

10.9 Special Events Policy Review.DOC

POLICY NAME: EVENTS ON PUBLIC LAND

POLICY REF:

MEETING ADOPTED: Resolution No.

POLICY HISTORY:



TABLE OF CONTENTS

OBJECTIVE..... 1
BACKGROUND..... 1
SCOPE OF POLICY 2
RELATED DOCUMENTATION..... 2
REVIEW..... 3

OBJECTIVE

The objectives of this policy are to;

- Provide a documented process on how event organisers may obtain approval to hold an event on public land in Ballina Shire such as parks, open spaces or streets under the ownership and/or control of Ballina Shire Council.
- Ensure that event organisers are aware of Council's requirements so as to assist and encourage the efficient organisation of events; and
- Ensure that event organisers receive requisite approvals in a timely and orderly manner.

BACKGROUND

Events are conducted regularly in Ballina Shire, from street parades and marches, fun runs, cycle races, music festivals, cultural celebrations, sporting events, open air theatres, concerts, circuses and the like.

Ballina Shire Council values the importance of local events that aim to showcase the rich cultural diversity and history of our local Ballina Shire community and that deliver economic, social and environmental benefits. However council also recognises that events can have significant environmental and public safety implications. The premise to this policy is to promote good practice by event organisers so that the benefits to the community can be maximised and negative social impacts minimised or eliminated.

Event organisers are made to comply with a number of requirements as set out by Council's regulatory framework when conducting an event. Council anticipates that the following policy will be beneficial in providing a formal process to ensure such requirements are met.

This policy does not cover events held on private land; lodgment is required through a Development Application.

DEFINITIONS

The following definitions are applicable for the purpose of this policy:

Council	Ballina Shire Council
Event	Often one time, or infrequent occurrences of limited duration that provide the general public with leisure and social opportunities beyond everyday experiences. Events are distinct and organised programs usually of sporting, cultural, community or special interest group significance.
Public Land	Land under the ownership or care and control of Council
Private Land	Any land that is not public land

Event Guidelines A document designed to assist event organisers with the Regulations and procedures associated with staging events on public land in Ballina Shire.

Long term Greater than one year and a maximum of three years

SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Community members
- Not for profit community groups
- Commercial organisations
- Event organisers
- Sporting organisations

RELATED DOCUMENTATION

Related documents, policies and legislation:

This policy should be read in conjunction with;

- Application Form - Events on Public Land
- Event Guidelines
- Policy – Donations
- Policy – Festival & Event Support Program
- Policy - Markets

POLICY

Events held on public land in Ballina Shire such as parks, open spaces or streets under the ownership and/or control of Ballina Shire Council will require lodgement of a completed Events on Public Land Application Form. Applicants must refer to the Event Guidelines when completing an application.

Event applications may be subject fees and charges and/or ground bonds in accordance with Council's Adopted Fees & Charges.

Applications will be assessed with approval conditions issued in accordance with the Event Guidelines.

Long Term Event Approvals

Existing events in the Ballina Shire requiring long term approval (for a maximum of three years) are to be processed operationally by way of the Events on Public Land Policy each year.

New events to the Ballina Shire requiring long term approval (for a maximum of three years) requires advice to Councillors and is to be processed operationally by way of the Events on Public Land Policy each year.

When a clash of dates or venues occurs with event organisers requiring event approval on public land, and this issue cannot be resolved operationally, then this will be determined by Council.

Provisions for Financial Support

Festival and Event Support Program

Council's Festival and Event Support Program provides \$50,000 in funding to support festivals and events held within Ballina Shire. The annual allocation is based on the financial year, with community organisations and non-profit groups planning such festivals encouraged to apply. Applications typically open in December each year with funding announced in March. Refer to Council's Festival & Event Support Program policy.

Community Donations Program

Council provides an annual allocation of funding through the Community Donations Program to assist community groups in the provision of services that benefit the community. Applications typically open in April each year with funding announced early in the financial year. Refer to the Council's Donations – Financial Assistance policy.

REVIEW

The Events on Public Land Policy is to be reviewed every 4 years.



Event Guidelines

Prepared by Ballina Shire Council

TABLE OF CONTENTS	
--------------------------	--

SECTION 1 – INTRODUCTION.....	2
SECTION 2 – APPLICATION & APPROVAL PROCESS.....	2
SECTION 3 – PERMITS & REGULATIONS	3
SECTION 4 – YOUR RESPONSIBILITIES	3
4.1 EVENT ORGANISER	3
SECTION 5 – THE PROPOSAL.....	4
5.1 EVENT ORGANISER & OPERATIONAL MANAGER	4
5.2 THE TYPE OF SPECIAL EVENT	4
5.3 DURATION OF EVENTS.....	4
5.4 SIZE OF EVENTS.....	4
5.5 CONSULTATION.....	4
SECTION 6 – INSURANCE & RISK MANAGEMENT	5
6.1 PUBLIC LIABILITY INSURANCE	5
6.2 RISK MANAGEMENT	5
6.3 INCIDENT REPORTING.....	5
6.4 WORK HEALTH & SAFETY	5
SECTION 7 – EVENT SITE.....	6
7.1 SUITABILITY	6
7.2 ELECTRICITY SUPPLY & LIGHTING	6
7.3 ACCESSIBILITY	6
7.4 TEMPORARY RESIDENCIES	6
7.5 POLLUTION.....	6
7.6 SITE PLAN.....	6
SECTION 8 – NOISE MANAGEMENT.....	8
8.1 NOISE PREDICTION.....	8
8.2 NOISE MANAGEMENT PLAN.....	8
SECTION 9 – TRAFFIC & TRANSPORT ISSUES.....	10
9.1 TRANSPORT MANAGEMENT PLAN.....	10
9.2 ROAD CLOSURE - BALLINA SHIRE LOCAL TRAFFIC COMMITTEE.....	10
9.3 PARKING.....	10
9.4 PUBLIC TRANSPORT	10
SECTION 10 – FOOD VENDORS	11
SECTION 11 – ALCOHOL	12
SECTION 12 – TEMPORARY STRUCTURES.....	13
SECTION 13 – AMUSEMENT RIDES OR DEVICES.....	14
13.1 AMUSEMENT RIDES	14
13.2 INFLATABLES	14
13.3 HELICOPTER LANDING	14
SECTION 14 – FIREWORKS	15
SECTION 15 – SIGNAGE & BANNER POLES	16
15.1 TEMPORARY SIGNAGE.....	16
15.2 COUNCIL'S BANNER POLES.....	16
SECTION 16 – SERVICES.....	17
16.1 TOILET AND ABLUTION FACILITIES.....	17
16.2 WATER.....	17
16.3 WASTE	18
SECTION 17 – FURTHER DETAILS.....	19

SECTION 1 – INTRODUCTION

The Event Guidelines are designed to assist event organisers with the regulations and procedures associated with staging events in parks, open spaces or streets under the ownership and/or control of Ballina Shire Council. Note, applications for events held on private land require lodgement of a Development Application (DA) through Council's Regulatory Services Group and cannot be approved via the Special Event Policy. Please contact the Regulatory Services Group on 66861 254 for more details.

SECTION 2 – APPLICATION & APPROVAL PROCESS

Application Form

Applicants must complete the 'Events on Public Land Application Form' located on Council's website www.ballina.nsw.gov.au.

Major Event Applications

A major event may have one or a combination of the following characteristics;

- A likely attendance of 1000 persons or more at one time
- The temporary closure of a road
- Erection of temporary structures (i.e. staging, marquees, grandstands)
- Amplified Music
- Portable Amenities
- Fireworks
- Amusement Rides or Devices

Major event applications must be submitted with **as much notice as possible**. In some cases major events may also require a Development Application (DA) for the erection of temporary structures and/or staging, which can take up to 12 weeks to be processed. Applicants are advised to enquire with Council's Regulatory Services Group to determine DA requirements. Please contact the Regulatory Services Group on 66861 254 for more details. Please note events that include a temporary road closure will need to submit an application a minimum 4 months prior to the event.

Minor Event Applications

A minor event may have one or a combination of the following characteristics;

- A likely attendance of 500 persons or less at one time
- Amplified Music
- Erection of temporary structures (i.e. staging, marquees, grandstands)

Minor event applications must be submitted a **minimum 4 weeks prior** to the event. Venue availability is often a determining factor, so applicants are encouraged to submit applications with as much notice as possible.

Fees & Charges

Applicants may be subject to **fees and charges** and/or **ground bonds**. Council's Fees and Charges document is available on Council's website which outlines the fees payable on an events application.

Approval Conditions

Applications will be assessed and have approval conditions issued **within one month** of lodgement. Applicants may be required to attend a meeting with Council staff to discuss approval conditions. Council reserves the right to refuse applications where insufficient information is provided, events are deemed a hazard to the general public and/or the environment or where Council believe there is lack of event management skills and experience by the applicant.

SECTION 3 – PERMITS & REGULATIONS

Depending on the elements in your event, there may be approvals, permits or licences required.

Ballina Shire Council Applications for Approval

- Event Application
- Land Owners Consent
- Venue Hire i.e. Ballina Amphitheatre, Sporting Grounds
- Development Application (Temporary Structures) i.e. staging, marquees, grandstands
- Food Vendor Permits i.e. market stall holders, vendors
- Noise Regulations i.e. amplified music
- Temporary Road Closures from the Local Traffic Committee
- Amusement Rides & Inflatables (in conjunction with WorkCover)
- Fireworks (in conjunction with WorkCover)

External Agency Approvals

You may also require the following additional services to be provided as part of your event. Applications for the following services can be made direct to each respective service provider;

- Temporary Event Liquor Licences (Office of Liquor, Gaming and Racing)
- Fundraising Authorisations (Office of Liquor, Gaming and Racing)
- Notice of Public Assembly (NSW Police)
- User Pays Police (NSW Police)
- Road Occupancy Licence, Special Event Clearways (Roads & Maritime Services)
- Events on Waterways (Roads & Maritime Services)
- Cape Byron Marine Park i.e. permission to use some beaches and reserves in Lennox Head

SECTION 4 – YOUR RESPONSIBILITIES

4.1 EVENT ORGANISER

An event organiser is defined as the 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.

SECTION 5 - THE PROPOSAL

5.1 EVENT ORGANISER & OPERATIONAL MANAGER

The **Event Organiser** must be an individual or organisation that can demonstrate competencies required to run a special event. Previous experience and success in running events will be helpful in this regard.

The event organiser shall indemnify Council in respect of any claims, costs, demands or damages which may arise out of the use and occupation of the land for the approved event or otherwise arising out of its care, control and management of the same.

The proposed event shall be organised and managed in accordance with the issued conditions of consent.

An individual must be nominated as the **Operational Manager** by the Event Organiser who will be the contact person on the ground. The nominated person must also be able to demonstrate competencies in running events.

5.2 THE TYPE OF EVENT

Given the variety and innovation that can occur in relation to events, Council does not have any particular guidelines or limitations in respect of the type of events that might operate, except that they must be acceptable to the general public.

5.3 DURATION OF EVENTS

Council does not have any particular guidelines in respect to the duration of an event however Council would need to be satisfied that the event will be run and managed in such a way as to minimise any impacts on nearby residential premises and maintain public safety.

Where the proposed event is to be held after sunset, consideration needs to be given to a number of event elements such as; security, lighting of entrances, exits, pathways and car parks, lighting of toilet facilities, noise management and public safety.

5.4 SIZE OF EVENTS

The size of the events is determined by the venue capacity and the facilities available. It can be assumed that, the larger the event, the greater the requirements imposed.

5.5 CONSULTATION

It is important to communicate with all parties that may be directly affected by your event early in the planning stages. A notice of public assembly may be required and is to be submitted to NSW Police prior to the commencement of the event. Relevant emergency services must be informed in writing of your event. Copies of correspondence must be provided to Council as part of your approval conditions.

Council may impose requirements through conditions of consent for consultation that is considered necessary.

SECTION 6 – INSURANCE & RISK MANAGEMENT**6.1 PUBLIC LIABILITY INSURANCE**

It is a requirement of Council's insurer that the event applicant provide to Council a **minimum 4 weeks prior to the event** a copy of their **Certificate of Currency for a minimum \$10 million dollars**. Council may at their discretion request higher coverage. Upon receipt of the Certificate of Currency, Council's Risk Department will review the policy to ensure it aligns with Council's insurers requirements.

6.2 RISK MANAGEMENT

Risk management is now a significant consideration in event planning. During the planning stage it is essential that you develop a **risk management plan** for the event. Once this is developed it is important that the risks continue to be monitored and reviewed.

The **risks** you identify will depend on the nature of the event. These could include but are not limited to:

- Inadequate first aid facilities and planning
- Financial - from cost overruns, cancellation or poor attendance on event day
- Reputation damage through non-arrival of performers or deliveries of goods
- Equipment failure
- Property damage or loss
- Inadequate security and cash handling procedures
- Lack of appropriate alcohol or gaming licence
- Food poisoning
- Lost children or inadequate child protection and supervision measures
- Breach of noise restrictions
- Lack of security plan identifying how to manage assets, crowd control and/or undesirable behaviour
- Larger than expected crowds and inadequate crowd management
- Sun exposure or adverse/extreme weather and changes during the event
- Injury, explosion or fire caused from inadequate fireworks planning
- Inadequate emergency response planning
- Inadequate signage resulting in breach of safety and road regulations
- Inadequate traffic, roads and pedestrian management planning
- Inexperienced organisers resulting in poor event management

6.3 INCIDENT REPORTING

It is advisable to have a system in place at your event to **record incidents** or accidents that may occur. It is important that **everyone** working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event. Council must be notified of any incidents that have been notified to the event organiser.

6.4 WORK HEALTH & SAFETY

Event organisers have a **duty of care** to provide a safe environment in which staff, volunteers, performers and contractors can work. Depending on the nature of the event, you have certain legal responsibilities such as;

- Work Health & Safety Act 2011;
- Work Health & Safety Regulation 2011;
- Codes of Practice
- Australian Standards
- NSW WorkCover Guidance Material

Contact WorkCover to discuss your responsibilities in relation to the workplace health and safety issues relevant to your particular event. Go to www.workcover.nsw.gov.au or phone WorkCover NSW on 13 10 50.

SECTION 7 – EVENT SITE**7.1 SUITABILITY**

The event site will need to be carefully assessed to ensure it is suitable for the event. A number of factors will need to be considered, these include, but are not limited to; venue capacity, facilities, parking, access, exposure to strong winds and/or venues adjacent to residences. The site should not have the potential to become waterlogged or be subject to flash flooding in the event of a sudden storm.

7.2 ELECTRICITY SUPPLY & LIGHTING

Electricity is available at selected parks and reserves and will need to be sufficient to cater for the event, including the needs of anticipated food vehicles/stalls/amplified music. For some larger events where electricity supply is limited, or in areas where there is no electricity, a generator will be required for power supply. A site inspection will determine if there are Council controlled electrical facilities in appropriate locations at the event site. Electrical work must be carried out by either a Council qualified electrician or upon approval an appropriately qualified and insured electrician.

If your event will be held at night it is essential to ensure walkways and exits are adequately lit in case of an emergency evacuation and to provide safe access to and from the site. You should also ensure you have back-up generators to provide adequate lighting in case of blackout. **Details of existing and proposed lighting** for night-time use must be submitted with your application.

7.3 ACCESSIBILITY

To make your event as inclusive as possible it should be accessible to people with a disability. To maximise accessibility, the event site **should be able to facilitate**:

- public and/or private transport to and from your event,
- parking areas for people with a disability,
- accessible facilities such as toilets and food and drink counters,
- viewing areas for people with a disability,
- wide entrance and exit paths, and
- information in large print for people with a sight impairment.

7.4 TEMPORARY RESIDENCIES

Council will not normally permit a temporary residence on public land. The only instance where a temporary residence may be considered is for the provision of overnight security and for the tending of animals.

7.5 POLLUTION CONTROL

It will be the responsibility of the event organiser to ensure that in the preparation for, and during the event, land contamination, air and/or water pollution does not occur. Details of measures taken to prevent such issues should be provided with your application.

7.6 SITE PLAN

It is necessary for the event organiser to carefully consider the layout of the event site in the context of existing site features. The layout will need to take into account access for emergency vehicles (fire trucks, police and ambulances), traffic management (public parking and pedestrian access), access for servicing of garbage receptacles and toilets, first aid facilities, movement in and out of the site by stallholders and staff and sufficient space for free movement of the public. An event application must be supported by a **site plan** that provides an overview of the proposed event. The site plan must be drawn to scale and clearly show where the event will be staged and contain details of the locations of all entrance, exits and facilities etc.

The content of your site plan should reflect the various aspects of your event. Some suggested inclusions are locations of:

Structures

- the stage and other structures, such as barricades, screens etc
- scaffolding
- the event coordination centre and emergency response room
- entertainment areas / restricted access areas
- liquor outlets including approved liquor consumption areas / no-alcohol (dry) areas
- food vendors/stalls
- toilets, including accessible toilets
- sound and lighting control points

Access and thoroughfares

- all entrances and exits, including separate access points for staff and entertainers
- routes around and through the event used by vehicles, including emergency access
- paths and lighting for pedestrians
- parking
- parade route
- accessible points for persons with a disability, including ramps and wheelchair-accessible routes

Facilities

- fire-fighting equipment
- free drinking water points
- secure areas for storing lost property, prohibited and confiscated goods
- areas for staff / volunteers / lost children
- electricity and stand-by generators
- gas cylinders
- seating arrangements
- shelter and shade
- security guards
- waste receptacles and recycling facilities
- toilets
- first aid facilities
- facilities for people with a disability
- public address systems

Volunteers/staff

- information stalls and wayfinders
- carpark attendants
- crowd management
- marshals

SECTION 8 – NOISE MANAGEMENT

Balancing a need for entertainment with the community's right to enjoy reasonable quiet can be a challenge. Generally all events are required to comply with the provisions of the Protection of the Environment Operations Act 1997 and the POEO (Noise Control) Regulation 2008.

However Council can approve an event which will exceed the prescribed noise levels if satisfied that the event will be run and managed in such a way as to minimise any impacts on nearby residential premise.

For major events noise prediction information and a noise management plan will be required to be supplied by the event organiser with the event application for Council's approval.

Even smaller events may be required to prepare a noise management plan and distribute a community notification leaflet, see below, if a noise impact is anticipated.

8.1 NOISE PREDICTION

Events which are likely to affect a significant number of residents around the venue need to be assessed for potential noise impacts. Therefore, a noise prediction report should be included in the application. Noise level predictions are commonly performed using a computer model but for small scale events 'hand' calculations may be acceptable.

Noise prediction reports should contain the following information:

1. Venue details.
2. Likely environmental conditions.
3. Equipment location and type.
4. Where barriers are positioned for sound attenuation.
5. Proposed sound levels for a worst case scenario.
 - a. At the mixing desk and nearest noise sensitive premises.
 - b. Distance from mixing desk to the stage loudspeakers.
 - c. Noise modeling or other predictions expressed graphical detail on a map of the venue and including affected outside areas showing noise level contours.
6. Analysis, conclusion and recommendations.

8.2 NOISE MANAGEMENT PLAN

Noise management plans can provide reassurance at an early stage to all parties that the event is likely to be well managed. Noise management plans should consider measures that will reduce the event's noise impact on the community, such as:

1. *Maximum approved sound levels at the mixing desk and noise sensitive occupiers***2. *Stage and venue design and layout***

The natural features of the stage and venue location should be used to reduce the noise exposure of affected residential premise. The stage should be arranged so that:

- a) the stage music is directed away from noise sensitive premises.
- b) the flying speakers point towards the ground.
- c) the largest distance possible occurs between the noise source and receiver.
- d) potential physical or natural barriers are used to screen any noise.

3. *Time and duration of the event*

Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers.

4. *Sound monitoring and reporting*

Sound monitoring must be performed for the duration of the event by a suitably qualified acoustic consultant. It will include sound checks at the stage mixing desk and at least one location outside the venue at noise sensitive premises. The monitoring should be continuous and recorded.

A report should be submitted to the approving authority approximately seven (7) days after the event to assess whether the approval conditions were met.

The Council may also conduct random compliance checks. Council may undertake noise monitoring at the mixing desk and outside the venue, including the boundary of neighbouring stakeholders to assess the overall noise impact of the event. Any complaints may be responded to separately or in liaison with stakeholders.

5. Community notification leaflet

The community notification leaflet should be drafted by the promoter and checked by Council prior to circulation. It should be issued seven (7) days before the event to give occupiers adequate notice time and it should be written clearly in a positive manner. Details should include:

- a) Venue name and location
- b) Dates, start and finish times
- c) Attended complaint telephone service numbers
- d) Other useful information to occupiers such as the event receiving approval from the Council and being subject to a noise management plan, which can serve to reassure the public that the event is being well managed,
- e) Any relevant non-noise related information such as traffic management, security and public transportation catering to the event.

The distribution area of the leaflets will be negotiated with the Council and will depend on the likely impact area of the event.

In addition to using leaflets some events may be required to notify the public via newspapers or other media as required by the authority. The use of media may be appropriate if the area of noise impact is very large.

6. Complaint records and response procedures for staff

Applicants must maintain a record of complaints, including the names and addresses of complainants (if provided), times, dates and type of noise. The information should be passed on to others for action or be available at the request of Council's authorised officers. A procedure should be created for all relevant staff. Event management and the acoustic consultant responsible for noise management are to be kept informed of all noise complaints.

SECTION 9 – TRAFFIC & TRANSPORT ISSUES

You will need to contact Council to discuss the possible traffic and transport issues that could arise as a result of your event activity. This includes setting up (bump-in) and dismantling (bump-out) the event site.

9.1 TRANSPORT MANAGEMENT PLAN

If you anticipate that your event will have an impact on traffic and/or transport then you will be required to develop a **transport management plan** (TMP). This plan needs to address road and traffic related matters, including for example: vehicle numbers, turning movements, parking, effects on surrounding roads and pedestrian access. Your event may not require road closures, but still may require a Traffic Control Plan (TCP) or be referred to the Local Traffic Committee (LTC) for approval. You should begin discussing your TMP with Council as soon as practicable but **no later than 4 months** prior to the event.

9.2 ROAD CLOSURE - BALLINA SHIRE LOCAL TRAFFIC COMMITTEE

An application for a major special event that includes a road closure will be referred to Council's Traffic Committee. The Committee is made up of representatives of Council's Civil Services Group, the NSW Police and the Roads and Maritime Services (RMS). The Committee will give advice on the acceptability of a proposal, necessary amendments to the proposal, and the requirements for a Traffic Control Plan (if needed). Most special events in Ballina Shire are unlikely to require detailed and complex Transport Management Plans.

An application for a major event should to be submitted to Council at least 4 months prior to the date of the proposed event, given that Council's Local Traffic Committee meets every 2 months.

9.3 PARKING

It is important to provide sufficient parking for people attending and working at your event. If your event is not accessible by scheduled public transport it may be necessary to provide shuttle bus services and/or additional parking facilities. If you need to set up additional parking areas, certified traffic marshals may be required. Remember to provide accessible parking spaces close to the event for people with a disability.

9.4 PUBLIC TRANSPORT

An event that is serviced by public transport benefits from:

- a reduction in congestion on roads around the event,
- having less parking facilities required for private cars, and
- easier access for people who cannot travel by car.

SECTION 10 – FOOD VENDORS

All food suppliers, including not-for-profit and charity fundraisers, are required to sell safe and suitable food in compliance with the Food Standards Code (the Code). The NSW Food Authority publishes the *Food Handling Guideline for Temporary Events* (the Guideline) which provides minimum standards for the preparation, display, handling and labelling of food and beverages in line with the Code.

It is important to be familiar with Part 3.2.2 (Food Safety Requirements) of the Code, which is particularly relevant to events. Among other things, it relates to the storage, processing, display and distribution of food; the skills and knowledge of food handlers and their supervisors; the health and hygiene of food handlers; and the cleaning and maintenance premises and equipment.

You must always consult with Council to obtain approval for the sale of food and beverages and for the installation of temporary food stalls. Part 3.2.3 (Food Premises and Equipment) of the Code should also be consulted. It gives guidance on complying with the food safety standards in relation to the construction and fit-out of food stalls, premises and transport vehicles, as well as other necessary services such as water, waste disposal, lighting, ventilation, cleaning and personal hygiene facilities. The Guideline should also be consulted for recommendations on the location of food stalls and minimum standards for stall construction. An adequate supply of potable (town supply) water is to be available either from town mains or from supply tanks/containers at each food vehicle or stall.

Water used for any activities in the preparation of food, personal hygiene, cleaning and sanitising must be of a potable standard. Non-portable water may be used for cleaning and similar uses only where it will not compromise the safety of food on the premises.

Details of the appropriate Standards can be accessed via Food Standards Australia New Zealand www.fsanz.gov.au or by contacting Council's Environmental Health Officer on 6686 1210.

If you are serving food you are required to notify the NSW Food Authority and a notification form can be completed online. Not-for-profit fundraising suppliers are exempt from this notification requirement. Food businesses of the type generally involved in temporary events are not required to hold a NSW Food Authority Licence. For more information on notifying the NSW Food Authority phone 1300 552 406 or for online notification go to www.foodnotify.nsw.gov.au.

Food vendors that sell unpackaged, ready-to-eat, potentially hazardous foods are required to appoint a Food Safety Supervisor. For further details visit www.foodauthority.nsw.gov.au or contact Council's Environmental Health Officer on 66861 210.

Liquor licences also require that food must be available if liquor is served.

Written evidence should be supplied to Council **at least 2 weeks** prior to the event listing all food stall vendors secured. Vendors that reside outside of Ballina Shire require evidence of proof of current registration. Evidence should also be supplied that vendors have notified the NSW Food Authority.

The gas installation on any food vehicle shall be installed by a licensed gasfitter. The installation shall comply with the appropriate provisions of Australian Standard 1596-1997 Storage and Handling of LP Gas and Australian Standard 5601-2010 Gas Installations (or most recent editions). The Australian Dangerous Goods Code 1998 (Federal Office of Road Safety) (or most recent editions) applies to any vehicle with a gas installation that is to operate on a public road. A current compliance plate shall be affixed to the vehicle. Note: The removal of any gas appliance or changes made to the original gas installation require further certification and affixing of a new compliance plate. Any vehicle not fitted with a compliance plate applicable to the current installation will not be permitted to operate. Any gas fired appliance used in the open may not have a gas bottle greater than 9Kg attached to an appliance and the bottle must be retained (so that it cannot be tipped over).

Council's Environmental Health Officer may attend the event. Where an inspection is deemed necessary food inspection fees will be charged in accordance with the Council's adopted scale of fees and charges.

SECTION 11 – ALCOHOL

Council have a number of Alcohol Free Zones (AFZ) in place in Wardell, Alstonville, Ballina and Lennox Head, which prohibit the consumption of alcohol 24 hours a day, seven days a week. All sports fields in Ballina Shire are Alcohol Prohibited and alcohol may not be consumed in these areas unless there is a licensed bar operating in association with a sporting event where alcohol may be consumed in the licensed area only. Council has alcohol prohibited signage that can be erected for community event organisers holding events in 'hot spots'. It is also an offence to consume alcohol in any park or reserve in Ballina Shire between 10.00pm and 7.00am.

Council may vary these alcohol controls for a '**one off**' special event in consultation with local police. Details of any proposal to sell or consume alcohol must be provided with the special event application.

Sell or Supply Alcohol at Event

To sell or supply alcohol at an event, the appropriate liquor licence must be obtained from the Office Liquor Gaming & Racing. Of the categories available, the one most likely to be relevant for the purpose of the event is a limited licence.

Applications for a limited licence should be made at least 28 days in advance of the event. Police, local councils, residents and other interested persons can lodge a submission in relation to liquor licence application.

Applicants must notify:

- The local police station
- The local council depending on the consent authority is for the land where you propose to stage the event

To determine the appropriate liquor licence required, go to the NSW Office of Liquor, Gaming and Racing's website www.olgr.nsw.gov.au or phone (02) 9995 0894 for further information.

NSW Responsible Service of Alcohol (RSA) certification is mandatory for any person serving alcohol at an event, including volunteers and security staff working at the event. The use of glass containers to serve alcohol is prohibited for safety reasons.

Council and/or NSW Police may require applicants to engage user pays police to attend the event at the organiser's expense.

BYO Alcohol at Event

Event organisers may wish to allow attendees at the event to bring and consume their own alcohol (BYO). If this is the case, event organisers must notify Council in their application to ensure proposed consumption is not in a deemed 'alcohol prohibited area'. If this is the case Council will need to determine if the zoning will be lifted for a 'one off' special event. If the area is designated to allow BYO alcohol consumption, additional amenities and waste bins must be required and signage must be displayed advertising the designated areas.

There may also be a requirement for additional security officers to be engaged during the event. Events of more than one day that wish to allow alcohol consumption must also advertise the designated area in the local newspaper.

SECTION 12 – TEMPORARY STRUCTURES

ERECTION OF STRUCTURES

Under the State Environmental Planning Policy (Temporary Structures) 2007 a **Development Application (DA)** may be required where substantial tents, stages, tiered seating, lighting gantries or similar structures are proposed. It is strongly recommended that the applicant makes contact with Council's Regulatory Services Group to discuss the requirements and allow sufficient time for the application to be processed. A fee will be charged in accordance with Council's adopted scale of fees and charges. When the application is lodged it must be accompanied by a detailed report of your proposed activities together with a site plan, hours of operation, waste management strategies, security measures etc.

The main purpose of the DA is to check for fire safety provisions including egress paths and emergency exit widths, door furniture, emergency and exit lighting, and a number of other matters. Council will require evidence from an appropriately qualified and insured practicing structural engineer that the structure, when assembled, will be adequate for its intended purpose. The structural engineer will be required to state limitations such as live loads and maximum wind loadings for which the structure has been designed. Council will also require a copy of the equipment supplier's public liability Certificate of Currency for a minimum \$10 million dollars.

The event organiser must ensure that all conditions contained in the development consent for the erection of the temporary special structures/s are adhered to. All plant and equipment installed or used on the event site shall be maintained in a serviceable condition and operated in a proper and efficient manner at all times. The event organiser must ensure that the structure is not left unattended at any time without barricading, signage and security staff (at the organiser's cost) to prevent unauthorised public access. Temporary structures must be removed by clean up date.

Council's Regulatory Services Group may wish to inspect the assembled structure prior to its use. A fee will be charged in accordance with Council's adopted fees and charges for this service.

SECTION 13– AMUSEMENT RIDES OR DEVICES

13.1 AMUSEMENT RIDES

Under Section 68 of the Local Government Act 1993, Council is required to receive and review applications for approval to operate a specified Amusement Rides or Devices. This applies to the operation at both public and private events. Close regulation by Council ensures that amusement devices commonly erected at community events are safely set up and operated, reducing the likelihood of major or potentially fatal injuries.

The definition of what is a device, and the standards that must be met for approval are set out in the Local Government (General) Regulation 2005 Clauses 71-75 and the Work Health and Safety Regulation 2011.

Where amusement rides or devices are proposed, applicants are to supply a copy of the following with the Special Event Application:

- Owner/operator contact details,
- When and where the device will be operated,
- Whether there will be trained people to operate the device,
- Details of the device,
- WorkCover Registration in the form of a “green card” or “X Card”, including any special conditions applicable to the operation of the device,
- Current **public liability insurance** for a minimum \$10 million dollars ,and
- The current log book for each ride which has been completed by the operator at each erection.

With the exception of the log book, it is required that these documents be presented at **least 12 weeks** in advance of commencement of the event to enable Council staff to conduct checks if deemed appropriate.

Mechanical rides may only be set up on suitable sites, preferably level and sufficiently firm to withstand the operation of the ride in all weather conditions. It may be a requirement that the event organiser obtains a structural engineers report should the ground conditions or method of support of the device or structure be of concern to Council’s Inspecting Officers.

The application must nominate a suitably qualified and experienced person who will be present throughout the event and be responsible for the review of documentation and inspection of amusement devices prior to their operation. This person must be satisfied at all times that the amusement devices are erected in accordance with all conditions (if any) relating to their erection and set out in the current certificate of registration issued for the amusement devices under the Workplace Health and Safety Regulation 2012. In the event that a Council Officer is required for inspection, either the Applicant or to the Event organiser will be charged on a time basis for “professional time”.

It is strongly recommended that the promoter makes contact with Council’s Regulatory Services Group on 66861 254 to discuss the relevant requirements.

13.2 INFLATABLES

Certain inflatable devices are or will in the near future come under the requirements set out in 12.1. Note: When considering the suitability of a site Council will take into account the potential for sudden wind gusts. Very exposed sites such as those along beaches or adjacent to the Richmond River or North Creek will not generally receive approval.

13.3 HELICOPTER LANDING

If you are proposing to have a helicopter take-off and/or land on a site, details of the take-off and landing site must be clearly marked on a site map. Operators will need to obtain all relevant approvals from the Civil Aviation Safety Authority on 13 17 57.

Written approval will need to be issued by Council. Council reserve the right to decline an application where an event site is deemed unsuitable or unsafe for the general public.

SECTION 14– FIREWORKS

WorkCover administers a system of licences and notifications to control and regulate fireworks. It is an offence to be in possession of, and/or have unsupervised access to fireworks without the appropriate licence issued by WorkCover. You must apply for a permit from WorkCover at **least seven days before the event**. The owner of the land on which fireworks are proposed to be displayed must consent to that display either to obtain a permit or as a condition of a permit.

Under the NSW Explosives Regulation 2005 the licensed pyrotechnician must notify WorkCover seven working days before any fireworks display. WorkCover will issue a written confirmation of your notification.

The licensed pyrotechnician must also notify the following organisations;

- Council at least seven days before the event,
- Local fire brigade at least two days before the event,
- Local police at least two days before the event, and
- Any other applicable agencies or interested parties.

An exemption from a fire ban needs to be obtained from the Local Fire Control Officer.

Under the Explosive Regulation, the licensed pyrotechnician ultimately has responsibility to notify or consult with those living near the display site. This should be done in consultation with the event coordinator. Residents within the immediate vicinity of the event (a minimum of 500m radius) must be advised of the fireworks component of the event by way of letterbox drop, not less than one week prior to the event.

Council requests that notification of the fireworks display be placed in the **'public notices'** section of the local newspapers not less than one week prior to the event. The public notice should include details of the fireworks display and time frames, with emphasis on encouraging all pet owners to have their animals secured.

Careful consideration to the appropriateness of the event site for a fireworks display should be given, taking into account any potential environmental and social impacts. Some sites will be unsuitable for fireworks displays. Details regarding the launch site and exclusion zones for the fireworks must be included in your **site plan**.

Where fireworks are proposed applicants are to supply a copy of the following:

- WorkCover Fireworks display checklist,
- Pyrotechnicians licence issued by WorkCover,
- Fireworks insurance policy – current public liability insurance minimum \$10 million dollars, and
- WorkCover written confirmation of your notification.

For detailed information about the operation of fireworks and the permits required go to **www.workcover.nsw.gov.au** or phone WorkCover NSW on (02) 4321 5499.

SECTION 15 – SIGNAGE & BANNER POLES**15.1 TEMPORARY SIGNAGE**

Signage promoting the event must not be set up at the site without the prior approval of Council. A **temporary signage plan** outlining the location, size and layout of both internal and external signage associated with the event must be submitted with your special event application. All event signage is to be accordance with the requirements specified in Chapter 14 – Advertising Signage of the Ballina Shire Combined Development Control Plan, unless consistent with the terms and limitations of “exempt development”.

To be “exempt development”, special event signage must comply with the following:

On or next to a Road or Footpath

- Any signage on the road, next to the road or near the road is generally prohibited unless it is installed by Council in accordance with road safety standards and is for road safety purposes or providing direction to the travelling public.
- Community signs, advertising signs or special events signs are not permitted on the road for safety reasons
- Essential Energy (electricity authority) generally will not permit its poles to be used to support signage.

On a Public Reserve

- Signage on public reserves may be permitted up to 7 days prior to the event and is to be placed **wholly within the grounds on the event site only**. Event signs must be removed immediately at the conclusion of the event.

On Private Land

- Any advertising or promotional signage on private land will generally require development consent (via a development application)
- Council’s Development Control Plan exempts certain temporary events signs only where they are located on the site of the actual event
- Exempt signs cannot exceed 1.5m² in area and must be located wholly within the property.

15.2 COUNCIL’S BANNER POLES

To book Council’s banner poles please contact Council on 6686 4444. Fees will be charged in accordance with Council’s Banner Pole Policy.

Banner poles are located at the following key locations;
Canal Bridge (northern approach x 2),
Fishery Ck Bridge (southern approach x 2),
Kerr Street (intersection Kerr/Swift x 2),
River Street (pedestrian crossing near Woolworths x 2), and
Coast Road (northern approach to Lennox Head x 2).

SECTION 16 – SERVICES**16.1 TOILET AND ABLUTION FACILITIES**

The existing toilets at an event site have been installed by Council to cater for general users. As the event organiser, you may be required to supply additional toilet facilities specifically for attendees of the event at your expense.

It is essential that there are sufficient toilet facilities at your event for the number of expected attendees. There is no uniform Australian standard for the number of toilets. However, as a guide, the *Safe and Healthy Mass Gatherings* Australian Emergency Manual provides the following guidance for the provision of toilet facilities at special events.

Toilet facilities for events where alcohol is NOT available

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basins
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

* This table is reproduced with the permission of Emergency Management Australia, Attorney General's Department.

Toilet facilities for events where alcohol IS being consumed – either BYO or sold through liquor permit

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basins
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	6	18	6
< 3000	10	18	10	20	10
< 5000	12	25	17	33	17

The above figures may be reduced for short duration as follows;

Duration of event	Quantity required
8 hours plus	100%
6 – 8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Where alcohol will be available, the number of facilities needs to be substantially higher. Other factors that should be considered when determining the toilet facilities required include the duration of the event, the crowd demographic, and crowd peaks during the event. At least one toilet should be accessible for people with a disability.

16.2 WATER

The event organiser must consider the availability of potable water that is needed for drinking, washing etc and the supply source. If an extensive quantity of water is required and it is sourced from a Council supply, Council may require it to be metered and paid for.

16.3 WASTE

One of the key areas of responsibility in conducting an event is to effectively manage waste on the event site and surrounding areas. The existing rubbish bins, syringe and sanitary disposal units at the event site have been installed by Council to cater for general users. As the event organiser you are responsible for supply of additional bins specifically for rubbish syringe and sanitary generated at the event site and surrounding areas, at your expense. Even small events can generate large amounts of waste. You may be required to generate a **Waste Management Plan** as part of your application for event approval. Some aspects for consideration in regard to waste management before, during, and after your event are:

- promoting your event as waste wise,
- the use of glass bottles is prohibited for safety reasons,
- using waste receptacles – the type (such as those with lids or covers), quantity and placement,
- emptying of receptacles - frequency, operational issues (e.g. will waste trucks be able to access necessary areas at your event),
- managing waste which has not been placed in receptacles,
- having policies that encourage vendors to reduce packaging, and contractors to adopt waste reduction strategies,
- recruiting volunteers to clean litter during and after the event, and providing them with the appropriate training and protective gear,
- developing procedures for the secure storage of dangerous goods and hazardous substances,
- establishing safe and secure procedures for the storage and disposal of clinical waste, including sharps containers for needles and syringes,
- identifying procedures for the ongoing storage and disposal of sewage waste,
- adopting recycling measures, including public messages and signage to encourage recycling, and
- conducting a post-event site clean-up, including of the zone just beyond the event perimeter.

The following is a guide to the types of waste you will be likely to manage at the event;

- **General rubbish** – bins must be placed around the entire event site and close to areas where food is being sold or consumed.
- **Recyclable items** – clearly identified recycle bins must be placed side by side with general rubbish with general rubbish bins (not back to back).
- **Food providers and stall holders waste** – food providers and stall providers should have bins for their own waste disposal. These bins should be placed away from any food consumption, preparation or storage areas.
- **Toilet facilities waste** - it will be expected that all liquid waste be completely removed from the site within 24 hours of the event.

As a guide minimum number of additional bins for attendee use (not including existing public bins) at special events are;

- 1 x 240L bin per 100 attendees – if no food or drinks served/sold,
- 2 x 240L bin per 100 attendees – if food or drinks served/sold,
- 2 x 240L recycle bin per 100 attendees, and
- 1 x 3m front load skip bins for greater than 1,000 attendees.

Waste bins both general waste and recyclables are available to hire **free of charge** for community event organisers from Council's **Waste Management Centre**. Transportation of bins to and from the event site is the responsibility of the event organiser, however processing of waste will be charged. To book events for your next event contact Waste Management Centre on 6686 1227.

Ballina Shire Council is committed to sustainability and encourages all events to work towards making a positive contribution to waste management. To discuss waste minimisation options for your event contact Council's Waste Education Officer on 6686 4444.

SECTION 17 – FURTHER DETAILS

To download a copy of Events on Public Land Policy and/or Application Form please visit Council's website www.ballina.nsw.gov.au.

For further information about the Event Guidelines document or to make an application to stage an event in Ballina Shire, please contact:

Holly Archibald
Events Support Officer
Tel: (02) 6686 4444
E: council@ballina.nsw.gov.au.

Caroline Klose
Tourism Coordinator
Tel: (02) 6686 4444
E: council@ballina.nsw.gov.au.