



EVENTS ON COUNCIL OWNED/MANAGED LAND

OP008

F286

OBJECTIVES

- 1 To provide a consistent approach to the staging of events in the city on Council-owned and managed land;
- 2 To determine the appropriate site for events; and
- 3 To provide event organisers with venue options that consider:
 - a Safety of patrons and the community
 - b The legal requirements of legislation and policy; and
 - c Community amenity

APPLICABILITY

Any event held on Council owned or managed land.

GENERAL

An event is an organised activity occupying a Council-owned or managed recreation reserve, park, garden, showground, sportsground, lake foreshore, playground, public open space or carpark.

Types of events may include but not be limited to: weddings, fetes, carnivals, markets, festivals, community celebrations, school events, promotions, displays, filming, photography, sporting gala days, aquatic events, regattas, entertainment, fireworks, carols by candlelight.

Areas under Council management which may be suitable for events include but are not limited to:

- Civic Square
- Showground
- Wade Park
- Cook/Robertson/Moulder Parks
- Botanic Gardens
- Lake Canobolas
- Gosling Creek Reserve
- Skate Park
- Sir Jack Brabham Park
- Adventure Playground
- Other community parks and reserves

This Policy **does not apply** to property for which the Council has leased (or has some other binding agreement) the care, control and management to a third party, unless the lease/agreement states otherwise.

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All policies can be reviewed or revoked by a resolution of Council, at any time.

Event criteria and issues that will be assessed as a minimum through an application process include the following. In various circumstances, Council may require additional information to that listed.

- Completed Event Application Form
- Site Plans
- Event Management Plan
- Risk Assessment
- Insurance
- Licenses/Other Public Liability
- Waste Management Plan
- Food Business Notification Form
- Amusement Device Notification Form
- Incident Report Form
- Traffic Control Plan
- Informed relevant Government Authorities (where applicable)
- Relationship of event to Council's Itinerant Traders Policy

PROCEDURE

- 1 The event organiser is to make a request to Council for the use of an area of land for an event by filling out an "Application to Hold an Event" form contained in the Event Management Kit (Trim D14/16384), on the Orange City Council website (www.orange.nsw.gov.au) and on the Orange City Council Intranet. Some of the sections in the application may not be relevant to every event, however; all sections must be addressed or N/A indicated against them for an application to be assessed.
- 2 If deemed necessary, the event organiser will be required to complete a Development Application or an application for a Complying Development Certificate. Structures erected as part of the event may require construction certification. Various events occur on a regular basis and approval could be provided for a season (eg. Sportsground usage, regular markets etc), or some other period of time where the activity is repeated.
- 3 The event organiser will be required to lodge their "Application to Hold an Event" form with all necessary documentation attached including but not limited to a Site Plan, Risk Assessment and a copy of their Public Liability Insurance Certificates of Currency for no less than \$10 million.
- 4 There are a number of categories under which individuals/community groups/not-for-profit organisations can make application to Council for sponsorship/donations for their event. Requests of up to \$1000 will be considered within one month of receipt by Council, if additional information is required finalisation of the request will not occur in this timeframe. Sponsorship/donation requests of more than \$1000 will be considered annually and must be submitted to Council by February 28 each year and will be finalised by May for inclusion in the Operational Plan submission to Council. There will be no retrospective funding.

Event Organisers are to refer to Council's Donations and Grants Policy (OP012) for details on sponsorship and fill out the Application Form attached to that Policy.

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- 5 If sponsorship or approval for a 'high risk' event is sought, Council may require an independent risk assessment and action plan to be provided.
- 6 Event organisers must have the approval in writing from Orange City Council before undertaking any works or staging an event on Council land.

Council reserves the right to attend any event held on Council owned or managed land to ensure the legal requirements of legislation are being adhered to. A Council Officer has delegation under the Local Government Act to close an event due to non-compliance of approval conditions and/or legal requirements.

- 7 The Application must be received as early as possible or at least 12 weeks prior to the event otherwise approval may not be guaranteed.
- 8 Once Council receives an application and associated forms/plans/documentation, the application will be assessed and a response to the organiser in writing advising of the decision and conditions within 21 days of receiving the application. This may also include the request for further information.
- 9 The charges for the application and for the use of the land will be as prescribed in Council's Delivery/Operational Plan. There may be bonds for the use of land.

RELATED POLICIES/DOCUMENTS

OCC Event Management - Application to Hold an Event

OCC Event Management - Toolkit

Donations and Grants Policy

Itinerant Traders Policy

SUMMARY OF AMENDMENTS

DATE	AMENDMENT	DATE APPROVED BY GENERAL MANAGER
September 2014	New Policy	29 August 2014