

## COUNCIL POLICY NO: 028

<b>Responsible Directorate</b>	Planning and Community Services
<b>Responsible Section</b>	Community Services
<b>Responsible Officer</b>	Manager Community Services

### OBJECTIVE:

To provide guidelines and requirements for all bookings and events held in public open spaces managed by the Town and road reserves located in the Town, prioritising the safety of participants and our community.

### SCOPE:

This policy applies to all event organisers and all directorates of the Town of Cambridge.

### POLICY STATEMENT:

The Town is committed to supporting community and special events and the activation of spaces, while preserving the reasonable amenity of residential areas.

### Categories

Bookings and events under this policy will be assessed upon application and categorised from 1 – 5 as outlined in the table below:

Category 1	Low risk, low impact, small scale bookings.
Category 2	Low-medium risk, low-medium impact, low-medium scale bookings.
Category 3	Medium risk, medium impact, medium scale bookings
Category 4	Complex, medium-high risk, high impact, large scale bookings.
Category 5	Complex, high risk, high impact, very large scale bookings

#### Category 1

'Category 1' bookings are generally low risk, low impact and do not place significant demand on staff resources.

Applications: Must be submitted in writing not less than 10 business days prior to the date of anticipated use.

Approval: The Chief Executive Officer (CEO) or his authorised representative may approve Category 1 bookings.

#### Category 2

'Category 2' bookings are generally low-medium risk, low- medium impact, however have elements which require staff resources for booking planning and compliance.

Application: Must be submitted in writing not less than 10 business days prior to the date of anticipated use.

Approval: The Chief Executive Officer or his authorised representative may approve Category 2 bookings.

### **Category 3**

'Category 3' bookings are generally medium risk, medium impact, and involve elements which require significant staff resources for event planning and compliance.

Applications: Must be submitted in writing not less than 3 months prior to the date of anticipated use.

Approval: The Chief Executive Officer or his authorised representative may approve Category 3 bookings or events. At the CEO's discretion, Category 3 events may be presented to council for approval or refusal.

Additional requirements: Event organisers may be required to enter into a Memorandum of Understanding with the Town which provides detail of responsibilities of both parties.

### **Category 4**

'Category 4' bookings are generally medium-high risk and are anticipated to have a medium-high impact on the space. These events require a high level of staff resourcing for event planning, approval, consultation and compliance.

Applications: Must be submitted in writing not less than 6 months prior to the date of anticipated use.

Approval: At the Chief Executive Officer's discretion, Category 4 events may be presented to council for approval or refusal.

The Chief Executive Officer or his authorised representative may approve Category 4 events that have been successfully conducted within the past twelve-month period and will be conducted under the same conditions as previously imposed.

Additional requirements: Event organisers will be required to enter into a Memorandum of Understanding with the Town which provides detailed responsibilities of both parties.

### **Category 5 Events**

'Category 5' bookings are generally complex, high risk and anticipated to have a high impact on the space. These events require a high level of staff resourcing for event planning, approval, consultation and compliance.

Applications: Applications must be submitted in writing not less than 6 months prior to the date of anticipated use.

Approval: Category 5 events will be presented to council for approval or refusal. The Chief Executive Officer or his authorised representative may approve Category 5 events that have been successfully conducted within the past twelve-month period and will be conducted under the same conditions as previously imposed.

Additional requirements: Event organisers will be required to enter into a Memorandum of Understanding with the Town which provides detail of responsibilities of both parties.

## General Conditions for Approval

The following conditions will apply to bookings and events identified in this policy:-

- (a) The relevant application form must be completed in full with all required event details included;
- (b) The Town will determine the availability and suitability of the location sought by the applicant;
- (c) Events must comply with all current Town of Cambridge policies and local laws, in addition to all state and federal regulations and standards, including however not limited to:
  - (a) Local Government Act 1995;
  - (b) Town of Cambridge Local Government and Public Property Local Law 2017;
  - (c) Town of Cambridge Trading in Public Places Local Law 2016;
  - (d) Town of Cambridge Waste Local Law 2016;
  - (e) Town of Cambridge Policy 14 Community Facilities, Parks and Reserves Conditions of Hire 2019;
  - (f) Town of Cambridge Policy 080 Road Closures for Public Events 2020;
  - (g) "Guidelines for Concerts, events and organised gathering" (2009) Health Department of Western Australia;
  - (h) Australian Standard AS/NZS 31000:20009 Risk management – Principles and guidelines;
  - (i) Australian Standard AS 3745 Emergency Management Plan;
  - (j) Health (Public Buildings) Regulations 1992;
  - (k) Environmental Protection (Noise) Regulations 1997;
  - (l) Health Act 1911;
  - (m) Liquor Control Act 1988;
  - (n) Food Act 2008; and
  - (o) Disability Discrimination Act 1992.
- (d) The Town must be provided with all promotional material for approval prior to distribution;
- (e) The CEO may refuse any booking recognised to be of significant risk to the Town.

## DEFINITIONS:

Definitions are taken as those detailed in the *Local Government Act 1995* and associated legislation.

Document Control				
<b>Office Use Only:</b>				
<b>Previous Policy No</b>	Policy No. 2.1.19			
<b>Statutory Legislation and Compliance</b>	<i>Local Government Act 1995</i>			
<b>Related Documents/Legislation</b>	<i>Local Government (Administration) Regulations 1996</i>			
<b>Date of Adoption by Council</b>	Council Meeting – 19 December 2000			
<b>Date Reviewed/Amended</b>	28 October 2003 28 June 2016	20 December 2005 24 June 2018	22 April 2008 28 July 2020	27 April 2010 24 August 2021
<b>Next Review Date</b>	April 2024			