



Event Guidelines

Prepared by Ballina Shire Council

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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 public roads under the **ownership and/or control of Ballina Shire Council**.

2. APPLICATION & APPROVAL PROCESS

2.1 APPLICATION FORM

Applications are to be lodged via the '**Events on Public Land Application Form**'. To allow sufficient processing time, organisers are encouraged to lodge applications up to **3 months prior** to the proposed event.

In some cases larger events may require a Development Application (DA) for the erection of temporary structures, which can take up to 12 weeks to be processed. Events that include a temporary road closure will need to submit an application a **minimum 4 months** prior to the event.

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

2.2 EVENTS HELD ON BUSHFIRE PRONE LAND

Events conducted upon bushfire prone land are required to provide additional details. Section 16 provides more information in regard to the location of bushfire prone public land and additional details required. Events on public land, which are located on identified bushfire prone land, may not be permitted to proceed during total fire ban days, despite being granted an approval pursuant to this approval process. The event organiser will need to contact the local Rural Fire Service (RFS) Control Centre on total fire ban days prior to the event proceeding (further detail provided in Section 16).

2.3 FEES & CHARGES

Applicants may be subject to **fees and charges** and/or **ground bonds** in accordance with Council's adopted Fees and Charges. Further information is available on Council's website www.ballina.nsw.gov.au.

2.4 APPROVAL CONDITIONS

Applications will be assessed **within one month** of lodgement. Organisers may be required to attend a meeting with Council staff to discuss the issued approval conditions.

Council may 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 held by the applicant.

3. YOUR RESPONSIBILITIES

3.1 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 coverage specific for the planned event.

4. PERMITS & REGULATIONS

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

4.1 BALLINA SHIRE COUNCIL APPROVALS

- **Event Approval** under Section 68 of the *Local Government Act 1993*
Permission to hold an event on public land under the ownership or care and control of Council.
- **Venue Hire**
Bookings for all Council managed outdoor venues, reserves or sporting grounds. Liaison may be required with local sporting organisations before a booking can be confirmed.
- **Development Application for Temporary Structures**
In some cases large events may require a Development Application (DA) for the erection of temporary structures, which exceed the exempt development size limits contained in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). A DA can take up to 12 weeks to be processed.
- **Food Vendor Permits** i.e. market stall holders, vendors
All food traders at the event shall be registered with Ballina Shire Council or their home Council. A list of food vendors is to be supplied to Council upon application.
- **Noise Regulations** i.e. amplified music
Set up, operate or use a loudspeaker or sound amplifying device
- **Temporary Road Closures** – (Issued under Section 138 under *Roads Act 1993*) – Occupying the Road Reserve / Temporary Road Closures from the Local Traffic Committee
Application for a road closure is made via a **separate** submission to the Ballina Shire Local Traffic Committee.
- **Amusement Rides & Inflatables** (in conjunction with WorkCover)
Council may be required to review applications for approval to operate specified Amusement Rides or Devices. This requires lodgement of a **separate** Section 68 Application.
- **Fireworks** (in conjunction with WorkCover)
The licensed pyrotechnician you engage must notify Council at **least seven working days prior** to the display. While notice must be given to council of an intention to use any firework, council has no power to approve the use of fireworks. However, council may object to or impose conditions on an applicant's use of fireworks. Council can object to a proposed fireworks display where sites are deemed unsuitable and/or there are concerns of any potential environmental or social impacts.
- **Balloons** (including helium)
Council prohibits the use, supply or release of any balloons where all or part of the event occurs outside.

4.2 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 (Liquor and Gaming NSW)
- Fundraising Authorisations (Liquor and Gaming NSW)
- 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 Seven Mile Beach and waters north of Lennox Head Headland
- Civil Aviation Safety Authority and Air Traffic Control (Brisbane Centre) i.e. air based activities and helicopter landings

5. INSURANCE & RISK MANAGEMENT

5.1 PUBLIC LIABILITY INSURANCE

It is a requirement of Council's insurer that the event applicant provide to Council a copy of their **Public Liability Certificate of Currency for a minimum \$20 million dollars**. Council may 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. It is the applicant's responsibility to ensure all sub contractors hold adequate insurance specific to the work or activity being carried out.

5.2 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, including lack of planning to manage a potential bushfire emergency
- Inadequate signage resulting in breach of safety and road regulations
- Inadequate traffic, roads and pedestrian management planning
- Inexperienced organisers resulting in poor event management

Please be aware that Council may cancel an event approval at short notice in the case of a severe weather event.

Early planning for a potential emergency will ensure that your event runs smoothly and the safety of all event attendees is maintained.

5.3 BUSHFIRE RISK MANAGEMENT

It is the responsibility of the event organiser to ensure that all event attendees can be promptly evacuated to a place of safety in the event of an emergency. Event organisers are required to prepare an evacuation plan in the case of any emergency, including bushfire. If your event is to be held on bushfire prone land as identified in Section 16.5, a bushfire evacuation plan must be prepared for implementation in case of a bushfire emergency.

5.4 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.

5.5 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 will have certain legislative responsibilities that you must adhere to. Reference to the following publications can assist in determining your responsibilities:

- *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.

6. EVENT SITE

6.1 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.

In the case of an emergency (including a potential bushfire), the site plan must clearly identify safe assembly areas and escape routes. Site plans for bushfire prone land (refer to Section 16.5) must identify the nearest refuge open space areas adjacent to the potential hazardous vegetation (eg. roadway within 20 metres of vegetation or beach area within 50 metres of vegetation) and water bodies.

6.2 ELECTRICITY SUPPLY AND INSTALLATION

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 is to be carried out by 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 a blackout. **Details of existing and proposed lighting** for night-time use must be submitted with your application.

6.3 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
- access for emergency vehicles
- wide entrance and exit paths, and
- information in large print for people with sight impairment.

6.4 TEMPORARY RESIDENCES

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.

6.5 POLLUTION CONTROL

It is 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.

6.6 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, disabled 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.

The site plan must provide 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 site plan needs to clearly identify a safe assembly area and escape routes in case of an emergency (including a potential bushfire).

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

Structures & Site Features

- 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
- on bushfire prone land – vegetation location and water bodies i.e. ocean, creek, river, bay

Access and thoroughfares

- all entrances and exits
- safe assembly evacuation areas
- access for emergency vehicles (fire, trucks, police and ambulances), including routes around and through the event used by vehicles
- on bushfire prone land (refer to Section 16.5) the nearest refuge open space areas adjacent to the potential hazardous vegetation (eg. roadway within 20 metres of vegetation or beach area within 50 metres of vegetation)
- routes around and through the event used by vehicles, including emergency access
- paths and lighting for pedestrians
- parking (if on bushfire prone land, ensure that parking does not occur in proximity of areas with long dried grass and/or unkempt dried vegetation.)
- 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
- shelter and shade

- security guards
- waste receptacles and recycling facilities
- toilets
- first aid facilities
- facilities for people with a disability
- public address systems
- location of nearest hydrants
- any static water supplies proposed in non-town water reticulated areas e.g. tanker facilities (ensuring sufficient water supplies are available for fire fighting where events are on bushfire prone land).
- location of open flame charcoal/gas or electric cookers (avoiding locating these facilities in close proximity to fuels and dried up vegetation to avoid a potential bushfire ignition).

Volunteers/staff

- car park attendants
- Event Organiser (or nominated representative) and Assistant/s for Emergency Response

7. 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 *Protection of the Environment Operations (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 areas.

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.

7.1 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.

7.2 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 premises. 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.

8. 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.

8.1 TRAFFIC MANAGEMENT / CONTROL PLANS

If you anticipate that your event will have an impact on traffic and/or transport then you will be required to develop a **Traffic Management / Control Plan** (TMP or TCP). 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 / TCP with Council as soon as practicable but **no later than 4 months** prior to the event. All Traffic Management / Control Plans are to be prepared by a licensed Traffic Control Company in accordance with the current Traffic Control at Works Sites Manual and are to be submitted to Council for approval as part of the application.

8.2 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 Traffic 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.

8.3 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 suitable disabled parking is to be provided in close proximity to the event.

8.4 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
- easier access for people who cannot travel by car.

9. 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 of 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-potable 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 telephone 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 on telephone 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 telephone 6686 1210.

Certain 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).

On bushfire prone land sites, event organisers are required to provide details of any proposed appliances to be used on site eg. open flame charcoal/gas or electric cookers. It will also be necessary that all food vendors with kitchen cooking appliances have fire extinguishers and a fire blankets consistent with the *Guidelines for food businesses at temporary events*.

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.

10. ALCOHOL

There are two forms of alcohol regulation that are used to manage alcohol consumption in public areas. These are Alcohol Free Zones and Alcohol Prohibition.

Alcohol Free Zones

An Alcohol Free Zone (AFZ) is a regulation put in place to prevent disorderly behaviour caused by the consumption of alcohol on public roads, footpaths and public car parks. AFZs are in place in Wardell, Alstonville, Ballina and Lennox Head CBDs prohibiting the consumption of alcohol 24 hours a day, seven days a week.

Alcohol Prohibited

Areas that are Alcohol Prohibited prohibit the carrying and or consumption of alcohol in public areas such as parks, reserves and beaches by the placing of signs prohibiting these actions. Council has implemented Alcohol Prohibition in all parks and reserves between the hours of 10.00pm and 7.00am seven days a week, unless signposted differently.

All sports fields and surrounding reserves are Alcohol Prohibited areas. 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 can erect Alcohol Prohibited signage upon the request of the event organiser(s) to ensure compliance with the regulation.

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 NSW Office of Liquor, Gaming and 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 must be lodged at least 28 days before the special event start date. NSW Police, local council, residents and other interested persons can lodge a submission in relation to a liquor licence application.

To sell or supply alcohol at an event the applicant must notify local police and the local council; if the council is the consent authority 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 telephone (02) 9995 0894 for further information.

Responsible Service of Alcohol (RSA) certification is mandatory for any person (paid or volunteer) involved in the sale, supply and service of alcohol at an event, including security staff with crowd control duties. The use of glass containers to serve alcohol is prohibited for safety reasons.

Council and/or police may require applicants to engage User Pays Policing Services, where fees apply for 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 an Alcohol Free Zone or Alcohol Prohibited area. If this is the case Council and local police 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 are required and signage advertising the designated areas must be displayed.

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.

11. TEMPORARY STRUCTURES

In some cases large events may require a Development Application (DA) for the erection of temporary structures, which exceed the exempt development size limits contained in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). A DA can take up to 12 weeks to be processed.

It is strongly recommended that the applicant makes contact with Council's Development and Environmental Health 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, structural adequacy and wind loading. 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.

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 Development and Environment Health 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.

12. AMUSEMENT RIDES OR DEVICES

12.1 AMUSEMENT RIDES

Section 68 of the *Local Government Act 1993* requires the prior approval of Council to be obtained for the installation and operation of specific amusement devices. If required, a Section 68 approval shall be obtained for amusement devices at least 6 weeks before the event.

Regulation 75 of the *Local Government General Regulation 2005* exempts “small amusement devices” from the need for approval provided the owner/operator complies with certain requirements.

Small Amusement Device

A Small Amusement Device is defined in the *Local Government (General) Regulation 2005* as “an amusement device that is designed primarily for the use of children 12 years of age and under and includes such amusement devices as mini-Ferris wheels, battery operated cars and miniature railways but in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.”

Details of Device

The owner/operator of the device will need to advise Council on the application of the classification of the device, determining whether a Section 68 approval is required.

An amusement device may be installed or operated without the prior approval of the Council if:

- a) it is a “Small Amusement Device” as defined above
- b) 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 is not dangerous because of its slope or irregularity or for any other reason
- c) the device is registered under the NSW Work Health and Safety Regulation 2011
- d) the device:
 - i. is to be or has been erected, and
 - ii. is to be or is being operated in accordance with all conditions (if any) relating to its erection or operation set out in the current certificate of registration issued for the device under that Regulation
- e) there exists for the device a current log book within the meaning of Chapter 5 of that Regulation
- f) in the case of a device that is to be or is installed in a building, fire egress is not obstructed
- g) there is in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability. The current Certificate of Currency must be submitted to Council at least 14 days prior to the event.

If an amusement device does require prior approval of Council, an *Application to Operate an Amusement Device* will need to be submitted to Council for each device, at least six weeks prior to commencement of the event together with the following documentation:

- a) Current Certificate of Currency for public liability insurance coverage for the applicant to an amount of not less than \$10,000,000 (all devices must be listed on the certificate)
- b) Current Certificate of Registration for the device issued by NSW Work Cover
- c) Current log book for the device documenting the device’s recent usage and annual inspection. The log book must be supplied at least 30 days prior to the event. Log books must be of a standard equal to, or greater than the Australian Standard. If any record within the supplied log book is unsatisfactory, the device operator will be given 14 days to resupply for re-evaluation.
- d) Certification from a properly qualified structural engineer for which the device is being erected that: *(this may not be received until closer to the event date)*
 - i. the ground or other surface on which the device is to be erected, is sufficiently firm to sustain the device while it is in operation and will not be dangerous because of its slope or irregularity or for any other reason; and

- ii. the device once erected, will be capable of resisting loads determined with the following Australian standards:
 - i) AS/NZS 1170.0:2002 and
 - ii) AS/NZS 1170.1:2002 and
 - iii) AS/NZS 1170.2:2002
- e) Current Certificate of Currency for professional indemnity insurance for the engineering firm providing certification to an amount of not less than \$5,000,000 (*this may not be received until closer to the event date*).

An Application to Operate an Amusement or Inflatable Device is required for **each device**.

12.2 INFLATABLE DEVICES

Inflatable devices with a platform (the surface customers stand on) less than 3 metres high may be installed without a Section 68 approval if:

- a) the device is erected in accordance with manufacture's requirements and the event organiser's insurance noting that inflatable devices are covered by their insurance, or
- b) the owner of the inflatable device erects the device, and remains on site with the device for the entire period that it is installed and operated. The event organiser must sight and obtain a copy of the ride owner's insurance.

A copy of the owner's Certificate of Currency must be submitted to Council for approval, at least 14 days prior to the event. There is to be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.

Declaration

Event Applicants and Device Operators will be required to complete a signed declaration, declaring that all amusement devices and inflatables will be installed in accordance with manufacturer's instructions and that adequate risk management measures have been implemented within the risk plan to identify control measures for potential hazards. These hazards include collapse, extreme wind or weather conditions or other site specific risks.

An Application to Operate an Amusement or Inflatable Device is required for **each device**.

12.3 HELICOPTER LANDING / AIR BASED ACTIVITIES

Operators will need to obtain all relevant approvals from the Civil Aviation Authority (telephone: 13 17 57) and Air Traffic Control - Brisbane Centre (telephone: (07) 3866 3224). Operators must also comply with (**Schedule M – Helicopter Rides Operating Requirements**) of Council's Commercial Activities on Public Land - Application Guidelines. Details are to be clearly marked on your site map.

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

13. FIREWORKS

Under the *NSW Explosives Act*, WorkCover administers a system of licences and notifications to control and regulate fireworks.

The licensed pyrotechnician you engage for your event must notify WorkCover seven working days before any fireworks display.

Once approved, WorkCover will issue a written 'Notification of Pyrotechnic Display' to the pyrotechnician. This is to be **supplied to Council** prior to the event taking place.

The licensed pyrotechnician must also notify the following organisations:

- 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.

Should your event take place during a fire ban, an exemption would need to be obtained from the Local Fire Control Officer **in writing** and provided to Council prior to the event taking place.

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. This notification will often form part of the Community Notification Leaflet (*refer to Section 7 - Noise Management*) issued as part of your event approval.

Council requests that notification of the fireworks display be placed in the '**public notices**' section of the local newspaper 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**.

For detailed information about the operation of fireworks and the permits required go to www.workcover.nsw.gov.au or phone WorkCover NSW on telephone 13 10 50.

14. SERVICES

14.1 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.

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.

14.2 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.

14.3 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 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 waste facilities 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 equipment
- indentifying procedures for the ongoing storage and disposal of sewage waste
- adopting recycling measures, including public messages and signage to encourage recycling
- 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 3m front load skip bins and 2 x 240L recycle bin per 100 attendees, for events 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**. Charges apply for the transportation of bins to and from the event as well as waste disposal charges. Please contact the Waste Management Centre on telephone 6686 1287 for information on pricing.

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 telephone 6686 4444.

15. SIGNAGE & BANNER POLES

15.1 SIGNAGE AT THE EVENT

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 the signs must be submitted with your event application. All event signage must comply with the exempt development requirements specified in Schedule 2 of the Ballina Local Environmental Plan 2012.

15.2 COUNCIL'S COMMUNITY EVENT SIGNAGE INFRASTRUCTURE

Council's Community Event Signage Policy provides a clear, documented process of how event organisers may obtain approval to install temporary, short term community event signage, which relates to specific events taking place in the Ballina Shire. Council has identified a number of sites throughout the Shire as being suitable for the promotion of community events where signage infrastructure has been provided.

To book these locations please contact Council on telephone 6686 4444. Please refer to Council's website for annual fees and charges.

16. BUSHFIRE EMERGENCY EVACUATION MANAGEMENT

During an emergency, such as a bushfire event, it is the responsibility of the event organiser to ensure that all participants can be promptly evacuated to a place of safety. If your event is to be held on bushfire prone land (as identified below), organisers are required to prepare a basic **Bushfire Emergency Evacuation Plan** to be implemented in case of a bushfire emergency. Council has prepared a **Pro-Forma** to assist event organisers in preparing this document, which is located in the Events on Public Land Application Form. This is to be lodged together with your site map.

A standard bushfire evacuation plan typically involves the following components:

- The identification of emergency roles for staff
- Triggers for evacuation
- Identification of "Safe Refuge Areas"
- Identification of evacuation routes
- Emergency procedure
- Communication and training recommendations

16.1 IDENTIFICATION OF EMERGENCY ROLES FOR EVENT STAFF & EMERGENCY CONTACT NUMBERS

The following outlines roles and responsibility regarding the implementation of the Emergency Procedures in the event of a bushfire.

	Area of Responsibility	Name & Mobile Phone Number
Event Organiser (or nominated representative)	<p>Prior to the commencement of an event, the event organiser (or nominated representative) is to:</p> <ul style="list-style-type: none"> • Check Fire Danger Rating for the day of the event and if a Total Fire Ban has been declared. If A Total Fire Ban is in place, consult with the Rural Fire Service Control Centre or call 1800 679 737 to determine if the event should proceed. • Consult with emergency services if deemed necessary. • Review site plan for evacuation/shelter to ensure it meets the environmental conditions of the day. <p>On becoming aware of a bushfire:</p> <ul style="list-style-type: none"> • Ascertain the nature of the bushfire and determine appropriate action, including whether the event is to be cancelled. • Ensure that the appropriate fire service has been notified. • Communicate with Event Assistant/s. • If necessary, initiate evacuation and control entry to affected area. • Ensure the progress of the evacuation and any action taken is recorded in an incident log. • Brief the fire service personnel upon arrival on type, scope and location of the bushfire and the status of the evacuation and, thereafter, act on the senior officer's instruction. 	
Event Assistant/s	<p>On becoming aware of a bushfire:</p> <ul style="list-style-type: none"> • Communicate with Event Organiser (or nominated representative). • Secure location and assist with evacuation of all persons in Area of responsibility. • Act on Event Organiser (or nominated representative) instructions. 	

Emergency Contact Numbers

The following information must be included within your application.

Name of Organisation

- NSW Rural Fire Service
- Fire Brigade & Rescue NSW
- NSW Police Service
- Ballina Shire Council
- State Emergency Services
- NSW Ambulance Service
- Ballina District Hospital
- Lismore Base Hospital

All fires to be reported to 000

16.2 TRIGGERS FOR EVACUATION AND IDENTIFICATION OF “SAFE REFUGE AREAS”

In the event of a bushfire, a decision is made well in advance to either: EVACUATE the occupants of a premise to another location away from the effects of the bushfire or to SHELTER-IN-PLACE and have those occupants move to a safe refuge on-site.

This decision is a matter of safety and needs to consider the proximity to vegetation, time required to transport people from one place to another, availability of transportation, or whether there is a location on-site that would be safer for the occupants to congregate.

In the case of an event held on public land the decision to trigger the plan would likely involve moving event participants into a safe refuge area in proximity of the site where the event is held (i.e. EVACUATE). However, there might be situations when the decision is made to move to event participants a safe refuge on-site (i.e. SHELTER-IN-PLACE).

Your Site Plan needs to clearly identify a **safe assembly area and escape routes** in case of a bushfire emergency. In the case of fun runs, charity walks and the like, which are held along stretches of beach, foreshores, established walking trails and footpaths; organisers must identify several refuge/assembly areas along the route. Examples of refuge/assembly areas may include sports grounds, parks, beaches, carparks, etc.

Evacuation routes should also be marked on the Site Plan.

16.3 EMERGENCY PROCEDURE

During a bushfire emergency, identify the procedures, which are to be adhered to in the event of an evacuation. For example, the following actions should be included at a minimum:

- The **Event Organiser (or nominated representative)** should
 - Ensure communications (i.e. mobile phone on hand)
 - Remain calm and explain to the participants what is happening
 - Monitor local radio (ABC local radio on 94.5 FM) and public service announcements
 - Ensure that all persons are informed of the evacuation process and initiate the evacuation in accordance with agreed sequence
 - Advise the local emergency service that the site is being evacuated and that all participants (include how many) are sheltering in a safe refuge/assembly area or areas
 - Shall be identifiable with appropriate attire
- The **Event Assistant/s** should
 - ensure all persons are accounted for
 - Assist all persons in his/her area to evacuate
 - report to the Event Organiser (or the nominated representative) and assist the Event Organiser (or nominated representative) wherever required
 - Shall be identifiable with appropriate attire

16.4 COMMUNICATION AND TRAINING

It is expected that the event organisers would have the required communication tools to ensure that all emergencies are attended to promptly. This is particularly important when running events such as fun runs and charity walks, where there is a potential for exhaustion or injury to occur and, thus the requirement to communicate promptly to emergency personnel so they can attend promptly to the emergency. The same communication procedure would apply in the case of a bushfire emergency.

To ensure that operational procedures are followed in an orderly manner during an emergency, it is crucial for all members of the emergency team to be thoroughly familiar with what is expected of them. For this to occur, it is necessary for event staff to be educated on the emergency procedure, to understand roles and responsibilities, and to undertake regular exercises to test the emergency procedure. It is recommended, that event organisers consider undertaking fire drills on a regular basis.

16.5 BUSHFIRE PRONE LAND - PUBLIC LAND UNDER THE OWNERSHIP AND/OR CONTROL OF BALLINA SHIRE COUNCIL

- **The beach and the land directly behind between Ballina and Lennox Head**
Note: This is the location of the Westpac Charity Walk - route alternates between the beach and the land directly behind between Ballina and Byron Bay.
- **Land adjacent to Shaws Bay, Ballina**
Note: Fun Runs, which start from the from the Ballina Amphitheatre (on south side of Shaws Bay) across Missingham bridge along break wall, then turning left parallel to beach and returning back along Compton Drive. The portion of the Fun Run along Compton Drive north of Shaws Bay road intersects with mapped bushfire prone land.
- **Alstonville High School and land adjacent to the Lismore Road**
Note: The Alstonville Wollongbar Fun Run, which departs from Alstonville High School and travels adjacent to the Lismore road. Portions of the land along Lismore Road are mapped bushfire prone land.
- **Lennox Park Foreshore, Lennox Head**
Note: This is the location of the Skullcandy Oz Grom Open and the Lennox Longboard Classic. Although the park is not mapped as bushfire prone land, the land parcel encompassing the park is mapped as such.
- **Tintenbar Oval**
Note: This oval requires careful event management due to limited access and surrounding vegetation. Any event will be closely examined to determine suitability having regard to potential bushfires.
- **Any other public land that may be mapped as bushfire prone land. Bushfire prone land mapping is subject to change in accordance with the provisions of the RFS.**

16.6 FURTHER INFORMATION

Further information on general Bushfire safety and management can be found at the Rural Fire Service (RFS) website <http://www.rfs.nsw.gov.au/>

RFS publications and fact sheets can be found at:
http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=192

Information on Total Fire Ban and Current Fire Danger Map can be found at the RFS website http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=1109 or call 1800 679 737

Your nearest Fire Control Centre is:

Ballina Rural Fire District

Street Address: 70-90 Station Street Mullumbimby 2482

Postal Address: PO Box 219 Mullumbimby 2482

Phone: 6684 3662

Fax: 6684 3959

17. FURTHER DETAILS

To download a copy of **the Events on Public Land Policy** and/or **Events on Public Land 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:

Sandra Jackson
Events Support Officer
Planning and Environmental Health Division
Telephone: 02 6686 1457
Email: sandra.jackson@ballina.nsw.gov.au

Cheyne Willebrands
Manager Open Spaces
Planning and Environmental Health Division
Telephone: 02 6686 1497
Email: cheyne.willebrands@ballina.nsw.gov.au