



CITY OF  
MONASH

# Events Guide

Last updated 8 May 2009



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## Monash Language Assist Directory

للاستعلام باللغة العربية	9321 5480	Arabic
如需廣東話資訊	9321 5481	Cantonese
Για πληροφορίες στα Ελληνικά	9321 5482	Greek
Per informazioni in italiano	9321 5483	Italian
한국어로 된 정보를 원하시면	9321 5484	Korean
普通话的信息	9321 5485	Mandarin
Информация на русском языке	9321 5486	Russian
Muốn biết thông tin Việt Ngữ	9321 5487	Vietnamese
For information in all other languages including Polski, Español, বাংলা, தமிழ், Nuër, Thuəŋjəŋ, Malti, Bahasa Indonesia and हिन्दी please call	9321 5488	

## Disclaimer

The City of Monash Events Guide is provided as a guide only and does not contain every condition or issue associated with events. Event organisers are responsible for ensuring their event complies with relevant local laws, legislation, regulations and Australian Standards. Legal advice should be sought on specific legal and compliance issues affecting the event.

To the best of Council's and authors knowledge, the information contained in the Events Guide was accurate at the time of publication, however it is the organisers responsibility to ensure they have the most up to date and relevant information pertaining to their event.

## Kit Development

THA Consulting developed the Events Guide in conjunction with Officers at the City of Monash.

## Alternative Formats

This Guide is available in alternative formats on request.



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## 1. Introduction

The City of Monash Events Guide contains useful information for event organisers and outlines the requirements of the City of Monash and various other authorities when hosting an event within the municipality.

While the Guide identifies the key issues event organisers need to consider when planning an event, not every issue contained in the Guide will be relevant to every event, and the Guide may not cover some issues specific to your event. Therefore it is recommended that event organisers contact the City of Monash and other relevant organisations to determine the requirements for their event.

The Events Guide will be applicable to a wide variety of events including:

- Festivals
- Parade, processions, marches
- Markets, fetes, fairs
- Sporting events
- Fun runs/walks
- Film shoots
- Street parties/BBQs
- Weddings, private, corporate functions

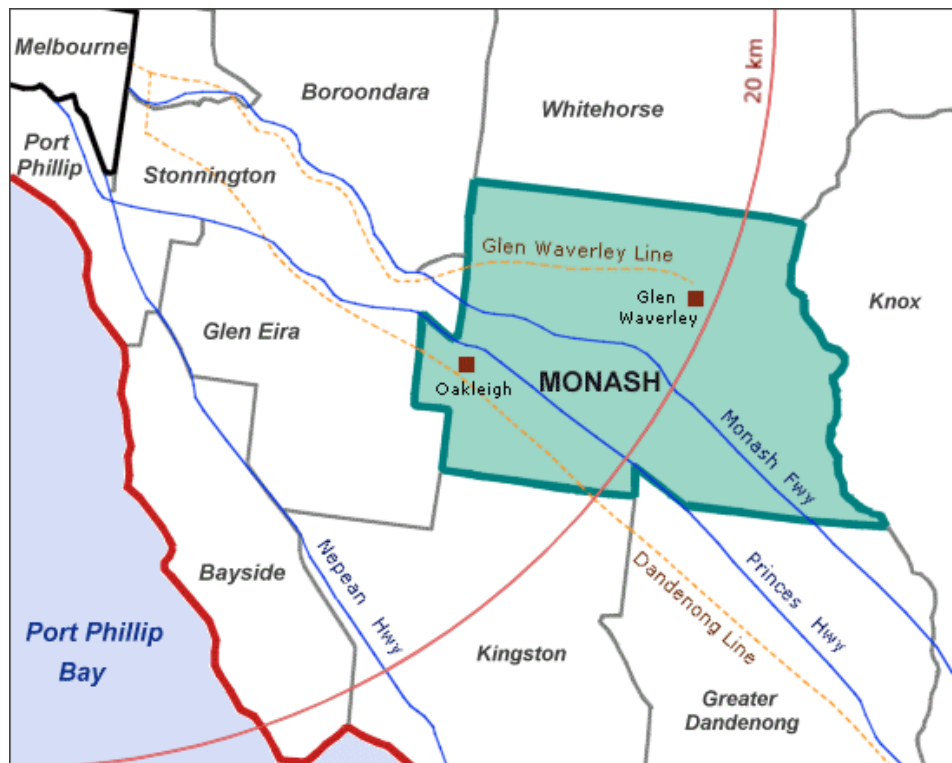
The requirements for each event will depend on the type, size and impact of the event.



## 2. About the City of Monash

The City of Monash is located 20 km south east of the CBD in Melbourne's fastest growing population corridor. The City has around 171,000 residents with 37% of its residents coming from more than 30 countries. Further information regarding the City of Monash can be found on Council's website: <http://www.monash.vic.gov.au/city/profile.htm>.

City of Monash municipal boundary map



## 3. City of Monash Event Application Process

### 3.1 Determining Permits and Permissions Required

Event organisers seeking to host an event in the City of Monash should complete the Event Self-Checklist (see Appendix A). The Checklist will help identify the permits and permissions, which may be required from the City of Monash and other authorities. Direct contact should be made with the relevant sections of Council to determine whether permits or permissions are required. A list of other authorities that may require permits, permissions or notifications is contained in Appendix C.

### 3.2 City of Monash Fees and Charges

A list of City of Monash fees and charges relating to events (as of April 2009, check Council's website for most up to date details) can be found in Appendix A: City of Monash Events and Festivals Self Checklist.



## 4. Accessible Events

The City of Monash is committed to creating and supporting an inclusive and connected community, it encourages event organisers to conduct events that are accessible and inclusive of everyone including people with a disability or limited mobility, and those using prams and wheelchairs. Events which are accessible to all will be more successful with higher attendance and participation rates.

There are legal requirements which should be considered when organising an event such as the Federal Disability Discrimination Act which protects Australians against discrimination.

Below is a brief checklist of items to consider.

- Consider the location of the event in relation to its level of accessibility.
- Ensure paths are accessible (sufficiently wide, free of steps, clutter, barriers etc).
- Install temporary ramps where necessary.
- Provide accessible toilets, parking and drop off areas. Consider path of travel from accessible parking to event area.
- Implement clear, concise signage which is large enough for people with a vision impairment e.g. 16 size arial font, use of images.
- Provide sufficient and well trained staff or volunteers to assist where required.
- Provide rest areas away from excessive noise, heat etc.
- Consider the accessibility of your event's printed material (e.g. flyers, posters) including text size, access symbols, images that reflect the purpose of your event.
- Consider your emergency management procedures for people with a disability.
- Use of Auslan Sign Language Interpreters.

There are a range of additional ways to ensure your event or activity is accessible. Further details are available by contacting Council's Metro Access Community Development Officer(see Appendix B).

### Companion card

Events charging entry/admission fees are encouraged to affiliate their event or program with the Victorian Companion Card program. The program enables people with a disability to have free access for their companion who is providing attendant care. The Companion Card allows people with a profound disability to participate in community activities and events without discrimination. Event organisers seeking information about the Companion Card or wishing to affiliate their venue or activity should contact the Victorian Companion Card program [Victorian Companion Card \(www.companioncard.org.au\)](http://www.companioncard.org.au).

### Useful Publications:

Access Audits Australia, How to provide better access to Festivals and Outdoor Events.

Email: [iimc1@bigpond.net.au](mailto:iimc1@bigpond.net.au)

Telephone: 9432 3472

Website: [www.accessauditsaustralia.com.au](http://www.accessauditsaustralia.com.au)



## 5. Alcohol and Liquor Licensing

### 5.1 Liquor Licensing

If alcohol is being served at an event, organisers must hold the appropriate Liquor Licence and in some circumstances, staff serving alcohol must hold a Responsible Serving of Alcohol Certificate. A Temporary Limited Liquor License can be obtained from Consumer Affairs Victoria.

The website [www.justice.vic.gov.au](http://www.justice.vic.gov.au) provides liquor license details and application forms can be downloaded. The cost for a Temporary Limited License is \$58.50 and applications must be lodged at least 35 days prior to the event (details correct as of February 2009).

When you apply for a Liquor Licence, contact the City of Monash's Recreation Coordinator if the venue is a Council Reserve or Park, or Council's Planning Department if using other locations (see Appendix B).

When you make an application to Consumer Affairs Victoria, a copy of your application will be forwarded to Victoria Police and the City of Monash for comment.

The sale of alcohol also requires a Temporary Food Stall Permit from Council's Environmental Health Department (see Appendix B).

### 5.2 Alcohol Management

Among the issues to consider if alcohol is being served at your event are:

- Ensuring designated areas for alcohol consumption and sale.
- Responsible Serving of Alcohol Certificates held by staff.
- Mechanisms to prevent the sale of liquor to minors and to unduly intoxicated/disorderly persons.
- Whether alcohol is sold or supplied using disposable cups, plastic containers and opened cans, or glasses.
- How to manage the waste generated including recycling of bottles, cans, cups etc.
- The number of toilets required.
- First aid requirements.
- The provision of light and non-alcoholic drinks.
- The level and type of security and crowd controllers required.

For further information refer to Appendix B for Council's contacts:

- Recreation Services Department for events in Reserves and Parks
- Hall's Coordinator for events in Council Halls
- Planning for other venues
- Environmental Health for food permits

Other authorities (refer Appendix C):

- Liquor Licensing Victoria
- Local Police



## 6. Amusement Rides and Inflatable Jumping Castles

There are a number of considerations relating to amusement rides and jumping castles including:

- Has the land owner/manager approved the use of amusement rides/jumping castles?
- Is the site suitable and is a Siting Permit required from Council?
- Are there adequate controls in place to protect users of the safety risks arising from rides, amusements and jumping castles?
- Ensure supplier supplies a copy of the WorkCover registration for the amusement equipment, where required by the operator.
- Ensure the operator has public liability insurance.
- Obtain information on who will be supervising the rides during operations.
- Ensure regular maintenance and servicing has been undertaken on the equipment (operators are required to record inspections and maintenance in a log book).
- Ensure the supplier provides any necessary information relating to the safe use of the equipment.
- Develop a site plan identifying the exact location, taking into consideration access to power, underground services etc.
- Ensure that the structures and rides do not cause any damage to the reserve surface (e.g. leaking oil) and that pegging does not cause damage to the reserve or to underground services.

Further details can be obtained in Worksafe's Major Events, [Advice for Managing Major Events Safely](#)

## 7. BBQs and Picnics

BBQs are available in various parks and gardens. These operate on a first-in basis and are not available for hire.

Visitors can bring in portable BBQs (except during total fire ban days) as well as picnic equipment such as portable tables and chairs. No portable structures containing pegs are permitted to be placed in the ground as many areas have underground services, which may be damaged.

For a list of parks and reserves, refer to Council's [website](#).  
For Council contact details, refer to Council's Recreation Coordinator (see Appendix B).  
Refer also to Section 51 – Street Parties and Mobile BBQ.

## 8. Busking and Street Performers

Street performers are required to apply for a permit from the City of Monash. Performers must be 16 years or above, however exceptions may be made if the application is supported by an adult and the adult is present at the time of the performance. Permit application forms and conditions are available from [Councils website](#) or by contacting Council's Corporate Administration (Oakleigh Service Centre – see Appendix B).

## 9. Camping

Camping during events, festivals or other activities is generally not permitted in the City of Monash. For further advice, contact Council's Local Laws Department.



## 10. Circuses

The City of Monash does not generally allow circuses on Council land or venues. Where a circus is being conducted on private or other non-Council land, an enquiry should be made to Council's Town Planning Department (see Appendix B). All circuses will be required to comply with "A Good Neighbour Code of Practice for a Circus or Carnival, October 1997".

## 11. Community Halls

The City of Monash operates 18 halls for use by the community. These are managed by the Monash Halls Management Committee (11 facilities) and individual Committees of Management, which have responsibility for individual halls. Full details of the facilities, including what they can be used for and contact details are contained on Council's [website](#) or by contacting Council's Halls Manager (see Appendix B).

- [Alvie Hall](#)
- [Amaroo Neighbourhood House](#)
- [Ashwood Hall](#)
- [Blackflat Community Centre](#)
- [Brandon Park Community Centre](#)
- [Clayton Hall](#)
- [Glen Waverley Community Centre](#)
- [Hughesdale Hall](#)
- [Huntingdale Hall](#)
- [Jordanville Community Centre](#)
- [Oakleigh Hall \(formerly Mechanics Institute\)](#)
- [Monash Community Inn](#)
- [Monash Seminar & Training Centre](#)
- [Mount Waverley Community Centre](#)
- [Mount Waverley Youth Centre](#)
- [Mulgrave Community Centre](#)
- [Notting Hill Community Centre](#)
- [Southern Community Centre](#)

Non-Council facilities such as [Guide and Scout Halls](#), [Sporting Clubs](#), [School Halls](#), [Church Halls](#) are also available and are subject to direct negotiation with the nominated facility manager and the existing tenant lease agreements.

Contact Council's Halls Bookings Officer (for Halls) or Recreation Services Department (for sporting Clubs) for further details. Refer to <http://www.monash.vic.gov.au/cominfo/index.htm> for a comprehensive Monash Community Directory.

## 12. Contractors

Most events will require the services of external contractors in the course of conducting their event. Contractors may include organisations providing services or goods such as marquees, stages, seating, food and beverage, sound equipment, and the performers and entertainers taking part in your event.

Good event practise involves ensuring all of your contractors have in place appropriate risk and safety procedures and insurances. Event organisers should site evidence that the contractor has public liability insurance (and in some cases other insurances) and where necessary the appropriate licences or qualifications.

Event organisers have a responsibility to ensure contractors are informed of your event's policies, procedures, site plan and safety procedures. Depending on the contractor and the size of your event, this may involve a formal induction process, or alternatively appropriate written and verbal information.

For further details on issues to consider in relation to contractors see Workcover's publication [Advice for Managing Major Events Safely](#), April 2006.



## 13. Copyright and Licensing

If you are organising a concert, festival, dance party, function or theatrical performance, you may require an APRA license to cover the public performance of music (live or recorded music). APRA (Australian Performing Rights Association) is a non-profit copyright collecting society that collects and distributes fees for the public performance and broadcasting of music.

Permission for the playing of recorded music in public may also be required from PPCA (Phonographic Performance Company of Australia). Read more about licenses for concerts, festivals, dance parties and functions on [www.apra.com.au](http://www.apra.com.au) and [www.pcca.com.au](http://www.pcca.com.au)

Independent information about copyright, licensing, APRA and PPCA is available from the Australian Copyright Council (refer Appendix C).

## 14. Councillors and Mayor

If you would like to invite the Mayor of the City of Monash or a Councillor to participate in your event in an official capacity or as an invited guest, please submit a written invitation to the Executive Services Officer (see Appendix B). It is recommended that at least 6 weeks advance notice be provided where possible. Please include all details of the event, date, duration, location and guest list, including full contact details of the person submitting the invitation.

## 15. Cultural Diversity

The City of Monash is a cosmopolitan city with 36% of its residents coming from more than 30 countries, 76% of residents follow 30 different religions and 33% of residents speak a language other than English at home, with more than 30 different languages and dialects spoken. Further details are available on Council's website: [www.monash.vic.gov.au/services/multicultural/index.htm](http://www.monash.vic.gov.au/services/multicultural/index.htm)

Event organisers are encouraged to consider the most appropriate methods to communicate with the local community. For further information including options of interpreters and translations is available from Council's website. - [www.monash.vic.gov.au/languages/index.htm](http://www.monash.vic.gov.au/languages/index.htm)

## 16. Disability Access

Some estimates reveal that at any one time 20% of the total community have a disability of some form. For the City of Monash this would amount to over 32,000 individuals. Event organisers are encouraged to consider methods of advertising, event location, facilities, signage etc that facilitate the inclusion and participation of all in community events.

Refer Section 4 - *Accessible Events* for further information.

## 17. Dogs

The rules regarding dogs on leads in the City of Monash parks and reserves are clearly sign posted at each location. If dogs are a part of the event, organisers should contact the Local Laws Department to obtain further advice and information.



## 18. Duty of Care

Event organisers have a duty of care (the standard of treatment a person would expect while they are in the care of another) to all people attending their event.

Under the Victorian *Occupational Health and Safety Act 2004* event organisers are responsible for providing a safe operational environment. Event organisers must ensure as far as reasonably practicable that: *people are not exposed to risks arising from the operation; and any place where employees and self-employed persons work is safe.*<sup>1</sup>

For more information see Worksafe Victoria's [Advice for Managing Major Events Safely](#) April 2006, also available from [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au). See also *Risk Management*.

## 19. Economic Development

The City of Monash has made a commitment to encourage economic development activity both within the City itself and in the Eastern region. The Economic Development Unit works closely with the business community in developing programs to attract and retain private and business investment.

The Unit can provide assistance to event organisers in liaising with traders and identifying potential business partners. For contact details refer to Appendix B.

## 20. Electricity and Electrical Safety

The use of electricity during an event poses a potential risk to event organisers and the general public. Event organisers are responsible for managing this risk to ensure the safety of both staff and the public.

To fulfil your responsibilities in this area all electrical installation works must be installed to the minimum requirements of Australian Standards - Wiring Rules (AS/NZS 3000:2000) and Electrical Installations - Shows and Carnivals (AS/NZS 3002:2002)

Please note, the Standards may be changed or amended at any time, therefore advice from a suitably trained, qualified and experienced person should be obtained.

Below are some general guidelines relating to electrical safety:

- Any generator, sound or production hire companies or vendors engaged for the event complies with all relevant Australian Standards relating to electrical installation, maintenance, testing and wiring.
- All electrical equipment should be appropriately tagged and comply with all legislative requirements.
- An assessment of required electrical capacity should take place to ensure circuits are not overloaded during the event.
- Electrical cords should not be placed across walkways without the appropriate protection or anywhere they are subject to mechanical damage.
- Overhead wiring should not be placed in trees. There are specific requirements relating to overhead wiring. Refer Australian Standards Electrical Installations – Show and Carnivals (AS 3002-2002).

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<sup>1</sup> Worksafe Victoria; Advice for Managing Major Events Safely. April 2006



- ❑ Where portable generators are being used, it is advisable to use silent generators to minimise noise.
- ❑ Consideration should be given to the placement of generators – for example avoiding placing generators near food outlets.
- ❑ The presence of water should be monitored around all electrical equipment.
- ❑ Fire extinguishers must be appropriate for the type of equipment being used.
- ❑ All electrical switches, generators, cabling, fuses and the like should be kept clear of patrons and appropriate barricades should be placed around electrical equipment.
- ❑ Event organisers should have an electrician available on site during events.

Further information regarding electrical safety can be obtained from Energy Safe Victoria and Standards Australia (refer Appendix C).

### **Access to Power in Parks and Reserves**

On-site power is generally not available within City of Monash's parks and reserves, however if required, discussions should take place with Council's Recreation Coordinator. If your event requires access to other power sources, contact the service providers directly.

## **21. Emergency Service Organisations**

Major events may be required to notify or seek advice from emergency service organisations.

### **Police**

Police may need to be involved in your event planning process when there are issues of public safety, road closures, liquor licensing and law enforcement issues, or events that would otherwise attract large numbers of people.

Charges as prescribed in the Police Regulations (Fees and Charges) Regulations 2004 will be levied for Police Services utilised in the planning of certain sporting and special events. Generally, charges do not apply to services at an event where there are no admission charges and the event is not entrepreneurially or commercially sponsored or where management of traffic and pedestrians is required as a result of the event. Police will liaise with organisers prior to the event and will advise if the event organisers will incur a cost for police services. The decision to run a police operation, and the number of police deployed, is ultimately decided by police command. A request for a waiver of charges can be made to Victoria Police.

### **Ambulance**

Ambulance Victoria may be able to provide advice regarding the appropriate levels of first aid, paramedical services, and the treatment and transporting of patients. Major event organisers should advise the AV of their event (Refer **First Aid**).

### **Fire Brigade**

The Metropolitan Fire Brigade (MFB) can provide information to the event organisers in relation to fire safety matters, and response requirements and information regarding total fire ban days. This may extend in some circumstances to the issuing of a total fire ban exemption permit for the event to enable cooking to take place. The MFB have a document titled "Can I or Can't I" which outlines the activities permitted and not permitted in fire danger periods or total fire ban days. The MFB must also be notified of any fireworks and pyrotechnic displays.

### **State Emergency Service**

The State Emergency Service (SES) may have a role to play in emergency management or emergency recovery.



## 22. Emergency Plans

Event organisers should have in place an Emergency Plan which is developed as part of the Risk Management Planning process (refer section on Risk Management). Depending on the size of the event, the Plan need not be exhaustive. Event organisers should ensure that there is a response plan in process and trained people should an emergency take place. Issues to consider include:

- Allocating responsibility to specific people for safety and emergency management planning and roles assigned.
- Liaise with Officer in Charge Glen Waverley Police Station or his delegate.
- Appoint Safety Officers, Area and Fire Wardens as required.
- Emergency evacuation routes and marshalling points in are planned and documented
- Staff and volunteers are trained to ensure they are familiar with routes and procedures.
- Appropriate access, entry and exit points are available for emergency services.
- Gates and doors used for access and egress are unlocked during events.
- Roadway barriers are removable in the case of an emergency.
- Communication systems are in place to notify all event patrons and staff/volunteers of an emergency (e.g. PA system, 2 way radio, mobile phone).
- Ensure key event personnel carry with them a list of emergency contact numbers.
- In the case of major events or high risk events, local hospitals should be notified.

If an incident or accident occurs, it must be recorded and strategies implemented to ensure no repeat of the incident. Incident Report Forms should be completed. All incidents and accidents occurring during events on Council land or venues should be reported to the venue manager.

## 23. Fetes

Fete organisers should contact Council's Environmental Health Department to obtain information on food safety.

A waste management plan may also be required to ensure the appropriate disposal of waste. Fete organisers are encouraged to conduct Waste Wise events.

For Temporary Food Premises contact Council's Environmental Health Department.  
For Waste Management queries, contact Council's Waste and Environmental Services.

## 24. Filming and Photography

Organisations seeking to film within the City of Monash are required to obtain a Permit from the Local Laws Department. If the event impacts traffic and parking, a Traffic Management Plan may be required and Victoria Police will need to be notified. Additional considerations such as waste management and the impact on local businesses, residents and organisations must be considered. A minimum of \$20 million public liability insurance is required and at least two week's notice must be provided to Council.

Permit application forms are available on Council's [website](#) or from Council's Local Law's Department.



## 25. Fire Safety

There are a range of Building regulations and requirements for events taking place within buildings. The venue manager or Council's Municipal Building Surveyor can provide details. If your event is to be held in a Council owned building or facility, the facilities bookings officer will provide details of the existing evacuation procedures.

Fire safety strategies for outdoor events include having appropriate fire fighting equipment available, ensuring there is adequate water supplies available for fire fighting, and having in place evacuation plans in the case of a fire. Staff and volunteers should be trained in the use of fire fighting procedures and equipment.

During a total fire ban, the lighting of a fire in the open air, for the purposes of cooking food, is prohibited unless a permit has been obtained by the MFB.

A Fire Permit is required from the City of Monash Local Laws Department prior to having a fire in a public space, including bonfires. The Metropolitan Fire Brigade must also be notified of the intention to have an open fire (refer Appendix C).

If fireworks are being conducted, a permit is required (refer Fireworks and Pyrotechnics below).

## 26. Fireworks, Theatrical Fireworks, Pyrotechnics, Chinese Firecrackers

Events seeking to include fireworks must only use licensed pyrotechnicians. The pyrotechnician must obtain a permit from Council (application to be made at least 3 weeks prior to the event) and ensure that WorkCover been notified at least 7 days in advance of the event. WorkCover assesses pyrotechnic experience and qualifications to operate and discharge fireworks.

The City of Monash requires the following details in order to assess whether it will issue a permit for fireworks:

- An application is made to Council by the pyrotechnician at least three weeks in advance of the proposed fireworks including details of the event, date, times and locations.
- The event organiser provides evidence of public liability insurance (minimum of \$20 million).
- A Traffic Management Plan and Pedestrian Management Plan is provided which details measures to be taken regarding vehicle and pedestrian access.
- A plan detailing the clean-up of litter & fire cracker debris.
- A plan detailing the actions that are to be taken to prevent potential damage to parked vehicles and other structures caused by hot burning fireworks.
- A Notification Plan detailing how and when residents, businesses and others in the vicinity of the fireworks will be advised of the fireworks. This may include advertising in local newspapers, newsletters and letter drops.
- Evidence of the pyrotechnicians valid license (WorkCover).
- Evidence that copies of the notification have been lodged with the MFB and Workcover.

Separate licenses are required for Chinese Firecrackers and Theatrical Fireworks. Only an incorporated association or community groups are able to obtain a single purpose licence from WorkCover for Chinese Firecrackers and usage must be in connection with a cultural, religious or traditional occasion. Applications to WorkCover and Council should be made at least 21 days in advance. Notification must also be provided to the MFB. All waste materials generated from the firecracker display must be cleared immediately following the event, by event organisers.

Refer Appendix B for Council's Local Laws Department and Appendix C for WorkCover contacts.



## 27. First Aid and Medical

To determine the type and number of first aid and/or medical personnel required at your event, advice should be sought from experienced first aid providers, medical personnel or Ambulance Victoria. The level of first aid provision will depend on the type of event, the audience, event duration, location and a variety of other factors.

Event organisers should notify Ambulance Victoria of their events via email: [events@mas.vic.gov.au](mailto:events@mas.vic.gov.au) or fax: 03 9326 9145. Ambulance Victoria provides details to a control room and local stations.

In planning first aid/medical attendance at the event, key issues to consider include:

- first aid stations are suitably located
- there is access to water and power
- first aid stations are well signed
- appropriate communication systems are in place
- there is ready access and egress for ambulance (and other emergency) vehicles to first aid stations and any areas of high risk
- All incidents are recorded on Incident/Accident Report Forms.

Refer Appendix C for contact details.

## 28. Food Safety

### Temporary Food Premises Permit

If you intend to supply food, set up a food stall or sell food and/or alcohol at your event (including mobile food operators), you must advise Council's Environmental Health Officers and obtain a Temporary Food Permit. A Planning permit may also be required for food vans on private property.

All temporary and Mobile food businesses must:

- Register with Council
- Submit a food safety program to Council
- Have a Food Safety Supervisor (unless it is a community group)
- Have an Events coordinator (if a community group)

Timeframes:

- Major events with multiple temporary food stalls should apply for the permits at least six to eight weeks prior to the event.
- Other events should apply at least 14 days prior to the event.

To apply for a permit, the following is required:

- Complete an [Application for Registration of a Temporary Food Premises](#) and supply the relevant insurance coverage details. For events on Council land, event organisers must also submit a copy of a signed Indemnity and relevant insurance details.
- A copy of your Food Safety Program Template Food Events must be submitted with the above application form (see application form for further details).

If your event involves Mobile Food Operators, a copy of a current Food Act registration certificate and their Food Safety Program must be provided to Council's Environmental Health Officer.



Where possible it is preferable that where there are multiple applications for registration of food premises at the one event, applications are coordinated to come in at the one time.

A full list of requirements relating to temporary food premises can be found in the [Food Safety Program Template – Food Events](#) document. Refer Appendix B for contact details.

#### Fees

Type of Premises	Fee
Temporary Food premises operated by a commercial operator	\$77.00
Temporary Food premises operated by a commercial operator - where there is a community benefit i.e. Council festivals/school fetes	\$38.50
Temporary Food premises operated by a commercial operator - where operator is already registered with the City of Monash	\$38.50
Temporary Food premises operated by not for profit or charitable organisation	\$NIL

## 29. Footpath Trading

If your event takes place or impacts footpaths, a permit may be required. Trading, outdoor dining or the display of goods and signs on a footpath require a permit from the Local Laws Department.

## 30. Fundraising, Highway Collections and Tin Shakes

Highway collections and events are regulated by law to ensure that they are coordinated and all relevant parties are aware of the plan to have pedestrians or bicycles on roads for special purposes unrelated to day-to-day activities. The Victoria Police and Council's Local Laws Department will issue permits, subject to the proposed activity meeting all safety and related requirements. Refer Appendix A and B for contacts.

## 31. Gas and Gas Cylinders

Energy Safe Victoria (ESV) has a [Gas Safety Self-Check List](#) For Caterers, Food Outlets and Others at Major Events. It is the responsibility of the event organiser to ensure the operators of gas appliances have completed and handed to the event organiser the Gas Safety Self-Check List. ESV may audit festivals and public events for appliance installation and public safety.

#### Gas Cylinders

There are Australian Standards for gas cylinders in permanent structures, such as buildings, caravans and catering vehicles. These include:

- The appliance must have an Australian Gas Association (AGA) approval label affixed.
- Gas cylinders should be tested (in date), in good working order and stored safely.
- The appliance must not block an exit or travel path.
- The appliance must be in a well-ventilated area and on a level surface.
- The appliance must be no closer than 0.5 metres from any combustible surface.
- The safety valve must be facing away from the structure.
- Appliances (being used and in storage) should be away from the public.
- Staff should know what to do in the case of an emergency.
- A suitable fire extinguisher should be available (and staff trained in their usage).



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- Someone should be trained to exchange gas cylinders.
- Portable gas cylinders should be secured both top and bottom
- A maximum of 2 x 9kg gas cylinders are permitted in temporary structures. Cylinders larger than 9kg are not allowed in temporary marquees.
- Where temporary structures are grouped together, e.g. a group of marquees, stalls or tents at a market, there shall be a maximum of 10 such structures using LP Gas in any such group.
- Groups of temporary structures using LP Gas shall be separated by at least 15 m. The intervening space may be occupied by temporary structure in which no flammable gas or flammable liquids are kept.

There is a range of other requirements. It is recommended that a gas expert be engaged to review overall site risk management arrangements relating to gas safety.

### Mobile Food Vehicles

All mobile food vehicles using gas should have a valid Energy Safe Victoria (ESV) Compliance plate fitted. To obtain this, the owner of the vehicle must have the gas installation checked by a licensed gasfitter and a submission is then made to ESV.

### Patio & LP Gas Outdoor Heaters

- It is strongly recommended that outdoor gas heaters are fuelled from fixed piped gas supply wherever possible.
- Heaters should only be used in well ventilated outdoor areas on stable ground and clear from awnings and combustible material such as marquees.
- Never use outdoor heaters indoors (or in marquees).
- Heaters should be serviced every two years and appliance, hose and cylinder connections should be checked for leaks.
- LP Gas cylinders should be stored in an external and secure location.
- An Australian Gas Association badge of compliance should be attached to outdoor heaters.
- Provide enough clearance for people to safely move around portable heaters.
- Ensure heaters are secured and will not be knocked over in crowds.
- Appoint a suitably trained gas supervisor and train staff.

### BBQs

Event organisers must ensure gas cylinders used at BBQs are safe and approved, there is adequate ventilation, gas cylinders are away from combustible material, an appropriate fire extinguisher is present, those operating the BBQ are trained in the use of and the exchange the cylinders and appropriate emergency procedures are in place.

Refer Appendix C for Energy Safe Victoria (Gas Safety Victoria) contact details.

## 32. Grants

### 32.1 Community Arts Grants

City of Monash Community groups have the opportunity to access funding for the planning, development and delivery of community focused Arts and Cultural events and projects. These activities must be held within the Monash municipality and provide a demonstrable benefit to the Monash Community.

There is one round of funding per year. Applications are due on the first Friday in September. Applications must be received by post or in person by 5pm on due date. To obtain an application form and guidelines please contact Council's Cultural Development Officer (see appendix B)



### 32.2 Community Support Program

The City of Monash Community Support Funding Program is available to community groups and organisations. There is a variety of categories available including:

- Community Partnership Funding
- Innovation Funding
- General Community Support Funding
- In-Kind support.

Priority areas for funding support include aged services, disability services, family and children services, counselling and community support, multicultural services, services for young people, community strengthening and participation and neighbourhood houses.

Applications are assessed once per year. The closing date for funding is 28 July. All potential applicants should discuss their project with the Grants Officer prior to making an application. For further information including guidelines, eligibility criteria and an application form contact Council's Community Development Officer.

## 33. Indigenous Affairs

The City of Monash recognises that the land now recognised as the City of Monash was part of the area occupied by the Woi wurrung, specifically the Wurundjeri people, and Boon wurrung clans (City of Monash Indigenous Framework and Action Policy, 2007 – 2011).

Events may seek to include protocols relating to Aboriginal culture such as a Welcome to Country by an Aboriginal Elder, Acknowledgement of Country, Smoking Ceremony or other type of ceremony.

For more information contact Council's Coordinator Community Development Officer (see Appendix B).

## 34. Insurance

Events may require a variety of insurances including:

- |   |   |
|---|---|
| <input type="checkbox"/> Property and equipment       | <input type="checkbox"/> Volunteer                    |
| <input type="checkbox"/> Public and product liability | <input type="checkbox"/> Professional Indemnity       |
| <input type="checkbox"/> Income protection            | <input type="checkbox"/> Non-appearance               |
| <input type="checkbox"/> Directors and Officers       | <input type="checkbox"/> Cancellation and abandonment |
| <input type="checkbox"/> Workers compensation         |   |

It is recommended event organisers seek professional advice relating to the insurances required for their event.

For events held on Council land, venues or facilities, Council requires evidence of the organisations status (e.g. Incorporated Association) and a current copy of the event organiser's Certificate of Currency for Public Liability Insurance to the value of \$20 million.

Organisers of events on Council land or venues are also required to provide to Council a Certificate of Currency for Public Liability Insurance for a minimum of \$20 million for others involved in the event including services and providers of temporary structures and activities (e.g. food providers, stallholders, performers, service authorities, inflatable's/ amusement rides/ animal farms/ pony rides etc).



Certificates of Currency must detail:

- Name of the Insurer
- Policy number
- Expiry date
- Confirmation that the insurance premium has been paid
- Names of all insured parties listed and accepted by the insurance underwriters
- Details of what is covered under the policy
- Details of all the exclusions under the policy
- Extent of coverage in Australian dollars
- Address for correspondence with the insurers including the head office and /or their Australian offices
- Details of the insurer's local representatives

Event organisers should forward evidence of the above insurances to the relevant department requesting the insurance.

## 35. Lighting

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

## 36. Markets

Groups or individuals wishing to conduct a community, craft or other form of market within the City of Monash will be required to obtain permission to use Council land or venues. A detailed site plan and details of all stallholders will be required. Other considerations include:

- A Planning permit may be required to conduct a market.
- A Parking Plan for vendors and visitors will be required.
- A Traffic Management Plan may be necessary depending on the size and location of the market.
- All food vendors must have the appropriate Temporary Food Premises permits.
- A Waste Management Plan will be required and the necessary bins organised.
- Toilet cleaning and additional toilets may be required.

For general queries regarding markets, contact Council's Events Officer, for the use of Recreation Reserves contact Council's Events Coordinator, and for temporary food permits contact the Environmental Health (see Appendix B).

## 37. Marketing and Media

The City of Monash can provide event organisers with a list of local media contacts and may be able to provide other marketing support to events.

The Arts and Cultural Development Unit produces and distributes "Arts Life" a calendar containing major arts and cultural events.

Council's website contains a Community Notice Board and event organisers are invited to add their event details to the Notice Board.



## 38. Noise

The State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 contains the provisions relating to noise at events.

Consideration must be given to effectively managing noise levels to ensure they remain within the prescribed limits, particularly where there are nearby residential areas. Noise levels can be managed through the effective setting up of speakers, the stage and audience seating.

Organisers have a responsibility to protect their staff and volunteers from excessive noise levels, as well as event visitors and neighbours.

Victoria Police, the City of Monash and the Environment Protection Authority (EPA) may take action if noise levels are exceeded. For further information contact Council's Environmental Health Department (see Appendix B).

## 39. Parades

If your event is seeking to include a parade, the following issues need to be considered:

- Does the parade include a road or street closure or will it impact the normal flow of traffic or pedestrians? If yes, a traffic and pedestrian management plan and permit will be required.
- Authorities including Victoria Police, VicRoads, Ambulance and the Fire Brigade will need to be notified.
- Consideration will need to be given to the impact on local businesses, organisation and residents, and a notification plan developed.
- What number of event marshals and traffic controllers are required?
- How will participants be marshalled at the start and finish areas. What parking is required?
- How will waste/rubbish be managed?
- How will emergency vehicles have access to the site?
- What number of toilets are required, and in what locations?
- Where will the spectator viewing areas be?
- What communication system will be put into place?

## 40. Parking Plans

The City of Monash may require organisers of major events to develop a Parking Plan. The Parking Plan should provide details of the expected number of vehicles, the locations and how parking will be managed. This may include the use of qualified traffic controllers and a range of equipment and signage. Details will also be required if special parking arrangements are required to accommodate particular requirements (e.g. reserved parking areas for stallholders, VIPs etc).

Accessible parking areas should be provided and access should be allowed for emergency vehicles. Drop off and collection points, along with Taxi bays may be required.

Visitors to events should be encouraged to use public transport (Refer **Transport** for more information).

For further information, contact Council's Transport and Infrastructure Department (see Appendix B).



## 41. Parks and Reserves in the City of Monash

Refer Recreation Services.

## 42. Planning Permits

Planning Permits may be required for some events, particularly those conducted on private land or where specific planning overlays apply. For further information contact Council's Town Planning Department (see Appendix B).

## 43. Places of Public Entertainment Permits

A Places of Public Entertainment Permit (PoPE) may be required for a large event, in an area greater than 500 square metres, in an enclosed area or where you invite the public. An example is a circus or an open-air concert. In some cases occupancy permits may be required to be issued by the Municipal Building Surveyor under the Building Act 1993 and the Building Regulations 2006.

Council's Municipal Building Surveyor will determine whether or not an occupancy permit exists for that particular site i.e., sports ground, private property (open to the public) and whether a PoPE is required. Refer to *Temporary Structures* for further information, including a table to help assess whether a PoPE is required.

## 44. Public Transport

### Requirement to Notify Department of Transport

Organisers of any event that may disrupt or require extra public transport services in Victoria must advise the Public Transport Division of the Department of Transport if their event is likely to have an impact on Victoria's regular train, tram or bus services. If there is expected to be an impact then the event organiser may be asked to prepare a Public Transport Plan as part of their event management plan.

The impact may relate to the services being deviated, delayed, replaced, cancelled or the need for extra services to be provided to cater for the event. For example, a road closure may require a temporary change in a bus route, or barriers may be required to prevent large crowds spilling on to a tram track.

The requirement for notification covers all types and sizes of events if they are likely to affect public transport services. This includes sporting events, community events, rallies, marches, festivals, film shoots and major events.

[http://www.doi.vic.gov.au/eventnotification - top](http://www.doi.vic.gov.au/eventnotification-top)

Notification must be provided 120 days (if event numbers are less than 10,000) or 150 days (if event is expected to attract over 10,000 people) prior to the event.

Contact the Department of Transport for further details (see Appendix C).



## Encouraging the use of Public Transport

Event organisers should encourage event visitors to use public transport to get to and from the event where possible. The Travel Smart Special Events Resource Kit has been developed to help event organisers reduce event visitor's reliance on the car for travel to special events. For details see: <http://www.travelsmart.gov.au/events/>

## Buses

The City of Monash has a fleet of small vehicles for use by not for profit organisations. Organisations must be incorporated and provide their own drivers. For full eligibility criteria, contact Council's Community Care officer (see Appendix B – Community Buses).

## 45. Raves and Dance Parties

Organisers of RAVES or dance parties in the City of Monash should contact Council's Recreation Services or Halls Department if they are seeking to use Council facilities or venues. Where the event has an impact on residents or business, notification may be required along with a range of permits and permissions.

Events should be conducted in accordance with the *Code of Practise for running safer dance parties (the "Code")*. Copies of the Code can be obtained from the Department of Human Services (see Appendix C and D for contacts).

## 46. Recreation Reserves

The City of Monash has a range of parks and reserves available use by event organisers. Details of these areas can be obtained by contacting Council's Recreation Services Department.

Prior to using parks and reserves, event organisers must obtain permission from Council and ensure that the area is suitable for the activity being undertaken. An application form is required to be submitted to Council, along with a current copy of Certificate of Currency for Public Liability Insurance. A reserve hire fee is required to be paid to Council, including a security deposit of \$110.00 (refundable after a post-event inspection of the venue). Information regarding fee charged is available on the appropriate application form.

The following arrangements will also need to be considered:

- Arrangements will need to be made to ensure waste is managed appropriately.
- If temporary structures such as marquees are being used or ground marking are required, permission must be obtained in advance (to ensure pegging and other activities don't damage underground services such as watering systems).
- If food and beverage is being supplied or sold, a temporary Food Premises permit will be required.
- If alcohol is being sold or served, a Liquor License will be required.
- Vehicles are not allowed in the majority of parks and reserves. If this is a requirement of the event, it should be discussed with the Coordinator.

A full list of Council's Parks and Reserves can be found on Council's website.

An application must be made to Recreation Services to conduct an event in a Council Park or Reserve. An application form can be downloaded <http://www.monash.vic.gov.au/forms/reserves/htm>.

For further information, contact Council's Recreation Services (see Appendix B).



## 47. Risk and Safety Management Plans

Event organisers will be required to develop a Risk Management Plan to ensure consideration is given to minimising exposure to risk and reducing the likelihood of injuries and potential loss.

Events receiving funding, grants or support from the City of Monash, and events using Council venues or facilities must produce a Risk Management Plan at least four weeks prior to the event. The Plan must be provided to the venue manager.

If using Council's indoor venues, the emergency and evacuation plans must comply with Council's plans for the venue.

### Developing A Risk Management Plan

Risk Management Plans should be developed in accordance with the Australian Standards AS/NZS: 4360:2004. The Australian [Standard](#) provides a generic guide for the establishment and implementation of the risk management process.

Useful templates and sample of risk management templates are also available on the [OurCommunity](#) website.

The City of Monash's Risk Management Plan template can be used by event organisers to develop their plan. See Appendix F for details.

The process for developing a Risk Management Plan is extremely important and should include all key personnel involved in planning the event. Potential risks should be brainstormed and treatment should be applied to all risks.

The following steps should be undertaken for any activity or event:

- List details of all potential risks/hazards ([Risk Management Plan Assessment Form](#)).
- Assess the likelihood and consequence of each risk.
- Apply a risk rating.
- Identify what action needs to be taken.
- Allocate the action to a person responsible.
- Allocate a timeframe for completion.
- Record the status of the action up to completion.
- Consultation with local police.

By following these steps from initial identification of risks through to completion of action it is ensured that a Risk Management Plan is in place.

### Incident Report Forms

Incident report forms should be used to record all incidents and accidents. The forms should be completed as soon as possible after the incident and follow up be conducted immediately to prevent similar incidents occurring in the future. A sample [Incident Report Form](#) is available from the City of Monash.

### Safety Plans

All events organisers are responsible for the safety of those attending their event. Major event organisers should develop an Event Safety Plan to manage health and safety risks. Details on the development of Event Safety Plans can be found in [Worksafe Victoria's](#) "Advice for Managing Major Events Safely".



A Safety Plan may contain specific information relating to your event, along with issues including:

- Emergency services contact list.
- Security Plan
- Emergency Response Plan.
- Warden/Safety Officer details including their location, responsibilities, communication process etc.
- Location of fire extinguishers and fire blankets.
- Pedestrian management plan (including directional signage, location of marshals, emergency service access, disabled access, crowd access and egress points).
- Marshalling points
- Evacuation Routes

## 48. Road Closures

Refer *Traffic and Transport Management*

## 49. Security

Some events may require specific security arrangements including private security providers. Security needs to be considered if your event is expecting large crowds, significant sums of money are involved, alcohol is present, or if the protection of people or assets is required.

Security companies must have appropriate insurances, licences and qualifications.

The Officer in Charge of the local police station should be notified of major events as soon as possible or at least 30 days prior to the event. Where police are required to participate at an event, charges may apply. Some events are eligible to apply for waivers from the fees however this needs to be organised in advance of the event. Refer also *Emergency Service Organisations*.

### Money Handling

If your event involves collecting money, arrangements should be made for the appropriate collection of the money, storage and transfer to a secure location. Staff handling large sums of money should be trained in the correct procedures and consideration should be given to contracting security guards and/or a money collection agency.

## 50. Signage

### Community Billboards

The City of Monash has available four community billboard sites that can be used by event organisers to display event signage. Applications to use the signs can be made when completing the Monash Event Application Form.

Community Billboards are located at:

- Corner Waverley and Springvale Roads, Glen Waverley
- Corner Stephenson and High Street, Glen Waverley
- Corner Huntingdale Road and Stephenson Road, Huntingdale
- Corner Princess Highway and Ferntree Gully Road, Oakleigh



The community billboards are available for use by not for profit community groups two weeks prior to the event. The signs are 1.5 m x 2 m. These sites are highly sought after and often booked well in advance, therefore it is advisable to book well in advance. Only one sign is allowed per event. To book the signs, contact Council's Local Laws Department (see Appendix B).

### **Signs on Road sides and Private Property**

Council does not generally support the installation of event signage on road reserves or private property. Enquiries regarding such signage should be made to Council's Town Planning Department.

## **51. Sponsorships**

Refer *Grants*

## **52. Street Parties**

The City of Monash provides Monash residents with the free use of a mobile BBQ for street parties. The trailer and road closure equipment can be picked up or may be delivered depending on the location.

Contact Council's Engineering Customer Service for further details (see Appendix B).

## **53. Temporary Structures**

### **Structures Requiring a Permit**

A number of temporary structures require a permit from Council and/or the Building Commission. These include:

- Tents, marquees or booths with a floor area greater than 100 m<sup>2</sup>;
- Seating stands for more than 20 persons;
- Stages or platforms (including sky borders and stage wings) exceeding 150 m<sup>2</sup> in floor area;
- Prefabricated buildings exceeding 100 m<sup>2</sup> other than ones placed directly on the ground surface.
- Events charging an admission fee and those that are substantially enclosed.

The above marquees, stages and platforms must be registered with the Building Commission (generally by the supplier) and erected by a registered contractor (registered building practitioner or registered as an Erector or Supervisor of Temporary Structures).

Council's Municipal Building Surveyor will approve the siting of the structures. A planning permit may also be required for a some temporary structures.

Event organisers must provide Council with evidence of registration and insurance covering the structure and in some cases a Siting Permit must also be obtained from Council (see table below to determine whether a Siting Permit is required). A Siting Permit fee is \$265 (or \$530 if the application is received within 5 working days of the proposed erection date). Applications for Siting Permits from Council should be made at least 2 weeks in advance of the event.



Event organisers should ask suppliers of the above categories of temporary structures whether they have a valid Occupancy permit for the structure. If they do not have one, an application must be made immediately to the Building Commission. A minimum of 4 week's notice is required, however a longer lead time is preferred.

When Occupancy Permits are issued, the maximum occupancy numbers will be stated along with a range of other conditions including the provision of fire extinguishers, exits, egress and emergencies response plans, safety officers, the number of toilets, wind speed issues, lighting.

Council may be required to issue a Place of Public Entertainment Permit (POPE). See attached table for criteria as to when a POPE is required.

Siting Permits may also be required for some amusement rides. This should be discussed with the Municipal Building Surveyor.

Application for Approval of Siting of Temporary Structures

For details of [Siting of Prescribed Temporary Structures](#) contact Council's Municipal Building Surveyor.

For queries relating to temporary structures, contact the [Victorian Building Commission](#).



## Checklist for Places of Public Entertainment

When is an Occupancy Permit required?

The following YES, NO or Siting approval only, will help clarify whether or not an Occupancy Permit for a POPE is required to be issued by the Municipal Building Surveyor or Building Commission.

	<b>Access ordinarily gained by public:</b> - General community invitation - newspaper, advertisement - Whether payment made or not	<b>Invitation only,</b> - Wedding - Private function - Whether payment made or no	<b>Marquee greater than 100m<sup>2</sup> but less than 500m<sup>2</sup></b>	<b>Marquee greater than 500 m<sup>2</sup></b>	<b>Seating stands for more than 20 people</b>	<b>Stage or platforms greater than 150 m<sup>2</sup></b>	<b>Prefabricated buildings in excess of 100 m<sup>2</sup></b>
<b>Building less than 500 m<sup>2</sup></b>	NO	NO	N/A	N/A	Siting approval only	Siting approval only	N/A
<b>Building greater than 500 m<sup>2</sup></b>	YES	NO	N/A	YES	YES	YES	YES
<b>Land less than 500m<sup>2</sup> (enclosed or substantially enclosed)</b>	NO	NO	Siting approval only	YES	Siting approval only	Siting approval only	Siting approval only
<b>Land greater than 500m<sup>2</sup> (enclosed or substantially enclosed)</b>	YES	NO	YES	YES	YES	YES	YES
<b>Land less than 500 m<sup>2</sup> (not enclosed)</b>	NO	NO	Siting approval only	YES	Siting approval only	Siting approval only	Siting approval only
<b>Land greater than 500m<sup>2</sup> (not enclosed)</b>	YES (only if payment is made)	NO	Siting approval only	YES	Siting approval only	Siting approval only	Siting approval only
<b>Occupancy Permit to be issued by Building Commission</b>	NO	NO	YES	YES	YES	YES	YES



### Temporary Structures Not Requiring a Permit

If your event's temporary structures do not require a permit, you should still consider the following issues:

- How will your structures be secured? Pegging is not allowed in most of Council's reserves and parks. If pegging is used at other venues, care must be taken to avoid trip hazards, ensure tops are protected and to ensure the ropes and pegs are appropriate. If another method is used to secure the temporary structure (e.g. ballasts), they must be of suitable size and strength. If the structures are being secured to an object, it must be appropriate (e.g. not a fire hydrant or other essential service). If your event is on Council land, check with Council's Recreation Department to determine whether pegging or another system is to be used.
- What will be done in the event of high winds or other extreme weather conditions?
- What is the maximum occupancy capacity of each structure?
- Are there any underground services in the area of the temporary structures?
- The appropriate fire fighting equipment is available.
- Evacuation and emergency management plans are in place.

### Stages and Platforms

Depending upon the type of stage or platform to be used, and audiences and audience size, a variety of safety measures may be required including:

- Siting Permit may be required from the Municipal Building Surveyor.
- Assessment that the surface is safe for the stage
- Buffer zones may be required around the stage for access
- Access to and from stage area must be appropriate – steps with handrails, adequate lighting
- Stage is appropriate for the activities being undertaken
- Trip and electrical hazards do not exist
- The backstage areas appropriate
- Weather protection is in place for electrical equipment and performers
- If hazardous substances being brought onto the stage (e.g. naked flame) appropriate safety measures are in place.
- If stages are over 2 metres high or if light rigging takes place over 2 metres, prevention of falls procedures required and skirting must meet specific requirements.

## 54. Traffic and Transport Management

### Road and Street Closures

If your event involves a full or partial closure of a road or street, approval and a permit must be obtained from the City of Monash, and in certain cases Victoria Police and VicRoads. To obtain Council's approval for a temporary road closure, a written application must be made to Council's Traffic and Infrastructure Department (contact details below).

It is recommended that the proposal be discussed with a Council Traffic Engineer prior to making an application.

A copy of the Public Liability Insurance Certificate of Currency and a Traffic Management Plan incorporating a description of protective precautions for both pedestrians and motor vehicles must be provided when applying.

The fee will be determined during processing of the application.



Where roads or streets are being closed, the written consent of the majority of residents, businesses and other organisations affected must be obtained. This consent must be obtained prior to submitting the application. Event organisers must develop a plan (to be approved by Council) to notify those affected by the closure or partial closure.

Victoria Police, the Metropolitan Fire Brigade and Ambulance Service will need to be notified of the road/street closure.

### Other Approvals

The closure of freeways, arterial roads and main roads requires the approval of VicRoads. VicRoads may be required to issue a Non Road Activity Permit or Memorandum of Consent for permission to reduce speed or install temporary signs. Contact VicRoads (phone 13 11 71) for details.

Victoria Police issue a permit to any person or organisation wanting to conduct an event on a public road where:

- the event is a foot race, bicycle race, or similar and does not involve racing motor vehicles; and
- the event consists of more than 30 persons.

Applications should be made 2 months prior to the event, and permits will not be issued until after Council and VicRoads permits have been obtained. For Victoria Police – Conditions for A Highway Permit, see the [Victoria Police](#) website.

Fees and charges may be applicable for the involvement of Victoria Police in events, unless a waiver is determined.

Event organisers have a responsibility to provide adequate measure to ensure the safety of event participants, spectators and the general public. Below is a checklist of issues to consider when developing a Traffic and Transport Management Plan:

- Assess the impact and streets/roads affected
- Determine diversions, impact of diversions and alternative access arrangements
- Engage relevant authorities in planning
- Assess stakeholders requiring consultation and notification – develop a Communications Plan to notify people affected
- Determine signage and equipment requirements, source and determine costs
- Determine impact on traffic lights
- Establish number of personnel required including number of traffic controllers and event marshals. Document roles and responsibilities, and provide training
- Determine communication systems to be utilised
- Develop a pedestrian management plan including accessibility
- Develop an Emergency management plan
- Determine parking, tow away, drop off, pick up zones
- Assess impact on public transport
- Undertake a risk assessment of the plan
- Provide evidence of at least \$10 million Public Liability Insurance cover to Council

Other authorities (e.g. Parks Victoria) may also be required to provide approval, depending on who controls the road or street.

For further information contact Council's Transport and Infrastructure Planning Department (see Appendix B).



## 55. Toilets

The number of toilets to be provided at events and activities will depend on a number of factors including anticipated crowd numbers, the gender of patrons, alcohol supply, the duration of the event and the number of existing facilities at the event site. The number of toilets required may be outlined in permit conditions for particular events.

Where City of Monash toilets are being used, Council's Asset Services Department must be notified to ensure appropriate servicing occurs (see Appendix B).

Where existing facilities are not adequate, additional portable toilets will be required, include accessible toilets. Council's Building Surveyor can provide advice on the required number of toilets.

Issues to consider relating to toilets at events include:

- The siting of the toilets (siting must be approved in advance if on Council land/venue).
- Access to water
- Access to pump out vehicles
- The lighting of toilets at night.
- The provision of soap and hand drying equipment.
- Regular cleaning and re-stocking.
- Plans to deal with service requirements.
- Placement of accessible toilets.

## 56. Volunteers

Events run by volunteers, or involving volunteers have obligations to ensure a healthy and safe work environment. According to WorkSafe, "the best way to manage the health and safety of volunteers is to treat volunteers as paid employees, for example, by providing volunteers with the same risk and safety assessments as paid volunteers".<sup>2</sup>

Event organisers should also ensure that appropriate insurance is in place to cover employees and volunteers in the case of work-related injury, illness or death. If you engage employees or contractors and you pay, or expect to pay, more than \$7,500 in rateable remuneration (i.e. wages or other benefits), you must take out a WorkSafe Injury Insurance policy. Volunteers are not usually treated as employees for WorkSafe purposes so you should take out separate insurance for them<sup>3</sup>

A person with health and safety knowledge and skills should be designated to ensure volunteer's health and safety issues are managed. The process to identify and treat hazards should involve consultation with volunteers, and volunteers should be provided with information, instruction and training. Event inductions should be conducted to all ensure volunteers are familiar with their roles, the event, safety and emergency procedures and what to do when health and safety concerns occur or are identified. All volunteers should have a written statement outlining their roles and responsibilities.

There is a range of information regarding volunteers from Monash Volunteer Resource Centre or Volunteering Australia (refer Appendix C).

<sup>2</sup> – Volunteer Health and Safety - A handbook for community service organisations, Edition 1, 2008, Worksafe Victoria, page 2.

<sup>3</sup> As above



## 57. Waste Management

Event organisers need to plan for the waste generated at events. Depending on the size of the event, a waste management plan may be required.

The Waste and Environmental Services department of Council can:

- Coordinate the provision of bins for community event organisers.
- Assist event organisers determine their waste management requirements.
- Assist event organisers apply to become a Waste Wise event.
- Help to organise performers at events to promote the message and encourage audiences to use correct procedures.

The cost for community event organisers for the use of up to 10 bins is \$150 and \$5 extra per bin. Bin caps can be organised through the Metropolitan Waste Management Group.

When using Council's Waste services, stallholders are required to store flattened cardboard at the back of their stalls for collection at the end of the festival, rather than putting stallholder waste into the bins provided for the use of patrons (stallholders bulky packaging quickly fills up the bins).

Waste management issues to consider include:

- How waste will be stored on site and removed after the event?
- The type of waste being generated – e.g. food wastes – food and packaging, stallholders, vendor and other contractors waste, hazardous wastes – e.g. first aid, needle and syringe units
- How sewage and sullage will be managed?
- General rubbish generated from event visitors.

Event organisers should encourage stall holders and event attendees to work towards reducing their waste - for example, the use of unnecessary containers. Information can be supplied to encourage stallholders to use environmentally friendly packaging and food containers.

### Liquid Wastes

Waste water from events should be treated and disposed in accordance with the State Environment Protection Policy (Waters of Victoria). A permit for waste water disposal may be required by the City of Monash. Event organisers should ensure that oils, fuels, cleaning agents, detergents and other chemicals are not disposed of in waterways or stormwater drains (fines may be imposed) The City of Monash requires that all event organisers provide evidence of appropriate sullage point/s.

### Waste Wise Events

Event organisers are encouraged to conduct a Waste Wise event in the City of Monash. The Waste Wise Program assists festivals and events to reduce waste for the benefit of our environment.

Further information is available from Council's Environment Education Officer (see Appendix B) or the Metropolitan Waste Management Group (Appendix A). Useful websites on Waste Wise events are contained in Appendix C.



## 58. Water

Event organisers should ensure there is a supply of free drinkable water available to event visitors. This may include the provision of drinking taps.

Food Stalls should have access to a suitable supply of potable water for hand washing and sanitary requirements.

There are Voluntary Guidelines (see Appendix A for website link) to provide free or low-cost drinking water on licensed premises. The Guidelines include that free or low cost (lower than any other drinks being sold) drinking water be available to patrons on any premises where liquor is sold or supplied.

### Water Supply

If your event requires access to mains water permission should be obtained from the relevant water authority or Council if on Council managed land or venue. A plumber should be on site during the event to ensure appropriate installation and connections.

## 59. Weddings

The City of Monash has a range of parks and community halls available for weddings or wedding ceremonies. The key parks used for weddings include:

- Valley Reserve - Mel ref 70 F2
- Damper Creek Reserve - Mel ref 61 E10
- Brickmakers Park - Mel ref 69 H6
- Warrabee Pioneer Memorial Park - Mel ref 69 F7
- Reg Harris Reserve - Mel ref 70 A7

An application must be made to Recreation Services to conduct a wedding in a Council Park or Reserve, or to the Halls Department if a Council Hall is being sought. An application form can be downloaded <http://www.monash.vic.gov.au/forms/reserves/wedding-application08.pdf>

## 60. Youth Events

Monash Youth Services provides a range of services for young people in Monash. Youth Services coordinates the FReeZA program, which is a Victorian Government initiative that provides funds to young people to plan and organise drug, alcohol and smoke free events. "QUIKSOUND Productions" is the FReeZA committee for the City of Monash. Young people aged between 12 and 25 who live, work, study or play in the City of Monash can join QUIKSOUND Productions. Council's Youth Services also conducts a range of other activities including ACTIVATE which offers free activities for people aged 10 – 17 years and a Film Group for people aged 14 – 25. The Film Group run an annual Youth Film Festival.

For further information about the above programs, or other youth events contact Council's Youth Services Department.

### Smoking at Underage Events

From the 1<sup>st</sup> of March 2006, smoking is prohibited at underage 'music/dance' events in Victoria. This includes the display and sale of tobacco products and is at all events whether they are in a licensed venue, community hall, or at an outdoor concert (excludes private residence).



The no smoking ban includes all people at the event including all adult (supervisors support staff, volunteers, security etc.).

Underage Event organisers must display no smoking signs at various locations to ensure that a person is reasonably likely to see one or more of them.

Penalties are in place for people over 18 smoking at an underage event, underage event organisers who 1) fail to display no smoking signage, 2) fail to cover tobacco advertising and/or products, 3) sells a tobacco product (including people over 18) and 4) is in charge of an underage event at the time smoking occurs.

For more information call Tobacco Information Line: 1300 126 75 or visit [www.health.vic.gov.au/tobaccoreforms/](http://www.health.vic.gov.au/tobaccoreforms/)