



DATE ADOPTED: 10 OCT 2006

**POLICY NO. CPOL-21**

TITLE:

**COUNCIL POLICY  
EVENTS MANAGEMENT POLICY**

# KEMPSEY SHIRE COUNCIL

## EVENTS MANAGEMENT POLICY



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## **PREAMBLE**

This Policy has been generated to provide a framework in which Kempsey Shire Council can assess and control risks presented by events held on land and facilities controlled, or managed, by Council.

These events have, in the past, introduced some unacceptable risks to Kempsey Shire Council, the public and organisers of events, as appropriate controls were not in place.

This Policy will ensure events are properly assessed and appropriate risk management is implemented. The objective is to reduce the exposure of Council and event organisers to potential hazards that can be associated with these activities.

## **MISSION STATEMENT:**

Events and the activities of events, on Council controlled and managed land and infrastructure, must not diminish the amenities of residents or visitors.

It is also our social responsibility to ensure ecologically sustainable use and protection of the natural environment for the benefit and enjoyment of future generations.

Council will attempt to make every effort to assist and promote all suitably acceptable events to assist the social and cultural enhancement of the Kempsey Shire community.

## **OBJECTIVE:**

To enable assessment and control of risks presented by public events that are to be held on Council controlled and managed land and or amenity. (Land being any Reserve, Road, Footpath, Beach, Caravan Park, Sports Field, Riverbank etc. Amenity being Public Swimming Pool, Public Hall, Skate Park, Boat Ramp, Wharf etc.)

## **DEFINITIONS:**

For the purpose of interpreting this policy, definitions are provided as an appendix. [\(Appendix "A"\)](#)

## **REVIEW:**

This policy is subject to ongoing review, with a minimum review period of twelve (12) months after adoption.

## **POLICY STATEMENT**

1. An event shall be determined in accordance with the Special Event Planning and Resource Matrix, as developed by the following organisations: NSW Police, Roads & Traffic Authority, Premiers Department New South Wales, Local Government Association of NSW.

The Kempsey Shire Council will use the "Guide to Traffic and Transport Management for Special Events", for the assessment and management of events undertaken within the Shire. This document is a state-wide guide on the management and requirements of special event planning and has been developed for a whole-of-government approach.

### **1.1 : Classification of Events**

#### **a. Class 1 Event.**

- Impacts major traffic & transport systems
- Disrupts the non-event community over a wide area
- Requires the involvement of Police and RTA
- Requires advertising.

For example:

An event that reduces the capacity of the main highway through Kempsey.

**b. Class 2 Event.**

- Impacts local traffic and transport systems but does not impact on major traffic and transport systems
- Disrupts the non-event community but not over a wide area
- Requires the involvement of Police and the RTA
- Requires advertising

For Example:

An event that blocks the main street in a town or village, or road races.

**c. Class 3 Event**

- Does not impact on local or major traffic transport systems
- Disrupts the non-event community in the immediate area only
- Requires Council and Police approval
- Is conducted on a street in a very low traffic area

For Example:

Community Markets, Carnivals and exhibitions

**d. Class 4 Event**

- Requires Council and Police consent only
- Does not require advertising
- Is not a protest or demonstration

For example

Street Stall, Busking, Dog Shows and competitions (one day duration)

**2. ACTIVITIES NOT REQUIRING APPROVAL:**

2.1 In accordance with clause 32 of the Crown Lands Regulation 2000, Council as the Reserve Trust Manager, has determined that the following activities can be carried out on a Crown reserve under Council control and management without obtaining approval.

- Passive Recreational Activities
- Social Gatherings
- Spreading of Ashes
- Volunteer Rescue Organisations – Training Days
- Emergency Services performed by recognised Emergency Services Organisations

The activities listed in this clause are allowed, provided they are not undertaken for commercial gain and Council is advised, in advance if the event could cause major disruptions to usual use of the area.

**3. APPLICATIONS FOR STAGING AN EVENT:**

- 3.1. All events require permission from Council to proceed.  
An application / request to hold an event must be applied for, in writing, to Kempsey Shire Council, Class 1 & 2 Events four (4) months prior to the scheduled event, Class 3 & 4 Events two (2) months prior to the scheduled event.

This allows a fair and reasonable timeframe to sight and assess all documentation and information submitted, ensure appropriate approvals / insurances have been obtained.

The General Manager shall be authorised to deal with applications lodged with less than the required notice, should time and circumstances permit.

- 3.2. Upon receipt, the application will be assessed and all relevant forms and information will be forwarded to the applicant.

#### **4. ACTIVITIES DEFINING EVENTS:**

- 4.1 Events utilizing council land and / or facilities shall include activities such as, but not restricted to, Public Events, Marches, Rallies, Street Stalls, Team Sport Events, Athletics Carnivals, Swimming Carnivals, Fun Runs, Marathons, Bi & Triathlons, Surf Life Saving Carnivals, Surfboard Riding Competitions, Amusement Carnivals, Circuses, Markets, Weddings, Vehicles on Beaches etc. (see separate Council Policy and Guidelines for Film and Television Production Liaison Unit.)

- 4.2 For each event, all activities need to be identified and a risk assessment of each separate activity will need to be completed.

Additional requirements will include the following:

- a. Notice of Intention to Hold a Public Assembly - as per Summary Offences Act 1988, Sec 23
- b. Traffic Management Plans for the use of any street or road,
- c. Evidence of Police and RTA concurrence
- d. Liaison with NSW Ambulance, NSW Fire Brigade and SES and full even outline provided
- e. Licences for all amusement devices and approval as per Sect 68, Part F, clause 3, Local Government Act, 1993
- f. Sale of food will be accordance with Council's Policy C23: 20
- g. Any temporary structure will require approval, as per Sect 68, Part A, Local Government Act, 1993.
- h. Outdoor Religious Activities will be subject to Council's Policy C21: 15
- i. Vehicles on beaches permits as required under Council's Policy C23: 17

#### **5. INSURANCES:**

- 5.1. All and any owner of a structure or operator of an activity introduced onto Council land or amenity shall have in place appropriate current insurance cover of \$10 million for Public Liability Insurance and will not be permitted to

occupy any land or amenity or install amusement devices for the purpose of the applied event without such cover.

- 5.2. The certificate of cover should have Council noted as having co – insured interest.
- 5.3. A copy of the certificate of currency is to be produced to Council prior to commencing any activity and setting up any structure.

**6. ASSESSMENT OF ACTIVITIES:**

- 6.1. Events will be assessed by Council’s Event Co-ordinator, who will consult with the following Departments of Kempsey Shire Council as required.

**7. ACCEPTANCE OF ACTIVITIES:**

- 7.1. Council’s decision on granting / refusing permission for an event will be final.

**8. FEES & CHARGES:**

- 8.1 A fee of \$100 will apply for the use of Council managed community land, for activities outside the general scope of use for those areas, with exception of activities organized and conducted by local community non-profit organizations.
- 8.2 Charges for extra garbage service, as advertised in Council’s Annual Fees & Charges.
- 8.3 A minimum cleaning deposit of \$100 may apply (a higher deposit up to \$500 may be considered for major events.) refundable if areas are found, on inspection after the conclusion of an event, to be in a clean and tidy condition.
- 8.4 A Commercial Licence is required for all commercial activities. (eg. Surf Schools, Fireworks Display)
- 8.5 Beach Driving Permits, as advertised in Council’s Fees & Charges.
- 8.6 Road Closure fee, as advertised in Council’s Fees & Charges
- 8.7 Fee for use of Council Managed areas outside the scope of an areas general use, for such activities as Markets, Carnivals, Circuses.

**9. COMMERCIAL LICENCE AGREEMENT:**

- 9.1 Applications to conduct an activity of commercial gain to the applicant will require a Commercial Licence.
- 9.2 A Commercial Licence can be obtained for a single event or a long term licence renewable annually.
- 9.3 Individual activities considered to be those of commercial nature will include, but not be restricted to, the following,
  - Joy Flights.
  - Fireworks displays.
  - Amusement Rides.
  - Surf Schools.
  - Commercial food vendors.
  - Any retail licensed vendor.

## APPENDIX "A" – DEFINITIONS

### **In this Policy:**

**Council** - means the Kempsey Shire Council.

**Event** - means any introduced activity that is not an every day occurrence or part of a seasonal booking for an area under council management.

**Fees & Charges** means fees & charges as published by Kempsey Shire Council each financial year, in line with its management Plan.

**Social Gathering** means small gatherings of people, meeting on an informal and social basis.

**Passive Recreational Activities** means passive recreational / leisure activities undertaken by people on an informal basis.