



Outdoor Events Guidelines

2020/21

Version 2



Please consider
the environment
before printing



Consider carefully how
the information in this
document is transmitted

Responsible officer

Coordinator Event Services

TRIM folder

76/01/346

Publish date

July 2020

Expiry date

July 2021

Version number

2

Contents

Contents	3
Section 1: Introduction	6
When is an event permit required?	6
Section 2: Top things to know about holding an event in Port Phillip	6
Section 3: Assessment and Approval	7
Application and Approval Process	7
Expression of Interest Process (EOI)	8
Section 4: Selection Criteria	9
Tourism, visitation and economic impact	9
Community development, arts and social benefit	9
Amenity, experience and public space	10
Section 5: Location	11
Site Plan	11
Heritage	11
Costal Consent	11
Water and Power requirements	11
Wind Rating	12
Section 6: Infrastructure and Site Design	12
Access and Inclusion	12
Securing Infrastructure – Pegging vs. Weighting	12
Temporary Structures – Place of Public Entertainment	12
Temporary Structures – Siting Approvals	13
Toilets	14
Litter and Recycling Bins	14
Lighting Equipment and Generators	14
Speakers and stage placement	14
Jumping Castles and Mechanical Rides	14
Animal Nurseries	14
Section 7: Traffic and Pedestrian Management	14
Road Closures	15
Traffic Management Plan (TMP)	15
Additional Approvals – on Road Events	15
Vehicle Access	15
Pedestrian Safety	16
Parking Restrictions	16
VicRoads and Public Transport Victoria (PTV)	16
Section 7: Food & Beverage, Alcohol and Tobacco	17
	3

Food and Beverage	17
Gas Safety	17
Alcohol – Liquor License	17
Alcohol Management Plan (AMP)	17
Tobacco Act	17
Section 8: Waste Management Plan (WMP)	18
Sustainability	18
Section 9: Noise Management & Music Licences	19
Noise Assessment	19
Noise Mitigation	20
Music Licences	20
Section 10: Safety and Risk	20
Public Liability Insurance	20
Risk Management Plan (RMP)	21
Covid 19 Safety Plan	21
Crowded Places Security Audit	21
Emergency Management Plan (EMP)	21
Emergency Vehicles	21
Security	22
Police Resourcing	22
Water Based Events	22
Weather management	22
Child Safe Procedures	22
First Aid	23
Total Fire Ban	23
Fireworks	23
Section 11: Communications	23
Notifications	23
Event Hotlines and Event Day Contacts	24
Emergency Services Notification	24
Data Collection	24
Signage	24
Section 12: Event Fees	25
Section 13: Deadlines and Document Requirements	26
Documentation	26
Additional documentation	27
Timelines	27
Section 14: Useful Contacts	28
Section 15: Non-Compliance	29

Section 16: Assistance	29
Event Services Contact	29

Section 1: Introduction

These Guidelines for Outdoor Events, relate to any outdoor event to be held within the City of Port Phillip. They provide key information of what is required to produce an event within the Municipality and operational requirements that organisers will need to consider in order to produce a safe professional event. It is recommended that these Guidelines are read before completing the application form.

We welcome applications that provide significant social and cultural outcomes for the community, while respecting the City's natural assets and residential amenity.

All permits issued will be in line with 'Community Amenity Local Law No1'.

If you are unsure about any part of the application process, please contact a member of the Events Team on:

- Ph: 03 9209 6355
- Email: eventpermits@portphillip.vic.gov.au
- All events are assessed against the Outdoor Events Policy and Event Strategy.

Application forms, Policy and Strategy documents are available on our website <https://www.portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/outdoor-events-and-markets>

When is an event permit required?

Any event held in public open space which will be attracting over 20 people requires a permit.

The process to apply for an event permit and the associated fee will vary depending on the size and complexity of your event.

Section 2: Top things to know about holding an event in Port Phillip

Secure a date

- The best way to secure a major event in Port Phillip is to apply through the Expression of Interest (EOI) process.
- Events applying outside this process may find there is no availability at the key sites.

How long does it take to get a permit

- Major events = minimum 4 months
- Small events = minimum 10 days
- This allows for appropriate planning and approvals from all stakeholders.

Documentation

- All documentation is required 2 months prior to your event.
- As a minimum all events will need to provide risk management, emergency management, detailed site plans, operations plans and insurance to \$20m.

Road Closures

- There is a cap on the number of road closures permitted each year
- All major road closures must be applied for during the EOI process.

Strong Winds

- There is a 1.5 wind terrain category rating along the foreshore.
- This is a greater requirement than most other Melbourne locations.

Sound Management

- All our sites are close to residents and therefore strict sound management requirements are in place.

Other Agency Approvals

- These approvals take 3 months, apply early:
 - Liquor Licencing,
 - Public Transport changes,
 - Pay for Policing
 - Building approvals (for fenced events or events with large structures)

Police Resourcing

- May be required if your event has a combination of the following:
 - Attracts large patron numbers
 - Has a music focus (live dj/bands)
 - Has a liquor licence
 - Is considered high risk.

Section 3: Assessment and Approval

All applications will be assessed against the Outdoor Events Policy and Event Strategy. It is recommended that applicants read these documents before applying.

Interviews and additional information may be required in order to assess your application.

Application and Approval Process

The approval and permitting process can run from three weeks to six months. Timeframes are dependent on the complexity and size of the activity. Events are assessed when an application form and all relevant documentation is received.

- Minor, medium events and promotions: 10 – 30 days to assess.
- Major events will take between one to six months to assess.

Steps in the permitting process are outlined below:

Application received

- The application must include details of the event and an indicative site map.

Application assessment

- The event is assessed against the requirements outlined in the Outdoor Events Policy and the Event Strategy
- Assessment of applications and permitting events occurs in conjunction with a number of departments across Council
- Council officers may also consult other agencies, including Victoria Police and VicRoads.

- Interviews, references and letters of support from the community or businesses may all be required as part of the assessment process.

Provisional approval

- Is provided once the concept, date and site have been approved.
- The event will only be able to operate on Council managed land once final approval and the event permit is issued.

Permitting assessment

- Through this period event operations, documentation and plans are submitted and assessed. This is to ensure the event will be safe and have minimal impact
- Timeframes range from one week to four months

Event Permit

- A permit will only be issued after all requirements are met. Including but not limited to:
 - all documentation received and approved
 - all processes/procedures are approved
 - approval received from all stakeholders and
 - payment of invoices is made in full.

Event Day

- The event is delivered as per all approved plans and event permit conditions.

Event Debrief

- All major events will be required to attend a debrief
- If there have been no issues, smaller events will just be required to provide a brief summary of their event.
- A post event report will be required for all major events.

Expression of Interest Process (EOI)

Applications will be received all year round however it is recommended that the following events apply through the annual EOI:

- Major events
- Long term markets,
- Events with major road closures
- Ticketed events over 1000 patrons

This competitive process selects the events that will form the major events calendar and secures early approval. Long Term Markets and events with major road closures will not be considered outside this process.

Major events that demonstrate professional operations may be approved outside this process but can only be considered when there is availability.

The EOI is run in December each year.

Section 4: Selection Criteria

All events must complete an application form, pay an application fee and provide the relevant documentation before assessment commences.

Applicants for an event permit should demonstrate the following in their application:

Tourism, visitation and economic impact

We are looking for events which demonstrate a range of these principles:

- Prioritise events that showcase and promote CoPP as a destination, providing economic growth through tourism and visitation
 - Provide positive exposure for the area and enhance a broader awareness of the municipality
 - Strengthen Port Phillip as a tourist destination
 - Celebrate local attractions, culture and history
- Ensure that events activate neighbourhoods across all parts of our city and grow local businesses and industries
 - Develop partnerships with local businesses and tourism groups
 - Provide economic benefit to Port Phillip businesses and community groups
- Support, partner or leverage large events in the local area and within wider Melbourne to bring or retain visitors to the municipality
 - Generate high level of interest through marketing and media
 - Have the ability to attract and engage a large amount of people

Community development, arts and social benefit

We are looking for events which provide a variety of the following:

- Engage, include and connect a range of people in our community, providing diverse opportunities for engagement and participation
 - Provide activity that develops communities and provides opportunities for residents to participate
 - Deliver community outcomes, health & wellbeing benefits and social connection
 - Are engaging, foster community spirit and include all people in our community, including inclusive programs that provide access for all
 - Provision of free activity for the local community and visitors to the area
- Events that support the development of our communities to build capacity, foster local talent and recognise artistic and cultural strengths within our municipality
 - Develop partnerships with local clubs, cultural groups and community organisations
 - Engage or partner with local artists or creative groups
 - Raise funds and/or awareness for charity, local community services or community groups.

- Maintain and build on the mix of art, cultural, sporting and entertainment events to support the unique identity of different parts of our City
 - Provide a diverse range of activity, across the year and for a variety of audiences
 - Interactive, creative and have a community appeal.
- Support for ongoing delivery of programs and events that celebrate our diverse communities, including multicultural and multifaith events, senior events, and the Pride March
 - Support the unique identity of different parts of the municipality

Amenity, experience and public space

Events are required to:

- Minimise negative impact and overuse of our public spaces
 - Have management strategies in place to minimise potential impacts on the local community as far as practicable
 - Have minimal and temporary impact on sites and protect fauna, flora and Council assets
 - Consideration will be given to the requirements of the event, the overall usage of the site, environmental impacts and other activities in the area
 - Events are encouraged to activate outside peak sites and dates.
- Promote a healthy, safe and welcoming experience
 - Be professionally produced, attractive and provide high quality experiences
 - Be delivered by an event organiser who has relevant experience and proven ability to deliver high quality, safe and low impact events, this will be considered essential for all major event operators
 - Meet all council, state and national regulatory requirements
 - Have all approvals from other relevant regulatory bodies, such as Victoria Police, WorkSafe and Parks Victoria.
 - Suitability of event will be considered with regard to its public appeal, safe practices, benefits and impact on amenity. Elements such as sound management and public order will also be considered
- Have a meaningful commitment to minimising their impact on the environment
 - Activities are encouraged to be both socially and environmentally responsible
 - Have a commitment to minimising the impact of the event on the environment
 - Develop sustainability policies and practices that reduce the overall generation of waste (particularly single use plastics) and maximise diversion from landfill
- Prioritise events that can further initiatives from the Council Plan, while ensuring no permitted events contravene Council policy or resolution
 - Align to the Council Plan, Outdoor Event Policy, Events strategy and all other Council policies and resolutions.

Section 5: Location

The type of event and desired outcomes will determine the ideal site, Council Event Managers can assist with selecting an appropriate site.

Maps of the main event sites are available at <https://www.portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/event-planning-resources/event-site-maps>. Other maps are available on request.

In order to reduce impacts, sites may be 'rested' between events or when other events are in the same area. This will make them unavailable to book.

Sites can quickly book out in the warmer months so it is recommended to book early.

Site Plan

All applications must be accompanied with a draft site plan. More detailed plans with exact layouts will be required before a permit will be issued.

As a minimum, the site plan must include:

- The placement and size of infrastructure and other resources on site.
- Details of the dimensions of the area utilised.
- Access points.

Changes or additions to site plans must be approved in writing and finalised four weeks before the event.

Additional information will be required if your event is fully fenced, as a building permit will be required. See the Place of Public Entertainment information later in this document for further information.

Heritage

Many Port Phillip sites have heritage 'significance grading' and/or are located in a Heritage Overlay. This means that they may not be appropriate for certain types of events or that they will attract additional requirements of event organisers.

Catani Gardens, in St Kilda, is a popular event site which is included on the Victorian Heritage Register (H1805). Included in the heritage listing is the rotunda, memorials, sea wall, lava rock drinking fountain, all paths all the palms and other significant trees. Additional conditions are applied to this site and additional permits may be required from Heritage Victoria.

Costal Consent

Costal consent from the Department Environment, Land, Water and Planning is required for any event held within 200m of the high tide water line, and is in place for longer than one day, including bump in and bump out. The process for approval can take up to three months, and without the approval, Council can not approve your event. Council Event Managers will assist with this process.

Water and Power requirements

Taps and power boxes are available at most event sites. It is recommended that event organisers check power/water on site as it may not be sufficient for all events. Council takes no responsibility if power or water is not available on the day. Back up plans are always advisable.

Keys are required for power boxes and must be organised in advance.

All electrical equipment must comply with Work Safe Code of Practice. In particular:

- Extension cords must be protected from pedestrian and vehicle contact.
- All electrical equipment must have up to date electrical tags.

Wind Rating

The wind speed at a structure is influenced by the terrain it flows over as it approaches the structure.

Events held along the City of Port Phillip Foreshore have an unusually high wind terrain category rating and must have structures rated for the following wind speed terrain:

- Region A, Terrain Category 1.5 (Foreshore Area)

Section 6: Infrastructure and Site Design

- Details of all proposed infrastructure needs to be included on the site map and in management plans. Dimensions of all structures are required.
- Council is not responsible for any event infrastructure.
- All infrastructure is to meet the relevant Australian Standard and be used for its designed purpose.

All infrastructure must be placed beyond tree canopies

- A clear 2.5 metre walkway for non-event pedestrian traffic must be maintained at all times through the event site

Access and Inclusion

City of Port Phillip is committed to equitable, dignified access and inclusion through our events program. Event organisers must consider accessibility and inclusion when designing their site and in the planning for their event. Consideration should be given to an accessible site layout including accessible toilets, accessible transport parking options and accessible public transport close to the site.

Council has adopted a Social Justice Charter and also a Access and Inclusion Plan to provide frameworks for access and inclusion. These can be found on our website at

<https://www.portphillip.vic.gov.au/about-the-council/strategies-policies-and-plans>. Additional information on providing an inclusive and accessible event can be found here: <https://www.and.org.au/pages/event-checklist.html>.

Securing Infrastructure – Pegging vs. Weighting

- All temporary structures must be weighted and not pegged when on grassland unless otherwise authorised by the City of Port Phillip.
- If approval for pegging is received, construction can only begin after irrigation lines are marked by council officers.

Temporary Structures – Place of Public Entertainment

POPE or Occupancy Permit

If you are organising an outdoor event in the City of Port Phillip you may need to obtain an occupancy permit for a place of public entertainment.

An Occupancy Permit (POPE) is required where:

- admission to an event may ordinarily be gained by members of the public; and
- the venue has an area greater than 500m²; and
- the event is enclosed or substantially enclosed i.e. a controlled space (by fencing, structures, or natural features that a reasonable person would see as being an exclusive area); and/or
- admission to the event is gained by payment of money or giving of other considerations

A POPE is not required when:

- The area used for public entertainment is less than 500 m²
- Is not enclosed
- The event is a “community-based organisation” and where the number of persons attending the event does not exceed 5,000 (at any one time).
- A POPE help sheet is available on request

Temporary Structures – Siting Approvals

If you are erecting a prescribed temporary structure for an event within Port Phillip then you have responsibilities under the Building Act 1993, the Building Interim Regulations 2017 and relevant Council Policies. This approval is required to ensure that the proposed structures meet safety, wind and constructions standards.

The following temporary structures will require further permits from the Victorian Building Association (VBA) and/or Council’s building team:

Large (Prescribed) Structures

Large prescribed structures will require further building approvals. See Council’s Siting Approvals for Prescribed Temporary Structures for further information.

Examples of prescribed structures:

- Structures over 100m²
- Stages over 150m²
- Seating stands for more than 20 persons

Small (Non-Prescribed) Structures

Council requires that all non-prescribed structures have a 1507 Certificate of Design, certified by a structural engineer.

Examples of Non-Prescribed Structures include (but are not limited to):

- Marquees under 100m²
- Stages under 150m²
- Modified Shipping Containers
- Entry Gantries
- Lighting or speaker towers

Contact the Council’s Planning & Building Services Unit on 9209 6253 or helpbuilding@portphillip.vic.gov.au to seek advice or to apply for siting approval for a prescribed temporary structure.

Further approvals will be required if the proposed temporary structures form part of an area used as a Place of Public Entertainment (POPE) – refer to Council’s POPE Fact Sheet.

Toilets

Event organisers must provide adequate portable toilets appropriate to the number of patrons expected. The number of toilets required will depend on anticipated crowd numbers, patron gender (women require more facilities than men), whether there is service of alcohol and the event duration.

- A toilet facilities help-sheet is available on request.

Litter and Recycling Bins

An appropriate number of litter and recycle bins are to be provided for your event.

- See the section on Waste Management for more detail.

Lighting Equipment and Generators

- All lighting must face away from residential properties and all generators must comply with noise requirements.
- It is recommended that events use biodiesel generators which are greener and quieter.

Speakers and stage placement

- All speakers, stages and screens must face away from residential properties.
- Screens with moving pictures must not be visible from main arterial roads.

Jumping Castles and Mechanical Rides

If inflatable or mechanical rides are part of the event you need to comply with a number of conditions, including set up, wind risks and compliance to standards. The event organiser is responsible for ensuring any contracted operators are suitably licenced and comply with above legislation.

- A help-sheet is available on request.

Animal Nurseries

If animal nurseries/farms are part of the event you need to comply with a number of conditions including shelter, waste management and site suitability. The nursery must comply with The Department of Primary Industry's Code of Practice for the Display of Animals.

It is the event organiser's responsibility to ensure the proprietor is setting up and controlling the animal nursery in a safe and compliant manner for the duration of the event, and that the operators are suitably licensed.

- A help sheet is available on request.

Section 7: Traffic and Pedestrian Management

Events that impact traffic flow, parking, public transport and/or pedestrian safety are required to provide a Traffic Management Plan.

Events which are using vehicles, forklifts or trucks for set up/pack up may also require a Pedestrian Management Plan.

Road Closures

The event organiser is responsible for all arrangements and costs associated with the closure.

Major road closures on arterial roads are limited each year. These events are usually determined through the EOI process.

Road closures on major roads (e.g. Fitzroy Street, Beaconsfield Pde, Jacka Blvd) require a minimum of 2,000 participants.

On-road events are required to submit distances and relevant details of the proposed timing (include set up/down times) in relation to each event leg, and a detailed map highlighting all legs of the event.

The event organiser is responsible for the distribution of notification letters to surrounding residents, traders and community organisations 10 days prior to the event. This letter must include the details for your nominated event day contact and event/road closure times.

Traffic Management Plan (TMP)

A TMP must be designed by qualified traffic engineers and road closures need to be scheduled and managed to minimise traffic congestion and impact on peak traffic flows within the City of Port Phillip and neighbouring roads.

TMPs need to be approved by Council's traffic engineers, P: 9209 6726

TMPs are also required for any 'plant' vehicle movement on roads or reserves.

Events with major road closures may be required to have a Council Traffic Engineer present at their event to ensure the TMP is implemented correctly. This will be at additional cost to the event organiser.

Additional Approvals – on Road Events

VicRoads manage all of the main arterial roads in the area, including Beaconsfield Pde, Jacka Blvd and St Kilda Road. For these roads you will require an MOA (Memorandum of Authorisation) approval from VicRoads in order to close the road or change any traffic conditions (e.g. block and hold, traffic signals, road signage).

Competitive timed road races (e.g. cycling or running) require a permit from Victoria Police - Strategic Policy and Safety Information Group. An application form must be submitted to the police no less than two months before the proposed date of the event in accordance with the provisions of regulation 403 (2) of the Road Safety (Road Rules) Regulations 1999.

Vehicle Access

The site map needs to indicate vehicle access points.

During bump in/out, vehicles can access the site to deliver and pick up equipment. Outside bump in/out, all vehicles associated with the event must park in the designated roadside or car parking spots.

If approved as part of your event permit, vehicles that have an event purpose may remain on site. However no private cars will be permitted on reserves at any time.

A pedestrian management plan must be submitted for all vehicle movements. As a minimum it is expected that all vehicles will be accompanied by spotters and will travel at walking pace.

No vehicle movement is approved along the St Kilda Foreshore Promenade or timber boardwalk. The pavers and timber is not weight loaded for vehicles and is very expensive to repair (all repairs

would be costed to event organisers). Council Event Manager can provide alternate access information.

Keys are required for vehicle access for most event sites. Key access is to be organised in advance with the Events Team.

Pedestrian Safety

All pedestrian safety measures are to be included in the application.

A minimum space of 1.5 metres should be left between the event and the footpath for pedestrians and bike safety. This is to ensure safe pedestrian passage. Barriers and/or signage may be necessary.

Consider how the patrons are accessing and exiting the venue. If large numbers are crossing a road at the beginning or conclusion of the event, security or speed reductions may be required.

Council has a standard egress plan (exit plan) for large events using South Beach Reserve. This plan must be implemented and all associated costs are the responsibility of the event organiser.

Parking Restrictions

Parking is not included as part of the permit.

No parking is permitted on the foreshore, reserves or the promenade.

Event organisers will be fined for all non-permitted vehicles in their event space or any event staff or contractor cars parked on reserves around their event space.

It is recommended that organisers advise staff/contractors of the restrictions.

It is the responsibility of the event organiser to address this issue in their planning.

VicRoads and Public Transport Victoria (PTV)

Approvals or notifications may need to be made to VicRoads if your event:

- Is closing or changing conditions on a VicRoads managed road
- Would like to advertise on a VicRoads managed road
- May be distracting to drivers on a VicRoads managed road
- Is interrupting Public Transport or requires additional Public Transport

Approvals or notifications may need to be made to PTV if:

- You are disrupting or blocking access to PTV services
- If you require additional services to move large numbers of patrons to or from your event.

Three months is required for these approvals and notifications.

- Contact VicRoads on ph. (03) 9854 2781 or vicroadsmetroevents@roads.vic.gov.au
- Contact PTV ph. 1800 800 007 or <https://www.ptv.vic.gov.au/news-and-events/events/specialevents/>

Section 7: Food & Beverage, Alcohol and Tobacco

Food and Beverage

Events selling or serving food or drinks are required to be registered at a Council and have a Current Statement of Trade via Steatrader. All food and beverage service must meet all relevant legislation and regulations.

For further information contact Councils Health Services team 9209 6292.

Gas Safety

Event organisers have a duty of care under the Occupational Health and Safety legislation to provide a safe environment. Gas safety can be achieved by ensuring all gas installations are safe and certified and complying with current regulations and safety standards.

Energy Safe Victoria has information on gas safety for major events. Information is available on their website <http://www.esv.vic.gov.au/safety-education/gas-and-electrical-safety-at-work/gas-safety-for-major-events/>

Alcohol – Liquor License

Events selling or serving alcohol must obtain a Liquor Licence from the Victorian Commission for Gambling & Liquor Regulation (VCGLR) 1300 182 457 or [VCGLR](#). Licences take up to three months to approve, however smaller events may be able to be processed quicker.

Events are required to apply for temporary limited licences rather than using a caterers licence. Council and Victoria Police will be consulted through this process.

Copies of these documents will be required before a permit is issued.

Alcohol Management Plan (AMP)

All events which include the consumption of alcohol must have an AMP. This plan details how alcohol sale and supply and alcohol-related risks are to be managed for a particular event and at a specific site.

Amongst other details the plan must include:

- Details of the liquor licence sought
- Details of the hours of operation (this includes the event hours as well as the times proposed to supply/serve alcohol)
- Security arrangements
- Strategies for dealing with intoxicated, drunk and disorderly patrons
- The provision of free drinking water
- Managing entry and exits and pass-out arrangements

Further information can be provided by VCGLR or a Port Phillip help sheet is available on request.

Tobacco Act

Significant amendments to the Tobacco Act 1987 came in to effect from 1 August 2017. The amendments place restrictions on smoking at events with food.

In summary, smoking is banned:

- In all outdoor areas at food fairs where the principal activity is the supply of food for the consumption of the event. E.g. Food Truck Events/Markets.
- In all outdoor areas within 10 meters of food stalls and vans at organised outdoor events (other than food fairs), including community or street festivals.

Event organisers are required to monitor the event for compliance with these bans and to directly advise any person seen smoking to stop or leave the no smoking zone.

For more information and free signage visit <https://www2.health.vic.gov.au/public-health/tobacco-reform/resources-and-fact-sheets-tobacco-reform>

Section 8: Waste Management Plan (WMP)

Event organisers are responsible for all waste resulting from their event. This includes waste in the event site and any waste from patrons in the surrounding area.

A WMP is required to outline how waste will be managed at an event. All waste and recycling removal is the responsibility of the event organiser.

The WMP is to include:

- Provide the event's name, date, time, venue, anticipated number of attendees and description of event activities.
- The number and type (general purpose/recycling/organic) of bins being used
- A plan for managing litter both within and directly outside the event area
- A description of staff allocated to manage waste.
- Note whether the event will have on-site or off-site food preparation, alcohol or other beverages available
- Outline the number of mealtimes covered by the event, the number of food/beverage and other stalls/outlets.
- Provide the name of the proposed waste service provider for the event
- An outline of the waste management strategies that will be utilised.
- How you will you make your event as sustainable as possible.

All event organisers are asked to provide figures on the amount of waste and recycling generated and removed from the event.

Sustainability

Port Phillip is committed to sustainable event practices and requires event operators to consider minimising their impact on the environment. Event operators are required to manage waste to maximise recycling and are required to produce a waste management plan for their event.

In line with Council's mandatory sustainability requirements, the following items are not to be used:

- Single use plastic bags
- Single use plastic straws – the supply of these should be limited to accessibility purposes.
- Helium balloons.
- Styrofoam/polystyrene products or packaging

Council has joined with Zoos Victoria in their campaign to replace balloons with other environmentally friendly alternatives. Balloons and their attachments frequently escape and find their way into the environment, threatening wildlife and affecting our shoreline and waterways.

Therefore helium balloons are not permitted and organisers are encouraged to find alternatives to all types of balloons at events.

Section 9: Noise Management, Music and Film Licences and Film Classification

A Noise Management Plan (NMP) must be supplied for all events, to ensure all sound and music is kept at acceptable levels creating as little disturbance as possible.

Event organisers must be aware of all EPA regulations (<http://www.epa.vic.gov.au/>) and indicate what measures will be undertaken to minimise the impact to the community

Any amplified PA system must have speakers facing seaward, away from residential areas.

The event organiser must operate in accordance with:

- Environmental Protection Act 1970
- EPA State Environment Protection Policy (SEPP) N-2
- EPA Noise Control Guidelines, Publication 1254
- The Noise Management Plan (NMP)
- Permit conditions
- Requests of Council officers or Victoria Police

Noise Assessment

Events will be assessed individually to minimise the noise impact. All proposed events will be categorised based on their potential to emit excessive noise.

The following ranking system is applied, with the classification of each event at the discretion of Council:

- **Category 1 Music Events** – Events that have a focus on music such as music festivals or events with headline music acts. Events with large audio requirements, estimated participation or attendance of 4000 or more, and are identified as likely to breach 65dB(A) outside residential dwellings without significant noise management measures in place. Category 1 events will be subject to a noise bond.
- **Category 2 Large Cultural Events** – Events that are food, art or culturally based, with a single performance space. Events with a smaller audio requirements, no headline music acts and an expected attendance of 2000 people or less. Expected noise levels between 55dB(A) and 65dB(A) outside residential dwellings with some noise management controls in place.
- **Category 3 Food and Beverage Events** – Food and beverage are the main focus of the event, there may be some background music. Music is a secondary element of the event, with a low powered sound system in place. Expected noise levels are to be below 65dB(A) with little noise management controls required.
- **Category 4 Sporting Events** – Sporting focus such as triathlons, fun runs and marathons, usually held early morning. A low powered sound system in place for safety messaging and low level background music. No live music, DJs or sub-bass. Prescribed noise management will be supplied by Council Event Manager.
- **Category 5 Small Community Events** – A cultural or community event not focused on music, with an estimated participation or attendance of less than 500. Amplified sound by low powered speakers for speeches or background music. Music is not a focus of the event.

Events are assessed on both risk and history. Council shall reserve the right to elevate an event classification based on the NMP and/or the performance of previous events held by the Applicant.

Council's Events Team will assess each event and advise on any additional noise management requirements. All category one events will be subject to a noise bond, so too will those in other categories who are deemed high risk of non-compliance, or events that have a history of non-compliance.

More details can be found at <https://www.portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/event-planning-resources/event-site-maps>

Noise Mitigation

Consider the following sound mitigation methods when developing your NMP:

- Noise barriers
- Speaker direction
- Timing of amplified sound (what time does it need to start?)
- Staggered timing for sound levels (low early and raised later on)
- Types and numbers of speakers
- Positioning of stages

Music Licences

If the event program has recorded music or artists performing live music, you must obtain the appropriate licences or tariffs from One Music Australia.

Contact: hello@onemusic.com.au

Phone: 133 162 162

Films

If the event is showing films, a performance licence from One Music Australia will need to be obtained. This licence will also cover any background music played before the film. All events must operate in accordance with the Victorian Classification (Publications, Films and Computer Games) Enforcement Act 1995. Films with an Australian classification rating higher than M cannot be played in public open space where the screen can be seen from outside the event space by the general public.

Section 10: Safety and Risk

The event organiser is responsible for:

- The safeguarding of the public against injury
- Maintaining the event site in a safe condition at all times
- The safety and security of all event staff, contractors and volunteers at all stages of the event, including bump in and out
- Ensuring all people working or volunteering have appropriate qualifications
- Notifying Council representatives immediately after an accident or any incident

Public Liability Insurance

All event organisers are required to provide a current certificate of currency for public liability of \$20 million listing the City of Port Phillip as an interested party.

The insurance must be current and underwritten by a business authorised to conduct insurance business in Australia.

Event organisers are encouraged to check insurance for all sub contractors working at the event.

Please refer to Australian Prudential Regulation Authority (APRA) website for insurers authorised to conduct insurance business in Australia - www.apra.gov.au

Risk Management Plan (RMP)

A RMP identifies, assesses and responds to risks that may impact on your event. A Risk Management Plan is required for all events.

The RMP is to include a matrix identifying risks and measures to minimise risks.

Common risks at events include - traffic, unsafe infrastructure or equipment, electrical and gas safety, dehydration and sunstroke, crowd management, criminal activity, accidents or injuries and lost children.

- A Risk Management help-sheet is available on request.

Covid 19 Safety Plan

All events will be required to submit a Covid 19 Safety Plan. This plan will need to cover how events will ensure they comply with current State regulations with regard to health, hygiene, distancing requirements and collection of information for tracing with regard to attendees, staff, volunteers and contractors.

Further information regarding current restrictions can be found at the Department of Health and Human Services website: <https://www.dhhs.vic.gov.au/coronavirus>

Crowded Places Security Audit

It is recommended that all large events review their risk and event management in line with the Federal Government's document "Australia's Strategy for Protecting Crowded Places from Terrorism." Further information is available on this website <https://www.nationalsecurity.gov.au/Pages/default.aspx>

Emergency Management Plan (EMP)

All events must have an EMP, outlining the emergency response. The plan must consider:

- Possible emergency interruptions
- Access and evacuation routes
- Personnel responsible in emergencies and evacuations
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel

The Events Team can provide guidance on the development of your plan.

Emergency Vehicles

Event organisers are responsible for the provision of all emergency services to minimise the risks to participants and the general public.

To ensure emergency access, the event area must provide a clear 2.5 metre walkway at all times and 4 metre wide access for emergency vehicles.

Security

Event organisers are responsible for all security associated with their event. This could include securing roadblocks, monitoring the site overnight, as well as crowd control. Council does not provide security for events.

Details of any security lighting should be included in the application.

Police Resourcing

If your event attracts large numbers, has a liquor licence, has a music focus (live bands and/or DJs) you may require Pay for Policing. This means that there is a police presence at your event for the duration, you may have to pay for this service and will be a requirement of your permit if Victoria Police deem that it is necessary.

The application for this service takes three months to approve.

Further information is available by contacting Council's Major Events Team – 9209 6355 or eventpermits@portphillip.vic.gov.au

Water Based Events

Water based events can only take place when water pollution is below recommended EPA safe levels. This website can assist with your decision making

<http://www.cleaneryarrabay.vic.gov.au/beach-report>

All Port Phillip Bay water based events require further approvals from Parks Victoria. Contact events@parks.vic.gov.au

Weather management

Management plans must consider weather contingencies in order to keep patrons safe.

- Heat – Consider the provision of drinking water and shade. Events including food may also need to address other safety and health concerns.
- Wet/Cold – Consider the provision of shelter and other protections from the elements.
- Wind - Along the foreshore there is a wind terrain category of 1.5 (which is unusually high) and therefore all structures must be able to meet these wind tolerance requirements. This may impact marquees, fencing, screens, stages, inflatables and large structures. A plan will need to be in place to respond to high wind.

To keep up to date with Event Organisers are advised to monitor forecasts. There are no refunds due to unfavourable weather conditions and Council is unable to hold alternate dates.

Child Safe Procedures

If your event or activity involves/ supports/ engages a person under the age of 18 you will need to comply or demonstrate how you are working towards compliance with the Victorian Child Safe Standards in order to be issued with a permit.

In your event planning consideration must be given to the following:

- Staff working at your event where children and young people are present, or if they have access to their information, must hold a valid working with children check with your organisation registered on their card.
- Risk assessments need to identify and manage any real or perceived risk to children and young people e.g. access to or position of toilets, supervision of children and young people, interaction/ involvement with community

- Staff must be aware of what and how to report any concerns as it relates to the safety of children and young people e.g. who in the organisation to report/discuss any concerns and when to report to the police.

The commission for children and Young People have further information on the Victorian Child Safe Standards on their website <https://ccyp.vic.gov.au/>

First Aid

All events are required to have a first aid plan outlining the response if an incident was to occur. This may be first aid on-site, or involvement of Ambulance Vic, St Johns or other care providers. Ensure that parking and access for emergency services is included on your site plan.

The Occupational Health and Safety act provides further information on your first aid obligation and can be found in Worksafe Victoria's First Aid in the Workplace – Compliance Code. https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0006/207870/ISBN-First-aid-in-the-workplace-compliance-code-2008-09.pdf

Incident reports must be completed for all first aid or medical situations. Council needs to be informed of any serious medical incidents.

Total Fire Ban

A Total Fire Ban means no fires out in the open. During a Total Fire Ban you cannot light, maintain or use a fire in the open or undertake activities that may create a fire. Event activities that may be effected include cooking and smoking ceremonies. The MFB website provides information on total fire ban days <http://www.mfb.vic.gov.au/Community/Total-Fire-Ban-Safety.html>

Fireworks

Events with fireworks or any form of pyrotechnics will be required to:

- Notify surrounding residents 10 days prior to their event,
- Have appropriate crowd control and exclusion zones in place, and
- Have all approvals from the required regulatory bodies including MFB, CASA and WorkSafe.

Section 11: Communications

Notifications

The following notifications may be required as part of your event permit.

Major events

- Events with major road closures are required to
 - letterbox drop effected residents, as outlined in their TMP
 - place signage in designated positions on the road 10 days out from their event or as per their TMP
- Major Events on Catani Gardens, South Beach and Elwood Reserve are required to provide real estate board signage on site in the lead up to their event in order to notify the community.

All events

- May be required to notify or gain permission from any adjoining residents and businesses
- Other notifications as outlined during permitting

Event Hotlines and Event Day Contacts

All events are required to

- Nominate a key contact person who will be available on the day to be contacted by Council staff or emergency services. This person's contact number will be included as part of the permit.

Major events and events who may impact the wider community are required to:

- Provide a hotline number that will be available to the community. This hotline is in place so concerns can be immediately addressed (where possible) or assessed by the event organisers.
- This number will be advertised on-line and will be provided as the first point of call regarding any concerns
- This phone line must be manned for the duration of the event and details of all calls and are to be provided to Council.

Emergency Services Notification

All major events are required to notify relevant Emergency Services, including Victoria Police, Ambulance Victoria and MFB three months prior to their event.

Data Collection

- Council is collecting data from events in order to determine the impact and benefits of events across the municipality.
- Event providers are asked to assist in this process by providing:
 - Final numbers
 - Postcode (or suburb) data on their attendees
 - And, where available, any information on 'other activities' participants may have undertaken in the area, such as shopping, eating or drinking.
- Council may also request to undertake surveys at your event to collect independent data.
- Major events will be required to provide a post event report.

Signage

All requests for temporary signage must be in writing and include a copy of the proposed artwork.

Signage conditions:

- No signage can be attached to trees or signposts
- Bill posting is prohibited
- Bunting and festoon lighting is not permitted over any roads
- There are planning regulations on where and when decorations can be erected
- No cigarette or gambling advertising will be permitted
- All signage, or decorations such as bollards, planter boxes or other devices (e.g. to denote outdoor eating areas) must be set up in a secure and safe manner. A clear walkway of 1.8 metres from the building line is required
- All signage must be Council approved and not vary from the approved plan

Signage may also require approval from any other affected parties, including VicRoads or Public Transport Companies.

Section 12: Event Fees

All Council fees are set through an annual budget process. There are a variety of fees associated with events they are outlined in the below:

Application Fee

- Applies to all individual applications

Event Permit Fee

- Applies to the use of a site/s for event day.
- The permit fee is based on the event type, impact and location.
- Final fees are confirmed once an event has been provided with provisional approval.

Bump in/out Fee

- Applies to each set up and pack down days (in addition to event fee)
- For any non-event day when the site is in use for the event (including storage of infrastructure)
- There are different fees for weekend and weekday use

Parking fees and fines

- Events closing paid parking sites are required to pay additional fees to offset the lost parking revenue.
- All vehicles on reserves on event day must be required for the delivery of the event and included in the permit.
- Staff parking is not included as part of the event permit and event organisers will be fined for any unpermitted vehicles parked on reserves.

Bond

- A security bond may be held to cover any damage caused by the event
- This bond will be based on the estimated impact of the event.
- All repairs and fines will be removed from this bond
- The bond will be refunded as per below:
 - No damage – full refund provided within 2 weeks.
 - Damage – a quote will be sourced and the balance refunded within 30 days.
 - Damage over the amount of the bond – a quote will be sourced and an invoice will be sent for the balance of funds. To be paid within 30 days.

Reinstatement or repair costs

- The event organiser will be required to reimburse Council for the cost of reinstatement or repairs resulting from the conduct of the event and/or its associated activities.
- An administration fee will be charged (on top of actual costs) to process any reinstatement or repair costs.
- All reinstatement work will be undertaken by Council contractors. This is to ensure work is completed to required levels and meets all heritage requirements.
- Costs will be deducted from the bond and/or invoiced separately.

Payment

- Deposits will be asked for major events and the invoice will be issued with provisional approval. Payable within 30 days.
- Full payment is required:
 - Major Event – a minimum of one month prior to the scheduled event
 - Minor, Medium and promotional events – a minimum of two weeks prior the scheduled event date.
- Failure to meet payment dates may result in the cancelation of your event

- A permit will not be issued until payment is received

Cancelations

- Deposits are non-refundable
- Refund timeframes will be outlined in provisional approval information.
- Refunds will not be given to cancellations on the event day due to incidents of acts of nature and/or bad weather. The possibility of inclement weather needs to be taken into account in the planning process. Council does not provide wet weather alternative arrangements.
- Cancelations and requests for refunds are only accepted in writing.
- The event organiser is responsible for notifying Council, contractors, ticketholders and the general public of any cancellations.

Discounts

- Fee discounts may be negotiated. Except for exceptional circumstances only the following events will be eligible
 - Local Community Events (free to attend)
 - Events occurring outside peak times and sites
 - Events who have 'Deductible Gift Recipient' (DGR) status.

Additional fees

- Additional fees will be applied for other approvals, such as Building Permits (for large structures or fencing.)

Section 13: Deadlines and Document Requirements

Below is an outline of the event documentation requirements and deadlines for the documentation will be outlined in your provisional approval. Late documentation will result in additional fees and/or cancelation of your event.

Documentation

As a minimum all events need to submit the following documentation:

- Copy of Certificate of Currency \$20m Public Liability coverage
- Site Plan
- Emergency Management Plan
- Risk Management Plan
- Covid 19 Safety Plan
- Waste Management Plan
- Broad running schedule of event
- Security Plan
- Communications and Signage Plan
- Notification to Victoria Police
- Pedestrian Management Plan
- Noise Management Plan

Additional documentation

Additional documentation will be required if your event includes the following:

Changes to road conditions:

- Resident Notification Letter
- Traffic Management Plan
- Detailed plan of foreshore access
- Approvals from VicRoads
- Approvals from PTV
- Approvals from Melbourne Metro Rail Project

Serving or selling alcohol:

- Alcohol Management Plan
- Liquor Licence

Music:

- One Music Australia Licence

Food and Drink

- Streatrader Statement of Trade (food and drink)

Large structures or fencing:

- POPE (Place of Public Entertainment) Permit (enclosed events)
- Siting Approvals (large temporary structures)

Access to the bay:

- Parks Victoria

Use of site within 200m of high tide line:

- DELWP Coastal Consent

Large or high risk events:

- Ambulance Victoria Notification
- Victoria Police notification and resourcing

Timelines

- Major events all documentation is required 2 months prior to the event bump in day.
- Liquor licences take up to 3 months to process
- One Music Licences can take up to 1 month to process & longer in Oct, Nov & Dec months
- Occupancy permits take 3 months to process
- Coastal Consent takes 3 months to process
- VicRoads and PTV permits and approvals can take 3 months to process
- Melbourne Metro Rail Project is starting in 2017, diversions in place for the duration of the project may affect traffic management plans for events closing major foreshore roads.

Section 14: Useful Contacts

Your event may require approvals from external agencies.

All approvals take a minimum of three months and your permit will be subject to having these approvals.

Approval or proof of application from other agencies will be required in writing as part of your submitted documentation two months prior to your event.

Organisation	Contact number	Website /email
Ambulance Victoria		https://www.ambulance.vic.gov.au/
One Music <ul style="list-style-type: none"> • Music licences 	1300 162 162	hello@onemusic.com.au
Council – Building Services <ul style="list-style-type: none"> • POPE 	03 9209 6253	helpbuilding@portphillip.vic.gov.au
Council – Health Services <ul style="list-style-type: none"> • Food Services 	03 9209 6292	helphealthservices@portphillip.vic.gov.au
Department of Health and Human Services <ul style="list-style-type: none"> • Current Covid19 restrictions and regulations 	1800 675 398	https://www.dhhs.vic.gov.au/coronavirus
Dial Before You Dig	03 9259 1100	https://www.1100.com.au/
Energy Safe Victoria <ul style="list-style-type: none"> • Gas safety 	1800 652 563	http://www.esv.vic.gov.au/
Metropolitan Fire Brigade	03 9662 2311	http://www.mfb.vic.gov.au/
Parks Victoria <ul style="list-style-type: none"> • Events in the Bay 		events@parks.vic.gov.au
Public Transport Victoria	1800 800 007	https://www.ptv.vic.gov.au/
Streatrader <ul style="list-style-type: none"> • Food registration 		https://streatrader.health.vic.gov.au/
VCGLR <ul style="list-style-type: none"> • Liquor licence 	1300 182 457	https://www.vcglr.vic.gov.au/
VicRoads	03 9854 2781	vicroadsmetroevents@roads.vic.gov.au
Victoria Police	03 9536-2666	www.police.vic.gov.au/
Victorian Building Association (VBA) <ul style="list-style-type: none"> • Temporary Structures 	1300 815 127	http://www.vba.vic.gov.au/
Worksafe <ul style="list-style-type: none"> • Safe worksites & fireworks 	1800136 089	https://www.worksafe.vic.gov.au/

Section 15: Non-Compliance

A breach of any permit condition may result in enforcement action being taken against the permit holder and/or the organisation responsible for the event. This action may include the issuing of fines to each interested party, cancellation of the permit or with the matter being referred to the Magistrates' Court.

Any enforcement action that is required in relation to this permit will affect future applications with this Council.

Random event inspections will take place on the day. Permits must be kept on site during the conduct of the event

Council may cancel or modify events at any stage due to:

- Illegal activity
- Safety concerns
- Extreme weather
- Identified high risks
- Unsafe practices
- If the event differs from the original application
- The event does not meet the requirements of the Outdoor Events Policy or the outlined requirements of provisional approval or this document. Including but not limited to payment of invoices, meeting deadlines, other agency approvals and/or submission of appropriate documentation.

Section 16: Assistance

Event Services Contact

Phone: 9209 6355 or 9209 6326

Email: eventpermits@portphillip.vic.gov.au

Postal Address: Private Bag No 3, PO St Kilda, 3182

Website: <https://www.portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities>