

A thick dark grey vertical bar is positioned on the left side of the page. To its right, several thin, curved lines in dark grey and light grey sweep upwards from the bottom left towards the center of the page.

September 2020

# EVENT MANAGEMENT PLAN FRAMEWORK

Moonee Valley Racing Club Inc

Published with the consent of  
Moonee Valley Racing Club Inc, 20/04/2021

Prepared by Event Advocates Australia  
COMMERCIAL IN CONFIDENCE

## TABLE OF CONTENTS

<b>1</b>	<b>Overview</b>	<b>2</b>
<b>2</b>	<b>Moonee Valley City Council (MVCC) Event-Related Permits</b>	<b>3</b>
2.1	Place of Public Entertainment (POPE) Occupancy Permit	3
2.2	Siting Approval for Temporary Structures	4
2.3	Temporary Road Closure Permit	5
2.4	Temporary Food Premises Permit	6
<b>3</b>	<b>Content For The Event Management Plan</b>	<b>7</b>
<b>4</b>	<b>Event Management Plan Framework</b>	<b>8</b>
4.1	Event Details	8
4.2	Distribution List	8
4.3	Insurance	8
4.4	Key Contacts List	9
4.5	Site Plan	10
4.6	Temporary Structures	11
4.7	Toilet Amenities	12
4.8	Drinking Water / Tap Locations	12
4.9	Emergency Services Vehicle Access Points	13
4.10	First Aid	13
4.11	Event Operations Centre (EOC)	13
4.12	Safety Officer	14
4.13	Firefighting Equipment	14
4.14	Evacuation Procedures	16
4.15	Security Personnel	16
4.16	Traffic Management	17
4.16.1	Pedestrian Access / Egress	17
4.16.2	Drop Off / Pick Up Zone	17
4.16.3	Public Transport	18
4.16.4	Car Parks	18
4.16.5	Road Closures / Traffic Alterations	18
4.16.6	Accessibility Compliance	19
4.16.7	Event Bump In & Bump Out	19
4.17	Catering	20
4.18	Cleaning & Waste Management	20
4.19	Event Signage	20
4.20	Event Contractors	21
<b>Appendix A</b>	<b>Application Form: Place of Public Entertainment Occupancy Permit</b>	<b>22</b>
<b>Appendix B</b>	<b>Application Form: Siting Approval – Temporary Structures</b>	<b>23</b>

**Note:**

Event Advocates Australia does not accept responsibility for the accuracy of information provided to it, by MVRC or other parties.

It is the responsibility of MVRC to assess the suitability and implications to its business, of any and all thoughts or recommendations made herein, prior to deciding on implementation into its business.

## 1. OVERVIEW

An effective Event Management Plan will steer event operations, providing internal and external event stakeholders with an overview of the key arrangements for its focus event, or collection of events. It will also provide relevant information to satisfy event-related permit requirements of the responsible authority; in Victoria, that being the local municipal council in which the event is to be held.

Since its inception in 1883, the Moonee Valley Racing Club (MVRC) has enjoyed a rich and vibrant history of thoroughbred horse racing at its unique amphitheatre racecourse nestled in the heart of Moonee Ponds, in Melbourne. Now embarking on a historic transformation of the racecourse precinct, the MVRC seeks provision of an Event Management Plan framework to inform its redevelopment Master Plan and to act as a guiding document for its future building and works planning applications under Schedule 2 to the Special Use Zone (SUZ2).

The purpose of this document is to provide that framework, set to:

- Satisfying the event-related permit requirements of Moonee Valley City Council, as the responsible authority
- Outlining Victorian event industry best practice principles and considerations for managing events
- Addressing implications to varying types and sizes of MVRC events, specifically those identified under the SUZ2, being:
  - Non-racing functions and events expected to attract more than 400 people
  - Racing events expected to attract more than 5,000 people
  - The annual W.S. Cox Plate event

The exact detail of information outlined within the framework is subject to change, if changes in the applicable regulations or standards require that alterations be made.



An artistic impression of the new grandstand, as part of the MVRC redevelopment

## 2. MOONEE VALLEY CITY COUNCIL (MVCC) EVENT-RELATED PERMITS

As the responsible authority, the Moonee Valley City Council (MVCC) issues event-related permits, which include:

- Place of Public Entertainment (POPE) Occupancy Permit
- Siting Approval – Temporary Structures
- Temporary Road Closure Permit
- Temporary Food Premises Permit

Permits that are applied for with other agencies, which MVCC may or may not request evidence of include:

- Liquor Licence [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)
- APRA Licence [www.apraamcos.com.au](http://www.apraamcos.com.au)

It is noted that MVRC has a long history of hosting varying types of events at its racecourse and a matching history of engagement and consultation with MVCC to ensure that its requirements are met, including minimising the impact to the local community. This process is anticipated to continue without compromise.

### 2.1 PLACE OF PUBLIC ENTERTAINMENT (POPE) OCCUPANCY PERMIT

The *Building Act 1993*, Section 3(1) defines public entertainment as “an entertainment or meeting to which admission may ordinarily be gained by members of the public”. Sections 49 & 50 prohibit conduct of public entertainment in a place of public entertainment (POPE) unless an occupancy permit has been issued, which permits its use for entertainment.

The *Building Regulations 2018*, Regulation 206 defines a POPE as being any of the following (which is used or intended to be used for the purpose of providing public entertainment):

- Class 9b buildings with an area greater than 500sqm
  - A public building where people assemble for social, political, theatrical, religious or civic purposes (e.g. schools, universities, sports facilities)
- Prescribed temporary structures
  - Refer 2.2 *Siting Approval for Temporary Structures* for definition
- Prescribed places, being a place with an area greater than 500sqm
  - Which is enclosed or substantially enclosed; or
  - To which admission can be gained by payment of money or the giving of other consideration

Note: The prescribed places definition does not apply for events or activities organised or controlled by a community-based organisation and with less than 5000 persons in attendance at any one time

The conditions imposed on a *POPE Occupancy Permit* may include, but not be limited to, those outlined in the *Building Regulations 2018*, Regulation 210 which are addressed throughout the framework outline provided in this document.

Refer: *Appendix A* for MVCC-supplied Application Form

The implications for MVRC events are varied.

On the definition provided, the racecourse would be considered a prescribed place, hence a POPE occupancy permit would be required for any and all racing events to which the public may ordinarily be able to attend, regardless of the expected attendance.

For non-racing functions and events, the requirement is event-dependent and is tied not to expected attendance, rather elements such as:

- Is it a private function or event?
  - If not “public entertainment” per the definition, then a POPE occupancy permit is not required.
- Is the function or event being held in an area of 500sqm or less (e.g. function space)?
  - If in an area of 500sqm or less, then a POPE occupancy permit is not required, even if the public may ordinarily be able to attend.

The requirement, or otherwise, for a POPE occupancy permit should not detract from endeavouring to maintain event management best practices.

## 2.2 SITING APPROVAL FOR TEMPORARY STRUCTURES

Notwithstanding the requirements of a POPE occupancy permit, a separate *Siting Approval – Temporary Structures* is required for any prescribed temporary structures which may be erected within the racecourse venue.

The *Building Regulations 2018*, Regulation 207 defines a prescribed temporary structure as:

- Tents, marquees or booths with a floor area greater than 100sqm; or
- Seating stands for than 20persons; or
- Stages or platforms (including sky borders and stage wings) exceeding 150sqm in floor area; or
- Prefabricated buildings with an area exceeding 100sqm and that are not placed directly on the ground surface

MVCC explains that “the purpose of this approval is to ensure the proposed structure is sound in construction and meets the minimum fire safety standards and amenity standards”

The conditions and documentation requirements associated with temporary structure siting approvals are outlined within the framework – Refer *4.6 Temporary Structures*

The impact on MVRC events is relatively straight forward.

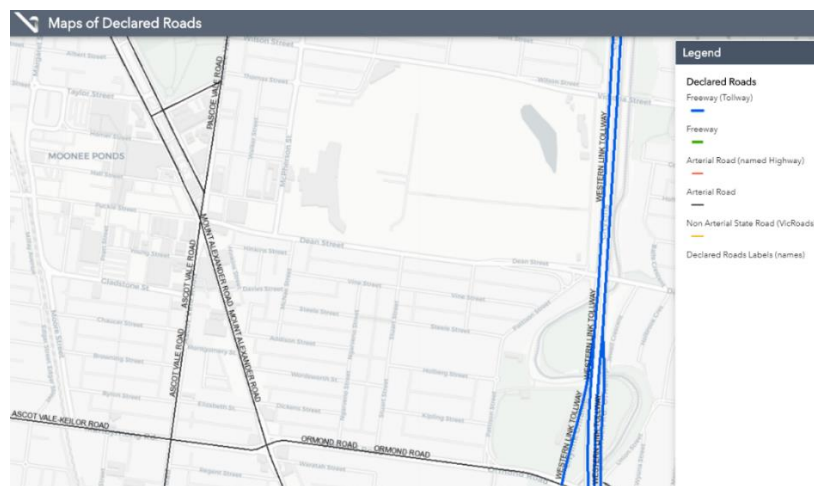
Irrespective of the event type or size, racing or non-racing, if a prescribed temporary structure is to be erected as part of that event, then siting approval is required.

Refer: *Appendix B* for MVCC-supplied Application Form

### 2.3 TEMPORARY ROAD CLOSURE PERMIT

MVCC has the authority to temporarily close any Council road in its municipality and issues a *Temporary Road Closure Permit* upon approval of an application. This authority excludes declared arterial roads, freeways and tollways which remain the responsibility of VicRoads.

Refer: [VicRoads Maps of Declared Roads](#) link



With Western Link Tollway (Citylink) an exception, the roads immediately adjacent to the MVRC are all Council roads – including Wilson St, Thomas St, McPherson St. and Dean St.

In its *Temporary Road Closure and Occupancy Policy (Rev. June 2018)*, MVCC states that “it is Council policy to allow temporary closure (8 hours or less) of a local road where there is a community benefit and there is not an increased safety risk or unreasonable disruption to other road users and nearby properties”.

The considerations and requirements associated with road closures are outlined within the framework – Refer *4.16 Traffic Management*

MVCC’s permit assessment considerations are likely to include:

- Impact on local traffic conditions, including proximity to other closures
- Roads with bus and/or tram routes
- Maintaining access for all nearby residents and emergency services
- Site assessment to determine potential impact on Council assets, including likely damage to street trees

MVRC event implications would likely centre on larger attendances, such as the W.S. Cox Plate (or similar) against the venue's ultimate design and capacity for pedestrian access / egress flow, as outlined in the SUZ2 Master Plan. Notwithstanding this, hostile vehicle mitigation (HVM) should also be considered in the risk assessment phase.

Refer: [Temporary Road Closure Permit](#) link for MVCC-supplied Application Form

## 2.4 TEMPORARY FOOD PREMISES PERMIT

As is currently the case under the *Food Act 1984*, MVRC's many obligations include registering a food premises with MVCC, for its standard food operations at the venue. Presumably, this will be done by MVRC as part of occupancy and its operations in the newly built grandstand.

In addition to this, a *Temporary Food Premises Permit* may also be required for any temporary food premises that are set up in association with a MVRC event. This may include, but not be limited to, temporary kitchens or mobile food vendors such as food trucks or carts.

All food premises should be addressed as part of an overall Food Management Plan which needs to be submitted to MVCC's Environmental Health Department.

Mobile food vendors may already have state-wide registration through the Streatrader program and will need only to submit a 'statement of trade' (SOT) with MVCC via that online portal to ensure compliance under the *Food Act 1984*. MVCC must approve the SOT, but may alternatively decline the application, but a reason will be included if it is and follow up by the vendor will be required.

An approved SOT should be provided to MVRC for its records.

The implications of the Temporary Food Premises Permit for MVRC events are:

- If the event is catered from already registered (permanent) food premises (e.g. function room kitchen), the permit is not required
- If the event has mobile food vendors, who lodge a SOT via Streatrader (which is approved by MVCC) then notification requirement has been fulfilled
- If the event has a temporary kitchen set up to cater any part of it (e.g. hospitality marquees for W.S. Cox Plate event) the permit will be required.

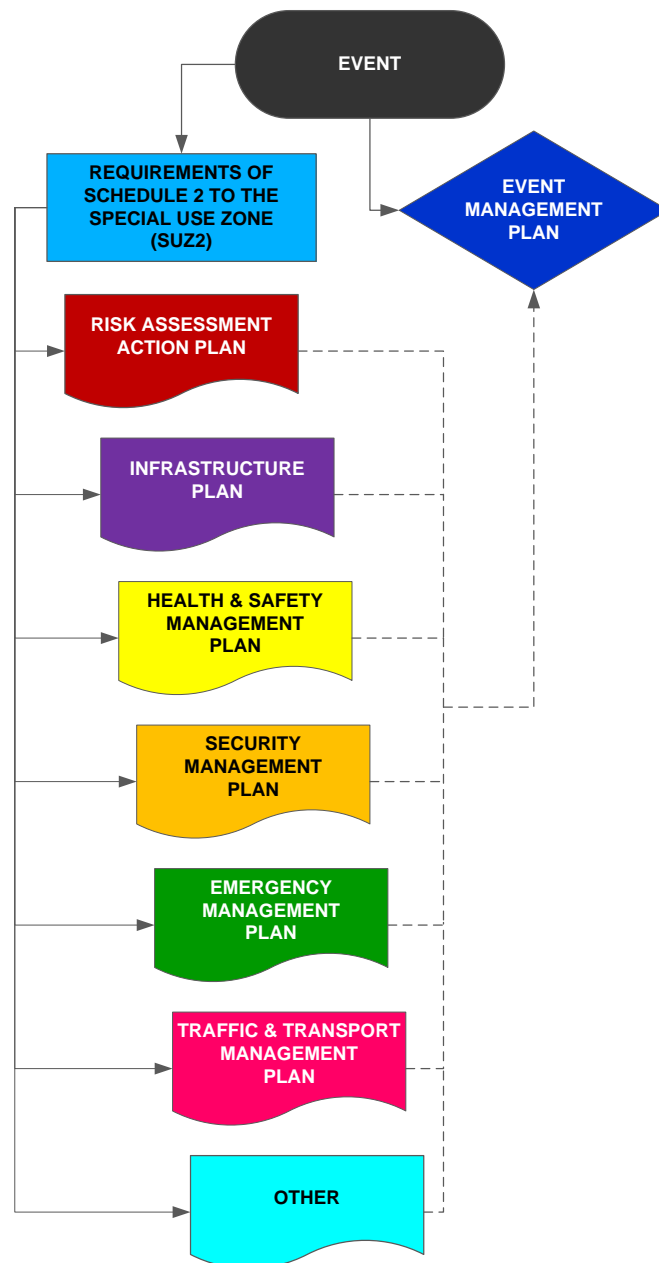
The event-related permits which MVCC issue will naturally form the focus of its interest with regards to requirements being considered and met. Each of the permit topics and key considerations are outlined further within the Event Management Plan framework.

Industry best practice, also reflected in the framework, meets the MVCC requirements, but also considers over and above measures to provide the best possible event operation and experience for attending patrons.

### 3. CONTENT FOR THE EVENT MANAGEMENT PLAN

The Event Management Plan should be guided by considerations of the SUZ2 requirements (in particular section 5.0) and draw its information from a range of detailed internal plans or arrangements, whether formal or informal, to provide a complete event overview.

It is not generally considered a confidential document, hence commercially and operationally sensitive information (e.g. budget figures, fully security arrangements) should be excluded.



*OTHER* plans or arrangements include, but are not limited to, food management (incl. liquor licencing), waste management, marketing & communications and environmental impact.

#### 4. EVENT MANAGEMENT PLAN FRAMEWORK

Preparation of the Event Management Plan can be guided by the following framework.

##### 4.1 EVENT DETAILS

Briefly introduce the event and provide overview details of who, what, where, when and why.

- Event name
  - Introduction with overview of event purpose
- Event location
  - Venue name and street address
  - Location map
- Event host / owner
  - Legal entity name (incl. ABN) and postal address of hosting organisation
  - Contact person's name, email address and contact phone numbers
- Event date(s)
  - Gate opening dates & times – event days
  - Dates of venue lockdown, either side of gate opening dates (if applicable)
  - Build dates (if applicable)
    - Temporary infrastructure bump-in commencement
    - Temporary infrastructure bump-out completion
- Maximum estimated attendance (at any one time), on each event day

##### 4.2 DISTRIBUTION LIST

Keep and update (each draft) a list of organisations that have been sent a copy of the Event Management Plan.

Organisation	Contact Name	Contact Phone	Contact Email	Date
1.				
2.				

##### 4.3 INSURANCE

Provide evidence of the event insurance policy – certificate of currency, or policy summary.

- Name and address of insurer
- Name and policy details of insured
  - Type and value of cover
  - Dates of coverage

#### 4.4 KEY CONTACTS LIST

Formulate a list of key agency, event and venue contacts and their most easily accessible phone contact (e.g. mobile phone for individuals).

Include radio communication channels where available.

- Emergency – Police / Fire / Ambulance (000)
- First Aid
- Hospital – nearest emergency department
- Police – nearest police station
- State Emergency Service
- Utilities – Faults & Emergencies
  - Gas
  - Electricity
  - Water
- Lifeline, Beyond Blue, Safe Steps
- Poisons Information Line
- Site Electrician
- Safety Officer
- Event Operations Centre (EOC)
- Event Director
- Head of Event Operations
- Head of Event Security
- Event Communications & Media Manager
- Venue Manager
- Area Wardens
- Key event services & infrastructure contractors - below guide will vary per event
  - Temporary structures (marquees, scaffold platforms, grandstands, stages)
  - Electrical services (power, generators, fuel)
  - Cooling & heating
  - Cleaning & waste management
  - Portable office buildings
  - Temporary toilets & plumbing
  - Catering
  - Reefers & coolrooms
  - Lighting, audio & visual
  - Broadcast production
  - IT & communications
  - Temporary fencing
  - Signage
- Other relevant key contacts

## 4.5 SITE PLAN

An accurate site plan is not only a useful operational tool, it is a critical requirement for obtaining the POPE occupancy permit.

The *Building Regulations 2018*, Regulation 25 outlines that site plans must be “to a scale of not less than 1:500 or other approved scales” approved by the relevant building surveyor.

The site plan should clearly show the location of:

- Perimeter fence line of the event venue
- Fence lines for internal ‘enclosures’ within the event venue (e.g. members, hospitality)
- Attendee entrances and exit gates
- Access routes and internal walkways – Refer 4.16.1
- Temporary structures (incl. size) – Refer 4.6
  - Marquee structures
  - Stages / elevated platforms
  - Grandstands
  - Prefabricated buildings
- Venue lighting with details (if operating at night)
- Toilet amenities – Refer 4.7
- Drinking water / tap locations – Refer 4.8
- Restricted public access areas (incl. competition areas, media, back of house)
- Unsafe access areas (with details)
- Emergency services vehicle access points (incl. gate width) – Refer 4.9
- First aid posts – Refer Section 4.10
- Event Operations Centre (EOC) – Refer 4.11
- Firefighting equipment (e.g. hydrants, hose reels, extinguishers, dams) – Refer 4.13
- Security command / headquarters – Refer 4.15
- Contractor service compound (incl. site office / site induction location) – Refer 4.20
- Drop off / Pick up Zone (bus, taxi, ride share, private vehicles) – Refer 4.16.2
- Car parks (including capacities) – Refer 4.16.4
- Adjacent streets / roads (incl. road closure points) – Refer 4.16.5
- Food / catering areas & temporary kitchens – Refer 4.17
- Bars / alcohol service areas – Refer 4.17
- Sponsor activations
- Customer service / information (incl. ticket box, will call, cloakroom, booths)
- Disabled access routes and accessible facilities – Refer 4.16.6
- Lost children / property
- Entertainment areas
- Video superscreens
- Fireworks, naked flames (e.g. theatrical performances) – MVCC require further detail
- Amusement rides – MVCC require further detail

#### 4.6 TEMPORARY STRUCTURES

Provide details of the temporary structures that will be erected for the event, including any prescribed temporary structures as outlined below.

- Tents, marquees or booths with a floor area greater than 100sqm; or
- Seating stands for than 20persons; or
- Stages or platforms (including sky borders and stage wings) exceeding 150sqm in floor area; or
- Prefabricated buildings with an area exceeding 100sqm and that are not placed directly on the ground surface

Each prescribed temporary structure will require the following detailed information to be included with the *Siting Approval – Temporary Structures* application to MVCC (Refer 2.2)

- Structure type
- Structure size in sqm (e.g. 10m x 25m = 250sqm)
- Structure owner/erector (e.g. who is hiring it to MVRC?)
- Copy of the occupancy permit (issued by the Victorian Building Authority (VBA))
- Building practitioner details – name, registration #, mobile phone
- Location on the site plan; and
- Scaled plans of each individual structure, showing:
  - Exit locations and widths
  - Adjacent pathways and buildings
  - Fire extinguishers
  - Emergency lights (if operating at night) and exit signs

As a condition of occupancy in temporary structures, the VBA nominates an evacuation wind speed (e.g. 80km/h) and typically includes a requirement for a wind speed anemometer to be installed in a suitable location on site and be monitored at all times, or activate an alarm when the specified wind speeds are reached – based on a 3sec gust.

The VBA currently adopts the Australian Building Code Board's (ABCB) *Temporary Structures 2015 Standard* to determine compliance, with reference to temporary structures.



The Legends Lane Hospitality Marquee is an example of a prescribed temporary structure

#### 4.7 TOILET AMENITIES

Provide details of the toilet amenities for the event, both permanent and temporary.

MVCC provides advice that the required number of toilets at an event will depend on:

- Anticipated crowd numbers – such that more people require more toilets
- Gender mix – proportion of males of females
- Event duration – short events may need fewer toilets
- Alcohol service – alcohol consumption will increase toilet usage

Notwithstanding this, it provides the following guide for minimum toilet facility requirements.

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basins
≤ 500	1	2	2	6	2
≤ 1000	2	4	4	9	4
≤ 2000	4	8	6	12	6
≤ 3000	6	15	10	18	10
≤ 5000	8	25	17	30	17

Table I: Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basins
≤ 500	3	8	2	13	2
≤ 1000	5	10	4	16	4
≤ 2000	9	15	7	18	7
≤ 3000	10	20	14	22	14
≤ 5000	12	30	20	40	20

Table II: Toilet facilities for events where alcohol is available

One Wheelchair Accessible Toilet should be provided for every 100 Closet Pans (WC), or part thereof, and Baby Change facilities should be factored into requirements when planning also.

The [ABCB Sanitary Facilities Calculator Nov 2019](#) (link – then select option *Class9b Sports Venues or the like*) also provides calculations, based on male and female attendees.

Toilets should be spread across the venue as evenly as possible (ideally with a potable water source close by, if a temporary unit) and consideration should also be given to the ability of attending patrons to access various segmented areas of the venue (e.g. members' area, hospitality enclosure) and the ultimate capacity of those areas.

#### 4.8 DRINKING WATER / TAP LOCATIONS

Provide details of the drinking water locations and number of fountains in total.

Free drinking water must be available to all event patrons at public events, typically with one water fountain to be provided for every 200 attendees, or part thereof.

## 4.9 EMERGENCY SERVICES VEHICLE ACCESS POINTS

Provide locations and details of the emergency services vehicle access points to the venue.

## 4.10 FIRST AID

Outline the First Aid response arrangements, including:

- Who will be providing first aid services?
- How many first aid officers will be provided and what level of training do they possess?
- Will a first aid room be provided? If so, write the location and show on the site plan

All events and functions should, at the very least, have more than one (1) qualified first aid trained officer in attendance, or immediately available, if required.

A first aid room of minimum 24sqm, with sink or handwash basin should be provided at the following ratio for larger events, based on expected attendance:

- 1 x First Aid room 5,001 – 10,000 persons
- 2 x First Aid rooms 10,001 – 15,000 persons
- 3 x First Aid rooms 15,001 – 30,000 persons
- 1 Additional First Aid room for each additional 15,000 persons, or part thereof

First aid rooms should be in a location that is convenient to a public road and readily accessible from within the venue (for patrons) and outside the venue (for ambulance, if required).

## 4.11 EVENT OPERATIONS CENTRE (EOC)

Provide an outline of arrangements for the operational command post for the event.

All public events should have some form of command post for centralising key operational decision makers from relevant organisations – commonly referred to as an Event Operations Centre (EOC)... or sometimes Emergency Operations Centre or Event Control.

The set-up and attendees within the EOC will depend on the size and complexity of the event (e.g. attendance, venue footprint). Best practice for an event such as the W.S. Cox Plate is to operate an EOC, with representation from MVRC and, where appropriate, others such as:

- Security provider
- First Aid provider
- Traffic Management provider
- Public Transport Victoria (PTV)
- Victoria Police (VicPol)
- Ambulance Victoria (AV)
- Fire Rescue Victoria (FRV)
- MVCC

Conversely, a racing event of under 5,000 attendees may include representation from only MVRC, the Security provider and possibly VicPol, subject to review of the risk assessment.

An EOC would not necessarily be required for a small function (e.g. 400pax) confined to one area of the racecourse (e.g. function room), although a clear chain of operational command is obviously prudent, along with the ability to quickly enact emergency response procedures.

The location of an EOC should be addressed as part of the risk assessment phase, suffice to say that best practice has it in a secure location, far enough removed to be able to remain effective in responding to emergency situations. Some major events even operate an offsite EOC, but the large expanse of the racecourse should lend itself to a suitable onsite location (e.g. Maintenance Facilities Area in south east corner of the property or infield Float Park)

The EOC should have ample desk and meeting space (up to 10pax), connection to internet & landline phones, large screens with broadcast and interchangeable CCTV feeds, venue PA capabilities and radio communications. The ability to project emergency messaging on superscreens and TV screens across the venue is also an advantage, while emergency services parking, toilet amenities and kitchen/catering include other functional considerations.

#### **4.12 SAFETY OFFICER**

Nominate a Safety Officer(s) and outline their qualifications and primary functions.

The *Building Regulations 2018*, Regulation 210 identifies Safety Officer general responsibilities that include:

- Operation of fire safety elements, equipment and systems
- Establishment and operation of evacuation procedures
- Safety of barriers and exits (including exclusion of public from unsafe areas)
- Control of the use of naked flame in theatrical productions

The Safety Officer should also be active in hazard identification and advise on elimination or mitigation actions.

A Safety Officer should be in attendance for all events.

#### **4.13 FIREFIGHTING EQUIPMENT**

List the location of all firefighting equipment and show on the site plan.

Permanent buildings will have existing firefighting equipment, systems and other essential safety measures which may include:

- Portable fire extinguishers / blankets
- Fixed hose reels / hydrants
- Sprinklers, or similar suppression systems

For temporary structures, the *ABCB Temporary Structures 2015 Standard*, Section 4.2.3 outlines the portable fire extinguisher requirement for all enclosed temporary structures. As the VBA adopts this standard in assessing compliance, these should already be reflected as conditions on the relevant structure occupancy permit provided by the owner/hirer.

#### 4.2.3 Portable fire extinguishers

Portable fire extinguishers must be provided in accordance with **Table 4.2.3**.

**Table 4.2.3 REQUIREMENTS FOR PORTABLE FIRE EXTINGUISHERS**

Requirements for extinguishers	Risk Class (as defined in AS 2444)	Location/type/number
All enclosed temporary structures	Class AE or E fire risk	One 4.5kg AB (E) dry chemical powder extinguisher located adjacent to any generator or switchboard
	Class F fire risk	One 4.5kg AB (E) dry chemical powder extinguisher located adjacent to any cooking area
	Class B fire risks	One 4.5kg AB (E) dry chemical powder or foam type extinguisher located adjacent to any flammable liquid or gas container
	Class A fire risks	One 4.5kg AB (E) dry chemical or pressurised water type extinguisher for every 100 m <sup>2</sup> of floor area of the temporary structure and where more than one extinguisher is required, they must be—  (a) distributed evenly; and (b) be located within 5 m of a point of egress from the structure

Section 4.2.2 also speaks to additional measures that may be required if certain separation distances between temporary structures cannot be met, stating that either:

- a fire hydrant; or
- water storage of minimum 10,000 litres, with fire-fighting connections

is to be located within 90m of any point of a temporary structure with floor area of more than 750sqm but not more than 3000sqm, if a 3m separation to an existing permanent building or other temporary structure cannot be achieved. If the additional measures are met, separation does not need to be met. Requirements for temporary structures over 3000sqm in size are also addressed, if required.

#### 4.14 EVACUATION PROCEDURES

Acknowledge that evacuation procedures have been developed as part of the Emergency Management Plan and briefly explain:

- Likely evacuation scenarios (e.g. internal or full venue)
- Emergency egress points, including from within internal enclosures
- Exit pathways and gate widths
- Emergency assembly areas
- Emergency lighting, where event operates at night
- Evacuation messaging (e.g. PA system, superscreen messaging, wardens)
- Exit directional signage

#### 4.15 SECURITY PERSONNEL

Provide a brief overview of event security arrangements.

- Who is the security provider?
  - Security point of contact - name and event day mobile phone
- Outline key security responsibilities, which may include:
  - Crowd control
  - Asset protection
  - Venue patrol (e.g. perimeter)
  - Operate entry point security scanning equipment
    - Hand wands
    - Walk-through metal detectors
  - Manage entry point prohibited items / bag check
    - Handling confiscated items
  - Responsible service of alcohol (RSA)
- Estimate the number of security staff to be deployed for the event
  - A liquor licence will also have conditional security requirements, generally based on the type of event and number of attendees

All public events should have security personnel in attendance.

It will be a condition of any event operating under a POPE occupancy permit and / or with a liquor licence that security personnel are engaged to undertake crowd control duties.

Other considerations with regards to security personnel include:

- Security compound requirement – sign-on office, briefings, lockers/changeroom, meal breaks, amenities
- Security checkpoint locations – where located, weather protection (e.g. roof)
- Communication system – extent of event radios issued to security personnel

#### 4.16 TRAFFIC MANAGEMENT

Provide a high-level outline of traffic management arrangements for the event, as guided by the Access Strategy contained within the SUZ2 Master Plan.

Traffic management is a critical component of any event and there is no more effective outcome than ensuring the safe arrival and departure of all attending patrons. It is also a primary focus of MVCC given the potential to adversely impact residents, nearby businesses, Moonee Ponds Primary School, local roads, public transport and emergency services access.

##### 4.16.1 PEDESTRIAN ACCESS / EGRESS

Show pedestrian access and egress walkways on the site plan.

Management of pedestrian access and egress will ultimately be guided by the Access Strategy contained within the SUZ2 Master Plan.

In best practice, pedestrian and vehicle routes should remain separate, with the opportunity of integration at any point either eliminated or of low risk. Delineation can be achieved and maintained by considering:

- Walkways bound with railings, or barricades
- Suitable width pathways for the expected attendance size, allowing continued flow
- Walkways plotting a course likely to be followed, so short cuts are not sought

Where pedestrians are required to cross vehicle routes, thought should be given to:

- Construction of an overpass or underpass
- Permanent physical barriers (e.g. sliding gates)
- Traffic light systems
- Traffic controllers and or 'spruikers' to assist pedestrians
- Visibly marked ground markings
- Clear directional and instructional signage
- Ensuring visibility of pedestrians to cars, and of cars to pedestrians
- Temporary closure of the vehicle route at key times (e.g. straight after the last race).

##### 4.16.2 DROP OFF / PICK UP ZONE

Outline the plan for a designated zone, or otherwise, for buses, ride share operators, taxis and private vehicles to set down and pick up event patrons.

Management of the designated drop off / pick up zone will be guided by the Access Strategy contained within the SUZ2 Master Plan.

Best practice considerations in designing and managing an effective drop off / pick up zone may include, where appropriate:

- Appropriate external signage
- One-way vehicle travel, entry/exit lane v stopping lane
- Types of vehicles to be accommodated and space required, including turning in / out
- Curb space allocation between options
- Providing a marshalling space for patrons waiting to leave
- Pedestrian delineation from the road
- Localised public address system for 'spruiker'
- Security management measures

#### 4.16.3 PUBLIC TRANSPORT

Speak to the public transport options available for event patrons to utilise and whether any dedicated (e.g. shuttle bus transfer from train station) or additional services will be offered.

- Train – Moonee Ponds station is approximately 1km west, off Puckle St
- Bus – Moonee Ponds interchange is approximately 400m west, on Mt Alexander Rd
- Tram – Moonee Ponds junction is approximately 350m west, on Pascoe Vale Rd

#### 4.16.4 CAR PARKS

Nominate the car parks available for use for the event and show on the site plan, including capacities and access points. Elaborate on the proposed management control and weather contingency option(s) that may be enacted, if required.

Access to and management of the MVRC car parks will be guided by the Access Strategy contained within the SUZ2 Master Plan.

#### 4.16.5 ROAD CLOSURES / TRAFFIC ALTERATIONS

If road closures, significant traffic alterations or traffic stoppages (e.g. block and hold) are required for the event, MVCC require a detailed traffic management plan to be submitted and approved. In these instances, the plan must be developed by a recognised traffic control company with implementation by suitably licenced personnel.

A MVCC *Temporary Road Closure Permit* is also required for road closures – Refer 2.3

Notification of event road closures will be required to:

- Victoria Police – Moonee Ponds
  - Phone: (03) 9373 5200
  - Email: [mooneeponds-uni-oic@police.vic.gov.au](mailto:mooneeponds-uni-oic@police.vic.gov.au)
- Ambulance Victoria
  - Email: [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)

- Fire Rescue Victoria
  - Email: [events@frv.vic.gov.au](mailto:events@frv.vic.gov.au)
- Impacted residents and businesses (incl. Moonee Ponds Primary School)
  - Via letter drop, outlining time, date, access arrangements
- Local community at large
  - Via newspaper advertisement, pre-event variable messaging signs (VMS)

If the road closure affects public transport routes in any way:

- Public Transport Victoria (Department of Transport)
  - Email: [event.notification@ptv.vic.gov.au](mailto:event.notification@ptv.vic.gov.au)
  - Register via: PTV Special Event Management System (SEMS)

Within the immediate vicinity of MVRC, road closure impacts on public transport might include:

- Bus Route #506 Moonee Ponds – Westgarth Station operates on Dean St
- Bus Route #508 Alphington – Moonee Ponds operates on Wilson St
- Night Bus Route #951 City – Glenroy operates on Wilson St

Other public transport options operate on Pascoe Vale Rd, Mt Alexander Rd & Ormond Rd.

If the road closure is a declared arterial road, freeway or tollway then a VicRoads permit is also required, a copy of which will need to be supplied to MVCC.

- VicRoads
  - Email: [vicroadsmetroevents@roads.vic.gov.au](mailto:vicroadsmetroevents@roads.vic.gov.au)

In the context of MVRC events, road closures and traffic alterations may be considered for the W.S. Cox Plate but would be unlikely for other racing events or non-racing functions.

For any road closure, emergency services vehicles must always be allowed access.

### 4.16.6 ACCESSIBILITY COMPLIANCE

Detail the access provisions for patrons with a disability within the realm of traffic management, in getting to / from the entrance(s) to the racecourse.

With a high-level technical aspect, best practice in events is to engage a specialist access consultant to advise on requirements and to review onsite, prior to any MVCC inspection.

### 4.16.7 EVENT BUMP IN AND BUMP OUT

Notwithstanding event day operations, design consideration should be given for suitable access to heavy vehicles moving temporary event infrastructure in and out of the racecourse.

- Infield tunnel height and perimeter gate width (incl. turning circles entering / departing)
- Hardstand area for forklift unload / load of trucks and equipment laydown

#### 4.17 CATERING

Nominate the caterer(s) and provide company details and contacts.

Summarise the various food and beverage offerings, including physical location, operating hours and patron capacity at each location.

Show all catering locations on the site plan, including:

- Retail catering walk-up offerings (e.g. food trucks/vans/carts, service bars)
- Public access dine-in restaurants or bars
- Syndicated or premium hospitality offerings (ticketed)
- Private hospitality offerings (ticketed)
- Temporary service kitchens
- Catering compound & site office

Energy Safe Victoria regulates gas safety and offers guidelines for major events.

Refer: [Energy Safe Victoria - Gas Safety for Major Events](#) link

#### 4.18 CLEANING & WASTE MANAGEMENT

Briefly outline the cleaning and waste management activities for the event, including:

- Designate the cleaning and waste management contractor(s)
- List broad cleaning responsibilities, which may include
  - Clean toilets
  - Manage venue bins
  - Collect general litter
  - Remove catering BOH waste
  - Hospitality areas & function spaces
- Describe and show on the site plan, locations of waste compound(s) and infrastructure
- Speak to any headline environmental and / or sustainable initiatives

#### 4.19 EVENT SIGNAGE

Consider the key signage aspects required for effective operation of the event and the form that each will take (e.g. material or digital)

- Directional – ensure design is visible and text is of sufficient height (75mm-100mmH)
- Amenities – toilets and free drinking water
- Emergency – exits, assembly points, fire-fighting equipment
- Accessibility – parking, ramp/lift access, toilets, viewing areas
- Event program – entertainment, competition times, activations
- Sponsors – promotions, branding, flags
- Event – fence wrap, banners, flags
- Gates – prohibited items, tickets, open hours, site plan (consumer version)
- Traffic – vehicle, VMS, parking, drop-off / pick-up zone, car park zones
- Catering – prices, no smoking in dining areas, RSA

#### **4.20 EVENT CONTRACTORS**

Provide details of the provisions for event supply contractors, including during the bump in and bump out phases and address the existence and location of:

- Site management office
- Site safety inductions
  - A universal location for inductions, meetings and / or hot-desking is standard, ideally with internet and visual (e.g. TV) capabilities
- Storage compound location
- Lunchroom
  - Typically with kettle, microwave, fridge and pie warmer
- Toilets

## APPENDIX A

### APPLICATION FORM: PLACE OF PUBLIC ENTERTAINMENT OCCUPANCY PERMIT



#### APPLICATION FOR A DIVISION 2 OCCUPANCY PERMIT PLACE OF PUBLIC ENTERTAINMENT *Section 59 of the Building Act 1993*

**To:** MUNICIPAL BUILDING SURVEYOR

**From** I / we .....being the owner/s (agent of owner) of the subject property, hereby apply for a Division 2 Occupancy Permit for a place of public entertainment.

#### Applicant Details

**Name**.....

**Postal Address**.....**Telephone**.....

#### Property Details

**Number**.....**Street/Road**.....

**Suburb**.....

#### Period of operation of use

.....

#### INFORMATION REQUIRED WITH THIS APPLICATION

1. A plan showing the subject allotment, the location of all existing buildings and the exits of the existing buildings. The site plan must also show the location any existing fire hydrants, fire hose reels, easements, carparks, kitchens, outbuilding storing flammable or dangerous liquids / chemicals. The site plan must show the location and size of the temporary structure, number of toilet facilities, drinking water facilities, disabled access and disabled toilet facilities.
2. Details of the temporary structures and its proposed location along with a copy of a valid Temporary Occupancy Permit issued by the Victorian Building Authority.
3. A document outlining the number of safety officers to be present at the site and their qualifications. Also, the first aid facilities to be provided.
4. Application Fee of \$450.

## APPENDIX B

## APPLICATION FORM: SITING APPROVAL - TEMPORARY STRUCTURES



### Siting Approval – Temporary Structures

*Building Act 1993, Section 57 (1)*

To	Municipal Building Surveyor Moonee Valley City Council PO Box 126 Moonee Ponds VIC 3039
----	--

#### Applicant Details

Name					
Owner of land		Event organizer		Hire of temporary structure	
Address				Postcode	
Telephone				Fax	
Emergency contact				Telephone	

#### Subject Property Address

Street number		Street address			
Suburb				Postcode	
Reserve or oval name				Melways ref.	
Starting date				Finishing date	

#### Type(s) of temporary structure (s)

(Types of structures include tents, marquees, seating stands, stages, other prefabricated buildings, etc.)

1.	Type		Size		m <sup>2</sup>
Victorian Building Authority Occupancy Permit number					
2.	Type		Size		m <sup>2</sup>
Victorian Building Authority Occupancy Permit number					
3.	Type		Size		m <sup>2</sup>
Victorian Building Authority Occupancy Permit number					

**Building Practitioner details**

Name of Temporary Structure/Supervisor/Erector			
Building Practitioner Registration number			
Telephone (business hours)		Mobile	

Please note:

1. At least 10 working days notice is required for the processing of the Siting Approval.
2. This application should be accompanied by the following information:
  - Completed application form; and
  - 2 x sets of scaled site plans illustrating the surrounding area and the location of the proposed temporary structure in relation to other buildings and surrounding features; and
  - A copy of the Victorian Building Authority issued Occupancy Permit;
  - Detail or location of the following services and facilities where applicable:
    - Fire extinguishers;
    - Emergency lights and exit signs;
    - Exit locations and aggregate widths;
    - Sanitary facilities including facilities for people with disabilities;
    - Service report on the maintenance of fire extinguishers.
  - Owners consent
  - Application fee of \$450.00.
3. All works should comply with the *Building Act 1993*, *Building Regulations 2018* and the National Construction Code 2016.

**Applicant's Declaration**

I am authorised to apply for the permit on behalf of the client and I hereby undertake to comply with requirements of the *Building Act 1993*, *Building Regulations 2018*, the National Construction Code 2016 and any special conditions as required by an Authorised Officer of Moonee Valley City Council.

Name of client			
Applicant's signature		Date	

Moonee Valley City Council is collecting the personal information requested on this form for the management of Siting Approval for the erection of Temporary Structures in order to comply with the *Building Act 1993*, *Building Regulations 2018* and the National Construction Code 2016. The Council will use this information only for directly related purposes. You may apply to Council for access to your personal information or to amend the same. If you do not provide this information, your permit application cannot be processed.

C:\Users\SeanF\Desktop\Building Regulations 2018 new forms\Siting Approval for Temporary Structures web accessible form 2018.doc