

# Information Kit

## Venue Managers and Event Organisers



### Special Events

In the coming years over one million journeys a year will be made on regular and special public transport services by patrons attending special events.

Good public transport services will make a significant contribution to that event's success.

Planning of public transport services to any event requires adequate planning and discussion to ensure that the right public transport service can be planned and implemented. This will deliver people to the event in an efficient, safe and timely manner and minimise disruption to regular public transport users, pedestrians and motorists.

In collaboration with the relevant key stakeholders, Venue Managers and Event Organisers, the Government of South Australia has introduced new legislation under the *Passenger Transport Act 1994*, regarding the management of special events.

Under this legislation, all venues within the Adelaide metropolitan area that attract 5,000 or more people to an event (over the course of the event) are required to notify the Department for Planning Transport and Infrastructure (DPTI) and work collaboratively to develop an Event Management Plan, including passenger transport plans.



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## How are events defined

Under the legislation all events attracting 5,000 or more people (during the period of the event) and that may require special or additional capacity on public transport services are classified as one of two different categories of Event for the purposes of the legislation. These categories are:-

- **Commercial Events** – organised for profit where there is a fee for participants either in the form of a ticket or an indirect fee i.e. membership of a club or association; or
- **Community Events** – organised as not for profit, the event is open to the community and attendance is free (whether a fee is charged to participate in the event or not) and this includes an event where a voluntary donation from attendees may be sought.
- In the case of Community Events, if the donation is mandatory, confirmation will be required to attest that the beneficiary of the donation is a Not for Profit organisation that holds a current *Charity Licence* issued by the Office of Consumer and Business Affairs (OCBA). The majority of revenue from the mandatory donation from the event must be paid to the licensed beneficiary



## What are the key requirements?

### Notification of an Event

The amendments to the *Passenger Transport Act 1994* require all Venue Managers (i.e. those responsible for the control and management of venues) to notify DPTI in writing six months prior to the Event, if the Event is expected to attract 5,000 or more people (including if the event operates over a number of days).

If the Event is set or known by the venue manager *less than 6 months before* the Event is to take place, notification must be made as soon as reasonably practical after this date becomes known. It is possible for the organiser of an Event ('Event Organiser'), rather than the Venue Manager to provide an Event notification to DPTI, provided the Venue Manager agrees.

- Notification can be made by using the form attached to this document
- On receipt of this Notification, DPTI will determine if special passenger services are required. This process will enable appropriate public transport services to be provided and will also ensure that potential delays and/or disruptions are minimised.
- All planning for public transport services will be undertaken in consultation with the Venue Manager and, where appropriate, the Event Organisers.
- The legislation identifies the Venue Manager as the person or body obligated to notify DPTI and collaborate, along with an Event Organiser, on the development of a transport plan. Further, if the Event is a commercial event, the Venue Manager will be responsible for any costs incurred associated with special passenger transport services.

- In some situations, especially Events with multiple Venues, the Venue Manager may, with the acceptance of DPTI, delegate the co-ordination and planning process to the Event Organiser

## Commercial Events - Fees for Special Passenger Services

Another key component of the legislation relates to the provision of special passenger transport services for *commercial events* where these Events attract 5,000 or more people **and** are organised for profit.

The new legislation now enables the Government of South Australia to recover the costs of providing special passenger transport services for these commercial events from the Venue Manager.

These costs will be determined after ongoing consultation with the Event Manager and Event Organiser to ensure any special transport services proposed are appropriate and meet the needs of the Event and its patrons.

Special Passenger Services could include the adding, supplementing, replacing or diverting of regular public transport services or the waiving or reduction of fares for services.

Where there has not been any notification or consultation regarding a commercial event, and DPTI has identified a need and subsequently provided special public transport services, then DPTI on behalf of the Minister for Transport and Infrastructure will recover the cost of these services as a debt from the Venue Manager.

Event Notification forms can be lodged at [DPTI.PTSpecialEvents@sa.gov.au](mailto:DPTI.PTSpecialEvents@sa.gov.au) or mailed to DPTI, GPO Box 1533, ADELAIDE SA 5001, Attention Manager, Integrated Transport Services.

## Who is affected?

The legislation affects Event Organisers and Venue Managers for venues holding either a community or commercial event that is likely to attract 5,000 or more people over the course of the event and taking place in the Adelaide metropolitan area (Events).

## Who benefits from the changes

- **Event Organisers and Venues**

By integrating public transport early in the planning process, access to events will be improved and the planning process will be simplified. This will enhance the event and potentially increase attendance.

- **Patrons Attending the Event**

With appropriate and timely forward planning, access to all Events will be improved offering reliable and efficient public transport services which will be easy to use, as well as offering a value for money transport alternative.

- **Public Transport Passengers**

The advance notice of events and the ability to develop a public transport plan for Events will minimise the level of disruption to regular public transport services, and where detours or disruptions are necessary. Advance notice will also enable sufficient time to adequately advise passengers of any changes to regular public transport services.

- **The General Community**

All South Australians benefit from well-organised Events that deliver social and economic benefits to the community. Providing improved and accessible public transport services for Events will encourage increased use of public transport, improve traffic flow around venues and subsequently reduce urban congestion.



## Special event notification process

This process is made up of four steps, which will ensure applicable Events conform to the new regulations.

### Step 1 – Mandatory Notification (Six months prior to the event)

Six months prior to the Event, the Venue Manager for all Community and Commercial Events, will be required to notify DPTI using the Event Notification Form attached.

**\*\*If an event is set or known *less* than 6 months before the event date, notification to DPTI must be made by the Venue Manager as soon as practicable after the Event date or period during which it will take place is set or known by the Venue Manager**

### Step 2 – Initial Assessment

DPTI will review the Event Notification Form and determine if the event requires, amongst other things:-

- Special passenger transport services
- Detours to existing public transport services
- Additional capacity on existing public transport services
- Free travel for Event patrons on special and/or regular public transport services

If the Event requires any of the special public transport services listed above, DPTI will initiate discussions with the Venue Manager and the Event Organiser.

#### DPTI's evaluation of the event is based on:-

- *The number of participants;*
- *The proximity of the Event to existing public transport services;*
- *The impact on regular public transport services created by the Event;*
- *The period of time participants will be attending the Event i.e. 20,000 people over two days at staggered times is likely to create minimal impact, however, 20,000 people over 6 hours would require a specific public transport plan;*
- *The level of detours and stop closures - although an Event may not require special passenger transport services, it may necessitate detours on main roads that serve as important corridors for public transport;*
- *The available capacity on regular public transport services;*
- *The availability of regular public transport services i.e. the Event may be conducted outside of regular service hours.*
- *Demographics and expected demand from patrons*

### Step 3 – Determination (Five months prior to the event)

Within one month of receiving the Event Notification Form, DPTI will formally advise the Venue Manager/Event Organiser of the determination with respect to the need, or otherwise for special passenger transport services. This could include:-

- A proposed passenger transport plan, including arrangements for special passenger transport services; or
- **Notification that no further action is required** – special public transport services are not required for the Event nor are disruptions to regular passenger transport services anticipated.



**\*\*Where notification has been made less than 6 months prior to the Event, then a DPTI Determination will be provided within one month of receiving the Event Notification Form.**

### Determination for Community Events

**Existing Community Events** – community events that have historically required special passenger transport services; however have been provided at no cost due to the nature of Event, i.e. Christmas Pageant. Ministerial approval will still be required in the first instance, however based on the Event, it is likely that special passenger services will continue to be provided at no cost to the Venue Manager or Event Organiser.

For existing recurring Community Events where additional public transport capacity and/ or special passenger transport services are required, Venue Managers are still required to notify DPTI six months prior to the event to enable DPTI to better understand the needs of the Event and it's patrons, and develop a Public Transport Plan as part of the broader Event Management Plan (EMP) for that Event.

**NEW Community Events that have previously not required special public transport services** – Venue Managers will still be required to formally notify DPTI of the event six months prior to the date of the Event. All new special passenger transport services for Community Events will require Ministerial approval with respect to waiving the costs associated with any special passenger services for the event.

**Fundraising for Community Events** – relates to a Community Event that is organised as a not for profit event and is open to the community. These events are free to attend or participate, however in some instances a voluntary donation may be sought. If, however, the donation is mandatory, confirmation will be required to attest what the beneficiary of the donation is a Not for Profit organisation that holds a current *Charity Licence* issued by the Office of Consumer and Business Affairs (OCBA). The majority of revenue from the mandatory donation from the event must be paid to the licensed beneficiary.

## Determination for Commercial Events

Commercial Events relate to any Event other than a Community Event. On receipt of an Event Notification Form, DPTI will assess the public transport needs of the event and prepare a Public Transport Plan in consultation with relevant stakeholders. This could include local Councils, SA Police, DPTI's Traffic and Road Operations Section, metropolitan bus service contractors, Rail Operations, PTSD's Security Contractor and representatives of the Event Organisers and Venue Manager.

This plan will include the level of special public transport services required and the expected costs of these services. This Plan will also form part of the overall Event Management Plan which will encompass all aspects of the operational management for these Events.

For Commercial Events, the following requirements will also apply:

- DPTI on behalf of the Minister may, after the consultation process, determine the costs associated with special passenger services for a Commercial Event. These costs will need to be recovered from the Venue Manager and it is the responsibility of the Venue Manager to determine how these costs will be recovered;
- A fee determined by DPTI on behalf of the Minister must be paid by the Venue Manager within the time specified and, if it is not paid within that time, may be recovered as a debt;
- DPTI will liaise with the Venue Manager and Event Organiser to develop the Public Transport Plan which will ensure that there is a balance between an acceptable level of public transport services and associated costs to the Event; and
- The fee determined will vary depending on a number of factors, including the location of the Event, anticipated attendance, public transport patronage, time of day, period of time patrons will need to access the Event, level of service required and other elements specific to the Event; and

Ticket sales information (number of tickets by postcode) will be required to inform planning of special public transport services and ensure that appropriate levels of service are provided based on the location of event patrons. Updates of this information may be required on a regular basis depending on ticket sales.

### Step 4 – Obtain approval (Three months prior to the event)

Within three months prior to any Event, a Service Agreement and, if required, a Costing Schedule will be issued and finalised, including proposed public transport service plans.

This process will enable adequate time to finalise public transport services with DPTI's bus contractors, develop train and tram schedules, plan driver rosters, organise service detours, close stops (where applicable), negotiate with local Councils to establish temporary stops and prepare the necessary communications materials to advise the public of special public transport services that may be available, including fare arrangements for these services, any changes or disruptions to regular public transport services and/or changed traffic conditions.

## Compliance

The legislation will also enable the Government to recover the fee for special passenger services from Venue Managers for Commercial Events as a debt in the following instances:-

- The Venue Manager has failed to notify the Minister of an applicable Event; or
- The Venue Manager notified but has failed to consult with the Minister regarding whether special public transport services are required for a Commercial Event,
- The Minister has determined that a special passenger service should be provided in relation to the event.

In the above circumstances, if DPTI identifies a need for and provides special public transport services for a Commercial Event, the Minister has the power to recover these costs as a debt from the Venue Manger.

With regard to Commercial Events, where there has been a failure to negotiate and agree on costs, the Minister will make a determination as to what level of costs are considered appropriate, which the Venue Manager will be responsible to pay.

## Definitions

As defined in section 44A of the amended *Passenger Transport Act 1994*:

### **Venue Manager:**

- means the prescribed person or body for the venue or, if no such person or body is prescribed, the person or body which has the control and management of the Venue

### **An Event Organiser:**

- means the person or body primarily responsible for organising the Event

### **An Event:**

- has its ordinary meaning and is categorised as either a commercial or community event section 44A. Under this part:
  - o **commercial event** means any event other than a community event;
  - o **community event** means an event that is open to the whole or part of the community and where attendance is free (whether a fee is charged to participate in the event or not) and that is run on a not-for-profit basis.

### **Special Passenger Transport Service:**

- means an alteration of an existing regular passenger service, whether
  - o by adding to, supplementing, replacing, delaying or diverting an existing regular passenger service; or
  - o by waiving or reducing fares (or substituting some other form of consideration) for such a service; or

- by any other means

As defined under Part 4 of the Passenger Transport Act 1994 a *Regular Passenger Service* means a passenger transport service conducted according to regular routes and timetables.

For the purposes of this Scheme:

Public Transport Service Plan:

- means the operational plan that includes (but is not limited to) the:
  - level of special public transport services required
  - ticketing arrangements
  - any detours and/or diversions required for regular public transport services
  - impact on existing bus stops and locations for temporary bus stops
  - communication plans and materials to advise passengers and the general public of arrangements in place;
  - impacts to general traffic, road closures, traffic signal modifications

Event Management Plan

- means the over-arching plan for the management of the event with respect to transport and traffic. This plan includes the Public Transport Plan as well as specific details of the Event, including dates, opening and closing times (inclusive of set-up and pack-up dates), promotion and marketing strategies, security requirements, signage and key contact details.

## Contact Details

Department for Planning Transport and Infrastructure

For Further Information

Attn: Manager, Integrated Transport Services  
Mail: GPO Box 1533, ADELAIDE SA 5001  
Ph: (08) 8303 0822  
Fax: (08) 8303 0828  
Email: [DPTI.PTSpecialEvents@sa.gov.au](mailto:DPTI.PTSpecialEvents@sa.gov.au)

The Government of South Australia has amended the Passenger Transport Act 1994, so that **all Venues attracting over 5,000 people for an event must notify the Department of Planning, Transport and Infrastructure (DPTI) six months in advance of the event.** Based on the information contained in the Event Notification Form, DPTI will determine if special passenger services are required; and/or if detours and stop closures are required. This will enable adequate and timely planning of special passenger transport services in consultation with Venue Managers.

Please complete all relevant fields and return this form to:

Department for Planning, Transport and Infrastructure

Attn: Manager, Integrated Transport Services  
GPO Box 1533, ADELAIDE 5001

Email: [DPTI.PTSpecialEvents@sa.gov.au](mailto:DPTI.PTSpecialEvents@sa.gov.au)

**1. Name of Event:**

**2. Event Location:**

*(Details of the exact area occupied by the event are required and/or map if required)*



**Event Setup**

Set up Dates Date: ..... Time: .....

Pack up Dates Date ..... Time: .....

**Brief description of event and main demographics of attendees**

.....  
.....  
.....  
.....  
.....

**Venue**

Venue Management:.....

Contact name:.....Position.....

Address:.....

Telephone:.....Mobile.....

Fax:.....Email:.....

**Signature**.....**Date**.....

**Event Organiser**

Event Organiser and/or Promoter:.....

Contact name:.....Position.....

Address:.....

Telephone:.....Mobile.....

Fax:.....Email:.....

Venue:.....

Venue contact,

Name .....Phone.....

Event Website.....

**Signature**.....**Date**.....

**Public Transport Services**

If the event has been conducted in the past are you aware of the level of public transport usage by your patrons?

Yes  No

If yes, what was the percentage of patrons who used public transport? .....

**Is the Event a Community or Commercial Event?**

Community  Commercial

**Community Event Determination**

Is there a charge or mandatory donation to view or participate in the Event?

No  Yes  ..... (Please answer the questions below)

Does the beneficiary charity have a current OCBA Charity License?

No  Yes  ..... Please provide details

Does the majority of the mandatory donation go to the beneficiary charity?

No  Yes

**(DPTI may require independent proof of this which will be provided at the beneficiary's expense)**

**OFFICE USE ONLY**

**DATE RECEIVED:**