1. **Background**
Council encourages and supports a diverse range of events which contribute to community development, enhance the quality of life of residents, provide cultural and economic opportunities and are accessible and safe for the broader community.

Given the wide variety of events staged throughout the municipality, this policy establishes set procedures and guidelines to navigate the complexity of event organisation, minimise the environmental impact and protect the amenity of residents that may be impacted upon.

2. **Purpose**
The purpose of this policy and procedure is to formalise a timely and coordinated process when applying for an *Event Permit* within Council managed land. In turn this policy will help provide an improved experience for the applicant, improved productivity of Council, and assist with maintaining Council values.

3. **Scope**
This policy covers events held on Council managed land that are (or involve):
- private celebrations
- public gatherings of 100 or more people
- a significant impact on traffic and/or parking conditions
- the sale of food or drinks
- use of electrical or mechanical power supplies
- erection of temporary structures
- amusements and rides including slides, jumping castles, merry-go-rounds, etc.
- fireworks
- potentially impact on the natural environment, Council infrastructure or nearby residents and businesses
This policy does not cover events that are:

- Council organised events
- primarily for the purpose of operating a business or enterprise
- primarily for the purpose of commercial filming
- farmers’ markets primarily for commercial trading
- covered by an existing agreement (eg. sports ground lease)
- covered by a planning permit
- held entirely outside of Council managed open land such as:
  - private properties
  - school grounds
  - road reserve managed by VicRoads (ie. arterial road)
  - any other land or open space not owned or managed by Council
  - an enclosed space (including buildings on Council parks and reserves)

4. Definitions

**Approved Event Permit**: a permit issued by Council allowing for an event to be held on Council managed land. Depending on the type of event other permits or requirements (eg. Road Occupancy Permit) may be a prerequisite.

**Event**: an organised gathering of people in a public space beyond the normal use.

**Council managed land**: land owned and/or managed by Council including but not limited to parks, gardens, sports grounds, car parks and road reserves.

**Public Liability insurance**: cover against injury and/or damage to property/to a third party caused by/connected with the event application.

**Public space**: an area managed by Council and free of enclosed structures.

**Road reserve**: typically the area between property boundaries containing the roadway, nature strip, footpaths, traffic islands, vehicle crossings etc. or, as defined by the Road Management Act 2004 (Vic), “all of the area of land that is within the boundaries of a road reserve”.

5. **Responsibility**

**Infrastructure Services Department**

**Sport and Recreation**
- document permit requirements and make available on website and Sharepoint
- respond to applicant enquiries
- record and track application
- coordinate referrals with other Council units (where required)
- assess, issue or decline a permit application
- maintain event calendar and parks/reserves bookings
- maintain register of incidents

**Legislative Services and Support Department**

**Risk Management**
- **within 5 working days** of receiving referral, provide Sport and Recreation with comment on the applicant’s public liability insurance certificate of currency, or, request for further information

**Local Laws**
- **within 5 working days** of receiving referral, provide Sport and Recreation with approval or request for further information in line with Council’s *General Purposes Local Laws*
- respond to complaints that may relate to a community event

**Human Resources Department**

**Occupational Health and Safety**
- document risk mitigation requirements for events and make available as a reference guide
- **within 5 working days** of receiving referral, provide Sport and Recreation with either approval of Risk Management Control Plan and related documents, or, request for further information

**Operations Department**

**Parks and Gardens**
- document use of parks and reserves requirements for events and make available as a reference guide
- **within 5 working days** of receiving referral, provide Sport and Recreation with approval for the use of the park/reserve, or, request for further information
- **before the event** ensure the park/reserve is inspected and well presented
- **within 2 working days after event** provide summary of incidents (eg. Pathway RFS or incident report)
Waste Management

- document waste management requirements for events and make available as a reference guide
- maintain and make available examples of a Waste Management Plan (WMP)
- within 5 working days of receiving referral, provide Sport and Recreation with either approval, or, request for further information

Building, Health & Property Services Department
Environmental, Health and Immunisation

- document food preparation requirements for events and make available as a reference guide
- within 5 working days of receiving referral, provide Sport and Recreation with confirmation food vendor is or is not registered with ‘Streatrader’
- within 5 working days of receiving referral, provide Sport and Recreation with confirmation a food vendor does or does not have an appropriate ‘Statement of Trade’
- within 5 working days of receiving referral, provide Sport and Recreation with confirmation application is acceptable, or, request amendments

Technical Services Department
Transport Management

- within 5 working days of receiving referral, provide Sport and Recreation with either approval, or, request for further information
- within 5 working days of receiving Traffic Management Plans (TMP) provide Sport and Recreation with either approval, or, request for further information
- should further information be required provide Sport and Recreation with a detailed list of outstanding items for the TMP notification letter, list of authorities to be contacted or other specific details

Communications and Customer Services Department
Customer Service

- provide accurate information and direct enquiries to appropriate staff member
- update The Hall as required
- confirm event has an Approved Event Permit prior to uploading information to the Council ‘Events’ calendar webpage
- confirm event has an Approved Event Permit prior to issuing a community billboard permit
6. **Legislation**

This policy has been developed with consideration to the following legislation:

- *Building Act 1993 (Vic)*
- *Building Regulations 2006 (Vic)*
- *Crown Land (Reserves) Act 1978 (Vic)*
- *Disability Discrimination Act 1992 (Cwlth)*
- *Equal Opportunities Act 2010 (Vic)*
- *Filming Approval Act 2014 (Vic)*
- *Food Act 1984 (Vic)*
- *Liquor Control Reform Act 1998 (Vic)*
- *Local Government Act 1989 (Vic)*
- *Planning and Environment Act 1987 (Vic)*
- *Public Health & Wellbeing Act 2008 (Vic)*
- *Road Management Act 2004 (Vic)*

7. **Policy**

It is Council policy to support community managed events and encourage participation in civic life for all members of the public. This document aids the use of Council managed land for social, cultural or performance events in a way that provides timely preparation and benefits the community with consideration to safety, protecting Council amenities and minimising disruption to others.

It is Council policy to provide use of land free of charge but may charge a fee to cover administration costs. Admission to events held in parks must not be charged without prior written consent from Council and adherence to a number of condition requirements.

This policy is to be read in conjunction with other Council policies and requirements including but not limited to: the *City Sustainability Policy*; and, the *Diversity, Access and Equity Policy*. 
8. Consultation

In developing this policy the following department units have been consulted:

- Arts, Culture and Libraries
- Building, Health and Property Services
- Communications and Customer Services
- Economic Development
- Infrastructure Services
- Legislative Services and Support
- Operations
- Technical Services

9. Related Documents

Essential

Event Permit Application

The Event Permit Application, once complete, should provide Council with sufficient information to assess whether a proposed event will be run in a safe manner and minimum disruption.

The latest version of this document can be accessed by searching Council’s website for the term ‘Event Permit Application’ or by visiting: http://mvcc.vic.gov.au/experience-moonee-valley/events-and-festivals/holding-your-event/event-permit-application.aspx

Event Planning Guide

The Event Planning Guide is designed to aid in organising a successful event in the City of Moonee Valley. It offers event organisers advice on how to plan an event as well as outlining the requirements for running an event on Council managed land.


Event Management fact sheets

A series of fact sheets providing information on specific aspects of event planning including permits, site plans, risk management, insurance and marketing. They offer resources and the relevant contacts available for more information.


Moonee Valley General Purposes Local Law (2008)

The Moonee Valley General Purposes Local Law covers a range of community issues that are created in response to new legislation or local needs.
Streatrader

All food premises are required to have a Food Act registration from their registering council before selling food, including temporary and mobile food premises such as a market stall or a food van.

The latest version of this document can be accessed by searching the Department of Health website for the term ‘Statement of Trade’ or by visiting: https://streatrader.health.vic.gov.au/public_site/

General

- Department of Transport, Planning and Local Infrastructure, 1997, A ‘Good Neighbour’ Code of Practice for a Circus or Carnival
- Moonee Valley City Council, 2013, City Sustainability Policy
- Moonee Valley City Council, 2010, Food Safety Management Policy
- Moonee Valley City Council, 2015, Footpath Trading Policy
- Moonee Valley City Council, 2007, Guidelines and Good Practice for Public Safety and Amenity at Construction Sites
- Moonee Valley City Council, 2013, Municipal Parking Strategy
- Moonee Valley City Council, 2016, Occupational Health and Safety Policy
- Moonee Valley City Council, 2012, OHS Hazard Identification, Risk Assessment, and Risk Control Policy
- Moonee Valley City Council, 2011, Records Management Policy
- Moonee Valley City Council, 2013, Road Management Plan
- Moonee Valley City Council, 2016, Road Safety Plan
- Moonee Valley City Council, 2015, Significant Trees Register
- Moonee Valley City Council, 2011, Sustainable Events Toolkit
- Moonee Valley City Council, 2015, Temporary Road Closure and Occupancy Policy
- Victorian Building Authority, 2013, Occupancy Permits for Places of Public Entertainment – General Regulatory Requirements
- Victorian Department of Human Services, 2007, Food Safety Program Template: Food Events