

EVENTS

ES230



**NARRANDERA SHIRE COUNCIL POLICY**

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## EVENTS

<b>Policy No:</b>	<b>ES230</b>
<b>Policy Title:</b>	<b>Events</b>
<b>Section Responsible:</b>	<b>Tourism and Marketing</b>
<b>Minute No:</b>	<b>14/296</b>
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### Objective

Narrandera Shire Council is committed to encouraging the community to develop and hold events; and to attracting events which achieve the following goals:

- Increasing visitation to Narrandera Shire and developing the local economy
- Raising the profile of Narrandera Shire
- Providing activities and entertainment for the Shire community
- Bringing the community together and generating pride in Narrandera Shire

### Policy Statement

The Policy underpins Council's Events – Achieving Together 2011 initiative, aimed at achieving the stated objectives, which incorporates:

- *Provision of a Guide to Hosting a Successful Event*
- *A simple Application and Notification Process for event proponents*
- *Development of an Events Policy*

The Narrandera Shire Events Policy defines gatherings and displays with regard to their location and impact on the general public, and normal use of the intended venue. The policy uses the following terms to refer to gatherings:

- Special Events
- Activity
- Events
- Casual activity

The policy describes Council's expectations of event organisers in relation to:

- applying to Council for permission to hold a **Special Event**
- notifying Council of an intention to hold an **Event**
- booking an **Activity**
- using a park or reserve for a **Casual Activity**

## Scope (who does the policy apply to?)

### Definitions

The definitions refer to the following aspects of gatherings and displays:

- Use of public space i.e. land, roads, spaces or venues owned or managed by Narrandera Shire Council.
- Requirement to manage traffic (vehicular or pedestrian).
- Impact on normal amenity experienced by residents and businesses.
- Normal use of land or venues owned or managed by Narrandera Shire Council.
- Introduction of a potential hazard to land or venue owned or managed by Narrandera Shire Council.
- Casual nature of normal use for a park or reserve.

The following definitions are provided to assist members of the public and staff to identify what Council processes may be required. The involvement of Council departments will be determined on a case by case basis and will be informed by the particulars provided by the proponent of the Special Event.

### Normal Use

Normal Use shall describe use related to Events or Activities which is established as normal use, by convention for that venue or by policy or management plan or legislation relating to land, space, reserves or venues managed by Narrandera Shire Council.

### Special Event

A **Special Event** is defined as a gathering or display which is held on land or a venue managed by Narrandera Shire Council, or another government department or agency or by a private organisation or enterprise, and which may impact access of residents or the general public to public utilities, amenities, pavements, spaces and roads, or any attributable impact on residents' everyday life, or which may introduce a potential hazard to the land or venue.

A private event organised on privately owned or managed property shall be considered a **Special Event** where it impacts others as described above.

A gathering or display which is considered **Normal Use** for a venue or space shall be considered a **Special Event** if it has characteristics that require services at a level beyond those normally provided by Narrandera Shire Council, or if it has the potential to introduce hazards or risk to that venue, space or park.

Noise levels and fireworks are examples of impacts that must be considered in the assessment of whether a gathering is a Special Event.

The definition of **Special Event** does not refer exclusively to a gathering's size or type, but to characteristics that may limit the public amenity or introduce a hazard. e.g. a gathering of 30 people, with a marquee and/or a public address system in a public park would fit the definition of **Special Event**.

Some **Special Events** will require a service or an approval from Council, but remain the preserve of another authority e.g. a Special Event on Lake Talbot requires Council's approval for a Lake Closure prior to Marine Services approving and advertising the closure.

A **Special Event** may have local patronage or attract visitors to the Shire and may be a very small gathering or a very large gathering.

A **Special Event** impacts amenity and/or access, or daily life for residents and/or the general public. **Activities** or **Events** defined below do not.

### **Activity**

An **Activity** is defined as a gathering or display which is not a Special Event, and

1. held on a public road, space, reserve or venue,
2. is considered Normal Use by Narrandera Shire Council or other Government departments or authorities which own or manage that public road, space, reserve, body of water, or venue, and
3. does not impact on the access of residents or others to public amenities, spaces and roads, or have any attributable impact on residents' everyday life.

Training on a football field, competition cricket game on a park oval, a swimming carnival, netball game on netball courts, or school athletics competition at the Narrandera Sportsground are examples of **Activities**.

An **Activity** may have local audience or may attract visitors to the Shire.

### **Event**

An **Event** is defined as a gathering or display which is not a Special Event, and which

1. is held in a private venue or privately owned land,
2. is considered Normal Use by the venue owner and by Narrandera Shire Council or other relevant Government departments or agencies, and
3. does not impact on the access of residents or others to public amenities, spaces and roads, or have any attributable impact on residents' everyday life.

A trade expo at a club, an equine race meeting, a bowls tournament, an art opening at a private Art Gallery are examples of an **Event**.

An **Event** may have local patronage or may attract visitors to the Shire.

The primary difference between **Activities** and **Events** is the use of public venue or venues (**Activity**) and private venue or venues (**Event**).

### **Casual Activity**

A **Casual Activity** may involve a number of people and is **Normal Use** for a park, reserve or venue which may be owned privately or by a public authority or by Narrandera Shire Council. The characteristics of a **Casual Activity** are:

- Informality.
- No public address system.
- No use of marquees.
- No use of machinery or amusements.
- Use of existing equipment e.g. permanent chairs and tables (Limited import of foldable picnic chairs and tables).
- No use of portable barbeques.
- Non-commercial.

Examples of a casual activity in a park or reserve are:

- A family picnic.
- Wedding photos.
- An informal game of touch football on a park oval.
- A family gathering using foldable picnic chairs and a picnic table.
- A bush walk.

## **Content**

### **Special Events**

Requests for in-kind or financial assistance with a Special Event will be considered by Council on receipt of a written request from the event proponent no later than four (4) months prior to the proposed event date.

Council will only consider requests for support in-kind, which are presented to Council in writing.

Requests for in-kind assistance for a **Special Event** will be determined by Council on a case by case basis, with reference to the estimated cost-benefit the proposed event will have on the Narrandera Shire community.

The type of assistance referred to in this policy includes, but is not restricted to:

- devising traffic control plans
- implementation of traffic control plans by Council staff
- provision of traffic control equipment
- provision of extra waste management services at venue
- provision of extra cleaning services for amenities at venue
- assistance to identify potential funding sources

### **Roles and Responsibilities**

Activities held on Council owned or managed space or venue shall be subject to the following procedures.

- The proponent shall be responsible for assessing whether the planned gathering or display is Normal Use with a booking required or Normal Use that does not require a booking e.g. picnic in a park, casual game in a park.
- A booking may be required for an Activity held at sportsgrounds, venues, courts, pavements or parks using Council's booking system which may be managed by the Council owned or managed venue or via Customer Service staff at the Council Offices.
- The proponent of an Activity shall provide Council with evidence of current Currency Public Liability Insurance Cover \$20Million, and comply with Council's risk assessment and control requirements. An Activity which is part of a series may require a single annual lodgement of evidence of Public Liability Insurance with Council.
- Activities do not have characteristics that require a Traffic Management Plan.

Should information provided to staff indicate that there will be an impact on amenity, lifestyle or access to residents or the general public, or that a potential hazard will be introduced to the venue, the status of the gathering shall be upgraded to **Special Event** and the proponent informed accordingly.

The proponent or staff may use the Using a Public park, Space or Reserve Check List to determine if their plans should be categorised as a Special Event. The Check List is made available on Council's website.

Events shall be subject to the following Council procedures.

- The proponent shall be responsible for assessing which definition the planned gathering or display will fall under, using either the definitions provided in the Events Policy or in Narrandera Shire Guide to Hosting a Successful Event, available for download from Council's corporate website.
- Notification of intention to hold an Event is not required by Council, however Council staff will encourage proponents of large visitor events which may require Council's attention to public amenities, or which may benefit from promotion by the Events Officer to use the forms provided in Narrandera Shire Council Application and Notification Forms, available from the Events Officer or from Council's website.
- Narrandera Shire Council Events Officer to seek further information should details provided in the Application and Notification Forms indicate that there may be an impact on community amenity or access or safety.
- Should information provided indicate that there will be an impact on amenity, lifestyle or access to residents or the general public, the status of the gathering will be upgraded to Special Event and be subject to the requirements set out for Special Events.
- Certificate of Currency of Public Liability Insurance to the value of \$20 million, will be provided to Council noting Narrandera Shire Council's interests.
- Adoption of a Memorandum of Understanding between Narrandera Shire Council and the Event proponent entity (where required by Council).
- Such Memorandum of Understanding may set out the nature and parameters of in-kind support provided by Council and the recognition required of the proponent of Council's in-kind sponsorship of the Special Event.

- Where the Event is to be held on land or a venue owned or managed by Narrandera Shire Council the proponent shall supply Council's Insurer with the listed documentation no later than 6 weeks prior to the Special Event:
  1. Copy of Program or advertising material.
  2. Copy of Risk Assessment and Control Plan.
  3. Certificate of Currency Public Liability Insurance Cover \$20Million.

Events are not subject to a Traffic Control Plan and Traffic Management plans.

The proponent (and Council staff) may use the **Using a Public Park, Space or Reserve Check List** to determine if the plans may be categorised as a Special Event (thus requiring a formal application to Council for permission to hold the event, rather than an Activity or an Event. The Check List is made available on Council's website.

### **Refusal of permission to hold a gathering or display**

Proponents of gatherings and/or displays who do not furnish Council with the documentation appropriate to the category to which the gathering and/or display belongs, will not be given permission to conduct the gathering or display.

### **Gatherings or displays organised by Council staff**

Events organised by Council staff shall be subject to the Policy.

Examples of events organised by Council staff might include, but are not limited to, the following:

- A civic reception held in a public space.
- An official opening or launch held in the park.
- A public flag-raising ceremony.

### **Committees of Council**

All Section 355 Committees of Council shall be subject to the policy

### **Related Legislation/Guidelines/Narrandera Policies and Associated Procedures (List them)**

- Local Government Act 1993
- Food Act NSW 2003 (NSW)
- Food Standards Code FSANZ
- Food Regulations 2010 (NSW)
- Liquor Act 2007 (NSW)
- Occupational Health and Safety Act 2000 No 40 (NSW) superseded by the Work Health and Safety Legislation 2012 (NSW)
- Road Transport (Safety and Traffic Management) Act 1999
- Privacy Act 1988
- Copyright Act 1968

- Busking CS80
- Street Stalls and Raffles CS90
- Customer Service Charter CS110
- Child Protection ES240
- Risk Management CS150
- Use of Footpaths by Commercial Premises TS150
- Sport and Recreation TS200
- Verbal Advice ES100
  
- Narrandera Local Environment Plan 1993
- Narrandera Shire Product Development & Destination Marketing Strategy – Diagnostic Report 2010
- Narrandera Shire Council Guide to Hosting a Successful Event 2011
- Adopted Plan of Management Narrandera Park 2009
- Using a Public Park or Reserve in Narrandera Shire Checklist 2011

Narrandera Shire Council will make available a Guide to Hosting a Successful Event to proponents of gatherings and displays via its website [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au).

Only those events or activities that are deemed by Council or delegated Council staff as 'spectator suitable' will be listed on the Council website online events calendar.

Council will approve applications to hold Special Events based on its assessment of the degree to which the Special Event has the potential to deliver the primary or secondary goals set out in the Policy Objectives, against the in kind and monetary cost of the proposed Special Event.

Council will undertake to provide assistance to event organisers as outlined in the Narrandera Shire Guide to Hosting a Successful Event.

The value of in-kind support given to a Special Event shall be communicated to the event organiser as an in-kind sponsorship agreement.

Council may, at its discretion, require payment for services provided to an Activity, Event, or Special Event organiser.

### **Events and Activities**

Council reserves the right to levee a fee determined through consideration of the particular characteristics or purpose of the Event or Activity.

Council reserves the right to levee a fee for assistance or amenities request by proponents of gatherings or displays which are defined as **Events**, where Council agrees to provide this assistance in response to a formal written request.



## **Special Events shall be subject to the following Council procedures:**

- The proponent shall be responsible for assessing which definition the planned gathering or display will fall under, using either the definitions provided in the Events Policy or in Narrandera Shire Council Guide to Hosting a Successful Event, available for download from Council's corporate website.
- Initial contact by proponent to be with Council's Customer Services staff.
- Application to hold a Special Event to follow the process and time-frames described in, and use the forms provided in, Narrandera Shire Council Application and Notification Forms, available from the Events Officer or from Council's website.
- Traffic Management Plans shall be submitted to Council a minimum of 4 months prior to the commencement date of the Special Event.
- Proponent is responsible for development of Traffic Control and Traffic Management Plans.
- Traffic Control Plan and Traffic Management plans shall be subject to Narrandera Traffic Committee approval.
- The proponent shall provide Narrandera Shire Council with evidence of the Currency of Public Liability Insurance to the value of \$20million, covering the proponent's Public Liability with regard to the Special Event and noting Narrandera Shire Council's interests.
- Adoption of a Memorandum of Understanding between Narrandera Shire Council and the **Special Event** proponent entity (where required by Council).
- Such Memorandum of Understanding may set out the nature and parameters of in-kind support provided by Council and the recognition required of the proponent of Council's in-kind sponsorship of the **Special Event**.
- The proponent to supply Council's Insurer with the following documentation no later than 6 weeks prior to the **Special Event**:
  1. Copy of Traffic Management Plan (where the event requires traffic management).
  2. Copy of Program or advertising material.
  3. Copy of Risk Assessment and Control Plan (Safety Management Plan).
  4. Certificate of Currency Public Liability Insurance cover \$20Million.

On rare occasions a gathering or display will qualify as a **Special Event** but will not require Council approval, because it does not impact amenity or access normally managed by Council, but may impact amenity or access managed by another government department e.g. State Forests, NSW Parks and Wildlife.

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### **Policy History**

Endorsed by relevant Committees (name) and date

Adopted by ELT	16 June 2014
Adopted by Council	15 November 2011
Reviewed by Council	19 August 2014
Adopted by Council	14 October 2014

*JACharlton*

Signed: General Manager

Date: 15 October 2014