



Activation Pod Guidelines

Successful applicants and all individuals associated with the activity in the Activation Pods must comply with the following guidelines. Any unauthorised use of the Activation Pods will be a breach of guidelines which may result in cancellation of future bookings. Whitehorse City Council reserves the right to refuse the hire of any Activation Pod without specifying a reason for the refusal.

1. Eligibility

Applications can be received from:

- a) Whitehorse community groups;
- b) Volunteer or not-for-profit organisations with membership based within the municipality; and
- c) Community agencies responsible for providing free services within the municipality.

2. Ineligible Applicants

- a) Sole traders or businesses operating on a commercial 'for profit' basis.
- b) Groups offering political, religious or spiritual activities.
- c) Non-Whitehorse Council residents or organisations that are not based within the municipality.

3. Booking Conditions

Activation Pod bookings

- a) Can be up to one full day per time; and
- b) Can be a maximum of 6 bookings per calendar year per eligible group.
- c) Bookings to be applied for 4 weeks prior to activation.

4. Occupational Health & Safety

- a) Applicant must include a Current Certificate of Currency for Public Liability Insurance (PLI) cover of up to \$20 million. The Certificate must cover hire and use of the public space for the desired purpose.
- b) Applicant must complete the Risk Assessment Plan on the application form and add any other risk issues not mentioned as part of their proposed activation.

5. Use of Activation Pods

- a) Commercial purpose and business promotion is prohibited.
- b) Low level selling of items such as plants for social benefits will be assessed on a case by case basis.
- c) Fundraising activities are prohibited, except for special circumstances with the prior approval of Council officer.
- d) Activation Pod users may not approach any person to distribute advertising material or promotional items. These items may be made available at a secured pick-up point on a table or a stand.
- e) Activations must practice environmental sustainability including:
 - i. Reducing waste generation. (Any waste is to be disposed and recycled appropriately).
 - ii. Reducing energy consumption.
 - iii. Reducing water use.
 - iv. Encourage low emissions transport related Activation Pod activities.
 - v. Bookings must comply with the Victorian Government Single-use Plastics Ban: [Reducing plastic pollution starts with us | Victorian Government \(www.vic.gov.au\)](https://www.vic.gov.au/reducing-plastic-pollution-starts-with-us)
- f) All user groups must take an inclusive approach when delivering their activation. That is, they must consider how people of all ages, genders, abilities and backgrounds can access the activities and information provided to the community.
- g) Groups cannot use the Activation Pods for political, religious or spiritual activities.
- h) All Activation Pod Users are expected to be respectful at all times. Council will not tolerate acts including, but not limited to:
 - i. Noxious, offensive or immoral behaviour;
 - ii. Explicit language;
 - iii. Threatening behaviour;
 - iv. Aggression;
 - v. Interference with other hirers or patrons; and
 - vi. Being under the influence of drugs or alcohol.

Offenders may be asked to move on and the matter may be referred to the Police. Council Officers should be immediately notified of any anti-social behaviour.

6. Permits and compliance

- a) Applicants are responsible for checking what permits are required for their activation. To check information on permits for your activation, go to: www.whitehorse.vic.gov.au/things-do/planning-your-event/event-permits
- b) Activations offering food must meet food health and safety requirements under the Food Act. To apply for a Temporary Food Permit go to: www.streatrader.health.vic.gov.au or call Council's Environmental Health team on (03) 9262 6197 for further information.
- c) Activations involving children, must meet requirements under the Commission for Children and Young People. Go to Child Safe Standards for more information.