

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

Goondiwindi Regional Council (GRC) encourages everyone to get involved in events and activities across our region. GRC recognises that events whether they are community, tourism, cultural or civic, all play an important role in maintaining a vibrant community and attractive visitor destination. Our community has the benefit of being a relaxed rural lifestyle whilst supporting the services and facilities of a much larger centre. The social, economic and environmental benefits gained through our local events will continue to advance social cohesion and further build community pride. We thank the many local volunteers and community groups for their enthusiasm towards the management of these events. We hope you find the guide useful as you organise and manage your next event.

Legislation and approvals (at Federal, State and Local levels) is often well intentioned in trying to prevent a problem from occurring, but can easily become overwhelming. GRC aims to simplify this process where possible. We strongly encourage you to make contact with the listed officer to determine whether formal approvals are required in your circumstance. Please note the following is not an exhaustive list, but a list derived from the requests that Council currently receives.

### Role with Approvals of Council's Community Development and Events Coordinator

The GRC Community Development and Events Coordinator acts as a conduit and support for event coordinators across the region. The GRC Community Development and Events Coordinator will therefore put you in touch with the right person within the Council and can follow-up on any delays or concerns that require problem solving. You are encouraged to contact prior to your event, our Community Development and Events Coordinator on 4671 7401 or email [mboyd@grc.qld.gov.au](mailto:mboyd@grc.qld.gov.au).

### Council Grants

Council offers a number of Grant opportunities including the Tourism Event, Community Grants and Donations and Regional Arts Development Fund. Please see the Council website for funding guidelines - [www.grc.qld.gov.au](http://www.grc.qld.gov.au).

### In-Kind Support

Groups wanting in-kind contributions from Council will be required to seek quotes from Council in the first instance and then apply through the applicable grants program listing the dollar value of the service in their application.

### Timelines for Requests and Applications

Some applications and requests (e.g. closure of the Border Bridge) require a long lead period as it requires QLD and NSW local council as well as NSW state road authority approval to be processed. This guide will assist your group to identify all approvals well in advance of the event and plan accordingly. GRC wants to work proactively with you to avoid last minute problems and potential cancellation of events or components of events. ***We recommend liaising with Council at least four months prior to your event.***

### Contacts

You will find the email and phone numbers for all key Council officers listed at the end of this document.

## Contents

Have you checked the GRC Events Calendar to see what else is on at the same time? .....	3
Is the event site or venue available and do you have permission to use it? .....	3
Do you plan to use the Aerodromes in the region? .....	4
Is the venue approved for the type (size, activity, risk) of function you wish to hold? .....	5
Do you have an emergency management plan for your venue/ event? .....	5
Have you developed a venue or site plan? .....	5
Have you informed the local emergency services about your event? .....	5
Will roads be closed or traffic affected? .....	5
Does the venue or site have enough parking on or near the site? .....	6
Do you need to erect temporary structures such as stage, marquees, seating stands, toilet blocks, tents, scaffolding or light poles? .....	6
Will you have alcohol at your event? .....	7
Are there enough toilets on site? .....	7
Will food or beverages be served or sold at the event? .....	7
Is there enough access to drinking water on site? .....	7
Have you considered the needs of people who have limited mobility, have a hearing or visual impairment or may need some other assistance at your event? .....	7
Have you considered what you will do if extreme weather conditions are predicted? .....	7
Will you need safety officers, first aid or firewardens? .....	8
Is your site safe and accessible? .....	8
Do you need to have security? .....	8
Will you require insurance? .....	8
Will you be fundraising at your event? .....	8
Will goods be sold from a footpath or nature strip (including during or pre-event e.g. ticket or raffle sales)? ..	9
Do you need signage? .....	9
Do you want to advertise on the Council electronic noticeboard? .....	9
Will you have amplified music? .....	10
Will you have fireworks? .....	10
Does your event involve fire? .....	10
Will you be providing amusement rides? .....	10
How will you deal with waste? .....	11
Will you have minors at the event? .....	11
Do you want to access Council assets? .....	11
Do you need Council support for services? .....	11
Could livestock on stock routes be an issue for your event? .....	11
Contacts .....	12

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

### Have you checked the GRC Events Calendar to see what else is on at the same time?

GRC encourages all groups across the region to advertise their events on our calendar. One of the purposes of this calendar is to assist in regional planning to prevent competing events on at the same time. Events can be logged 2 years in advance.

To add your own event to the Council Events Calendar is easy:

Click Events, then click on 'Submit an Event' on the right hand side.

Fill out the online form with details of your event.

*Key Links/ websites*

[www.grc.qld.gov.au/submit-an-event](http://www.grc.qld.gov.au/submit-an-event) If you have any problems you can email [events@grc.qld.gov.au](mailto:events@grc.qld.gov.au)

*Council Contact:* Megan Boyd

### Is the event site or venue available and do you have permission to use it?

Approval is required to hold an event in national parks or reserves, or on private, local government, state or federal government land.

Remember to book the date in early so you can secure the facility.

GRC has a range of public parks, sports reserves and community facilities that are available for use or hire by the public upon request.

#### **Council Parks and Reserves**

Council's parks are available for all people to enjoy and are generally not able to be booked. However, if you are planning a large event or event that limits the space available to the public or you are erecting temporary infrastructure, you will need to contact Council to see if they will grant the use of the space.

You may also need their assistance with getting vehicle access and egress to the venue.

*Key Links/ websites:*

For a list of Council facilities go to [www.grc.qld.gov.au/residents/community-facilities](http://www.grc.qld.gov.au/residents/community-facilities)

Then click on the facility you are interested in, and then scroll to the bottom of the page to find the Conditions of Hire and Fees and Charges.

*Council Contact:* Customer Service Centre

#### **Council Operated Buildings/ Facilities**

Council owned facilities/ buildings are listed on Council's website. Events may require a bond to ensure that the site or venue is returned to its original condition.

Facilities including but not limited to the Goondiwindi Waggamba Community Cultural Centre, Golden Age Centre, Inglewood Civic Centre, Inglewood Macintyre Sports Centre, Texas Sports Complex and Texas Memorial Hall.

*Council Contact:* Customer Service Centre

#### **Community Operated Facilities**

There are also a range of community facilities that are owned by Council but operated by local community groups. Please contact the community coordinator for details on how to book these facilities.

*Goondiwindi* - Gilbert Oval Goondiwindi; Goondiwindi Customs House; Goondiwindi PCYC; Goondiwindi Pool Complex; Goondiwindi Scouts & Guides Centre; Riddles Oval Goondiwindi; Goondiwindi Tennis Courts

*Inglewood* - Inglewood Heritage Centre; Inglewood Mates Shed; Inglewood Recreation Centre; Inglewood Swimming Pool Complex; Inglewood Tennis Courts and Club House

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

*Texas* - Texas Museum; Texas Rabbit Works; Texas Swimming Pool Complex; Texas Tennis Courts

*Yelarbon* - Yelarbon Hall; Yelarbon Recreation Grounds

*Talwood* - Talwood Recreation Grounds; Talwood Hall

*Weengallon* - Weengallon Hall

*Daymar* - Daymar War Memorial Hall

### **Goondiwindi Natural Heritage and Water Park**

The Goondiwindi Natural Heritage and Waterpark is a public park and therefore use of facilities such as picnic shelters and BBQs is on a first in first served basis during normal operating hours.

The Goondiwindi Natural Heritage and Water Park can be hired for after hours events.

Prior to erecting any infrastructure e.g. tents, you will require Council advice.

GRC will close the waterway to the public for the purpose of facilitating a tournament or special event that will provide an economic and/or social benefit to the community.

During the closure of the waterway, the grounds shall remain open to the public, unless the closure of the grounds is required to facilitate the event.

Where necessary Council may request relevant safety and/or management documents related to the proposed closure of the waterway.

*Key Links/ websites:*

[www.grc.qld.gov.au/water-park](http://www.grc.qld.gov.au/water-park)

*Council Contacts:* Customer Service Centre

### **National Parks, Marine Parks or Forests**

Should you wish to hold your event in a national park, marine park or forest you might need to apply for a Queensland Parks and Wildlife Service event permit.

*Key Links/ websites*

Queensland Parks and Wildlife Services (QPWS) - <https://recreation.npsr.qld.gov.au/forms/organised-events/>

### **Waterways**

Maritime Safety Queensland manages waterways within our region and Sunwater operates water storage locations. Approval may be required from one or both of these entities if you are running an event involving our waterways and water reserves.

*Key Links/ websites:*

Lake Coolmunda Sunwater - <https://www.sunwater.com.au/dams/coolmunda-dam/>

Maritime Safety Queensland - <http://www.msq.qld.gov.au/waterways/aquatic-events>

### **Do you plan to use the Aerodromes in the region?**

Visit Council's website to see the Aerodromes in the Goondiwindi Region.

Depending on circumstance, Council may require additional approvals from relevant authorities (e.g. CASA); Council officers will be able to assist in notifying any other approval requirements.

*Council Contact:* Luke Tanner

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

### Is the venue approved for the type (size, activity, risk) of function you wish to hold?

Council buildings have a Certificate of Classification, which will be displayed at the point of entry indicating the maximum number of people who can legally be in the building.

Some medium to high risk events occurring on Council property may require a copy of the event risk assessment being submitted to Council.

Outdoor closed area events Events where there is a fence closing off the area will need to submit a site plan to Council to ensure that the numbers proposed for the area are appropriate, there are sufficient emergency exits, and sufficient emergency equipment on site for the number intended.

*Council Contact:* Phil Gall

### Do you have an emergency management plan for your venue/ event?

An emergency response plan outlines how you will respond to an emergency at your event.

The preparation of this plan should involve the landowner and, where relevant, local police and emergency services.

This plan should be shared with all staff, volunteers, suppliers and stakeholders before the event.

For Council managed facilities there is an emergency evacuation plan available for each council managed site.

*Council Contact:* Phil Gall/ John Woods

### Have you developed a venue or site plan?

A venue or site plan should be considered for all events, for larger events it is essential so attendees, contractors and emergency services know where everything is. This will be an element of your safety/ emergency planning.

### Have you informed the local emergency services about your event?

Police, Ambulance and Fire Departments can assist your organisation with advising of risks and risk mitigation strategies.

In Queensland, events are operated on a user pays system, where the event organiser is responsible for costs associated with emergency services support during the event.

### Will roads be closed or traffic affected?

To run a special event in Queensland that may either directly, or indirectly, impact roads, traffic or transport arrangements, event organisers must obtain written approval from the Queensland Police Service and public authorities such as the local council or Department of Transport and Main Roads (TMR), or other landowners responsible for the roads the event will use.

It is also important to confirm no road works has been scheduled for when your event is utilising said roads.

Your traffic plan may also address access issues for parking, disability, taxi and bus pick ups and drop offs.

If the event uses privately owned or leased roads, approvals for the use of these roads must also be obtained from the landowner.

*Key Links/ websites*

Queensland Police <https://www.police.qld.gov.au/initiatives/event-safe>

*Council Contact:* Dion Jones

For Council road closures there is a Council application form. If the event uses only local council roads, seeking the consent of the local council will be required. If the event uses state controlled roads, or has a significant impact on adjoining state controlled roads, the additional approval of the relevant TMR office is required.

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

Note: Road Closure can also include Council operated Car Parks, please complete the Council Special Event Road Closure Form for this purpose as well.

*Key Links/ websites*

<https://www.grc.qld.gov.au/downloads/file/624/special-event-road-closure-application-formpdf>

*Council Contact:* Dion Jones

Closure of the old Border Bridge requires approval from Local Government on both sides of the border, and State bodies. It is essential you allow for significant time for approvals to be processed across multiple jurisdictions (we recommend at least 6 months).

An information guide is available from Council to navigate this process.

*Council Contact:* Dion Jones

### Does the venue or site have enough parking on or near the site?

When choosing your event or venue site it is important that you think about how people will get there. Being a country town there is limited public transport options, however you may need to consider entry and exit for buses, particularly when transporting children.

It is important to consider how emergency services vehicles will access in the case of emergency.

If there is not enough parking at the venue there may need to be an area nearby that can be used for overflow parking.

*Council Contact:* Dion Jones

Remember to allow access for persons that may not be able to manage a long walk or require disability access.

*Key Links/ websites*

Queensland Government Best Practice Guidelines for Events [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

### Do you need to erect temporary structures such as stage, marquees, seating stands, toilet blocks, tents, scaffolding or light poles?

All other structures must be constructed in accordance with all relevant Australian Standards and the Building Code of Australia.

Before you erect any new structures, or hang any signage, ensure you have permission from the landowner.

Some structures require a building permit from Council; please contact Council with details of your structure to ensure compliance.

The erection of any temporary tent type structure:

Exceeding 100 m<sup>2</sup> and under 500m<sup>2</sup> must comply with the requirements of the Queensland Development Code MP3.2 Tents.

Exceeding 500m<sup>2</sup> requires a Development Permit for Building work and must comply with the requirements of Queensland Development Code MP3.2 Tents. You must ensure that all conditions applied by the private certifier are adhered to and provide council with copies of all certification.

Under 100m<sup>2</sup> is permitted provided they are weighted with sandbags (or the like).

There are also restrictions and approval required for certain sized temporary toilet blocks or sheds (>10m<sup>2</sup> and 2.4m above ground or one side longer than 5m), signs (higher than 2m and wider than 1.2m), stages and grandstands, art work and sculptures (greater than 3m above the ground), scaffolding (more than 3m off the ground), light poles (more than 3m off the ground).

For safety reasons, you should monitor the weather forecast also seek the services of a professional rigger to install any signage hung overhead.

*Council Contact:* Phil Gall

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

### Will you have alcohol at your event?

Alcohol permits are issued by State Government not local government, community groups may be exempt.

*Key Links/ websites*

Office of Liquor and Gaming Regulation -

<https://secure.olgr.qld.gov.au/forms/clp/Clp/Exemption>

[www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications)

It is usual that either a supporting letter from Council or a notification to Council is required when alcohol is being served on Council grounds or private land.

*Council Contact:* John Woods

### Are there enough toilets on site?

Supplying too few toilets can be a huge negative to any event. There are a number of variables to consider, we recommend reading the Queensland Local Government guide to toilet ratios.

*Key Links/ websites*

Queensland Government Best Practice Guidelines for Events – [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

### Will food or beverages be served or sold at the event?

All distributors of food (likely to include individual stallholders and may include the event organiser) must provide safe food – even exempt activities (e.g. cake and biscuit stall) are likely to require a notification submitted to council. It is the responsibility of the event organiser to ensure all food vendors are licensed.

*Key Links/ websites*

<https://www.grc.qld.gov.au/downloads/file/593/food-business-licence-application-temporary-food-licence-pdf>

*Council Contact:* John Duffield

### Is there enough access to drinking water on site?

For public safety, drinking water should be available to all people at your event irrespective of the event type or weather conditions. In the vast majority of cases, it is a legal requirement to ensure free drinking water is available when alcohol is being sold.

### Have you considered the needs of people who have limited mobility, have a hearing or visual impairment or may need some other assistance at your event?

It is important to consider accessibility to all people, including those with a disability or issues with access. People with disabilities or older people may experience difficulty hearing what is said, seeing small print, climbing steps, understanding signage or using facilities.

*Key Links/ websites*

Queensland Government Best Practice Guidelines for Events- [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

### Have you considered what you will do if extreme weather conditions are predicted?

Inclement weather conditions and the likely impact on attendees should be considered at your event. The planned response and communication strategies for all stakeholders and participants should be included within the event management plan.

A template for an inclement weather and cancellation plan, and event management plan is provided in the attachment section of Queensland Government Events in Queensland Best Practice Guide.



# A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

## Key Links/ websites

Queensland Government Best Practice Guidelines for Events [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

## Will you need safety officers, first aid or fire wardens?

How many first aiders and first aid locations, safety officers and fire wardens are required depends on how many people are coming to your event and what activities are occurring. Contact the local emergency services providers to discuss your event details.

You have a duty of care to ensure all attendees, volunteers etc. are participating in a reasonably safe environment.

## Is your site safe and accessible?

There is a range of workplace health and safety issues to consider, including but not limited to appropriate lighting on walkways at night, trip hazards etc. We recommend you use the Safety Checklist in the Queensland Government Events in Queensland Best Practice Guide or visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

## Key Links/ websites

Queensland Government Best Practice Guidelines for Events [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

## Do you need to have security?

Contact the local police to discuss your event details and to confirm security requirements.

## Will you require insurance?

YES. It is recommended to discuss your event's insurance requirements with the landowner, and it is highly recommended to seek professional advice about insurance cover for your event. The amount and type of cover will depend on the event being held, and the local needs.

Some types of insurance worth considering are public liability, product liability, professional indemnity, volunteer personal accident, property, and event cancellation. If you employ workers at your event, you must have workers compensation insurance.

You should also ensure contractors and suppliers have appropriate insurances to cover themselves. To ensure they have adequate cover, you should request a copy of their certificate of currency.

Council, other funding bodies, and other licencing agencies may request a copy of your certificate of currency.

In most cases, \$20 million is the amount of coverage required for public liability insurance (as recommended in the Queensland Government Events in Queensland Best Practice Guide).

Please note only events managed and controlled by Council are covered by the Council's insurance policy and the policy indemnifies Council and no other party.

## Key Links/ websites

Queensland Government Best Practice Guidelines for Events [www.qld.gov.au/about/events-awards-honours/events/running-events](http://www.qld.gov.au/about/events-awards-honours/events/running-events)

## Will you be fundraising at your event?

Organisations and individuals wishing to fundraise for a charitable or community purpose must be authorised by the Office of Fair Trading. It is an offence to fundraise for a charitable purpose without this approval.

Art unions, raffles, bingo, lucky envelopes, Calcutta sweeps and promotional games (trade promotions or competitions) are regulated under the *Charitable and Non Profit Gaming Act 1999*.



## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

Under the Act, these different games are broken into categories, some of which require a licence.

### Key Links/ websites

Queensland Government <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/charities-and-fundraising>

If you are fundraising or are selling items for cash at your event, it is important to consider keeping your staff and volunteers safe. You might want to consider:

- the safety and security of your staff and volunteers security of the money before, during and after collection

### Will goods be sold from a footpath or nature strip (including during or pre-event e.g. ticket or raffle sales)?

Local Council approval is required to set up a stall on footpaths or nature strips, including the main streets of our local towns.

### Key Links/ websites

<https://www.grc.qld.gov.au/downloads/file/601/application-for-street-stall-permit-pdf>

Council Contact: John Woods

### Do you need signage?

#### Signage within Event perimeter

A large event will benefit from signage within the venue for key internal locations (toilets, drinking water, first aid, emergency exits etc.). This is the responsibility of the event coordinator.

#### Signage external to Event

Directional signage external to the venue to assist people in finding the event and for parking may require Council approval.

Advertising signs including sandwich signs and signs on incoming roads will likely require Council approval.

Council does not support posters or stickers placed on street infrastructure, power and street light poles or other street furniture

Council Contact: Dion Jones

Some external signage may also require state government approval for state road signage.

Contact Council to determine who manages the Roads near your event.

### Key Links/ websites

State Government Main Roads - [www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/accreditation-signage/applying-sign](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/accreditation-signage/applying-sign)

Council Contact: Dion Jones

### Do you want to advertise on a Council electronic noticeboard?

Please note that Council no longer installs banners across Goondiwindi's main street.

Electronic noticeboards in Goondiwindi, Inglewood and Texas are available for the display of Council information and the promotion of Community Events/Functions only.

All requests for display of event notices should be submitted to Council on the Application Form.

### Key Links/ websites

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

<https://www.grc.qld.gov.au/news-events/events-region/electronic-community-noticeboard>

*Council Contact:* Customer Service

### Will you have amplified music?

If you are using pre recorded music you may also need a licence for music that is copyrighted from the Australasian Performing Rights Association (APRA).

*Key Links/ websites*

APRA <https://apraamcos.com.au/about-us/plain-english-guides/>

The laws aim to strike a balance between protecting our quality of life and the reasonable pursuit of activities that have the potential to annoy others.

We recommend you contact local Police in advance to advise of your event.

Also highly recommend you notify neighbours and nearby businesses of any potential disruptions and a complaints process.

You must take all reasonable and practical measures to minimise noise nuisance, the placement of any amplified devices can assist with this (including the direction of speakers). Amplified sound must comply with the *Environmental Protection (Noise) Policy 2008* or penalties may apply.

*Key Links/ websites*

<https://www.grc.qld.gov.au/downloads/file/64/fact-sheet-noise-nuisance-pdf>

### Will you have fireworks?

In Queensland, possessing or using fireworks and other explosives without a licence is illegal. Only trained and appropriately licensed professionals who understand the hazards and risks may buy, store, transport or use fireworks and explosives.

*Key Links/ websites*

Explosives Inspectorate, Department of Natural Resources and Mines [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au)

### Does your event involve fire?

Any activity involving fire, or fire pits may require a permit.

*Key Links/ websites*

Rural Fire Service Queensland [www.ruralfire.qld.gov.au](http://www.ruralfire.qld.gov.au)

### Will you be providing amusement rides?

Please ensure you have sited a copy of the public liability insurance and check the records of the provider to ensure their rides have been maintained as per Worksafe standards.

Also, note some equipment may also not be able to be operated in certain weather conditions.

*Key Links/ websites*

WorkCover Queensland Amusement Ride Safety:

[www.worksafe.qld.gov.au/injury-prevention-safety/alerts/whsq/2013/safety-of-amusement-rides](http://www.worksafe.qld.gov.au/injury-prevention-safety/alerts/whsq/2013/safety-of-amusement-rides)

## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

### How will you deal with waste?

The removal of all waste is the responsibility of the event organiser.

Should you require additional waste removal beyond the standard cycles, you will need to contact E&E Waste.

*Council Contact:* Phil Gall

### Will you have minors at the event?

A blue card may be required for staff, suppliers and volunteers conducting certain activities. A blue card is not required in all situations where a child may be present however, if your activities do fall within the scope of the blue card system you must ensure everybody who needs a card has a card.

*Key Links/ websites*

Blue Card Services, Public Safety Business Agency [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

### Do you want to access Council assets?

The process for hiring Council assets is to seek quotes from Council in the first instance. If you are wanting Council to provide access to these assets free of charge (in kind), you can then apply through the Community Grants and Donations program listing the dollar value of the hire cost in their application:

The following may not have a cost: Witches Hat, Traffic Cones, Barriers, and Flashing Lights for roads.

Other items for hire may include items such as generators.

*Council Contact:* Dion Jones

### Do you need Council support for services?

The process for accessing Council services is to seek quotes from Council in the first instance. If you are wishing for Council to provide this service free of charge (in kind), you can then apply through the Council grants program listing the dollar value of the service in their application:

Common requests include sprinkler management (e.g. turning off for event set up/ during event), additional cleaning of Council managed venues, watercart hire and dust suppression, and request for mowing services.

Council's Community Grants application - [https://www.grantrequest.com/SID\\_6086?SA=AM](https://www.grantrequest.com/SID_6086?SA=AM)

*Council Contact:* Megan Boyd

### Could livestock on stock routes be an issue for your event?

Very few events are impacted by this issue, however if your event (either the event itself or access to the event) does cross a stock route we recommend you liaise with Council as early as possible to avoid issues.

*Council Contact:* Rebecca Morrissy



## A Quick Guide to Goondiwindi Regional Council Event Approvals and Accountable Officers

### Contacts

Email [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au)

Customer Services (Inglewood)	8 Elizabeth Street, Inglewood	4652 0200
Customer Services Office (Goondiwindi)	100 Marshall Street, Goondiwindi	4671 7400
Customer Services Office (Texas)	Texas Cultural Centre, 50 High Street, Texas	4653 2600

Megan Boyd	Community Development and Events Coordinator
Dion Jones	Director Engineering Services
John Duffield	Environmental Health Officer
John Woods	Executive Manager Admin and Community Services
Luke Tanner	Manager Works
Rebecca Morrissy	NRM Officer
Phillip Gall	Manager – Building and Environmental Services