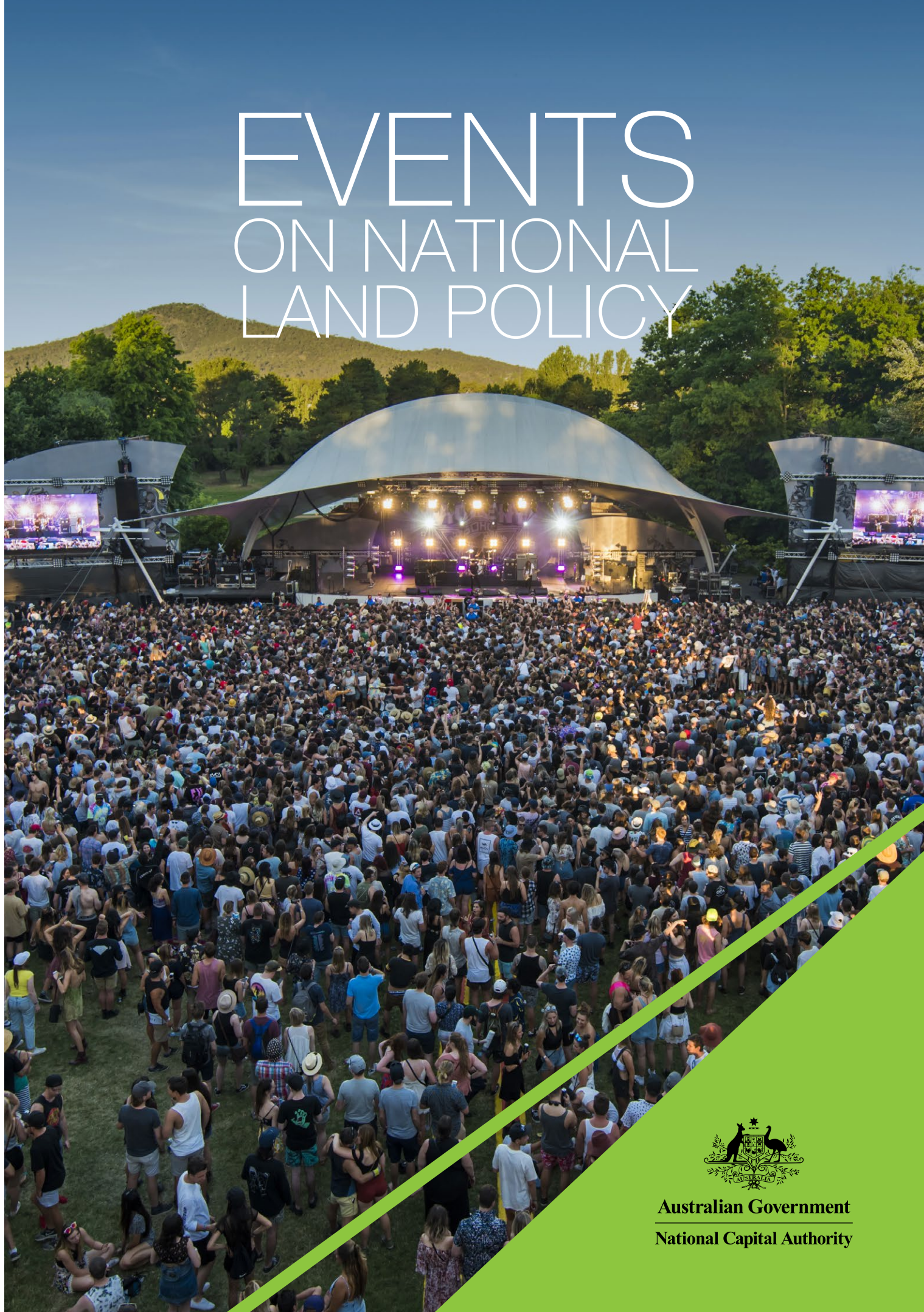


EVENTS ON NATIONAL LAND POLICY



Australian Government
National Capital Authority





EVENTS ON NATIONAL LAND POLICY

1. Introduction

Canberra's national public spaces include a range of excellent venues in the Parliamentary Zone, Commonwealth Park, Kings Park, Anzac Parade, Aspen Island and Lake Burley Griffin (the Lake) for cultural, ceremonial, community celebrations and displays. The National Capital Authority (NCA) manages these sites on behalf of the Commonwealth and is responsible for approving the use of National Land for events, ensuring that events are in keeping with the dignity of the National Capital and comply with legislative requirements.



2. Purpose

This policy provides the management framework for the regulatory requirements, approval, planning and delivery of events on National Land. This is to ensure approved events respect the cultural significance of National Land and that events are conducted in a safe manner.

This policy should be read in conjunction with the 'Event Planning Guide' – an operational toolkit which details the size, facilities and appropriate uses of each venue, conditions of use, the event application process, and fees and charges.

Events covered by this policy

This policy covers all events held on National Land, including small, private gatherings (such as weddings and birthday parties), sporting events (triathlons, running events), not-for-profit and community events, displays (car shows) and commercial events (such as festivals and music concerts).

Activities not covered by this policy

- The conduct of protests is covered in *The Right to Protest Guidelines (2008)*.
- Balloon operators are covered in the *Guidelines for the Use of National Land for Hot Air Ballooning (2014)*.
- Other regular and periodic commercial activities such as concession traders and boot camp sessions are covered under the *NCA Temporary Traders Policy (2009)*.
- These policies and guidelines are available on the NCA website www.nca.gov.au

3. Principles

This policy recognises that the NCA:

- encourages the use of National Land by all Australians;
- promotes the National Capital as a place for significant regional, national and international festivals and events;
- recognises and maintains the special natural, heritage and cultural values of the place;
- ensures the appropriate management, maintenance and repair of National Land;
- establishes the procedures, approvals and fees associated with events held on National Land; and
- strives to provide an open and efficient service to event applicants, consistent with the NCA's service standards.

4. Policy objectives

The objectives of this policy are to:

- facilitate and enhance visitor use, enjoyment and appreciation of the National Capital's natural and cultural values by providing a range of venues for events;
- ensure that events respect the cultural, heritage and environmental values of the place;
- ensure all event risks are mitigated to maintain a high level of safety for all users of National Land;
- manage the impact of events on Lake Burley Griffin, landscape, infrastructure and national assets;
- ensure that events and related activities comply with Commonwealth and ACT laws;
- ensure that events are managed to minimise conflict with national institutions and other users; and
- achieve the sustainable management of National Land for the Commonwealth and the community.

5. Legislative and policy framework

Event organisers must comply with all relevant laws and regulations of the Commonwealth and ACT Government. Failure to meet any of the legislative requirements will result in the event proposal not being approved or approval being withdrawn.

Legislation

- *Australian Capital Territory (Planning and Land Management) Act 1988*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *National Land Ordinance 1989*
- *Trespass on Commonwealth Lands Ordinance 1932*
- *City Areas Leases Ordinance 1936*

- *Roads and Public Places Ordinance 1937*
- *Lakes Ordinance 1976*
- *The National Capital Plan*
- *Emergencies ACT 2004*
- *Public Unleased Land Act 2013*
- *Open Areas Parking Rule 2014*
- *Parking Permit Rule 2014*
- *Liquor Act 2010*

Related policies

- *Lake Burley Griffin Recreation Policy (2017)*

Heritage Management Plans

All outdoor event venues on National Land are listed on the Commonwealth Heritage List and protected under the *Environment Protection and Biodiversity Conservation Act 1999 (EPBC)*. Under Schedule 7A of the *EPBC Act*, Heritage Management Plans are prepared for Commonwealth heritage places to ensure that they are managed appropriately, and to guide their use and future development. Heritage requirements for each venue are included in the NCA's 'Event Planning Guide'.

Relevant NCA Heritage Management Plans

- *Canberra Central Parklands Heritage Management Plan (2009)*
- *Parliament House Vista Area Heritage Management Plan (2010)*
- *National Carillon and Aspen Island Heritage Management Plan (2010)*
- *Lake Burley Griffin & Adjacent Lands Heritage Management Plan (2010)*
- *Parkes Place and National Rose Garden Heritage Management Plan (2011)*
- *Old Parliament House Precinct Heritage Management Plan (2015)*
- *Blundells Cottage Heritage Management Plan (2014)*



6. Venues

The following venues are available for event use. The types of events permitted at each venue is governed by legislative, heritage and planning requirements.

- Anzac Parade
- Aspen Island
- Commonwealth Park East (including Marsh Gardens and Native Creek Gardens)
- Commonwealth Park West (including Main Vista, Parkes Way lawn area and Rhododendron Gardens)
- Commonwealth Place (including Cupped Square and Speakers Square)
- Constitution Place
- East and West Lawns, Parkes Place
- Federation Mall
- Kings Park
- Old Parliament House Gardens (House of Representatives and Senate Gardens). The Kiosks can be hired separately.
- Lake Burley Griffin
- Magna Carta Place
- National Rose Gardens
- Patrick White Lawns (including Peace Park)
- John Dunmore Lang Place
- Rond Terrace
- Springbank Island
- Stage 88
- Various carparks

7. Permits

- All events on National Land require a Permit from the NCA under Subsection 5 (10) of the *National Land Ordinance 1989* and Subsection 8B of the *Trespass on Commonwealth Lands Ordinance 1932*.

Each event will be assessed on its:

- suitability in relation to the environmental, cultural and heritage values of the venue;
- compliance with all relevant laws and regulations of the Commonwealth and ACT;
- the capacity of the venue, event scale and required infrastructure, potential impact on the venue, surrounding areas and stakeholders;
- safety and risk management; and
- sustainability considerations (such as power and water use and waste management).

8. Venue Hire Licence Agreements

Commercial and exclusive events will be charged a venue hire fee and require a Venue Hire Licence Agreement from the NCA under Section 17 of the *City Area Leases Ordinance 1936*. Fees and charges are outlined in Section 10 of this Policy.



9. Works Approval

Events that include temporary works require a Works Approval from the NCA under Section 12(1)(b) of the *Australian Capital Territory (Planning and Land Management) Act 1988*. Temporary works include:

- temporary signage and structures;
- tents, marquees, shelters and sheds;
- jumping castles, amusement rides, slides and swings;
- platforms or stages;
- scaffolding or towers for race monitoring, cameras, lighting and sound systems;
- signs, flags or banners;
- portable toilets;
- pickets, stakes, barriers and fences;
- road and path closures; and
- vehicles and concession vans.

10. Fees and Charges

Fees and charges will be applied to events including:

- Exclusive and commercial event venue hiring costs, bonds, and other associated costs;
- A 'not-for-profit' venue hire rate for community and charity events that meet the definition of a 'not-for-profit organisation';
- NCA services costs associated with the planning, management and maintenance of a proposed event held on National Land; and
- Approval fees, including (where relevant) NCA Works Approval, registration fees, and late application fees.

All fees have been set to recover the direct and indirect costs associated with the maintenance and management of National Land, the hire of the venue, and the assessment process for outdoor event applications.

The *NCA Events Venue Hire Fees and Charges Schedule* is available on the NCA website – www.nca.gov.au.

11. Definitions

Commercial Event

An event granted **exclusive use** of a venue, which applies entry charges and/or sell goods and services with the intention of making a profit.

Exclusive Use

Any NCA approved use of National Land which restricts public access to an area. Access may be restricted by the placement of temporary objects (such as fencing, marquees, infrastructure, signage), vehicles, the closure of roads, paths or other access points, and/or the application of entry fees or other entry criteria. This includes the period during bump-in and bump-out of events.



National Land

Has the meaning given by section 27 of the *Australian Capital Territory (Planning and Land Management) Act 1988*.

Not-for-profit Event

Organisations or events are considered to be 'not-for-profit' if they are granted exclusive use of a venue and/or apply fees/or sell goods and services with the intention of cost recovery and/or charitable purposes only. They must meet one or more of the following criteria:

- a. Meets the Australian Tax Office definition for not-for-profit organisation;
- b. A charitable event hosted by an organisation registered under the Australian Charity and Not-for-Profit Authority;
- c. A non-profit community organisation, which is not operating for the profit or gain of its individual members, owners or other private people, whether these gains are direct or indirect.

Satisfactory documentation of status must be provided to demonstrate how an event or group meets one or more the above criteria.

Private event

A small organised gathering involving people (50 or less) who have the non-exclusive use of a specific venue (e.g. weddings, birthday parties).

Venue

Any outdoor public space on National Land that can be booked for an event.

Venue Hire Fee

The fee charged for the use of the venue as set out in the NCA Events Fees and Charges Schedule.

12. Policy review

This policy supersedes the Exclusive Use Event Policy (2009) and Events on National Land Policy (2013). It will be reviewed every three years by the NCA or more frequently as a result of changes to legislation and related policies.

The next policy review is due in July 2020.

Approved:



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November 2017

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