

# Waverley Council

## Events

## Policy

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM:

**Direction C6:** Arts and cultural activities foster an involved community and a creative environment

Strategy: Enrich the community's cultural life and support lifelong learning through a variety of cultural events and activities, balancing the needs of residents and visitors

**Direction: L1** Waverley's economy is vibrant and robust and supports the creation of a variety of jobs and business opportunities

Strategy: Create vibrant public places through the support and provision of a range of community and visitor related activities

**Direction: L2** Visitors and tourists are welcomed and make a positive contribution to the community and economy

Strategy1: Develop and implement tourism initiatives to benefit both the local economy and community

AUTHOR: Lorna Bussell

PROGRAM: Enriching Waverley

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## Introduction

Council recognises the need to support the contribution events make to Waverley's cultural landscape and the economy whilst minimising potential impact of temporary events to the community.

This Policy provides a frame work for the assessment and approval of temporary events. These events take place on public land and in public buildings owned and managed by Council. The document ensures external event organisers and Council event organisers have clear expectations for temporary events held in Waverley.

*The Outdoor Event Management and Delivery Guidelines* outline procedures for event organisers and Council officers to ensure events comply with relevant legislation, industry codes and industry best practice.

Event organisers for outdoor events are required to comply with all legal and Council requirements as detailed in Waverley Council's *Outdoor Event Management and Delivery Guidelines*. Council may withhold or withdraw approval for any event which does not comply with *the Outdoor Event Management and Delivery Guidelines*. The *Outdoor Event Management and Delivery Guidelines* will be updated from time to time to reflect any legislative and/or Council operational changes affecting the delivery of safe, accessible and sustainable Events in Waverley.

## Scope

This Policy applies to all events held in Waverley Council owned or managed public buildings and lands within the Waverley Local Government Area (LGA).

This Policy does not apply to:

- Unpublicised informal social or family gatherings in outdoor venues where no equipment is involved (standard park rules apply)
- Outdoor Markets (Refer to: Council's *Outdoor Market Operations in Public Places 2009*)
- Footpath seating (Refer to Council's *Development Control Plan 2012*)
- Seasonal use of sports fields by schools and registered sporting clubs
- Public rallies and demonstrations (Refer to NSW Police, Notification to hold a Public Rally)
- Commercial fitness training (Refer to Council's *Commercial Fitness Groups and Personal Trainers Policy 2011*)

- Filming (Refer to *Local Government Filming Protocol 2009*)

## Objectives

This Policy aims to deliver the following objectives

1. Provide for a range of events that meet Waverley Council's cultural, social, economic and sustainable strategic directions.
2. Clarify the expectations and classification of events in Waverley.
3. Provide controls that minimise adverse impacts of events on the non-event community and environment.
4. Manage the health and safety of persons attending the events.
5. Manage compliance with relevant legislative requirements and standards.

## Definitions

For the purpose of this Policy the following definitions apply:

### Event

An organised one-off temporary occurrence to be held within the Waverley LGA on public land (outdoors) or public buildings (indoors), where people assemble at a given time and location for the purpose of entertainment, recreation, community, ceremonial or promotional purposes, either for free or for the payment of a fee and include but not limited to:

- Concerts and shows
- One off sporting events
- Film screenings
- Festivals and fairs
- Exhibitions
- Civic, civil and religious ceremonies
- Historical or significant commemorative celebrations
- Corporate activations or promotions
- Publicised social gatherings with or without infrastructure

Events are further classified as either:

### Not for Profit

An event held to raise funds or awareness of a not-for-profit organisation or cause, run by or officially endorsed by a registered not-for-profit body eg charities, public schools.

### Private

An event held with no commercial or personal benefit or gain

**Public**

An event held for commercial gain or personal benefit

**Council Run**

An event created, organised and funded and/or partnered by Council

**Venue Managed**

An event created and funded by an external body

**Event purpose**

Event applicants are required to demonstrate how the event will provide a welcoming and safe environment that meets one or more of the following outcomes:

- delivers either recreational, social, cultural, education or information opportunities for residents and visitors to participate
- supports and contributes to the well-being of residents and visitors
- supports and includes people from all sections of the community
- supports and respects the unique identity of Waverley and its culture
- recognises occasions of historical, social or cultural significance
- contributes to the local economy, businesses and tourism

**Limitations and Restrictions**

Waverley Council does not support events:

- which promote tobacco or gambling;
- with alcohol promotion being the main purpose;
- are racist or sexist in nature;
- involve endangered animals, or cruelty to animals;
- cause undue strain on public spaces during the Summer season (December to January);
- threatens biodiversity in ecologically sensitive areas eg bush regeneration sites aquatic reserves.

Council may cancel or modify events at any stage in its development including, but not limited to:

- Extreme weather
- Identified high risks
- Site safety or conditions

## Approval Process

All events held in the Waverley LGA on public land or buildings owned or managed by Waverley Council require approval from Waverley Council.

Assessment of an event application will be based on the following criteria:

- Suitability and purpose of the event activity (see above “event purpose”)
- Suitability and experience of the event organiser
- Suitability and availability of the event location and duration
- Impact of the event on location and surrounds

To determine the level and number of management and compliance conditions to be applied, events will be categorised as either a low, medium or high impact based on the activity proposed.

All events categorised as high impact will be required to submit an Event Management and Delivery Plan a minimum of four weeks prior to occupation of the event site.

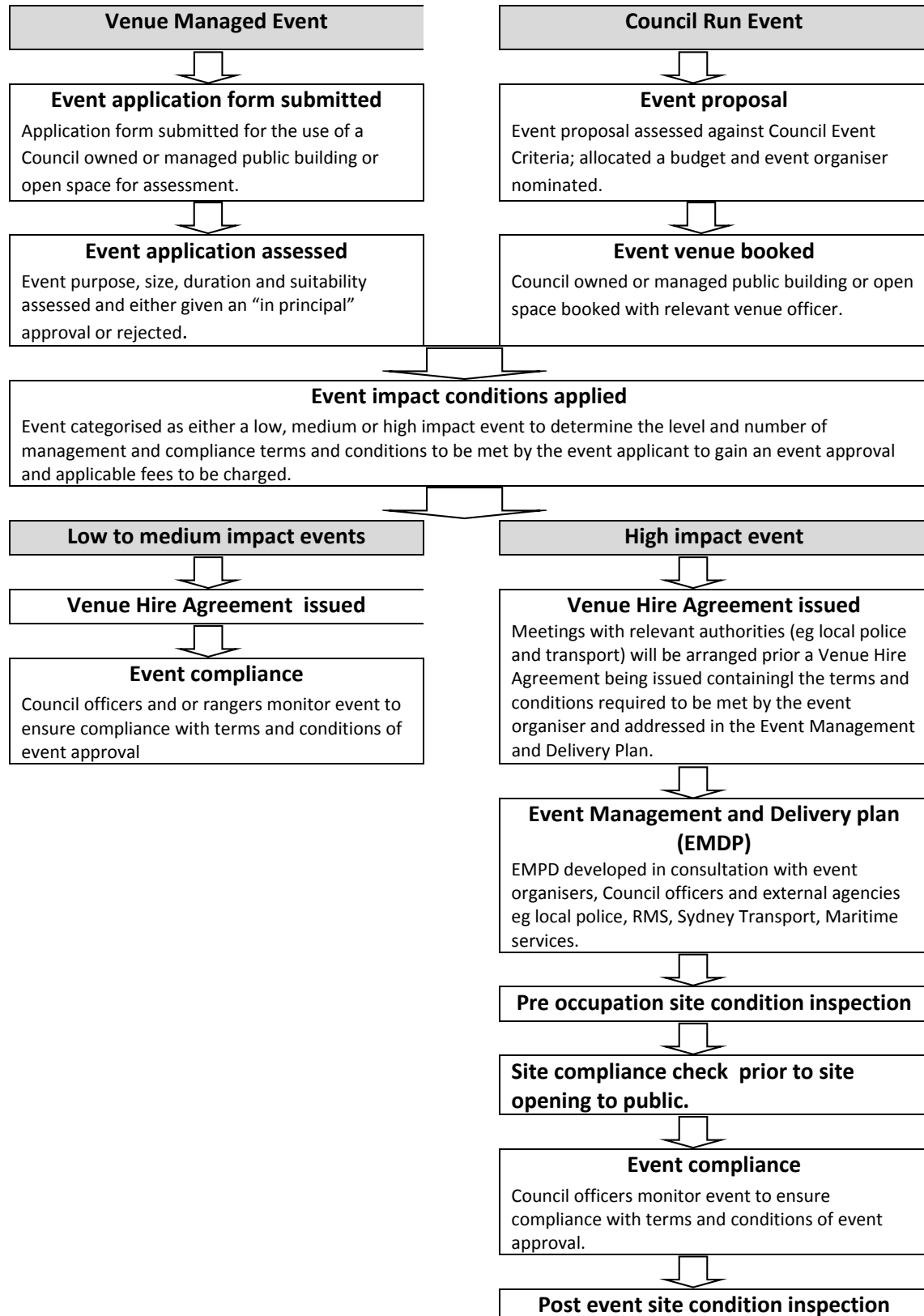
## Event Impact Criteria

<b>Low Impact Event</b>	<input type="checkbox"/> Held between 6am and 6pm <input type="checkbox"/> Infrastructure footprint under <math>50\text{m}^2</math> <input type="checkbox"/> Involves minimal/low level amplification <sup>1</sup>
<b>Medium Impact Event</b>	<input type="checkbox"/> Involves between 100 and 1000 patrons <input type="checkbox"/> Finishes between 6pm and 9pm <input type="checkbox"/> Infrastructure footprint between $50\text{m}^2$ - $150\text{m}^2$ <input type="checkbox"/> Involves food and / or non-alcoholic service or sales <input type="checkbox"/> Involves minimal/low level amplification <sup>2</sup>
<b>High Impact Event:</b>	<input type="checkbox"/> Involves more than 1000 patrons <input type="checkbox"/> Finishes after 9.00 pm on any day <input type="checkbox"/> Infrastructure footprint exceeds $150\text{m}^2$ <input type="checkbox"/> Includes Liquor sale/supply for consumption <input type="checkbox"/> Involves amplified noise, music, entertainment or activities <sup>2</sup> <input type="checkbox"/> Includes fencing, stage, audio/visual equipment, tiered seating <input type="checkbox"/> Requires road closures or otherwise impacts on the normal use of roads and/or requires special/additional public transport provisions <input type="checkbox"/> Involves fireworks / pyrotechnics

<sup>1</sup> Minimal/low level amplification means to produce amplification of devices including but not limited to; non-commercial entertainment speakers, music, loudspeakers, PA system or microphone that are inaudible at a radius of 50m from the device and operated between 6am and 9pm.

<sup>2</sup> Amplified noise means use of any equipment/devices that amplifies noise, including though not limited to; entertainment speakers, DJ, loudspeaker, PA system.

### Event assessment and approval flowchart



## Timeframe

Waverley Council requires various lead times for event approvals and site management, depending on the event impact.

Low impact event	5 – 10 working days
Medium impact event	2 – 8 weeks
High impact	Minimum 6 months

Any applications received less than the minimum standards above may be rejected.

## Fees

Council's fees and charges will be applicable as listed in Council's *Pricing Policy Fees and Charges* relevant at the time of the event, including, but not limited to:

- a. Application fee
- b. Venue hire fee
- c. Temporary food vending permits
- d. Temporary traffic management requirements
- e. Site Supervision eg security, contractors, venue manager
- f. Parking
- g. Waste removal
- h. Use of facilities
- i. Use of utilities
- j. Damage and/or Security Bond

Applicants are responsible for all other costs associated with conducting their event.

## Legal and Regulatory Requirements

Event applicants are required to demonstrate compliance with legislative requirements, including but not limited to:

- Building Code of Australia and relevant Australian standards requirements
- State Environmental Planning Policy (Exempt & Development) Codes Div 3 Temporary Uses and Structures
- State Environmental Planning Policy – Infrastructure 2007
- Food Act 2003 and the Food Standard Codes



- The Liquor Legislation Bill
- Work Health and Safety Act 2011
- Waste Avoidance and Resource Recovery Act 2001
- NSW Food Authority: Food Handling Guidelines for Temporary Events
- Occupational Health & Safety Act 2000
- Protection of the Environment Operations (Noise Control) Regulation 2008
- Smoke Free Environment Act 2000
- NSW Explosives Act, Australian Explosives Code - fireworks
- Australasian Performing Right Association (APRA) licence for the use of live or recorded copyrighted music
- RMS – Marine Aquatic Licence requirements

### **Outdoor Event Industry Standards**

Additional conditions pertaining to outdoor events will be based on relevant planning requirements, legislation and industry standards.

### **Waverley Council Related Policies and Plans**

Event applicants are required to familiarise themselves with the Council's relevant policies and plans including, but not limited to:

- Pricing Policy Fees and Charges
- DA conditions applicable to the venue
- Plans of Management relating to venue
- *Environmentally Sustainable Events Policy*
- *Waste Minimisation and Management Policy*
- *Community Safety Plan*
- *Multicultural Action Plan*
- *Waste and Resource Recovery Action Plan*
- *Access and Mobility Action Plan*