

Glen Eira Festival Decoration Guidelines

Purpose & Scope:

Why these guidelines exist:

These guidelines ensure temporary decorations in public spaces are safe, consistent, and compliant.

Safety: Decorations are installed in places with high pedestrian volumes, moving traffic, and public assets. Poorly designed or installed items can obstruct footpaths or sightlines, create trip hazards, damage assets, or distract drivers. These guidelines set clear minimums (e.g., heights, clearances, materials, and installer competency) so decorations do not create risks to pedestrians, cyclists, motorists, or Council assets.

Consistency: A single, transparent framework avoids ad hoc decisions and provides predictable requirements for trader groups and businesses across all centres, reducing back-and-forth and speeding up approvals.

Compliance: They align decorations with Community Local Law 2019, accessibility standards (e.g., AS 1428 series), and other Council guidelines (e.g., Footpath Activities), minimising legal and operational risks while upholding an inclusive public realm.

Who they apply to: Any non-Council organisations, including but not limited to Trader Associations, businesses, community, or cultural organisations, installing decorations in Activity Centres/Local Centres on Council infrastructure.

These guidelines apply to all temporary decorative installations in public spaces within Glen Eira, regardless of the occasion or event.

Approval framework

All festival decoration proposals involving Council land or Council assets must be submitted to Council for assessment and confirmation prior to installation.

These Guidelines set out the requirements and assessment framework for such proposals. They do not replace any statutory permit, consent, or approval process. Where a permit or external approval is required, it must be obtained separately.

Council will assess each proposal and may:

- approve the proposal
- approve the proposal subject to conditions
- require modifications, or
- refuse the proposal where risks cannot be adequately mitigated

Installations that meet “standard practice” will generally be treated as low risk. Proposals outside standard practice will require further internal review and may require external approvals.

These Guidelines must not be used as a substitute for any permit, consent, or statutory approval required under Council or other authority processes.

Assessment and approval process

Traffic and pedestrian safety are assessed, not assumed.

Organisers must submit visuals, dimensions (H×W×D), mounting details, and a risk assessment with their proposal. Council coordinates internal review, and Traffic Engineering will assess proposals that may affect vehicle sightlines, driver attention, or pedestrian flows (e.g., low hung items, reflective/illuminated/moving elements, large projections near intersections). Council may approve proposals subject to conditions, require modifications, or refuse proposals where risks cannot be mitigated.

Where a proposed decoration falls outside normal practice or presents a potential safety issue, Council will assess the proposal and may undertake further internal review on a case by case basis.

Depending on the location of the decorations in relation to roads, tram lines, and power poles, approval may also be required from Department of Transport and Planning (DTP), Yarra Trams, or United Energy. Where land is Crown land managed by DEECA, written approval from DEECA is required before any installation proceeds. Evidence of this approval must be provided with the submission.

Decorations attached to privately owned awnings or verandahs over Council land are permitted only where they:

- maintain a minimum 3.0 m vertical clearance above the footpath
- do not obstruct pedestrian access or reduce the clear path of travel
- do not interfere with vehicle sightlines or create driver distraction, and
- do not extend into the public realm beyond the awning line or alter the structure

All such installations must be included in the organiser’s submission to Council for review. Decorations that do not meet these criteria, or that present any safety risk (e.g. obstructing access, resembling traffic signage, or distracting drivers), will be assessed by Council to determine whether the proposal is compliant, requires modification, or requires additional internal review or third-party approvals.

What counts as standard practice

For the purpose of these Guidelines, “standard practice” includes:

- Non-illuminated flags, banners, bunting or wreaths mounted to poles with approved brackets that do not project into the pedestrian clear zone and meet the minimum 3.0 m vertical clearance.
- Lightweight decorations secured to existing fixtures without drilling or permanent fixings and without obstructing footpaths, kerbside zones, or traffic sightlines.
- Shopfront window displays (inside private premises).

All festival decoration proposals must be submitted to Council for assessment and confirmation prior to installation. Installations that meet the definition of “standard practice” will generally be assessed as low risk and may proceed subject to compliance with these Guidelines and any conditions issued.

Any proposal outside standard practice (e.g. illuminated or moving elements, large or deep projections, overhead spans, or proximity to intersections or public transport stops) will be referred for targeted internal review and may require external approvals.

Organisers must provide:

- A site plan & map of the proposed installation – location, number of items, indication of size, description of decorations, photos of the decorations as they will be installed, how the decorations will be attached and secured.
- Dates that the installation will be set up and then removed.
- Third party approvals (DTP, Yarra Trams, United Energy), if required.
- A comprehensive risk assessment.

This information will be provided to the Business Concierge as the primary coordination point.

Assessment responsibilities

The Business Concierge coordinates submissions. Technical review is undertaken by relevant internal subject matter experts, including Traffic Engineering, Local Laws, Asset Management, Risk/OHS, and Accessibility, and other teams as required by the proposal.

Engineering and Asset Management review will be required where proposals:

- affect road or road-related infrastructure (including kerbs, pits, footpaths, poles, drainage assets),
- occur within active road reserves or near intersections, or
- may affect access for inspection, maintenance, or emergency works.

Organisers will receive consolidated feedback and any conditions via Business Concierge within 1 month of initial submission.

Inspections: Council may conduct inspections pre⁷, during, or post installation where safety risks, structural concerns, or site-specific issues are identified.

For further enquiries call 9524 3748 or email businessconcierge@gleneira.vic.gov.au

Community Local Law compliance

Decorations must comply with the Community Local Law 2019, including:

- Clause 70 (Pedestrian Safety): Objects must not overhang a footpath or road used by pedestrians below 3 metres above ground level.
- Clause 69 (Structures causing a traffic hazard): Decorations must not obstruct traffic, sightlines, or create confusion or distraction for road users.
- Decorations must not use or display any offensive, threatening, or abusive words or symbols in accordance with S26 of Glen Eira's local law.

Clearance Requirements:

- 600mm kerb clearance from side of the road.
- 0.5m clearance: bollards, pits, planters, poles, trees. For trees, a minimum clearance of 0.5 metres from the trunk and/or canopy is required.
- 1m clearance: hydrants, bins, seats, bike stands, loading zones, utility poles.
- 1.5m clearance: disabled parking bays.
- 2m clearance: pedestrian crossings, tram stops, bus zones.
- Corner exclusion zones of 45 degrees.
- Minimum 3.0m vertical clearance above any footpath for elements suspended from awnings or spanning across pedestrian areas.
- Decorations must not interfere with access to underground services, asset access, or maintenance.
- These clearance requirements reflect minimum standards under the Community Local Law 2019 and must be confirmed against current applicable standards by Council officers.

Key Principles:

- Decorations must be installed, maintained, and removed in a manner that does not create risks to public safety, including risks to pedestrians, cyclists, motorists, or Council assets.
- Decorations must not obstruct pedestrian or vehicle movement, or traffic sightlines.
- Decorations must comply with all applicable legislation, Council local laws, and relevant Council guidelines.
- Must comply with the Disability Discrimination Act 1992 (Cth) and applicable accessibility standards, ensuring decorations do not interfere with pedestrian

movement or access for people with disabilities, obstruct accessible parking bays or paths of travel, or interfere with tactile ground surface indicators (TGSi). Relevant standards include AS 1428.1:2021 and AS 1428.4.1:2009.

- Decorations must be reusable or recyclable where possible to minimise environmental impact.
- Decorations must not obstruct access to or in any way interfere with road infrastructure, underground assets, drainage pits, service lids, access chambers, or other underground infrastructure required for inspection or emergency maintenance.
- Must comply with Local Law s26 regarding offensive/abusive content.

Approval Process:

- Requirement for a site & location map showing proposed decoration locations.
- Visuals (PDF or images) of each decoration type.
- Submission deadline: at least three months before installation date. Submissions received later may limit Council's ability to provide timely advice or coordination.

Council will aim to provide consolidated feedback and any conditions within 1 month of a complete submission.

- Public Liability Insurance (Organiser): Evidence of current \$20 million public liability insurance per claim, covering installation, display, and removal dates.
- Public Liability Insurance (Installer/Contractor): Evidence of the installer's current \$20 million public liability insurance per claim for the same period.
- Certification showing proof of current Public Liability Insurance covering the activity, with coverage of not less than \$20 million per claim, valid for the full duration of installation, display, and removal
- Decorations must be removed within 7 days after the event or by a date agreed upon with Council.
- During the display period, organisers must monitor and maintain decorations (e.g., fix loosened fixings, remove damaged items, clean graffiti promptly) to ensure ongoing compliance and safety.
- Council will assess all submitted proposals against these guidelines and will notify organisers where a proposed decoration:
 - is outside standard practice
 - may affect traffic sightlines or pedestrian safety
 - or interacts with non-Council infrastructure

Installer Competency Requirements

All installations must be completed by a suitably qualified and experienced person for the specific installation type (e.g., licensed electrician for electrical/lighting; competent

rigger for suspended elements; suitably experienced contractor for bracketed fixtures). Organisers are responsible for verifying competency and supervising works to ensure compliance with these Guidelines and OHS obligations.

Applicable Guidelines and Legislative Requirements:

Includes, but is not limited to:

- Footpath Activities Guidelines (clearance zones, trading zones, corner exclusion zones).
- Community Local Laws 2019 (Parts 6 & 8).
- Council Land or Road Occupation requirements (where applicable)
- Any relevant standards, including accessibility standards.
- Disability Discrimination Act (DDA) compliance.
- Relevant legislation, including Occupational Health and Wellbeing Legislation

Safety Checklist:

The following safety checklist must be used as part of the organiser's risk assessment to identify potential safety, accessibility, traffic, and pedestrian hazards:

- Whether the proposal obstructs a driver's line of sight at an intersection, curve, or point of entry from an adjacent property
- Whether it obstructs a driver's view of a traffic control device or creates a confusing or dominating background
- Whether it obstructs pedestrian, cyclist, vehicle, or other movement
- Whether it blocks, obscures, or visually competes with road signs, traffic control devices, wayfinding, emergency, or safety signage
- Whether it involves electric, illuminated, flashing, inflatable, or moving elements (note: these are not permitted unless expressly approved following Traffic Engineering advice and any required third-party approvals)
- Whether it is located at a high pedestrian volume intersection
- Whether it is likely to be mistaken for a traffic control device
- Whether it is within 100 m of a railway crossing
- Whether wind load, weather exposure, and structural stability have been adequately considered
- Whether a Traffic Management Plan is required for installation or removal

This checklist is a minimum baseline. Organisers must identify and control any additional, site-specific risks in their risk assessment.

Non-Council Infrastructure and Land

Where decorations are proposed on land or infrastructure not owned or managed by Council, separate approval is required from the relevant landowner or asset manager.

This may include (but is not limited to) authorities such as Yarra Trams, United Energy, Department of Transport and Planning, Parks Victoria, or the relevant Crown land manager.

It is the responsibility of the organiser to identify and obtain all required third-party approvals.

Contact Details & Submission Process

Who to send maps and visuals to: businessconciierge@gleneira.vic.gov.au.

Council contact for queries: Business Concierge, 9524 3748

Decorations Guidelines Scope:

The guidelines cover any non-Council organisations, including but not limited to Trader Associations, businesses, community or cultural organisations, installing decorations in Activity Centres/Local Centres on Council infrastructure within Glen Eira, regardless of being self-funded or through community grants.

Applications for decorations funded through Council's Community Grants Program must include site maps and all required documentation before submission for consideration for approval.

Community grants only: must fully comply with grant conditions in addition to ordinary conditions as per these guidelines and other relevant Council policies.

Special Rate Scheme purchases only: must fully comply with ordinary conditions, not interfere with Council's look and feel, and must be approved and signed-off by Council to ensure they are fit for use in the community on public assets. Where Special Rates Scheme funds are utilised, this must also comply with the applicable Special Rate Agreement.

Combination of both: must fully comply with all requirements for both community grants funds and Special Rate Agreements.

Council retains approval authority for all decoration proposals. All decorations must remain compliant with all relevant guidelines and conditions and may be removed at Council's discretion if they do not comply with these Guidelines or any conditions of approval.

Where Special Rate Scheme funds are used, the relevant SRS Agreement conditions apply in addition to these Guidelines. Approval is contingent on compliance with both.

Risk and Asset Management:

Organisers must formally acknowledge and agree to comply with these Guidelines and any associated terms and conditions as part of the submission and approval process. This acknowledgement will form part of a written submission, online application, or other Council approved mechanism, and is a condition of approval.

All decorations must comply with Community Local Law and relevant Council conditions. Organisers are responsible for managing and maintaining their decorations in accordance with these requirements, and documenting their efforts accordingly in their risk assessment.

All decorations and materials involved must comply with manufacturer's guidelines and Australian standards.

Occupational Health and Safety obligations to employees and members of the public must be adhered to.

No damage is to be caused to any Council or other authority's asset. If damage is caused to any Council or other authority's asset it must be reinstated by the organiser under Council supervision to Council's standard, or may be reinstated by Council at the organiser's cost.

All traffic signals and signs in the vicinity are to be clearly visible to motorists and pedestrians at all times. Organisers are responsible for ensuring compliance with all conditions and for any damage caused during installation, hosting, or removal of decorations.

Ownership and timing: Council team will complete a process level Council risk assessment upon finalisation of these Guidelines, and implement any required internal controls (approval thresholds, documentation standards, and inspection triggers).

Maintenance responsibilities:

- Council assets remain under Council's responsibility. However, if assets are damaged during installation, display, or removal of decorations, organisers are responsible for reinstatement costs. Decorations themselves are the sole responsibility of the organising group, including promptly addressing graffiti and vandalism.

No material impact on Council assets:

- No drilling or permanent fixtures.
- Decorations must not block pedestrian or vehicle movement.
- Only temporary installations that leave no trace when removed.

- Reinstatement: Any damage to Council or third-party assets must be reinstated to Council's standard within agreed timeframes, at the organiser's cost. Council may undertake reinstatement and recover costs where necessary.

Council reserves the right to remove decorations immediately if they pose a safety risk or breach conditions. Removal costs will be charged to the organiser.

Non-compliance may result in removal of decorations at the organiser's cost and exclusion from future consideration.

Council process risk controls

- Council will maintain an internal risk assessment for the assessment and approval process (separate from the organiser's risk assessment). This identifies decision roles, inspection triggers, documentation requirements, and escalation points (e.g., Traffic Engineering, Risk/OHS) to ensure consistent, auditable decisions.

Visual Guide:

- Include examples of compliant setups (e.g., decorations attached to poles with approved brackets, maintaining clearance zones).
- Include examples of non-compliant setups (e.g., decorations blocking footpaths, attached with nails or screws to Council assets).
- Each example should have a photo or diagram with a short caption explaining why it is compliant or non-compliant.
- Compliant Example Caption: "Decorations attached using approved brackets, maintaining 0.5m clearance from bollards and 2m from pedestrian crossings."
- Non-Compliant Example Caption: "Decorations blocking footpath access and attached with nails to Council infrastructure."
- Images will be included before publication to illustrate compliant and non-compliant setups.

Appendix A: Internal Assessment Checklist (Council Use Only)

Officers must consider and record outcomes for:

1. Safety/OHS: pedestrian trip hazards, fixings, load paths, wind/weather, working-at-heights, installer competency, supervision, and incident response.

2. Accessibility: AS 1428 compliance, TGSI, path-of-travel widths, DDA obligations, mobility aids and prams, accessible bays and crossings.
3. Traffic Engineering: sightlines at intersections/driveways, proximity to crossings/stops, distraction risk (reflective/illuminated/moving), line-of-sight to traffic control devices.
4. Local Laws: Community Local Law clauses (e.g., s69 traffic hazard; s70 3.0 m vertical clearance; s26 offensive content).
5. Asset Management: no drilling/permanent fixings; protection of surfaces; reinstatement standard; responsibilities and costs. Must not block access to infrastructure assets, including underground services, drainage pits, maintenance access points, or inspection lids.
6. Electrical Safety: licensed installation, isolation, IP ratings/weather protection, cabling routes, trip prevention, testing/tags.
7. Environmental: wind loads, heat/sun exposure, storm events, materials durability/recyclability.
8. Heritage/Urban Design: overlays, character, look/feel alignment.
9. External Approvals: DTP, Yarra Trams, United Energy, DEECA for Crown land, Parks Victoria, etc.
10. Documentation: organiser and installer PLI (\$20M) received; site plan with dimensions; schedule; maintenance/inspection plan; de-installation date (≤ 7 days post-event unless agreed).
11. Record decision, conditions, and inspection trigger (pre-, during, or post-installation) and file to the assessment record.