

Events Guide

Organising an Event in
Bayside



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SECTION ONE: INTRODUCTION

The Events Guide applies to events being held in the following locations:-

- Events held on Council owned and/or managed open space where a particular space is booked and reserved;
- Events on public roadways;
- Events on private land where public space (roadway, footpath, nature strip or park) is to be used for parking of vehicles, storage of equipment or any other purpose.

The Events Guide has been designed to help you obtain a permit to stage an event held within Bayside and successfully obtain an 'Event Permit'. It contains useful information regarding Council regulations and other relevant authorities associated with the management of events within Bayside. The 'Event Permit' application process and attached checklist (appendix E) has been developed by Bayside City Council to assist you and Council Officers to prepare for your event in a smooth and timely manner. This process does not include Street Parties.

1. Definition of Terms

The following terms are included in this guide:-

Event: An event is an activity which significantly affects day-to-day operations. It will usually require additional Council services such as road closures, parks or venue permit approvals, barricading, health services and promotional assistance, and more than often involves the public.

An event may also require the assistance of public authorities including Victoria Police, Public Transport Providers, Metropolitan Fire Brigade, Ambulance Services, Parks Victoria and external suppliers, such as street cleaning and power. Consideration of traffic, parking, public transport impact and crowd safety issues are imperative.

Events at indoor venues or privately managed open spaces may have an impact on the external environment, if so liaison with Bayside Council may still be required.

Private Event: Bayside City Council considers a 'Private Event' to be a celebration or function where:-

- Expected attendance is more than 100 people;
- and or where the event is closed to the general public;
- and or where there are temporary installations (i.e. marquee).

Public Event: Bayside City Council considers a 'Public Event' to be a celebration or function where:-

- Expected attendance is more than 100 people;
- includes the general public;
- and or where there are temporary installations (i.e. marquee).

Major Event: Bayside City Council considers a 'Major Event' to be a community or commercially managed event where:-

- Expected attendance is more than 1,000 people;
- and or where the event is enclosed or substantially enclosed;
- and or where the event is ticketed or an entry fee is requested;

- and or where there are significant temporary installations (i.e. marquee with a floor area greater than 100m²/stage or platform exceeding 150m²);
- and or temporary seating stand/structure that accommodates more than 20 persons;
- and or a prefabricated building exceeding 100m².

NB: Council requires 6 months (minimum) notification for a 'Public Event'.

Road Race Event: Bayside City Council considers a 'Road Race Event' to be both commercial and community managed races including cycling, running and or walking.

NB: Council requires 6 months (minimum) notification for these events and only permits a limited number per year and NOT on consecutive weekends at the same location. Council will not approve 'Road Race Events' for the 4 weeks prior to Christmas.

Event Organiser: Any individual, community based or commercial organisation seeking authorisation to conduct an event in the Bayside municipality.

Event Plan: An 'Event Plan' provides a high level summary of your event. The size, scope and complexity of the event will determine what elements to include in the Event Plan – please refer to page 13 of this guide (Section 3: A-Z Guide), for further details.

Event Permit: Is approval to conduct your event in Bayside. The 'Event Permit' will detail which services are required and any conditions necessary to run your event. It will then be the 'Event Organiser's' responsibility to ensure that every aspect of the event conforms to the 'Event Permit' requirements. Penalties can apply if the event does not conform to the 'Event Permit' conditions. This should be displayed on the day of the event for public viewing.

BEMT: The Bayside Events Management Team is a cross organisation multi-skilled group of 8-10 members who communicate on an as needs basis and/or via a meeting structure to comment on event registrations received by Council. Each member is selected by the department manager or co-ordinator to provide specialist advice. The group primarily reviews large scale event applications organised and managed by external groups with a view to making a recommendation on whether or not to issue an 'Event Permit'.

2. Who Should Apply?

If you are planning to hold an event using public land or roads within Bayside then you must obtain Council's permission. If you are uncertain of what conditions apply to your event or whether you require an 'Event Permit', then please read through this Guide or contact Council on 9599 4444.

If you are holding a Private Event such as a School Fete or a Private Event of more than 100 attendees on Council owned and/or managed land you must also complete the 'Event Permit' Application Form and an 'Event Permit' will be issued where appropriate.

3. As the Event Organiser, what are your responsibilities?

As the Event Organiser, the onus is on you to ensure that all requirements of your 'Event Permit' are met. The requirements for each event will depend on the type, size and impact of the event, however all events should be organised with the following in mind:-

- Ensuring the safety of volunteers, participants, attendees and surrounding residents;
- Minimising the inconvenience to surrounding residences and businesses;
- Considering access issues for people with disabilities, older people and people with prams;
- Protecting parks, reserves and areas of natural vegetation from damage;
- Being proactive in minimising the impact of noise of surrounding residents;
- Minimising the impact of pollution on the local environment;
- Complying with all relevant laws and regulations;
- Be responsible for ALL costs associated with the staging of the event.
- Be responsible for assessing the risk associated with an event and where necessary provide Council with a Risk Assessment/Risk Management Plan.

4. Registration and Approval Process

There are different requirements for Private, Public, Major Events/Festivals and Road Race Events. Event Organisers planning to hold an event within Bayside must complete and submit the relevant information by completing the 'Event Permit' Application Form.

This guide will assist Event Organisers to identify the permits and permissions which may be required from Bayside City Council and other authorities. Event Organisers should note that permission to hold an event on land controlled by the Bayside City Council will only be considered upon submission of a fully completed 'Event Permit' Application Form.

Once a fully completed 'Event Permit' Application Form has been received Bayside Council's Recreation, Events and Social Planning Department will rate the event according to level of risk involved with staging the event.

Do not assume that your event has been approved until you receive an 'Event Permit' or Council written approval (where appropriate). In some instances Council may wish to interview applicants to discuss particular elements of your application. Any modification or alteration to an approved event must be put in writing to Bayside City Council.

Any breach of the conditions of the approval may result in the event being halted and may also jeopardise the issuing of permission for the Event Organiser to conduct future events within the municipality.

5. How Does the Guide Work?

You will need to follow these steps in order to successfully obtain an 'Event Permit:-

- Step ONE:** Read and understand this guide and refer to Section 2 in order to determine the type of event you are planning and understand the package of information you as the Event Organiser is required to provide in order to gain an 'Event Permit'. **Step TWO:** Go to Bayside City Council's Home Page and complete Part 1 – Venue/Site Booking of the 'Event Permit' Application Form found via the 'Get A Permit' button. Your request will be automatically sent to the relevant Council Department and you will receive an email within 5 working days informing you of the availability of your preferred venue/site.

http://www.bayside.vic.gov.au/holding_an_event.htm

If your booking is confirmed then you will be provided with a Booking Reference Number. Once you have received your Booking Reference Number you must then book your event by completing Part 2 – Event Booking and submit the relevant package of information.

Step THREE: Council will notify the applicant of whether or not the event has been approved and if successful the applicant will be instructed to complete Part 3 – Payment. An ‘Event Permit’ will only be issued once full payment and all relevant support documentation has been received.

Step FOUR: Complete the online Customer Feedback Form or Post Event Report

If you require assistance at any time please do not hesitate to contact Bayside Council on 9599 4444.

6. What Happens Next?

The following timelines should be considered once a fully completed ‘Event Permit’ Application Form along with the relevant package of information has been submitted:-

1. **Private Events** (refer to Section 2: Types of Events)
 - The applicant will receive email acknowledgement of the fully completed ‘Event Permit’ Application Form within five (5) working days.
 - If required the documentation is then circulated to the relevant Council Departments for feedback.
 - If all relevant documentation has been received and approved the applicant will then be issued an ‘Event Permit’ within 7 working days.
2. **Public Events** (refer to Section 2: Types of Events)
 - The applicant will receive email acknowledgement of the fully completed ‘Event Permit’ Application Form within five (5) working days.
 - The documentation is then circulated to the Bayside Events Management Team (BEMT) for review and comment. If necessary the BEMT may request further details and documentation within a 21 working day period from receipt of a fully completed ‘Event Permit’ Application Form.
 - Once all relevant documents have been received and approved the applicant will be issued an ‘Event Permit’ within 21 working days from receipt of all information requested during the approval process.
3. **Major Events and Festivals excluding Road Races** (refer to Section 2: Types of Events)
 - Major Events should be registered at least 6 months prior to the preferred event date.
 - The applicant will receive **email acknowledgement of the fully completed ‘Event Permit’** Application Form within five (5) working days.
 - The documentation is then circulated to the Bayside Events Management Team (BEMT) for review and comment. If necessary the BEMT may request further details and documentation within a 21 working day period from receipt of the completed ‘Event Permit’ Application Form.
 - Once all relevant documents have been received and approved the applicant will be issued an ‘Event Permit’ within 30 working days from receipt of the completed ‘Event Permit’ Application Form.

4. Road Race Events (refer to Section 2: Types of Events)

- Road Race Events should be registered a minimum of 3 months prior to the preferred event date.
- The applicant will receive email acknowledgement of the fully completed 'Event Permit' Application Form within five (5) working days.
- The documentation is then circulated to the Bayside Events Management Team (BEMT) for review and comment. If necessary the BEMT may request further details and documentation within a 21 working day period from receipt of the completed 'Event Permit' Application Form.
- If all relevant documents have been received and approved the applicant will be issued an 'Event Permit' within 30 working days from receipt of all information requested during the approval process.

NB: Council only permits a limited number of Road Race Events per year and NOT on consecutive weekends at the same location. Council will not approve Road Race Events for the 4 weeks prior to Christmas.

SECTION TWO: Event Categories & Permit Requirements

1. Private Events

- Wedding ceremonies
- Social gatherings (private gatherings of more than 50 people)
- Health, Fitness and Sport activities – excluding seasonal and school bookings
- Filming/Photography
- Private/Corporate Events
- Balloon/Helicopter landings
- Fireworks displays
- Other Private Events/Functions

Permit Requirements:-

Private Event Organisers **MUST** make application for an 'Event Permit'.

Private Event Organisers (**EXCLUDING Filming/Photography**) are required to:-

- Follow the steps outlined in Section 1 of this document – *5: How Does the Guide Work?*
- Read and understand the Terms and Conditions of Hire and associated fees and charges.
- Provide a copy of your Public Liability Insurance or suppliers Certificate of Currency for Public Liability Insurance where required.
NB: Commercial hirers must provide minimum \$20 million PLI and Community hirers can have PLI included in Council's booking fee (additional \$20). (Need to confirm this)
- Organise cleaning of the venue after the event.
- Obtain a Temporary Food Permit if you are selling food (caterer/vendor would need to provide their PLI).
- Obtain an Occupancy Permit – (Temporary Building Permit) for Temporary Structures over 100m² (supplier would need to provide their PLI).
- Ensure noise levels do not exceed reasonable levels.

Private Event Organisers (**Filming/Photography ONLY**) are required to:-

- Apply for the use of the park/garden/venue as early as possible by completing the online enquiry form "Booking Council Facilities – Filming & Photography"– see link below
 - http://www.bayside.vic.gov.au/holding_an_event.htm
- Read and understand the Terms and Conditions of Hire and associated fees and charges.
- Provide a copy of your Public Liability Insurance Certificate of Currency for a minimum of \$20 million.
- Obtain an Occupancy Permit (Temporary Building Permit) for Temporary Structures greater than 100m².
- Organise cleaning of the venue after the event.
- Ensure noise levels do not exceed EPA guidelines.

2. Public Events

- Marketing/Promotional
- Social gatherings (open to the public)
- Sporting Events
- Fetes, Fairs and Markets
- Parades/Processions/Marches
- Trader group festivals
- Council Events
- Other Public Events/Functions

Permit Requirements:-

If you are intending holding your event on Council owned or managed land then you MUST apply for an 'Event Permit'.

ALL Public Event Organisers are required to:

- Follow the steps outlined in Section 1 of this document – *5: How Does the Guide Work?*
NB: Local schools' and Life Saving Club's must also follow the same process and an 'Event Permit' will be issued where appropriate.
- Read and understand the Terms and Conditions of Hire and associated fees and charges.
- Provide Public Liability Insurance for your Organisation and all sub-contractors employed for your event i.e. marquee/portable structure companies, amusement ride companies etc. (minimum 20,000,000 cover).
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable).
- Submit an Event Plan – refer to Section 3 A-Z Guide and Event Plan Template.
- Complete a Risk Management Plan – as outlined in Appendix D of this document.
- Notify local residents and/or traders affected by the impact of your event – Refer to Appendix C.
- Organise cleaning of the venue after the event.
- Ensure noise levels do not exceed reasonable levels.
- Ensure that First Aid is available.
- Notify Police and Emergency Services of the event.
- Obtain a Temporary Food Permit if providing food.
- Prepare an Emergency Management Plan.
- Prepare a Traffic Management Plan (if required e.g. road closure or road share).
- Prepare a Site Plan.
- Obtain an Occupancy Permit (Temporary Building Permit) for Temporary Structures greater than 100m².
- Ensure that consideration is given to People with Disabilities.
- Ensure that sufficient toilets are available.

3. Major Events and Festivals excluding Road Races

This category includes large-scale activities like street festivals and public celebrations. If you are planning a Major Event you **MUST** apply for an 'Event Permit' and you will need to be in close consultation with Council at all stages of the event planning process.

At least 6 months (minimum) notice is required and applications received by Council outside of this timeframe will not be considered.

Major Event Organisers are required to:-

- Follow the steps outlined in Section 1 of this document – *5: How Does the Guide Work?*
 - Provide Public Liability Insurance for the applicant and all sub-contractors employed as part of the event i.e. marquee/portable structure companies, amusement ride companies etc. (minimum 20,000,000 cover).
 - Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable).
 - If a Council car park is affected by the start, finish and or transition phases requiring car park closure (or part thereof) a per day per car space fee will apply.
 - Complete a Risk Management Plan – as outlined in Appendix 2.
 - Submit an Event Plan – refer to Section 3 A-Z Guide and Event Plan Template.
 - Notify local residents and/or traders affected by the impact of your event – refer to Appendix 1.
 - Ensure a sufficient number of waste/recycling receptacles are provided.
 - Ensure that First Aid is available.
 - Notify Police and Emergency Services of the event.
 - Obtain a Temporary Food Permit if providing food.
 - Prepare an Emergency Management Plan.
 - Prepare a Traffic Management Plan (if required e.g. road closure or road share).
 - Prepare a Site Plan.
 - Obtain an Occupancy Permit (Temporary Building Permit) for Temporary Structures greater than 100m² (if required) a stage or platform exceeding 150m² or a seating stand that accommodates more than 20 persons.
 - If you are planning an event that is considered a Place of Public Entertainment (POPE) the Building Act 1993 requires that an Occupancy Permit application for a POPE must be in existence, A POPE could be one:-
 - Which is enclosed or substantially enclosed or;
 - To which admission can be gained by payment of money or the giving of other consideration and which is intended or is to be used for the place of public entertainment (an application to be completed no less than 15 working days prior to the event).
- http://www.bayside.vic.gov.au/holding_an_event.htm
- Ensure that consideration is given to people with disabilities.
 - Ensure that sufficient toilets are available.

4. Road Races – Fun Run/Walkathon/Triathlon

Many organised races utilise public spaces such as parks, walking tracks, roads or footpaths. If you are organising a race in a public space you will need to obtain an

'Event Permit'. If you are planning a Road Race you will need to be in close consultation with Council at all stages of the Event planning process.

At least 3 months (minimum) notice is required. Applications received by Council outside of this timeframe will not be considered.

Road Race Event Organisers are required to:-

- Follow the steps outlined in Section 1 of this document – *5: How Does the Guide Work?*
- Provide Public Liability Insurance (minimum \$20,000,000 cover).
- Prepare a detailed map of the route that details road closures.
- Ensure that a letter of support is provided by the relevant sporting body.
- Ensure that there are a sufficient number of accredited marshals manning the Event.
- Submit an Event Plan – refer to Section 3 A-Z Guide and Event Plan Template.
- Complete a Risk Management Plan – as outlined in Appendix 2.
- Notify local residents and/or traders affected by the impact of your Event – Refer to Appendix 1 and where necessary invite and stage community consultation.
- Prepare a Traffic Management Plan (if required e.g. road closure or road share) and provide an appropriate detour plan.
- Obtain approvals from authorities such as Vic Roads and public transport operators (if applicable).
- Advise Bicycle Victoria if the Event includes cycling.
- Ensure that First Aid is available.
- Ensure drinking water is available.
- Ensure adequate weather protection is available to participants.
- Prepare an Emergency Management Plan.
- Notify all authorities Police and Emergency Services and where necessary Vic Roads of the Event.
- Obtain an Occupancy Permit (Temporary Building Permit) for Temporary Structures greater than 100m² (if required) a stage or platform exceeding 150m² or a seating stand that accommodates more than 20 persons.
- If you are planning an event that is considered a Place of Public Entertainment (POPE) the Building Act 1993 requires that an Occupancy Permit for a POPE must be in existence, A POPE could be one:-
 - Which is enclosed or substantially enclosed or;
 - To which admission can be gained by payment of money or the giving of other consideration and which is intended or is to be used for the place of public entertainment (to be lodged no less than 15 working days prior to the event).
- Ensure that consideration is given to People with Disabilities.
- Obtain a Temporary Food Permit if providing food.
- Prepare an Emergency Management Plan.
- Ensure that sufficient toilets are available.
- Organise Cleaning of the roads before and after the Event.

SECTION THREE: A – Z Guide

Accessible Events

Bayside City Council is committed to creating and supporting an inclusive community and encourages all Event Organisers to consider issues of accessibility when planning events. Bayside Council endorses a code of best practice to ensure ALL events can be enjoyed by everyone.

Areas to consider with regards to accessibility include:

- Location, including entry and exit points, pathways, ramps, parking and drop off areas and proximity to public transport;
- Facilities, including toilets, rest areas, reserved seating and provision for assistance animals;
- Signage and marketing, such as clear font, large type versions, use of symbols and images;
- Communication, such as sign language interpreters, Braille and plain English.

Event Organisers should consider the costs that may be associated with making events more accessible. Event Organisers should not consider these costs as an additional expense, but should factor these in when preparing the event budget.

Please refer to Appendix G – Accessible Event Guide

Councillors and Mayor

If you would like to invite the Mayor of the Bayside City Council or another Councillor to attend your event in an official capacity or as an invited guest, please submit a written invitation to the Council's Governance Department (see Appendix A for contact details). It is recommended that at least six weeks' notice is provided where possible. Please ensure all details of your event, such as date, duration, location, guest list and full contact details for the Event Organiser are included.

Drinking Water

It is recommended that Event Organisers make drinking water available free to event patrons, especially for events where a risk of participant dehydration is present, e.g. Fun Runs, Bicycle Race etc.

Emergency management plan (medical/safety)

An emergency management plan, including an evacuation plan must be considered. Large events may require the attendance of a number of emergency services.

When writing an emergency response plan the following should be considered:-

- Detail arrangements for on-site emergencies not requiring outside help.
- Specify arrangements to request further police and other emergency services assistance.
- Specify arrangements to hand over control to police and emergency services as required.
- Identify personnel who can authorise evacuation.
- Identify how the event will be interrupted.

- Provide a grid plan of the venue and all services.
- Identify access and evacuation routes.
- Identify evacuation areas for performers, employees and patrons.
- Establish an emergency control centre, which has back up power and lighting.
- Provide details of coded messages to alert and stand down emergency service and security personnel.
- Identify the role event staff will take in supporting civilian services.
- Identify meeting points for emergency services.
- Identify triage and ambulance loading areas.
- Include details of hospitals prepared for a major incident.
- Identify access and egress routes and the security of these routes.
- Provide details of a temporary mortuary facility.

How the emergency plan is communicated to key stakeholders, Event Organisers and staff must be identified. You may need to notify the police of your event.

Note: In any major incident, for the purposes of the law the venue is considered a crime scene and thus under total control of the police.

Environment

When holding an event please ensure that water and energy use is kept to a minimum. This can be achieved by ensuring all appliances, lights, cooking equipment are in proper working order and switched off when not in use.

When holding an event please ensure it does not negatively impact on surrounding vegetation and waterways. This requires:-

- All litter to be removed from the site and disposed of in recycling or waste bins.
- No food is to be left on site.
- No substances to be poured over road surfaces or down public drainage pits (except for clean, fresh water).
- Open flamed BBQ's are strictly prohibited this includes the use of heat beads and/or hot coals.
- Garden beds or vegetated areas are not to be walked over.
- Trees are not to have anything tied to or affixed to any part of the tree.
- Encourage recycling where appropriate.

Event Notification

The Event Organiser is to ensure that pre-event notice (at least 21 days) is given to warn the public, residents and relevant community groups/clubs by mail and place an advertisement in local paper(s) advising of event dates. A copy of the notice is to be forwarded to Council with the application. In regard to events in parkland areas, all the properties adjacent or abutting the park shall be notified in a similar time frame.

The notification must include the name, date and location of the event and the name and contact number of the Event Organiser.

Event Permit Fee

Council charges a fee for issuing of an 'Event Permit'- please refer to link below for Council Fees and Charges schedule. This fee is for the 'Event Permit' only and does not

include charges associated with other permits which may be required for your event i.e. Open Space, Food Permits, Liquor Licensing, Planning, Road Closures, additional road signage, Waste Management, Venue Hire etc. Please refer to the current years Fee's and charges at the link below:

<http://www.bayside.vic.gov.au/budget.htm>

Event Plan

An Event Organiser is responsible for compiling an Event Plan. The size, scope and complexity of the event will determine what elements to include in the Event Plan. An Event Plan should include:-

- event details/description
- running sheet (including bump in and out)
- contact list
- Public Liability Insurance
- stakeholder notification plan
- signage plan
- site plan
- infrastructure & facilities list
- pedestrian & traffic management plan
- emergency/risk management plan/waste management plan

You may also be asked to include other elements relevant to your specific event such as noise and music management strategies, planning permits, temporary food permits and an alcohol plan for the responsible service of alcohol as well as a copy of your liquor license.

Fees & Charges – Site/Facility Hire

Council sets fees and charges for a range of facilities available for hire including, but not limited to open space areas. Fees and charges are formalised during the annual budget process.

<http://www.bayside.vic.gov.au/budget.htm>

Fireworks

If you are planning a fireworks display you will require the services of a qualified pyrotechnic and Council approval. Only Pyrotechnics' licensed with Work Cover are permitted to discharge fireworks. Operators must hold Public Liability Insurance cover of no less than \$20 million. The Operator must supply a copy of their Risk Management Assessment, including a plan detailing the proposed display and charges as given to the Work cover Authority. No display shall occur after 10.30pm, or on any day of a total fire ban, EPA Smog Alert Day, nor if winds exceed 10 knots. Shells with a diameter of over 150mm are not permitted.

You must give written notice to all properties within 1,000m of the site no less than 30 days prior to the fireworks.

First Aid

Event Organisers should seek advice from first aid providers or Ambulance Victoria to determine the level of first aid cover required at the event. This will depend on the nature of the event, size, location and duration, among other factors.

Event Organisers should notify Ambulance Victoria of the event to enable details to be provided to the control room and local stations.

When planning first aid provision, issues to consider include:

- Location of first aid station is easily accessible, or where there is more than one station, that they cover different areas;
- Access to water and power;
- Signage;
- Communication systems;
- Ingress and egress routes are available for emergency vehicles to reach first aid station;
- Reporting of accidents and incidents.

Insurance and Environment

All events must have public liability insurance cover of at least \$20 million and must include and cover the period of setting up and breaking down of an event – a copy of a Certificate of Currency must be attached to the 'Event Permit' Application Form.

Bayside City Council is to be indemnified against any claims made against it as a result of the event. The Event Organiser is responsible for staging the Event and will be required to reimburse Council for the cost of any reinstatement or repairs occasioned as a result of any damage to property resulting from the conduct of the event and its associated activities. The Event Organiser must ensure that due care is exercised at all times, with the protection of all natural vegetation and geographical features in the area being a prime consideration. The Event Organiser must ensure that any litter is removed immediately after the event.

Lighting

If your event is being held at night, or the setting up or down of your Event takes place in early morning or evening, adequate lighting will be required. This may include existing or temporary lighting structures. For events taking place at night or indoors, emergency lighting should be available and back-up power provided for in case of a power outage.

Marketing

To promote a community event within the municipality boundary of Bayside City Council, community groups may take advantage of Council's five static billboard locations: - Dendy Park (corner of Nepean Hwy and Dendy Street Brighton), corner of New Street and Glenhuntly Road Brighton, corner of Bent and St Kilda Streets Brighton, corner of South Concourse and Reserve Road Beaumaris and Bluff Road Car park opposite Karrakatta Street Black Rock. Council does not charge for the use of these sites however it is the responsibility of the community group to engage a suitable supplier to install and de-install the approved artwork and board infrastructure (this may be negotiated with the relevant Real Estate Company).

Council will issue a permit or the agreed times, subject to the receipt of a Certificate of Currency for Public Liability. Billboards are subject to location availability and Council's discretion for commercial events.

You may also wish to advertise your event on Bayside City Council's community Calendar of Events.

Noise

Events can create noise levels much higher than normal. Music amplifiers, 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. The Event Organiser must ensure that the use of any amplified equipment is kept to a level prescribed by the Environment Protection Authority (1300 372 842).

Noise pollution from events probably causes the majority of complaints to authorities from the surrounding community. All events must comply with EPA noise level regulations.

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

Non-compliance with Conditions

No event is to be conducted in a manner that may jeopardise the safety of any competitors, resident or road user. Any breach of these conditions may result in the event being halted. It may also jeopardise the issuing of permission for the Event Organiser to conduct future events.

Occupational Health & Safety

The promoter and authorities should be familiar with Victorian Occupational Health & Safety Act 1985, as there is an obligation to provide for the safety of the audience, and appropriate care, safety and training of all personnel working at the event.

http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/

Parking

Bayside City Council may require organisers of Major Events to develop and submit a parking plan. This should provide details of the number of vehicles expected, locations of parking and how this will be managed. It may include the use of traffic controllers, equipment and signage. Consideration may need to be given to special parking arrangements, such as reserved parking for stallholders and VIPs, accessible parking, taxi bays, drop off and collection points and access for emergency vehicles. Where there is likely to be an impact on local and residential roads, changed traffic conditions such as permit only parking and no standing zones for the duration of the event.

Police and Other Emergency Services

As well as obtaining Council approval, it is your responsibility to notify emergency services which include the Victoria Police, Metropolitan Fire Brigade, Metropolitan Ambulance Service, and the State Emergency Service.

In the case of Major Events the emergency services may need to be involved in the event planning as well as being present on the day. Road closure conditions often require Victoria Police to man busy intersections. Bayside Police require three months

notice to ensure that they will have staff available for your event, they can be contacted on ph: 8530 5100.

Place of Public Entertainment (POPE)

A building or place used or intended to be used for conducting public entertainment or a public meeting - being either of the following:

- A public assembly building of more than 500m² or
- A place of more than 500m², which may include the erection of a prescribed temporary structure being one of the following:
 - a seating stand for more than 20 persons
 - a marquee of more than 100m²
 - a tent of more than 100m²
 - a booth of more than 100m²
 - a stage or platform of more than 150m²

Public Entertainment means an entertainment or meeting to which admission may ordinarily be gained by members of the public for example circus, cinema in the park, community fair/show, kid's carnival, community cup, live performances, etc.

The Building Act 1993 requires that an Occupancy Permit be issued before a building or place can be used for a Place of Public Entertainment;

- which are enclosed or substantially enclosed;
- or to which admission can be gained by payment of money or the giving of other consideration;
- and which is used or intended to be used for the purposes of providing public entertainment.

Temporary Structures

The following are prescribed classes of temporary structures:

- tents, marquees or booths with a floor area greater than 100m²,
- seating stands for more than 20 persons,
- stage or platforms (including sky borders and stage wings) exceeding 150m² in floor area

For further information please contact Council's Building Surveying Department on; **(03) 9599 4444**

Public Transport

If your Event is likely to affect public transport by causing an alteration in route, delaying a service, causing a service to be replaced, causing the cancellation of a service or requiring additional service, you must notify the Public Transport Victoria which can be contacted on ph: 1800 800 007 or web site www.ptv.vic.gov.au

Risk and Safety Management Plans

Event Organisers should develop a risk management plan to minimise risk and therefore reduce the likelihood of injuries and potential loss. Compiling a risk management plan is a key aspect of event organisation and all key personnel should be involved to identify potential risks and steps that can be taken to reduce the risks.

The following steps should be undertaken for all events:

- Identify all potential risks and hazards.
- Assess the likelihood of these occurring and the consequences of each if they should occur.
- Apply a risk rating. Those with the highest scores should be looked at as a priority.
- Identify action that can be taken to eliminate or reduce the risk.
- Allocation the action to a responsible person.
- Set a deadline for the action to be completed.
- Record the status of the action until completed.

Areas which should be assessed include, but are not limited to:

- Slips, trips and falls;
- Flying objects;
- Heights;
- Equipment and machinery;
- Vehicles;
- Manual handling;
- Fire;
- Harmful substances;
- Electricity;
- Animals.

Assessments should include all aspects of a particular object, e.g. hazards associated with vehicles include those related to both driving the vehicle and pedestrians.

Risks should be removed completely where possible, however if this is not possible, appropriate control measures should be put in place to minimise the risk. For example, a vehicle being used on site will create a number of hazards. The risk could be removed entirely by prohibiting all vehicles during the event, or if this is not possible, the risk could be reduced by setting speed limits and using a staff member as a guide to clear pedestrians from the vehicle's path. It may be necessary to write procedures to ensure all staff are aware of the risk reduction measures.

The risk management plan should also include contingency plans for action in case of extreme weather (thunderstorms, high winds, extreme heat, fire). The contingency plan may result in a change of venue, postponement or cancellation.

Plans should include procedures for dealing with other issues such as lost and found children and property. These should be communicated to all staff and volunteers so they are aware of the procedure and are able to deal with any problems raised by visitors promptly and efficiently.

Safety plans should also be produced which may include:

- Site plan;
- Emergency contact list;
- Security plan;

- Communication plan;
- Location of fire exits and extinguishers;
- Evacuation routes and marshalling points.

Security

Specific security arrangements should be considered for some events, particularly those that are expecting large crowds, have alcohol present, require the protection of people or assets, or if large sums of money are involved.

Security arrangements may include the provision of private security companies. These companies should have appropriate insurances, licenses and qualifications. The local police station should be notified of major events as soon as possible. If police are required to participate at an event, charges may apply, however this should be discussed with the Officer in Charge at the relevant local police station.

If large sums of money will be handled at the event, arrangements should be made for appropriate collection, storage and transfer of the money to a secure location. Staff should be trained in correct procedures and consideration should be given to the use of private security or a money collection agency.

Site Availability and Booking Fees

Booking early increases the likelihood of a site/facility being available. For Council managed sites and facilities, bookings are mandatory and may incur costs depending on the nature of the event and facilities required. Please contact Customer Service on 9599 4444.

Site Plan

You must supply a detailed site plan which identifies the following:-

<ul style="list-style-type: none"> ▪ Proposed road closures ▪ Parking ▪ Emergency access route ▪ First aid locations ▪ Event amusements & activities ▪ Proposed Fireworks ▪ Toilets 	<ul style="list-style-type: none"> ▪ Power ▪ Lighting ▪ Stalls ▪ Staging ▪ Location of Litter Bins/Rubbish Skips ▪ Fireworks launch site and safety zone
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It is recommended that it be attached to your initial 'Event Permit' Application Form so that there are no delays in processing the 'Event Permit'.

Sponsorship

Council does not typically provide financial support for events.

Supplying or selling food/alcohol

If you intend to supply or sell food/alcohol, you must advise Council. When selling food/alcohol, a Temporary Food Permit is required. Major Events with multiple temporary food stalls will require a six-week turn around for permits. Small events will require approximately four weeks.

Seeking permits for temporary food sales will require a minimum of four weeks' notice. If you are selling food or having alcohol at your event, you must ensure that:

- there is access to fresh water
- there are sufficient bins for stallholders
- you have a liquor licence if selling alcohol
- you have gained permission from Bayside City Council

www.bayside.vic.gov.au/health_temporary_events.htm

Temporary Structures

You require a permit from the Building Control Commission if you intend to erect a temporary structure such as a tent, marquee or booth with a floor area greater than 100 m². This must be done under the supervision of a registered building practitioner, and must conform to local government and building control commission permit specifications and conditions. You must seek Council approval to erect any structure on the site irrespective of floor area.

Council requires that all temporary structures to be secured with appropriate weights, such as sand, water or concrete bags, rather than pegged or staked into the ground unless this is not a safe and suitable method. This minimises the risk of damage to irrigation and other underground services. Event Organisers must not under any circumstances peg or stake anything into City of Bayside land unless permission has been granted and Bayside City Council reserves the right to turn down any requests for infrastructure.

When using temporary structures such as marquees and shade tents, Event Organisers should ensure that they comply with Australian standards and give consideration to minimising trip hazards from ropes and ensure that tops are protected. Contingency plans should be considered in case of extreme weather, evacuation and emergency management, and the maximum occupancy of the structure should be adhered to at all times.

Traffic Management

The Event Organiser is to ensure the implementation of the Traffic Management Plan, including any event or traffic signage. Details of these signs including information contained in the sign and size is to be provided and approved by Council and Vic Roads prior to erection.

Note: Any traffic management sign must not carry more than 30 per cent advertising.

Toilets

At every event, Bayside Council recommends that toilets be provided; refer to the table below as a guideline. If there are no public toilets, you must hire portable toilets. It is highly recommended that the Event Organiser provides toilets with disabled access and baby change facilities. Please identify location on your site plan.

Non alcohol event		Males			Females	
Ser	Patrons	WC	Urinals	H/Basins	WC	H/Basins
1	0 - 500	1	2	2	6	2
2	500 - 1000	2	4	4	9	4
3	1000 - 2000	4	8	6	12	6
4	2000 - 3000	6	15	10	18	10
5	3000 - 5000	8	25	17	30	17

Alcohol event		Males			Females	
Ser	Patrons	WC	Urinals	H/Basins	WC	H/Basins
1	0 - 500	3	8	2	13	2
2	500 - 1000	5	10	4	16	4
3	1000 - 2000	9	15	7	18	7
4	2000 - 3000	10	20	14	22	14
5	3000 - 5000	12	30	20	40	20

Traffic Management Plans and Road Closures

A traffic management plan may need to be developed to Australian Standards AS1742.3. Arterial or main road closures will need approval from Vic Roads and Police as well as Council. A traffic management plan will need to include parking provisions. If you are planning a Road Race Event such as a triathlon, you will be provided further information of specific Road Race Conditions.

Main road closures: At least three months notice is required to prepare for main road closures.

Other road closures: Planning for other road closures will require at least seven weeks notice.

A condition of holding your event is to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff. This will include:

- Obtaining permission from Vic Roads for these road closures.
- Provide Bayside City Council with a Traffic Management Plan.
- Inform all Emergency Services and all residents and businesses that will be affected by these road closures at least 21 days before the event.
- Advertise these road closures in the local newspapers.
- Ensuring that local traders have unimpeded access to their businesses and that you ensure that participants park away from local businesses.
- Designating pick up/set down points for deliveries, participants etc.
- Advising taxis, bus companies, residents and businesses by written notification of altered road conditions or road closures. (Please provide copies of notifications.)

- Provide official parking for attending health and emergency services personnel.
- In consultation with emergency service providers (police, fire and ambulance) provide uninterrupted access and egress routes.\

Marshalling Road Closures

The Event Organiser is to ensure that event staff and volunteers are provided with pre-event training; clarifying roles, responsibilities, and procedures especially in road marshalling, communication, emergency and security plans. The Event Organiser is to document any training provided, including trainer, trainees, date, time, and topic. Adequate marshals shall be provided at all major road intersections and any other road intersections and points where conflict with motorists may occur. All marshals are to be supervised, must be suitably identified, and must wear appropriate safety jackets.

It will also be necessary to ensure road closures are controlled with appropriate road closure equipment.

Volunteers

Events run by community service organisations with employees have obligations under the OHS Act to protect the health and safety of both employees and volunteers. Community service organisations that do not employ staff do not have the same obligation under the OHS Act, however volunteers are legally entitled to a healthy and safe working environment, and therefore Work Safe advise that the best way to manage health and safety for volunteers is to treat them as paid employees. Event Organisers should designate a person with health and safety knowledge and skills to be responsible for the management of volunteers and their health and safety.

Each volunteer will have different skills and experience, so event organisers should ensure that volunteers are placed in roles that match their abilities. All volunteers should be given an induction covering their role and the expectations of this role, the event itself, possible risks, safety and emergency procedures and guidance on how to identify hazards and the process of communicating with organisers.

Event Organisers should ensure that the appropriate insurance is in place and that it covers both employees and volunteers in case of a work-related injury, illness or death. If you engage employees or contractors and you pay, or expect to pay, more than \$7500 in rateable remuneration (i.e. wages and other benefits), you must take out a Work Safe Injury Insurance policy. Work Safe Victoria advises that volunteers are not usually treated as employees for Work Safe purposes so you should take out separate insurance cover for them.

Further information regarding volunteers is available from Volunteering Australia. Health and Safety information relating to volunteers is available from Work Safe Victoria.

Waste management

The Event Organiser is responsible for the removal of rubbish from the event site and for all of the waste management issues arising from your event. This requires you to organise such things such as additional bins to cope with the number of your attendees. You are also responsible for the post-event clean up, including all rubbish collection and disposal to ensure the site is returned to its pre-event condition. If you are required to pay a bond, the full bond shall be returned after a satisfactory inspection of the site.

Council encourages all events to meet the Waste Wise Event standard and you may be required to adhere to Waste Wise Event guidelines, such as providing recycling bins for the public. If you would like information about Waste Wise Events contact the Metropolitan Waste Management Group on 03 869 9803 or Sustainability Victoria (www.sustainability.vic.gov.au/www/html/1857-about-waste-wise-at-events.asp)

Appendix A: Relevant Council Departments Contact List

Department	Contact	Activity	Telephone
Asset Management Services	Senior Traffic Engineer	Traffic Management Plans Road closure advice	9599 4326
Amenity Protection	Local Laws Co-ordinator	Alcohol ban zones Dogs Footpath Trading Highway Collections Street Parties	9599 4641
Amenity Protection	Environmental Health Co-ordinator	Food Safety	9599 4420
Amenity Protection	Local Laws Co-ordinator	Noise	9599 4641
Aged & Disability Services	Community Buses	Community Bus Hire	9589 6204
Building Surveying	Building Surveying Co-ordinator	Occupancy permit for Place of Public Entertainment	9599 4313
Communications & Customer Service	Customer Service	General Enquiries	9599 4444
Commercial Services	Risk Co-ordinator	Risk Management	9599 4652
Environmental Sustainability & Open Space	Waste Management Co-ordinator	Waste management	9599 4437
Family Services	Youth Services Co-ordinator	FReeZA – Fuse Productions	9599 4387
Governance	Mayoral Secretary Manager Governance	Mayor or Councillor Invitations	9599 4388 9599 4327
Recreation, Events & Social Development	Events Officer	General event enquiries (Public, Major & Road Race Events)	9599 4687
Recreation, Events & Social Development	Senior Recreation Officer	Sports clubs Sports grounds	9599 4318
Recreation, Events & Social Development	Recreation Facility Booking Officer	Wedding & private event enquiries – including filming	9599 4316
Recreation, Events & Social Development	Metro Access Co-ordinator	Accessibility and inclusion	9599 4711
Urban Strategy	Economic Development	Street Traders Associations	9599 4323

Appendix B: Useful Contacts

Organisation	Web Address	Telephone
Ambulance Victoria	www.ambulance.vic.gov.au	03 9840 3500
APRA Victoria	www.apra.com.au	03 9426 5200
Bayside City Council	www.bayside.vic.gov.au	03 9599 4444
Bayside Police	www.police.vic.gov.au	8530 5100
Energy Safe Victoria	www.esv.vic.gov.au	1800 652 563
Metropolitan Fire Brigade	www.mfb.vic.gov.au	03 9662 2311
Metro Trains	www.metrotrains.com.au	03 9610 2400
Parks Victoria	www.parkweb.vic.gov.au	13 19 63
Public Transport Victoria	www.ptv.vic.gov.au	1800 800 007
Responsible Alcohol Victoria	www.justice.vic.gov.au/alcohol	1800 650 072
St John Ambulance	www.stjohnvic.com.au	03 8588 8588
State Emergency Service	www.ses.vic.gov.au	9696 6111
South East Water	www.sewl.com.au	131 851
Vic Roads Traffic Management Centre	www.vicroads.vic.gov.au	131 170
Visy Recycling	www.visy.com.au	1300 368 479
Volunteering Victoria	www.volunteeringvictoria.com.au	9542 5266
Work safe	www.worksafe.vic.gov.au	1800 136 089

Appendix C - Notifying Residents

FOR YOUR INFORMATION

NOTIFICATION OF EVENT

Dear Resident,

The **(EVENT NAME)** will be held on **(EVENT DATE)** at **(LOCATION)**. This event will run from **(TIME)** and Conclude at approximately **(TIME)**, with set up preparations beginning at **(TIME)**.

There will be a variety of attractions and entertainment **(LIST THESE)**. We are expecting approximately **(NUMBER OF PATRONS)** people throughout the day.

(LIST THE ISSUES THAT WILL AFFECT THE RESIDENTS INCLUDING NOISE AND TRAFFIC ETC AND THE TIMES).

(LIST HOW THESE ISSUES HAVE BEEN ADDRESSED E.G PARKING PROVISION AND PARKING ATTENDANTS).

If you require further information regarding this event, feel free to contact **(NAME)** on **(PHONE NUMBER, MOBILE NUMBER, WEBSITE AND EMAIL ADDRESS)**.

We would also like to take this opportunity to invite you along to this wonderful **(FREE)** event.

Yours Sincerely

(YOUR NAME)
(CONTACT DETAILS)

This letter is required to be sent to owners/occupiers only after Council approval is granted.

A draft copy of this letter should accompany your application for Council approval.

Appendix D – Risk Management Plan Template

To identify any real and perceived risks that may impact or be associated with the effective and efficient management and co-ordination of a community event held within Bayside.

The aim of risk identification is to develop a comprehensive list of risks that may affect your events objectives and operations. An accurate and regularly updated listing of risks will allow Event Organisers to better manage risks and capitalise on opportunities.

A Risk Assessment enables the Event Organisers to consider the level of risk, rank the risk(s) and decide whether the risks are acceptable or not.

A Risk Assessment must include the following:-

- Risk Category – Examples include: Planning, Weather, Information, Crowd management, Resources, Medical, Fire, Traffic Management, Utilities, Media, OH&S, etc
- Specific Activity – Identify the risks that could take place during your event for example: inclement weather severe storm high winds, mis-understanding of roles/responsibilities, late change to program, uncontrollable crowd, full car park, broken tree branch , absent staff, medical emergency, etc. Refer to table below for Level of Risk/Levels

L=Low	Low risks and low consequences that may be managed by routine procedures
M=Medium	Medium risks that are likely to arise or have serious consequences requiring attention
H=High	High risks that are likely to arise or have potentially serious consequences requiring attention and investigation
E=Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring immediate attention

- Control Measures – Clearly identify the way you will minimise the risk identified and state the procedure that is to be followed during the event for example – Call 000, evacuate area and then fill out an incident report.
- Responsible Officer – Insert the full name of the person who will manage the identified risk.
- Page Reference – Many events will have an Emergency Response Plan where the risk can be referred to in more detail.

Appendix E - Event Checklist /Timeframes

The following list is provided for your information, and should be considered when planning your event. As part of the approval process you may be asked to supply information relevant to particular management aspects of your event. Council requires advance notice to ensure that all relevant requirements and approvals can be coordinated (in some cases months in advance notice will be required).

If your event requires additional permits from other departments within the Bayside City Council (see list below), your 'Event Permit' will not be valid until these permits have been approved. Please note that your 'Event Permit' fee does not include any additional permits or statutory permits that may need to be issued by other Bayside Council departments.

Event name:	Contact person: Phone number:	Contacted
Site/facility requirements		
Site booking and confirmation		
Public safety		
Crowd control and security		
Barriers and safety fencing		
On site communication plan		
Power electricity provision		
Notify emergency services: police; ambulance, SES		
First Aid/St John Ambulance (ph. 9696 0136)		
Site layout (inform all stakeholders)		
Local residents/businesses (communication plan)		
Public notification (inform your target audience)		
Road closures and traffic		
Traffic Management Plan: may require Vic Road's approval (Ph 9881 8804), along with Police and Council		
Parking considerations		
Transport Providers i.e. Bus companies including: Melbourne Bus Link, Taxi Companies. Other services in the area can Vic Trip 131 638		
Food and Beverage – approvals and permits		
Alcohol – Approvals and permits. If alcohol is to be consumed at your event you will need a Licence from Liquor Licensing Victoria. Ph 9655 6696		
Health Permits for food vendors and outdoor food sales		
Waste management		
For bins and recycling containers contact New Age Cleaning on 9584 5422		
Toilets: Adequate number to cater for audience, disabled access		
Environmental impact		
Noise		
Site clean-up		

More permits		
Signage and billboards approval		
Fireworks permit		
Raffle and permits (Raffles Association 9651 3333)		
Inclusion of animals		
Insurance		
Public Liability Insurance		
Vendors and public liability insurance		
Council support		
Mayor of council/other (phone 9599 4444)		
Other		
Wet Weather contingency		
Advertising/promotion/press		
Emergency Plan – Risk Management Plan		
Other contacts as appropriate		

Appendix F - Timeframes

Permit Type	Description	Contacted
Site/facility requirements		
Site booking and confirmation		
Public safety		
Crowd control and security		
Barriers and safety fencing		
On site communication plan		
Power electricity provision		
Notify emergency services: police; ambulance, SES		
First Aid/St John Ambulance (ph. 9696 0136)		
Site layout (inform all stakeholders)		
Local residents/businesses (communication plan)		
Public notification (inform your target audience)		
Road closures and traffic		
Traffic Management Plan: may require Vic Road's approval (Ph 9881 8804), along with Police and Council		
Parking considerations		
Transport Providers i.e. Bus companies including: Melbourne Bus Link, Taxi Companies. Other services in the area can Vic Trip 131 638		
Food and Beverage – approvals and permits		
Alcohol – Approvals and permits. If alcohol is to be consumed at your event you will need a Licence from Liquor Licensing Victoria. Ph 9655 6696		
Health Permits for food vendors and outdoor food sales		
Waste management		
For bins and recycling containers contact New Age Cleaning on 9584 5422		
Toilets: Adequate number to cater for audience, disabled access		
Environmental impact		
Noise		
More permits		
Signage and billboards approval		
Fireworks permit		
Raffle and permits (Raffles Association 9651 3333)		
Inclusion of animals		
Insurance		
Public Liability Insurance		
Vendors and public liability insurance		
Council support		
Mayor of council/other (phone 9599 4444)		
Other		
Wet Weather contingency		
Advertising/promotion/press		
Emergency Plan – Risk Management Plan		
Other contacts as appropriate		
Site clean-up		