



# **.GREAT VICTORIAN. RAIL TRAIL**

## **GUIDELINES**

### **Information for staging an event, activity or program within the Great Victorian Rail Trail (GVRT) Reserve**

If you are planning to hold an **event/activity/program** within the Rail Trail Reserve, you need to read through the following guidelines and complete the ENQUIRY CHECKLIST, as you may require **approvals or Permits** from the Great Victorian Rail Trail Committee and/or the relevant Shire Council:

**Mitchell Shire Council**

113 High Street Broadford VIC 3658  
03 5734 6200  
mitchell@mitchellshire.vic.gov.au

**Murrindindi Shire Council**

Perkins Street Alexandra VIC 3714  
03 5772 0333  
msc@murrindindi.vic.gov.au

**Mansfield Shire Council**

33 Highett Street Mansfield VIC 3722  
03 5775 8555 council@mansfield.vic.gov.au

## **ESSENTIAL CONSIDERATIONS**

### **Planning factors**

All planning should be undertaken with the following outcomes in mind.

- Ensure safety of volunteers, participants, attendees, and surrounding residents (including wildlife!)
- Minimise the inconvenience to surrounding residences and businesses

- Consider access issues for people with disabilities, older people, or people with prams
- Protect the Reserve and areas of natural vegetation from damage
- Be proactive in minimising the impact of noise on surrounding residents
- Minimise the impact of pollution on the local environment
- Compliance with all relevant laws and regulations

### **Enquiry Checklist**

You will need to complete and lodge an ENQUIRY CHECKLIST. Its purpose is to:

- Ascertain if a permit is needed. Permits are often detailed and can take several weeks to issue.
- ensure **that the calendar of events is up to date and accurate**
- ensure that **event dates do not conflict with each other**

For further information contact **1800RTRAIL** or **info@greatvictorianrailtrail.com.au**

### **Permits**

On consideration of the completed Enquiry Checklist, the GVRT Committee will contact the relevant Council/s to determine what Permits are required.

### **Public Liability and WorkCover Insurance**

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, festival/event staff and the public.

All events must have public liability insurance of at least \$10 million. For insurance of not-for-profit community organisations visit <http://www.localcommunityinsurance.com.au/>

If you are hiring staff, including casuals for this event you may require Work Cover Insurance. For further information contact WorkCover on 1800 136 089 or [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

### **Site Layout Plan**

A site layout plan should be completed to ensure safety and easy access to your event. All key stakeholders can use it as part of the planning process. The plan should be easy to read and be posted strategically around the site for use by patrons. You should consider:

- Power
- Parking
- First aid/Sun Screen
- Information Desk
- Signage (toilets, directional etc.)
- Amusements
- Lighting
- Stages
- Marquees
- Stalls
- Food areas
- Water
- Toilets
- All ability access
- Main entrance, Emergency exits and Evacuation points

## **Safety and Emergency Management**

Public safety is the highest priority of the GVRT Committee and Councils. It must also be the highest priority for the event organiser. Potential risks must be identified and measures taken to minimise their impact. The following are just a few critical risk areas that you may need to consider and assess.

- Security
- Alcohol
- Hazardous activities
- Is there any element of speed or competitive behaviour in the event
- Restricted areas and 'No Go Zones' (as specified in Permits)
- Road safety
- Traffic and pedestrians
- Unsafe structures and Marquees
- Unsafe electrical cabling
- Dehydration/sunstroke

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

## **Waste Management**

You are required to provide sufficient bins for both rubbish and recycling for your event.

The aim of any Waste Management Plan should be to prevent build-up of rubbish on site and to provide for efficient and safe removal of rubbish. Instruction must be given to staff on the hazards associated with waste and safe handling methods.

It is the event organiser's responsibility to clean up (at their expense) the area after the event.

## **Waste Wise Events**

GVRT is committed to sustainability and encourages all events to work towards meeting the Waste Wise Events standard.

Some tips for festival/event organisers to help become Waste Wise:

- Avoid non-recyclable or non-reusable items
- Buy recycled products where possible
- Use paper instead of plastic
- Use paper plates
- Use paper drinks containers

## **Access for All**

You may need to consider access to your event for people with prams, older people and people with disabilities. You should also consider accessible toilets, pathways, emergency vehicle access and parking bays.

## **Parking**

Adequate parking arrangements should be put in place for the expected crowd. Consider some of the following:

- Clearly marking all entrances and exits
- Disabled parking spaces

- Entrances and Exits that can be accessed by people with disabilities and wheelchairs
- Provide access and parking facilities for emergency services and their vehicles
- For a small donation, you may wish to consider using the local emergency services as marshals (CFA/SES) to assist with parking. You should contact these organisations directly.

### **Toilets**

The number of toilets to be provided will depend on a number of factors:

- Anticipated crowd numbers, toilets must be provided at a ratio of 2 female and 1 male toilet per 500 people and at least 1 wheelchair accessible toilet for the event
- If alcohol will be available
- The duration of the event

If existing permanent facilities are not adequate, additional portable units must be made available – Unisex, Disabled Toilets.

### **Toilet facilities must be:**

- Well lit so not to provide a security and safety hazard
- Provided with soap and hand drying equipment
- Cleaned and re-stocked regularly
- Located away from food storage and food service areas
- Accessible for people with disabilities
- Appropriate for wet weather

### **Water**

Events must have sufficient supply of freely available potable water, and clear directional signage to water.

At outdoor events, organisers must:

- Provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A washbasin does not constitute a drinking fountain or tap
- Location of Water should be clearly sign posted and marked on your site plan.

### **Temporary Structures**

If you intend to erect one of the following temporary structures or signs your supplier should have a permit from the Building Control Commission of the relevant Council. All temporary structures must be designed and erected with a margin for safety and a view to potential hazards. This must be done under the supervision of a registered building practitioner, and must conform to Council's and Building Control Commissions permit specifications and conditions.

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20persons
- A prefabricated building exceeding 100m<sup>2</sup>
- Temporary signs

### **Food Management**

The provision of a variety of high quality, affordable foods at public events contributes to the comfort of patrons, reduces the effects of alcohol consumption and can increase revenue. Selling food at/or near liquor sale points is essential. It is also the responsibility of the event organiser to ensure the preparation, storage and serving of food is in accordance with the Food Premises Act. You must apply for a Temporary Food Stall Permit for every vendor at the event.

### **Management of Alcohol**

If you intend selling or supplying alcohol at the event you may require a Limited Liquor Licence. If alcohol is BYO to the event, the consent of Council and Victoria Police may also be required. Contact the Responsible Alcohol Victoria, Liquor Licensing on 1300 650 367, apply on-line at [www.justice.vic.gov.au](http://www.justice.vic.gov.au)

### **Raffle or any gaming activities**

If you are planning on running a raffle, bingo or other gaming activity, you may require a permit for such activities. Contact the Victorian Commission for Gambling Regulation on 9651 3333 or [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

### **Marketing and Promotion**

GVRT and the Shire's Visitor Information Centres can:

- Assist with promotion
- Assist with location information, directions and maps
- Provide a facility to display festival/event information
- Arrange for your event/festival information to be posted on GVRT, Councils and other relevant websites
- Assist with contact details of local papers/media

### **Grants Available**

Festival and Events Sponsorship

The GVRT Shire Councils may support local tourism festivals and events by way of direct sponsorship, in kind support and marketing assistance. Grants of varying amounts are available to regionally significant tourism festivals and events with the capacity to attract visitors from outside the Shire area and provide regional tourism benefits.

Other organisations which have event grants available are:

Tourism Victoria  
[www.tourism.vic.gov.au](http://www.tourism.vic.gov.au)

Regional Development Victoria  
[www.business.vic.gov.au](http://www.business.vic.gov.au)

Arts Victoria  
[www.arts.vic.gov.au](http://www.arts.vic.gov.au)

Philanthropy Australia  
[www.philanthropy.org.au](http://www.philanthropy.org.au)

Vic Health Community Festivals Scheme  
[www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)

### **Signage at the Event**

Clear, appropriate and strategically placed signage is essential at any event. Signs are needed for the following:

- Entrances
- Exits
- Toilets
- First Aid Posts
- Water

- Parking
- Information Centre
- Rules relating to Alcohol consumption
- Lost and Found

If you are planning to use signage to advertise your event, particularly on roadsides, approval from the relevant Council's Planning Unit or Vic Roads will be needed.

### **First Aid and Public Safety**

First Aid Area (s) must be fitted with:

- A floor – on the ground with no steps
- Chairs and Tables
- Easily identified signage
- Power and running water
- Adequate lighting

As a guide you should provide 2 First Aiders for every 500 people. For a small donation the St John's Ambulance Service may be able to support your event. For further information please contact:

St John's Head Office on (02) 6295 3777