


COUNCIL POLICY

Events	Adopted By Council:	18/10/11	
	Date/s Revised:	24/09/14 28/03/19 28/09/22	
	Next Review Date:	03/2025	
	Document No:	CP012	
	Directorate:	Community	
	Responsible Officer:	Manager Community	

CONTEXT

The Borough of Queenscliffe actively supports and encourages the hosting of events within the Borough. Council recognises that festivals and events generally bring a range of social, economic and cultural benefits to the community.

PURPOSE

The purpose of this policy is to outline Council's position on events and set out Council's approach to support the development of events within the municipality.

DEFINITIONS

Event: Any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced will contain a number of persons greater than normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during or after the event.
(Event Management: Planning Guide for Event Managers in Victoria)

Event Organiser: An event organiser is

1. an Incorporated community group and or service organisation
2. a commercial, private organisation, sole trader, religious institution or individual
3. Council and other government agencies

POLICY

1. Council Plan alignment to events

The Borough of Queenscliffe supports events that align with the following Council Plan objectives:

- Support community wellbeing and encourage an active lifestyle
- Support a prosperous and diverse local economy
- Protect our environment and address climate change issues
- Protect our distinctive coastal, cultural and built environment, and provide sustainable, and suitable infrastructure

2. Council Support for Events

The Borough of Queenscliffe will support events that make the Borough a better place to live, work and visit by:

- Providing advice, guidance and information to event organisers on event planning, funding, venues, local information;
- Applying a cross organisational approach to the planning phase of all events in the Borough that have impact on residents and visitors;
- Building positive working relationships between event organisers and key authorising agencies to facilitate excellence in planning and delivery of events;
- Encouraging event organisers to plan their event during the months of May to November;
- Providing advice to event organisers on emergency management, general event management and operational plans;
- Providing information on local government requirements, issuing of permits, charges and permissions;
- Assisting event organisers to link in with the local community groups in which the event is held;
- Promoting events where possible in Council publications and on the Council website; and
- Providing direction to event organisers in relation to sustainable event management practices.

3. Event Organisers Responsibilities

Within its guiding principle of making events happen, Council aims to ensure that events conducted in the Borough of Queenscliffe are safe, professionally run, conducted in suitable locations and do not unduly impact on residents, businesses or the environment.

To obtain the information necessary to make this assessment, Council requires event organisers to complete an Event Permit Application, no later than 8 weeks from the proposed event date. If the event is determined that significant community engagement is required, in accordance with Councils policy CP003 Community Engagement, the event organiser accepts that the assessment process may take up to 6 months or longer if Council endorsement is required. Event organisers must ensure they comply with the following before a permit will be issued for their event to take place:

- Complete the Event Permit Application form, even if the event is an annual event;
- Provide a copy of Public Liability Insurance, council does not provide public liability insurance to events;
- Ensure events are conducted with high safety standards and in accordance with relevant legislation and best practice. Event Organisers must provide an appropriate Risk Management Plan;
- Provide copies of relevant permits required, ie. health permits, liquor licence, etc.
- Commercial/private organisations provide evidence of intent to involve local community groups in the delivery of the event.

By submitting an Event Permit Application, event organisers agree to abstain from any form of event promotion until the Event Permit is issued, unless otherwise negotiated with the approval of Council.

4. Council Approval Process

An officer from the Community Development team is responsible for assessing the initial application for the event in accordance with Standard Operating Procedure SOP014 Events.

All Event Permit Applications are subject to assessment and for all large scale events with significant community impact Council endorsement may be required. This process may take up to 6 months or longer if Council endorsement is required.

CONTINUOUS IMPROVEMENT

This policy will be reviewed on a continuous basis, but as a minimum every three years from the date of adoption.

OTHER REFERENCES

Event Management: Planning Guide for Event Managers in Victoria, 2002

SOP014 Events