District Council of
Loxton Waikerie

EVENT MANAGEMENT & PERMIT POLICY

Responsible Officer/s	Community Development Officer Director Commercial and Community Services
Relevant Legislation / Documents	Local Government Act 1999 Work Health and Safety Act 2012 Food Act 2001 Road Traffic Act 1961 Emergency Management Act 2004 Community Land Management Plans Council By-Law No 1 - Permits and Penalties 2024 Council By-Law No 2 – Local Government Land 2024 Council By-Law No 4 – Moveable Signs 2024 Event Management and Permit Procedure Community Assistance Policy and Guidelines
Adopted	August 2008
Reviewed	February 2025
Next Review	March 2028

A. Purpose

This policy applies to all events planned on Local Government land including open public space, public footpaths, roads and road reserves owned by the Council or under Council's care and control as per Section 246 of the Local Government Act 1999. It provides a framework for assessing applications and in issuing event related permits to ensure an appropriate balance between the interests of the District Council of Loxton Waikerie (DCLW), community groups, street traders, event organisers and residents.

B. Objective

- Identify and support event opportunities which assist in developing the community and/or provide significant economic or tourism benefits.
- Facilitate and work with event organisers to ensure events are compliant with Council and all other relevant legislation and regulations.
- Ensure event planning and management systems and tools are utilised for all Council events and community events on council managed land.
- To manage events promoting positive community partnerships and environmental sustainability.

Authorisation Permit: written permission or approval from Council for the purpose of hosting an event or activity on Council controlled land to a group, individual or business.
Event: an opportunity for a leisure, social or cultural experience outside the normal range of choices or beyond everyday experience.

DCLW owned events: events conducted by the District Council of Loxton Waikerie that acts to engage the community, create vibrancy and increase visitation to the region.

DCLW sponsored events: events organised by an external organisation or individual that engage the community in a positive way and create an economic stimulus and increase visitation for the region.

Councils sponsorship eligibility criteria is based on any community group and organisation that provides a service to the District Council of Loxton Waikerie that achieves Councils strategic objectives and meets the criteria set out in the Community Assistance Policy and Guidelines.

Community groups and organisations can apply for Community Support Funding
in February/March and must be incorporated or auspiced by an incorporated entity or can provide proof of their legal status as an entity. Councils sponsorship support is delegated to Elected Members through the Annual Business Planning process.

Community events: events organised by an external organisation or individual that engage the community in a positive way.

Event Organiser: the key contact person for the event who is coordinating the logistics, risk management and event delivery, and is the person who is lodging the required application and supporting documentation to Council.

C. Framework

Specific activities that will require a permit include:

1. Medium to Large Events
2. Small Events
3. Venue Hire
4. Commercial Outdoor Fitness Activity
5. Wedding/Funeral Ceremonies
6. Busking
7. Filming
8. Temporary Road Closure/s
9. Community Event Sign/Banner

4.1 Event Types

Medium to Large Events

Medium - An event expecting to attract between 100 to 1000 people at any one time, or requires installation of moderate infrastructure, liquor licensing and/or requests permission to include food/stall holders.

Large - An event expecting to attract over 1000 people at any one time, or requires installation of significant infrastructure, temporary road closures, liquor licensing, food/stall holders or where exemptions have been requested for amplified music. Examples: large music or cultural events, food & wine festivals, parades, large sporting events.

Small Events
An event expecting up to 100 people at any one time. Examples: street stalls, raffles, badge days, sausage sizzle, A frame signage and information stalls.

Other small specific events application forms may include the following activities.

- Venue Hire
- Commercial Outdoor Fitness Activity
- Wedding/Funeral Ceremonies
- Busking
- Filming
- Temporary Road Closure/s
- Community Event Sign/Banner

4.2 Insurance

Event applications on council land require public liability insurance with a minimum coverage of $20 million.

Event organisers should make sure their policy covers their specific activities, particularly if the event falls outside their usual business operations.

4.3 Application Process

a) Applicants are to be referred to the Community Development Officer or Infrastructure Administration Officer when making enquiries about lodging permit applications and/or hire of Council land or property.
b) Applications are to be lodged with Council as per the time request on each the application forms between 4-8 weeks prior to the event date. If deemed a large or new event Council will require applications to be lodged 6 months prior.

D. Availability

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Council's website: www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

E. Document history and version control

Date	Version	Authorisation	Amendment Details
August 2008	1.0	Senior Management Meeting of August 2008	New Policy
September 2016	1.1	Endorsed at the Senior Management Meeting of 12 September 2016	Minor review to reflect the Policy Template and the strategic plan.
July 2021	2.0	Senior Management Meeting of 26 July 2021	Comprehensive review to reflect the Policy template, name change, strategic plan development of permits and documented procedure. Formerly known as the General Permit Policy.
March 2025	3.0	Senior Management Meeting of 11 March 2025	Minor changes