



EVENTS POLICY

Date Adopted:	January 2015
Council or Corporate Policy	Council Policy
Responsible Division:	Environment and Community Management
Supporting documents, procedures & forms of this policy:	Event Management Manual Event planning checklists and templates
References & Legislation:	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Privacy and Personal Information Protection Act 1998 (NSW) • Privacy Act 1988 (Commonwealth) • Leichhardt Development Control Plan (DCP) 2013 – Part B, Section 3 • Employment and Economic Development Plan • Environmental Sustainability Strategy 2010-2014 • Booking Civic Meeting Halls Policy • Open Space Policy • Reduced Fees and Fee Waiver Guidelines • Draft Callan Park MasterPlan • Integrated Communications Strategy (draft) • Community Engagement Framework • Risk Management Policy and Framework

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1 Introduction

Originally home to the Gadigal and Wangal people, Leichhardt is a cosmopolitan and vibrant community in Sydney's inner west. The Leichhardt local government area (LGA) includes the suburbs of Annandale, Balmain, Birchgrove, Leichhardt, Lilyfield, and Rozelle.

Leichhardt LGA has evolved over the last century from an area with a rich industrial history to today's culturally-diverse community. From the iconic annual Norton Street Festa to a myriad of smaller events and festivals throughout the year, events have long played an important social, cultural and economic role in Leichhardt LGA.

This Policy sets a framework for the management of events in the Leichhardt LGA. It seeks to ensure that events run and/or funded by Council are delivering the vision and objectives of Council's key plans and policies. It also provides guidance for the management of events on public land, by parties external to Council.

Council staff and external event organisers will also refer to The Events Management Manual, developed¹ to complement the Events Policy, which provides comprehensive information on all elements of running an event in Leichhardt LGA. It includes checklists and templates to help organisers ensure they cover every element required for a successful and safe event.

2 Purpose of Policy

The objectives of this Policy and associated Manual are to:

1. Define the strategies and actions needed to achieve successful events that help to deliver Council and the community's vision for Leichhardt LGA;
2. Provide an easy-to-use resource that addresses all planning and risk management issues associated with events in Leichhardt LGA;
3. Provide a clear guide for Council, the community and key stakeholders on how events will be developed and managed, with templates for event planning.

3 Definitions

What is an event?

For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues, community facilities and sports grounds).

¹ The Events Management Manual is being developed, expected to be finalised December 2014, for approval by the General Manager

Generally, events will require some form of approval from Council and/or other government agencies. The scale of some events may require the lodgement of a development application under the Environmental Planning and Assessment Act 1979.

It should be noted that some events that take place on private land, such as dance parties, may also require a development application.

Events range from small functions to large, complex experiences, involving hundreds of thousands of people. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticket.

Regardless of size, events have many requirements including planning and organisation, risk management, securing of approvals, community participation and transparency and probity in the allocation of support and resources.

4 Guiding Principles

The vision for Leichhardt LGA, as expressed in *Leichhardt 2025+*, is that *Community and Council will work together to promote and develop Leichhardt as a sustainable, liveable and connected community*. Council recognises the contribution events make to the diverse character and culture of Leichhardt LGA, and to strengthening community connectedness.

The Community Strategic Plan, *Leichhardt 2025+*, The Employment and Economic Development Plan, and the Community and Cultural Plan identify key principles that are particularly relevant to the foundations of this Policy:

- Build a sense of identity and belonging to the Leichhardt Local Government Area (CCP 4 year plan Strategy 1.1.1)
- Facilitate and resource communities to come together and participate in local events, festivals and activities (Strategy 1.1.3)
- Facilitate partnerships with the education, arts and cultural sectors to develop programs that engage community members in creative and cultural expression (Strategy 4.1.2)
- Promote innovative arts and cultural activities in the area and encourage local participation (Strategy 4.1.3)
- Promote opportunities to attend local arts and cultural events and performances (Strategy 4.1.4)
- Develop relationships between the cultural sector, local creative industries and businesses in creative clusters and hubs (Strategy 4.2.1)
- Council leads, encourages and facilitates innovative arts and cultural practice (Strategy 4.3.1)
- Use local places and spaces to support healthy living opportunities (Strategy 5.1.1)
- Council's commitment to organising and hosting a program of events, celebrations and festivals aligned with Council's strategic direction (EEDP Strategy 1.4)
- Partner with state government agencies and local training organisations in the delivery of business development programs, business seminars and events aimed at growing businesses.
- (EEDP Strategy 5.3)
- Develop a policy and marketing strategy to promote arts and cultural programs and events through a variety of mediums to develop awareness and foster participation.(EEDP Strategy 6.1)

Through community consultation in the development of *Leichhardt 2025+* and the Community and Cultural Plan, residents highlighted the importance of building a sense of belonging and community, through public events and activities. Community feedback included:

- People like the sense of community in the Leichhardt LGA, and they want to maintain this feeling through neighbourhood and community programs and activities;
- People love the parks, open space, waterways, and beauty of the area and want to maintain this. They would like to see these places used more for events and activities and retained for future generations. Many working people would like to see night and weekend activities in community places and spaces;
- People identified the need to recognise the distinctive cultural identity of the Leichhardt LGA and its neighbourhoods, acknowledging histories of the traditional Gadigal and Wangal people, and those of people who have arrived through relatively recent waves of immigration.

Event categories

Public events make an essential contribution to the character, quality and enjoyment of places and spaces. They may also result in increased pedestrian and vehicle traffic, increased noise and

increased demand for facilities and services such as toilets, parking, recycling and waste management, security and food and beverage facilities.

Council seeks to facilitate the activation of public areas by ensuring that its controls and procedures make planned and informal activities possible, while also allowing other residents and visitors to enjoy those areas.

Activity application and development application (DA)

Under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, a range of temporary structures for private or community events can be carried out as exempt development and do not require a DA provided they meet certain criteria. Temporary structures include tents, marquees, booths, stages or platforms for community events.

Notwithstanding the above, activity applications are required for events on community land which involve these activities:

- Engage in a trade or business;
- Direct or procure a theatrical, musical or other entertainment for the public;
- Construct a temporary enclosure for the purpose of entertainment;
- For fee or reward, play a musical instrument or sing;
- Set up, operate or use a loudspeaker or sound amplifying device;
- Deliver a public address or hold a religious service or public meeting.

Council's Development Control Plan (DCP) 2013 sets out four categories for public events. These reflect NSW Roads and Maritime Services' Guide to Traffic & Transport Management of Special Events (2006) which classifies events based on:

- disruption to traffic and transport systems, and
- disruption to the non-event community.

Approvals required to manage events will vary, depending on the class of event proposed and the likely impact on the community.

Class 1: is an event that impacts major traffic and transport systems and there is significant disruption to the non-event community. For example: an event that affects a principal transport route in Sydney.

Class 2: is an event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example: an event that blocks off the main street or shopping centre but does not impact a principal transport route or a highway.

Class 3: is an event with minimal impact on local roads and negligible impact on the non-event community.

Class 4: is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort.

Event organisers must identify the class of their event, and follow the procedures in the Event Management Manual to secure all necessary approvals.

Further information about classifying events is contained in Leichhardt Council's Development Control Plan 2013 – Section B3.2 <http://www.leichhardt.nsw.gov.au/Planning---Development/Planning-Controls--DCPs--LEPs--etc-/DCPs/DCPs>. This is particularly relevant if events will involve road closures.

Event outcomes

Events in Leichhardt LGA will:

General

- Connect people to each other and people to places.
- Build a sense of identity and belonging to the Leichhardt LGA.
- Develop community strengths and capabilities.
- Enliven the arts and cultural life.
- Promote health and well-being.

Social

- Communicate effectively with all local communities.
- Engage and connect with local people, people with special needs, businesses and institutions to build our community.
- Celebrate and involve diverse groups, cultures and institutions.
- Provide an opportunity for community, charity and not for profit organisations to participate.
- Respect and publicly acknowledge the local Indigenous heritage and traditions.
- Be sensitive to the interests of local residents.
- Facilitate partnerships with the education, art and cultural sectors to develop programs that engage community members in creative and cultural expression.
- Encourage the engagement of local artists and the use of local resources.
- Use local places and spaces to support healthy living opportunities.
- Support opportunities for all ages to nurture their spiritual, physical and emotional well-being.
- Encourage and support healthy and sustainable eating and equitable access to fresh food.
- Encourage sustainable transport alternatives to foster community health and well being.

Environmental

All events managed under this Policy must reflect Council's strong commitment to environmental sustainability.

Council's Environmental Sustainability Strategy 2010-2014 contains key principles to be considered by event organisers when making decisions about events. These include:

- reducing car dependency
- enabling the community to make more sustainable transport choices
- protecting, restoring and enhancing our natural environment
- reducing overall waste production per head
- reducing waste going to landfill
- changing community consumption patterns
- minimising noise
- protecting conserving and enhancing the physical, social and cultural heritage of Leichhardt.

All events must be conducted in way to minimise environmental harm occurring during the set-up, holding and cleaning up after the event.

- Waste avoidance should be practised for all events to ensure minimisation and correct disposal of waste.
- Sustainable purchasing guidelines should be followed when acquiring goods and services.

- Ensure responsible use of resources including energy and water by using sustainable sources and efficient products.
- Publicity material used to promote Council events is to be printed on recycled papers. Electronic forms of marketing should be used wherever possible.
- Minimise the carbon footprint of the event, in particular through the promotion of sustainable modes of transport whenever relevant.
- At Council events, fair trade products should be used where possible; sustainable fresh food should be served at the event and plastic water bottles are not to be sold or given away at an event, and alternative water sources should be provided unless for risk management or OH&S factors.
- All Council Events and all Council sponsored events will be Smoke Free.

Economic

- Class 1 and Class 2 events presented by Council to be aligned with Council's strategic Employment and Economic Development directions.

Event Planning

Event organisers must ensure they address all elements required in the management of their event. Specific guidelines, templates and checklists are set out in the Event Management Manual linked to this Policy.

External resources

NSW Premier & Cabinet Event Starter Guide

<http://www.events.nsw.gov.au/event-starter-guide/>

NSW Premier & Cabinet Division of Local Government

Developing a Council Community Events Policy – A toolkit for NSW Councils – December 2011

<http://www.dlg.nsw.gov.au/dlg/dlghome/documents/Information/Developing%20a%20Council%20Community%20Events%20Policy%20-%20A%20Toolkit%20for%20NSW%20Councils.pdf>

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

<http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+572+2008+cd+0+N>

NSW Department of Planning & Environment fact sheet on temporary uses and structures:

http://www.planning.nsw.gov.au/Portals/0/BuildingInNSW/EC/EC_POLICY_2_30_TEMPORARY_USES_AND_STRUCTURES.pdf

5 Roles & Responsibilities

This Policy applies to:

1. Events managed by Council staff;
2. Events held in Leichhardt LGA that are funded or partly-funded by Council through grants, reduced fees or fee waivers or sponsorship;
3. Events held in Council facilities or on public land in Leichhardt LGA, that are managed by parties external to Council. In these cases, Council acknowledges that event organisers may also be required to comply with policies from their own organisations and/or funding bodies.

6 Policy Implementation

Many different departments within Council play a role in event management. While the majority of Council-run events are coordinated by the Community and Cultural Services area, other sections also have a strong involvement – through approval or booking processes, overseeing key services such as waste or traffic management, and through managing specific events.

This Policy establishes a “whole of Council” approach to event management in Leichhardt LGA.

7 Policy Review

This policy is owned (managed) by the Group Manager, Community and Cultural Services and Manager, Employee Services.

This policy must be reviewed by 1 July 2016.

This policy can be amended or rescinded by Council resolution unless delegated authority is given by the Council to the General Manager to do so.

8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	November 2014		
2			