

EVENT MANAGEMENT POLICY	
Administration Policy	
TRIM Reference	AR21/32377[V2]
First Issued	29 June 2021
Last Reviewed	March 2023
Next Review	March 2027

1. POLICY STATEMENT

- 1.1** Council supports the occurrence of events in the Port Augusta City Council area and values the importance this has on economic and social growth and community participation in the region.

2. PURPOSE

2.1 Purpose

The purpose of this policy is to address the guidelines for the approval for events that are held within the Port Augusta City Council area.

2.2 Scope

This policy applies to all events held within the Port Augusta City Council area that:

- 2.2.1** are taking place on Council owned land, public land or on a private premise, whereby approval is required from Council or a State Agency or Instrumentality.
- 2.2.2** are conducted by or in partnership with the Council; or
- 2.2.3** has received funding or in-kind support from Council in accordance with Council's Sponsorship Program Guidelines and Policy.

2.3 Definitions

Event a planned public or social occasion that usually attracts a large range of attendees.

In-Kind value in kind (or, in kind support) refers to an arrangement whereby Council forgoes revenue for things for which they would normally charge a fee, or allocate existing internal resources which would usually be used for other activities.

2.4 Strategic Reference

1 Community

- 1.3** People of all ages, cultures, abilities and interests have access to services, facilities and experiences that support their wellbeing.

2 Economy

- 2.2** Our City is known as a destination of choice where people come to stay awhile to experience our lifestyle and environment.

3. PRINCIPLES

- 3.1** An application for all events to which this policy applies must be submitted to Council in writing, in the approved Event Application Form available on Council's website.

- 3.2** Applications must be received by Council no later than two months prior to the date of the event.
- 3.3** All publicly accessible events held within the Port Augusta City Council area must:
- 3.3.1** Conduct an Event Risk Assessment Report on Council's Event WHS Form, available on Council's website.
 - 3.3.2** Promote Port Augusta to the broader region;
 - 3.3.3** Stimulate the local economy;
 - 3.3.4** Be accessible and inclusive to all;
 - 3.3.5** Encourage community participation;
 - 3.3.6** Support local talent, businesses and community groups;
 - 3.3.7** Encourage people from outside the region to visit Port Augusta; and
 - 3.3.8** Support the principles of environmental sustainability.
- 3.4** Council will provide the following support to event organisers:
- 3.4.1** The Event WHS Form, available on Council's website, to assist with the identification and mitigation of risks;
 - 3.4.2** Community Grant and Sponsorship opportunities in accordance with Council's Sponsorship Program Guidelines and Policy;
 - 3.4.3** Promotion on Council's website through the Calendar of Events page.
- 3.5** Council reserves the right to charge an administration fee for commercial events, commensurate with the reasonable costs to the Council for the assessment of the Event application.
- 3.6** Council's role in event management includes the following:
- 3.6.1** Assessing event applications;
 - 3.6.2** Issuing event permits;
 - 3.6.3** Assisting with managing and mitigating risks;
 - 3.6.4** Minimising any potential disruption to residents, businesses and visitors; and
 - 3.6.5** Providing support to event organisers, as listed above.
- 3.7 Liability**
- 3.7.1** If due to unforeseen circumstances whereby the hired Council Land Areas are affected or damaged (e.g. storm damage, mechanical failures and vandalism etc) or the event is suspended or cancelled, the Port Augusta City Council will not be held responsible for any inconvenience caused.

3.8 Accessible and inclusive

- 3.8.1** Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

3.9 Alcohol

- 3.9.1** Port Augusta/Stirling North is subject to a total 'Dry Zone', therefore the consumption or sale of alcohol in all public places is prohibited. If the consumption of alcohol is anticipated at your event a Limited Licence from the Liquor Licensing Commission must be sought.

3.10 Food

- 3.10.1** The sale of food or drink is not permitted without Council approval. A Food Business/Stall Notification Form must be completed and approved by the Environmental Health Services Section of Council. All food and drink stalls and vehicles must comply with the provisions of the Food Act. The hirer of the Council owned land is responsible to fully acquaint his/her sub contractors with the regulations.

3.11 Amusements

- 3.11.1** Where Applicable, the event organiser must ensure that each operator and all amusement rides at the event have a Certificate of Registration and a Certificate for Public Liability Insurance and that they are current for the date of the event. The event organiser must obtain a copy of these certificates and retain them to produce to Council if requested.

- 3.11.2** Weight restrictions will apply on Ovals and Parklands.

3.12 Single-Use Plastic Products

- 3.12.1** All persons organising or operating at events, markets and other activities on Council controlled land after 09 May 2021, are prohibited from purchasing, supplying and using certain single-use plastic products, while in the course of organising or operating at the event, market or other activity.

4. RESPONSIBILITY & REVIEW

4.1 Responsible Officer

Director Corporate and Community Services

4.2 Availability

This policy will be available on Council's website.

4.3 Review

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

5. REFERENCES

5.1 Legislation

Local Government Act 1999

5.2 Other References

Event Application Form
Event Management WHS Risk Assessment Form
Sponsorship Policy
Sponsorship Program Guidelines
Sponsorship Application Form