

Event Guide



WELCOME

Monash Council is proud to support exciting and significant 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.

The 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 your events in running safely and smoothly.

CONTACT

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

Arts, Culture and Events Team Email: 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 Donna Woolrich.



Event Overview

What is an event?

Monash Council defines an event as:

"An event includes, but is not limited to, 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. Acquiring a permit or approval does not guarantee exclusivity of 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 Community Events Officer 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 an Acknowledgement Letter 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	



Who are we?

Arts, Culture and Events Team

The Arts, Culture & 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. If your seeking to use council land for your event submitting an Expression of Interest allows us to check the availability of the space. The Recreation team assists with general enquiries on availability of our parks, sporting grounds and open spaces. View the list on the Monash Parks and Recreations page or recreation@monash.vic.gov.au.

Should you be planning an indoor venue Council also operates **18 halls** and our Halls Hire team will assist with hall bookings. Visit the Halls for Hire webpage or Halls@monash.vic.gov.au.

Non-Council facilities such as Guide and Scout 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. Phone Community Laws on **Q9518 3094** for bookings.

If Council is providing financial or in-kind support towards your event, Council's logo guidelines must be adhered to. The Communications team will need to approve all material during production allowing a 7-day turnaround for approval.

To promote your event to Monash residents, submit your event to Council's Whats on 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 PLIs**, proof of **Liquor License** and other permits.

STEP FOUR:

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

For Low impact events, a **Acknowledgement Letter** 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 recommended that you complete a **Pre-event Hazard Checklist** at the beginning of your event day.

Pre-event Hazard Checklist

STEP SIX:

Post Event Evaluation: 7 days after the event

On completion of the event, it is recommended that a **Post Event Evaluation** form is completed.

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 an
Acknowledgement Letter
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.

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

Pre-event Hazard Checklist

STEP SIX:

Post Event Evaluation

Fill in the Post Event Evaluation form.

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 **Event Plan Template** 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 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.



Site Map

A Site Map provides a visual diagram of the event layout and ensures there is adequate space for all event elements including existing infrastructure and park features. A detailed 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.



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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. Monash Council acknowledges that we are on the traditional lands of the Wurundjeri Woi Wurrung and Bunurong people of the Kulin Nation. 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 Monash 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.

REPCA.



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.





Contractors/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.



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.

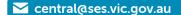
Police may need to be involved in event planning regarding public safety, road closures, liquor licensing or events that attract large numbers of people. Contact should be made with the Officer in Charge at the police station nearest to the event.

A notification email should be sent to Ambulance Victoria regarding all events occurring in the City of Monash. Email events@ambulance.vic.gov.au

The Metropolitan Fire Brigade (MFB) can provide information in relation to fire safety matters, and response requirements and information regarding total fire ban days.



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





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 gueries.



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.



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 7 days prior to the event. Visit Notification of intention to discharge fireworks.

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.



Firecrackers

Separate licenses are required for Theatrical Firecrackers. Applications to WorkSafe and Council should be made at least 21 days in advance and the Melbourne Fire Brigade 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.



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 5 working days before trading. A list of your food vendors must be sent to Council's Events Officer.

Energy Safe Victoria (ESV) has a Gas Safety Self-Check List. It is the responsibility of event organisers to check food vendors have completed and handed their checklist.

Visit **ESV** for more information.



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 Commission for Gambling and Liquor Regulation (VCGLR).



Liquor License

Events that intend to sell or serve alcohol must complete an application form for a temporary liquor licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Approval through Streatrader and a Temporary Food Stall Permit from Monash Council may a LSO 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 2 alcohol free zones.



Mayor/Councilor participation

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





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.

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

Proving Environment Protection Authority Victoria.

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.

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	



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.



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.



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.





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



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.





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.



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 Temporary Structure Guidelines to determine which structures require a

Papplication for 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 most reserves and parks. If another method is used (e.g., weights) they 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?





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, provided with sharps disposal facilities 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



Volunteers and Staff

Running a successful event usually requires a large number of staff to ensure that things go smoothly. Your attention will likely be focused on speakers, presenters, and other talent, and you can't be everywhere at once. But unless your budget has no bounds you may not be able to afford to pay all the staff you need.

Event volunteers are the perfect solution to help you increase your workforce and stay within budget. Knowing how to recruit and retain volunteers takes a combination of hard work and clever strategy. Not only will you need to find volunteers, but you'll also need to convince them that it's worth contributing their time to your event.

Start with your event needs. When planning an event, think about all of the areas for which volunteers would be a great help. A smooth-running event will typically require positions such as:

- Setup. Chairs, tables, banners, decorations, and waste management all need moving in and arranging.
- Workshop/activity management. Watching over activities to ensure they run smoothly.
- Survey/Data Collection. Ask volunteers to ask your attendees about what they thought about your event, this is great to show support when applying for funding or showing potential sponsors how great your event is.
- Cleanup. Once the party's over, it's time to clean up and pack out, and help is always appreciated.

Come up with a set of event volunteer requirements. What skills and attributes should your ideal volunteers have? For instance, if lifting heavy items or climbing stairs is part of the job, make sure you're upfront about the physical requirements. Or, if you expect many event attendees who speak Spanish, Chinese, or another language, you may want bilingual volunteers.



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 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 must be provided on site, and vendors need to be able to contain and clean any spills.

Please discuss this with your Events Officer as Council may be able to provide additional bins for your event if existing site bins are not sufficient. 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 should 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.





Monash Civic Centre



8.30am - 5pm **Monday to Friday**

Oakleigh Service Centre

Oakleigh **3 Atherton Road**

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

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.

(P 2)	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
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