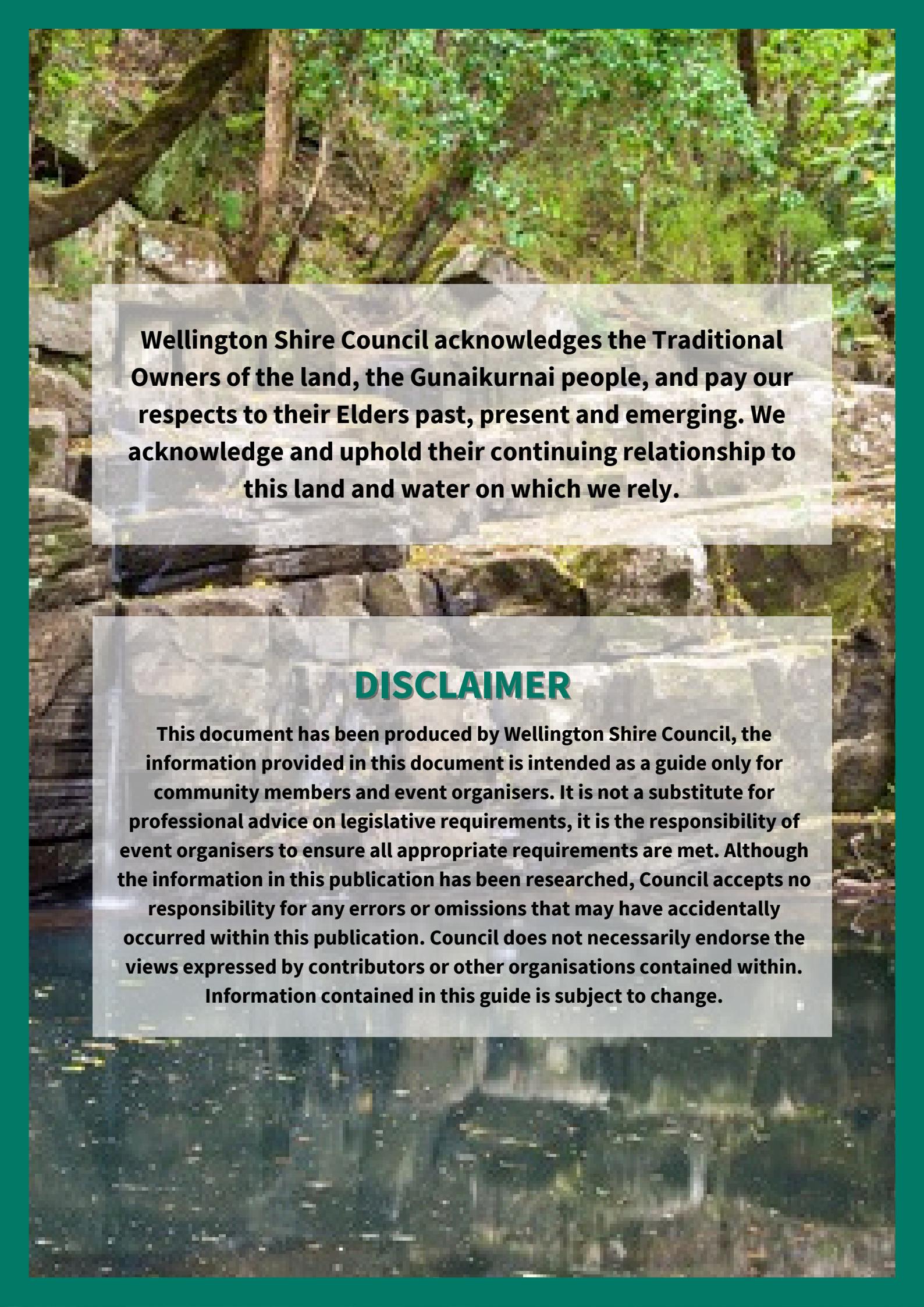


WELLINGTON SHIRE COUNCIL EVENT PLANNING GUIDE



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland





Wellington Shire Council acknowledges the Traditional Owners of the land, the Gunaikurnai people, and pay our respects to their Elders past, present and emerging. We acknowledge and uphold their continuing relationship to this land and water on which we rely.

DISCLAIMER

This document has been produced by Wellington Shire Council, the information provided in this document is intended as a guide only for community members and event organisers. It is not a substitute for professional advice on legislative requirements, it is the responsibility of event organisers to ensure all appropriate requirements are met. Although the information in this publication has been researched, Council accepts no responsibility for any errors or omissions that may have accidentally occurred within this publication. Council does not necessarily endorse the views expressed by contributors or other organisations contained within.

Information contained in this guide is subject to change.

TABLE OF CONTENTS

1	INTRODUCTION	
1.1 What is an event?	4	
1.2 Do I need to notify Council?	5	
1.3 Events Process	5	
1.4 Event Size & Council Notifications	6	
1.5 Planning Permit Process	7	
2	GETTING STARTED	
2.1 Funding your event	8	
2.2 Location	9	
2.3 Event Staff & Volunteers	9	
2.4 Promotion	10	
2.5 The Middle of Everywhere	12	
3	EVENT PAPERWORK	
3.1 Key Documents	12	
3.2 Site Plan	13	
3.3 Accessibility	14	
3.4 Occupancy Permits & Temporary Structures	15	
3.5 Traffic & Pedestrian Management	17	
4	RISK & SAFETY MANAGEMENT	
4.1 Risk Management Plan	18	
4.2 Notification	19	
4.3 Insurance	21	
5	HEALTH & SAFETY	
5.1 Risk Management Plan	22	
5.2 Water	22	
5.3 Alcohol Management	22	
5.4 First Aid	23	
5.5 Fireworks/Pyrotechnics	27	
5.6 Lighting & Power	27	
5.7 Noise	27	
5.8 Toilets	28	
5.9 Showers	28	
5.10 Animal Nurseries	28	
6	WASTE MANAGEMENT	
6.1 Liquid Waste	30	
6.2 Street Rubbish	30	
7	SUSTAINABILITY	
7.1 Sustainable Event	32	
7.2 Event Checklist	32	

1. INTRODUCTION

Welcome to the Wellington Shire Events Guide, we thank you for considering the Wellington Shire as the place to host your event.

Wellington acknowledges the huge benefits events bring to our community from wellbeing to economic improvements, therefore we encourage and welcome events to be held on land owned and managed by Council.

This guide will help event organisers and community groups be successful in holding safe and well-managed events.

As every event is unique, the rules, risk management and requirements may differ; therefore, this document should be used as a general guide. Event organisers are reminded of the need to make their own enquiries and to seek advice as needed, with decisions made based on the health and safety of participants and visitors to the event.

1.1 WHAT IS AN EVENT?

An event is defined as a public and/or social gathering of people for a community or commercial function or activity. The size and complexity of an event will determine what elements to include in your event planning, such as:



Markets



Food Stalls



Selling/providing liquor



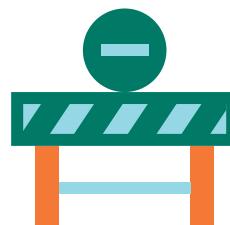
Fireworks



Entertainment



Activation



Changed traffic conditions/road closures



Temporary structures

(e.g. marquees, stages, seating stands etc.)



1.2 DO I NEED TO NOTIFY COUNCIL?

Please complete an event self assessment to determine if you are required to notify council of your upcoming event. This can be found on the Wellington Shire Council web page under the [Event Notification Form](#) or using the link <https://www.wellington.vic.gov.au/forms/event-notification-form>

If clarification is required, please contact Wellington Shire Council or email enquiries@wellington.vic.gov.au



1.3 EVENT PROCESS



Complete an event self assessment

Submit an event notification form

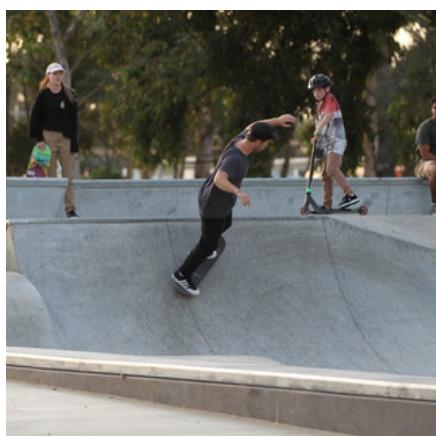
Apply for funding if needed

An approval email will be sent

If required, follow up paperwork will be supplied and needs to be completed

Your event will be assessed and you will receive an acknowledgment email

Note: If required, please ensure that your permits are in order before running your event. Failing to hold the required permits and licences can result in your event being cancelled, or even worse, shut down mid way through. Permits and licenses ensure that your event is held safely for all involved.



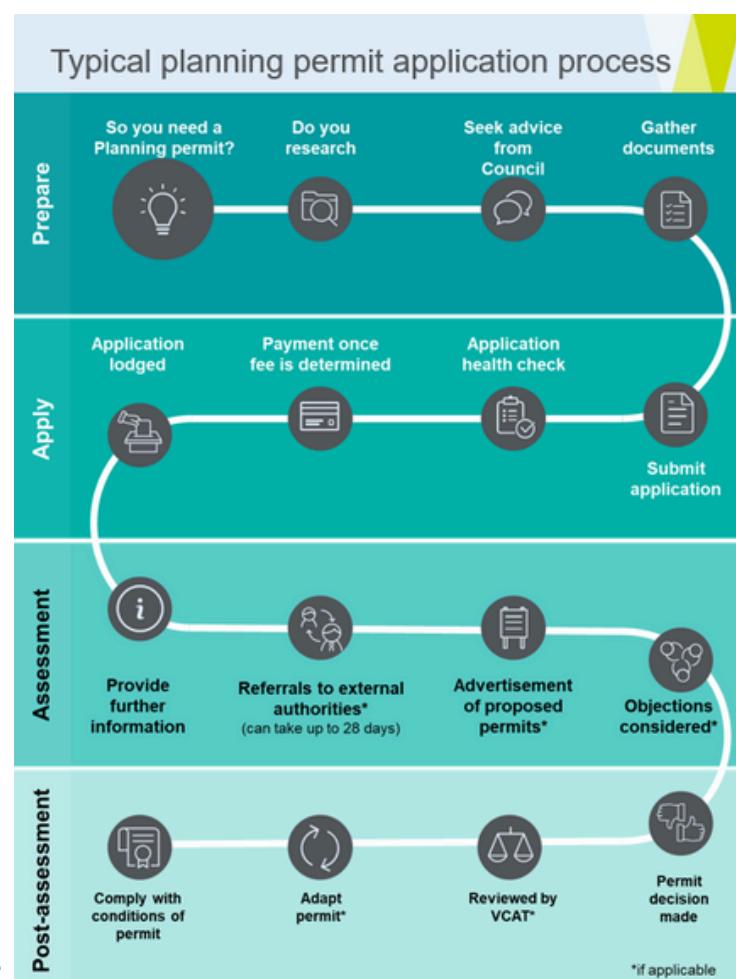
1.4 EVENT SIZE & COUNCIL NOTIFICATION

	Small	Medium	Large
 Council Notification	1 Month	3-5 Months	6-12 Months
 Capacity - <i>participants, artists, staff, contractors, volunteers</i>	50 - 500	501 - 2500	2501 +
 Caterers/Food Vendors	1 - 5	6 - 14	15 +
 Infrastructure	Limited or no temporary infrastructure	Moderate temporary infrastructure required	Substantial infrastructure required
 Noise Impact	Low - No	Medium - High	High
 Traffic & Parking	Low - No Changes	Moderate additional traffic to the site area	Substantial additional traffic to the site area. Road closures or traffic stoppages required
 Public Transport	No	Low - No	Impacts on Public Transport

1.5 PLANNING PERMIT PROCESS

As a starting point with the planning permit application you will need to include:

- An application form
- Site plans including
 - Car parking (including numbers of car parks and widths of access etc)
 - Access and egress from the site
 - Where any temporary structures (or permanent structures) are to be erected
 - Location of any emergency management structures
- Numbers of patrons
- Event Management Plan
- An emergency planning including for fire given that it is in the bushfire management overlay – you may wish to speak to the CFA or see info here [Planning permit applications for events in areas at risk of bushfire](#) | [CFA \(Country Fire Authority\)](#). It would also be worth speaking to other emergency management organisations such as the Police, Ambulance Victoria if you haven't already.
- A copy of the title and title plan for the properties that you will be utilising
- The fee which can range between \$1400 and \$1600 (for use, if there are no new permanent buildings - fee will be confirmed by Planning Dept)



Note: If you require more information regarding Planning Permits and associated fees, visit <https://www.wellington.vic.gov.au/development/planning-fees> or get in contact with the Statutory Planning Department at Wellington Shire Council for guidance. Obtaining a planning permit can be time consuming process so please ensure that you speak with our Planning Department in the early stages of your event planning.

2. GETTING STARTED

2.1 FUNDING YOUR EVENT



When you start planning your event, you should consider its viability by conducting a business plan, and profit & loss analysis. Getting sufficient funding for your event may be key, not only to proceeding from the outset, but also putting in place a solid foundation to ensure growth of your event. There are numerous avenues to explore for potential funding options for your event, depending on its nature. These broadly fall into the categories of public (federal, state or local government), private enterprise (approaching businesses for sponsorship is a common way to increase your event budget) or philanthropy.

Below you will find information on possible funding sources to consider for your event.

EXTERNAL FUNDING SOURCES

<http://wellington.grantguru.com.au>
www.arts.vic.gov.au
<http://www.vic.gov.au/grants/html>
www.ourcommunity.com.au
www.freeza.vic.gov.au
www.philanthropy.org.au
www.rav.net.au
www.regionalarts.com.au
www.tourismvictoria.com.au
www.vichealth.vic.gov.au

COUNCIL GRANTS

Quick Response Grants - follow the link for further information.

Community Assistance Grants - follow the link for further information.

ANZAC & Australia Day Grants - follow the link for further information.

2.2 LOCATION

Choosing a venue is the one decision that will have the largest impact on your event. The date, time, catering options, and attendees' pleasant experiences are all partly affected by which venue you select. Things to consider include the location, transport needs (how guests will get to your venue and if you will need to provide transportation), if the venue fits your themes and expected numbers and much more.





2.3 EVENT STAFF & VOLUNTEERS

Event staff and a number of volunteers will help your event go smoothly, ensure that you have pre-planned what your volunteers and staff will be doing in both the lead up to the event and the day of the event. Positions to consider are: Committee members - president, secretary, treasurer, etc, Chief and Deputy Wardens, Site Wardens, Safety Officers, Logistics, Staging and Activities Support and First Aid Providers.

Specific formal training and qualifications may be required for some roles, for example, Safety Officer and First Aid Providers. Prior to event, roles for staff and volunteers should be clarified, including responsibilities and reviews of any relevant documents for that role. Wellington Shire Council also offer event info sessions throughout the year.

If you need assistance sourcing volunteers for your event, [Volunteering Australia](#)'s website has more information to support you through this process.



2.4 PROMOTION

Promoting the event is key for the successful attendance at your event. Ensuring the information provided to the public is in a clear and concise manner is vital.

Whilst you are considering your promotional mediums such as online platforms including social media, websites and print media, consider listing on the following sites to help promote your event:

- [The Middle of Everywhere](#) (app/website - submit event listing at www.themiddleofeverywhere.com.au/en/events/post-your-own or head to the contact page and select 'Share Your Event')
- [Australian Tourism Data Warehouse](#) - ATDW
- [TRFM](#)



Other avenue's worth considering:



Roadside signage: The Events team will require a proposed location and a copy of your image to be assessed during the application process, which should be received during your planning stages.



Community notice boards: To use a community event noticeboard or town banner poles, you must request approval from Council. Duration of signage will be dependent on other signage bookings at that time. It is not guaranteed your sign will be able to be displayed for the maximum time.

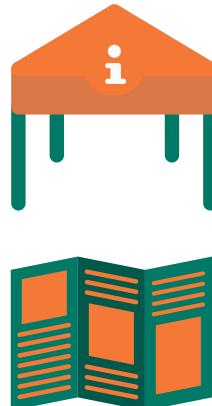
Please note - Commercial filming activities such as feature films, advertising, documentaries, and music videos utilising public space within the Wellington Shire may require Council permission, or the issuing of a permit. Visit [Media](#) on the Shire website for more information.



2.5 THE MIDDLE OF EVERYWHERE

Have The Visitor Information Centre at Your Event

The Visitor Information Centre has the ability to bring a mobile Visitor Centre to events. If this is something you are interested in please contact the Sale Visitor Information Centre at vic@wellington.vic.gov.au or call 1300 368 864



Use Our Branding

You are welcome to use The Middle of Everywhere business suite. In this you will find access to downloadable logos and graphics. To access the business suite follow the link below.

[The Middle of Everywhere Branding Pack](#)

Add Your Event On Our Website



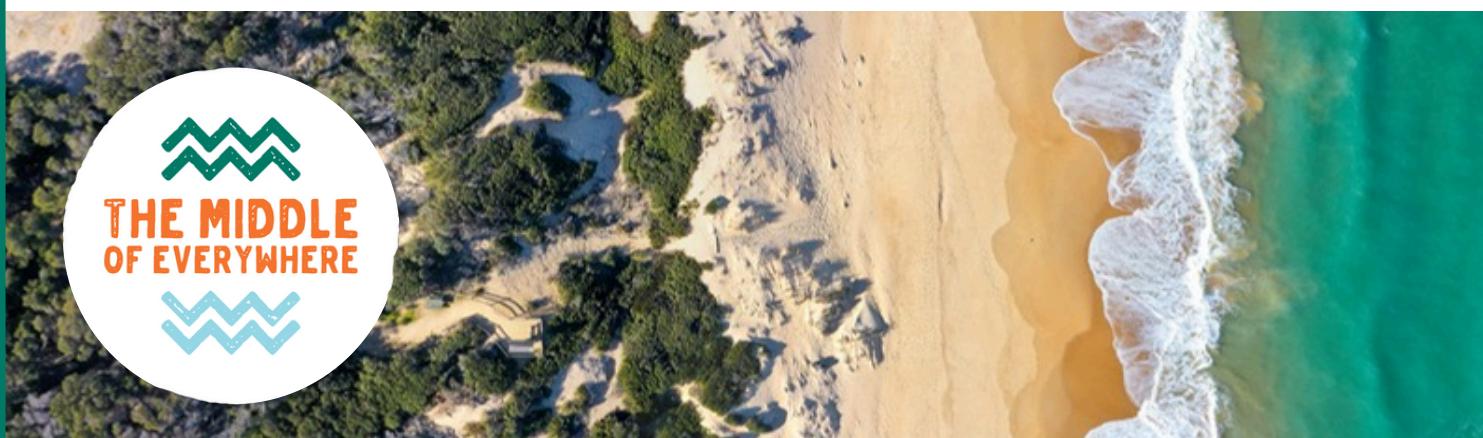
To add your event to The Middle of Everywhere app and website, submit your events listing at www.themiddleofeverywhere.com.au/en/events/post-your-own or head to the contact page and select 'Share Your Event'.

Equipment Hire

You are able to hire the following equipment from the Visitor Information Centre with The Middle of Everywhere branding:

- Large Marquee (6 x 3 m)
- Small Marquee (3 x 3 m)
- The Middle of Everywhere Banner Mesh
- Large Flag (4 m)
- Small Flag (2.7 m)
- Pull Up Banners
- Umbrellas
- Large Silk Map
- Large Corflute Signs
- Tourism Hospitality Kit
- Generator
- PA System (Maffra Main Street Use Only)

If you are interested in hiring any of the above equipment please get in contact with the Sale Visitor Information Centre at vic@wellington.vic.gov.au or call 1300 368 864 to begin the process.





3. EVENT PAPERWORK

3.1 KEY DOCUMENTS

There are documents required for a successful delivery of your event. They include:



Event Plans - The event plan should be an overview of the event, from purpose to event completion and everything in between. This will be your key document throughout the entire process and acts as a planning tool, a working document and a constant point of reference. You can find a sample template [here](#)



Event Running Sheet - A running sheet is the summary from the event plan of how the whole event will be delivered in an itemised list in time order. You can find a sample run sheet [here](#)



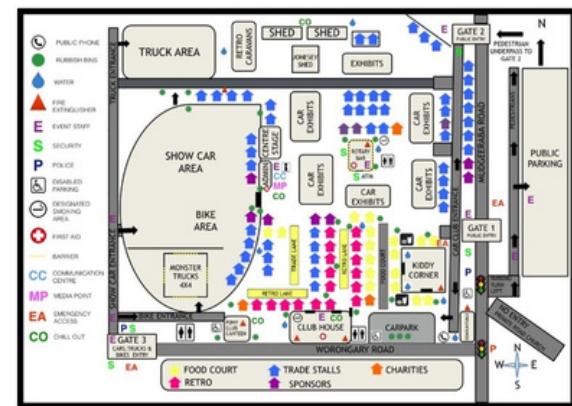
Key Contacts List - A list of contact numbers for all staff, suppliers, exhibitors and activity providers is a handy asset to have alongside contacts such as essential services, Council and emergency services.

3.2 SITE PLAN

A Site Plan is a drawing which shows the layout of your event, the site plan is an opportunity to include a range of features and elements on an event site. It is also a time to consider the layout of your event and how areas and attractions may complement each other. This includes maximising shade and crowd management.

A detailed proposed site plan is a requirement with the Notification of Event Form. Please include landmarks and the surrounding streets to give perspective. Using symbols and numbered areas with a key is a great way to design your plan to prevent overcrowding.

Sample site maps:



Items that should be present in a site map include:



Amenities
(bathrooms, water, and power)



Featured Elements
(Stage, workshops and exhibitor locations)



Access and exits



Safety elements
(first aid and fire extinguishers)



Parking



Existing Structures

You may want to consider developing a map, which the public can view when advertising your event.

3.1 ACCESSIBILITY



Council encourages all events hosted on Council controlled or managed land to be accessible to people with disabilities, parents with prams, older adults, and delivery personnel.

For further information on accessibility or areas for consideration when organising an event please refer to the [Victorian State Government Accessible events guidelines](#).

Other contacts:

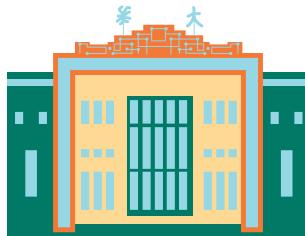
- Call the Council Rural Access Project Coordinator on 03 5142 3179
- Institute of Access Training Australia's "[How to provide better access to Festivals and Outdoor Events](#)" handbook, or call (03) 9431 3472



3.4 OCCUPANCY PERMITS AND TEMPORARY STRUCTURES

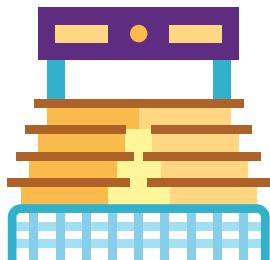
Not all events require a Place of Public Entertainment permit (P.O.P.E.) but if you answer yes to any of these: enclosed or substantially enclosed, ticketed and over 500m² you will need to contact Council's Municipal Building Surveyor on 1300 366 244 to see if it requires an occupancy permit to be used as a Place of Public Entertainment, as per Section 49 of the Building Act of 1993.

A Place of Public Entertainment is:



A building in which is used or intended to be used for providing public entertainment; or

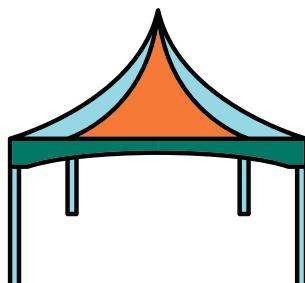
A place which is enclosed or substantially enclosed, or to which admission can be gained by payment of money or the giving of other consideration.



Occupancy Permit is required for:

An assembly or public buildings (Class 9b) having an area greater than 500m² and any prescribed temporary structures; and

A place having an area greater than 500m².



Prescribed temporary structure is:

Tents, marquees, or booths with a floor area greater than 100m².

Seating stands for more than 20 persons.

Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area.

Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

If temporary structures are being erected or ground marking is to take place, permission is required from the land/venue manager. It is advised that event organisers contact Dial before you Dig before putting in pickets or stakes.

Further information can be obtained at the [Victorian Building Authority](#) site.

3.5 TRAFFIC & PEDESTRIAN MANAGEMENT

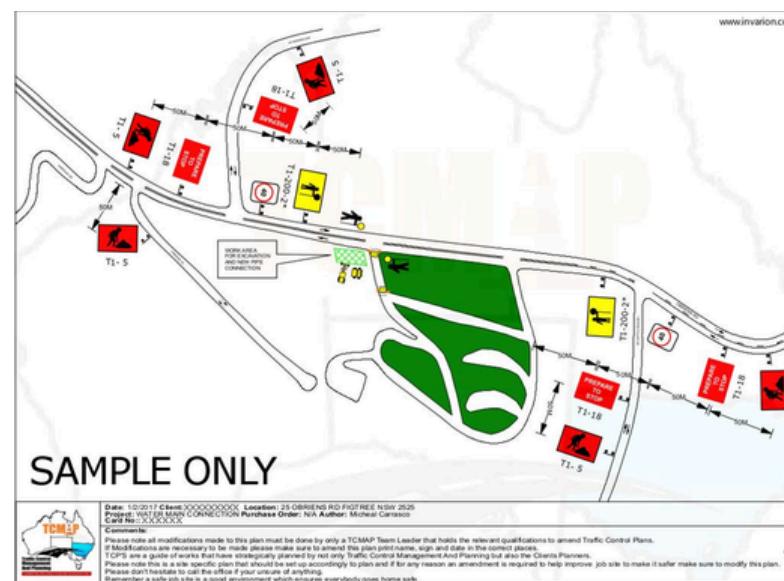
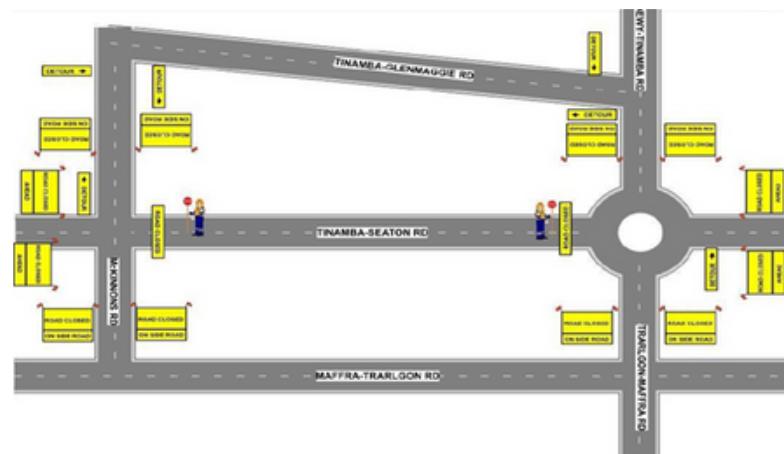
A Traffic Management Plan is required if your event causes any alteration to normal traffic movement, including parking, pedestrians, cyclists, vehicles or if you require any section of any road or street closed for your event.

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Under current legislation, a registered, qualified and accredited individual or company must prepare a Traffic Management Plan when events require a road closure or change to current traffic conditions.

A Traffic Management Plan should be submitted to the necessary authorities. Main arterial roads are under VicRoads authority, and Local roads are under Council's authority. This will be reviewed when you submit your application and where a traffic management plan is required. You will be required to provide Council with VicRoads approval. See Traffic Management sample below.

Under the State's Transport Act, organisers of events in Victoria are required to notify the Public Transport Division of Public Transport Victoria (PTV), if there is an event that is likely to have an impact on public transport services (trains, trams or buses). For information please visit the [PTV website](#).





4. RISK & SAFETY MANAGEMENT

Wellington Shire is not liable for event or risk management controls.

It is the responsibility of event organisers to ensure a Duty of Care for both staff/volunteers and attendees of events. All events, no matter the size will have some risk associated with them, it is the event organiser's responsibility to identify potential risks and implement strategies to minimize them. Wellington Shire Council is not liable for your event, nor your risk management controls.



4.1 RISK ASSESSMENT & EMERGENCY MANAGEMENT PLAN



A Risk Management Plan is a document that identifies the risks associated with your event, measures of the risks, estimates of impacts and outlines the actions that will be taken to control any possible risk of occurring.

Smaller events may be able to use plan as per the following templates and samples:

- [ISO \(Online Browsing Platform\)](#)
- [Event Training Australia](#)

Larger events may be required to complete more complex plans prepared by industry professionals.

Your risk management plan should include the following information:



Security (Larger Events) - Security is paramount at large events to ensure the safety of attendees, mitigate potential risks, and maintain order. Trained security personnel play a vital role in deterring threats, providing reassurance, and enhancing the overall experience for participants.



Safety Officers - you should appoint safety officers that will be responsible for the health and safety matters of the event, including operation of fire equipment, evacuation procedures, safety barriers, exits and the use of naked flames. Consultation with the CFA and Municipal Building Services may be required for larger events, and contact with these team will assist in determining how many safety officers will be required for your event to run safely, and what training requirements your safety officers will need.



Fire Safety - for large events, it will be likely that your event will require some form of fire-fighting equipment. This is required for kitchen/cooking equipment, temporary structures and buildings/outdoor venues (as determined by the WSC Municipal Building Services Surveyor in consultation with the CFA). During the months of November-March it is to be noted that fire danger is high. The CFA must be consulted if your event is conducted on a day of total fire ban or during the fire danger period and if fireworks are planned as part of the event. WSC's Municipal Fire Prevention Officer should be consulted to minimise fire risk, on 03 5142 3180.



Communications Plan - you should have a readily available Communications Plan that outlines contacts for emergency services, wardens, safety officers and those who should be notified of an emergency at your event, the mode of communication and how to deal with media enquiries.



Child Safety Plan - Ensure that all attendees, including members of the public, children, young people, as well as event staff and volunteers, are well-informed about the event's commitment to creating a safe environment for children. Everyone should be aware of their rights and responsibilities. These guidelines highlight specific procedures, practices, and individual responsibilities to actively promote child safety throughout the event.

Moreover, to further ensure the safety of children, all event staff and volunteers are required to undergo a Working with Children's Check. This additional measure helps guarantee that individuals involved in the event have passed necessary background checks and are fit to work with children. For more: <https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>



Emergency Evacuation Plan - An emergency evacuation plan is a detailed strategy outlining procedures and protocols to swiftly and safely evacuate attendees in the event of an unforeseen crisis, such as a fire, natural disaster, or other emergencies. It includes designated evacuation routes, assembly points, and roles and responsibilities for event staff. The importance of an emergency evacuation plan for an event cannot be overstated, as it ensures a coordinated and efficient response, minimizing risks and safeguarding the well-being of all participants



Emergency Medical Plan - to be developed with the events chosen ambulance services and/or first aid provider. Your events first aid capability should be reflected in the size and type of the event. On site first aid should provide the main support for the event, with Ambulance Victoria only to be called for emergencies. Additionally think of hiring a defibrillator to have a solid emergency medical plan (F1)

 **defibhire**
.com.au

SHORT TERM DEFIB HIRE



Rent an AED / Defib Australia wide. Pick up or delivery.

excursions **events** **worksites**
travelling **camps** **field work** **bus trips**

GET QUOTE ONLINE
www.defibhire.com.au

 **P.A.S.S.** PROTECTIVE AND SAFETY SERVICES
CONSULTING | SAFETY | TRAINING

EVENT FIRST AID SERVICE

ORGANISING OR HOSTING AN EVENT?

Situation
Event organisers, local councils and other peak bodies planning or approving an event need to engage first aid services as part of delivering the event. If engaging a commercial first aid service in Victoria, the first aid service is required to be licensed (regardless of whether they use volunteers) through the Department of Health.

Action
P.A.S.S. is a leading and trusted provider of First Aid Services to events across Victoria including Motorbike Events, Schools Sports, Endurance Runs, Horse Events and Community Events.

23.3.25 EVENT MEDICAL PLAN

Outcome
P.A.S.S. provides specialist and tailored First Aid Services to clients that meet budgeting expectations. With a range of Health Professionals and experienced staff, combined with our resources we are a one stop shop for your compliance requirements.

Book a First Aid Responder Today for only \$76.50ph + GST

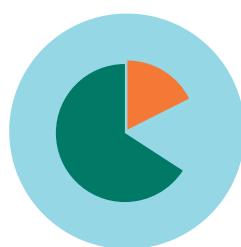
Ask our valued clients:


WWW.PASS.NET.AU
INFO@PASS.NET.AU
1800 (GOPASS) 467 277
Contact Us - Free Quote



Risk Management Plan Sample

HAZARD IDENTIFIED:					
What are the hazards?	Who might be harmed and how?	What are you already doing aiming to achieve?	What further action is necessary?	Action by whom?	Action by when?
Exceeding the event capacity	Event attendees and participants	Event capacity established on Event Application form. Capped at 4,000. Events likely to attract large numbers, arrangements to ensure capacity not exceeded in advance, e.g. entry by ticket only. On-the-day monitoring of actual numbers in attendance to ensure capacity not exceeded, this being overseen by the event overall supervisor.	Name:		
Effective Evacuation	Event attendees and participants	Exit routes easily identifiable, including open southern boundary. Event supervisor conducts 'on-the-day' check of venue, including means of escape. Staff/Volunteers present to assist attendees in evacuating site (disabled/vulnerable persons as per O.S. 38) and have received necessary briefing to carry this out effectively.	No further action. Full Emergency procedures plan in place for fire and other emergencies.		
Event attendees or participants sustaining injury or becoming ill	Person requiring first aid assistance	Staff/Volunteers present to assist should first aid assistance be required and have received the necessary briefing to carry this out effectively (O.S. 40 applies). Sufficient first aid trained personnel available.	Name:		
Large gatherings of people outside the site/leaving the site	Close proximity to roadways and collision with vehicles, particularly when	Pedestrian areas around the site suitable to accommodate large numbers, checked for condition and adequately lit.	Name:		



Visit the Our Community Webpage at ourcommunity.com for a range of help sheets, templates and check lists.

Reporting Incidents: As a part of the risk management process, event organisers should have incident/accident report forms available. If an incident or accident takes place on Council land or property, event organisers must report the incident/ accident to Council's Risk Management Coordinator. The report should be made as soon as possible after the incident or accident. WorkSafe must be notified if there are any serious injuries or deaths that occur at your event. [SM1]

4.2 NOTIFICATIONS

Emergency Service: It is important the event organisers notify local emergency services of the event, including, Police, CFA & Ambulance. Recommended information to notify in this process are, key event details and any supporting details including higher risk activities, fireworks and road closures.

Local Police - Sale Police

03 5142 2200



Central Gippsland Health Service (Sale Hospital)

03 5143 8600



Country Fire Authority Sale

03 5149 1000



Sale Ambulance Station

1800 990 029



SES Eastern Region Headquarters

03 9256 9400



HeliMed / Ambulance Victoria

03 9840 3500



Residents: It is advised you notify local residences that are impacted by your event of your event three weeks prior; this allows residence to plan ahead for possible disruptions in the areas.

4.3 INSURANCE

Event organisers require a minimum insurance cover of \$20 million to stage an event on Council owned or managed land. The organiser needs to check that the event activity (i.e. market or music event) is listed under the business activity section of the Certificate of Currency. Your application will not be considered without the insurance. If you are having other groups or organisations participating in the event, then it is important to ensure they also have appropriate public liability insurance for their services, goods, and activities.



Not-for-profit organisations

- Visit [Our Community](#) or phone 9320 6800 for handy hints on insurance and risk management

Businesses or individuals

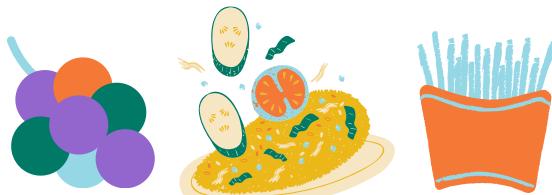
- Visit the [National Insurance Brokers Association](#) website or phone (02) 9964 9400.





5. HEALTH & SAFETY

5.1 FOOD SAFETY



Events must cater for the health and comfort of patrons and must have a sufficient supply of free drinking water - water supplied at the event for drinking, cooking, hand washing or showering must be safe for human consumption.

outdoor events, organisers should:

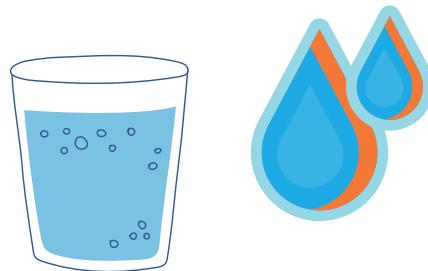
- Provide drinking water that is readily available
- Provide one drinking fountain or drinking tap for every 200 patrons Gippsland Water can provide a portable water fountain.
- Place drinking taps in areas that do not have the potential to form a bottleneck of patrons.
- Provide signage to the water

5.3 ALCOHOL MANAGEMENT



As the organiser of an event you have a responsibility to ensure that food vendors attending have met their legal requirements with Council. All vendors should have current Public Liability insurance. Council must be notified if food is to be sold or provided to the public at an event. All businesses, persons and organisations that sell or provide food to the public are required to be registered with Streat Trader and a food vendor list must be submitted to Council between four weeks to 7 days prior to the event.

5.2 WATER



If alcohol will be sold, served or consumed during your event, you must obtain a Victorian Commission for Gambling and Liquor Regulations liquor licence. A copy of the permit must be submitted to Council prior to the event along with a Liquor Licence Management Plan and map showing a red zone where alcohol is to be served and consumed. Additionally all staff & volunteers serving Alcohol at the event must hold a current Responsible Service of Alcohol (RSA) certificate.

Council's Local Laws do not allow for the consumption of alcohol on roads (at any time), or in public reserves between sunset and sunrise (Local Law No. 3 Municipal Place Part 7). An exception permitted for a street party/festival/event permit can be obtained from Council.

Event organisers need to plan for the effects of alcohol consumption, including:

- Extra toilets
- Additional First Aid for injuries and intoxicated people
- Dehydration (especially where patrons rely on alcohol as their only source of fluid intake)
- Security for disturbances caused by intoxicated persons

5.4 FIRST AID

First Aid Services, Victoria

All first aid services (FAS) providing commercial first aid in Victoria are required to be licenced under the Non-Emergency Patient Transport and First Aid Services Act 2003 (the Act). Licensed first aid services are required to comply with the Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021 (the Regulations).

The aim of the Act and the Regulations is to provide minimum standards in the provision of first aid across events, industrial settings and sporting facilities.

Role of the Health Regulator

The Health Regulator within the department is responsible for the regulation of the first aid service sector. Authorised officers are responsible for monitoring and enforcing compliance of first aid services with the Act and Regulations. Authorised officers conduct both desktop and on-site inspections.

Definition of a First Aid Service

A first aid service is a service offering or providing first aid in exchange for payment or financial reward. Please note that financial reward includes any payment 'in kind' e.g. an exchange for goods, gifts, benefits or to 'cover costs'.

Do all first aid services offer the same level of first aid?

No. First aid services are divided into three distinct classes: basic, intermediate, and advanced. The first aid service can only operate their first aid service at the level they are licensed.

Basic: The minimum clinical staff level is a trained first aid officer holding a relevant certificate III qualification or below. Basic first aid services have access to 'over the counter' medications and are trained and equipped to adequately cater for minor injuries or illnesses which would not usually require referral to another health care provider or hospital for ongoing care, for example simple wounds, sunburn, sprains and strains.

Example Event types (please note that this list is not exhaustive):

Low risk event profile- the event nature and patron demographics, numbers and behaviours have a low probability of patient injury and or illness. For example,

- Community and school sport
- Local Fete
- Roadshow

Intermediate: The minimum clinical staff level includes certificate IV or diploma trained first aid officer and some registered health professionals. Intermediate first aid services have access to some scheduled medications and are trained and equipped to adequately cater for significant injuries or illnesses which may require referral to another healthcare provider or hospital for ongoing care, for example fractured bones.

Example Event types:

Medium Risk event profile- the event nature and patron demographics, numbers and behaviours have a medium probability of patient injury and or illness. For example,

- Low Speed Motorsports
- Low Impact Equestrian Events
- Small Festivals



5.4 FIRST AID - CONTINUED

Advanced: The minimum clinical staff level includes registered health professionals, such as registered paramedics, registered nurses, and registered medical practitioners, including anesthetists and critical care physicians.

Advanced first aid services have access to additional scheduled medications and are trained and equipped to adequately cater for serious injuries or illnesses which often require referral to another healthcare provider or hospital for ongoing care. For example, traumatic head injured patients who have been intubated. In addition, advanced first aid services may offer primary care services, such as suturing and antibiotic administration.

Example Event types:

High risk event profile- the event nature and patron demographics, numbers and behaviours have a high probability of patient injury and or illness. For example,

- High Speed Motorsports
- High Impact Equestrian Events
- Pyrotechnic/explosives
- Geographically Isolated or Dispersed Events
- Aquatic Motorsports
- Large Festivals (including multi-day events)
- Event size >10k
- New events with moderate level risks (nil prior event history)



Do volunteer first aid associations need a licence?

Volunteer first aid associations do not require a first aid service licence as this is not considered a first aid service as per section 42H of the Act. Remember, any payment 'in kind' or to 'cover costs' would constitute commercial provision of first aid services and therefore a licence is required.

My workplace has designated me as a First Aider responsible for providing first aid to staff, do I need to be licenced?

No. An individual who is employed by an organisation to provide first aid to persons employed or engaged by that organisation in the course of the business carried on by the organisation is exempt from being licenced as per section 42H(d) of the Act. (for example, a person who is employed in an office setting to provide first aid to staff of that office is not required to be licenced).

Life Saving Victoria

Life Saving Victoria and lifesaving clubs are exempt from first aid licensing as per section 42H of the Act. The definition of a lifesaving club is a 'club formed for the purposes connected with the patrolling of any part of the coastline of Victoria by persons for the purposes of assisting other persons in difficulty in water'.

What is the difference between a sports trainer and a first aid service?

Whilst a sports trainer may hold first aid qualifications, a sports trainer's primary role is not first aid. The scope of practice of a sports trainer is limited to in-event preventative care, such as strapping, taping, and massage (these are not considered first aid). A sports trainer cannot provide clinical staff, equipment or medications to manage first aid presentations such as cardiac arrest, anaphylaxis, asthma, endocrine emergencies and traumatic injuries.

5.4 FIRST AID - CONTINUED

I am part of a sporting organisation that has its own specific first aid/medical requirements, does the first aid service legislation in Victoria impact this?

It is common for sporting organisations to have a first aid/medical framework (framework) specific to their sport, for example horse and motorsport. These frameworks often prescribe the minimum number of first aid trained individuals and/or registered health professionals as well as list equipment needs for different event types.

Whilst these frameworks can be useful, in Victoria, it is the responsibility of a licensed first aid service to determine the service delivery needs (and not that of the sporting organisation). The first aid service will assess the event type to ensure it can meet the needs of the event and provide safe and quality patient care.

Where a sporting organisation has a specific framework, it is recommended that they consider the specific capabilities needed (for example, pain management, advanced airway management). The first aid service will use this information to assess the needs of the event and determine if they can meet both the sporting organisation's needs and the event's.

How can I apply for a First Aid Service licence?

Information about the process and requirements to apply for a first aid service licence is available on the department's website at: <https://www.health.vic.gov.au/patient-care/applying-for-a-first-aid-licence>

Information for Event organisers

As an event organiser, or local council planning or approving an event, you should ensure that the first aid service contracted to the event is licenced. Having a licenced first aid service is important to ensure the provision of quality and safe patient care.

Is an event organiser mandated to have first aid at their event?

No. The Act and the Regulations do not prescribe when a first aid service is needed, rather prescribe minimum standards if a licenced first aid service is engaged. Other factors may mandate an event organiser to have first aid at their event, for example insurance, council requirements, or where a sporting organisation has a first aid/medical framework.

Remember: if you are providing payment or financial reward (including payment of 'in kind') in exchange for a first aid service they must be licensed.

Where can I locate a list of licenced first aid services?

The register of licenced first aid services is available on the Department of Health (the department's) website <https://www.health.vic.gov.au/patient-care/first-aid-services>. The licenced first aid services register is updated regularly to ensure information is current. Please check the register prior to any event you have planned or approved. If you are made aware of an un-licenced first aid service tendering for, or servicing an event, please notify the Health Regulator via Neptfirstaidregulation@health.vic.gov.au.

Local First Aid Service Provider - Protective and Safety Services

Established in 2011, P.A.S.S. has been supporting local business and community groups with Event First Aid, Professional Medical Support, Standby - Paramedic, Nurse, GP, First responders, Emergency response planning, Event Medical Plans and Training. Contact for your next event below:

[<https://www.protectiveandsafetyservices.com/contact>](https://www.protectiveandsafetyservices.com/contact)

5.4 FIRST AID - CONTINUED

How do I know if the first aid service is appropriate for the event?

A first aid service is required to undertake a risk assessment of each event to assess potential health risks. This will inform the first aid service of their ability to provide safe and quality care as per 46(2)(b) of the regulations, noting that a first aid service providing first aid beyond their licenced service level is in breach of section 42K of the Act. Event organisers and local council should work collaboratively with first aid services to enable them to undertake a thorough risk assessment.

The first aid service is responsible for their risk assessment to ensure that it matches the event profile. It is not expected an event organiser will prescribe or specify the clinical care required, instead event organisers should provide appropriate, updated information about the event to enable the first aid service to determine the clinical care requirements.

Within an event, there may be different levels of risk. Spectators, for example may only need the provision of basic first aid, while participants may need a higher level. It is important that event organisers and local councils properly assess and communicate their needs based on their understanding of the event and any learnings from previous events.

I have a licenced first aid service. Do I also need Ambulance Victoria?

It is not compulsory to engage Ambulance Victoria (AV) for an event. However, AV encourages all event organisers to consider notifying them of a planned event. Ambulance Victoria will perform a risk assessment of the event taking into account, the nature of the event, distance to and capacity of nearest health service, as well as the planned event's impact on local and broader communities access to timely, emergency care. Importantly, as the statutory ambulance service, AV are the only service provider authorised to transport patients from an event to a hospital. A first aid service cannot transport patients from an event to a hospital.

An Authorised Officer has contacted me, asking to attend an event. What do I do?

Authorised Officers (AO's) from the department are appointed under section 45 of the Act. Authorised Officers often contact event organisers directly to gain access into and around events. At times, AO's may ask the event organiser to not inform the first aid service of the inspection, as pre-notification of an inspection limits the ability of the AO to conduct an accurate assessment of the first aid service's compliance with the Act and Regulations.

Event organisers are requested to support AO's with their inspection activities by providing the relevant authorisation and or accreditation to attend an event. AO's will carry photo identification and identify themselves prior to conducting inspection activity.

Authorised Officers are only permitted to assess the first aid service provider's activity, and do not conduct inspection of any other part of an event.

Who do I speak with regarding concerns of quality and safety of patient care at an event?

If you are concerned with the level of patient care provided, a complaint can be made to the first aid service in the first instance. Alternatively, you can discuss your concerns with the Health Regulator via Neptfirstaidregulation@health.vic.gov.au

For further information visit the Department of Health website <<https://www.health.vic.gov.au/patient-care/first-aid-services>>

If you would like to have a pyrotechnics display (fireworks) at your event, you must seek permission from Council not less than 14 days prior to the event. Please note:

- No fireworks can be discharged after 10.30 pm unless Council has provided permission.

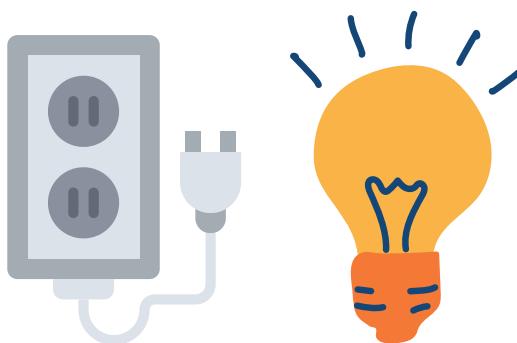
Fireworks shall not be discharged or must cease being discharged:

- On a day of total fire ban unless permitted by the Chief Officer of the Country Fire Authority; or
- The Country Fire Authority deems that the local conditions are not suitable for the safe discharge of fireworks;
- When an EPA Smog Alert is in place
- When the licensed pyrotechnician cannot directly supervise the discharge of the fireworks

5.5 FIREWORKS & PYROTECHNICS



5.6 LIGHTING & POWER



Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses. Please refer to the EPA website for appropriate noise levels.

Lighting and power elements are crucial for the delivery of your event. Ascertaining your power source such as existing site power or generators is a good place to start and from there, ensuring a safe environment, including the below:

- Completing testing and tagging of all electrical equipment, including all vendors and stallholders.
- Safeguarding all cabling can be done through installing cable mats, warnings signs, and where possible hanging overhead to remove trip hazards to ensure power cabling is secure from the public.

5.7 NOISE



5.8 TOILET



The numbers of toilets required at your event will depend on a number of factors including:

- Anticipated crowd numbers
- The gender of patrons
- The duration of the event or festival
- If alcohol will be available
- Provisions for people with disabilities
- Provisions for parents

The Building Code of Australia 2005 outlines you must provide a minimum of:

- One closet fixture for every 200 female patrons.
- One closet fixture or urinal for every 200 male patrons, with at least 30% closet fixtures.
- One hand wash basin for every 200 patrons.
- One unisex accessible facility for every 100 closet fixtures for accessible patrons.

Events with a POPE will be informed of the correct toilets required for your event based on the information you provide.

Where camping is a component of the event, showering facilities should be provided at a level that will cope with demand. If this is not possible then patrons should be advised. Suggested minimum requirements for facilities for campgrounds based on 2-3 nights camping are as follows:

Male – 1 to 100
Female - 2 to 100

Experience has shown that where audiences attend an outdoor event without washing facilities, any nearby water area will be employed as a makeshift washing area. This may create environmental issues.

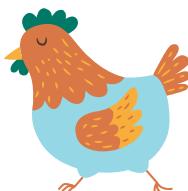
Showers accessible to people with a disability should be provided.

Pump out facilities must be provided and showers must be cleaned and restocked as often as necessary. A permit from Council will be required.

5.9 SHOWERS



5.10 ANIMAL NURSERY



Please ensure the contractor provides a safe environment for animals and has required permits – Agriculture Victoria

water

Free drinking water
available here.



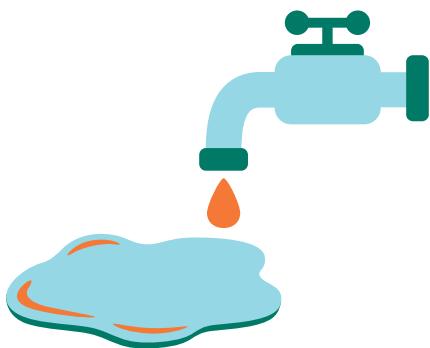
6. WASTE MANAGEMENT

Managing waste and litter at events is important to keep the site clean and attractive, protect the environment, keep the community safe and reduce clean-up costs.

Event organisers must have a waste management plan, which should cover:

- Event venue, date, time, type and anticipated attendance
- Main types of waste expected to be generated at the event
- Map indicating the number, type and placement of bins
- Confirmation your bins will be clearly labelled (e.g. labelled garbage, recycling, food waste - no packaging)
- Bin collection arrangements (i.e. collection company, bin delivery and collection times)
- Bin emptying arrangements if there are existing Council bins within your event site
- Types of hazardous waste, how this will be managed (e.g. storage, destination post event) and who is responsible for it
- Cleaning schedule
- Post event litter collection plans

6.1 LIQUID WASTE



Wastewater from events should be treated and disposed in accordance with the State Environment Protection Policy (Waters of Victoria). A permit for wastewater disposal may be required from Council. Event organisers should ensure that oils, fuels, cleaning agents, detergents and other chemicals are not disposed of in waterways or stormwater drains. Be aware of turnaround time for pump out trucks, the local pump out station is located at Longford.

Extra rubbish bins in the street must be considered (if holding a street event), extra collections may be required. Large dump bins should be considered for major events especially for catering and other services.

General waste bins and recycle bins are available to hire from local waste disposal companies.

6.2 STREET RUBBISH





7. SUSTAINABILITY



7.1 SUSTAINABLE EVENT



Events can take a heavy toll on resources, society and the environment and have the capacity to generate significant waste. In order to promote more responsible consumption, Council has devised this Sustainable Event Guide to minimise the impact events can take on a local level. Incorporating sustainability into an event is crucial from the initial planning stages, and each event stakeholder must be invested from the outset. By using this guide during planning, Council hopes the community can enjoy sustainable events that ensure that energy and water use, as well as waste, are minimised, and the vegetation and waterways in the Middle of Everywhere are kept pristine.



7.2 EVENT VENUE CHECKLIST



- Consider whether the venue energy efficient? Does it have LED lights? Renewable energy? Environmentally sustainable design principals? Carbon neutral?
- Outdoors save emissions on heating and cooling
- Consider if there a tap for people to fill up their own bottles. Does the venue collect rainwater? Is there dual flush toilets? Water efficient hand basins? Waterless urinals?
- If there is catering available, are there local, seasonal or vegetarian catering options?
- Are reusable cutlery, plates, bowls and cups available?
- Is recycling available at the venue?
- Are the pathways adequate for foot traffic? Has the impact on the surrounding vegetation been considered? Is vegetation vulnerable to trampling been fenced off?
- Is the venue easily accessible by public transport?
- If possible, source an online calculator to estimate the carbon emissions at the event, and look for ways to offset them.
- Does the venue compost, donate food that isn't eaten, or recycle its food waste?
- Consider whether the venue uses upcycled or recycled products and materials.





For further assistance, please contact the
Wellington Shire Council Events Team
on 1300 366 244 or by email at
events@wellington.vic.gov.au



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland