



SPECIAL EVENTS MANAGEMENT POLICY

P3.0032.1

SPECIAL EVENTS MANAGEMENT POLICY

DIVISION: CUSTOMER & CORPORATE SERVICES

BRANCH: COMMUNITY ENGAGEMENT

PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 Events and festivals play an important role in connecting the community in celebration, promoting a sense of community pride and in attracting visitors to the region. It is important that Council sets a framework for the delivery of events across the Camden Local Government Area. This assists to ensure that events are appropriate and adhere to Council regulations, standards and guidelines.
- 1.2 This policy is guided by Council's Communications & Community Engagement Strategy, which aims to provide clear direction and guidance for Council's communication and engagement processes.

2. OBJECTIVES

- 2.1 This policy is to provide event organisers with a framework for organising events in the Camden Local Government Area that are held on public land. Council's Community Engagement Team will provide guidance and advice to event organisers in relation to this policy and relevant Council guidelines.
- 2.2 This policy:
 - Provides a framework and commitment for Council to assist in the management of external events in the Camden Local Government Area.
 - Ensures that events maintain and promote the unique character of the area.
 - Clarifies the level of Council support for external events.
 - Encourages event organisers to deliver events in an environmentally sustainable manner.

3. SCOPE

- 3.1 This policy applies to all large events and festivals held in public spaces within the Camden Local Government Area.

4. DEFINITIONS

- 4.1 **Event** - includes festivals, sporting carnivals and fun runs, art and cultural events, markets and fairs, music events, exhibitions, family fun days, parades, seminars, workshops and tradeshow.
- 4.2 **Minor Event** - is an event for which the number of participants and attendees exceeds 50 people but does not exceed 1,000 people.
- 4.3 **Major Event** - is an event for which the number of participants and attendees exceeds, or is expected to exceed 1,000 people.
- 4.4 **Public/Community Event** - is an event open to the general public. A public event may take the form of either a minor public event or a major public event.
- 4.5 **Special Event** - is an organised gathering on public open space within the Camden Local Government Area, or in an area outside Camden but directly affecting the Camden Local Government Area, and is likely to involve at least 250 people and/or involves elements which are covered under this policy.
- 4.6 **Recycle** - Converting waste into reusable material, use again and/or return material into a previous stage in a cyclic process. A 'recyclable' item has the capacity to be able to be recycled.
- 4.7 **Sustainable** - Capable of being maintained at a steady level without exhausting natural resources or causing severe ecological damage.

PART 2 - POLICY STATEMENT

5. PUBLIC/COMMUNITY EVENTS

- 5.1 Council has a duty of care to ensure community events are conducted safely and do not negatively impact public assets, regardless of the type of events or the organiser.
- 5.2 This policy encompasses events organised by public agencies, businesses, schools and special interest or community groups. All such events requiring Council approval are evaluated and dealt with in an equitable manner.

6. OTHER EVENTS

- 6.1 Events which fall outside the policy may still require Council approval. For this reason it is recommended that Council is approached as soon as possible to ascertain if a proposed event requires approval under this or another policy.

- 6.2 Council's website has a form for external organisers to complete. This is forwarded to Council for assessment. In some situations, a Development Application may be required. Appropriate timing for approval and processing is required.

7. EVENT APPLICATIONS AND APPROVALS

- 7.1 Camden Council has an online event application form for external public events. All organisers planning to hold an event on public land in the Camden Local Government Area are required to complete this form to enable Camden Council to provide the relevant support and information.
- 7.2 It is important that the event organiser consults with Council on what approvals and consents are required for the event (such as Development Approval, approval of banners and temporary food stalls). Refer to Council's website for the online event form and for application forms such as the approvals for the abovementioned activities.
- 7.3 It is the responsibility of the event organisers to seek all approvals relating to the event.

8. CONDITIONS APPLYING TO EVENTS

- 8.1 There are conditions that apply to all special events held on public land in the Camden Local Government Area.
- 8.2 Council may also elect to apply additional conditions to the approval of particular special events. On receipt of online event application forms, Council will provide conditions and guidelines for your event. It is the responsibility of the event organisers to ensure adherence to any conditions placed upon the event.

9. TRAFFIC AND TRANSPORT MANAGEMENT FOR EXTERNAL EVENTS

- 9.1 Traffic, transport and parking are major considerations in staging events. The event organiser must demonstrate that they have carefully considered traffic and transport impacts and have put in place measures to reduce impacts on the non-event community, maximise public safety and adhere to relevant legislation and regulations.
- 9.2 To minimise the traffic and transport impact of a major special event, it is critical that the event organiser engages in a positive marketing campaign promoting the use of public transport to the event, whilst emphasising that on-street parking is restricted.
- 9.3 The organiser of a major special event should consult Council as to whether a Traffic Management Plan (TMP) and Traffic Control Plan (TCP) is required. A formal application must be made to Council at least three (3) months prior to

the event. Necessary approvals must be obtained from the Police and the Roads and Maritime Services.

- 9.4 Impacts on local residents and the community must be considered and a plan to inform the community must be developed (including advertising any road closures).
- 9.5 For guidelines on traffic and transport management for external events, including event classifications for traffic and transport management, contact Council's Community Engagement Team or visit Council's website.

10. WASTE MANAGEMENT

- 10.1 A Waste Management Plan (WMP) is to be completed and submitted to Council for all events where waste will be generated. The WMP is to be submitted to Council for approval at the same time as the Event Application submission in order to determine waste management requirements and allow for amendments to the plan if required. Events that occur more than twice a year need only submit one WMP per year.
- 10.2 It is the responsibility of the event organiser to ensure the effective and correct management and disposal of all waste generated by the event is in accordance with the *Protection of the Environment Operations Act 1997* and the *Waste Avoidance and Resource Recovery Act 2001*, ensure that the actions outlined in the WMP are carried out during the event and meet all waste management costs associated with the event.
- 10.3 An appropriate number of general and recycling waste bins should be provided for the amount and type of waste being produced. Servicing of waste and recycling bins should be carried out regularly throughout the event to ensure that a build-up of materials and littering does not occur. Staff who are managing the servicing of waste and recycling bins are to be familiar with the event waste management system. All waste and recycling is to be transported to a licensed waste recycling and disposal facility.
- 10.4 All liquid wastes generated during the event must be collected, stored and removed from the site in accordance with the *Protection of the Environment Operations Act* for disposal at a licensed facility. Ensure waterwise practices and any water restrictions are observed.

11. RISK MANAGEMENT AND WORK HEALTH AND SAFETY

- 11.1 It is the responsibility of the event organiser to ensure that a risk assessment and control plan is completed and submitted to Council and addresses all risks associated with the event, including the set-up and pack-down of events.
- 11.2 All regulations in accordance with the *Work Health and Safety Act 2011* must be complied with and is the responsibility of the event organiser.

- 11.3 A copy of a Public Liability Insurance certificate of currency with a minimum cover of \$10 million must be submitted to Council.

12. SUSTAINABLE EVENT MANAGEMENT

- 12.1 Council encourages all events to be delivered in an environmentally sustainable manner. Refer to Council's Sustainable Events Management Policy.
- 12.2 Council organised events must comply with Council's Sustainable Events Management Policy.

13. COUNCIL SPONSORSHIP OF EVENTS

- 13.1 Camden Council offers financial and in-kind contribution to assist with events and activities in the Camden Local Government Area. Refer to Council's Community Financial Assistance Policy.

RELEVANT LEGISLATION: *Protection of the Environment Act 1997*
Waste Avoidance and Resource Recovery Act 2001

RELATED POLICIES AND PROCEDURES: Communications and Community Engagement Strategy
Sustainable Event Management Policy
Community Financial Assistance Policy

RESPONSIBLE DIRECTOR: Director Customer and Corporate Services

APPROVALS ELG, Council

NEXT REVIEW DATE: March 2016

RECORD KEEPING NOTES

PRIVACY REQUIREMENTS: Available to the public via Council's website.

Issue	Approved by	Changes made	Date
1	Approved by Council	New Policy	12 May 2015