

# THE BAROSSA COUNCIL EVENT MANAGEMENT POLICY



<b>Corporate Plan Link:</b>	2.6 Community and Culture – Provide, promote and support community arts and cultural events, programs, attractions and services 3.2 Infrastructure – Ensure Council's parks, gardens and playgrounds are accessible, relevant, and safe and maintained to an agreed level of service. 3.3 Infrastructure – Ensure Council's sporting, recreational and leisure building facilities and associated programs meet the current need of the community an agreed level of service.		
<b>Policy Owner:</b>	Director, Corporate and Community Services	<b>Previous Approval Date(s):</b>	19/08/2014
<b>Document Control Officer:</b>	Manager, Administrative Services	<b>Current Approval Date:</b>	TBA
<b>HPE Content Manager Ref:</b>	14/32852	<b>Next Review Date:</b>	TBA

## 1. Purpose

- 1.1. The purpose of this Policy is to 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 safe and 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 deliver many benefits, including those that:
  - build community spirit, increase local interest, inclusion 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;
  - build on and profile local attractions, products, history, culture and the environment;

- are important to the Barossa brand and tourism development and improve destination awareness and visitor experiences;
  - encourage 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, community groups and organisations.
- 2.3. The policy categorises events and the appropriate management approach.
- 2.4. The policy will be implemented across all directorates, committees and booking officers of Council, for application at all Council Facilities.

<b>3.</b>	<b>Definitions</b>
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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, 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 \$20,000,000
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 \$20,000,000
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 bookings. eg. Birthday parties, gatherings, Community committee / group meetings
Event Conditions	General conditions form part of the approval of use of Council facilities and are published on Council's website.
Event Organiser	The main contact and person/entity responsible for the management of the event..
Event Participant/s	Stallholders - including but not limited to: food, beverages or entertainment providers involved in events organised by Event Organisers. Event Participants will be required to take out Public Liability Insurance cover to \$10,000,000 (unless a higher value is determined by Officers via a risk assessment)
Event Application	Document required to be completed by Event Organisers with support from Council where requested, in order to assess the nature and requirements of a proposed event.
Bond	A payment by the Event Organiser that provides a contingency fund set aside to mitigate the financial burden of damage to a Council Facility caused by the event.

Potential High Impact Event	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Vehicles, Motor Sport or Displays, Agricultural Shows and events that involve horses, or High Foot Traffic events (car boot sales, show'n'shine) or events that involve utilisation of Council Facilities that are not the primary purpose as determined by Council.</li> <li>• Tour Down Under –Amateur rider Challenge event</li> <li>• Any event where a Council risk assessment indicates an unacceptable risk of damage or impact to Council Facilities.</li> <li>• An event may have both low and High Impact elements. Officers will work with Event Organisers where ever practicable to identify the most suitable Facilities for events. Council ultimately determines whether an event can be held at a particular Facility.</li> </ul>
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

### 4.1 Roles and Responsibilities

#### 4.1.1. Council

- To respond to requests in a timely manner, provide advice on Council's policy, receive Event Applications, facilitate Council's approval process, process payments and assist with event support as required.
- Provide transparent decision making and communication with Event Organisers in relation to administrative matters including risk assessments.
- Advise Event Organisers of events booked at the facility immediately prior or following their event.
- 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 allow sufficient time for Council to process an application.
- 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 of all Event Participants
- To inform all Event Participants of Event Conditions
- Contact Council Booking Officers or Council's Out of Hours services in the event of issues arising during the course of the booking or event.
- To make good any damage resulting from an event.

## **4.2. Application Requirements and Assessment Criteria**

- 4.2.1. Applications for Local Events with no Potential for High Impact must be received no later than 3 weeks prior to the event. Applications for Regional, Hallmark Events, Potential High Impact Events or events with Temporary Road Closure require lodgment no later than 3 months prior to event. This is to ensure that Council is able to comply with statutory notifications it has to undertake arising from the event application.
- 4.2.2. Approval will not be issued unless all supporting information is provided and the Event Application is signed by the Event Organiser.
- 4.2.3. The Customer Support Team will facilitate the approval process
- 4.2.4. 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 completed Event Application first.
- 4.2.5. 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)
  - Event classification for example, events at the Barossa Regional Gallery must have specific arts/culture theme
- 4.2.6. The following information provides a guide for inclusion in an Event Application
  - Public Liability Insurance at the required threshold for the event
  - 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

## **4.3. 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.

- 4.3.1. 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
- 4.3.2. Local Events and Private Hires require Council Officer approval as facilitated by Council's Customer Support Team as these events are generally:
- Straightforward in nature
  - Smaller in participant and guest numbers
  - Less WHS and operational risks
- 4.1.2. Commercial Events may require Development Approval  
Event Applications received that are not considered by Council to be reasonably incidental to the approved use of the affected land, for example music concerts on community land, may require separate Development Approval.

#### **4.4. Event Management Stages**

- 4.4.1. 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, building assessment for structures and preventative measures to be undertaken as appropriate.
- 4.4.2. During Event Management  
Event Organisers are required to adhere to Event Conditions as documented on Council website [www.barossa.sa.gov.au](http://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.
- 4.4.3. Post-Event Management  
Clean up, remediation requirements, post-event inspection as per Event Conditions.

#### **4.5. Events in Recreation Parks**

Council acknowledges the history and heritage of local community events held at Recreation Parks. Events such as our region's agricultural shows have significant and valued contribution to our community's wellbeing and connectedness. They are also an opportunity for local communities to showcase the culture and history of the Barossa.

The demand for high quality sporting surfaces at recreation parks has increased and to provide for this community need, Council continues to invest significantly in sporting oval surfaces and infrastructure. Upgrades of drainage and irrigation systems, de-compaction works and compliant sizing and runoff distances have been achieved over recent years.

High Impact Events, by their nature, impact and can cause detriment to surfaces used primarily for both passive and active recreational purposes and can undermine the works implemented by Council and community volunteers to maintain the

surface quality as required on a day to day basis by our community. Post-event remediation can also be a significant cost to Council and ratepayers.

For this reason, use of oval surfaces will no longer be permissible for High Impact Events or elements of an event that have a potential High Impact. Council staff are able to work with Event Organisers of such events to select the most appropriate facilities for their event. This may include offering several facilities for different components of the event.

#### **4.6. Consecutive bookings after hours at Facilities**

Subject to approval, consecutive bookings on a weekend are permissible and frequently occur. However unless agreed by Officers, the activities necessary for servicing the facility will only be carried out by Council on Fridays and Mondays. I.e. The facility will not be cleaned by Council in between consecutive bookings that take place on a Saturday or Sunday and like all bookings, the responsibility to ensure the facility is clean and tidy will be the departing Event Organiser in accordance with the Event Conditions. If additional waste bins are required to cater for multiple bookings, these can be provided in addition to the general facility allocation at an additional charge and can be considered with the Booking Officer as part of the booking process.

It is recommended that Event Organisers check with the Booking Officer prior to the day of their event whether there are other bookings at the same facility immediately prior or following their booking. Booking Officers will endeavour to advise Event Organisers of other bookings at the facility immediately prior or following their booking.

#### **4.7. Waste Management**

Council is committed to continuous improvement in waste and recycling services. Council encourages Event Organisers and Event Participants to implement environmentally responsible event practices, such as provision of compostable packaging, beverage cups, serving plates and utensils.

Booking Officers will work with Event Organisers for options to maximize the diversion of materials from landfill and into recycling and organic streams.

#### **4.8. Fees**

Fees contribute to the maintenance cost of Council Facilities and are reviewed annually by Council as part of its Budget development process and are required by law to be made available via a Register on Council's website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au).

##### **4.8.1. Fee reduction**

Event Organisers that can demonstrate their organisation / entity / group fits into the categories below and that contribute to outcomes in The Barossa Council Community Plan may be eligible for a fee reduction:

- Local community not-for-profit organisation
- Local school
- Local church

The amount of fee reduction is either the community fee as declared in the

Fees and Charges register or 50% of the commercial fee if there is not a community fee defined.

Event Organisers that are from a local community non-for-profit organisation and are booking a meeting room facility for the purpose of a committee meeting of their group are eligible for a full 100% fee reduction for that meeting purpose only. This does not apply to local community groups using Council facilities for recreational purposes.

#### 4.9. Bonds

Bonds will be applied to events according to the following table and at Council's discretion as assessed via a risk assessment 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
Gallery Event	Any event booking at the Barossa Regional Gallery	

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.

Bonds will generally be secured in the form of a bank hold against the Event Organiser's credit card or by funds deposited by the Event Organiser and held in Council's Trust Account.

##### 4.9.1. 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.

## 5. Supporting Process

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  
 The Barossa Council – Event Management Process Flowchart

## 6. Related Policies

The Barossa Council - Lease and Licence Policy  
 The Barossa Council – Risk Management Policy  
 The Barossa Council – Waste Management Services Policy

## 7. Legislation and References

The Barossa Council – Fees and Charges Register

**8. Review**

This policy shall be reviewed by Council, in consultation with the relevant stakeholders, within 12 months of each new Council.

**9. Further Information**

- 9.1 This Policy is available on Council's website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au). It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.
  
- 9.2 Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au) at first instance, who will refer you to the most appropriate officer according to Council's *Complaints Handling Policy* (see clause 9.1 above for availability).

**Signed:** .....

**Dated:** .....

[Mayor Michael (Bim) Lange or  
Chief Executive Officer under delegation]

**10. Policy Version History**

<b>Version No:</b>	<b>Approval Date:</b>	<b>Description of Change:</b>
Eg. 1.0	19/08/2014	New Policy, August 2014
Eg. 2.0	August 2019	Full Review, inclusion of section Events in Recreation Parks, Consecutive Events and Waste Management.