

Fireworks on Council Land Policy

Date adopted: 11 April 2022

Responsible Service Area: Sport & Recreation

Purpose

To provide a clear process for Council consideration of applications for the use of fireworks on Council land or buildings.

Objectives

- To ensure that community organisations and Council Officers undertake appropriate planning processes to effectively deliver successful, well-documented and safe events;
- To provide a safe environment for the public to view firework displays on Council land;
- To minimise the impact on surrounding residents through appropriate risk management processes and adequate notification.
- To articulate the requirements that event organisers **must** meet in seeking Council approval for use of Council owned or managed land for firework displays.

Background / Context

Council is committed to ensuring that all events held on Council owned or managed land are safe, accessible, well planned and event organisers consider and manage potential risks and the environment. A clear application process and supporting guidelines are available which provide the requirements event organisers must meet when applying for approval for fireworks on Council land.

Scope

This policy applies to all persons wishing to use Council land or buildings for a fireworks/pyrotechnics display including Council, Maroondah community and private organisations.

Minimum Standard Application Process

- Step 1: Read Council’s Events Held on Council Land Policy**
- Step 2: Complete Council’s online Event Application Form**
- Step 3: Ensure the following requirements have been met and submitted with completed Fireworks Application Form.**

Policy Control Schedule

Policy Title: <i>Fireworks on Council Land</i>		Policy type:
Current version approved: April 2022	Current version number: 2	Policy review date: April 2025
Parent policy: N/A	Child policy/policies: N/A	Policy responsibility: Sport and Recreation

- The applicant is in receipt of a “Notification of Intention to Display Fireworks” permit issued by Work-safe Victoria;
- The event or firework launch site is held on Council land or building;
- The display concludes by 10.15pm;
- That notification of the event is provided to surrounding residents and owners (minimum 500m radius) a minimum of 14 days prior to the event;
- The provision of evidence that the event organiser and pyrotechnician have public liability insurance for a minimum of \$20 million and have Council listed as an interested party;
- The provision of the pyrotechnicians license details;
- The applicant must comply with the Australian standard for explosives, storage, transport and use part 3. Pyrotechnics, shopgoods, fireworks AS 2187.3-1999 and in particular the pyrotechnic content and composition (ie heavy metal content);
- The applicant must also provide the data sheets to Council of fireworks used in display;
- Relevant additional information (determined by Council) is submitted upon request;
- Council land is left in a clean and tidy state after firework display;
- Displays are not permitted on Total Fire Ban days.

Step 4: Documentation of event.

For each event a separate application for fireworks on Council land must be submitted.

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

Step 5: OH&S and Risk Management

The event manager along with the fireworks contractor have an obligation to ensure that all potential risks associated with their event are identified and managed. A detailed risk assessment using the Firework Risk Assessment Template and the establishment of appropriate risk management procedures are to be completed prior to the commencement of the event.

Council must be notified within 24 hours of the conclusion of the event, in writing, of any incidents that occurred during the event.

Relationship to the Maroondah 2040 Community Vision

The Policy aligns with the **Maroondah 2040** visioning document **Key Direction - A Vibrant and Culturally Rich Community**.

3.2 Provide a diverse range of engaging entertainment spaces, events and activities

Policy position

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. A clear application process and supporting guidelines are available which provide the requirements event organisers must meet when applying for firework approval on Council land. Any unauthorised use of fireworks/pyrotechnics will be referred to the Victoria Police for legal prosecution.

Policy implementation

The Policy Framework comprises 4 aligning documents which guide event organisers through the application process for fireworks on Council owned or managed land.

Events Held on Council Land Policy

An overarching policy document that articulates Council's aims in relation to approving events on Council owned or managed land.

Events Planning and Procedure Handbook

A detailed resource providing information on how to thoroughly consider the intended audience, site requirements, logistics and potential impacts of a community event.

Fireworks application process

An application form requesting all related information and required steps. Without completion of all required steps a fireworks on Council land approval cannot be issued.

Agreement Letter & Schedule of Conditions

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.

Roles and Responsibilities

The approval process for approving fireworks on Council land may involve multiple departments. The key service areas are as follows:

Sport & Recreation - responsible for receiving and processing applications for use of open space for firework displays.

Sportsfields - responsible for approving the suitability of the site for the proposed activity and any site-specific stipulations.

Assets & Facility Management - responsible for approving the suitability of the site for the proposed activity and any site-specific stipulations.

Related legislation

Dangerous Goods Act 1985

Dangerous Goods (Explosives) Regulations 2011

Australian Standard AS 2187.4 Explosives - Storage and Use, Part 4: Pyrotechnics - Outdoor Displays

Australian Explosives Code (AEC)

Occupational Health & Safety Act 2004

Related policies, strategies, procedures and guidelines

The *Fireworks on Council Land Policy* sits within Sport and Recreations broader Community Facilities Planning Framework aligning with the Community Facilities Hire Policy.

The policy also relates to the Council's **Open Space Strategy 2016 – Connecting People and Spaces**. Related Key actions include:

Policy Position 13 - Open space management

7. Review open space capacity to host specific events, including mapping available infrastructure (car parking, amenities, utilities, etc.) to ensure spread of adequately resourced parks for Council and public events.

8. Develop equitable and transparent processes for responding to and administering requests for commercial and non-commercial organised activities within open space.

Definitions

Fireworks/Pyrotechnics: - A device containing gunpowder and other combustible chemicals which causes spectacular effects and explosions when ignited.


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, Crown Land, roads and car parks that are owned or 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.

Supporting documents

Application Form - Fireworks Application Form
Events Held on Council Land Policy 2021
Event Planning and Procedure Handbook 2021
Maroondah Parks and Reserves Event Matrix
Firework Risk Assessment Template

		<h2>Fireworks Application</h2>	
Event			
Name of event:		Date of event:	
Category (circle): Community Event Private Event Major Event			
Event Organiser (Applicant) Details			
First Name:		Last name:	
Postal Address:		Post code:	
Home phone:		Work phone:	
Mobile:		Email Address:	
Event Organisation/Community Group details			
Name of organisation:			
Postal address:		Post code:	
Contact Number:		Alternate Contact Number:	
Email address:		Website:	
Event Details			
Have you logged your event via Maroondah City Council's online event application?		<input type="checkbox"/> Yes <input type="checkbox"/> No*	

*If no, please complete Maroondah City Council's online event application prior to submitting a fireworks application at [Running an event on Council Land Application](#)

Have you spoken with Maroondah's Community Events Officer regarding your event?

- Yes
 No

Pyrotechnics Company Details

Name of Pyrotechnics Company:

Contact Person:

Business/Postal Address:

Post code:

Contact phone number:

Mobile number:

Licensee acknowledges they are operating in accordance with provisions set by Dangerous Goods (Explosives) Regulations 2011

- Yes
 No

Pyrotechnicians License No. (on event day):

Fireworks Display Details

Provide a detailed Safe Work Method Statement for the discharge of your fireworks.

Provide a detailed Risk Assessment for the discharge of your fireworks.

How would your plans change to accommodate adverse weather conditions and/or total fire ban?

Please outline timeline of events leading up to and following our event.

Bump in: ___:___AM/PM

Exclusion time (area closed): ___:___AM/PM

Fireworks display time: start ___:___ AM/PM finish ___:___ AM/PM

Clean up complete: ___:___AM/PM

Area reopen: ___:___AM/PM

Site return: ___:___AM/PM

Notifications

Provide details/map of area to be letter dropped 14 days prior to event.

Name of person/group undertaking the letter drop to surrounding businesses and houses.

Date of letter drop:

Date of Public Notice:

Name of publication:

Other forms of notification.

In support of this application I have attached the following	
Event organiser's public liability insurance (certificate of currency for a minimum \$20million)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pyrotechnics Public Liability Insurance (certificate of currency) valid for the period of the event noting interests of the Maroondah City Council as a party (minimum \$20million)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pyrotechnics risk assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fireworks Display Site plan (including exclusion zone and ignition points): - Exclusion zones - Ignition points - Access to exits - Emergency control - Public viewing area and their exits - Surrounding property	<input type="checkbox"/> Yes <input type="checkbox"/> No
WorkSafe notification sent to Council, local Fire Brigade, local Police Station and Civil Aviation where required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notification of intent to discharge fireworks or special effects display form (WorkSafe)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of notification/letterbox drop to local residents (500m radius)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of map showing letter drop area	<input type="checkbox"/> Yes <input type="checkbox"/> No
I acknowledge that the area must be left in a clean and tidy state after the firework display or a clean-up fee may be charged	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Applicant	
Name:	Signature:
	Date:
Please email the completed application and supporting documents to: events@maroondah.vic.gov.au	