

# Council Policy

<b>Council policy title:</b>	<b>Events in Public Places Policy (2018)</b>
<b>Council policy ref no:</b>	<b>DOC/18/57072</b>
<b>Council policy owner:</b>	<b>Director Environment, Recreation &amp; Infrastructure</b>
<b>Adopted by:</b>	<b>Council</b>
<b>Date adopted:</b>	<b>March 2018</b>
<b>Scheduled review:</b>	<b>July 2021</b>

## 1. Policy intent

The intent of the Events in Public Places Policy (the Policy) is to:

- Establish Council's role in facilitating and supporting community events;
- Achieve a balance between the rights of event participants and the rights of residents to enjoy their local amenity;
- Establish the management framework for the conduct of events on Council owned or managed public open space; and
- Ensure compliance with relevant legislation, Local Laws and guidance material.

The Policy supersedes:

- Events in Public Places Policy 2016

## 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; and
- Encourages high quality, safe and sustainable events.

## 3. Scope

3.1 The Policy applies to all event owners and/or organisers including events organised by commercial, community and charitable organisations, Council itself or individuals.

### 3.2 Event types

The Policy applies to events as described below:

- Festivals;
- Markets;
- Health, fitness and sports (but not seasonal sports bookings);
- Commercial triathlons and marathons;
- Charity events; and
- Other large scale social events.



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3.3 The Policy applies to events conducted in the following locations:

- Council owned and/or managed open space where a particular space is booked and reserved;
- Public roadways; and
- 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.

3.4 Other – The Policy applies to events:

- where a road must be closed;
- with 100 or more attendees;
- a significant structure erected; or
- a space reserved.

The Policy does not apply to family/community gatherings where none of the above applies and attendance is less than 50 people (e.g. a family picnic).

## **4. Roles & Responsibilities**

The Manager Open Space, Recreation and Wellbeing is responsible to the relevant Director for:

- Provision of high quality information and support to event organisers;
- Ensuring compliance with this Policy and other legislative requirements; and
- 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:

- Supporting the Open Space, Recreation and Wellbeing department to enable high quality customer service to event organisers; and
- Issuing of permits in a timely manner.

## 5. 5. Monitoring, evaluation & review

The Events Officer will review quarterly:

- The number of event applications;
- The number and type of events conducted;
- Compliance with this Policy;
- Revenue from events; and
- Event Permits issued within required time frames.

## 6. Policy statement

Events play an important role in community life. Communities come together to celebrate annual events, enjoy festivals and conduct sporting activities. Events play a significant role in building community identity and cohesion.

As Council owns many public spaces where events take place it has a role in facilitating events while also managing and mitigating risks and minimising any adverse impacts on residents, businesses, visitors and open space.

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 and actively encourages appropriate events that:

- Build strong communities;
- Support community health and wellbeing;
- Contribute to economic development;
- Strengthen participation in inclusive activities;
- Build the image of the municipality; and
- Incorporate access and inclusion.

Council also:

- Strives to make it easy to stage events;
- Acknowledges it has a role to support events of benefit to greater Melbourne; and
- Balances its support for events with protection of resident and public amenity.

### 6.1 Road Race Events

Cycling and running/walking are 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



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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 and St Kilda Street each calendar 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 2 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 11.30am. 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 must be paid prior to issue of a permit. No fees will be waived prior to an event.

## 6.3 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.

## 6.4 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

- 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.