



## EVENTS POLICY

Responsible Officer: <b>Manager Arts Culture and Events</b>	Adoption Date:	December 2019
	Approved By:	Council
Authorising Officer: <b>Director Community Wellbeing</b>	Review Date:	December 2020
	Policy Type	Council Policy

### INTRODUCTION

This policy provides a framework for the assessment and approval of temporary events. These events take place on public or private land; and in public buildings owned and managed by Council.

Events provide significant benefits to the social, cultural and economic wellbeing of the community. Council supports the development and staging of festivals and events within the community whilst recognising the need to minimise potential negative impacts on the community.

Council also recognises that coordinated responses and clear guidelines are important for event organisers to effectively plan and prepare for each event. This document ensures that external event organisers understand the legal requirements for events held within the Rural City of Wangaratta Local Government Area.

### CONTEXT

This policy sets out the requirements for event organisers to obtain an Event Permit to conduct an event on public land managed by Council; and

It also sets out requirements for events on private land requiring Council approval pursuant to Victorian State legislative requirements.

### SCOPE

This policy applies to all events on public land within the Rural City of Wangaratta LGA and any events on private land requiring statutory consent.

This policy does not apply to:

- Unpublicised social and family gatherings where less than 50 people are invited, and no equipment or infrastructure is required. (Local Law No.1 Community Amenity applies.)

- Seasonal use of sporting fields by schools and registered sporting clubs
- Commercial filming and photography
- Commercial or community fitness training (LLP24 Conducting Exercise and or Personal Training in Public Parks applies)

## PURPOSE

The purpose of this policy is to ensure that all events held on private and public land within the Rural City of Wangaratta Local Government Area are effectively managed, and negative impacts to the community and environment avoided or minimised.

## POLICY

### DEFINITION

**An Event** is any organised activity, where an open area, facility, venue, road or temporary structure is to be used by more people than that are usually found in that location.

**A Low Impact Event** is an event where the following **ALL** occur;

- There is less than 500 people attending at any one time and,
- There are less than 5 caterers or food vendors and,
- Limited temporary infrastructure is present, (up to two 3m x 3m marquees, inflatable amusements or a small stage);
- There is no noise above 65db and,
- There is limited impact on parking and no need for road closures or changes to traffic conditions.

**A Medium Impact Event** is an event where **ANY** of the following occur;

- There is between 500 and 3000 people present or,
- There is less than 15 caterers or food vendors or,
- Moderate temporary infrastructure required (10 Marquees up to 3m x 6m, temporary stage over 8m x 8m) or,
- There is amplified music or noise above 65db or,
- Live animals are present at the event or,
- The event precinct is substantially enclosed, or
- An admission fee is required for entry to the event space.

**A High Impact Event** is an event where **ANY** of the following occur;

- Over 3,000 people are expected or,
- Over 15 caterers or food vendors are operating or,
- There is substantial temporary infrastructure required including marquees over 10m x 10m in size, large stages and amusement rides or,
- There is a display of fireworks or pyrotechnics or,
- Amplified music is operating with an Environment Protection Authority (EPA) exemption in place or,

- There is substantial additional traffic to the area and changes to traffic conditions or road closures are required.

**A Public Gathering** is a gathering of community organisations, friends or families for the purpose of celebration, protest or organised activity of up to 100 people. A permit is not required for gatherings of this type.

**A Public Gathering with minor infrastructure** is as above but with the inclusion of a single element of event infrastructure which could include marquee, food vendor, amusement ride or stage. A permit is not required for gatherings of this type.

## **POLICY PRINCIPLES**

Programmed activities and events are an important use of public space, when the benefits they produce include:

### **Community Benefit and Cultural Experience**

- Demonstrate clear benefit to the community as a core outcome;
- Provide activity that develops communities, builds capacity, provides opportunities for residents to participate, and supports people coming together;
- Encourage recreation and leisure opportunities that support people from all sections of the community;
- Partner with local community groups, charities, services and/or businesses;
- Promote a culture of creativity, learning and physical activity;
- Provide rich cultural experiences, foster local talent and recognise artistic/cultural strengths of the community;

### **Economic Impact**

- Contribute to the local economy, support local businesses and promote tourism;
- Provide a diverse range of activities across the year and municipality;

### **Environmental Impact**

- Demonstrate responsible use of water, energy and management of waste including the promotion of free water stations at events;
- Events must use packaging that is either recycling or compostable;
- Demonstrate the responsible use of power, with consideration given to solar where possible;

### **Amenity**

- Provide a welcoming, healthy and safe experience;
- Have no foreseen negative impact on the region's natural and built environment;
- Balance the impact with benefits for the community;
- Are supported by other key stakeholders, such as Victoria Police

The programming of events in public space will be balanced against:

- Impacts on local amenity;

- The use of parks for informal rest and relaxation;
- Impacts on public space, roads, reserves environment and assets.

## REQUIREMENT FOR PERMIT AND AGREEMENT

An event may only be conducted on Council managed land if:

- A permit has been issued; or
- The applicant has entered into an agreement with the Council in a form required by the Council.

Generally, permits will be issued for a duration of one year/event.

Established events which have a history of high-quality event management and meet Council Plan objectives may be considered for multi-year permits.

## ASSESSMENT AND APPROVAL

All events must complete a notification or application form and provide the relevant documentation before assessment commences.

The table below outlines the various event application processes. Council reserves the right to nominate the type of permit application processes to be undertaken by an event proponent.

Applications can be submitted up to 18 months prior to the proposed event date.

Application Process	Application Requirements	Minimum time to apply, prior to the event	Approvals
Public Gatherings	<ul style="list-style-type: none"> <li>• Notification to Council only, no permit required</li> <li>• \$20M Public Liability Insurance</li> </ul>	7 Working Days	Customer Service Officer or Committee of Management
Public Gatherings with low level infrastructure	<ul style="list-style-type: none"> <li>• Notification to Council only, no permit required</li> <li>• \$20M Public Liability Insurance for event and</li> <li>• \$20M Public Liability Insurance for infrastructure provider</li> </ul>	14 Working Days	Customer Service Officer or Committee of Management
Low Impact Event	<ul style="list-style-type: none"> <li>• Application form to be completed</li> <li>• \$20M Public Liability Insurance</li> <li>• Simple Event Risk and Emergency Management Plan, Site Plan*</li> </ul>	21 Working Days	Team Leader Events, Event Attraction Coordinator or Committee of Management

Medium Impact Event	<ul style="list-style-type: none"> <li>• Application Form to be completed</li> <li>• \$20M Public Liability Insurance</li> <li>• All plans as required by relevant legislation*</li> </ul>	30 Working Days	Manager, Arts Culture & Events
High Impact Event	<ul style="list-style-type: none"> <li>• Application Form to be completed</li> <li>• \$20M Public Liability Insurance</li> <li>• All plans as required by relevant legislation*</li> </ul>	90 Working Days or as required by relevant legislation	Director, Community Wellbeing

\* Additional information and a regulated approval process may be necessary if your event requires a Planning Permit, Prescribed Temporary Structure approval or an Occupancy Permit for Place of Public Entertainment (POPE).

Times are an estimate and may vary depending on the complexity of your application.

## ASSESSMENT OF APPLICATIONS

Event Applications will be assessed under the following criteria:

- Managing competing demands for use of the public domain, so a balance of opportunities are provided for the whole community;
- Limited disruptions for local community accessing space;
- Minimising impacts on local community as far as practicable;
- Use of events to improve safety or risk at key times or locations;
- Ability of the event organiser to produce the event demonstrated through all of:
  - Relevant experience of event organisers;
  - Suitable risk management and safety practices;
  - Other endorsements or certification where relevant;
  - Sporting events require ratification from recognised national and state peak bodies;
- Control of Environmental Impact demonstrated through all of:
  - Minimal and temporary impact on site;
  - Protection of trees, shrubs, lawns, flowerbeds and park infrastructure;
  - Avoiding overuse of any open space;
  - Sustainable event practices;
- Site suitability demonstrated through:
  - Availability of suitable amenities as relevant;
  - Appropriateness of event on site; determined by size, layout, activities and potential risks or impacts;
- Provides positive, tangible benefits to the community including;
  - Contributing to positive health and wellbeing outcomes;
  - Is inclusive and accessible to all members of the community;
  - Contributes to the vibrancy of the communities artistic and cultural values;

- Provides a healthy, enjoyable and safe experience;
- Contributes to a positive economic impact for local business.

### **King George V Memorial Garden**

Due to the heritage nature of the garden, a higher level of protection against potential damage or overuse must be applied including the protection of heritage trees. Specific management plans must be supplied that addresses impact to sensitive root zones, heritage assets and garden beds.

Applications not seen to be aligning with this policy or the assessment criteria above may be rejected at the decision of the Council.

### **LIMITATIONS AND RESTRICTIONS**

All events must comply with relevant government standards and regulations including, but not limited to:

- Building Act 1993
- Crown Land (Reserves) Act 1978
- Environmental Protection Act 1970
- Food Act 1984
- Fundraising Act 1998
- Liquor Control Reform Act 1998
- Local Government Act 1989
- Major Sporting Events Act 2009
- Municipal Emergency Management Plan
- Occupational Health and Safety Act 2004
- Planning and Environment Act 1987
- Road Management Act 2004
- Victorian Legislation
- Working with Children Act 2005
- Rural City of Wangaratta Community Amenity Local Law

Council may cancel or modify events at any stage due to:

- Public safety concerns
- Extreme weather
- Identified high risks
- Site safety or conditions

### **EVENT REQUIREMENTS**

Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, camping, health, and liquor licensing.

Council officers may consult other agencies, including Victoria Police, EPA, CFA, Ambulance Victoria and VicRoads, in considering applications and applying conditions to the event.

Road closures and on-road events require a traffic management plan and are subject to approval from a Council Road Safety Engineer.

All events require public liability insurance of \$20M indemnifying Council.

Where necessary, applicants must develop and implement other relevant event plans including (but not limited to) risk management, emergency management, noise management, site and waste management.

Applicants may be required to conduct additional public notification activities to ensure that affected community members are aware of proposed event activities. This may include;

- Advertising in local newspapers
- Direct mail to affected residents
- Temporary signage (including electronic signage)

## **FEES**

Fees are set through the annual Council budget process, or as varied by Council resolution. Events requiring a Planning Permit, Prescribed Temporary Structure approval or an Occupancy Permit for Place of Public Entertainment (POPE) will be required to pay the associated statutory fees.

Fees are payable to the Council before the commencement of the event.

Event organisers are required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities. A bond in advance may be required.

## **CANCELATIONS AND REFUNDS**

Cancelations and requests for refunds are only accepted in writing prior to the event.

The following conditions apply;

- Refunds will not be given to cancellations on the event day due to incidents of acts of nature and/or bad weather. The possibility of inclement weather needs to be taken into account in the planning process. Council does not provide wet weather alternative arrangements.
- Refunds will not be provided if the event does not go ahead.

## **TERMINATION**

Council reserves the right to terminate an event permit if any of the below apply:

- permit conditions are breached;
- any laws are broken;
- a misrepresentation is identified in an application.

## **COUNCIL SUPPORTED OR SPONSORED EVENTS**

Events that are financially supported by Council through Grants, Sponsorship Agreements or Waiving of fees are still required to abide by application and permit processes. These events must also acknowledge Council as a sponsor of the event as specified in the individual funding agreement.

Unless specified in a financial agreement with Council, supported events must pay any fees, charges or bonds as determined by Council.

## **EVENTS ON PRIVATE LAND**

Events held on Private Property must be in accordance with the Wangaratta Planning Scheme including Place of Assembly requirements. Additional approvals may be required including Occupancy Permits for a Place of Public Entertainment, Noise Approvals, Waste Approvals and Traffic Management Approvals.

## **PUBLIC RALLIES & DEMONSTRATIONS**

Organisers of a public rally must notify Council and Victoria Police of their intention to host a rally or demonstration on public land or local roads (no permit is required.)

Where a demonstration or rally seeks to install infrastructure, staging or marquees on public land; or access Council infrastructure (including power and water) then an event permit is required.

## **EVENTS INVOLVING ANIMALS**

Events which involve the use of animals to any degree must comply with all state and federal legislation and the guidelines of their peak body or licencing agency.

## **APPEAL PROCESS**

All appeals regarding the event permitting process must be presented to Council in writing. Appeals will be considered by a member of the Rural City Corporate Management Team, independent to the initial application and the applicant will be advised in writing of the appeal outcome.

In the case of an appeal relating to a Planning Permit, Prescribed Temporary Structure approval or an Occupancy Permit for Place of Public Entertainment (POPE), the regulated process will be followed.



## **REFERENCES**

Rural City of Wangaratta Council Plan 2017-2021 Our Roadmap for the future  
The Wangaratta Project – A masterplan for the City 2016  
Rural City of Wangaratta Municipal Public Health and Wellbeing Plan 2017-2021  
Rural City of Wangaratta Events & Attraction Strategy 2018-2023  
Environmental Impact Strategy  
Waste Management Strategy  
Rural City of Wangaratta Community Amenity Local Law No 1. 2014

## **REVIEW**

Any change or update which materially impacts and alters this policy must be by CEO approval following review by the Corporate Management Team. This policy will be reviewed annually or if there has been a material change to any relevant laws.