



Policy

84. EVENT MANAGEMENT POLICY

Version 03

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Strategic Outcome: Good government

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Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Berrigan Shire Council recognises that events form an integral part in strengthening communities, and also have the potential to generate significant economic development within the region.

Whilst there are many different types of events, the degree of Council's involvement, management and responsibility varies in accordance with the type and size of the event, the location, and the organising body.

Whilst Council aims to support and promote events, in all instances the safety of the public, participants, and workers is a priority. The adoption of risk management practices is a requirement for all event organisers to ensure steps are taken to eliminate risks, or where this is not possible, risk minimisation strategies are implemented.

2. PURPOSE

The purpose of this policy is to recognise the significant social, economic and community capacity building benefits that events provide to the community; clarify Council's role in supporting the management of events; and ensure that all events whereby Berrigan Shire Council has a direct or indirect liability are managed with a view to minimising risk.

3. SCOPE

This policy applies to all Councillors and staff, including volunteers of Berrigan Shire Council.

This policy applies to all events held on Council controlled land.

This policy applies to all organisations accessing Council support for their events.

4. OBJECTIVE

This policy is developed to assist the Council with Strategic Objectives:



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2.2 Ensure effective governance by Council of Council operations and reporting;

3.1 Create safe, friendly and accessible communities;

3.2 Support community engagement through life-long learning, culture and recreation;

4.2 Strengthen and diversify the local economy;

4.3 Diversify and promote local tourism

5. DEFINITIONS

Event: An organized gathering, a planned public or social occasion.

Workers: Defined in accordance with the *Work Health and Safety Act 2011*, a worker includes paid employees, contractors and volunteers working on behalf of the Person Conducting a Business or Undertaking (PCBU).

6. POLICY IMPLEMENTATION

6.1 Council Support of Events

Council support is based upon assessing written requests for assistance. Written requests may be in the form of a letter where support is for in-kind support or for financial support where applicants must use the Event Funding Application Form.

6.1.1 In-kind Support

In-kind support may include site preparation, waste collection or traffic management. Managers will be responsible for identifying if this support is available taking into consideration Council resources, and the costs associated with providing the service.

6.1.2 Financial Support

Financial Support for events is made through the Event Funding Pool. Event organisers must complete the Event Funding Application Form and lodge with Council for assessment during advertised funding rounds.

Council will consider various aspects of the application to determine the event's eligibility for funding. This includes:

- The type of organisation applying for funding;
- The amount of funding requested;
- Predicted visitation to the area;
- Predicted visitor length of stay;



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- Assessment of Economic Impact;
- Sustainability of the event;
- Correctly completed application forms including previous event evaluations and acquittals.

Council's support will be focused on providing funding for:

- Marketing
- Appointment of an Event Co-ordinator
- Speaker's fee
- Costs associated with risk management

6.2 Council's Role in Managing Events

Council has a role to play in all events where they are held on Council controlled land. The extent of Council's involvement however is dictated by the extent of Council's involvement in the event itself.

To determine Council's liability and responsibility in managing events, an event can be categorized into three areas:

6.2.1 Events initiated and managed by and only involving Council

These type events are a Council event and Council holds complete responsibility.

Where the organizing group is a Section 355 Committee of Council, the Council also has a direct responsibility to ensure risk assessments have been conducted and adequate risk control measures are in place. S355 Committees are obliged to notify Council of the event, and whilst the Council may not be directly involved in the running of the event, they are responsible for ensuring the Committee meets the minimum risk management requirements, as determined by Council's insurers.

6.2.2 Events where Council is a participant and not the main organizer

Council has the same responsibilities as if the event was initiated and managed by Council but only for its own area and level of participation. This must be clearly stated and agreed upon with the main event organizer.

6.2.3 Events where Council is the main organizer and invites other organisations to take part

Council holds the overall responsibility and liability and therefore has the authority to determine the terms and conditions of participation of the other organisations including ensuring they are adequately insured and carry out a risk assessment for their area and activity.



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6.2.4 Events held on Council controlled land

Where the organizing group does not have a direct relationship with Council, but is holding their event on Council owned or controlled land, the organisation has a responsibility to advise Council of their event and obtain the required approvals. In addition, advice will be given regarding insurance and any additional risk management requirements.

User groups who utilize Council facilities on an ongoing regular basis such as football, netball, cricket, tennis clubs, etc., are considered under individual hiring arrangements, and are therefore not covered by this policy.

6.3 Council Approvals for Events

The Council has legislated authority and discretion to impose appropriate conditions upon applications for development consent or approval to undertake an activity in order to limit environmental impact, protect assets and public safety. Events requiring Council approval will include:

- Any event involving road use or road enclosure;
- Any event involving the sale of alcohol;
- Events that require the erection of temporary structures, amusement devices or food stalls;
- Any mass gathering event requiring the use of loud speakers or amplifying equipment on public or private land.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Civil Liability Act 2002*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Local Government Act 1993*
- *Local Government Regulation 1994*
- *Environmental Planning and Assessment Act 1979*
- *Roads Act 1993*
- AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines

7.2. Council policies and guidelines

- Berrigan Shire Council Event Management Guide
- Berrigan Shire 2023 – Community Strategic Plan
- Berrigan Shire Council Local Environmental Plan
- Berrigan Shire Council Risk Management Policy and Framework