



**Policy Owner:** Director Corporate Services

**Category:** 4. Our Social Vitality

## 1. STATEMENT OF INTENT

- 1.1 North Sydney Council conducts, partners, supports or issues permits for a variety of events throughout the year. Events are important for a variety of reasons including community building, activation of public spaces etc. This policy supports priorities 3.3.1, 3.3.2, 3.3.3 and 4.1.2 of the *North Sydney Community Strategic Plan*.
- 1.2 This policy outlines how principles of Council's *Events Strategy* are applied to the event approval process.
- 1.3 This policy applies to all public events held within the North Sydney local government area that:
  - require Council approval;
  - are produced by Council;
  - are produced, presented or promoted in partnership with Council; or
  - attract Council funding and/or sponsorship.
- 1.4 Private events on private land, private events on public land and public events on private land are excluded from this policy.

## 2. ELIGIBILITY

- 2.1 This policy applies to any event organiser, including Council and their contractors wishing to stage a public event in parks, open spaces or streets under the ownership and/or control of the North Sydney Council.

## 3. DEFINITIONS

- 3.1 Public Event - are events that may be attended by any member of the community i.e. open to the public.
- 3.2 Event organiser - is the legal entity responsible for the event, i.e. the entity who has taken out public liability insurance for the event.

- 3.3 Event categories - there are three (3) categories/types of events:
- a) Simple - do not require road closures, infrastructure, and amplification and do not involve approval from other agencies and assessment of noise impacts.
  - b) Detailed - may include road closures, infrastructure, noise impacts (including amplification and acoustical concerns) or multiple food outlets/stalls.
  - c) Complex - may include multiple sites, substantial infrastructure, noise impacts (including amplification and acoustical concerns), run for several days duration, involve significant road closures, or multiple food outlets/stalls.

#### **4. PROVISIONS**

- 4.1 Council recognises the contribution that public events make to social and economic vibrancy and welcomes public events organised by external organisations.
- 4.2 While public events that are ticketed will be considered, preference will be given to events that are free.
- 4.3 Council applies a quadruple bottom line to planning and decision making. Event applications will be assessed with consideration of social, economic, environmental and governance factors.
- 4.4 In the assessment of public events, Council will consider the impact on residential and business amenity and may refuse or restrict an event if the impact on amenity is severe or if the number of events in an area adversely affect amenity.
- 4.5 Council will consider partnering with external organisations to deliver events that support the directions in our Community Strategic Plan.
- 4.6 Event proposals will be assessed against the detailed criteria outlined in the Public Events Guidelines.
- 4.7 Council reserves the right to refuse events if:
  - the location is deemed unsuitable.
  - the event organiser does not demonstrate sufficient capacity and capability to host the event.
  - the event organiser does not provide essential documents such as insurance certificates, risk management plans and traffic management plans.
  - the event is not compatible with other planned events in concept, timing or location.

- the application is made with insufficient time for internal and external approvals or to undertake community consultation.
  - Council does not have adequate human and financial resources to support the event.
- 4.8 Event organisers must obtain all statutory and regulatory permits required to stage an event in the North Sydney local government area.
- 4.9 Event organisers must also comply with the requirements and provisions of related Council policies as applicable.

## **5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 All Councillors, staff and contractors are responsible for familiarising themselves with this Policy, as well as related guidelines/procedures.
- 5.2 Council's Communications and Events Department is responsible for providing guidance to event organisers in the implementation of this policy.
- 5.3 Council's Director Corporate Services will review this Policy every four (4) years or as required by Council or senior management.

## **6. RELATED POLICIES/DOCUMENTS/LEGISLATION**

The Policy should be read in conjunction with the following Council policies and documents:

- Any relevant Council Plan of Management made under the Local Government Act 1993 and Crown Lands Act 1989
- Banner Hire Policy
- Code of Conduct - Contractors, their Staff and Business Associates
- Corporate Sponsorship Policy
- Fees and Charges Schedule (annual)
- Mobile Food Vending Vehicles and Temporary Food Stalls Policy
- North Sydney Local Environmental Plan (2013)
- North Sydney Development Control Plan (2013)
- Public Event Guidelines
- Sustainable Public Events Policy

The Policy should be read in conjunction with the following documents/legislation:

- Protection of the Environment Operations Act 1997
- Roads and Maritime Services, Guide to Traffic and Transport Management for Special Events, Version 3.4, 2006
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Resolution No.</b>	<b>Review Date</b>
1	19 November 2015	Council	426	2015/16
2	24 October 2016	Council	274	2020/21
3	25 June 2018	Council	214	2020/21