

COUNCIL POLICY

Council Policy Title:	Fencing for Events
Council Policy ref. no:	12.6
Responsible Department:	Corporate and Community Services
Date of adoption/review:	24 July 2013

1. PURPOSE

The purpose of this policy is to determine and clarify the requirements for the frequency, location and timing of erection of fencing in relation to public events.. The presence of a fence can also contribute to improved safety aspects at the event for both entrants and spectators.

2. INTRODUCTION

The Colac Otway Shire hosts many events across the calendar year and processes many of these through the Events Approval Process.

Some events may consider the need to construct a temporary fence for their event.

3. OBJECTIVES / PURPOSE

To develop a policy with objective criteria for assessment to formalise the requirements for temporary fencing at events. The majority of events in the Colac Otway Shire are mostly conducted in a building, sporting arena or local park. Some events may in the future develop plans that could require a fenced area for admission purposes.

4. DEFINITIONS (where required)

Event

Any planned activity where any structure (permanent or temporary), open area, roadway, (fenced or unfenced) will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location surrounding the area prior to, during or after the event.

Event Organiser

A commercial entity, community group or individual who undertakes the planning and/or implementation of an organised event.

Public Open Space

A **public space** is a social space such as a town square or park that is open and accessible to all, regardless of gender, race, ethnicity, age or socio-economic level.

5. POLICY

Requests for the erection of temporary fencing are assessed through the Event Approval process and need to meet the following criteria:

Mandatory

Events held on land that is owned or managed by the Colac Otway Shire.

- Temporary fencing to be erected for one day (not exceeding a 24 hour period).
- Temporary fencing must be installed by a professional fencing company ensuring quality material and adequate insurance therefore mitigating risk.
- Temporary fencing should give consideration to public toilet access.
- Temporary fencing should give consideration to public playground access.
- A Risk Assessment specific to the erection of the temporary fencing to be provided by the qualified installer.

Other reasons for temporary fencing may include:

- Events that require donations or fee obtained as a result of erecting the temporary fencing.
- Events with temporary fencing that contribute to the positive control of patron behaviour i.e. alcohol related issues, improves security.

6. IMPLEMENTATION AND REVIEW

A temporary fence around a designated area would occur after consultation between the Event Organisers and a qualified temporary fencing contractor or volunteer. Plans and details would be submitted to the Colac Otway Shire in the Event Application process for approval by the E Team. The "Application to Erect a Temporary Fence for an Event", is attached..

7. RELATED LEGISLATION

Not applicable

8. RELATED POLICIES / PROCEDURES / GUIDELINES

Event Application – Point 4

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 July 2011	Adopted by Council
24 July 2013	Review

APPENDIX 1

Application to Erect a Temporary Fence for an Event

Name of Contractor		
Organisation or Event		
Address		
Phone		
Email		
Requested dates and times of use	Day/s	Time/s
Reason for fencing		

The applicant must provide evidence of relevant insurances, and risk management assessments including:

- Copies of required insurances showing certificate of currency including a minimum \$10,000,000 public liability insurance;
- A Risk Management report including Occupational Health and Safety requirements and site specific potential hazard assessment;

TERMS & CONDITIONS

- (1) All required documentation must be provided in full at least three months prior to the event to approve suitable arrangements.
- (2) The applicant must adhere to the times and location on the application.
- (3) The applicant must upon removal of the fencing, must make good the site of any holes in the ground, marks on footpaths etc.
- (4) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$10 million.
- (5) Events may need to be re-scheduled or cancelled in the event of unforeseen weather conditions.

UNDERTAKING

I _____ of _____

hereby make application erecting a fence at the site stated above, for the dates and times specified and acknowledge having received and read the Terms and Conditions undertake to be bound by and comply with the Terms and Conditions.

SIGNATURE OF APPLICANT: _____

DATE: _____

DECLARATION:

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