



# Public consultation process for proposed events in the Adelaide Park Lands

The following details the end to end process that is required when proposed events to be held in the Adelaide Park Lands are subject to a period of public consultation as per Council policy. It is highly recommended that this document is read in conjunction with Council's [Condition of Hire](#) and [Adelaide Park Lands Events Management Plan](#).

## Assessment

**Is public consultation required? YES if proposed event triggers one or more of the below:**

- Will occupy a significant portion of a Park for more than four weeks (including bump in and out) and/or
    - Is seeking a road closure of more than 24 hours to utilise an entire site ie. the Squares such as Reconciliation Plaza or to add a site footprint by utilisation of an adjacent roadway
    - Is a new event application that would have significant impact on the Park Lands or community
- OR**
- Significant change to an existing multi-year event licence

## Public consultation

**Via the following ways (open for 21 days):**

- Publishing a public notice in the City Messenger and The Advertiser (where applicable) to advise that the public consultation is officially open
- Council's Your Say page inviting feedback from the public
  - Information on display in Council's Customer Centre
  - Notifying key stakeholders

## During the public consultation period

- Council's Events team respond to feedback
- Collect any feedback recieved (online/email/written submissions)

## Following the public consultation period

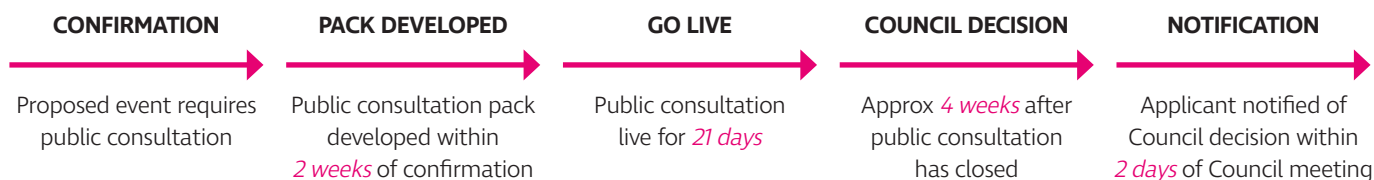
- All feedback is collated and analysed
- A report containing the outcomes of the consultation is prepared
- The report will go to the Adelaide Park Lands Authority (APLA) (if required) and Council. Outcomes of the consultation are considered as part of the event approval process

## Following council decision

**Applicant is notified within 2 days of the Council meeting that their application has been:**

- Successful
- Unsuccessful
- Successful, pending changes made to proposed event.

## Approximate timeline



# Frequently Asked Questions

## 1. Why is public consultation required?

Public consultation requirements are set out in the [Adelaide Park Lands Events Management Plan](#) which is a Council endorsed document and therefore must be adhered to. Under *Section 202* of the *Local Government Act (SA) 1999* (Alienation of community land by lease or licence), which states that Council may grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve), Council may be required to consult with the public on the staging of the event if the proposed event is not an authorised use of the Park as defined in the relevant Community Land Management Plan (CLMP) or triggers any of the criteria listed in the APLEMP (See above).

## 2. What actually goes out to the public regarding the proposed event?

A suite of information is put together for the public consultation. This information ordinarily will cover off on the follows aspects of the proposed event: purpose, a site map, approximate attendance numbers, whether alcohol is proposed to be served, target audience, whether the event will be free, ticketed or a combination of both and how the event organisers will take care of the event site and manage any associated road/path closures.

## 3. What are the specific questions of the public during the public consultation phase?

For each proposed event we try to:

- Gauge the level of support in the community for the event to proceed;
- Understand what measures the community feel we should put in place to minimise impacts of the event on the Park Lands and surrounding community.

## 4. Can I view the information about my event before it goes live on Council's Your Say website?

Yes, a member of Council's Events team will ensure that you have the opportunity to view and provide feedback on the information about your proposed event before it goes live for public consultation.

## 5. Who is able to submit feedback as part of the public consultation?

Anyone can submit feedback as part of the public consultation.

## 6. How can I provide feedback during the public consultation?

Feedback can be provided online via Your Say; email (via Your Say or direct to a nominated officer); postal submission; phone call to the nominated person.

## 7. Who pays for the print adverts in the City Messenger and The Advertiser (if applicable)?

The event organiser is responsible for costs associated with advertising the public consultation period.

## 8. Is an advert in both the City Messenger and The Advertiser necessary?

Council has a legal obligation to provide a public notice of the consultation when it has a legislated requirement to consult. The public notice has to be promoted in a newspaper circulating in the local area of Council (e.g. in the Messenger). If an event is likely to have significant impact beyond the City (i.e. intra-state and/or inter-state appeal) Council will also promote the public notice in The Advertiser.

## 9. Does going through a period of public consultation mean that my event is automatically approved?

No.

Council will be provided with the findings of the public consultation with recommendations from the Events Team to assist them in making an informed decision. Events are not automatically approved because they have been subject to a period of public consultation. It is important to note that having taken into account the submissions received and the advice of the Events Team, the final decision (on whether an event is approved to proceed) rests with Council.

# Frequently Asked Questions

## **10. What happens if a public holiday falls on a day during the 21 days of public consultation?**

Public holidays are still counted as part of the 21 days of public consultation. However, the period of public consultation cannot fall or expire on a Saturday or Sunday or a public holiday. A consultation will be extended so as to expire on the day next following a Saturday or Sunday or a public holiday (as long as the following day is not a Saturday or Sunday or a public holiday e.g. Easter). FYI – the definition of a ‘public holiday’ does not include a part-day public holiday (FYI: in South Australia there are two; Christmas Eve and New Year’s Eve).

## **11. What does Council do to promote the public consultation opportunity?**

The public consultation opportunity is promoted via the print media advertisements and is also promoted via Your Say Adelaide (Council’s online engagement platform), and consultation materials available for viewing in Council’s Customer Centre, community centres and libraries. Additionally, people who have signed up to Council’s Your Say website receive an email notification that the opportunity to provide feedback has opened. It is also promoted via the Your Say newsletter. In some cases, Council’s Events team may directly target certain stakeholders and invite them to provide feedback.

## **12. How is the public consultation administered?**

Feedback that is provided online via Your Say Adelaide; via emails and through written submissions received by post or one of Council’s centres (see above) is collated and provided to the Events Team for analysis and reporting to APLA (if required) and Council.

## **13. What happens to all of the feedback that is received at the conclusion of the public consultation?**

At the conclusion of the public consultation period, all feedback is consolidated and analysed. Common themes in feedback are identified and all statements are consolidated. Graphed feedback as well as verbatim feedback is provided in the Council and APLA reports to assist in the decision making process. All feedback is included as part of this process.

## **14. Are individual people’s names published in the Council and APLA reports?**

Council reserves the right to request names and addresses of respondents making submissions to any public consultation, depending on the nature of the project or initiate subject of the consultation, and which may be publicly available in a Council report.

## **15. What is the Adelaide Park Lands Events Management Plan (APLEMP)?**

The APLEMP sets out Council’s vision over four years to achieve growth in high quality events. The purpose of the APLEMP is to provide all the information necessary for Council and the community to understand and adhere to the management framework around holding events in the Park Lands. The APLEMP can be accessed [here](#).

## **16. What is the role of the Adelaide Park Lands Authority?**

The Adelaide Park Lands Authority is the principle advisory body to the City of Adelaide and the South Australian State Government on Park Lands matters as part of the Park Lands governance framework. The Authority provides guidance around the use of and improvement to the Adelaide Park Lands through the Adelaide Park Lands Management Strategy 2015 – 2025. Click [here](#) for more information.

## **17. When is a report required to go to APLA after an event has been subject to public consultation?**

A report to APLA is only required if the proposed event is inconsistent with the use of the site/s as per the APLEMP.