

Event Management Policy

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Responsible Officer	Director – Infrastructure & Field Services
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Last reviewed at Council Meeting	
Minute Number	21363/3
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1. Purpose

The purpose of the Event Management Policy (the Policy) is to:

- 1.1 Provide a framework outlining the approval processes that apply to events held in the Mid Murray Council area; and
- 1.2 Ensure all events held on Council owned land are conducted within adequate safeguards which eliminate or minimise risks to public health, wellbeing, safety and the environment.

2. Definitions

- 2.1 **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:
 - 2.1.1 Events or festivals;
 - 2.1.2 Filming;
 - 2.1.3 Operating a mobile food business;
 - 2.1.4 Club gathering;
 - 2.1.5 Market;
 - 2.1.6 Private ceremonies (e.g. wedding/memorial service);
 - 2.1.7 Special events, including those that may run over three (3) or more days, which require a separate Development Approval under the *Planning, Development and Infrastructure Act, 2016*; and
 - 2.1.8 The matters listed in Council's *By-law - 4 Local Government Land*.
- 2.2 **Event** is a planned public or social occasion that may take place on public land (such as an oval, reserve or Council building) and attract a wide range of attendees.
- 2.3 **Event Organiser** is the individual or group responsible for the planning and conducting of an event. The person(s) will be the main contact for Council in relation to the event.
- 2.4 **In-Kind** support provided by Council may include:
 - 2.4.1 Event planning advice;

- 2.4.2 Publicity and promotion (through Council's website, Events Calendar and Visitor Information Centre);
 - 2.4.3 Rubbish Removal; and
 - 2.4.4 Clean-up of toilet areas.
- 2.5 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. *Council encourages Event Organisers to plan their events on Council's Open Space areas to alleviate the demands and costs of road closures.*
- 2.6 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 tailored Risk Management Plan.

3. Policy

- 3.1** 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 ensures public safety and wellbeing.
- 3.2** 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.
- 3.3** All publically-accessible events held within the Mid Murray Council must:
- 3.3.1 Be approved where required and meet legislative requirements (including provision of traffic management where applicable);
 - 3.3.2 Be accessible and inclusive to residents and visitors to the region;
 - 3.3.3 Encourage community involvement in, and the ownership of events;
 - 3.3.4 Nurture local talent, businesses and community groups;
 - 3.3.5 Promote the Mid Murray Council area to audiences outside the region;
 - 3.3.6 Stimulate the local economy through community and business partnerships and involvement;
 - 3.3.7 Increase visitation and length of stay from audiences outside the region, particularly during low visitation periods;
 - 3.3.8 Demonstrate sound business principles and planning; and
 - 3.3.9 Demonstrate sound environmental practices to protect our natural areas.
- 3.4** Council will support event organisers with:
- 3.4.1 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;
 - 3.4.2 Links to any partnership opportunities, where available;
 - 3.4.3 Grant opportunities, through its competitive annual 'Community Grants' Program (offered subject to funding and satisfaction of relevant criteria).
- 3.5** 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*.
- 3.6** Where available, 'in-kind' support offered to events will be offered in priority order as follows:
- 3.6.1 Incorporated 'not-for-profit' organisations, community groups or voluntary associations;
 - 3.6.2 Unincorporated groups under the auspice of an appropriate incorporated body; and
 - 3.6.3 In the case of commercial operations, applicants that demonstrate that the event will achieve substantial social and economic benefits to the wider community.
 - 3.6.4 All 'in kind' support will be subject to approval by Council at finalisation of the application.



- 3.7** Council's role with respect to event management involves at least one of the following:
- 3.7.1 Application assessment;
 - 3.7.2 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
 - 3.7.3 Providing support, either 'in-kind' or financial, through its 'Community Grants' Program and in accordance with the criteria contained therein.
- 3.8** Applicants must allow adequate time for applications to be processed by Council in accordance with Clause 3.7.1 and 3.7.2 above, to determine that adequate safeguards for public safety and risk management are in place.
- 3.8.1 All applications must be completed in full with relevant supporting documentation submitted to progress to the approval process.
 - 3.8.2 Applications received after the allocated timeframes will not be approved.
- 3.9** 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.

3.10 Associated Documents

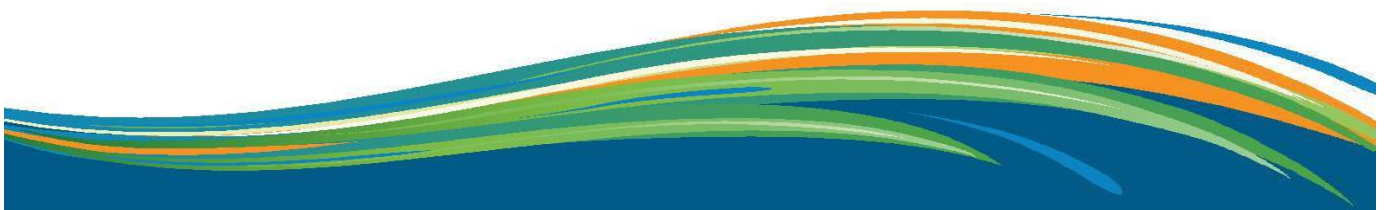
- 3.10.1 **Event A – Z Information Guide:**
An information booklet prepared by Council to assist event organisers (individuals, businesses, and community groups) proposing to hold an event within the Mid Murray Council area on council owned land. The handbook is a reference to guide event planning; each event is likely to have varying needs and therefore its own specific requirements.
- 3.10.2 **Major & Minor Event Application:**
Application to be completed by all event organisers (individuals, businesses, or community groups) seeking a permit to hold an event within the Mid Murray Council area on council owned land within the timeframes specified on the relevant application forms.
- 3.10.3 **Stall Holder Permit Application:**
Application to be completed by all (non-food related) Individuals, Exhibitors and/or other organisations seeking to participate in an event.
- 3.10.4 **Temporary Road Closure Application:**
Application to be completed by the event organisers of any event requiring Traffic & Pedestrian Management. Includes events that may impact local traffic access, flows and speed or that will take place on a road or spill over from private property on to Council or Department of Infrastructure & Transport (DIT) property, namely footpaths or roadways.
- 3.10.5 **Events Classification Matrix:**
A matrix prepared by Council to provide an overview of event types and roles and responsibilities of Council and Event Organisers.

3.11 Associated Fees

- 3.11.1 All associated fees are included in Council's *Fees & Charges Register* on Council's website: www.mid-murray.sa.gov.au.
- 3.11.2 Fees are determined upon receipt and review of application forms and applicants will be advised of any relevant charges.
- 3.11.3 Payment of any applicable fees is required prior to permits for events being issued.

4. Policy Responsibility

The Director – Infrastructure & Field Services is responsible for ensuring the proper operation of this Policy.



5. Availability/Accessibility

- 5.1 This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: www.mid-murray.sa.gov.au.
- 5.2 This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges, can be provided upon request.

6. Legislative Framework / Other References

- 6.1 *Local Government Act 1999*;
- 6.2 Festivals & Events Guide for Local Government (Local Government Association, 2016);
- 6.3 Mid Murray Council By-laws and associated policies;
- 6.4 Mid Murray Council Events A – Z Information Guide;
- 6.5 Mid Murray Council Regional Disability Access & Inclusion Plan 2020 - 2024
- 6.6 Electrical Safety at Festivals and Events (Office of the Technical Regulator; 2017); and/or
- 6.7 Gas Safety at Festivals and Events (Office of the Technical Regulator; 2018).

7. Document History

This Policy shall be reviewed at least every four (4) years or more frequently if legislation or Council requires.

Version	Adopted	Minute	Description of Change
1	9 August 2022	21363/3	Adopted

