

# Planning an event in Banyule





# Contents

## WELCOME

### SECTION 1 - HELPFUL EVENT INFORMATION

COVIDSafe Events .....	6
Do I need an event permit? .....	6
Event Permit Application Process .....	7
Events exempt from approval permit.....	7

### SECTION 2 - SAFETY, RISK AND EMERGENCY MANAGEMENT

Site Plan/Map .....	9
Risk Management.....	9
Emergency Management .....	10
Event Plan.....	10

### SECTION 3 - EVENT PLANNING

Accessibility .....	12
Alcohol and Liquor Licensing.....	12
Amusement Rides and Activity Providers.....	13
Balloon Policy .....	13
Emergency Services Organisations .....	14
First Aid .....	14
Firecrackers and Fireworks .....	14
Fundraising and Raffles .....	14

Infrastructure and Temporary Structure.....	15
Insurance (Public Liability Insurance) .....	15
Music Licensing.....	15
Marketing .....	16
Noise.....	16
Occupancy Permit .....	16
Power .....	17
Security and Crowd Control.....	17
Staff and Volunteers.....	17
Signage .....	17
Traffic Management and Street Closure .....	18
Temporary Food Stalls and Gas Safety.....	20
Tickets and Pre-Bookings .....	21
Toilets.....	21
Waste management.....	21
Water .....	22
Weather.....	22
Useful Contacts .....	23

# Welcome

Banyule City Council proudly supports our community with hosting their own events that celebrate our diverse and vibrant community.

Planning an event can be a difficult task, especially if you have never organised one before. We have created an Event Management Planning Guide which will assist you with areas from risk and emergency management to toilet hire and necessary applications and permits. We encourage you to read through this Event Guide and take advantage of the support and services available to you.





# SECTION 1.

## Helpful Event Information

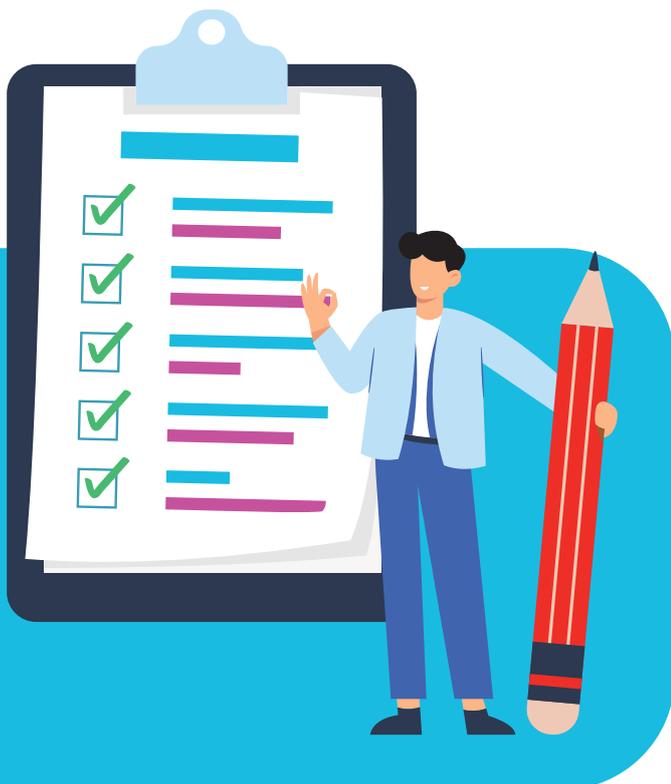


## COVIDSafe Events

The Victorian Government have created the [Public Events Framework](#) as a resource guide with information to help organisers of public events in Victoria to meet safety obligations and responsibilities during the coronavirus (COVID-19) pandemic. For more information visit the [Victorian Government](#) website.

You can learn more about the current restrictions and information which may be useful to you when planning your event by referring to the [Victorian Government Coronavirus](#) website before you complete Council's initial EOI form. You may be required to complete an additional form, along with submitting Council permits and pay fees and charges for your event.

Refer to the online [assessment tool](#) to find out what tier your event belongs to and what COVIDSafe Event documents and approvals are required for your event. If your event requires a permit then you will also be required to submit a [COVIDSafe Plan/ Checklist](#) via the [Victorian Government Coronavirus](#) website. Council will require copies of these documents also.



## Do I need an event permit?

Looking to run an event on Council owned or managed land?

An Expression of Interest (EOI) is required for all events and public gatherings taking place on Council land, or those requiring:

- Sale of food or alcohol
- Road closures or changes to traffic conditions
- Charging an entry fee to your event
- Installation of temporary structures or seating
- Installation of amusement rides or attractions

By submitting an EOI, Council can determine the scale of your proposed event and can assist with advice on further permits and permissions you may need to obtain approval to proceed.

Depending on the complexity of your event, you may also be asked to submit additional supporting documentation for your proposal to be assessed. This may include, but is not limited to:

- Current Certificate of Currency (Public Liability Insurance) \$20 million dollars
- Event Plan
- Site Plan
- Principal Hazard and Risk Assessment (Risk Management Plan)
- Emergency Management Plan
- Traffic Management Plan

Your permit application must be submitted between 2 - 8 weeks before your proposed event date depending on the scale of your event. Large scale events will require a longer lead time.

Before making an application:

- Check permit requirements via the EOI
- Read supporting documentation

## Event Permit Application Process

### Step 1.

Submit online EOI

### Step 2.

EOI will determine which category your event falls into:

- Category 4 = immediate approval
- Category 1-3 = approval to move forward

### Step 3.

Submit 'Event Permit Application' with additional information and documentation as needed

### Step 4.

Council Event Permit Team reviews application

### Step 5.

Event Permit issued

## Events exempt from approval permit

In some cases certain events may not need a permit. This may include:

- Sporting events as part of a regular fixture run by clubs with existing leasing agreements
- Events held indoors including Council buildings, halls and community centres
- Events on private property
- BBQ's, birthday parties, Christmas functions that do not involve temporary structures, amplification of sound, jumping castles/ amusements, food vendors, sale of food and alcohol.

If unsure, please contact Council's Event Support Officer for advice.



# SECTION 2.

## Safety, Risk & Emergency Management



## Site plan/Map

An accessible and functional site layout is critical to the success of your event. A site plan is an aerial view of your event site showing key event elements. A detailed site map will assist with managing the event safety, creating a well organised layout and is beneficial for approving authorities such as Council and emergency services.

A site map should be easy to interpret and be able to be used by staff, contractors and emergency services. A detailed site map must be provided for medium and high impact events and will be reviewed for approval by Council.

Items to include on your map:

- Event name, date and time
- Street/Park Name and surrounding streets
- Compass points and scale
- Legend/Key
- Boundaries, Entry/Exit, Emergency access,
- Drinking water and Toilets
- First aid
- Parking/accessible parking
- Stallholders, licensed areas and Stage
- Activities and Amusements

You should consider existing infrastructure and park features when designing your event layout including buildings, significant trees, bodies of water, picnic tables and fencing.



## Risk Management

A risk is anything that threatens or limits the ability of an organisation (or event manager) to achieve the successful running of the event. Risk management is a process of assessing all possible risks, problems or disasters before they happen and setting up procedures that will avoid, minimise or cope with their impact.

Whilst planning for your event, you will need to conduct a thorough risk assessment and develop a Risk Management Plan (RMP). If you have a RMP, it is far easier to obtain insurance cover, and a Banyule Event Permit. Insurance is not a substitute for risk management. The easiest way to complete your RMP is to use the template provided.

### SAMPLE RISK ASSESSMENT TABLE

We take risk management and the safety of the community seriously. When we entrust public space to an event organiser, it's on the basis that a relevant risk assessment will be undertaken and the event organisers are thoroughly managing a compliant and safe work place whilst protecting the public and the asset.

Event sites and activities are considered places of work and there are industry regulations, standards and guidelines that event organisers should abide by. There are high penalties for failure to comply with regulation and the risk of an event site being shut down by Worksafe for noncompliance.

Your suppliers / contractors must provide you with copies of their relevant risk documentation such as Safe Work Method Statements (SWMS) / Job Safety Analysis (JSA), COVIDSafe Plans, Engineers Certificates, Workcover Insurance and Public Liability Insurance.

## Emergency Management

An Emergency Management Plan (EMP) is created to minimise the threat to life and damage to assets. An EMP is different to a RMP as it should detail specific responses during an emergency and list the organised procedures that should be undertaken. A written Emergency Management Plan needs to be distributed to all event organisers, key stakeholders, Police and Emergency Service Personnel. In the event of an emergency at your event please call 000.

The plan should include:

- 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 authorize 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.

The [Australian Institute for Disaster Resilience](https://knowledge.aidr.org.au/)<sup>(1)</sup> (AIDR) have developed the *Safe and Healthy Crowded Place Handbook 2018*. The handbook is structured to provide event managers of crowded places an overarching framework for risk management, communication and incident and emergency planning. In addition to the handbook, AIDR have produced some supporting documents to assist event organisers including a crowded places checklist and further resources.

## Event Plan:

An Event Plan is an essential document created to plan all aspects of the event and will ensure you factor in all requirements of your event planning. An event permit is the document an event organiser is issued upon successful submission of all event plan elements required for their event.

Please use the Event Plan **Template/Checklist** we have prepared for you.

[TEMPLATE](#)

<https://knowledge.aidr.org.au/resources/handbook-15-safe-and-healthy-crowded-places/><sup>(1)</sup>

# SECTION 3.

## Event Planning



## Accessibility

Event organisers must consider accessibility as an important part of their planning and put measures in place so that the event site is accessible to everyone. You will need to consider the following:

- Signage and advertising
- Consider booking Auslan sign language interpreters
- Seating
- Inclusion of accessible toilet facilities
- Location and public transport
- Vendors and activity providers
- Sealed pathways and wide entry/exit points
- Ensure the event layout provides for ease of access and mobility
- Provide parking spaces close to the event for people with disabilities and access needs and check there is a clear path of travel to the event from the allocated parking
- Ask attendees if there are any accessibility requirements when registering (if applicable), to give you time to adjust or make provisions
- Outline the accessibility features of the event you have chosen on promotional material or invitations
- Consider noise levels and provision of quiet areas for those with sensory issues
- Use pictures or symbols alongside words on signage and information points

There are legal requirements which should be considered when organising an event such as the Federal Disability

Discrimination Act (1992) which protects Australians against discrimination.

## Alcohol and Liquor Licensing:

If you intend selling or supplying alcohol at the event a liquor licence will need to be obtained from the Victorian Commission and Gambling Liquor Regulation and a copy provided to Council.

You will need to consider the following:

- Know and apply the rules prohibiting the serving of alcohol to minors and those intoxicated
- All staff serving alcohol should be trained and accredited
- Toilet facilities must be provided
- Ensure there is a sufficient supply of free drinking water
- Alcohol must be served in a fully enclosed bar area and listed on the site map
- Approval from Streatrader may be required
- The sale of alcohol will also require a Temporary Food Stall permit from Council
- Be aware of Councils alcohol free zones - [www.banyule.vic.gov.au/About-us/Documents/Alcohol-free-zones](http://www.banyule.vic.gov.au/About-us/Documents/Alcohol-free-zones)

[www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au) or call 1300 182 457



## Amusements Rides and Activity Providers

Amusement devices include jumping castles, rides, climbing walls and some inflatables. These are regulated by Australian Standard 3533, 1997, Amusement Rides and Devices. When engaging amusement ride providers please ensure the following considerations:

- Appropriate space and suitable ground surface, including access and egress for patrons
- Access to power
- Appropriate fencing surrounding rides
- Appropriate soft-fall area for inflatable structures
- Ensure there are adequate controls in place to protect users from the safety risks

\*Pegging is not permitted on Council land.

Event Organisers will be required to obtain from contractor:

- Manufacturing standards compliance including Engineers Certificate of Compliance Design
- Operating procedures and compliance
- The inspections and maintenance records are up-to-date in the log book and available for inspection
- Job Safety and Environmental Analysis (JSEA) or Safe Work Method Statement (SWMS)
- Work Cover registration
- Public Liability Insurance with a minimum of \$20 million cover

[www.worksafe.vic.gov.au/resources/land-borne-inflatable-amusement-devices](http://www.worksafe.vic.gov.au/resources/land-borne-inflatable-amusement-devices)



## Balloon Policy

Banyule City Council has adopted a policy banning the use of balloons at its events in order to reduce the detrimental environmental impact of our operations. This initiative was in response to scientific evidence provided by CSIRO and by Zoos Victoria identifying balloons (along with plastic bags and bottles) to be in the top three most harmful pollutants threatening marine wildlife. Balloons of all types and natures will be banned from all events run by council including:

- Latex Balloons
- Rubber balloons
- Foil Balloons
- Biodegradable balloons
- Balloons of non-standard shapes and sizes

External events on Council land, and events receiving Council funding or support, will be encouraged not to use balloons and advised of alternatives as a part of the permit application process. Council encourages all residents, community groups and organisations holding outdoor events to consider the rationale for this policy and cease the use of balloons at their events in the future.



## Emergency Services Organisations

Local emergency services should be notified of your event including Victoria Police, SES, CFA or MFB and Ambulance Victoria. Information to provide:

- Date, time, venue
- Type of event and expected numbers
- Whether alcohol is available
- Security and first aid management
- Traffic Management

## First Aid:

Event Organisers have a duty of care to patrons and staff and must ensure that First Aid assistance is available for the event duration. To determine the type and number of first aid and/or medical personnel required at your event, advice should be sought from experienced first aid providers. The level of first aid provision will depend on the type of event, duration, location, weather and other factors.

When planning first aid, consider the below;

- First aid stations are suitably located and accessible
- There is access to water and power
- First aid stations are well signed and visible
- Appropriate communication systems are in place between event organiser and first aid
- Access and egress for ambulance (and other emergency) vehicles to site and any areas of high risk
- All incidents are recorded on Incident/Accident Report forms.

## Firecrackers and Fireworks

Events seeking to include fireworks must only use licensed pyrotechnicians. The pyrotechnician must obtain approval from Council at least 14 days prior to the event and ensure that WorkCover has been notified at least 7 days in advance of the event. WorkCover assesses pyrotechnic experience and qualifications to operate and discharge fireworks.

Event Organisers will be required to notify residents and traders in the area via letterbox drop prior to the proposed activity. Notification must also be provided to the Melbourne Fire Brigade. All waste materials generated from the fireworks or firecracker display must be cleared immediately following the event by event organisers.

Notification of intention to discharge fireworks form:

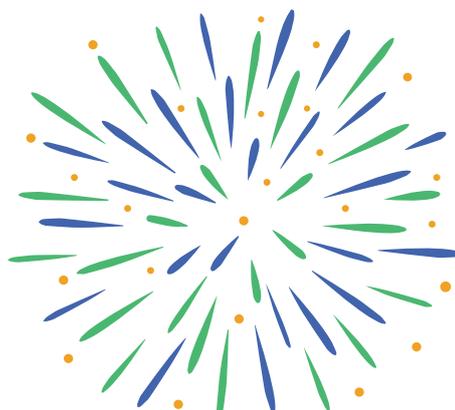
[www.worksafe.vic.gov.au/resources/notification-intention-discharge-fireworks-form](http://www.worksafe.vic.gov.au/resources/notification-intention-discharge-fireworks-form)

## Fundraising and Raffles

You can hold a raffle without a permit if the prize value is \$5000 or less. If you plan to hold a raffle with a prize value over \$5000 you need to apply for a minor gaming permit. If you're conducting a raffle to raise funds on behalf of a charity (i.e. CFA or Cancer Council), you need their written permission before proceeding.

The information on this page relates to both commercial and community and charitable gaming.

[www.vcglr.vic.gov.au/gambling/raffle/licensee-resources/faqs](http://www.vcglr.vic.gov.au/gambling/raffle/licensee-resources/faqs)



## Infrastructure and Temporary Structures

Events may require the use or hire of a range of infrastructure including marquees. To reduce the risk of injury, the following information needs to be considered when planning and managing infrastructure at your event.

- Stallholders with tents or marquees with guy ropes may cause a tripping hazard
- Cheap shade tents can be easily blown away in the wind without adequate weights
- Pegging is NOT permitted on Council land
- Marquees and shade tents must be setup with adequate weights per leg according to manufacturer's specifications. For example, some 3x3m tents require a minimum of 30kg per leg for winds speeds >60km/h.

We recommend you consider the types of temporary structures that you accept at your event to reduce the risk of injury. Your insurance will not cover claims if structures are not erected according to manufacturer's specifications.

## Insurance (Public Liability Insurance)

Event organisers are responsible for the safety of event participants and spectators at all times and must make sure they have a public liability insurance policy underwritten by an insurance broker/company authorised to conduct insurance business in Australia. A Certificate of Currency must be provided showing that the proposed event is fully covered for a minimum of \$20 million. 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 holding an event.

Event organisers are required to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, fireworks, etc).

## Music Licensing

OneMusic Australia is a joint initiative between music rights management organisations APRA AMCOS\* and PPCA+. More on these organisations below.

OneMusic Australia gives event planners easy, legal access to a worldwide collection of millions of songs and compositions, sound recordings and music videos with one licence purchased online.

\*The copyright in the music and lyrics is owned by APRA AMCOS' members (writers and publishers) and affiliate members of other rights management organisations across the world.

+The copyright in the sound recording and music videos is owned by PPCA's and ARIA's licensors (labels and registered artists) and affiliate members of other rights management organisations across the world.

For more information or to register for a public performance licence for your event please visit [onemusic.com.au](http://onemusic.com.au)



## Marketing

To effectively promote your event its vital to reach your target audience. Some ways to promote your event include:

- Posters, flyers and brochures
- Letterbox drops
- Advertising via social media, radio, school and community newsletters,
- Local community centers, libraries, council service centres and online calendars

Council offers community groups an opportunity to promote their event via promotional real estate boards. For more information contact 9490 4222 or visit:

[www.banyule.vic.gov.au/Events-activities/Planning-an-event-in-Banyule/Permits-for-promotional-signs-for-community-events](http://www.banyule.vic.gov.au/Events-activities/Planning-an-event-in-Banyule/Permits-for-promotional-signs-for-community-events)

## Noise

Event organisers need to be considerate of the surrounding area and ensure they effectively manage noise levels to ensure they remain within the prescribed limits, particularly where there are nearby residential areas. Practical measures such as crowd control, positioning of speakers and timing of events can improve control of noise.

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

## Occupancy Permit and Place of Public Entertainment (POPE)

On 1 February 2020, the application process for occupancy permits for temporary structures changed. Visit [Victorian Building Authority \(vba.vic.gov.au\)](http://Victorian Building Authority (vba.vic.gov.au)) for more information. If you intend to erect one of the following temporary structures, your supplier must have an Occupancy Permit from the Victorian Building Authority (VBA):

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

If any of the statements below are relevant to the event you are intending to hold you will generally be required to obtain a POPE occupancy permit (as per the Building Act and Building Regulations 2006), in order to legally run your event. While the main aspects of a POPE are outlined below, it can be a complicated permit and you are advised to contact Banyule Council's Planning Department for advice and further instruction.

### **If you are planning an outdoor event that will be:**

- Held in an enclosed or substantially enclosed area (meaning the entire venue area or large parts of the venue area are enclosed by fencing, or some other sort of temporary or permanent structure, which prevents spectators from being able to quickly exit the venue in the case of emergency, or
- Ticketed (meaning admission into the event is gained by payment of money or the giving of other consideration), or
- Held in an area greater than 500m<sup>2</sup>.

### **If you are planning an indoor event that will be:**

- Ticketed (meaning admission into the event is gained by payment of money or the giving of other consideration), or
- Held in a building greater than 500m<sup>2</sup>.

### **Need Help?**

For more details regarding applications for Occupancy Permits for a POPE, please contact the Building and Planning Department. Note: minimum four weeks' notice required.

Ph. 9433 7777

[inspections@banyulebpi.com.au](mailto:inspections@banyulebpi.com.au)

## Power

Events may require the use of power or hire of a range of infrastructure including generators. To reduce the risk of injury:

- It's recommended an electrician set up power outlets and generators and be on site for trouble shooting.
- Generators should be fenced off securely or placed in a position that is out of the way.
- All electrical cabling needs to be placed out of the way or covered to avoid tripping.
- Address all of these in your Risk Management Plan

## Security and Crowd Control

With such strong emphasis on risk management and public safety, appropriate security is paramount. Different types and scales of events require different level of security and this should be determined as part of the Risk Assessment. You may need to engage a security company to manage the crowd. It is important to consult with the security company to define their role; how many are needed for how many hours and their general position within the site.

## Staff and Volunteers

Staff are an important aspect of the event and play an important part in the overall success. It's vital to ensure that you have adequate relevant staff and volunteers for the event size, type and duration and provide training and briefings prior to the event clarifying their roles and responsibilities and procedures regarding emergency management.

Please ensure you are aware of your obligations for COVID Check-in Marshals by visiting

[www.coronavirus.vic.gov.au/covid-check-in-marshals](http://www.coronavirus.vic.gov.au/covid-check-in-marshals)

## Signage

The event organiser must ensure the site contains adequate relevant signage such as:

- Entry/Exit
- Toilets
- First Aid
- Information
- No Smoking (for eating areas)
- QR codes

Please ensure you are aware of your obligations for COVIDSafe event signage

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



## Traffic Management and Street Closures

If your street party/event involves a road closure, footpath occupation and/or temporary parking changes, you need to gain permission from Council. Note that not all streets are suitable for a street party or event because of its location, access issues and traffic management requirements. We will advise you after you lodge your EOI application. If your proposed event involves road closures or traffic management, you are required to submit the following information as part of your 'Street Party/Event Permit Application'.

- A simple map or plan showing:
  - Your street party/event site layout
  - Any road / footpath being closed
  - Properties being impacted by the road closure
  - Any parking restrictions changes needed.
  - Parking areas for attendees, stall holders, entertainers, emergency services and drop-off/pick-up locations for elderly and disabled.
- Evidence of support from all properties within the road closure zone. This can be done by having each resident sign a 'No Objection to Road Closure Form' or by getting them to sign the slip at the bottom of your notification letter slip to your neighbors.

### Refer to:

- Evidence of notification of the event to all effected residents in the area.
  - We will advise you if this is required after you lodge your EOI application.
- Evidence of notification of the road closure to the Local Victoria Police Station, Ambulance Victoria & Fire Rescue Victoria.
- Traffic Management Plan (TMP) in accordance with VicRoads Guidelines and Australian Standards.

- Some street parties may be eligible for Council assistance.
- Please see relevant 'Traffic Management' section below.
- Evidence of support from the relevant local bus companies if your street party or event involves only minor delays on bus routes.
  - If your street party/event involves public transport service detours or bus stop closures, you will need a Public Transport Victoria Event Permit.
  - See section 'Public Transport Victoria (PTV) Permit' below.
  - We will advise you if this is required after you lodge your EOI application.
- A VicRoads Event Permit will be needed if your street party or event is impacting any arterial roads.
  - See section 'VicRoads Event Permit - for Arterial Roads' below.
  - We will advise you if this is required after you lodge your EOI application.
- Have at least \$20 million Public Liability Insurance with Banyule City Council listed as an interested party on the policy.

### Traffic Management (Street Party)

Every street party with a closure requires a traffic management plan and appropriate road closure equipment. Council may be able to assist you with your traffic management (some charges may apply). We will advise you if your eligible after you lodge your EOI application.

If Council cannot facilitate your traffic management because of staffing and/or equipment availability, you will be required to organise your own traffic management at your cost. Refer to the 'Event Related Traffic Management' section below.

### Traffic Management (Event)

If you are holding an 'event', you are required to engage an approved Traffic Management Company to undertake any road closure at your cost. These companies will provide a traffic management plan (TMP), in accordance with VicRoads Guidelines and Australian Standards, which you will need to submit to Council for review. Once the traffic management plan has been approved, it must be implemented by the Traffic Management Company in accordance with VicRoads guidelines and Australian Standards.

### Public Transport Victoria (PTV) Permit

If your street party or event involves temporarily closing bus stops or detours or cancellations to bus services, you will be required to get a permit from PTV. For more information on obtaining a permit, visit [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au) and search for 'Event organiser information'.

Note it can take up to 3 months to receive a formal PTV event permit. As such, you should organise this with well in advance of your event date. Once PTV has approved your permit, you need to add it to your application to receive your final event approval from Council.

### VicRoads Event Permit – for Arterial Roads

If your road closure is on or effecting an arterial road, you must get a permit from VicRoads before you receive your consent from Council. Your appointed Traffic Management Company should assist you in organising this.

For information on what roads are classified as arterial roads and how to get a VicRoads permit for your event, visit the **VicRoads website** at [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au) and search for 'Register of public roads' and 'Getting permission for your event'. For help contact VicRoads on 13 11 70.

Note that it can take up to 6 weeks to get a VicRoads Event Permit. As such, if it is required, you should organise this with well in advance of your event date. Once VicRoads has approved your permit, you need to add it to your application to receive your final event approval from Council.

### Need Help?

For assistance, please contact Council's Customer Service Team on 9490 4222 and request to speak to the Traffic and Transport Engineering Team.



## Temporary Food Stalls and Gas Safety:

Anyone who sells food at a market must be registered with 'Streatrader'. Please follow the link to find useful resources, create an account and lodge an online application. Fees may apply.

<https://streatrader.health.vic.gov.au/>

When you lodge an application you will be contacted by a Council Health Officer to assess your application. They will explain requirements specific to you depending on what food is sold, and how it is made and stored prior to the event and on the day. If registration is approved you must lodge a 'Statement of Trade' prior to each event you wish to attend. Again this can be done through the Streatrader website.

Energy Safe Victoria (ESV) has a **Gas Safety Self-Check List**. The event organiser must ensure all operators of gas appliances have completed and provided a copy of this Gas Safety Self-Check List to the event organizer to keep on file. All mobile food vehicles using gas should have a valid Energy Safe Victoria Compliance plate

fitted. ESV may audit public events for appliance installation and public safety.

Food vendors must ensure they have a floor covering within their marquees and abide by Council's approved packaging list:

- Bamboo products, plates, bowls
- Wooden cutlery
- Uncoated brown cardboard boxes and trays
- Brown with green striped 'Bio-pak' coffee cups
- Bio-plastic coffee cup lids
- Eco Straws
- Single use plastic bags are no longer permitted

\*Please note: PET plastic pre-packaged drinks are acceptable as they can be placed in the recycle bins

[Temporary food premises.pdf](#)  
([foodstandards.gov.au](http://foodstandards.gov.au))

### Need Help?

Please contact Council's Health Department on [healthenquiries@banyule.vic.gov.au](mailto:healthenquiries@banyule.vic.gov.au) or phone 9457 9965.



## Tickets and Pre-Bookings

If you're planning a large event it's a good idea to consider making online bookings compulsory. This ensures you can monitor the capacity of numbers allowed within the space you're using and is a great way of contacting participants should the event be cancelled or rescheduled.

## Toilets

The number of toilets provided at events and activities will depend on a number of factors including anticipated crowd numbers, alcohol supply, the duration of the event and the number of existing facilities at the event site. Where existing facilities are not adequate, additional portable toilets will be required, including fully compliant accessible toilets. As an indication, it's recommended there is one toilet for every 200 people.

Consider the below when booking portable toilets for your event:

- Adequate clear, directional signs to the toilets
- Ensure they're clearly marked on the site plan
- Location of toilets and bump-in access
- The lighting of toilets at night
- The provision of soap, sanitary bins and hand drying equipment
- Regular cleaning, service and re-stocking
- Non-gender specific
- Placement of accessible toilets and accessible by pathways  
(It's recommended 5% of the total toilets at the event are accessible)

## Waste management and waste wise practices

The Event Organiser is responsible for all the cleaning arrangements, both during and after the event. It is your responsibility to ensure there are sufficient waste receptacles provided and that the event area is left completely free of rubbish. Make sure bins and waste facilities are well spaced and clearly visible. Bins should be located near eating areas, as well as close to exits and entrances.

An effective waste management plan is vital for any festival or event and should outline how waste is to be removed and stored. Inadequate waste management can result in safety hazards and aid in the transmission of communicable diseases to both staff and patrons. Instruction must be given to staff on the hazards associated with waste and safe handling methods and they must be provided with appropriate protective equipment.

Banyule City Council can deliver, pick up and empty 240 litre bins for community events (fees apply). Council can arrange for cleaners to be on site during your event to ensure the area is kept clean and safe (fees apply).

You can make your event waste wise by encouraging waste minimisation and recycling practices such as:

- Avoiding waste and litter where possible.
- Using reusable packaging in preference to disposable.
- Explaining the benefits of sustainable waste management to patrons.
- Providing recycling facilities.
- Banning the use of disposable polystyrene cups.
- Advising stall holders to use the following alternatives:

Bamboo products, wooden cutlery, uncoated brown cardboard boxes and trays, 'Bio-pak' coffee cups, bio-plastic coffee cup lids and eco straws.

## Water:

Drinking water should be made freely available or if not feasible, cost less than the lowest price of any other drink sold to patrons. The location of drinking water facilities must be clearly indicated via directional signage.

Water may also be required for food vendors, entertainment, cleaning purposes and to service portable toilets. Access to water supply will vary depending on the irrigation system within each park/garden location.

## Weather:

Weather can impact the success of an event and plans should be in place to prepare for all weather conditions such as extreme heat, rain, high winds and thunderstorms.

All events should consider contingency plans for weather and ensure that this is part of your risk management planning. We recommend that you monitor long-range forecasts on the Bureau of Meteorology website in the lead up to your event.

A Total Fire Ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to the discharging of fireworks and open fires. Visit MFB or call 03 9665 4501 to find if restrictions apply to your event.

[www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/can-i-or-cant-i](http://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/can-i-or-cant-i)

[www.bom.gov.au/](http://www.bom.gov.au/)



## Useful Contacts:

Aboriginal Victoria	8392 5399	<a href="http://aboriginalvictoria.vic.gov.au">aboriginalvictoria.vic.gov.au</a>
Ambulance Victoria	9840 3500 1800 765 731	<a href="http://ambulance.vic.gov.au">ambulance.vic.gov.au</a>
Auslan Interpreter Services	1300 287 526	<a href="http://auslanservices.com">auslanservices.com</a>
Australasian Performing Rights Association (APRA)	1300 852 388	<a href="http://apraamcos.com.au">apraamcos.com.au</a>
Banyule City Council		<a href="http://banyule.vic.gov.au">banyule.vic.gov.au</a>
Country Fire Authority (CFA)	13 22 15	<a href="http://cfa.vic.gov.au">cfa.vic.gov.au</a>
Civil Aviation Safety Authority - Drones	131 757	<a href="http://casa.gov.au/drones">casa.gov.au/drones</a>
Coronavirus (COVID-19) Victoria		<a href="http://coronavirus.vic.gov.au">coronavirus.vic.gov.au</a>
Dial Before You Dig	9259 0100	<a href="http://1100.com.au">1100.com.au</a>
Energy Safe Victoria	1800 800 158	<a href="http://esv.vic.gov.au">esv.vic.gov.au</a>
Environment Protection Authority (EPA)	1300 372 842	<a href="http://epa.vic.gov.au">epa.vic.gov.au</a>
Food Safety Victoria	1300 364 352	<a href="http://health.vic.gov.au/foodsafety">health.vic.gov.au/foodsafety</a>
Parks Victoria	131 963	<a href="http://parks.vic.gov.au">parks.vic.gov.au</a>
Public Transport Victoria	1800 800 007	<a href="http://ptv.vic.gov.au">ptv.vic.gov.au</a>
OneMusic	1300 162 162	<a href="http://onemusic.com.au/licences">onemusic.com.au/licences</a>
Streatrader	1800 800 007	<a href="http://streatrader.health.vic.gov.au">streatrader.health.vic.gov.au</a>
Sustainability Victoria	8626 8700	<a href="http://sustainability.vic.gov.au">sustainability.vic.gov.au</a>
SES	9256 9000	<a href="http://ses.vic.gov.au">ses.vic.gov.au</a>
WorkSafe	132 630	<a href="http://worksafe.vic.gov.au">worksafe.vic.gov.au</a>
Working with Children (WWC)	1300 652 879	<a href="http://workingwithchildren.vic.gov.au">workingwithchildren.vic.gov.au</a>
Victorian Commission for Gambling and Liquor Regulation (VCGLR)	1300 182 457	<a href="http://vcglr.vic.gov.au">vcglr.vic.gov.au</a>
Victorian Building Authority	1300 815 127	<a href="http://vba.vic.gov.au">vba.vic.gov.au</a>
VicRoads	9854 2781	<a href="http://vicroads.vic.gov.au">vicroads.vic.gov.au</a>
Vic Pol Road Permits	9247 5714	<a href="http://police.vic.gov.au">police.vic.gov.au</a>

