

Community Events Policy

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Adopted by	Council
Review due	November 2028
Responsible officer	Manager Healthy Connected Communities
Records reference	9198919

1. Purpose

The Community Events Policy provides a mechanism for Council to support commercial and community group event organisers who stage events within the City of Melton for the enjoyment of the community. Council recognises the need for safe and successful events, and seeks to work collaboratively with groups and organisations to develop and provide a range of events for Melton residents.

Council will not become involved in events held on Crown land, Education Department land and private land, unless there is an impact on the community or where Council is the event organiser.

2. Application And Scope

This policy applies to all outdoor events that are of a size and nature that may impact on residents and businesses and/or are to be conducted on public open spaces and roadways that are under the care and control of Melton City Council.

In scope are all outdoor events that involve:

- Public gatherings of 50 or more people (including artists, staff, contractors and volunteers)
- Vehicle access to Council owned or managed land
- A significant impact on traffic and/or parking conditions
- Plans to close a road or use a carpark or footpath
- The sale of food or alcohol
- Use of electrical power or mechanical power supplies and amplified sound
- Erection of temporary structures (e.g. marquees, staging, lighting, toilets, amusements and rides including slides, jumping castles, merry-go-rounds)
- Hosted activities such as face painting, craft, workshops
- Charging fees, selling products or one-off market stalls for commercial trading
- Fireworks and/or firecrackers
- Potential impact on the natural environment, Council infrastructure or nearby residents or businesses

This policy does not apply to events that are:

- Council organised and led, including civic events delivered by the City of Melton such as Australian Citizenship Ceremonies.

- Covered by an existing agreement with Council (e.g., sporting events as part of a regular fixture run by clubs with existing leasing agreements)
- Events held indoors including in Council buildings, halls and community centres
- Private events on Council land such public parks that don't involve temporary structures, including BBQs, birthday parties, Christmas functions, etc.
- Held entirely outside Council managed open land such as
 - Private properties
 - School grounds
 - Road reserves managed by VicRoads (i.e., arterial road)
 - Any other land or open space not owned or managed by Council

3. General Provisions

Melton City Council supports a diverse range of events that contribute to community development, enhance the livability of the region, provide cultural, social, environmental, and economic opportunities, and are accessible and safe for the community.

Council will invest in their own events and encourages third parties to do same for the benefit of the Melton Community, ensuring that community events are safe, inclusive, and always cause no harm to the municipality's assets (both natural and built).

Council will actively support organisations and individuals through Council's Community Event Framework and the Community Events Permit process.

3.1. Policy Objectives

The Community Events Policy supports community organisations, individuals and businesses to lead and manage community events that:

- Make responsible use of council assets and are compliant with all relevant legislation.
- Build community capacity and strengthen partnerships with Council in response to local needs.
- Enable Council to achieve its strategic objectives as outlined in the Council Wellbeing Plan.

3.2. Policy Principles

The Community Events Policy is guided by the following principles:

Capacity Building	Community events support the capacity of local organisations and individuals to achieve long-term benefits for the community.
Community Engagement	Community events build community involvement, interest and participation, and can lead to increased social cohesion, community spirit and pride.
Access and Equity	Community events provide opportunities to celebrate inclusivity and diversity.
Responsiveness	Community events respond to emerging community priorities and assist Council realise its strategic objectives.
Economic Development	Community events bring economic benefits to the community and contribute to a positive image of the municipality.

Council can play the following roles in community events:

Statutory Authority	As manager of public land use and authority on areas association with the operation of events such as statutory planning, building regulation, occupational health and safety, food safety and public safety.
Supporter	Council supports eligible individuals and organisations to deliver events through a competitive Community Grants Program and sponsorship opportunities.
Enabler	Council provides permission and permits for community, commercial and private organisers wishing to hold events on Council land. Council provides guidance, support, and direction to event organisers to ensure events are well managed, safe and inclusive and adhere to Local Laws.
Partner	Council may partner with community or commercial groups to deliver events within the municipality.

3.3. Policy Implementation

The Community Events Policy is supported by an operational framework that ensures a consistent, coordinated, and equitable approach to the assessment and approval of community managed events. All information is available on Council's website.

3.3.1. Event Approval Process

A Community Event Permit must be applied for and undertaken in accordance with the process outlined on Council's website and in line with this Policy.

Council will support event organisers through the process. It is the responsibility of the event organiser to seek and gain all approvals relating to their event.

The review process can take between three to six months depending on the size and complexity of the event.

If additional permits are required, the process can take up to twelve months.

3.3.2. Additional Permits

Additional information and requirements may be needed to assess a Community Event Permit application based on the impact level of the event.

Additional conditions may be placed on permits to protect parks, gardens, grounds, and turf depending on the event impact and activities.

Event organisers may need to apply for additional permits before obtaining an Event Permit. These permits may attract additional fees.

A Planning Permit or, amendment to an existing Planning Permit, may be required for any events that:

- Occur on privately owned land, including places of worship and
- Trigger a Planning Permit (for use and/or development) in the Melton Planning Scheme.

Certain structures will need additional approval by the Victorian Building Authority (VBA) and Melton City Council. These include

- a stage or platform bigger than 150 square metres
- a tent, marquee or booth with a floor area bigger than 100 square metres

- a seating stand for more than 20 people
- a prefabricated building with a floor area bigger than 100 square metres.
- Jumping castles, inflatables and amusement rides, which must be erected, secured and managed according to Australian Standard AS 3533.4.1 – 2018: Amusement rides and devices: Part 4.1: Specific requirements - Land-borne inflatable devices.

A Building Permit, or occupancy permit for Place of Public Entertainment is required if:

- The size of your event space is more than 500 square metres
- You are expecting more than 5000 at your event
- The site is enclosed, partially enclosed, or an entry fee is required

A Traffic Management Plan is required if an event organiser is planning any changes to road conditions e.g., speed reductions or closures, then the traffic management plan will need to be assessed and approved by Council's Traffic Engineers.

If the event organiser intends to reduce speed or close a road that is managed by Vic Roads, then a Vic Roads permit will be required in addition to the Council permit.

The sale of food at events from temporary and mobile food premises requires vendors to have a Food Act registration with Council. The sale of alcohol at events must comply with the Liquor Control Reform Act 1998

3.3.3. Community Event Permit Assessment

Council reserves the right to decline any event or activity which is not in line with this policy. All applications for a Community Event Permit are assessed on an individual basis.

Council may decline any event or activity that clashes with Council's calendar of major events.

Assessment and permitting of events can include a variety of stakeholders across Council and where relevant will involve consultation with other agencies, including Victoria Police, Parks Victoria, relevant State Departments and Department of Transport and Planning (formerly VicRoads).

3.3.4. Events Not Supported

Council may decline a Community Event Permit, Planning application or additional permit if it is deemed that the event is not suitable for conduct or does not comply or align with its statutory, corporate, operational and/or community service or regulatory obligations and requirements.

A quota system for a maximum number of community events on Council land may be imposed where the number of events in a specified location and/or time of year will adversely impact the following: residents; community infrastructure; overall access; and amenity to the environment.

Council may decline, cancel or modify events at any stage during the Community Event Permit application process or after the permit has been approved due to:

- the event differing from the original application

- the event not meeting the requirements of this policy or the outlined requirements of provisional approval. Including but not limited to payment of invoices, meeting deadlines, other agency approvals and/or submission of appropriate documentation.
- in the event of a State Emergency

3.3.5. Appeals

Appeals regarding the community event permitting process are to be addressed in writing to Council. Appeals will be assessed against this policy and relevant legislature.

3.3.6. Cancellations

Deposits are non-refundable.

Refunds will be considered to cancellations due to acts of nature and/or bad weather. The possibility of inclement weather needs to be considered in the planning process.

Refund timeframes will be outlined in provisional approval and/or permit approval documentation.

Cancellations and requests for refunds are only accepted in writing. The event provider is responsible for notifying Council, contractors, ticketholders, and the general public of any cancellations.

3.3.7. Termination

Melton City Council reserves the right to terminate a community event permit if:

- permit conditions are breached
- any laws are broken
- significant safety issues are identified and unable to be mitigated
- a misrepresentation is identified in an application.
- a State of Emergency is declared
- Public Health Advice
- Extreme weather

Fines may be applied for breaching conditions or the local law.

3.3.8. Fees

Fees are set through the annual Council budget process, or as varied by Council resolution.

Event Permit fees apply to commercial events and are payable to the Council before the commencement of the event. Event providers are responsible for all event related costs.

3.3.9. Asset Protection

Event providers are required to reimburse Council for the cost of any restoration or repairs which are caused by the event and/or its associated activities. All repairs will be undertaken by approved Council contractors.

Council reserves the right to include requirements for the lodgment of bonds to cover any cost of damage that may occur. Costs of damage include any requirements for pre- and post-event site inspections in order to assess any damage that has occurred as result of the event.

In cases where large infrastructure and/multiple vehicle access is required, Council will request a bond be paid – returnable within three days after the event.

Damage whereby the user may be held liable includes (but not limited to) major damage to grassed or garden areas (churned up ground), damage to irrigation system, broken locks, fencing and any other damage to the property.

Additional fees may be applied for other approvals, such as Building Permits (for large structures or fencing) or Planning Permits (for events on private land).

Where it is envisaged that costs will be incurred by Council to facilitate delivery of the event, Council reserves the right to recover costs from the event organiser, in excess of the standard Permit Fees.

3.3.10. Other relevant laws and policies

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

3 Definitions

Term	Definition
Event	A planned occasion involving members of the community for the purpose of entertainment, recognition, celebration, social connection or other activities that are not services or programs. May be led by Council or community.
Event Organiser	The entity or person who is responsible for organising the event and is authorised to make decisions about the event
Event Permit	A permit that allows for an activity to operate on Council managed public space and outlined conditions of this approval. Permits are only issued once all plans are approved and all requirements are met. The City of Melton Local Law allows for the use of public land for events with the written permission of an authorised Council Officer.
Impact on Community	Factors of an event which may impact on the community and event site. Examples may include but are not limited to: traffic and parking impacts, temporary structures, noise, impact on the environment/infrastructure.

4 Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
<i>Building Act 1993</i>	https://www.legislation.vic.gov.au/in-force/acts/building-act-1993/143
<i>Melton City Council General Local Law</i>	https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law
<i>Crown Land (Reserves) Act 1978</i>	https://www.legislation.vic.gov.au/in-force/acts/crown-land-reserves-act-1978/121
<i>The Environment Protection Act 2017</i>	https://www.legislation.vic.gov.au/in-force/acts/environment-protection-act-2017/004
<i>Filming Approval Act 2014</i>	https://www.legislation.vic.gov.au/in-force/acts/filming-approval-act-2014/008
<i>Food Act 1984</i>	https://www.legislation.vic.gov.au/in-force/acts/food-act-1984/118
<i>Fundraising Act 1998</i>	https://www.legislation.vic.gov.au/in-force/acts/fundraising-act-1998/042
<i>Liquor Control Reform Act 1998</i>	https://www.legislation.vic.gov.au/in-force/acts/liquor-control-reform-act-1998/106
<i>Major Sporting Events Act 2009</i>	https://www.legislation.vic.gov.au/as-made/acts/major-sporting-events-act-2009
<i>Occupational Health and Safety Act 2004</i>	https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043
<i>Planning and Environment Act 1987</i>	https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/155
<i>Road Management Act 2004</i>	https://www.legislation.vic.gov.au/in-force/acts/road-management-act-2004/059
<i>Standards Australia</i>	https://www.standards.org.au/
<i>Working With Children Act 2005</i>	https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005
<i>Child and Wellbeing Safety Act 2004</i>	https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/038

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