

790/101/0014

Waterways & Parks Division

Parks, Lands & Recreation
Branch

16 September 1986

METROPOLITAN PARKS INSTRUCTION NO 9 - PERMITS

The park permit system is a means of assisting the Parks Management to provide the best possible service to the public whilst at the same time protecting the Park from overuse with consequent management and maintenance problems.

This instruction replaces instruction No 8 dated 16 September 1982 and instruction No 23 dated 4 October 1983.

Group Size

As from 30 April 1987 permits will only be required for groups in excess of 50 wishing to use the designated Group Booking Areas, except that they will also be required for special events e.g. Cross Country, Great Raft Race, Fun Runs etc. Permits will also be required for all educational visits. All other sites will be available on a first come first served basis.

Barbecues

The only barbeque sites that can be allocated by permit are those located in the Group Booking Area. All other Barbecue sites will only be available on a first come first served basis. This will encourage groups to move away from barbecues once they have finished cooking and allow access to other visitors.

Car Parking

The permit will only guarantee a group the availability of a specified site but not the availability of car parking. Permits must clearly state that car parking cannot be guaranteed.

Site Reservation

Sites for a group booking will only be reserved by Park Staff subject to a group representative turning up by 10.15 am to claim the site on behalf of the group. This must be clearly specified on the permit.

Permit Issue

All permits will be issued from the Parks and not by Head Office, although reference to Head Office may be necessary before issuing a permit. (See Sections 3.5; 7)

1 METHOD OF APPLICATION FOR PERMITS

- 1.1 Permits can be applied for in person, by telephone or by letter. In the case of major events, people enquiring in person or by telephone should be asked to make an appointment with the Ranger In Charge. A written request outlining the event in detail should follow a site meeting with the Ranger-In-Charge. Permits will cover only those activities specified.
- 1.2 Permits (except for special and major events such as the Raft Race and major conferences) will not normally be issued more than six (6) months in advance. At Werribee Park, this will be extended to 12 months for events at the Equestrian Centre and Polo grounds and for wedding receptions.
- 1.3 Early applications -
If an applicant applies more than 6 months ahead, staff should explain the policy and ask them to re-apply at the appropriate time.
- 1.4 Multiple bookings -
Bookings from the same group or organisation will be taken for not more than one occasion per month unless there is no competitive demand, in which case further bookings can be made not more than 1 month in advance. A separate permit is required for each booking. This does not apply to use of the equestrian centre at Werribee Park.

2 PARK BOOKING CAPACITY

- 2.1 Certain sites have been set aside in most of the major Parks for use by large groups (over 50). Other areas within the Parks require no permit and are available for casual use to groups less than 50 in number.
- 2.2 If Group Booking areas are fully booked, alternative dates should be suggested, or the applicant referred to other Metropolitan Parks, or to Community Relations to ascertain if the Reservoir Parks are available.

Group booking areas are identified below.

DVMP

Jells East Gate Picnic Area - Two groups up to 150 - Max 300 people.
Jells - Jells Park South Picnic Area - Normally one group up to 400 - Max. 400 people. Extra large groups E.C. Monash House up to 3,000 will use Jells South.

MVMP

Brimbank - Car Park C - Four groups up to 200 - Max. 800 people.
Horseshoe Bend - Maximum 50 persons for overnight camping.
Group Use only to visit farm and permit required.

YVMP

Birrarrung - Two groups up to 100 - Maximum 200
 Yarra Flats - One group of 100 - Maximum 100
 Westerfolds - Three groups of 100 - Max 300

WPMP

Chirnside Oval - Four groups up to 200 - Maximum 800
 Equestrian Centre - One group up to 300

PCMP

Beach Area - No group booking
 Homestead - Tours by arrangement.

CRP

One group of 150 (Bobs Park)

Casual use of group booking areas will be permitted when no permit has been issued. Otherwise casual picnicking/barbecue visits should be restricted to casual use areas.

3 MAJOR EVENTS (OVER 1000), FETES AND SPONSORED EVENTS

- 3.1 All applicants should meet with the Ranger-In-Charge well before activity is proposed so that the applicant is aware of the possibilities, constraints and types of conditions which will apply.
- 3.2 The Ranger in Charge will arrange an early meeting with the organiser. Using a "Checklist for Major Events", the Ranger in Charge will be responsible for keeping notes of all meetings and for drafting up a permit with special conditions as required.
- 3.3 Draft permit is to be referred to the Area V.S.O. and Area Superintendent for comment.
- 3.4 When appropriate, the Ranger in Charge will prepare notes and a request to the Public Relations Department for a press release.
- 3.5 Permits will be issued by the Ranger in Charge after agreement of the Park Management Officer and Visitor Services and Recreation Officer. Any unusual or special proposals may be referred to Section Heads for comment. Board approval may be required in some instances.

4 EDUCATIONAL VISITS

- 4.1 The type of services offered to schools will be determined by the Area V.S.O. and Ranger in Charge. Services could include introductory talks, tree planting programs, films, field study techniques, environmental awareness activities.
- 4.2 Where applicable teachers guides should be issued to any teachers enquiring about visiting the park and be posted with all educational permits.
- 4.3 V.S.O's and field staff will continue to develop a number of excursion packages or theme studies e.g. Arbor Week, ponding.

- 4.4 The "Space to Breathe" film which is generally only suitable for post primary school use, can be borrowed or purchased as a video cassette copy as follows:
- 4.4.1 Borrowed from the Audio Visual Resource Branch, Education Department, 234 Queensberry Street, Carlton - Catalogue No. 5163 (1977 16 minute 16mm film version).
- 4.4.2 Borrowed from the PR Department MMBW - Film Librarian - 615 4163 1977 film version or a 25 minute 1980 version. The film can also be purchased as a video cassette copy.
- 4.4.3 As the film is dated, its main value is showing the history of open space provision and park planning.
- 4.5 Details about the school visit should be shown under "purpose"
- form/grade
 - subject or main purpose or excursion
- 4.6 Educational groups who arrive innocently without booking are to be issued with a permit on the spot. This enables us to obtain a more complete picture of school and use and the brochures and teachers guide will make the teachers more aware of the potential of the parks. Groups should be asked to obtain a permit before future visits.
- 4.7 Field staff are encouraged to develop programmes in liaison with the Area V.S.O.'s and Ranger in Charge. (Refer to Metropolitan Parks Instruction No. 22 - Proposals for Interpretation, Information and Education Projects).
- 5 ADDITIONAL PERMIT CONDITIONS
- 5.1 There is a space on the form to add any other reasonable conditions necessary. All conditions and permissions must be placed on the form (or a second confirmation form marked to show that it superseded the first one).
- 5.2 Noise-producing activities shall be limited and restricted to areas designated for group bookings.
- If permit includes permission for noise-producing activities, these should not be readily audible beyond 100 metres from allocated site and must not extend beyond park boundaries.
- 5.3 Marquees, Tents - may be erected only on sites indicated on permit or by the duty Ranger. They will generally only be approved where special needs are identified. The permit should require restoration of the site.
- 5.4 Amusements structures - such as pony rides, mechanical rides, blow-up bouncing etc. are not encouraged but can be approved by the Ranger in Charge. They must be specifically mentioned in the permit.

- 5.5 Insurance - If the Ranger in Charge or Visitor Services Officer considers that there is an element of special risk in the proposed activity, the organiser will be requested to take out third party insurance for a minimum of \$1 million, which must include a clause indemnifying the Board against all claims. If any moving equipment is to be displayed or operated, insurance must be taken out either by the owner or the organiser.

The organiser shall produce a photocopy of a current policy to the duty Ranger at least one week prior to the event taking place, and this is to be attached to Park pink copy of the permit.

These conditions are to appear on the permit.

6 VISITOR CENTRE USE

- 6.1 Permits may be issued by the Ranger in Charge to certain groups to use visitor centres.

6.2 Use by all Groups

- 6.2.1 Such use must not interfere with any interpretative or educational programme or any Board-sponsored activity or function. Therefore, no booking will be taken during school holidays when activities are organised by the Board.
- 6.2.2 No Board audio visual equipment will be made available for the use of groups except under supervision of Board staff.
- 6.2.3 Crockery and facilities for tea making may be made available if required. Groups shall be responsible for cleaning up afterwards.
- 6.2.4 Groups will normally be requested to vacate rooms that have interpretative displays over lunchtime (12.30 - 1.30) to allow access by the public.

6.3 Particular Groups (Werribee Park excepted)

6.3.1 Non-Profit Community Organisations

Such use shall normally be restricted to weekdays, except where the organisation offers a programme or service for the public consistent with the park objectives.

6.3.2 Commercial Organisations

Applicants are to be referred to the Ranger in Charge. Such use may not amount to more than two days per week, (whether by one or more groups), and must be during normal weekday park opening hours. A donation will be requested from commercial groups for use of the visitors centres. Current requests are \$30 half day, \$60 full day. Permit will be issued on receipt of donation, and it should be acknowledged on permit. Donations will be paid into the Miscellaneous Revenue Account.

- 6.3.4 Weddings - no use of the Visitor Centres except at Werribee Park where Conference Rooms are available.

6.4 Evening use

Require prior approval of the Park Management Officer if field staff overtime is involved or VRSO if VSO overtime is involved. Such use shall be restricted to non-profit organisations, except at Werribee Park.

A member of the staff must be on duty for the evening.

Approval is subject to availability of staff and agreement to reimburse costs to the Board for staff overtime. Reimbursement of costs can be waived at the Manager's discretion.

The permit is to state that the applicant is to reimburse all overtime costs incurred by the Board for the event.

7 SALES OR MAKING CHARGES (Werribee Park excepted)

7.1 Selling any product or service requires approval by the Board, except that the Manager, Parks, Lands & Recreation can approve the sale of refreshments in the case of major events sponsored by non-profit making organisations. Fees and charges levied by groups must be approved by the Board.

7.2 Sales by Commercial Organisation

Generally permission will not be given to commercial organisations to sell goods in the parks. There may be some exceptions in special circumstances. Board approval is required.

7.3 Sales to raise money for charity

Permission may be granted for service clubs and charitable organisations to raise money for charity provided that the activities comply with the law. Board approval is required.

7.4 Sales by community organisations

Permission may also be given to various non-profit community interest clubs to raise money by sales of goods produced by members or services given by members. Board approval is required.

8 AFTER HOURS USE

8.1 Cars may park outside the park gates and visitors may use park facilities which are open after the gates have been closed to vehicles.

8.2 Any approved use requiring park staff to be on duty will only be approved if overtime costs are reimbursed. Such use is dependent also on staff being available for overtime. Reimbursement of costs can be waived by the Manager, Parks, Lands and Recreation.

The permit is to state that the applicant is to reimburse all overtime costs incurred by the Board for the event, unless waived by the Manager, Parks, Lands and Recreation.

9 DISTRIBUTION OF CONFIRMATION FORM

- 9.1 Original is to be sent to application together with a park guide brochure and a "with compliments" slip. Permits should be posted normally within 24 hours of receipt of application, except where a major event is concerned.
- 9.2 Pink copy is retained in the park office.
- 9.3 White copy is to be sent to the Administrative Officer Visitor Services. This copy is filed in date order.

10 POSSUM PROWLS/GUIDED WALKS/ETC

These are conducted by Rangers for groups. Programs for families and individuals are normally conducted by holiday programme staff during school holidays. (See brochure for details).

11 HORSE RIDING

Horse Riding is restricted to certain areas and the rider requires a permit from the Park Office.

Pony rides may be approved by the Ranger in Charge if an essential part of an organised activity.

A horse cross country course is available for group use at Bushy Park, Dandenong Valley Metropolitan Park, with permit. A small area for group use is also set aside at Lovitts, Yarra Valley Metropolitan Park.

12 CAMPING

Overnight camping is permitted for groups only (20 to 50) at certain sites, currently Horseshoe Bend, MVMP and a trial site in Birrarrung Park, YVMP. Conditions apply to the use of designated camping areas.

13 CROSS COUNTRY RUNNING

Courses are currently available at Braeside, Bushy Park (DVMP), Brimbank (MVMP) and Westerfolds (YVMP). Courses are designated by the Ranger in Charge and may be varied from time to time to minimise damage.

Permits are to be issued by the Ranger in Charge or Ranger Class 4 in RIC's absence. Permits will include "General Conditions Applying To Cross Country Events Within Metropolitan Parks" dated 25 June 1986.

14 VISITOR SURVEYS/QUESTIONNAIRES

Require the approval of the area VSO in consultation with the Ranger in Charge. The questionnaire must be approved before permit is issued. Surveys by tertiary students which will lead to a substantial report are to be referred to the Visitor Services and Recreation Officer.

15 COLLECTION OF SEED AND OTHER PLANT MATERIAL

Requests should be referred to the Ranger in Charge. Collection of common plant material can be approved by the Ranger in Charge. If in doubt contact the Horticultural Officer for advice. Permission to collect rare or unusual specimens will only be approved for scientific study and requests are to be forwarded to the Manager via the Park Management Officer.

16 COLLECTION OF INVERTEBRATES AND VERTEBRATES/SCIENTIFIC RESEARCH

Limited collection of common invertebrates by teachers and scientists can be approved by the Ranger in Charge. Staff should ensure that applicants collect and care for specimens properly. Results of studies/collections are to be filed on a Board file.

Trapping, interfering and collection of vertebrates and their nests or eggs can only be done if the applicant has a current Fisheries and Wildlife permit and the work is approved.

A scientific research form, supplied by the Ranger in Charge is to be completed and sent to the Park Management Officer for all vertebrate and scientific research. All proposals will need a research permit and will require the approval of the Manager, Parks, Lands and Recreation.

17 FIREARMS

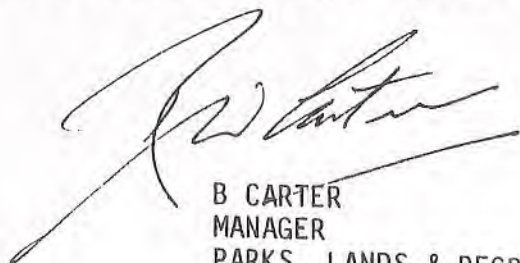
Using or carrying firearms apart from nominated authorised officers is not allowed.

18 FILMING AND PHOTOGRAPHIC ACTIVITIES - See Metropolitan Parks Instruction No. 29.

19 MANNING OF ENTRANCE GATES

Excess traffic within Parks causes congestion and can be a hazard in the fire season. When car parks are full signs should be placed at the main entrance reading "Car Parks Full - Pedestrian Access Only".

Rangers should be on duty during busy periods at the main gate to direct visitors to other locations once the car parks are full. Members of groups that have been issued a permit should have their attention drawn to the conditions stated on the permit that availability of car parking cannot be guaranteed.



B CARTER
MANAGER
PARKS, LANDS & RECREATION
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