



WAVERLEY
COUNCIL

OUTDOOR EVENTS MANAGEMENT AND DELIVERY GUIDELINES

OCTOBER 2015





WAVERLEY
COUNCIL

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM:

Direction C6: Arts and cultural activities foster an involved community and a creative environment

Strategy: Enrich the community's cultural life and support lifelong learning through a variety of cultural events and activities, balancing the needs of residents and visitors

Direction: L1 Waverley's economy is vibrant and robust and supports the creation of a variety of jobs and business opportunities

Strategy: Create vibrant public places through the support and provision of a range of community and visitor related activities

Direction: L2 Visitors and tourists are welcomed and make a positive contribution to the community and economy

Strategy1: Develop and implement tourism initiatives to benefit both the local economy and community

AUTHOR: Lorna Bussell

PROGRAM: Enriching Waverley

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Section 1: Introduction

Waverley Council recognises the need to balance the contribution events make to the culture, character and economy of Waverley with the potential impact of events on the surrounding locality.

These Guidelines have been developed to provide a step by step process of event organising in an outdoor space in the Waverley Local Government Area to ensure the delivery of safe, accessible, sustainable and vibrant events that meet all relevant legal and regulatory requirements, while minimising the associated impact on the natural, built and social environments.

It is recommended these guidelines be read in conjunction with Council's Events Policy.

Section 2: Venue hire application process

All Event Organisers¹ are required to submit a Venue Hire Application Form for the use of Council owned or managed public spaces (parks, open spaces, pedestrian malls and beaches) to hold a temporary event.

Application

All Event Organisers are required to submit a Venue Hire Application providing the following information about the event being proposed to be held in an outdoor venue².

- Venue requested (check website for location suitability for proposed event)
- Purpose of event
- Hours of Operation
- Number of event participants
- Date(s) and time of proposed event
- Proposed event infrastructure / structures
- Organiser contact and capability/experience details
- Contractor details
- Traffic impact
- Bump in / out requirement
- Parking requirements

Approval for your event will be subject to Terms and Conditions as contained in these Guidelines.

Within 5 working days of lodging a Venue Hire Application Form, a Council Event Officer will contact the applicant to discuss the proposed event.

¹ Event Organiser means the person or organisation seeking to undertake an event on Council owned or managed public spaces (outdoor venues).

² Outdoor Venue means any public space including parks, beaches and pedestrian malls, owned or managed by Waverley Council.

Assessment

All events to be conducted on Council owned or managed outdoor venues need to be controlled to various degrees dependent on their impact and associated risk impacts, from a small community event with little or no infrastructure/equipment to larger more complex events that require detailed and comprehensive planning and management.

Assessment of application for the use of a Council outdoor venue to stage a temporary event will be based on the following criteria:

1. Suitability of the event

As contained in Council's *Events Policy*, the assessment of the suitability of the event will have consideration to whether it:

- delivers either recreational, social, cultural, education or information opportunities for residents and visitors to participate
- supports and contributes to the well-being of residents and visitors
- supports and includes people from all sections of the community
- supports and respects the unique identity of Waverley and its culture
- recognises occasions of historical, social or cultural significance
- contributes to the local economy, businesses and tourism

2. Availability and suitability of the location

Aspects such as the size of the event and the availability of the venue will be considered. In some instances, the proposed use of the venue may be rejected as unsuitable. Where possible, alternative venues may be suggested.

3. Impact of the event on location and surrounds.

Consideration will be given to the category of impact of the event having regard to safety and risk management to the natural, built and social environment.

4. Development consent requirements

Dependent on the type of temporary event proposed and the structures / infrastructure involved, these may not be covered under existing consent approvals³ and may require the submission of a separate DA.

³ Existing development consents for various buildings or open spaces
Blanket DA for use of Bondi Beach and parklands for temporary events
State Environmental Planning Policy (Exempt and Complying Development) 2008.

Event Impact Categories

The temporary use of an outdoor venue to stage an event will be assessed as either low, medium or high impact and managed by the application of relevant Terms and Conditions in the Venue Hire Agreement (VHA) issued. The assessment criteria include the type/style of event, patron numbers and demographics, event duration and size of event infrastructure⁴. The table below contains guidelines as to the criteria to be used to determine the impact of an event as either low, medium or high.

Table 1: Event impact category criteria

Event Impact Category	Impact criteria	Examples
Low Impact	<input type="checkbox"/> Held between 6am and 6pm <input type="checkbox"/> Infrastructure footprint under <50m ² ⁵ <input type="checkbox"/> Involves minimal/low level amplification ⁶	<ul style="list-style-type: none"> • Outdoor Wedding ceremony • Filming/photography shoots • Small commercial activations • Small charity activation
Medium Impact	<input type="checkbox"/> Involves between 100 and 1000 patrons <input type="checkbox"/> Finishes between 6pm and 9pm <input type="checkbox"/> Infrastructure footprint between 50m ² -150m ² <input type="checkbox"/> Involves food and / or non-Liquor service or sales <input type="checkbox"/> Involves low level amplification ²	<ul style="list-style-type: none"> • Community markets • Surf club events • Religious celebrations • Charity fund raisers
High Impact	<input type="checkbox"/> Involves more than 1000 patrons <input type="checkbox"/> Finishes after 9.00 pm on any day <input type="checkbox"/> Infrastructure footprint exceeds 150m ² <input type="checkbox"/> Includes Liquor sale/supply for consumption <input type="checkbox"/> Involves amplified noise, music, entertainment or activities ⁷ <input type="checkbox"/> Includes fencing, stage, audio/visual equipment, tiered seating <input type="checkbox"/> Requires road closures or otherwise impacts on the normal use of roads and/or requires special/additional public transport provisions <input type="checkbox"/> Involves fireworks/pyrotechnics	<ul style="list-style-type: none"> • Public events • Community festivals • Corporate functions • Sporting events • Music festivals • Community festivals • Public celebrations

⁴ Event Infrastructure means structures and facilities needed for the event including, but not limited to, scaffolding, staging, seating, marquees, stalls, sound and lighting towers, amusement devices etc.

⁵ Appendix 1: State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for Temporary uses and structures – Quick Reference Guide

⁶ Minimal/low level amplification means to produce amplification of devices including but not limited to; non-commercial entertainment speakers, music, loudspeakers, PA system or microphone that are inaudible at a radius of 50m from the device and operated between 6am and 9pm.

⁷ Amplified noise means use of any equipment/devices that amplifies noise, including though not limited to; entertainment speakers, DJ, loudspeaker, PA system.

For events that do require a separate development application, this may take up to 26 weeks prior to the event to process.

Venue Hire Agreement (VHA)

A Venue Hire Agreement is required for the use of Council owned or managed outdoor venues to stage a temporary event.

A Venue Hire Agreement is a contractual agreement defining the agreed Terms and Conditions between the Hirer and Waverley Council. It specifies the venue, venue access times, standard hiring conditions and any agreed additional conditions. The Venue Hire Agreement is to be executed and required payments made before promotion for the event can commence.

Any alteration to the approved Venue Hire Agreement requires Council's approval in writing. Any failure by the Event Organiser, associates or sub-contractors to comply with the Venue Hire Agreement will be a breach of the hire agreement.

Low to Medium Impact events assessment and approval timeline

Council requires the following minimum timeframes for the hire of outdoor venues to stage a low to medium impact event:

Low Impact Event –	Min 5 working days
Medium Impact Event	Min 8 weeks

Any applications received less than the minimum standards above may be rejected.

A VHA will be issued detailing the relevant Terms and Conditions to be met as indicated by the Council Event Officer and agreed to by the applicant.

A signed VHA and payment of required fees are to be returned to Council before the event can proceed.

The Event must proceed in accordance with compliance requirements contained in the Venue Use Agreement.

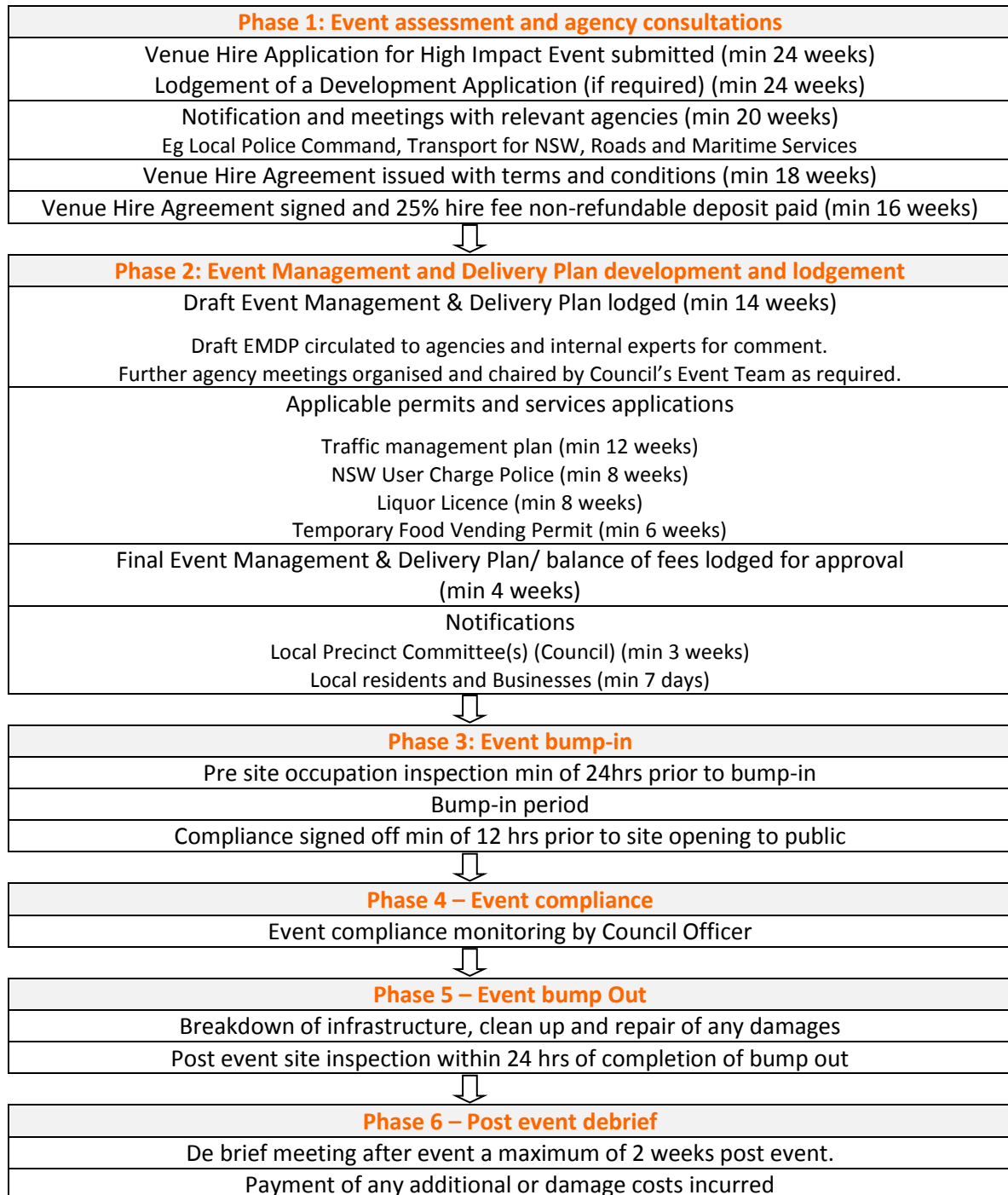
High Impact Event assessment, approval and delivery process and timeline

The final approval for a High Impact Event to proceed remains subject to satisfactory development, submission and approval of an Event Management and Delivery Plan.

Section 3 below details the 6 phrases for the assessment, approval and delivery of a High Impact Event and indicative minimum timeframes applicable.

Section 3: High Impact Events

Flowchart: High Impact Event Assessment, Approval and Delivery Phases



Any applications received less than the indicative minimum standards above may be rejected.

High Impact Event Delivery Phases

Phase 1: Event Assessment and agency consultation

Prior to the issuing of a Venue Hire Agreement (VHA) for a High Impact Event, Event Organisers may be required to attend a meeting organised and chaired by a Council Event Officer with the local police command and other relevant agencies. The purpose of these meetings is to provide the Event Organiser with an understanding of the concerns and subsequent requirements in relation to security, safety, crowd and liquor management and traffic management that agencies may have in relation to the proposed event. The agencies will be requested to email their comments and recommendations to Council within 14 days of the meeting.

On receipt of the agencies' recommendations, Council will make a determination whether to refuse or proceed with the issuing of a Venue Hire Agreement detailing the relevant Terms and Conditions to be met by an Event Organiser including recommendations made by relevant agencies.

The Event Organiser confirms acceptance of the Terms and Conditions by returning a signed Venue Hire Agreement and relevant non-refundable fee to proceed to Phase 2.

The final approval for the event to proceed remains subject to satisfactory development and submission of an Event Management and Delivery Plan with all appropriate approvals.

Phase 2: Event Management and Delivery Plan development and lodgement

A minimum of 16 weeks prior to the proposed event commencement date, the Event Organiser will need to submit a draft Event Management and Delivery Plan (EMDP) and proposed site layout to Council's Event Officer indicating how the Terms and Conditions of the VHA are to be met/implemented

The draft EMDP will be circulated to relevant agencies and Council technical officers for comment/input.

Further agency meetings will be organised and chaired by Council's Event Officer as required to assist the Event Organiser to develop the final EMDP to be submitted for approval by Council.

A minimum of 4 weeks prior to the event, the Event Organiser must submit a final Event Management and Delivery Plan for approval by Council.

Any alteration to the approved Event Management and Delivery Plan requires Council's approval in writing.

Any failure by the Event Organiser, associates or sub-contractors to comply with, or implement any term or condition of the Event Management and Delivery Plan will be a breach of their event approval.

A copy of the approved Event Management and Delivery Plan is to be available during the occupation and made available on request to Council Officers and Police.

Phase 3: Event Bump In

A pre site inspection will be carried out a minimum of 24hrs prior to bump-in of event infrastructure and site condition noted and signed off by Council and Event Organiser.

All compliance requirements in the VHA must be signed off by Council's Event officer

Phase 4: Event compliance

Event to be conducted in accordance with all relevant Terms and Conditions for use in the Venue Hire Agreement and approved Event Management and Delivery Plan.

Phase 5: Event bump-out

Post site occupation period inspection to be arranged with Council's Event Officer no later than 24 hours after site vacation.

Phase 6: Post event debrief

A post event debrief may be convened with relevant agencies and Council Officers to evaluate the success of the event and ways to improve event delivery into the future.

Event Management and Delivery Plan (EMPD) contents

All High Impact Events are required to submit an Event Management and Delivery Plan (EMDP) for approval by Council a minimum of 4 weeks prior to the commencement date of the event in order for the event to proceed. A draft EMDP is required a minimum of 16 weeks prior to the proposed event.

The final EMDP will demonstrate that all the Terms and Conditions applied to the Venue Hire Agreement have been met, and shall include (though not limited to) the following information and details:

1. Event name, Event Organiser and contact details (business and mobile number).
2. Public liability insurance details.
3. Event start and finishing times; event program and activities eg stalls, music, and sponsorship activities.
4. Total event occupation period of the event site including bump in and bump out periods.
5. Number of participants present at the event including patrons, event crew, media and sponsors.
6. Event's target market and demographics.
7. Details of any relevant development consent (DA).
8. Event entry fees, number of tickets in each category level and allocated complimentary tickets
9. Contracted subcontractors, sponsors and/or partners of the event.
10. Site plan to scale illustrating the location of all event infrastructure, entry and egress points, accessibility entry and exit and emergency exits.
11. Details of all infrastructure, structural components (including to scale plans) and electrical equipment to be provided, accompanied by certifications from suitably qualified experts (BCA consultant, Structural engineers, Building Surveyor).
12. Community notifications and complaint management plan.
13. Traffic, transport and pedestrian management plan
14. Signage plan detailing the number, type, location and design of temporary signage and/or branding.
15. Power and lighting details, location of power and lighting sources and measures to be employed to reduce the events environmental footprint.
16. Details of the marketing and media key messaging and images to be used.
17. Liquor and drug minimisation and management plan.
18. First aid, public health and amenities (including accessible toilets) plan
19. Event Waste minimisation, management and cleaning plan
20. Noise management plan including an Acoustic Report where relevant
21. Security and crowd management plan
22. Risk and Emergency management plan

23. Food and beverage details of what will be available for sale/supply/consumption.
24. Any other matters deemed to be required to be included in such a document for implementation and delivery of the event.

Event Management and Delivery Plan considerations

Alcohol Provision or Sale

The sale or supply of alcohol at an event will require the Event Organiser to have the appropriate liquor licence for the event.

The type of liquor licence sought from ILGA must be of a type to enable Council and NSW Police to provide submissions to ILGA as to the imposition of any relevant licence conditions. The exercising of a “Caterer’s Licence” will not be permissible (unless a special exemption is granted from the NSW Police.)

Event Organisers are recommended to contact the Local Police Command for further advice and to apply for a liquor licence (or exemption) a minimum of 28 days prior to the event.

Building Code of Australia (Infrastructure Integrity)

All temporary event infrastructure⁸ is to be constructed in accordance with the requirements of the Building Code of Australia and certified as structurally adequate for the intended purpose in accordance with the Building Code of Australia and relevant Australian Standards prior to occupation, operation or use.

Where infrastructure is sought outside the criteria contained in (a) or (b) below, details of the proposed structure(s) will be referred to Council’s Director, Waverley Future (or delegate) a minimum of 8 weeks prior to event date for review and comment to ensure compliance with relevant legislation, including the Building Code of Australia. Some structures may require a Construction Certificate (Part 4A Certificate). Any conditions imposed shall be incorporated into the final EMDP.

Detailed to scale plans and Certificates of Compliance will be required for all infrastructure, structural components and electrical components.

Development consent (development application or complying development certificate)

There are three forms of development consent applicable to an event:

(a) Exempt development as classified in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008⁹

If the event falls under the criteria of ‘exempt development’ then no further application is required.

(b) Complying Development as classified in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

If the event falls under ‘complying development’ then a Complying Development Certificate needs to be obtained from Council or a Principal Certifying Authority and relevant conditions of that Certificate shall be adhered to and details provided in the EMDP

(c) Development Applications

⁸ Event Infrastructure means structures and facilities needed for the event including, but not limited to, scaffolding, staging, seating, marquees, stalls, sound and lighting towers, amusement devices etc.

⁹ Appendix 1: State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for Temporary uses and structures – Quick Reference Guide

All other forms require development consent and a development application required. Details of the DA in place, or details of a DA submitted to Council for assessment should be detailed in the EMDP. Note, Council owned and managed buildings and some open spaces have existing development consents that will need to be adhered to. Council's Events team can assist with this.

Emergency and risk management

An Emergency and Risk Management Plan which complies with AS 3745 is required in the final EMDP detailing the strategies to be applied by the Event Organiser to ensure adequate risk, emergency and crowd management is in place. The Emergency and Risk Management Plan will be required to include emergency and evacuation procedures for the event, including, but not limited to:

- (a) the location of all exits, fire protection and safety equipment
- (b) the number and location of fire safety officers present on site
- (c) injury to any person, including patrons, members of the public or staff
- (d) patrons affected by heat and dehydration
- (e) power failure
- (f) bomb or threat of terrorism
- (g) fire
- (h) high winds or storm
- (i) crowd crush

Noise Mitigation and Management

Each event has a unique sound layout configuration needs. Event Organisers may be required to engage acoustic experts to carry out the necessary risk assessment for the location to determine the impact of sound on the event's surrounds. (See Acoustic Report below).

Event Organisers will be required to give consideration to the prevailing conditions of the venue and give consideration to:

- Citing and direction of speakers ie away from surrounding residences
- Predicted or prevailing weather conditions
- Type and fluctuations of sounds emitted eg film score, speeches, music
- Position of stage
- Size and power of speaker outlets.

All events involving amplified noise will be required to establish a telephone "Noise Hotline" The noise hotline shall be in operation and attended to (not voicemail reliant) throughout the full operational hours of the event, including rehearsals, sound tests, bump in and bump out times.

A Noise Management Plan is required for submission as part of the final EMDP and shall include the following:

- (a) Preventive management: details of mitigation of noise impact prior to the event such as stage orientation, barriers, sound limitation devices and community notification;
- (b) Reactive management: noise monitoring in real time (travellers and fixed locations), use of trigger levels set below limits, modes of communication between monitors and operators, noise mitigation in real time, complaints handling in real time and communication modes between complaints handling and operators.

- (c) Siting and direction of speakers, predicted or prevailing weather conditions (particularly wind), type of music, location of nearby residences, position of stage and the size and power output of speakers.
- (d) Review: assessing the performance of:
 - complaint management in real time
 - monitoring in real time
 - mitigation strategies and actions taken

Acoustic Report

For events where amplified entertainment is to be provided an Acoustic Report may be required to be submitted to Council as part of the final EMDP, a minimum of 4 weeks prior to the proposed event.

The acoustic investigations and Report shall cover but not limited to:

- (a) The identification of sensitive noise receivers potentially impacted by the proposal
- (b) The quantification of the existing acoustic environment at the receiver locations (measurement techniques and assessment period should be fully justified and in accordance with relevant Australian Standards and the NSW Environment Protection Authority (EPA) requirements)
- (c) The formation of a suitable assessment criteria having regard to the guidelines contained in the NSW EPA Industrial Noise Policy
- (d) The identification of operational noise producing facets of the development and the subsequent predictions of resultant noise at the identified sensitive receiver locations from the operation of the use. Where appropriate the predication procedures are to be justified and include an evaluation of prevailing atmospheric conditions that may promote noise propagation.
- (e) A statement indicating that the use will comply with the relevant criteria together with details of acoustic control measures that will be incorporated into the use ill not create adverse noise impacts to surrounding environment.

Any recommendations made by the consultant are to be included in the final EMDP.

Temporary plant equipment

Where temporary plant and equipment eg generators and water pumps, is required, these are to be selected and located to ensure that total noise emissions from the temporary plant equipment does not exceed noise standards criteria. This may require the use of containerised silenced generators, acoustic screening and selective location of the temporary plant.

Notifications

In consultation with the Event Organiser, Council will notify community precincts of the event a minimum of 3 weeks prior to the event. The notification will contain the dates and times of the event, bump in /out times, location of the event and patron numbers.

Event Organisers will be required to distribute notification to local residents and businesses a minimum of 7 days prior to the event date for those events involving amplified noise and/or traffic disruptions These notifications will include the “noise hotline number” and an email and physical address for the Event Organiser.

A copy of the notification and area(s) to be notified is to be included in the final Event Management and Delivery Plan.

Security

Event Organisers may be required to contract adequate Security guards to carry out, but not limited to, the following:

- (a) Protect the venue and its surrounding areas during the event to deter and prevent social nuisance in compliance with the Liquor Act 2007
- (b) Provide public safety
- (c) Direct non-event goers around the site area as required
- (d) Stop prohibited items from entering the event
- (e) Manage crowd access and exit procedures
- (f) Enforce all liquor licensing laws
- (g) Conduct bag checks at entry point to the event site

In addition, event organisers may be recommended to consider contracting "user charges" policing services to manage the potential impact of the event on the wider community. NSW Police Force (Eastern Suburbs Local Area Command) require at least 8 weeks advance notice prior to the event.

Traffic Management

Depending on the size, nature and location of an event, organisers may be required to ensure adequate consideration and provision has been made for traffic management and the use of public transport, including, but not limited to:

- Non-event pedestrian access around event site
- Impact on local traffic, public transport and parking

Event Organisers are encouraged to have public transport integrated ticketing and promote the use of cycling, walking and carpooling to travel to and from the event.

Events will require the submission of a Traffic Management Plan (TMP) by the applicant if it involves:

- Full or partial closure of roads
- Alterations to regulatory signage, including parking signage
- Any restriction of access to either vehicles or pedestrians

The category the event will be determined as defined in the Roads and Maritime Services (RMS) Guide to Traffic and Transport Management for Special Events (2006)¹⁰.

TMPs involving the regulation of traffic are to be forwarded to Council a minimum of 12 weeks¹¹ prior to the event for approval by the Local Traffic Committee. Any conditions placed on the TMP by the Traffic Committee, Council, and/or NSW Police Force and/or RMS are to be included in the final EMDP.

¹⁰ Class 1: An event that impacts major traffic & transport systems and there is significant disruption to the non-event community. Eg affects a principal transport route.

Class 2: An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. Eg does not impact a principal transport route or a highway.

Class 3: An event with minimal impact on local roads and negligible impact on the non-event community.

Class 4: An event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort.

¹¹ Local Traffic Committee is held monthly and agenda closes 2 weeks (minimum) prior to each meeting

A TMP should include:

- (a) Event details: Name, date, time, venue location, anticipated crowd size, event activities, venue description, existing facilities for access and any other relevant information.
- (b) Contact details: Name of organiser, contact person's name, title and phone number (business and mobile).
- (c) Contact details of contractor: Name of traffic management company, contact person's name, title and phone number (business and mobile).
- (d) Traffic management schedule: Date, time and event schedule.
- (e) Bump in/bump out traffic schedule: Vehicle delivery and pick up logistics.
- (f) Traffic diversion/redirection: Including details of road closures, detours, VMS signs and special event signs.
- (g) Access: Site map with access points for contractors, patrons, stallholders, entertainers, staff, VIPs, local businesses, residents and emergency vehicles.
- (h) Loading and unloading: Details about loading and unloading arrangements for contractors, stallholders, entertainers, staff, volunteers and patrons.
- (i) Parking: Details about parking arrangements for contractors, stallholders, entertainers, staff, volunteers and patrons.
- (j) Public safety: Notice of intention to hold a public gathering, liaison with police, security and first aid.
- (k) Notification: Advertising road closures and special event clearways, resident/business letterbox drop, public transport notification and marshalling.
- (l) Traffic control plans: Plans for each road closure point, use of paid police, RMS trained and accredited traffic controllers, use of traffic signal data, water filled barrier placement, change of traffic conditions and special event clearway towing management.
- (m) Contingency plan: For bad weather, accident on site, accident on route, breakdown of vehicles, security of participants and security of VIPs.

Waste Management

The Event Organiser is responsible for ensuring the event site is clean and litter free throughout the site occupation period.

Event Organisers is responsible for the removal of all waste from the event site and will need to assess the number of mobile garbage bins required to sufficiently service the event; how the bins will be serviced and by whom.

Reusable, recyclable or compostable/biodegradable food and beverage ware is to be used.

The applicant will be required to supply organic waste recycling services if event food waste is likely to comprise of 20% or more of the total waste generated.

A waste management plan will be required in the final EMDP. The plan will address all waste removal arrangements for the event site and its immediate surrounds.

Relevant permits and services

Event Organisers will be responsible for obtaining and any applicable fees for various permits and services required to comply with the Terms and Conditions of the VHA. These include though not limited to:

- Temporary food vending permit (Council)
- Temporary structures (including amusement devices) approvals (Council/Private Certifying Authority)
- Development applications (Council)
- Construction certificates for relevant event infrastructure
- Road closure approvals (Council Local Traffic Committee)
- RMS Aquatic Licence (Roads and Maritime Services)
- CASA permits for flying manned or unmanned air vehicles eg drones, flybys
- Pyro technicians licence (WorkCover)
- Liquor licence (Independent Liquor and Gaming Authority) applicable to the event.
- User pays police ([police.nsw.gov.au/ services/user_charges_user_pays_police_services](http://police.nsw.gov.au/services/user_charges_user_pays_police_services))
- Sydney Buses (State Transit Authority)
- Road occupancy licence, special event clearways (Roads and Maritime Services)
- Taxi Council
- St John Ambulance or other first aid provider
- NSW Ambulance Service

Section 4: Appendices

Appendix 1: State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for Temporary uses and structures – Quick Reference Guide

Development Standard and Development Type	Exempt Development Standards <i>(no planning approval under the NSW planning system required)</i>		Complying Development Standards <i>(complying development certificate (CDC) required)</i>	
	Tents, marquees and booths	Stages and platforms	Tents, marquees and booths	Stages and platforms
	Cannot contain any tiered seating.	Must be erected at ground level.		
Maximum Height	Max wall height -4m. Max height from ground level – 6m	Max height above floor level – 2m	Max wall height- 6m Max height from ground level – 8m	Max height above floor level – 2m
Maximum floor area	Max floor area of 300m ²	Max floor area of 50m ²	Max floor are of 500m ² per tent. Max tent footprint – 1,000m ²	Max floor are – 100m ²
Event times	Mon-Thurs: 7.30am – 11.00pm Fri-Sat: 7.30am and 12.00pm Sun: 8.00am and 8.00pm		Mon-Thurs: 7.30am – 11.00pm Fri-Sat: 7.30am and 12.00pm Sun: 8.00am and 8.00pm	
Minimum setback	3m away from any boundary		3m away from any boundary	
Waste	Arrangement must be made for the removal of any event waste or recyclable materials		Arrangement must be made for the removal of any event waste or recyclable materials	

Appendix 2: Sample Terms and Conditions for the hire and use of Council managed or owned Outdoor Venues

The Terms and Conditions contained below are Waverley Council's standard terms and conditions applicable to the use of a Council managed or owned outdoor venue for temporary events. Event Organisers are required to comply with the Terms and Conditions contained in their Venue Hire Agreement.

General:

1. The Event Organiser and its employees, agents and contractors associated with the event are to comply with all laws, including local laws and all other legal requirements relevant to the operation of the event.
2. The Event Organiser are to comply with the approved Event Management and Delivery Plan.
3. Council reserves the right to cancel the Event Management and Delivery Plan approval at any time.
4. A full copy of the approved Event Management and Delivery Plan including permits, licenses, authorisations and any Registers required are to be available on the event site and made available for inspection immediately upon request by Council and Police Officers.
5. During the event itself, Event Organiser are to accede to all reasonable directions or requests given by an authorised Council Officer or member of the NSW Police Service. Failure to do so will result in the termination of the event.

Agency Meetings

6. Event Organisers are required to attend agency meetings organised and chaired by a Council Event Officer with NSW Police, State Transit Authority, Roads and Maritime Services as required to ensure the delivery of a safe and responsible event.

Alcohol sale/supply/consumption

7. No liquor may be sold, supplied or consumed on the event site without the approval and authorisation from the relevant Liquor Authority.
8. The Event Organiser is responsible for obtaining appropriate liquor licences for the event from the Independent Liquor and Gaming Authority (ILGA).
9. The type of liquor licence sought from ILGA for the event shall be of a type to enable Council and Police to provide recommendations on the licence conditions to be issued by ILGA.
10. A copy of the Liquor Licence is to be displayed at the event.
11. A copy of the approved Liquor Licence (including where relevant consent from the Local Police Command to use a caterer's licence) and Liquor Management Plan must be included in the Event Management and Delivery Plan.
12. The sale and/or supply of liquor is to cease 30 minutes prior to the cessation of the respective hours of operation for the specified event.
13. No patron shall be permitted to take glasses or open containers of liquor off the event premises.

14. All liquor is to be sold in opened containers including cans or bottles.
15. All persons who serve liquor is to have current RSA certification. A register of certificates is to be available on site for inspection if required.
16. High Liquor by volume including pre-mixed drinks, doubles or shots are to not be sold.
17. Low alcohol and non-alcoholic beverages including water and soft drinks are is to be available at the event.
18. All bar areas will have appropriate structures in place to ensure orderly queuing of patrons.
19. Visible and legible signage is to be installed at each bar outlet stating closing time of the bar.
20. All beverages are to be served in non-glass receptacles unless otherwise approved by Council
21. Glass beverage containers are only permitted in back of house areas unless otherwise approved by Council.
22. No person will be allowed entry to the event if the person appears to be noticeably affected by Liquor and/or drugs.
23. Combined food and beverage facilities will have defined liquor purchase points clearly distinguishable from other food and non-alcoholic beverage points. Underage Person/s are not to be permitted at the liquor purchase point.
24. Liquor beverages purchased at the event may not be taken out of the event site. Bins are to be provided at the egress points for disposing of beverages and other waste before leaving the event site.
25. RSA certified security personnel is to be stationed at the bar for the duration of the event.
26. Security guards will be required to monitor perimeter fencing to ensure no unauthorised Liquor enters the event site.

Aquatic activities

27. Aquatic events or any other activity, which affects the general public's use of navigable waters, are to hold a RMS Aquatic Licence.

Complaint management

28. A complaints register with full details of disturbance complaint/s made by a person to management or staff is to be kept and include time, date, nature of the complaint/s and any complainant details if provided.
29. Event Organisers are to respond to any disturbance complaint(s) in a timely and effective manner. All actions undertaken by management/staff to resolve complaint(s) shall be recorded in the Register.
30. The complaints register and actions taken is to be supplied to Council within 24 hours of the event.
31. A telephone hotline may be required for events featuring amplified sound. The hotline must be attended to (not voicemail reliant) throughout the event, as well as during rehearsals and/or sound tests. An email address and physical address should also be made available for any written complaints.

Emergency and risk management

32. Strategies for emergency and risk management are to comply with Australian Standards AS/NZS ISO 31000/2009 and the requirements of the Commissioner NSW Fire and Rescue.
33. The number and dimensions of exits and paths of travel to exits are to comply with SEPP (Exempt and Complying Development Codes) 2008 and/or the Building Code of Australia.
34. Exits are to be kept clear at all times to provide clear access to exits and provide a safe passage for occupants to open space. This shall include vehicles parked outside the event or any other barrier is not to obstruct the free passage of occupants in an emergency situation.
35. All exit doors/gates are to swing in the direction of egress; readily openable; clearly signposted as an exit and clearly visible to event patrons.

Energy and electricity measures

36. Events are required to minimise non-renewable energy use through the use of renewable energy and fuel sources where possible.
37. Event electricity use will be metered and charged back to the event where applicable.

Environment load limits

38. Bondi Park

The maximum load limit over the stormwater reuse area in Bondi Park is 2 tonnes and access is limited to small vehicles such as utes or vans. The load limit does not apply to access covers (pit lids). Pit lids are not to be obstructed at any time and load is limited to pedestrians and cyclists.¹²

39. Bondi Promenade

The maximum load limit on Bondi Promenade is 5 tonne per axle. All vehicle access to Bondi Promenade is to be approved by Council.

40. Dudley Page Reserve

The maximum load limit of Dudley Page Reserve is 2 tonnes and access is limited to small vehicles such as utes or vans.¹³

The patron capacity for Dudley Page Reserve is 2,500.

Event Management and Delivery Plan (EMDP)

41. All events categorised as High Impact will be required to submit an Event Management Plan a minimum of 4 weeks prior to commence of the event for approval.

Fire Extinguishers

42. Event Organisers will be required to provide all food outlets, bars and stages with portable fire extinguishers, which comply with the requirements of AS 2441.

Fireworks / Pyrotechnics display

43. Any fireworks or pyrotechnics display must be carried out in accordance with the relevant guidelines and controls. Compliance with the Operation Conditions Fireworks controls released by Work Cover NSW, the NSW Explosives Act, Australian Explosives Code and 'Australian Standards (AS) 2187: Explosives – storage, transport and use' shall be adhered to at all times.

¹² Appendix 3 Bondi Park Site Map

¹³ Appendix 4 Dudley Page Reserve Site Map

44. The Event Organiser is to provide a completed WorkCover Fireworks Display Permit and Checklist for approval by Council

Food vending and catering services

45. Event food and drink vendors or catering providers will be required to:
- (a) Ensure the stall/van complies with the Food Act, 2003 and the Food Safety Standards Code.
 - (b) Apply for a Temporary Food Vending Permit with Council's Health Section, minimum 6 weeks prior to event
 - (c) Comply with the NSW food Authorities - Guidelines for Food Businesses at Temporary Events.
 - (d) Supply drop sheets, port-a-floor or similar non-permeable, non-slip matting under cooking areas.
 - (e) Comply with waste management requirements.
 - (f) Use biodegradable cutlery, crockery and beverage ware.
 - (g) Ensure all food handlers have access to running cold and warm (40⁰) water and suitable detergents for hand washing.
46. BBQs or cookers are not permitted in confined spaces unless approved by Council.
47. Open flame cookers are not permitted in confined spaces unless approved by Council.

Infrastructure

48. All event infrastructure¹⁴ is to be constructed and secured in accordance with manufacturers' / structural specifications and certified as structurally adequate for the intended purposes in accordance with relevant standards and code including the Building Code of Australia.
49. All event Infrastructure is to comply with the provisions of State Environmental Planning Policy (Exempt and Complying Development) 2008¹⁵. Where infrastructure is sought outside the criteria of the SEPP then referral to Council's Director, Waverley Futures (or delegate) for review and comment.
50. All structural and electrical certifications are to be submitted to Council prior to the site being open to the public to confirm that the structures and electrical installations are fit for purpose and meet safety requirements.
51. All event infrastructure installed on site is to also meet the following conditions including by not limited to:
- (a) Location of placement is to be determined and approved by Council prior to the event.
 - (b) Structures are to be weighted not pegged in parklands.
 - (c) Event Organisers are responsible for ensuring the location of any underground services are not affected by the installation of the temporary structures.
 - (d) Event Organisers are responsible for ensuring temporary event infrastructures meet likely wind and weather conditions in the locality and any live loadings comply.
 - (e) All mechanical and electrical installations are to be surrounded or covered by appropriate physical barriers so as to prevent unauthorised access by the public.

¹⁴ Infrastructure means structures and facilities needed for the event including, but not limited to, scaffolding, staging, seating, marquees, sound and lighting towers, amusement devices etc.

¹⁵ Appendix 1: State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for Temporary uses and structures – Quick Reference Guide

- (f) All mechanical and electrical installations are to be disconnected when not required to minimise electricity use.
 - (g) All ground laid cabling are to be appropriately covered to ensure they are not trip hazards.
 - (h) All electrical services and equipment provided within the event site shall meet with the requirements of AS/NZS 3000 and 3002 and be certified and tagged by a licensed electrical contractor.
 - (i) Overhead flexible extension leads are to be at a minimum height of 2.4m and a maximum span of 10m.
 - (j) At no time shall any Council owned power outlets or electrical switchboards be changed, upgraded or modified in any way.
 - (k) Access for loading/unloading is to be predetermined and approved by Council.
 - (l) All contracted construction work is to be undertaken by certified Work Cover licensed persons.
 - (m) Fires exits are to be signed and clearly visible at all times.
 - (n) No signs, nails, bolts, ropes, wires or any other items are to be attached to any Council structures including light poles.
 - (o) Any damage to walls, floors, grassed areas and underground services are to be repaired at the cost of the Event Organiser.
52. The appropriate number of medically recognised trained staff are to be engaged for the duration of the event and appropriate first aid facilities available within the event site.

Noise

53. All amplification installation work is to be undertaken between the hours of 7am and 7pm unless otherwise approved.
54. The event shall not give rise to the transmission of "offensive noise" as defined in the Protection of the Environment Operations Act 1997.
55. All temporary plant equipment is to be located to ensure that total noise emissions from the equipment does not exceed noise standards criteria
56. Local residents and businesses are to be advised of a noise hotline telephone number in a timely manner.
57. Sound Engineers are to be fully instructed of the requirements and their responsibilities prior to the event.
58. Where relevant, amplification equipment used at the event are to be controlled by a root mean square (RMS) noise limiter, calibrated by an acoustic engineer and connected in such a manner to the one system so that the noise levels produced can be effectively controlled by the noise limiter referred to above and the house mixers/sound engineer.
59. No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council as part of the event.
60. If, during the event, substantiated complaints or breaches of noise conditions occur, the Event Organiser is to immediately reduce the noise to ensure the event complies with the noise levels specified in the noise conditions above.
61. The Event Organiser will be responsible for obtaining the appropriate licences from the Australasian Performing Right Association (APRA) and the Phonographic Performance Company of Australia (PPCA). A copy of the licence is to be supplied to Council.

62. Where relevant, Event Organisers will supply within 1 month of the event's completion an acoustic report detailing the times and locations of where noise measurements were taken; details of equipment and methods used to take the measurements and, a register of any complaints received and actions taken.

Notifications

63. Where relevant, agencies including, but not limited to NSW Police Service, Transport NSW, Roads and Maritime Services, NSW Ambulance Service, Taxi Council are to be notified of the event.
64. Council will in consultation with the Event Organiser notify the local precinct committee within 3 weeks of the event.
65. No less than 7 days prior to the date of the event, the Event Organiser in consultation with Council may be required to notify local police, residents and businesses within the immediate vicinity of the event. This notification is to be in writing and include the following details:
- (i) The name and date and time(s) of the event, including bump-in and bump-out.
 - (ii) A description of the event and its purpose.
 - (iii) Number of expected participants.
 - (iv) Any expected disruptions to residents and businesses including road closures.
 - (v) Any changes to public transport arrangements.
 - (vi) A contact name and number of the Event Organiser.
 - (vii) Complaints hotline telephone number and email address details.

Patron behaviour

66. Event Organisers are responsible for ensuring behaviour of patrons entering and leaving the event do so in an orderly manner and do not detrimentally affect the amenity of the neighbourhood.

Patron capacity

67. The approved patron capacity for the event will be specified in the Venue Hire Agreement.
68. Event Organisers are to ensure approved patron capacity is not exceeded and infrastructure and security measures are in place to ensure compliance.

Public facilities/toilets

69. Water stations are to be provided as appropriate for the style, size, timing and duration of the event.
70. Toilet facilities are to be provided in accordance with table F2.3 of the Building Code of Australia and based on maximum patron capacity.¹⁶

Public liability

71. The Event Organiser occupies and uses the outdoor venue at the Event Organiser's own risk.

¹⁶ Guideline:

1 urinal per every 100 Males and not less than 5 urinals where number of male patrons exceeds 250 plus one additional urinal for every additional 100 males in excess of 250

1 pan per every 25 Females and not less than 6 closet pans where number of female patrons exceeds 250 plus one additional closet pan for every 100 females in excess of 250.

72. Event Organisers will be defined as a legal entity responsible for the event and required to take out public liability insurance for the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.
73. The Event Organiser shall indemnify Council (and the Minister for Lands where applicable) against any claims for injury to persons or damage to property arising out of such approval.
74. The Event Organiser are to effect and maintain at its own cost public liability insurance for a minimum amount of \$10 million per occurrence (or higher where Council reasonably requires).
75. The insurance against damage or loss are to be for at least the full replacement cost of the relevant property and are to not exclude cover against malicious acts by third parties.
76. A Certificate of Currency (Public liability insurance certificate provided by Insurer) is to be provided to Council prior to the event or on request.
77. Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed in a venue. All infrastructure and equipment that is at the venue is at the Event Organiser's risk.

Security

78. An adequate number of licensed uniformed security guards and/or user pays police are to be engaged for the duration of the event.¹⁷
79. All security personnel are to be licensed in accordance with NSW legislative and regulatory requirements.
80. All security personnel are to remain until the last patron has left the vicinity of the event site and all matters of social order have been addressed and confirmed by Council and/or Police.

Signage

81. During bump in, signs shall be erected detailing the name of the event and contact details for the Event Organiser.
82. No third party branding other than the event name/brand and discrete sponsor logos are permitted on external fencing visible to non-event community without prior approval from Council.
83. For ticketed events, the following signage (in lettering not less than 50mm in height on a contrasting background) shall be erected:
 - (a) At the main entry points detailing conditions of entry, standards of behaviour, patron capacity and trading hours (including bar closure times).
 - (b) At each bar where Liquor is to be sold/supplied/consumed, required liquor licence signage to be erected and clearly visible to bar patrons and include the bar closing time.

¹⁷ Guideline:

A minimum of 1 security guard per 100 patrons, with a minimum of two (2) will be required. Additional security guards are to be provided to be stationed at Liquor service areas.

Smoking

84. The provisions of the Smoke-Free Environment Act 2000, as well as any other policy or regulations relating to non-smoking enacted by Waverley Council from time to time, are to be complied with.
85. Waverley's beaches are non-smoking areas

Temporary fencing

86. Event organisers will be required to provide Temporary perimeter to ensure fence jumping is discourage and minimised.
87. Double fencing (with a sterile zone between each fence line) will be required at identified 'At risk' positions.
88. Fencing is be constructed so that no person can gain access to the event site by manoeuvring between the ground and the bottom part of the fencing structure.
89. The fence line is to be suitably illuminated, especially in dark areas.

Ticketed events

90. Where approved, the 'ticket sales area' is to be located in a secure area which is independent of the main public entrance for pre-sold ticket holders.
91. Ticket sale report will be required by Council a minimum of one month before the event detailing the number of tickets sold to that point. Details will be forwarded to the local police command and agencies as relevant
92. Final number of tickets sold to be supplied to Council prior to the event site opening to the public.

Traffic, transport and pedestrian access

93. Any conditions placed on the Council approved Traffic Management Plan are to be adhered to, unless otherwise directed by Police/authorised Council officers.
94. Safe and unimpeded movement of pedestrians, including during bump in and bump out periods, including pedestrians with disabilities as required in the Disability Discrimination Act 1992 is to be provided.
95. The use public transport integrated ticketing and the use of cycling, walking and carpooling as alternative methods for getting to and from the event is preferred.
96. Clear 6m wide passageway for emergency vehicles is to be provided where applicable.
97. Accredited RMS traffic controllers are to be supplied as required.
98. In the event of a traffic incident or emergency, the Police will take control of all traffic and pedestrian arrangement and make any necessary changes.
99. Appropriate and adequate traffic measures (including road closure signs and flashing lights) for the safe movements of traffic and pedestrians is to be provided.
100. Event organisers are to adhere to the Roads and Maritime Services (RMS) Guide to Traffic and Transport Management for Special Events (2006).

101. Event organisers are to ensure access to residences or businesses are not blocked unless written approval from the owner/occupant has been obtained.

Trees and parklands

102. All trees in public open space are to be protected from damage.

103. No signs, nails, bolts, ropes, wires or any other items are to be attached to any tree, tree roots or tree guards.

104. The event area is to be left in the same condition as it was prior to the event. Pre Event and Post Event site inspections will be conducted with the Event Organiser. The Event Organiser will be charged should any remedial or cleaning work be required.

Waste

105. Waste minimisation and management conditions that Event Organisers are required to meet, include, but not limited to:

- (a) No plastic, polystyrene products and packaging are to be used., including drinking cups, food containers, drinking straws and stirrers, knives, forks and spoons
- (b) No balloons are permitted.
- (c) No food/drink 'give-a-ways' are permitted unless approved by Council.
- (d) Distribution of marketing/promotional collateral material within an event site is discouraged and required to be approved by Council. Where possible the material should contain the following messaging "Please dispose of litter appropriately".
- (e) All rubbish (including packaging) generated as a result of the event is to be removed from the venue by the Event Organisers.
- (f) The event site and areas immediately surrounding the event site are to be maintained in a clean and tidy manner throughout the occupation of the site (bump-in, event, bump-out) and all waste and general rubbish cleared on a regular basis.
- (g) Should the waste generated from an event or stall contain 20% or more food waste, an organic waste service will be required.
- (h) Bin stations (containing at least separate recycling area and general waste receptacles) are to be located near to food and beverages services, at entry/exit points, close to toilets and at the intersection of any pathways.
- (i) Polluting substances, eg cooking oil, are to be stored in a sealed container and removed for off-site disposal.
- (j) Used wastewater is to be stored in a sealed container and removed for off-site disposal. Wastewater is not permitted to be disposed of via the stormwater drains or on the sand.
- (k) Where a public address system is available, public announcements at regular intervals are to be made encouraging patrons to re-use, recycle and use the correct disposal facilities at the event
- (l) Event Organisers are responsible for contracting waste removal services for the event.
- (m) All waste are to be stored in a safe manner so that a nuisance to public health is not created.

Work Health and Safety

106. A suitable Work Health & Safety Plan is to be in place for all personnel working at the site.

107. All site works complying with the occupational health and safety requirements of WorkCover NSW, including construction and operation of all scaffolding, staging, rides and temporary structures and any fireworks/pyrotechnics display.



Appendix 3: Bondi Park Site Map

(to come)

Appendix 5: Dudley Page Reserve Site Map

(to come)

Appendix 5: Useful resources and information

- Waverley Council venue hire applications
waverley.nsw.gov.au/community/venuehire
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
www.nswlegislation.nsw.gov.au
- Roads Act 1993 www.nswlegislation.nsw.gov.au
- Building Code of Australia and Australian Standards
hia.com.au/BusinessInfo/StandardsRegulations/BCA.aspx
- RMS Aquatic Licence
rms.nsw.gov.au/.../aquatic-events/application-aquatic-licence
- ILGA – Independent Liquor and Gaming Authority <http://www.ilga.nsw.gov.au/liquor>
- NSW Food Authority - Food Handling Guidelines for Temporary Events
[foodauthority.nsw.gov.au/_Documents/industry.pdf/temp events](http://foodauthority.nsw.gov.au/_Documents/industry.pdf/temp%20events)
- Waverley Council's application form for temporary food stall
waverley.nsw.gov.au/building/compliance_and_regulations/environmental_health_regulations/food_at_fairs_and_events
- WorkCover NSW- Explosives Act 2003
workcover.nsw.gov.au/law-and-policy/legislation-and-codes/explosives-act
- Protection of the Environment Operations Act
epa.nsw.gov.au/legislation/poelegisamend2011.htm
- APRA - Australasian Performing Right Association
apraamcos.com.au/music-customers/licence-types/event-licences/
- PPCA - Phonographic Performance Company of Australia
ppca.com.au/music-users-/apply-for-a-licence/
- WorkCover NSW - Occupational Health and Safety Legislation
workcover.nsw.gov.au/health-and-safety,workcover.nsw.gov.au/licences-and-registrations
- Smoke-Free Environment Act 2000
legislation.nsw.gov.au/inforcepdf/2000-69.pdf?id=95781173-caca-4df8-ef70-becf2171fbfe
- Electrical Services AS/NZS 3000 and 3002
saiglobal.com/pdftemp/previews/osh/as/as3000/3000/3000-2007.pdf