

	POLICY NO:	1.4.15
	POLICY TITLE:	Events Management Policy
	DATE ADOPTED:	26/05/2014
	RESOLUTION NO:	192/2014
	SUPERCEDES:	
	PROPOSED REVIEW DATE:	26/05/2017

POLICY

ADMINISTERING THE EVENT MANAGEMENT POLICY

1. PURPOSE

The purpose of this policy is to provide a framework for Bourke Shire Council and externally managed events on Council owned and controlled land. This will ensure that all events are planned and operated with consideration of risk management principles in order to reduce the exposure of Council and protection of Council assets.

2. OBJECTIVES

The objective of this policy is to:

- Manage events in a safe, effective, efficient and equitable manner
- Manage events in a way in which the benefits to the local community are maximized whilst potential negative impacts are minimized
- To ensure and maximize public health and safety
- To provide quality entertainment and leisure opportunities for local residents and visitors
- To maximize the benefits of events to local businesses, sporting and community groups
- To ensure that inconvenience to the community is minimised
- Council has a responsibility for ensuring that;
 - The venue is safe and suitable for use and set out terms and conditions for use of the venue.
 - The event organiser will run a safe event.
- As the venue owner, Council will establish a set of requirements, terms and conditions for users to meet and comply with, including insurance and indemnity requirements.

2. APPLICATION TO HOST AN EVENT

Business, community, sporting carnivals and other groups wishing to host an event on Council owned and or controlled land must meet with Council staff to discuss the event to be held and submit an application to Council to receive approval.

Sporting clubs hosting annual and seasonal events already complete an "Application to use Council Sporting Grounds and Associated Facilities", and supply the required documentation being the certificate of currency (\$20 Million Public Liability Insurance, Risk Assessment).

All **incorporated** bodies booking Council facilities are required to supply a certificate of currency for public liability insurance of \$20,000,000.

Applications are made by completing one of two information packs being as follows:

- Application Form A - Major Events
- Application Form B - Minor Events

VERIFIED BY:

VERIFIED BY:

Once the information has been completed by the event organizer and submitted to Council, Council's Work Health and Safety/ Risk Officer will discuss any additional information required with the event organiser and make recommendation to Council.

Council's Work Health and Safety/ Risk Officer is available to assist event organisers in completing their application and any other documentation required.

The Work Health and Safety/ Risk Officer can be contacted on 68 308 000 and is located at Bourke Shire Council office 29 Mitchell Street.

Once an application has been received and processed, Council staff will advise the event organiser of the events approval as follows:

Major events - Six days after the application has been received

Minor events - Three days after the application has been received

4. CONDITIONS OF USE

1. All applications for events will only be considered if submitted on the appropriate Council form.
2. Applications for major events are to be made not less than six weeks, or two weeks for minor events, prior to the proposed date of the event.

Event organisers requiring approval of an event that has been lodged outside the required time frame will have the event considered on its merits, on a case by case basis. Council acknowledges that at times events will be held on short notice, and will need to consider these events individually, some flexibility in this regard is required.

3. Approvals for events will only be granted on a yearly basis.
4. Reservation of Council facilities for an event will not be confirmed until such time as an application has been approved by Council.
5. Where two or more applicants request the same date and venue then preference will be given to the applicant who lodges their application first.
6. Event organisers are responsible for removal of all rubbish from the venue site and on adjacent carriageways. This includes the removal of all banners and signs at the venue and elsewhere in the Council area. If this does not occur then remedial action will be taken by the Council at the cost to the event organiser.
7. Organisers of events on Council-controlled lands will be billed for the provision and collection of additional rubbish and recycling receptacles and for the provision of electricity.
8. Organisers of the events will be responsible for the provision of any temporary toilet facilities in quantities and locations as directed by the Council, and at the expense of the event organizer.
9. Event organizers are responsible for damage to Council facilities or infrastructure which occurs during the course of the event, e.g. damage to Council's irrigation system due to spikes being driven into the ground.
10. In the event that an application to hold an event is submitted by a person or group who has previously failed to abide by the conditions of the consent granted by Council, then such application will be rejected unless adequate cause can be shown as to why this should be varied.
11. Prior to, or during the course of, the event no signs or other objects are to be attached to trees, street furniture or public utilities, without the written approval of Council.
12. No event shall commence prior to 8-00 am or continue after 11-00 pm without prior approval of Council.
13. Food or beverages are not to be sold in polystyrene containers (or glass where specified).
14. Where the event will involve the participation of temporary food stalls then they shall comply with the provisions of the relevant Food Acts of NSW and with Council's requirements for temporary food stalls, including the requirement to have \$20 million Public Liability insurance, and may be subject to inspection during the course of the event.
15. The organisers of all events are to comply with all environmental protection legislation at all times.
16. Amusement rides are not permitted without the express permission of Council, and will require

- additional Council forms to be completed.
17. No amplification is used by any event without Councils approval, with the exception of a public address system to make important announcements, e.g. prize winners.
18. In considering approval of events, the provision of appropriately trained and licensed security staff to assist in the orderly conduct of events is seen as desirable, and may be a requirement of approval at the discretion of Council.

5. REVIEW

This Policy will be reviewed on a bi-annual basis or as required with all information packs and application forms to be reviewed as required.

6. EVENT APPLICATION FORM – MINOR EVENTS (UNDER 500)

Applications **MUST BE** submitted a minimum of 6 weeks before the event.

To:	General Manager	Phone Number:	02 68 308 000
	Bourke Shire Council	Fax Number:	02 68 723 030
	PO Box 21 Bourke NSW 2820	email:	bourkeshire@bourke.nsw.gov.au

APPLICANT DETAILS			
NAME OF ORGANISATION:			
Nominated contact person:			
Contact Address:			
Contact Phone:		Mobile:	
Contact Phone During Event:		Email:	
Date:		Applicants Signature:	
EVENT DETAILS			
Event Name:			
Event Date(s):		Alternate Date(s)	
Proposed Venue(s):		Alternate Venue(s):	
Timing of Event: Start:		Finish:	
Type of Event:		Indoors: <input type="checkbox"/>	Outdoors: <input type="checkbox"/>
Tick the box that best describes your event	Civic Reception: <input type="checkbox"/>	Markets/ Stalls: <input type="checkbox"/>	Promotion: <input type="checkbox"/>
	Australia Day: <input type="checkbox"/>		
	Birthday: <input type="checkbox"/>	Wedding: <input type="checkbox"/>	Other: <input type="checkbox"/>

Details of Event:

(please attach any brochure/leaflets/flyers/media releases)

APPLICATION FORM	
MINOR (Under 500)	
Has the event been held before? If so, please provide a brief history of the event:	
Please explain the purpose of this event:	
Expected number of attendees:	
Do you have Public Liability Insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please provide copies with this application with Bourke Shire Council noted as an interested party. Minimum \$20 million cover required	
Are public road closures sought:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, approval is required from Council, Traffic Committee and Roads and Maritime Service	
Are you erecting any temporary structures? Stage, marquee, toilets, etc.	
If yes, please describe in full, including dimensions etc. these structures are to be drawn on your site map to be included with this application	
Have you notified nearby residents/businesses of your proposed event? Indicate how this was achieved, i.e. flyers, visit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you considered parking requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
A risk assessment will need to be completed on all activities and forwarded to Council	
Will there be fireworks and pyrotechnics at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, has a permit been obtained? Refer to www.workcover.nsw.gov.au for details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will stallholders be present at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, public liability policies will need to be obtained from each stallholder with a minimum \$20 million cover and Bourke Shire Council noted as an interested party	
Will First Aid facilities be present at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details e.g. trained staff/volunteer in First Aid, etc.	
Is alcohol being sold at this event	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, copies of the Liquor Permit is to be attached and bar stewards will need to have Responsible Service of Alcohol Certificate	
Will there be food vendors/organisations selling food for this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do they comply with industry requirements (food handling procedures, etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be amusement rides, jumping castles, etc at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please obtain forms from Council, these will need to be completed and returned with copies of required information attached	

Are you requiring additional services from Council, other than those existing at the site?
(NB: Services provided by Council may incur a charge, which may be required to be paid in full prior to the event)

Access to Power	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Garbage Bins	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rubbish Removal	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Cleaning of Public Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other – Please specify:	
Will you be requiring financial assistance from Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how is it required?	Sponsorship <input type="checkbox"/> Other <input type="checkbox"/>
An application form needs to be completed if assistance is required.	

7. EVENT APPLICATION FORM – MAJOR COMMUNITY EVENT (OVER 500)

Applications **MUST BE** submitted a minimum of 10 weeks before the event.

To:	General Manager	Phone Number:	02 68 308 000
	Bourke Shire Council	Fax Number:	02 68 723 030
	PO Box 21 Bourke NSW 2820	email:	bourkeshire@bourke.nsw.gov.au

APPLICANT DETAILS			
NAME OF ORGANISATION:			
Nominated Contact Person:			
Contact Address:			
Contact Phone:		Mobile:	
Contact Phone During Event:		Email:	
Date:		Applicant's Signature:	
EVENT DETAILS			
Event Name:			
Event Date(s):		Alternate Date(s)	
Proposed Venue(s):		Alternate Venue(s):	
Timing of Event: Start:		Finish:	
Type of Event:		Indoors: <input type="checkbox"/>	Outdoors: <input type="checkbox"/>
Tick the box that best describes your event	Show/Race Meeting: <input type="checkbox"/>	Sporting Carnivals <input type="checkbox"/>	Open Day: <input type="checkbox"/>
	Launch/Opening: <input type="checkbox"/>	Festivals/Fairs <input type="checkbox"/>	Other: <input type="checkbox"/>

Details of Event:

(please attach any brochure/leaflets/flyers/media releases)

APPLICATION FORM	
MAJOR EVENT (OVER 500)	
Has the event been held before? If so, please provide a brief history of the event:	
Please explain the purpose of this event:	
Expected number of attendees:	
Do you have Public Liability Insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please provide copies with this application with Bourke Shire Council noted as an interested party. Minimum \$20 million cover required	
Are public road closures sought:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, approval is required from Council, Traffic Committee and Roads and Maritime Service	
Are you erecting any temporary structures? Stage, marquee, toilets, etc.	
If yes, please describe in full, including dimensions etc. these structures are to be drawn on your site map to be included with this application	
Have you notified nearby residents/businesses of your proposed event? Indicate how this was achieved, i.e. flyers, visit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you considered parking requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
A risk assessment will need to be completed on all activities and forwarded to Council	
Will there be fireworks and pyrotechnics at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, has a permit been obtained? Refer to www.workcover.nsw.gov.au for details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will stallholders be present at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, public liability policies will need to be obtained from each stallholder with a minimum \$20 million cover and Bourke Shire Council noted as an interested party	
Will First Aid facilities be present at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details e.g. trained staff/volunteer in First Aid, etc.	
Is alcohol being sold at this event	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, copies of the Liquor Permit is to be attached and bar stewards will need to have Responsible Service of Alcohol Certificate	
Will there be food vendors/organisations selling food for this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do they comply with industry requirements (food handling procedures, etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be amusement rides, jumping castles, etc at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please obtain forms from Council, these will need to be completed and returned with copies of required information attached	

Are you requiring additional services from Council, other than those existing at the site?

(NB: Services provided by Council may incur a charge, which may be required to be paid in full prior to the event)

Access to Power	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Garbage Bins	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rubbish Removal	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Cleaning of Public Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other – Please specify:	
Will you be requiring financial assistance from Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how is it required?	Sponsorship <input type="checkbox"/> Other <input type="checkbox"/>
An application form needs to be completed if assistance is required.	

BOURKE SHIRE COUNCIL
SITE SPECIFIC RISK ASSESSMENT AND ON SITE MEETING RECORD



Section 1: Job Site Details:

Location / Job:

Section 2: Hazard Checklist

Inspect the Site for Hazards as listed below, plus any other Hazards

<u>Hazards</u>	<u>Risk Rating</u>	<u>Control Measures</u>
Services, Overhead/Underground	1	
Traffic	1	
Public	1	
Plant	1	
Putting up & down Traffic signs	1	
Manual tasks	3	
Electrical	1	
Heights	1	
Chemical	4	
Weather Conditions Heat/Rain/Fog/Cold	3	
Uneven work Surfaces	4	
Noise	4	
Overhead Power Lines & Transformer	1	
Workers Visibility on Site	1	
Syringes	1	
<i>OTHER Hazards on Site Yes or No</i>		

RISK ASSESSMENT TO INVOLVE ALL ON SITE INCLUDING CONTRACTORS

Issues discussed, including other hazards & controls, work flow & vehicle movements

Do ALL Workers & Contractors, have their Construction Induction tickets? Copies Sighted?: **Yes** **No**

Section 3: Staff Briefing Record

All staff on site are notified of the hazards relevant to their work and the worksite

<u>Print Name</u>	<u>Date</u>	<u>Time</u>	<u>Signature</u>
1)		am/pm	
2)		am/pm	
3)		am/pm	
4)		am/pm	
5)		am/pm	
6)		am/pm	
7)		am/pm	
8)		am/pm	
9)		am/pm	

Section 4: Supervisor's Declaration

Pre start & hazard checklist has been completed. All necessary action has been taken and all staff notified of potential hazards

Supervisor:	Signature:	Date:	Time:
-------------	------------	-------	-------

RISK ASSESSMENT SHEETS TO BE HANDED IN WITH TIMESHEETS EACH WEEK

