



# Reinstating Damage to Public Property - Guidelines

## Looking after our public spaces

The City of Port Phillip boasts numerous public spaces, including parks and gardens, which are frequently used for events. As many of these spaces hold national and heritage significance, it is an expectation that the permit holder and/or event owner take responsibility for looking after those spaces while occupying them.

The cost of reinstating public spaces to the condition they were in prior to the event remains the responsibility of the permit holder and/or event owner. Damage incurred by third parties, suppliers or any contracted services remains the responsibility of the permit holder and/or event owner also.

## Types of damage

Damage to public spaces can vary from minor to major. Examples of damage caused by events held in a public space (other than a park or garden) are:

- Clipped bollard
- Oil stains on roads and pavements left by food vendors or vehicles
- Damage to light poles, rubbish bins, fencing and seats

Parks and gardens are more susceptible to damage and most often experience the following:

- Damage to tree limbs
- Compaction due to infrastructure or a concentration of patrons in one area
- Damage to irrigation lines
- Tyre tread marks left in the grass
- Ice dumped on turf

Permit holders and/or event owners conducting events in the City of Port Phillip parks and gardens should include, as a minimum, a budget component for aeration, seeding and fertilisation of the lawns used for their event. Events longer in duration will likely incur higher reinstatement costs.

Damage to public spaces can also include:

- Displacing future events booked at the same location
- Causing undue stress to the environment
- Increasing the City of Port Phillip contractor workload taking them away from other important park and garden maintenance duties
- Contributing financial stress to the permit holder and/or event owner for potentially unbudgeted reinstatement costs.



## How to avoid damaging public spaces

Permit holders and/or event owners can reduce and sometimes avoid the impact an event has on a public space by:

- Liaising with the City of Port Phillip about site access
- Managing contractors entering and exiting the site to ensure site access rules are complied with
- Ascertaining the location of irrigation lines
- Monitoring weather conditions prior to an event and having wet weather contingencies in place
- Incorporating asset protection strategies in a risk management plan
- Arranging for the removal of bollards prior to permitted vehicles entering the site
- Using protection matting and/or drip trays under food vendors and vehicles
- Ensuring forklifts are fitted with turf tyres

## Pre and post-event site meetings

Where appropriate, City of Port Phillip Council will invite the permit holder and or/event owner and the park contractor to pre and post-event site meetings so that all parties can make an assessment and agree on the condition of the site before and after the event. This will ensure a fair and reasonable calculation is made regarding the level of reinstatement works required. Furthermore, the meeting will also include discussion on the times of operation of relevant automatic sprinklers.

The meeting may also include discussion on wildlife management with respect to fireworks. If fireworks or large sound or light structures are to be used in a garden of choice or a nearby location, it is important to discuss the potential impact on wildlife within that location with City of Port Phillip Officers.

For examples of reinstatement costs please see the following page.

## Examples of reinstatement costs to the permit holder and or event owner



**Incident:** Damage to bollard

**Cause:** Trailer clipped bollard while driving past  
This type of damage may also include non-standard customised infrastructure incorporating signage, park furniture, gates and light poles. The cost for damage to these items varies depending upon the level of damage caused.

**Prospective repair/replacement costs:**

- \$550-\$1,000

**Prevention:** Liaise with Events Officers to assess if vehicle access can be granted. Ensure bollards are removed prior to permitted vehicles entering the park.

**Impact:** No vehicle access to the site for an extended period while the bollard is replaced.



**Incident:** Damage to light pole

**Cause:** Truck punctured and damaged light pole while driving past

**Prospective repair/replacement costs:**

- \$3,300-\$11,000

**Prevention:** Liaise with Events Officers to assess if vehicle access can be granted. Once approved, ensure the access is clear of any park and street furniture.

**Impact:** No vehicle access to the site for an extended period while the light pole is replaced.



**Incident:** Damage to event surface

**Cause:** Residual oil stains from food vendors at event

**Prospective repair/replacement costs:**

- **\$550-\$2,000**

**Prevention:** Provide protection like tarp or matting under all food stalls.

**Impact:** Oil stains leave noticeable and aesthetically unattractive marks on the surface. Removal of stains requires high pressurised hot and/or cold clean to the affected areas. Cleaning may also need to be carried out in surrounding areas to ensure an even finish.



**Incident:** Damage to lawns

**Cause:** Heavy vehicle illegally driving over unprotected lawns which are soft underfoot.

**Prospective repair/replacement costs:**

- **\$30-\$55 per m2**

**Prevention:** Vehicles not required to enter turf areas must stay off lawns. If access is required, turf protection matting must be laid down to create a vehicle pathway before said vehicle accesses the lawns. Alternatively, turf tyres to be fitted on forklift. Track matting to be used at unloading site. Unloading to be moved to a more suitable area if existing lawn is wet.

**Impact:** Lawn unavailable for use during the reinstatement period.



**Incident:** Damage to trees

**Cause:** Truck crashing into and destroying a tree

**Prospective repair/replacement costs:**

- \$20,000-\$50,000

**Prevention:** Large vehicle movements to be executed under security/marshal escort arrangements

**Impact:** Tree removed completely



**Incident:** Damage to garden beds

**Cause:** Patrons walking through unprotected garden beds

**Prospective repair/replacement costs:**

- \$70-\$100 per m2

**Prevention:** Fencing of the entire affected area as well as an on-site marshalling presence to prevent patrons walking over or removing fencing.

**Impact:** Garden beds reinstated completely



**Incident:** Compaction of the grass

**Cause:** Concentrated foot traffic and/or vehicle traffic

**Prospective repair/replacement costs:**

- \$10-\$25 per m2

**Prevention:** Reduced foot or vehicle traffic in the affected area. Detour routes to be made available.

**Impact:** Lawn unavailable for use during the reinstatement period.



**Incident:** Damage to underground services

**Cause:** Illegal pinning of water pipe

**Prospective repair/replacement costs:**

- \$75-\$150 per hour plus materials

**Prevention:** Cable traps to be used to secure the pipe but also forewarn a tripping hazard

**Impact:** Underground services are spiked causing irrigation or electrical cable damage (no running water or power).



**Incident:** Improper driving over the turf

**Cause:** Vehicle driven over a non-defined pathway or not following the track mat protected surface

**Prospective repair/replacement costs:**

- \$75-\$150 per hour plus \$25-\$50 per m2

**Prevention:** Water points to be marked prior to site layout so vehicles avoid driving over underground irrigation services

**Impact:** Underground water services are damaged causing irrigation disruption damage (no running water)



**Incident:** Bits and pieces of steel, nails, cable ties, etc left behind after clean up

**Cause:** Clean up not accurately completed

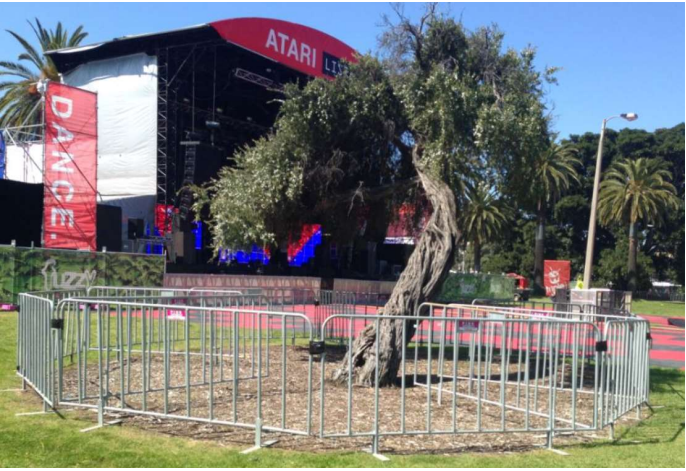

**Prospective repair/replacement costs:**

- \$45-\$100 per hour plus damages

**Prevention:** Thorough coordinated clean up conducted post-event of all used event space

**Impact:** Service vehicles suffering either punctured tyres or lawn mower damages blade while cutting grass

## Examples of best practice

	<p><b>Incident:</b> Correct distance maintained between event infrastructure and tree trunks</p> <p><b>Cause:</b> Distance from tree trunks does not harm the tree roots which as a rule, extend as far as the tree canopy</p> <p><b>Prospective repair/replacement costs:</b></p> <ul style="list-style-type: none"><li>• NIL</li></ul> <p><b>Prevention:</b> All infrastructure positioned in accordance with adherence to the 4.5m tree protection zone</p> <p><b>Impact:</b> Safe space is maintained for tree maintenance tasks to be undertaken during event</p>
	<p><b>Incident:</b> Correct distance maintained between event infrastructure and underground services</p> <p><b>Cause:</b> Correct distance from underground services not causing damage to underground services</p> <p><b>Prospective repair/replacement costs:</b></p> <ul style="list-style-type: none"><li>• NIL</li></ul> <p><b>Prevention:</b> All infrastructure positioned in accordance with adherence to line marked areas.</p> <p><b>Impact:</b> Safe space is maintained for underground utility services during event</p>

## Further information

Please contact your Event Adviser should you have any questions. You can contact us on [eventpermits@portphillip.vic.gov.au](mailto:eventpermits@portphillip.vic.gov.au) or 9209 6777.