



POLICY

Laws & Enforcement – Events on Council Land

Date adopted by Council	14 December 2020
Minute number	H.12.4
Endorsed by	Council
CM Ref	CD-207/20
Due for review	November 2024
Related documents	INT-31114/16
Responsible officer	Director Environmental & Community Services
Department/Section	Environmental & Community Services
Category	Regulatory Compliance
Community Strategic Plan goal	Goal 4 Plan for a sustainable future
	CS14 Provide efficient and effective advisory, assessment and regulatory services focused on being Customer 'friendly', responsive and environmentally responsible.



Policy Statement

Council may permit community and other groups to provide one-off functions on Council controlled land, subject to the group meeting appropriate safety and risk management standards, as provided below.

Objective

To provide guidelines for staff and groups to consider, prior to planning an event on Council land.

Scope

This policy applies to Council staff, community groups and members of the public planning to hold an event on Council land.

Definitions

All terms used in this policy have the standard dictionary definition.

Policy Details

1. The group proposing to organise the one-off event will make written application to Council, with sufficient advance notice to ensure that all matters are finalised before the event.
2. If required, an application shall be submitted for approval under the Local Government Act 1993 and/or the Roads Act 1993.
An application shall be accompanied by the following information:
 - a. The name of the community group / organisation which is organising the event
 - b. Details of the event:
 - Description of the event
eg Crazy Day Sale, with greatly discounted goods for sale
 - Time(s) and date(s)
eg 9 am – 5 pm, 23 December YY
 - Location(s)
eg Kelly St, Scone, between Kingdon and Liverpool Sts, west side only
 - Expected effect(s) on normal activities
eg an additional 1000 out-of-town people will flock to Kelly St over the day. Volunteers and signs will direct the visitors to the Coles car park. Pedestrians will access Kelly St through the Coles thoroughfare and the lane next to the Barber's shop.
 - Details of any proposed road closures
 - c. Evidence that the group or organisation has appropriate public liability insurance which satisfies the following requirements:



- The policy should be for a limit of \$20,000,000 on any one claim, as distinct from an aggregate limit of \$20,000,000 on all claims arising out of the issue of an approval for the specified activity.
 - Proof of insurance by way of Certificate of Currency issued by the underwriter will be required prior to the event.
3. The group involved need to ensure that participants allow for free movement of pedestrians, that minimal obstruction of the footpath takes place and that items on a public place do not pose an obvious danger, eg. design of table legs (trestles), sharp objects, and spillage.
 4. No signage / obstruction is permitted on the median strip or roadway without Council approval.
 5. The group organising the event will undertake a risk assessment with an appropriate Council Officer and agrees to undertake all actions emanating from the risk assessment which mitigate the risk to the organising group and Council.
 6. The WHS Coordinator will provide details of the event, the risk assessment and the agreed actions to Council's insurers, through the Director Corporate Services.

Responsibilities

Councillors

Councillors will review and adopt the policy.

Senior Management Group

The Senior Management Group will support this policy as and when it becomes relevant to their operations.

Director Environmental & Community Services

The Director Environmental & Community Services will be responsible for the implementation of this policy and making recommendations to the General Manager to review and update the policy as necessary.



Manager Planning, Building and Regulatory

The Manager Planning Building and Regulatory will ensure that staff and community groups adhere to the policy and will be responsible for investigating and responding to breaches of the policy as necessary.

All Staff

All staff will adhere to this policy, in particular staff that are responsible for the assessment and approval of applications for events on Council land.

References and Related Legislation

- Local Government Act 1993
- Roads Act 1993
- INT-3114/16

Version History

Version No.	Date	Reason for Review
1	October 2016	Policy INT-3114/16 replaces Policy that of the same title dated 3/9/2013 (INT-8797/13)
2	November 2020	Policy Review