

**IMPACT OF EVENTS ON PARKS:
- SUSTAINABILITY**

Division Urban Environment

Presenter Ian Harris, Group Manager Parks & Recreation

Purpose

1. To advise Council of the sustainability of holding events in parks especially in light of the current drought and water restrictions.

Recommendation from Management

2. That Council re-affirms its commitment to the staging of events in the City's parklands, while ensuring their sustainability by requiring compliance with the Guidelines for the Sustainable Management of Parklands supporting Events Staged in Melbourne's Parks and Gardens.

Key Issues

3. The parks and gardens managed by the City of Melbourne contribute substantially to Melbourne's liveability and the reputation of Melbourne as a "green city". Most of the larger parks and gardens are planted with significant trees some of which are over 100 years old and have high heritage significance. The parks provide key recreational areas used by Melbournians and other visitors and important event venues. Council manages these Crown land parks and gardens on behalf of all Victorians.
4. Due to drought conditions, the State Government has introduced Stage 3 water restrictions as of 1 January 2007. Under these restrictions watering of lawn areas is generally not permitted. Council has submitted a draft Water Conservation Plan to the water authorities committing Council to reduce the water applied to its parks and gardens by 50 percent.

Comments

5. The parks and gardens provide the setting for about 650 events (8000 site bookings) ranging from small activities such as weddings to major festivities such as Moomba. These events include both community and commercial activities.
6. There are a number of hard-surface venues available for use for events within the municipality to which event managers are directed when appropriate. These include: Piazza Italia, Queensbridge Square, Northbank and the City Square. However, the maximum capacity for these venues is no more than approximately 1000 people, less if any amount of infrastructure is required as part of the event.
7. The key principle underpinning the holding of events in parks and gardens is the requirement that they do not affect the ongoing sustainability of their parkland setting. To achieve this outcome, events are only permitted in accordance with the Guidelines for the Sustainable Management of Parklands Supporting Events Staged in Melbourne's Parks and Gardens (Attachment 1) unless authorised by a specific Council decision.

8. Given the current drought and water restrictions, Events Melbourne and the Parks and Recreation Group have developed specific impact minimisation strategies. These include, but are not limited to the 'No Pegging' policy in parks, the management of Tree Protection Zones, use of surface protection infrastructure and the new Guidelines for the use of Water in Parks (see Attachment 1 Briefing Paper – Water Usage at Events).
9. There are currently a number of major events in the final stages of planning and approval which are located within City of Melbourne parks and gardens in the early part of 2007. The following high profile annual or one off events will attract a significant audience of local, interstate and international visitors.
 - 9.1. Friday 26 January - Australia Day: flag raising event funded annually by the State Government followed by a march along Swanston Street to events located in King's Domain and Alexandra Gardens.
 - 9.2. Sunday 28 January - Big Day Out: located in Princes Park in accordance with Council resolution dated 3 October, 2006.
 - 9.3. Sunday 11 February – Midsumma: located in Treasury Gardens in accordance with Council resolution, dated 24 October, 2006.
 - 9.4. Friday 2 March to Monday 5 March – Moomba: City of Melbourne annual festival located in Alexandra Gardens, Birrarung Marr & Docklands.
 - 9.5. Saturday 24 and Sunday 25 March - FINA Cultural Programme: State Government funded event located in Birrarung Marr representing the cultural component of the World Swimming Championships.
 - 9.6. Wednesday 28 March – Sunday 1 April – Melbourne International Flower and Garden Show: Licensed annual event held in Carlton Gardens.
10. Close liaison is being undertaken with the organisers of all these events to ensure that the parks will not suffer ongoing damage and in particular the health of the trees in each park will not be jeopardised. The reinstatement of grass areas will be delayed until water restrictions are lifted and/or it rains.

Relation to Council Policy

11. The following strategic directions are listed in City Plan 2010:
 - 11.1. Strategic direction 1.7 - Build an integrated and connected park system. ... Manage all City parkland to provide a balanced mix of active and passive recreation facilities
 - 11.2. Strategic direction 3.3 - Promote, celebrate and further develop the City of Melbourne as a 'city for the arts' and as a sporting capital with a rich and vibrant culture life.
 - 11.3. Strategic direction 3.9 - Attract and facilitate and maximise benefits of major City events and festivals. ... Facilitate the provision of event facilities and encourage the staging of major city events and festivals in a range of public spaces throughout the City.
12. Tree Policy. Council will ensure tree health and sustainability when considering applications for new developments or for events to be staged in parkland.
13. Parks Policy. The landscape, tourism, sport and recreation potential of the parks and gardens shall be optimised, consistent with appropriate conservation planning. Parks are primarily for public use and any commercial activity within parks should enhance the experience of park users.

Finance

14. Event organisers are required to cover the cost of any site rehabilitation works needed after their events are held.
15. The increased costs associated with implementing the more stringent guidelines being imposed due to the drought and water restrictions are borne by the event organiser.

Sustainability

16. The key principle underpinning the holding of events in parks and gardens is the requirement that they do not affect the ongoing sustainability of their parkland setting. To achieve this outcome, events are only permitted in accordance with the Guidelines for the Sustainable Management of Parklands Supporting Events Staged in Melbourne's Parks and Gardens (Attachment 2) unless authorised by a specific Council decision.
17. Event organisers are required to comply with a number of other specific guidelines including the Guide to Holding an Event in Parks and Gardens (Attachment 3) and individual site requirements. During the current drought and water restrictions these include a range of additional requirements required by the City of Melbourne on an event by event basis depending on the venue.

Government Relations

18. The Department of Sustainability and Environment representing the Minister responsible for Crown lands (Minister for Planning) is regularly consulted in relation to events in parks and gardens.

Background

19. The City of Melbourne currently hosts approximately 3500 events each year in public open spaces including parks, gardens and in the city streets. Melbourne has an ideal geographical arrangement with multiple large capacity venues all within three kilometres of the CBD, surrounded by large public spaces and parks ideal for the staging of significant cultural, community and commercial major events. Hundreds of thousands of local, interstate and international visitors continue to come to the city every year to be a part of these events.
20. Council as Committee of Management manages allocated Crown lands – parks and gardens on behalf of all Victorians, Melburnians in particular and has a responsibility to ensure their long term sustainability.
21. Many of the City's major parks and gardens have high heritage value, including Carlton Gardens (World Heritage listing), Fitzroy Gardens, Treasury Gardens, Flagstaff Gardens, Speakers Corner and Shrine Reserve (State Heritage listing). Others including the Queen Victoria Gardens, Alexandra Gardens and Domain Parklands are expected to be listed in the future.
22. This report was presented to the Special Meeting of Council on Thursday, 25 January 2007 and Council resolved that it be referred to the Environment Committee for consideration.

Attachments:

1. Guidelines for the use of Water During Events
2. Guidelines for the Sustainable Management of Parklands Supporting Events Staged in Melbourne's Parks and Gardens
3. Guide to holding an event in Parks and Gardens

Guidelines for the use of Water at Events

Due to the current level of water restrictions and the long term effect of the drought on City of Melbourne parks and open spaces, event managers, suppliers and providers are informed that they will need to consider the following when planning for an event.

Road Treatments	Vending / Food Preparation / Drinking Water	Infrastructure Weighting	Portable Toilets
Use alternate types of temporary road treatments that will still be in compliance with the Australian Standards for traffic management rather than water-filled barricades.	Water fountains and trailers should be fully checked prior to be being brought into a CoM venue and not leak water	Use concrete weights or sand-filled weights instead of water-filled	Replace drinking water used for flushing with Class A recycled water
Use grey water or recycled water in water-filled barricades if they are required for the event to be in compliance with the Australian Standards for traffic management.	Advise vendors and food providers to bring in and take away their own water or explore alternative means of washing and cleansing that still comply with Health regulations. Any water that needs to be disposed of at events must be emptied down actual sullage points and if these are not available, grey water needs to be taken away	If using water-filled weights, containers should be brought in and taken away from the event venue pre-filled. Water from these weights cannot be emptied in public open space, into the river or down drains	Minimise the amount of water that is used in the flushing systems of portable toilets by adjusting the amount of water per flush down from the usual 3 – 6 litres (500 ml recommended)
If using water-filled barricades, do not fill where it is not necessary, or use alternate traffic treatments that will still be in compliance with Australian Standards for traffic management			Explore other types of portable toilet units that do not require flushing systems – ie: composting units – that will still be in compliance with Health regulations

- Unless it is a Health or Safety requirement, the City of Melbourne will not be able to continue to supply access to water points in parks and open spaces for use at events into the future.
- Any extra costs associated with the shipping in of recycled water and the disposal and removal of this water are to be met by event organisers, suppliers and providers and should be factored in to event budgeting from now on.
- Alternative methods for the disposal of recycled water need to be explored. There are currently no capacity to store this water to be used in City of Melbourne parks and open spaces.
- Management of the surfaces of the lawns and parkland during events is another factor that needs to be incorporated into building more sustainable events. With no capacity to water lawns that require post-event reinstatement, damage from structures, vehicles and foot traffic needs to be offset. There are various temporary surfaces that can be brought in to protect lawns and which may be required for some components of events and some event spaces.

Guidelines for the Sustainable Management of Parklands supporting events staged in Melbourne's Parks and Gardens

Introduction

The City has 482 hectares of parks and gardens forming one of its greatest assets and providing open space for visitors and residents.

These parks provide a wide range of passive and active recreational opportunities such as walking, picnicking, barbecuing, weddings as well as providing for quiet relaxation. They also provide for group and cultural activities and facilities for a wide range of sporting activities. The parks and gardens also provide habitat area for many species of birds and other animals.

The parks and gardens also provide venues for a large and diverse range of events that attract large numbers of participants and spectators. The demand for such events has steadily increased over the last five years from about 3,000 booked events in 1999 to 8,000 in 2004.

There are currently over 680 bookable spaces within the City's parks and gardens and maps are available showing the bookable sites in each park or garden. In 2004 over 8000 events staged either by the City of Melbourne or private, commercial or community organisers used over 12,500 individual parkland sites. The demand for parkland event venues is particularly high between November and March each year.

The Guidelines

These guidelines have been developed to ensure that events held in specific parks are appropriate to those parks and gardens, and that the frequency and size of events do not exceed the carrying capacity of specific parkland sites.

The guidelines applying to specific parks and gardens are outlined in Table 1. It should be noted that these are general guidelines and apply only to specified bookable sites in each park or garden. The use of these sites for events can also be constrained by other factors such as weather, works programs etc.

The methodology used for rating the impact of individual events is outlined in Table 2, and typical characteristics of examples of high, medium and low impact events are indicated in Table 3.

The separate specific guidelines that apply to the use of sports grounds located in the City of Melbourne's parks and gardens are outlined in Table 4.

Table 1 - Guidelines for Sustainable Management of Parklands in support of Events staged in Melbourne's Parks and Gardens

	Nature of Park/Garden	General Usage Pattern	Size (hectare)	Event Infra-Structure – power, water, toilets, etc	Suitable for temporary infra-structure	Capacity at one time on event day (number)	Max Impact Suitability	Maximum number of sustainable events		
								High Impact	Med Impact	Low Impact
Alexandra Gardens (Domain Parkland)	Open lawns surrounded by trees	Informal	5.0	Yes	Yes	50, 000	High	5 with 2 weeks between events in peak event times (Jan-April), 1 per month (other times)	4 per month	25 per month
Kings Domain (Domain Parkland)	Informal lawns with scattered trees	Informal, Tan	36.1	Yes (part)	Yes (part)	10,000	Medium	0	4 per month	25 per month
Queen Victoria Gardens (Domain Parkland)	Formal gardens	Informal	4.9	No	Yes (part)	N/A	Low	0	0	25 per month
Birrarung Marr	Event space	Events and informal along river	4.9	Yes	Yes (part)	25, 000	High	No Limit	No Limit	No Limit
Carlton Gardens (South)	Formal heritage gardens	Informal))) 15.9	Yes	Yes	15,000	MIFGS Event only	MIFGS Event Only	0	25 per month
Carlton Gardens (North)	Formal heritage gardens	Informal, local recreation)))	No	No	N/A	Low	0	0	25 per month

	Nature of Park/Garden	General Usage Pattern	Size (hectare)	Event Infra-Structure – power, water, toilets, etc	Suitable for temporary infra-structure	Capacity (number)	Max Impact Suitability	Maximum number of sustainable events		
								High Impact	Med Impact	Low Impact
Fitzroy Gardens	Formal heritage gardens with shrub beds	Informal	26.1	No	No	5,000	Medium	0	8 per month (in peak event times (Jan – April))	50 per month
Treasury Gardens	Formal gardens	Informal	5.8	Yes	Yes	40,000	High	1 per mnth	4 per mnth	25 per mnth
Yarra Park	Informal park with sports fields In Gosch’s Paddock	Informal, car parking during MCG & MOP events Sports in Gosch’s Paddock	35.5	No	Yes	N/A	High	1 per month	4 per month	25 per month
Royal Park	Native flora parkland & sports fields, golf course	Informal, sports	166.2	No	No	N/A	Low	0	0	24 per month
Fawcner Park	Parkland & sports fields	Informal, sports	41.1	No	Yes	40,000	Medium	0	4 per month	25 per month
Flagstaff Gardens	Formal heritage gardens, bowling green.	Informal	7.2	No	Yes	7,000	Medium	0	4 per month	25 per month
Holland Park	Sports fields, some informal space	Sport, informal		No	Yes	N/A	Medium	0	4 per month	25 per month
Princess Park	Informal and sports fields, bowling green.	Sport, informal	39.3	No	Yes	40,000	Medium	0	4 per month	25 per month
Batman Park	Informal	Informal)) 2.7	No	Yes	2,500	High	1 per Month	4 per month	25 per month
Enterprise Park	Informal	Informal))	No	Yes	2,000	Medium	0	4 per month	25 per month
Argyle Square (North)	Being re-developed	Informal		N/A	N/A	N/A	N/A	N/A	N/A	N/A

Argyle Square (South)	Formal garden	Informal		No	No	N/A	Low	0	4 per year, subject to special conditions	8
Other Reserves	Various	Informal	N/A	No	No	N/A	Low	0	0	10

1. Only selected sites in each park or garden are suitable and available for events.
2. Maximum number of events may be reduced depending on weather or ground conditions or need for, additional reinstatement requirements, capital works requirements or any other special requirements such as major state, internal or international events.
3. Maximum number of events applies to Spring-Summer (1st November – 30th March) and may be reduced during the Autumn-Winter (1st April – 30th October) due to weather conditions.
4. All events and activities are subject to the relevant application and approvals process.

Table 2 Impact Rating Assessment of Events

The overall impact ratings for each individual event are assessed by using the following scoring matrix:

Score:

- High = 3
- Medium = 2
- Low = 1

<p>Physical Impact:</p> <p>Likelihood or need for reinstatement, potential impact upon long term sustainability of the park (stress on trees, compaction of soil etc), impact of event on surface type/floral beds/trees, weight loadings of lawns/paths.</p>	
<p>Aesthetic Impact:</p> <p>Presence of structures/vehicles/signage in the park, potential generation of litter</p>	
<p>Amenity Impact:</p> <p>Restriction for general public, daily pedestrian activity, access for Park Contractors/key stakeholders within or neighbouring the park.</p>	
<p>Stakeholder/Residential Impact:</p> <p>Noise, parking implications</p>	
<p>Total score – Overall impact</p> <p>HIGH > 10</p> <p>MEDIUM 5-10</p> <p>LOW < 5</p>	
<p>Overall event impact – High/Medium or Low</p>	

Table 3 Typical characteristics of High, Medium and Low Impacts in Parks

High Impact Events	Medium Impact Events	Low Impact Events
<ul style="list-style-type: none"> Fenced/Ticketed Events 	<ul style="list-style-type: none"> 2 or more Council Departments involved 	<ul style="list-style-type: none"> No structures or up to 5 weighted structures (less than 100 square metres)
<ul style="list-style-type: none"> Events requiring threat assessments 	<ul style="list-style-type: none"> Events with between 1,000 and 10,000 people 	<ul style="list-style-type: none"> Up to 1,000 people
<ul style="list-style-type: none"> >10,000 people 	<ul style="list-style-type: none"> Events requiring heavy duty trucks or more than three vehicles for bump in/bump out 	<ul style="list-style-type: none"> Events requiring up to 2 vehicles for bump in/bump out: For example, small private, corporate social functions and weddings
<ul style="list-style-type: none"> International sporting events/performances 	<ul style="list-style-type: none"> Events with up to 2 structures requiring building permits 	
<ul style="list-style-type: none"> Hallmark Events: Melbourne International Flower and Gardens Show, Australia Day, Waterfest 	<ul style="list-style-type: none"> Events with 2-5 days duration including bump in/bump out 	
<ul style="list-style-type: none"> Broadcasted events 	<ul style="list-style-type: none"> Events with between 5 and 20 structures: For example, Olympic Dream, Irish Festival, Corporate Family Days 	
<ul style="list-style-type: none"> Events with >5 days duration including bump in/bump out 		
<ul style="list-style-type: none"> Events involving semi trailers/cranes/tractors/containers etc for bump in/bump out 		
<ul style="list-style-type: none"> Events with more than 2 structures requiring building permits (including marquees > 100 square metres, Stage > 150 sq metres, Seating stands etc) 		
<ul style="list-style-type: none"> Events with more than 20 structures installed 		
<ul style="list-style-type: none"> Events requiring A Team Involvement or Traffic Management Plans 		
<ul style="list-style-type: none"> 2 or more parks involved 		
<ul style="list-style-type: none"> Reinstatement required for up to 28 days: For example, Midsumma, Circus Oz 		

Table 4: Guidelines for Sustainable Management of Seasonal and Casual Sports Ground Use in the City of Melbourne’s Parks and Gardens

Separate and specific use guidelines to ensure sustainable management of the 38 sports fields in parks.

<p>Winter Season 1 April to 30 September</p>	<p>3 training days per week 1 match day per week plus 2 additional training/social matches per month plus 1 sporting event per month</p>
<p>Summer Season 1 October to 31 April</p>	<p>3 training days per week 1.5 match day per week plus 2 additional training/social matches per month plus 1 sporting event per month</p>



CITY OF MELBOURNE

GUIDE TO HOLDING AN EVENT IN PARKS AND GARDENS

INTRODUCTION

Melbourne is internationally renowned for its outstanding parks and gardens and the enormous and diverse array of events on offer throughout the year. The City of Melbourne encourages the use of parks and gardens for major events, especially those that complement the park environment and are of social and cultural significance to both the City and State.

The City of Melbourne Parks and Recreation Group is the custodian of all horticultural assets in the municipality. The group is therefore responsible for ensuring that the long term sustainability and integrity of the parks and gardens is maintained so that the parks can be enjoyed by future generations.

This manual outlines the responsibilities of event organisers wishing to stage events in parks, gardens or reserves and succinctly describes the types of activities that are permitted and practical advice on how to facilitate events. For further information on major events held in parks and gardens, please contact:

**Sport, Recreation and Events Team
Parks and Recreation**

Tel: 03 9658 9184

Fax: 03 9658 9174

City of Melbourne
Parks and Recreation
GPO Box 1603M
Melbourne 3001

CHOOSING A SITE FOR A MAJOR EVENT

It is wise to discuss your event with the Major Events Officer prior to making an application for a major event. Events in some parks or gardens are not permitted due to the statutory classification of the park or garden. For example, marquees are not permitted in the Fitzroy Gardens, hence a major event in this location that requires a number of marquees is obviously inappropriate.

Typical sites for events include Alexandra Gardens, Birrarung Marr, Treasury Gardens, Yarra Park and Royal Park. Events include any arranged activity such as weddings, conservatory functions, activities and casual and seasonal sports.

APPLICATIONS

Application Form

All Event Organisers are required to complete an Event Application Form.

Lodging the Application

The City's Parks and Gardens are in high demand from October to April. To ensure that you are able to use the park or garden of your choice, it is recommended that you lodge your application form as soon as you are sure that the event can successfully and safely be staged.

Processing the Application

Once your application has been assessed, a staff member from Parks and Recreation will make contact with you to inform you of Council's Event Plan requirements and the steps required to conduct an event in the City of Melbourne. The time taken to assess the application will generally depend on the level of complexity of the event. The complexity of the event will determine the length of time your application will take to process.

Application to Council

If you wish to make an application for permission to act in, bring material or objects into, or use the park in a way other than in accordance with this manual, an application must be made to Council. The application, which must be made in writing, will be processed by Council in accordance with regulations made pursuant to the *Crown Land (Reserves) Act 1978*, the *Planning and Environment Act 1987*, the *Local Government Act 1989* and any other relevant statute, Act, or regulation or Local law.

RIGHTS OF PERMIT HOLDERS

After an application for an event has been granted, the holder of a permit cannot restrict the use of the park to the general public. The general public maintains rights of access to any portion of the Park, Garden or Reserve. Areas can not be cordoned off, roped off or restricted in any way.

AIRCRAFT AND AERIAL ACTIVITIES

Generally speaking helicopters or aircraft are not permitted in parks. However balloons, blimps and skydiving may be permitted in some locations and in conjunction with specific events. Council's Hot Air Balloon Policy provides guidance on these matters.

ALCOHOL

Liquor cannot be sold or consumed on parkland, garden or reserve, except under the following conditions:

- A liquor licence has been obtained from the Liquor Licence Commission;
- The 'Liquor licence area' is a confined and controlled area such as a marquee, pavilion.
- Liquor is served in conjunction with a meal or food and only from plastic cups. Glass bottles are not permitted because of potential safety risk caused by broken glass;
- Where appropriate, the Victorian Police and Council officers have been consulted and informed

ANIMALS

Animals are generally not permitted in parks except under the following conditions:

- Dogs are to remain on leash, except in areas designated as “off leash” area. A brochure on these areas is available from the Melbourne Visitor Centre or by calling 9658 9658.
- Ponies, camels or horses are to remain on paved pathways to avoid damage to lawns;
- Where animals are kept in pens, the lawn underneath the pens is to be protected by flooring, such as plastic sheeting and hay;
- All animal waste is to be removed before leaving the park;
- All animals in parks are to be treated in accordance with the standard of care set out by the RSPCA
- Dangerous animals must be caged at all times and approval granted by the RSPCA.

AMPLIFICATION EQUIPMENT

Amplification equipment may only be used:

- Between the hours of 10.00am and 10.00pm;
- At a maximum sound level of 72 dB short term Laeq.

As a guide, the sound level will be deemed too loud if sound can be heard by anyone beyond the area immediately surrounding the activity.

BALLOONING

The Parks and Recreation Group has a separate policy that stipulates strict procedures for ballooning in City of Melbourne Parks, Gardens and Reserves. Please contact the department for a copy of this policy if required on 9658 9184.

BARBECUE FACILITIES

Public Barbeques

There are a number of barbecue facilities located in numerous parks and gardens available for public use. The exact locations of these facilities are identified on park maps. Parks and Recreation does not accept bookings for barbeques.

Private Barbeques

Private barbecues may also be used in the Parks and Gardens under the following conditions:

- The day is not a day of total fire ban;
- They are used in an open area which is at least 5 metres away from any foliage or tree trunk;
- A protective mat is placed beneath the barbecue to prevent heat damage to the ground surface;
- All fat and residue is collected and removed.

BUILDING APPROVALS FOR TEMPORARY STRUCTURES

Recommended Procedure:

Due to the nature, prevalence and potential risk to people and underground services the Parks and Recreation Group recommends the following:

1. There will be no Pegged Structures less than 100m² permitted in City of Melbourne Parks, Gardens and Reserves, unless there is a prior contractual or licence agreement with Council from July 1, 2002.
2. Pegged Structures greater than 100m² are required to follow the current 'Dial before you Dig' process.

Temporary structures may be installed on the following conditions:

- If you are planning to erect a pegged marquee you **MUST** contact **Dial Before You Dig on 1100** immediately to gain an understanding of the underground services in the park and planning for the placement of pegged structures.

These plans **MUST** be brought to all site meetings and your site plan for this event should be drafted with consideration of underground services in the parkland. The location of pegged marquees must be confirmed with Citipower prior to assembly.

- No structure is to be placed within a 4.5 metre distance from the trunk of any tree within the park or garden. This is to ensure that the root system of the tree is not damaged;
- No structure is to be placed within a 1.5 metre distance of a garden bed;

Event organisers are responsible for ensuring that structures erected for the event conform to industry standards, as determined by the Department of Labor and Industry and/or in accordance with Occupational Health and Safety. The City of Melbourne does not accept responsibility for any temporary structures or equipment placed in the parks, gardens or reserves.

Building Control Requirements

1. Siting Approval

If you are planning to erect a temporary structure for a specific function within the City of Melbourne, then you must be aware of your responsibilities under the Building Act 1993 and the Building Regulations 1994. If the structure is either one or a combination of the following structures then in addition to any documentation required through the Parks and Recreation Group, you will also be required to apply to the **Municipal Building Surveyor**, phone 9658 8515 to obtain a Siting Approval:

- Stage or platform exceeding 150m²
- A tent, marquee or booth with a floor area greater than 100m²
- A seating stand that accommodates more than 20 persons; or
- A prefabricated building exceeding 100m²

Parks and Recreation can provide copies of the required forms

2. **Temporary Occupancy Permit**

Any event with a combined enclosed area or temporary structure of 500m² or greater will also require a Temporary Occupancy Permit, in accordance with the Building Regulations. The aim of the Temporary Occupancy Permit is to ensure the fire safety and amenity provisions of the Building Code of Australia are adhered to.

This includes:

Number of Sanitary Facilities:

- **Male:** 1 Closet Fixture and Washbasin for every 200 Male or part thereof.
- **Female:** 1 Closet Fixture and Washbasin for every 200 Female or part thereof.
- **Disabled:** 1 Unsex facility for every 100 closet fixtures or part of.
- One drinking fountain or drinking tap for every washbasin required.
- First aid facilities must be provided.
- Fire Extinguishers must be installed in accordance with the City of Melbourne and Metropolitan Fire and Emergency Services Board Guidelines.

For further details or clarification on any of the above matters please do not hesitate to contact the Councils Building Control Group on 9658 9100. **Note:** Siting and Temporary Occupancy Permit Fees apply.

Parks and Recreation can provide copies of the required forms

CASUAL SPORTS

An application for casual use of a sports ground can be made via mail, fax or Council's website:

www.melbourne.vic.gov.au/permits

CLEANING

Event organisers must remove from the park, garden or reserve all litter and rubbish discarded during and after an event.

Rubbish bins must be emptied regularly during the event to ensure they are never more than 80% full.

COMMUNICATION WITH STAKEHOLDERS

In most cases event organisers will be expected to liaise and communicate with stakeholders that may be affected by an event. Stakeholders vary for each location but generally include any local community resident association, major venue operators in the locality of the event, retail associations and facilities affected by the event.

The staff member from Parks and Recreation who works with you on the requirements of your event will inform you of the relevant stakeholders that need to be informed.

DISTRIBUTION OF HANDBILL, FLYERS OR ADVERTISING MATERIAL

Distribution of advertising handbills or flyers is prohibited. Installing temporary ‘A Frame’ signage structures is also prohibited.

EMERGENCY SERVICES

Where appropriate, event organisers must notify and gain approval for the event by all emergency service providers. Police, Fire Brigade, Ambulance and St Johns (if used) must be consulted to ensure that all plans comply with safety requirements. An emergency evacuation plan must accompany the event organiser’s application and be approved by Council Officers.

ENTRY FEES TO EVENTS IN PARKS, GARDENS AND RESERVES

Generally, no fees can be charged for entry to any event staged in parks and gardens. Under special circumstances fees may be charged, but permission from the Minister for Natural Resources and the Environment at the request of the City of Melbourne is required where the park or garden is subject to regulations made under the Crown Land (Reserves) Act.

The time frame for obtaining permission to charge entry fees is usually between 5 to 6 months.

Birrarung Marr does, however, provide the opportunity for ticketed and restricted access events. Its regulatory framework allows for these activities to occur subject to meeting all the normal council approvals.

FILMING IN A PARK GARDEN OR RESERVE

The City of Melbourne is a strong advocate of filming and photography productions. Its parks and gardens are often used as backdrops and locations for a diverse range of films, documentaries and television drama.

Council will continue to provide access to organisations for these purposes. Council now requires a minimum of 3 working days notice for any proposed filming activity. This will allow Council sufficient time to properly assess any specific requirements in relation to your application. For your information, the current cost for filming and photo shoots within the City’s parks and gardens is:

Hourly Rate	Half Day	Full Day
\$220.00	\$453.75	\$907.50

FIREWORKS

Generally, fireworks are prohibited in parks but may be approved in the following for hallmark events. For approval to be granted, you need to complete the following:

- A letter of request written to the City of Melbourne or other governing authority which details the types and amount of fireworks to be used;
- All local residents, business and property occupiers to be notified in writing 2-4 weeks prior to the event. Leaflet/letters of advice to be approved by the City of Melbourne prior to distribution. Council Officers will determine who is a 'local' resident, business or property owner;
- Signs must be displayed at entry points to the park stating the time and location of the fireworks display and advising animal owners;
- Access to the site of the ignition of the fireworks is to be restricted, without restricting access to the remainder of the parkland;
- The fireworks display to be controlled by a licensed operator. The licensed operator is to have his/her licence available whilst conducting the display, and evidence that approval has been gained from the Department of Occupational Health and Safety – Dangerous Goods. The licensed operator is to provide Council with a copy of his/her public liability insurance policy before the fireworks display occurs;
- Fireworks cannot be ignited on a Total Fire Ban day unless an exemption from the Fire Brigade has been gained. Evidence of the exemption must be provided to Council.
- Evidence of Public Liability insurance cover to the value of \$20 million.

FOOD VENDORS AND CATERING FACILITIES

Food vendors are not permitted in Council's parks, gardens and reserves. However, the Council may make an exception where the vendor is associated with an event. In order to be granted permission, the following conditions need to be met:

- All vendors are to obey the conditions applying to the siting of structures in parkland;
- Evidence of approval and permit number, has been obtained from the City of Melbourne Health Services Team. Contact Health Services on telephone 9658 8823 or request an application form from Parks and Recreation.
- Adequate waste and sullage drainage facilities for temporary food outlets conform to Health Service Standards.

FUNDRAISING

Fundraising activities may be conducted in parks, gardens and reserves if they are associated with an event and approved by Council Officers.

INSURANCE

Where requested, event organisers must take out Public Liability insurance with a minimum cover of \$10 million (or \$20 million for events including fireworks) indemnifying the Council against all claims for damage, loss, injury or death arising from the event.

A copy of the Certificate of Currency of the Public Liability insurance must be provided to Parks and Recreation one month before the event. It must clearly state the interests of the City of Melbourne and the date and location of the event for approval. No approval for the use of parks or gardens will be given until a copy of the insurance certificate has been supplied.

LIGHTING OR MAKING FIRES

Open fires are prohibited in parks and gardens. Council will not give permission for any naked flames or open fires in the park. Under special circumstances such as hallmark events and significant ceremonies, an indigenous smoking ceremony maybe be permitted within the parks, gardens and reserves. These requests must be referred to the Head, Sport, Recreation and Events Team for approval. If permission is granted for the ceremony to proceed, a range of fire and park protection measures must be put in place.

MERCHANDISING

Limited merchandising is permitted at major events. Council Officers will assess the number of merchandisers permitted upon receipt of an application that states what will be sold, where and by whom. Merchandising attracts a fee.

ON SITE SERVICES

Electricity is not readily available in most parks and the provision of a generator may be necessary. Please contact Parks and Recreation for further information regarding power access in specific parks.

PARK ASSETS

Event organisers are responsible for ensuring that all precautions are taken to prevent damage or interference to parkland including grass, trees, plants, flower beds, pathways, park structures, play equipment or buildings. Council staff may be able to assis with provide advice in regards to this matter.

PARK REINSTATEMENT

Aside from reasonable wear and tear, any damage, disturbance or interference caused to the park, garden or reserve as a result of the event and its associated activities will be repaired at the event organiser's expense.

A joint site assessment will be made by a Council Officer and the event organiser before and after the event to evaluate the condition of the site of the park or garden in which the event is held. (Photographic documentation may be required to support an evaluation report.).

PRICE LISTING

See attachment

PRODUCT OR FOOD GIVEAWAYS

Product or food giveaways are permitted if held in conjunction with an event or activity and subject to approval by Council Officers. Event organisers need to be aware that there are a number of permanent vendor permit sites located near many of the City parks and gardens which may restrict any give aways. For further information contact Parks and Recreation.

PUBLIC PAVILION USE

Pavilions located in parks are available for hire in conjunction with events.

PUBLIC SAFETY

Event organisers are responsible for ensuring that the safety risks to event participants, staff and the general public are minimised and that adequate crowd measures are put in place.

RANGERS

Park Rangers are responsible for ensuring compliance to all regulations pertaining to the parks. The City of Melbourne Park Rangers have extensive experience in events and are willing to assist with determining the best location for infrastructure, signage and the like. Park Rangers can be contacted for assistance in the planning stages of an event. Should you choose to submit an application, relevant contact details will be provided.

Rangers also have authorisation to stop any activity that infringes the regulations and issue infringement notices if required.

REFUNDS

Site fees apply to all events or activities booked in Parks, Gardens and Reserves. Cancellation must be received in writing. All requests for refunds are approved in accordance with the cancellation conditions for Weddings, Conservatory Functions and Activities as well as Casual and Seasonal Sports as outlined in the Terms and Conditions for the respective events.

Should fees exceed \$5,000 a 10% deposit is required to confirm the booking. The deposit is subject to the refund conditions above. Should fees exceed \$5,000 payment in full is required at least two weeks (14 days) prior to the function.

RISK MANAGEMENT

It is the responsibility of the event organiser to plan for any health and safety issues that can affect the public. It is important to remember that event organisers **MUST** consider their own risks and management plans. A template guide can be provided, but ultimately this area remains the responsibility of the event organiser.

ROLLERBLADING AND SKATING

Rollerblading and skating are only permitted on designated shared paths or bicycle paths or specifically built venues, such as those in Alexandra Gardens and Holland Park. For further information on these facilities, contact 9658 9658 or visit, www.melbourne.vic.gov.au.

SECURITY

Event organisers are responsible for providing adequate on site security to minimise loss or damage to temporary site structures or equipment. The City of Melbourne does not take any responsibility for temporary structures or equipment placed in the park or garden.

SITE FEES AND CHARGES

A scale of charges and site fees is used for all major events within the park, gardens and reserves.

The scale of fees varies depending upon the nature of the event, number of site structure, or marquees, area of park occupied, duration of event etc. The final fee will be notified to the event organiser, following approval of their application.

SITE INSPECTIONS

Initial Site Inspection

It is very useful to meet with Council Officers (including Park Rangers) on site in the planning phases of your event. Staff are more than willing to assist with site inspections which are extremely useful for both event organisers and staff to fully grasp the complexity of the event. This is a free service.

Pre-Event Site Inspection

Site meetings involving the event organiser, Council representatives, Park Rangers and park contractors are required to approve the siting and location of all temporary structures, marquees, amusement rides or equipment.

A site inspection, with the event organiser, will also be required to verify the condition of the park, garden or reserve both before and after the event. It may also be a pre-requisite for event approval.

SPORTS

Active recreational activities such as cricket or football are not permitted in passive areas, particularly the Fitzroy, Flagstaff, Kings Domain and Queen Victoria Gardens. The lawns planted in passive parks are not the types that withstand sports activities and can quickly become damaged with the heavy usage that sport demands.

If your function includes such activities, you should conduct your event in a park that is specifically designed for sports activities.

SIGNAGE AND BANNERS

Council has a set of guidelines in relation to signage in association with events. They are as follows:

Signage may be erected in City of Melbourne's Parks, Gardens, Reserves and nature-strips subject to the following:

- Signage must be associated with an event being held in a garden/park or a sporting facility located within the City of Melbourne's gardens/parks (for example, the MCG, Melbourne Park, Richmond Football Club, the Carlton Football Club, the State Hockey Centre and the State Netball Centre).
- Signage may only be erected within or near to the park where the event takes place. In the event of a fun run, signage may be erected along the route of the run.
- Written approval from City of Melbourne must be obtained before any signage can be erected. A copy of the artwork appearing on the signage must also be approved by a Bookings Officer prior to installation.
- Approval of signage sites will only be given if the locations are considered safe to pedestrian and vehicular traffic. Site visits with a Park Ranger or Bookings Officer may be required before signage sites can be approved.
- No real estate signage is permitted in the Parks, Gardens, Reserves or on Naturestrips
- There is no fee applied to directional or operational signage (Eg: Distance signs, Registration area, Ambulance/Medical etc).
- Signage may be double sided.
- Signage must not be secured to trees.
- No billboards are permitted in City of Melbourne's Parks, Gardens or Reserves.
- Flyers/Handbills are not permitted in any of City of Melbourne's Park, Gardens or Reserves.

IN THE LEAD UP TO AN EVENT:

- Signage promoting the event may be erected in the park no more than seven days prior to the event.
- Signage prior to the event may only be erected with events attracting over 2,000 people.
- A maximum of three signs each falling within the dimensions of 5 square metres may be installed prior to the event.

ON THE DAY OF THE EVENT:

- The maximum number of signs permitted for any event is 50.
- The number of signs permitted is calculated at one sign per hundred persons or part thereof.
- For events involving 200 persons or less, a maximum of three signs is permitted.
- All signage must fall within the dimensions of 5 square metres.

POST EVENT:

- All signs must be dismantled the day after the event.

BUNTING

- Bunting is considered to be signage and the cost will be calculated per 5 metres.

BALLOONS

- One balloon may be displayed at some locations in association with an event. The balloon may only be installed in the park for the duration of the event.

TOILET FACILITIES

Event organisers are responsible for ensuring that adequate toilet facilities are available for event participants. If public toilets are not available or are inadequate, event organisers should make arrangements to hire portable toilets commercially. The maximum gross weight of vehicles used for cleaning or delivery purposes must not exceed 13 tonnes.

During major events and at times of high usage toilets must be cleaned as frequently as necessary to ensure they remain hygienic and fit for public use.

Toilets must be regularly checked to ensure cleanliness and conform to public health standards.

TREE AND GARDEN BED PROTECTION

Protection Zones - Trees and Garden Beds

Event organisers must ensure that no materials, disposal of waste, construction of a fence, or any structure is positioned, or vehicles driven within a 4.5 metres distance from the trunk or all trees or within a distance of 1.5 metres from garden beds. Temporary pedestrian walkways must also be outside the 4.5 metre tree protection zone.

If the recommended protection zones are impracticable, contact must be made with the Council Arboriculturalists on 9658 9184.

Attachment of Fixtures to Trees

Any lighting, signage or other items placed in trees can only be attached if no damage will be done to the health of the tree. No nails, screws or fasteners can be used. Any cords, leads, straps etc. should be strung loosely to allow for tree branch movement. Straps holding transformers or other items attached to trees should be padded to avoid damaging the bark.

Trenching &/or Tree Pruning

Pruning of trees or trenching and excavation is prohibited unless authorised in writing by the City of Melbourne Arboriculturalist.

Damage to Trees

If a tree dies or is damaged to the extent that it requires replacement as a result of an event, the Event Organiser must pay for the replacement, removal and planting costs of a new tree. If a tree is damaged, corrective tree pruning costs must be paid for by the Event Organiser.

Reinstatement Costs

All lawns and nature strips disturbed by an event, except for reasonable wear and tear, will be reinstated to their prior condition by Parks and Recreation maintenance contractors. Reinstatement costs will be at the expense of the event organiser.

UMBRELLAS

Free-standing umbrellas only are permitted and it is recommended that they be either water weighted or flat base so that they remain stationary.

VEHICLES

Only authorised Council vehicles such as rangers, emergency service or park maintenance contractor vehicles are permitted in the parks and gardens.

No other vehicles, caravans, accommodation vehicles or trailers are permitted in any park, garden or reserve.

Limited access is available for delivery or service vehicles with written consent of Council.

FINANCE ATTACHMENT

**IMPACT OF EVENTS ON PARKS:
- SUSTAINABILITY**

There are no direct financial implications for Council arising from the recommendations contained in this report.

Joe Groher
Manager Financial Services

LEGAL ATTACHMENT

**IMPACT OF EVENTS ON PARKS:
- SUSTAINABILITY**

No direct legal issues arise from the recommendation.

Section 3C(2) of the *Local Government Act 1989* (“the Act”) provides that Council must have regard to the following facilitating objective in endeavouring to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions:

“(a) to promote the social, economic and environmental viability and sustainability of the municipal district;”

Also, section 3D(2) of the Act sets out that the role of a Council includes:

“(c) maintaining the viability of the Council by ensuring that resources are managed in a responsible and accountable manner;”

Kim Wood
Manager Legal Services