



Council Policy: POL/113	Event Conditions		
Reference	<i>Strategic Community Plan 2013-2023</i> Priority Area: 1 Major Strategy: 1.3	<i>Corporate Business Plan 2020 - 2024</i> Priority Area: 1 Major Strategy: 1.4	
Responsible Officer	Executive Manager Corporate Services and Governance		
Policy Area	Corporate Services – Community		
Council Adoption Date	15 December 2020	Version Number	V1
Amendment Dates		Next Review Date	2023

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy provides authority for the Chief Executive Officer (CEO) to approve the use of Town of Cottesloe facilities and to approve event applications, subject to compliance with relevant legislation, local laws and policies.
- 1.2. This Policy aims to ensure that the primary usage of facilities under the control of the Town of Cottesloe remains for passive recreation that endeavours to not impede public access to facilities.

2. Policy Scope

- 2.1. Unless exempt under this Policy or any other Council Policy, or by any decision of Council, this Policy applies to all events held at Town facilities, including events produced by the Town.
- 2.2. This Policy applies in addition to any relevant legislation, legal requirements and Town of Cottesloe Local Laws and Policies, in place at the time an application is made.

3. Policy Requirements

- 3.1. For an event to be approved the following criteria must be met:



- 3.1.1 The event complies with all relevant legislation, local laws and policies at all times.
- 3.1.2 The applicant is required to hold public liability insurance, with cover no less than \$20 million.
- 3.1.3 The event will not cause a significant adverse environmental effect as determined by the CEO.
- 3.1.4 The applicant shall ensure adequate arrangements for recycling and waste removal as determined by the CEO.
- 3.1.5 Single use plastics, polystyrene or Styrofoam are not to be used, sold or distributed by the applicant (or any parties under the applicant's control or supervision) before, during or after the event. In exceptional circumstances (e.g. the use of medical equipment) the CEO on receipt of an application may consider the use of single use plastic items where there is no reasonable alternative.
- 3.1.6 The applicant (and any parties under the applicant's control or supervision) is not permitted to use or release gas filled balloons.
- 3.1.7 The applicant (and any parties under the applicant's control or supervision) is to ensure the event is smoke free.
- 3.1.8 The event is to be conducted consistent with the protection afforded to the full length of the Cottesloe Reef as a Fish Habitat Protection Area (FHPA).
- 3.1.9 The applicant is to deal with transport and/or parking with appropriate access/signage to and from the event, to the satisfaction of the CEO.
- 3.1.10 The applicant is to promote sustainable transport including walking, riding and public transport alternatives.
- 3.1.11 The applicant is to submit a Risk Management Plan or Assessment, as determined by the CEO.
- 3.1.12 The applicant is to provide satisfactory security and crowd control measures, as determined by the CEO.
- 3.1.13 No liquor is to be served unless authorised by the CEO. A valid licence from the Department of Racing, Gaming and Liquor is to be provided to the Town for comment prior to the event if the sale or supply of alcohol is to occur.



- 3.1.14 The applicant is to provide to neighbouring properties timely notification of the event taking place, to the Town's satisfaction, and provide them with a mechanism to provide feedback about the event.
 - 3.1.15 No private events are to be held on beaches. However, simple wedding ceremonies may be permitted where the CEO is satisfied that they will not unduly impact on the use of the facilities by other users.
 - 3.1.16 No private events involving the use of subcontractors may be held on Town facilities. However, small scale personal events such as children's birthday parties (1 -13 years) may be permitted where the CEO is satisfied that they will not unduly impact on the use of the facility by other users.
 - 3.1.17 The applicant shall comply with any other requirement of the CEO in relation to the specific event.
- 3.2. When considering events, the CEO:
- 3.2.1 Should not approve, in any 12 month period at any one location, more than two events requiring approval under Regulation 18 of the Environmental Protection (Noise) Regulations 1997. However, the CEO can approve more than two such events if satisfied, after appropriate consultation, that the majority of the affected residents have no objection to the holding of the additional events.
 - 3.2.2 May authorise up to one public commercial event (as per the Town's Event Classification Policy) per month at any location.
 - 3.2.3 May permit other commercial activity at Town Halls, as per the Civic Centre Hall Hire Policy.

4. Exemptions

- 4.1. This Policy does not apply to Cottesloe Civic Centre exclusive event and catering contractor, for events carried out under the relevant contract.

5. Definitions

- 5.1. **CEO** – Chief Executive Officer for the Town of Cottesloe or delegate;
- 5.2. **Facility/Facilities** – Any building, reserve or public open space that is owned by the Town or under the Town's care, control or management.



6. Relevant Legislation includes:

- 6.1. *Health (Public Buildings) Regulations 1992*
- 6.2. *Food Act 2008*
- 6.3. *Health (Miscellaneous Provisions) Act 1911 and subsidiary regulations*
- 6.4. *Environmental Protection (Noise) Regulations 1997*
- 6.5. *Health Local Law 1997*
- 6.6. *Special Events Local Law 2006*
- 6.7. *Local Government Property Local Law 2001*
- 6.8. *Beaches and Beach Reserves Local Law 2012*
- 6.9. *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*

7. Other Relevant Procedures/Key Documents include:

- 7.1. Liquor (Licensed Premises) Policy
- 7.2. Event Classification Policy
- 7.3. Civic Centre Hall Hire Booking Policy
- 7.4. Beach Policy
- 7.5. Fireworks Policy
- 7.6. Schedule of Fees and Charges
- 7.7. Facility Hire – Conditions of Use
- 7.8. Event Application Form
- 7.9. Contract - Cottesloe Civic Centre exclusive event and catering contractor