

<b>Policy title</b>	Events
<b>Responsible manager(s)</b>	Divisional Manager Strategic and Sustainable Growth
<b>Contact officer(s)</b>	Tourism Events Coordinator
<b>Directorate</b>	Planning and Sustainability
<b>Approval date</b>	12 September 2017
<b>Outcome area</b>	5. Vibrant and diverse economy
<b>Strategy</b>	5.3 Focus on the development of sustainable tourism and quality events and visitor experiences
<b>Delivery Program</b>	5.3.2 Actively seek and support the development and hosting of events
<b>Operational Plan</b>	5.3.2.2 Support event organisers in delivery of a range of new and established events

### Purpose

The purpose of this policy is to state Eurobodalla Shire Council's commitment to events and set out Council's approach to process event requests on council owned and controlled land, but not including Council buildings.

This Policy must be read in conjunction with the *Eurobodalla Shire Events Guidelines*.

Council recognises the value and vitality events bring to the community in its Community Strategic Plan 2030 and Destination Management Plan 2011-2020, where

Council identifies the following strategic goals to:

- help our economy grow; and
- develop and promote a vibrant cultural and leisure tourism destination.

Council:

- Welcomes events which contribute to one or more of the following:
  - Build strong communities;
  - Support community health and wellbeing;
  - Contribute to economic development;
  - Strengthen participation in culture and recreation;
  - Enhance the Shire's reputation as a tourism, leisure and event destination known for its unique natural beauty; and
  - Considers access and inclusion.
- Strives to make it easy to stage events;
- Acknowledges it has a role to support events of benefit to the Eurobodalla Shire;
- Focus on the development of sustainable tourism and quality events and visitor experiences; and
- Balances its support for events with protection of resident and public amenity.

The following policy statement is designed to recognise Council's complex role in balancing the rights and responsibilities of event organisers, participants and community members.

**Policy statement**

<b>1</b>	<p><b>Application</b></p> <p>This policy is specifically directed at Commercial and Community Events that are held on Council owned or managed land and public roads.</p> <ul style="list-style-type: none"> <li>• <b>Commercial Events</b> - are events that directly benefit the local economy by attracting visitor numbers to the area or provide the area with local, national or international recognition.</li> <li>• <b>Community Events</b> - are events that create and foster a positive community spirit through involvement, participation, relationship building and cooperation.</li> </ul> <p><b>Exemptions</b></p> <p>The Policy does not apply to:</p> <ul style="list-style-type: none"> <li>• Events on private land</li> <li>• Events in Council buildings</li> <li>• Activities of a small scale that do not interrupt the day to day running of the shire and usually only require a booking for the use of a Council venue or public space such as a street, park, beach, sports ground or reserve.</li> </ul> <p><b>Note:</b> The above type of use is not covered by the Events Policy and Guidelines, but instead falls under the umbrella of Council's <i>Sporting Facilities Seasonal Hire Policy, Casual Hire</i> and/or <i>Adopted Fees and Charges</i>.</p>
<b>2</b>	<p><b>Approval Process and Legislation</b></p> <p>Council's events team is responsible for processing all community and commercial event applications on public land and issuing licences to hold an event.</p> <p>Council will ensure the event approval process meets relevant legislative requirements.</p> <p>The full process for assessing event applications is outlined in the <i>Eurobodalla Shire Events Guidelines</i>.</p>
<b>3</b>	<p><b>Council's role</b></p> <p>Council will not act in an event organiser capacity although it may occasionally deliver its own events. It does have a role to support events and this is outlined in the draft Events strategy. Council's administrative role is to facilitate the assessment of event applications, issuing of an event licence and associated approvals and to provide event organisers with the assistance required to foster the planning of events in the shire through the following:</p> <ul style="list-style-type: none"> <li>• provision of a transparent framework for the consistent assessment of event applications</li> <li>• applying a cross-organisational approach to the approval phase of all events in the Shire that have an impact on residents and visitors</li> <li>• provision of advice and detailed information on appropriate event venues</li> <li>• provision of event guidelines to assist event organisers in preparing and submitting event applications</li> <li>• provision of a fee structure that enables events while recouping the costs associated with maintenance and enhancement of event venues.</li> </ul>

	While the Council acknowledges the important role of events in developing a vibrant community, the Council is not obliged to provide any financial support to events. Some events may receive financial assistance.
<b>4</b>	<b>Community and Environmental Impacts</b> There must be a balance between the frequency and economic benefit of events and the needs and requirements of affected businesses, residents and other stakeholders. Events must have a minimal impact on the natural environment.
<b>5</b>	<b>Payment of Fees</b> Event fees will be determined annually as part of the Council financial review.
<b>6</b>	<b>Indemnity</b> The event organiser conducts an event at their own risk and must indemnify and hold harmless the Council against all claims resulting from any damage, loss, death or injury in connection with the venue used.

### Implementation

Requirements		Responsibility
<b>1</b>	<b>Guidelines</b> This policy will be implemented by following Council's <i>Eurobodalla Shire Events Guidelines</i> , which specifies in detail the plan, procedures and matters to be considered.	Div Mgr Strategic and Sustainable Growth
<b>2</b>	<b>Staff</b> Under supervision, applicable council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.	Council Officers
<b>3</b>	<b>Concerns</b> Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council Officers
<b>4</b>	<b>Consultation</b> Consultation regarding this policy will follow legislative requirements and occur as relevant with key stakeholders and may include legislative bodies, other relevant legislation, industry guidelines, and public comment. Public submissions regarding this policy will be considered during the exhibition period.	As required

### Review

This policy may be reviewed and updated as necessary should legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages events.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner.

**Note:** *The next general local government election is expected to be held in September 2020.*

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Concerns	Council records
Customer Feedback Survey Responses	Surveys

## Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and the *Eurobodalla Shire Events Guidelines*.

### Related legislation and policies

Name	Link
Sporting Facilities Seasonal Hire Policy	<a href="http://www.esc.nsw.gov.au">www.esc.nsw.gov.au</a>
<i>Local Government Act 1993</i>	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/">www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/</a>
<i>Environmental Planning and Assessment Act 1979</i>	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/">www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/</a>
<i>Food Act 2003</i>	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/fa200357/">www.austlii.edu.au/au/legis/nsw/consol_act/fa200357/</a>
<i>Roads Act 1993</i>	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/ra199373/">www.austlii.edu.au/au/legis/nsw/consol_act/ra199373/</a>
<i>Road Transport (Safety and Traffic Management) Act 1999</i>	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/rtatma1999412">www.austlii.edu.au/au/legis/nsw/consol_act/rtatma1999412</a>

### Related external references

Name	Link
Office of Local Government	<a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>

### Supporting documents

Name	Link
<i>Eurobodalla Shire Events Guidelines</i>	<a href="http://www.esc.nsw.gov.au">www.esc.nsw.gov.au</a>
<i>Code of Practice – Licencing of Council controlled public reserves and associated buildings</i>	<a href="http://www.esc.nsw.gov.au/inside-council/council/council-policies/codes/Licencing-of-council-controlled-public-reserves-and-associated-buildings-code-of-practice.pdf">www.esc.nsw.gov.au/inside-council/council/council-policies/codes/Licencing-of-council-controlled-public-reserves-and-associated-buildings-code-of-practice.pdf</a>

### Definitions

Word/Term	Definition
Small scale	<ul style="list-style-type: none"> <li>• Less than 200 attendees</li> <li>• Using only one location within a council reserve</li> <li>• Limited traffic alterations required (excluding parking arrangements)</li> <li>• Infrastructure with minimal site/environmental impact</li> <li>• No alcohol sales</li> <li>• No ticket sales</li> </ul>

### Change history

Version	Approval date	Approved by	Min No	File No	Change
1	28 Feb 2012	Council	12/29	E11.5098	Policy commenced.

2	10 Sep 2013	Council	13/275	E11.5098 E13.7095	Reviewed and updated.
3	12 Sep 2017	Council	17/306	E11.5098 E06.0376 E16.0297	Policy reviewed and updated at commencement of new Council term. No significant changes.

*Internal use*

Responsible officer		Director Planning & Sustainability		Approved by	Council
Minute	17/306	Report	FBD17/062	Effective date	12 Sep 2017
File	E11.5098 E06.0376	Review date	Sep 2020	Pages	5