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Event guidelines



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Section one: Introduction



Introduction

The City of Stonnington recognises that festivals and events are important to the city's wellbeing, diversity and sense of community. They are energetic and vibrant, encouraging the community to feel welcome, belong, contribute and participate.

The City of Stonnington strives to:

- › enhance the use of our facilities, amenities and open space
- › develop public spaces as desirable places for the community to gather, connect and enjoy, and
- › recognise Stonnington's diverse culture through programs and activities that observe traditions and heritage.

Our public spaces, parks, gardens and reserves are some of the most attractive in Melbourne and we encourage event organisers to consider the many benefits of using these spaces to hold their festival or event.

To stage an event in a public space managed by the City of Stonnington, you must have an approved event plan and receive an event permit from the Festivals and Events team.

These guidelines have been developed to provide assistance and guidance to event organisers, when planning an event in the

City of Stonnington, to ensure compliance with Council regulations, local laws and other relevant authorities. It will also assist you to complete the 'event application form'.

As the event organiser it is your responsibility to ensure that all event permit application requirements are met. By working with Council to plan your event, you can provide a positive and safe experience for everyone. This ensures public safety and amenity in Stonnington's public spaces and assists in the sustainable management of our parks and gardens.

Council is committed to ensuring environmental sustainability, equitable access and inclusion is embedded in all Council events and activities as well as events and activities on Council land.

Event applications are assessed by in the Festivals and Events team. You can contact the senior production and operations officer on **03 8290 1102** or email **filmandeventpermits@stonnington.vic.gov.au**

Disclaimer: The City of Stonnington's Event Guidelines are a guide only. The City of Stonnington does not warrant that the guide is accurate or correct and notes that the guide are subject to change. Further, it is incumbent on the event organiser to ensure that all laws are complied with including obtaining any necessary permits from the City of Stonnington. The City of Stonnington accepts no liability for any loss or damage incurred by an event organiser or third party from relying on this guide.

Section two: Planning your event



Planning your event

What is an event?

The City of Stonnington considers an event to be any activity, public or private, which uses a public thoroughfare (footpaths, laneways and roadways) or public amenity (parks, gardens and reserves) for other than its dedicated purpose.

Who should apply?

If you wish to organise an event using public land or roads within Stonnington then you must obtain council's permission. If you are uncertain what conditions apply to your event, or whether you require an 'event permit', please call the senior production and operations officer on 8290 1102.

Why do I need an event permit?

An event permit ensures your activity is conducted in accordance with the City of Stonnington's Local Law 2018. It also ensures that public amenity is maintained, any disruption to stakeholders is minimal and parties that may be impacted are notified.

What is this guide for?

To help you plan your event and prepare the necessary documentation required to be submitted with your event application, in order to ensure that your event is carried out safely, professionally, with minimum environmental impact, with equitable access, and within the law.

What are the responsibilities of the event organiser?

As the event organiser you are responsible for ensuring that all the requirements and conditions of the event permit are met. The requirements for each event will depend on the type, size and impact of the event.

What is the event application process?

When applying for an event permit, you should follow the process outlined below:

Step one: event type

Determine which type of event you are planning. Each category contains a list of specific issues for you to consider. Your permit requirements will depend on the needs of the site and the size and scale of your particular event.

Refer to section three: types of events.

Step two: A – Z guide

Read the sections of the A – Z Guide pertaining to your event.

Step three: event application

Complete and return the event application form and any other required documentation to:

Senior production and operations officer
City of Stonnington
PO Box 58
Malvern VIC 3144
filmandeventpermits@stonnington.vic.gov.au

Applications must be submitted at least 60 days prior to your event or, if road closures are proposed, 90 days prior to your event. Trader and commercial activations may be accepted with shorter lead times.

If you have any queries when completing the event application form, please contact council's senior production and operations officer on 8290 1102.

Planning your event

What happens next?

Your application is circulated to relevant Council units for feedback. You will be notified if any further information is required.

Council will consider your completed application and you will be notified of the outcome. If approved, you will be issued with a permit.

Individual council units may request certain conditions be placed on your permit. In all cases you will be required to comply with any lawful instructions issued by council's local laws officers.

Please note: a permit is required in all cases where your proposal involves a structure being erected or a vehicle entering a park/reserve, regardless of the size of the event.

The 'event permit' will detail which services are required and any other conditions necessary to run your event. It will then be your responsibility to ensure that every aspect of your event conforms to the event permit conditions. Penalties can apply if your event does not conform to the event permit conditions.

What fees apply to event applications?

All event applications incur an event application administration fee.

All events taking place in a park or garden will incur an additional park booking fee – the amount is determined by the type of individual/organisation making the booking.

There may also be additional costs to cover individual requirements of each application – for example bins for waste management, temporary siting permits, parking permits, etc. Refer to fees and charges in the A – Z guide.

What else do I need to know?

› Publicity and promotion

Council produces and distributes a range of publications promoting events in Stonnington. To include your event, please contact Council on 8290 1333. Community organisations can also promote their event on council's online events calendar.

› Sustainable events

Environment is one of the four pillars of the **Council Plan 2017–2021** and includes a vision to create 'a cleaner, safer and better environment for future generations to enjoy'.

Council's **Sustainable Environment Strategy** includes waste management and minimisation as a strategic priority along with objectives to avoid waste and maximise resource recovery.

The following sustainability principles should be applied to the planning, management and implementation of all events held on Council land:

- › waste avoidance and minimisation
- › sustainable purchasing
- › energy conservation
- › water conservation, and
- › sustainable transport.

Please note – for all events on council land:

- › single use, light-weight plastic bags are no longer to be used
- › balloons are not to be used or given away
- › avoid the distribution of plastic straws, and
- › avoid all unnecessary single use plastic packaging and cutlery.

Please refer to the sustainable event guidelines for information on planning and delivering a sustainable event in Stonnington.

Planning your event

› Accessible and inclusive events

Council produces and distributes a range of publications promoting events in Stonnington. To include your event, please contact council on 8290 1333. Community organisations can also promote their event on council's online events calendar.

'Accessible events – a guide for organisers' developed by the Meetings and Events Industry of Australia in collaboration with the Human Rights and Equal Opportunity Commission is available on council's website and contains practical information on how to make events accessible for all people in the community.

› Parks and gardens

Stonnington has a number of Parks and Gardens available to hire for events. For information on which parks are available and appropriate for your event, visit council's parks and gardens pages or contact Customer Service on 8290 1333.

Council reserves the right to cancel an event scheduled in a park if the grounds are considered unsuitable to sustain an event.

› Reinstatement costs

Where damage has occurred as a result of the event or activity, the permit holder and/or event organiser is responsible for the cost of reinstatement to City of Stonnington property. This also include damage incurred by third parties, suppliers and any contracted services.

Event organisers are encouraged to budget for possible reinstatement costs and use protection (proffloor, marshals, etc) to avoid damage to council open spaces.

› Useful contacts

A contact list of useful organisations is provided in Appendix 1 at the back of this publication.

Section three: Types of events and requirements



Types of events and requirements

Private events

› Filming and photography

With a diversity of excellent locations, Stonnington is a great place to take photos, shoot short films, student films, feature films, television programs and commercials. If you plan to film in Stonnington, you will need to complete an Application to Film the City of Stonnington. You can also contact the senior production and operations officer on 8290 1102.

› Health and fitness activities

From personal training sessions for individuals and groups, to gentle exercise including tai chi and yoga, Stonnington's parks and gardens provide the perfect landscape to run your classes and programs. The City of Stonnington has implemented a permit system to facilitate personal training and commercial fitness activities in council reserves. For further information please refer to the personal training/fitness terms and conditions and application form.

› Social gatherings – private

This category includes any activity initiated by an individual or organisation for social or recreational purposes with no commercial element. For instance, parties and picnics are private events.

Please note that this category does not include weddings (see below).

The process for planning a private event in Council parks and gardens varies depending on your expected attendance:

Less than 50 people: No event permit is needed, however you must apply to use the park by calling council's recreation facilities officer on 8290 1177.

50 to 100 people: You must make a booking to use your chosen park. You may also require an event permit depending on the nature of your event. Please contact council's senior production and operations officer on 8290 1102 or filmandeventpermits@stonnington.vic.gov.au to confirm exact requirements.

Over 100 people: Stonnington's parks and gardens are not available for private functions with over 100 people.

If you require an event permit for your private event in one of Council's parks or gardens, you will need to:

- › make a park or venue booking
- › complete an **event application form** and submit to Council
- › provide a copy of your **public liability insurance** certificate of currency
- › organise **cleaning** of the park after the event
- › submit an application through **streatrader** if you will be serving food
- › ensure that the event aligns with the **Sustainable events** information outlined in the **A-Z guide**
- › ensure that **noise levels** do not exceed reasonable levels
- › ensure that consideration is given to **waste management**. Council can provide extra bins to help you manage any waste produced by your event. For more information contact council on 8290 1333.

Types of events and requirements

› Street parties

Residential street parties are occasionally organised as a social activity for the residents of a particular street or city block, especially over the Christmas season. Stonnington's street party program provides an opportunity for residents to come together, build community spirit and promote a greater sense of safety.

If you are planning a residential street party, please refer to the street party guidelines and application form. Alternatively you should contact council's customer service centre on 8290 1333.

› Wedding ceremonies

A permit is required in order to hold a wedding ceremony in a Council reserve. Applications for wedding ceremonies will be accepted in the following reserves only:

- › Ardrie Park
- › Central Park
- › Malvern Gardens, and
- › Victoria Gardens.

Wedding ceremonies are limited to a maximum of 100 people and three hours duration. Marquees are not permitted, however, wedding planners can set up tables and chairs. If you are planning a wedding ceremony in one of council's parks and gardens please contact council's recreation facilities officer on 8290 1177.

Public events

› Fetes and fairs

Many community groups such as schools and churches raise funds by organising fetes or fairs.

When these events occur in a public space, an event permit is required.

If holding a fair or fete on private property (e.g. school or church grounds), council's senior production and operations officer can offer advice on managing your event and advise which permits may be required (e.g. occupancy and food permits).

› Markets

All applications to hold markets in council reserves need the approval of council. Please contact the senior production and operations officer to discuss. An event permit is also required.

› Sporting events

Stonnington is home to 22 sportsgrounds. The sportsgrounds are available for casual hire. Availability is limited and conditions apply. If you are planning an event that requires the use of a sportsground please contact the senior production and operations officer on 8290 1102 to check availability.

Sports clubs holding end of season functions that use sportsgrounds for other than sporting activities, or who wish to install infrastructure on the sportsground, require an event permit.

Types of events and requirements

› **Trader and commercial precinct events**

Retail precincts throughout Stonnington from time to time plan an event to engage their retail precinct and attract shoppers. Retail precincts planning an event on Council land require an Event Permit.

Applications for public events will be considered in the following reserves only:

- › Central Park
- › Como Park
- › Malvern Public Gardens
- › Grattan Gardens
- › Princes Gardens
- › Phoenix Park
- › Victoria Gardens, and
- › Sir Zelman Cowen Park.

Public event organisers will need to:

- › provide a copy of the **public liability insurance** certificate of currency
- › ensure that **first aid** is available
- › notify **police and emergency services** of the event
- › complete an application through **streatrader** if providing food
- › prepare a **site plan**
- › prepare an **emergency management plan**
- › submit an **event plan**
- › complete a **risk management plan**

- › notify local residents and/or traders affected by the impact of your event
- › ensure that the event aligns with the **sustainable events** information outlined in the **A-Z guide**
- › ensure that consideration is given to **accessibility and inclusion** as outlined in the **A-Z guide**
- › ensure that sufficient **toilets** are available
- › ensure that consideration is given to **waste management**. Council can provide extra bins to help you manage any waste produced by your event. For more information contact council on 8290 1333
- › organise **cleaning** of the area before and after the event
- › ensure that **noise** from amplified music and/or speeches are contained at a reasonable level
- › prepare a **traffic management plan** (if required)
- › obtain an **occupancy permit** (if applicable), and
- › obtain an occupancy permit for **temporary structures** (if applicable).

For further information on the above please refer to the A-Z guide in the next section.

Types of events and requirements

Major events and festivals

This category includes large-scale activities like street festivals and concerts. Many major events are organised directly by council. Other major events and festivals need to be organised in close consultation with council's festival and events unit. If you are planning a major event you will need to meet regularly with council officers at all stages of the event planning process.

At least six months notice is required for proposed major events and festivals. You should contact council's senior production and operations officer as early in the planning process as possible on 8290 1102 to discuss your proposal. You must obtain an event permit.

Major event and festival organisers will at the very least be required to provide all the documentation listed in the requirements for public events above. There may also be additional requirements depending on the size, location and duration of the festival or event.

Road and pathway events

› Fun runs and walkathons

Most fun runs and walkathons involve a number of participants running, jogging or walking along a prescribed route. Fun runs and walkathons are typically held as fundraising activities. These events require an event permit.

You should contact council as early as possible to ensure that your preferred route is available and in a suitable condition for the event. Ninety (90) days notice is required if the event involves a road closure. If your fun run is taking place primarily in other municipalities, we only require information on activities taking place within Stonnington.

› Parades, processions and marches

Parades, processions and marches usually involve a number of participants walking along a prescribed route for a cultural, religious or political purpose. You should submit your event application as early as possible to ensure that your route is available and in a suitable condition for the event. Ninety (90) days' notice is required if the event involves a road closure.

Please note: council will not issue permits for political rallies/parades, protests or demonstrations.

Types of events and requirements

› Races – bicycle/foot

Many organised races use 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.

Road and pathway event organisers need to:

- › provide a copy of your **public liability insurance** certificate of currency
- › ensure that **first aid** is available
- › notify **police and emergency services** of the event
- › obtain a **temporary food permit** if providing food
- › prepare a detailed **map** of the route
- › prepare an **emergency management plan**
- › submit an **event plan**. Refer to the A–Z guide
- › complete a **Risk Management Plan**
- › ensure that the event aligns with the **sustainable events** information outlined in the **A–Z guide**
- › ensure that consideration is given to **accessibility and inclusion** as outlined in the **A–Z guide**
- › ensure that any road crossings are adequately monitored by accredited marshals for the safety of participants
- › ensure that **drinking water** is available to participants
- › ensure that adequate **weather protection** is available to participants
- › consider any **road closures** or **footpath usage** which may be required
- › ensure that any road crossings or footpath usage do not cause a disruption to traffic. refer to ‘**traffic and parking management**’ in the **A–Z guide**
- › prepare a **traffic management plan** (if required). Refer to the A–Z guide
- › ensure that sufficient **toilets** are available
- › consider **cleaning** of the street, footpath and/or walkway before and after the event
- › obtain approvals from authorities such as Vic Roads and Yarra Trams if applicable.

For further information on the above please refer to the A–Z guide in the next section.

Section four: A–Z guide



A–Z guide

Accessible and inclusive events

Council's vision as demonstrated in the Council Plan 2017–2021 is that Stonnington will be 'an inclusive city that enhances the health and wellbeing of all residents, where people can feel safe, socially connected and engaged'. This is further supported by council's **Access and Inclusion Plan 2014–17**.

These guidelines aim to ensure that access and inclusion principles are applied to the planning, management and implementation of all events held by council or held on council land.

The following access and inclusion principles and should be considered and demonstrated during event planning, management and implementation:

- › physically accessible venue
- › accessible communication
- › transport to and from events
- › sound, lighting and other technology
 - e.g. hearing augmentation
- › inclusive programming (consider time for people to move around the event, absorb information)

The following considerations need to be taken into account for physically accessible venues:

- › Level, smooth and slip-resistant access with no steps or barriers to entry, exit and throughout the venue (provision of temporary ramps can help where this is not a part of the existing build). This includes steps and barriers to performance or speaker stages, or to other parts of the venue where the event will take place.

- › Inclusive experiences of your event (e.g. the same entrance for all attendees, rather than providing an 'alternate' point of access for people with disability).
- › Reception or registration desks at a height at which people using a mobility aid can access (providing a lower height temporary table for the event is a good alternative).
- › Accessible unisex toilets are located within the venue are clear of clutter and in a clean, usable condition.
- › Clear, simple sign to direct people to and within the venue.
- › Control buttons for lifts or automatic doors have raised buttons, font and/or Braille. Do lifts provide audio information.
- › Is seating provided that caters for people with disability and who may use a mobility aid?
- › Staff are aware of the right of registered assistance dogs to enter the venue (even where animals are generally not permitted).
- › Allow time in the program for people with mobility needs to move from room to room.

A comprehensive guide to ensuring accessible events is available on Council's website.

If you are having a larger event, it is encouraged to engage an Access Consultant to ensure you meet all the requirements of the **Disability Discrimination Act 1992**.

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Banners, bunting and festoon lighting

See 'promotion and signs'.

Busking

Busking is performing or providing entertainment in the street for money from passers-by. It does not involve a set fee for a return service. Generally, persons categorised as buskers include music performers, singers and comedians. Buskers do not include tarot card readers, fortune tellers, nor sketch artists. These are considered 'itinerant traders'.

To perform as a busker in Stonnington, you will need to obtain a busking permit and pay an application fee.

Cleaning

If you are planning an event in a public space you must ensure that the area is cleaned after the event. It is also advisable that you make sure the area is adequately cleaned before the event. Council's senior production and operations officer can organise this on your behalf, however event organisers will need to pay any associated costs.

See also 'waste management'.

Crowded Places

Crowded places are sites and events open to use by large numbers of people on a predictable basis. They can be buildings or open spaces. A crowded place will not necessarily be crowded at all times as crowd densities may vary between day and night and may be temporary. Crowded places are potentially attractive to terrorists for reasons of location, symbolism, iconic stature, usage, crowd capacity or density of people.

You may consider completing the crowded places security audit when planning your event. Council may also request a completed copy of the audit based on the location, type and scale of your event/activity.

Dogs on Leash during Events

Under Section 26(2) of the Domestic Animals Act 1994 dogs must be on leash in a designated area or designated reserve if an approved event is being held in that area or reserve. penalties apply.

Drinking water

Council encourages event organisers to provide free drinking water at events and arrange a hydration station for events with more than 50 attendees, or events where a risk of participant dehydration is present, e.g: fun runs and walkathons. Event organisers should also encourage event participants to bring their own water bottles to the event.

Stonnington's local water utilities have free water hydration stations available for events:

- › South East Water
- › Yarra Valley Water

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

Electricity supply

Council does not provide power for your festivals or events. If your event requires additional power you will need to either bring in a generator or obtain additional mains electricity. For the latter please contact the relevant electricity supply authority, Citipower or United Energy, depending on where in the Stonnington area your event is to take place. They will advise you on all necessary electricity requirements. A qualified electrician will need to connect the power and then lodge the appropriate paperwork. All electrical equipment brought onto council land for your event must have a current tag of electrical safety.

A–Z guide

Emergency management plan

Public events of all sizes must have an emergency management plan, which outlines how event organisers will respond in the event of an emergency.

When writing an emergency management plan the following should be considered:

- › arrangements for on-site emergencies not requiring outside help
- › arrangements to request additional emergency services assistance
- › arrangements to hand over control to police and emergency services as required
- › identification of personnel who can authorise evacuation and/or event interruption
- › identification of access and evacuation routes
- › identification of evacuation areas for performers, staff and patrons
- › establishment of an emergency control centre which has back-up power and lighting
- › identifying the roles of event staff in emergency situations
- › meeting points for emergency services and access and egress routes
- › establishing lines of communication in order of authority
- › site plan showing key access and egress points, emergency services access, evacuation routes and marshalling areas and location of fire extinguishers, and
- › list of emergency contacts.

In the event of an emergency at an event or festival, contact 000.

For afterhours Council related emergencies contact Council on 8290 1333. The police should be consulted in relation to all public events – for larger events they may be engaged throughout the event planning process.

Please note: that for all public events, emergency services must be notified of your event one week in advance.

Energy conservation

An event may increase the energy consumption at the selected event site. Every attempt should be made to conserve energy, and consideration should be given to the use of energy in the planning and clean up phase of the event as well as during the event. Conservative energy use can also reduce the cost of your event. This can be achieved by ensuring all appliances, lights, heaters, air conditioners and cooking equipment are in proper working order and turned off when not in use.

If your event requires the services of a generator, consider a bio-diesel generator, or solar generator. All generators must have a fire extinguisher next to them.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

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Event notification

You are required to advise residents and traders in the surrounding areas that your event or festival will be taking place. If your event is to have a particular impact on a resident or trader face-to-face consultation may also be required. The notification must include the name, date, location and time of the event as well as the name and contact number of the event organiser. Attached to the end of these guidelines is a sample letter that can be used as a guide for your event notification. (Appendix 2)

This is also a great opportunity to market the event and invite local residents. You will need to forward a copy of the event notification to council's senior production and operations officer. Notification must take place at least 48 hours prior to the event. Council must be notified of any objections.

Event plan

An event organiser is responsible for compiling the event plan. The size, scope and complexity of the event will determine what elements to include in the event plan.

(Refer Appendix 3 – Event plan checklist)

An event plan should include:

- › event details: name / location / description / purpose / nature of event
- › event dates and times, including bump-in and bump-out times
- › estimated attendance
- › running sheet, including bump-in and bump-out times

- › contact list
- › stakeholder notification plan
- › signage plan
- › site plan
- › infrastructure and facilities list
- › pedestrian and traffic management plan (as required)
- › 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, proof of Streatrader registration if serving food and an alcohol management plan for the responsible service of alcohol as well as a copy of the Liquor Licence if you are serving/ selling alcohol.

Fees and charges

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 and are available on council's website.

In addition there is an event application administration fee which is also outlined in the budget.

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Fireworks

If you are planning a fireworks display you will require the services of a qualified pyrotechnic and council approval. Fireworks are illegal in Victoria without a Workcover Licence to Discharge Fireworks. Only licensed operators of pyrotechnics may discharge fireworks and must apply for a permit to do so. They must hold Public Liability Insurance cover of no less than \$20 million. The Victorian WorkCover Authority requires at least 14 days notification.

Local residents and traders must be notified by letterbox drop regarding time and date of fireworks (many owners prefer to keep their pets indoors during fireworks). The Melbourne Fire Brigade must also be notified. You will need to submit a copy of your pyrotechnics risk management plan (including notice to discharge and operator accreditation) at least 14 days prior to the event. **Obtaining a WorkCover permit will be a condition of your event permit.**

First aid providers

The provision of First Aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and officers depends on the nature, size, location and duration of the event. Event organisers should seek advice from first aid providers and Ambulance Victoria to determine the level of first aid cover required for their event.

The Australian Red Cross and St John Ambulance Brigade volunteer sections can attend events, provide displays and offer first aid assistance. The Metropolitan Ambulance Service can also attend events where there is a significant risk to participants, such as major sporting events. This is a paid service. For further information, go to **ambulance-vic.com.au**

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(s)
- › access to water and power if required
- › signs
- › communication between first aid station and event organiser, and
- › reporting of accidents and incidents.

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Food

If you plan to serve, give away or sell food to the public at your event an application must be submitted via Streatrader. Streatrader is an online system developed in partnership by the Department of Health and Human Services and Municipal Association of Victoria.

There is no fee for applications from not-for-profit organisations, community groups and registered food businesses. Registered food businesses must submit a copy of their current Certificate of Registration under the Food Act 1984 with their Streatrader application.

When providing food for an event, please consider the following sustainability aspects:

- › donate leftover food to a charity organisation or shelter (e.g. Uniting Prahran Mission)
- › provide Fair Trade products for tea, coffee, sugar, hot chocolate or chocolate
- › compost food waste
- › use local food suppliers and locally sourced food
- › provide ethical, vegetarian, vegan, cruelty-free or organic food options, and
- › speak with your food vendors about using non-plastic recyclable packaging.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

To ensure accessibility and inclusion, consider seating availability, ease of access to food (especially if self-serve), provide easy to handle utensils, and ensure staff are equipped to help people with disability if needed.

Please note: that from 1 August 2017 new smoke-free outdoor dining laws were introduced. event organisers need to comply with the new legislation:

- › Food fairs – smoking is banned in all public areas at a food fair. Food fairs are where the principal activity is the sale or supply of food for consumption at the event.
- › Other events – smoking is banned in outdoor public areas that are within 10 metres of a food stall or food vendor.
- › Acceptable ‘no smoking’ signs must be displayed whenever smoking is banned.

Further information and resources, including applications for free ‘no smoking’ signs can be found at the Department of Health website.

Grass cutting / irrigation lines

Council can arrange to have the grass cut before your event. Please contact the Senior Production and Operations Officer at least 2 weeks prior. If temporary structures are being erected they must be weighted. Tent pegs are not to be driven into the ground at any time so as not to damage underground irrigation lines.

Information services / centre

In the case of large events, an information centre should be established as a hub for event information and a focal point for incidents, eg, lost children. Other information services you will need to consider include appropriate directional signs to toilets, first aid, bins, refreshments and activities. You may wish to consider translation of information into other languages or Easy Read to improve access to the information provided.

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Licences

› Australian Performing Rights Association Licences (APRA)

At any event or festival, entertainers who perform songs that are not their own original composition must obtain a licence from APRA prior to the event. Contact APRA on 9426 5200 or visit apra.com.au.

› Phonographic Performance Company of Australia Licences (PPCA)

At any event or festival, public playing of sound recordings must obtain a licence from PPCA prior to the event. Contact PPCA on 02 85691111 or visit ppca.com.au

Lighting

If your event is being held at night, or the bump-in or bump-out of your event takes place in the early morning or evening, adequate lighting will be required. This may include existing or temporary lighting structures. Consideration should be given to placement of event lighting so as not to shine into nearby residences.

Liquor licences

If you intend to sell alcohol at your event or serve free alcohol at an event subject to admission fees, you must obtain a Temporary Limited Licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). The VCGLR requires two months notice for most events although larger events may take longer.

Liquor Licence fees apply and are charged by the VCGLR. Separate applications must be made for each group, venue or trader who wishes to sell or serve alcohol. Special conditions may be placed on the 'Limited Licence' granted to event organisers, e.g. alcohol is not served or sold in glass. Other conditions may apply. Please also note that it is compulsory to engage security officers when alcohol is being consumed at a public event. Contact VCGLR on 1300 182 457 or visit vcglr.vic.gov.au

Marshals

Marshals can perform a range of roles such as directing people to toilets, water, food and medical assistance, or to ensure participants involved in a road or pathway event know which way they are going. Marshals are recommended for larger events and processions, marches, fun runs, walkathons, races and triathlons.

Marshals should be well briefed in advance and be easily identified with appropriately marked armbands, vests or t-shirts. In the event of problems with crowds or individuals, marshals should be able to act, where appropriate, to correct problems and, when required, inform the event organiser or Victoria Police of any problems.

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Noise levels

Events can create noise levels much higher than normal. Amplified music, generators, public address systems and crowds are all contributing factors. Sound levels must not exceed reasonable outputs. 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 Environmental Protection Authority (EPA) (1300 372 842). All events must comply with EPA noise level regulations.

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

Non-compliance with permit conditions

No event is to be conducted in a manner that may jeopardise the safety of any participants, staff, residents, businesses or road users. Event permit conditions are imposed to ensure safety and public amenity are maintained at all times. Any breach of event permit conditions may result in the event being stopped and/or cancelled. It may also jeopardise the issuing of permission for the event organiser to conduct future events.

Occupancy permit – place of public entertainment (POPE)

An occupancy permit exists for places of public entertainment, theatres, nightclubs, halls, sportsgrounds and certain large temporary structures. Under the **Building Act 1993** an

occupancy permit from Council must be obtained for any entertainment or meeting that satisfies the following conditions:

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

Event organisers will need to complete an application for occupancy permit – POPE.

Public entertainment means an entertainment of meeting to which admission may be ordinarily gained by members of the public, e.g. a circus, outdoor cinema, carnival, live concerts. The **Building Act 1993** requires that an occupancy permit from the Victorian Building Authority (VBA) be issued before a building or place can be used for a POPE if the following conditions also apply:

- › the number of persons in the place at any one time exceeds 5,000 in an area larger than 500m²
- › the event is conducted in an enclosed or semi enclosed place and entry to (and exit from) the event is controlled
- › admission can be gained by payment of and admission fee or other consideration, or
- › is used or intended to be used for the purposes of providing public entertainment

Further information is available from the VBA. Please note that for major events both permits may be required – one from council and one from the VBA.

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Occupational health and safety

Event organisers should be familiar with the **Victorian Occupational Health and Safety Act 2004**, 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.

Parking

With some events, event organisers may need to obtain an exemption from some parking restrictions to allow for the loading and unloading of goods and equipment. On-street parking is a community and public asset. The local community may need to be consulted regarding any proposed changes to parking conditions. Applications for on-street parking permits will be considered on a case by case basis.

Stonnington may require event organisers of major events to develop and submit a parking plan providing details of the number of vehicles expected, locations of parking and how this will be managed. Council's senior production and operations officer will be able to advise you of what is required.

Please ensure that designated accessible parking bays are made available for people with disabilities participating in your event. Marshals may be required to direct parking. Consideration may need to be given to drop off and collection points and access for emergency vehicles. Event parking must be identified on the site plan.

Please note: that patrons and staff at your event are NOT exempt from parking restrictions and these restrictions cannot be altered.

Police and emergency services

As well as obtaining council approval, it is the event organiser's responsibility to notify emergency services of your event. These include Victoria Police, Metropolitan Fire Brigade, Ambulance Victoria and the State Emergency Service. This is required to ensure emergency services are aware of your event and can plan any potential movements around the activity.

Depending on the nature of the event, Victoria Police and other emergency services may need to be consulted prior to the submission of an event application. You will need to provide written acknowledgement from Victoria Police if:

- › a liquor license is issued (or being applied for)
- › the event is expected to attract over 1000 people
- › the event is expected to have significant impact on traffic or pedestrians, or
- › the event is likely to attract large-scale media attention.

Written acknowledgement can be provided by:

Local Area Commander
Stonnington Police Service Area
Prahran Police Complex
396 Malvern Road, Prahran VIC 3181
T: 9520 5200
E: prahran.uni@police.vic.gov.au

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Promotion and signs

Event promotion can use a significant amount of paper and plastic, generating waste and using up resources. Considering sustainability principles when planning and implementing event promotion will help you minimise your environmental impact. Event organisers are encouraged to avoid single use items such as plastic cutlery and reuse signage and promotional material where possible.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

You should also consider the needs and communication preferences of your community. This may mean ensuring promotion and information material is available in a range of formats including large font, simple text, audio, community languages and Easy Read/ Easy English.

Event organisers should consider the following sustainability aspects of promotion or signs:

- › Are printed materials necessary to promote the event? Could the event be promoted electronically?
- › Are materials provided in a way that everyone in the community can access?
- › Is the event being run more than once? If so, can signs and posters be reused?
- › Are prizes/showbags/giveaways necessary? Are there more sustainable alternatives (e.g. quality gifts or items made out of recycled materials)?
- › Are materials printed on 100 per cent recycled paper?

Temporary banners and signs

- › Banners and signs can be erected for events subject to approval by council and any other affected parties including VicRoads or public transport companies.
- › No signs can be nailed to trees or signposts.
- › Council prefers the use of banners and signs that are able to be recycled.
- › Signs must not impede access to public facilities, footpaths or buildings.
- › The City of Stonnington Local Law prohibits bill posting.

Advertising boards on council open space

- › Only Stonnington-based community organisations are eligible.
- › Signs will only be permitted for a three-week period. Council has predetermined a number of locations which are detailed in the application form.
- › Signs must be taken down no later than three days after the event.
- › This service is in great demand and you are encouraged to apply up to six months prior to your event.
- › Please complete an application for advertising on council open space.

Street decorations

- › Any street decorations such as bollards, planter boxes or other devices (e.g. to denote outdoor eating areas) must be set up in a secure and safe manner. A clear walkway of 1.5 metres from the property line must be maintained at all times to allow for pedestrian traffic flow.

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Promotion and signs (continued)

Bunting and Festoon Lighting

- › Council does not permit festoon lighting over any roads.
- › All festoon and overhead lighting must have a secondary safety tension cable or safety rope/chain attachment for each separate component of the equipment able to be separated.
- › Council has planning limitations on where and when decorations can be erected.
- › Council prefers the use of materials that are able to be recycled.
- › Contact council's senior production and operations officer on 8290 1102 for more information.

Public Liability Insurance

Public Liability Insurance for \$20 million cover must be obtained for every event and cover the period of setting up and breaking down of an event as well. The minimum cover required for Public Liability is \$20 million. Please note that stallholders, food vendors and contractors (including amusement rides operators) involved with your event must be covered with their own Public Liability Insurance.

Your Public Liability Insurance must also cover volunteers involved with any aspect of the event. A copy of your organisation's Public Liability Insurance Certificate of Currency must be lodged with Council for the event to proceed. It is recommended that it be attached to your event permit application so that there are no delays in processing the permit.

Public safety officer

It is recommended that a qualified public safety officer (PSO) be engaged for all major and large scale events and festivals to ensure the safety of all people onsite. The PSO should be onsite from the beginning of the event bump-in, during the event and through to the conclusion of the event bump-out.

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Recycling

A range of options exist for recycling at Stonnington events and activities. All council buildings have recycling bins provided – these should be used to dispose of recyclable material.

Recycling at events in parks, streets or other open space may require a recycling contractor's services. Information on these services can be obtained via a website search, or by contacting council.

Items that can be recycled are:

- ✓ paper / cardboard (clean)
- ✓ plastics - drink and hard plastic food containers
- ✓ cardboard
- ✓ disposable coffee cups and their plastic lids
- ✓ steel / aluminium cans
- ✓ milk cartons
- ✓ glass bottles and jars, and
- ✓ plastic cutlery.

Common items that cannot be recycled are:

- ✗ broken glass, ceramic plates, drinking glasses
- ✗ light globes
- ✗ soft plastics like plastic bags and wrappers, and
- ✗ polystyrene products

Many food and drink containers (e.g. cardboard coffee cups and plastic lids) can now be recycled. Ask your suppliers if their products are recyclable.

Biodegradable / compostable / degradable cups and containers and bamboo packaging cannot be recycled through council's recycling service. While biodegradable / compostable / degradable materials are a positive step to reducing landfill waste and recovering resources, they require specific infrastructure to process this material which council currently doesn't have access to. It is best to avoid these items altogether as limited opportunities exist to effectively manage this waste.

You can recycle your flattened (unwaxed) cardboard boxes by placing them next to the recycling stations at the end of the day. Please note that waxed boxes cannot be recycled.

Please avoid using the following items as they cannot be recycled, or contain unnecessary packaging:

- › polystyrene items including cups and clamshells
- › single use plastic food packaging
- › plastic drinking straws including those wrapped in paper
- › single serve sugar straws
- › single serve tomato sauce/condiments
- › unnecessary paper/cardboard, and
- › wooden stirrers/wooden and bamboo cutlery.

Ask MCs or event organisers to make announcements throughout the event regarding appropriate waste management practices and informing attendees of bin locations.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

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Risk management plan

Event organisers must have a risk management plan to minimise risk and therefore reduce the likelihood of injuries and potential loss. This is a key aspect of event organisation and all key personnel should be involved in identifying potential risks and steps that can be taken to reduce the risks. Appendix 4 provides a sample risk management checklist.

The following steps should be undertaken for all events:

- › identify the potential risks and hazards (Appendix 4 – risk management checklist)
- › assess the likelihood of these occurring and the consequences should they occur
- › apply a risk rating; those with the highest scores should be given priority
- › identify the action that can be taken to eliminate or reduce the risk
- › allocate each action to a responsible person
- › set a deadline for the action to be completed, and
- › 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
- › weather, and
- › dehydration.

Assessments should include all aspects of a particular object. For example hazards associated with vehicles include those related to driving the vehicle and pedestrians. Risks should be removed completely but if this is not possible control measures should be put in place to minimise the risk.

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 also include procedures for dealing with items such as lost and found children and property. The risk management plan should be communicated to all staff and volunteers so they are aware of the procedure and able to deal with any issues raised by participants promptly and efficiently.

Stonnington's senior production and operations officer will require a copy of the event risk management plan prior to issuing the event permit. (Refer Appendix 5 – risk management plan template). For large events Council may insist that a professional risk manager be employed.

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Road closures and street barricades

Road closures and street barricades are appropriate where it is proposed to hold an event on a road, or where there is a chance that many people would be walking along or crossing the road which may create a safety hazard e.g. a fun run. If you wish to close a road for an event, please contact council's senior production and operations officer at least three months before the event to discuss your proposal (major road closures may require six months' notice).

Check a map of the area to see if your event is likely to affect significant public facilities such as hospitals, or bus or tram routes. In some situations, closing these roads may not be feasible and an alternative location or modification to the event may have to be considered. Such situations would include where closures or barricades impede continuous paths of travel and access within the community for people with disability.

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

- › obtaining permission from VicRoads for the road closure if it is a main arterial road
- › Providing Stonnington with a traffic management plan (See traffic management)
- › informing all emergency services and all residents and businesses that will be affected by the road closure at least 21 days before the event
- › advertising the road closure in the local newspaper
- › ensuring all local traders have unimpeded access to their businesses
- › ensuring that tram and bus services are not impacted by the road closure
- › providing for access for emergency services within the road closure should an emergency require assistance
- › obtaining written consent from properties within the road closure if access is to be denied, and
- › ensuring pedestrian access to footpaths is maintained at all times.

Please note: that all road closures require accredited marshals for each closure barricade.

Security

Event organisers are responsible for all security associated with their event. Specific security arrangements should be considered for those events expecting large crowds, have alcohol present, require the protection of people, belongings or event assets and infrastructure, or if large sums of money are involved.

Council does not provide security for events. Private security companies can provide security for a fee. These companies should have appropriate insurances, licences and qualifications. Victoria Police can sometimes assist with security for a fee. There are state regulations governing the charges for Police Services at special events, although these fees may be waived at the discretion of the Minister. This should be discussed with the officer in charge at the relevant police station.

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

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Signs

See 'promotion and signs' and the sustainable events guidelines

Site plan

You must supply a detailed site plan identifying proposed road closures, parking, emergency access route, first aid locations, event amusements and activities, proposed fireworks, toilets, power, lighting, stalls, staging, litter and recycling bins, information centre etc. It is recommended that it be attached to your initial event permit application so that there are no delays in processing the event permit. Event organisers are encouraged to provide an 'access map' to help attendees determine how they will access the event, particularly attendees with disability.

Sound and lighting

The following considerations are required when planning your event:

- › Flashing and/or strobe lights can pose a problem for people with conditions such as epilepsy or tinnitus. If your event contains special effects, please ensure you have communicated this to people in advance and a place of respite is offered.
- › Lighting is sufficient for all people to participate equally (e.g. if lighting is dimmed while someone is speaking it may prevent a deaf attendee from reading lips, captions and/or seeing the Auslan interpreter).
- › Public Address (PA) systems are checked for quality and volume, and supplemented by a hearing augmentation system such as a hearing loop. Information given over PA systems should also be available in writing.

Sustainable events

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

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Temporary structures

If the event organiser plans to erect a temporary structure such as a tent, marquee, inflatable or booth on council land, an event permit must be obtained from council. If the temporary structure has a floor area greater than 100m² additional permits may be required. Contact council's senior production and operations officer on 8290 1102 to seek advice if you are unsure whether this applies to your event. No structure can be installed which impedes existing accessible paths of travel.

Some temporary structures require an occupancy permit – Place of Public Entertainment (POPE). This includes (but is not limited to):

- › an open space of more than 500m², which may include the erection of a prescribed temporary structure being one of the following:
 - › a seating stand of more than 20 persons
 - › a marquee, tent or booth of more than 100m², and
 - › a stage or platform of more than 150m².

Event organisers will need to complete an application for occupancy permit – POPE and submit it to council.

In the case of very large structures, events expecting attendance of over 5,000 people or when an admission fee is charged, a permit may also be required from the Victorian Building Authority. Please refer to the occupancy permits – POPE section in this guide. Council requires that all temporary structures be secured with appropriate weights such as sand, water or concrete bags. Tent pegs or stakes are not to be driven into the ground at any time. This minimises the risk of damage to irrigation and other underground services.

When using temporary structures such as marquees and shade tents, event organisers should ensure they comply with Australian standards and give consideration to minimising trip hazards from ropes. Contingency plans should be in place in case of extreme weather and the maximum occupancy of the structure should be adhered to at all times.

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Toilets

Council recommends that toilets be provided at every event. Have you checked whether composting and waterless toilets are suitable? They are one of the simplest ways to eliminate the need for water and harmful chemicals. Waterless technology has progressed and they are now a viable option for many events and activities.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

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

- › anticipated crowd numbers
- › duration of the event
- › the gender of patrons, and
- › if alcohol is being consumed on-site.

If your event is small this may mean that the local public toilets are sufficient. For larger events several private companies can hire you additional portable toilets. You should take care to ensure that toilets are available for people with disabilities.

Existing or additional toilet facilities must:

- › be accessible
- › be cleaned and restocked regularly
- › provide nappy changing facilities
- › be weather protected
- › be available for people with disabilities
- › provide soap and hand drying equipment, and
- › be well lit so as to not provide a security or safety risk.

Recommended number of toilets and wash basins (to be used as a guide only):

Acohol free event		
Patrons	Toilets	Basins
Less than 500	6	2
More than 1000	9	4
More than 2000	12	6
More than 3000	18	10
More than 5000	30	17

Event with alcohol consumption		
Patrons	Toilets	Basins
Less than 500	13	2
More than 1000	16	4
More than 2000	18	7
More than 3000	22	14
More than 5000	40	20

Toilet numbers for shorter events	
Duration of event	Quantity required (% of above tables)
8 hours plus	100
6–8 hours	80
4–6 hours	75
Less than 4 hours	70

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Traffic management

See also 'road closures'

For certain festivals and events, it may be appropriate or desirable to close part or all of the road to ensure public safety, and/or to modify parking/loading restrictions in the event area. For all traffic and parking modifications, suitable barricades and warning signs are required so that motorists are aware of the changed conditions. It must be remembered, however, that all roads are for public use and stopping or restricting access for an event will require council approval. On some occasions, approval also from agencies such as the Victoria Police, VicRoads and Public Transport Victoria may also be required.

Residents and traders who may be affected by the changed traffic conditions need to be notified of the proposal and given the opportunity to comment. Council's senior production and operations officer, in consultation with the transport and parking unit, will assess each application and advise the event organiser when other authorities and agencies should be notified of the event.

A traffic management plan needs to be developed and submitted to council for every road closure. The traffic management plan should include:

- › the names of the roads/streets to be closed
- › date of closure
- › time of closure
- › alternate/detour routes around closure
- › a clearly drawn map of the occupation area/ route and surrounding streets for the road closure, street parades and street activities
- › type and location of signage/barriers/bollards to be shown on plan in accordance with the relevant Australian Standards
- › identification of the contractor engaged by applicant indication that the plan conforms to AS1742.3
- › location of traffic marshals/traffic controllers (must be accredited)
- › a pedestrian management plan if footpaths will be closed
- › separate paths for vehicle and pedestrian access, and
- › Disability Discrimination Act (DDA) Compliant pedestrian access.

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Transport

Transport has a significant environmental impact. Consideration needs to be given to the proximity of the event to sustainable transport options, the timing of the event with respect to ease and safety of public transport use, as well as the promotion of sustainable transport options to event attendees prior to the event. This can also include encouraging attendees to walk or cycle to the event. Event organisers are encouraged to provide bike parking facilities at events.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

Council's transport map details the public transport routes within Stonnington as well as highlighting Council's open spaces, shops, water fountains and public toilets.

Public transport

Event organisers are to encourage event attendees to take public transport to and from events and provide public transport information when promoting the event to the community. Public Transport Victoria can help attendees plan their journey via their website ptv.vic.gov.au

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 services, you must notify Public Transport Victoria ptv.vic.gov.au/news-and-events/events/specialevents/.

Volunteers

Many community events are predominantly made up of volunteers. Public Liability Insurance must cover volunteers involved with any aspect of the event. 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. The event organiser should document any training provided. It is important both the community group/committee and volunteers themselves are aware of their rights and responsibilities. For more information visit volunteeringvictoria.com.au

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Waste management

See also Recycling.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

All events generate waste, the amount of waste is dependent on measures put in place to minimise waste to landfill and maximise resource recovery. The following waste hierarchy should be applied to waste management for events:

1. avoid
2. reduce
3. reuse
4. recycle, and
5. dispose to landfill.

The event organiser is responsible for the removal of rubbish from the event site and for all of the waste management issues arising from the event. This may require you to organise additional bins to cope with the number of attendees. The event organiser is 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.

All waste must be contained (in bins or bags) and either placed in the facility's waste collection area or, in the case of parks, street parties, etc., removed from the site by the event organisers or a waste collection contractor (which must be arranged by the event organiser). Details on council's waste collection services can be obtained by ringing customer service on 8290 1333.

Council encourages all event organisers to prepare a waste management plan that demonstrates a reduce, reuse and recycle commitment. Where the event requires additional bins, recycling bins must also be provided.

Water conservation

An event may increase the water consumption at the selected venue/event site. Every attempt should be made to encourage event attendees to conserve water and consideration should be given to the use of water in the planning and clean up phase of the event as well as during the event.

Please refer to the sustainable events guidelines for information on planning and delivering a sustainable event in Stonnington.

Weather protection

Weather extremes can affect outdoor events dramatically. With appropriate planning this can be managed. Consider providing suitable shade during summer events and warmth during winter events. Heavy winds should always be considered when planning an event site. It is recommended that the event organiser has access to the Bureau of Meteorology website in the lead up to and during an event, including bump-in and bump-out. Sunscreen should be made available at your information centre if appropriate.

Section five: Appendices



Appendix 1

Useful contacts

Organisation	Contact Number	Website
Ambulance Victoria	1800 765 731	ambulance.vic.gov.au
APRA AMCOS	03 9426 5200	apraamcos.com.au
Bus Association Victoria	03 9645 3300	busvic.asn.au
Citipower	13 12 80	powercor.com.au
City of Stonnington	8290 1333	stonnington.vic.gov.au
Citylink	1300 360 962	citylink.com.au
Energy Safe Victoria	1800 652 563	esv.vic.gov.au
Environmental Protection Authority	1300 372 842	epa.vic.gov.au
Food Safety Victoria	1300 364 352	health.vic.gov.au/foodsafety
Metro Trains	03 9619 2727	metrotrains.com.au
Metropolitan Fire Brigade	03 9662 2311	mfb.vic.gov.au
Parks Victoria	13 19 63	parkweb.vic.gov.au
PPCA	02 8569 1111	ppca.com.au
Public Transport Victoria	1800 800 007	ptv.vic.gov.au
Metropolitan Waste and Resource Recovery Group	03 8698 9800	mwrrg.vic.gov.au
South East Water	03 9552 3000	southeastwater.com.au
St John Ambulance Victoria	03 8588 8588	stjohnvic.com.au
State Emergency Service Victoria	9256 9000	ses.vic.gov.au
Streatrader		streatrader.health.vic.gov.au
Sustainability Victoria	03 8626 8700	sustainability.vic.gov.au
United Energy	03 8846 9900	unitedenergy.com.au
VicHealth	03 9667 1333	vichealth.vic.gov.au
VicRoads – Event Permits	03 9854 2781	vicroads.vic.gov.au
Victorian Building Authority	1300 815 127	vba.vic.gov.au
Victorian Commission for Gambling and Liquor Regulation (VCGLR)	1300 182 457	vcglr.vic.gov.au
Victoria Police – Stonnington	03 9520 5200	police.vic.gov.au
Victoria Police – Road Permits	03 9247 5714	police.vic.gov.au
Visy Recycling	1300 368 479	visy.com.au/recycling
Volunteering Victoria	03 8327 8500	volunteeringvictoria.org.au
Worksafe Victoria	03 9641 1555	worksafe.vic.gov.au

Appendix 2

Event notification template

For your information

Notification of event

Dear Resident,

The (event name) will be held on (event date) at (location). This event will run from (event start time) and conclude at (event finish time), with increased activity from (event bump-in time) to allow for event set-up.

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 provisions and parking attendants)

An application for an event permit has been submitted to the City of Stonnington and we will conduct our activities in accordance with the terms and conditions requested by the City of Stonnington.

We appreciate the support of the public and will make every effort to minimise the impact on your neighbourhood.

If you require further information regarding this event, please don't hesitate to contact the event organiser, (name) on (phone number, mobile number and email address).

We thank you in advance for your understanding and cooperation on this matter.

We would also like to take this opportunity to invite you along to this wonderful event.

Kind regards,

(Event organiser name)

(Event organiser contact details)

This letter is required to be distributed only after council approval is granted.

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

Appendix 3

Event plan checklist

Use this checklist for your event plan submission. Not all elements will be applicable to all events. Please discuss with the senior production and operations officer on 8290 1102 if you are unsure of which items to include for your event.

- ☐ **Event details overview**
 - » event date, location and time
 - » event organiser details, and
 - » event description – purpose/aim.
- ☐ **Event running sheet**
 - » bump-in and bump-out times, and
 - » event timings
- ☐ **Contact list**
- ☐ **Public Liability Insurance**
- ☐ **Stakeholder notification plan**
 - » stakeholder checklist
 - » stakeholder letter(s)
 - » community and public consultation
 - » newspaper advertising (road closures), and
 - » other notification methods.
- ☐ **Signs**
 - » directional, and
 - » commercial.
- ☐ **Site plan**
 - » site booking and confirmation
 - » location/dimensions of all aspects
 - » access and egress points (pedestrians, accessibility and emergency services)
 - » trees and weight loading considered
 - » vehicle routes
 - » key, and
 - » event operations centre.
- ☐ **Accessibility**
 - » accessible toilets, disabled viewing areas, hearing and mobility services.
- ☐ **Infrastructure and facilities**
 - » power / generator provision
 - » infrastructure
 - » equipment list
 - » vehicle list
 - » drinking water provision, and
 - » toilet facilities.
- ☐ **Occupancy permits – building**
 - » temporary structures, and
 - » Place of Public Entertainment (POPE).
- ☐ **Pedestrian management plan**
 - » crowd management.
- ☐ **Traffic management plan**
 - » road closure adverts
 - » traffic management in parks
 - » vehicle approval/authorisation
 - » track matting if on grass, and
 - » road race approvals.
- ☐ **Notifications to:**
 - » Public Transport Victoria
 - » VicRoads
 - » Victoria Police, and
 - » Other authorities.

Appendix 3

Event plan checklist

- **Vehicles, parking and access permission**
 - » vehicles permission/requirements
 - » reserved parking permits, and
 - » area access pass.
- **Emergency and risk management**
 - » risk management plan/checklist
 - » occupational health and safety officers
 - » emergency contact list
 - » safety and security plan
 - » first aid
 - » high risk hazards (fireworks, amusement rides), and
 - » weather contingency.
- **Waste management plan**
 - » rubbish and recycling bins, and
 - » street and park cleaning plan.
- **Sustainable events (see also Appendix 6 – Sustainable events checklist)**
 - » water management
 - » waste management
 - » greenhouse emissions / energy use, and
 - » venue Surface management.
- **Food and beverage**
 - » health permits, and
 - » Streatrader notifications and fees.
- **Alcohol Plan**
 - » liquor licence,
 - » responsible service of alcohol, and
 - » alcohol management plan.
- **Noise and music management strategies**
 - » sound technician
 - » APRA AMCOS licences, and
 - » PPCA licence.

Appendix 4

Sample risk management checklist

A risk management checklist is used to identify and manage risks associated with your event or activity. Please use the following checklist as a guide only.

	Yes	No	N/A
1 Barriers / safety fences in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Catering checklists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Confined spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Disabled access and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Drinking water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Electrics – generators and lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Elevated work platforms (scissor lift, staging)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Emergency access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Emergency exits unlocked / clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Emergency services notified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Exit signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Extension leads, cable and plugs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 Fire extinguishers in position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 First aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 Flammable storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 Gas bottles secured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17 Hot surfaces out of public reach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Ladders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 Manual handling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 Participants / marshals briefed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Noise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Pedestrian access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23 Performers trained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 Powered and non-powered lifting devices – cranes, forklifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 Radio (two-way) functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26 Roads and walkway condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27 Safety officer(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Appendix 4

Sample risk management checklist

continued

	Yes	No	N/A
28. Scaffolding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Security briefed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Sharp and protruding objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Steps and handrails condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Special effects – smoke machines, fireworks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. Sufficient number of toilets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. Tents / marquees secured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Toilets functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Trees and branches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. Tripping hazards – electrical cords, cables, ropes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. Vehicles removed from site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Wardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. Warning Signs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. Weather and wind conditions monitored	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Safety concerns should be handed to the site safety officer for rectification.

Inspected by _____

Date _____

Appendix 5

Risk management plan template

A risk management plan is used to identify and manage risks associated with your event.

From your risk management checklist you will be able to determine the level of risk and what measures have been put in place to mitigate that risk. The steps are:

1. Identify all foreseeable risks (as per Appendix 4 – Risk management checklist).
2. Describe the physical consequence of each risk (e.g. injury, financial loss).
3. Review current strategies (controls) for eliminating that risk.
4. Identify strategies to mitigate certain risk.
5. Assess the risk (likelihood, consequences and rating).
6. Accept (A) if satisfied with the current control to mitigate risk. Reject (R) if you would like to implement further controls to better manage risk.
7. Re-assess the risk based on new control measures (likelihood, consequence and rating).
8. Assign strategies to relevant and appropriate persons.
9. Prepare your risk management plan.

Risk management plan

Event:

Date:

Time:

Location/s:

Event organiser responsible:

Risk matrix

Below is an example of how two risks from the risk management checklist (Appendix 4) have been rated and what controls are in place to stop any potential incident. This needs to be done for all identified risks.

LIKELIHOOD	CONSEQUENCES				
	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	Medium	Medium	High	Extreme	Extreme
B (Likely)	Medium	Medium	High	High	Extreme
C (Possible)	Low	Medium	Medium	High	High
D (Unlikely)	Low	Low	Medium	Medium	High
E (Rare)	Low	Low	Medium	Medium	Medium

Legend

Extreme	EXTREME RISK: Immediate action required
High	HIGH RISK: Senior management attention needed
Medium	MEDIUM RISK: Management responsibility must be specified
Low	LOW RISK: Manage by routine procedures

Appendix 5

Risk management plan template

Risk management table (sample only)

Risk Source element	Risks	Required risk treatment	Residual risk rating	Additional risk treatment or action plan	Residual risk rating	Accepted / rejected	Responsible and accountable as risk owners
Patrons arriving at event	Anxiety frustration	<ul style="list-style-type: none"> » Marketing and publicity for events to include details of public transport, road closures, car parking, drop off and pick up points, tram services, bus services and taxi ranks. » Pre-event communication and signs for road traffic regarding closures and traffic management. » Traffic management plans will be in place for all known areas of concern. » Where possible street furniture, barricading and building works in the immediate vicinity of event that may cause obstruction to crowds during access and egress should be removed from main pedestrian flows and contingency routes. » Designated pedestrian access ways to and from event should be kept clear of infrastructure such as vendors, marquees, attractions, buskers, easily movable objects and parked vehicles. » Entertainment to conclude in time to allow patrons time to catch trains. » Dedicated wardens instructing patrons on best access and egress points to suit the event and crowd conditions. » Treatments to be addressed in safety and emergency plan. 	D1 Low			Accept	<ul style="list-style-type: none"> » Event Manager » Stakeholders » Contractors » Area Marshalls » Wardens » Security
External emergency	Potential injuries to public and staff	<ul style="list-style-type: none"> » Adequate communication systems in place to allow alarm to be raised by an outside source. » Ability to communicate with and retain patrons in event sites until threat has passed if required. » Manage threat as per safety and emergency plan. 	E2 Low			Accept	<ul style="list-style-type: none"> » Event Manager » Stakeholders » Contractors » Area Marshalls » Wardens » Security

Appendix 5

Risk management plan template

Risk Management Table (Sample Only) continued

Risk Source element	Risks	Required risk treatment	Residual risk rating	Additional risk treatment or action plan	Residual risk rating	Accepted / rejected	Responsible and accountable as risk owners
Cash handling	Bodily injury and trauma to staff and public	<ul style="list-style-type: none"> » Event demographic minimises the potential attractions for such activity. » Wardens and staff liaise constantly with patrons in areas and viewing areas to foster communication of issues quickly. » Handling of cash to be done in a secure environment with adequate staff. » Additional lighting in dark areas of event, parks, car parks and roads in immediate vicinity. » Security on site to monitor status of crowd and troublemakers. » Wardens and staff trained in reporting. 	E2 Low			Accept	<ul style="list-style-type: none"> » Event Manager » Stakeholders » Contractors » Area Marshall » Wardens » Security
Food sales and supplies to patrons	Food poisoning	<ul style="list-style-type: none"> » Appropriately licensed food vendors operate in accordance with all food management regulations. » Food vendors subject to council regulations and inspections. » Food vendors and distributors to take steps to maintain a high standard of food hygiene. » Appropriate hand washing facilities to be available. » Food temperatures to be checked and recorded by vendors as required by legislation. » Sullage storage/disposal units to be available and used in all areas as required. 	D2 Low			Accept	<ul style="list-style-type: none"> » Event Manager » Stakeholders » Contractors » Caterers » Area Marshalls » Wardens » Security