

**Public Community Events**

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<b>Policy Owner:</b>	Place Management
<b>Contact Person:</b>	Manager Place Management
<b>Date of Approval:</b>	12 October 2021 (CP05-10/21)

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**POLICY STATEMENT**

The purpose of this policy is to ensure support and delivery of **public community events** is aligned with the City of Wanneroo's (City's) vision of *creating a vibrant, progressive City*. We want events staged in the City to invoke a sense of public pride, activate places and encourage community participation and cohesion. This policy also seeks to ensure events held within the City of Wanneroo are safe, well-managed and inclusive.

**POLICY OBJECTIVE**

1. To establish an operational framework that ensures a consistent, coordinated and equitable approach in the assessment and approval of public community events.
2. To provide the City and community with a set of guidelines and procedures that ensures best practice event management.

**SCOPE**

A public community event is any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.

The policy applies to all public community events held at any venue across the City (including facilities, roads, footpaths, parks, gardens and reserves).

The policy applies to all public community events conducted by the City or external **event organisers**.

The policy does not apply to regular community facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

The policy excludes **civic events** delivered by the City.

**CONSULTATION WITH STAKEHOLDERS**

The development of this policy has been informed by key internal stakeholders involved in the event application and approval process.

**IMPLICATIONS (Strategic, Financial, Human Resources)**

The Public Community Events Policy relates to following Strategic Community Plan (SCP) objectives: *1.3 Facilities and activities for all* and *1.4 Bringing people together*.

**IMPLEMENTATION**

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

In addition to the City's annual calendar of events, the City is also committed to supporting local events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

The City's facilities and public open space (POS) provide an attractive location for community activities and functions. The City currently coordinates and facilitates the approval process for a large number of public community events each year, which vary in size, scale and complexity. The escalating population growth and development across the municipality has led to an increasing demand for events by community members. This not only creates pressure on City facilities and POS to cater for such requests, but also requires the City to ensure best practice event management to guarantee public safety and protect local amenity. The City therefore recognises the need for a more efficient, integrated and outcome-based approach to event assessment and approval.

The Public Community Events Policy will provide a framework of transparent and equitable processes under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

**Public Community Event Objectives**

The City aims to support the delivery of a diverse range of public community events in accordance to three key objectives that support the City's Strategic Community Plan:

1. Creating vibrancy through the activation of distinctive places

Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.

2. Enhancing the City's cultural heritage and diversity

Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.

3. Supporting the growth of prosperous communities

Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

In addition, the City recognises that public community events held in key activity centres (such as Wanneroo, Clarkson, Banksia Grove, Girrawheen, Koondoola, Alkimos and Yanchep) are important to achieve the City's goals of becoming a vibrant, progressive City.

### **Public Community Event Approvals and Acknowledgements**

All public community events delivered within the City require approval or acknowledgement from the City through an event application.

Event applications for events on City land will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

All applications are assessed to ensure they are compliant with the Health (Miscellaneous Provisions) Act 1911, Health (Public Buildings) Regulations 1992 and the WA Event Guidelines. This includes events held in City owned venues, events on City owned land and events on privately owned land.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any amendments made to City facilities or public open space (POS) to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Events held in City owned venues or on City owned land will receive an event licence once compliant. Events held on private land will receive an event acknowledgement letter once compliant.

### **ROLES AND RESPONSIBILITIES**

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

The Manager Place Management is responsible for the implementation of this policy.

All event organisers are responsible for adhering to the key principles of this policy.

### **DISPUTE RESOLUTION**

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

## WHO NEEDS TO KNOW ABOUT THIS POLICY

- Council Members
- City of Wanneroo employees
- City of Wanneroo residents
- Event organisers

## EVALUATION AND REVIEW PROVISIONS

The adopted policy shall be reviewed every 4 years or earlier in line with relevant legislative changes.

## DEFINITIONS

*DEFINITIONS: Any definitions listed in the following table apply to this document only.*

<b>Public Community Event</b>	Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes.
<b>Event Organiser</b>	Any person, group or organisation that is responsible for organising an event and ensuring notification is made to the City to gain approval.
<b>Civic Events</b>	Activities or functions hosted by the Mayor on behalf of the City to commemorate special occasions and honour individuals in their civic endeavours. Examples include: citizenship ceremonies, Pioneers Lunch, Australia Day Awards and official openings of Council services and facilities.

## RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Public Community Events Management Procedure
- Public Community Events Framework
- Public Community Event Guidelines
- Circuses and Performing Animals Policy
- Civic Functions, Ceremonies and Receptions Policy

## REFERENCES

- City of Wanneroo Strategic Community Plan

## RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

<b>Version</b>	<b>Next Review</b>	<b>Record No:</b>
1 – 27 June 2017	June 2021	17/72003

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