

MEETING NOTICE

A meeting of the
Community Relations Committee
will be held in the Botany Town Hall Meeting Room
Cnr Edward Street and Botany Road, Botany
on **Monday 20 August 2018 at 6:30 pm**

AGENDA

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 APOLOGIES

3 DISCLOSURES OF INTEREST

4 MINUTES OF PREVIOUS MEETINGS

- 4.1 Minutes of the Community Relations Committee Meeting - 25 June
20182

5 REPORTS

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6 GENERAL BUSINESS

7 NEXT MEETING

Meredith Wallace
General Manager

Community Relations Committee

20/08/2018

Item No	4.1
Subject	Minutes of the Community Relations Committee Meeting - 25 June 2018
Report by	Vincenzo Carrabs, Head of Communications & Events
File	SC18/46

Officer Recommendation

That the Minutes of the Community Relations Committee meeting held on 25 June 2018 be confirmed as a true record of proceedings

Present

Councillor Ed McDougall, Chair
Councillor Michael Nagi
Councillor Dorothy Rapisardi

Also present

Councillor Bill Saravinovski, Mayor (from 7.40pm)
Councillor Joe Awada, Deputy Mayor
Meredith Wallace, General Manager
Vincenzo Carrabs, Head of Communications & Events
Councillor Scott Morrissey
Councillor Christina Curry
Councillor Liz Barlow
Councillor Andrew Tsounis
Councillor Tarek Ibrahim
John Kelly, Detective Senior Sergeant, Coordinator, Terrorism Protection Unit, NSW Police
Albert Joseph, Detective Superintendent, Counter Terrorism, NSW Police
Nicole Burrows, Sergeant Proactive Crime Team, St George Local Area Command, NSW Police
Julian Griffiths, Superintendent, St George Local Area Command, NSW Police
Mick Bray, NSW Superintendent, State Planning Unit, NSW Ambulance
Stephen Vaughn, Zone Manager, Local Area, NSW Ambulance
Blake Vanderwoude, Executive Manager, Risk & Security, Sheridan Consulting Group
Gina Nobrega, Governance Officer

The Chairperson opened the meeting in the Meeting Room, Botany Town Hall at 6.36pm.

1 Acknowledgement of Traditional Owners

The Chairperson affirmed that Bayside Council respects the traditional custodians of the land, elders past and present and future leaders, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 Apologies

The following apologies were received:

Colin Green, Chief Inspector, Counter Terrorism, NSW Police

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

4.1 Minutes of the Community Relations Committee Meeting - 18 April 2018

Committee recommendation

That the Minutes of the Community Relations Committee meeting held on 18 April 2018 be confirmed as a true record of proceedings.

5 Reports

5.1 Crowded Places Strategy 2017

Committee recommendation

- 1 That the committee notes the report.
- 2 That Council formally thank all the speakers who made a presentation to the Committee.

At the conclusion of this Item, 8.12pm, there was a short break where all invited presenters were thanked and left the meeting.

The meeting reconvened at 8.16pm.

5.2 A Taste of Mascot - Venue

Committee recommendation

- 1 That the Committee notes the options provided and confirms it's preference for the 2018 event to be held in Bourke Street Mascot.
- 2 That the Committee notes Council had previously delegated the final decision regarding the venue for the event to the Mayor and General Manager.

- 3 That a briefing be held after the 2018 event to assess the success and future location of subsequent Taste of Mascot festivals.

5.3 Ramadan Food Festival 2019

Committee recommendation

- 1 That the Committee endorses the Ramadan Food festival to proceed to Council for decision and allocation of planning, financial and staffing resources.
- 2 That Council formally thanks Canterbury Bankstown for the hospitality shown during the attendance of Bayside Council Committee members and Senior Staff, at their Lakemba Food event in June 2018.
- 3 That the Committee endorses the Ramadan Food Festival to run for the 30 days of Ramadan in 2019.
- 4 That Council elects a Councillor to Chair a Committee to have oversight of the event, in consultation with the Mayor and General Manager and that the Committee structure be determined by the Chair.

6 General Business

There was no General Business.

7 Next Meeting

That the next meeting be held in the Meeting Room, Botany Town Hall at 6.30pm on Monday, 20 August 2018.

The Chairperson closed the meeting at 9.40pm.

Attachments

Nil

Community Relations Committee

20-08-2018

Item No	5.1
Subject	Event Guidelines and Application Form
Report by	Kylie Gale, Coordinator Events
File	F17/1230

Summary

Bayside Council Event Guidelines and a revised application form has been created. This planning is designed to assist Event Planners in planning safe and successful events in the Bayside LGA.

Officer Recommendation

That the Committee endorses the Event Guidelines and Application form for circulation to Event Organisers.

Background

The guidelines cover the many aspects of event planning. It will become a very useful tool for event organisers looking for information and legislation across a broad range of elements required to safely and successfully plan events in the Bayside LGA.

Following incidents at Bicentennial Park, Council requested changes to conditions of permits issues to Event Organisers on Community Land. The application form has been revised to encompass the changes and assist the applicant with understanding requirements and expectations of Council when using Community land for events.

Both documents are attached to this report.

Attachments

- 1 Community Land Event Application form
- 2 2018 Event Guidelines [↓ ↓](#)

Community Land Event Application



Enquiries: 1300 581 299

www.bayside.nsw.gov.au

Use this form to apply to conduct an event on community land within the Bayside Local Government area.

How to Lodge this Application:

1. **Ensure you have read Councils Event Guidelines**
2. **Ensure all fields have been completed**
3. **Ensure that all required documents have been attached**
4. **Lodge this application in person Councils Customer Service Center, Post or Email.**

Please Note: The personal information required on this form may be available for public access under various legislation.

Applicant Details:

Company/Organisation Name:		ABN:
Is your organisation registered as Not for Profit: <input type="checkbox"/> No <input type="checkbox"/> Yes (a copy of not-for-profit status must be attached)		
Address		Postcode
Telephone:	Mobile:	Email:

Event Contact Details:

Contact Name:		Position:
Telephone:	Mobile:	Email:
Postal Address (if different from above):		

Privacy Statement:

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Eastgardens Customer Service Centre
152 Bunnerong Road

Eastgardens NSW 2036,
Australia
ABN 80 690 785 443 Branch 004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre
444-446 Princes Highway

Rockdale NSW 2216,
Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299 **F** 02 9562 1777

E
council@bayside.nsw.gov.au
w www.bayside.nsw.gov.au

Postal address: PO Box 21
Rockdale NSW 2216



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Venue Details:

Proposed Venue Site:	
Nearest Street or Road:	Suburb:

If you are planning your event to be held on the road, please indicate the roads you wish to close. A traffic management plan will need to be submitted to Councils Traffic Committee (meeting held every 1st Wednesday of Month, reports submitted 2 weeks prior to meeting date)

Proposed Traffic Control (includes closures, part closures, speed restrictions, etc):

Event Details

Event Name:
Type of Event: <input type="checkbox"/> Community <input type="checkbox"/> Commercial (for-profit) <input type="checkbox"/> Ticketed/ Restricted Entry <input type="checkbox"/> Private <input type="checkbox"/> Markets
Frequency of Event: <input type="checkbox"/> One Off <input type="checkbox"/> Recurring – if recurring, how often:
Number of Expected Participants:
Event Assessment Score (Refer page 7 of Guidelines for Events):

Dates & Times

Event Date/s:	Event Time/s:
Setup Date:	Setup Time/s:
Breakdown Date:	Breakdown Time/s:

Do these times comply with the State Environmental Planning Policy:

<https://www.legislation.nsw.gov.au/#/view/EPI/2008/572/part2/div3/subdiv8/cl2.122> See Subdivisions 4 to 9.

☐ Yes ☐ No ☐ Development Application (DA) Required

Event Description:**Event Content:****Does your event have the following:**

To complete this Section you will need a copy of the Event Guidelines to refer to pages referenced below.

Tick all that apply

☐ **Food** - including free, sample or sale. *(Permit Required, Refer to Page 20)*

☐ **Alcohol** *(Liquor license required, Refer to page 19)*

☐ **Amusement Rides** *(Permit required refer to page 18)*

☐ **PA / Amplified Sound** *(Refer page 21)*

Time of use_____ Sound Check times_____

☐ **Performance** *(APRA license required, refer to page 21)*

☐ **Road Closure** *(TMP & TCP required. Refer to pages 10 &16)*

☐ **Power** *(not available at all sites) (refer page 18)*

Number of Days required:_____

☐ **Generators** *(refer page 18)*

Number brought onsite_____

☐ **Toilets** *(Adequate facilities to be provided by organizer, refer page 19)*

Number of accessible facilities _____ Number of standard facilities _____

☐ **Access to Water** *(not available at all sites)*

☐ **Vehicle access to the site**

Number of vehicles on site _____ ☐ Trucks ☐ Cars ☐ Forklifts

☐ I have attached a copy of a vehicle management plan

☐ I understand the event organiser is responsible for any damages caused by vehicles and the repair costs

☐ **Structures** including Gazebos/ Marquees/Fete Stalls *(Refer to pages 17)*

Total Number _____ ☐ Pegged ☐ Weighted

Total Square metres of all structures _____ *(Refer to page 10)*

☐ Does the total floor area exceed 300 square metres: ☐ No ☐ Yes *(DA required)*

☐ **Stages or Platforms** *(Refer to pages 17)*

Total Number _____ Total Floor area _____ Height from ground to stage floor _____

☐ Does the floor area exceed 50m² ☐ No ☐ Yes *(DA required)*

☐ Does the height exceed 2m ☐ No ☐ Yes *(DA required)*

NOTE: Council does not supply any structures, generators or any infrastructure for events.

Environmental Sustainability:

Council encourages all organisers to minimize the Environmental impact of the events.

☐ I understand Event signage and infrastructure cannot be attached to trees

☐ I have submitted a Part 5 Environmental Assessment for Council Approval. I understand a Development application may be required should Heritage or protected items be identified.

5. Waste Management

☐ I have assessed the number of bins based on the waste wise events formula *(refer to page 20)*

Number of General Waste Bins _____ Number of recycling Bins _____ to be ordered from Council *(fees apply)*

☐ I have attached a copy of the site plan noting the location of bins

☐ I have attached a copy of the waste management plan, noting the number of litter picking personnel and their shift times

☐ I understand the event organizer is responsible for the cleanliness of the park during and after the event and fees will apply for any waste removal and cleansing left onsite.

Public Notification of the Event

You must notify emergency services and surrounding residents and business of your event at least three weeks prior to your event. If a Development application is required a longer notice period applies. (*Refer page 14*)

Banners and signage cannot be placed on Council property without approvals. Banners and signage must not be placed on trees.

- ☐ Any signage and marketing material relating to the event complies with the SEPP Subdivision 11 and I have attached written permission of the property owner to install.
- ☐ I have attached a copy of the Public Notice Letter, I understand the date in which I am required to distribute.
 - ☐ I have notified NSW Ambulance (AMBULANCE-EventPlanning@health.nsw.gov.au) and NSW Fire and Rescue (info@fire.nsw.gov.au) of my intent to host an event
- ☐ I have notified NSW police of my intent to host an event
https://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

Mascot Police Station- 965 Botany Road, Mascot. 8338 7399

St George Police Station- 13 Montgomery Street, Kogarah. 8566 7499

Event Management Plan

Council requires a detailed Event Management Plan to be submitted with the application. A revised copy is to be submitted 10 days prior to the event.

The Event Management Plan should include;

- | | | |
|----------------------|------------------------------|--------------------------------------|
| ➤ Insurance Details | ➤ Noise Management | ➤ Marketing and Communications Plan |
| ➤ Licenses & Permits | ➤ Site Plan | ➤ Traffic Management & Control Plans |
| ➤ First Aid Plans | ➤ Risk Management Assessment | ➤ Waste Management Plan |
| ➤ Security Plans | ➤ List of Contractors onsite | ➤ Emergency Management |

Compliance

- ☐ I have reviewed and understand the Guidelines for Events Document
- ☐ I have reviewed the State Environmental Planning Policy (SEPP) Subdivisions 4 – 10
<https://www.legislation.nsw.gov.au/#/view/EPI/2008/572/part2/div3/subdiv8/cl2.122>
- ☐ This event complies with all conditions of the SEPP **OR**
- ☐ This event does not comply with all conditions of the SEPP and I understand I am responsible for submitting a Development Application to Council at least 6 months prior to the event. No Event shall take place until the Development Consent is issued.
- ☐ I have submitted a Notice of Intention to hold a Public Assembly to police and a copy is attached to this application
http://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf
- ☐ I have completed the Crowded Places Self- assessment tool. A copy of the assessment has been attached to this application and submitted to Police <https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-self-assessment-tool.pdf>
- ☐ Attached site plan to application
- ☐ Attached Public Notice Letter
- ☐ Attached Waste management plan
- ☐ Attached detailed Event Plan – Final copy to be resubmitted 10 working days prior to event
- ☐ Attached \$20 Million Public Liability Certificate Currency noting Bayside Council as an interested party
- ☐ Attached Workcover certificates for Amusement Rides or Activities
- ☐ A Traffic Management and Traffic Control plan have been attached (if applicable)
- ☐ Attached Part 5 Environmental Assessment
- ☐ I understand as the Event Organiser it is my responsibility to ensure Environmental Health standards of all food vendors onsite, I will send copies of the Permits issued at least 10 days prior to the event.
- ☐ I understand as the Event Organiser it is my responsibility to return the park to the condition it was handed over, Photographic evidence of any issues should be sent to Council immediately on handover of the venue. Fines may apply.
- ☐ I understand it is my responsibility to ensure the public safety of the persons attending the event and any contractors, volunteers and staff onsite
- ☐ I understand Council Regulations and Council Officers may attend the event for spot checks and may issue on the spot fines for any non-compliance.

I declare that all the information given is true and correct.

I hereby consent to the submission of this application and to Council making copies of all documents for the purpose of determining the application or providing copies to people who may be affected by the proposal

I have been presented with and have read both the Bayside Council Recreation and Community Conditions of Use and Guidelines for Events.

Full Name:

Signature:

Date: ____ / ____ / ____

Please forward your completed event application form, checklist and all relevant documents to:

Eastgardens Customer Service Centre	Rockdale Customer Service Centre
152 Bunnerong Road	444-446 Princes Highway
Eastgardens NSW 2036, Australia	Rockdale NSW 2216, Australia



Recreational, Open Spaces & Sports Grounds Conditions of Use

Permit holders are bound by Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its Recreation and Community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all Recreation and Community facilities owned or managed by Council. A copy of Council's Recreation and Community Facilities Management Policy is available on our website at www.bayside.nsw.gov.au. Please ensure that you have read and understand this policy prior to signing this agreement. If you have any questions or concerns, please do not hesitate to contact Council's Recreation Booking Officer on 1300 581 299.

It is the responsibility of the hirer to inspect the facility to ensure it meets their requirements prior to booking.

Payment

- 1) The Permit holder shall pay a rental fee and/or administration fee in accordance with Council's Adopted Fees & Charges.
- 2) Failure to pay the required fees prior to the collection of the Permit by its due date will result in the permit being cancelled.
- 3) All fees are to be paid prior to the issuing of any permits.
- 4) A refundable key deposit is payable in advance by all users requiring keys to Council facilities and amenities blocks, in accordance with Council's Adopted Fees & Charges.

Risk Management and Work Place Safety

- 5) All hirers are to undertake pre use, pre-practice and pre-game inspections and make decisions on the grounds fitness for use. Hirers must inspect any structures and in ground sprinklers etc for safety prior to use and ensure that all equipment is firmly secured. Any unsafe facilities or grounds should not be used and should be reported immediately to Council. Further, any difficulties with night training lights should be immediately reported.
- 6) Should an accident, injury, loss of property or damage occur whilst using the facilities or grounds, the organiser must notify Council's Coordinator WH&S and Risk Management within seven (7) days.
- 7) The organisers must maintain an emergency access at all times.
- 8) Proper supervision to be given at all times to ensure other park users are not put at risk.

- 9) Unless specified otherwise, a Public Risk Insurance Cover, in the sum of \$10,000,000 is required. The policy must be endorsed to include Council as a joint insured and containing a "cross liabilities" clause, being held by the applicant and the Council for the duration of the season. An updated Certificate of Currency to be forwarded to Council prior to the permit being handed over. Failure to produce proof of such cover will cause a permit to be withdrawn without notice.
- 10) All groups and individuals overseeing activities with children should ensure they have in place valid working with children approvals.
- 11) All regulations in regards to workplace safety must be met in accordance with the WH&S Act 2011.

Wet Weather

- 12) In case of wet weather please contact Council after 2.00 pm by the following mediums to ascertain if playing fields are closed.

Call the wet weather line on 9562 1637

Council's Website at www.bayside.nsw.gov.au/stateofplay

Council's social media channels on Facebook and Twitter (@BaysideNSW)

- 13) Wet weather advice will NOT be updated over the weekend. In the event of substantial or forecasted rain Council may make an early decision regarding fields closures for the entire weekend on Friday afternoon. Otherwise in the event of inclement weather on weekends, field closures will be at the discretion of a Club/Association or user. If a Club/Association or user makes a decision to play on a wet field which results in damage, Council will assess the damage and an invoice will be issued for costs associated with remediating the field.

Code of Conduct

- 14) Complaints as a result of poor behaviour and or misuse of Council facilities or grounds may result in the immediate cancellation of a permit and will impact on future usage.
- 15) It will be the responsibility of the permit holder to control the conduct of players, supporters, visitors, spectators or any person associated with the activity on site and comply with all reasonable directions to the satisfaction of Council's authorised officers.
- 16) Permit holders will nominate and provide to Council the names of two representatives who will be Council's point of contact.
- 17) All users of Council's facilities or grounds are financially liable for any additional cleaning required or damages sustained to Council property or sports fields whether through their own action, or the actions of their contractors, participants and visitors attending any activity they have organised. Damage of a significant nature will result in all future bookings held by the offending organisation being cancelled.

Food and Alcohol

- 18) No alcoholic beverages to be taken onto Council facilities or grounds or adjoining areas. Organisations and sporting clubs with a liquor licence require permission from Bayside Council to serve alcohol on the premises. Sports clubs and Organisations cannot, under the NSW Liquor Act, give permission to, allocate the licence to, or allow groups not named on the licence to serve alcohol on Council premises.
- 19) No food is to be sold without the prior permission of Council. Any food sold at Council facilities or grounds must be handled in a manner that complies with the requirement of the Food Act 1989

and the Food Standards Code Standard 3.2.2 – Food Safety Practices. A copy of notice to the Food Authority is required by Council.

Smoking

- 20) Smoking is prohibited in all Council owned and operated buildings and facilities.

Noise

- 21) The permit holder may only allow amplified sound equipment to be used provided that it does not cause a noise nuisance or unreasonably interfere with the residents of neighbouring properties or other persons not attending this function. The permit holder will not provide or permit any entertainment or operate loudspeakers or transmit music after 10:00pm nightly.
- 22) This permit does not allow the permit holder to cause "Offensive Noise" as defined in the Protection of the Environment Operations Act 1997. As a guide to preventing a nuisance arising, the following suggestions may assist:-
- Announcements and music should only be amplified to a level that is sufficient to reach the perimeter of a venue.
 - Deep base sounds should be avoided as they tend to travel further than higher frequencies.
 - Speakers should be directed downwards and inwards and away from surrounding properties.
 - The amenity and comfort of the neighbours should be respected.
- 23) Any instruction given by an Authorised Officer of Council, a Police Officer or an Officer of the Environment Protection Authority to cease making noise which, in the opinion of the officer is offensive, must be complied with. Authorised Officers have the power to serve a verbal Noise Abatement Direction which, if not promptly complied with, can result in the issue of a Penalty Infringement Notice or serious contraventions, prosecution in the Local Court.

Equipment, Other Devices and Line Markings

- 24) The permit holder is to ensure that the manufacture, use and storage of portable soccer goalposts is in accordance with guidelines contained in handbook HB227-2003 issued by Standards Australia. The handbook has been based on guidelines developed by the Department of Fair Trading New South Wales due to concerns about safety aspects of portable soccer goalposts and several deaths occurring through their use or storage. The handbook has been sent to soccer clubs and sports clubs throughout NSW.
- 25) All unsecured equipment is to be removed upon completion of activities.
- 26) Where applicable, Council will peg and line mark all fields at the start of the season. If remarking is requested or fields are realigned by clubs during the season, the cost of line marking will be a charge against the club / association, requesting that work.

Subletting of Facilities, Sports Grounds / Open spaces

- 27) Approved users of Council's recreation and community facilities, sports grounds and open spaces are not under any circumstances permitted to allocate or sublet any, or part of the facility, sports ground, fields that they have been allocated under a permit to other groups and users, whether for financial gain or not, without written consent from Council.

Facility Management, Ground Access and Cleaning

- 28) No vehicles to be taken onto Reserves / Open Spaces without written permission from Council.
- 29) Following each use, the Reserve is to be left in a clean and tidy condition. Where access to canteens or change rooms has been provided these must be left in a clean and tidy condition. Failure to do so will result in an invoice being sent for cleaning costs incurred by Council.
- 30) Where access to canteens, change rooms or other amenities is provided as part of a permit, the key's are to be returned to Council at the end of the permit period so these facilities may be allocated to other users.
- 31) Where access to canteens, change rooms or other amenities is provided as part of a permit, the permit holder will take all reasonable steps to provide access to Council Officers from time-to-time (if required).
- 32) Permit holder to report all defects and risks to Council.
- 33) If the ground or facility is used for cross country/fun runs, group fitness activities or athletics, care must be taken to ensure that the general public utilising the area are not inconvenienced. Failure to comply with this condition may cause a permit to be withdrawn.
- 34) While Council endeavours to provide adequate toilet facilities at its facilities and grounds, it is the responsibility of Organisations hosting large event/ activities to provide additional port-a-loos to ensure adequate standards of hygiene are maintained.
- 35) Organisers must maintain emergency vehicle access at all times
- 36) All parking regulations must be maintained
- 37) Permit holders to refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.

Signage, Storage of Equipment, Locks and Security Systems

- 38) All users of Council's recreation and community facilities are not permitted to erect signage on the exterior of any buildings or grounds without the approval of Council. Users are not permitted to change locks or security systems (includes pin access codes) without the expressed written approval of Council.
- 39) When seeking permission to erect banners across road ways approval is required from Council in the case of local road and from RMS for all other roads. The banners can only be erected and dismantled outside of peak traffic times.

Cancellation

- 40) A permit is issued on the understanding that no refund will be made for non use, once allocated which includes closure due to wet weather. Council may, at its discretion, cancel a permit where further use may cause ground deterioration or unsafe conditions. In this instance an alternative ground may be provided or, should no suitable ground be available, a refund given.
- 41) Council reserves the right to close all facilities and grounds in extreme wet weather conditions, where recommended by the Bureau of Meteorology or relevant emergency service.

General

- 42) There is a possibility that some facilities (amenities, buildings and car parks) may be disrupted during the term of a permit in order for them to be refurbished or upgraded. It will be Council's intention to give advance notice of short-term temporary arrangements required to ensure the safety of users at the facility or ground.
- 43) The instructions of Council's Authorised Officers and the Police are to be strictly adhered to at all times.
- 44) Any breach or failure to comply with the above conditions will result in the immediate cancellation of a permit.
- 45) Council reserves the right to include additional conditions to permits where deemed necessary.
- 46) Council will acknowledge receipt of an application immediately and the permit will be processed on a timely basis with the exception of seasonal allocations and those applications requiring approval of traffic management plans and the like.

Additional Conditions

- 47) Additional conditions, as specified by Council, will apply to Seasonal Sports, Wedding's, Filming, Picnics, Fitness Activities, Water Sports Activities, Circuses, Festival's and Events.

- 48) **Seasonal Sports:**

The Winter Sporting Season runs from early April to mid-August and the Summer Sporting Season runs from early September to mid-February.

There is a two week period between seasons, where the grounds are not available for hire to enable recovery of the grounds and preparation for the following season.

Any use of sporting grounds outside the allocated season dates is subject to mutual agreement.

Confirmed days and times will be as per the permit issued.

Due to the nature of seasonal allocations, the permit process will take approximately four weeks from the close of seasonal application dates.

- 49) **Weddings:**

No confetti or similar materials to be used. The area to be left clean and tidy, failure to do so will result in an invoice being issued to cover the cost of cleaning incurred by Council.

No more than twenty (20) chairs, (1) one small card sized table and (1) decorative archway are permitted to be taken onto the area.

No area to be reserved by placement of furniture or ropes etc.

- 50) **Picnics:**

No vehicles to be taken onto an area without Council's prior consent.

Proper supervision to be provided at all times to ensure that other users are not put at risk.

Only one tent, no greater than 4m by 4m, to be taken onto the area.

Council may at its discretion cancel any allocation where further use may cause ground deterioration or unsafe playing conditions.

A Risk Management Plan and a copy of Public Liability Insurance certificate is to be provided for all operated devices such as Jumping Castles etc.

Council does not grant exclusive use to its Parks, Picnic Shelters, Reserves and Beaches for picnics.

51) Fitness Activities**Permissible Fitness Activities**

- gym sessions (with or without weights, fitballs, skipping ropes and/or individual personal gym equipment)
- boxing and pad training
- organised aerobic activity
- Yoga, Tai Chi, Pilates, Calisthenics, and like activities
- circuit training, jogging, running, and power walking
- a combination of any of the above
- other associated activities approved by Council.

Excluded Fitness Activities

- Aggressive and intimidating activities including excessively loud voice calls or instructions. Boot camp activities must have prior approval of Council.
- Amplified music or amplified audio equipment. All noise to be kept to a level that does not affect the amenities of adjoining residence areas and shall not exceed 82 decibels at any time.
- The erection of any temporary structures.
- The use of articles or any other activities which may affect the safety of the public and other users.
- The use of park structures and furniture, including buildings, shelters, drinking fountains, walls, seats, picnic tables, signs, trees, plants, and garden beds and children's play equipment for training purposes; and the use of public fitness stations by personal trainers with more than two participants in the group.
- Suspension of ropes boxing or kickboxing bags from trees and/or structures in public reserves.
- The use of heavy items or items that may damage park furniture or the playing surface.
- The advertising or sale of clothing, or equipment or refreshments or any other goods, services or products. One (1) portable A-frame sign displaying the activity, times, and contact details will be permitted.
- Banners or signs attached to trees or buildings.
- The storage of any equipment or thing within a public park or reserve.
- Soliciting of funds directly from park visitors or the public.

Exclusion Zones Fitness

- Within 10 metres of playground equipment or playgrounds (excluding fitness items). Use of Council owned fitness items will be permitted provided public access is not restricted and there are no representations of having exclusive use.

- Within 10 metres of public amenities buildings including public toilets and change rooms. Exemptions will occur if shelters on amenities buildings are deemed suitable and available by Council.
- Within 20 metres of War Memorials or monuments.
- Within 20 metres of picnic or BBQ areas.
- Within 50 metres of a residential property before 7.00am.
- On line marked sports fields during the Winter Season. At all other times flat soled shoes are to be worn and no activities are to occur in goal mouths or centre field.
- Within public car parks.
- Activities that restrict or block public access to stairs, footpaths, or cycle ways.
- Exclusive use of a park or sports field will not be permitted or assumed.
- Areas closed for renovation or upgrading.

Fitness Additional Conditions

All activities must comply with a council approved Risk Management/ Business plan. This plan must include site plans and must be lodged with Council at least 14 days prior to commencement of activities on site.

Permits are not transferable including to other Franchises holders and providers

A Permit does not give users exclusive access to fitness equipment provided by Council in a Park.

Permit holders may from time to time use other open spaces to run fitness classes providing approval is given in writing by Council.

52) Festivals / Events (Including Fun Runs, Exhibitions and Markets)

Please refer to Council's Event Guidelines and Application form for major events and festivals.

53) Filming

Council will endeavour to process filming applications within (5) five working days where possible.

Council will assess fees for filming applications based on the Local Government Protocol with payment due either by invoice or in person at Council Customer Service Centre to be determined on a case by case basis irrespective of transaction type. All payments must be made in full prior to permit being issued.

Traffic Management Plans are to be provided at time of applications. In cases of major road closure approval from RMS is required at time of application. Applicants must refer to Council's website www.bayside.nsw.gov.au for an 'Application – Work Activities on Council Sites'. To find the form, go to the Homepage, click on 'Application Forms', click on 'Engineering Forms'.

Ensure no obstruction or interference with the free-flow of traffic including pedestrian in any public thoroughfare

Where the event interferes with free-flowing traffic, the organisers to have an approved Traffic Management Plan in place and notify the police

Refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.

In the case of Filming, any footage produced as a result of the conduct of the filming in this location, must be used in good faith and cannot be used for malicious purposes that could result either in litigation against Council or bring Council into disrepute.

In both cases appropriate notification by letter box drop to all residents and businesses in the vicinity is to occur, one week prior to commencement.

All Filming applicants must refer to the code of conduct outlined in the Local Government Filming Protocols.

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.

www.bayside.nsw.gov.au/events

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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 4360:2000. 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/EPL/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 4360:2004. 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 23 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.WW

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.





Eastgardens Customer Service Centre, 152 Bunnerong Road
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

Community Relations Committee

20-08-2018

Item No	5.2
Subject	EOI - Markets in Bayside LGA 2019
Report by	Kylie Gale, Coordinator Events
File	F17/141

Summary

In response to requests to Council for Market Operators to run markets in Councils LGA, an EOI has been developed for review by the Committee.

Officer Recommendation

- 1 That the Committee notes the report.
 - 2 That the Committee endorses the EOI and its publication.
-

Background

Council regularly receives requests from the community and from time to time, Market operators to run markets in Councils LGA.

Council has permitted Aussie Night Markets to run a monthly market from July – November on a trial basis prior to making the decision to proceed with an EOI for an operator to run markets on a more permanent basis.

Thus far two markets have been held by this operator and feedback has been extremely positive by both the community and Council in relation to the experience of attending and the management of the market both during and after the event. No issues to report.

A draft EOI is attached to this report, it is intended on agreement of the Council to publish as soon as possible with a permanent operator being engaged on an annual basis with a set fee and conditions of use.

The permanent operator(s) will be appointed from January once the current trial period expires for a period of 12 months.

Fees and Charges

Commercial Markets hourly fee \$270.00

Bond, to be determined based on consideration of detailed requirements \$1,000 - \$5,000.

Attachments

- 1 EOI - Markets in Bayside LGA 2019
- 2 Market Operation Guidelines 2019 [!\[\]\(1fd18b524d5424e49d618cba18b5cf0d_img.jpg\) !\[\]\(7462404f68a272b27cdfb7ddb881c55b_img.jpg\)](#)

- Expression of Interest

Market Operator 2019

***Expression of Interest for
Operator of Markets in Bayside LGA***

Expressions of Interest are sought to manage the operation of markets in and around Bayside Council Local Government area for a ***period of 2 years with an option for a further 1 year period.***

Council is seeking a successful operator with the creative vision and drive to develop an exciting and innovative market with a community focus that incorporates arts, crafts, food and entertainment.

Applicants should address the following criteria:

- Skills to develop and run a market that creates a quality experience for the community, reflecting creativity and vitality
- A focus on quality value added goods and services that are creative and where possible local, Australian made and environmentally sustainable (demonstrated controls for equipment used, cleanliness, packaging etc).
- A robust stall holder evaluation process and strategy for the market operations that ensures and provides the capacity for providing and developing opportunities for the contribution to the community by new and existing local 'Not for Profit' groups
- Has appropriate sustainability, security and first aid capacities
- Revenue and audit controls demonstrating a proven track record of operator/manager and staff supervisory skills.
- Commitment to long term goals/vision for the market.

For further details please contact:

Contact: Kylie Gale, Coordinator of Events
Telephone: 02 9562 1601
Fax: 02 9562 1777 or
email events@bayside.nsw.gov.au <mailto:rcc@rockdale.nsw.gov.au>

Expressions of Interest ***will be accepted up until 5.00 pm Friday 28 September 2018***

General Requirements for Operator

Council is seeking a competent Operator that has the enthusiasm and business acumen to establish and continually grow the number of market participants, as well as the capacity to present an exciting, attractive and diversified market for the benefit of the community and visitors.

Invitations to participate and revenue controls are to be managed and administered by the approved Management Operator, with selection determined by the Management Operator by means of approved guidelines to be submitted with the EOI and subsequently agreed to by Council.

All applicants will then be provided with these agreed written guidelines, which must be accepted and adhered to, to both gain and maintain a stall holder's licence.

The approved Management Operator Guidelines will outline an appropriate participant pricing structure and demonstrate the business management skills to meet the needs and objectives of the Council, the Management Operator, the Community and which is reasonable to all participants.

The approved Management Operator guidelines outlines how the Management Operator is responsible for the recruitment, marketing, management and control for the market operation in accordance with State and Council planning regulations and guidelines¹.

¹ See:

<http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

Food Notify Application form to be attached

The Bayside Council Outdoor Market Activity Guidelines (2012) document is attached.

Required Documentation and Compulsory Submission Details

Applicants are to address **ALL** of Council's specification requirements in the Appendices below:
(Each item to be addressed by way of an appended response)

APPENDIX A – Corporate Details Association/Auspicing Body

- Company / Association Name:
- ABN:
- Address of registered office:
- Email:
- Telephone number:
- Fax number:
- List of Directors - Full details
- General Management structure of Company/Association

APPENDIX B – Management Operators Experience / background / planning

- Key personnel for management of market and Council liaison
- Experience and past performance
- Details of previous Market Management
- References
- Business Plan outlining: Operating Budget; estimation of revenues and number of stallholders and activities; Audit measures detailing systems for accounting procedures for fee collection and payment
- Report and meeting procedure before and after each event
- Marketing Plan: all marketing, promotion and advertising required for the market to be successful outlining resources available and proposed strategy to generate and increase stall numbers
- Insurance coverage

APPENDIX C – Management Operator Guidelines (draft subject to Council approval)

The Guidelines will outline:

- Stall Holder recruitment and selection criteria and procedures
- Participant pricing structure including community group concessions
- Proposed market design and equipment allowed taking into consideration safety aspects, protection of Council property/streetscape and the need for quality presentation.
- Management Operator personnel, functions and responsibilities
- Installation, bump in and bump out plans and adverse weather contingencies
- Entertainment and rides strategy
- Traffic Management Plan outlining traffic, parking and pedestrian management
- Risk Management assessment and response ; Security, Emergency, First Aid Plan
- Sustainability initiatives and waste minimisation and management plan
- Business community liaison proposal

APPENDIX D - Draft Terms of Agreement

Council reserves the right to make any changes to any enclosed draft Agreement as Council may consider appropriate when preparing the final document, subject to the general terms and conditions of Council's invitation or any expression of interest received. Items to be included in any proposed 'Terms of Agreement':

- Duration of agreement
- Market operation frequency
- Market operation time/s
- Minimum number of stalls required
- Compliance issues to be met
- Conditions where termination of agreement is desired/required

Application

1. It 2.
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 Attachme
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CONFIDENTIAL applications are to be marked and addressed to:

Expression of Interest – Market Operator

Name: The General Manager

Fax: 02 9562 1777 or

Email: council@bayside.nsw.gov.au <mailto:rcc@rockdale.nsw.gov.au>

Expressions of Interest ***will be accepted up until 5.00 pm Friday 28 September 2018***

Further Information

Council standard event guidelines may be helpful to assist you in developing your response.

Council's role is to facilitate and oversee a successful operation without being or assuming the functions of the Operator. Council will endeavour to assist the successful Management Operator but will require all application and approval processes to be undertaken and delivery responsibilities being met by the Management Operator.

EOI Release Date: 1 September 2018

EOI Closing Time and Date: 5.00 pm 28 September 2018

Validity Period: 28 Days

Council's Contact Officer: Kylie Gale

Contact Details: council@bayside.nsw.gov.au

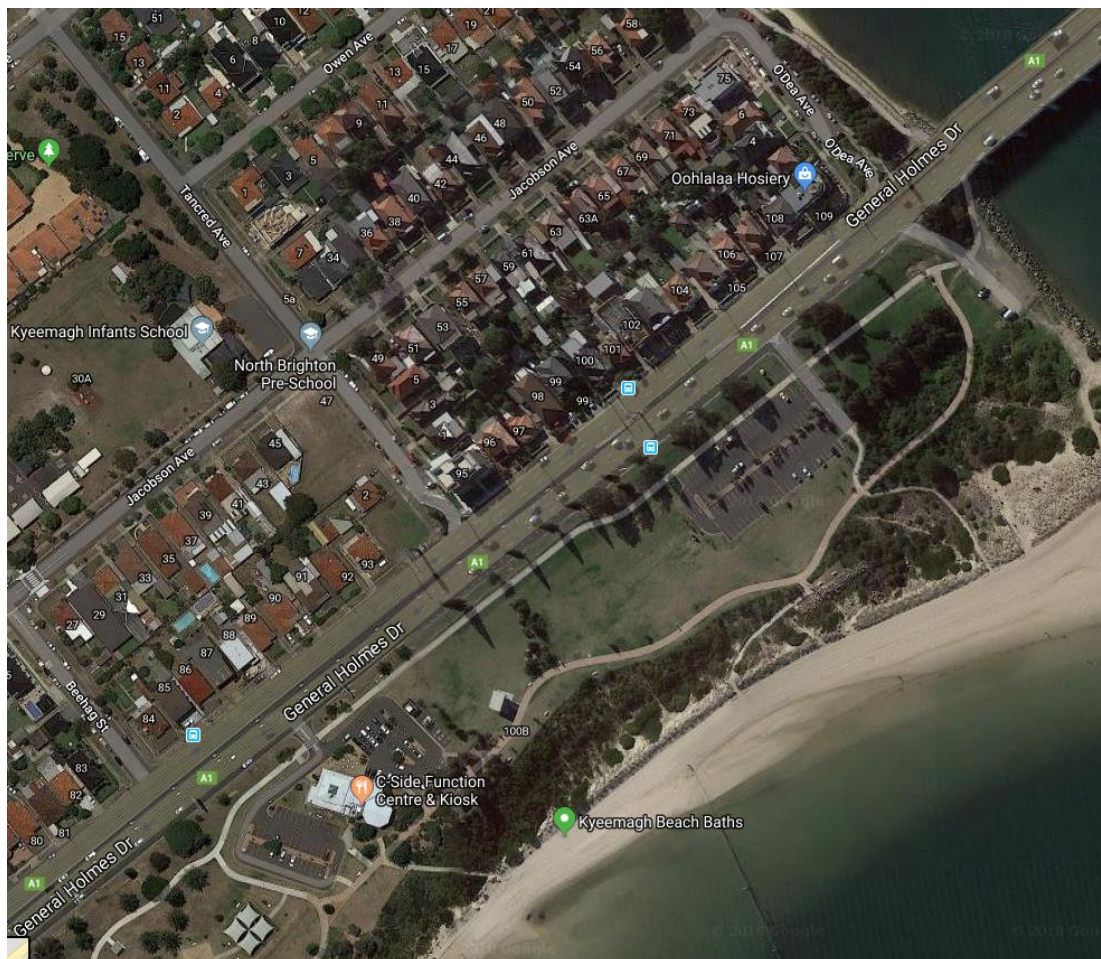
Method of Lodgement: Electronic Lodgement

Proposed Locations

Site one: Cook Park, General Holmes Drive, Kyeemagh – Between Tancred St and O'Dea Ave

Off Street Parking for 80 Cars – Northern Car Park & 60 Cars – Southern Car Park

Toilet Facilities available near C-Side Restaurant



Site Two: Cahill Park, Princes Hwy Wollie Creek (Excludes Oval)

Off Street Parking for 26 Cars – Princes Hwy & 30 Cars Levy St

Toilet Facilities available near Oval (Gertrude St)



Bayside Council Outdoor Market Operations Guidelines

1. Background

The ongoing requests for outdoor market operations in the Bayside LGA provided an opportunity for Council to establish market guidelines to provide a consistent and transparent approach in assessing and managing outdoor market operations.

The guideline will ensure that all outdoor market operations in the Bayside Local Government Area are issued equitably and the market operations are highly professional, environmentally friendly and add value to the community.

The guidelines provide clear direction for the style of markets desired in Bayside LGA, suitable locations, assessment criteria and allocation process for markets and standard conditions for market operators and/or stall holders.

2. Purpose/ Objective

Council aims to establish guiding principles and a process for which outdoor markets are held in the Bayside LGA.

The guidelines will assist Council in:

- a) Identifying suitable locations for market operations that will positively activate areas and add community value whilst mitigating negative impacts
- b) Ensuring the markets located in shopping precincts enhance the shopping offer, mix and experience for residents and visitors whilst ensuring neighbouring commercial premises are not negatively impacted on
- c) Ensuring the type and scale of market operation is the best fit for identified locations
- d) Ensuring the market operations are sustainable and add value to the local economy
- e) Ensuring the market operations demonstrate best practice in protecting the environment and minimising waste
- g) Informing and ensuring equity in the assessment and allocation process of market proposals
- h) Managing and regulating market activity in Bayside LGA
- i) Minimising public liability and risk management concerns
- j) Determining what fee structure should be applied to the market operation

3. Scope

This document addresses markets in all public places within the Bayside Local Government Area under the care, control and management of Bayside Council.

The guideline may also be used as a reference document when assessing Development Applications for market operations proposed on Private Property.

Markets for the purpose of this document are defined as;

1. 'One Off' and/or short term Market operations
2. Frequent market operations e.g. daily, weekly, monthly.

4. Definitions

Market Operator: The person/organisation to whom a licence/permit to operate a market is issued i.e. Market Management

Market: A market involves more than four stalls/vendors operating collectively at one site offering goods and services to the public

Stall: One stall that may operate in a market environment as described above or on it's own as a 'one off' activity

Stall Holder: The person/s or organisations that are accountable in operating the stall

5. Market Types

5.1 Suitable Market Types

The types of markets that may be suitable in the Bayside LGA are;

- a) Fresh foods, goods and flowers
- b) Cooked foods
- c) Designer and unique goods
- d) Specialist niche market goods eg antiques, designers, collectables
- e) Arts and crafts
- f) Fair trade goods
- g) Tourist goods
- h) Community based stalls including bric-a-brac and raising funds for registered charities, community and sporting groups

Council may alter, restrict or add to the list from time to time during the life of this Policy

Suitability of the market will depend on a number of factors as described in this document including location.

5.2 Types of Market stalls not suitable

- a) Mass produced imported goods
- b) Products sourced from 'unfair' trade labour operators
- c) Illegal, toxic or counterfeit goods

6. One off and/ or short term market

6.1 Administrative Process

A 'one off' and/or short term market is a market that operates on a short temporary basis. Examples include; charity stall, information stall and/or stalls that support an annual event

- a) A 'one off' and/or short term outdoor market operation can operate independently or as part of an event
- b) A 'one off' and/or short term outdoor market operation can operate independently and/or in partnership with other organisations and/or in partnership with Council
- c) Market Operators and/or Stall Holders are required to complete an application form to be assessed by Council
- d) Assessment will occur on a case-by-case basis and will be guided by principles within this policy as well as Council's guidelines for events and/or use of open space.
- e) An approved permit that includes standard and site specific operating conditions is required before market operations can commence
- f) Any fundraising activities require the appropriate Authority to Fundraise from the Charities Office, with such Authority being provided with any application for permit.
- g) A fee may be charged for outdoor market activities as determined in Council's fees and charges policy
- h) Applications must be submitted at least twelve weeks (12) weeks prior to the proposed activity to allow sufficient time for assessment

6.2 Selection Criteria for 'One Off' and/or Short term Outdoor market operations

- a) The site proposed can suitably accommodate the market (and/or stalls) without impeding on pedestrian access, greatly increasing traffic congestion, competing with neighbouring businesses and/or uses and/or negatively impacting on neighbouring residents and the environment
- b) Market activities contribute to achieving community outcomes as stated in Bayside Council's Operational Plan
- c) Market activities add value to the community and/or event and do not negatively impact upon the area and neighbouring properties
- d) Public liability insurance is obtained, current, covers all stall holders and lists Bayside Council as an interested party
- e) Any other relevant certificates and/or licenses associated with the market activity are obtained and current (eg food handling)
- f) Market structures proposed are temporary, consistent in design and appearance and of high quality
- g) Plans are developed and implemented for mitigating risk, traffic congestion and litter and waste in line with Council's Guidelines for Events
- h) Processes are developed and implemented for responding to customers including a contact list and complaint handling

7. Outdoor Frequent Outdoor Market Operators

A frequent outdoor market operates on a regular more permanent basis. For example weekly or monthly.

7.1 Administrative Process

A frequent outdoor market will be administered through an expression of interest and/or tender process under a license agreement approved by Council.

7.2 Frequency of Market

The style and frequency of the market will be determined by Council taking into account the principles set out in these guidelines.

7.3 Selection Process

Prospective market operators may be invited via an expression of interest process to submit a proposal to operate a frequent outdoor market at a suitable location identified by Council.

Refer to appendix one for sites that have been identified as possible suitable locations.

The applications would be assessed by a selection panel against set criteria and conditions and recommendation made to Council for final decision.

This process ensures equity, transparency and to 'contest the market' as well as comply with Councils procurement policy and processes.

A license agreement will be issued to the approved operator(s) for a term and fee to be determined by Council.

The Licence Holder will be required to submit an approved management plan that includes but is not limited to;

- Traffic Management plan
- Risk Management plan
- Public Liability Insurance
- Litter and waste minimisation plan
- Site plan including stall layout
- General operations plan
- Marketing, branding and communication plan
- Financial report

The approved Licence Holder/Market Management will be required to update and submit their management plan each year and provide an annual report on the outcome of the management plan and general market operations during the term of the license.

7.4 Selection Criteria

1. Demonstrated experience and capability to perform the service/s including;
 - a. Demonstrated expertise and experience in the successful provision of the specified services, or similar services. Applicants must provide details of same or similar services provided and details of referees who can attest to the applicants' performance
 - b. Human resource structure, responsibilities, availability, capacity, skills and experience, particularly in relation to key staff for the purposes of this agreement
 - c. Capacity to perform and deliver service/s within specification

- d. Quality management systems are in place including food handling and
- e. Storage, waste minimisation practices and customer service
- f. Quality OH&S and risk management systems and Public Liability insurance in place
- g. Applicant's current commitments, capacity and availability to undertake the service for the term specified
2. Demonstrated financial viability and value for money including;
 - a. Financial viability and capacity to perform the agreement
 - b. Marketing and advertising capacity to actively promote outdoor markets to local community incorporating Council branding and logo
3. Service/s is fit for purpose and the environment and meets community and visitor needs including;
 - a. Type of service/s to be provided supplements existing services and enhances the variety of goods available
 - b. Market stalls are visually appealing, fit for purpose and impact minimally on the area
 - c. Demonstrated understanding of the Rockdale's community, its needs, cultures, social values and heritage
 - d. A minimum of 2 stalls are allocated for use at discounted rates for local community organisations and if applicable, at no charge to not for profit charities

8. General Conditions for Outdoor Market Operations

8.1 Market Maintenance

- The grounds must be reinstated back to the condition they were prior to the market being held and to the satisfaction of Council Officers or the controlling authority of the ground
- Stall holders must be strictly controlled in their use of Council space and equipment, vehicle movements, stall erection and public safety

8.2 Council Authority and Inspection

- All markets will be subject to regular inspections by Council officers to ensure compliance with the provision and conditions of the issued licence and all other relevant government legislation including Workplace Health and Safety.
- In addition;
 - All food products will be required to be stored, prepared and packaged for sale in strict accordance with the requirements of the NSW Food Act 2003 and the regulations there under
 - All food vendors will be required to hold a current Council Food Trading approval certificate
 - Adequate fire equipment including but not limited to a chemical fire extinguisher and fire blanket to market
 - Any stall holder whose trading requires the use of cooking must be in possession of a fire blanket and adequate ground cover to ensure there is no damage to Council property and compliance with food safety
 - Market Management and/or the stall holder is required to act immediately on instructions and/or requirements issued by Council officers and ensure stallholders do likewise.

8.3 Rides, Devices and animals

Written permission from council is required before allowing any market space for mechanical rides, animals or inflatable devices. Appropriate insurance and work cover permits are required as per Councils Guideline for Events.

8.4 Number and Type of Stall

The number and type of stalls will be determined by Council based on site suitability.

Market operators will be required to;

- give priority to locally produced or crafted, recycled, fair trade, eco, organic and environmentally friendly goods and services
- provide operating spaces to be specified by Council at no charge to registered charities and/or local community groups and organisations for the purpose of fundraising

8.5 Noise control and amplification

- Market Operators and/or the stall holder will be required to manage the impact of any noise generated as a result of market operations including the amplification of sound or music
- Market Operators and/or stall holder will be required to ensure noise levels are not 'over bearing' and/or a nuisance to neighbouring businesses, uses and/or residents
- Council officer reserve the right to restrict amplified noise

8.6 Environmental Considerations

- Market operators and/or the stall holder will responsible for;
 - ensuring prepared food and 'drinks' are provided in reusable or recyclable containers
 - prohibiting the use or sale of plastic bags, balloons or polystyrene products
 - ensuring the eating utensils, serviettes, and stirrers are single use and compostable
 - ensuring nothing enters or has the potential to enter storm water drains and that any waste water is disposed of correctly into sewerage drain as per legislation.
 - The market area must be litter free at all times
 - Appropriate waste and recycle bins are to be provided by Council (fees apply) and their usage promoted to visitors
 - use of appropriate sun protection

8.7 Traffic Management & parking

- The market operation must not
 - negatively impact on the area
 - cause a significant increase in traffic and congestion
- The market operation must;

- Promote public transport
- Advise the public on parking alternatives that do not negatively impact upon residential areas
- Not impede on pedestrian and emergency access

8.8 Marketing

- The market management and/or stall holder is expected to develop and implement a marketing strategy
- No signage, bill posters, stickers and/or market material is permitted on public property without Council approval and must comply with the State Environmental Planning Policy

8.9 Structures and Facilities

- Market structures are be consistent in size and style
- Market structures must be visually appealing and in good working order at all times
- Structures must comply with the State Environmental Planning Policy, in some case a development application is required.

8.10 Termination of Permit or Licence

The Council reserves the right to terminate the permit and/or the license agreement if there is a breach of the permit and/or agreement conditions and this policy by the provision of one month's written notice.

An operator whose permit and/or license have been terminated can appeal in writing to the General Manager, Bayside Council.

9. Appendices

9.1 Guidelines for Events

9.2 Food Notification Form

9.3 Application to hold an event on Community Land

Community Relations Committee

20-08-2018

Item No	5.3
Subject	Christmas Events 2018
Report by	Kylie Gale, Coordinator Events
File	F17/1230

Summary

Council hosts a number of events during the Christmas period, both major community events and invitation only events targeted at specific groups.

Council has expressed it would like to reduce the number of invitation only events.

Officer Recommendation

That the Committee notes the report and discusses options to reduce the Christmas events.

Background

Council currently hosts a number of Christmas activities, larger community events such as Christmas in Ramsgate, Carols in the Park and Carols by the Sea, these events are open for anyone to enjoy.

In addition to this there are a number of invitation only events, including the Botany Historical Trust (BHT) AGM and Christmas Party, Seniors Christmas Party, Business and Community Event, Mayoral Christmas Dinner and Housebound Christmas Party.

Council has requested that a review be undertaken to assess the possibility of reducing the number and frequency of these invitation only events that do occur during the peak festive season. The reduction will allow Councillors to attend other functions as well as reducing Council's expenditure and associated Council resources.

Most of these events share a common group of people.

In particular the Seniors groups are invited to Seniors Christmas Party, Seniors Garden Party, Seniors month activities and some attending the BHT and Business and Community function.

It would be reasonable to merge the Seniors Christmas party and inviting the leaders of each group to the Business and Community Christmas party.

Attachments

Nil

Community Relations Committee

20-08-2018

Item No	5.4
Subject	Ramadan Food Festival 2019
Report by	Kylie Gale, Coordinator Events
File	F17/1220

Summary

The Committee resolved at the Community Relations Committee meeting held on the 25 June 2018 that further investigation of the proposed Ramadan Event for a full 31 days occur and an update reported back to the committee at the August meeting.

Officer Recommendation

That the committee endorse the event for further report to Council for financial resources.

Background

Overview

Ramadan 2019 will celebrate Council's multiculturalism, it will be a cultural event that sets a platform for both Muslim and non-Muslim community to celebrate the Islamic tradition. The festival will be a modern take on street food with a festive and inclusive atmosphere.

It is proposed the Ramadan 2019 food festival will be held between 5 May and 4 June between the hours of 4.30pm – 2.30am subject to approval of the DA. It should be noted that any existing businesses will need to independently apply for an extension of trading times.

Stall holders

To keep the event exciting and evolving it is proposed that stall holders be allocated on a weekly block, due to the small foot print this will allow for lots of different cuisines to be experienced during the 31 days.

Stall holders will be required to complete an application and comply with conditions including but not limited to NSW health food safety guidelines for temporary events, WHS environmental management conditions and event specific conditions. Regulations staff will regularly patrol the area to ensure compliance of all stall holders and local businesses.

Stall fees will be established within Councils fees and charges policy.

Approvals

Notice of intention to hold public assembly - NSW Police
Road Occupancy Licence - RMS and TMC
Consultation with Sydney Trains, STA and NSW Taxi Council
Development Application – Planning Panel

Attachments

Nil

Community Relations Committee

20-08-2018

Item No	5.5
Subject	A Taste of Mascot - RFQ Update
Report by	Kylie Gale, Coordinator Events
File	F17/158

Summary

Following direction from Council, an Expression of Interest has been posted on tender link for an external event management company to event manage A Taste of Mascot.

Officer Recommendation

That the Committee note the report.

Background

Following direction from Council, an Expression of Interest has been published on Tender Link seeking Event Management companies to manage A Taste of Mascot.

To date two companies have downloaded the Expression of Interest Document.

Sold Out National Event Management have lodged a submission dated 17 August 2018. Thomson Street Pty Ltd also downloaded the tender but have not lodged a submission.

Submissions will be assessed by the Panel and the preferred supplier will be reported back to the Committee at the next meeting.

Attachments

Nil