

	<h1>District Council of Cleve</h1>	Version No:	1.0
		Issued:	09/06/2021
		Next Review:	09/06/2025

Policy Name: **17.2 – EVENT MANAGEMENT**

1. INTRODUCTION

The purpose of this policy is to assist Council in running an event or event organisers with the planning, management and expectations of running their event on Local Government Land.

Council is committed to encouraging the community to coordinate and hold events within the District council of Cleve to encourage visitors to the area and build positive relationships between the community and Council.

This Policy will provide administrative guidance and event management principles to event organisers and Council Officers.

This Policy will:

- Ensure that events are well managed to achieve successful outcomes for event organisers;
- Provide guidance on appropriate event types and levels of due diligence on Local Government Land; and
- Provide guidance when a fee should be applied to an event booking and the grounds and process for withholding bonds or part bonds, if required;
- Define the sponsorship of festivals and events by the Council.

Council will not organise events for third parties unless expressly authorised by Council or the Chief Executive Officer and fees may apply.

2. POLICY STATEMENT

Each year Council approves a large number of events that are to be held on its land. The permit system is to capture all the events onto Council's internal calendar system.

This process will assist in avoiding duplicate bookings and notifies other staff member(s) of additional services the event holder may require.

Locations owned by Council that require a permit include Council chambers, halls and footpaths for trading tables as well as special event permits on large events.

All events require approval from Council.

3. SCOPE

Any group, organisation or person wanting to hold an event on Council land or public road, within the District Council of Cleve area, including where Council is the principal event organiser.

4. DEFINITIONS

Council: means the District Council of Cleve as constituted under the Local Government Act 1999.

Council Event: means events that Council initiates, event manages, and carries the full responsibility and risk management for.

Community Event: means an event typically held by not-for-profit organisations to celebrate or remember significant events, or to fundraise for community initiatives or charitable purpose. Community events create and foster a positive community spirit through participation, volunteerism and co-operation and provide opportunities for recreation, entertainment, celebration and education.

Event Holder: group, organisation or person, whether from Council or external organisation, who is in charge of/or running the event.

Hall Hire: any building available through Council for hire for functions.

Major Event: events that are operating

- a) more than one (1) day,
- b) require special conditions or
- c) attendance over 1000 people, significant infrastructure, trade stalls, liquor licensing or amplified music. Examples: large music festivals, parade, large sporting events.

Medium Event: An event of 200 to 1000 people, moderate infrastructure, liquor licensing and/or trade stalls. Examples: fun runs, music events, celebrations

Minor Event: Events with fewer than 200 people, minimal infrastructure, non-profit trade stalls. Examples: small charity events, group gatherings, weddings.

Special Event: event held on any Council owned land.

Stall Holder: person/s holding a stall at an event that has sought approval through Council.

Stall Trader/Door Knocker: any person/s or organisation that wishes to hold a fundraising table etc.

Local Government Land: Land owned by a Council or under Council's care, control and management. For example, open space areas, libraries, galleries, Council chambers, meeting rooms and road reserves.

State Government Road: may include a road under the care and control of the Department for Planning, Transport and Infrastructure (DPTI). It may also include a road vested in the name of the Commissioner of Highways or the Minister for Transport.

Temporary Road Closure: is required where an event seeks to use the closed road as a venue for the event, or the safety of crowds and associated traffic.

5. RISK MANAGEMENT

Risk Management is an important obligation the District Council of Cleve takes very seriously and pro-actively manages. In the delivery of special events, Council is aware that there may be risks to employees, the community and property in relation to events.

The Council has a Risk Management Policy and a number of current procedures as well as a Risk Management Framework all of which are available for viewing. In the process of these events all event holders are encouraged to consider applicable perceived risks and, if necessary, communicate these to the councils Work Health safety and risk Management Officer if in doubt prior to the commencement of the event.

6. RESPONSIBILITIES

6.1 Roles and Responsibilities

6.1.1 Council

- To respond to requests, provide advice on Council's policy, receive event application forms, facilitate Council's approval process, calendar bookings, process payments and assist with event support as required
- Social media and event advertising for Council event
- Road closure approval, road traffic management

6.1.2 Event Organiser

- to submit an Event Application Form within appropriate timeframes with all necessary supporting documents;
- to read, understand, sign and adhere to general and special conditions;
- to pay nominated fees (where required);
- to consider and record hazards and risks that may occur as a result of holding the event and implement strategies to mitigate residual risks
- to adhere to Work Health Safety (WHS) legislative requirements
- to manage the requirements on all event participants including stall holder exhibitor permits, food notification form, liquor licensing, Safework SA registration, dry zone requirements, road closures and compliance for Amusement Structures;
- to convey General and Special Conditions to all Event Participants; and
- to make good any damage resulting from an event

6.1.3 Event Application

Council should be notified of any proposal for a festival or event as early as possible to enable reasonable time for the application to be assessed, and to ensure engagement with key authorities including but not limited to South Australian Police, Department of Planning, Transport and Infrastructure can take place.

Applicants using Council land for the purpose of an event must carry Public Liability Insurance of no less than \$20 million.

Classification	Description	Minimum notice
Special Event / Minor Event	Events with fewer than 200 people, minimal infrastructure, non-profit trade stalls. Examples: small charity events, group gatherings, weddings.	4 weeks' notice
Community Event / Medium Event	An event of 200 to 1000 people, moderate infrastructure, liquor licensing and/or trade stalls. Examples: fun runs, music events, celebrations	8 weeks' notice

Major Event	Attendance over 1000 people, significant infrastructure, trade stalls, liquor licensing or amplified music. Examples: large music festivals, parade, large sporting events.	12 weeks' notice
Temporary Road Closure	Temporary road closure for the purpose of holding an event of any size.	12 weeks' notice

7. FORMS

- Hall Hire Cleve District Hall and RSL Hall - Application for Permit to Hire Cleve District Hall and Use Equipment
- Special Event Permit
- Stall Holders Exhibitors Permit
- General Permit Street Trading

All forms can be located on the Councils website under forms

8. LEGISLATION

Food Act 2001

Liquor Licensing Act 1997

Road Traffic Act, Section 11 1961

AS/NZ ISO 31000:2009 Risk Management – Principals and Guidelines

9. DELEGATIONS

Enquires in relation to this policy can be addressed to the Tourism and Community Development Officer.

The Chief Executive Officer has delegated authority to approve eligible festivals and events relating to this policy.

Council is the delegated authority to approve new major event applications and/or an event that would have significant impact to the community and/or Local Government land.

10. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

11. ADOPTION OF POLICY

This Policy was adopted by the Council at its Ordinary Council meeting on 08/06/2021.



Peter Arnold

Chief Executive Officer

12. DOCUMENT REVIEW

This document will be reviewed by the District Council of Cleve every (4) four years.

13. REVIEW HISTORY

Version	Issue Date	Author	Reason for Change
1.0	June 2021	Jodie B & Melanie C	New document