

# Council Policy

<b>Council policy title:</b>	<b>Events in Public Places Policy</b>
<b>Council policy ref no:</b>	<b>C/POL/CMS/018</b>
<b>Council policy owner:</b>	<b>Director Community Services</b>
<b>Adopted by:</b>	<b>Council</b>
<b>Date adopted:</b>	<b>17 July 2012</b>
<b>Scheduled review:</b>	<b>July 2015</b>

## 1. Policy intent

The Intent of this policy is:

- To establish Council's role in facilitating and supporting community events
- To establish Council's role in staging its own events
- To achieve a balance between the rights of event participants and the rights of residents to enjoy their local amenity
- To establish the management framework for the conduct of events on Council owned or managed public open space
- To ensure compliance with relevant legislation, Local Laws and guidance material

The policy supersedes:

- Street Parties Policy 2006
- Road Race Event Policy 2004
- Booking of Council Open Space & Outdoor Recreation Facilities Policy 1999
- Use of Fireworks and Pyrotechnics Policy 2007

## 2. Purpose/Objective

This policy:

- Supports the conduct of celebrations, festivals and events that benefit the community
- Ensures there is a consistent, transparent, simple and equitable process for the approval of events and issue of event permits
- Encourages high quality, safe and sustainable events

## 3. Scope

### 3.1 Event types

The policy applies to events as described below:

- Festivals
- Markets
- Health, fitness and sports (but not seasonal sports bookings)
- Arts and cultural events

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- Celebrations and parties including street parties
- Weddings
- Balloon landings
- Helicopter landings
- Filming
- Other social events

3.2 The policy applies to events in the following locations:

- Events held on Council owned and/or managed open space where a particular space is booked and reserved
- Events on public roadways
- Events on private land where public space (roadway, footpath, nature strip or park) is to be used for parking of vehicles, storage of equipment or any other purpose

The policy does not apply to events on private land or events in Council buildings.

3.3 The policy applies to all event owners and/or organisers as follows:

- Events organised by commercial, community and charitable organisations, Council itself or individuals

3.4 Other – The policy applies to events:

- where a road must be closed
- a structure erected, or
- a space reserved

The policy does not apply to family/community gatherings where none of the above applies (e.g. a family picnic).

## 4. Roles & Responsibilities

The relevant Manager is responsible to the Director Community Services for:

- Provision of high quality information and support to event organisers
- Ensuring compliance with this policy and other legislative requirements
- Advice to senior management in relation to events and the impact of this policy

Departments that issue other permits that may be needed to stage an event are responsible for:

- Support to the Recreation, Events and Social Development department to enable high quality customer service to event organisers
- Issue of permits in a timely manner

## 5. Monitoring, evaluation & review

Senior Management will review quarterly:

- The number of event applications
- The number and type of events conducted
- Compliance with this policy
- Revenue from events
- Donations to charity in accordance with this policy
- Event permits issued within required time frames

## 6. Policy statement

Events play an important role in community life. For thousands of years, communities have come together to celebrate annual events, enjoy festivals and conduct sporting activities. Communities today are no different with celebrations playing a significant role in building community identity and cohesion.

As guardian of public spaces where many events take place, Council has a role in facilitating community celebrations while also managing and mitigating risks and minimising any adverse impacts on residents, businesses and visitors.

The following policy statement is designed to recognise Council's complex role in balancing the rights and responsibilities of event organisers, participants and community members.

Council:

- Welcomes & actively encourages appropriate events that:
  - Build strong communities
  - Support community health and wellbeing
  - Contribute to economic development
  - Strengthen participation in arts and culture
  - Build the image of the city
  - Incorporate access and inclusion
- Strives to make it easy to stage events
- Acknowledges it has a role to support events of benefit to greater Melbourne
- Balances its support for events with protection of resident and public amenity

### 6.1 Road Race Events

Cycling and running/walking are very popular activities in Melbourne and Beach Road is a favoured venue for these events. However, this is a major access route both for people living in the area and for visitors not participating in race events. In order to achieve a balance between the opportunity to participate in these events and the preservation of

local amenity, a limit has been placed on the number of events that can be conducted at different times of the year.

A maximum of six (6) road race events will be permitted along Beach Road each year.

Applications for commercial road race events using other roads (not Beach Road) will be assessed on application but will not exceed three (3) commercial road race events occurring between November and March each year and three (3) commercial road race events occurring between April and October each year.

Applications for community road race events using other roads (not Beach Road) will be assessed on application but will not exceed two (2) road race events occurring between November and March each year and two (2) road race events occurring between April and October each year.

Road race events will not be staged or permitted to occur at the same location on consecutive weekends.

No road race events will be approved for the 4 weeks prior to Christmas.

Events on Beach Road are to commence no later than 8.00am. The road is to be open and ready for public use by 11.00am. Events on other roads will be assessed on application.

## **6.2 Payment of fees**

Event fees will be determined annually as part of the Council budget process.

All fees payable in relation to events (other than street parties) must be paid prior to issue of a permit. No fees will be waived prior to an event.

Where an event is a charity event (or some of the funds raised will be donated to a charity), Council may make a donation to the designated charity (and not to the event organiser) after the event. The donation made will match that raised for the charity up to a maximum of 50% of the event fees paid. The donation will only be made where the following conditions are met:

- The event has been conducted in accordance with all conditions of the event permit
- A receipt from the charity is submitted as evidence of the funds raised by the event and donated to the charity



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Where an event is a street party organised by residents, fees for road closure applications, traffic barriers, traffic management plans and site inspections will be waived. Public liability insurance required by the event permit is the responsibility of the event organiser.

## **6.3 Fireworks and Pyrotechnics**

Permission for use of fireworks and pyrotechnics will only be issued to licensed pyrotechnicians.

## **6.4 Indemnity**

The event organiser conducts an event at their own risk and must indemnify and hold harmless the Council against all claims resulting from any damage, loss, death or injury in connection with the open space used and the use and occupation of the open space by the casual user.

## **6.5 Compliance with conditions**

The event organiser must comply with all conditions of the permit issued for the event.

## **7. Related documents**

### **7.1 Victorian legislation**

- Crown Land (Reserves) Act 1978
- Local Government Act 1989
- Building Act 1993
- Food Act 1984
- Road Management Act 2004
- Planning and Environment Act 1987
- Major Sporting Events Act 2009
- Occupational Health and Safety Act 2004
- Liquor Control Reform Act 1998
- Working with Children Act 2005
- Fundraising Act 1998

### **7.2 Bayside Local Laws**

### **7.3 Other Bayside Policies and Guidance Material**

- Grant Guidelines for Events in Shopping Centres (previously Events and Festivals Guidelines)
- Fireworks and Pyrotechnics Procedures (This procedure is to be developed and will replace the current Fireworks and Pyrotechnics Policy)
- Schedule of fees and charges



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## 8. Definitions & Abbreviations

Term	Meaning
Event	Occasions that fit the Scope described in Section 3
Road race event	Walking, cycling and/or running events that occur on roads within the municipality

**Please note:** This policy is current as at the date of approval. Refer to Council's website ([www.bayside.vic.gov.au](http://www.bayside.vic.gov.au)) or staff intranet to ensure this is the latest version.