

This Policy replaces all previous policies related to this topic.

Policy Purpose

- 1.1. This Policy provides authority for the Chief Executive Officer (CEO) or the CEO's delegate, to approve the use of Town of Cottesloe facilities and preliminary approval for all 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, 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. Events are required to satisfy the minimum following criteria:
 - 3.1.1 Comply 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 Town.
 - 3.1.4 Adequate arrangements for recycling and waste removal as determined by the Town.
 - 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 Town 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 (or any parties under the applicant's control or supervision) is not permitted to use or release gas filled balloons.
 - 3.1.7 The applicant (or any parties under the applicant's control or supervision) is to ensure the event is smoke free.

- 3.1.8 Conduct the event consistent with the protection afforded to the full length of the Cottesloe Reef as a Fish Habitat Protection Area (FHPA).
- 3.1.9 Consider transport and/or parking with appropriate access/signage to and from the event, as determined by the Town.
- 3.1.10 Promote sustainable transport including walking, riding and public transport alternatives.
- 3.1.11 Submit a Risk Management Plan or Assessment, as determined by the Town.
- 3.1.12 Provide satisfactory security and crowd control measures, as determined by the Town.
- 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 of alcohol is to occur.
- 3.1.14 Neighbouring properties are to be given timely notification of the event taking place, to the Town's satisfaction, and provided with a mechanism to provide feedback about the event.
- 3.1.15 No private events are to be held on beaches.
 - a. Exemptions for Simple Wedding Ceremonies at authorised locations may be considered.
- 3.1.16 No private events with subcontractors may be held on Town facilities.
 - a. Exemptions for non impactful children's parties may be considered.
- 3.2. When considering events, the CEO or the CEO's delegate;
 - 3.2.1 Is not to approve more than two *Environmental Protection (Noise) Regulations 1997* under regulation 18 (6.4) events in any 12-month period at any one location, as these event applications must be referred to Council.
 - 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 (7.8) Civic Centre Hall Hire Policy.

4. Application for Fee Waiver

The Chief Executive Officer is authorised to apply a discretionary fee waiver for hire/event application fees on a case by case basis for community or charitable groups, on a once off basis up to a maximum amount of \$1,000.

4. Definitions

- 4.1. **CEO** – Chief Executive Officer for the Town of Cottesloe
- 4.2. **CEO Delegate** – For the purpose of this Policy the CEO's appointed delegate is the Director of Corporate Services and Governance or any other person who has been appointed as Acting CEO.

- 4.3. **Regulation 18** – approval issued under regulation 18 of the Environmental Protection (Noise) Regulations 1997
- 4.4. **Facility/Facilities** – Any building, place or piece of equipment that is owned by the Town or under the Town’s care, control or management.

5. Legislation

- 5.1. *Health (Public Buildings) Regulations 1992*
- 5.2. *Food Act 2008*
- 5.3. *Health (Miscellaneous Provisions) Act 1911 and subsidiary regulations*
- 5.4. *Environmental Protection (Noise) Regulations 1997*

6. Other Relevant Procedures/Key Documents

- 6.1. *Health Local Law 1997*
- 6.2. *Special Events Local Law 2006*
- 6.3. *Local Government Property Local Law 2001*
- 6.4. *Beaches and Beach Reserves Local Law 2012*
- 6.5. *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*
- 6.6. Liquor (Licensed Premises) Policy
- 6.7. Event Classification Policy
- 6.8. Civic Centre Hall Hire Booking Policy
- 6.9. Beach Policy
- 6.10. Fireworks Policy
- 6.11. Schedule of Fees and Charges
- 6.12. Facility Hire – Conditions of Use
- 6.13. Event Application Form

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Responsible Officer:	Director Corporate and Community Services	Amendment Dates:	25/07/2023
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Reference: *Strategic Community Plan 2013-2023* *Corp. Business Plan 2020-2024*
 Priority Area: 1 Priority Area: 1
 Major Strategy: 1.3 Actions: 1.4