

Edendale Event Management Guide



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1 Introduction

This Event Management Guide is to be used by Council teams, Community groups and others wishing to hold events at Edendale. It outlines the criteria that need to be taken into consideration when an event is held at Edendale.

It is a practical tool to help event managers and organising committees ensure that their event is safe and enjoyable for all participants.

Definition of an event

The definition of an event includes any planned activity occupying any structure (permanent or temporary), open area, roadway, fenced or unfenced site and containing more people than would normally be found in that location at one time.

Edendale has a number of indoor and outdoor spaces available for hire (Refer to Section 2 Spaces for hire and hire fees). The nature of the event and the potential number of people who will be attending will determine the spaces that can be used.

At your first meeting with the Edendale Coordinator the space that could be allocated to your event will be discussed. Depending on what space is booked some or all of these guidelines will be applicable.

Some key areas that you should be aware of include:

- The event can run between the hours of 10am to 10pm. All participants must be off site by 11pm. The event can run for a maximum of 10 hours.
- There are defined public spaces. Unless approval is given the paddocks and livestock areas are not available for use by the event. This includes parking of vehicles.
- There are defined roadways that are to be kept clear for emergency access.
- Pathways are to be kept clear so that all participants and visitors can move freely around the site.
- Under no circumstances can structures (including marquees) be pegged into the ground. All structures must be weighed down by weights that can withstand strong wind.
- No dogs are allowed on site, excepting assistance dogs.
- The existing disabled parking must be made available for its intended purpose and the pathway from the disabled carparks must have clear access.
- Fireworks are not allowed in any circumstances.
- Generators can be used in certain locations.



- Amusement rides that are typically found at local festivals are not permitted. A jumping castle may be permitted in certain locations. These must be put up and down in the same day.
- Any decorations that have the potential of coming loose and flying away cannot be used. This includes balloons, streamers, confetti and rice.
- The noise level from the bands and DJs must be within EPA standards. The location of the stage will be determined based on the type of music. Bands that play a very heavy base type of music will not be permitted. The music will be restricted to a maximum of 6 hours and must be finished by 10.00pm. Only two stages, including a DJ area is allowed.
- Inappropriate behaviour, such as the use of offensive language or a behaviour which endangers others is not permitted.
- Extreme weather
 - Fire Danger Days - if the forecast is for an Extreme or Code Red Fire Danger Day the event will be cancelled by the Edendale Coordinator as soon as it is declared.
 - If the day has been declared a Total Fire Ban day then a discussion between the Edendale Coordinator and the Event Coordinator will determine that action that could be taken.
 - Wet and windy - a discussion between the Edendale Coordinator and the Event Coordinator will determine that action that could be taken.

2 Spaces for hire and hire fees

2.1 Spaces Available for Hire

Edendale has a number of both indoor and outdoor spaces available for hire.

Space	Purpose	Set-up options	Comments
Rooms			
Mummy Education Room	Small to medium meetings and functions	Max: 80 theatre style, 40 seated around tables, 24 in U shape setting, standing 100 to 120	This room is predominately used by school groups during the day (9 to 3pm) during term. The room can be hired out for evenings under certain conditions and at the weekend. Some week days may be available.
Macey Training Room	Small meetings and training	16 in a U setting	Room will not be cleared of tables & chairs unless it is an emergency. This room is booked during each week day for courses. It is also booked for some evenings during the week by. It is available most weekends during the day for hire.
Horticultural shed	Teaching space for practical classes or workshops.	Bench space – max. 12. Theatre style – max 16	Only available weekends during the day. Large monitor and computer available.

Space	Purpose	Set-up options	Comments
Shelters			
Peppercorn shelter	Small to medium gathering	Edendale can supply two tables and bench seating for 15	Group can reserve the whole shelter (with payment) or multiple small groups (family size) could use it at the same time.
She Oak shelter	Small to medium gathering	Edendale can supply two tables and bench seating for 15	Only available weekends. Used for school programs and café patrons during the week.
Outdoor spaces			
Front homestead lawn (Front Outdoor Area)	Small to medium event. e.g. garden wedding, birthday party	Edendale can supply limited tables and chairs	1 to 3 Marquees can be erected with weights. Power is available Area can be bunted off Reserved signs available.
West homestead lawn	Only available as part of a festival booking		
East homestead lawn (East Outdoor Area)	Small to medium event. e.g. garden wedding, birthday party	Edendale can supply limited tables and chairs	1 to 3 Marquees can be erected with weights. Power is available Area can be bunted off Reserved signs available.
Lawn in front of reception (Reception Outdoor Area)	Small to medium event. e.g. garden wedding, birthday party	Edendale can supply limited tables and chairs	1 to 3 Marquees can be erected with weights. Power is available Area can be bunted off Reserved signs available. Disabled car parking and pathway must not be blocked at any time.
Amphitheatre	Small to medium event.	The set-up must not block the pathway from the steps and ramps through the area. Edendale can supply limited tables and chairs.	1-2 Marquees can be erected (with weights). Power is available Area can be bunted off. Reserved signs available. Amphitheatre can be booked with the Mummery Education Room.
Worm teaching space	Only available for bookings as part of festival		Shade will only be set up for an event or festival because there are access and safety issues with the area.
Mosaic Egg garden	Only available for bookings as part of festival		Space is used for education purposes (school, LLN and school holiday).

2.2 Types of events

Type	Max. numbers	Example of event	What part of the site	Comments
Large festival	5000	Practically Green Festival	All the site	Site closed to the public.
Medium festival	2000	Music Festival	Around the homestead and reception	Site closed to the public
Small festival	300	Open day, family event	Only Front and East Outdoor Areas	Site stays open. Area bunted off.
Medium event	60 - 150	Volunteer celebration, garden wedding	Front and East Outdoor Areas <u>or</u> Mummery Room and amphitheatre	Site stays open. Area bunted off.
Small event	Less than 60	Birthday party, garden wedding	Peppercorn shelter <u>or</u> Front <u>or</u> East Outdoor Areas <u>or</u> Reception Outdoor Area	Site stays open

2.3 High level requirements

Type	Road closure and traffic management	Extra toilets	External Waste	Alcohol	Max. number of 3m x 3m marquees	Bond Required
Large festival	Yes	Yes	Yes	Licence	50	Yes
Medium festival	Yes	Yes	Yes	Licence	10	Yes
Small festival	No	No	Yes	Licence	5	Yes
Medium event	No	No	No	BYO	3	Yes
Small event	No	No	No	BYO	1	No

2.4 Hire Fees

The cost for hiring spaces at Edendale to hold an event depends on the:

- area allocated to the event and whether any rooms are required for existing bookings
- number of hours the event will run
- time of day
- if the event has exclusive use of the site
- the amount of set up time required
- the amount of site preparation required
- when pack up will undertaken.

The hire costs covers:

- Use of the agreed area of the site and rooms

- Edendale providing a Chief Warden for the duration of the event
- Access to the kitchen for tea and coffee for the Event Organisers.
- Access to a locked office for storage of valuables
- Eight two-way radio's
- Support with some of the promotion of the Event.

The hire cost does not include:

- Edendale staff to set up for the function or event, though our staff will assist where they can. If you do require additional Edendale staff to support your event this will be charged at the rates below.
- Electrician or electrical services
- Waste management services
- Additional cleaning costs

Room/Space	Day	Timeframe	Commercial Rate	Community / Not for Profit Rate	NSC Rate
			\$/session	\$/session	\$/session
Large, medium & small festivals or events (i.e. weddings)					
Whole or partial site (closed to public)	Weekend	8 hours	\$3,090.00	\$2,160.00	\$2,060.00
	Weekend	4 hours	\$1,545.00	\$1,080.00	\$980.00
Front & East Outdoor Areas (site remains open)	Weekend	8 hours	\$2,060.00	\$1,450.00	\$1,340.00
	Weekend	4 hours	\$1,030.00	\$720.00	\$670.00
Mummy Education Room & Amphitheatre	Weekend	4 hours	\$515.00	\$258.00	\$258.00
Rooms					
Mummy Education Room Macey Training Room	Anytime	Per hour (min 2 hrs)	\$50.00	\$35.00	\$31.82*
	Anytime	4 hours	\$185.00	\$132.00	\$120.00*
Gaston & Cox Homestead Rooms	Anytime	Per hour (min 2 Hrs)	\$35.00	\$34.00	\$30.91*
	Anytime	4 hours	\$136.00	\$98.00	\$89.00*
Shelters (small events i.e. birthday parties)					
Ironbark Shelter	Weekend	2-3 hours	\$195.00	\$195.00	\$177.27*
Peppercorn & She Oak Shelter	Weekend	2-3 Hours	\$100.00	\$100.00	\$90.91*
Acacia, Dam & Spiral Shelter	Weekend	2-3 hours	\$79.00	\$79.00	\$71.82*

Room/Space	Day	Timeframe	Commercial Rate	Community / Not for Profit Rate	NSC Rate
Outdoor Spaces (small events i.e. birthday parties)					
Front homestead lawn <50 people (Front Outdoor Area)	Weekend	2-3 hours	\$100.00	\$100.00	\$90.91*
East homestead lawn < 50 people (East Outdoor Area)	Weekend	2-3 hours	\$100.00	\$100.00	\$90.91*
Amphitheatre	Weekend / Evening	4 hours	\$200.00	\$175.00	\$159.00*
Additional charges					
Kitchen Use Charge	Anytime	4 hours			\$42.00
Cleaning Levy	Anytime	Per event			\$160.00
Bond	Anytime	Per event	\$250.00 - \$1,000.00		N/A
Staff lock up fee	Evening / Out of hours	Per event	\$157.00	\$155.00	\$140.91*
Waste Charge	Anytime	Per event			Quoted
Additional staff	Daytime	Per hour			\$49.50
	Evening / Weekend	Per hour			\$99.00

* Rates are quoted for 2020/21 and are subject to annual review

1. Commercial rate is for commercial businesses (who are selling services and/or products at Edendale at the time of their booking), corporations, political organisations and private individuals for a private function.
2. Community Group rate includes schools booking the room/s for their own use, government organisations or community based organisations.
3. Not-for-profit rate is for private individuals for community benefit (fund-raiser),
4. The Nillumbik Shire Council (NSC) rate is for all meetings and workshops organised by Council officers.

Additional charges:

1. Kitchen use charge will be included when an organisation uses the kitchen to prepare food for their event.
2. A cleaning levy will be charged when additional cleaning of the carpet or windows is required following an event. This may be taken out of the bond if required.
3. The staff lock-up charge applies to bookings out of normal business hour times.
4. A bond will be required for large events and when new unknown organisations book for the first time. This money will be refunded following the event.

5. The Waste Charge will be quoted per event, as additional waste services may be required depending on the size of the event.
6. Additional Edendale staff may be required for larger festivals and events. This will be charged out at the rates per hour.

Cancellation:

The event organisers can cancel the event at any time. The cost of cancelling the event will be determined by the Edendale Coordinator. The cost will depend on why the event was cancelled and whether it has been rescheduled.

When the Edendale Coordinator cancels the event there will be no charge for cancelling the event.

3 Planning your event

Planning your event is a very important stage of the process. By outlining a basic plan at the beginning will help to clarify what this event is about and what things need to be done to ensure that it is successful.

The following should be included in the **initial** plan

- Name of event, date and times
- The aim of the event
- Details about the event
- The organising committee and their roles
- Budget
- Marketing and promotion
- Rough site layout
- The list of tasks to be completed and rough timeline



3.1 Name, date and times

You would have already had a meeting with the Edendale Coordinator to determine if the proposed event is suitable for the site. During this meeting a date for the event would have been decided and times discussed. Depending on the size of the event there may be a requirement to book additional time either side for set-up and pack-up.

3.2 Aim of the event

The aim is a description of the overall purpose of the event

3.3 Details about the event

The details will include:

- A description about what will be available at the event for the participant, for example music, food etc.
- Type of person attending

- Estimated numbers
- Estimated cost of the ticket.

3.4 Organising committee

The Committee is made up of the people who take on various roles.

The key roles could be

- Event Coordinator
- Safety Officer
- Entertainment organiser - This may be two or three people because of the work required, for example someone to organise the stage performers and another one for the children's activities.
- Food and drinks organiser
- Market stalls and exhibitors organiser
- Volunteers coordinator
- Ticket sales and financial officer
- Marketing and promotion officer

3.5 Budgets, funding and sponsorship

A budget should list all of the expenses that will occur in the setting up and running the event. It is important that at this early stage that quotes are obtained so that there are no surprises.

This budget will continually be updated as new items are added. Some of the expenses could be:

- Hire of the site
- Insurance (see the section for details of what is required)
- Marquees
- Stage and back stage
- Sound system
- Toilets (see the section for details of what is required)
- Waste bins(see the section for details of what is required)
- Security
- Traffic management plan (see the section for details of what is required)
- Traffic controllers for a road closure
- First aid
- Entertainers
- Refreshments for volunteers and musicians
- Decorations
- Ticketing and identification tags
- Safety equipment (vests, torches).

Income could come from ticket sales, sponsorships and grants. The Nillumbik Shire Council has a number of grants that may be applicable.

3.6 Marketing and promotion

There are many avenues for promoting the event. This aspect can be done with little cost using social media and a website. Other types of promotion that can be considered are:

- Flyers
- Posters
- Roadside and site large signs.
- Advertising in key magazines and local newspapers.

This type of advertising can be expensive but also is the type of advertising that might attract a sponsor.

Roadside signs require a permit from council. There are details about this in this document.

Edendale can also provide support around promoting the event on-site and through social media. Discuss this with the Edendale Coordinator.

3.7 Site layout

Determining where different aspects of your event will be located is important to sort out in the very early stages of the planning.

The first draft of site layout should be done with the Edendale Coordinator at the first or second meeting. The Coordinator will supply a digital and printed version of the plan (Refer to Appendix E)

The section about the Site Plan outlines the aspects that need to be considered in relations to a site layout.

3.8 Tasks and Timelines

In the early stage of planning it is important that all the tasks required to organise the event are listed and someone is allocated to undertake them. A time line for completing each task should also be determined.

It can be a general list to start with, then as things are organised the list can be expanded to include more detail.



4 Event Application Process

4.1 How to apply for holding an event at Edendale

The following is required:

- Contact the Edendale Coordinator to organise a meeting
- At this first meeting the Coordinator will ascertain if Edendale can host the event and then a date will be organised
- The cost of hiring the site will also be discussed
- The Coordinator will provide an event pack of information and application forms.
- Once the event application has been submitted, a quotation of hire will be provided to the event organiser.
- Event organisers must sign and submit the Edendale Conditions of Hire form.
- There are a number of Council units to be contacted and permits to be obtained. Details of the permits and contacts are listed in this guide. At this first meeting the Coordinator will identify which permits are required and which Council units need to be contacted.

4.2 Compulsory event permits and approvals

There are a number of permits that the Event Organising Committee must obtain. These include:

- If alcohol is sold or served, then a Temporary Liquor Licence from the Victorian Commission for Gambling and Liquor Regulation must be obtained.
- If Gastons Road is to be closed, a Traffic Management Plan and a request to have the road closed must be obtained from Council's Infrastructure Development Unit.
- Approval for vendors to serving and selling of food requires all vendors to be registered. Contact the Council's Public Health Unit for details about the process.
- Public Liability insurance – see section on this aspect.
- Road side signs promoting the event require approval through Council's Infrastructure Development Unit.
- An Occupancy Permit for a Place of Public Entertainment (POPE) if a temporary structure is greater than 150 square metres and/or more than 5,000 people are expected. This is obtained through Council's Building Services Unit.

Note: A Council Planning Permit is not required for events held at Edendale.

4.2.1 Important Contacts

Event action	Who to contact	Contact details	Timeframe (before the event)
Liquor Licence	Victorian Commission for Gambling and Liquor Registration	www.vcglr.vic.gov.au	3 months
Gastons Road Temporary Closure	Council's Infrastructure Development Unit	9433 3176	1 month
Selling of food	Council's Public Health Unit	9433 3340	6 weeks
Road side signs	Council's Infrastructure Development Unit	9433 3176	3 months
Building permit or Permit for Place of Public Event (POPE)	Council's Building Services Unit	9433 3243	2 months
Potential Council grants and other fundraising ideas	Community Development Team	9433 3156 9433 3153	6 months

5 Access and inclusion

Council's Community Inclusion Policy requires that organisers endeavour to provide the following for all people, including people with the disability:

- Unisex accessible toilets located in close proximity to main activities that comply with Australian Standards (displaying signage so both males/females, people with a disability and parents with prams know it's available for their use – baby change tables should also be considered). There is a permanent Unisex accessible toilet at Edendale. Depending on the number of participants expected, additional toilets may have to be hired.
- Accessible parking that complies with Australian Standards (displaying the international access symbol). Edendale has two permanent accessible parking spaces that must be made available during the Event.
- Seating opportunities throughout main activities.
- Appropriate ramped access to stages that comply with Australian Standards.
- 1.8 metre clearance or walkways between stalls.
- Continuous, clear pathways throughout the site (path terrain should be suitable for people in wheelchairs and/or with prams). The main area for events has very good accessible pathways. The pedestrian entry/exit pathways are not readily accessible by people in wheelchairs. It is recommended that the disability parking be advertised for people who require a wheelchair to move around.
- Clear signage, preferably with symbols (entry, exit, no-entry, information).

- Recharge location.

6 Notifications

6.1 Council

The Edendale Coordinator will contact the following Council departments about the event, once the date has been confirmed and security deposit paid.

- Infrastructure Development
- Public Health
- Building Services (if required)
- Local Laws
- Statutory Planning (If alcohol, is being sold or served)
- Risk
- Community Development
- Waste Services

6.2 Emergency Services

The Event Coordinator must make contact with the Eltham Police Station and Eltham CFA, at least one month prior to the event.

- Eltham CFA: 9439 7917
- Eltham Police: 9430 4500

6.3 Local community

The local residents appreciate knowing that there will be an event at Edendale. They may choose to leave the area because of the noise and traffic congestion.

A letter must be sent to households close to Edendale. The roads that are to be included in this letter drop are Coleman Close, Coolabah Drive, Moola Place, Bahen Close, Narrawa Close, Zigzag Road and Railway Parade.

The letter should outline:

- Name of the event
- Purpose
- Date and time of the event (including finishing time)
- Activities being offered at the event.

There has been from past event reasonable concern from residents about the level of noise from bands and in some cases the vibration from some types of music. During the planning process of your event there will be a discussion about the types of bands and an acceptable level of noise.

A map of houses to be contacted can be provided to the Event Organiser on request.

7 Public Liability Insurance

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is mandatory that the Event Committee or Manager have \$10 million public liability insurance and legal advice.

A copy of a current Public Liability Policy of insurance and a Certificate of Currency which confirms that the policy is active for the duration of the event must be submitted to the Edendale Coordinator.

An emergency management plan may need to be completed to obtain public liability insurance.

All community groups, businesses and performers participating in the event must also have public liability insurance. See the Event Application Form for details.

8 Event Safety Management

There are a number of actions that need to be undertaken to ensure the safety of everyone attending and involved in the event. These include:

- Risk planning
- Creating an Event Management Plan
- First Aid Provision
- Site and OH & S Induction

8.1 Risk planning

During the planning process the Organising Committee should develop a list of safety issues that are not identified in the Event Management Plan. The Event Management Plan template has a template Hazard Identification and Risk Assessment which can be used to assist in Risk Planning. This list should be discussed with the Edendale Coordinator at the next scheduled meeting.

The issue and its planned control measures should be included in the Event Management Plan.

8.2 Event Management Plan Template

One of the documents provided at the first meeting will be the Event Management Plan template. This is to be completed by the Organising Committee with assistance of the Edendale Coordinator.

8.3 First Aid Provision

Edendale has a Designated First Aid Officer and a first aid kit available during the day (8.30am to 5pm). For an event with expected numbers of more than 500 people, a first aid organisation needs to be contracted for the event.

9 Site Plan

9.1 Developing a site plan

The site plan can be developed in two stages. The first stage is a rough outline of where the different event activities will be located. This needs to be ready for the second meeting with the Edendale Coordinator.

The second plan is the detailed plan and where possible is the final site plan. This needs to be completed one month prior to the event.

Final Site Plan will include:

- Designated parking for vendors, market stalls, performers, staff and volunteers
- Portable toilet location/s
- Power requirements (including amount of power required)
- Stage/s locations (with size)
- Alcohol and food venues locations
- Location of first aid point
- Market stall and vendor locations
- Ticket collection points
- Volunteer registration point
- Location for lost children
- Additional lighting
- Exits and entry

The map provided already has marked:

- Permanent toilets
- Accessible parking
- Emergency Evacuation Area

10 Acknowledgements and Protocols

The following groups may be invited and if they attend will require an acknowledgement.

- Aboriginal and Torres Strait Islanders representative
- VIP's
- Local Councillors and local Members of Parliament

If it is a Council conducted event it is appropriate to have a 'welcome to Country' acknowledgement and that standard protocols are met in relation to VIP's and Councillors and Members of Parliament.

11 Infrastructure

11.1 Toilets

Aim: To ensure that the toilets provided on site are adequate for the event.

- Additional toilets may need to be hired. The number will be determined by the Event Coordinator dependant of the expected number.
- If the permanent toilets block up. The Edendale staff can assist to a certain degree but if the blockage cannot be resolved then a plumber will have to be called and this cost must be covered by the organisers.
- If toilet paper, hand towel and liquid soap runs out. Edendale staff will do regular checks to make sure the toilets have supplies.
- The toilets will be cleaned prior to the event. There may be a need to sweep the floor at some stages if there has been heavy usage during the day.

Event organisers must provide adequate toilet facilities. Edendale has the following public toilets

- Men – two urinals and one cubicle
- Women – two cubicle
- Unisex/Disability – one toilet

There is also one staff toilet that can be used by Event Organisers and their volunteers.

Portable toilets will have to be hired if the event has more than 500 participants. In keeping with Edendale's ethos of sustainability, composting toilets may be hired from some providers. Discuss requirements with toilet hire companies and the Edendale Coordinator. Portable toilets must be on site the day to two days prior to the event. The cleaning of these toilets is the responsibility of the event organisers.

11.2 Generators and Power

Edendale has sufficient power to run most events as long as the power required is around the homestead and buildings. If power is required in paddocks and the front car park then a generator will have to be hired by the organisers.

There is access to both 3 phased and single phased power. It is configured according to your requirements and location of vendors and the band. The site layout will have to take into consideration the location of power sources. Discuss the event requirements for power with the Edendale Coordinator early in the planning process.

If an electrician is required for the event, it is the responsibility of the event organiser to arrange and fund.

11.3 Shelter and shade

There is very limited shelter and shade for participants. This will be discussed at the first meeting to ensure that the time of the year and the need for shade and shelter is considered. Event Organiser should consider setting up shade structures. The location of these can be discussed with the Coordinator.

11.4 Temporary structures

If you intend to erect a stage or platform exceeding 150m² or a tent, marquee or booth with a floor area greater than 100m² you will need an Occupancy Permit from the Council's Building Services Unit.

All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. For the structures outline above, the erection must be carried out by a registered building practitioner and comply with Council's requirements and conditions.

It **MUST** be noted that all temporary structures must be tied down with weights to withstand high winds. **NO** pegging is allowed on the Edendale site. Potential weights can include:

- Concrete blocks or blue stone pitchers
- 20 litre containers filled with water
- Purpose-made metal weights.

12 Food Management

All stall holders who want to sell food should contact Council's Environmental Health Services section to discuss the food safety requirements that apply.

Event organisers should ensure that stall holders have the relevant approval from the Environmental Health Services section prior to permitting the stall holder to commence selling food at the event. To avoid confusion event organisers should also inform stall holders that any fees for registering with Council are separate to site fees required for the event.

Further information can be obtained from the Environmental Health Services section on 9433 3340 or email health.services@nillumbik.vic.gov.

12.1 Safe Use of LP Gas at Events

There is a Code of Practice for the safe use of LP Gas at public events. The Event Organiser has the overall responsibility for the safe operation and use of LG Gas at an event. This can be achieved by:

- Reading the Code of Practice.
- Making sure that all food vendors sign the application agreement. In this agreement the vendors must declare that they have met their obligation according to the Code of Practise and have undertaken the checks and assessments and that their equipment is certified and fit for the purpose of use.
- Asking the vendors before the event starts if they have undertaken their obligations to ensure that they are using LP Gas correctly. It is the vendor's responsibility to ensure that they have meet their obligations.
- Ensuring the Safety Officer undertakes the hazard assessment prior to commencement of the Event as outlined in the Event Safety Management Plan.

Further information or a copy of the Code of Practice can be obtained from Energy Safe Victoria (www.esv.viv.gov.au)

12.2 Water availability

There is some permanent access to drinking water at Edendale. If you are running a large event Yarra Valley Water may be able to supply a hydration station free of

charge. The organiser needs to apply to Yarra Valley Water (www.yvw.com.au, use the search for hydration station).

12.3 Alcohol Management

Allowing alcohol at your event is something that needs to be seriously considered. Although alcohol consumption contributes to the lifestyle of many people and could bring in additional revenue, it unfortunately through misuse can result in adverse consequences.

If your event intends selling or supplying alcohol, a temporary liquor licence is required. With this licence there are obligations and responsibilities that must be undertaken. Edendale has in place a licence through the Council to allow BYO of alcohol for events.

You need to consider the following:

- The need for additional toilets, first aid and security
- Defined areas for alcohol consumption. No alcohol is to be served or consumed outside of these areas.
- Identification of minors
- Those people who are serving alcohol must have a Responsible Serving of Alcohol certificate
- The need for food and non-alcoholic drinks to be available
- How patrons can get to public transport. The Eltham train station is 25 minutes from Edendale. It is easy to get lost getting to the station at night.



13 Waste Management Plan

The Council and Edendale have a commitment ensuring that waste is managed so that very little waste goes to land fill. As an environmental centre, Edendale is committed to demonstrating sustainable living practices. Therefore waste from events should be minimised as much as possible. Balloons and plastic bags are not permitted. Plastic plates, cutlery or cups should not be used unless they are recyclable or biodegradable.

It is important that the Organising Committee allocate budget and/or capacity to handle the waste from your event. You may wish to use your own waste management service or Council can provide a managed waste service for your event.

The Nillumbik Shire Council has a number of options:

- Provision of 240 litre rubbish and recycling bins, with staff to pick up waste and replace full bins with empty bins. The staff will be available on site all day.

- Provision of 240 litre rubbish and recycling bins that can be changed over once during the event.
- Provision of 240 litre rubbish and recycling bins for your event and the Event Organisers manage the picking up of waste during the event and handling the bins.

These options have varying costs. The Edendale Coordinator will contact the Council's Waste Management team to determine the number required and the cost of each option. A quotation for waste services will be provided.

Bins should be placed in pairs and placed in eating and entertainment areas, and at exit points. Most participants will not walk more than 20 metres to a bin.

At the conclusion of the event it is important that the Event Organisers have a clean-up team available to collect all the rubbish so that the site is left clean and tidy. The bins should be returned to the area were they came from.

14 Staffing and Volunteers

When planning your event the Organising Committee needs to consider how many people are needed for the event day as well as during the planning stages. Keep in mind that you have a duty of care for these people (e.g. distances travelled, hours worked, heat etc.).

14.1 Volunteers

Volunteers can provide the event with support and participation. It is important the volunteers are valued for the contribution they can make. The Organising Committee should have in place:

- A member of the Committee who is responsible for recruitment, induction and management of the volunteers on the day
- Clear short duty statements for each type of volunteer (e.g. parking attendant, collection of rubbish, meeting performers)
- The volunteers are covered with insurance
- They are inducted and sign on and off for their shifts
- Are wearing clothing that provides them with protection from the sun and rain
- Are provided with refreshments and have access to drinking water.

14.2 Training, induction and event briefing

14.2.1 Training

It is important that event organisers and volunteers are given training in the tasks that they are to undertake. There may be a need to have clear step-by-step instructions for some tasks. Also some tasks may need guidelines (e.g. when selling tickets who receives the discount and what evidence do they need to show, when ticket prices will be discounted?)

14.2.2 Induction

Induction must be undertaken by all people and organisations involved with running the event. Details about induction will be provided by the Edendale Coordinator.

14.2.3 Event Briefing

Event organisers have a clear understanding about what the event is about and what the Committee is trying to achieve. This understanding is not the same for the volunteers. Event briefing can be held in conjunction with the safety and emergence management briefing.

The event briefing should include

- What is the aim of the event, the start and finish time
- Who will be attending
- Who are performing and what other activities will be available
- The tasks that the volunteers will be doing, their shifts and free time
- What behaviour is expected (e.g. not to be rude to a participant even though they are not that pleasant)
- The PPE they should be wearing (e.g. safety vest for parking attendants)
- What refreshments will be provided
- Issues they need to be aware of as they do about their duties.
- Who to talk to if they have a concern.

14.3 Protective Clothing

Event Organisers need to be firm about what protective clothing is required for the event. This could include that all organisers and volunteers must

- wear long sleeves and a hat
- safety vests while directing traffic.

As a part of working through the potential risks, PPE can provide a control for that risk. A good example of this is for designated organisers to wear a reflective vest at night so that it is easy to find help when required.

14.4 Communication

The communication while running the event can be done through using two-way radios, having a central location with someone present to pass on messages and ensuring that at key times throughout the event the organising committee have a quick catch up. These catch up meetings should be included in a running sheet for the event.

Communication in relation to an emergency is outlined in the Event Emergency Management Plan.

15 APRA and PPCA

Under the Australian Copyright Act 1968, music is protected by copyright law and you require a licence to publicly perform either live and/or recorded music at your festival or event.

Music, lyrics and sound recordings are separately protected by copyright and require permission to be played in public settings such as festivals and events. All events, festivals and activities that play copyright music, need permission from the copyright owners to do so. Permission is provided in the form of licenses provided by the Australasian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

15.1 Who is APRA?

APRA collects and distributes copyright royalties for composers, lyricists and music publishers. It issues licenses for the public performances and communication rights for copyright owners of musical works.

APRA provides a range of licences to cover the many ways in which music is used at events. Festivals are generally licensed on an event by event basis however there are many different types of licence including:

- Box Office or Ticketed event
- Free event
- Corporate or industry function
- Eisteddfod
- Film Festival
- Music in Theatre

The most common licence is a Free Event Licence. Concerts, festivals, dance parties and other events that are free to the public are licensed on an event by event basis. If the event involves live performers (not including DJs) the licence fee is calculated at 2.2% of your gross expenditure on the performers. In the case of free dance parties, the licence fee is calculated on the number of people admitted to the party.

For further info about which licence is best for you please call (03) 9426 5200 or visit www.apra-amcos.com.au

15.2 Who is PPCA?

PPCA collects and distributes copyright royalties for recording artists and copyright owners in sound recordings. It issues licences for the public performances and broadcast of copyright protected sound recordings.



PPCA provides a range of licences to cover the many ways in which protected sound recordings are used at festivals and events. Festivals are generally licensed on an event by event basis however there are many different types of type of licence including:

- General Licences - for fetes, garden parties, school, church or dance academy concerts; and during presentations or performances by motivational speakers
- Events and Festival - for festivals including arts, dance, fringe, music, food/wine, sporting, film and community as well as eisteddfods, exhibitions, fashion shows and similar events
- Cinema - for the public exhibition of films (indoor, outdoor festival or singular) which include protected sound recordings
- Dance Parties - for dance events and dance parties

The most common licence is an Events and Festival Licence. This Tariff covers the playing of protected sound recordings at arts events, dance, fringe, music, food/wine, sporting, film and community festivals as well as eisteddfods, exhibitions, fashion shows and similar events.

Where protected sound recordings are played as background entertainment, the fee will be the greater of \$0.1584 per person, per event (based on the estimated attendance); or \$55.88 (minimum Licence Fee). Where protected sound recordings are used as featured musical entertainment the fee will be the greater of \$0.22 per person, per event (based on the estimated attendance); or \$55.88 (minimum Licence Fee).

For further info about which licence is best for you please call (02) 8569 1100 or visit www.pcca.com.au.

16 Noise

As Edendale is located within a residential area noise levels must be managed. All events occurring at Edendale which involve music or noise must comply with the EPA's State Environment Protection Policy No. 2 (Control of Music Noise from Public Premises).

SEPP N-2 establishes a number of requirements for outdoor music venues. These requirements include;

- noise levels must not exceed the following noise limits (noise level is measured as LAeq in dB(A)):
 - 65 dB(A) (averaged over 15 minutes) when the measurement point is located outdoors at any residential premises; and
 - 55 dB(A) when the measurement point is located indoors (see clauses 17 and 18 of SEPP N-2)
- operating times must be between 12.00 pm and 11.00 pm, or 12.00 pm and 10.00 pm for events longer than five hours.

For further information about the SEPP No. 2 please visit

<http://www.epa.vic.gov.au/business-and-industry/guidelines/noise-guidance/outdoor-venue-noise>

17 Post Event Evaluation

It is important that within a couple of weeks following the event that the Organisation Committee and Edendale Coordinator meet to discuss the event and to highlight the aspects that worked really well and those that need fine tuning.

Appendix A: Event Application Form

Appendix B: Event Management Plan Template

Appendix C: Event Management Checklist

Task	Completed? (Yes/No/NA)	Date Completed
Event Application Form submitted to Edendale Coordinator		
Edendale Conditions of Hire signed and returned to Edendale Coordinator		
Hire deposit paid		
Temporary road closure approved?		
Site Plan completed, including: <ul style="list-style-type: none"> • Designated parking for stall holders and performers, staff • Disability parking & access • Portable toilet location/s • Power requirements (including amount of power required) • Stage/s locations (with size) • Alcohol and food venues locations • Market stalls locations • Location of first aid point • Ticket collection points • Volunteer registration point • Location for lost children • Additional lighting 		
Waste handling organised		
Additional drinking water organised		
Food premise registration for all food venues – copy of certificates to Edendale Coordinator		
Liquor licence – copy to Edendale Coordinator		
Public liability – copy of certificates to Edendale Coordinator for the following: <ul style="list-style-type: none"> • Event organiser • Performers / Bands • Food & alcohol venues • Exhibitors • Market stalls • Marquee and structures • Sound and lighting 		

Task	Completed? (Yes/No/NA)	Date Completed
<ul style="list-style-type: none"> Other 		
Notification of neighbours		
Event Safety Management Plan – copy to Edendale Coordinator		
Emergency Management Plan – copy to Edendale Coordinator		
Notified Eltham Police and CFA		
Volunteer registration paperwork		
APRA and PPCA Permits approved		
Permit of Occupancy for Place of Public Entertainment (POPE)		

Appendix E: Plan of Edendale

