


## COUNCIL POLICY

Events	<b>Adopted By Council:</b>	18/10/11	
	<b>Date/s Revised:</b>	--/--/--	
	<b>Next Review Date:</b>	08/15	
	<b>Document No:</b>	CP012	
	<b>Directorate:</b>	Governance & Community	
	<b>Responsible Officer:</b>	Community Development Coordinator	

### CONTEXT

The Borough of Queenscliffe actively supports and encourages the hosting of events within the Borough. Council recognises that festivals and events bring a range of social, economic and cultural benefits to the community, and help to promote the Borough as a tourism and leisure destination on a local, national and international scale.

Council does not pursue or 'bid' for major events due to limited space on the event calendar but focuses on working with current event organisers to maximise the benefits existing festivals and events bring to the community.

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*)

### POLICY

#### 1. Objectives

The Borough of Queenscliffe has identified the following objectives in relation to events:

- Support the development of events that make the Borough of Queenscliffe a better place to live, work and visit;
- Ensure events are conducted with high safety standards and in accordance with relevant legislation and best practice.
- Position the Borough of Queenscliffe as an attractive destination for existing events that will result in economic, marketing and community benefits.

#### 2. Council Support for Events

Council will provide a range of support to events across the Borough, including:

- 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;
- Providing advice to event organisers on emergency management, general event management and operational plans;
- Provision of information on local government requirements and the issuing of permits and permissions;
- Assisting event organisers to develop appropriate skills to engage with the local community in which the event is held;
- Promote events where possible in Council publications and on the Council website.

### **3. Event Organisers Responsibilities**

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 Approval Application. Event organisers must ensure they comply with the following before a permit will be issued for their event to take place:

- Complete the Event 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;
- Provide an appropriate Risk Management Plan;
- Provide copies of relevant permits required, ie. health permits, liquor licence, etc.

### **OTHER REFERENCES**

Event Management: Planning Guide for Event Managers in Victoria

END