



WAVERLEY
COUNCIL

Events Policy

Policy owner	Manager, Events
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Relevant legislation/codes	N/A
Related policies/procedures/guidelines	<ul style="list-style-type: none"> - Waverley Community Strategic Plan 2018-2029 - Waverley Council 'Event Management and Delivery Requirements' - Waverley Council 'Event Waste Management Guidelines' - An Inclusive Community for Everyone - Eastern Suburbs 2017 – 2021 - Disability Inclusion Action Plan – Waverley Council 2017 – 2021 - Innovate Reconciliation Action Plan – Waverley Council 2019 – 2021 - Waverley Council 'Safety Management for Water-Based Events'
Related forms and documents	<ul style="list-style-type: none"> - Low to Medium Impact Event Application - Low to Medium Impact Event Permit - High Impact Event Application - Water Safety Plan Form - Event Sheet - Short Term Venue Hire Agreement - Regular Venue Hire Agreement - Event Agreement – High Impact Event - Waverley Council Temporary Food Permit

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1. Background

Waverley Council delivers and hosts a range of sustainable and inclusive events that contribute to the vibrant and diverse cultural life of the Waverley community. Events make a valuable contribution to Waverley's culture, economy, the local area and its people's connection to place.

Council has strong community, environmental and social targets aimed at strengthening community inclusion, supporting the local economy and balancing community and visitor expectations.

To support this Policy, Council's 'Event Management and Delivery Requirements' and 'Event Waste Management Guidelines' provide a clear and effective framework to assist in the planning and delivery of events that are of a high quality and meet contemporary sustainability standards. The application of this Policy and related documents will ensure compliance with Council policies, relevant laws and event industry best practice.

2. Purpose

In conjunction with Council's 'Event Management and Delivery Requirements' and 'Event Waste Management Guidelines', the purpose of this Policy is to:

- provide principles, strategies, actions and controls for delivering events on Waverley Council land and in Waverley Council owned or managed buildings ('Council Facility')
- ensure that events meet best practice safety, security, environmental and social sustainability standards
- classify events in terms of their impact
- ensure that events comply with relevant Council policies, legislation and regulations, industry codes and event industry best practice
- minimise any negative impacts of events on the non-event community and the environment
- ensure that events achieve applicable goals as detailed in Waverley Council's Community Strategic Plan.

This Policy and related documents are designed to ensure that event applicants demonstrate how their event will provide a welcoming and safe environment that achieves 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.

To achieve its purpose, this Policy must be read and applied in conjunction with Waverley Council's 'Event Management and Delivery Requirements' and 'Event Waste Management Guidelines'. The processes, procedures and requirements of these key supporting documents must be complied with.

Limitations and restrictions

Waverley Council does not deliver or host events that:

- promote tobacco or gambling
- have alcohol promotion as the main purpose
- are racist, sexist or discriminatory in nature
- involve endangered animals, or cruelty to animals
- threaten the environment (particularly in ecologically sensitive areas e.g. protected vegetation zones, bush regeneration sites and the marine environment)
- cause undue strain on public spaces during the summer season (December - February)
- have the potential for an adverse impact on Waverley Council's reputation and brand
- involve overtly commercial branding on any beach
- are not consistent with the objectives outlined in Waverley Council's Community Strategic Plan, or other plans, strategies and policies of Council including Plans of Management
- pose a conflict between the objectives and values of Council and those of the other party
- pose an unacceptable risk to the community or Council workers.

Note: Council will permit the hire of its facilities for party political fundraising events but will not actively deliver, host or support such events.

3. Scope

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

- events organised by Waverley Council that are attended by members of the public
- events organised by external organisations or individuals
- co-partnered events that involve both Waverley Council and external organisation/s in their production and delivery
- promotional and marketing activities.

This Policy does not apply to:

- unpublicised, informal, social or family gatherings in outdoor venues
- aircraft flying over the Local Government Area
- environmental clean-up sessions or other events with local social and environmental benefits of 50 or fewer participants where no infrastructure, flags, banners or music involved
- regular markets approved through a tender/EOI process
- busking (refer to Council's 'Busking Permit Application')
- charity activities for raising brand awareness or collecting names for fundraising at designated locations (see Council's 'Charity Permit Application')
- commercial fitness training (refer to Council's 'Commercial Fitness Policy')
- filming and photography (refer to Council's 'Film and Photography Permit Application')
- internal Council events that involve Council employees and invitees only, including meetings, training sessions etc. (refer to Council's 'Internal Events Policy')
- public rallies and demonstrations (refer to NSW Police 'Notice of Intention to Hold a Public Rally')
- seasonal use of sports fields by schools and registered sporting clubs (refer to Council's 'General Conditions of Hire – Sports Fields and Courts').

4. Policy Content

4.1 Policy Statement

Council seeks to deliver and host a range of events that contribute to Waverley's vibrant and diverse community, cultural life, economy, the local area and people's connection to place. Through the application of this Policy and related documents, Council is:

- identifying the strategies and processes required for successful events that meet Council and the community's strategic goals for the Waverley LGA
- providing clear guidance for Council, the community and all stakeholders on how events will be planned, managed and delivered
- ensuring that all risk and safety management, sustainability and inclusivity issues associated with events in the Waverley LGA are identified and appropriately addressed.

4.2 Policy Principles

All applicable events must adhere to the following principles:

- a) A commitment to event industry best practice across all areas
- b) Acknowledge and pay respect to the Traditional Owners connection to country ("sovereignty") and custodianship of land, water and sky.
- c) Respect and accommodate the needs of stakeholders of all ages, abilities and linguistic, cultural and religious backgrounds
- d) Promote choices that minimise environmental impact and maximise sustainability across all areas
- e) Promote inclusivity and accessibility.

Refer to Council's 'Event Management and Delivery Requirements' and 'Event Waste Management Guidelines' for details of applicable strategies and required processes to ensure that these principles are adhered to.

4.3 Assessment of Event: Suitability and Criteria

In deciding whether an event is suitable for the Waverley Local Government Area (LGA), Council Officers will consider a range of factors. These include:

- suitability and purpose of the event activity
- suitability and availability of the event location and duration
- impact of the event on the event location and surrounds (including residents, environment, property, services, Council workers and the traffic and transport network) and the extent to which these impacts can be successfully managed or mitigated
- community, social, environmental or economic benefits associated with the proposed event
- suitability and experience of the event organiser
- compliance with legal and insurance requirements.

4.3.1 Event Classification

To determine the level of management and compliance conditions to be applied to events, events will be categorised as either a LOW IMPACT, MEDIUM IMPACT 1 or MEDIUM IMPACT 2, HIGH IMPACT 1 or HIGH IMPACT 2 event based upon the details provided in an event application.

Events categorised as ‘LOW IMPACT’ or ‘MEDIUM IMPACT (1 or 2)’ can be assessed and determined by Council Officers.

Events categorised as ‘HIGH IMPACT 1’ must be submitted to Council’s General Manager for determination. If the event is approved by the General Manager, such approval may be subject to the submission and approval of a comprehensive Event Management and Delivery Plan (EMDP). If an EDMP is required, it must be submitted to and approved by Council Officers prior to the event proceeding.

Events categorised as ‘HIGH IMPACT 2’ will require approval at a Council meeting or a Committee of Council. If the event is approved by Council, a comprehensive Event Management and Delivery Plan (EMDP) must be submitted to and approved by Council Officers prior to the event proceeding.

The following table provides details of the Assessment Criteria and the timeframes required for the assessment and determination of each classification of event.

As demonstrated in this table, the classification of events is controlled on an incremental basis. The highest applicable Impact Classification criterion of any event determines its classification level.

Impact Classification Level	Impact Criteria	Timeframe for Event Determination
Low Impact	Any event that involves ALL the following: <ul style="list-style-type: none"> • No more than 200 patrons or participants • Held between 6 a.m. and 6 p.m. (Outdoor Event) • Infrastructure footprint less than 100m² • Does not involve the sale of food or drinks (distribution of sample-sizes servings for promotional purposes are permitted under this Impact Classification) • Does not involve any traffic or parking changes • No amplified sound, or appropriate minimal/low level amplification only • Has little or no impact on Council Operations 	5 – 10 days from receipt of Application

<p>Medium Impact 1</p>	<p>Any event that involves ANY of the following is a 'Medium Impact 1' Event:</p> <ul style="list-style-type: none"> • No more than 2,000 patrons or participants • Infrastructure footprint less than 400m² • Involves appropriate low or moderate amplification only • the sale of food and/or non-alcoholic drinks, and/or • the distribution of full-sized products or servings for promotional purposes, and/or • minor traffic or parking changes (that do not need to be referred to Council's Traffic Committee) • impacts on Council Operations requiring a change in operation and/or additional resources <p>A 'Medium Impact 1' event must not:</p> <ul style="list-style-type: none"> • involve the sale or provision of alcoholic beverages • finish after 10 p.m. (if the event is an Outdoor Event) <p>Further considerations or limitations may apply depending upon the individual circumstances and location of a proposed event.</p>	<p>4 – 10 weeks from receipt of Application</p> <p>(Water-based events will require 8 weeks minimum)</p>
<p>Medium Impact 2</p>	<p>Any event with fewer than 500 patrons or participants wholly within a Council Facility where:</p> <ul style="list-style-type: none"> • Alcohol is sold or provided; and/or • High level amplified sound, music, entertainment or activities are present 	<p>4 – 10 weeks from receipt of Application</p>
<p>High Impact 1</p>	<p>Any event with 500 to 2,000 patrons or participants wholly within a Council Facility where:</p> <ul style="list-style-type: none"> • Alcohol is sold or provided; and/or • High level amplified sound, music, entertainment or activities are present; and/or 	<p>2 – 4 months from receipt of Application</p>

	<ul style="list-style-type: none"> Substantial changes are made to regular public access through Bondi Pavilion 	
	Note: fees for events that are solely or primarily pyrotechnics displays will be applied at the lowest applicable level of fee banding	
High Impact 2	<p>Any event that involves ANY of the following:</p> <ul style="list-style-type: none"> More than 2,000 patrons or participants The sale or provision of alcoholic beverages at an Outdoor Event Finishes after 10 p.m. (Outdoor Event) Infrastructure footprint exceeds 400m² Involves high level amplified sound at an Outdoor Event Requires substantial road closures or otherwise significantly impacts on the normal use of roads and/or requires special/additional public transport provisions Impacts significantly on Council Operations 	Up to 6 months from receipt of Application

4.3.2 Further Classification of Events

Events are further classified as either:

Public

A Public Event is an event that:

- is accessible to the general public, and/or
- involves ticket sales, and/or
- is held for the purposes of commercial and financial gain.

Private

A Private Event is an event that is not accessible to the general public, does not involve ticket sales and is not held for the purposes of commercial or financial gain.

Community

An event that is held by a community organisation is a Community Event, where that community organisation:

- is engaged in community-based activities (including charitable activities) that are for the benefit of the local community or the environment, and
- is not established for the purpose of making a profit, and

- relies primarily upon the voluntary contributions of members, non-members and grants.

Note: an event held by a State/Public or Independent school is also a community event.

Community Events are eligible for a waiver of event fees for Low Impact Events and a 50% reduction of event fees for Medium Impact and High Impact Events.

Not for Profit

An event held largely or primarily to raise awareness and/or funds for a registered Not for Profit Organisation is a Not for Profit event.

Not for Profit events will be charged at 50% of the applicable event fee. To qualify for the fee reduction, the following criteria apply:

- The event application must be submitted by a registered Not for Profit organisation
- The Not for Profit organisation must have a presence at the event that includes visible branding and at least one employee or registered representative of the Not for Profit organisation

Partnerships and co-branding with business or commercial entities is permitted if the above criteria are met.

4.4 Application/Determination

In determining applications, it should be noted that that Council Facilities have Conditions of Hire and operational plans that may impact determination processes and timeframes.

4.4.1 Low Impact Events

- For Outdoor Events, apply online via the 'Low to Medium Impact' link on the 'Waverley Council Events' web page
- For events in a Council Facility, apply online via the Waverley Council 'Venue Hire' web page
- Council Officers will provide advice and assistance as required/ appropriate
- Assessed and determined by Council Officers
- Event approval or refusal issued within 5 – 10 days of receipt of Application
- Terms and Conditions must be complied with.

4.4.2 Medium Impact Events ('Medium Impact 1' and 'Medium Impact 2')

- For Outdoor Events, apply online via the 'Low to Medium Impact' link on the 'Waverley Council Events' web page
- For events in a Council Facility, apply online via Waverley Council 'Venue Hire' web page
- Council Officers will provide advice and assistance as required/appropriate
- Assessed and determined by Council Officers
- Event approval or refusal issued within 4 – 10 weeks of receipt of Application
- Terms and Conditions must be complied with.

Note: water-based events will require 8 weeks for assessment and Event Approval.

4.4.3 High Impact 1 Events

- For pyrotechnic /fireworks events, apply online via the ‘High Impact Event’ link on the ‘Waverley Council Events’ web page
- For events in a Council Facility, apply online via the Waverley Council ‘Venue Hire’ web page
- Council Officers will provide advice and assistance as required/ appropriate
- Report by Council Officers to General Manager. General Manager determination required
- Full Event Management and Delivery Plan may be required
- Event approval or refusal issued within 2 – 4 months of receipt of Application
- Terms and Conditions must be complied with.

4.4.4 High Impact 2 Events

- For Outdoor Events – apply online via the ‘High Impact Event’ link on the ‘Waverley Council Events’ web page
- For events in a Council Facility, apply online via the Waverley Council ‘Venue Hire’ web page
- Council Officers will provide advice and assistance as required/ appropriate
- Report by Council Officers to Council. Determination at a meeting of Council or a Council Committee is required
- Full Event Management and Delivery Plan will be required
- Event approval or refusal issued within 6 months of receipt of Application
- Terms and Conditions must be complied with.

5. Review of Policy

This Policy will be reviewed every four years or as required in the event of legislative changes or requirements. This Policy may also be changed as a result of other circumstances. Any amendments to this Policy must be by way of a Council resolution.

6. Definitions

Term	Definition
Application	A formal request for an event to be assessed. Must be submitted via the relevant link on Council’s website, must largely address all required criteria and must contain draft or preliminary versions of all required supporting documents.
Condition/s	Anything that Council or Council Officers require an event applicant or organiser to do or fulfil for their event to proceed
Council Approval	Council Officers must prepare a report for a meeting of Council or a Council Committee. A Council vote in support of a proposed event is required before Council Officers can issue an Event Approval

Council Facility	A venue that is owned and operated by Waverley Council that is primarily a building or a structure (e.g. Bondi Pavilion)
Council Worker	Is a person who carries out work in any capacity for Waverley Council, including employee, trainee, volunteer, outworker, apprentice, work experience student, contractor or sub-contractor, employees of a contractor or sub-contractor, and an employee of a labour hire company assigned to work for Waverley Council
Event Approval	Written notice from an appropriate Waverley Council Officer that an event may proceed. For High Impact Events, Council or Executive Leadership Team (ELT) approval is required before an Event Approval can be issued. An Event Approval may contain Conditions
Event Industry Best Practice	A method or technique that has been widely accepted as superior to any alternatives because it produces reliably good results
Event Management and Delivery Plan	A comprehensive plan prepared by an event applicant or organiser and submitted to Council Officers that provides details of all aspects of the management and delivery of an event. Details of what an Event Management and Delivery Plan must contain, as well as timeframes and procedures for submission and review, can be found in Waverley Council's <i>'Event Management and Delivery Requirements'</i>
Executive Leadership Team (ELT) Approval required	Council Officers must prepare a report for a meeting of Council's Executive Leadership Team (ELT). Council's ELT must support the event before Council Officers can issue an Event Approval
General Manager	General Manager means the General Manager of Waverley Council
Outdoor Event	An event that takes place on Waverley Council owned or managed land that is primarily a park or a public open space (e.g. Bondi Park)
Rejection	Notice from an appropriate Council Officer to an event applicant that their event has not been approved and cannot proceed
Timeframe	The length of time that an event determination will take. The Timeframe commences from the time that a valid Application is received
Waverley Council's 'Event Management and Delivery Requirements'	The primary operational document that supports this Policy. This document provides details of all aspects of Council's event planning and delivery requirements
Waverley Council's 'Event Waste Management Guidelines'	The key document that provides details of acceptable products and waste management requirements for events