

EVENTS

Objective

- To clarify the expectations and classification of events in Gilgandra Shire
- To provide controls that minimise adverse impacts of events
- To manage the health and safety of persons attending the events
- To manage compliance with relevant legislative requirements and standards
- To provide for a range of accessible events that meet Gilgandra Shire Council's cultural, social, economic and sustainable strategic directions

Scope

This policy applies to relevant events held in Gilgandra Shire Council owned or managed public buildings and lands within the Gilgandra Shire Local Government Area.

This policy may not apply to:

- Unpublicised informal social or family gatherings in outdoor venues where no equipment is involved
- Outdoor markets (Local Activity Approval required)
- Footpath seating (Local Activity Approval required)
- Seasonal use of sports fields by schools and registered sporting clubs
- Public rallies and demonstrations (Refer to NSW Police, Notification to hold a Public Rally)
- Filming (Refer to Local Government Filming Protocol 2009)

Policy

- An "event" is considered to be an organised temporary occurrence to be held within the Gilgandra Shire Local Government Area on public land (outdoors) or public buildings (indoors) where people assemble at a given time and location for the purpose of entertainment, recreation, community or ceremonial purposes, either for free or for the payment of a fee and includes, but is not limited to:
 - Concerts and shows
 - One off sporting events
 - Film screenings
 - Festivals and fairs
 - Exhibitions
 - Civic, civil and religious ceremonies
 - Historical or significant commemorative celebrations
 - Corporate activations or promotions
 - Publicised social gatherings with or without infrastructure

- In planning and holding events and functions, Council is committed to:
 - Following sustainable principles (aim to be economically viable, socially just and ecologically sound)
 - Adopting a risk management approach in organising events
 - As far as reasonably practicable, ensuring the safety of all participants and workers (including volunteers)
 - As far as reasonably practicable, ensuring that environmental impacts are minimised
 - As far as reasonably practicable, ensuring consistency in the quality of Council events
 - As far as reasonably practicable, ensuring all relevant protocol is followed
 - As far as reasonably practicable, ensuring that equitable and dignified access is provided to all participants and workers (including volunteers)

- An Event Application must be completed for all Category 1 and Category 2 events:

Category 1	Council owned and run event
Category 2	Council involvement – on Council land, road closures involved, etc
Category 3	Event not on Council land however a section 68 approval (Local Activity Approval) may be required under the Local Government Act


- Applications for Category 1 and Category 2 events are to be submitted eight (8) weeks prior to the event (where possible)
- Glass is not permitted at events on Council’s sporting ovals or parks
- Council requires organisations holding Category 2 events to provide a Certificate of Currency with evidence of \$20 million public liability insurance cover

Relevant Legislation

Work Health & Safety Act and Regulation 2017
 Disability Discrimination Act 1992
 Disability (Access to Premises – Buildings) Standards 2010
 Civil Liability Act
 ISO 31000

Associated Documents

- Event Application
- Application for the Consumption or sale of Alcohol at a Council function
- Local Activity Application
- Shire Hall Booking Form
- Work Health & Safety Policy
- Banner Poles Policy
- Ovals policy
- Roads Closure Policy



Responsible Officer:	Director Corporate Services		
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