





Murrumbidgee
COUNCIL

Events Policy

(Revision 1)

	Name	Position	Signature	Date
Responsible Officer	Garry Stoll	Director Planning, Community & Development		28 February 2023
Authorised By	John Scarce	General Manager		28 February 2023

Document Revision History	
Original Policy:	Community Festival and Events Policy
Date adopted by Council:	27 July 2017
Minute Number:	150/07/17
Revision Number:	1
Policy Renamed:	Events Policy
Review Date:	October 2022/February 2023
Date adopted by Council:	28 February 2023
Minute Number:	08/02/23
Next Review:	See item 6 of this Policy
Revision Number:	
Review Date:	
Date adopted by Council:	
Minute Number:	

February 2023

Contents

1. Purpose	3
2. Definitions	3
3. Scope	3
4. Policy	4
4.1 Council Support.....	4
4.2 Event Application and Endorsement	5
5. Legislation and Compliance.....	5
6. Policy Review	5

1. Purpose

This Policy provides direction for the delivery of events in the Murrumbidgee Council Local Government Area (LGA), and the provision of Council support to event organisers.

Council recognises the need for safe and successful events, and seeks to work collaboratively with groups and organisations to develop and provide a range of events for our community.

Council's Community Strategic Plan 2022 - 2032 identifies that our thriving economy enjoys business and investment growth, with new and existing businesses and industries proactively achieving development and business success. We spread the word about the magic of our area, and visitors join with locals to relish our beautiful natural environment and other tourist assets. This is delivered by:

Value 5 - Our Economy - Creating our own opportunities

- Develop and promote our area as an attractive visitor destination
- Support and encourage events and activities for locals and visitors

2. Definitions

The Policy's definitions are:

Community means all people who live or work in the Murrumbidgee Council Local Government Area.

Council means Murrumbidgee Council.

Event means a planned public or social occasion that takes place wholly or partly on public or private land which impacts upon Murrumbidgee Council infrastructure, assets or the general public. Public land may include roads, footpaths, parks, Council venues, community facilities and sports grounds.

High risk event means an event held on or adjacent to The Kidman Way, Sturt Highway and Newell Highway that require a Traffic Management Plan (TMP) or a Traffic Control Plan (TCP).

3. Scope

This Policy applies to:

- Events managed by Council;
- Events held in Murrumbidgee LGA that are funded or partly-funded by Council through grants, sponsorship, reduced fees or fee waivers;
- Events held in Council facilities or on public land in Murrumbidgee LGA, that are managed by parties external to Council. In these cases, Council acknowledges that event organisers may also be required to comply with policies from their own organisations and/or funding bodies.

Council will not become involved in events on private land, unless there is an impact on the community or where Council is the event organiser.

It should be noted that events that take place on private land, such as dance parties, or the scale of some events, may also require the lodgement of a Development Application (DA) with Council.

Under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, a range of temporary structures for private or community events can be carried out as exempt development and do not require a DA, provided they meet certain criteria. Temporary structures include tents, marquees, booths, stages or platforms for community events.

4. Policy

Council will support events that reflect Council's values and priorities and aim to enrich the lives of the local community by being inclusive and accessible, promote local identity and encourage community wellbeing.

4.1 Council Support

Murrumbidgee Council annually offers community grants to support local organisations and projects. Applications and guidelines are available on Council's website.

In addition to direct financial support, Council may also support events through operational (in-kind) support. This support is provided to events within the context of the annual budget and can be in many forms, including, but not limited to:

- Event planning advice
- Marketing support
- Event Attraction - Council will plan to attract events that have significant social, cultural and economic benefits for the community.

All events that receive support from Council will be required to acknowledge Murrumbidgee Council on all promotional material. Promotional material that includes the use of Council's logo must obtain approval prior to circulation. This can be emailed to mail@murrumbidgee.nsw.gov.au. It will be the responsibility of the event organiser to ensure that this happens.

Many different departments within Council play a role in event management. While the majority of events are supported through the Planning, Community & Development area, other sections also have a strong involvement through approval processes, overseeing key services such as waste or traffic management, or through managing specific events.

This Policy establishes a "whole of Council" approach to event management in Murrumbidgee Council.

4.2 Event Application and Endorsement

All events conducted throughout the Murrumbidgee Council LGA are strongly encouraged to operate in accordance with best practice management principles.

To make certain that events conducted in Murrumbidgee Council LGA are safe, well run, held in suitable locations and do not unduly impact on residents, businesses or the environment, Council requires event organisers hosting an event on Council owned or managed land to complete an Event Application. The Event Application distinguishes opportunities for facilitators to enhance events such as identifying the need for additional event related equipment (including portable wc and security/safety fencing).

Event Applications are available on Council website.

These events must meet all Council's obligations (which may include a TMP or TCP) and legislative requirements which, once satisfied, the event can proceed.

High risk events (see definition) will require Council endorsement via resolution to proceed, with the exception of ANZAC Day marches. Following endorsement, these high risk events may require a TMP or TCP.

5. Legislation and Compliance

Council endeavours to ensure all events within the Murrumbidgee Council LGA run safely and all legislative and compliance requirements are met. The Event Application allows event organisers to demonstrate compliance to legislation such as those outlined in:

- Local Government Act 1993
- Road Act 1993
- State Environmental Planning Policy Exempt and Complying Development Codes) 2008
- Work Health and Safety Act 2011
- Privacy and Personal Information Protection Act 1998 (NSW)
- Privacy Act 1988 (Commonwealth)

6. Policy Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).