



WAVERLEY  
COUNCIL

# Events Policy



<b>Department</b>	Events
<b>Approved by</b>	Council
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<b>Relevant legislation</b>	
<b>Related policies/ procedures/guidelines</b>	<ul style="list-style-type: none"> <li>- <a href="#">Waverley Community Strategic Plan 2022–2032</a></li> <li>- <a href="#">Waverley Council Event Management and Delivery Guidelines</a></li> <li>- <a href="#">Waverley Council Sponsorship Policy</a></li> <li>- <a href="#">Waverley Council Waverley Council Sustainability Events Kit</a></li> <li>- <a href="#">Waverley Council Bondi Pavilion Sustainability Events Kit</a></li> <li>- <a href="#">Waverley Council Waverley Disability Inclusion Action Plan 2022 – 2026 Waverley Inclusive and Accessible Event Guide</a></li> <li>- <a href="#">Waverley Council Safety Management for Water-Based Events</a></li> <li>- <a href="#">Waverley Council Pricing Policy Fees and Charges</a></li> </ul>
<b>Related forms</b>	<ul style="list-style-type: none"> <li>- <a href="#">Low to Medium Impact Event Application</a></li> <li>- <a href="#">Low to Medium Impact Event Permit</a></li> <li>- <a href="#">High Impact Event Application</a></li> <li>- <a href="#">Water Safety Plan Form</a></li> <li>- <a href="#">Waverley Council Temporary Food Permit</a></li> </ul>

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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, increasing place activation, supporting the local economy and balancing community and visitor expectations.

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

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## 2. Purpose

In conjunction with Council's Event Management and Delivery Guidelines and Bondi Pavilion Sustainability Event Kit and Waverley Council Sustainability Event Kit 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 require event applicants to demonstrate how their event will provide a welcoming and safe environment that achieves one or more of the following outcomes:

- Delivers 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.

Note that addressing one or more of these criteria does not guarantee an Event Approval.

This policy must be read and applied in conjunction with Waverley Council's Event Management and Delivery Guidelines and Bondi Pavilion Sustainability Event Kit and Waverley Council Sustainability Event Kit. 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.
- Involve alcohol promotion as the main or a substantial 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 December and January.
- Cause undue strain on public spaces where the cumulative impacts of multiple events, or types of events, are taken into consideration.
- Have the potential for an adverse impact on Waverley Council's reputation and brand.
- Involve overtly commercial branding, or Commercial Activation, on any beach.
- Feature a direct conflict with Waverley Council's 'Sponsorship Policy' or direct conflict with any sponsorship arrangements that Waverley Council has entered into.
- Are commercial activities on any beach, involving the service of alcohol, of greater than two days' duration.
- 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/or the 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 political events but will not actively deliver, host or support such events.

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## **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. 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.
- Commercial aircraft flying over the Waverley Local Government Area.
- Environmental clean-up sessions or other events with local social and environmental benefits of 50 or fewer participants that does not have an associated commercial purpose, where no infrastructure, flags, banners or music is involved.
- Regular markets approved through a tender/EOI process.
- Busking (refer to [Council's Street Performance Policy](#)).
- Organised health and fitness training, including organised wellbeing activities (refer to Council's relevant [Health and Fitness Activities Policy](#)).
- Filming and photography (refer to Council's [Film and Photography Permit Application](#)).
- Events or activities conducted on a repeated or regular basis involving more than two similar events from the same applicant in a calendar year. Event permits for ongoing or repeat events will not be issued.
- Internal 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](#)).

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## 4. 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 Local Government Area.
- 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 Local Government Area are identified and appropriately addressed.
- Ensuring that all events in the Waverley Local Government Area have an Event Approval to operate in Council-managed public spaces.

### 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 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 Guidelines and Bondi Pavilion Sustainability Event Kit and Waverley Council Sustainability Event Kit for details of applicable strategies and 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, 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), including cumulative impacts of multiple events, and the extent to which these impacts can be appropriately managed or mitigated.
- Community, social, cultural, environmental or economic benefits associated with the proposed event.
- Suitability and experience of the event organiser.
- Compliance with legal and insurance requirements.

To avoid doubt, Council will not approve commercial activities on any beach, involving the service of alcohol, of greater than two days' duration.

#### **4.3.1 Event Classification**

To determine the level of management and compliance conditions to be applied to events, event applications are reviewed and assigned classification according to the details provided.

Each classification carries different timeframes for assessment and approval. Events can be classified as one of the following categories:

- LOW IMPACT
- MEDIUM IMPACT 1 or MEDIUM IMPACT 2
- HIGH IMPACT 1 or HIGH IMPACT 2

Events categorised as LOW IMPACT or MEDIUM IMPACT (1 or 2) can be assessed and approved by Council Officers. Council Officers will issue a Low to Medium Impact Event Permit for all approved events.

Events categorised as ‘HIGH IMPACT 1’ require General Manager approval. High Impact 1 event proposals will be assessed by Council officers. Officers will decide whether an application should be submitted to the 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 officers prior to the event proceeding.

Events categorised as ‘HIGH IMPACT 2’ require Council approval. High Impact 2 event proposals will be assessed by Council officers. Officers will decide whether an application should be submitted to Council for determination. 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.

Further considerations or limitations may apply depending upon the individual circumstances and location of a proposed event.

Impact Classification Level	Impact Criteria	Timeframe for Event Determination
<b>Low Impact</b>	<p>Any event that involves ALL the following is a Low Impact event:</p> <ul style="list-style-type: none"> <li>• No more than 500 patrons or participants</li> <li>• Infrastructure footprint less than 100m<sup>2</sup></li> <li>• Does not involve the sale of food or drinks (distribution of sample size servings for promotional purposes are permitted under this Impact Classification)</li> <li>• Does not involve any traffic or parking changes</li> <li>• No amplified sound, or appropriate minimal/low level amplification only</li> <li>• Has little or no impact on Council operations</li> </ul>	5 to 10 business days from receipt of application



<b>Medium Impact 1</b>	<p>A Medium Impact 1 event is any event with fewer than 500 patrons or participants wholly within a Council Facility where:</p> <ul style="list-style-type: none"> <li>• Alcohol is sold or provided; and/or</li> <li>• High level amplified sound, music, entertainment or activities are present</li> </ul>	4 to 10 weeks from receipt of application
<b>Medium Impact 2</b>	<p>Any event that involves ANY of the following is a 'Medium Impact 2' event:</p> <ul style="list-style-type: none"> <li>• No more than 2,000 patrons or participants</li> <li>• Infrastructure footprint less than 400m<sup>2</sup></li> <li>• Involves appropriate low or moderate amplification only</li> <li>• The sale of food and/or non-alcoholic drinks, and/or</li> <li>• Minor traffic or parking changes (that do not need to be referred to Council's Traffic Committee)</li> <li>• Impacts on Council Operations requiring a change in operation and/or additional resources</li> <li>• Pyrotechnics or drone shows</li> </ul> <p>A 'Medium Impact 2' event must not involve the sale or provision of alcoholic beverages.</p>	<p>4 to 10 weeks from receipt of application</p> <p>(Water-based events require 8 weeks minimum)</p>
<b>High Impact 1</b>	<p>A High Impact 1 event is any event with 500 or more patrons or participants wholly within a Council Facility where:</p> <ul style="list-style-type: none"> <li>• Alcohol is sold or provided; and/or</li> <li>• High level amplified sound, music, entertainment or activities are present; and/or</li> <li>• Substantial changes are made to regular public access through Bondi Pavilion</li> </ul>	2 to 4 months from receipt of application
<b>High Impact 2</b>	<p>A High Impact 2 event is any event that involves ANY of the following:</p> <ul style="list-style-type: none"> <li>• More than 2,000 patrons or participants</li> </ul>	Up to 6 months from receipt of Application

	<ul style="list-style-type: none"> <li>• The sale or provision of alcoholic beverages at an Outdoor Event</li> <li>• Infrastructure footprint exceeds 400m<sup>2</sup></li> <li>• Involves high level amplified sound at an Outdoor Event</li> <li>• Requires substantial road closures or otherwise significantly impacts on the normal use of roads and/or requires special/additional public transport provisions</li> <li>• Impacts significantly on Council operations</li> </ul>	
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#### 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 commercial and or promotional purposes and or 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
- does not involve a substantial visible sponsorship presence, 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. An Event Application Fee will be charged and Site Supervision may be required, which will incur charges in line with Waverley Council Fees and Charges.

## 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 in line with Waverley Council's Pricing Policy, Fees & Charges. To qualify for Not For Profit Charity and Awareness Campaign Event fees, 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
- must provide Public Liability Insurance that appropriately covers the proposed activity and with Waverley Council noted as an interested party.

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

## Commercial Activation

An event that is predominantly for the purpose of promoting the goods, services or brand of a business will be regarded as a Commercial Activation. All Commercial Activations are events and require an Event Approval Permit.

Locations where commercial activations are permitted to occur may be restricted, and use of product samples will be subject to rules and restrictions outlined in the permit terms and conditions.

## 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 Event Application link on the Waverley Council website.
- For events in a Council Facility, apply online via the Waverley Council Venue and Open Spaces Hire or Bondi Pavilion – Venue Hire forms on the Waverley Council website.
- Council Officers will provide advice and assistance as required/ appropriate.
- Assessed and determined by Council officers.
- Event approval or refusal issued within 5 to 10 business 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 Event Application link on the Waverley Council website

- For events in a Council Facility, apply online via the Waverley Council Venue and Open Spaces Hire or Bondi Pavilion – [Venue Hire forms](#) on the Waverley Council website.
- Council officers will provide appropriate advice and assistance as required/appropriate.
- Assessed and determined by Council Officers.
- Event approval or refusal issued within 4 to 10 weeks of receipt of application.
- Terms and Conditions must be complied with.

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

#### **4.4.3 High Impact 1 Events**

- For events in a Council Facility, apply online via the Waverley Council Venue and Open Spaces Hire or Bondi Pavilion – [Venue Hire forms](#) on the Waverley Council website.
- Council officers will provide appropriate advice and assistance as required.
- Council Officers will assess and determine whether the event application process will move forward to a report to the General Manager.
- Full Event Management and Delivery Plan will be required.
- Event approval or refusal issued within 2 to 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 Application](#) link on the Waverley Council website.
- For events in a Council Facility, apply online via the Waverley Council Venue and Open Spaces Hire or Bondi Pavilion – [Venue Hire forms](#) on the Waverley Council website.
- Council officers will provide advice as required.
- A High Impact Event Application Fee will be required as per Waverley Council Fees and Charges before the application can be formally assessed.
- Officers will assess and determine whether the event application process will move forward to a report to Council.
- Report by Officers to Council. Determination at a meeting of Council is required to obtain Council approval. A full and complete 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.

### **4.5 Unauthorised Events and Breaches of Event Approval Conditions**

All events in a Council Facility or on Waverley Council owned and/or managed land in the Waverley Local Government Area must hold an appropriate Event Approval to proceed.

#### **4.5.1 Unauthorised Events**

Any event that proceeds without an Event Approval is an Unauthorised Event.

Persons or organisations conducting an Unauthorised Event may be subject to compliance action and/or may be charged the relevant event fee in line with the applicable charges in [Waverley Council's Pricing Policy Fees and Charges](#).

#### 4.5.2 Breaches of Event Approval Conditions

All conditions of an Event approval must be complied with. Persons or organisations who do not comply with the conditions of an Event Approval may be subject to compliance action and/or may be charged the relevant event fee in line with the applicable charges in [Waverley Council's Pricing Policy Fees and Charges](#).

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## 5. Review

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.

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## 6. Definitions

Term	Definition
<b>Application</b>	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.
<b>Commercial Activation</b>	An event that is predominantly for the purpose of promoting the goods, services or brand of a business
<b>Commercial activities</b>	Events or activities held largely or primarily for the purposes of commercial or financial gain.
<b>Condition/s</b>	Anything that Council or Council Officers require an event applicant or organiser to do or fulfil for their event to proceed
<b>Council Approval</b>	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

<b>Council Facility</b>	A venue that is owned and operated by Waverley Council that is primarily a building or a structure (e.g. Bondi Pavilion)
<b>Council Worker</b>	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
<b>Event Approval</b>	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
<b>Event Industry Best Practice</b>	A method or technique that has been widely accepted as superior to any alternatives because it produces reliably good results
<b>Event Management and Delivery Plan</b>	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><u>Event Management and Delivery Guidelines</u></i> '
<b>General Manager</b>	General Manager means the General Manager of Waverley Council
<b>Outdoor Event</b>	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)
<b>Rejection</b>	Notice from an appropriate Council Officer to an event applicant that their event has not been approved and cannot proceed
<b>Timeframe</b>	The length of time that an event determination will take. The Timeframe commences from the time that a valid Application is received
<b>Waverley Council's and Bondi Pavilion Sustainability Event Kit and Waverley Council Sustainability Event Kit</b>	The key document that provides details of acceptable products, processes and waste management requirements for events



**Waverley Council's 'Event  
Management and Delivery  
Guidelines'**

The operational document that supports this Policy and provides guidance to event applicants.