

# Event Management Policy

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	[22 May 2018]
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<b>Owner</b> <i>(Relevant director)</i>	General Manager
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
<b>Next Review Date</b>	Within 12 months of Council being elected
<b>Minute number</b> <i>(once adopted by Council)</i>	18/05/20

## 2 Summary

This policy is to assist community groups wanting to organise and hold a public event in the local government area of Cabonne.

## 3 Approvals

Title	Date Approved	Signature
General Manager		

## 4 History

Minute No.	Summary of Changes	New Date	Version
05/09/28		19 September 2005	
10/09/33	Updated and readopted by Council	20 September 2010	
13/09/30	Readopted as per s165(4)	17 September 2013	
15/08/16	Combined with Street Stall and Raffle Ticket policy including changes resolved by Council at 23 June 2015 meeting (15/06/31-4.). Eugowra venues added also.	25 August 2015	

Minute No.	Summary of Changes	New Version Date
1.	<p>In Council minutes as the Street Stall and Raffle Ticket Policy – however noted that 23 June 2015 this was combined with current policy.</p> <p>5 amendments to policy:</p> <ul style="list-style-type: none"> <li>a) to permit the free use of the Molong Street Stall site by the Molong Advancement Group on four separate occasions during 2017/2018 in exchange for their offer to tidy the appearance of the shelter.</li> <li>b) to reflect the correct location used in Canowindra.</li> <li>c) to reflect the correct day used in Canowindra.</li> <li>d) to discontinue the requirement that the use of the Molong Street Stall on Saturday mornings be for raffle ticket sales only.</li> <li>e) to permit more than one street stall per week in Molong.</li> </ul>	27 June 2017
18/05/20	<p>Ten million dollars updated to twenty million dollars. Dot points 22 and 23 added to Conditions to Apply for All Events. Author job title updated. Readopted as per s165(4)</p>	22 May 2018

## 5 Reason

This policy will continue to assist the council to ensure public events being held in the local government area are conducted with best practice to ensure the safety of all. The safety and overall duty of care of these event participants are of high priority for the event organising committee and the council. Furthermore, a high level of effort and dedication is given when organising events, therefore it is important that the event is as successful as it can be.

It also provides standardised policy in relation to holding street stalls and raffle ticket selling for specific sites within the Cabonne Local Government Area with bookings being co-ordinated via one point of contact with the council.

## 6 Scope

Cabonne LGA is 6017 square kilometres and encompasses 11 rural communities. All of these communities host annual and one off events that attract various participation levels. This policy includes events of all types including the holding of street stalls and raffle ticket selling at approved sites.

## **7 Associated Legislation**

Council's legislative requirements include, but are not limited to the following instruments of legislation:

- a) Civil Liability Act 2002
- b) Work Health and Safety Act 2011
- c) Protection of the Environment Operations Act 1997 (as amended)
- d) Local Government Act 1993
- e) Environmental Planning and Assessment Act 1979
- f) Companion Animals Act 1998
- g) Summary Offences Act 1988

## **8 Definitions**

Street Stall - a Street Stall is defined as temporary placement of furniture such as a table and chair set up outside in a designated area (usually in front of a shop on a Council owned footpath – see preferred sites below) by local community and charitable groups to raise funds by selling of products or raffle tickets without compromising the economic viability of local traders.

## **9 Responsibilities**

### **9.1 General Manager**

The General Manager is responsible for the overall control and implementation of the policy.

### **9.2 Directors and Managers**

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility. The Director of Finance & Corporate Services is delegated with authority to approve the holding of street stalls and selling of raffle tickets (Delegation CS1).

### **9.3 Customer Service Officer**

The Customer Service Officer is responsible for taking all bookings for street stalls and raffle ticket selling at approved sites. Booking information will include date and time of operation, venue, activity (raffle ticket selling or street stall), and ensure a Certificate of Currency noting Cabonne Council's interest is provided and registered into the council's records system.

Any request for a site other than those listed is to be referred to the Risk Management Officer.

## 9.4 Risk Management Officer

The Risk Management Officer is responsible for assessing the suitability of any requested site other than those listed in this policy.

### Related Documents

Document Name	Document Location
Procedure Manual for Planning a Public Event in Cabonne Country	Infoxpert/officialrecordslibrary/economicdevelopment/eventmanagement
Council's Fees and Charges	

## 10 Policy Statement

The primary focus of this policy is on events organised on or in all areas under Council's ownership or control.

The focus of this policy is said to be:

*"Any organised gathering in a public place either within the Cabonne Local Government Area (LGA), or directly affecting the Cabonne LGA".*

The nature of the organiser or the purpose of the event has little bearing on the nature or cost of the management input required to ensure a satisfactory outcome. As a consequence this policy encompasses events organised by Council, by other government agencies, by businesses, schools and special interest groups or community groups.

The potential scope for the Event Management Policy is extremely broad given the diversity of the events and the range of the issues raised. For this reason limits have been set to ensure the Policy remains manageable. Matters falling outside these parameters are generally either addressed through other existing Council policy, or are not seen to require Council intervention.

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 Cabonne Council
- Detailed aspects on traffic management

The objectives of this policy are to:

- manage public events in a safe, effective, efficient and equitable manner, and
- manage public events in a way in which the benefits to the local community are maximised

## Key Considerations

Those factors which are considered when deciding the merit of, and management response to, events are listed below. Such factors need to be addressed by those making application to hold an event.

- 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 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 give-aways), 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 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 organisers expense.
- Completion of a business plan to be completed and delivered to Council no later than three months after the event ( where applicable)

### **Conditions to apply for all events (except street stall and raffle ticket selling)**

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. If road closures are required, the timeframe for notification is 6 months.
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 twenty million dollars (\$20M). The original policy statement issued by the insurer, or 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 form.
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 sound amplification equipment 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. In considering approval of events, the provision of appropriately trained and licensed security staff to assist in the orderly conduct of events is seen as desirable, and may be a requirement of approval at the discretion of Council.
22. Event Organisers planning events on Council-owned or public land must undertake a crowded places vulnerability assessment and security audit.
23. Event Organisers planning events on Council-owned or public land must comply with all conditions outlined in Cabonne Council's procedure manual for planning a public event.

### **Conditions to apply for street stall and raffle ticket selling events**

The prior approval of the council must be obtained for all street stalls held in Canowindra, Cargo, Cumnock, Eugowra and Molong in accordance with the following procedures:

#### For all sites

- Organisations with a Street Stall allocation to be entitled to **one** Street Stall per annum.
- Where an additional street stall is allocated to any organisation, it is for that year only.
- Only one street stall is to be held per week, with the exception of Molong, unless prior approval is granted under delegated authority by the General Manager for a second stall on a "one-off" basis, provided agreement is reached with the organisation holding existing approval for a street stall during that week.
- The organisation or club must display a sign at the Street Stall clearly identifying who they are.
- A maximum of two raffles per year for organisations with a street stall or four raffles per year for those organisations without a street stall.
- Only one organisation on any one day in the town or village.
- Proof of current Public Liability Insurance noting Council's interest is required for street stall holders with the exception of those utilising the Molong Street Stall Shelter.
- Bookings for street stalls are administered by the Customer Service Officer.
- Council's preferred sites for the holding of Fund Raising Street stalls are:
  - Canowindra – 2 sites - front of HACC and outside 41 - 43 Gaskill Street, Canowindra;
  - Cargo – front of local hall;
  - Cumnock – front of general store;
  - Eugowra – 2 sites – CWA & Hospital Auxiliary at Broad St and the Post Office at Nanima St;
  - Molong – Bank Street (Street Stall Shelter at Lot 201 DP1044929).
- Requests to utilise any other non-nominated non-assessed location requires a written request and assessment by Council's Risk Management Officer.

### Molong Only

- Raffle ticket sellers be asked to utilise the Street Stall shelter for ticket selling and to contribute the amount listed in Council's Fees & Charges for the use of the shelter.
- Street stall holders be asked to contribute the amount listed in Council's Fees & Charges for the use of the shelter with the exception of the Molong Advancement Group (2017/2018 period).
- Permission for the free use of the street stall by the Molong Advancement Group on four separate occasions during 2017/2018 in exchange for their offer to tidy the appearance of the shelter.
- All users of the Molong Street Stall be advised of Council's requirement for ticket selling to be done in or adjacent to the Street Stall shelter in order to ensure that footpaths and shop entrances are not obstructed.
- Council accepts the Molong street stall shelter under Council's Public Liability insurance cover.



- Council accepts responsibility for property insurance for the Molong Street Stall and any excess for a claim be covered from the Street Stall Usage charge Income Account.

#### Canowindra only

- Street stall operations in Canowindra are allowed on any day by appointment with Council. Bookings for these locations are to be made by telephone with the Cabonne Council (Molong Office).
- The only approved locations for street stalls to operate are the following locations,
  - outside Council HACC/Library building - 70 Gaskill Street, Canowindra
  - outside 41 - 43 Gaskill Street, Canowindra (t/a Lawrence's IGA Supermarket)
- Any booking with the council for the location outside 41 - 43 Gaskill Street, Canowindra must in addition also be recorded (the name of the group) on the local store booking sheet as per current protocol.
- The Cabonne Council, through delegation to the General Manager reserves the right and power to vary this arrangement at any time, according to circumstance.