

Policy for Events in Centennial Parklands

1. Purpose

The policy provides direction and a management framework for the approval, planning and delivery of booked events staged within Centennial Parklands. The policy is intended to be available to Trust staff, event organisers and the general public.

It provides guidelines to ensure approved events comply with all relevant legislation, standard and industry codes of practice covering event activity, the safety of Centennial Parklands staff, event staff, contractors, patrons and members of the public, and the sustainable management of Centennial Parklands' resources.

The policy is supported by operational guidelines (*'Tool Kits'*) for event organisers available on the Centennial Parklands website and detailed procedures for staff, outlined in Centennial Parklands' *Venue Management Manual for Major Events (2009)*.

2. Aims & Objectives

Centennial Parklands is committed to hosting a limited number of events and delivering safe, accessible and sustainable events within a strategic framework.

Centennial Parklands supports the holding of events in the Parklands but seeks to strike a balance between providing for demand and diversity of use, revenue generation and the impact on the resource and surrounding areas.

Centennial Parklands' goals in holding events in the Parklands are:

- Encouraging the continued use, enjoyment of and access to the Parklands by visitors;
- Ensuring the use of venues is balanced with other uses within the Parklands;
- Ensuring the physical environment and heritage significance of the Parklands is not compromised;
- Achieving a sustainable financial return for government and the community;
- Consulting surrounding community, other park users and stakeholders to minimise impacts upon them;
- Maintaining a high level commitment to manage event risk for Centennial Parklands;

The policy will reflect Centennial Parklands' mission and core values identified in the Centennial Parklands Corporate Plan 2011-2016.

3. Strategic Framework

In order to provide for the diversity of users, a limited number of event proposals can be accommodated. The acceptance of new events will be assessed by the Venue Services Manager. The following is a guide for our desired event program, which due to the diversity, uniqueness and size of events is not proposed to create mandatory specifications.

- 24 events per annum aiming to achieve a program of two per month
- 24 events represented by 12 major events with high visitation, 6 small events, 6 charity events of which 3 will be approved at no cost under our community support charter. A charity discount will apply for the remaining 3 events.

- Each event will be assessed for diversity to ensure a broad range of user groups are accommodated, with a goal of no single event type exceeding 30% of the program.

4. Related Legislation & other plans and documents

- Environmental Planning and Assessment Act 1979;
- Centennial Park and Moore Park Trust Act 1983;
- Centennial Park and Moore Park Trust Regulations 2009;
- Occupational Health & Safety (NSW) Act 2000;
- Occupational Health and Safety Regulation 2001;
- Environment Protection Authority Prevention Notice 2001;
- NSW State Plan (2006);
- Centennial Parklands Plan of Management 2006-2016;
- Centennial Parklands Conservation Management Plan (2002);
- Centennial Parklands Noise Management Plan (2009).

In addition the policy reflects safe event management practices in NSW as documented in the Department of Premier & Cabinet, Protocol & Special Events Division's 'Event Starter Guide'.

5. Responsibilities

Responsibility for the management of venues resides with the Manager Venue Services and is supported by all members of the organisation.

6. Review

The policy will be reviewed in 2017 or as required under the approval of the Director & Chief Executive.

Approved



Kim Ellis
Director & Chief Executive