

Policy

Event delivery

Responsible Manager (Title)	Cultural, Community and Industry		
Adopted by Council	Date	Minute Number	
File Reference Number	DWS	Version	Review Due
Document(s) this policy Supersedes	NIL		
Community Plan Linkage	3 Economy		
	3.1 We will have an attractive and diverse environment for business, tourism and industry		
	3.1.5 Attracts and grows events that contribute to the economy with a focus on high participatory events		

1 Purpose

The purpose of this Policy is to define, for the community and Council staff, the objectives and approach towards the delivery and support of events within the Clarence.

2 Definitions

Approval refers to an approval by Council of an application under Section 68 of the Local Government Act 1993.

Council refers to Clarence Valley Council.

Event is a happening, including public gatherings, with a specific purpose, objectives and pre-determined timescale.

Third party event organiser is an event manager or entity outside of Council that proposes to operate an event within Council boundaries.

3 Background/legislative requirements

Events deliver both economic and social benefits to a community. Events have the capacity to highlight and enhance the unique characteristics of the Clarence Valley and to entice visitors to this region. They can attract investment to the region, contribute to the visitor economy and benefit local business.

Events involve and celebrate community participation, community organisations and volunteerism. They have the capacity to promote learning, healthy living and inclusivity. Events encourage greater awareness of the cultural diversity that exists in the Clarence Valley and can help people learn about and respect our earliest communities and Aboriginal culture.

Council has a duty to ensure that events constitute a safe and healthy work environment through the provision of good governance, effective risk management and statutory compliance.

Legislation

The legislative authority for this policy is to be found in sections 46 and 47a of the Local Government Act. Section 68 of the Local Government Act 1993 requires Council approval to be given prior to engaging in a trade or business on community land.

Liability

Third party event organisers are liable for any loss or damage arising at Common Law or under any statute relating to property damage and personal injury during events. Event Organisers will be liable for any injury or damage occurring as a result of their negligence. Any event organiser and / or other businesses or persons participating in an event should evidence Public Liability insurance naming Council as an Interested party.

Council maintains public liability cover for Council's activities and Liability only and no cover is available for the activities of others under Councils' insurances.

Private land and buildings

Council does not licence private events held on private land or in private buildings; however, approval is required through a Development Application in order to assess and control impacts on roads, the environment and the local community.

Council managed land and buildings

Where events are located in public places under the care, control and/or management of Council, including:

- Crown Reserves under the control of Council
- Crown Reserves under licence to Council
- Council owned community and operational land
- Council roads

Council may issue a licence to operate the event, as a result of approval through:

- a Development Application; or
- a temporary licence application; or
- a booking made via Council's online venue booking system.

Crown Reserves/Land

Where events are located on Crown Reserve/Land whereby Council is not the land manager, the Crown Land Manager may directly operate the events, or a third party may be licensed by the Crown Land Manager or NSW Department of Industry – Lands & Water to operate the event.

4 Policy statement

Clarence Valley Council will support a diverse range of events that contribute to community development, enhance the liveability of the region, provide cultural, social, environmental and economic opportunities, and are accessible and safe for the community.

Council will issue licences to third-party event organisers and will organise and host events that align with the Community Strategic Plan, with the objectives of related policies including the Event Sponsorship Policy and where there are demonstrable benefits to the Clarence Valley.

The role of Council in supporting events may include any of the following:

Enable and Support – to provide advice, information and where appropriate, in-kind support to organisers of events held within the Clarence Valley to maximise outcomes for the community.

Sponsor – to make financial contributions to third party events via the Special Event Sponsorship fund.

Advocate and Champion – to lead industry development via training and initiatives that build the capacity of community event organisers to deliver better managed, creative and innovative events, which are responsive to the community's needs.

Broker – where there are significant community, social, cultural or economic benefits, to work to attract high profile events to the Clarence Valley.

Promote – to maintain and develop an Events Calendar and to support the marketing of local and visiting events to maximise community awareness and participation.

Manage compliance – to adhere to the Event Management Procedure to ensure both internally and externally organised events meet the safety, risk management and licensing requirements of Council and other relevant authorities.

5 Implementation

The Event Management (operational) Procedure, outlines steps to be taken in the planning and management of Council run events and the manner in which Council may facilitate and support third party operated events. It also ensures Council staff are equipped to identify, assess, manage and review the risks associated with organising and facilitating these events.

6 Evaluation, Appeals and Objections

As part of its focus on continual improvement of its services to community, evaluation of events will be sought using a diversity of cost-effective measures, including feedback from participants, monitoring of media and social media. These views will be taken into account when revisiting the policy in 2025. Appeals and objections to the policy can be forwarded directly to the Coordinator Community Development.

In order for Clarence Valley Council to ensure that all complaints are dealt with fairly, efficiently and effectively and that occupational health and safety standards and duty of care obligations are adhered to, Appendix A: 'Individual Rights and Responsibilities of the Parties to a Complaint', must be observed and respected by all of the parties to the complaint process.

This Appendix is also included in Council's Unreasonable Complainant Conduct Policy.

7 Related Documents

Events Procedure

Event Sponsorship Policy

Commercial Recreational Activities on Public Land Policy

Markets Policy

Mobile Food Vehicles, Temporary Food Stalls and Hawking Policy

Mobile Signs, Articles, Merchandise and Entertainment on Public Land Policy

8 Attachments

Nil.

Procedure

Event delivery– draft ready for submission

Responsible Manager (Title)	Cultural, Community & Industry		
Manager authorisation	Date	Signature	
File Reference Number	DWS	Version	Review Due:
Related documents	Events Policy, Event Sponsorship Policy		

1 Purpose

This procedure document aims to provide clear guidelines for the application and implementation of events policy within the Clarence Valley.

2 Definitions

Casual Hirer	A casual hirer means any person or group of persons (not being a sporting body, club, association, corporation or an incorporated body) who hires a Council facility for non-commercial or non-profit making purposes less frequently than once per calendar month or 12 times per calendar year.
Council	Refers to Clarence Valley Council
Event Committee	A selected group of individuals responsible for assisting with the organisation and planning of an event within Council.
Event Organiser / Coordinator	The individual or organisation that is responsible for planning, implementing and managing all aspects of the event.
Event Site Plan	A map of the event that shows the area that the event is being held on and includes any temporary equipment that is being used, parking and emergency response access/egress.
Open Spaces	Council department responsible for managing and issuing event licences for parks, reserves and Council buildings available for hire by the public.

Planning Council department responsible for issuing planning permits for developments including events at Council-owned venues, where the scope and impact of the event triggers consideration of regulatory requirements pertaining to traffic management, noise and other community and environmental impacts.

3 Background/legislative requirements

Clarence Valley Council supports a diverse range of events which contribute to community development, enhance the liveability of the region, provide cultural, social, environmental and economic opportunities, and are accessible and safe for the community.

Council supports events where there is alignment with the Community Strategic Plan, with the objectives of related policies including the Event Sponsorship Policy and where there are demonstrable benefits to the Clarence Valley.

Council aims to protect the health, safety and welfare of everyone working at, or attending, a council organised event in accordance with Work Health and Safety (WHS) legislative requirements, Codes of Practice and guidance material.

In assessing the licence conditions and requirements for events held on Council-owned land, Council has a responsibility to ensure that the actions of third-party event organisers comply with relevant regulations and that they are adequately insured for the type and size of proposed event.

4 Procedure statement

This procedure has been developed to guide staff in the management, support and licensing of events, according to Council's level of involvement in the event. Its aim is to ensure that all staff:

- Understand the different categories of event ownership.
- Can determine the appropriate level of responsibility according to Council's level of ownership and control of the event.
- Identify, assess, manage and review the risks associated with organising and facilitating events.
- Follow the steps required to plan and manage Council organised events or to support third-party event organisers through the venue booking and event licensing process.

5 Procedures

5.1 Determining Event Ownership

Council will have different levels of responsibility according to Council's level of ownership and control of the event. Requirements for each type of event ownership are listed below.

Type of event	Example	Required Documentation / Processes
Internal Council Events (Events involving only Council)	Council Christmas or retirement party, Brekky with the Boss, safety workshop	<p>Documentation</p> <p>Refer to the WHS risk assessment pertaining to the selected Council building or space. Where none exists, or the venue is off-site, prepare an Event WHS Risk Assessment (Appendix 3)</p> <p>Process</p> <p>Refer to 5.2 Requirements for Internal Council Events.</p>
Council is the venue owner	Musical, stage play or CD Fair in the Council hall, party or wedding at indoor or outdoor venue, market, festival or other outdoor event	<p>Documentation</p> <ul style="list-style-type: none"> • Application via online booking system (Bookable), or • Temporary Licence Application for Use of Recreational Park and/or Amenities, or • Ancillary Application Community Land – Events & Festivals <p>Documentation pertaining to the event licensing conditions may include (but is not limited to): Public Liability insurance certificate, WHS risk assessment, Traffic Management Plan, Event Site Plan, Event Notification Plan.</p> <p>Process</p> <p>Refer to 5.3 Requirements for Events where Council is the Venue Owner.</p>

Type of event	Example	Required Documentation / Processes
<p>Council organised event in which other organisations take part</p>	<p>Winter Fair, Christmas Carols night, Agricultural Show, NYE fireworks, Australia Day</p>	<p>Documentation Event Management Plan detailing event objectives, operations and responsibilities, plus where relevant, information related to topics listed in the CVC Event Management Planning Checklist (Appendix 1), plus:</p> <ul style="list-style-type: none"> • Event Site Plan • Event WHS Risk Assessment • Event WHS Action Plan • Event Emergency Plan • Event WHS Safety Checklist • Post Event Evaluation Report <p>Process Refer to 5.4 Managing Council-Organised Events.</p>
<p>Council is a participant, not the main organiser</p>	<p>Council has a stall at the Agricultural show</p>	<p>Documentation Event WHS Risk Assessment</p> <p>Process Provide Council's Certificate of Currency for Public Liability insurance to the event organiser. Book vehicle and equipment as required.</p>
<p>Event on private property requiring Development Application</p>	<p>Music festival on private land</p>	<p>Documentation As per documentation where Council is the venue owner.</p> <p>Process As per 5.3 Requirements for Events where Council is the Venue Owner.</p>

5.2 Requirements for Internal Council Events

Level of responsibility

For internal functions or events held by Council, where Council staff attend and Council holds complete responsibility for event management.

Procedure

In cases where a Council-owned venue is used, the Event Organiser will check the risk assessment pertaining to the selected Council venue and confirm that the venue is fit for purpose.

In cases where a non-Council venue is used, the Event Organiser will conduct a risk assessment for the event.

It is the responsibility of the Event Organiser to communicate Council's expectations regarding behaviour, guidance on responsible drinking, anti-social behaviour and other possible code of conduct issues to attendees.

5.3 Requirements for Events where Council is the Venue Owner

Level of responsibility

Council has responsibility to ensure the venue is safe and suitable for the type of event. Council sets out the terms and conditions of use and is responsible for issuing an event licence or approval.

Procedure

Following an initial triage by the booking officer (in most cases, an officer in Open Spaces), to determine whether events fall into the category of **Small, low-risk (5.3.1)** or **Large, higher risk (5.3.2)** events, the prospective venue hirer must complete either:

- a venue reservation via the online portal Bookable – where the event scope is assessed by Open Spaces and referred to Planning where necessary; or
- a Temporary Licence Application for Use of Recreational Park and/or Amenities (or Temporary Licence Application for a Wedding) – where the event scope falls within the typical purpose for which the space/property is managed by Open Spaces; or
- an Ancillary Application Community Land – Events & Festivals – where the event scope triggers the involvement of Planning to assess community and environmental impacts within its remit;

and agree to meet all venue hire terms and conditions.

5.3.1 Small, low-risk events

Weddings or sporting events in public spaces, rental of the hall for a birthday party and activities in keeping with the purpose for which the venue is designed and/or typically managed.

Venue reservations made via the online portal (Bookable) or the Temporary Licence Application for Use of Recreational Park and/or Amenities, must be lodged with Council's Open Spaces department.

Where the hirer is a Casual Hirer, Council may extend its Casual Hirer's Insurance to cover the hirer, however, the following exclusions will apply:

- A sporting body, an association, a corporation, or an incorporated body
- Regular hirers where their hire occurs more than 12 times per year
- Sporting activities
- Hirers that will involve attendance of more than 1,000
- Commercial or profit-making activities

In the event of a claim, the hirer is required to pay the policy excess.

Should the terms of the hire fall outside the scope of cover of a Casual Hirer then the hirer will need to hold Public Liability Insurance and they will be required to provide Council with a Certificate of Currency prior to the hire. An example of a profit-making activity could be a charity running a market to raise money for their group.

If the hirer is a community group or not-for-profit and they require public liability insurance for their event, the hirer can be referred to Local Community Insurance Service <https://www.localcommunityinsurance.com.au/> who may be able to assist the hirer with obtaining a Public Liability Insurance Policy.

A pre-use inspection checklist is issued with the Temporary Licence Application for Use of Recreational Park and/or Amenities form, to gather and act on information pertaining to the condition of venue facilities and to identify hazards. It is the hirer's responsibility to alert Council to hazards that require remedial action.

The risks and merits of applications made in this manner are assessed by a Council Officer in Open Spaces, who will determine if any additional conditions or documentation is required. The appropriate fee schedule for venue rental and equipment hire is levied at the time of application via the online portal, or via an invoice for applications processed manually.

5.3.2 Large, higher risk events

Where the proposed event differs from the purpose for which the venue is designed and/or typically managed, due to the event scale, duration or impacts on community, business and environment.

The Ancillary Application Community Land – Events & Festivals, must be lodged with Council's Planning department at least four (4) months prior to the event and must include the following documents:

- Copy of completed 'Notice of Assembly' form submitted to NSW Police
- Event program, draft or final version

- Event Site Plan (Appendix 2)
- WHS Event Risk Assessment (Appendix 3)
- Traffic management plan (if applicable)
- Traffic control plan (if applicable)
- Public Liability Certificate of Currency (If not available at lodgement a copy is to be submitted no later than seven days before the event).

Depending on the size and risk profile of the event, as determined by Council, the hirer may be requested to submit additional plans and forms such as an Event Emergency Plan, Event WHS Action Plan (Appendix 4), Event Safety Checklist (Appendix 5).

Events that repeat on a regular basis in the same location, such as markets, are assessed in the same manner and may be licensed by issuing a lease, where necessary as a result of a competitive tender process.

The risks and merits of applications made in this manner are assessed by a Council Officer in Planning (and in consultation with Open Spaces and other Council departments as listed in the Property & Rating System), who will decide if the event can be approved in principle, pending submission of further documentation and payment of the appropriate fees for venue rental and equipment hire.

Failure by the hirer to meet licence conditions will result in a refusal of the venue hire.

In its capacity to facilitate and support third party event organisers, Council may provide guidance on topics such as programming, budget control, sponsorship, marketing and protocol.

5.4 Managing Council-Organised Events

Level of responsibility

Council holds the overall responsibility and liability and therefore must determine the terms and conditions of participation for the other organisations, including ensuring they are adequately insured and complete an adequate WHS risk assessment for their area and activity.

For guidance on topics such as programming, budget control, sponsorship, marketing and protocol, refer to the Event Management Planning Checklist (Appendix 1).

Procedure

Council will appoint an Event Coordinator, who may be a council worker or an external contractor, responsible for planning, communicating, and managing the risks of the event.

Where required and in keeping with the size and complexity of the event, an Event Committee may be established, drawing together internal and external stakeholders such as the WHS Officer,

contracted service providers (performers, exhibitors, production and site management professionals, caterers, security personnel etc) and relevant authorities such as NSW Police.

Factors worthy of consideration in defining event scope and specific requirements include:

- Date(s) and duration of event
- Venue facilities
- Types of services to be rendered, performance program or other event content
- Expected attendance

The regulatory requirements and associated documentation should be determined according to the size, scope and risk profile of the event, as described in **5.3.2 Large, higher risk events**.

An Event Management Plan containing an overview of event objectives, operations and responsibilities, must be prepared using the Event Management Planning Checklist (Appendix 1).

The Event Coordinator is also responsible for preparing the WHS Event Risk Assessment (Appendix 3) and an Event WHS Action Plan (Appendix 4).

Pre-event checks can be conducted using an Event Safety Checklist (Appendix 5) and a site induction for Council staff and contractors that includes information on:

- Roles and responsibilities
- Event communication systems and protocols
- Event hazards and control measures
- Location of buried services such as electric cables
- Safe speed limits including traffic management requirements
- First aid, toilets, and wash facilities
- Emergency response plans
- Plant and equipment safety
- Waste management

Following the event, the Event Coordinator must prepare a Post-Event Evaluation Report (Appendix 6).

6 Attachments

Event Delivery Policy

6.1 Appendices

1. Event Management Planning Checklist
2. Example Event Site Plan
3. Event WHS Risk Assessment Template

4. Event WHS Action Plan Template
5. Event Safety Checklist
6. Post-Event Evaluation Report Template
7. Incident Investigation Reporting & Procedures

7 Review

This procedure is to be reviewed in concert with the review term for the Event Delivery Policy.