

# Event Management Policy

This Policy is designed to deliver Robust, Responsible Management while assisting to grow Recreation, Leisure, Sporting, Culture, Arts and Entertainment Events within Kyogle Council Local Government Area. Kyogle Council actively supports and encourages the hosting of events within the Council area. Council recognises that festival and events bring a range of social, economic and cultural benefits to the community and help to market/promote the Council area on a local, regional, national and international scale.

The purpose of this policy is to outline Council's position on events and set out Council's approach to support the development of events within Kyogle Council Local Government Area.

## Introduction:

Kyogle Council has a role and obligation in protecting the environment, minimising adverse environmental, social and economic impacts caused by events. This policy demonstrates Council's commitment to sustainable event management. It highlights how the principles of sustainability should be integrated into the planning, management and implementation of Council's event planning assessment procedures, event management guide, activities and service delivery with respect to event management and advocated to Council staff, communities and other external organisations.

## Event Definition:

Any planned activity where any structure (permanent or temporary), open area, roadway (fenced or unfenced) will contain a number of persons greater than normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during or after the event.

## Policy Objective:

To ensure that sustainability principles are applied to the planning, management and implementation of all events within Kyogle Council Local Government Area and within the scope of this policy.

## Policy:

### 1. Objective:

Kyogle Council has identified the following objectives in relation to events:

- Support the development of events through Council's Event Management Guide and assistance through advice from Council Officers;
- Ensure events are conducted with high safety standards and in accordance with relevant legislation and best practice;
- Position Kyogle Council Area as an attractive destination for existing and future events that will result economic, marketing and community benefits.

## **2. Council Support for Events:**

Council will provide a range of support to events across the Local Government Area, including:

- Advice, guidance and information to event organisers on event planning, funding, venues, local information through Council's Event Management Guide and assistance through advice from Council Officers;
- Applying a combined/integrated organisational approach to the planning phase of all events in Kyogle Council Local Government Area that impact residents and visitors;
- Building positive working relationships between event organisers and key authorising agencies to facilitate excellence in planning and delivery of events;
- Provide advice to event organisers on risk assessment, emergency management, traffic control management, general event management and operational plans;
- Provision of information on Local Government requirements and the issuing of permits and permissions;
- Assisting event organisers to develop appropriate skills to engage with local community in which the event is held;
- Promote events where possible in Council publications and on the Council website.

## **3. Event Organisers Responsibilities:**

Council aims to ensure that events conducted in Kyogle Council Area are safe, professionally run, conducted in suitable locations and do not unduly impact on residents, businesses or the environment.

To obtain the information necessary to make this assessment, Council requires event organisers to complete Council's Event Management Guide. Event organisers must ensure they comply with the following before a permit will be issued for their event to take place:

- Complete Council's Event Management Guide, even if an annual event;
- Provide a copy of Public Liability Insurance, Council does not provide public liability insurance to events;
- Provide an appropriate Risk Assessment Plan as contained in Council's Event Management Guide;
- Provide copies of relevant permits required, ie. Health permits, food handling certificates, liquor licence, etc.

## **Other References:**

Kyogle Council Event Management Guide.