



# EVENT GUIDELINES



Maribyrnong  
CITY COUNCIL

# Contents

<b>INTRODUCTION</b> .....	3
Who should apply?      3	
How do I apply? .....	3
Next steps .....	3
Disclaimer .....	3
<b>COVID-19 SAFE EVENTS</b> .....	4
<b>The Event Management Plan</b> .....	5
Event overview .....	6
Event Contact List .....	6
Event Run Sheet .....	7
Event Insurance - Public Liability Insurance.....	7
Stakeholder Notification .....	8
<b>The Site</b> .....	9
Site plan checklist .....	9
Temporary Structures .....	9
Accessibility.....	9
Grass cutting/irrigation lines in parks and gardens .....	10
The Environment .....	10
Electricity supply .....	10
<b>Safety Management</b> .....	11
Risk Management Plan .....	11
Event operation centres (EOC's) .....	11
Emergency Management Plan .....	11
First aid .....	11
Fireworks .....	12
Marshals.....	12
Volunteers.....	12
Noise Management and Sound .....	13
Police and Emergency services .....	13
Security .....	13
Weather Protection .....	13
<b>Permits – Pope’s and top’s</b> .....	14

What is a POPE and TOP? .....	14
When does a POPE and/or TOP Apply? .....	14
<b>Traffic Management</b> .....	15
Traffic Management Plan.....	15
Traffic and Public transport Management.....	15
Parking changes .....	15
<b>Public Health</b> .....	16
Food .....	16
Drinking water .....	16
Alcohol .....	16
Toilets.....	17
<b>Sustainability</b> .....	18
Waste Management .....	18
Recycling .....	18
Single use plastics .....	18
<b>Marketing</b> .....	19
<b>Contact list</b> .....	20
Maribyrnong Council contact list.....	20
Useful External Organisation Contact List .....	20
<b>Appendix 1 – Risk Management Plan</b> .....	21
1. Identifying the Risk.....	21
2. Assessing Risk .....	21
STEP 1: Assess the Likelihood of a Risk.....	22
STEP 2: Classifying the Consequence of Risk .....	22
STEP 3: Rate the risk .....	22
3. Control the Risk .....	23
4. Review the risk using a risk assessment .....	23



This document has been created to assist event organisers who are planning an event within the City of Maribyrnong and to provide guidance on how to comply with Council regulations throughout the event planning process.

As the organiser, the responsibility is on you to ensure that all requirements of your permit application are met. By working with Council to plan your activity you can provide a positive and safe experience for everyone.

## Who should apply?

If you are planning to hold an event on public land or on a road in Maribyrnong you must obtain Council's permission. If you are uncertain as to what conditions apply to your event or whether you even need an event permit, then please refer back to Council's [apply for an event permit](#) webpage for more information or contact Council on 9688 0200.

## How do I apply?

Step 1: Determine if you require an [event permit](#) or if you require a [park booking](#).

Step 2: Read and familiarise yourself with this document.

Step 3: Complete the [Community Events and Festivals Application Form](#) and submit all the relevant documentation required for an event permit.

**Please note that event applications must be lodged no less than two months prior to the event date, or six months for major events. Applications submitted outside of this timeframe will not be considered by Council.**

## Next steps

Once your application has been submitted, Council officers will assess your application. If you need to provide further information you will be notified within 10 working days of your application's receipt. Once Council officers have received all required information, your event will be reviewed and a decision to determine if your event will be permitted will be made. Upon this decision, a Council officer will be in contact with you.

## Disclaimer

This document is current as of March 2022 and provides a summary of information from planning experts, along with relevant government and statutory bodies. For further information and to ensure you are working to the most relevant and recent legislation and/or guidelines, visit:

- [City of Maribyrnong](#)
- [Worksafe Victoria](#)
- [Victorian Department of Health](#)

# COVID-19 SAFE EVENTS

The Covid-19 pandemic has distinctively altered the way we plan and produce events in order to keep the public safe and to prevent a future outbreak.

The City of Maribyrnong only permits events that follow the Victorian State Government's [CovidSafe Settings for events](#) and provides a [CovidSafe plan](#).

It is important that all event organiser understand their duty of care and responsibility to ensure these measures are incorporated and adhered to throughout the duration of planning and producing their event.

Furthermore, Council encourages event organisers to continuously refer to the Australian Government's [Department of Health](#) and Victorian Government's [Department of Health and Human Services](#) (DHHS) for the most up-to-date sources of information on COVID-19.

## Further resources:

Organisation	Resource
World Health Organisation	<a href="#">Key planning recommendations for mass gatherings in the context of the current COVID-19 outbreak</a>
World Health Organisation	<a href="#">Questions and answers on mass gathering and COVID-19</a>
World Health Organisation	<a href="#">Decision tree for risk assessment for mass gathering</a>
World Health Organisation	<a href="#">Mass Gathering risk assessment COVID-19: key considerations</a>
Safe Work Australia	<a href="#">COVID-19 information in the workplace</a>
Federal Government Department of Health	<a href="#">COVID-19 Safe App</a>
Creative Victoria	<a href="#">Creative Industries FAQs</a>



Footscray Night Market at Railways Reserve.

# THE EVENT MANAGEMENT PLAN

When applying for an event permit in the City of Maribyrnong you must prepare and submit an Event Management Plan. This document will further assist yourself and all the stakeholders involved during the planning of your event. It is one of the key factors to producing a successful event as it's designed to act as a guide for each phase of organising an event which can also be used as a checklist.

An Event Management Plan should include the following (at a minimum):

- Event overview
- Event contact list
- Event run sheet
- Event site plan
- Event Insurance details (Public Liability Insurance)

Other Plans you will be required to develop include:

- Risk Management Plan
- Safety and Emergency Management Plan
- Pedestrian and Traffic Management Plan
- Waste and Sustainability Management Plan
- Alcohol and Other Drugs Management Plan
- COVIDSafe Plan

You may wish to incorporate some, or all, of these documents in to the Event Management Plan.

Download an [Event Management Plan template](#).



FLOW Festival at Footscray Community Arts Centre. Image: Courtesy of FLOW

## Event overview

An event overview is a summary of all the key information that will provide a broader understanding of your event. Below is an event overview template demonstrating what information should be included:

<b>Name of Event</b>	
<b>Event Description &amp; key activities</b>	
<b>Event Venue</b>	
<b>Event Address</b>	
<b>Bump-in Dates/Times</b>	
<b>Event Dates/Times</b>	
<b>Bump-out Dates/Times</b>	
<b>Expected Attendance</b>	
<b>Daily Capacity</b>	
<b>Ticketing details</b>	
<b>Target Audience</b>	
<b>Promotion</b>	

## Event Contact List

An event contact list is an important element to your event management plan as it will list all the key contacts for the event and their role. It should include (but won't be limited to) staff, stakeholders, volunteers, emergency contacts etc.

## Event Run Sheet

The event run sheet is a timeline of all the event production. It will detail all the set times and highlight the sequence of your event so that your key stakeholders are aware of what is happening and when.

Download an [Event and Festival run sheet template](#).



Walk West at Footscray Park. Image: Courtesy of Western Health

## Event Insurance - Public Liability Insurance

All event organisers are required to have public liability insurance to a minimum of \$20 million. This will cover any personal injury or property claims that may be made against the organisation conducting the event. Public Liability Insurance must include and cover the period of setting up and breaking down of an event.

A copy of a Certificate of Currency must be sent to Council no less than two months prior to the event and requires to include the following;

- Name of insurer
- Policy number
- Expiry date
- Name of your organisation
- Amount of cover
- Identify area of cover

It is the duty of organisers to report any incident that may lead to some action being brought against them or Council in the course of the hire of the venue.

The hirer shall indemnify the Maribyrnong City Council and keep the Maribyrnong City Council indemnified from and against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case may be). To access information on insurance and/or assist you with obtaining insurance for your event please visit the [Local Community Insurance website](#).

It is also a requirement for all sub-contractors who have an involvement in your event to obtain public liability insurance to a minimum of \$10million. Council will require a copy of each sub-contractors public liability insurance prior to the event. Any sub-contractor who does not provide this information may be refused on site.

View the [Contractor Fact Sheet](#) for more information.

## Stakeholder Notification

You are required to notify in writing all residents, stakeholders and traders in the surrounding areas that your event will be taking place, especially if it may impact them in any way. This is also a great opportunity to market the event and invite local residents or to potentially get local traders involved. If you have produced a flyer for your event you might consider attaching it to the letter.

A draft copy of the stakeholder notification letter is required to accompany your application for Council approval. Below is a standard letter to use as a guide for your event notification which is to be distributed only after Council has reviewed the letter and granted approval to do so. Council can advise on the appropriate area for the event notification letter to be distributed.

Usual timeframe for distributing the notification letter is approximately 2 weeks prior to the event, although this may vary depending on the scale and nature of the event. Council will advise on this.

### **FOR YOUR INFORMATION**

#### **NOTIFICATION OF EVENT**

Dear Resident / Stakeholder,

The **(EVENT NAME)** will be held on **(EVENT DATE)** at **(LOCATION)**. This event will run from **(TIME)** and conclude at approximately **(TIME)**, with set up preparations beginning at **(TIME)**.

There will be a variety of attractions and entertainment **(LIST THESE)**. We are expecting approximately **(NUMBER OF PATRONS)** people throughout the day.

**(LIST THE ISSUES THAT WILL AFFECT THE RESIDENTS INCLUDING NOISE AND TRAFFIC ETC AND THE TIMES).**

**(LIST HOW THESE ISSUES HAVE BEEN ADDRESSED E.G PARKING PROVISION AND PARKING ATTENDANTS).**

If you require further information regarding this event, feel free to contact **(NAME)** on **(PHONE NUMBER, MOBILE NUMBER, WEBSITE AND EMAIL ADDRESS)**.

We would also like to take this opportunity to invite you along to this wonderful **(FREE)** event.

Yours Sincerely

**(YOUR NAME)**

**(CONTACT DETAILS)**

# THE SITE

Maribyrnong City Council has multiple reserves, parks and open spaces that can be utilised for events. On occasion Council may also allow the closing of a road/s to hold an event. It is important to submit a detailed site plan when applying for an event permit. This provides Council with a visual of how you intend your event to be set out on the day and will also assist Council to determine if the selected space is suitable for your type of event.

## Site plan checklist

You must supply a detailed site plan which identifies the following (where applicable):

- Accessible parking
- Alcohol sale points
- Alcohol free areas
- Amusement rides and activities
- Baby change space
- Drinking water
- Emergency access route
- Emergency assembly point
- Event coordination centre
- Fire extinguishers
- Fireworks discharge point
- First aid locations
- Information point
- Lighting
- Lost children point
- Parking
- Powered sites
- Road closures
- Staging
- Stalls
- Toilets (including accessible toilets)
- Vehicle drop off point
- Waste and recycling bins
- Water hazards

**It is a requirement that a site map is attached to your initial Community Event and Festival Application on IMS.**

## Temporary Structures

All temporary structures such as marquees, staging, signage, booths etc that are brought onto any Maribyrnong reserve for your event must be weighted and not pegged. This is to ensure that no irrigation or other underground services systems are damaged by pegs inserted into Council's parks and reserve.

Some temporary structures that are larger and more complex may require a '[Temporary Occupancy Permit](#)', this includes (but is not limited to) marquees over 100 square metres, staging over 150 square metres or seating banks which hold 20 people or more. To obtain a 'Temporary Occupancy Permit' for structures please contact Council's Building Control Department 9688 0196.

## Accessibility

Event organisers must be aware of the Disability Discrimination Act 1992 and the Equal Opportunity Act 1995 (Vic) and should always consider this during the event planning process to ensure inclusivity. The act states that if a person with a disability wants to attend an outdoor event then suitable measures must be in place to accommodate their needs. Elements such as designated parking, ramps, communication or signage, designated seating areas and public amenities should all be considered when choosing your venue and creating your site plan. It is important to understand that accessibility is not only defined by how patrons access and move about your event as it also acknowledges those who are visually impaired, have sensory sensitivities or who may have hearing difficulty which should also be considered during the planning of the event.

View the [Accessibility Fact Sheet](#) for more information.

## Grass cutting/irrigation lines in parks and gardens

Maribyrnong City Council can arrange to have the grass cut before your event. If temporary structures are being erected, underground irrigation lines must be marked out by Maribyrnong City Council officers prior to set-up to avoid damage. All temporary structures such as marquees, staging, signage, booths etc that are brought onto any Maribyrnong reserve for your event must be weighted and not pegged.

## The Environment

When holding an event on one of Council's reserves you must ensure that there is no negative impact on surrounding vegetation and waterways or local fauna. This requires:

- All litter to be removed from the site and disposed of in recycling or waste bins
- No food left on site
- No substances to be poured over road surfaces or down public drainage pits (except for clean, fresh water)
- Garden beds or vegetated areas are not to be walked over
- Trees are not to have anything tied to or affixed to any part of the tree

Please note, a compulsory site visit with Council's Park Ranger will need to take place two weeks prior to the event. For this meeting we advise you to invite the key contractors who are providing your larger infrastructure such as staging, toilets, rides etc to attend this meeting.

## Electricity supply

Council does not provide electricity; however electricity is available at Footscray Park and Yarraville Gardens for small events. Please contact Council's Festival Team on 9688 0200 if you require electricity for your event.

Organisers of larger events will need to make individual power arrangements with a third party supplier.



West Footscray Festival of Colours. Image: Courtesy of Craig Newell

# SAFETY MANAGEMENT

All events organisers hold the responsibility of ensuring the health and safety of everyone involved in the event such as staff, contractors, attendees and the general public. To achieve this all organisers must produce a Safety Management plan that will document all the safety procedures and arrangements for the event.

## Risk Management Plan

A Risk Management Plan identifies and evaluates all possible hazards that may occur during an event and then specifies what control measures must be taken to reduce these risks to an acceptable and manageable level. The purpose of a Risk Management Plan is to reduce and aid the prevention of all possible risks that could cause harm to staff, attendees, contractors etc. Therefore, all event and festival organisers must have a Risk Management Plan, which identifies:

- Risks associated with your event
- Assessment of each risk
- How each risk will be managed
- Person/s responsible for ensuring that all risks are managed

[Appendix 1](#) provides a guide on how to complete a Risk Assessment along with providing a Risk Assessment template and examples of risks that should consider when planning for an event.

## Event operation centres (EOC's)

In the case of larger events, an Event Operation Centre (EOC) should be established as a hub for running your event, providing a meeting point for staff and volunteers, and a focal point for managing incidents. An EOC supports incident

## Emergency Management Plan

Public events of all sizes must have an Emergency Management Plan, which outlines how you will respond in the event of an emergency.

The plan must consider:

- Possible emergency interruptions
- Access and evacuation routes
- Crowd control
- First aid response
- Personnel responsible in emergencies and evacuations
- Emergency services vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority



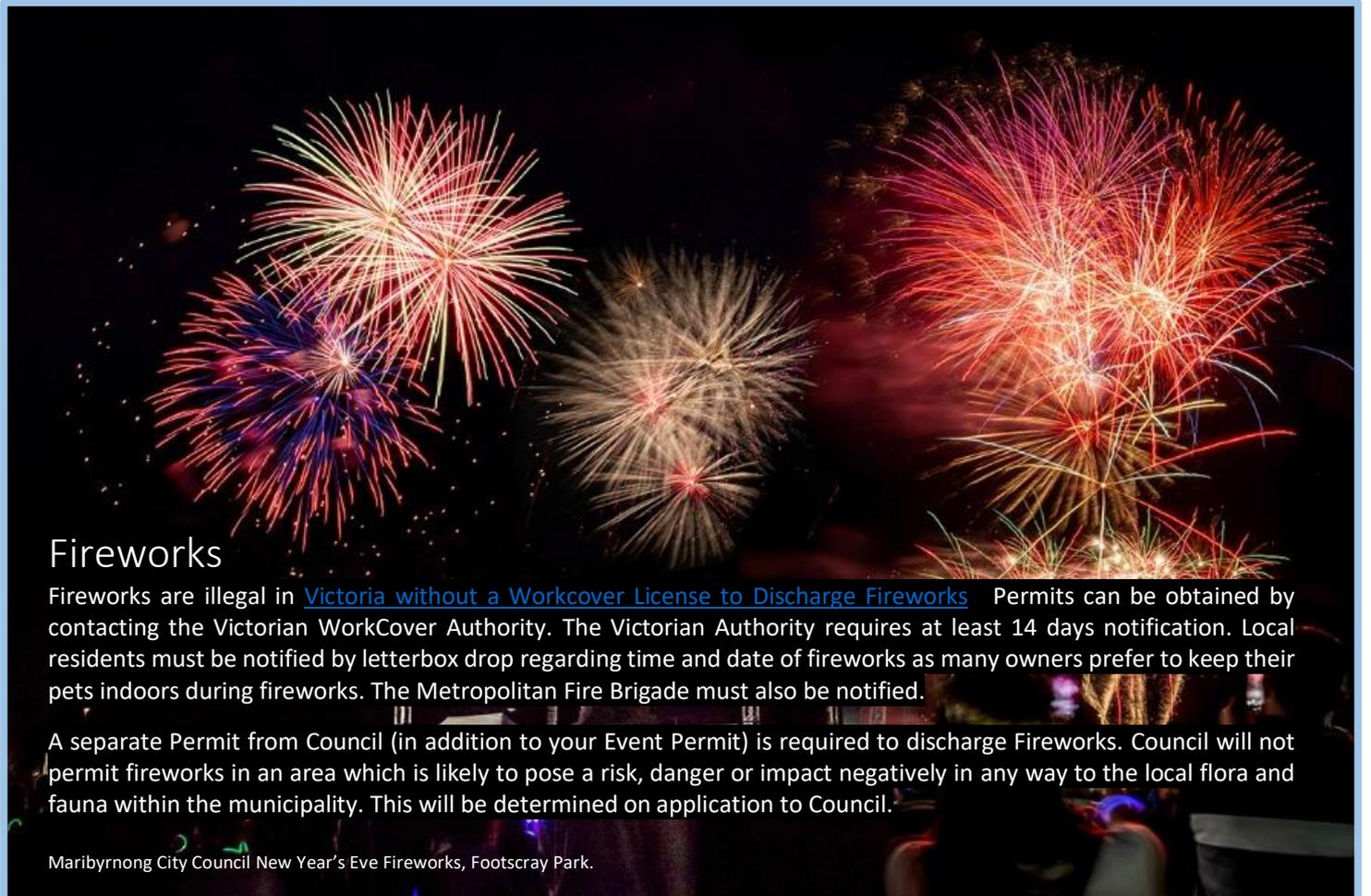
Inflatable Regatta, Maribyrnong River. Image: Courtesy of Inflatable

View the [Emergency Management Template](#) for more information.

## First aid

The provision of first aid facilities is essential to any medium-large scale event and must be appropriately equipped along with being easily located by patrons. The number of first aid posts and officers depends on the size of the event.

View the [First Aid Factsheet](#) for more information and download an [Incident Report template](#).



## Fireworks

Fireworks are illegal in [Victoria without a Workcover License to Discharge Fireworks](#). Permits can be obtained by contacting the Victorian WorkCover Authority. The Victorian Authority requires at least 14 days notification. Local residents must be notified by letterbox drop regarding time and date of fireworks as many owners prefer to keep their pets indoors during fireworks. The Metropolitan Fire Brigade must also be notified.

A separate Permit from Council (in addition to your Event Permit) is required to discharge Fireworks. Council will not permit fireworks in an area which is likely to pose a risk, danger or impact negatively in any way to the local flora and fauna within the municipality. This will be determined on application to Council.

Maribyrnong City Council New Year's Eve Fireworks, Footscray Park.

## Marshals

Marshals can perform a range of roles to aid to the smooth running of your event. They can assist in many different ways such as; support way finding for attendees, ticketing, information desk, zone marshals, medical assistance etc. Marshals should be briefed well in advance of the event's starting time with the safety measures, event production details, and the emergency management plan, they should also be easily identifiable with appropriately marked armbands, vests or t-shirts. In the case that there are problems with crowds or individuals, marshals should be able to act, where appropriate, are able to correct problems and, when required, to inform the event organiser or Police of these problems.

***Note that all road closures require accredited marshals for each closure barricade.***

## Volunteers

Many events and festivals depend on the help from volunteers to make it possible and to ensure the smooth running of the day. Event Volunteers donate their time to assist on the day as they have an interest in the event, a useful skill that can be utilised, the free time to do so or they are eager to learn from industry professionals. Unlike Marshalls, Volunteers are not paid however can still assist with a wide range of different roles that are similar to those of a Marshall. It is important to brief the Volunteers before the event and to also ensure they have a good understanding of all the safety procedures.

View the [Volunteer Factsheet](#) for more information.

## Noise Management and Sound

Amplified music or loud noise cannot be projected onto the street before midday or after 11pm, or 10pm for concerts which are more than five hours in duration. Sound levels must not exceed reasonable outputs. Where noise levels may exceed reasonable levels, your Event Permit may specify that noise levels be identified in advance and that an independent Acoustic Engineer monitors the levels on the day of the event. You may also be required to notify residents and the local community.

If you intend on playing protected or pre-recorded music at your event then you must obtain a license for this. To do this you can apply for a permit through the [Australian Mechanical Copyright Owners Society \(AMCOS\)](#), known as APRA AMCOS or the [Phonographic Performance Company of Australia Limited \(PPCA\)](#). These non for profit organisations represent and protect record labels, producers and artists from copywriting. Failing to obtain this permit may lead to fines.

For further information on your obligations please contact Council's Environmental Health Department on 9688 0327 or see the [Environment Protection Regulations 2021](#) and the [EPA Publication 1826.4 Noise limit and assessment protocol](#). You can also view the [Noise Factsheet](#) for more information and visit the [EPA Website](#).

## Police and Emergency services

As well as obtaining Council approval, it is your responsibility to notify emergency services about your event which include Victoria Police, Metropolitan Fire Brigade, Metropolitan Ambulance Service, and the State Emergency Service. In the case of a major event, the emergency services may need to be involved in the event planning as well as being present on the day.

## Security

Event organisers are responsible for all security associated with their event. This could include securing of roadblocks and any event equipment as well as crowd control. Council does not provide security for events. Several security firms can provide security for a fee. Depending on the size and scope of the event will depend on how many guards you require. In some cases, marshals can act as the events security if the event is deemed as low risk and minor. Please note, if you plan on bumping in large infrastructure the day before the event then you **must** have overnight security in place.

View the [Security Management Plan](#) for more information along with the [Crowd Control Management Act](#).

## Weather Protection

Weather extremes can affect outdoor events dramatically and as Melbourne's weather is somewhat unpredictable it is advised to have appropriate planning in order to manage an array of weather conditions. When planning the event, organisers must consider creating shaded areas for staff and attendees to ensure sun safety, it is also advised to make sunscreen available at your information stall. However, in a case of adverse weather conditions organisers should consider having a contingency plan in place should the weather pose a threat to the safe running of the event.

View the [Working Outdoors Factsheet](#) for more information.

# PERMITS – POPE’S AND TOP’S

## What is a POPE and TOP?

Under the Building Act 1993, a [Place of Public Entertainment \(POPE\)](#) and/or Temporary Occupancy Permit (TOP) may be required for events that need to temporarily occupy a building or public space. These permits have a checklist of requirements that event organisers must meet to ensure the safety and wellbeing of the people attending. [Sections 49 and 50 of the Building Act prohibit the conducting of public entertainment where an Occupancy Permit is applicable](#), unless the Municipal Building Surveyor has issued a permit for the event.

## When does a POPE and/or TOP Apply?

A **Place of Public Entertainment** is defined as a building, place or venue used or intended to be used for the purpose of public entertainment.

A POPE Permit is applicable when the place of entertainment is area greater than 500m<sup>2</sup> and:

- Is enclosed, or substantially enclosed  
or
- An admission fee is charged

An exemption is in place for Community Based Organisations<sup>1</sup> if the number of persons at any one time during the event or activity does not exceed 5,000.

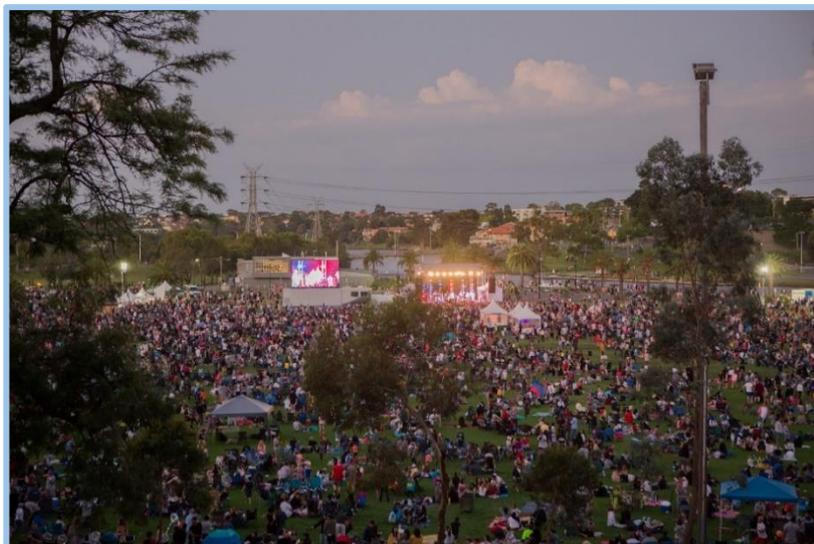
Note: an exemption to obtain a POPE permit does not exempt the requirement to obtain an occupancy permit for a prescribed temporary structure.

View the [POPE Factsheet](#) for more information.

A **Temporary Occupancy Permit** is required when an event proposal includes any Prescribed Temporary Structures<sup>2</sup>, ie:

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 people
- A prefabricated building exceeding 100m<sup>2</sup> other than ones placed directly on the ground.

If you are unsure whether POPE or TOP Permits are required for your event please contact Councils Building department 9688 0196 or send your enquiry to [buildingenquiries@maribyrnong.vic.gov.au](mailto:buildingenquiries@maribyrnong.vic.gov.au).



Maribyrnong City Council New Year's Eve Fireworks, Footscray Park.

## Traffic Management Plan

For certain events, it may be appropriate to close part, or all, of a road to ensure public safety and/or to modify parking/loading restrictions in the event area. However, it is important to investigate whether your event is likely to affect significant public facilities such as hospitals or bus or tram routes if you were to close a road. In some situations, closing these roads may not be feasible and alternative location or modification to the event may have to be considered. Any road closure or change in road conditions require you to notify emergency services.

If you wish to close a road for an event, then an approved traffic management plan must be submitted to Council for approval and on some occasions, approval will also be required from agencies such as the Police, bus and tram operators. Your Traffic Management Plan will detail the traffic procedures that will be implemented due to the event taking place. It ensures a safe environment for all road users, event organisers and participants along with the general public. It must be submitted to Council no less than 2 months before the proposed event to discuss your proposal (major road closures may require 6 months' notice).

For all traffic and parking modifications, suitable barricades and warning signs are required so that motorists are aware of the changed conditions. Residents and traders who may be affected by the changed traffic conditions need to be notified of the proposal and be given the opportunity to comment. Council will assess each application to advise you on appropriate measures and general conditions which you need to be aware.

## Traffic and Public transport Management

There are various impacts to traffic and public transport when events are taking place such as; public transport requiring an alternative route, services to be delayed, a service to be replaced, cancelled or requiring additional services, and diverted traffic. Therefore, it is important to have a traffic and public transport management plan in place which determines how traffic and public transport are impacted by your event and the proposed traffic management plan.

The key stakeholders must be notified when developing a traffic and public transport management plan prior to your event:

- [Public Transport Victoria](#)
- [VicRoads](#)
- [Victoria Police](#)
- [City of Maribyrnong](#)

## Parking changes

With some events, you may need to temporarily ban parking to allow the loading and unloading of goods and equipment, or require the parking spaces to place stalls etc. On-street parking is a community and public asset therefore, the local community may need to be consulted regarding any proposed changes.

Remember to ensure that designated accessible parking bays are available for people with disability participating in your event. To obtain specific parking permits or provide designated parking for your event please contact Council's Local Laws Department.

## Food

If you plan to serve or sell food to the public at your event then you may need to obtain a 'Temporary Food Premises Permit'. This is dependent on if the Food Vendor is registered with the City of Maribyrnong and holds a [Mobile Food Van Permit](#). Below details what is required from registered and non-registered Mobile Food Vendors:

### Food Vendors registered with the City of Maribyrnong and hold a Mobile Food Van Permit:

- No additional Council fees.
- Site fee - what the festival/event organisers charges the vendor to be at event.

*Note: if a local business does not usually operate outside their permanent premises but wishes to set up a temporary food stall as part of an event, they must be registered with [Streatrader](#) and then submit a Statement of Trade for the temporary stall at least 10 days prior to the event*

### External Food Vendors:

- One day Local Laws Permit for Mobile Food vendors \$205 – apply directly to Council via [Mobile Food Van Permit](#)
- Must be registered with [Streatrader](#) and a Statement of Trade submitted at least 10 days prior to the event.
- Site fee - what the festival/event organisers charges the vendor to be at event.

### Please note:

Council's Environmental Health Officers (EHO's) may inspect food stalls being set up and also during your event. A member of your organising committee may be requested to accompany the EHO during these inspections.

If you are unsure about any of the above information please contact Council's Environmental Health Section on 9688 0200.

Download a [Food Vendor Checklist](#) and the [Temporary Food Stall Layout guide](#).



Maribyrnong City Council New Year's Eve Fireworks, Footscray Park.

## Drinking water

It is important that organisers make drinking water freely available to event patrons, especially for events where a risk of participant dehydration is present, for example, fun runs, races etc. To specify, under the Building Code of Australia, event organisers must provide one drinking fountain or drinking tap for every 200 patrons. A washbasin does not constitute as a drinking fountain or tap.

## Alcohol

If you intend to sell or serve free alcohol at your event then you must obtain Council permission first. Several areas within the City of Maribyrnong are designated Alcohol free, for further information on these areas please contact Council's Local Laws Department.

Once Council has approved your request in principal, your organisation will need to contact the [Victorian Commission for Gambling and Liquor Regulation \(VCGLR\)](#) to obtain a Temporary Liquor Licence. VCGLR requires a minimum of one months' notice for most events, although major events may take up to two months if VCGLR need to obtain reports

from the Police or Council. Liquor Licence fees apply and a separate application must be made to VCGLR for each group, venue or trader who wishes to sell or serve alcohol. There may be special conditions placed on the “Limited Licence” granted to event organisers such as a requirement that alcohol is not served or sold in glass. For more information please contact VCGLR.

Please note that you will also need to contact Footscray Police Station to obtain permission from the Police prior to submitting your event application.

View the [Alcohol Factsheet](#) for more information.

## Toilets

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

- Anticipated crowd numbers
- Duration of the event
- If alcohol is available on-site
- The gender of patrons

Firstly you need to assess the existing toilet facilities at your event site and consider whether these are adequate. The *Australian Emergency Manual* recommends the following (these figures are a guide only).

### Toilet facilities for events where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
Less than 500	1	2	2	6	2
Less than 1000	2	4	4	9	4
Less than 2000	4	8	6	12	6
Less than 3000	6	15	10	18	10
Less than 5000	8	25	17	30	17

### Toilet facilities for events where alcohol is available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
Less than 250	1	4	1	6	2
Less than 500	3	8	2	13	2
Less than 1000	5	10	4	16	4
Less than 2000	9	15	7	18	7
Less than 3000	10	20	14	22	14
Less than 5000	12	30	20	40	20

Existing or additional toilet facilities must:

- Be accessible and available for people with disabilities
- Be cleaned and restocked regularly
- Be located away from food, storage/service areas
- Be weather protected
- Be well lit so as to not provide a security or safety risk
- Provide sharps disposal
- Provide soap and hand drying equipment
- Have clear signage

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

## Waste Management

If you are holding an event in a park or street, then you must submit and implement a waste management plan that will ensure minimal impact to the environment on the day. It should detail how you intend on sustaining and maintaining the sites condition as to how it was previously found.

The bins that are already in our reserves are not sufficient enough to reach the demand of the level of waste that will be produced by events and festivals. Therefore, it is the responsibility of all event managers to arrange for a suitable amount of both, recycling and waste bins, to manage the extra demand. Once the event is over, all waste must be removed from the site and disposed of properly. Please note, Council does not provide additional bins for events and festivals, you must use a contractor for this.

## Recycling

Recycling at events in parks, streets or other open space may require a recycling contractor's services. Information on these services can be obtained by contacting Council's Waste Management Department.

### Items that can be recycled are:

- Paper/cardboard
- Plastics numbered 1,2 or 3
- Steel/aluminium cans
- Milk cartons
- Glass bottles and jars

### Common items that cannot be recycled are:

- Yogurt, margarine, ice cream containers
- Broken glass, ceramic plates, drinking glasses
- Light globes
- Shopping bags
- Take away containers

## Single use plastics

In an effort to reduce the impact on the environment, Council has endorsed it's first-ever single-use Plastic Policy detailing its commitment to the elimination of single-use plastics across all Council facilities, activities and events.

This includes plastic bags, straws, balloons, plastic bottled drinks, disposable plastic crockery, cups etc will all be prohibited. All food vendors should replace these disposable items with reusable and recycled items such as bioplastics, plant-based and paper products.

View the [Maribyrnong's Single Use Plastics Policy](#) and the [Sustainability and Waste Management template](#) for more information.



Wakeboarding Championships, Maribyrnong River.  
Image: Wakeboarding Victoria

# MARKETING

A key element to a successful event is a well-established marketing campaign. The main purpose of this is to attract attendees to your event therefore it is essential to ensure that you have a bold marketing plan to do so. There are various channels you could consider to market your event, such as social media, advertising agencies, printed collateral, radio etc. If you need advice on how to market your event please contact the Festivals and Visitation Team on 9688 0335.

Another form of promoting your event is to [apply to for a temporary sign on Council land](#). For these temporary signs, Council requires a four week notice prior to your event and signs will only be permitted for a two week period. Please contact Council's Local Laws Department on 9688 0384 to make arrangements.

# CONTACT LIST

## Maribyrnong Council contact list

For more information on services provided by Council, please visit [Council's website](#).

Department	Contact number
<b>Building Services</b> (POPE applications)	(03) 9688 0196
<b>Customer Service and After Hours Support</b>	(03) 9688 0200
<b>Environmental Health</b> (Food Permits/Food Hygiene)	(03) 9688 0327
<b>Festivals and Visitation (Event Permits)</b>	(03) 9688 0335
<b>Local Laws</b> (Parking, fireworks permits, community notice board applications)	(03) 9688 0384
<b>Recreation Team</b> (Park booking enquiries)	(03) 9688 0385
<b>Transport Department</b> (Traffic Management)	(03) 9866 0321
<b>Waste Management Department</b>	(03) 9688 0526

## Useful External Organisation Contact List

Organisation Name	Contact Number	Website
AGL ( Gas and Electricity Enquiries)	131 245	<a href="https://www.agl.com.au/">https://www.agl.com.au/</a>
Ambulance Victoria	(03) 9840 3500	<a href="https://www.ambulance.vic.gov.au/">https://www.ambulance.vic.gov.au/</a>
Australian Red Cross	(03) 9345 1800	<a href="https://www.redcross.org.au/">https://www.redcross.org.au/</a>
City West Water	13 16 91	<a href="http://www.citywestwater.com.au/">http://www.citywestwater.com.au/</a>
Citipower	131 280	<a href="https://www.citipower.com.au/">https://www.citipower.com.au/</a>
Consumer Affairs Victoria	1300 55 81 81	<a href="https://www.consumer.vic.gov.au/">https://www.consumer.vic.gov.au/</a>
Environmental Protection Authority	1300 372 842	<a href="https://www.epa.vic.gov.au/">https://www.epa.vic.gov.au/</a>
Infrastructure Victoria	(03) 9936 1737	<a href="https://www.infrastructurevictoria.com.au/">https://www.infrastructurevictoria.com.au/</a>
Metropolitan Fire Brigade	(03) 9662 231	<a href="http://www.mfb.vic.gov.au/">http://www.mfb.vic.gov.au/</a>
Public Transport Victoria	1800 800 007	<a href="https://www.ptv.vic.gov.au/">https://www.ptv.vic.gov.au/</a>
Road Safety Awareness Info Unit	(03) 9247 5779	<a href="https://www.police.vic.gov.au/">https://www.police.vic.gov.au/</a>
State Emergency Services (SES)	1300 842 737	<a href="https://www.ses.vic.gov.au/">https://www.ses.vic.gov.au/</a>
St John Ambulance	(03) 9315 2916	<a href="http://www.stjohn.org.au/">http://www.stjohn.org.au/</a>
Sustainability Victoria	1300 363 744	<a href="http://www.sustainability.vic.gov.au/">http://www.sustainability.vic.gov.au/</a>
Vic Health	(03) 9667 1333	<a href="https://www.vichealth.vic.gov.au/">https://www.vichealth.vic.gov.au/</a>
Victorian Commission of Gambling and Liquor Regulation	1300 182 457	<a href="https://www.vcglr.vic.gov.au/">https://www.vcglr.vic.gov.au/</a>
Victoria Police	(03) 8398 9800	<a href="http://www.police.vic.gov.au/">http://www.police.vic.gov.au/</a>
Victorian Workcover Authority	(03) 9641 1555	<a href="http://www.workcover.vic.gov.au/">http://www.workcover.vic.gov.au/</a>
Vic Roads	13 11 71	<a href="http://www.vicroads.vic.gov.au/">http://www.vicroads.vic.gov.au/</a>
Visy Recycling	1300 368 479	<a href="http://www.visy.com.au/">http://www.visy.com.au/</a>
Volunteering Victoria	(03) 8327 8500	<a href="https://www.volunteeringvictoria.org.au/">https://www.volunteeringvictoria.org.au/</a>

# APPENDIX 1 – RISK MANAGEMENT PLAN

This section explores in more detail the Risk Management Process and how to successfully produce a Risk Assessment along with identifying a number of risks that could occur. Please note that an [Emergency Management Plan](#) should be completed in conjunction with a Risk Management Plan for your event.

It is important not to wait for risk to occur. Whilst this may not always be possible, being proactive by identifying, assessing and actioning a risk will significantly reduce the likelihood of the risk occurring and the impact of the risk on a group or individual. There are many risks to be aware of that that may be present at your event, these range from financial risks to safety risks and even reputational risks, therefore it's important to take time to analyse and evaluate all of them.

The risk management process consists of:

1. Identifying the likelihood
2. Assessing the risk
3. Controlling the risk
4. Reviewing controls

## 1. Identifying the Risk

There are various types of risks that you should be aware of in order to manage these accordingly. It is also important that each individual involved in planning the event is aware of these risks and how to manage them. The possible risks for an event can be found below:

Risk	Example
<b>Financial</b>	Missing cash and cash flow issues.
<b>Regulatory</b>	Failure to comply with legislation (incorporation, working with children).
<b>Human Safety</b>	Risk of injury to patrons such as tripping hazards.
<b>Environmental</b>	Excessive energy consumption due to low energy efficient assets.
<b>Public image &amp; Reputation</b>	Adverse media attention due to indiscretions.
<b>Asset Management</b>	Loss of assets through theft.

## 2. Assessing Risk

Once a risk has been identified, it must be assessed which the assessment process consists of three easy steps:

- STEP 1: Assess the likelihood of the risk
- STEP 2: Classify the consequence of the risk
- STEP 3: Rate the risk

## STEP 1: Assess the Likelihood of a Risk

When identifying the risk you would start with assessing how probable the risk is likely to happen. The likelihood of a risk occurring is split into five categorises as shown below with a description of each:

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

## STEP 2: Classifying the Consequence of Risk

After the likelihood of the risk has been assessed, the risk consequence must be determined. A risk can be classified as negligible, minor, moderate, major or critical. Below is a guide on classifying the risk:

Consequence	Description
Critical	Death or extensive injury, extreme financial loss, cessation of operations, major impact on site
Major	Extensive or serious injury, high financial loss, loss of operational capability, considerable impact on site
Moderate	Medical treatment required, significant financial loss, site impact requiring external assistance, e.g. emergency services
Minor	First aid treatment required, moderate financial loss, site impact immediately contained
Negligible	No injury or treatment required, low to no financial loss, minor to no impact to site

## STEP 3: Rate the risk

There are four defined ranges of risk rating, these being from a minor risk to an extreme risk.

Below is the four ranges with a definition of each:

Risk Rating	Steps
Extreme Risk	Intolerable risk, high controls must be implemented before proceeding
Major Risk	Generally intolerable risk, high/medium controls must be implemented before proceeding
Medium Risk	Residual risk, tolerable only if further risk reduction is impracticable, high/medium controls should be used
Minor Risk	Risk reduction not likely as it is not practicable, low or greater controls should be used

Once you have determined the [likelihood](#) and [consequence](#) of the risk, use the table below to rate the risk:

		Consequences				
		5 Critical	4 Major	3 Moderate	2 Minor	1 Negligible
Almost Certain	A	Extreme	Extreme	Major	Major	Medium
Likely	B	Extreme	Extreme	Major	Medium	Minor
Possible	C	Extreme	Major	Major	Medium	Minor
Unlikely	D	Major	Major	Medium	Minor	Minor
Rare	E	Medium	Minor	Minor	Minor	Minor

### 3. Control the Risk

Similar to the risk assessing phase, some risks will already possess controls and some controls may be inadequate. From this prioritised list, risks deemed too high or with inadequate controls may require additional controls (actions) to reduce the risks' likelihood and/or consequences. The following hierarchy of controls is then applied, with 1 (Elimination) being the most effective control and 7 (PPE) being the least effective.

When the risk rating is known, the level of action required to control the risk can be identified. Extreme risks must be eliminated or mitigated immediately, where as a low risk may not require immediate action but should be reviewed annually.

Value	Category	Control Mechanisms
1	Elimination	Eliminate the risk altogether if possible
2	Substitution	Substitute the risk with something of less risk
3	Minimisation	Minimise the exposure required to the risk
4	Engineering Controls	Develop an engineering solution
5	Administrative/Procedural Controls	Develop a policy and supporting procedures
6	Training/Supervision	Train the staff or supervise members of the public
7	Personal Protective Equipment	Lowest level of the hierarchy

### 4. Review the risk using a risk assessment

Now that you have identified the risk, likelihood, consequence and rating you will then review the risk by highlighting the controls along with specifying who the responsible person is and detail this information using a risk assessment.

Below is an example of a risk that has been through the [risk management process](#) and placed in the risk assessment:

Hazard	Risk Description	Likelihood	Consequence	Rating	Risk Controls	Responsible Personnel
Slips, trips and falls	<ul style="list-style-type: none"> <li>Physical injury to volunteers, players and spectators</li> <li>Damage to property/assets</li> </ul>	Almost Certain	Minor	Medium	<ul style="list-style-type: none"> <li>Wet floor signage on hand</li> <li>Install coloured tape marking edges of steps and stages</li> <li>Leads and cables to be installed to run overhead or set in cable traps</li> <li>Volunteers to be alert for trip hazards</li> <li>Holes/uneven surfaces to be covered where possible (drain grills, bollards)</li> </ul>	President, Vice President, Match Day Manager
	•				•	
	•				•	
	•				•	

The following list of items below is not exhaustive and can be used as a prompt in the risk identification process.

#### **Accessibility**

- Lifts
- Ramps
- Public transport
- Signage
- Access for venues
- Egress
- Seating

#### **Contractors**

- Co-ordinating contractors
- Communication expectations
- Legal compliance
- Job safety analysis / safe work method statement
- Sub-contractor
- Casual labour
- Training

#### **Field of Play/Equipment**

- Proximity of audience to field of play (FOP)
- Officials
- Throwing objects on to FOP
- Appropriate activity for venue

#### **Hazardous**

##### **Substances/Dangerous Goods**

- Pesticides
- Fuel storage
- Cleaning products
- Water/waste water
- Pyrotechnics
- Asbestos
- Inappropriate labelling
- Poisons
- Acids

#### **Legal**

- Overuse of security powers
- Interaction with law enforcement agencies
- Lack of legal compliance
- Unsolicited acts of violence

#### **Materials Handling**

- Mechanical handling
- Plant
- Food handling
- Furniture fixture and equipment
- Venue design
- Functionality
- Transport between venues
- Excess weight and height
- Condition of terrain

#### **People**

- Security staff numbers
- Training/induction
- Patron demographics
- Lack of relevant certification/licenses
- Alcohol
- Serial pests
- Cultural issues

#### **Planning**

- Contingency plan
- Poor interface with stakeholder
- Surveillance
- Emergency management

#### **Plant**

- Training
- Certification
- Supervision
- Maintenance
- Isolation/segregation – people
- Hand tools
- Registered plant e.g. lifts, escalators and pressure vessels

#### **Security**

- Weapons
- Explosives
- Bomb threats
- Restricted items
- Public perception
- Cloaking
- Cash handling
- Confiscation

#### **The Event**

- Track invasion
- Communication equipment
- Asset protection
- Access controls for volunteers
- Entry control

#### **Vehicle Safety**

- Maintenance
- Security of vehicles
- Vehicle/people segregation
- Speed
- Refuelling
- Parking supervision
- Lack of training
- Permits and certification/licensing
- Outdoor broadcast vehicles
- Working at height
- Electrical safety
- Inappropriate use of paths

Click here for a [Risk Assessment template](#).