



OPERATING GUIDELINES

TITLE: Street Parades and Marches Operating Guidelines

Approved by: General Manager City Services (April 2005)

Document Owner

Position: Associate Director – Customer

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1 INTRODUCTION

- 1.1 These guidelines provide direction for the way city streets and footpaths are occupied in relation to requests for Marches, Parades and Rallies.
- 1.2 To allow Marches, Parades and Rallies to be carried out in the city in a safe and controlled manner.

2 LEGISLATIVE AND CORPORATE REQUIREMENTS

In adopting this policy it is recognised that there are specific legislative requirements to be met as well as other Corporate goals.

Relevant major legislative requirements are the:

- Local Government Act, 1999
- Road Traffic Act, 1961
- Public Assemblies Act 1972
- By-Law No. 1 – Permits & Penalties
- By-Law No. 4 - Roads

This Policy is to be implemented in conjunction with the Council's Strategic Directions and other relevant Council Policies and Strategies including:

- POPULATION GROWTH - The City as a place to Visit
- POPULATION GROWTH – The City as a place to Work
- POPULATION GROWTH – The City as a place to Study and Learn
- POPULATION GROWTH – The City as a place to Live

3 ROLES AND RESPONSIBILITIES

- 3.1 Customer Service Team – Customer Service Officers
Responsible for initial contact, providing customer with information about how to apply and eligibility.
- 3.2 Approvals Team – Road Events Coordinator
Responsible for receiving, assessing and approvals of applications. Also responsible for maintaining and updating administrative documentation.

4 MONITORING AND REVIEW

- 4.1 The performance of the process will be monitored by monthly team KPI reports.
- 4.2 Procedures will be reviewed on a 6 monthly basis to ensure performance and customer satisfaction.

STREET MARCHES, PARADES AND RALLIES PROCEDURE

Application

- 1 This policy applies to all persons wishing to organise a street parade or procession in the public domain.
- 2 Street marches, parades and rallies will be permitted in accordance with the Public Assemblies Act 1972.
- 3 The safety of the public must be the primary consideration.
- 4 All Street marches, parades and rallies should be authorised by Adelaide City Council's Approvals Officers via the On-Street Activities Application Form and should include;
 - Copy of organisation's public liability insurance certificate (minimum \$20million)
- 5 The setup of any infrastructure on the footpath may require further permits eg "Occupation of Footpath permit" which attracts a fee and conditions separate from this policy.
- 6 The setup of any infrastructure on the road will require the road to be closed under the Road Closure Act, will attract a fee and requires a minimum of 8 weeks notice by the applicant to ensure appropriate notice to Council.
- 7 The setup of any infrastructure on the Park Lands may require the activity to be passed to Adelaide City Council's Event Management Department for approval and Park Lands fees may apply.
- 8 Applications must be received in writing at least seven days (5 working days) before the proposed activities to enable safe coordination of the activity and if necessary cooperation with SA Police.

Procedure

- 9 The Road Event Coordinator assesses the application, inputs all details into pathway and facilitate any necessary road closures with SA Police.
- 10 Once approval has been granted, the Road Event Coordinator notifies the applicant, provides them with a permit and also advises SA Police of the intended activity.
- 11 SA Police then issue a "Traffic Operation Order" that details the coordination of the activity including details such as traffic light operations. SA Police also notify other relevant bodies including Metropolitan Fire Service and SA Ambulance.

Conditions

- 12 The permit holder shall comply with and give all notices required by any relevant act of Parliament, Ordinances, Regulations or By-laws.
- 13 No obstruction is to be caused to pedestrian traffic.
- 14 This permit is to be carried at all times while performing permitted activities, and be produced upon request of a Council or Emergency Services Officer.
- 15 In order to facilitate proper traffic control during the course of the march, Parade or Rally it is essential that participants depart from the area of assembly at the time stated for its commencement.

- 16 The permit holder must leave the area in a clean and tidy condition.
- 17 Instructions issued by Council or any Emergency Services Officers must be obeyed without exception.
- 18 The applicant shall bear the cost of any damage or repairs that may have resulted from the permission to hold the assembly.
- 19 Upon expiry of time on the permit, the activity shall cease.
- 20 The Council reserves the right to revoke the permit at any time.

Use of Parliament House

Applicants wishing to use the steps of Parliament House must contact the Joint Presiding Officers' Secretary, telephone (08) 8237 9388.

Use of Torrens Parade Ground

The applicant wishing to use the Torrens Parade Ground should apply to the Regimental Sergeant Major, Adelaide University Regiment, telephone (08) 8305 7321.

Definitions

For the purpose of this policy the following definitions are provided:

Assembly means any assembly, convention, gathering or procession.

Public Domain includes any road, street footway, court, alley, or thoroughfare to which free access is permitted to the public whether or not the road, street, footway, court, alley, or thoroughfare is on private property.