

Event Planning Guide



Lifestyle Capital of Victoria



Prepared by Frankston City Council

Edition 4 – February 2023

A4479655

Table of Contents

| | |
|---|----|
| Welcome | 4 |
| Section 1 – Planning an event..... | 4 |
| 1.1 Frankston City Council’s Role..... | 4 |
| 1.2 Your Role..... | 4 |
| Section 2: Getting Started..... | 5 |
| 2.1 The Purpose | 6 |
| 2.2 Choosing your location | 6 |
| 2.3 Funding and Budgets | 6 |
| 2.4 Event Staff and Volunteers | 6 |
| 2.5 Promotion | 7 |
| Section 3 - Event Paperwork..... | 7 |
| 3.1 Key Documents | 7 |
| 3.2 Site Plan..... | 7 |
| 3.3 Accessible Events | 8 |
| 3.4 Occupancy Permits and Temporary Structures | 8 |
| 3.5. Traffic and Pedestrian Management | 9 |
| Section 4 - Risk and Safety Management | 9 |
| 4.1 Risk and Safety | 9 |
| Section 5 - Public Health and Wellbeing..... | 11 |
| 5.1 Water | 11 |
| 5.2 Shelter | 12 |
| 5.3 Toilets..... | 12 |
| 5.4 Noise Management..... | 12 |
| Section 6 - Vendor Requirements..... | 12 |
| 6.1 Streatrader..... | 12 |
| 6.2 Alcohol | 13 |
| 6.3 Outdoor Dining and Smoking Bans | 13 |
| 6.4 Gas..... | 13 |
| Section 7 Waste Management and the Waste Wise Events Policy | 14 |
| 7.1 Introduction | 14 |
| 7.2. Your Waste Management Plan | 14 |
| 7.3 Frankston City Council’s Waste Wise Events Policy..... | 14 |
| 7.4 Victoria-wide ban on single use plastics | 14 |
| 7.5 Tips for minimising and managing waste at events | 15 |
| 7.6 Event Organiser Checklist | 17 |

| | |
|--------------------------------------|----|
| Section 8 Permits and Contacts | 18 |
| 8.1 Permits | 18 |
| 8.2 Useful Contacts | 20 |

Disclaimer

The information provided in this guide is a general community resource for event organisers. Every effort is made to ensure that the information is current and accurate. However, it is only as accurate as its date of publication and may not be relied on in any circumstance where verified information is called for. No person should place reliance on information contained in this guide in circumstances where loss, damage, or injury is possible. In such circumstances, the enquirer should make specific enquiries with Council or the relevant authority/organisation and obtain the required advice or information directly from authorised Council officers or relevant third parties.

Welcome

Welcome to the Frankston City Council Event Guide. It is an exciting process to organise and deliver events. This guide is designed to assist event organisers to deliver successful and safe events and to comply with the relevant requirements for obtaining a Letter of No Objection for your event.

Frankston City Council encourages and welcomes local events to be held on land owned or managed by Council and we look forward to working with you.

Frankston City Council administers many community and commercial events offering support to those choosing to run an event within our municipality. This is a live and true document at the time of publishing but will be reviewed and updated as required. The information aims to encourage continual good practice, increase knowledge and understanding of event expectations.

Some sections have links to further information on external websites from industry sources to further assist you in the event management process.

This guide provides information on:

- Council's role in your event, including the approval process and services offered.
- Council's expectations of event organiser's, including issues you need to consider and documentation required.
- Assistance in planning and running your event.

Section 1 – Planning an event

1.1 Frankston City Council's Role

The Frankston City Council Events team will:

- Be the key point of contact for event organisers producing an event on Council owned or managed land.
- Facilitate the event application process.
- Provide recommendations and guidance to event organisers planning an event.
- Balance event impact on residential/commercial amenity in the municipality.

1.2 Your Role

As an event organiser, you are responsible for:

- Completing the application form no less than 90 days prior to your event.
- Submitting and completing planning documentation as required.
- Submitting and completing safety documentation as required.
- Completing the requirements list provided by the Events team.
- Obtaining all approvals, permits and licenses from relevant organisations in order to receive your *letter of no objection* from Council.



Section 2: Getting Started

As the event organiser, it is important to complete the correct application form that is most applicable to the event you are delivering.

Events are assessed on a case-by-case basis and fall in to the below categories. High risk elements such as fireworks, temporary structures and amusement rides could qualify your event as a major event, even if the event has under 500 people.

Please note some event sites may attract a site fee and/or bond, please see the [event application forms](#) for current charges.

- **Major Events** typically have over 500 people and larger events may include, festivals, markets, outdoor cinemas and can contain high risk elements.
- **Minor Events** typically have up to 500 people and are smaller celebrations, occasional sporting events and parties. There is a separate application form for **wedding ceremonies**.
- **Filming and Photography activities fall into 3 categories which are, standard, drone and low impact** If your filming activities are minor including under 10 people, it may be considered 'low impact'

Drones

If you are considering using a drone or a remotely piloted aircraft at your event for filming or photography purposes please be aware the use of drones require at a minimum; a flight path, a pilot license, operators certificate and a pedestrian management plan.

More information can be found at the [Civil Aviation Safety Authority \(CASA\) website](#), including rules, regulations and requirements.

Link to all application types can be found on the [website](#).

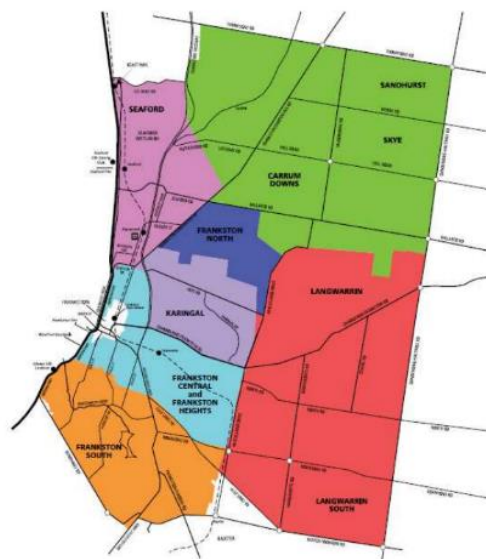
2.1 The Purpose

It is important to consider why you are hosting the event and what your goals and objectives are. Define who your target audience is, what content you will have and an overall cost.

2.2 Choosing your location

Should you be holding your event on land managed or owned by Frankston City Council, a letter of no objection is required. This includes, but is not limited to; parks, reserves, foreshores, Council car parks and roadways.

There are numerous Frankston City Council locations which may be suitable for your event. We recommend you conduct a site visit prior to submitting your application to ensure the site is appropriate for your event. Consider whether the size is appropriate for your expected attendance, parking, and access to site, power, amenities and facilities.



2.3 Funding and Budgets

When preparing your budgets it is important to consider all costs, whilst being mindful aspects may change. We will hope to cover a number of areas that you should be mindful of throughout this guide.

There are many potential funding opportunities for your event. Approaching businesses for sponsorship is a common way to increase your event budget. There are also numerous grants offered for events, below are some opportunities.

Frankston City Council:

Destination Event Attraction Program

[Community and Business Support Grant Program](#)

Other Agencies:

[Australia Council for the Arts](#)

[Creative Victoria](#)

[Festivals Australia](#)

[Vic Health](#)

[Tourism Victoria](#)

[Multicultural Arts Victoria](#)

[Our Community](#)

2.4 Event Staff and Volunteers

Recruiting appropriately skilled staff is crucial to the success of your event. It is important to identify and clearly define what roles and tasks your event will need. Roles and responsibilities of event staff could include:

- Chief Warden and Deputy Wardens
- Site Wardens
- Safety Officer
- Volunteer Support
- Stage and Activities Support
- Logistics support

Specific formal training and qualifications may be required for some roles, i.e. Safety Officer. A chief warden will need to be nominated in the application process.

A pre-event meeting with staff and volunteers is suggested to clarify roles and responsibilities and review all documentation.

If you are seeking more volunteers for your event the [Volunteering Australia website](#) has more information to support you through this process.

2.5 Promotion

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

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

- [Frankston City Council's website](#)
- [Frankston City News](#)
- [What's On Frankston website](#)

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

Another avenue worth considering is roadside signage. The Events team will require a proposed location and a copy of your image to be assessed during the application process.

Section 3 - Event Paperwork

3.1 Key Documents

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

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

3.2 Site Plan

A site plan is an opportunity to include a range of features and elements on an event site. It is also a time to consider the layout of your event and how areas and attractions may complement each other. This includes maximising shade and crowd management.

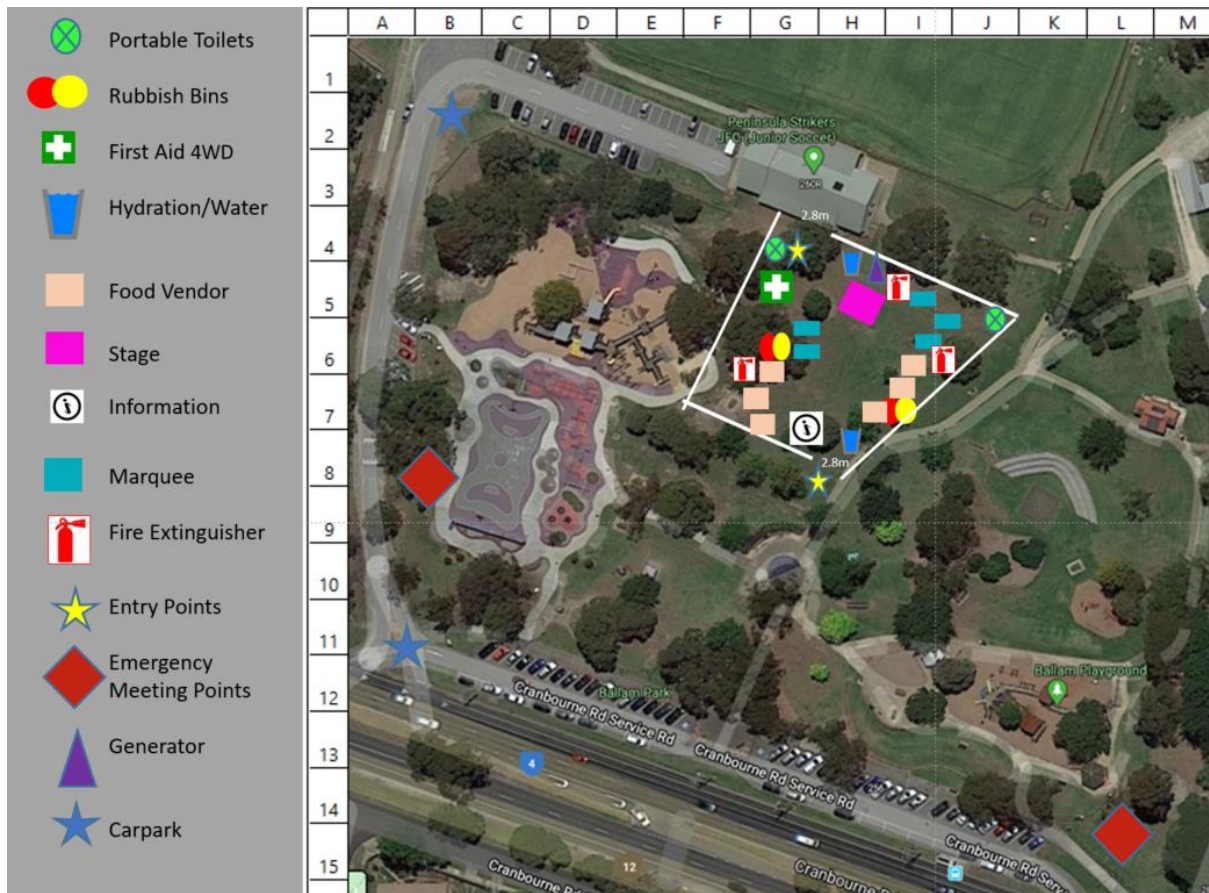
A detailed proposed site plan is a requirement of the event application. Please include landmarks and the surrounding streets to give perspective. Using symbols and numbered areas with a key is a great way to design your plan to prevent overcrowding.

Items that should be considered are;

- Featured Elements – Stage, workshops and exhibitor locations
- Access and exits
- Parking
- Safety elements (first aid and fire extinguishers)
- Existing Structures
- Amenities (bathrooms, water and power)

You may want to consider developing a map, which the public can view when advertising your event.

Below is an example of a site map.



3.3 Accessible Events

There are items to consider when planning an accessible event which will improve the experience for all. It is important to consider the needs of people with a disability, families, carers, senior citizens and parents with prams.

For further information on accessibility or areas for consideration when organising an event please refer to the [Victorian State Government Accessible events guidelines](#).

3.4 Occupancy Permits and Temporary Structures

There are two main types of occupancy permits for the use of temporary structures.

Occupancy and Place of Public Entertainment (POPE) Permits which are issued by Council's Building Department; applications, together with any supporting documentation must be submitted at least 30 days prior to the event. Forms are available on the [Council website](#). Both of these permits have fees applicable. Both types of permits can be triggered by the following reasons.

- Marquee or structures greater than 100m²
- Stage greater than 150m²
- Seating stand with more than 20 persons
- Enclosed space greater than 500m²
- Event within a building greater than 500m²
- Charge an admission fee (includes accepting donations or gifts)

3.5. Traffic and Pedestrian Management

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

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

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

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

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

Section 4 - Risk and Safety Management

The event coordinator is responsible for the safety of the site, staff and patrons attending the event. All events will have elements of risk, so it is important to carry out a risk analysis or assessment to ensure each potential hazard is appropriately mitigated or eliminated.

4.1 Risk and Safety

There are particular considerations that are required when preparing your risk and safety management.

Risk Assessment - These plans for smaller events can be prepared using the process outlined in AS/NZS/ISO 31000:2009 Risk Management – Principles and Guidelines, while larger events generally require more complex plans prepared by industry professionals.

Emergency Management Plan – This is similar to the event plan however this identifies risks and hazards and the processes and procedures to follow during the event. This plan will support staff and outline processes for evacuation of patrons, managing larger than expected crowds, emergency communication and roles and responsibilities should an incident occur.

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

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

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

Council requires you to notify local residents within a 500m radius of the event site two-three weeks prior to the event and produce a copy to Council officers. This is to allow residents to plan ahead for possible disruptions in the neighbourhood.

Insurances – The Certificate of Currency must list Frankston City Council as an interested party, and other organisations such as Melbourne Water and Department of Energy, Environment and Climate Action. Insurance must include the event, set up and pack down dates and listing the types of activities featured in the event.

It is compulsory for all events on Council land to have minimum value of twenty million dollars (\$20,000,000) of Public Liability Insurance.

If you are having other groups or organisations participating in the event, then it is important to ensure they also have appropriate public liability insurance for their services, goods and activities.

Inclement Weather Considerations - Consider the impacts of weather and put plans into place to account for the various conditions, which may occur throughout your event. This may vary from heatwave to thunderstorms. Cancellation policies are recommended in case of inclement weather.

There are two CFA permits which may be required depending on when the fire danger period is declared; **Total Fire Ban** and **Fire Danger Period**. These are required when the use of gas or open flames are present during the Fire Danger Period, or when a day of Total Fire Ban has been declared. For more information and to apply please visit the [CFA website](#).

First Aid – From 1 October 2021, all commercial first aid providers (regardless of whether they use volunteers) in Victoria require a licence under the Non-Emergency Patient Transport and First Aid Services Act 2003. The [Department of Health website](#) has a list of licensed first aid providers (Council will be checking your provider is on this list) under the *Engaging a first aid service provider section*).

When engaging a first aid provider, the best advice is to determine the minimum level of first aid you will require at your event with the operator.

Further information on your first aid obligations under the Occupational Health and Safety act can be found in WorkSafe Victoria's First Aid in the Workplace - Compliance Code. For further information visit: [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au)

Animal Management - An animal management plan from the company supplying the animals is required to be submitted, detailing appropriate care and welfare that will be demonstrated onsite. This could include petting zoos, animal farms or wildlife displays. For detailed information about acceptable levels of care for the display of animals, please visit the [Agriculture Victoria website](#) to view the Code of Practice for the Public Display of Exhibition of Animals.

4.2 Suppliers

Event organisers may need to engage numerous suppliers for the event. This may include; electricians, amusement providers, amenity hire companies and equipment hire.

Depending on the activity or service the contractor is providing the following may be required;

- Public Liability Insurance Policy
- WorkCover Insurance
- Safe Work Method Statement (SWMS)
- Job Safety Analysis (JSA)
- Engineers Certificate of Compliance for amusement rides or inflatables
- Amusement rides documentation
- All contractors should be able to provide a copy of the maintenance register on request to verify that equipment is correctly maintained

For further detailed advice, please refer to the [WorkSafe Victoria](#) and their document [Advice for managing major events safely](#).

4.3 Lighting and Power

Lighting and power elements are crucial for the delivery of your event. Ascertaining your power source such as existing site power or generators is a good place to start and from there, ensuring a safe environment, including the below:

- Completing testing and tagging of all electrical equipment, including all vendors and stallholders.
- Safeguarding all cabling can be done through installing cable mats, warnings signs, and where possible hanging overhead to remove trip hazards to ensure power cabling is secure from the public.

Section 5 - Public Health and Wellbeing

5.1 Water

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

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



Bottled drinking water is an unsustainable way of quenching thirst and another large generator of waste. Consider establishing hydration stations and encourage patrons to bring their own non-disposable drinking bottles.

Events with a POPE will be informed of the correct amount of water outlets for your event based on the information provided.

5.2 Shelter

Shelter and shaded areas should be available wherever patrons, staff and volunteers may be located for an extended period and where weather conditions dictate it is required and practicable. This can be provided by natural shade from trees, marquees or umbrellas (must be properly weighted and monitored for increased wind speeds).

5.3 Toilets

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

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

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

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

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

5.4 Noise Management

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

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

Section 6 - Vendor Requirements

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

At your event, you will need to ensure vendors bring their own warm water and washing liquid for hand washing, unless you are providing communal wash basins. You will need to advise them of the availability of water at the event and ensure they take their grey water and oils away with them. You must also provide site cleaning and adequate bins.

6.1 Streatrader

All food vendors must be registered with the government body [Streatrader](#). Council's Environmental

Health Officers will check Streatrader registrations to ensure vendors comply. Statement of Trade Certificates must be supplied to you from each vendor.

6.2 Alcohol

The Liquor Act 1992 prohibits the consumption of alcohol in public places unless the area is covered by a liquor licence or permit. You must contact the [Victorian Gambling and Casino Control Commission \(VGCCC\)](#) to obtain a limited liquor licence, please note this process can take up to 12 weeks.

For more information, visit the [Victorian Gambling and Casino Control Commission](#) or call 1300 182 457. Please note approval of a liquor licence does not constitute approval for your event, nor does granting of an event permit guarantee receipt of a liquor licence. Council will need to see evidence of your liquor licence.

As the event organiser, you are responsible for the service of alcohol at your event. If successful in obtaining a licence, you must plan for the effects of alcohol consumption. The development of an Alcohol Management Plan will assist in providing guidelines to ensure the responsible service of alcohol and avoiding the supply of alcohol to minors. Suggested items to include in your plan are:

- Location of toilets
- Location of first aid officers to assist with any injuries, intoxicated patrons and dehydration
- Security details for disturbances caused by intoxicated patrons
- Fencing locations
- Redline area (area where alcohol can be consumed)
- Vendors' hours of operation
- Responsible Service of Alcohol details

6.3 Outdoor Dining and Smoking Bans

Smoking bans are in place in all outdoor dining areas, you are required to comply with the new smoking laws by banning smoking and establishing a 10-metre buffer zone between all designated smoking and food service areas. It is also a requirement to follow other restrictions at your event site.

A failure to comply with the new laws may put event and market organisers at risk of a fine. More information can be found at health.vic.gov.au.

6.4 Gas

Liquefied Petroleum Gas (LPGas) cylinders can pose a significant risk if appropriate safety measures are not in place. Portable pressurised gas cylinders are commonly used at events to carbonate beverages provide cooking fuel and many other activities.

The [Code of Practice for The Safe Use of LPGas at Public Events in Victoria](#) is a comprehensive guide to managing the risk of using LPGas at events, and is the new standard required for public events in Victoria. For more information about gas safety, please visit the [Energy Safe Victoria](#) and [WorkSafe Victoria](#) websites.

Section 7 Waste Management and the Waste Wise Events Policy

7.1 Introduction

All event organisers and traders must adhere to the following waste minimisation and management requirements.

The amount of waste and litter generated at events can be significant, creating an unsightly mess and resulting in increased clean-up costs. However, Council and the general public expect the event environment to be free from litter and that event waste will be avoided where possible and otherwise managed effectively.

7.2. Your Waste Management Plan

Event organisers must consider a waste management plan, including:

- Event venue, date, time, type and anticipated attendance
- Main types of waste expected to be generated at the event
- Map indicating the number, type and placement of bins
- Confirmation bins will be clearly labelled (e.g. labelled garbage, recycling, food waste - no packaging)
- Bin collection arrangements (i.e. collection company, bin delivery and collection times)
- Bin emptying arrangements, if there are existing Council bins within the event site
- Types of hazardous waste and how this will be managed (e.g. storage, destination post event) and who is responsible for it
- Cleaning schedule
- Post event litter collection plans

If there are existing Council bins within your event site, will need to liaise with the waste management team through your events contact to arrange collection truck access so these bins can be emptied as part of the normal schedule. If during these discussions it is determined the bins need to be emptied more frequently your waste/cleaning contractors will need to do so.

7.3 Frankston City Council's Waste Wise Events Policy

Council has a Waste Wise Events Policy, which stipulates requirements for reducing and managing waste at Council events, as well as commercial, community and not-for-profit events on land owned/managed by Council and requiring a Council event application form.

The Policy applies to events such as (but not limited to) festivals, ceremonies, exhibitions, parties, functions and other recreational activities.

In particular, the policy:

- prohibits the use and distribution of balloons at outdoor events
- prohibits all types of plastic shopping bags and polystyrene food and beverage packaging
- restricts the use and distribution of disposable straws (i.e. by requiring them to be stored out of customers' line of sight and provided only when they are requested)
- includes waste management and site cleanliness requirements

7.4 Victoria-wide ban on single use plastics

The Victorian Government introduced a ban on the supply and sale of lightweight (single-use) plastics shopping bags on 1 November 2019. All lightweight shopping bags which have a thickness of 35

microns or less at any part of the bag are banned. This includes degradable, biodegradable and compostable bags.

The Victorian Government’s single use plastics ban was introduced in February 2023. Under this ban, the supply and sale of the single-use plastics, includes but is not limited to; straws, cutlery, plates, drink stirrers, expanded polystyrene food and beverage containers and cotton bud sticks. For more information please visit the [Environmental Protection Authority \(EPA\) website](#).

7.5 Tips for minimising and managing waste at events

Waste prevention means less waste management is required and environmental impacts are minimised.

Consider the following alternatives to single-use/disposable items:

| Disposable item | Alternative 1 | Alternative 2 |
|--|---|---|
| Balloons (prohibited at outdoor events, see Policy) | Bubbles, reusable bunting, banners, flags, ribbon sticks or kites (see Zoos Victoria for further ideas) | |
| Cable ties (disposable) | Reusable cable ties | String that can be reused and/or is biodegradable (e.g. jute string) |
| Candles (electronic) | Mobile phone with light on | |
| Cigarette butts | Designated smoking area with suitable butt bins available (must not be in a designated smoke-free area) | |
| Cups for hot drinks (paper) | Encourage customers to BYO reusable cup*, e.g. by offering a discount (see Responsible Cafés) | Washable cups (e.g. cup hire service, Wash Against Waste) Have reusable cups available for purchase/loan at the event |
| Condiments (e.g. sauces, salt, pepper, sugar) | Sauce, salt and pepper in refillable self-serve bottles or containers than can be pumped or tipped out | Condiments added by food/ beverage vendor |
| Crockery and cutlery (disposable) | Encourage customers to BYO cup, container and cutlery* | Washable crockery and cutlery (e.g. cup hire service, Wash Against Waste) Serviettes made from recycled paper instead of plates for finger food |
| Drink cup lids/covers (e.g. coffee cup lids, slushy covers) | Provide beverages in cups without a lid, unless a lid is requested | |
| Glitter (made from non-biodegradable plastic or aluminium) | Avoid | |
| Glow sticks | Avoid | |

| Disposable item | Alternative 1 | Alternative 2 |
|---|--|---|
| Items not made from recyclable materials | Items that are made from recycled materials (e.g. napkins and bags made from recycled paper) | |
| Overly packaged goods | Goods with no/less packaging | |
| Plastic film or cling wrap | Reusable containers and food wraps (e.g. reusable silicon covers or beeswax/soy wraps) for onsite storage | Cellophane wrap (can be home composted) |
| Plastic shopping bags, including showbags (prohibited at events, see Policy) | Encourage event attendees to bring their own bag or carry goods without a bag (if appropriate) | Reusable bags (e.g. Boomerang Bags) Have reusable bags available for purchase at the event Paper bags made from recycled paper |
| Plastic water bottles (disposable) | Drinking water facilities or hydration stations that include drinking fountains and tap outlets for filling up drink bottles (see below in the Event organiser checklist) | Encourage event attendees to bring their own reusable water bottle Have reusable water bottles available for purchase at the event |
| Polystyrene boxes | Cardboard boxes | |
| Polystyrene clams, bowls and cups (prohibited at events, see Policy) | Reusable clams, bowls and cups | Encourage event patrons to bring their own clean reusable container/plate/bowl/cup* Paper-based cups, clams and bowls or similar, made from responsibly sourced materials (e.g. FSC® certified paper, sugarcane or bamboo) |
| Promotional material and other printed materials | Online promotions and information | |
| Serviettes | Only provide when requested or required | Serviettes made from recycled paper |
| Stirring sticks | Sugar stirred in by beverage vendor | |
| Straws – disposable (restricted at events, see Policy) | Keep out of customer line of sight and only give out if requested | Reusable, edible or paper straws |

| | | |
|---------------------|---|--|
| Takeaway containers | Encourage event attendees to bring their own reusable clean container to refill (see Trashless Takeaway or BYO Container for information and resources) | |
| Tickets | eTickets that can be displayed on mobile phones | |

7.6 Event Organiser Checklist

| Stage | Task | Tick when done |
|--------------|---|----------------|
| Before event | Promote facilities that will help event attendees generate less waste (e.g. hydration stations) in the lead up to the event. <ul style="list-style-type: none"> • South East Water hire out hydration stations for free to a limited number of not-for-profit organisations every year (conditions apply) • Community groups may also be eligible to apply for a community grant to fund the hire of a water drinking station (visit frankston.vic.gov.au for more information) | |
| | Encourage event staff and attendees to bring their own bag, water bottle and/or coffee cup to the event to reduce the amount of disposable items distributed. | |
| | Ensure event stall holders, food and beverage vendors and entertainers are aware of the requirements and suggestions set out in this guide. | |
| | Ensure those involved in the event know what can be recycled and how to use the event bins correctly. Additional bins can be hired through Council by notifying your Frankston City Council, events contact. If you are engaging a recycling collection through Council, find out what can and can't be recycled through this service. | |
| | Ensure the number, size and locations of waste and recycling bins are sufficient for the expected number of event attendees. | |
| | Ensure all bins are clearly labelled and identifiable as garbage or recycling: <ul style="list-style-type: none"> • E.g. recycling bins have yellow lid/cap plus recycling symbol and information about what can go in recycling bin and garbage bins have red lid/cap • Contact your waste collection service provider for signage or download it from the Sustainability Victoria or Planet Ark website | |
| | Ensure all recycling and food waste bins are paired with a garbage bin. | |
| | Organise for trained staff, volunteers or waste collection company contractors to be near bins at peak times to guide event attendees in the sorting and correct disposal of waste and recycling | |
| | Organise incentives for event attendees to pick up litter when they see it at the event (as long as it is safe to do so), e.g. tokens which can be exchanged for discounts at the event or tickets to go into a draw to win a prize. | |

| | | |
|--------------|---|--|
| | <p>Redistribute leftover food to charity organisations and/or organise a food waste collection service for the event.</p> <ul style="list-style-type: none"> Contact the charity beforehand and ensure that the donated food is safe (see health.vic.gov.au for more information) | |
| During event | Flatten cardboard boxes at the event to prevent the recycling bins/skip filling up too quickly. | |
| | Ensure stallholders are responsible for litter and regularly cleaning up around their site. | |
| | Check that those involved in the event know what can be recycled and use the bins correctly. | |
| | Have regular service announcements over the PA system, encouraging event attendees to pick up any litter they see on the ground for correct disposal, wherever it is safe to do so (i.e. to keep the area clean for everyone to enjoy). | |
| | <p>Ensure waste water is disposed of to an approved sewer point (mandatory)</p> <ul style="list-style-type: none"> If no sewer point is available, event organisers must ensure that waste water is contained in an adequate storage container and taken away for safe disposal | |
| | Please check with Council's events team if you believe there is a sewer point onsite, as this is not the case for the majority of sites in the municipality | |
| After event | Remove any litter left behind after the event and dispose of it correctly (mandatory). | |
| | Conduct bin audits and if bins are highly contaminated with items that can't be recycled via the recycling collection service, consider making changes at future events to address this contamination. | |
| | Evaluate the success of your event to identify areas for improvement. | |
| | Celebrate and share your successes in actively working to avoid and minimise waste and litter at the event. | |

Section 8 Permits and Contacts

8.1 Permits

The following table lists some potential permits you may require to run your event. Please use the lead in times as a guide only to ensure you have enough time to obtain the desired permit.

| Permit/ permission | Responsible authorities | Details of permits/ permissions | Suggested time to apply |
|--|---|---|-------------------------|
| Place of Public Entertainment Permit (POPE) | Building Department, Frankston City Council | May be required for large ticketed events, events over 500m ² or events which are enclosed | 3- 6 months |
| Planning Permit | Planning Department, Frankston City Council | Required for events on venues that are not normally used for such a purpose | 3- 6 months |
| Occupancy permit / Temporary structures | Building Department, Frankston City Council | Occupancy permits may be required for marquees, stages, seating etc. | 3 - 6 months |

| | | | |
|---|--|---|---|
| Road closures, traffic management, parking | Traffic Engineer, Frankston City Council and VicRoads | Permits and permissions for parking and traffic. Traffic crowds, traffic, safety, emergency response. Major arterial roads are the responsibility to VicRoads. | 6 – 12 months |
| Food and Beverage | Environmental Health Unit, Frankston City Council | Stretrader Registration | Minimum 4 weeks |
| Total Fire Ban Permit | Country Fire Authority | Permits are required for any open fire in day of Total Fire Ban (S40) or use within fire danger period (S14). | 1 – 6 months (as soon as possible) |
| Fireworks | Worksafe, Country Fire Authority, Frankston City Council | Permit required | 2 months |
| Notification of event | Ambulance Victoria Victoria Police CFA | Notification of event and recommendation | 1 - 6 months |
| Emergency Response notification | State Emergency Service (SES), Country Fire Authority (CFA), Local hospitals and Victoria Police | Approval of Risk/Emergency Management Plans and notification of road closures/impact to emergency services and emergency responses | 1 - 3 months |
| Liquor License | Victorian Gambling and Casino Control Commission | Permit for sale or usage of alcohol | 3 months |
| Signage on Council land | Frankston City Council | Promotional signage | 1 - 2 months |
| Busking permit | Frankston City Council | Busking permit to be submitted to Frankston City Council if busking is done independent of an event | 1 month |
| Public Transport Notification | Department of Infrastructure | For events requiring closure of roads or affect public transport | 3-6 months |
| Copyright licence for the use of live music and broadcasting | One Music | Licenses to play, perform, copy, record other artists' music, broadcast of communication or public playing or recorded music (e.g. CDs, tapes, records) or music videos | 3 months |
| Raffles, lotteries, competitions, fundraising – may require permit | Victorian Gambling and Casino Control Commission, Frankston City Council | Permit required to fundraise on Council land | 2-6 months |
| Department of Energy, Environment and Climate Action | Frankston City Council does this on your behalf. | Events conducted on coastal crown land and other crown land require a permit from DEECA | 1-2 months |

8.2 Useful Contacts

Below is a useful list of contacts for running and planning your event.

| Organisation | Contact Number | Email |
|--|---|--|
| Frankston City Council | 1300 322 322 | Info@frankston.vic.gov.au |
| Discover Frankston | 1300 322 842 | tourism@frankston.vic.gov.au |
| Emergency Services | 000 | |
| VicEmergency | 1800 226 226 | |
| Ambulance Victoria | 9676 9891 | events@ambulance.vic.gov.au |
| Victoria Police | 9784 5555 (Frankston) 13 14 14 (non-emergency reporting) | Frankston-uni-oic@police.gov.au |
| Country Fire Authority | 9781 5400 (Frankston) | secretary@frankstonfb.org.au |
| Worksafe | 1800 136 089 (advisory) 13 23 60 (24/7 emergencies) | Information to be submitted via the website |
| Frankton Coast Guard | 9781 5198 | operations.vf1@coastguard.com.au |
| Frankston Life Saving Club | 9783 9730 | admin@frankstonlsc.com.au |
| State Emergency Service | 132 500 (emergency) 9256 9000 (head office) | central@ses.vic.gov.au |
| Parks Victoria | 13 19 63 | info@parks.vic.gov.au |
| Energy Safe Victoria | 9203 9700 | info@energysafe.vic.gov.au |
| Department of Energy, Environment and Climate Action (DEECA) | 13 61 86 | |