

# Event Planning Guide



Mornington Peninsula Shire

2025-2026

[mornpen.vic.gov.au](http://mornpen.vic.gov.au)



# Welcome

The Mornington Peninsula Shire plays an active role in the management, approval, and delivery of approximately 200 events each year. We are committed to supporting event organisers in planning and delivering safe, successful events across the region.

This publication has been developed to help organisers understand and meet statutory and legislative requirements, while ensuring public safety and protecting the local environment.

To assist with your planning, we provide templates and resources to guide you through the preparation of supporting documentation. If you have questions or need assistance:

- For permit-related enquiries, contact:  
**[event.permits@mornpen.vic.gov.au](mailto:event.permits@mornpen.vic.gov.au)**  
**1300 850 600**
- For general event planning support, email:  
**[events@mornpen.vic.gov.au](mailto:events@mornpen.vic.gov.au)**



## Acknowledgement

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation and renewal; and that the Bunurong peoples' living culture continues to have a unique role in the life of this region.

# Event Overview



## What is an Event?

Mornington Peninsula Shire defines an event as any organised activity or function that involves specific planning and brings people together for a distinct purpose. This purpose may include, but is not limited to, community, cultural, environmental, commercial, celebratory, or certain sporting gatherings.

## Do I need an Event Permit?

Events held on Council managed land require a permit to ensure compliance with legislation, safety standards, and minimal disruption to public spaces.

An Event Permit ensures event activities comply with legislation and are undertaken safely. If your event is held outdoors on Council land, you will need approval from Council. A permit also clarifies responsibility and liabilities and minimises disruption and impact on other users of public spaces.

Please note: Acquiring a permit or approval does **not** guarantee exclusive use of public spaces.

## Events Exempt from Permit Requirements

Some activities may be exempt from permit requirements, including:

- Regular sporting fixtures run by clubs or associations under existing lease agreements.
- Group fitness sessions.
- Indoor events at Council-managed facilities, halls, or community centres.
- Ongoing markets (with a lease or licence through the Property team).
- Events on private property.
- Informal gatherings like BBQs, birthday parties, or Christmas functions that do **not** include temporary infrastructure, amplified sound, amusements, or food vendors.

Credit: Hastings Foreshore Vinehop



## Event Permit Fees and Charges

A range of fees and charges apply to event permits on the Mornington Peninsula Shire. Please refer to the Shire's website for current fees.

**Apply for an Event Permit:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## Venues

To explore and book available Shire managed venues, please visit Bookable. For a selection of our most popular sites, check out our Event Attraction Guide.

**Mornington Peninsula Shire bookings:**  
[mornpen.bookable.net.au](http://mornpen.bookable.net.au)

## Communication and Promotion

Access event planning resources and templates on our website:

**Apply for an Event Permit:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

Promote your event for FREE on the What's On page, which receives over 30,000 visits per month:

**Whats on at Mornington Peninsula Shire:**  
[mornpen.vic.gov.au/Activities/Whats-On](http://mornpen.vic.gov.au/Activities/Whats-On)

# Compulsory Requirements for an Event Permit



When applying for an Event Permit, you must provide the following:

## Public Liability Insurance

Minimum \$20 million coverage in the legal name of the organising body. Council accepts no liability for injury, loss, or damage resulting from the event.

See 'Insurance' in the A-Z Guide for more detail.

## Event Plan

Submit a completed Detailed Event Plan or a professionally developed version. Required for all High Impact events.

See 'Event Plan' in the A-Z Guide for more detail.

## Risk Assessment

A Risk Management Plan must identify potential risks and outline how they will be managed.

**Risk Management Plan template:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

See 'Risk Management' in the A-Z Guide for more detail.

## Site Map

Required for **all** events. Must be to scale, clearly labelled, and include:

- All infrastructure (e.g. marquees, toilets, food stalls, generators)
- Emergency access, assembly areas, and first aid
- Pedestrian and vehicle entry/exit points

See 'Site Map' in the A-Z Guide for more detail.

## Traffic Management

If your event involves road or carpark closures, a Traffic Management Plan must be prepared by a qualified provider. All traffic controllers must hold a valid Statement of Attainment.

See 'Traffic Management' in the A-Z Guide for more detail.

## Emergency Management

An Emergency Management Plan must detail procedures for responding to incidents and ensuring safety.

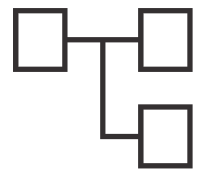
**Emergency Management Plan:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

See 'Emergency Response Plan' in the A-Z Guide for more detail.



Credit: Red Hill Winter Wine Weekend

# Event Permit Approval Process



## 1 Bookable

To secure your site for your event book your space through Bookable:

**Mornington Peninsula Shire bookings:**  
[mornpen.bookable.net.au](http://mornpen.bookable.net.au)

## 2 Documentation

Refer to our Quick Reference Timeline on what documentation is required and when it is due. Please submit all your documentation through your Bookable portal.

**Quick Reference Timeline:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## 3 Referral (Shire)

Once you have uploaded your documentation through your Bookable portal, the event permitting officer will begin an internal referral process. This process is done within Shire only departments.

## 4 Feedback

Feedback, if any, will be provided after the documentation has been reviewed by Shire teams. Feedback may include changes to documentation or advice on tasks to consider for your event.

## 5 Event Permit Issued

After the feedback has been provided and considered by you as the event organiser the event permit will be issued. You must adhere to all the terms and conditions outlined in the permit.

## 6 Please note

- After submitting your booking, you will receive a booking confirmation email from the permit team. This is **NOT** confirmation of your event permit.
- The processing time will vary depending on the scale and complexity of the event. For High impact events, please get your booking in 6 months prior to event date.
- Additional documents and fees may be required/apply depending on the complexity of your event. (i.e. POPE, Traffic Management)

# A-Z Event Planning Guide



Credit: Mornington Running Festival

The following A-Z guide provides detailed information on key topics and requirements to help you plan and deliver a safe, successful event on the Mornington Peninsula.



Credit: Sorrento Fire Night

# A

## Aboriginal/Indigenous Protocols

Encourage cultural diversity at events by celebrating different cultures, faiths, and languages. For guidance on Aboriginal and Indigenous protocols, visit:

**A guide to Cultural Protocols:**  
[mornpen.vic.gov.au/Cultural-Protocols](http://mornpen.vic.gov.au/Cultural-Protocols)

## Access and Egress

Ensure your site plan includes safe access and exit routes for:

- Attendees
- Suppliers
- Emergency services

Emergency access must **be clear and unobstructed at all times.**

## Accessible/Inclusive Events

Plan for inclusive access across all demographics. Consider:

- Physical access
- Language and communication needs
- Companion Card holders (carers must be admitted free)

**Apply for a Companion Card:**  
[companioncard.vic.gov.au](http://companioncard.vic.gov.au)

**Inclusive and accessible event checklist:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## Advertising

Do not place posters, flyers or signage on public infrastructure (e.g. poles, fences, bins, trees, bus shelters) without gaining necessary approvals first.

The Shire provides promotional support for events through the following channels:

- Peninsula Wide magazine
- Website event calendar
- Temporary signage – One approved signage board is included with your event permit.
- Local newspaper column
- Additional signage boards must be approved through Local Laws.

**Mornington Peninsula Shire Council Local Laws:**  
[mornpen.vic.gov.au/Local-Law](http://mornpen.vic.gov.au/Local-Law)

## Alcohol

Alcohol restrictions apply to some council-managed outdoor public spaces within the Mornington Peninsula Shire. If alcohol will be served or sold at your event, you may need:

- A **temporary liquor licence** from VGCCC
- **Food Act registration** via FoodTrader
- An **Alcohol Management Plan** outlining:
  - Type of alcohol and container use
  - Dry zones and water availability
  - Food options
  - Security and staffing
  - Toilet access and trading hours

Licensed areas must be clearly marked on your **site plan**, and Responsible Service of Alcohol requirements must be strictly **followed at all times.**

**Temporary liquor licence:**  
[bit.ly/46vZmSa](http://bit.ly/46vZmSa)

**Foodtrader:**  
[foodtrader.vic.gov.au](http://foodtrader.vic.gov.au)

## Amusement Rides/ Inflatable Structures

Operators must comply with safety standards and be registered with WorkSafe.

Key requirements:

- Risk assessment.
- Daily safety checks
- Electrical safety (RCDs, tagging)
- Wind monitoring and anchoring.
- Supervision and signage

**WorkSafe Victoria:**  
[worksafe.vic.gov.au](http://worksafe.vic.gov.au)

## Animals/Animal Farms/ Nurseries/Petting Zoos and Native Animals

Ensure:

- Supervised interaction
- Hygiene facilities
- Safe enclosures and retreat areas
- Animal welfare and licensing compliance

**Department of Health:**  
[health.vic.gov.au](http://health.vic.gov.au)

# B

## Bookable

Bookable is the Mornington Peninsula Shire's online system for booking outdoor spaces and indoor venues for events. Whether you're planning a small community gathering or a larger public event, Bookable makes it easy to find and reserve the right location.

### Helpful Links

**How to book an Event in Bookable:**  
[bit.ly/433mPcp](https://bit.ly/433mPcp)

**Mornington Peninsula Shire Booking Process:**  
[mornpen.vic.gov.au/eventpermits](https://mornpen.vic.gov.au/eventpermits)

**How to manage your Bookable account:**  
[bit.ly/46h10bt](https://bit.ly/46h10bt)

**Mornington Peninsula Shire bookings:**  
[mornpen.bookable.net.au](https://mornpen.bookable.net.au)



Credit: Flinders Running Festival

# C

## Camping

Camping is only allowed in designated areas. If you plan to include camping at your event, contact the Events team:

**1300 850 600**  
[camping@mornpen.vic.gov.au](mailto:camping@mornpen.vic.gov.au)

## Cancellation of Event

If your event is cancelled, notify the Events team in writing immediately. Have a contact list ready to inform all stakeholders to avoid confusion or safety risks.

## Child Safety

If your event involves children, it's important to ensure their safety and wellbeing. Key requirements include:

- **Supervision:** Maintain appropriate adult-to-child ratios.
- **Working with Children Checks:** Required for anyone working directly with children.
- **Lost Child Procedure:** Have a clear plan in place and consider including in your risk and Emergency plans.
- **Consent for Photos:** Ensure proper consent is obtained for any media involving children.

**Working with Children Check – Victoria:**  
[vic.gov.au/working-with-children-check](https://vic.gov.au/working-with-children-check)

**Child Safe Standards – CCYP:**  
[vic.gov.au/about-child-safe-standards](https://vic.gov.au/about-child-safe-standards)

## Community Consultation

Notify nearby residents and businesses at least 1 month before your event. Include:

- Event name, date, and location
- Organiser contact details.
- Any disruptions (e.g. road closures, fireworks)
- How they can get involved
- Use a direct mail distributor for letterbox drops if needed.

## Crown Land Use

If your event is on coastal Crown land, it must comply with state and local regulations. The Mornington Peninsula Shire manages several foreshore reserves under the Crown Land (Reserves) Act 1978.

**Crown land in Victoria (Overview):**  
[mornpen.vic.gov.au/eventpermits](https://mornpen.vic.gov.au/eventpermits)

# D

## Drinking Water

Drinking water must be freely available at events. If not feasible, it should be sold at a lower price than any other beverage.

### Above 25 Degrees

Hours	Activity	Litres/person
Less than 3 Hours	No physical activity	0.75 litres/person
<b>OR</b>		
More than 3 hours	Alcohol	1.00 litres/person
Less than 3 hours	Physical activity	1.25 litres/person
<b>OR</b>		
More than 3 hours	Alcohol	1.50 litres/person

### Below 25 Degrees

Hours	Activity	Litres/person
Less than 3 Hours	No physical activity	0.50 litres/person
<b>OR</b>		
More than 3 hours	Alcohol	0.75 litres/person
Less than 3 hours	Physical activity	0.75 litres/person
<b>OR</b>		
More than 3 hours	Alcohol	1.00 litres/person

## Duty of Care

Event organisers must ensure the safety of all attendees and workers. Under the Occupational Health and Safety Act 2004, you are responsible for minimising risks and maintaining a safe environment.



Credit: Hastings Foreshore Vinehop

# E

## Electrical Safety

Event organisers are responsible for ensuring all electrical equipment is safe and compliant.

### Key requirements:

- All electrical leads and equipment must be **tested and tagged** within 3 months of the event.
- No damaged or frayed cords or equipment.
- **No double adapters** on power boards.
- Cables must be protected from foot and vehicle traffic using **approved ramp-style covers** (rubber mats are not acceptable).
- Use only compatible extension leads with insulated plug tips and earth pins.

### Food Vans:

- Must have a current **Certificate of Electrical Safety**.
- Confirm power requirements in advance.

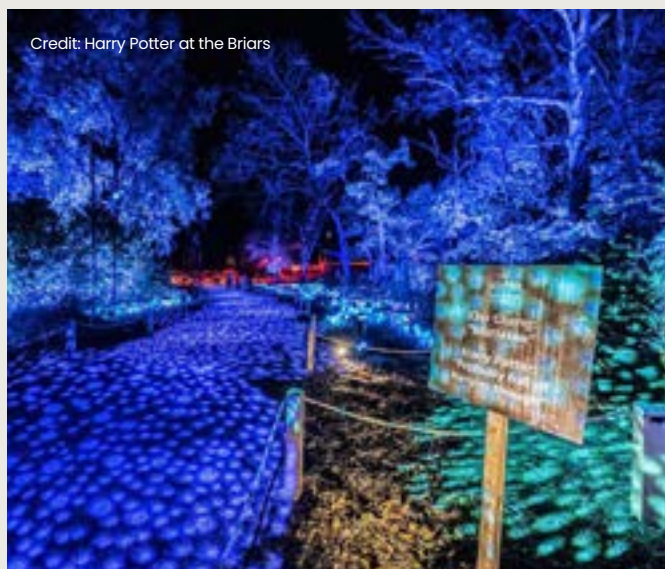
### Generators:

- Must meet Australian standards and be in good condition.
- Place in a **safe, ventilated area**, away from public access.
- Use **silenced generators** where possible.
- Store fuel safely and **never refuel near the public**.

### Fire Safety:

- Have **fire extinguishers** suitable for electrical fires nearby.
- Fire blankets may also be required.
- Ensure staff are trained in their use.

Energy Safe Victoria:  
[energysafe.vic.gov.au](http://energysafe.vic.gov.au)



## Emergency Management Plan

Event organisers must prepare a clear emergency plan outlining what to do in case of incidents such as fire, medical emergencies, extreme weather, or other risks.

**Emergency Management Plan Template:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

### Your plan should include:

- Evacuation procedures and clearly marked evacuation points.
- Emergency contact list (staff, contractors, performers, emergency services)
- Communication methods and backup systems
- Roles of key personnel (e.g. wardens, safety officers)
- Emergency services access and triage areas
- Adequate lighting for night events

Notify emergency services (Police, Ambulance, CFA) in writing at least **one month before** your event. Include:

- Event date, time, location
- Expected crowd size.
- Organiser contact details.

## Event Management Plan

An **Event Management Plan** is a document that outlines how your event will be delivered and managed. It includes key details such as logistics, safety procedures, staffing, infrastructure, emergency planning, and compliance with relevant regulations.

## Event Operations Centre

Set up a designated area for staff and volunteers to manage event operations and hold briefings. Include this on your site map.

## Event Organiser

- Responsible for **overall event management**.
- Acts as the **primary contact** for the Shire.
- Oversees **logistics, troubleshooting, event delivery, and public/media liaison**.
- Must be **contactable throughout planning, delivery, and evaluation** stages.

# F

## Fireworks

If planning a fireworks display:

- Engage a **licensed pyrotechnician**.
- Notify **WorkSafe Victoria** and **CFA** at least 7 days prior.
- Include the display in your **risk and safety plan**.
- Provide a **pyrotechnic safety plan** to the Shire.
- Have trained safety officers and **firefighting equipment** on site.

On **Total Fire Ban** days, CFA approval is required and may be withdrawn.

**Country Fire Authority (CFA):**  
[cfa.vic.gov.au](http://cfa.vic.gov.au)

**WorkSafe Victoria:**  
[bit.ly/3Ki6iuE](https://bit.ly/3Ki6iuE)

## Fire Safety

Include fire safety in your risk assessment.

If using BBQs or open flames:

- Have **fire extinguishers** and **fire blankets** available.
- A **CFA Section 40 permit** may be required on Total Fire Ban days.

Events will be **cancelled on Code Red days**.  
The Shire will revoke permits and organisers must notify attendees.

## First Aid, Health and Medical

Assess first aid needs based on crowd size, activities, and location.

Requirements:

- Qualified first aid providers.
- Centrally located, quiet first aid station
- Access to water, power, lighting, and waste disposal
- Notify **Ambulance Victoria** for large events.

## Food and Beverage

All food vendors must:

- Be registered under the **Food Act 1984**
- Lodge a **Statement of Trade** via FoodTrader

Organisers are responsible for ensuring vendors are compliant.

**Department of Health:**  
[health.vic.gov.au](http://health.vic.gov.au)

**FoodTrader and Temporary Food Permits:**  
[mornpen.vic.gov.au/foodtraderpermits](http://mornpen.vic.gov.au/foodtraderpermits)

## Fundraising

- Register with **Consumer Affairs Victoria** if required.
- Raffles over \$5,000 need a **Minor Gaming Permit** from VGCCC.
- Written consent is required if fundraising for a community or charitable organisation.

**Consumer Affairs Victoria – Clubs and fundraising:**  
[consumer.vic.gov.au/clubs-and-fundraising](http://consumer.vic.gov.au/clubs-and-fundraising)

**Victorian Gambling and Casino Control Commission:**  
[vgccc.vic.gov.au](http://vgccc.vic.gov.au)



Credit: Mornington Running Festival

# G

## Gas Safety

All gas equipment (e.g. bottles, BBQs, heaters) must be safe and compliant with current regulations.

### Requirements:

- Gas cylinders must be in-date and in safe working condition.
- Mobile catering vans must have an **Energy Safe Victoria compliance plate**.
- Food vendors using gas must complete an **ESV gas safety checklist**.
- Unsafe or non-compliant setups may be removed from site.

**Energy Safe Victoria:**  
[energysafe.vic.gov.au](http://energysafe.vic.gov.au)

## Grants and funding

The Shire offers grants to support community events and festivals.

**Contact the Grants Team for more information:**  
[community.grants@mornpen.vic.gov.au](mailto:community.grants@mornpen.vic.gov.au)

**Community Events Grants:**  
[mornpen.vic.gov.au/Community-Events-Grants](http://mornpen.vic.gov.au/Community-Events-Grants)

# H

## Heatwave

Extreme heat can impact health and infrastructure. Event organisers should:

- Provide shaded areas and cooling options.
- Ensure drinking water is readily available.
- Monitor weather forecasts and have a contingency plan.

**Department of Health – Planning for extreme heat and heatwaves:**

[bit.ly/4nJnUy4](https://bit.ly/4nJnUy4)





# I

## Infection Control

Event organisers must ensure the site is safe from exposure to infectious substances.

### Key actions:

- Monitor and clean toilets and waste areas.
- Survey for syringes or sewage leaks.
- Ensure staff and contractors have access to PPE and proper disposal equipment.

## Insurance

It is mandatory that events have comprehensive Public Liability Insurance. All events on Shire-owned land must have:

- **\$20 million Public Liability Insurance**

The Shire's insurance does not cover external groups or businesses.

# L

## Lighting

Lighting is required for any event activity occurring in low-light conditions (e.g. early morning, evening, or night).

### Key requirements:

- Ensure all walkways, emergency exits, and access points are well-lit.
- Include lighting in your **risk assessment**.
- Plan for **power supply** and **electrical safety**.

# M

## Marine And Coastal Act 2018 MACA

If your event occupies a foreshore space for longer than **48 hours** (including bump-in and bump-out), and the area is within **200 metres of the waterline**, you are required to obtain **MACA consent**.

To apply:

- Complete the **MACA Consent Application Form**
- Email the form, your **site plan**, and **written consent** from your Event Permitting Officer to:

[enviroplan.portphillip@deeca.vic.gov.au](mailto:enviroplan.portphillip@deeca.vic.gov.au)

**Processing time:** Allow at least **60 business days**.

**MACA Consent Application Form:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## Music and Recording Licenses

If your event includes playing or performing music or music videos, you may need a licence from:

- **APRA AMCOS** (Australasian Performing Right Association & Mechanical Copyright Owners Society)
- **PPCA** (Phonographic Performance Company of Australia)

**APRA AMCOS:**  
[apraamcos.com.au](http://apraamcos.com.au)

**PPCA:**  
[ppca.com.au](http://ppca.com.au)



Credit: Pier to Perignon

# N

## Noise Management

Event organisers are responsible for managing noise levels to minimise disruption to the surrounding community. Noise complaints may result in action from the Mornington Peninsula Shire or Victoria Police.

### Key Considerations:

- Include noise control strategies in your event management plan.
- Consider speaker placement, stage orientation, and event timing.
- Establish a clear procedure for responding to noise complaints.
- Large music events may require a noise management plan or an acoustic consultant's report.

### Standard Operating Hours for Outdoor Entertainment Events:

- **Monday to Saturday:** 7.00am–11.00pm
- **Sunday and Public Holidays:** 9.00am–11.00pm

### Important:

If your event involves amplified music or activities outside the standard operating hours, you must contact the **Environmental Protection Authority (EPA)** to determine if a noise permit is required.

**Environmental Protection Authority (EPA):**  
[bit.ly/31bDP9r](https://bit.ly/31bDP9r)

# O

## Occupational Health and Safety

Event organisers must provide a safe environment for staff, volunteers, contractors, and attendees.

Include safety procedures in your event documentation and consult with all relevant parties to manage risks effectively.

## Occupancy Permit (POPE)

A **Temporary Occupancy Permit** may be required for outdoor public events over **500m<sup>2</sup>**, unless:

- The event is run by a community-based organisation, and
- Attendance does not exceed **5,000 people at any one time**.

# P

## Parks

Events on **Shire-managed land** require a permit from the Events team.

Events on **Parks Victoria land** require separate approval.

**Parks Victoria:**

**131 963**

[bit.ly/47RBJG0](https://bit.ly/47RBJG0)

## Planning Permits

Some venues may require a **Planning Permit** depending on zoning and land use.

**Statutory Planning:**

**1300 850 600**

[mornpen.vic.gov.au/Heritage-Overlay-Planning-Permits](https://mornpen.vic.gov.au/Heritage-Overlay-Planning-Permits)

## Power

Include power requirements in your event plan:

- Source and location of power.
- Generator details
- Backup plan for outages
- Lighting for safe access and egress

The Events team can assist with access to mains power where available.

Supporting documents may include:

- Site plan
- Risk and emergency management plans.
- Public liability insurance.
- Details of temporary structures

**POPE Application form:**

[mornpen.vic.gov.au/eventpermits](https://mornpen.vic.gov.au/eventpermits)

**Contact Statutory Building:**

**1300 850 600**

## Official Attendance

To invite the CEO, Mayor or Councillors to your event, please complete the Councillor Request Form and email it to:

[councillor.support@mornpen.vic.gov.au](mailto:councillor.support@mornpen.vic.gov.au)

**Councillor Request Form:**

[mornpen.vic.gov.au/eventpermits](https://mornpen.vic.gov.au/eventpermits)

## Public Place

Events held in public places must comply with relevant laws. Public places include parks, roads, footpaths, transport hubs and entertainment venues.

## Public Protection

Event organisers must ensure public safety during bump-in, event delivery, and bump-out.

**Key actions:**

- Use signage to warn the public.
- Assign spotters for vehicle movement.
- Supervise contractor activity.
- Limit vehicle access and speed.
- Close off unsafe areas

Unsafe sites may be shut down by the Shire or WorkSafe until rectified.

## Public Transport

Notify **Public Transport Victoria (PTV)** if your event may impact services.

- Events >10,000 people: notify at least **150 days** in advance.
- Events <10,000 people: notify at least **120 days** in advance.
- Notify local taxi services for major events.

**Public Transport Victoria (PTV):**

**1800 800 077**

[bit.ly/3VZR4gu](https://bit.ly/3VZR4gu)

# R

## Risk Management

A **risk management plan** must identify potential hazards, assess risks, and outline control measures.

Include:

- Roles and responsibilities
- Emergency procedures
- Monitoring and review strategies

Common risks to consider fire, injury, weather, crowd safety, chemical hazards, and emergency access.

**Risk Management Plan template:**  
[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## Reinstatement and Asset Protection

Event organisers are responsible for maintaining and restoring public spaces (e.g. parks, foreshores, reserves) used for events.

Budget for potential reinstatement works such as **aeration, seeding and fertilisation** if required.

## Restricted Access

If your event requires access to gates, bollards, or power boxes on public land, notify the Events team and mark these on your site plan.

Credit: Piers and Pinots



# S

## Safety Officer

- Ensure site is **safe and hazard-free at all times**.
- Maintain clear access to exits and passageways.
- Ensure availability and condition of drinking water and public toilets.
- Restrict public access to unsafe areas.
- Oversee safe handling of flammable/explosive materials and fireworks.
- Ensure operation of safety systems (fire suppression, emergency lighting, etc.).
- Oversee safe installation of temporary utilities (power, water, gas).
- Activate emergency evacuation plan if needed.
- Qualified safety officers are required for events with a Place of Public Entertainment permit.

## Safe Work Method Statements (SWMS)

Required for contractors performing High Risk Construction Work.

Must be obtained before work begins and monitored during the event.

Refer to WorkSafe Victoria for definitions.

## Security and Crowd Management

- Organisers must arrange qualified security/crowd controllers.
- Requirements depend on event type, size, age group, alcohol presence, etc.
- Controllers must have communication tools and be briefed on responsibilities.
- Consult Victoria Police for large or high-profile events.

## Site Plans

Include:

- Equipment/infrastructure layout
- Access to toilets, water, electricity, parking
- Environmental impact and nearby residents/businesses
- Public transport proximity and other nearby events
- Potential hazards (e.g. waterways, cliffs)

**Site Plan Template:**

[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## Smoke Free Events

- Smoking banned at food fairs and within 10m of food vendors.
- Display No Smoking signage at entrances and food areas.

**Contact Shire's Environmental Health Team:**

**1300 850 600**

**Smoke Free Policy:**

[mornpen.vic.gov.au/Smoke-Free-Policy](http://mornpen.vic.gov.au/Smoke-Free-Policy)

## Spectators

Tailor medical and security plans based on audience type:

- Rock concerts: alcohol/drug risks
- Religious/elderly events: increased likelihood of medical support needs
- Sporting events: potential anti-social behaviour
- Cultural events: interpreters, multilingual signage

## Stakeholder Notifications

Notify nearby residents/businesses with:

- Event name, date, location (including bump-in/out times)
- Purpose and expected attendance.
- Activities and potential disruptions (noise, traffic)
- Contact details for queries.

Credit: Flinders Piers and Pinots



# T

## Temporary Infrastructure

- Include all temporary structures (e.g. marquees, stages, generators, toilets) in your site plan and risk assessment.
- Marquees must be **weighted**, not pegged, unless approved by the Shire.
- All infrastructure must meet **Australian Standards** and be used appropriately.
- **Prescribed temporary structures** require an **Occupancy Permit** from the Victorian Building Authority:
  - Stages/platforms >150m<sup>2</sup>
  - Marquees/tents >100m<sup>2</sup>
  - Seating stands >20 people
  - Prefab buildings >100m<sup>2</sup>
- Council may request engineering drawings and emergency procedures.

### POPE Application form:

[mornpen.vic.gov.au/eventpermits](http://mornpen.vic.gov.au/eventpermits)

## Traffic, Parking, Road Closure and Pedestrian Management

Managing traffic, parking, and pedestrian movement is essential to ensure public safety and minimise disruption during your event.

### Traffic Management

If your event affects roads, carparks or footpaths, you must submit a **Traffic Management Plan** prepared by a qualified provider. This applies to:

- Road or carpark closures
- Use of traffic control devices (e.g. signs, cones, barriers)
- Events with 30+ participants or modified vehicles
- Events where pedestrians are within 3 metres of passing traffic.

### Traffic Management Plans:

[mornpen.vic.gov.au/Traffic-Management-Plans](http://mornpen.vic.gov.au/Traffic-Management-Plans)

### Memorandum of Authorisation (MoA)

An MoA is required for traffic control on:

- VicRoads-managed roads
- Shire-owned carparks or road reserves

Apply through the relevant authority:

- VicRoads
- Mornington Peninsula Shire – MoA Form

### Additional Requirements:

- Notify Victoria Police and emergency services at least 2 months prior.
- Advertise major road closures and public transport impacts.
- Include signage and qualified personnel in your plan.

### Parking

All vehicles must park in designated areas. A parking plan may be required depending on event size and location.

For reserving carparks, refer to the **MoA** process above.

### Pedestrian Management

Include a pedestrian management plan to ensure safe access and movement. Your plan should cover:

- Barricade and signage locations.
- Marshal numbers and positions
- Access for people with disabilities
- Integration with traffic management planning

### Road Closure

If your event affects roads, you must obtain a permit from the relevant authority:

- **VicRoads** – for major roads and freeways
- **Mornington Peninsula Shire** – for local roads and parking changes
- **Parks Victoria** – for roads within parks and reserves

### Map of Declared Roads – VicRoads:

[bit.ly/46iDg6X](http://bit.ly/46iDg6X)

### Permit Requirements:

- Submit applications at least **60 days** before your event.
- Notify **Victoria Police** and emergency services (Police require **2 months' notice**)
- A **highway permit** may be required for races or events with modified vehicles.

Permits are generally required for:

- Events with **30+ participants**
- Events not complying with road rules.
- Events on tollways, freeways, or involving support vehicles.
- Events where pedestrians are within **3 metres** of passing traffic.

Also applies to **filming** on roads

Check for planned roadworks or emergency measures before your event.

### Events and filming on roads – Transport Victoria:

[bit.ly/3KzD7mR](http://bit.ly/3KzD7mR)

## Toilets

- Number of toilets depends on crowd size, alcohol presence, gender mix, existing facilities, and event duration.
- Hire additional **portable toilets** if existing facilities are insufficient.

- **Accessible toilets** must be provided.
- Coordinate with the Events Team for servicing and access to public toilets.

Use the following guides to determine the number of toilets required at your event.

### Toilet Facilities – No Alcohol provided

Patrons	Female		Male		
	WCs	Hand Basins	WCs	Urinals	Hand Basins
500	4	2	1	2	2
1000	5	4	2	4	4
2000	10	6	4	8	6
3000	15	8	6	12	8
4000	18	10	8	16	10
5000	24	12	20	20	12
6000	29	14	12	24	14

### Toilet Facilities – Alcohol provided

Patrons	Female		Male		
	WCs	Hand Basins	WCs	Urinals	Hand Basins
500	6	3	2	5	3
1000	9	5	3	8	4
2000	10	6	6	13	6
3000	19	9	8	18	9
4000	24	12	11	23	11
5000	29	14	13	28	14
6000	34	17	15	33	16



# V

## Vehicles on Shire Managed Land

- Only **authorised vehicles** and **emergency services** are permitted in parks, reserves, and foreshores.
- Limited access may be granted for **bump-in/bump-out** and event operations.
- **No vehicles, caravans, cranes, or trailers** allowed unless specifically authorised in your event permit.

# W

## Waste Management

Event organisers are responsible for waste management before, during and post event.

- Prepare and implement a **Waste Management Plan**.
- Ensure general waste and recycling bins are clearly labelled and accessible.
- Remove all rubbish, signage and equipment post event. Charges may apply if the Shire is required to clean or restore the area.

### Bin guide:

1,000 people = 1,000 L of waste

1 wheelie bin = 240 L

Example:  $1,000 \div 240 = 4$  bins  $\rightarrow$  2 general waste, 2 recycling

Equal numbers of each waste stream are recommended.

### Wash Against Waste:

A Wash Against Waste trailer is available to support food vendors.

[mornpen.vic.gov.au/waste-wise-event](http://mornpen.vic.gov.au/waste-wise-event)

## Volunteers

Volunteers are vital to event success.

Organisers must:

- Have a **recruitment and training process**.
- Provide **supervision and support**.
- Ensure **appropriate insurance coverage**.

## Waterways

For events involving **waterway activities**, contact **Parks Victoria** for permits:

**Parks Victoria:**  
**13 19 63**  
[bit.ly/4nbn7lv](http://bit.ly/4nbn7lv)

## Weather Contingency Planning

Monitor weather forecasts via the **Bureau of Meteorology**:

**Bureau of Meteorology:**  
[bom.gov.au](http://bom.gov.au)

Have plans in place for **various weather conditions**.

## WorkSafe Victoria – Notifiable Incidents

- **Serious incidents** must be reported to **WorkSafe Victoria** immediately by phone and in writing within 48 hours.
- Notify the **Events Team** immediately as well.
- Incidents include death, serious injury, electric shock, fire, explosion, structural collapse, dangerous substance leaks, etc.

**WorkSafe Victoria:**  
**132 360**  
[worksafe.vic.gov.au](http://worksafe.vic.gov.au)



Credit: Red Hill Winter Wine Weekend

# Contact Mornington Peninsula Shire

Phone: 1300 850 600 (24 hours)

TTY: 133 677 then request 1300 850 600

TIS: 131 450

NRS: Connect to NRS on [accesshub.gov.au](https://accesshub.gov.au) then request  
1300 850 600

Email: [customerservice@mornpen.vic.gov.au](mailto:customerservice@mornpen.vic.gov.au)

Mail: Private Bag 1000, Rosebud, Victoria, 3939

Website: [mornpen.vic.gov.au](https://mornpen.vic.gov.au)

[facebook.com/mornpenshire](https://facebook.com/mornpenshire)  
[instagram.com/ourpeninsula](https://instagram.com/ourpeninsula)  
[youtube.com/MornPenShire](https://youtube.com/MornPenShire)

## Mornington Peninsula Shire Service Centres

Rosebud Office  
90 Besgrove Street, Rosebud

Mornington Office  
2 Queen Street, Mornington

Hastings Office  
21 Marine Parade, Hastings



**Mornington  
Peninsula** Shire