



Standard Operating Procedures | Events in the Park Lands

Overview

The Adelaide Park Lands were set aside for public use more than 170 years ago and are highly valued by the people of South Australia as the City's primary community space.

The Adelaide Park Lands serve as wonderful venues for a range of events. The ability to stage events in the Park Lands comes with a responsibility to respect and protect these great public assets.

The Park Lands are environmentally sensitive venues for events. The purpose of the Standard Operating Procedures for Events in the Park Lands is to help event organisers understand their responsibilities and develop event plans that ensure the values and amenity of the Park Lands are protected.

The Standard Operating Procedures for Events in the Park Lands form part of the Customer Event Kit and must be used in conjunction with:

- the terms and conditions of the Event Lease/Licence;
- the Site Criteria for the Park in which the event is taking place; and
- all written and verbal instructions from Council.

Protection of Amenity

Council has a policy of maintaining the Park Lands to a very high standard including trees, garden beds, shrubs, turf and facilities. This level of amenity must be protected at all times.

The event organiser is required to maintain the Park Lands during the lease/licence period and is responsible for all costs associated with remediating the site to its pre-event condition.

The event organiser's responsibility extends to all event staff, contractors and attendees. The Standard Operating Procedures for Events in the Park Lands should be provided by the event organiser to any contractors or staff undertaking work in the Park Lands during the lease/licence period including build and dismantle and the event period.

Where remediation to the Park Lands is required as a result of event activity, this remediation can occur in one of two ways:

- Event organiser remediates according to Council's instructions and to the satisfaction of Council within agreed time frames; or
- Event organiser pays Council to remediate the site.

Remediation will be charged to event organisers on the basis of the direct cost to Adelaide City Council, including all labour, materials and out-of-pocket expenses.

Event Impact Zone

The area of the Park Lands that is directly affected by an event is known as the 'Event Impact Zone'. Typically the event impact zone will include the event site (the lease/licence area) and the corridors of access to the event site.

As part of the event planning process Council staff will establish the 'Event Impact Zone' and the event organiser's responsibilities for care and protection of the Park Lands within that zone.

In the case of major events, the Event Impact Zone may extend beyond the boundaries of the Park Lands, eg city streets.

Music events have noise related event impact zones that are identified in the Noise Mitigation Standard Operating Procedures.

Pre/Post Site Meetings

Event organisers must be available to meet Council Event's Staff on site at the beginning and end of the lease/licence period. The primary purpose of these meetings is to assess the condition of the park at the beginning of the lease/licence period and to ensure the event site is handed back to Council in its pre-event state.

At the pre-event site meeting the Event Coordinator will take photos of the event site as a record of the condition of the park including trees, garden beds and turf. The pre-event site meeting is an opportunity to confirm plans for the protection of the Park Lands and establish necessary preventive measures such as tree protection zones.

The condition of the park will be evaluated at the post-event site meeting, with a photographic record made by the Event Coordinator.

The pre/post event site meetings may be attended by Council's Horticulture staff, who will be

responsible for the determination of a remediation plan for the site should it be required.

Site Inspections during the Lease Period

The event organiser must maintain the Park Lands during the lease/licence period, however Adelaide City Council retains ultimate control of the Park Lands at all times.

Event organisers are required to provide the Council Event Coordinator with adequate event accreditation so that Council Officers can inspect the lease/licence area during the lease period. Site inspections are designed to ensure that event organisers meet their responsibility to maintain the safety, integrity and appearance of the Park Lands at all times.

Site inspections will occur as required and the number of site inspections will vary from event to event based on the nature of the event and length of occupation of the Park Lands.

Site Plans

Event organisers are required to develop a plan outlining what steps are in place to ensure protection of the Park Lands during the lease/licence period. A key feature of this plan is the development of a detailed documented Site Plan for the event.

The Event Management team has maps of the popular event parks showing the location of essential services such as water points, toilets and power boxes, as well as park features such as memorials, pathways and garden beds. Additional site specific information is detailed in the Site Criteria.

The maps and Site Criteria provide essential information for the development of a detailed site plan identifying the location of event infrastructure and activities.

Council Event Coordinators are available for site meetings during the planning process. This can be useful in identifying the services available and any limitations of the site that need to be taken into consideration.

Maintaining Public Access

While events add to the vibrancy of the City they also alienate the Park Lands from the community's on-going use. The Park Lands are public open space and access to the general public must be maintained as much as possible during the event build, dismantle and the event itself.

Event organisers are permitted reasonable timeframes for building and dismantling event infrastructure. In the interests of protecting the community's on-going use of the Park Lands, and to reduce the length of time that event infrastructure remains on site, build and dismantle timeframes must be minimised. Public access must be provided during build and dismantle, except where safety or security necessitates closing part or all of a site. The extent of the Park Lands restricted from the public use must always be minimised.

The Park Lands Trail is an important corridor through the Park Lands and must only be closed where there is no alternative.

Where an event activity results in disruption to an existing access path, the event organiser is responsible for providing alternative access and signage to direct the public. Advance notification of closures is required as described in the terms of the lease/licence.

Protection of Trees

Trees are susceptible to damage over time if appropriate event management plans are not adopted. The negative impacts of inadequate supervision may not be immediately apparent, but are cumulative and very difficult to remediate after the damage has been sustained.

All event organisers are responsible for ensuring that events do not place undue stress on trees in the Park Lands. Adelaide City Council complies with the Australian Standard for Protection of Trees on development Sites (AS 4970-2009).

Root damage is the most common cause of damage to trees on event sites, as roots are far more extensive and closer to the surface than commonly thought. The root zone of a tree generally extends to its drip line and may extend well beyond it. Root zones vary by species and further details are specified within the Site Criteria.

Vehicle movements or vehicle parking within the root zone of trees are not permitted as:

- Vehicle tyres can damage the surface roots of trees;
- Sub-surface roots can be damaged over time due to soil compaction;
- Vehicle movements can result in damage to tree canopies.

To avoid soil compaction, the placement of heavy event infrastructure such as containers, staging and

toilets blocks is not permitted within the root zone of trees.

Tree protection zones must be set up around all significant trees during build and dismantle. A tree protection zone is a restricted area delineated by protective fencing which is set up before the commencement of the event build and again prior to dismantle. The Site Criteria identifies trees within each Park that must have a tree protection zone installed.

No tree pruning is permitted by event organisers. Any queries relating to trees within the event site should be directed to Council's events staff.

Protection of Turf

Event organisers should adopt strategies to avoid/minimise damage to the turf which may include:

- Protective boards/flooring
- Raising infrastructure from the turf eg containers
- Minimising vehicle movements
- Hand watering during the lease/licence period

Remediation of damaged turf may involve any of the following:

- Additional watering and/or fertilising
- Aerating
- Top-dressing
- Over-sowing
- Re-turfing

Turfed areas and some pathways are not designed for heavy vehicle use or for the placement of heavy infrastructure. Event organisers are required to check that their event activities do not exceed the weight load capacity of the Park as specified in the Site Criteria.

Council's horticulture staff will determine remediation required to turf.

Vehicles

As vehicles are the single biggest cause of damage to turf and trees during events the restriction of vehicle movements is imperative to protect the Park Lands

Only authorised vehicles are permitted on the Park Lands and the level of authorised vehicle traffic must be minimised.

Vehicles are permitted to load and unload without a permit, as long as they are not located on the Park Lands unattended or idle.

Vehicles remaining on site (other than emergency services vehicles and catering vans associated with an event) must have vehicle permits displayed. Expiation fees of \$95 apply to unauthorised vehicles on the Park Lands.

Vehicles must stay on formal paths or hard surfaces wherever possible. During times of vulnerable ground conditions, such as after heavy rain, Council will discuss with Event organisers any extra restrictions that may need to apply. In the interests of turf protection during inclement weather or after periods of heavy rain Council may insist on the placement of protective matting.

Vehicles travelling in the Park Lands should travel no faster than 15kmph and give way to all foot and bicycle traffic.

The Event organiser is responsible for managing vehicle movements within the event site during the lease/licence period. For large events with extensive infrastructure a detailed traffic management plan for the event site will be required.

Event Attendee Parking

Event attendees are not permitted to park on the Park Lands except in areas designated and approved by Adelaide City Council. The Site Criteria detail the parking facilities available (if any) for each of the Parks.

Park Lands Availability

Adequate rest periods between events are essential to ensure the Park Lands can be maintained to an acceptable and sustainable standard. Parks may be unavailable at certain times to allow remediation works to take place or simply to allow a park's natural recovery from previous events.

Flora and Fauna

Care should be taken not to disturb any wildlife on the site. Any concerns related to the protection of wildlife on the event site should be reported to the Council events staff immediately.

The site may also contain special indigenous plants. The Site Criteria for the Park includes advice on wildlife and special indigenous plants and how they are to be protected.

Cabling

Light cabling through trees is acceptable provided:

- Cables are not strung through boughs incapable of supporting their weight;
- Cables are not permanently fixed; and
- Prior approval of Council has been granted.

Under no circumstances are nails, screws or other fixtures to be used on any part of a tree. No signage or event infrastructure can be affixed to trees at any time.

Camping

Camping is not permitted on the Park Lands at any time.

Playgrounds

Playgrounds within the Park Lands are not bookable spaces for events and must be available for general public use at all times. No event infrastructure is permitted within the fenced area of playgrounds.

Services

The event organiser is responsible for the protection of all services within the lease/licence area or otherwise impacted by an event. This responsibility extends to irrigation, electrical services, water and sewer lines. The cost of repairs to any of these services will be borne by the event organiser.

Council can perform a mark out of the sub-surface irrigation, however, this mark out is not designed to locate all services in the area. Event organisers are responsible for identifying the location of sewer, power and water services.

As there is recycled water used throughout the Park Lands, event organisers are only permitted to access water from a Council identified tap point.

Toilets

It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the lease/licence period.

Where existing toilets are required within a fenced area for an event, preventing the general public's use of these facilities, the event organiser is required to provide additional toilet facilities outside the fenced area.

Event organisers are required to maintain both portable toilet facilities and Council toilet facilities

within the lease/licence area during the event period and build and dismantle periods.

Prior to the event, Council will confirm with the event organiser responsibilities relating to Council toilet facilities located in the Event Impact Zone (ie outside the lease/licence area but directly impacted by an event).

Toilets must be cleaned immediately after an event, regardless of the period of bump-out.

The event organiser must return the toilets clean and fully stocked in a standard satisfactory to Adelaide City Council. Council may elect to undertake a toilet handover during build and dismantle periods to ensure event organisers meet their responsibilities. Toilet inspections may also occur during and immediately after events.

The event organiser must comply with the visual standards for cleanliness provided by Council. Where necessary, Council will provide toilet keys required for restocking toilet supplies.

Cleaning and Waste Management

It is the event organiser's responsibility to pay for cleaning and waste management.

The event organiser must maintain the lease/licence area in a clean and tidy condition. All bins, including Council bins, within the lease/licence area are the responsibility of the event organiser. Bins and skips must have lids to ensure rubbish is not scattered by wind or wildlife.

The event organiser must supply adequate bins at entry and exit points, and may also be responsible for Council bins located immediately outside the lease/licence area. The extent of the event organiser's responsibility for bins will be confirmed prior to the event as part of the Event Impact Zone. Council will supply the event organiser with any necessary keys and visual standards.

Existing Council bins in the Park Lands are designed for on-going general public use and not event waste. Event organisers must ensure that rubbish is completely removed from the Park Lands before the end of the lease/licence period, so that existing Council bins are available for the public's use.

The removal of rubbish includes screws, bolts, nails, cable ties, fireworks, pegs, wire, cigarette butts, crates, bottle tops, bottle seals and straws. The cost of repairing Council mowers damaged as a result of rubbish left over from the event will be borne by the event organiser. The event organiser will also bear the cost of any damage caused as a result of

mowers throwing event debris during the course of post-event mowing activity.

Events draw increased crowds and place extra demand on Council's usual cleaning services. Cleaning may be required outside the immediate event site where that additional cleaning is a direct result of an event in the Park Lands. Where Council's regular cleaning schedule in the Event Impact Zone is affected by an event Council will alert the event organiser to discuss options.

In the interests of maintaining a clean and safe environment event organisers must ensure that:

- all grey water is removed from the event site;
- turf is protected from cooking fats and oils;
- turf is protected from fires and coal;
- plastic cups are shatterproof;
- measures are in place to prevent pollution to waterways.