**Events Held On Council Land Policy**

Leisure, Culture & Youth Services

Policy Number: LCY – 13-02

**Policy Aim**

- To provide a clear framework, that will guide community organisations and Council Officers through an approval process to run events on Council owned and managed land.
- To ensure that community organisations and Council Officers undertake appropriate planning processes to effectively deliver successful, well-documented and safe events.
- To promote the incorporation of sustainable practices through the conservative and efficient use of resources and alternate use of renewable resource options.
- To support access, equity and choice, maximising opportunities for all sectors of the community to participate in events.
- To articulate the requirements event organisers must meet in seeking Council approval for use of Council owned or managed land.

**Policy Overview**

Events and festivals are an important part of life in the City of Maroondah. Maroondah City Council delivers and supports a number of free festivals and events for the community. In addition to the events that are Council run or supported, there are many events that are held on Council managed or owned land that are run by the community.

There has been a recognised need for Maroondah City Council to develop a set of standards and procedures related to community organisations and Council Officers managing events held on Council land. The level of event planning required for individual events may differ greatly and this policy and supporting documentation, the Events Planning and Procedure Handbook, provides a clear framework for event organisers to maintain safe, successful, well-planned and documented events.

**Policy Statement**

Council is committed to ensuring that all events held on Council owned or managed land are safe, accessible, well planned and consider and manage potential impacts. Council will provide a clear application process, checklist and supporting guidelines to articulate the requirements event organisers must meet when applying for use of Council owned or managed land.

**Policy Framework**

The Policy Framework comprises 3 aligning documents which guide event organisers through the application process for events on Council owned or managed land.
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<tr>
<th>Event Held on Council Land Policy</th>
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<tr>
<td>An overarching policy document that articulates Council’s aims in relation to approving events on Council owned or managed land.</td>
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<tr>
<th>Agreement Letter &amp; Schedule of Conditions</th>
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<td>Outlines to the applicant the specific information, permits and supporting documentation required for approved use of Council owned or managed land for the requested event.</td>
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<th>Events Planning and Procedure Handbook</th>
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<tr>
<td>A detailed resource providing information on how to thoroughly consider the intended audience, site requirements, logistics and potential impacts of a community event.</td>
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### Definitions

**Event:**
Any planned activity or function that requires specific planning where people congregate for a unique purpose. The purpose may include but not limited to community, cultural and environmental gatherings, commercial activities, celebrations and some sporting events such as a fun run or major football/ cricket final.

**Council Land:**
Council land may include but not limited to buildings, sporting reserves, open space, roads and car parks that are owned, managed and maintained by Maroondah City Council.

**Event Organiser/Co-ordinator:**
The individual or organisation that is responsible for planning, implementing and managing all aspects of the event.

**Event Plan:**
A document that details planning elements of an event that incorporates all key stakeholders and aspects of the event being organised.

**Accessible Event:**
Maintaining an event where anybody can participate in comfort without any limitations.
Council Approval Process

Events held on Council land will range from small functions to large-scale activities requiring complex management and approval from multiple areas of Council. All applicants will be required to submit an online application form for an initial assessment. Applications deemed to be high risk to Council or a Major event will require further Council Officer support to manage the approval process. Where Council approves an event, a letter of agreement containing a schedule of conditions will be forwarded to the applicant. This letter will outline the conditions under which the event may proceed.

The minimum timeframes for Council to determine an application are as follows:

- At least six months prior to the proposed event for annual events.
- At least six months prior to the proposed event for casual events if the event will require road closures, fireworks, other regulatory permits and/or temporary change to Local Law.
- For all other casual events, three months notice for the proposed events is required, if practicable.

In the circumstance, where Council is notified of the intent to hold an event on Council land outside the timeframes set out in this policy, the decision for the event to proceed on Council land will be determined by Senior Management of Maroondah City Council.

Once approved, events requiring an event plan as a condition of use, must submit to Council the completed document and all required permits, plans and other supporting documentation at least 4 weeks prior to the event.

Documentation of Events

If an event is held annually or at multiple times throughout the year, all documentation included in the event plan is to be reviewed, updated and submitted to Council within the stated timeframes in this Policy.

All employees, contractors and volunteers are responsible and accountable for keeping accurate and complete records of their activities related to event management. Records created, received and maintained by organisations and individuals in conducting events must be kept as evidence of such activities.

OH&S and Risk Management

Event organisers have an obligation to ensure that all potential risks associated with an event are identified and managed.

It is also required that appropriate systems for incident reporting and injuries should be in place and undertaken in a timely manner.

All employees, contractors and volunteers working on the event are required to properly inducted and educated on accident, injury, emergency and risk management procedures prior to the commencement of the event.
### Accessible Events

Under the Disability Discrimination Act 1992 and the Equal Opportunity Act 1995, when a person with a disability wants to attend a function, festival or an event, then equitable, dignified access must be provided.

*The Events Planning and Procedure Handbook* will provide event organisers with an Accessible Events Checklist and access information to ensure that access is a key consideration.

All events should actively encourage, support and promote ‘Access for All’ and wherever possible, should provide adequate accessible facilities such as toilets, car parking and a continuous accessible pathway throughout the event site.

The National Companion Card will be accepted at all fee paying Council events. In some cases special conditions may apply i.e. if the request is for a dinner and a show at the Karralyka Centre, the Companion Card will be accepted for the show only.

### Policy Compliance

Failure to comply with application timeframes, conditions of approval, or the omission of any required permits, planning documents or certificates may result in the following:

- Event organisers to attend a meeting with relevant Council Officers, to discuss the requirements for the event.
- If the requirements stipulated by Council Officers to hold an event on Council land are not upheld by the applicant individual or organisation, the proposed event and/or future events may be denied.

### Related Council Strategies/Policies:

#### Council Plan 2013 - 2017
The Council Plan sets out strategies for the next four years and takes into account what Council needs to undertake in these four years to achieve the long-term vision described in *Maroondah 2025 - A Community Planning Together*.

#### Leisure Services Strategic Plan 2009 - 2013
The Plan identifies key issues and considerations that have influenced or have the potential to influence the planning and provision of leisure within Maroondah. Recommendations included the action to undertake the development of the Event Management Procedures Manual & Guide

#### Community Facilities Occupancy Policy
The Occupancy Policy outlines Council’s processes for assessing applications for use of Council owned or managed land to determine whether the request for use is appropriate for the facility.

#### The Reconciliation Policy Statement
The Statement reaffirms Council’s commitment to the important process of reconciliation and desire to build strong partnerships with the local Indigenous community.

*Policy Authorised:*

*Expiry Date (if any):*