

# Event Site Guidelines

## Stallholder and Speaker Guidelines

Council-presented and supported events and festivals express the character, attributes and aspirations of the people of Monash.

Stallholders applying to participate in a Council event or festival, or to a Council-supported event or festival, are required to submit a description, including where practicable a visual representation, of what they intend to display and/or sell.

As part of the application process, Council has guidelines for stallholders and speakers.

You can view the guidelines at [Guidelines for Stallholders and Speakers\(PDF, 137KB\)](#)

## Emergency/Evacuation Procedures

- The safeguarding of all persons, visitors and public is of primary importance to council in the case of any emergency. Event staff will be present throughout the event site, ensuring a safe and enjoyable environment. Emergency procedures and First Aid are in place for the event.
- In the event of any emergency, contractors and stallholders are required to ensure that their personnel are informed of the evacuation procedures and comply with these requirements. In the event of an evacuation, wardens will move you to evacuation assembly areas, if applicable
- Please exit the site in a calm and orderly manner when evacuating.
- All fire and emergency exits are marked by white on green "EXIT" signs., where applicable.
- It is your responsibility to keep paths, gates, aisles and exit doors clear to ensure that free access is available to an exit point at all times. DO NOT jam or wedge open any exit doors. DO NOT block or park on exit paths or gates.

## Environmental Protection

We all have a part to play in caring for the natural world and ensuring our actions have as minimal impact on the environment as possible, now and in the future. Monash Council is committed to avoiding litter and waste, minimising the future of single-use plastics and supporting stallholders and food vendors to join us with this commitment.

We are asking all stallholders involved in our events to commit to at least one of the actions in this document, to join us in working towards more sustainable events: [Sustainable Events\(PDF, 61KB\)](#)

- Contractors, stallholders, and community groups must ensure that their practices and actions are protecting the environment around them.
- Any accidental spill or release of substances, which may contaminate the environment (particularly surrounding watercourses) must be contained and then reported to the events manager or safety officer.
- Any requirement to discharge substances into the air, stormwater or trade waste drains must be approved by the event organiser in consultation with the appropriate council department. This includes any solids, liquid chemicals, gases, COOKING OIL or FAT contaminated water & the emission of noise & disposal of waste (liquid or solid).

The health department will be available on site if you have any questions or please call Environmental Health Officer (03) 9518 3589 prior to the event.

## Injury/Incident/Hazard Reporting

Numerous dangers may be encountered around areas where temporary structures are being erected.

You must not venture on, beneath or near any temporary structure while it is being built. Beware of moving forklifts and falling objects including hand tools, nails etc.

Only personnel with the appropriate training in safe use of ladders should use ladders on site. Ladders must be fit for purpose.

Reporting incidents, hazards and near misses will allow council to take early action to prevent a future injury.

If an incident, which results in property damage, does occur, there may be the need to carry out repairs.

## Security

Event Management has an active loss prevention program to provide for the security of its personnel and property. You should be aware that your property remains your responsibility while it is on the site. It is important that contractors, stallholders and community groups secure their tools and equipment properly as council accepts no responsibility for their

damage or theft. When instances of theft occur, they must be reported to event organiser who will inform council and arrange for police to attend if required.

### **Electrical, Gas and Food**

All electrical equipment must conform to relevant statutory authorities and industry codes or standards in accordance with the Australian Standard (AS/NZS 3002:2008) for Electrical installations - Shows and Carnivals. All electrical equipment including extension leads are to be tagged with a current test/tag label issued within the last 6 months or in line with Australian Standard (AS/NZS 3760:2010).

Monash Council is providing power only to those stallholders and groups that requested it on their application form. Power will only be provided for the equipment noted on your application form. Please check what you listed on your form regarding power support prior to the event day.

- All **owned** electrical equipment must be tested and tagged within six (6) months of event date and have relevant earth leakage protection and conform to relevant statutory standards.
- All **hired** electrical equipment must be tested and tagged within three (3) months of event date.
- Where applicable, vendors must have a suitable and in date fire extinguisher and fire blanket on site.

Event organisers must comply with the Code of Practice for The Safe Use of LP Gas at Public Events. All gas appliances and cylinders must conform to Energy Safe Victoria Office of Gas Safety guidelines from the links below:

#### **Code of Practice for use of LP Gas at public events:**

[https://esv.vic.gov.au/wp-content/uploads/2020/10/ESV\\_CodeOfPractice\\_LPGasAtPublicEvents\\_Oct2020\\_web.pdf](https://esv.vic.gov.au/wp-content/uploads/2020/10/ESV_CodeOfPractice_LPGasAtPublicEvents_Oct2020_web.pdf)

#### **Gas safety at events:**

<https://esv.vic.gov.au/safety-education/gas-and-electrical-safety-at-work/gas-safety-at-events/>

#### **Mobile Catering Vehicles - Installation Checklist:**

<https://esv.vic.gov.au/wp-content/uploads/2019/08/Mobile-Catering-Vehicle-CHECKLIST.pdf>

It is the responsibility of the stallholder to adhere to the ESV standards. Event organisers and safety officers will be present on the day to ensure compliance is being met.

**For more information, please contact Energy Safe Victoria:** [www.esv.vic.gov.au](http://www.esv.vic.gov.au)

### **Legislation, Codes of Practice and Australian Standards**

The Stallholder and the Stallholder employees will not seek to claim any costs associated with this insurance or any claims under this insurance from City of Monash. It is the responsibility of the Supplier to obtain Workcover insurance for their employees.

There is a vast range of Acts, Regulations, Codes of Practice, Australian (and international) Standards, etc. that apply to events, each contractor, stallholder, and community group must be aware of those that apply to their activity and comply with or use as guides.

Council makes every effort to keep up to date with latest safety information and to provide training to its staff to ensure a safe event. We expect that each contractor, stallholder, and community group will perform their work safely and assist us, as a team, to achieve a safe event through cooperation and diligence.

For example, but not limited to WorkSafe Victoria's compliance code on Hazardous Manual Handling:

<https://content-v2.api.worksafe.vic.gov.au/sites/default/files/2020-02/ISBN-Compliance-code-hazardous-manual-handling-2019-12.pdf>

### **Responsible Acts**

The City of Monash and the Stallholder agrees that it will not do any act that will affect the insurance capacity of the other, and to meet any increase in premium cost for the next insurance period that arise because of the other parties' negligent acts.

### **Job Safety and Environmental Analysis (JSEA)/ Safe Work Method Statement**

Stallholders may be required to complete a Risk assessment or JSEA to be reviewed by Council's Safety Team. You may be contacted directly by the Event Manager for clarification on hazards and controls and you may also be

asked to amend sections to fit in line with Council's policies, procedures, and legislation. All JSEA amendments will need to be approved by the City of Monash Event Manager before entering the site. Please ensure that your employees are aware of the Company's JSEA and Council safety requirements prior to the event set up and please bring a copy of your JSEA with you on the day of the event. Safety Officers and Environmental Health Officers will be inspecting stalls each day of the event.

#### **Plant Equipment**

Where plant equipment or a service requires certification, all staff using the piece of plant/equipment or providing the service must hold the relevant certification. Certification or individual licenses must be made available on request when the employees are on site.

#### **Subcontracting**

Stallholders must notify and gain approval from City of Monash before subcontracting or partnering with another Stallholder. Approval to subcontract shall not relieve the Stallholder from any liability or obligation under the agreement. Except where the agreement otherwise provides, the Stallholder shall be liable for the acts and omissions of subcontractors/partners and employees and agents of subcontractors/partners as if they were acts or omissions of the Stallholder. Please provide separate Public Liability Insurance documentation and a JSEA for any approved subcontractors/partners.