

Event Management Policy

Reference Number:	Section 9 No. 06
Responsible Department:	Strategy & Development
Related Policy/Procedure:	9.01 Grant Funding Policy
Date of Adoption:	22 August 2017
Current Review Date:	27 July 2021
Minute Reference:	12.2
Version Number:	Amendment No. 3
Applicable Legislation:	Children and Young People (Safety) Act 2017, Children and Young People (Safety) Regulations 2017, Planning, Development and Infrastructure Act 2016 and Development Regulations 2017, Disability Inclusion Act 2018 and Disability Inclusion Regulations 2019, Electricity Act 1936, Explosives (Fireworks) Regulations 2016, Food Act 2001, Liquor Licensing Act 1997, Local Government Act 1999, Local Nuisance & Litter Control Act 2016, Major Events Act 2013, South Australian Public Health Act 2011, Road Traffic Act, 1961 Single-Use and Other Plastic Products (Waste Avoidance) Act 2020 Work Health and Safety Act & Regulations 2012, Volunteers Protection Act 2001
Next Review Date:	July 2023
Review Frequency:	Biennially

1. Introduction

Council recognises and values the important role that events play in the economic, social, environmental, and physical wellbeing of the region.

It is important that all public events are conducted within adequate safeguards.

This policy provides a framework outlining the approval processes that apply to events held in the Light Regional Council area, to eliminate or minimise risks to public health, wellbeing, safety and the environment.

2. Scope

This policy applies to:

2.1 All events held within the Light Regional Council area that:

2.1.1 occur on Council land, community land or private premises and require approval from Council or a State Instrumentality (such as the Liquor Licensing Commissioner); and/ or

- 2.1.2 are conducted by Council or in partnership with Council; and/ or
- 2.1.3 receive funding under Council's Event Sponsorship Program (refer to '9.01 – Grant Funding Policy') and/or in-kind support from Council.
- 2.2 All event organisers involved in the planning, assessment and delivery of events across the Light Regional Council area.

3. Definitions

- 3.1 **'Council Approval'** means that under the *Local Government Act, 1999*, Council is responsible for authorising a range of activities on public land including, but not limited to:
 - 3.1.1 Busking;
 - 3.1.2 Collections by charity organisations;
 - 3.1.3 Events or festivals;
 - 3.1.4 Filming;
 - 3.1.5 Operating a street stall;
 - 3.1.6 Operating a mobile food business;
 - 3.1.7 Special events, including those that may run over three or more days, which require a separate Development Approval under the *Planning, Development and Infrastructure Act 2016*; and
 - 3.1.8 The matters listed in Council By-law - 4 Local Government Land.
- 3.2 **'Event'** is a planned public or social occasion that may take place on either private land (e.g. a commercial premises) or public land (such as an oval, reserve or Council building) and attract a wide range of attendees.
- 3.3 **'Event Organiser'** is the individual or group responsible for the planning and conducting an event. This person(s) will be the main contact for Council in relation to the event.
- 3.4 **'In-Kind'** support provided by Council may include:
 - 3.4.1 Event planning advice;
 - 3.4.2 Publicity and promotion (through Council's website and Facebook page, Events Calendar, and Visitor Information Centre);
 - 3.4.3 Installation of event-related signage;
 - 3.4.4 Rubbish removal;
 - 3.4.5 Clean-up of public toilets areas; and
 - 3.4.6 Event specific equipment hire.
- 3.5 **'Public Land'** means land vested in, or under the care, control and management of, a public authority, such as roads, footpaths, parks and reserves, Council buildings and sports grounds.

- 3.6 **‘Risk Management’** means the identification of procedures to avoid or minimise the impact of specific risks that may occur at an event, expressed through a bespoke Risk Management Plan.

4. Principles of Policy

Council encourages a diverse range of broadly accessible and inclusive public events to be conducted within its area for the betterment of its community in a manner that supports social interaction and ensures public safety and wellbeing.

Approval

Certain events require Council Approval as specified in this Policy. This involves the submission of a completed Council Event Application Form with the required supporting information (as specified in the Application Form) and allowance of sufficient time for processing.

4.1 Risk Management

- 4.1.1 Council will seek to ensure that all publicly accessible events are supported by a Risk Management Plan commensurate with the level of risk involved and adequate public liability insurance cover.
- 4.1.2 All events held within the Light Regional Council must be approved where required and meet legislative requirements;

4.2 Accessibility and Inclusiveness

All events held within the Light Regional Council must

- 4.2.1 Be accessible and inclusive to residents and visitors to the region;
- 4.2.2 Encourage community involvement in, and the ownership of events.

4.3 Sustainability

All events held within the Light Regional Council must

- 4.3.1 Demonstrate sound environmental practices to protect our natural areas;
- 4.3.2 Include sustainable practices around reducing waste production and ensuring responsible waste management, preserving biodiversity, resource management, and adaptation solutions.

4.4 Economic Impact

All events held within the Light Regional Council must

- 4.4.1 Nurture local talent, businesses and community groups;
- 4.4.2 Promote the Light Regional Council area to audiences outside the region;
- 4.4.3 Stimulate the local economy through community and business partnerships and involvement;
- 4.4.4 Increase visitation and length of stay from audiences outside the region, particularly during low visitation periods;
- 4.4.5 Demonstrate sound business principles and planning.

5 Application of Policy

- 5.1 Council will support event organisers with:
 - 5.1.1 Information, guidance and processes to ensure that risks are identified and mitigated to minimise any potentially adverse impacts on residents, businesses and visitors to the region as well as community assets;
 - 5.1.2 Links to any partnership opportunities, where available;
 - 5.1.3 Grant opportunities, through its competitive annual 'Grant Funding' Program (offered subject to funding and satisfaction of relevant criteria).
- 5.2 Council will ensure processes are in place so that public monies offered in sponsorship of community events are acquitted in a transparent manner.
- 5.3 Council reserves the right to charge an administration fee for commercial events, commensurate with the scale of the event and the employee time required to assess an application in accordance with section 188 of the *Local Government Act, 1999*.
- 5.4 Where available, 'in-kind' support offered to events will be offered in priority order as follows:
 - 5.4.1 Incorporated 'not-for-profit' organisations, community groups or voluntary associations;
 - 5.4.2 Unincorporated groups under the auspice of an appropriate incorporated body; and
 - 5.4.3 In the case of commercial operations, applicants that demonstrate that the event will achieve substantial social and economic benefits to the wider community.
- 5.5 Council's role with respect to event management involves at least one of:
 - 5.5.1 Application assessment;
 - 5.5.2 Issuing a permit (or permits), aiming to appropriately manage and mitigate risks and minimise any potentially adverse impacts on residents, businesses, visitors and public assets; and/or
 - 5.5.3 Providing support, either 'in-kind' or financial, through its 'Grant Funding Program' and in accordance with the criteria contained therein.
- 5.6 Applicants must allow adequate time for applications to be processed by Council in accordance with Clause ~~4.8~~ 5.5.1 and ~~4.8~~ 5.5.2 above, to determine that adequate safeguards for public safety and risk management are in place.
- 5.7 All costs associated with the suspension or cancellation of an event due to non-issue of an event permit will be the sole responsibility of the event organiser.

6. Legislative Framework and Other References

- 6.1 This policy is to be read and implemented in conjunction with the following relevant documents:
 - 6.1.1 The applicable legislation identified in this Policy;

- 6.1.2 Festivals and Events Guide for Local Government (*Local Government Association, 2016*);
- 6.1.3 Light Regional Council By-laws and associated policies;
- 6.1.4 Light Regional Council Event Management Handbook;
- 6.1.5 Light Regional Council *Disability Access and Inclusion Action Plan* (2021);
- 6.1.6 Electrical Safety at Festivals and Events (*Office of the Technical Regulator; 2017*); and/or
- 6.1.7 Gas Safety at Festivals and Events (*Office of the Technical Regulator; 2018*).

7. Policy Review and Evaluation

The policy will be reviewed in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies/procedures or if deemed necessary by the Chief Executive Officer or delegate.

8. Access to the Policy

This policy is available on Council's website:
www.light.sa.gov.au/yourcouncil/policies/communityservices

Hard copies can be provided at Council's office at 93 Main Street, Kapunda SA 5373.

9. Further Information

For further information about the Event Management Policy please contact:

Light Regional Council

8525 3200

93 Main St

Kapunda SA 5373

Light@light.sa.gov.au

History of Policy Amendment

1. Policy adopted by Council on 22 July 2014, refer Item 11.4.2 on page 2014/300.
2. Policy reviewed by Council on Tuesday, 22 August 2017, refer Item STR9.3.1/2017, on Page 2017/288
3. Policy reviewed by Council on Tuesday, 24 September 2019, refer Item STR9.3.1/2019, on Page 2019/287
4. Policy adopted by Council on 27 July 2021, Minute Reference 12.2, Page Reference 2021/158