



## COMMUNITY SERVICES

### Community Services

5.1.7

|                                |  |
|--------------------------------|--|
| <b>TITLE:</b>                  | <b>EVENTS HELD ON LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES</b>  |
| <b>ADOPTED:</b>                | OCM 25 May 2005 – Pages 74 - 76  |
| <b>REVIEWED:</b>               | OCM 26 October 2009 – Pages 38 – 41<br>OCM 2 August 2010 – Pages 32 – 42<br>OCM 15 March 2012 – Pages 96 – 103   |
| <b>ASSOCIATED LEGISLATION:</b> | Shire of Broome Local Government Property and Public Places Local Law 2003<br>Local Government Act 1995<br>Trading, Outdoor Dining and Street Entertainment Local Law 2003<br>Signs, Hoardings and Bill Posting<br>Trading in Public Places<br>Health Act 1911<br>Health Local Laws 2006   |
| <b>ASSOCIATED DOCUMENTS:</b>   | Policy 2.3.4 – Parks & Reserves, Venue Hire Charges and Conditions<br>Policy 3.1.14 – Events on Roads<br>Policy 4.2.2 – Guidelines for Concerts, Events and Organised Gatherings<br>Policy 4.2.3 – Street Entertainments / Busking<br>Policy 5.1.7 – Events held on Local Government Property and Public Places<br>Policy 5.2.1 – BRAC – Non Sporting Special Events |
| <b>REVIEW RESPONSIBILITY:</b>  | Director Corporate and Community Services  |
| <b>DELEGATION:</b>             | Approval to authorise events on local government property and in public places be delegated to the Chief Executive Officer. (OCM resolution 22 March 2005, pages 77 – 81).<br>Previous Policy Number 6.1.2 renumbered as 4.2.1   |

#### Objective:

To provide a framework for the management and coordination for events and functions in public space and local government managed property.

To provide clarity to event organisers on the suitability of local government property for events.

#### Guiding Principles

Ensure a consistent / coordinated approach and provide clarity to event organisers

- Allow for a variety of events that caters for a cross-section of the community
- Ensure liaison between relevant land managers and local authorities

- Ensure consistent application of the 'Criteria to be Demonstrated by Event Organisers'
- Apply event application processes consistently

### **Objectives and Criteria for Approval of Events**

| <b>Objectives</b>  | <b>Essential criteria to be demonstrated by Event Organisers</b>   |
|--|--|
| Mitigate risks to the safety of event participants and spectators                                    | <ul style="list-style-type: none"> <li>- Event proposals must identify all safety issues and propose appropriate management strategies, consistent with Australian Standards, to mitigate risks to the safety of participants and spectators.</li> <li>- All events must consider access and inclusion for all, including people with a disability as per creating Accessible Events on the Disability Services Commission website <a href="http://www.disability.wa.gov.au">www.disability.wa.gov.au</a></li> </ul>   |
| The natural and built environment of Broome is protected and enhanced                                | <ul style="list-style-type: none"> <li>- Proposed events must seek to protect identified values in line with State Environmental Policies (SEP) and Environmental Protection Policies (EPP)</li> <li>- Events must identify strategies to protect Shire assets from damage, theft and vandalism during the course of the event, including turf surfaces and landscaping</li> <li>- Event proposals must demonstrate how they plan to mitigate adverse social impacts such as noise, odour, crowding, unsightly infrastructure, waste and traffic conditions</li> </ul> |
| Ensure that existing commercial arrangements with the Shire of Broome are acknowledged and protected | <ul style="list-style-type: none"> <li>- Event proposals must undertake consultation with any approved commercial business operating within the event venue.</li> <li>- Event proposals must not conflict commercial arrangements in place on local government property, including leases.</li> </ul>  |
| <b>Objectives</b>  | <b>Desirable criteria to be demonstrated by Event Organisers</b>   |
| Promote quality tourism / recreation experiences   | <ul style="list-style-type: none"> <li>- Event proposals should:</li> <li>- Demonstrate a high quality of presentation and content</li> <li>- Consider active participation and recreational values of its audience</li> <li>- Consider impacts on ongoing local recreational activity</li> </ul>  |
| Recognise the unique cultural values of Broome   | <ul style="list-style-type: none"> <li>- Event proposal should, where possible, reflect the multicultural and shared history values of Broome and the Kimberley Region</li> </ul>  |
| Events are accessible and affordable and contribute to the well-being and safety of the community    | <ul style="list-style-type: none"> <li>- Event proposals should involve, where possible, local businesses and services</li> </ul>  |

## **Definitions:**

For the purposes of this policy, the following definitions shall be applied:

A Public Place includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare is on private property, but does not include:

- (a) premises on private property from which trading is lawfully conducted under a written law; and
- (b) local government property

A function means an event or activity characterised by any or all of the following:

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) it is organised by or on behalf of a club
- (d) payment of a fee is required for attendance; and
- (e) there is a systematic recurrence in relation to the day, time and place;

Local government property means anything:

- (a) which belongs to, or is owned by or is under the care, control and management of a local government;
  - (b) which is an "otherwise unvested facility" within section 3.53 of the Act; or
  - (c) of which the local government is the management body under the *Land Administration Act 1997*,
- but does not include a thoroughfare;

## **Policy:**

1. Approval be given for compliant Events held on Local Government Property and Public Places, by way of issuing an Event Permit under Shire of Broome Local Government Property and Public Places Local Law Clause 2.1, subject to compliance with the following conditions:

1.1 An (Organised Activity) Event in a Public Place Permit shall be issued to events and activities in a public place or on local government property that meet the definition of a function as above with expected attendance not exceeding 100 people.

1.2 An Event Permit shall be issued to events and activities that meet the definition of a function as above and also require one or any of the following; exclusive access to a public place or local government property, liquor or the serving of food approvals, road closures and traffic management, infrastructure or signage introduced to the site, amplified music (live or recorded) and / or expected attendance will be between 100 and 1,000 people.

1.3 A (Large Scale Event) Event Permit shall be issued to events and activities that meet the definition of a function as above and also require one or any of the following; exclusive access to a public place or local government property, liquor or the serving of food approvals, road closures and traffic management, infrastructure or signage introduced to the site, amplified music (live or recorded) and expected attendance will exceed 1,000 people.

2. All organisers of an event or function must apply in writing using the appropriate event application form outlined in the Shire of Broome Event Application 2012 Information for Applicants document.
3. All organisers of an event must comply with all conditions attached to the event permit including payment of any applicable fees.
4. All events must comply with all relevant local, state and federal Acts, laws, policies and regulations appropriate to the event or activity.
5. Any Event Permit (Large Scale Event) must be approved by Council where expected attendance will exceed 3,000 people or as deemed necessary by the Chief Executive Officer.
6. The type and size of events are restricted as per the following details, to ensure the suitability of events at those venues. Events may be considered at other venues, reserves or street locations at the discretion of the Shire of Broome.

Venue Specifications

Subject to approval by relevant agencies and/or Chief Executive Officer

Cable Beach Amphitheatre

Cable Beach Amphitheatre may be used for public and private events with a capacity not exceeding 2,000 people at any one time. The venue may be used for events not more than 100 days per calendar year to allow for maintenance of grassed surfaces. Events are limited in duration to no more than 3 days, to allow for maintenance of grassed surfaces.

| <b>Event Type</b>           | <b>Suitable for Venue</b> |
|-----------------------------|---------------------------|
| Concert                     | Yes                       |
| Fireworks                   | No                        |
| Street Parade               | Yes                       |
| Carnival                    | No                        |
| Sporting Carnival           | No                        |
| Wedding                     | Yes                       |
| Private Function            | Yes                       |
| Market                      | No                        |
| Multi – Day Festival        | No                        |
| Arts / Cultural Performance | Yes                       |
| Meeting or Seminar          | Yes                       |

### Male Oval and Concourse

Male Oval is retained as the premier venue for large scale public events and festivals. The Male Oval Concourse, adjacent to Carnarvon Street is retained as the premier venue for carnivals and markets. Events on Male Oval with crowd sizes in excess of 5,000 people should be limited to no more than 10 days per annum to manage impacts to local businesses and residents and minimise impacts on grassed surfaces. Events are limited in duration to no more than 3 days, to allow for maintenance of grassed surfaces.

| <b>Event Type</b>           | <b>Suitable for Venue</b> |
|-----------------------------|---------------------------|
| Concert                     | Yes                       |
| Fireworks                   | Yes                       |
| Street Parade               | Yes                       |
| Carnival                    | Yes                       |
| Sporting Carnival           | Yes                       |
| Wedding                     | Yes                       |
| Private Function            | Yes                       |
| Market                      | Yes                       |
| Festival                    | Yes                       |
| Arts / Cultural Performance | Yes                       |
| Meeting or Seminar          | Yes                       |

### Town Beach

Town Beach may be used for small scale public or private events, festivals and markets. Activity at Town Beach must cease by 10pm to minimise impacts to local residents and businesses. A Traffic Management Plan must be initiated for events where any of the following criteria is met:

- The event is expected to adversely impact town traffic routes and cause disruption to the non-event community;
- Projected ticket sales exceed four (4) times the number of formal public car parking spaces available within 400m of the entertainment venue;
- Larger numbers of patrons (>1000) are expected;
- Alcohol is permitted at the event;
- Significant numbers of pedestrians are expected in the traffic mix;
- Uncontrolled parking on the verge and/or footpath is expected;
- The event occurs at night;
- The event conflicts with other road activities occurring at the same time eg road works;
- The CEO determines that the situation justifies the preparation of a Traffic Management Plan;

| <b>Event Type</b> | <b>Suitable for Venue</b> |
|-------------------|---------------------------|
| Concert           | Yes                       |
| Fireworks         | No                        |
| Street Parade     | Yes                       |

|                             |     |
|-----------------------------|-----|
| Carnival                    | No  |
| Sporting Carnival           | No  |
| Wedding                     | Yes |
| Private Function            | Yes |
| Market                      | Yes |
| Festival                    | Yes |
| Arts / Cultural Performance | Yes |
| Meeting or Seminar          | Yes |

#### Haynes Oval

Haynes Oval will be retained for sporting events and carnivals. Other events and activities will only be considered in extraordinary circumstances and approved by Council.

| <b>Event Type</b>           | <b>Suitable for Venue</b> |
|-----------------------------|---------------------------|
| Concert                     | No                        |
| Fireworks                   | No                        |
| Street Parade               | No                        |
| Carnival                    | No                        |
| Sporting Carnival           | Yes                       |
| Wedding                     | No                        |
| Private Function            | No                        |
| Market                      | No                        |
| Festival                    | No                        |
| Arts / Cultural Performance | No                        |
| Meeting or Seminar          | No                        |

#### Broome Recreation and Aquatic Centre (BRAC)

BRAC is to be retained as the primary centre for indoor and aquatic sports, recreation and sporting carnivals.

BRAC may be utilised for not for profit, non sporting organisations for events, concerts, meetings and seminars as per Policy 5.2.1 – BRAC Non Sporting Events.

| <b>Event Type</b> | <b>Suitable for Venue</b> |
|-------------------|---------------------------|
| Concert           | Yes                       |
| Fireworks         | No                        |
| Street Parade     | No                        |
| Carnival          | No                        |
| Sporting Carnival | Yes                       |
| Wedding           | No                        |

|                             |     |
|-----------------------------|-----|
| Private Function            | No  |
| Market                      | No  |
| Festival                    | No  |
| Arts / Cultural Performance | Yes |
| Meeting or Seminar          | Yes |

BRAC FIELDS – Father McMahon Sports Field and Joseph Nipper Roe Sports Field

The BRAC Fields will be retained for sporting events and carnivals. Other events and activities will only be considered in extraordinary circumstances and approved by Council.

| Event Type                  | Suitable for Venue |
|-----------------------------|--------------------|
| Concert                     | No                 |
| Fireworks                   | No                 |
| Street Parade               | No                 |
| Carnival                    | No                 |
| Sporting Carnival           | Yes                |
| Wedding                     | No                 |
| Private Function            | No                 |
| Market                      | No                 |
| Festival                    | No                 |
| Arts / Cultural Performance | No                 |
| Meeting or Seminar          | No                 |

Cable Beach and Gantheaume Point

Events and functions that require exclusive use will only be held in places where vehicles are not permitted, ~~and~~ vehicles are not to be driven in or on the sand dunes. Any use of beach areas for events must obtain the approval of the relevant authorities; Shire of Broome, Nyamba Buru Yawuru Ltd, Broome Port Authority. Functions on Cable Beach which require exclusive use for can be conducted at 2 locations.

1. On Cable Beach between the vehicle access ramp and the stairs closest to the access ramp. A 10m boundary must be in place between the function and the vehicle access ramp and from the stairs. There must also be a 20 metre boundary maintained from the waters edge to the function to allow the public to traverse through the area. ~~must be conducted at~~

2. Gantheaume Point within ~~the last 50 metres of following the permitted vehicle zone.~~

Functions on the beach must be limited to no more than 200 people and be restricted to 1 event per day.

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Indent: Left: 0.63 cm

| <b>Event Type</b>           | <b>Suitable for Venue</b> |
|-----------------------------|---------------------------|
| Concert                     | Yes                       |
| Fireworks                   | No                        |
| Street Parade               | No                        |
| Carnival                    | No                        |
| Sporting Carnival           | Yes                       |
| Wedding                     | Yes                       |
| Private Function            | Yes                       |
| Market                      | No                        |
| Festival                    | No                        |
| Arts / Cultural Performance | Yes                       |
| Meeting or Seminar          | No                        |

Note – Original Policy 6.1.2 – Events in Chinatown was revoked at the Ordinary Meeting of Council held 22 March 2005 due to the amalgamation of Policies:

- 6.1.2 – Events in Chinatown
- 6.1.3 – Events at Town Beach
- 6.1.3 – Events at the Amphitheatre
- 6.1.8 – Functions on Cable Beach and Gantheaume Point

Into the new policy 6.1.2 – Events held on Local Government Property and Public Places. Policy 6.1.2 renumbered as Policy 4.2.1 then replaced by this Policy 5.1.7





Wednesday, December 05, 2012

1:3000

Digital Mapping Solutions does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

