

Events Policy

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| Policy Reference Number | 2770311 |
| Responsible Department | Community Connections |
| Related Policies | Council Facility Hire Policy; Community Grants Policy |
| Related Procedures | Fees and Charges Schedule |
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1. Purpose

This Policy provides direction to Council, Employees, the Community and external organisations regarding the delivery of events within the City of Campbelltown including where Council runs an event or provides financial or in-kind support to events staged in the Campbelltown City Council area.

2. Introduction

Council manages regular large and small events and encourages community groups and external organisations to stage events for the benefit of the Community and to stimulate the local economy. This Policy provides guidance to Council, Employees, the Community and external organisations in respect to routine policy matters regarding Council events.

3. Power to Make the Policy

Section 132A(b) of the Act (Local Government Act 1999) requires that Council maintain appropriate policies to achieve good administration for its area. The Policy is also underpinned by Section 6(c) and 7(b) of the Act; it is part of Council's role and functions to encourage and develop initiatives that improve the quality of life for its Community.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Supporting Our Community (Goal 1).

5. Principles

Council will:

- Offer a range of events that enhance the quality of Community life for residents, ratepayers and visitors within the City of Campbelltown, provide local economic benefit, and promote the City as a tourism destination
- Aim to achieve a balance between delivering vibrant and stimulating quality events and meeting Community expectations, utilising existing resources.
- Use events to increase a sense of belonging by providing opportunities for positive interaction with others and encouraging community connections.

- Seek opportunities to foster partnerships with local Community groups, businesses and Service Clubs.
- Endeavour to hold events that are compatible with the location as well as taking into consideration concerns of the community and surrounding residents.
- Actively seek, and encourage external organisations to hold events in the Council area that provide benefits to the local community and businesses while managing the impacts to residents and the location.

6. Definitions

Nil

7. Policy

7.1 The Role of Council

7.1.1 Council run events

7.1.1.1 Council aims to provide a variety of events for the Community each year.

7.1.1.2 Where there are significant community, social, cultural and/or economic benefits, Council will work collaboratively to secure significant events to be held within the City of Campbelltown.

7.1.1.3 Where appropriate, Council will seek external funding/sponsorship for Council managed events to minimise the financial impact.

7.1.1.4 Employees will seek opportunities to collaborate with relevant partners at the planning stage for Council run events to assist with delivering best practice planning and management.

7.1.1.5 Employees will ensure that all Council run events meet the relevant legislative requirements.

7.1.2 Support for Community/ External events

7.1.2.1 Council may partner with event organisers to provide support, advice and information to organisers of events being held in the City of Campbelltown.

Where appropriate, this may include:

- in kind use of ovals/halls
- equipment
- assistance to apply for relevant grants and sponsorship (including in kind use of ovals/halls)
- training and development opportunities

to assist event organisers to deliver well managed, safer, accessible, environmentally sustainable, creative and innovative events that are responsive to community needs.

7.1.2.2 Event organisers are responsible for ensuring that all relevant external and Council permits have been provided prior to commencement of an event. The Chief Executive Officer (or nominee) is authorised to suspend or cancel an event on Council land (or part of an event) where:

- The Events Permit Application to hold a Public Event on a Council Land form has not been completed to Council's satisfaction;
- Appropriate licenses or permits have not been completed to Council's satisfaction;
- Council hasn't received the bond or other payments required from the event organiser prior to commencement of the event; and/or
- An event is deemed to be unsafe or is causing unacceptable disruption or nuisance to residences or businesses.

Where notification is required as a result of suspension or cancellation of an event, costs associated with this activity will be the responsibility of the event organiser.

Event organisers should note that a breach of a permit condition may be a breach of Campbelltown City Council by-laws which may lead to the issuing of an expiation notice or prosecution.

7.1.2.3 Promotion

Council may provide support for Community/External events through various mediums, including banner/corflute placement, website and social media promotion.

7.1.2.4 Open space

Where a permit has been provided for partial usage of a Council reserve, the event organiser must ensure that the main functions of the non-hired open space remain available for its intended use by the Community.

7.1.3 Co-managed events

Where Council has decided to co-manage an event with a Community or commercial event organiser, clear contractual arrangements detailing responsibilities and liabilities will be established prior to Council agreeing to participate.

7.2 Acknowledgement of Support

Where an event receives financial or in-kind support from Council, the event organiser must comply with the acknowledgement requirements in the Community Grants Policy and supporting documents.

7.3 Use of Council's Logo

Use of Council's Logo to promote a Community or co-managed event may only be used with the written permission of the Chief Executive Officer (or nominee). An approved logo will be supplied if usage is permitted.

7.4 Sponsorship

Utilising the Community Grants processes, Council will consider opportunities for sponsorship of significant events/activities that benefit the broader community.

7.5 External Event Approvals Process

External event organisers must seek permission from the Chief Executive Officer (or nominee) for externally run Community/External events or co-managed events on land under Council's care, control or management.

The organisers must:

- Complete documentation requirements and meet timeframes as set by Council;
- Provide a copy of a current Product and Public Liability Insurance Certificate (minimum \$20,000,000).

The Chief Executive Officer (or nominee) will notify the organisers with the event approval.

7.6 Open and Accessible

Public events on Council land are expected to be open and accessible to all members of the Community. Event organisers must ensure that they provide sufficient signage and co-commentary in English so that the wider Community are able to understand and participate during international events and festivals.

7.7 Permits, Fees and Charges

Council requires a permit for a number of event related issues and annually sets fees and charges for these matters as part of the Annual Business Plan and Budget process. The Schedule of Fees and Charges (available from Council's Website) should be referred to for the relevant fee/charge where an activity requires a permit.

In addition, a bond may be required to protect Council's assets. Where this applies, fees will be in accordance with the Schedule of Fees and Charges.

7.8 Waste Management

Council is committed to sustainable practices. Environmentally sustainable products and procedures will be implemented at events to reduce waste and the impact on the environment.

7.9 Pungangga Pavilion at Thorndon Park

Council's Facility Hire Policy provides specific direction about the use of Pungangga Pavilion (generally this space is not available for exclusive use).

7.10 Fireworks

All fireworks requests must be approved by Council.

Fireworks on Council land will generally only be approved on New Year's Eve and Australia Day. Fireworks will not be approved at Thorndon Park at any time throughout the year.

In all instances, fireworks applications will only be approved subject to the event organiser:

- Having obtained an appropriate fireworks licence from Safework SA;
- Engaging a licensed pyrotechnician to conduct the display and the pyrotechnician producing evidence to Council of a satisfactory Public Liability Policy (for the amount of \$20,000,000) and a completed site specific Risk Assessment (refer Clause 7.5 for further details);

- Providing evidence to the Chief Executive Officer (or nominee) that a letter box drop (letter to be approved by Chief Executive Officer or nominee) to all households within 500m of the location, at least one week in advance of the firework display, has been conducted.

If notification is not provided, approval for a fireworks display will be voided.

- Clearly demonstrating to Council the location of placement of fireworks and consideration of fire conditions in the area, to the satisfaction of Council's Fire Prevention Officer;
- A pre-determined plan for the remediation of the site post fireworks;
- A risk management plan, and
- The location of the fireworks being to the satisfaction of the Chief Executive Officer (or nominee) including an appropriate exclusion zone for the safety of the public at the location of the display.

7.11 Collections by Charitable Organisations

7.11.1 Charitable Collection Organisations may receive Council approval for fundraising at Council Events if they:

7.11.1.1 Have a 'Collections for Charitable Purposes Licence' under the Collections for Charitable Purposes Act 1939 (SA) to undertake charitable collections, and

7.11.1.2 Have a connection to the local community in that the charitable organisation must be a service provider or volunteer group based in the Campbelltown City Council area and:

- a) Provide direct services or benefits to the residents of the City of Campbelltown, and/or
- b) Provide funds for overseas aid initiatives.

7.11.2 Organisations will not be approved to undertake Charitable Collections at Council events where the charitable collection is to raise funds for:

- a) Research
- b) State-wide or national initiatives unless they satisfy 7.11.1.2.

7.11.3 Organisations that do not meet the criteria of 7.11.1.2 may undertake charitable collections if special permission is granted by Council as the purposes of the collection directly aligns with a Council event or activity, or in the event of a natural disaster.

7.11.4 Council will only approve a maximum of one charitable collection at each event.

7.11.5 Where there is more than one request for a charitable collection at a particular event preference will be given to groups who meet the criteria and that have not previously had approval to collect at a Council event. If there is more than one group seeking approval, preference will be granted to the application that was received first.

7.11.6 Organisations wishing Council to consider providing special permission to undertake a charitable collection at a Council event must:

7.11.6.1 Write to the Chief Executive Officer (or nominee) outlining when, where and how the charitable collection will be undertaken and demonstrating how the collection will benefit the local area.

7.11.6.2 Provide a copy of their Collections for Charitable Purposes licence.

7.12.7 Council will provide charitable organisations who are approved to undertake collections with instructions about how the collection at a community event must be undertaken.

8. Review & Evaluation

Within twelve months of each new Council term, Council will review this policy. Following this initial review, this policy will be reviewed at least biennially by Staff with minor administrative adjustments being approved by the Chief Executive Officer.

9. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.