

**POLICY NAME:** EVENTS ON PUBLIC LAND  
**POLICY REF:** E05  
**MEETING ADOPTED:** 25 July 2024  
Resolution No. 250724/16  
**POLICY HISTORY:** 250620/24; 250816/29; 230812/24

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## 1 OBJECTIVE

The objectives of this policy are:

- a) to provide a documented process describing how event organisers may obtain approval to hold an event on public land in Ballina Shire including parks, open spaces or streets;
- b) to ensure that event organisers are aware of Council's requirements in order to assist and encourage the efficient organisation of events; and
- c) to ensure that event organisers receive requisite approvals in a timely and orderly manner.

## 2 POLICY

- a) Events held on public land in Ballina Shire will require lodgement of a completed an Application for Events on Public Land form. Applicants must refer to the Event Guidelines when completing an application.
- b) Event applications may be subject to fees and charges and/or ground bonds in accordance with Council's adopted Fees and Charges.
- c) Applications will be assessed with approval conditions issued in accordance with the Event Guidelines.

### 2.1 Assessment

- a) When assessing applications Council staff will consider a range of assessment criteria including, but not limited to:
  - i) *Environmental impacts* – potential damage to local flora and fauna, and impact on Council infrastructure
  - ii) *Social impacts* – impact on residential amenity, conflicts with other user groups and organisations, availability of land
  - iii) *Economic impacts* – likely economic benefits and detriments to the locality and the shire
  - iv) *Risk assessment* – the event organiser must provide Council with a Risk Management Plan. Management of risk is a critical factor in the professional management of any event. A Bush Fire Hazard Assessment should be undertaken, if relevant to the site. Council has guidelines on risk management for events on public land.

- b) When matters such as these cannot be resolved operationally, the event assessment may be reported to Council for determination.

## 2.2 Provisions for Financial Support

### 2.2.1 Festivals and Events Sponsorship Program

Council's Festivals and Events Sponsorship Program provides funding to support festivals and events held within Ballina Shire. The annual allocation is based on the financial year, and not-for-profit community-based and commercial organisations planning festivals are encouraged to apply. Applications typically open in October each year, with funding announced in December for the following financial year. (Refer to Council's Festival and Events Sponsorship Policies)

### 2.2.2 Community Donations Program

Council provides an annual allocation of funding through the Community Donations Program to assist community groups in the provision of services that benefit the community. Applications typically open in April each year, with funding announced early in the next financial year. (Refer to Council's Donations Financial Assistance policy)

## 3 BACKGROUND

Events are conducted regularly in Ballina Shire, from street parades and marches, fun runs, cycle races, music festivals, cultural celebrations, sporting events, open-air theatres, concerts, markets and the like.

Ballina Shire Council values the importance of local events that showcase the rich cultural diversity and history of our local Ballina Shire community and which deliver economic, social and environmental benefits. However, Council also recognises that events can have significant environmental and public safety implications. This policy aims to promote good practice by event organisers so that the benefits to the community can be maximised and negative social impacts minimised or eliminated.

Event organisers are expected to comply with a number of requirements in accordance with Council's regulatory framework.

*This policy does not cover events held on private land. These will typically be dealt with through a development application.*

## 4 DEFINITIONS

<b>Council</b>	Ballina Shire Council
<b>Event</b>	A function or event open to the public or a section of the public and includes a ceremony, concert, cultural celebration, dance, exhibition, fair, festival, fete, gathering, market, open air theatre, parade, sporting event or street parade.
<b>Event Guidelines</b>	A document designed to assist event organisers comply with the regulations and procedures associated with staging events on public land in Ballina Shire.
<b>Long-term</b>	Greater than one year and a maximum of three years.

**Private land** Any land that is not public land.

**Public land** Land under the ownership or care and control of Council.

## 5 SCOPE OF POLICY

This policy applies to:

- a) Council employees
- b) Councillors
- c) Community members
- d) Not-for-profit community groups
- e) Commercial organisations
- f) Event organisers
- g) Sporting organisations

## 6 RELATED DOCUMENTATION

Related documents, policies and legislation:

- a) [Application for Events on Public Land](#)
- b) [Event Guidelines](#)
- c) [Donations – Financial Assistance Policy](#)
- d) [Festivals and Events – Council Sponsorship Policy](#)
- e) [Markets on Public Land Policy](#)

## 7 REVIEW

The Events on Public Land policy will be reviewed at least every four years.