



## Event Management Policy

<b>Policy</b>	9G
<b>Officer Responsible</b>	Director Corporate Services
<b>Last Review Date</b>	18/02/2019

**Strategic Policy**

## **ADMINISTERING THE EVENT MANAGEMENT POLICY**

### **Objectives**

- To recognise the important contribution public events make to achieving Council and community goals.
- To manage public events in a safe, effective, efficient and equitable manner.
- To manage public events in a way in which the benefits to the local community, including local businesses are maximised whilst potential negative impacts to the community are minimised.
- To provide quality entertainment and leisure opportunities for local residents and visitors.
- To ensure that unacceptable and/or irreversible damage does not occur to the local environment, and that events are held in accordance within the provisions of all relevant legislation and regulations, and
- To ensure that adequate revenue is returned to Council to cover costs of managing the event and (where appropriate) for the rehabilitation and enhancement of event venues.

### **Scope of the policy**

This policy applies to events organized by Council, by other government agencies, by businesses, schools and special interest groups or community groups, on or in all areas under Council's ownership or control, or events outside of the Blayney Local Government Area (LGA), that directly affect the Blayney LGA.

The policy does not encompass:

- Events occurring on private property, or leased premises on public land.
- Events for which there is no organising body e.g. Halloween
- Civic events or ceremonies organised by Blayney Shire Council
- Detailed aspects on traffic management

### **Principles**

Factors that will be considered when assessing an Event Application, include, but are not limited to:

- Date of event and proposed location
- Availability of contact telephone numbers for event organisers and support staff for use on the day of the event
- Duration of the event including set-up and pull-down times
- Whether filming, including aerial photography with use of drones, is to take place
- Vehicle access to reserves and parking on reserves
- Wet weather options

- Details of proposed measures to reduce traffic /parking impacts
- Requirements for reserved roadside parking for organisers, stall holders, etc
- Provision of shuttle bus services
- Nature and extent of pre-event publicity
- Identity and commercial status of the event organiser, including business or personal referees, and details of any sponsors
- Contact details for relevant staff at other Councils in whose areas the organiser has previously held an event
- Nature and extent of involvement by local/ community groups, and local businesses
- Expected number of participants and spectators
- Details of charges to event participants and /or spectators
- Nature and extent of food and beverage sales (or giveaways), and provision of hot water facilities to food and beverage stalls
- Provision if adequate waste and recycling facilities
- Availability of alcohol and details of liquor license held
- Equipment and personnel to be on site to guarantee orderly conduct and the safety of participants, e.g. possible attendance by St John's Ambulance, first aid kit and trained staff provided by organiser, security personnel (preferably identified as event staff )
- Exact details concerning the installation of banners and other temporary signage, including location (e.g. within reserve, surrounding streets) and size
- Temporary toilet provision required or proposed
- Litter collection on the site and in surrounding streets
- Provision of electricity, including possible use of generators
- Applicable security/ damage bonds
- Proposed use of fireworks
- Measures taken to advise local residents, for e.g. letterbox drops
- Likely noise levels, e.g. public address systems or bands
- Details and locations of all structures to be erected (plan to be provided). Proposals for scaffolding and grandstands, camera towers etc, must be accompanied by a structural engineer's certificate obtained at the organiser's expense.
- Completion of an event management plan to be delivered to Council no later than three months prior to the event

### **Conditions to apply for all events**

1. All applications for events will only be considered if submitted on the appropriate Council form
2. Applications for events are to be made not less than 3 months prior to the proposed date of the event
3. Approval for events are only to be granted on a year-by- year basis

4. Reservation of areas for an event on a particular date cannot be confirmed until such time as an application has been approved.
5. Where two or more applicants request the same date and venue then preference will be given to the applicant who lodges their application first.
6. Event organisers are required to obey the directions of Council Officers during the course of conducting the event.
7. Applications for events which require exclusive use of Council Facilities and which are not open to the public e.g. private corporate events, will be considered by Council on a casual use basis.
8. Event organisers are responsible for removal of all rubbish from the venue site and on adjacent carriageways. This includes the removal of all banners and signs at the venue and elsewhere in the Council area. If this does not occur then remedial action will be taken by the Council at the cost to the event organiser.
9. Organisers of events on Council-controlled lands will be billed for the provision and collection of additional rubbish and recycling receptacles and for the provision of electricity. The cost of these items will be deducted from any security/damage deposit held by Council.
10. Organisers of the events will be responsible for the provision of any temporary toilet facilities in quantities and locations as directed by the Council, and at the expense of the event organiser.
11. Event organisers are responsible for damage to Council facilities or infrastructure which occurs during the course of the event, e.g. damage to Council's irrigation system due to spikes being driven into the ground.
12. In the event that an application to hold an event is submitted by a person or group who has previously failed to abide by the conditions of the consent granted by Council, then such application will be rejected unless adequate cause can be shown as to why this should be varied.
13. The holding of a public liability insurance policy which notes the event and Council's interest as a named insurer is a required condition of consent. In the case of events the minimum level of cover is \$20m. The original policy schedule and product disclosure issued by the insurer and a certificate of currency, or certified copy, must be provided to the Council not less than one month prior to the event taking place. Organisers will also be required to furnish an indemnity with event management application.

14. Prior to, or during the course of, the event no signs or other objects are to be attached to trees, street furniture or public utilities, without the written approval of Council.
15. No event shall commence prior to 8-00am or continue after 11-00pm without prior approval of Council.
16. Food or beverages are not to be sold in polystyrene containers.
17. Where the event will involve the participation of temporary food stalls then they shall comply with the provisions of the relevant Food Acts of NSW and with Council's requirements for temporary food stalls, and may be subject to inspection during the course of the event.
18. The organisers of all events are to comply with all environmental protection legislation at all times.
19. Amusement rides are not permitted without the express permission of Council.
20. No amplification is to be used at any event without Council's approval, with the exception of a public address system to make important announcements, e.g. prize winners.
21. For events that involve traffic control and management, event organisers shall attend a debrief meeting with Council.

### **Risk Management**

All applicants must be aware of their responsibilities for the safe management of an event, safe management includes the principles of risk management and compliance with New South Wales Work Health and Safety Act (2011) and the Work Health and Safety Regulations (2017).

Council may request a formal written risk assessment to be submitted prior to formal acceptance of the application.

By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council's Risk Management procedures and you complete the relevant paperwork.

## End Policy

	<b>Date</b>	<b>Minute</b>
<b>Adopted:</b>	<b>12/03/2008</b>	<b>08/047</b>
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