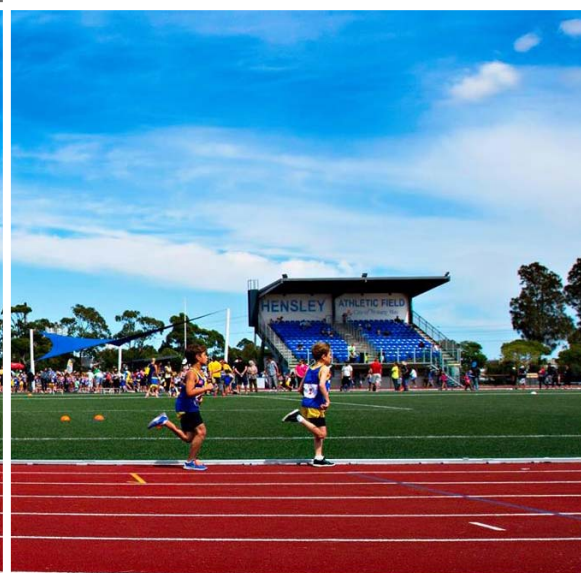


GUIDELINES FOR EVENTS



Introduction

This document aims to improve the coordination of special events for event organisers seeking to hold events within Bayside Council and to ensure that all regulations and procedures are met in accordance with legislation whether it is a major or small event.

Community events are an important part of our lifestyle and Bayside Council welcomes and encourages community events being held to enhance the enjoyment of living and working in the Bayside Council LGA.

An event can have enormous impact on the participants and surroundings. Events can also have a significant impact on local residents and non-event participants which can generate negative publicity and cause safety concerns.

Should you require any further information regarding booking a venue within Bayside Council or further information on organising your event please contact Council's Customer Service on 1300 581 299.

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Application Process and Event Approval

Process

For all events, applicants need to follow the seven (7) step process outlined below for approval:

1. Event application submitted
2. Event application assessment – in principle approval, rejection or request for more information
3. Submission and review of event plan documentation
4. Payment of any fees and charges
5. Event approval
6. Event
7. After the event the site will be inspected and the cost of any remediation works needed will be deducted from the security deposit

Event Application

Event organisers wanting to conduct an event on land owned and/or controlled by Bayside Council need to complete a Community Land Event Application Form.

A Community Land Event Application form may need to be submitted to the Council up to six (6) months prior to the proposed date of the event. See submission timelines in this document. This will provide sufficient time to apply and receive approval from Council and any other relevant authorities to stage the event.

In some cases a development application (DA) may be required for an events. This process can take up to 12 weeks. In most cases a DA will not be required and as such the timeframe required for approval can be minimised.

The event application form is available online or by visiting Council's Customer Service Centres.

Assessment and Timeframes

Council will assess your application and place it into one of the four categories below;

- ◆ **Category 1 (minor)**
A small activity that has low risk and low impact on the local community and/or its environment
- ◆ **Category 2 (medium)**
An activity that has low impact and medium to low risk upon the community and/or its environment
- ◆ **Category 3 (large)**
An activity that has high impact and medium to low risk upon the community and/or its environment
- ◆ **Category 4 (major)**
An event that has high impact and high risk to the community and/or its environment

Category 2, 3 and 4 events will be reviewed by Council's Event Committee.

Event Assessment Matrix – Assessment Criteria

EVENT ELEMENTS	SCORE CRITERIA	FACTORS FOR CONSIDERATION	SCORE
Food Available	Yes = 1 No = 0	Including free, sample & for sale	
Service of Alcohol	Yes = 1 No = 0	Must have liquor licence, includes BYO & sales	
Event Promoted/ Publicly Advertised	Yes = 1 No = 0	Any promotion in a public forum across any media channels	
Additional Waste Services Required	Yes = 1 No = 0	Mandatory Council supply	
Additional Toilets Required	Yes = 1 No = 0	To be advised by Council Officer	
Require Council Utilities (water/ power)	Yes = 1 No = 0		
Security Required	High = 3 Medium = 2 Low = 1	High (Police involvement) Medium (Security company) Low (Council Rangers drive by)	
Impact on Traffic	High = 3 Medium = 2 Low = 1 None = 0	High includes road closure & detours Medium includes lane closure, increased traffic, pedestrian management	
Parking Requirements & Impact	High = 3 Medium = 2 Low = 1 None = 0	High includes potential overflow of illegal parking into nature strips & reserves Medium includes parking signage (changes to parking), traffic cones, ranger presence Low includes congestion in existing parking area	
Stallholder Involvement	Yes = 1 No = 0	Free stalls or stalls paying permit fee	
Entertainment	High = 3 Medium = 2 Low = 1 None = 0	High includes amusement rides or high profile performers Medium includes any performers requiring amplified noise Low non - amplified performances	
Overall Assessment on Community Impact	High = 3 Medium = 2 Low = 1 None = 0	Impact to participants and non-participants, including traffic, noise, duration of event	
Environment Impact	Yes = 1 No = 0	Use Part 5 Environmental assessment form to consider impact	
TOTAL			

Event Assessment Matrix – Scoring Guidelines

MINOR	SCORE 1 - 4
Medium Events	Score 5 - 8
Large Events	Score 9 - 15
Major Events	Score 16 and above

Expected Event Attendance – Assessment Criteria

MINOR	LESS THAN 100 (PARTICIPANTS AND SPECTATORS)
Medium Events	100 - 500 (Participants and Spectators)
Large Events	501 - 1000 (Participants and Spectators)
Major Events	1000+ (Participants and Spectators)

Total Score – Assessment Matrix & Expected Attendance

Minor + Minor	Minor Event
Minor + Medium	Medium
Medium + Medium	Medium
Medium + Large	Large
Large + Large	Large
Large + Major	Major
Major + Major	Major

Submissions Timelines

The completed application form and required attachments and insurances are to be received by Council no later than:

- ◆ **Minor event** - 8 weeks prior to the event
- ◆ **Medium event** - 12 weeks prior to the event
- ◆ **Large event** - 20 weeks prior to the event
- ◆ **Major event** - 25 weeks prior to the event

The risk management plan must be submitted to Council six (6) weeks prior to the event. Failure to submit in time may result in your application being rejected.

Other relevant permits and timelines you may need to be aware of include but are not limited to:

- road closure approvals from the Bayside Council Traffic Committee for local roads and Road and Maritime Services for RMS owned roads
- temporary food vending notification forms
- temporary structures and amusement devices approvals
- development applications
- temporary event liquor licences
- user paid Police and Emergency Services
- NSW Police Form One Notice of Public Assembly

Required Documentation

Event Risk Assessment

A risk assessment must be conducted prior to the event and a risk management plan prepared in accordance with the Australian Standard AS/NZS 4360:2400. The risk management plan should identify all risks associated with conducting the event, consequences of the identified risks, propose a treatment and a responsible officer. Risks to consider include: crowd management, venue, proposed activities, staff, natural events, security, and equipment use.

Insurance

Council will require a copy of the event organiser's public liability insurance to a minimum value of \$20 million. The policy must note Council as an 'interested party' on the policy. Personal accident insurance may also be required. This must cover volunteers, community committee and charity organisations. In some instances special insurance may need to be taken out for equipment with specific risks. Insurance against theft, fire and other damages is also recommended. It is the responsibility of the event organiser to ensure that all hired contractors have appropriate workers' compensation insurance and qualifications to undertake works. (A list of contractors/sub contractors must be provided to Council when requested.)

Police Approval

Event organisers are responsible under the Summary Offences Act 1988 and the Summary Offences (General) Regulation 1995, to notify the Commissioner of Police of the intention to hold a public assembly. Event organisers must complete a Notice of Intention to Hold Public Assembly and forward it to the appropriate local Police station. The Police may place restrictions on the event.

www.police.nsw.gov.au/___data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

D/A Approval

Some events may fall within the Exempt or Complying Development guidelines and will not require development consent to be obtained. Organisers wanting to conduct an event on land are referred to the State Environmental Planning Policy (Exempt and Complying Developments) 2008:

www.legislation.nsw.gov.au/#/view/EPI/2008/572.

Should the proposed event not satisfy the relevant provisions contained therein, a Development Application (DA) shall be submitted for Council consideration. You are referred to Council's Development Application form and Development Application Lodgement Checklist, located at www.bayside.nsw.gov.au/guides/DALodgement and advised to contact a Development Advisory Services Officer on 1300 581 299 for further information. Application fees, based on the estimated cost of works for the proposed event, are payable at the time of lodgement in accordance with the endorsed Fees and Charges.

Notification Letters

A notification letter regarding the event is required if the event impacts residents by:

- ◆ Crowding a location/venue
- ◆ Impacting on street parking
- ◆ Requires a road closure in a residential area or
- ◆ Generates excessive noise

The notification should be letter boxed to residents at least three weeks prior to the event, a copy should be submitted with the application form.

Waste management/environmental impact assessment

All event applicants are required to submit a waste management plan to Council four (4) weeks prior to the event. In addition, Council will encourage all event organisers to use recycled products. It is mandatory that the organiser orders bins from Council. A hire fee will apply. Appropriate signage for recyclable materials and bins, bin quantities, placement of bins and bin emptying and storage should be included in the plan. The number of bins required and positioning of bins should be considered in your plan.

Traffic Management Plan (if applicable)

If your event will have an impact on traffic you may be required to prepare and submit a Traffic Management Plan to Council. The local Traffic Committee meets on the second Wednesday of each month. For minor events such as a local street festival, a traffic management plan must be submitted to Council three (3) months prior to the event. For major events, a traffic management plan must be submitted six (6) months prior to the event.

www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf

Approvals Outside of Council

Your event may need additional approvals not noted above. These may include, but are not limited to:

Temporary event liquor licences (Office of Liquor Gaming and Racing)
www.liquorandgaming.nsw.gov.au/

Road occupancy licence, special event clearways (Roads and Maritime Services)
www.rms.nsw.gov.au/business-industry/road-occupancy-licence/index.html

User pays Police (NSW Police)
www.police.nsw.gov.au/online_services/user_charges_user_pays_policing_services

NSW Ambulance Service
www.ambulance.nsw.gov.au/Media/docs/User%20Charges_SOP_250116_V7-9c87b65d-8b8c-4438-9169-13bde1178b2e-0.pdf

Submission

Submit your application to:
Bayside Council
Address: PO Box 21, Rockdale 2216
Email: council@bayside.nsw.gov.au
For more information call: 1300 581 299

Approval

Once all documentation has been approved and fees paid, the event organiser will be issued a permit and must comply with any conditions of approval.

Your Responsibilities

An event organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out public liability insurance for the event. In most cases, this would be the director(s) of the organisation/company holding the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

It is your responsibility to provide as much information as possible on the application form. Deliberate or accidental omission of information may result in all or part of your event not being approved, or delay the approval process.

All event organisers have a duty of care to provide for a safe event.

It is the event organisers responsibility to ensure that all regulations, including but not limited to Australian Standards, Disability Discrimination Act and the Workplace Health and Safety legislation, are met, and that all licences and approvals are obtained before the event commences.

Disclaimer

These guidelines have been prepared by Bayside Council as a guide only to assist event organiser. Council makes no warranty, express or implied, as to the accuracy or completeness of any information. Whilst Council endeavours to ensure that the information provided in this document is accurate and complete, it does not guarantee that the information is current, complete or correct and accepts no responsibility in these respects. Council does not accept liability for errors, through negligence or for any other reason whatsoever.

- ◆ All information provided in this document is governed by the laws of the State of New South Wales, Australia.
- ◆ Council does not provide any infrastructure or equipment.
- ◆ Council does not cover any fees or charges due to external agencies.
- ◆ Approval of the event application does not imply Council support for your organisation.



Things to Consider When Planning an Event

Details of Event Organiser

Details of the event organiser must be provided on the Council application form. Depending on the nature of the event, Council will release these details to other relevant authorities, for example, the Police and Roads and Maritime Services (RMS).

Type of Event

Event organisers need to advise Council of the type of event they are planning as different events will require different planning and support. For example, a parade will require a road closure, road assembly point, survey of route, disassembly area, traffic management, emergency management and carriageways for access. Planning for a concert will need to address issues such as noise, crowd control and security.

Date and Time of Event

It is advised to check that the date does not conflict with other events which may impact on the event. This may include smaller activities (such as weddings/church services), sporting activities, and religious or public holidays.

All times should be included in your application including the actual time of event, road closure and opening times and bump in (set up) and bump out (pack up) times. When deciding what time to host the event, consider school hours, peak traffic times, sunrise/sunset, lighting requirements and purpose of the event.

Venue

Select a site that is suitable for the event. Anticipated number of patrons, proximity to public transport, parking, amenities, accessibility, seating capacity, water and electricity supply should all be taken into consideration. Check the availability of the venue including time before and after the event for set up and pack up.

Consideration should also be given to the impact of the event on the surrounding area in terms of noise, increased traffic, parking, and impact on residents or businesses.

A detailed site plan is required and should detail all facilities which are to be located on the site for the duration of the event. These facilities include emergency vehicle access, entrances, exits, stage/s, stalls, first aid points, toilets, generators, bin stations and amusements. For events occurring on public road, the site map must also show the proposed road closures and must include a four - metre wide emergency access lane.

The emergency access lane must remain free of any structures or obstacles for the duration of the event. Before starting the application process please ring Council to check the availability of the venue.

Impact of Event

Consideration should be given to local residents, the impact on businesses and the impact on the community. Social, economic, tourism and political issues can all have an impact. The Police, Department of Environment and Climate Change (DECC) and Council have enforcement powers in relation to events which may be life threatening hazards or threat to public health and safety, fire safety and evacuation of premises.

Notification Letters

Notification letters are required to be letter box dropped to affected residents if the event is going to have an impact by:

- ◆ Crowding a location/venue
- ◆ Adversely affects on street parking in residential streets
- ◆ Requires road closures in a residential area or
- ◆ Generates excessive noise

Letter box drops should be done at least three (3) weeks prior to the event, a copy should be submitted with the application form.

Accessible Events

Event organisers have an obligation under the Disability Discrimination Act 1992, to provide access to facilities, environments and precincts. Groups that need to be considered include:

- ◆ Seniors;
- ◆ People with Disabilities;
- ◆ People from Overseas and from Non - English Speaking Countries; and
- ◆ Parents with children.

There are three dimensions to access

◆ **Physical**

- wheelchair or walking aids
- ramps and lifts, hand rails, circulation space, lower counters etc.

◆ **Sensory**

- hearing or sight disabilities
- tactile surfaces, audio cues for lifts and street crossing
- signs and labels, hearing augmentation-listening systems etc.
- TTY phones, non - verbal signs
- alternate media - Braille, tape, computer disk, plain English etc.

◆ **Communication**

- people who have difficulty with the written word, vision, hearing/speech impairment or are from other cultures

Workplace Health and Safety

An event site is classed as a work place, therefore risk management and health and safety must be addressed under the Workplace Health and Safety act 2011. SafeWork New South Wales is the appropriate authority and additional information can be found at:

www.safework.nsw.gov.au.

Event organisers have an obligation to identify hazards, provide training and supervision and assess risks. If using volunteers, event organisers should ensure that they are adequately trained and that they are provided with access to refreshment facilities and appropriate equipment and clothing.

All works conducted by either the event organisers or by contractors on behalf of the event organisers must be carried out according to Australian Standards.

Event Risk Assessment

A risk assessment must be conducted prior to the event and a risk management plan prepared in accordance with the Australian Standard AS/NZS 4360:2400. The risk management plan should identify all risks associated with conducting the event, consequences of the identified risks, propose a treatment and a responsible officer. Risks to consider include but are not limited to: crowd management, venue, proposed activities, staff, natural events, security, and equipment use.

The risk management plan should also consider the latest information provided by the Australian Government National Security and information available in the Safe and Healthy Crowded Places Handbook. The Crowded Places Self-Assessment Tool should be completed and forwarded to the Local Police Command with a copy of the NSW Police Form One as described in this document.

www.knowledge.aidr.org.au/resources/handbook-15-safe-and-healthy-crowded-places/

www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-forprotecting-crowded-places-from-terrorism.aspx

The risk management plan must be submitted to Council six (6) weeks prior to the event.

Should an accident, injury, loss of property or damage arise from a community event, the organiser is to notify Council's Coordinator Risk Management within seven (7) days of the incident.

Development Control

Some events may fall within the Exempt or Complying Development guidelines and will not require development consent to be obtained. Organisers wanting to conduct an event on land are referred to the State Environmental Planning Policy (Exempt and Complying Developments) 2008:

www.legislation.nsw.gov.au/#/view/EPI/2008/572.

Should the proposed event not satisfy the relevant provisions contained therein, a Development Application (DA) shall be submitted for Council consideration. You are referred to Council's Development Application form and Development Application Lodgement Checklist, located at www.bayside.nsw.gov.au/guides/DALodgement, and advised to contact a Development Advisory Services Officer on 1300 581 299 for further information.

Application fees, based on the estimated cost of works for the proposed event, are payable at the time of lodgement in accordance with the endorsed Fees and Charges.

Calculating total floor area of tents, marquees and booths. Width x depth x quantity

Example:

PURPOSE	STRUCTURE TYPE	SIZE	QUANTITY	FLOOR AREA (MSQ)
Food stalls	Marquee	3x3	10	90
Activities	Marquee	6x3	6	108
Event support (first aid, change room, control room)	Marquee	4x4	3	48
Merchandise stalls	Fete stalls	2.4x2.4	6	34.5
			TOTAL FLOOR AREA	280.5

Public Consultation

Depending on the type of event and the venue, event organisers may be required to consult local businesses, residents and other community organisations affected by the event. Council may require that the results of the public consultation be submitted to Council prior to approving the event.

If a development application is required, Council will prescribe how affected residents are to be notified. At least three (3) months' notice should be provided to enable the development application process to be undertaken.

Traffic Management and Road Closures

Depending on the size of the event it may impact on traffic. This includes events held in parks. A Traffic Management Plan is required for approval by the Local Traffic Committee, which is made up of representatives from the Council, Police, RMS, State Transit Authority and the State Members of Parliament. Event applications requiring a Traffic Management Plan are referred to the LTC by Council. The LTC meets monthly.

The RMS has developed four (4) Classes of special events for major impacts on traffic to no impact on traffic.

The traffic management plan will require contact numbers, date, venue, route, site plan, road closure times and reopening, emergency lanes, clear ways, placement of variable message signs, barricades, fencing, signage, notification to residents, notification to authorities, parking, proposed alternative traffic routes and special event clear ways. The plan should also consider access to the event site for emergency vehicles. The use of special event clearways will also need to be addressed.

The RMS has produced a *Guide to Traffic and Transport Management for Special Events* and it is available at:

www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf

Certified traffic controllers are required to implement traffic management plans.

Depending on the type of event, Council will require a copy of any approvals needed from the RMS, Police or State Transit Authority before a permit is issued.

Police and Security

The NSW Police are a major stakeholder if planning a major event and must be consulted early in the event planning cycle. Event organisers are responsible under the Summary Offences Act 1988 and the Summary Offences (General) Regulation 1995, to notify the Commissioner of Police of the intention to hold a public assembly and forward it to the appropriate local police station.

Event organisers are responsible for arranging security for the protection of property, patrons and officials. The quantity and type of security required will vary depending on the individual event. Security must be undertaken by licenced operators and staff.

First Aid and Safety

Event organisers should provide first aid facilities through the use of qualified first aid providers on-site. If the event involves water-based activities then the services of qualified aquatic personnel may be required. All event staff, patrons and emergency services involved with the event should be aware of the location of first aid facilities which should also be sign posted and marked on site maps.

Ambulance NSW must be notified of all events via email:

AMBULANCE-EventPlanning@health.nsw.gov.au

Basic fire control items, such as appropriate extinguishers, should be available on site and in every food stall.

Lost Children

Large events or ones that are likely to attract families should have a lost children's policy, detailing where lost children are to be taken, who will be responsible for them and how lost children announcements will be made.

Other Authorities

Depending on the size and type of the event notification approval may be required from other authorities. These may include: Sydney Waterways, Water Police, Coast Guard, Surf Life Saving Association, Sydney Airport Corporation, SafeWork, NSW Maritime, Transport for NSW, Local Hospital/s, NSW Fire Brigade and NSW Ambulance.

Structures and Staging

Approval for constructing a temporary structure for an event may be required by Council.

Stage placement will need to be considered in regards to phase power supply, access, type of entertainers, lighting, time to erect and dismantle. In the event of inclement weather, the stage will need to be adequately covered to protect equipment/power cabling. Staging and structures will need to comply with their relevant standards.

Power, Lighting and Water

Power and lighting for staging, stalls, equipment and other areas should be taken into consideration. When installing electrical cabling pedestrian safety must be considered. Safety Standards as per SafeWork New South Wales must be adhered to in the installation of power supply. A licenced electrician must be used for installing power supply to ensure safety regulations are adhered to. If a generator is required on- site, consideration should be given to where it is placed in respect to noise, access, fumes and health of workers.

Water may be available at certain locations. Please check with Council for availability and permission to use.

Amusements/Rides

It is the responsibility of the event organiser to ensure that the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and not dangerous because of its slope or irregularity or for any other reason.

Schedule 5 of the WHS Regulations requires that amusement devices classified by Section 2.1 of AS 3533.1-2009 Amusement rides and devices - Design and construction be design and item registered.

The ride must be erected in accordance with all conditions relating to its erection as set out in the current certificate of registration issued for the device under the WHS Regulation

If you are hiring an amusement device you should check:

- ◆ it is suitable for its intended use
- ◆ the inspections and maintenance records are up-to-date in the log book
- ◆ the supplier has public liability insurance (\$20,000,000 per incident), and
- ◆ the supplier provides information about its registration, proper use, transporting, handling, setting-up inspection, routine maintenance and dismantling.

www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v3.pdf

Council reserves the right to inspect any equipment erected on Council-owned or managed land. A development application may be required by Council for approval on council land.

Toilets

The following tables should be used as a guide only for events of one day or more.

TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS NOT AVAILABLE					
MALES			FEMALES		
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6

TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS AVAILABLE					
MALES			FEMALES		
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

REDUCING TOILET FACILITIES FOR SHORTER DURATION EVENTS	
DURATION OF EVENT	QUANTITY REQUIRED
8 hrs plus	100%
6-8 hrs	80%
6 hrs or less	75%

At least one unisex toilet for patrons with a disability at each group of toilet facilities. Events of one or two hours with no food or drink may require fewer facilities.

Liquor Licencing

The NSW Office of Liquor, Gaming and Racing is the organisation responsible for issuing liquor licences. If any type of alcohol ie beverage is going to be consumed or sold on the premises during an event a liquor licence may be required through the NSW Office of Liquor, Gaming and Racing. Further information can be obtained through the NSW Office of Liquor, Gaming and Racing found at:

www.liquorandgaming.nsw.gov.au/Pages/liquor.aspx

Note: If you are planning on having alcohol at an outdoor event please be aware that many of Council's parks are alcohol free zones and the consumption of alcohol is not permitted.

Food Handling

New South Wales regulations must be met in regards to catering, food handling and temporary food stalls. Information regarding food safety standards appropriate to the event can be obtained from Council's Environmental Officers or from the Food Authority NSW.

www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf

Event organisers must provide Council's Environment Health Officers with a list of food stall holders (including name, address and contact telephone number) at least three (3) weeks prior to an event. Council is authorised to carry out inspection of foods being sold at an event and a food inspection fee applies. All food stall holders must complete a temporary food promises registration form and submit to Council at: council@bayside.nsw.gov.au

Event organisers need to remember that if the event site is close to cafes and restaurants, the business owners must apply to Council for an outdoor dining licence if they do not currently hold one. Drinking water should be available to attendees/staff.

Waste Management/Recycling

Event organisers are required to submit a waste management plan to Council four (4) weeks prior to the event. In addition, Council will encourage all event organisers to use recycled products. It is a mandatory requirement that organisers order bins from Council. Fees apply.

Appropriate signage for recyclable materials and bins, bin quantities, placement of bins and bin emptying and storage should be included in the plan. The number of bins required and positioning of bins should be considered in your plan.

If the event involves a road closure then sufficient time must be allowed for the street, road or footpath to be cleaned before reopening.

Calculate the number of bin stations required. Council has a minimum requirement of ten standard 240L bins for any event plus 1 litre of waste per person per Meal thereafter. This may vary with the type of event depending on catering, alcohol availability and waste minimisation strategies used.

Example: (10 minimum required bins x 240L standard bin) + (3,000 visitors x 1 meal time) = 2400 + 3,000 litres of estimated waste. Divide 5,400 by 240 (a standard wheelie bin is 240 litres) = 22.5, so you will need approximately 22 bins. The number of bins required will depend on if they are emptied throughout the day or not emptied until the event concludes. It will also vary on your participant's willingness to recycle and waste reduction strategies.

In addition to these general public placed bins (for visitors), for every two stalls (such as a food stalls) they require to share a commercial 1100L bin between them to responsibly dispose of their commercial waste. Fees apply.

As custodians of the land, Council has a responsibility to protect the environment, which includes minimising land and waterway contamination. For these reasons, Council requires a minimum number of waste bins at any event, so they can be conveniently and strategically located for people to lawfully dispose of their waste responsibly, in addition to the recommendation set in the Waste Wise Event guide, that can be found at:

www.epa.nsw.gov.au/resources/warrlocal/070056-waste-wise-events.pdf.

The Protection of the Environment Operations Act, 1997 prohibits the pollution of storm water systems. For example disposing of waste cooking oil into the storm water drains is an offence. Failure to minimise the emission of odours, smoke or other emissions to the air is also an offence.

Music Licensing Requirements

Under the Australian Copyright Act, songwriters, composers and music publishers have a number of rights that allow them to control how and when their music is used and to negotiate payment for this use. These include:

- ◆ The right to perform music in public, (e.g. by playing a CD, radio, TV or by a live performance);
- ◆ The right to communicate music to the public, (e.g. a radio or television broadcast, via music on hold system or to make available for download); and
- ◆ The right to reproduce music (eg on a CD or in a television program).

Both the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia Limited (PPCA) issue licenses for music performance. Additional information can be found at: www.apra.com.au or www.pcca.com.au

Noise

Under the Protection of the Environment Operations Act, 1997 it is an offence to emit offensive noise in a public place. Public address (PA) systems are often considered offensive if used inappropriately therefore Council recommends doing sound checks to ensure sound levels are acceptable and speakers are positioned to minimise noise impact.

Council has the option to issue a Noise Control Notice which places restrictions on the times of use of a PA.

If the event causes noise complaints and is considered offensive the authorised Officers of Council, the Department of Environment and Climate Change NSW (DECC) or the Police may issue a verbal noise abatement direction on the spot. Failure to comply with the direction of an authorised officer can result in a penalty.

If the event is likely to cause noise impact, a licence would usually be required subject to various exemptions. Conditions may apply to noise, water or air pollution prevention. Fees are charged by the Department of Environment and Climate change for licences and approvals.

Volunteers

Volunteers provide event organisers with access to personnel to assist with many aspects of an event. In addition, the State Emergency Services and community organisations such as Lions Club/Rotary may have trained staff which can be approached. It is the responsibility of the event organisers to ensure that all are properly trained and briefed on an event to enable them to do their tasks appropriately. Volunteers should be readily identifiable at an event through the provision of a uniform, shirt, cap or identity badge.

Under the Workplace Health and Safety Regulations volunteers must be treated as you would paid employees in regards to health and safety.

The Volunteer Association may be able to assist with appropriate staff for your event.

In some circumstances, volunteers and all event staff will need to comply with the NSW Children's Protection Act. The Office of the Children's Guardian is responsible for administering the Act and further information can be found at:

www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

Glossary of Terms

Bump In (Set up)

The process of setting up an event site with the structures and facilities that will be needed/used throughout the duration of the event eg: Bringing in barricades, fete stalls, staging equipment, portable toilets etc.

Bump Out (Clean up)

The process of removing structures and facilities from an event site to return it to the condition it was originally in.

Duty of Care

A fundamental legal principal is that of taking all reasonable care to avoid acts or omissions that could injure a 'neighbour'.

Event Organiser/s

The individuals or organisations with the overall responsibility of planning and holding the event.

Permit

Formal written permission issued by Council to event organisers to hold an approved event on Council -owned or managed property.

Risk Assessment

A measure of the probability and consequence of not achieving a defined event goal.

Risk Management

A logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities.

Special Event

Specific rituals, presentations, performances or celebrations that are consciously planned and created to mark special occasions or to achieve particular social, cultural, or corporate goals and objectives.

Stakeholder

Anyone that is involved in the event, including authorities (Council, Police, RMS) sponsors and community organisations, local businesses and residents, and spectators. All stakeholders are to be considered when organising an event.

Traffic Management Committee

A committee of government and private sector representatives who assess traffic management plans for events. For Council this consists of Council, RTA, St George Cabs, State Transit Authority and Police.

Traffic Management Plan

A document which systematically details the impact of an event on local traffic and details road closures, signage, bus and taxi diversions.

User Pays

Payment by an event organiser where an authorised body (Police/RMS) deems that the services provided are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.





Bayside Council

Serving Our Community

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Rockdale Customer Service Centre, 444-446 Princes Highway

Phone **1300 581 299 | 9562 1666**

Email **council@bayside.nsw.gov.au**

www.bayside.nsw.gov.au/events