



## Policy

---

84

### EVENT MANAGEMENT POLICY

Strategic Outcome:	Supported and engaged communities	
Policy type	Administrative	
Date of Adoption:	11 April 2023	Minute Number:
Date for Review:	11 April 2027	
Responsible Officer:	Enterprise and Risk Manager	
Document Control:		
Delivery Program Link:		

#### 1. POLICY STATEMENT

Berrigan Shire Council recognises events form an integral part in strengthening communities, and have the potential to generate significant economic development within the region.

Whilst there are many different types of events, the degree of Council's involvement, management and responsibility varies in accordance with the type and size of the event, the location, and the organising body.

Whilst Council aims to support and promote events, in all instances the safety of the public, participants, and workers is a priority. The adoption of risk management practices is a requirement for all event organisers to ensure steps are taken to eliminate risks, or where this is not possible, risk minimisation strategies are implemented.

#### 2. PURPOSE

The purpose of this policy is to recognise the significant social, economic and community capacity building benefits events provide to the community, clarify Council's role in supporting the management of events, and ensure all events whereby Berrigan Shire Council has a direct or indirect liability are managed with a view to eliminating or minimising risk.

#### 3. SCOPE

This policy applies:

- To all councillors and staff including volunteers of Berrigan Shire Council



## Policy

---

- To all events held on Council controlled land
- To all organisations accessing Council support for their events.

User groups who utilise Council facilities on an ongoing regular basis such as football, netball, cricket, tennis clubs, etc. are considered under individual hiring arrangements, and are therefore not covered by this policy.

### 4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objectives:

2.1.1 Council operations, partnerships and coordination of resources contribute toward the implementation of Berrigan 2027.

3.1.3 Strengthen the inclusiveness and accessibility of our community

3.2.1 Provide opportunities for life-long learning, cultural expression and recreation

4.2.1 Implement the Berrigan Shire Tourism Strategy

### 5. DEFINITIONS

**Event:** An organised gathering, a planned public or social occasion.

**Community Event:** For the purposes of this policy, a community event is a locally organised event promoting a local cause or benefit.

**In-kind assistance:** Support provided by Council in the form of materials or services at no charge to the individual or organisation.

**Workers:** Defined in accordance with the *Work Health and Safety Act 2011*, a worker includes paid employees, contractors and volunteers working on behalf of the Person Conducting a Business or Undertaking (PCBU).

### 6. POLICY IMPLEMENTATION

#### 6.1 Council support of events

Council support is based upon assessing written requests for assistance. Written requests may be in the form of a letter where support is for in-kind support or for financial support where applicants must use the Event Funding Application Form.

##### 6.1.1 In-kind support



## Policy

---

In-kind support may include site preparation, waste collection or traffic management. Event organisers must formally request in-kind support in accordance with Council's Community Assistance Policy.

### 6.1.2 Financial support – community events

Organisers of community events seeking financial assistance must make a formal written request in accordance with the Council's Community Assistance Policy.

### 6.1.3 Financial support – other events

For events not classified as community events, event organisers must make a request using the Event Funding Application Form. This will be tabled with Council for assessment.

Council will consider various aspects of the application to determine the event's eligibility for funding. Eligibility for funding criteria include:

- the type of organisation applying for funding;
- the amount of funding requested;
- predicted visitation to the area;
- predicted visitor length of stay;
- assessment of economic impact;
- sustainability of the event; and
- correctly completed application forms including previous event evaluations and acquittals.

Council's support will be focused on providing funding for:

- marketing;
- appointment of an Event Co-Ordinator;
- speaker's fee; and / or
- costs associated with risk management.

## 6.2 **Council's role in managing events**

Council has a role to play in all events where they are held on Council controlled land. The extent of Council's involvement however is dictated by the extent of Council's involvement in the event itself.

To determine Council's liability and responsibility in managing events, an event may be categorised into four areas:

### 6.2.1 Events initiated and managed by and only involving Council

These type of events are a Council event and Council holds complete responsibility.

---



## Policy

---

Where the organising group is a Section 355 Committee of Council, the Council also has a direct responsibility to ensure risk assessments have been conducted and adequate risk control measures are in place. S355 Committees are obliged to notify Council of the event, and whilst the Council may not be directly involved in the running of the event, they are responsible for ensuring the Committee meets the minimum risk management requirements, as determined by Council's insurers.

### 6.2.2 Events where Council is a participant and not the main organiser

Council has the same responsibilities as if the event was initiated and managed by Council but only for its own area and level of participation. This must be clearly stated and agreed upon with the main event organiser.

### 6.2.3 Events where Council is the main organiser and invites other organisations to take part

Council holds overall responsibility and liability and therefore has the authority to determine the terms and conditions of participation of the other organisations including ensuring they are adequately insured and that a risk assessment for their area and activity has been conducted and addressed.

### 6.2.4 Events held on Council controlled land

Where the organising group does not have a direct relationship with Council but is holding their event on Council owned or controlled land, the organisation has a responsibility to advise Council of their event and obtain the required approvals. In addition, advice will be given regarding insurance and any additional risk management requirements.

## 7. RELATED LEGISLATION, POLICIES AND STRATEGIES

### 7.1 Legislation

- *Civil Liability Act 2012*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2017*
- *Local Government Act 1993*
- *Local Government Regulation 1994*
- *Environmental Planning and Assessment Act 1979*
- *Roads Act 1993*
- ISO 31000: 2018 Risk management - Guidelines

### 7.2 Council policies and guidelines

- Event management guide
- Berrigan Shire 2027



## Policy

---

- Local Environmental Plan
- Risk Management Policy and Framework
- Community Assistance Policy

### 8. RECORDS MANAGEMENT

Recording of all information relating to this policy ...

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

### 9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

### 10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

*Berrigan Shire Council*  
56 Chanter Street  
BERRIGAN NSW 2712

Ph: 03 5888 5100  
Email: [mail@berriganshire.nsw.gov.au](mailto:mail@berriganshire.nsw.gov.au)

### 11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
----------------	------	---------	---------------------

---



## Policy

---

1.0		New Policy document	Michelle Koopman
1.1		Minor review (detail)	Matt Hansen
2.0		Major revision (detail)	Michelle Koopman

### APPENDICES