

C6. Public Community Events Policy

Policy Objective

To provide a set of guidelines and procedures that ensures best practice event management with a consistent approach in the assessment and approval of public community events.

Policy Statement

The Shire of Dundas recognises that public community events play an important role in creating vibrant places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

This policy is to ensure support and delivery of public community events is aligned with the Shire of Dundas' vision of creating a vibrant, progressive Shire. Public community events should create a sense of public pride, activate place and encourage community participation. This policy seeks to ensure events held within the Shire of Dundas are safe, well-managed and inclusive.

1 Permissions & Bookings

- a. Events held in or at Shire's facilities and public open spaces require a permit of use. This permission is applied for through the Shire's facilities bookings procedures.
- b. Where an event requires traffic management procedures to be in place the event must be booked eight weeks in advance of the start date.
- c. Where an event requires Shire support and in-kind assistance to be in place the event must be booked eight weeks in advance of the start date.

2 Costs

- a. Some Shire of Dundas facilities attract booking fees and charges. Certain Community Events may have the fee waived if it is deemed to meet specific community criteria.
- b. Applications to have the fees and charges waived must be in writing to the Chief Executive Officer who will make the decision at his discretion based on key community and economic goals and priorities of the Shire of Dundas.

3 Equal Opportunity & Access and Inclusion

- a. The Shire of Dundas acknowledges people in all their diversity and is committed to equal opportunity for all people. The Shire supports the objectives of the Western Australian Equal Opportunity Employment Act (1984) and expects that community events support these objectives.
- b. The Shire of Dundas has a Disability Access and Inclusion Plan and is committed to promoting access and inclusion, both in the workplace and in the delivery of its services and projects. Applicants hosting community events are expected to support these objectives when utilizing Shire facilities and services.

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4 Insurance

- a. Unless otherwise stated in writing the insuring of a community event is the full responsibility of the event provider. A current Certificate of Currency will be required when completing a booking application.

5 Permissions, Licenses, Qualifications and Clearances

- a. The event provider has full responsibility to ensure its paid and volunteer workers hold the required permissions, clearances, licenses and qualifications for any activities.
- b. Where an event requires traffic management procedures to be in place the event must be booked eight weeks in advance of the start date.

Policy Reviewed October 2020