

Title	Event Management
Council Resolution	Item 13 (15 February 2016) as per Council Minutes
Responsible Directorate	City Services & Infrastructure
Due for Review	14 February 2020
Strategic Plan Reference	'3.1 - Create liveable built environments and sustainably manage our natural and built environments.'
ECM	Council Policies

PURPOSE

This policy provides clarity and consistency when assessing an application for a Place of Assembly licence.

SCOPE

This policy applies to both internal and external applications for mass outdoor public events (Places of Assembly).

This policy does not apply to events that do not meet the definitions of 'mass' and 'public event' or events that are held indoors.

STATUTORY REQUIREMENTS

A person, group or committee proposing to hold a 'mass outdoor public event' must apply for a Place of Assembly licence under Section 75 of the *Public Health Act 1997*.

Acts	<i>Public Health Act 1997</i>
Regulations	Not Applicable
Australian/International Standards	Not Applicable

DEFINITIONS

'Event Management Plan'	A formal document that systematically identifies potential hazards and risks associated with a particular event and how these are to be controlled and monitored to reduce potential injury or harm.
'mass'	Means one thousand people or more present for two hours or more.
'public event'	Includes, but it not limited to, any performance, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance and publicly advertised lecture.

EVENT MANAGEMENT

An Event Management Plan must be submitted with all applications for a mass outdoor public event. The Event Management Plan must be in the approved form.

Any event which does not meet the definition of a mass outdoor public event is still required to meet any other statutory or Council requirement i.e. Temporary Occupancy Permits, Smoke Management Plans and Traffic Management Plans.

It is the responsibility of the organiser(s) of the mass outdoor public event to manage and coordinate all other information, applications and fees required for secondary/additional participants such as food suppliers and ride operators. To enable a thorough assessment of any application for a mass outdoor

public event, these additional requirements must be provided to Council in accordance with the following schedule:

Requirement	Timeframe
Place of Assembly application form and prescribed fee	Minimum 8 weeks <u>prior</u> to the event
Event Management Plan (if required)	Minimum 6 weeks <u>prior</u> to the event
Food business applications	Minimum 4 weeks <u>prior</u> to the event
Temporary Occupancy Permit	Minimum 3 weeks <u>prior</u> to the event

Failure to provide the required information within the specified timeframe will result in the charging of additional fees for fast track processing or may result in the application being refused.

Assessments will not be valid (and therefore not assessed) until payment of application fees are made in full.

In determining whether or not to grant a Place of Assembly licence, the Council may have regard to any other relevant Council policies or guidelines.

The application and Event Management Plan are to be received and coordinated by the Environmental Health section in accordance with the 'Mass Outdoor Public Events: Internal Assessment Workflow' (Appendix A).

BACKGROUND

Under the *Public Health Act 1997* a Place of Assembly Licence is required for any 'mass outdoor public events'. In a public notice issued under Section 75A of the act:

- 'mass' means one thousand people or more, present for two hours or more.
- 'public event' includes, but is not limited to, any performance, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance and publicly advertised lecture.

It is an offence for a person to use or lease a place or to operate a place of assembly without a licence. An application for a place of assembly licence is to be in an approved form.

In the past there have been a number of issues with the management of mass outdoor public events. These include:

- late submission of applications and/or information;
- who is responsible for the submission of the applications and information; and
- which section in Council is responsible for the signoff of the event.

In order to manage significant mass outdoor public events in a way in which the benefits to the people of Glenorchy are maximised whilst potential negative impacts are minimised an Event Management policy has been developed.

APPENDIX A – MASS OUTDOOR PUBLIC EVENTS: INTERNAL ASSESSMENT WORKFLOW



Event Management

