

Event Planning Guide

Information for event organisers to understand their responsibilities when organising an event. The guide details areas to consider and document when planning events in line with industry best practice.

August 2023

Introduction

Thank you for considering the Cardinia Shire Council as the place to host your event.

Cardinia Shire Council wants everyone who lives, works and spends time in Cardinia Shire – regardless of their gender identity – to be treated with respect and fairness, to feel and be safe, and to have equal access to opportunities to reach their potential and pursue their dreams.

You can download the full Gender Equality Commitment Statement here:

<https://www.cardinia.vic.gov.au/genderequality>

Cardinia Shire is recognised as a Child Friendly City, a place where children and young people are safe and able to optimise their health, wellbeing and development, with the support and encouragement of their families and trusted adults. Through the adopted Child Friendly City Charter, it promotes a place where they are acknowledged as young citizens in their own right and where their voices help to shape the place where they live and the services and opportunities they receive.

Festivals and events celebrate diversity and culture while bringing vibrancy and energy to our parks, streets and public places. They are an important contribution to our sense of place, wellbeing and economy of the municipality. They are also a great way to celebrate Cardinia's many talents, and increase cultural understanding and awareness.

Organising festivals and events can be a complex process and there are many legislative requirements and WorkSafe guidelines that need to be followed. To ensure that all events in Cardinia are safe, equitable, accessible, well managed and successful, Council has developed this Event Planning Guide to assist with all of the requirements for producing events within the shire.

This guide provides information on:

- Council's role in your event, including the permit process and services offered
- Council's expectations of the event organiser's, including what you need to consider when organising your event and document required
- Assistance in planning and running your event

1. Event Permit Process

1.1 What is an event?

An event can be defined as:

“Formally organised activity or activities for common purpose at a set date and time, open to the general public and is publicly advertised.”

1.2 Do I need an Event Permit?

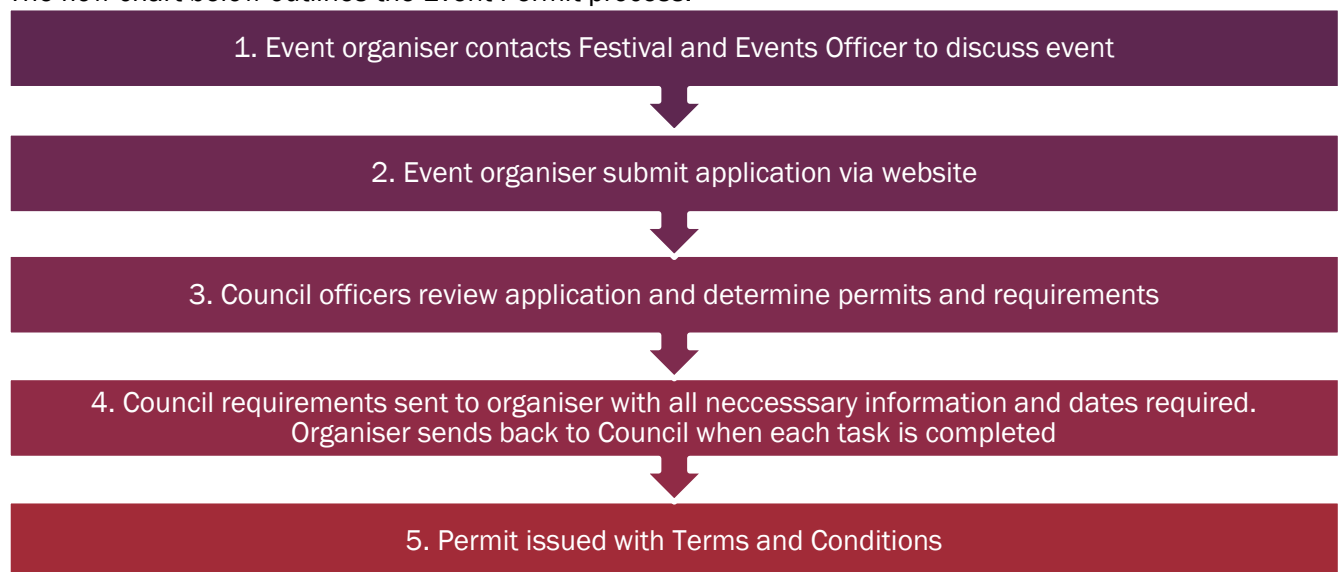
An Event Permit ensures that all activities comply with the necessary requirements and legislation and are undertaken safely.

If you are organising an event on Council managed land you will need an Event Permit. Following the Event Permit process allows Council to properly assess the event and associated activities. This is to ensure the event meets the necessary requirements and legislation for a safe, accessible and prosperous event.

A permit also clarifies responsibility and liabilities, ensures the use of the facility or space and minimises disruption and impact on other users of public spaces. During the process Council can identify event improvements.

1.3 Approval process

The flow chart below outlines the Event Permit process.



The processing time will vary based on scale and complexity of the event. It is also good to notify Council of your intention to host an event at least 3 months in advance and 4+ months for large Festivals with high complexity.

If the event gets cancelled at any time, the event organiser must notify Council in writing immediately.

Please contact the Festival and Events Officer to discuss your event plans on 1300 787 624.

1.4 Cardinia Shire Council's Role

The Council Festival and Events Officer will:

- Be the key point of contact for event organisers running an event on Council owned or managed land
- Facilitate the Event Permit process
- Provide recommendations and guidance to event organisers planning an event.

1.5 Your role

As an event organiser, you are responsible for:

- Completing the Event Permit application form. no less than 60 days prior to the event
- Submitting and completing documentation as required
- Submitting and completing safety documentation as required
- Completing the requirements list provided by Council
- Obtaining all approvals, permits and licences from relevant organisations in order to receive your letter of approval from Council.

2. Planning your event

If you are planning an event in Cardinia, there are a number of things you need to consider and documents you need to prepare.

2.1 The Purpose

It is important to consider why you are hosting the event and define your goals and objectives.

Consider your target audience, overall cost, location, access, content, promotion and the date. Be realistic and take into account your timing and budget constraints.

Consider who is on your planning team. Does it represent your target audience? Can it include young people, men, women and gender diverse people? By having the input into planning from a diverse group of people will support your event to meet the needs of all participants more equally.

Consider what you need to do to help people who have additional needs to feel welcomed to participate in your event. In particular those people who are more likely to experience disadvantages or discrimination on the basis of their Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation.

When preparing your budget, do not forget to consider costs for insurances, venue hire, marketing, materials, equipment hire, staffing, entertainment, permit and license fees, first aid and food. It is a good idea to include a 10 per cent contingency of total costs for unexpected expenses.

2.2 Choose a suitable location

Factors to take into account include the type of venue (indoors or outdoors), car parking availability, high visibility, accessibility and the available services and equipment.

Before booking your venue, undertake an inspection to see if it is right for your event and to assist with event planning. If you are unsure if the venue is right for you, please contact Council and speak to the Festival and Events Officer for further advice.

Toilets must be provided at every event and maintained in a clean state. Access for people with a disability is also required.

The Building Code of Australia 2005 states you must provide at a minimum:

- One closet fixture for every 200 female patrons
- One closet fixture or urinal for every 200 male patrons, at least 30 per cent must be in the form of closet fixtures.
- One wash basin for every 200 patrons.
- For use by disabled persons, one unisex accessible facility for every 100 closet fixtures.

If your venue does not have the adequate number of toilets, you will need to hire additional toilets.

Clear, safe and accessible paths of travel must be provided to, into, through and out of any building/venue where the event is being hosted. Further accessibility information and factsheets are available on Council's website.

2.3 Insurances

Having Public Liability Insurance is critical when hosting an event or conducting activities to ensure all stakeholders are financially protected and there is protection against loss, accident or incidents. As an event organiser, you must have Public Liability Insurance for a minimum \$20 million. The Certificate of Currency must cover all associated activities including the bump-in and bump-out.

As an event organiser, you are also responsible for ensuring all suppliers, entertainers, and contractors, businesses, community organisations and sponsors also have Public Liability Insurance with a minimum of \$20 million. You should have copies of their Certificates of Currency prior to the event and have them readily accessible.

A Certificate of Currency must display

- The name of the insured
- Policy amount (minimum \$20 million)
- Unlimited number of claims
- Location of coverage
- Must be current at time and date of events
- Business activity shown is appropriate for service provided at the event

2.4 Key Documents

There are particular documents required for successful delivery of your event.

- **Event plan** – The event plan should be an overview of the event, from purpose to bump out and everything in between. This will be your key document throughout the entire event process and act as a planning tool, a working document and a constant point of reference.
- **Event Running Sheet** - A running sheet is the summary from the event plan of how the bump in, event and bump out will be delivered in an itemised list in time order.
- **Key Contacts List** – Contact numbers for all staff, suppliers, exhibitors and activity providers is a handy asset to have alongside contacts such as essential services, Council and emergency services.

2.5 Site Plan

A site plan is an opportunity to include a range of features and elements on an event site. It is also a time to consider the layout of your event and how areas and attractions may compliment each other. This includes maximising shade and crowd management. It can be used as an excellent visual aid when communicating with staff, contractors, suppliers and vendors.

A detailed proposed site plan is a requirement of your event permit application and will help assist Council and other agencies to understand and properly assess your proposed plans.

Features you should consider including in your site map

- Event name, date, times and location
- Orientation (North or South etc.)
- First Aid posts
- Lost child posts
- Information points
- Waste points or bin locations
- Key entry and exit points
- Infrastructure such as marquees, stage, existing structures or furniture, seating etc.

- Existing footpaths
- Emergency access and egress paths
- Emergency evacuation areas
- Food vendors
- Amusement rides and inflatable
- Key activities
- Existing or temporary lighting
- Toilets (accessible/unisex)
- Firefighting equipment
- Power supply points and generators
- Water fountains and tap access
- Delivery points and access
- Road names
- Attendee and participant parking (accessible)
- Traffic controller positions
- Patron pick up and drop off zones
- Road closures

Be sure to include a legend that helps identify the different features on the event map.

2.6 Traffic and Pedestrian Management

A Traffic Management Plan is required if your event causes any alteration to normal traffic movement, including parking, pedestrians, cyclists, vehicles or if you require any section of any road or street closed for your event (closures must be included in resident notifications).

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Under current legislation, a registered, qualified and accredited individual or company must prepare a Traffic Management Plan when events require a road closure or change to current traffic conditions.

A Traffic Management Plan should be submitted to the necessary authorities at least 60 days prior to the event. Main arterial roads are under VicRoads authority, and Local roads are under Council's authority. This will be reviewed when you submit your application and where a traffic management plan is required. You will be required to request a copy of VicRoads approval, in the form of a Memorandum of Agreement (MOA) when VicRoads roads are utilised.

Under the State's Transport Act, organisers of events in Victoria are required to notify the Public Transport Division of Public Transport Victoria (PTV), if there is an event that is likely to have an impact on public transport services (trains, trams or buses). For information please visit the [PTV website](#).

2.7 Parking

Consider how many parking spaces are available at the venue to accommodate the number of people you expect to attend the event. Consider alternative options for parking if available parking is limited i.e. providing shuttle buses or encouraging use of public transport and advertise these opportunities on event marketing material.

Accessible parking areas should be provided and clearly signed. Remember to allow access for emergency vehicles in your planning.

If you expect VIPs to attend the event, including the Mayor or Councillors or local politicians, think about reserving parking spots. Reserved parking spaces may also be needed for performers, stallholders and other event staff. Consider how you plan to reserve parking spaces. This may be done by placing bollards/ witches hats on reserved parking spaces and creating reserved parking signage.

2.8 Place of Public Entertainment Permits

A Places of Public Entertainment Permit (PoPE) may be required if your event:

- Is held in an area greater than 500 square metres
- Is in an enclosed area
- Is where you invite the public.

An example of an event requiring a PoPE permit is a circus or an open-air concert.

Council's Municipal Building Surveyor will determine whether or not an occupancy permit exists for that particular site i.e., sports ground, private property (open to the public) and whether a PoPE is required.

2.9 Alcohol

If you intend to serve or sell alcohol at your event you must apply for a temporary liquor licence from the Victorian Commission for Gambling and Liquor Regulation.

- Alcohol must be served responsibly – whoever holds the licence must ensure that procedures are in place to do so
- Alcohol must be served in a fully enclosed bar area.

Cardinia Shire Council will need to see evidence of your liquor licence. Please note that approval of a liquor licence is not approval for your event, nor does an Event Permit guarantee you will receive a liquor licence. If you intend to serve but not sell alcohol, you may not require a liquor licence; however it is always best to check with Responsible Alcohol Victoria for the latest information.

If alcohol is being served as part of the catering, the Event Organiser must include this information in the Event Permit Application Form. This will ensure that the appropriate conditions are included in the Event Permit. The consumption of Alcohol in a Municipal Place or Road is regulated by Community Laws and failure to advise Council that alcohol will be consumed at an event is in breach of the permit conditions, and may result in the Event Permit being cancelled.

Alcohol Management Plan

- An alcohol management plan should outline the actions to ensure alcohol consumption is controlled. The plan may cover:
- Prevention strategies for sale to minors, disorderly or intoxicated persons.
- Strategy to prevent minors entering defined redlines.
- Prevention and intervention strategies for violence against women.
- Response strategy for theft, abuse, or assault.
- The sale times and limits for alcohol
- Security management strategy

- Type of alcohol sold and containers for serving
- Waste management
- Vendor Business details and RSA register.

Under the local law, Council prohibits the consumption of alcohol in certain areas. The Festival and Events Officer will be able to advise if the proposed event site falls within the dry zone.

2.10 Fireworks and Firecrackers

Events seeking to include fireworks must only use licensed pyrotechnicians. Documentation such as a Risk Assessment, fireworks discharge zone plan and public liability must be approved by Councils Risk Officer and approval must be sought from WorkSafe at least 7 days in advance of the event. Worksafe will assess 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. Depending on the size of the event, a Traffic Management and/or Pedestrian Management Plan may be required.

All waste materials generated from the fireworks or firecracker display must be cleared immediately following the event by event organisers.

2.11 Filming and Drones

If you are considering filming any aspects of your event or using a drone for filming or photography purposes, you must obtain a permit from Cardinia Shire.

Filming permit application can be found on the Cardinia Shire [website](#) and must be submitted **at least 3 weeks** before the proposed start date for filming.

Please ensure signage is placed at the event advising patrons that the space will be filmed.

2.12 Promotion

Promoting the event is key for the successful attendance at your event. Ensuring the information provided to the public is in a clear and concise manner is vital.

Ensure the promotional material is not discriminatory to anyone based on their Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation.

Whilst you are considering your promotional mediums such as online platforms including social media, websites and print media, Cardinia Shire Council has some ways to help promote your event (subject to availability):

- What's on Cardinia – a free platform to advertise your events.
<https://whatsoncardinia.com.au/>
- Roadside signage – pre approved locations through the Shire. For further information please visit the [Cardinia Shire Council website](#).

The earlier we are aware of your event the more opportunities may be available.

2.13 Mayor and Councillors

If you would like to invite the Mayor and/or a Councillor to participate in your event, in an official capacity or as an invited guest, an invitation needs to be sent at least 4 weeks prior to the event date.

Invitations must include details about the event including date, time, location, parking arrangements and a program of activities/entertainment.

If you are inviting the Mayor and/or a Councillor to be involved in your event in an official capacity, your invitation must be clear including time of speech, duration and what your event is about. All requests can be emailed directly to the Mayor and Councillors however please include MayorEA@cardinia.vic.gov.au

All events receiving a Council grant should invite the Mayor and Councillors to the event.

3. Risk and Safety Management

Safety at an event is critical and all members of the public expect to attend and enjoy an event safely and securely.

The event coordinator is responsible for the safety of the site, staff and patrons attending the event. All events will have elements of risk, so it is important to carry out a risk analysis or assessment to ensure each potential hazard is appropriately mitigated or eliminated. You may wish to hire a Safety Officer to take care of this element of the event however the responsibility will still remain with the events coordinator.

3.1 Risk Assessment

A Risk Management Plan identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate the identified risks. In order to understand what risks need to be managed, a risk assessment needs to be undertaken. A risk meeting should be held onsite to identify possible risks or hazards at the venue.

If your event is held on Council land a risk assessment must be completed and submitted to Council's Risk Officer a minimum of four weeks prior to your event.

Considerations when undertaking your risk assessment:

- Contractor Management
- Child safety
- First aid or lost children processes
- Public safety
- Manual Handling
- Food safety
- Water and toilet access
- Power and lighting requirements
- Traffic and parking management
- Animal Management
- Security and crowd control
- Dangerous Goods, Pyrotechnics
- Site suitability/capacity
- Waste management
- On site communications / public address
- Noise minimisation
- Contingency plan
- Weather Conditions
- Setting up / Packing up – bump in/out
- Access/egress requirements
- Complaint and incident procedures
- Construction of temporary structures
- Volunteer Safety
- Amusement structures (inc. inflatables)
- Access for all abilities

A Risk Assessment example is available upon request.

3.2 Emergency Management Plan

You must ensure you are capable of dealing with any type of emergency which is why you need an Emergency Management Plan and evacuation procedures to cover fire, medical, structural, explosions and flooding.

Your Emergency Management Plan should be flexible and simple to follow with roles and responsibilities clearly outlined.

The event may require security or crowd control to ensure safety on site. Some factors that may determine if security is required may include, stage program, number of people onsite, demographic of the target audience and particularly if alcohol is available.

You may want to get in contact with Victoria Police to consider the greater risk and control measures which may be applicable for your event; including hostile vehicle mitigation plans. Victoria Police will be able to provide advice around the natural barriers and temporary measures which can be implemented for your specific event.

In the warmer months, your plan should also include contingencies for dealing with Code Red Fire Days which may be declared by the State Government during extreme heat periods. For more information visit www.cfa.vic.gov.au or call the CFA Southern Metropolitan Region on (03) 9767 1800.

An Emergency Management Plan template is available upon request.

3.3 Resident and Emergency Services Notifications

It is vital that **ALL** emergency services including; Victoria Police, Country Fire Authority (CFA) and Ambulance Victoria are notified of the intended event. It is important to do this early on in the process and to have contact with these services in the lead up to the event. Recommended information to notify in this process are, key event details and any supporting details including higher risk activities, fireworks and road closures.

Council recommends you notify local residents and businesses within a 500m radius of the event site two weeks prior to the event. This is to allow residents and businesses to plan ahead for possible disruptions in the neighbourhood. The letter should include:

- The name, date and location of the event (including set up and pack down times)
- The purpose of the event
- Expected number of attendees
- Activities being conducted as part of the event
- Any likely disruptions to residents and businesses with respect to noise, transport, fireworks, road closures and parking restrictions
- A contact number for further information or queries

3.4 Weather

Weather can impact the success of an event and plans should be in place to combat all different weather conditions i.e high winds, extreme heat, rain and thunderstorms.

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

If your event is outside it may be worth thinking about an alternative inside venue in case of extreme weather conditions.

There are two CFA permits which may be required; **Total Fire Ban** and **Fire Danger Period**. These are required when the use of gas or open flames are present. For more information and to apply please visit the CFA website.

3.5 First Aid

Event Organisers have a duty of care to patrons and staff to ensure that First Aid assistance is available onsite to cover the unexpected.

Accidents can happen irrespective of the size of the event and having First Aid Officers ready to respond will ensure peace of mind.

All first aid services, providing commercial first aid in Victoria are required to be licenced under the *Non-Emergency Patient Transport and First Aid Service Act 2003*. Licenced first aid services will be required to comply with the Non-Emergency Patient Transport and First Aid Services Regulations 2021.

A first aid service providing first aid in Victoria without a licence is in breach of the Act and must not be permitted to provide first aid.

A list of licenced first aid services is available on the Department of Health [website](#).

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 or Ambulance Victoria. The level of first aid provision will depend on the type of event, the audience, event duration, location, weather and other factors.

In planning first aid at the event, consider the below:

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

4. Public Health and Wellbeing

4.1 Water

Events must cater for the health and comfort of patrons and must have a sufficient supply of free drinking water. At outdoor events, organisers must:

- Provide safe to drink water that is free
- Provide accessible pathways to water sources
- Provide clear directional signage to the water
- Consider layout carefully and avoid placing taps in areas that have the potential to create bottlenecks

Event organisers are encouraged to hire hydration stations to assist in reducing single-use plastic.

Events with a Place of Public Entertainment Permit (POPE) will be informed of the correct amount of water outlets for your event based on the information provided.

4.2 Shelter

Shelter and shaded areas should be available wherever patrons, staff and volunteers may be located for an extended period and where weather conditions dictate it is required and practicable.

This can be provided by natural shade from trees, marquees or umbrellas (must be properly weighted and monitored for increased wind speeds).

4.3 Toilets

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

- Anticipated crowd numbers
- The gender of patrons
- The duration of the event or festival
- If alcohol will be available
- Provisions for people with disabilities
- Provisions for parents

The Building Code of Australia 2005 outlines you must provide a minimum of:

- One closet fixture for every 200 female patrons
- One closet fixture or urinal for every 200 male patrons, with at least 30% closet fixtures
- One hand wash basin for every 200 patrons
- One unisex accessible facility for every 100 closet fixtures for accessible patrons.

The following tables are guides to help determine the appropriate facilities for your event.

Patrons	Male			Female		Accessible
	Toilet	Urinal	Basin	Toilet	Basin	Gender neutral
<500	1	1	2	3	2	1
<1000	2	3	4	6	4	2
<2000	4	8	6	12	6	3
<3000	6	15	10	16	10	4
<5000	8	20	17	20	10	5

If alcohol is served at the event the number of toilets available should be increased. The following table is a guide for events that have alcohol being served.

Patrons	Male			Female		Accessible
	Toilet	Urinal	Basin	Toilet	Basin	Gender neutral
<500	3	6	2	10	2	2
<1000	4	8	4	14	4	3
<2000	11	12	7	16	7	4
<3000	10	18	14	20	14	6
<5000	12	25	20	35	20	8

Events with a POPE will be informed of the correct toilets required for your event based on the information you provide.

4.4 Noise Management

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses. Please refer to the [EPA website](#) for appropriate noise levels.

If you are playing music at your event, whether live or recorded, you will need an [Australian Mechanical Copyright Owners Society](#) licence (APRA AMCOS) and possibly a [Phonographic Performance Company of Australia Limited](#) licence (PPCA). [OneMusic Australia](#) is a joint initiative between APRA AMCOS and PPCA to give you easy legal access to both organisations. Contact [OneMusic Australia](#) for more information about the types of licences available, the costs and requirements.

Outdoor music noise and event permits

If your event incorporates music and amplification, you must comply with Environmental Protection Regulations 2021 which regulates noise in public places and protects people in their homes from unreasonable interferences.

In some cases, a Noise Event Permit from the EPA may be required for Outdoor Entertainment Events or Venues if you meet the following criteria:

- Music measures higher than the above 65db(A) when measured outdoors or 55dB(A) when the measurement is inside (under specific conditions)
- The event is more than 8 hours (not including soundcheck)
- More than 6 concerts held at the same location in a financial year.
- The concert is held on -
 - Monday to Saturday between 7am and 12 noon or
 - Sunday or Public Holidays between 9am and 12 noon or
 - Outside of standard operating hours. (Standard operating hours are Monday to Saturday 7am to 11pm, Sunday and Public Holidays)

For more information and to apply for an outdoor music noise and event permit please see the [EPA website](#). Please note the EPA requires a permit submission 45 days prior to the event and should include a Noise Management Plan.

4.5 Accessibility

Carefully consider accessibility at your event to ensure that all members of the community can attend and enjoy the activities. When planning your event, consider the following:

- 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
- Inclusion of accessible toilet facilities
- Ask attendees if there are any accessibility requirements when registering (if applicable), to give you some time to make adjustments or provisions
- Ensure there is an email or phone number people can contact if they require more accessibility info prior to the event
- 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
- Consider booking Auslan Sign Language Interpreters
- If you have a staged area ensure that there is a ramp or lift access so that people with a disability are able to see that they are able to enter the stage, even if this is not planned to occur.

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.

An accessibility checklist is available upon request.

5. 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)
- Job Safety and Environmental Analysis (JSEA)
- Safe Work Method Statement (SWMS) for any items such as rides, amusements, installations or structures.
- Working with Children's Check

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.

5.1 Amusement rides

Amusement devices include equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls and some inflatable amusement devices. The design and construction, operation and maintenance of most amusements are regulated by Australian Standard 3533, 1997, Amusement Rides and Devices.

There are a number of considerations event organisers will need to adhere to when engaging amusement rides at events:

- Appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons
- Consider 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 arising from rides, amusements and jumping castles

Event Organisers will be required to obtain from contractor:

- Manufacturing standards compliance
- Operating procedures and compliance
- The inspections and maintenance records are up-to-date in the log book
- 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.
- Working with Children's Check

Additional information on Amusement Rides can be found on the [WorkSafe Victoria](https://www.worksafe.vic.gov.au/) website.

5.2 Stallholders

Stallholders at your event is a great way to bring people together whether it be a market stall selling goods or a food vendor. Stallholders must provide the following information and documentation before the event:

- Public Liability Insurance with a minimum of \$20 million cover.
- Working with Children's Check
- Food registration certificate (Food vendors only)
- Statement of Trade certificate (Food vendors only)
- Stall measurements
- Power requirements

All food operators providing food to the public at events must be registered in the council area they are based in under the Food Act 1984. (Please note: alcohol is also covered under the definition of food under the act). Food storage and handling at events must also comply with the Food Safety Standards.

All food vendors must be registered with the government body [FoodTrader](#) and Council's Environmental Health Officers will check FoodTrader registrations to ensure vendors comply. Statement of Trade Certificates must be supplied to you from each vendor.

Cooking with Gas

Energy Safe Victoria (ESV) has a [Gas Safety Self-Check List](#) for caterers, food outlets and others at events.

It is the responsibility of the Event Organiser to ensure the operators of gas appliances have completed, and handed to the event organiser, the Gas Safety Self-Check List.

All mobile food vehicles using gas should have a valid Energy Safe Victoria Compliance plate fitted. To obtain this, the owner of the vehicle must have the gas installation checked by a licensed gasfitter and a submission is then made to ESV.

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

5.3 Animal Management

Interaction with animals via mobile displays can provide an enjoyable and educational activity for children and adults. However, there are a variety of issues to consider to ensure the safety and wellbeing of patrons and the animals. Issues to consider include age appropriate activities for patrons, hygiene (hand washing facilities, waste removal, and cleaning of facilities), storage of holding vehicles/trailers and the training and experience of the animal handlers

Some locations within the shire may not be suitable to host animals due to significant bushland, natural environments, and diversity of the area or appropriate facilities to host the animals. Additionally, as some parks in Cardinia specifically permit dogs off-lead, this will need to be taken into account when planning your event and the site may be deemed not suitable.

If you are having animals at your event, you will need to provide Council with the details and address the activities in your risk assessment. This will ensure that the appropriate conditions are included in the Event Permit.

Failure to advise Council of the activities is in breach of the permit conditions and may result in the Event Permit being cancelled. As part of the permitting process, you may be asked to provide to Council the following details:

- Location of animal activities on the site map
- Public Liability Insurance Certificate
- Animal Management Plan

6. Waste Management

No matter what scale your event, consideration must be given to the clean up during and after your event. You could also consider engaging a waste contractor for your event to help develop a waste management plan and manage the waste on the event day.

There are a variety of options to reduce your environmental impact and improve sustainability of the event. The below points are some options you could consider.

- Provide adequate, clearly signed water bubblers or refill stations
- Encourage attendees to BYO water bottles, coffee cups and even food containers
- Balloons and glitter should be avoided, especially with outside events. These easily enter our environment and become harmful litter for wildlife.
- Avoid unnecessary giveaways
- Work with your vendors and stallholders to reduce waste in the planning stages of your event. All wastewater and oils should be disposed of appropriately offsite
- Wash crockery and cutlery for reuse to avoid using disposable items, if this is not possible ensure you are using certified compostable items.
- Explore other waste streams such as, food organic waste for compost or work farms, soft plastics, disposable coffee cup recycling.
- Have bin monitors to moderate and reduce waste stream contamination to avoid unwanted landfill

Council Waste Education Team can help work with you to determine the best strategies to reduce waste at your event. They can also attend events and educate your attendees on practices that can be adopted at home. Contact Council's Waste Team on 1300 787 624 to discuss further.

Council offers a bin service for community events. At least 3 weeks notice is required and fees may be associated.

Ensure you have sufficient people to work after the event to clean up (including picking up litter, cigarette butts, cable ties, food scraps and anything left behind by stallholders).

Single-use plastics

From Wednesday 1 February 2023, the Victorian Government has banned the sale and supply of these problematic single-use plastics:

- drinking straws
- cutlery
- plates
- drink stirrers
- expanded polystyrene food and drink containers
- cotton bud sticks

The ban applies to all businesses and organisations in Victoria, and includes all conventional, degradable and compostable plastics. So, you'll see more reusable items or plastic-free alternatives instead!

People who need single-use plastic drinking straws due to a disability or medical needs will still be able to use these items.

Single-use plastics make up a third of the litter in our environment and are often only used for a few short minutes but requires many resources to make and are difficult to recycle. This ban will help reduce plastic pollution, protect wildlife, waterways and food sources from contamination.

For more information about the ban, visit the Victorian Government's website [here](#).