forums are held each year for event organisers, to tell you about Council event related services and provide networking opportunities.
- » Event Equipment Loan – A limited selection of event equipment is available.
- » Funding and grants – There are a range of grants and funding opportunities available to community groups, organisations and individuals within Casey.

## Disclaimer

*The information provided in this guide is intended as a general community resource for event organisers. Every effort is made to ensure that the information is current and accurate. However, it is not verified information and may not be relied on in any circumstance where verified information is called for.*

*No person should place reliance on information contained in this guide in circumstances where loss, damage, or injury is possible. In such circumstances, the enquirer should make specific enquiries with Council or the relevant authority/organisation and obtain the required advice or information directly from authorised Council officers or relevant third parties.*

## Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

[caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)

[facebook.com/CityOfCasey](https://www.facebook.com/CityOfCasey)

[@CityOfCasey](https://www.instagram.com/CityOfCasey)

PO Box 1000  
Narre Warren VIC 3805

## Customer Service Centres

### Cranbourne

Cranbourne Park Shopping Centre

### Narre Warren

Magid Drive

### Narre Warren South

Amberly Park Shopping Centre