

2.51 Event Management

POLICY TITLE: EVENT MANAGEMENT

FILE REF: SC67

EXPIRY DATE: APRIL 2027

OBJECTIVE

The purpose of this Policy is to provide a framework for the way in which Council will assess and determine applications for organised events proposed to take place partly or wholly on public land including roads, footpaths, public reserves and other Council owned or controlled venues.

GENERAL PRINCIPLES

Lockhart Shire Council supports organised events being held in the Shire and acknowledges that such events are a catalyst for economic development, generate business activity, make a contribution to positioning the Shire as a visitor destination and can provide a social, cultural, sporting or other positive experience for its own local residents.

Council also acknowledges that organised events require planning, organisation, publicity, risk management, access to resources that the Council manages and, in some cases regulatory approval, and that a policy framework is required to ensure that all the relevant matters are considered.

POLICY STATEMENT

Event Management Plan

An organised event cannot take place wholly or partly on public land unless the event organiser has submitted an Event Management Plan (EMP) and had it approved by the Director of Engineering.

The EMP must include:

- 1) The dates and times of the event;
- 2) A site plan including details of all venues and locations;
- 3) A traffic management plan including details of any proposed road closures;
- 4) A list of all activities proposed as part of the event;
- 5) Information to the Director of Engineering's satisfaction that suitable arrangements have been made with respect to:
 - a) Toilet facilities;
 - b) Waste management;
 - c) Bus/car parking;
 - d) Temporary accommodation facilities, e.g., camping;
- 6) Evidence that the event organiser has:
 - a) Adequate insurance cover;
 - b) Informed Police, Fire & Rescue, Ambulance Service and the Lockhart Hospital of the event and any road closures;
 - c) Any other approvals required from other agencies, e.g., SafeWork NSW permit for any fireworks.

Depending on the scale of the event the Director of Engineering may approve an Event Management Plan subject to conditions including, but not limited to:

- Any stalls, tables, chairs or other street furniture should be erected so as not to impede or obstruct the general public from traversing along the public footpath. Stalls should be erected so as to leave a minimum width of 2 metres for pedestrians, with stalls to be erected adjacent to the building.
- Business owners to be consulted prior to erecting any stalls outside their premises and ensuring that stalls do not impede access to business premises.

2.51 Event Management (cont'd)

EMP and Risk Assessment Templates are available on Councils website or by contacting Council either via email or phone.

Event Scheduling

Scheduling is critical to the success of any event. When assessing an EMP consideration will be given to factors such as avoiding similar events being held in the same area, availability of required Council resources and integration with complimentary activities.

As a general rule, an event will not be approved if it is proposed to be held in the same area and at the same time as another event that has already been approved, unless the organisers of the approved event provide written confirmation that they have no objection.

With respect to event scheduling the following recurring annual events are acknowledged:

- Lockhart Little Athletics Carnival
- Lockhart Picnic Races
- Lockhart Show
- Lockhart Vintage Fest and Truck Show
- Spirit of the Land Festival Lockhart
- The Rock BnS Charity Ball
- The Rock Triathlon
- The Rock Show.

Council Contributions and In-kind Support

Due to the economic benefit provided by organised events the Council may provide financial or in-kind support towards organised events.

Any financial contribution towards an organised event must be supported by a Council resolution.

However, Council also has several event resources available to hire for free, that don't need a Council resolution.

*Adopted by Council 15 April 2024
Refer minute 61/24*

*Adopted by Council 19 April 2021
Refer minute 58/21*