Community Street Event
Policy & Procedure
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<td>Director Community, Planning &amp; Communications</td>
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1 **Purpose**

1.1 The Community Street Event Policy & Procedure (the “Policy”), is to offer residents of City of Prospect the opportunity to hold an event on publically accessible Council owned local roads. The Policy outlines the steps required by local community event organisers to ensure that any approved, City of Prospect resident initiated event can run safely and smoothly through clear and supportive processes that minimises and manages traffic as well as other obstacles and risks.

2 **Scope**

2.1 The scope of this Policy is to summarise Council's position regarding locally initiated events and (ie street parties) in order to:

2.1.1 Outline the responsibilities of local event organisers and Council regarding traffic management, insurance, notifications and waste;

2.1.2 Ensure that all affected parties are notified of a proposed local street event and are given reasonable opportunity to make a submission prior to assessment/decision by Council;

2.1.3 Maintain a balance between the community benefits of locally initiated events and the impact on Council’s workload/finances; and

2.1.4 Ensure that Council allocates a budget amount each year to cover the traffic management, Public Liability costs and administration costs associated with the community holding a street event, and that no local event fee will apply or be paid by residential event applicants as covered by this Policy and within this approval process.

3 **Definitions**

3.1 Community Street Event - a social, public event held outdoors in a street or adjacent public area, typically one organised by and for local residents of that street or in close proximity to that public area.

4 **Legislative and Corporate Requirements**

4.1 The Community Street Event Policy & Procedure is to be read and implemented in conjunction with Council’s other relevant policies, strategies and documents, including:

4.1.1 Food Act 2001

4.1.2 Work Health and Safety Act 2012

4.1.3 Road Traffic Act 1961

4.1.4 Local Government Act 1999

4.1.5 Australian Road Rules

4.1.6 Traffic Management Policy 2008
5 Policy Statement

5.1 Council has a legal obligation to provide an enjoyable, safe and accessible environment for all who live, work and recreate in the City and as such, clear guidelines and processes for the holding of local community street events are required.

6 Application of Policy

6.1 Council invites local residents of Prospect to make an application to hold a street event once a year, to celebrate what is great about their neighbourhood and/or street.

6.2 Council will set an annual budget allocation to cover the direct costs associated with the traffic management requirements and Public Liability responsibilities of closing a local street to ensure the public safety of the people attending the street event (on the street) for a number of these events to occur.

6.3 Council Responsibilities

6.3.1 Road Closures

(1) This policy covers all events that require the closure of a local road. As each street within City of Prospect is different, each application for a street event will be judged on its merits.

(2) The major consideration for Council is that the proposed event location must be ‘fit for purpose’. As such, Council will generally not allow street events to be held on certain streets such as main roads or busy thoroughfares.

(3) As the closure of any road, even for a short period of time, has the potential to inconvenience all road users, Council may require up to six (6) weeks for processing in order to develop a traffic management plan for local street events.

(4) Please note that for safety reasons, once the barricades are in place and the road is closed, no vehicles (other than emergency vehicles) will be able to pass the barriers and enter/exit the closed road area (this includes those of the event organisers).

6.3.2 Public Liability

(1) For all approved community street events, where Council solely manages the traffic and risk management required, Council will provide $20,000,000 public liability insurance via its own insurer, as part of the approval process for up to five (5) street events per annum.

6.3.3 Activities will not be approved that:

(1) May cause permanent damage to any area being used by the applicant.
(2) Do not respectfully consider the religious and cultural differences of our community.

(3) Are ‘exclusive’ and not publically accessible, including for which ie an entrance fee is charged.

(4) Are considered detrimental to the amenity of residents not attending.

(5) Do not comply with Council Policies and By-Laws, Eastern Health Authority Guidelines or SafeWork SA practices.

6.4 For community street events approved under this Policy, Council will:

6.4.1 Develop a traffic management plan to ensure minimum disruption for surrounding streets (to Australian Standard 1742.3);

6.4.2 Notify all local residents of the street, outlining the times/locations of road closures/disruptions;

6.4.3 Notify all relevant emergency services including SA Fire Brigade, SA Police and SA Ambulance Service;

6.4.4 Supply and install temporary barricades and signage prior to the event site as required by the plan;

6.4.5 Remove temporary barricades and signage after the event, time and date at Council’s discretion;

6.4.6 Have the right to withdraw its consent or cancel the permission if the activities are not being conducted in accordance with the conditions set out in the consent letter or permit. Penalty charges and fees may apply.

6.5 Community street event organiser responsibilities:

6.5.1 The organiser(s) of a community street event must ensure that:

(1) An application for a community street event is received by Council a minimum four (4) but ideally six (6) weeks prior to the scheduled event;

(2) If initial approval is granted, the organiser must then:

(a) Undertake a Risk Assessment and complete the required template provided by Council;

(b) Supply any additional information as required.

(3) To allow for a successful event, the organiser should also ensure that:

(a) The proposed event is supported by the majority of residents of the street (50% or greater of the affected area of the street);

(b) People attending remain within the street area approved for the community street event and protected by the road closures.

(c) An extreme heat and / or wet weather contingency plan is developed;
(d) Safety equipment is available and accessible including a fire extinguisher and first aid kit;

(e) No commercial catering activities are to undertaken at the community street event;
   - only commercially produced, pre-packaged food and drink items may be sold ie cans of drink or pre-packaged packets of crisps or biscuits; and
   - local ‘home made’ food items can be shared within the event site, but not sold.

(f) ‘Pop-up market style community street events are permitted for the sale of:
   - locally made craft items; and
   - locally grown fruit and vegetables that can be peeled.

(g) All waste is recycled and/or disposed of appropriately;

(h) Noise is kept to a minimum;

(i) The street event will end by 10pm for occupation of the road (road closures) to cease by 11pm. When clear, the road will be reopened to traffic;

(j) Council equipment including barricades and signs are not damaged; and

(k) Provide Council with an overview, summary of the street event (what you did, who and how many people were involved, what worked, and what could be done differently next time) and include any images Council may use to promote the success and Council support of locally run neighbourhood activities. Failure to provide this summary or to adhere to the criteria above, may jeopardise future applications from this locality.

(4) No illegal activities are permitted – where harm may come to an individual, property, the community or the state (a public wrong) that are forbidden and punishable by Australian law.

6.6 Application Process

6.6.1 Upon receipt of a completed application form, Council will undertake a preliminary assessment of the proposed event site. As Council’s resources are limited, only a limited number of events can be approved in each financial year, estimated at between two (2) and five (5). Applications will be assessed in order of their receipt and Council therefore encourages applicants to apply as early as possible in each financial year;

6.6.2 If Council considers that the proposed event date/site is appropriate, Council will write to the applicant notifying of preliminary approval;
6.6.3 If preliminary approval is granted, the applicant must then complete the required Risk Assessment in consultation with Council staff; and

6.6.4 When all paperwork is received as required, Council will arrange with the applicant suitable times for the delivery of barricades and signs as required in the Traffic Management Plan.

6.7 Application Forms

6.7.1 All assessments of an application for a street event permit are based on the attached Community Street Event Permit Application Form. This form must be completed and sent to admin@prospect.sa.gov.au

6.7.2 For more information on Council’s Community Street Event Policy and application process, please call Council’s Events Team on (08) 8269 5355 or email admin@prospect.sa.gov.au

7 Review

7.1 The Policy will be reviewed in line with Council’s Corporate Governance Framework.

8 Access to the Policy

8.1 The Policy is available for public inspection on Council’s website www.prospect.sa.gov.au and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

9 Further Information

9.1 For further information about this policy please contact:

Director Community, Planning & Communications
City of Prospect
128 Prospect Road
Prospect SA 5082

Ph 8269 5355
Email admin@prospect.sa.gov.au