

COMMUNITY EVENT POLICY

Responsible Department: Corporate and Community Services

Responsible Section: Cultural Facilities

Responsible Officer: Manger Cultural Facilities

Objective

The objective of this policy is to:

- 1.1. Clarify Council's support of Community Events held on Council managed land
- 1.2. Clarify the procedure for community groups or individuals to apply to host an event
- 1.3. Set a framework for events managed and supported by Council
- 1.4. Effectively manage risks inherent in events and to ensure financial and service delivery obligations are fulfilled

It is the intent of Narrabri Shire Council to coordinate and support high quality community events that celebrate diversity, showcase creativity, and recognise sporting achievements.

Introduction

Well managed events are an important part of the development of vibrant, sustainable local communities contributing to the community's social fabric and local economy.

Initiation, facilitation, and support for special events can contribute to Council achieving its long term social, environmental, economic and civic leadership strategic objectives. Council has an important role in identifying opportunities, providing support and resources, and ensuring that events are conducted in a way that is safe and environmentally sustainable. Council is committed to supporting local events and this policy details the requirements expected of event organisers to seek Council approval.

This policy relates to events held within the Narrabri Local Government Area which:

- 1.1. Are delivered by Narrabri Shire Council
- 1.2. Are community events and require certain approval from Narrabri Shire Council
- 1.3. Are either delivered or endorsed with partnership from Narrabri Shire Council
- 1.4. Attract funding or sponsorship from Narrabri Shire Council

Policy

1. What is an event?

- 1.1. For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land including public car parks, roads (excluding State Highways), footpaths, parks,

Council venues, community facilities and sports grounds. It should be noted that some events that take place on private land may also require Council approval.

- 1.2. Events range from small functions to large, complex experiences, involving thousands of people. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticket.
- 1.3. Regardless of size, events have many requirements including planning and organisation, risk management, securing approvals, community participation and transparency and probity in the allocation of support and resources.
- 1.4. Generally, events will require some form of approval from Council and or other government agencies. The scale of some events may require the lodgement of a development application under the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*.
- 1.5. Please note: Events that are exempt from this policy include seasonal sporting events and other bookings for sports using Council designated sporting complexes and sporting ovals.

2. Community Event Manual

2.1 Council has developed a Community Event Manual to assist event managers to:

- (a) Define the strategies and actions needed to achieve successful events that help to deliver Council and the community's vision for Narrabri Shire.
- (b) Provide an easy-to-use resource that aims to address planning and risk management issues associated with events in Narrabri Shire.
- (c) Provide a clear guide for Council, the community, and key stakeholders on how events will be developed and managed, with templates for event planning.
- (d) The Community Event Manual can be downloaded from Council's website at www.narrabri.nsw.gov.au.

3. Event Application Form

3.1. People and organisations wishing to hold an event may need to complete an Event Application Form and provide all necessary information for Council to assess the request. Applications will require the following information where relevant:

- (a) Completed Council's Event Application Form
 - (b) Site Plan
 - (c) Public Liability Certificate of Currency
 - (d) Approved request for Suspension of Alcohol-Free Zones
 - (e) Transport Management Plan
 - (f) Section 68 Application
 - (g) Food Safety Requirements (Food Act 2003)
- 3.2. Applications for events can only be considered if submitted on the appropriate Council form and accompanied by the required fees when necessary.
 - 3.3. Council's Event Representative (CER) will assist community members navigate their way through Council's various procedures and permits.
 - 3.4. Please note: Monthly events such as Markets are required to submit their application once for a twelve-month period.
 - 3.5. The application form and relevant documents need to be emailed to council@narrabri.nsw.gov.au.

4. Referral to Other Approving Bodies

- 4.1. Council will refer requests for events to other authorities if required including (but not limited to):
- (a) Narrabri Shire Council Local Traffic Facilities Committee
 - (b) Narrabri Shire Council Planning and Compliance department
 - (c) Liquor and Gaming NSW
 - (d) NSW Police
 - (e) Safework NSW
 - (f) NSW Health
 - (g) NSW Food Authority

5. Application Processing Timeframe

- 5.1. A number of Council departments and at times, external approving bodies are involved in processing requests for events therefore the Event Application Form and related documents need to be submitted to Council with ample time to assess the application. See below for the mandatory timelines:
- (a) Applications and all related documents for events that do not require Traffic Management Plans, road closures or Development Applications, need to be submitted to Council eight (8) weeks prior to the proposed event date.
 - (b) Applications and all related documents for events that require Traffic Managements Plans, road closures and or Development Applications, need to be submitted to Council fourteen (14) weeks prior to the proposed event date.
- 5.2. If an application for a complex event is received less than fourteen (14) weeks prior to the proposed date of the event, the application will not be accepted.

6. Event Venues and Facilities

- 6.1. Council manages land for community use and has identified a number of Council facilities and venues that can accommodate community events. These are listed in Council's Community Event Manual and Community Directory.
- 6.2. As a number of Council managed sites are on Community land, holding an event at these locations may not entitle the Event to have exclusive usage of the site e.g. Narrabri Lake. Please note that fencing off sections may be an option if needed.

7. Traffic Management Plan (TMP)

- 7.1. It is important to understand what classification your event is aligned with, especially when assessing the impact, it may have on traffic and the surrounding environment. Our Community Event Manual outlines these classifications in the Traffic Management chapter. Events are not categorised by the amount of people attending but more so by the impact and complexity of the event.
- 7.2. Traffic Management Plans may vary in complexity due the size and layout of the event. As TMPs must be approved by the Local Traffic Facilities Committee, it is imperative that these are lodged at least 14 weeks prior to the event.
- 7.3. Please note, the TMP is to be developed, implemented and managed by a qualified person or

company. This cost is the responsibility of the event organiser.

8. Risk Management

- 8.1. Risk management is the process of identifying risks, risk analysis and evaluation. By determining a level of risk of an event, event organisers can prioritise risks to ensure they can either be eliminated or minimised.
- 8.2. To determine a risk, you should consider:
 - (a) The consequence of the risk – what could happen and what could the extent of the harm be.
 - (b) The likelihood or possibility of the risk occurring.
- 8.3. When conducting a risk assessment, consult the people who will be involved in undertaking the task. As part of any good planning process, risks need to be identified, assessed, and addressed to minimise the potential harm or injury of any person attending the event. Events can vary vastly in regard to their size and nature however, all events require a risk assessment to be undertaken. Undertaking a risk assessment further ensures compliance with relevant legislation and regulation.
- 8.4. Event organisers are required to apply a risk management approach that provides a safe environment for people participating in the event. A risk management approach also ensures compliance with relevant legislation and regulations. Risk assessments should again be undertaken at least two (2) weeks prior to the event commencing to ensure no new risks have arisen.
- 8.5. The [Community Event Manual](#) has a chapter on Risk Management to help organisers identify and address risks that may be relevant.

9. Public Health

- 9.1. Event organisers need to ensure their events are aligned with the requirements and conditions of the latest NSW Public Health Order.

10. Public Liability Insurance

- 10.1. Event organisers are required to hold public liability insurance of \$20 million for the entire period of the event. This certificate must be lodged with Council prior to the event.
- 10.2. If the event is run in conjunction with Narrabri Shire Council a copy of the certificate of currency with Council noted as an interested party is required at the time of lodging the Event Application Form. If Council is nominated as an interested party this approval must be approved by the General Manager for approval prior to the event.

11. Accessibility and Inclusion

- 11.1. When planning an event, it is a legal requirement to consider the access needs of people with a disability. With over 20 per cent of the NSW population living with disability, making your event accessible is also an important commercial decision. Promoting an event's focus on accessibility may also be an attractive prospect for supporting partners or sponsors. You can access the "Toolkit for accessible and inclusive events" developed by the NSW Government [here](#). Narrabri Shire Council has also developed a [Disability Inclusion Action Plan](#).

12. Waste Management

12.1. Events can generate significant volumes of waste and Event organisers are responsible for making arrangements with Council to manage and dispose of waste. Public Park bins are not permitted for use for events. Waste and recycling bins are mandatory at events. Please refer to [Council's Fees and Charges](#) for Costs of waste management for events.

13. Fees and Charges

13.1. [Council's Fees and Charges](#) details Council's adopted fees and charges in relation to events and related activities.

14. Event Confirmation

14.1. The event is considered 'confirmed' once all Council departments are satisfied with the application and the Terms and Conditions have been signed. A letter of approval, highlighting any conditions will be sent to the applicant upon approval.

14.2. Please note: the proposed event is not to be advertised until full approval has been given.

15. Event Cancellation

15.1. If an event is cancelled or postponed, the Event Organiser needs to contact the Council Event Representative to ensure all Council departments are aware of this decision.

15.2. **Please Note: some fees are not refundable**

Appendix

- Event Application Form
- Community Event Manual
- Community Event Terms and Conditions
- Fees and Charges 2021/ 2022

References

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

History

Minute Number	Meeting Date	Description of Change
140/2022	24 May 2022	Endorsed for Public Exhibition
233/2022	26 July 2022	Adopted