

Events on Council Land (Public Policy)

Contents

1. Preamble.....	3
2. Purpose.....	3
3. Scope.....	3
4. Definitions	4
5. Principles	4
6. Policy Statements	4
6.1. Event Planning	4
6.2. Event Classifications and General Conditions	5
6.3. Assessment Requirements and Process	7
6.4. Roles and Responsibilities	8
6.5. Fees, Grants and Community Discounts	10
6.6. Compliance, Monitoring and Enforcement	11
6.7. Equity and Access.....	11
7. Policy Review.....	11
8. Version History.....	11
9. Document Control	11
10. Appendix A – Legislation and Delegations	12

1. Preamble

The City of Mitcham (Council) recognises the value of events to enhance community well-being, vibrancy and economic activity in council land.

Events initiated and organised by the community are vital to civic life and activation of our council land.

Events held on council land must be safe, well-managed, compliant with legislative requirements and aligned with Council's strategic objectives.

2. Purpose

The purpose of the Policy is to set out the principle and process for assessment, approval and management of events held in council land that are under the care and control of Council.

It supports Council in achieving its obligations under the Local Government Act 1999, its own by-laws and other relevant legislation.

Events held in council land within the City of Mitcham should be subject to a fair, transparent and risk-based approval process that:

- protects public safety and amenity
- safeguards Council assets and the environment
- facilitates community access and enjoyment
- supports compliance with applicable laws, standards and requirements
- optimises community benefit from the temporary activation of council land.

3. Scope

This policy applies to all events, activities or gatherings conducted on Council-owned or Council-controlled public land where there is:

- organised activation of council land
- a requirement for temporary infrastructure
- a potential impact on public access, traffic, parking, noise and amenity
- a need for Council approval, permit, licence or coordination.

Examples include (but are not limited to) parades, sporting events, markets, open air concerts, road closures and significant private events (e.g. weddings and other celebrations).

Council has prepared a supporting Events Toolkit (the toolkit) to help event organisers prepare, plan and deliver events within council land.

4. Definitions

In this policy:

Council Land means land owned, controlled or managed by Council, including parks, reserves and roads (including road verges).

Event means the organised activation of council land through the gathering or assembly of people, which may require temporary infrastructure and/or supporting services.

Event Organiser means the individual or entity responsible for planning, organising, managing and supervising all aspects of an event.

Event Permit means a Special Use Licence issued by Council under this policy and relevant by-laws authorising an event to proceed with specified conditions.

Event Toolkit refers to a document that provides a selection of planning tools prepared by Council to help event organisers prepare, plan and deliver events within council land.

5. Principles

Council will administer event permitting for use of council land in a manner that is:

- equitable, consistent and transparent
- proportionate to the scale, complexity and risk associated with the proposed event
- safe for the community
- aligned with Council's strategic objectives.

Council may refuse, conditionally approve or revoke an event permit where an application does not satisfy the requirements of this policy, supporting guidelines or applicable legislation.

6. Policy Statements

6.1. Event Planning

Council has prepared a comprehensive toolkit to help event organisers prepare, plan and deliver their events and manage risks.

Council expects event organisers to undertake thorough and timely planning in advance of any proposed event within council land.

Quality planning is essential to ensure public safety, regulatory compliance, effective coordination with Council and external agencies, and the successful delivery of events that minimise disruption to the community.

Event organisers are expected to:

- commence event planning early

- prepare planning and supporting documentation proportionate to the scale, complexity and risks of the proposed event
- identify suitable locations, dates and formats prior to engaging Council
- allow sufficient lead time for Council assessment, internal referrals and external approvals.

Council may decline applications where planning is inadequate, timeframes are insufficient or key elements such as risk management or regulatory approvals remain unresolved.

Early engagement with Council is encouraged to clarify requirements, identify potential issues and support effective event planning. However, responsibility for readiness and preparedness rests with the event organiser.

6.2. Event Classifications and General Conditions

Council has defined three broad categories of events: Small, Medium and Large (explained below).

Categorisation helps Council and event organisers set clear expectations and plan for event impacts.

Small events (less than 100 people)

Description	Permit Required	Conditions
• Non-exclusive use of parks and reserves. • The area for the event occupied on a 'first in, first served' basis. • Less than 100 attendees. • Localised activities with limited impact on Council infrastructure and other council land users. • Examples include birthday parties, small events and/or social club gatherings. • Filming activities and wedding ceremonies are excluded from this classification due to the importance and sensitivities of these events.	Not when aligned with description and all conditions met.	• Shared access of available space and Council infrastructure (including public toilets) • No structures pegged into the ground. • No jumping castles or inflatable attractions. • No animal petting zoos or rides. • No use of Council power or equipment or amplification of music, speech or musical instruments. • No impact to vehicle access or adjoining roads. • No external catering (e.g. food truck or coffee van).

A Special Use Licence will be required if conditions are not met.

Medium events (between 100 and 500 people)

Description	Permit Required	Conditions
• Non-exclusive use of parks and reserves. • Area for event occupied on a 'first in, first served' basis.	A Special Use Licence is required.	• Shared access of available space and Council infrastructure (including public toilets).

- More than 100 but less than 500 attendees.
- Comprising activities that will impact Council infrastructure, require traffic or parking management and coordination, and impact other council land users.
- Examples include larger birthday parties, wedding ceremonies, functions, community markets or small fairs (and any filming activities).
- Special Use Licence Application must be lodged with Council a minimum of **two-months** before the event (unless traffic or parking management, which requires three-months).
- The application must be supported by the information required as outlined in Council's toolkit and Special Use Licence application form.
- Electrical power is available at limited locations for community events and is to not be used for private events.
- Schools will require approval for events even if held on council land that is under an existing licence agreement.

Large events (more than 500 people)

Description	Permit Required	Conditions
• A significant event with more than 500 attendees and/or involves a potentially dangerous or high-risk activity. • May have a significant impact on Council infrastructure, require traffic or parking management and coordination, and impact other council land users. • Examples include large festivals and public events.	A Special Use Licence is required.	• Special Use Licence Application must be lodged with Council a minimum of three-months before the event. • The application must be supported by the information required as outlined in Council's toolkit and Special Use Licence application form. • Electrical power is available at limited locations for community events and is to not be used for private events.

Event organisers should contact Council regarding any use of council land for an event if they are unsure about its classification or licence requirements.

The scale, complexity and infrastructure requirements of an event, rather than attendance numbers alone, will determine the level of planning, management and approval required by Council.

A Temporary Event Food Notification Form must be lodged with Council before **any** event where food is to be sold. The event organiser must ensure safe food handling practices are **always** maintained during the event.

Alcohol may only be served or sold with a valid liquor licence, and all activities must comply with its terms.

Council staff will also need to determine site availability for events planned to be held on council land under licence (e.g. to a sporting club) – even if the event is small and does not require a Special Use Licence.

6.3. Assessment Requirements and Process

Application and Supporting Information

Event organisers must lodge a Special Use Licence application in the form required by Council with all required information including but not limited to:

- event description, location and duration
- site plan and layout
- risk management plan
- traffic, parking and access arrangements
- public liability insurance (minimum coverage as specified)
- waste management and environmental protection measures.

Assessment Criterion

Applications will be assessed against criteria including:

- site suitability and infrastructure demands
- impact on local amenity, traffic and surrounding uses
- public safety, security and risk management
- organiser capability and compliance history
- consistency with Council's aims, strategies, policies and by-laws.

The Council's toolkit offers comprehensive recommendations for event organisers, covering all necessary aspects of event planning and delivery. While it is not compulsory for organisers to strictly follow every approach outlined in the toolkit, it is important to note that submitted applications will be evaluated based on these recommended approaches.

For instance, the toolkit outlines suggested ratios and guidelines for the provision of public toilets, first aid stations, and security measures to ensure events are managed to an appropriate standard. Organisers are expected to use these recommendations as a benchmark when preparing their event plans.

If an event organiser decides not to adhere to the recommended requirements set out in the toolkit, there is a risk that their permit application may be refused. In such cases, any departures from the toolkit's recommendations must be clearly explained and supported by alternative solutions that demonstrate an equivalent or satisfactory standard of event management.

Assessment Process

The process of assessment may involve seeking the views of Council staff from across the organisation and requested additional clarifying information. Council staff will review the application and determine whether the event organiser's application appears to adequately address event risks.

Limitations of Approval

Importantly, Council's approval of a permit does not constitute endorsement of the event or its event management plans. It is an indication that, based on the information provided, the application appears to meet the relevant safety, amenity and risk management requirements. This policy does not remove the requirement for an applicant to obtain any approval, authorisation, permit or licence required by

legislation. Applicants are responsible for obtaining all necessary approvals and complying with applicable legislative requirements.

Right of Refusal

Council reserves the right to refuse the Special Use Licence application if the application is not considered to adequately meet this criterion and/or if the application is submitted with insufficient notice to enable assessment or supported by incomplete, insufficient or misleading information.

Council may also refuse the application should the event result in conflicts with events already approved for the area or if it is seen to result in potential negative impacts on the public, residents and businesses.

Conditions of Approval

Council may impose requirements on permits to address a range of conditions of use, including (but not limited to) public liability insurance, safety, amenity, environmental protection, emergency management, site restoration and compliance with relevant laws.

Event Organisers must comply with all conditions.

6.4. Roles and Responsibilities

Event Organiser Responsibilities

Event Organisers are expected to apply the Council's toolkit to inform the planning and delivery of their event.

Responsibility for the planning, delivery and safe conduct of the event always remains with the event organiser. This includes implementing approved plans, complying with permit conditions and legislation, and managing risks as conditions change (e.g. inclement weather).

Event organisers will need to hold the required insurance(s) and ensure that the council land is restored to its original condition following the event.

Council's involvement in the permit assessment process does not transfer risk or operational responsibility to Council.

Advisory Role of Council Staff

Council staff review elements of an application within their area of expertise and responsibility and provide advice to the coordinating permit officer. For example, a traffic engineer may review proposed traffic and parking arrangements and advise whether, based on the information provided, the measures appear reasonable and proportionate to the identified risks.

Other than when considering and approving impacts to roads and traffic management, staff input is advisory only. In general, Council staff are not required or expected to endorse, certify, warrant or guarantee the effectiveness of any plans or control measures proposed by an event organiser, nor to provide a 'seal of approval'.

However, impacts to roads and traffic movement is captured under the remit of the *Road Traffic Act 1961* and will require a delegated authorisation from a Council staff member.

Roles and Responsibilities Table

Role	Responsibility	Limitations
Council	Sets the policy, determines the fee structure and provides delegations to the CEO to allow for the assessment and issuing of permits to use council land for an event.	The granting of a permit does not constitute endorsement of the event or transfer event risks to Council.
Chief Executive Officer (CEO)	Establishment of supporting systems and sub-delegations to enable the implementation of the policy.	
Council SMEs (Subject Matter Experts)	SMEs with relevant expertise (e.g. risk, safety, public health) will review specific components of the application and provide advisory input to the coordinating permit officer. SMEs with road safety expertise will consider and authorise changes that impact Council roads.	SMEs do not endorse, approve, certify or guarantee event plans or outcomes, and do not assume operational responsibility. SMEs assess whether proposed measures appear reasonable and limit Council's exposure to risk.
Coordinating Permit Officer	Coordinates the receipt and internal review from SMEs, consolidates advice, makes a recommendation and prepares permit conditions in accordance with this policy, issues permit and raises invoice.	Relies on information provided by the event organiser and advisory input from SMEs. Does not verify on-ground implementation. Issues permits in accordance with policy.
Manager	Reviews complex applications and requests for fee discounts. Provides advice to the permit officer.	Cannot approve in-kind support from another functional area of Council.
Event Organiser	Prepares and submits all event plans, risk assessments and supporting documentation, and implements event in accordance with the permit conditions and legislation.	Retains full responsibility for event safety, compliance and risk management.

6.5. Fees, Grants and Community Discounts

Council sets its Special Use Licence fees in its annual Schedule of Fees and Charges, with current listed fees comprising licence fees (calculated for each day of the event) and public toilet cleaning.

Council may introduce additional fees to recoup the impact and costs associated with supporting events within its council land, including for:

- installation of temporary structures (e.g. fencing, event signage)
- repair of lawn and irrigation systems
- opening, closing and/or cleaning public toilets
- road closures
- supply and collection of waste bins.

Council will award community grants in support of events where the event achieves the criteria as set out in the relevant grant program.

Importantly, the provision of Council grant funding does not imply or grant permission to conduct the event within council land.

Community groups may be awarded in-kind or fee discounts for some or all of costs associated with Council's support of a community event run by a not-for-profit community group.

To qualify for in-kind or fee discounts, the community group must demonstrate that the event is aligned with Council's strategic objectives, is not expected to generate profit **and** addresses at least one of the following criteria:

- will attract broad participation from within the community
- supports the operation of community services (e.g. CFS, SES training)
- will encourage increased visitation to the area
- will support cultural or heritage initiatives that celebrate community identity
- promote health, wellbeing or environmental sustainability
- support the development of community capacity.

Discounts are generally not available for direct costs to Council (e.g. cleaning or traffic management delivered by Council contractors).

In-kind support from Council (such as through the provision and collection of waste bins, installation of event signage, promotion through its media channels, basic traffic management support by staff, etc.) should ideally form part of a grant funding application.

Council retains full discretion when to provide in-kind support and will only do so in support of events that strongly align to its strategic objectives.

6.6. Compliance, Monitoring and Enforcement

Council will monitor events for compliance with permit conditions. Non-compliance may result in enforcement actions, including cancellation of the permit, recovery of costs, refusal of future permits or legal enforcement under relevant by-laws. Any damage caused by Event organisers will be at the cost of them to remediate. Event organisers will be responsible for all costs associated with repairing or rectifying any damage resulting from the event.

6.7. Equity and Access

Council supports inclusive events that consider accessibility, diversity and equitable community participation. Event organisers are encouraged to plan for accessibility and inclusion.

7. Policy Review

This policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager. The CEO has delegated authority to endorse any amendments to the policy that do not vary the intent of the policy.

8. Version History

Version	Author(s) Position	Changes	Date
1.7	Hayley Ashworth		8 May 2026
1.8	Hayley Ashworth		14 July 2026

9. Document Control

Responsible Department		Sport and Recreation	
Delegations Contained within Policy		Yes	
Classification		Council	
Applicable legislation		Appendix A – Legislation and delegations	
Related Policies and Corporate Documents		Events Toolkit Risk Policy and Framework WHS Framework	
Effective Date	11 August 2026	Review Date	4 Years
ECM No. 8888511			

10. Appendix A – Legislation and Delegations

Acts or Regulations	Delegations
<i>Local Government Act, 1999</i>	Yes
<i>Public Health Act 2011</i>	Yes
<i>Food Act 2001</i>	Yes
<i>Road Traffic Act 1961</i>	Yes
<i>Planning, Development and Infrastructure Act 2017</i>	Yes
<i>Work Health and Safety Act 2012</i>	Yes

*The electronic version in ECM is the controlled version of this document.
Printed copies cannot be controlled. Before using a printed copy, verify
that it is the controlled version.*
