Events Policy

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Legislation:	*Local Government Act 1999* *Work Health and Safety Act 2012* *Food Act 2001* *Road Traffic Act 1961* *Australian Road Rules* *Liquor Licensing Act 1997*
Related Documents:	Outdoor Event Application Form and Terms and Conditions City Works Guide Public Realm (Roads) Version 1.0 (July 2022) Liquor Licensing Policy Mobile Food Vendor Policy Traffic Management Policy Eastern Health Authority Guidelines - Temporary Events | EHA SafeWork SA Codes of Practice - Event safety | SafeWork SA Australian Standards Corporate Risk Management Policy SpacetoCo Hire Terms and Conditions Council By-Laws

CITY OF PROSPECT

1. Purpose:

1.1 The Events Policy (the "Policy") outlines Councils position and guiding framework for the planning, management and assessment of events, programs and activations held on Council land and private land, where there may be an impact on local amenity and surrounding stakeholders (e.g. residents, businesses, traffic and public spaces).

1.2 The policy seeks to support, guide and empower community to organise their own events in a responsible, inclusive, safe, sustainable and practical manner.

1.3 The policy supports fair and transparent decision-making, encourages appropriate use of public spaces for community benefit, and ensures compliance with relevant legislation, standards, and Council requirements.

1.4 This policy is guided by the principles of public safety, efficiency, and consistency in the management of planned events on public land. Events should be planned and delivered in a manner that ensures the safety of all human life and appropriate management of impacts to the surrounding environment and property.

1.5 The Events Policy supersedes the Community Street Event Policy.

2. Scope:

2.1 The scope of this Policy is broad and applies to events within the Local Government Area (LGA) that are coordinated, delivered, funded, supported, partnered or sponsored by the City of Prospect, as well as events coordinated by external stakeholders that may impact the local area or community.

2.2 The policy applies to all planned events that may have a direct or indirect impact on the safety and efficiency of the surrounding road network within the City of Prospect.

2.3 The policy and related documents look at events through multiple lenses including, but not limited to:

2.3.1 coordinated, delivered, funded, supported, partnered or sponsored by the City of Prospect;

2.3.2 coordinated by external stakeholders that may benefit or impact the local area or community;

2.3.3 events impacting Council-controlled roads, footpaths, parks, or parking;

2.3.4 how Council can appropriately support event organisers, community groups, businesses and residents in holding their own events;

2.3.5 foster community connection and engagement through community-led events;

2.3.6 periodical private events that may raise public interest or safety concerns, based on at least one year of community feedback and Council monitoring;

2.3.7 excludes spontaneous/unplanned events unless they require emergency response or Council intervention.

3. Definitions:

Event	An event within the City of Prospect is classified as any organised gathering, activity or activation that may impact the regular or intended day-to-day use of a venue, public space, road, reserve or private property, and/or may affect surrounding stakeholders or local amenity.
Activation	A smaller-scale organised activity, program or initiative designed to encourage participation, community engagement or use of a public or private space, which may still require approval depending on its scale and impact.
Application	The formal submission required by Council for events on public land, including all supporting documentation necessary for assessment.
Event Category	A classification applied to an event based on its scale, complexity, risk and potential impact on the surrounding community. Event categories are used to determine the level of documentation, assessment and conditions required.
Approval	Formal written authorisation from Council permitting an event to proceed, subject to any conditions, permits or requirements imposed. Approval may be required from non-Council authorities.
Support	In the context of this policy, the word 'support' relates to Council supplying grant or sponsorship funding or partnering with an event.
Hire	'Hire' of a space relates to the use of Council's Online Booking System whereby any persons can request hire of an indoor or outdoor space for community use. This relates to smaller gatherings of a low-impact.
Community Street Event	A social, public event held outdoors in a street or adjacent public area, typically organised by and for local residents of that street or in close proximity to that public area.
Event Organiser	The key contact person for the event who is coordinating the logistics, risk management and event delivery, and is the person who is lodging the required documentation/application with Council.
Public Land	Land that is owned, managed, or controlled by Council and is accessible for public use, including parks, reserves, footpaths and local roads.
Private Land	Land that is privately owned or managed and not under the care and control of Council, including commercial premises, private residences and venues. Pertaining to By-Laws: For the management and regulation of the use of and access to all land vested in or under the control of the Council including the prohibition and regulation of particular activities on local government land.
Impact	Any effect an event may have on surrounding residents, businesses, infrastructure, traffic, environment or public spaces.
DIT	Department for Infrastructure and Transport (State Government)

4. Policy

4.1 This Policy establishes the framework through which Council considers, supports and regulates events held within the LGA, recognising both the community benefit events provide and the potential impact they may have on residents, businesses, infrastructure and the environment.

4.2 Council is committed to enabling a vibrant, connected and inclusive community while ensuring that events are safe, responsibly managed and respectful of the City of Prospect's residential character.

4.3 As a geographically compact and predominantly residential area characterised by narrow streets and high resident density, events within the City of Prospect, regardless of scale, may generate some level of impact or inconvenience. Council's role is to balance community vibrancy with residential amenity and to mitigate potential impacts through structured processes, clear guidelines and proactive communication.

5. Application of Policy

5.1 The Events Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents, and all applicable legislation on Page 1 of this Policy.

5.2 This policy should be read in conjunction with the Outdoor Event Application Form and its Terms and Conditions.

5.3 Event organisers are responsible for ensuring compliance with all applicable laws, relevant State or Commonwealth legislation and Council By-laws, and obtaining any required permits, approvals or licences.

5.4 The following legislative powers are relevant to events and any associated traffic management: Section 33 of the Road Traffic Act, Section 17 of the Road Traffic Act and State controlled Roads: refer DIT's Guidelines for Events on SA Roads.

5.5 This policy applies to all events within the City of Prospect LGA including:

5.5.1 Council-led events organised by City of Prospect;

5.5.2 Community-led events organised by organisations, clubs, not-for-profit, businesses, contractors or individuals;

5.5.3 Events that have received funding, sponsorship or support from City of Prospect;

5.5.4 Events in public parks, reserves, footpaths or on local roads;

5.5.5 Events in a private facility or on private land that may impact the surrounding area;

5.5.6 Sports, recreational, artistic, cultural, civic and commercial events;

5.5.7 Street parties or road-based events;

5.5.8 Free and paid/ticketed events.

5.6 Council will not support events:

5.6.1 That do not hold suitable and valid insurance;

5.6.2 Present an unacceptable risk of harm to the public, participants, property or the environment;

5.6.3 Promote or involve illegal activities;

5.6.4 Are non-compliant with relevant local, State or Commonwealth legislation, regulations;

5.6.5 Do not comply with Council Policies and By-Laws, Eastern Health Authority Guidelines (EHA), SafeWork SA practices;

5.6.6 Do not respectfully consider the religious and cultural diversity of our community;

5.6.7 Are inconsistent with Council's strategic objectives or community standards.

6. Council-led Programs

6.1 Council delivers a range of major events, civic events, community programs and place activations that support social connection, cultural participation, learning and community wellbeing.

6.2 Council utilises public land, open space, streets, community facilities and other Council-managed assets to deliver its own programs and activations where this supports strategic objectives and community outcomes.

6.3 Council-led events and activations will be planned and delivered in accordance with internal risk management, Work Health and Safety requirements, event planning procedures and relevant legislation.

6.4 Council regularly establishes programs designed to support community participation and local activation, such as a Neighbourhood Street Party Program (Community Street Events). These programs provide structured pathways for residents and community groups to hold events while ensuring appropriate risk management, traffic control, insurance and communication processes are followed.

7. Events on private land

7.1 Council involvement may be required where a private event has the potential to impact public land, infrastructure, traffic, parking or surrounding amenity. Where such impacts are identified, Council may require an Outdoor Event Application Form or supporting documentation to assess the event.

7.2 Events conducted on private land or within private facilities do not require Council approval. However, it is strongly encouraged that Council is notified where private events have the potential to impact surrounding properties, public infrastructure, traffic movement or noise levels.

7.3 Council may require submission of an Outdoor Event Application Form or supporting documentation to assess potential impacts and determine whether conditions or approvals are necessary (e.g. parking and traffic management, footpath use, installation of signage on public land).

7.4 Responsibility for compliance, risk management and required approvals remains with the event organiser or property owner.

7.5 Private events that have received a grant or sponsorship from Council are subject to mitigate impacts to the surrounding neighbourhood including notification, implementing parking and traffic management measures and managing noise levels. Permits may be required depending on the scope and impact of the event.

8. Hiring/Booking Community Spaces

8.1 Hire of some Council's parks and reserves (spaces) and some indoor spaces are managed through a 'hire' agreement via Council's online booking system.

8.2 Spaces can be hired for a variety of occasions including birthdays, social and family gatherings, rehearsals, playgroups and celebrations that do not:

8.2.1 impact the experience of public park users, amenities or surrounding residents and businesses;

8.2.2 impact traffic or parking;

8.2.3 require infrastructure;

8.2.4 require approvals from other agencies or organisations;

8.2.5 require the assessment of noise impacts.

9. Planning of Events on Public Land

9.1 Events on public land are managed through a structured process consisting of three key stages: Planning, Assessment and Approval. Event organisers are responsible for preparing and submitting the required documentation during the Planning stage. Council will then assess the event based on its potential impact, risk and alignment with Council requirements. Approval may be granted subject to conditions, or refused where necessary.

9.2 Depending on the size and nature of the proposed event, it will either require submission of an application or be classified as a 'hire' of which a booking request can be made via Council's Online Booking System (SpacetoCo). If the proposed event is determined to cause an impact (e.g. additional noise levels, increased parking volumes, traffic congestion, higher than normal number of people using amenities/facilities), then an Outdoor Event Application Form is required and a hire may be classified as an 'Event' rather than a standard 'hire' via SpacetoCo.

9.3 Event organisers seeking to hold an event on public land are required to complete the Outdoor Event Application Form and submit to Council within the timelines stated on the Form, depending upon scale of their proposed event.

9.4 Event Organisers are expected to plan their own event and produce all required planning documents and permits necessary for a suitable review and assessment, before any approval is issued.

9.5 Access and Inclusion should be addressed in the event organisers application.

9.6 Public Liability insurance for the Event is secured for and on behalf of the Event Organiser for $20,000,000.

9.7 If a road or footpath is impacted a Section 221 permit (for road/footpath occupation) is to be submitted.

9.8 Event organisers impacting a road must prepare for Council approval a Traffic Management Plan (AS 1742.3 and SA Standard for Workzone Traffic Management compliant).

9.9 Emergency services should be notified by the event organiser.

9.10 A resident notification letter must be delivered to residents prior to the event.

9.11 Minimum notice periods, notification periods and assessment timeframes are outlined within the Outdoor Event Application Form.

10. Assessment of Events on Public Land

10.1 Events on public land will be assessed following official receipt of the Outdoor Event Application Form. The Outdoor Event Application Form is available on Council's website and must be completed by external event organisers seeking approval to conduct an event on Council land.

10.2 The Outdoor Event Application Form along with its Terms and Conditions is intended as guide for event organisers by:

10.2.1 assisting in categorising events, their scope and potential impacts or risks to the neighbouring community; determining required permits and Council operational assistance;

10.2.2 ensuring Council has the appropriate documentation for proper review and assessment.

10.2.3 acting as a checklist for event organisers.

10.2 Assessment and approval will consider the requested site's suitability, condition and carrying capacity, including maintenance, remediation, and recovery impacts.

10.3 In assessing events, Council may consider:

10.3.1 Community benefit, value-add and alignment with Council's strategic objectives;

10.3.2 Location and impact on residents, businesses, schools, major roads or facilities, and local amenity;

10.3.3 Public safety, risk and emergency management measures;

10.3.4 Traffic, transport, parking, pedestrian, footpaths and access implications;

10.3.5 Environmental and sustainability considerations;

10.3.6 Organiser capability, history and experience;

10.3.7 Other events, emergency or civil works;

10.3.8 Protection of Council infrastructure, open space and assets.

11. Approval & Compliance of Events on Public Land

11.1 Approval enables an event to proceed in accordance with agreed conditions, ensuring that it is delivered safely, responsibly and with appropriate consideration of the surrounding community.

11.2 Failure to submit the Outdoor Event Application Form, associated documentation proportionate to the event category by the due date and make payment of required fees may result in approval not being issued.

11.3 Council has the right to restrict event timing, vehicle access, infrastructure, amplified sound, or site use due to maintenance, weather, asset protection, or conflicting uses.

11.4 Council will not accept any liability for loss, damage or any financial consequences as a result of the event application being cancelled or revoked.

11.5 Council reserves the right to refuse the hire of any space at its discretion, including without the need for an assessment to be undertaken. Refusal may include unacceptable risk, asset damage risk, insufficient notice, unsuitable site, inadequate insurance or previous non-compliance.

11.6 Previous approval of a recurring event does not guarantee future approval where site conditions, risks or Council priorities have changed.

11.7 Upon approval, an event will receive an Event Approval letter and a By-Law Permit.

11.8 Written approval from relevant authorities, external to Council, may be required.

11.9 Event organisers may seek clarification regarding a decision or request a review by contacting Council. Council will consider requests for review at its discretion.

11.10 The event organiser is responsible for all aspects of event delivery, including obtaining approvals, implementing approved plans, complying with all conditions and legislative requirements, and notifying affected stakeholders. Accredited traffic management contractors are responsible for the installation, management, and removal of traffic control measures in accordance with the approved Traffic Management Plan (TMP) and relevant standards.

11.11 Council reserves the right to monitor events to ensure compliance with approved conditions and relevant legislation.

11.12 Non-compliance may result in:

11.12.1 Immediate direction to modify or cease event activities;

11.12.2 Cancellation of event approval or permits;

11.12.3 Refusal of future event applications;

11.12.4 Other actions as permitted under relevant legislation and Council By-laws including possible expiations for detected breaches.

12. Events impacting roads, traffic or parking

12.1 A Traffic Management Plan may be required for any event that impacts how a road or footpath is used, including events that increase traffic, parking demand or pedestrian activity in the surrounding area.

12.2 The event organiser must contact the relevant authority responsible for declaring the event and/or authorising traffic management in accordance with DIT's Guidelines for Events on SA Roads.

12.3 The event organiser shall be responsible for arranging and meeting the costs of preparing and implementing traffic management plans for their event.

12.4 Event organisers will be responsible for the safety of the event participants at all times. Neither the Minister, nor the DIT and Council will accept any liability for any personal injury, loss or damage that may occur to participants or other third parties or their property as a result of the staging of the event.

12.5 The event organiser shall deal with any public liability claims made in respect to the traffic management arrangements for an event.

12.6 Event organisers shall keep a copy of the traffic management plan and, in particular, a record of all traffic control device placements and any changes to these during the event. Such record keeping should generally be in accordance with SA Standard for Workzone Traffic Management (www.dit.sa.gov.au/?a=316525). It may become necessary to produce these records as evidence at legal proceedings at a future time.

12.7 Subject to approval by the relevant authority, event organisers are required to provide advance notification to the community within the agreed event impact area.

13. Review

The Policy will be reviewed **once** per Council term or as required by legislation.

14. Further Information

For further information about this policy please contact:

Director City Strategy, Community and Culture
City of Prospect
128 Prospect Road
Prospect SA 5082

Ph 8269 5355
Email admin@prospect.sa.gov.au

Appendix