



Event Site Guidelines

Political Stallholder and Speaker Guidelines and Stallholder Terms and Conditions

Council-presented and supported events express the character, attributes and aspirations of the people of Monash. Stallholders applying to participate in a Council event, or to a Council-supported event, are required to submit a description, including where practicable a visual representation, of what they intend to display and/or sell. As part of the application process, Council has guidelines for Political stallholders and speakers as well as terms and conditions of being a stallholder.

A stallholder site is deemed as 3.5 metres x 3.5 meters, unless stated otherwise.

You can view the guidelines at [Guidelines for Stallholders and Speakers\(PDF, 137KB\)](#)

You can view the Terms & Conditions at [Stallholder Terms & Conditions](#)

Emergency/Evacuation Procedures

- The safeguarding of all persons, visitors and public is of primary importance to council in the case of any emergency. Event staff will be present throughout the event site, ensuring a safe and enjoyable environment. Emergency procedures and First Aid are in place for the event.
- In the event of any emergency, contractors and stallholders are required to ensure that their personnel are informed of the evacuation procedures and comply with these requirements. In the event of an evacuation, wardens will move you to evacuation assembly areas, if applicable.
- Please exit the site in a calm and orderly manner when evacuating.
- All fire and emergency exits are marked by white on green "EXIT" signs, where applicable.
- It is your responsibility to keep paths, gates, aisles and exit doors clear to ensure that free access is always available to an exit point. DO NOT jam or wedge open any exit doors. DO NOT block or park on exit paths or gates.

Environmental Protection

We all have a part to play in caring for the natural world and ensuring our actions have as minimal impact on the environment as possible, now and in the future. Monash Council is committed to avoiding litter and waste, minimising the future of single-use plastics and supporting stallholders and food vendors to join us with this commitment.

We are asking all stallholders involved in our events to commit to at least one of the actions in this document, to join us in working towards more sustainable events:

- Contractors, stallholders, and community groups must ensure that their practices and actions are protecting the environment around them.
- Any accidental spill or release of substances, which may contaminate the environment (particularly surrounding watercourses) must be contained and then reported to the events manager or safety officer.
- Any requirement to discharge substances into the air, stormwater or trade waste drains must be approved by the event organiser in consultation with the appropriate council department. This includes any solids, liquid chemicals, gases, COOKING OIL or FAT contaminated water & the emission of noise & disposal of waste (liquid or solid).

The health department may be available on site if you have any questions or please call Environmental Health Officer (03) 9518 3589 prior to the event.

Injury/Incident/Hazard Reporting

- Numerous dangers may be encountered around areas where temporary structures are being erected.
- You must not venture on, beneath or near any temporary structure while it is being built. Beware of moving forklifts and falling objects including hand tools, nails etc.
- Only personnel with the appropriate training in safe use of ladders should use ladders on site.
- Reporting incidents, hazards and near misses will allow council to take early action to prevent a future injury. If an incident, which results in property damage, does occur, there may be the need to carry out repairs.

Security

Event Management has an active loss prevention program to provide for the security of its personnel and property. You should be aware that your property remains your responsibility while it is on the site. It is important that contractors, stallholders and community groups secure their tools and equipment properly as council accepts no responsibility for damage or theft. When instances of theft occur, they must be reported to event organiser who will inform council and arrange for police to attend if required.

Electrical, Gas and Food

All electrical equipment must conform to relevant statutory authorities and industry codes or standards in accordance with the Australian Standard (AS/NZS 3002:2008) for Electrical installations - Shows and Carnivals. All electrical equipment including extension leads are to be tagged with a current test/tag label issued within the last 6 months or in line with Australian Standard (AS/NZS 3760:2010).

Monash Council is providing power only to those stallholders and groups that requested it on their application form. Power will only be provided for the equipment noted on your application form. Please check what you listed on your form regarding power support prior to the event day.

- All **owned** electrical equipment must be tested and tagged within six (6) months of event date and have relevant earth leakage protection and conform to relevant statutory standards.
- All **hired** electrical equipment must be tested and tagged within three (3) months of event date.
- Where applicable, vendors must have a suitable and in date fire extinguisher and fire blanket on site.

Everyone must comply with the Code of Practice for The Safe Use of LP Gas at events. All gas appliances and cylinders must conform to Energy Safe Victoria Office of Gas Safety guidelines. It is the responsibility of the stallholder to adhere to the ESV standards. Event organisers and safety officers will be present on the day to ensure compliance is being met. **For more information, please contact Energy Safe Victoria:** www.esv.vic.gov.au

Legislation, Codes of Practice and Australian Standards

It is the responsibility of the Supplier to obtain \$20mil insurance and any necessary Workcover insurance for their employees.

There is a vast range of Acts, Regulations, Codes of Practice, Australian (and international) Standards, etc. that apply to events, each contractor, stallholder, and community group must be aware of those that apply to their activity and comply with or use as guides.

Council makes every effort to keep up to date with latest safety information and to provide training to its staff to ensure a safe event. We expect that each contractor, stallholder, and community group will perform their work safely and assist us, as a team, to achieve a safe event through cooperation and diligence.

Responsible Acts

The City of Monash and the Stallholder agrees that it will not do any act that will affect the insurance capacity of the other, and to meet any increase in premium cost for the next insurance period that arise because of the other parties' negligent acts.

Job Safety and Environmental Analysis (JSEA)/ Safe Work Method Statement

Stallholders may be required to complete a Risk assessment or JSEA You may be contacted directly by Council staff for clarification on hazards and controls and you may be asked to amend sections to fit in line with Council's policies, procedures, and legislation. Safety Officers and Environmental Health Officers will be inspecting stalls at the event.



Subcontracting

Stallholders must notify and gain approval from City of Monash before subcontracting or partnering with another Stallholder. Approval to subcontract shall not relieve the Stallholder from any liability or obligation under the agreement. Except where the agreement otherwise provides, the Stallholder shall be liable for the acts and omissions of subcontractors/partners and employees and agents of subcontractors/partners as if they were acts or omissions of the Stallholder. Please provide separate Public Liability Insurance documentation and a JSEA for any approved subcontractors/partners.

Safeguarding children

All Monash events commit to Safeguarding Children and Young People Council and endorses and supports the principles of the United Nations Convention on the Rights of the Child 1989 (ratified in Australia in 1990). The Convention recognizes that those aged 17 years and under need special care and protection.

The Victorian Child Safe Standards were developed as a response to the Victorian Parliament's Betrayal of Trust inquiry in 2013. The Inquiry report highlighted inconsistent practices for keeping children safe within child facing organizations .

A Working with Children Check will be required at Council events unless deemed not in line with your role.