

THE BAROSSA COUNCIL

EVENT MANAGEMENT POLICY



Community Plan Outcomes:	2. Community and Culture 3. Infrastructure	Document Code:	TBC2300
Policy Owner:	Director, Corporate and Community Services	Last Revised Date:	December 2018
Responsible Officer:	Manager, Administrative Services	TRIM Reference:	14/32852
Date Approved:	19/08/2014	Next Review Date:	December 2021

1. Purpose

- 1.1. The purpose of this Policy is assist event organisers with the planning, management and expectations of running their event at a Council Facility.
- 1.2. The Policy will provide administrative guidance to event organisers and Council officers and relevant, appropriate event management principles for Council Facilities that are available for hire by the public.
- 1.3. The Policy will:
 - Ensure that events are well managed to achieve successful outcomes for event organisers and responsible management of Council Facilities;
 - Provide guidance on appropriate event types and levels of due diligence for Council Facilities;
 - Provide guidance for the application of fees and associated fee reductions for local community not-for-profit organisations; and
 - Provide guidance on when a Bond should be applied to an event booking and the grounds and process for withholding bonds or part bonds, if required.

2. Scope

- 2.1. The Council recognises that events contribute to a sense of community wellbeing and pride and many benefits:
 - Which build community spirit, increase local interest and participation, strengthen local values and tradition and encourage volunteerism;
 - Provide opportunities for recreation, fun, entertainment, celebration and education;
 - Enhance the local economy by attracting and keeping visitors in the region longer;
 - That build on and profile local attractions, products, history, culture and the environment;
 - Including importance to tourism development and improve destination awareness;
 - Of economic development and growth of local businesses;
 - Contribute to a positive image of The Barossa Council and its communities.

- 2.2. This policy covers all Council Facilities that are available for hire by the public.
- 2.3. Events are categorised and appropriate management determined accordingly.
- 2.4. The policy will be implemented and utilised across all directorates, committees and booking officers of Council, for application at all Council Facilities.

3. Definitions	
Booking Officer	The Council officer, contractor or volunteer responsible for the booking management of a Council Facility.
Council Facility	Halls, Ovals, Recreation Parks, Open Space, Community Centres, Offices, Libraries, Galleries, Council Chamber and Committee and Meeting rooms and Road Reserves either owned, leased, licenced or under the care control and management of Council.
Hallmark Event	Target Market - Interstate experience seekers. eg. Tour Down Under, Barossa Vintage Festival, Barossa Gourmet Festival To be responsible for Public Liability Insurance cover to \$10,000,000
Regional Event	Target market - Adelaide and state regions. eg. farmer's markets, organised sporting, motor sport events (Rally SA, Show n Shine etc), recreational, political, artistic, cultural or other activity. To be responsible for Public Liability Insurance cover to \$10,000,000
Local Event	Christmas parades, corporate hirers, street parties. To be responsible for Public Liability Insurance cover to \$10,000,000 for events with commercial stall holders or participants.
Private Hire	Private, small events. eg. Birthday parties, gatherings
Local Organisation	The organisation is based in The Barossa Council area and most of its members are residents of The Barossa Council.
Event Organiser	The entity responsible for the event hiring
Event Participant/s	Stallholders; food, wine or entertainment providers involved in events organised by Event Organisers. Generally Event Participants will be required to take out Public Liability Insurance cover to \$10,000,000.
Event Application Form	Document required to be completed by Event Organisers with support from Council, in order to assess the nature and requirements of a proposed event.
Bond	A contingency fund set aside to mitigate the financial burden of damage to a Council Facility.
Potential High Impact Event	Motor Sport or events that involve utilisation of Council Facilities that are not their primary purpose. Agricultural Shows and events that involve horses or stock on recreation ovals.

	<p>Camping or Recreation Utility Vehicle Accommodation on recreation ovals.</p> <p>Tour Down Under – BUPA Challenge event</p> <p>High foot traffic events eg. Car boot sales</p> <p>Any event where an internal risk assessment results in moderate or high risk of damage or impact to Council Facilities.</p>
Temporary Road Closure	<p>The temporary restriction of vehicular access to a road. Formal Council approval (and depending on the road, South Australian Police or State Government approval) is required to endorse the need for a temporary road closure. Best practice traffic management will be required.</p>

4.	Policy Statement
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4.1 Roles and Responsibilities

4.1.1. Council

- To respond to requests, provide advice on Council's policy, receive Event Applications , facilitate Council's approval process, process payments and assist with event support as required
- Council will not however, actually organise events for third parties unless expressly authorised by Council or the Chief Executive Officer. Council may support events with financial or in-kind contributions (event management, promotion via the Barossa Visitor Centre and website, temporary road closures, waste removal, favourable negotiation of hire fees).

4.1.2. Event Organiser

- To submit an Event Application within appropriate timeframes with all necessary supporting documents
- To read, understand, sign and adhere to Event Conditions
- To pay nominated hire fees
- To pay a bond (if applicable)
- 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) obligations
- To manage the requirements on all Event Participants
- To convey Event Conditions to all Event Participants
- To make good any damage resulting from event.

4.2. Event Hierarchy and Approval

Events can be categorized into a hierarchy with more significant events (classed as Hallmark or Regional Events) to attract higher due diligence requirements than Local Events.

4.2.1. Hallmark and Regional Events will require Council to support the concept of the event where there is:

- The potential to attract large crowds which involve high risk activities such as the interaction between consumption of alcohol, event covering a large area and moving vehicles
- Potential for significant sensitivity, controversy or opposition
- Temporary Road Closure
- Request for Council sponsorship (financial or in-kind)
- Community consultation

4.2.2. All events will require Council Officer approval as facilitated by Council's Customer Support Team as these events are generally:

- Simpler in nature
- Smaller in participant and guest numbers

4.2.3. Less WHS and operational risks

Commercial Events may require Development Approval

Event Applications received from Commercial Entities that are not considered by Council to be reasonably incidental to the approved use of the affected land, for example music concerts within a winery, may require separate Development Approval.

4.3. Event Management Principles

4.3.1. Pre-Event Management

May include but is not limited to Event Application assessment, applicable Bond and written agreement of pre and post event conditions, risk and WHS assessment, site walk through and inspection, irrigation plan assessment, engineering assessment for structures and preventative measures to be undertaken as appropriate.

4.3.2. During Event Management

Adhere to Event Conditions as documented on Council website www.barossa.sa.gov.au Examples may include consideration to irrigation plans where there is interaction with pegged structures, Emergency Planning, WHS requirements, correct management of Event Participants and specific monitoring of Facility condition.

4.3.3. Post-Event Management

Clean up, remediation requirements, post-event inspection

4.4. Fees

Fees contribute to the maintenance cost of Council Facilities.

The Fees and Charges Register is available on Council's website:

www.barossa.sa.gov.au

4.4.1. Fee reduction

Event Organisers that can demonstrate their organisation / entity / group fits into the categories below may be eligible for a fee reduction:

- Local community not-for-profit organisation

- Local school
- Local church
- In alignment with outcomes in The Barossa Council Community Plan.

The amount of fee reduction is either the community fee as declared in the Fees and Charges register of 50% of the commercial fee if there is not a community fee defined.

4.5. Bonds

Bonds will be applied to events according to the following table and at Council's discretion as assessed on a case-by-case basis. There may be instances where Council requires a bond outside of the following definition.

Event Type	Nature of Event	Bond Amount
Hallmark Event		\$1000
Hallmark Event	Potential High Risk Event	\$2000
Regional Event		\$1000
Regional Event	Potential High Risk Event	\$2000
Local Event		Nil
Local Event	Potential High Risk Event	\$500

Bonds may be reduced should risk mitigation controls be implemented for Potential High Impact Events as agreed with Council prior to approval of the Event.

4.5.1. Post-event inspection and Bond Refund

Bond refunds will be issued once Council is satisfied that the Facility has been vacated and returned in its original condition. For most events, a Bond will be returned within 14 days. Potential High Impact Events will require a longer timeframe due to heightened post-event inspection requirements and will generally be returned within 30 days.

4.6. Application Requirements and Assessment Criteria

4.6.1. Applications for Local Events with no Potential for High Impact must be received no later than 3 weeks prior to event. Applications for Regional, Hallmark Events, High Impact Events or events with Temporary Road Closure will require lodgment no later than 3 months prior to event.

4.6.2. Approval will not be issued unless all supporting information is provided and the Event Application is signed by the Event Organiser.

4.6.3. The Customer Support Team will facilitate the approval process that is depicted in the Event Management Process flow chart.

4.6.4. Where Council receives two applications for events; for the same time at the same Council Facility, preference will be granted to the Event Organiser who forwards the Event Application Form first.

4.6.5. Assessment Criteria include:

- Compliance with Event Management Policy, documentation requirements and WHS detailed in a risk assessment (or hazard identification)

- Social Benefits (Local volunteerism, attendance, participation, recreation and entertainment opportunity)
- Economic development benefits (local business and potential accommodation patronage, fundraising for not-for-profit organisations)
- Event timing (complimentary or conflicting events or existing agreements with sporting clubs and other users)
- Event impacts (financial, environmental, community (noise, nuisance, safety, alcohol, temporary road closures etc) impacts)

4.6.6. The following information provides a guide for inclusion in an Event Application

- Public Liability Insurance (\$10,000,000)
- Site Map
- Liquor Licensing (including security arrangement if required)
- Food Business Notification
- Temporary Road Closures and Traffic Management
- Amusement and other (eg. Staging) structures
- Risk Assessment (Hazard Identification for Small Events)
- Signage and promotional requirements
- Listing of all participants and provision of required information

5.	Supporting Documentation
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The Barossa Council – Event Application – (For Hiring of Council Facilities) Form
 The Barossa Council - Application for Fee Reduction Form
 The Barossa Council – Council Facility Pre-event Inspection and Bond Refund Assessment Worksheet

6.	Related Policies and Processes
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The Barossa Council – Event Management Process Flowchart

7.	References
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The Barossa Council – Risk Management Policy

8.	Review
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This policy shall be reviewed by Council, in consultation with the relevant stakeholders, on its first anniversary, then for every three years or more frequently if legislation or Council needs change.

9.	Further Information
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This policy is available for inspection via The Barossa Council website and internally via the staff intranet along with flowchart process and all supporting tools and templates