



# Monash Council Event Guide



CITY OF  
MONASH

## WELCOME

Monash Council is proud to support events that celebrate our diverse community.

Whether you are organising a public or a private event, if it occurs in an outdoor public space anywhere in the City of Monash, you may require approval from Council to deliver the event.

This Event Guide is a how-to for planning events in the City of Monash, with links to a range of useful templates, checklists and examples to support the smooth and safe running of your events.

## CONTACT

For questions and assistance with event planning and permits, please speak with our Arts, Culture and Events Team.

**Arts, Culture and Events Team**

**Email: [events@monash.vic.gov.au](mailto:events@monash.vic.gov.au)**

**Phone: 9518 3636**

## ACKNOWLEDGEMENT OF COUNTRY

Monash Council acknowledges the Traditional Owners of this land, the Wurundjeri Woi Wurrung and Bunurong People, and recognises their continuing connection to the land and waterways. We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander peoples.

Photography by Jacinta Keefe, Steve Brown and Antonia Woolrich.



AT  
AMITE

# Event Overview

## What is an event?

Monash Council defines an event as any organised activity or function that requires specific planning where people congregate for a unique purpose. The purpose may include but is not limited to community, cultural and environmental gatherings, commercial activities, celebrations and some sporting events.

## Will my event need a Permit?

An **Event Permit** ensures event activities comply with legislation and are undertaken safely. If your event is held outdoors on Council land then you will need approval from Council. A permit also clarifies responsibility and liabilities, and minimises disruption and impact on other users of public spaces. Acquiring a permit or approval does not secure the space for your own use as these are public spaces.

## What events do not require to seek approval?

In some cases events may not need a permit. Please see below some events that would fall into this category:

- Sporting events which are presented as part of a regular fixture and run by clubs or associations within existing lease agreements
- Group fitness activities
- Events being held indoors, including Council buildings, halls and community centres
- Ongoing markets (lease or licence to operate required through property)
- Events on private property
- BBQs, birthday parties, Christmas functions that do not involve things like temporary infrastructure, amplification, jumping castles/amusements, food vendors.

If you are unsure whether your event needs approval please get in touch with Council's Arts, Culture and Events Team who can offer advice.

## Assess your event using the Impact Matrix

The **Impact Matrix** helps evaluate the impact of your event and assess whether an Event Permit is required.

If an event is **Low Impact**, event organisers need only complete the Expression of Interest form to register the event with Council. No permit is required and a Letter of Acknowledgement that Council is aware the event will take place will be supplied by an authorised officer.

If an event is **Medium or High Impact**, an event permit is required and supporting documentation must be submitted.

## IMPACT MATRIX

LOW IMPACT EVENTS	MEDIUM IMPACT EVENTS	HIGH IMPACT EVENTS
Up to 200 people at any one time	Up to 1000 people at any one time	Over 1000 people at any one time
Minimal temporary infrastructure – up to two 3m x 3m marquees allowed	Moderate temporary infrastructure – small staging, additional infrastructure such as marquees, toilets etc	Substantial temporary infrastructure required
Minimal noise impact	Moderate noise impact	High noise impact
No food vendors selling to the public	Up to 7 caterers or food vendors	8+ caterers or food vendors
No change to traffic conditions and parking	Moderate change to traffic management	Substantial additional vehicle traffic to the event area
No impact to usual amenity of space	Is not fully enclosed or fenced off and/or requires mandatory entry fee	Is fully enclosed and mandatory entry fee
	The event has successfully been delivered in Monash before and has no significant changes	Event is new or has significant changes to previous years



# Council Support with Events

## Arts, Culture and Events Team

The Arts, Culture and Events team delivers a yearly program of events that engage performers, stallholders and a range of Council departments. The team also support a board range of events hosted by local community groups.

To notify the Council that you wish to host an outdoor event on Council land you will need to complete an online Expression of Interest form. When you submit an Expression of Interest to host an event within the City of Monash this will come through to our Arts, Culture and Events Team.

An events officer will be in touch to advise whether your event can move forward into the planning stage and will act as your main Council contact throughout the application process. The events officer will assist in liaising with Council's internal departments regarding your event application.

## Venues

The City of Monash has many places available to hold your next event. To enquire or book an outdoor or indoor space please contact the Recreation or Halls teams directly.

The Recreation team assists with bookings and enquiries on availability of our parks, sporting grounds and open spaces. You can view the list of available spaces by visiting the [Monash Parks and Recreation](#) web page. Please contact the Recreation team directly to make a booking for your event by visiting the [Monash Parks and Recreation](#) web page or emailing [recreation@monash.vic.gov.au](mailto:recreation@monash.vic.gov.au)

Should you be planning the use an indoor venue Council also operates **18 halls** and our Halls Hire team will assist with hall bookings and enquiries. You can view the list of available Halls by visiting the [Halls for Hire](#) web page. Please contact the Halls team directly to make a booking for your event by visiting the [Halls for Hire](#) web page or emailing [halls@monash.vic.gov.au](mailto:halls@monash.vic.gov.au)

Non-Council facilities such as Girl Guides and Scouts halls, sporting clubs, school and church halls are subject to direct negotiation with their facility managers.

## Communication and Promotion

Council has preapproved community billboard sites for use by not-for-profit community groups, one of which can be used to display event signage. Locations are:

1. Springvale Road and Waverley Road
2. High Street Road and Huntingdale Road
3. Stephensons Road and High Street Road.

Phone Community Laws on [9518 3094](tel:95183094) for bookings.

If Council is providing financial or in-kind support towards your event, Council's logo must be included and guidelines must be adhered to. The Communications team will need to approve all material during production allowing a seven day turnaround for approval.

To promote your event to Monash residents, submit your event to Council's [What's on](#) web page.



# Event Application Process: How to apply

## STEP ONE:



### Submit Expression of Interest: 12 weeks prior to the event

Complete an online **Expression of Interest form (EOI)** to provide Council with an overview of your event. If you have an **Event Plan, Risk Assessment** and **Site Map** already, submit these in your **EOI**.

An **EOI submission** does not guarantee event approval. It is recommended as much information as possible is supplied even for events that happen on an annual basis.

## STEP TWO:



### Approval to move forward: Within 2 weeks of submitting EOI

An **events officer** will be in touch to advise whether your event can move forward into the planning stage and what permissions or approvals are required.

If an event is Medium or High Impact, an **Event Permit** is required and supporting documentation must be submitted.

## STEP THREE:



### Submit supporting documentation: 8 weeks prior to the event

If your event is categorised as a Medium or High impact event, an **Event Plan, Site Map or Plan, Risk Assessment** and appropriate **Public Liability Insurance** must be submitted.

Other supporting documentation may also be required, including a **Traffic Management Plan, Food Stall list, Contractor PLLs, proof of Liquor Licence** and other permits.

For Medium or High impact events a site meeting prior to the event may be requested.

## STEP FOUR:



### Event Letter of Acknowledgement or Event Permit issued: 5 days prior to the event

For Low impact events, a **Letter of Acknowledgement** will be issued advising the event may go ahead in line with information supplied to Council.

For Medium or High impact events, once supporting documentation is approved, an **Event Permit** will be issued which may include a list of conditions that must be complied with.

## STEP FIVE:



### Deliver event

Your event is delivered safely in accordance with the Event Permit conditions and event documents.

It is required that you complete a **Pre-event Hazard Checklist** at the beginning of your event day.

## STEP SIX:



### Post Event Evaluation: 7 days after the event

On completion of the event, Medium or High impact events are required to complete a **Post Event Evaluation** form and send in the completed Pre-event Hazard Checklist along with photos from the event.

Should you wish to discuss the success and challenges of your event with Council, please book a debrief meeting with your allocated events officer.



## STEP ONE:

EOI submitted online  
12 weeks prior to event date

### LOW IMPACT EVENT

May not require an Event Permit

### MEDIUM IMPACT EVENT

Will require an Event Permit  
An Event Plan, Site Plan, Risk Assessment and PLI must be submitted.

### HIGH IMPACT EVENT

Will require an Event Permit  
An Event Permit, Site Plan, Risk Assessment and PLI must be submitted as well as a Traffic Management Plan should this be required.

If an event permit is not required a Letter of Acknowledgement will be issued

## STEP TWO:

Approval from Council to move forward  
2 weeks after EOI submitted

## STEP THREE:

**Submit supporting documentation**  
An Event Permit, Site Plan, Risk Assessment and PLI must be submitted as well as a Traffic Management Plan should this be required.  
For Medium or High impact events a site meeting prior to the event may be requested.  
8 weeks prior to event date

## STEP FOUR:

**Event Permit issued**  
Once all documentation is approved, Council will issue your permit which may include a list of conditions.  
5 days prior to event date

## STEP FIVE:

The event is delivered  
Fill in the Pre-event Hazard Checklist

## STEP SIX:

**Post Event Evaluation**  
Fill in the Post Event Evaluation form and send a copy of the filled in Pre-event Hazard Checklist as well as photos from the event.  
7 days post event date

# Compulsory Event Planning Requirements

When applying for an Event Permit it is essential that you provide the following information:



## Public Liability Insurance

Public Liability Insurance (PLI) to a minimum value of \$20 million (\$20,000,000) in the legal organisation name or governing body. Council will not accept liability for any personal injury, loss or damage that may occur to participants, third parties or their property as a result of the event.



## Event Plan

Organisers must complete the **Detailed Event Plan** or supply a professionally developed Event Plan. If an event is Medium or High Impact, an event permit is required and supporting documentation must be submitted.



## Risk Assessment

A Risk Management Plan identifies the potential risks that may arise and lists the steps event organisers will take to reduce or mitigate these risks. To understand what risks need to be managed, a **Risk Assessment** needs to be undertaken. Should you need assistance with how to prepare a Risk Assessment, please read the **Event Risk Assessment Guidelines**. There is also an example table of potential risks that could occur at your event that you may wish to use in your own Risk Assessment.

If your event is Medium or High impact then you will be required to submit a Site Plan.

The Site Plan should be to scale, easy to read and include clearly identifiable emergency access points, surrounding streets and landmarks.

Site Plan should include:

- All temporary infrastructure including marquees, rides, stage, toilets, drinking water location, food and market stalls, temporary fencing, parking, and generators with fire extinguishers
- Entry points and travel paths for vehicles and pedestrians
- Emergency assembly area and first aid.



## Site Map

The site map will be reviewed by Council's events officer prior to the approval of placement or installation of any equipment or infrastructure on Council property.



## Traffic and Pedestrian Management

Where an event requires the closure of a street or carpark a Traffic Management Plan is required by a qualified traffic management company. All staff managing the carpark or road closure are required to carry a valid Traffic Controllers Statement of Attainment.



## Pre-event Hazard Checklist

The Pre-event Hazard Checklist is a mandatory document to be completed on the day of the event.

This checklist has been developed as a basic assessment of risks that should be considered to eliminate or minimise potential hazards at an event. Depending on the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here.

The checklist, an **Detailed Event Plan** and **Risk Assessment** should work together to effectively manage and mitigate identified risks.



## Post Event Evaluation

Medium and High impact events are required to complete a **Post Event Evaluation form** no later than seven days after your event. Your allocated events officer will send you a link to be able to fill in the form after your event.

In this form you will be asked about how your event went, how many people attended, any feedback you received from stallholders, suppliers and/or attendees.

There this also a section for you to upload your **Pre-event Hazard Checklist** as well as **photos** from your event and any other documents, links and feedback you have.

Please visit the [Events Resources and Templates](#) page on our website to find all the documents and templates referred to in this section.



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# A-Z of Planning Your Event



## Aboriginal and Torres Strait Islander Acknowledgment

An Acknowledgement of Country should be given at formal events, forums and functions such as conferences, school assemblies, concerts, board meetings, and official openings. For further information

[Monash Aboriginal Heritage.](#)



## Accessibility

Carefully consider accessibility so all community members can attend and enjoy the activities, including:

- Event layout provides for ease of access and mobility and inclusion of accessible toilets
- If applicable, ask attendees if there are any accessibility requirements
- Noise levels and provision of quiet areas for those with sensory issues
- Use pictures or symbols alongside words on signage and information points
- Booking Auslan Sign Language Interpreters
- Legal requirements such as the Federal Disability Discrimination Act (1992).



## Amusements and Inflatables

Amusement devices include jumping castles, rides, climbing walls and inflatables.

When engaging amusement rides, ensure there is suitable space and surface for each ride, access and egress for patrons, power, fencing, and adequate controls to protect users from safety risks.

Event organisers will be required to obtain from the contractor the Manufacturing Standards Compliance, Operating Procedures and Compliance, confirmation that inspections and maintenance records are up-to-date in the log book, Job Safety and Environmental Analysis (JSEA) or Safe Work Method Statement (SWMS), WorkSafe registration, and PLI with a minimum of \$20 million cover. Approval will be required from Council to proceed if setting up on Council land.



## Animals

The rules regarding dogs on leads in parks and reserves are clearly sign posted at each location and must be followed. If you plan to have an animal nursery, petting zoo or rides involving animals at your event, ensure regulations and codes of practice are in place for animal welfare and wellbeing of event attendees, including full hand washing facilities and obtaining a copy of the PLI. It is your responsibility to clean up animal waste and ensure the site is clean after the conclusion of the event. [RSPCA.](#)



## Child Safe Standards

Monash Council values all children and young people and is committed to providing a child safe environment. We strongly advise any staff, volunteer, performer, stallholder that has direct contact with children is required to have a valid working with children check on them should it be requested.

[Safeguarding Children and Young People.](#)



# A-Z of Planning Your Event



## Contractors and Suppliers

Most events will require the services of external contractors or suppliers.

Contractors may include organisations providing services or goods such as marquees, stages, seating, food and beverage and/or sound equipment.

Ensure all of your contractors have in place appropriate risk and safety procedures and insurances. Event organisers should sight evidence that the contractor has Public Liability Insurance (and in some cases other insurances) and Job Safety and Environmental Analysis (JSEA) and/or Safe Work Method Statement (SWMS) for any items such as rides, amusements, installations or structures.

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



## Council Land

If you are holding your event on Council land you will need to check availability and book the space with the Recreation Team directly. Please do this by visiting the [Monash Parks and Recreation](#) web page or emailing [recreation@monash.vic.gov.au](mailto:recreation@monash.vic.gov.au)

**There may be fees associated with booking reserves and open spaces.**

There is no pegging allowed in any of our reserves and open spaces so please make sure your suppliers and stallholders are informed of this so they can arrange appropriate weights for any marquees/ structures or amusements.

Vehicles on Council land require Council permission and should be limited to avoid disturbance to lawns and landscaping.



## Emergency Management and Weather Contingency

An Emergency Management Plan is developed to identify potential emergency conditions and prescribe roles, responsibilities and procedures to prevent loss of life and property. Emergency management is concerned with responding to and managing unforeseen emergency incidents whereas a Risk Assessment is taken to help identify, assess and mitigate risks that could cause harm. All events should also consider Weather Contingency Plans or planning for extreme weather conditions i.e., high winds, extreme heat, rain and thunderstorms. If your event is outside, please consider an alternative venue in case of extreme weather.



# A-Z of Planning Your Event



## Emergency Service Organisations

It is highly recommended that you notify emergency services about your event so they are aware of what is happening in this space should they be required to respond to an incident at your event.

Police may need to be involved in event planning regarding public safety, road closures, liquor licensing or events that attract large numbers of people. Contact should be made with the officer in charge at the Police station nearest to the event.

A notification email should be sent to Ambulance Victoria regarding all events occurring in the City of Monash. Email [✉ events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

Fire Rescue Victoria can provide information in relation to fire safety matters, and response requirements and information regarding total fire ban days.

[✉ semr@mfb.vic.gov.au](mailto:semr@mfb.vic.gov.au)   [✉ SouthernDistrict1-Admin@frv.vic.gov.au](mailto:SouthernDistrict1-Admin@frv.vic.gov.au)

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

[✉ central@ses.vic.gov.au](mailto:central@ses.vic.gov.au)

Please select which station is closest to your event.

Clayton Station – [✉ Clayton.uni@police.vic.gov.au](mailto:Clayton.uni@police.vic.gov.au)

Glen Waverley Station – [✉ Glenwaverley.uni@police.vic.gov.au](mailto:Glenwaverley.uni@police.vic.gov.au)

Mount Waverley Station – [✉ Mountwaverley.uni@police.vic.gov.au](mailto:Mountwaverley.uni@police.vic.gov.au)

Oakleigh Station – [✉ Oakleigh.uni@police.vic.gov.au](mailto:Oakleigh.uni@police.vic.gov.au)



## Event Notification to Residents and Traders

It may be appropriate to circulate an event notification letter to minimise impact to surrounding residents and businesses. The letter should include:

- The name, date and location (including set-up and pack down times) and expected attendance
- The purpose of the event, activities being conducted and any likely disruptions with respect to noise, transport, fireworks, road closures and parking
- A contact number for further information or queries.

# A-Z of Planning Your Event



## Firecrackers

Separate licenses are required for theatrical firecrackers. Applications to WorkSafe and Council should be made at least 21 days in advance and the [Fire Rescue Victoria](#) must be notified. Only an incorporated association or community group can obtain a single purpose licence from WorkSafe for firecrackers and usage must be in connection with a cultural, religious or traditional occasion. All waste materials generated from the fireworks or firecracker display must be cleared immediately following the event.



## Fireworks

Events seeking to include fireworks must only use licensed pyrotechnicians and pyrotechnicians must obtain approval from Council at least 14 days prior to the event and ensure that WorkSafe is notified at least seven days prior to the event. Visit [Fireworks discharge notification.](#)

Event organisers will be required to notify residents and traders in the area via letterbox drop prior to the proposed activity. Depending on the size of the event, a Traffic Management and/or Pedestrian Management Plan may be required.



## First Aid

Event organisers have a duty of care to patrons and staff to ensure First Aid assistance is available to cover the unexpected. Seek advice from experienced first aid providers or Ambulance Victoria to determine the type and number of first aid and/or medical personnel required at your event.

Make sure to consider suitable locations for first aid stations, access and egress for ambulance and emergency vehicles, areas of high risk, and recording incidents on Incident Report forms.



## Food at Events

In Victoria, all food premises including temporary and mobile food premises, are required to have [FoodTrader](#) registration from their registering Council and cannot trade until they have submitted a Statement of Trade (SOT) no later than five working days before trading. A list of your food vendors must be sent to Council's events officer.

Energy Safe Victoria (ESV) has a code of practice for LPG at public events, this includes an example

[Code of Practice for the safe use of LP Gas at public events in Victoria.](#)

Visit [ESV](#) for more information.





# A-Z of Planning Your Event



## Fundraising and Raffles

If fundraising or raffles are occurring at your event and the prize value is over \$5,000 you must declare the activity with the Victorian Gambling and Casino Control Commission [VGCCC](#).



## 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.



## Liquor Licence

Events that intend to sell or serve alcohol must complete an application form for a temporary liquor licence from the [Liquor Control Victoria](#).

Approval through FoodTrader for a Temporary Food Stall Permit from Monash Council may be required.

Council will need to see a copy of your liquor licence. If you intend to serve but not sell alcohol, a liquor licence may not be required, however, it is best to check with Responsible Alcohol Victoria.

Staff serving alcohol must hold a Responsible Serving of Alcohol Certificate.

There are three places in Monash that have been declared as [Alcohol free zones](#).



## Mayor or Councillor Participation

For the Mayor or a Councillor to participate in an official capacity or as an invited guest, an invitation needs to be sent at least two weeks prior to the event. Councillor information can be found at

[City of Monash Councillors](#).



# A-Z of Planning Your Event



## Music and Noise

If your event includes live or recorded music, you may be covered under Council's [OneMusic License](#). Please check whether you may be covered with your events officer.

If you aren't covered you will need to apply for for one, please note that there may be fees involved.

Noise levels must be managed to and remain within the prescribed limits, particularly near residential areas.

[Environment Protection Authority Victoria](#).

Allowable days and times for residential noise	
Monday to Thursday	7am – 10pm
Friday	7am – 11pm
Saturday	9am – 11pm
Sunday	9am – 11pm
Public holidays	9am – 11pm

Proactive measures such as crowd control, positioning of loudspeakers and timing of events can improve control of noise. Consider offering quiet spaces for attendees at your event.



## Places of Public Entertainment (PoPE)

A [Places of Public Entertainment Permit \(PoPE\)](#) may be required if your event is held in an area greater than 500 square metres and is in an enclosed area where you invite the public. Council's Municipal Building Surveyor will determine whether an occupancy permit exists for that site and whether a PoPE is required.

A PoPE permit needs to be submitted a minimum of one month prior to the event. There may be a fee associated with this permit.



## Political Stallholders and Speakers

If your event will have members of Parliament attend as guest/speakers/stallholders they must follow the Guidelines for Political Stalls and Speakers which can be found on our website.

[Stallholder and Speaker guidelines](#).



## Power

For all events you need to know how much power is available, who needs power and how much power they need. On-site power at Council parks and reserves may be limited or not available so advice should be sought from Council's events officer.

All electrical equipment should be tested and tagged by a qualified Victorian electrician and electrical cabling should be kept clear of walkways and patrons, and no wiring placed in trees. Seek further information regarding electrical safety from

[Energy Safe Victoria](#).



# A-Z of Planning Your Event



## Public Transport, Parking and Vehicles

Organisers should confirm parking spaces are available to accommodate expected attendees and alternative options if parking is limited. Accessible parking areas and access allowed for emergency vehicles should be provided. Encourage use of public transport where possible.

Events organisers have a duty of care to ensure that all people attending their event arrive and are able to enter the site safely. Therefore it's the event organisers responsibility to ensure there is ample parking and pedestrian management for the roads/carparks surrounding the event site.

If your event is likely to have an impact on Victoria's regular train or bus services, then you need to submit an Event Notification to the Department of Transport at least 120 days prior to the event. The Event Notification Form and Checklist can be downloaded [PTV Event Notification](#).

Vehicles on Council land require Council permission and should be limited to avoid disturbance to lawns and landscaping.



## Security

Some events may require specific security arrangements including private security providers. Security should 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 personnel may also be required to control entrances and exits, patrol boundaries and risk areas, and assist emergency services.



## Site Plans

If your event is Medium or High impact then you will be required to submit a Site Plan.

The site plan should be to scale, easy to read and include clearly identifiable emergency access points, surrounding streets and landmarks.

Site plan should include:

- All temporary infrastructure including marquees, rides, stage, toilets, drinking water location, food and market stalls, temporary fencing, parking and generators with fire extinguishers
- Entry points and travel paths for vehicles and pedestrians
- Emergency assembly area and first aid.



# A-Z of Planning Your Event



## Street Closures and Traffic Management

Approval must be obtained from Council if you intend to close a road to run your event. All road closures can only be implemented using qualified Traffic Management Controllers. Victoria Police, the Metropolitan Fire Brigade, and Ambulance Service will need to be notified of the road or street closure. In certain cases near major roads, approval is also needed from the Department of Transport (formerly VicRoads). For approval of street or road closures, the Expression of Interest should be submitted at least 12 weeks prior to the event date.

Where an event requires the closure of a street or carpark a Traffic Management road closure is required by a qualified Traffic Management Company. All staff managing the carpark or road closure are required to carry a valid Traffic Controllers Statement of Attainment.



## Sustainability

There are many ways to minimise impact of events on the environment. There are many ways to make sure your event complies with Local Laws and State Government legislation (e.g. single use plastic ban, balloon ban). Encourage stall holders to avoid and minimise the use of single use plastics and giveaways where possible and promote activities (e.g. face painting, photo booth) and edible alternatives to attract patrons to stalls. To create a more sustainable event you can:

- Provide food vendors with reusable plates and cups and have washing stations for a zero waste event
- Provide guidance on access to event by public transport, bike or walking
- Support the sale of vegetarian options and/or local produce
- Choose energy and water efficient equipment, and consider purchasing offsets for the event.



## Temporary Structures

Infrastructure includes temporary marquees, tents, booths, dance floors, fencing or stages.

Read the [Siting of Prescribed Temporary Structures](#) to determine which structures require a

[Application for Approval of Siting of Temporary Structures](#) permit from Council.

If your temporary structure/s **do not require** a permit, safety and regulations still apply. Consider:

- How will structures be secured? Pegging is not allowed in reserves and parks. Weights must be of suitable size and strength
- What will be done in the event of high winds or other extreme weather conditions?
- What is the maximum occupancy capacity of each structure?



# A-Z of Planning Your Event



## Toilets

The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women require more facilities than men), whether there is service of alcohol and the event duration. Accessible facilities must be available. Toilet facilities must be well lit for security and safety reasons, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly. Toilets must also be located away from food storage and food services areas, and be suitable for wet weather conditions. Use the following guides to determine the number of toilets required at your event.

Toilet facilities - no alcohol provided			
Fewer than 500 patrons			
Gender	WCs	Hand basins	Urinals
Women	6	2	0
Men	1	2	2
More than 1,000 patrons			
Gender	WCs	Hand basins	Urinals
Women	9	9	0
Men	2	4	4
More than 2,000 patrons			
Gender	WCs	Hand basins	Urinals
Women	12	6	0
Men	4	6	6

Toilet facilities - alcohol provided			
Fewer than 500 patrons			
Gender	WCs	Hand basins	Urinals
Women	13	2	0
Men	3	2	8
More than 1,000 patrons			
Gender	WCs	Hand basins	Urinals
Women	16	4	0
Men	5	4	10
More than 2,000 patrons			
Gender	WCs	Hand basins	Urinals
Women	18	7	0
Men	9	7	15

# A-Z of Planning Your Event



## Volunteers and Staff

Running a successful event requires many people and resources. People involved in your event could be staff or volunteers, each contribute positively to events in the Monash community. Specifically, volunteering can be defined as 'time willingly given for the common good and without financial gain' (Volunteering Victoria, 2015).

Event volunteers provide invaluable support to help manage tasks. When running an event, it is key that volunteers have the necessary skills to carry out their roles, duties, and responsibilities. It is also important that event organisers support, induct, train and communicate with volunteers to ensure that all safety and wellbeing policies are followed.

Before recruiting volunteers, each event should have descriptions of the role and responsibilities clearly identified. The event organiser must support the volunteers in answering any questions they may have about the event.

Not all event insurance policies will provide coverage for volunteers. It is important to check with your insurance provider whether your policy of insurance extends cover to volunteers while they are engaged in any activity directly or indirectly associated with or on behalf of the event. As the event organiser, you are responsible to ensure that all participants not just volunteers are adequately insured.

For more information on legislative requirements, rights and responsibilities, and better practice guidelines, please get in touch with [Volunteering Australia](#).



## Waste Management

No matter the scale of your event, you must create a plan for how you will manage waste and litter at your event. There should be no waste or litter left at your event site at the end of your event. Recycling, food waste and general waste bins must be available at the event site, in stations and clearly labelled.

To work out how many bins are needed at your event, consideration needs to be given to the number of food stalls, stalls handing out paper and the number of people attending your event. Cooking oil, chemicals and waste water containers should be provided on site, and vendors need to be able to contain and clean any spills.

Your plan must also include how you will communicate with staff, contractors, stallholders and volunteers, including providing information on the single use plastic ban (Victorian State Government) and the Council ban on balloons.



## Water

There must be a supply of drinkable water available to event attendees, such as water fountains. Food Stalls should also have access to potable water for hand washing and sanitary requirements.



# Templates and Links



For templates, forms, and examples to help plan your event, visit Monash Council's

[Events Resources and Templates](#) web page.



## Monash Civic Centre

 293 Springvale Road,  
Glen Waverley

 8.30am - 5pm  
Monday to Friday

## Oakleigh Service Centre

 3 Atherton Road  
Oakleigh

 8.30am - 5pm  
Monday to Friday

 9518 3555

 National Relay Service  
(for the hearing and speech impaired)  
1800 555 660

 [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au)

 [www.monash.vic.gov.au](http://www.monash.vic.gov.au)



## Interpreter Services

Council provides a free interpreting service for non-English speaking customers over the phone or in person at any Customer Service Centre.

 普通话	4713 5001
廣東話	4713 5002
Việt Ngữ	4713 5003
Ελληνικά	4713 5004
हिंदी	4713 5005
Italiano	4713 5008
한국어	4713 5010
සිංහල	4713 5020
தமிழ்	4713 5021
Other languages	4713 5000



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