

Mornington Peninsula Shire

Events and Filming

Category 2

Information & Approval Kit

Medium Risk Events



If you have a query or require assistance in the event planning stage, please contact the Community & Special Events Team.

Community & Special Events

Mornington Peninsula Shire

Private Bag 1000

ROSEBUD VIC 3939

Tel: 1300 850 600 or (03) 5950 1000

Fax: (03) 5950 9327

Email: events@mornpen.vic.gov.au

This document is also available in pdf format on the internet at www.mornpen.vic.gov.au

All information contained in this document correct at time of publishing, June 2013.

Authorised by P. Gore, Manager, Recreation and Leisure, Mornington Peninsula Shire.

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A message from the Mayor

Mornington Peninsula is the perfect backdrop for all types of events and filming.

With more than 190 kilometres of coastline, picturesque countryside and state-of-the-art facilities, your event or activity is sure to exceed expectations. In addition, the variety of tourism-based activities within the region provides an opportunity for visitors to incorporate your event into their weekend away.

The Shire's Community & Special Events Team are committed to supporting you through this easy-to-follow process, ensuring all legislative requirements are included to stage a safe and successful event or activity for organisers and patrons.

This kit provides you with all the information to help you stage a safe and successful event, or film on the Mornington Peninsula.

We look forward to working closely with you to ensure your event is successful.

Mayor
Mornington Peninsula Shire



Category 2 - Events & Filming

CATEGORY 2

MEDIUM RISK EVENTS

FOOD - Selling, serving or giving away

ALCOHOL - Selling or serving alcohol for consumption for a period less than 5 hours and less than 50% of patrons that consume liquor are aged over 30 years

AMPLIFICATION - Outdoor amplified music and/or public announcements that are proposed between 8am and 8pm where noise may impact on neighbouring properties

INFRASTRUCTURE - Any number of marquees & stages. Marquees exceeding 12 x 6 metres but less than 100m², Stages up to 150m² and seating stands for up to 20 people will require supporting engineering documentation from the supplier

TRAFFIC - Event requires a traffic management plan (TMP) because it will affect the traffic network and/or is wholly or partly conducted within 3 metres of a road carriageway

AMUSEMENTS - More than 3 large mechanical amusement rides suited to adults, childrens rides and small to large jumping castles

FIREWORKS - Outdoor fireworks displays by licenced pyrotechnician

RISK - \$20 Million liability insurance required

FIRST AID - Trained first aid personnel required onsite during the event.

FILMING - For filming being held within 3 metres of a road carriageway or requires partial road closure, a Traffic Management Plan is required

If your event fits into this category please complete this Application Kit.

Approval Flowchart

Events are approved based on the risks associated with the activity and the impact on the community and local business.

Complete the event package forms at the back of this kit 12 weeks prior to your event or activity



Your application will be assessed by the Community & Special Events Team. Should your application be received incomplete it will be returned for completion.



Your application will be referred to relevant stakeholders

- Statutory Building
- Environmental Health
 - Traffic
- Statutory Planning
 - Property
- Victoria Police
- VicRoads



Event Approval will be issued when all other relevant permits have been issued



APPROVAL GRANTED



Adhoc Compliance Inspection

Filming



Filming

on the Mornington Peninsula



The Shire has a vast array of natural landscapes ranging from over 190 kilometres of pristine coastline through to spectacular bushland settings.







Our historic townships also provide the perfect backdrop for any film or photo shoot.

If you are planning to conduct filming or a photo shoot within Mornington Peninsula Shire, you must apply for a permit for the use of public space.

If your shoot is impacting on pedestrian access or is held on or near a road or and/or requires road closures you will require a Traffic Management Plan (TMP).

Your plans will require approval from relevant authorities, (Mornington Peninsula Shire and/or Vic Roads)

The application will need to be submitted with the below documentation/details:

-  Running sheet
-  Site plans
-  Copy of notification letters sent to businesses/residences
-  Copy of public liability insurance (no less than \$10 million in cover)
-  Traffic Management Plan/s
-  Vic Roads Approval/s

Fees

Council determines the fees on an annual basis.

Student/Concession	no charge
Commercial	\$350.00

Cancellation

If filming is cancelled at any time, the event organiser must notify the Community & Special Events Team.

To apply for a Filming Permit please refer to Permit Application Page 21.

Medium Risk Events





Assistance

The Shire's Community & Special Events Team is committed to providing organisations and community groups with assistance to help them stage events, and/or film on the Mornington Peninsula.

The team regularly provides community education and training on a range of subjects including traffic management, food safety, risk management and statutory requirements.

To attend a community education and training forum go to www.mornpen.vic.gov.au or contact the events team on 1300 850 600 for information on when and where these forums are being held.

Why Do I Need To Complete an Application Form?

All events and activities on Council owned, managed land or private property require a permit to be issued.

This quick and simple Information & Approval Kit will provide you with all the information necessary to obtain approval to run a safe and successful event.

Organisations

When applications are submitted under an organisation/ association the full legal title of the entity must be stated on the application. Permits will not be processed if not done so.

Fees

Council determines the fees on an annual basis. Fees are structured for community (not for profit) and commercial activities.

Event Registration Fee

Community	\$100.00
Commercial	\$300.00

Temporary Occupancy Permit Fee

Fee will be determined on application and an invoice will be sent directly.

Cancellation

All events will be cancelled if a Code Red 'catastrophic' fire danger alert day is declared by the CFA. If the event is cancelled at any time, the event organiser must notify the Community & Special Events Team and cancel any hire of Shire equipment by phoning 1300 850 600.



Planning Permits

A Planning Permit is required for any change of land use. Event location is site specific and depending on the zoning of the land, the overlays and type of event, a planning permit may be required. In the initial planning stages of the event, please contact the Community & Special Events Team to establish if a Planning Permit is required.

Parks Victoria

If the event will be held on Parks Victoria land, please contact Parks Victoria on 13 19 63 to discuss the proposed event.

Inviting The Mayor, Councillors or CEO to The Event

The Mayor, Councillors and CEO have many commitments. Should you wish to invite them to your event, a formal invitation must be sent at least 3 months prior to the event.

The invitation is to be addressed to the Mayor/CEO's Office, Private Bag 1000, Rosebud 3939 or emailed to councillor.support@mornpen.vic.gov.au

Public Liability Insurance

All events must have Public Liability Insurance.

Managing a public event includes ensuring the safety of event organisers, event staff, volunteers, contractors and the public. The Insurance Policy must be in the legal name of the event organiser and cover all activities at the event to an amount of \$20million. The policy should cover the times from setting up, staging and packing down the event and must have the Mornington Peninsula Shire as an interested party. Insurance Brokers or a Public Liability Insurer can provide insurance for events. Mornington Peninsula Shire's Public Liability Insurance Policy cannot be extended to cover external groups or businesses

Serving or Selling Food

It is a requirement of the Food Act for food vendors and community groups serving food at public events to submit a registration/notification and Statement of Trade on the State Government Streatrader on-line temporary food registration system.

Food sales must not occur at your event until all food

vendors have received a confirmation e-mail from the Streatrader system. The event organiser should ensure that all food vendors proposing to be at the event have submitted a registration/notification and Statement of Trade to sell food on the Streatrader on-line registration system.

Food vendors must also comply with the Shire's Temporary Food Premises Guidelines which outline the structural and food safety requirements for food vendors at events and festivals. For a copy of these guidelines please contact the Shire Environmental Health Team at food@mornpen.vic.gov.au.

For further information visit the Streatrader website at <http://streatrader.health.vic.gov.au>, e-mail streatrader@health.vic.gov.au, or phone the Streatrader hotline on 1300 085 767.

Gas Safety at Events and Festivals

Event organisers have an obligation under Occupational Health and Safety legislation to ensure that all gas appliances are safe, certified and meet gas safety regulations.

Gas safety regulations at events and festivals are developed and enforced by Energy Safe Victoria. To assist food vendors meet these requirements, Energy Safe Victoria have developed the 'Public Events Catering Vendors Information Pack' which can be downloaded at www.esv.vic.gov.au.

For further information contact ESV's technical line on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at info@esv.vic.gov.au.

Liquor

Selling or serving liquor will require a temporary limited liquor licence from the Victorian Commission for Gambling & Liquor Regulation. The process can take some time, applications should be made in the early planning process. The sale of liquor also requires a notification or registration from the Streatrader food registration system.

The below scenarios decide what liquor licence needs to be applied for:

Temporary Licences

- One-off event
- One-off event with extended trading hours
- Series of events over 3 months or less



On-Premises and Take Away

If you want to sell liquor for people to both:

- Consume on the premises
- Purchase to take away

Club

- Licence for clubs that want to supply liquor to members and guests of members

On-Premises Consumption

- To sell alcohol for consumption only on licenced premises and not for people to buy to take away

Packaged Liquor

- To sell packaged liquor on a retail basis for people to consume away from the licenced premises

Bring Your Own

- If you want to allow people to bring their own alcohol to your club or event

To apply for a licence and obtain further information please visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) www.vcglr.vic.gov.au or call 1300 182 457.

Local Law Permit Requirements

The Mornington Peninsula Shire Local Law makes provision for residents to apply for a Local Law permit when the activity they wish to undertake is not permitted without approval of a Local Law permit. The purpose of Local Law permits is to regulate certain activities to ensure they do not impact on the safety of the public, create a nuisance or unduly affect the amenity of the area.

Amplification

The Noise Level Guidelines in relation to outdoor events are set by the State Environment Protection Policy N-2 (Control of Noise from Public Premises).

In this policy the noise level guidelines in relation to amplified sound are:

- For a five hour period between the hours of 9am and 10pm from Monday to Thursday
- For a ten hour period between the hours of 10am and 11pm on a Friday or a Saturday
- For a ten hour period between the hours of 10am and 10pm on a Sunday

During any of these times the noise level limit at the boundary of the event site for outdoor venues is set at 65dB (A).

Noise should not exceed this level at the nearest residential or commercial property.

How should I manage this noise?

A noise management plan may be requested by an Environmental Health Officer when assessing an event amplification proposal.

Noise management plans assist event organisers to predict the impact of their event on the surrounding community and ensure that EPA noise guidelines are met. Noise management plans also provide the community with some information with regard to how the event will be run.

A Noise Management Plan is required if amplified music and/or public announcements are proposed between 8am and 8pm on sites where noise is likely to be audible at neighbouring residential properties.

An Acoustic Report from a suitably qualified acoustics company may also be required as part of your Noise Management Plan if –

- Amplified music and/or public announcements which are likely to be audible at residential properties are proposed for a period greater than 5 hours, or
- Amplified music and/or public announcements which are likely to be audible at residential properties are proposed before 8am and after 8pm

A professional noise consultant may be required to measure the noise during the event. Should the noise levels at the nearest residential property exceed 65dB (A) at any time, the consultant should immediately advise the event organiser or the sound technician to lower the sound levels.

How to develop a noise management plan:

Typically a noise management plan would include the following details;

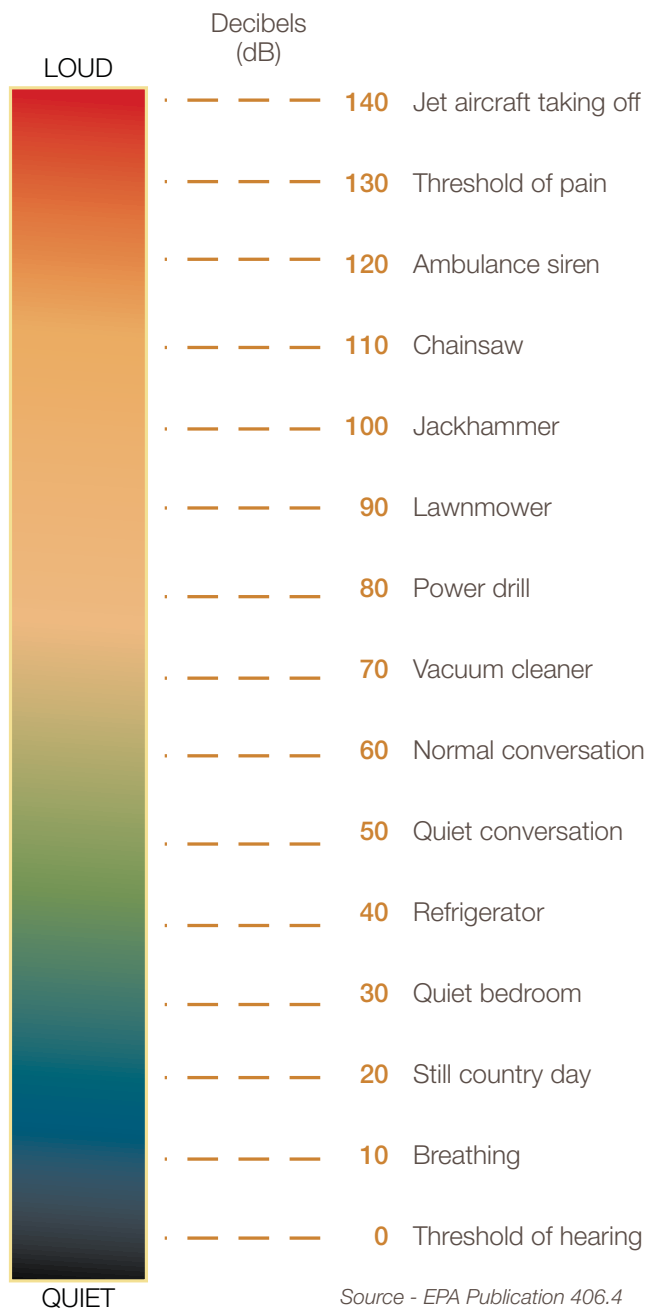
- Identify the groups and/or neighbours who will be affected by the event
- How they will be informed of the event
- Proposed hours and duration of amplified noise
- The methods of pre-event sound pressure level (db) testing
- How responsible authorities and the public can contact the event organisers during the event with regard to noise levels
- How sound levels will be adjusted by event organisers upon receiving a complaint

Amplification *(continued)*

- The maximum sound pressure level that will be produced at each speaker at the event
- Show on the site plan the position and direction of speakers
- List the times that any sound testing will be undertaken
- Document a noise reporting and control procedure for when the noise is being generated and how noise testing results will be provided to Council after the event

The amplification information provided on page 4 of the permit application will form part of the noise management plan. This plan will be assessed by the Shire's Environmental Health Officers prior to the event permit being issued.

For more information on noise pollution & Victorian Environment Protection legislation please visit www.epa.vic.gov.au



Source - EPA Publication 406.4

Traffic Management

Depending on the particulars of an event, a Traffic Management Plan (TMP) may be required.

A properly prepared event TMP shows how traffic will be controlled during the event; incorporating a visual plan with supporting text, it depicts where traffic control devices will be located and how the safety of both event participants and road users will be maintained. The TMP must show how road users will be warned, instructed, or guided in safely negotiating the event site.

To adequately assess TMPs, the Shire requires a minimum of three months to assess. This is due to the complexities involved as well as the likelihood that a TMP may have to undergo revision and resubmission.

For events that are being conducted on VicRoads-controlled roads, a TMP must also be provided to VicRoads for their approval (contact VicRoads on 13 11 71 for more information). Similarly for events on Parks Victoria roads they need a copy of the TMP (contact Parks Victoria on 13 19 63 for further information). The Shire is to be provided with a copy of any approved TMP's and related information from VicRoads or Parks Victoria.

TMP's also need to meet Australian Standard 1742.3-2009 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads, Worksite Safety - Traffic Management Code of Practice (August 2010) and the Road Safety (Traffic Management) Regulations 2009. Your event is considered to be a worksite for the purpose of traffic management.

The Victorian Government's Traffic Management Code of Practice states that: 'A traffic management plan should be prepared by a person who is suitably experienced and competent in traffic management'. In practice, this means that the event organiser should engage a professional traffic management company to put together a TMP for the event.

Traffic Management Plans consider and address the following issues:

- Traffic demand: to maintain traffic flow at an acceptable level
- Traffic routing: to ensure provision of required traffic movements
- Traffic control: to manage the movement of traffic (e.g. temporary traffic signals)
- Other road users: provision for pedestrians, persons with disabilities, emergency vehicles, bicycles, etc.
- Special vehicle requirements: buses, restricted vehicles etc.
- Controlling authority of the roads affected: Mornington Peninsula Shire or VicRoads



A TMP must comprise details of the following elements:

- A diagram or dimensioned drawing of the specific place where the event is to be conducted (including details on type of road; speed-limits; clearances between traffic and persons conducting and/or attending the event)
- How traffic control devices will be arranged for the duration of the event, including for each stage of the event, and during both daytime and night-time where relevant (including distances between devices and between devices and roads)
- Any proposed reduction in the speed-limit
- Any identified delays to traffic
- Provision for public transport, other vehicular traffic, pedestrians, cyclists, or persons with disabilities
- The nature and expected duration of the event and its location
- The risk assessment undertaken of the event
- Locations of any traffic controllers or marshalls

The TMP should be accompanied by a Memorandum of Authorisation (MoA) form:

The MoA authorises the erection, removal or alteration of traffic control devices such as roadwork signs, temporary speed limits and traffic cones. Please contact the Shire's Traffic Team on 5950 1030 to obtain an application form.

All personnel responsible for preparing and implementing worksite traffic management must be appropriately qualified. As a minimum requirement, only a person who has undertaken a course in traffic control (e.g. VBQU506 - 'Use stop/slow bat to control traffic or equivalent) or an appropriate refresher course (within the last three years), from a registered Training organisation accredited under the Australian Qualifications Framework should act as a traffic controller. Non-qualified personnel may be used as traffic marshalls (e.g. to assist with on-site parking). Traffic marshalls are not permitted to hold/use a stop/slow bat or control traffic on roads. They can provide guidance only. Traffic controllers and traffic marshalls are the responsibility of the event organiser or nominated traffic management company and must be appropriately briefed, dressed and aware of the requirements of the TMP.

Further Traffic Requirements:

- Events that are conducted on the road or road related area, either wholly or in part, will require a permit to conduct a Non-Road Activity under the Road Safety Act 1986 (s. 99B). The authority that issues such a permit will depend on who the coordinating authority is for the road in question (**see box below**). The Non-Road Activity Permit application should be submitted with the related TMP. The processing of this permit incurs a fee that can be paid at the Shire Office.
- Event organisers must ensure that if the proposed TMP impacts on roads where public buses run, the bus companies are notified of any detours or expected delays by the event. This can be done by the event organisers or their nominated traffic management company.
- If road closures and detours are to be in place then event organisers should use variable message signs prior to the event (usually for a period of 7 days) to advise that the event is on at a specific date/time, that traffic delays may be caused and that alternate routes may need to be used. In this case variable message signs are not for advising. When submitting the TMP include details of proposed variable message sign locations, proposed wording and times of operation for written approval. For further details please see section R of Mornington Peninsula Shire Signage Policy at [http://www.mornpen.vic.gov.au/Our Shire/Publications Media/Strategies Plans Policies/Policies](http://www.mornpen.vic.gov.au/Our%20Shire/Publications%20Media/Strategies%20Plans%20Policies/Policies)
- Road closures sometimes directly impact local residents and/or traders in which case additional notification to the residents/traders advising of the event, times of road closures and if possible, how they will be able to access their property, must be provided 7 days prior to the event.

DID YOU KNOW?

The popular street directory Melway colour-codes the roads it depicts by function and controlling authority:

Green, black, and red-coloured roads are controlled by VicRoads; orange, grey, and brown coloured roads are controlled by municipal councils such as the Mornington Peninsula Shire.

**Information provided as a guide only; check with relevant authority for specific advice*

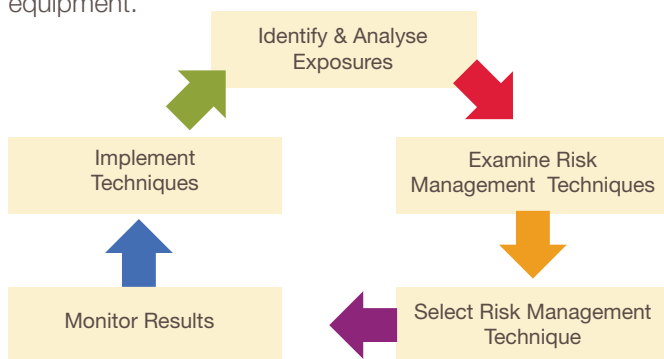
Risk Management Plan

Any event, regardless of the size, type and location, will have risks associated and it's important that the event organiser has given consideration on how to manage the risks.

A Risk Management Plan requires you to undertake a risk analysis to ensure that you manage and control the risks posed by your event. The purpose of a Risk Management Plan is to identify, analyse and evaluate risks and report on the effectiveness of risk treatment.

A 'risk' is a measure of the magnitude of a hazard that may arise as a result of your event, the probability of an accident resulting from the hazards at an event may also be expressed in terms of costs resulting from an incident. In assessing risk, there are two factors to consider: the likelihood of something happening and the consequences if it does.

Some aspects of your event may present potential risks and should be given special consideration for example; alcohol, crowd demographics, weather, structures and marquees, hazardous activities, road safety, electrical equipment.



A template has been provided to assist you on page 31.

Emergency Management Plan

An Emergency Management Plan must be developed to ensure the safety of staff and patrons.

The Emergency Management Plan outlines how you would respond in the event of an emergency. 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
- Lines of communication in order of authority

In the event of an emergency at an event, contact 000.

An Emergency Management Plan template has been provided for Event Organisers to complete on page 37.

Safety Officer

The responsibility of a Safety Officer includes ensuring compliance with OH&S regulations. The Safety Officer's role is to ensure the below is complied with:

- The operation of safety elements, equipment and systems including fire suppression equipment, exit signs and emergency lights
- The establishment and operation of evacuation procedures
- The safety of barriers and exits
- The control of the use of naked flame in theatrical productions
- The exclusion of the public from unsafe areas
- The keeping, testing and storage of flammable material or explosive items and equipment, the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner, to the extent that is not required by any other act or regulations
- The availability of specified drinking water facilities
- The location and designation and operation of passageways and exits
- The availability of specified public toilet facilities and the condition of those facilities
- The safe installation of temporary utilities such as power, water, gas and cooking facilities
- The availability of required crowd controllers
- Confirming that relevant documentation is displayed on prescribed temporary structures
- The availability of specified fire suppression equipment
- Adequate anchoring of temporary structures including marquees less than 100m²
- The availability of adequate overhead lighting after daylight hours
- Access for disabled persons and emergency services
- The availability of specified first aid facilities
- The safe operation of amusement rides
- The availability of specified temporary handrails, balustrades, stairs landings and the like for areas that are more than 1 m above the surface beneath.

Toilets

Event organisers must provide adequate toilet facilities under the Building Code of Australia. The guide will assist you to determine the number of toilets required for the event. If you are using public toilets for your event, you will need to arrange for them to be cleaned and opened on the day. Contact the Community & Special Events Team on 1300 850 600 to make arrangements.

For locations of public toilets please visit www.toiletmap.gov.au
Add all portable, disabled and public toilets within 200 metres of the event to the site plan.
See guides next page.



Toilet Facilities for Public Events
– where alcohol is not available for consumption

		No of Patrons	500	1000	2000	3000	4000	5000	6000
MALE	Pan	1	2	4	6	8	20	12	
	Urinals	2	4	8	12	16	20	24	
	Wash basins	2	4	6	8	10	12	14	
FEMALE	Pans	4	5	10	15	18	24	29	
	Wash basins	2	4	6	8	10	12	14	

Toilet Facilities for Public Events
– where alcohol is available for consumption

		No of Patrons	500	1000	2000	3000	4000	5000	6000
MALE	Pan	2	3	6	8	11	13	15	
	Urinals	5	8	13	18	23	28	33	
	Wash basins	3	4	6	9	11	14	16	
FEMALE	Pans	6	9	14	19	24	29	34	
	Wash basins	3	5	7	9	12	14	17	

In addition, for each 1000 patrons, 1 facility for accessibility must be provided.

Name & Contact Details of Toilet Contractor:

Number provided:

Permanent facilities:

Portable:

Accessible:

Free Drinking Water

Free drinking water must be provided to patrons at all events. Water can be in the form of bottled water, water fountains or the like. As a guide, one drinking outlet for every 200 patrons is required as stated under the Building Code of Australia. Drinking water outlets must be clearly visible to patrons and evenly distributed around the event.

A wash basin does not constitute a drinking fountain or tap.

Name of Supplier:

Number of drinking stations at the event:

Drinking Water Requirements for Public Events

Please use the following table to assess and determine drinking water requirements:

ABOVE 25°		
Less than 3 hours	No physical activity	0.75 litres/person
More than 3 hours	No physical activity	1.00 litres/person
Less than 3 hours	Physical activity	1.25 litres/person
More than 3 hours	Physical activity	1.50 litres/person
BELOW 25°		
Less than 3 hours	No physical activity	0.50 litres/person
More than 3 hours	No physical activity	0.75 litres/person
Less than 3 hours	Physical activity	0.75 litres/person
More than 3 hours	Physical activity	1.00 litres/person

Events involving liquor consumption must provide free drinking water to the same ratios as 'Physical Activity' in the table above

STILL UNSURE?
If your event does not meet this criteria, please contact the Community & Special Events Team on 1300 850 600 or (03) 5950 1000.



First Aid

Event organisers are required to engage first aid at the event. The level of first aid will range from a first aid kit for low risk events up to a well equipped first aid posts manned by qualified first aid officers for high risk events.

A qualified first aid officer must hold a current first aid certificate from an accredited training provider.

See the table below for a suggested guide to the number of First Aiders and Posts.

Guide to First Aid at Events:

Patrons	First Aid Officers	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

Ambulance Victoria must be notified at least 1 month prior to the event, with a brief outline of the event.

Marquees/Infrastructure

The following infrastructure requires supporting engineering documentation prior to the event approval.

- Marquees exceeding 12x6 metres but less than 100m²
- Stages up to 150 square metres
- Seating stands for up to 20 people

Engineering documents can be obtained from the hire company or the manufacturer

All marquees are required to be safely secured by using weights and not pegs unless approval has been given by the Community and Special Events Team. In the event of high winds, marquees should not be erected.

When using a stage, ensure the rigging is carried out by an experienced staff member and elevated stages have a buffer zone between the crowd and performers. Barriers

in front of stages can be used to prevent unauthorised access to the stage. However these may need to be a specific type. Please ensure details are included on the site plan.

Jumping Castles

Jumping Castles must comply with the Australian Standards (AS3533) and must be regularly inspected.

Amusement Rides

Amusement rides cannot be used unless registered with the Victorian WorkCover Authority or regulatory authority. The design registration certificate for the amusement device should be permanently marked on the plant and must hold a current certificate as 'registered plan' and testing or maintenance records can be viewed if requested.

Fencing

If you are installing fencing at the event, provide details of the type of fencing. Fencing cannot be pegged or staked and needs to be installed by a professional contractor.

Security

Not all events will require security, however Victoria Police or the Mornington Peninsula Shire may specify security as a requirement.

If the event is expected to attract large crowds, if there are any items that may get vandalised or damaged, if infrastructure will be set up for an extended period without any people on site and/or if the location of the event is deemed not safe at all hours of the day and night, it will be highly recommended that security be engaged.

Choosing appropriate security is essential to the success of an event and the safety of the public. The number of security staff will depend on the number of patrons and type of event. As a guide, 2 security guards for the first 100 patrons and then 1 guard for every 100 patrons.

Waste Management

It is the event organisers responsibility to develop a waste management plan and remove all rubbish and recycling material from the event site. The objective of such a plan should be to minimise waste generation, maximise recycling and prevent littering at the event.

For further information about waste management at events visit www.mprwmg.vic.gov.au.

Public Protection

It is the event organisers responsibility to provide a safe environment for all staff, patrons, volunteers and contractors. If the site is not being managed safely, the Mornington Peninsula Shire can close the event down until the event organiser can demonstrate the site can operate without risks to the public.

Fireworks

If you plan to conduct a fireworks display at your event, you are required to engage a licensed pyrotechnical company. The pyrotechnician will need to apply for a permit through WorkSafe and must forward the permit to the Mornington Peninsula Shire and Victoria and Country Fire Authority. Parks Victoria must be notified if the pyrotechnician requires a barge to launch the fireworks.

If the fireworks are scheduled when a Total Fire Ban is declared, CFA is required to give permission within 2 days of the event. If the event falls on a Total Fire Ban, you must apply to the CFA for a schedule 14 permit.

It is a requirement that the fireworks display is included on the Risk Management Plan and the pyrotechnical officer has submitted a Safety Plan.

Electrical Equipment

All electrical leads must be tagged and tested regularly and should be fitted with a Residual Current Device (RCD) to prevent electrical shocks in the event of a power outage.

Volunteers

Events often rely on volunteers to assist with the preparation, staging the event and pack down. The use of volunteers is a great way to increase community involvement.

It is crucial that all volunteers are able to manage the allocated tasks and a briefing and training has been conducted. Volunteers should be aware of the emergency management procedures in case of an emergency. Volunteers should be treated like employees, given access to water, food, weather protection and a roster is reasonable.

Some insurance companies will require volunteers to sign an indemnity form to ensure they are covered by the public liability insurance.

Equipment Hire

The Shire has a 6mx12m marquee and portable stage available for hire.

In order to book the equipment please contact the Community & Special Events Team 1300 850 600 or via email events@mornpen.vic.gov.au.

Events Trailer

The Events Trailer is available to event organisers who are organising an event or activity within the Mornington Peninsula Shire.

Included in the trailer:

SAFETY	
Reflective safety vests	15
Fire extinguisher -1kg	1
Fire blanket	1
Sunscreen	1
First Aid Kit	1
Small Torch (with D size battery)	2
Flashing orange light	2
TRAFFIC MANAGEMENT	
Barrier boards (with leg stands)	4
'Disabled parking' signs	4
'Reserved' signs	4
'No parking' signs	4
Bollards (1m high with base)	6
Sentinel tape (Red/White & Black/Yellow)	2 ea
Orange witches hats	10
MISCELLANEOUS	
Square bucket (3), Megaphone (1), Blue tarps (3), Disabled ramp (1) and Extension cord 15m & tagged (2)	

Signage

Many event organisers promote their events at designated signage sites on the Peninsula. There are 17 signage sites and 5 banner sites.

Please contact Community & Special Events or visit www.mornpen.vic.gov.au to obtain an application form. Permits will only be granted to events that have submitted a completed permit application.

Contingency Plan

If you are planning to hold an outdoor event, factors to consider are the heat, wind and wet weather. Event organisers should have a contingency plan in place to tailor to the event, time of year and location.

Application Forms



Complete the below when holding an **EVENT** and/or **FILMING** on the Mornington Peninsula

EVENT DETAILS

Receipt No: _____
Office Use Only - Account No: 097

Event Name

Location of activity (ie Park / school / oval name/ beach)

Street No Street Name

Township Postcode

Event Date Start Time Finish Time

Event Date Start Time Finish Time

Weather Hold Date Start Time Finish Time

Is the Event raising money for charity? Yes No

If yes provide charity name Incorporated. No:

Entry to the Event is: Free Ticketed Donation If ticketed, what's the ticket price?

Estimated Attendance: Attendance Spectators Staff/Marshals Vehicles

APPLICANT DETAILS

Name of Organisation

Contact Person

Postal Address Postcode

Phone Fax Mobile

Email

Website

EVENT DAY CONTACT

Contact Person Mobile

EVENT DESCRIPTION (Provide detailed description for advertising on the Shire's website)

Do you wish to have your event/activity published on the Shire's Website? Yes No

Do you wish to have your event/activity published in the Peninsula Wide residents publication? Yes No

Do you wish to advertise the event on the 'What's On' Community Signage? Yes No

OFFICIALS REQUIRED

Please select who is required to attend your event in an official capacity

CEO Mayor Ward Councillor/s All Councillors

Time Required

Official Role

FOOD & BEVERAGE

Will food be: Served Sold Given Away

Please provide a list of food vendors attending your event

Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>

Will alcohol be available at the event? Yes No

Provider

Purpose

Start Time Finish Time

SITE INFRASTRUCTURE

Security

Will security be present? Yes No

Name of Provider

Contact Name Contact No.

No. of Personnel Start Time Finish Time

First Aid

Name of Provider

Contact Name Phone

No. of First Aid Officers Start Time Finish Time

Safety Officer

Name of Provider

Contact Name Phone

No. of Safety Officers Start Time Finish Time

Toilets

Name of Provider

Contact Details

No. Existing Toilets: Male Female Accessible

No. Portable Toilets: Male Female Accessible

Drinking Water

Name of Provider

Contact Details

No. Drinking Stations

Marquees

Do you propose to use marquees? Yes No

If yes, how many? What sizes?

Stage

Do you propose to use stages? Yes No

If yes, how many? What size?

AMPLIFICATION

Do you propose to have recorded or live music as part of your entertainment program? Yes No

Will there be amplified noise? Yes No What is the proposed noise levels? dB(A)

How will residents/ businesses be informed of the amplification? (Please provide evidence)

Letter Drop with Organisers Details

Public Notice

Other, please specify

Briefly explain the purpose and type of amplification being used at your event

Provide hours of operation of amplification Start Finish

Is the event within close proximity to residential and commercial areas? If so, what distance?

What time will sound testing begin? Start Finish

Event day contact for noise enquiries

Name Mobile

TRAFFIC MANAGEMENT

What provisions have been made for attendees parking?

SERVICES

Do you require access to onsite power?

Yes No

Do you require access to locked areas/bollards?

Yes No

Do you require the Shire Soundshell?

Yes No

Do you require the Shire Marquee?

Yes No

Do you require the Events Trailer?

Yes No

If yes: Driver's Licence No:

EMERGENCY SERVICES

Have you notified:

Victoria Police

Yes

No

Officer Name

Ambulance Victoria

Yes

No

Officer Name

Country Fire Authority

Yes

No

Officer Name

SUPPORTING DOCUMENTATION

Please tick

Please tick

Public Liability Insurance

MoA Application Form

Detailed Site Plan

Vic Roads Approval

Completed Risk Management Plan

Engineering documents for infrastructure

Completed Emergency Management Plan

Liquor Licence

AUTHORISATION

I have the authority of the stated organisation to submit this application on behalf of the organisation and bind the organisation to comply with all the permit conditions.

I understand the information requested on this form is being collected by the Shire and may be included on the Shire's website. This information will be subject to the Shire's Privacy Policy and will be used solely by the Shire for the purposes of promoting the event or activity. I understand I may apply to the Shire to amend and update the information.

I have read all the enclosed information regarding the application form and I agree to abide with all the requirements.

Name

Position

Signature

Date

Applicants please detach and return all documentation to:

Mornington Peninsula Shire
 Community & Special Events
 Private Bag 1000
 Rosebud 3939

Site Plan

(Not applicable for indoor events)

Use this page as a checklist for adding all elements of your event to the site plan graph for a clear picture of how the event will look and operate.

Provide copies of the plan to all event organisers, volunteers, suppliers, emergency services and businesses involved in the event, along with a list of contact numbers and responsibility of each person involved in the event.

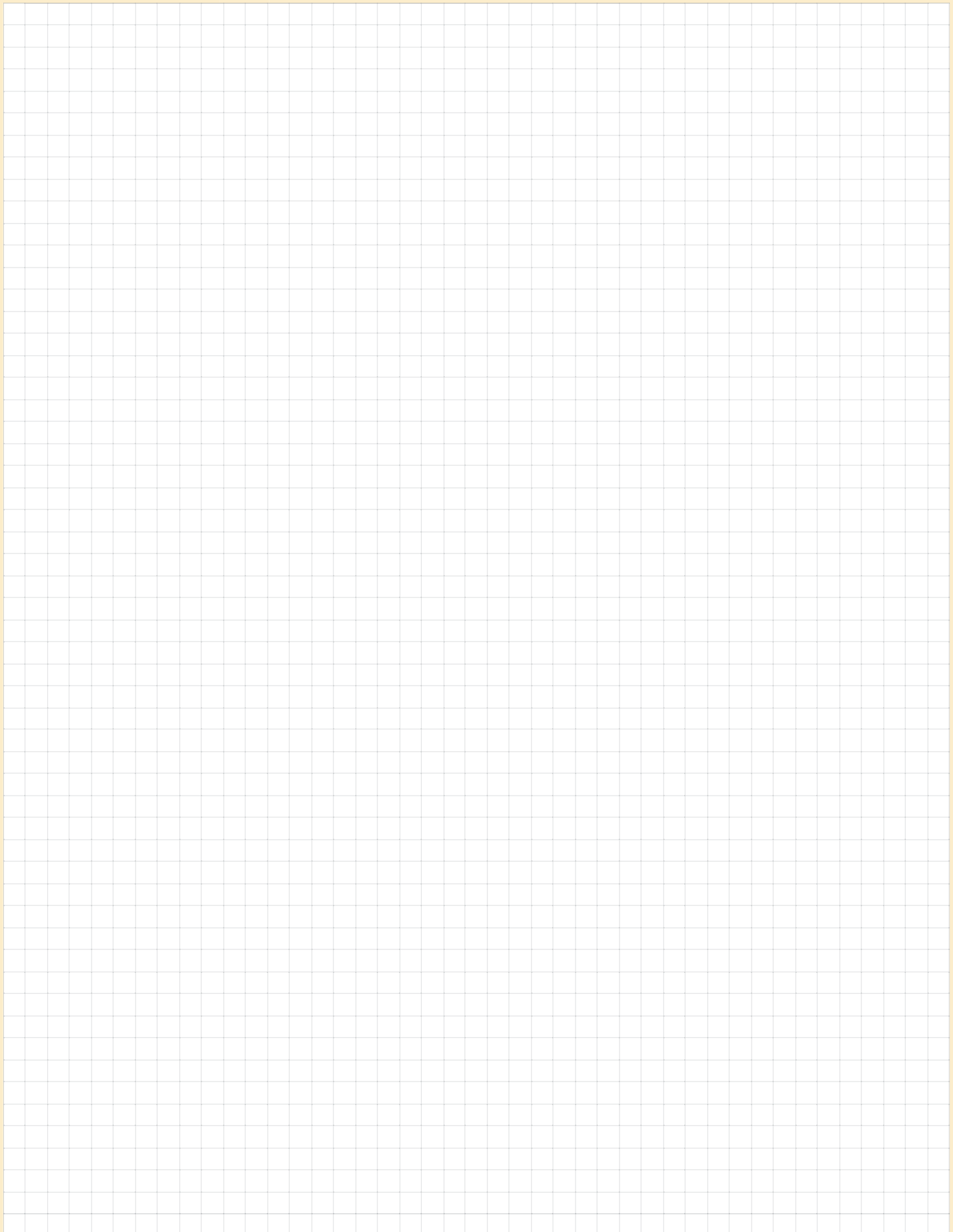
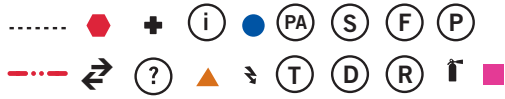
Computer generated site plans are acceptable. Please ensure a copy is attached with the application.

Checklist & Legend

-----	○	Barriers and fencing
- . . . -	○	Emergency vehicle entry and exit routes with street names (wide enough to cater for a 9 tonne emergency vehicle)
●	○	Evacuation assembly area
↔	○	Patron only entry and exits (including disabled access)
+	○	First Aid station
?	○	Lost children & property
i	○	General information
▲	○	Marquees & tents with dimensions
●	○	Main performance area with dimensions
⚡	○	Lighting equipment/generators
PA	○	Position of PA and speakers
T	○	Toilets - existing and portable (include number: male, female, disabled)
S	○	Seating
D	○	Drinking water stations
F	○	Food areas/vendors
R	○	Waste management
P	○	Car parking
↑	○	Fire fighting equipment
■	○	Small rides/amusements

SITE PLAN

LEGEND



Risk Management Template



EVENT/ ACTIVITY NAME

CATEGORY 2

Event date

Prepared by

Position

Phone

HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING <small>High/Medium/Low</small>	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Event entry and exit consider: <ul style="list-style-type: none"> • Business • Visitors • Residents • Emergency • Vehicles • Special needs 	<ul style="list-style-type: none"> • Anxiety • Frustration • Vehicle accidents • Bodily injury • Traffic jams • Public transport distribution 				
Event close to active roads and/or activities on roads	<ul style="list-style-type: none"> • Public spilling onto roads • Vehicles entering/exiting event area • Vehicle accidents • Pedestrian safety 				
Alcohol & drug abuse	<ul style="list-style-type: none"> • Drunk & anti-social behaviour • Underage drinking 				
Missing person/ Lost child	<ul style="list-style-type: none"> • Trauma to those directly involved 				

Risk Management Template



HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING High/Medium/Low	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Slip, trip, fall and knock	<ul style="list-style-type: none"> Bodily injury to public or workers 				
Staffing or volunteer levels inadequate (Roster inadequate)	<ul style="list-style-type: none"> Works not being completed in timely manner Fatigue Lack of volunteers 				
Lack of toilet facilities	<ul style="list-style-type: none"> Anxiety Frustration 				
Cash handling	<ul style="list-style-type: none"> Theft 				
Bomb threat and/or blast	<ul style="list-style-type: none"> Trauma & injury to staff & public 				
Fire: <ul style="list-style-type: none"> Cooking Naked flame Hot surfaces Generators Electrical boards 	<ul style="list-style-type: none"> Burns, injury & loss if fire breaks out 				

Risk Management Template



HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING High/Medium/Low	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Poor communications	<ul style="list-style-type: none"> Delays and confusion in dealing with incidents and emergencies 				
Civil disturbance	<ul style="list-style-type: none"> Injury to staff & public 				
Trees and limbs falling	<ul style="list-style-type: none"> Potential injuries to public and staff 				
Weather extremes: <ul style="list-style-type: none"> Wind storm Lightning strike Extreme heat Total fire ban Code red day 	<ul style="list-style-type: none"> Cold Heat induced illness Dehydration Falling objects Loss/damage to infrastructure 				
Broken glass, litter etc	<ul style="list-style-type: none"> Potential cuts & lacerations 				
Food poisoning	<ul style="list-style-type: none"> Illness or injury to staff or patrons 				

Risk Management Template



HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING High/Medium/Low	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Inflatable equipment: <ul style="list-style-type: none"> • Jumping castles 	<ul style="list-style-type: none"> • Becoming airborne in strong winds 				
Live electrical wires or faulty equipment	<ul style="list-style-type: none"> • Electrocutation hazard to public, patrons or performers • Damage to equipment 				
LPG cylinders, chemicals heaters & appliances	<ul style="list-style-type: none"> • Injury to public & staff • Explosion danger & burn potential 				
Manual handling: <ul style="list-style-type: none"> • Carrying • Lifting 	<ul style="list-style-type: none"> • Bodily injury 				
Entertainment: <ul style="list-style-type: none"> • No show or not suitable • Poor quality • Falls and prop failure 	<ul style="list-style-type: none"> • Damage to reputation • Bodily injury to performers and public 				

Risk Management Template



HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING High/Medium/Low	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Noise	<ul style="list-style-type: none"> Noise induced hearing loss Unpleasant surroundings 				
Property and asset damage	<ul style="list-style-type: none"> Damaged property Bodily injury 				
Infrastructure <ul style="list-style-type: none"> Stages Scaffold Platforms Fences Stacked materials etc collapsing 	<ul style="list-style-type: none"> Fall from height Public access Bodily injury Crushing injury 				
Power failure	<ul style="list-style-type: none"> Panic and injury Inconvenience 				
Waste	<ul style="list-style-type: none"> Bins overloaded Waste on street Waste in drains 				

Risk Management Template



HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING High/Medium/Low	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Noise	<ul style="list-style-type: none"> Noise induced hearing loss Unpleasant surroundings 				
Property and asset damage	<ul style="list-style-type: none"> Damaged property Bodily injury 				
Infrastructure <ul style="list-style-type: none"> Stages Scaffold Platforms Fences Stacked materials etc collapsing 	<ul style="list-style-type: none"> Fall from height Public access Bodily injury Crushing injury 				
Power failure	<ul style="list-style-type: none"> Panic and injury Inconvenience 				
Waste	<ul style="list-style-type: none"> Bins overloaded Waste on street Waste in drains 				

Hazard & Risk Assessment Checklist - to be completed on event day



This form is to be completed on the event day and returned to: **Community & Special Events, Private Bag 1000, Rosebud, 3939**

EVENT/ ACTIVITY NAME

Event Date **Permit No.**

CATEGORY 2

NO.	DESCRIPTION	OK	NOT OK	N/A	DETAILS
1.	Entry and exit of event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Event close to active roads and/or activities on roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Alcohol & drug abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Slip, trip, fall and knock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Inadequate staffing/volunteer levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Lack of toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Criminal activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Bomb threat and/or blast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Poor communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Civil disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Trees and limb falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: This list addresses control measures recommended in the Hazard & Risk Assessment

Hazard & Risk Assessment Checklist - to be completed on event day



NO.	DESCRIPTION	OK	NOT OK	N/A	DETAILS
12.	Broken glass, litter ect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Inflatable equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	LPG cylinders/ chemicals/ heaters/ appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Manual handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Property and asset damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Power failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: This list addresses control measures recommended in the Hazard & Risk Assessment

Event Manager (please print)

Signature

Date

CATEGORY 2

EVENT/ ACTIVITY NAME

The below will act as your emergency management plan for your event.
Please read thoroughly and retain a copy on the day of your event.

1.0 EVENT PROCEDURES

In the event of an emergency this will be your plan for your event. Please obtain on event day. Responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the event manager/chief warden or deputy. This delegation will be effective from the time the emergency is reported until such time as it is resolved.

It is the responsibility of the event manager/chief warden to hand over control of the venue to the emergency services incident controller upon their arrival at the scene. Cancellation or evacuation of the event shall be the responsibility of the event manager/chief warden. On a Fire Danger rating day of "Code Red" for the Central Total Fire Ban district, the event will be cancelled. The attached site plan forms part of the emergency response plan.

1.1 PRIOR TO EVENT TAKING PLACE

Prior to the event, event organisers should inspect the site and identify and rectify any potential hazards.

1.2 EVACUATION PROCEDURES

1.2.1 FIRE

1. Alert all persons nearby and request assistance
2. Assist any person in immediate danger, only if safe to do so
3. Call the Event Manager/Chief Warden/Communications Officer who will then call 000 requesting the Fire Brigade's assistance
4. If threat to life exists, evacuate the area immediately
5. Extinguish fire, only if safe to do so
6. Contain fire, only if safe to do so
7. Check area has been cleared and inform Chief Warden/Communications Officer
8. Control the movement of occupants to and within the assembly area

1.2.2 GAS LEAKAGE

1. Evacuate immediate area
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remove ignition sources, only if safe to do so
4. Isolate gas/electricity supply, only if safe to do so
5. If threat to life exists, evacuate the area immediately
6. Check area has been cleared and inform Chief Warden/Communications Officer
7. Control the movement of occupants to and within the assembly area

CATEGORY 2

1.2.3 SEVERE STORMS

1. Secure all items, if safe to do so
2. Shut off gas and electricity supply, if safe to do so
3. Assist evacuation upon instructions from Chief Warden/Communications Officer

1.2.4 VEHICLE ACCIDENT

1. Alert all persons nearby and request assistance
2. Secure the area where the accident has occurred
3. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
4. Respond to injuries that may have occurred, only if safe to do so
5. Evacuate immediate area if appropriate

1.2.5 CIVIL DISTURBANCES

1. Contact Chief Warden/Communications Officer and request assistance from emergency control
2. Chief Warden/Communications Officer who will notify Police on 000
3. Remain calm, do not do or say anything that will encourage irrational behaviour
4. Evacuate the area immediately

1.2.6 SUSPICIOUS PACKAGES

1. Do not attempt to move article/package
2. Turn off communications devices
3. Evacuate immediate area - do not create panic
4. Contact Chief Warden/Communications Officer who will notify Police on 000
5. Await further instructions
6. Prevent all persons from entering the area

1.2.7 MEDICAL EMERGENCY

1. Check for any threatening situation and remove or control it, if safe to do so
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remain with the casualty and provide appropriate support
4. Designate someone to meet the emergency services and direct them to the location of the casualty
5. Try not to leave the casualty until the emergency assistance arrives
6. Do not move casualty unless they are exposed to a life threatening situation

EMERGENCY CONTACT

Provide a copy of this information to all relevant emergency management staff

Title	Name	Phone
Onsite Event Manager		
Onsite Communication Officer		
Safety Officer		
Emergency Warden 1		
Emergency Warden 2		
Emergency Warden 3		
Onsite First Aid Officer		
Security Contractor		
Onsite Senior Security		
Police		000
CFA		000
Ambulance		000
SES		132 500
Frankston Hospital		9784 7777
Rosebud Hospital		5986 0666
Gas leaks & emergencies		132 771
Power emergencies		132 099
Water & sewerage emergencies		132 812
Poisons information		13 11 26
Mornington Peninsula Shire offices		1300 850 600
Worksafe		132 630
Vic Roads Emergencies		131 170

Please ensure all 3 of the emergency management plan pages are returned together

Useful Contacts

CONTACT	PHONE	EMAIL / WEBSITE
Mornington Peninsula Shire		
Community & Special Events Team	1300 850 600	events@mornpen.vic.gov.au
Environmental Health Team & Statutory Building	5950 1050	food@mornpen.vic.gov.au statbuild@mornpen.vic.gov.au
Traffic & Road Safety Team	5959 1030	custserv@mornpen.vic.gov.au
Mornington Peninsula Youth Services	5950 1666	youthserv@mornpen.vic.gov.au
Mayor & Councillor Support	5950 1411	councillor.support@mornpen.vic.gov.au
Mornington Peninsula Tourism	5987 3078	info@tourism.mornpen.vic.gov.au
Safety		
Environmental Protection Authority	9695 2722	www.epa.vic.gov.au
Ambulance Victoria	1800 248 859	events@ambulance.vic.gov.au www.ambulance.vic.gov.au
St Johns Ambulance	8588 8588	www.stjohn.org.au
Australian Red Cross	8327 7700	www.redcross.org.au
Responsible Alcohol Victoria	1300 650 367	www.justice.vic.gov.au
Vic Roads	9811 8905	www.vicroads.vic.gov.au
Parks Victoria	13 19 63	www.parks.vic.gov.au
CFA Headquarters	9262 8444	www.cfa.vic.gov.au
Victoria Police		
Rosebud Station	5986 0444	
Rye Station	5985 2582	
Mornington Station	5970 4900	
Hastings Station	5970 7800	
Sorrento Station	5984 2000	
Dromana Station	5987 2023	
Region One Special Events	9247 5714	
Major Event Planning Unit	9247 5748	
Other		
Energy Safe Victoria	1800 069 588	www.esv.vic.gov.au
Food Safety Victoria	1300 364 352	www.health.vic.gov.au
Victorian Workcover Authority	1800 136 089	www.worksafe.vic.gov.au
Building Commission	1300 815 127	www.buildingcommission.com.au
Department of Infrastructure	9655 6666	www.doi.vic.gov.au
Victorian Commission for Gambling & Liquor Regulation	1300 182 457	www.vcglr.vic.gov.au
Sustainability Victoria	1800 353 233	www.sustainability.vic.gov.au
Volunteering Victoria	9642 5266	www.volunteeringvictoria.com.au
Working With Children's check		www.justice.vic.gov.au
Department of Sustainability & Environment	136 186	www.dse.vic.gov.au



**MORNINGTON
PENINSULA**
Shire



**COMMITTED TO A
SUSTAINABLE
PENINSULA**

Rosebud Shire Office
90 Besgrove Street
Rosebud, 3939
Melway: 170 A4

Mornington Shire Office
2 Queen Street
Mornington, 3931
Melway: 104 D10

Hastings Shire Office
21 Marine Parade
Hastings, 3915
Melway: 154 K11

Somerville Shire Office
14 Edward Street
Somerville, 3912
Melway: 107 E12