

Hay Shire Council Policy



Title of Policy	Event Management	
This applies to	Organisers of Events on Council land or involving use of Council Facilities and Section 355 Committees of Council.	
Author	David Webb	Date Approved: 27 th July 2021
Position of Author	General Manager	Authorised by: Council
Legislation, Australian Standards, Code of Practice.		
Related Policies/Procedures		
Attachments		
Aim	The purpose of this Policy is to provide a framework for the way in which Council will assess and determine applications for organised events proposed to take place partly or wholly on public land including roads, footpaths, public reserves and other Council owned controlled venues	
Version	Details	Date
Version 1	Initial Issue	27 th July 2021
To be reviewed		
Superseded Policies	Special Events Policy 29 th April 2014	
The Policy		

GENERAL PRINCIPLES

Hay Shire Council supports organised events being held in the Shire and acknowledges that such events are a catalyst for economic development, generate business activity, make a contribution to positioning the Shire as a tourist destination and can provide a social, cultural, sporting or other positive experience of its own local residents.

Council also acknowledges that organised events require planning, organisation, publicity, risk management, access to resources that the Council manages and, in some cases regulatory approval, and that a policy framework is required to ensure that all the relevant matters are considered.

POLICY STATEMENT

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Event Management Plan

An organised event cannot take place wholly or partly on public land unless the event organiser has submitted an Event Application Form (EAF) and had it approved by the General Manager, including reoccurring annual events (i.e., Sheep Show & Hay Show)

The EAF must include:

- 1) The dates and times of the event;
- 2) A site plan including details of all venues and locations;
- 3) A traffic management plan including details of any proposed road closures;
- 4) A list of all activities proposed as part of the event;
- 5) Information to the Tourism Staff satisfaction that suitable arrangements have been made with respect to:
 - a) Toilet facilities;
 - b) Waste management
 - c) Bus/car parking
 - d) Temporary accommodation facilities, e.g., camping;
 - e) Any Development Approval (DA) required
- 6) Evidence that the event organiser has:
 - a) Adequate insurance cover;
 - b) Informed Police, Fire & Rescue and Ambulance Service of the event and any road closures;
 - c) Any other approvals required from other agencies,, e.g., SafeWork NSW permit for any fireworks, liquor licence & TfNSW. (i.e. Highways)

Depending on the scale of the event the General Manager may approve an EAF subject to conditions including, but not limited to:

- Any stalls, tables, chairs or other street furniture should be erected so as not to impede or obstruct the general public from traversing along the public footpath. Stalls should be erected so as to leave a minimum width of 2 meters for pedestrians, with stalls to be erected adjacent to the building.
- Business owners to be consulted prior to erecting any stalls outside their premises and ensuring that stalls do not impede access to business premises.

Event Scheduling

Scheduling is critical to the success of any event. When assessing an EAF consideration will be given to factors such as avoiding similar events being held on the same area, availability of required Council resources and integration with complimentary activities.

As a general rule, an event will not be approved if it is proposed to be held in the same area and at the same time as another event that has already been approved, unless the organisers of the approved event provide written confirmation that they have no objection.

With respect to event scheduling the following recurring annual events are acknowledge:

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- Hay Rodeo
- Hay Races
- Hay Show
- Hay Sheep Show
- Mini Nationals
- Hay BnS Ball
- Hay Lions Fishing Competition
- Rainbow on the Plains Festival
- Party in the Park
- Booligal Christmas Event
- Maude Christmas Event
- Australia Day at Goal Museum
- Booligal Sheep Races

Council Contributions an In-kind Support

Due to the economic benefit provided by organised events the Council may provide financial or in-kind support towards organised events.

Any Council contribution in excess of \$1,000 of in-kind support towards an organised event must be supported by Council resolution.

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