

# Events Policy

## DRAFT

|                                 |                                |
|---------------------------------|--------------------------------|
| <b>Date policy was adopted:</b> |                                |
| <b>Resolution number:</b>       |                                |
| <b>Next policy review date:</b> |                                |
| <b>Reference number:</b>        |                                |
| <b>Directorate:</b>             | Community, Arts and Recreation |
| <b>Responsible Branch:</b>      | Economy, Events and Arts       |

This is a controlled document. Before using this document, ensure it is the latest version by checking QPRC's intranet, website or Electronic Document Register Management System. Printed or downloaded versions of this document are uncontrolled.

## **1 OUTCOMES**

- 1.1 This Policy has been developed to ensure the responsible, transparent and sustainable management of events conducted on Council-controlled land or requiring Council approval.
- 1.2 It enables the safe and effective delivery of events that contribute to the social, cultural, environmental and economic wellbeing of the community while balancing public safety, community amenity, environmental sustainability and the protection of Council assets.
- 1.3 This Policy acknowledges that not all events will require Council involvement or approval. The extent of Council engagement, oversight, and the required level of documentation will be determined by the event's scale, complexity, risk profile and potential impacts on the community, environment, and Council assets.

## **2 POLICY**

- 2.1 Queanbeyan-Palerang Regional Council (Council) is committed to supporting safe, inclusive and well-managed events that strengthen community connection, celebrate cultural diversity, activate public spaces and contribute to the vibrancy of the region.
- 2.2 All events will be assessed through a transparent and consistent process to ensure alignment with Council's strategic objectives, legislative obligations, community expectations and the responsible use of public land and infrastructure.
- 2.3 Council recognises its obligation to protect community amenity, public safety, environmental values and Council assets by ensuring events are appropriately planned, managed and monitored.
- 2.4 Environmental sustainability, accessibility and community inclusion underpin all decisions relating to events. The planning and delivery of events will encourage equitable participation, minimise environmental impacts and respect the cultural values and diversity of the community.
- 2.5 While Council provides governance, guidance, and approvals for events occurring on Council-controlled land or impacting the broader community, it does not directly produce or manage external events. The responsibility for planning, management, and execution of these events rests solely with event organisers, who must ensure compliance with this Policy and all relevant regulations.

## **3 SCOPE OF THE POLICY**

- 3.1 This policy applies to:
  - all events conducted on Council-owned, managed or controlled land
  - events conducted on private land where the event has the potential to impact public amenity, traffic, safety, Council infrastructure or the broader community
  - all Council-run events;
  - Council staff, contractors, event organisers, community groups, commercial entities and individuals involved in the planning or delivery of events.

3.2 This policy does not apply to:

- small private gatherings with no broader community impact;
- community venue hire arrangements; or
- seasonal sporting competitions managed under separate agreements.

## 4 DEFINITIONS

- 4.1 **Civic Event** — an event which Council has direct involvement in and designates as building community pride and connecting the community in celebration.
- 4.2 **Community Event** – An event managed and delivered by a community organisation, incorporated association or individual where the primary objective is community, cultural, charitable, recreational or social benefit rather than commercial profit.
- 4.3 **Commercial Event** – An event managed or delivered by a business, corporation or private entity where the primary objective is commercial, promotional or financial gain.
- 4.4 **Council Managed Land** – Land, roads, verges, reserves, parks, facilities, buildings or public spaces owned, managed or controlled by Council.
- 4.5 **Council Event** – An event initiated, funded, managed or delivered by Council where Council is responsible for all planning and decisions relating to the event.
- 4.6 **Event** – Any organised activity, gathering or occasion conducted on public land or requiring Council approval where people assemble for cultural, recreational, community, entertainment, ceremonial, sporting, promotional or commercial purposes. Events may include festivals, concerts, markets, performances, commemorations, exhibitions, sporting events, rallies and celebrations.
- 4.7 **Event Organiser** – the entity, organisation or individual responsible for organising the event and authorised to make decisions regarding the event.
- 4.8 **Event Approval** – A written approval issued by Council authorising an event to occur subject to specified conditions.
- 4.9 **External Event** – An event not owned, initiated or operated by Council.
- 4.10 **High Impact Event** – An event involving significant attendance, temporary infrastructure, amplified sound, traffic impacts, road closures, fireworks or other characteristics that may create elevated operational, environmental or public safety risks.
- 4.11 **Low Impact Event** – An event involving relatively low attendance numbers, limited infrastructure and minimal impact on traffic, parking, noise or public amenity.
- 4.12 **Medium Impact Event** – An event involving moderate attendance numbers, infrastructure, noise, amplified sound, traffic or operational impacts requiring additional assessment and planning controls.
- 4.13 **Private Event** – An event that is not open to the general public and is attended by invitation, restricted guest list or membership only.

- 4.14 **Public Event** – An event that is open to the general public, either free of charge or through paid admission.
- 4.15 **Public Gathering** – A gathering of people for celebration, protest, social or community purposes with limited infrastructure and minimal impact on public amenity or infrastructure.
- 4.16 **Temporary Infrastructure** – Temporary event-related structures or equipment including marquees, stages, fencing, lighting, seating, amusement devices, traffic control equipment, portable amenities or similar infrastructure.
- 4.17 **Tourism Event** – An event that contributes to visitation, tourism activity and economic outcomes for the local government area and attracts attendees from outside the region.

## 5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 Most legislative obligations relevant to the planning and delivery of events, are established under the following Acts and their subordinate Regulations:
- Local Government Act 1993 (NSW)
  - Roads Act 1993 (NSW)
  - Environmental Planning and Assessment Act 1979 (NSW)
  - Work Health and Safety Act 2011 (NSW)
  - Liquor Act 2007 (NSW)
  - Food Act 2003 (NSW)
  - Protection of the Environment Operations Act 1997 (NSW)
  - Queanbeyan-Palerang Regional Local Environmental Plan 2022
- 5.2 Practical events guides and frameworks produced by NSW Government include:
- NSW Guide to Traffic and Transport Management for Special Events (Transport for NSW)
  - NSW Handbook for Activating Local Streets (Transport for NSW)
  - Event Starter Guide (NSW Government)
- 5.3 Risk Management - Guidelines (AS/NZS ISO 31000:2018)

## 6 EVENT CLASSIFICATION

- 6.1 Events may be classified by Council according to their scale, complexity, risk profile, attendance, infrastructure requirements and potential impact on the community, environment, traffic, public safety or Council assets.
- 6.2 Council may determine whether an event is classified as a Low Impact Event, Medium Impact Event or High Impact Event regardless of the organiser's assessment.
- 6.3 The classification of an event will determine the level of assessment, approval requirements, supporting documentation, consultation and conditions applied to the event.

## **7 EVENT APPROVAL REQUIREMENTS**

- 7.1 An event approval or permit may be required where an event:
- is conducted on Council managed land;
  - involves amplified sound, temporary infrastructure or traffic impacts;
  - requires road closures, changes to traffic conditions or occupation of public space;
  - involves the sale or supply of food or alcohol;
  - has the potential to impact public amenity, environmental values or Council assets; or
  - otherwise requires Council consent under legislation, regulation or local approvals processes.
- 7.2 Event organisers must submit all required applications, supporting documentation and approvals within the timeframes determined by Council.
- 7.3 Council may refuse to assess incomplete applications or applications submitted outside required timeframes.
- 7.4 Event approval does not remove the responsibility of the event organiser to obtain any additional approvals, permits, licences or consents required by legislation or other authorities.
- 7.5 Event approvals apply only to the event organiser identified in the application and cannot be transferred to another person, organisation or third party without Council approval.

## **8 EVENT ASSESSMENT PRINCIPLES**

- 8.1 Council will assess events in accordance with the following principles:
- protection of public safety and community wellbeing;
  - minimisation of impacts on surrounding residents, businesses and public amenity;
  - protection of environmental values, public open space and Council assets;
  - equitable and reasonable access to public land and facilities;
  - accessibility and inclusion for all members of the community;
  - sustainable event management practices;
  - compliance with legislative and regulatory obligations; and
  - demonstrated community, cultural, social or economic benefit.
- 8.2 Council may consider the suitability of the proposed location, event history, organiser capability, competing demands on public space, cumulative impacts and seasonal or environmental conditions when assessing an event.

## **9 EVENT ORGANISER RESPONSIBILITIES**

9.1 Event organisers are responsible for the safe planning, management and delivery of their event.

9.2 Event organisers must:

- comply with all approval conditions;
- maintain all required licences, permits and insurances;
- implement appropriate risk management and emergency management measures;
- ensure contractors, vendors and suppliers operate lawfully and safely;
- maintain safe access and egress for emergency services and the public;
- restore event sites to a clean and satisfactory condition following the event; and
- meet all costs associated with the event unless otherwise agreed by Council.

9.3 Depending on the classification and risk profile of the event, the level of detail and supporting documentation required by Council will vary. Event organisers may be required to provide plans or documentation including, but not limited to:

- Event Management Plans;
- Risk Assessments;
- Emergency Management Plans;
- Traffic Management Plans;
- Site Plans;
- Waste Management Plans;
- Security Management Plans;
- Noise Management Plans; and
- Evidence of insurance and relevant licences.

## **10 RISK MANAGEMENT AND PUBLIC SAFETY**

10.1 All events must be planned and delivered in a manner that prioritises public safety, worker safety and risk minimisation.

10.2 Council may require event organisers to undertake formal risk assessments proportionate to the nature, scale and complexity of the event.

10.3 Council may consult with emergency services, transport authorities, regulatory agencies or other stakeholders in assessing events.

10.4 Council reserves the right to impose conditions, modify, suspend or cancel an event where:

- public safety risks are identified;
- extreme weather or environmental conditions exist;
- approval conditions are breached;
- false or misleading information has been provided; or

- the event presents an unacceptable risk to the community, environment or Council assets.

## **11 ENVIRONMENTAL SUSTAINABILITY AND AMENITY**

- 11.1 Event organisers must take reasonable steps to minimise environmental impacts associated with events.
- 11.2 Events are expected to incorporate sustainable practices including:
- waste minimisation and recycling;
  - reduction of single-use plastics;
  - responsible management of noise, water and energy use;
  - protection of vegetation, waterways and environmentally sensitive areas; and
  - encouragement of sustainable transport options where practicable.
- 11.3 Event organisers must manage impacts on surrounding residents, businesses and public spaces, including noise, parking, traffic, litter and event operating hours.

## **12 USE OF PUBLIC LAND AND COUNCIL ASSETS**

- 12.1 The day-to-day recreational and community use of public land will generally take precedence over exclusive event use.
- 12.2 Council may limit the number, scale, frequency or location of events to protect public amenity, environmental values, community access or Council assets.
- 12.3 Event organisers are responsible for any damage, cleaning, reinstatement or repair costs arising from the event.
- 12.4 Council may require bonds, security deposits or cost recovery payments as part of the event approval process.

## **13 COUNCIL SUPPORT FOR EVENTS**

- 13.1 Council may provide support to events through funding, sponsorship, operational assistance, promotion, in-kind support or fee waivers in accordance with relevant Council policies, programs and budget allocations.
- 13.2 Events receiving Council support remain subject to all event approval, compliance and permit requirements.

## **14 FEES AND CHARGES**

- 14.1 Fees and charges associated with event applications, permits, venue hire, bonds, inspections, approvals or Council services will be determined in accordance with Council's adopted Fees and Charges.
- 14.2 A user-pays approach may apply to commercial events and events requiring significant Council resources or services.

## **15 COMPLIANCE AND ENFORCEMENT**

- 15.1 Council may monitor events to ensure compliance with approval conditions, legislation and public safety requirements.
- 15.2 Council may take enforcement action, including suspension or cancellation of approvals, where an organiser fails to comply with:
- this Policy;
  - Council's Compliance and Enforcement Policy;
  - approval conditions;
  - relevant legislation; or
  - directions issued by Council or authorised officers.
- 15.3 Council may refuse future event applications from organisers with a demonstrated history of non-compliance.

## **16 REVIEW**

- 16.1 This policy will be reviewed every four years or earlier as necessary if:
- 16.2 legislation requires it, or
- 16.3 Council's functions, structure or activities change