Use of Council Reserves, Parks, Gardens, Memorial Gardens and Open Spaces Policy

Policy Statement

Council is committed to providing equitable access to Parks, Gardens & Reserves for the community. The areas will provide for both active and passive recreation, and will encourage the interaction between all age groups in the community.

Objective

The aim of this policy is to provide members of the Walkerville community with safe and equitable access to Parks, Gardens and Reserves within the Town of Walkerville.

Guidelines

To enable all of the community to enjoy the areas, the following guidelines must be adhered to:

- No part of any Council Park, Garden or Reserve is approved to be used for organised functions or events, however:
  - This clause does not apply to Parks, Gardens or Reserves that permit the holding of organised functions and events through lease or licence agreements (e.g. Walkerville Oval, Levi Oval, Walkerville YMCA and Walkerville Lawn Tennis Club), and:
  - Special exemptions to this policy may be made if the proposed activity or event provides a significant community or environmental benefit and a formal proposal is presented to Council for approval, subject to the Conditions below, and:
  - Use of the following Reserves for special use is approved subject to conditions:-
    1. Any Council managed or operated Park, Garden or Reserve for the purpose of coordinating community events on Australia Day, 26 January, each year
    2. Walkerville Oval for a community Christmas celebration, usually held in the 2nd week of November annually;
    3. Soldier’s Memorial Gardens or other nominated Parks, Gardens or Reserves for Walkerville R.S.L Anzac Day Services, usually held on Anzac Day, 25th April, each year
4. Soldier's Memorial Gardens or other nominated Parks, Gardens or Reserves for Walkerville R.S.L Remembrance Day Services, usually held on Remembrance Day, 11th November, each year

5. The Soldier's Memorial Gardens are available to the public for use as the venue for Wedding Ceremonies or for photographs associated with Wedding Ceremonies provided that an application form is first completed and submitted to Council for approval and the associated fee paid as per the Fees & Charges Register.

- Users of Council's Parks, Gardens & Reserves are requested to minimise the nuisance and inconvenience to residents adjacent to Council's Parks, Gardens & Reserves by ensuring noise levels are kept to a minimum.

- Cars are not to be driven onto any Council Parks, Gardens or Reserves

- The Parks, Gardens & Reserves must be left in the condition they were found. Please notify Council if you have any problems or concerns.

- No umbrellas or marquees may be erected within the gardens.

- Confetti or rice are NOT allowed for Wedding Ceremonies, but you may use flower petals.

- Parties or Wedding Receptions are NOT to be held in the Memorial Gardens.

- The consumption of alcohol is not permitted.

- Groups that use the Memorial Gardens for weddings and/or photographs do so on the clear understanding that they do not have a right to exclude other persons from any part of the park.

- In order for Council's Parks, Gardens & Reserves to be enjoyed by all participants, the following must be noted:

  - Persons using any of Council's Parks, Gardens & Reserves do so at their own risk. The Council accepts no liability for loss, damage and injury whatsoever which may be brought or made or claimed against it or any of its servants or agents arising out of or in relation to the use of any of Council's Parks, Gardens or Reserves.

**Procedure**

Special Event Application forms are available from Customer Services.

1. A Special Event Application form be completed and submitted to Council for consideration preferably three months prior to the proposed activity. The application form must be accompanied by a proposed site plan/map and a risk assessment of the proposed activity. Other required details include reference to public liability insurance cover and conditions of use, with clear details about the organisation, activity proposed and its benefit to the Walkerville Community and a nominated contact person.

2. Applications are preferred to be submitted to Council a minimum of three months prior to the intended activity. Applications are to be directed to Customer Services.

3. Manager Assets & Infrastructure will assess the appropriateness of the proposed activity in regards to the impact on the reserve and the surrounding community. If external expertise is required, the applicant shall be responsible for any costs involved if they wish to progress the application.

4. A reply will be provided to the prior to the hire confirming the availability of the venue and details regarding insurances, keys and other administration details. Alternatively, Council has the right to refuse the use of the facility if it is likely to impact on the area and the local community.
5. Council may include a fee, as per the Fees & Charges Register to cover the use of the facility and the costs of cleaning up the area and organising special requirements.

**Further Information**

Members of the public may inspect this Policy at the Corporation of the Town of Walkerville, 66 Walkerville Terrace, Gilberton and, on payment of a fee, obtain a copy. The full policy manual is available on Councils website: www.walkerville.sa.gov.au.

Any enquiries in relation to this Policy should be directed to the Council, telephone 8342 7100; e-mail walkerville@walkerville.sa.gov.au.

**Review**

This Policy will be reviewed by the Corporation of the Town of Walkerville, within 12 months of each general council election.