

# Community Street Event Policy

<b>Reference Number:</b>	CR20/24036
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director Community and Planning
<b>Responsible Officer (s):</b>	Manager Arts and Events
<b>Initial Adopted Date:</b>	23 May 2017
<b>Last Review Date:</b>	April 2020
<b>Next Review Date:</b>	April 2024
<b>Legislation:</b>	<i>Local Government Act 1999</i> <i>Work Health and Safety Act 2012</i> <i>Food Act 2001</i> <i>Road Traffic Act 1961</i> <i>Australian Road Rules</i>
<b>Related Documents:</b>	Corporate Risk Management Policy Council By-Law No. 1 - Permits and Penalties Council By-Law No. 4 - Roads Eastern Health Authority Guidelines SafeWork SA Codes of Practice Australian Standards

## 1 Purpose

- 1.1 The Community Street Event Policy (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, public safety (eg noise, food), notifications, risk management and waste;
  - 2.1.2 Ensure that all affected parties are notified of a proposed Community 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 considers the allocation of a budget amount each financial year, as part of the budget process, for costs associated with traffic management, Public Liability and administration associated with the community holding a Community 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 organised by and for local residents of that street or in close proximity to that public area.
- 3.2 Event Organiser – the key contact person for the event who is coordinating the logistics, risk management and event delivery, and is the person who is lodging the required documentation/application with Council.

### **4 Policy Statement**

- 4.1 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 Community Street Events are required.

### **5 Legislative Requirements**

- 5.1 The Community Street Event Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents.

### **6 Application of Policy**

- 6.1 Council invites local residents of Prospect to make an application to hold a Community Street Event once a year, to celebrate what is great about their neighbourhood and/or street, recognising that street parties are a great way to meet neighbours and build community spirit.
- 6.2 Council will consider an annual budget allocation, as part of the budget process, to cover the direct costs associated with the traffic management requirements and Public Liability responsibilities of occupying a local street to ensure the safety of the public attending and/or participating in the street event (on the street) for a number of these events to occur.
- 6.3 Council Responsibilities
  - 6.3.1 Temporary Road Closures
    - (a) This policy covers all events that require the temporary closure of a local road. As each street within City of Prospect is different, each application for a Community Street Event will be considered on its

merits and meeting relevant criteria or supports Council's Strategic Plan

- (b) A significant consideration for Council is that the proposed event location must be 'fit for purpose'. As such, Council will generally not allow events to be held on certain streets such as busy thoroughfares.
- (c) Roads under the care, control and management of the State Government will require separate approval via the relevant State Government Department.
- (d) As the temporary closure of any road, even for a short period of time, has the potential to inconvenience road users, Council may require up to six (6) weeks for processing in order to develop a traffic management plan for Community Street Events.
- (e) Public safety is paramount and to ensure a safe environment for participants and attendees, only Emergency Service vehicles may access a road that is temporarily closed to traffic.

#### 6.3.2 Public Liability

- (a) Public Liability insurance for the Community Street Event is secured for and on behalf of the Event Organiser for \$20,000,000.

#### 6.3.3 Activities will not be approved that:

- (a) May cause damage to the public realm as a result of the event
- (b) Do not respectfully consider the religious and cultural diversity of our community.
- (c) Are 'exclusive' and not publically accessible, including for which ie an entrance fee is charged.
- (d) Are considered detrimental to the amenity of residents not attending.
- (e) Do not comply with Council Policies and By-Laws, Eastern Health Authority Guidelines (EHA) ,SafeWork SA practices.

#### 6.4 For Community Street Events approved under this Policy, Council will:

- 6.4.1 Develop a traffic management plan in accordance with Australian Standard 1742.3;
- 6.4.2 Obtain relevant approvals from external government agencies where required.
- 6.4.3 Notify all relevant emergency, utility and public transport services
- 6.4.4 Advertise the temporary road closure in accordance with Road Traffic Act 1061, Section 33 requirements.
- 6.4.5 Supply and install temporary traffic control devices in accordance with Road Traffic Act and Australian Standard requirements.

- 6.4.6 Remove temporary traffic control devices in accordance with traffic management plan.
- 6.4.7 Have the right to exercise powers and withdraw approval or cancel the approval if the activities are not being conducted in accordance with the conditions set out in the approval letter or permit. Penalty charges and fees may apply.
- 6.5 For Community Street Events approved under this Policy, the Event Organiser will :
- 6.5.1 If initial approval is granted, the Event Organiser must then:
- (a) Undertake a Risk Assessment and complete the required template provided by Council;
  - (b) Supply any additional information as required.
  - (c) Notify all local residents of the street, outlining the times/locations of the road closures/disruptions;
- 6.5.2 To allow for a successful event, the Event Organiser should also ensure that:
- (a) The proposed event is supported by the majority of residents of the street (51% 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) A 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) If commercial / community catering activities are to undertaken at the Community Street Event, they must ;
    - be commercially produced, pre-packaged food and drink items may be sold ie cans of drink or pre-packaged packets of crisps or biscuits; or
    - local 'home made' food items can be shared within the event site, but not sold; or
    - Approved food vans as per application form; and
    - All must be notified to EHA six (6) weeks prior to the event by the Event Organiser, and all parties must follow guidelines and legislation as per EHA.
  - (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 in accordance with Council's requirements of the Event Organiser;
- (h) Noise is kept to a minimum, and in accordance with Environmental Protection Agency standards;
- (i) The event will end by 10pm for occupation of the road (road closures) to cease by 11pm. When clear safe, 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 Community 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.

6.5.3 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 and proposed location. 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 and approved, Council will then initiate the Traffic Management Plan, including full installation and removal of the Traffic Management Plan and required public advertising relating to this event.

## 6.7 Application Forms

- 6.7.1 All assessments of an application for a Community Street Event are based on the information provided in the Community Street Event Form available from our website. This form must be completed and sent to [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au).

## **7 Review**

The Policy can be reviewed once per Council term or as required by legislation.

## **8 Access to the Policy**

8.1 The Policy is available to the public:

[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)

Customer Services, 128 Prospect Road, Prospect SA 5082.

## **9 Further Information**

For further information about this policy and application process please contact:

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City of Prospect  
128 Prospect Road  
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