

PORT MACQUARIE ENTERTAINMENT PRECINCT EVENT USE POLICY

Responsible Officer	Group Manager Recreation & Buildings Group Manager Transport & Stormwater Network
Contact Officer	Administration staff (Recreation & Buildings, Transport & Stormwater Network) Parks Management Officer Customer Services staff Roads Safety Officer/Traffic & Transport Engineers council@pmhc.nsw.gov.au Tel: 6581 8111
Authorisation	Port Macquarie Hastings Council Meeting 17/12/2014.
Effective Date	17/12/2014
Modifications	
Superseded Documents	
Review	Group Manager Recreation & Buildings Group Manager Transport & Stormwater Network September 2016
File Number	D2014/208421
Associated Documents	Application to Stage an Event PMHC RMS Special Event Transport Management Plan

1. INTRODUCTION

The Port Macquarie Entertainment Precinct is the most heavily used and important area of public space in Port Macquarie. The precinct includes the Town Green and Lady Nelson Wharf, the Town Square, Clarence Street between Hay Street and Short Street, Short Street between Clarence Street and the foreshore, and Hay Street from the Glasshouse Forecourt to the Town Green (refer to map - Appendix 1).

The precinct is within the central business district and is often the focal point for many major and community events.

Council understands that events play a key role in building strong communities through:

- Providing opportunities for cultural enrichment, leisure, arts and sport
- Enhancing community identity and making the Port Macquarie - Hastings a better place to live
- Promoting economic vitality for host communities and building the profile of the area
- Fostering partnerships, co-operation and communication within the community
- Promoting social and cultural diversity
- Creating volunteer participation and skill development opportunities
- Improving levels of civic pride.

2. POLICY OBJECTIVE

The purpose of this policy is to:

- provide guidance to the community and other users on appropriate uses of the Port Macquarie Entertainment Precinct
- to provide fair and equitable use of the space by all sectors of the community
- generate activation of public spaces within the entertainment precinct

3. POLICY SCOPE

This Policy applies to commercial, community group or other not for profit event organisers who stage events within this defined entertainment precinct for the enjoyment of our local community and visitors to our region. Council recognises the need for safe and successful events and seeks to work collaboratively with groups and organisations to develop and provide a range of events for Port Macquarie - Hastings residents and visitors to our area.

This policy does not apply to applications for leasing of land within the entertainment precinct.

4. DEFINITIONS

Event: Any organised activity that takes place wholly or partly on public land (including roads, footpaths, parks, council venues and sports grounds) that requires approval from Council and/or other government agencies.

5. LEGAL & POLICY FRAMEWORK

Local Government Act 1993
Roads Act 1993

6. POLICY STATEMENT

Please refer to Policy section.

7. IMPLEMENTATION

7.1 Roles and Responsibilities

The following Council officers are responsible for the implementation of this Policy:

- Parks Management Officer
- Administration staff (Recreation & Buildings, Transport & Stormwater Network)
- Roads Safety Officer/Traffic & Transport Engineers

The following Council officers are responsible for the adherence to this Policy:

- Group Manager Recreation & Buildings
- Group Manager Transport & Stormwater Network

7.2 Support and Advice

The following Council officers may provide support and advice on this Policy:

- Parks Management Officer
- Administration staff (Recreation & Buildings, Transport & Stormwater Network)
- Customer Services staff
- Roads Safety Officer/Traffic & Transport Engineers
- Major Events Manager
- Place Facilitator

7.3 Communication

Policy will be communicated utilising the Port Macquarie-Hastings Council Policy Development Process.

Additionally:

Pre-Policy adoption – The community will be made aware of the proposed Policy via the applicable Council Business Paper.

Post-Policy adoption – A brief will be provided for Councillors, Executive Group and Group Managers.

7.4 Procedures and Forms

(Identifies any separate procedure, documents or forms that must be used in relation to this policy). This section is not mandatory.

7.4.1 Application to Stage an Event

7.4.2 PMHC RMS Special Event Transport Management Plan

7.5 Guidelines

(Identifies any separate guidelines which assist in the implementation of this policy) This section is not mandatory.

7.5.1 PMHC RMS Special Event Transport Management Plan

8. REVIEW

Review of this Policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

The Group Manager Recreation & Buildings & Group Manager Transport & Stormwater Network are responsible for the review of this Policy.

This Policy will be reviewed every two (2) years, from the previous review date.

A review of this Policy can be initiated at the discretion of the General Manager.

POLICY

Council will:

- provide a variety of event spaces within the entertainment precinct that aim to fulfil the community's social and recreational needs
- support best management practices for the council controlled spaces within the entertainment precinct while recognising community needs and council responsibilities
- ensure open space assets are preserved utilising a sustainable, holistic approach
- develop and maintain detailed procedures relating to the use of open space to guide and ensure consistency in day to day decision making about that use
- develop and implement a simpler approvals process to encourage activation of the entertainment precinct
- identify areas within the precinct that support lighter, quicker, cheaper event opportunities
- strive to create an appropriate balance between events and passive public use of the precinct
- seek to balance the need for activation using road infrastructure with the access needs of property owners, businesses and the community.
- seek to limit event impacts on infrastructure and turf quality within the Town Green by encouraging use of other suitable event venues within, and near to, the entertainment precinct. For example, event use of the Hay Street Forecourt, Town Square, Town Beach Reserve and Westport Park
- support ad hoc use of the entertainment precinct by commercial operators, providing this use does not restrict or limit broader community use of surrounding spaces

Council will not:

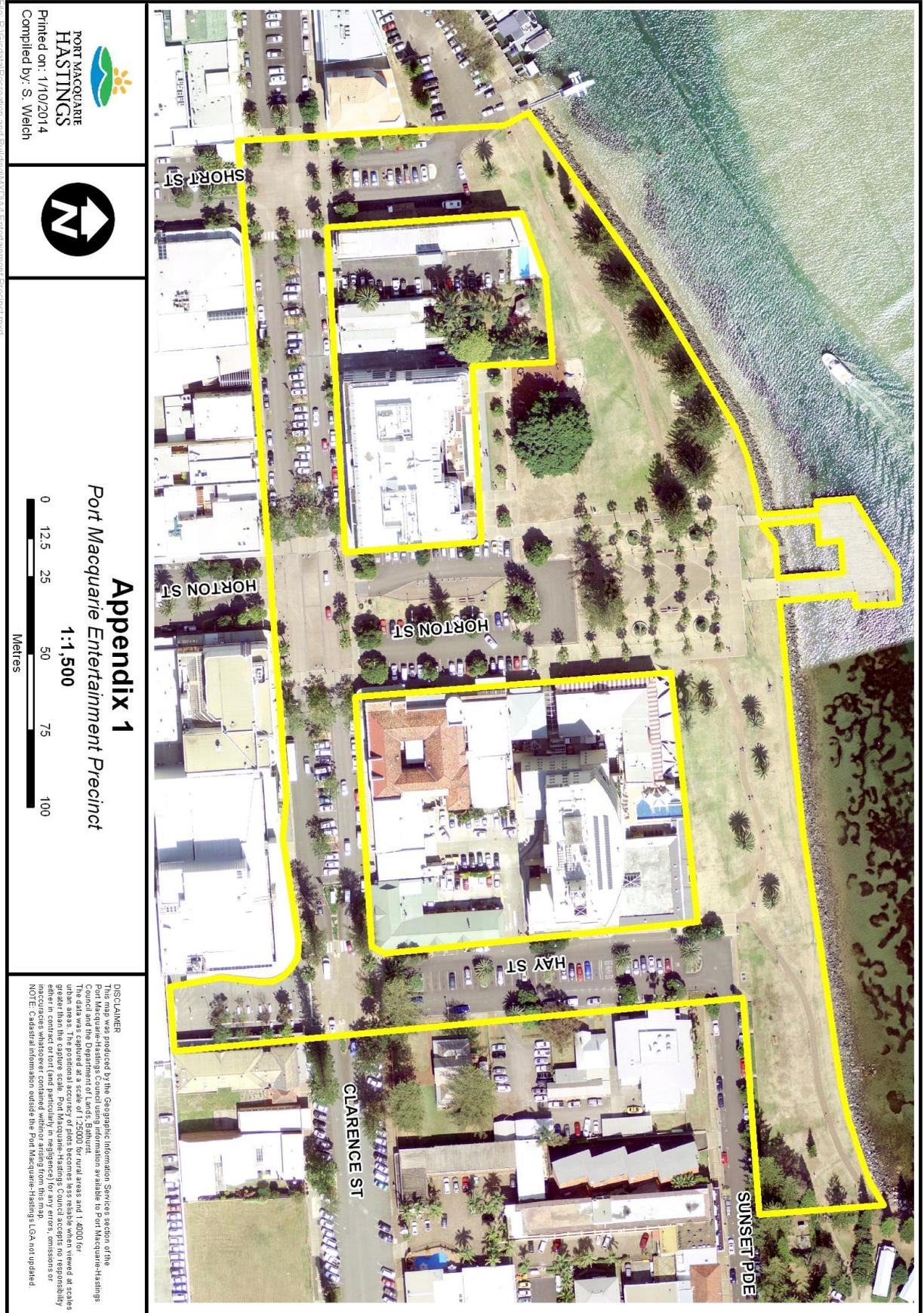
- support private functions within the entertainment precinct (e.g. weddings)
- support the sustained use of the entertainment precinct spaces as an extension of an existing business premises, where it is deemed this may compromise use by the broader community.

To ensure that events conducted in the entertainment precinct are safe, well run, held in suitable locations and do not unduly impact on residents, businesses or the environment, Council requires event organisers to complete a formal application. Applications will be assessed and where appropriate, organisers will be issued with formal approval to host the event. The approval will include conditions of consent with which the event organisers must comply with at all times. Please note that some events may also require formal approval from other agencies such as Roads & Maritime Service and NSW Police.

A recovery or restoration period may be required where damage to infrastructure results from events. The General Manager has discretion to change the event venue for events which are programmed during the recovery/restoration period.

The General Manager will be the delegate for the interpretation and implementation of the policy where uncertainty or unique circumstances exist.

APPENDIX 1



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