



# Sustainable Events Policy

*Policy Number: POL10/96*

*Adopted: 26/02/2008*

*Amended: 14/04/2009, 17/05/2011*

*Minute Number: MIN08.186, MIN09.409, MIN11.493*

*File: 21764E*

*Produced By: Finance & Corporate Services Group*

*Review Date: 01/12/2012*

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## 1. PURPOSE

The purpose of this policy is to

- a) define Council's role in the provision of support and management of events in the Shoalhaven Local Government area on public land,
- b) provide a management framework for consultation, planning and consideration of event applications,
- c) guidance for event organisers to assist with compliance with relevant legislation or policy (Appendix 1 and 2), and
- d) to promote sustainability as a key aspect of event management.

Council desires all events to be planned and implemented with the goal of reducing the impact of the event on the environment. This policy will achieve this outcome through encouraging, and in some cases requiring:

- Minimising waste generation
- Maximising recycling
- Minimising energy consumption
- Minimising water consumption
- Conserving bio-diversity, and
- Minimising impacts on climate change.

Where anything in this policy conflicts with Federal or State legislation or policy the provisions of the adopted legislation or policy will apply.

## 2. STATEMENT

Shoalhaven City Council is committed to ensuring events held in the Shoalhaven are organised and conducted in a sustainable manner. For the purpose of this Policy "sustainability" will be defined as using fewer natural resources, at the present, so that they are available for future. In practice it means choosing suppliers or procedures or products that have low impact on the planet and ensure the peoples and environments well being.

The Shoalhaven is a popular area for the hosting of events, both private and public. Approximately one thousand events are staged in the City each year, some on private land and some on public land where Council is either owner or land manager.

Council encourages events that will provide social and economic benefit for the community and have a positive impact on the city. It is preferred that events should have the potential to be held on a regular basis, be consistent with leading practices in sustainable events management and be consistent with the positive profile of the Shoalhaven.

Council encourages events that are held outside peak Tourism/holiday periods.

Council's responsibilities include issuing approvals for use of private and public land; managing risk where public land is used; and providing information to proponents.

As the process for a proponent and first time event planner can be complex, Council has provided an informative Community Events Information Kit which can be found on

Council's website [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au). This information kit assists proponents to consider a wide range of issues when planning an event. An initial application form captures basic information so the level of approval from Council can be determined. There may be a Development Application, a Temporary Licence Agreement or a Permit or a combination of these.

The majority of events are organised by private individuals, sporting clubs or associations, cultural groups, service clubs, commercial organisations or other community groups. Some events, that occur on land either owned by Council or under Council's care, control or management may require Council approval and may request support from Council in the form of financial assistance, in-kind donation or use of Council resources.

Council will consider its support for major events on a case by case situation and the implication on Council's available resources of funding, infrastructure, facilities and equipment.

Events held on Council controlled land must comply with any management plan <http://shoalhaven.nsw.gov.au/council/pubdocs/index.htm#PublicReservesPOM> pertaining to the land. This policy will assist in the planning and assessment of an event and enable coordination of referrals with other Council sections and external authorities where necessary. Therefore, Council has a role to perform to ensure that statutory and regulatory/compliance requirements are met while offering professional advice and efficient service to clients.

Copies of Plans, Policies and forms are available from Council's website [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

## **2.1 Where Does The Policy Apply?**

This Policy applies to all events conducted on public land where Council is the owner or has management control of the land including roads where used as part of the event, within the Shoalhaven Local Government area.

The Policy does not apply where the event is conducted solely on privately owned land. Council encourages all events held within the Shoalhaven to use the principle guidelines of this policy to assist with successful event planning.

If the land is an established sportsground the intended use may be consistent with a current approval for a proposed event activity. In either case, however a proponent is encouraged to submit a completed Sustainable Events Application Form which will enable Council staff to provide some guidance on the appropriate approval process and criteria that may apply to the proposed event.

## **2.2 What types of events are included in the Policy?**

An event includes an activity and/or the use of land where a number of people are involved, and may include the following:

- district or local event such as triathlon or fun run
- district or local carnival, circus, wine & food show, annual themed celebration such as Blessing of the Fleet, Anzac Day, or Sea-Change Festival.

- large family reunion, workplace or club presentation or gathering
- a public entertainment event such as a concert in the park, fireworks display, etc.

A market (Market – Operation of Markets) or a wedding (Wedding Receptions in Public Parks) in a park are not included in this Policy and separate Policies apply. A proponent is encouraged to submit a completed Sustainable Events Application Form which will enable Council staff to provide some guidance on the appropriate approval process and criteria that may apply to any proposed event.

### **3. PROVISIONS**

Council acknowledges that events covered by this policy will vary in size and nature. It is intended that this policy should have reasonable flexibility. Council may consider any special circumstances that apply to a particular event. Therefore where it can be demonstrated that the main objectives of this policy are satisfied and that the event has been organised for the betterment and enjoyment of the community at large with minimal impact to residents and the environment Council may relax the requirements of this policy.

#### **3.1 Application Procedures**

The type and nature of the event, including expected numbers of persons; pedestrian and traffic issues; likely impacts upon the area to be used and surrounding areas, and health, safety and risk issues that may be applicable will vary from event to event.

There may be more than one section of Council that is involved in the application and approval process. In the first instance the Sustainable Events Application Form will be submitted to and assessed by the Events Liaison Officer.

Applicants must lodge a Sustainable Events Application Form no less than 90 days prior to the event to allow for a minimum of two weeks notification period to surrounding residents and adequate processing time.

##### **3.1.1 Process Steps**

The following information explains the steps that are involved to assist applicants.

###### **3.1.1.1 - Step 1.**

Applicants are required to complete a Sustainable Events Application Form and submit this to Council's Events Liaison Officer.

###### **3.1.1.2 - Step 2**

Council's Events Liaison Officer will make a preliminary assessment of the information received. The applicant will be advised on what will be required, the approval process and type, additional relevant plans and policies that apply and any additional details required of the applicant including the necessity of a Development Application.

###### **3.1.1.3 – Step 3**

Upon receiving additional details outlined in Step 2, Council will process the application, organise any Council involvement and on compliance, issue appropriate permits or licences.

### **3.1.2 Application and Approval Types**

#### **3.1.2.1 – Development Application (DA)**

A DA is required if the type and nature of the proposed event falls outside the current use approved for the land. The submission of a DA requires:

- completion of a DA Form
- payment of assessed fees
- details of the location and part of the land to be used
- submission of additional details or information about the event that is notified following completion of the steps in Section 3.1.1.

Where an approval is given this is called the Development Consent. It will include conditions that must be complied with before, during or after the event. There may be a condition to obtain a Temporary Licence Agreement (see Section 3.1.2.2)

Applicants promoting or advertising the events before receiving a written consent from Council do so at their own risk. The size or nature of the event may be modified depending upon the likely impact on surrounding properties.

#### **3.1.2.2 - Temporary Licence Agreement (TLA)**

A TLA will be issued in most cases and this includes a specific list of licence conditions, payment requirements for a refundable Bond and undertakings to be agreed in writing by the applicant.

The TLA may be appropriate for events or activities with less than 200 people and for a period greater than 24 hours, and a Development Consent has been issued for the type of event.

#### **3.1.2.3 - Permits**

In lieu of a TLA, a Permit may be appropriate for events or activities with less than 200 people and for a period less than 24 hours, and a Development Consent has been issued for the type of land use, and there is likely to be minimal environmental impact.

### **3.2 Fees**

Events held on Council land will attract a fee for the use of land and must comply with any plan of management pertaining to the land. The fees and charges applicable to the event will be detailed in Council's Annual Management Plan and subject to adoption by Council. These are published on Council's internet website.

### **3.3 Bond**

Shoalhaven City Council requires all events on Council land to pay the appropriate non negotiable bond. This bond will contribute to the cost in the event that the venue is damaged or needs to be cleaned or if equipment is not returned or is damaged. Bond needs to be lodged 7 days before the event.

An inspection of the area will be conducted by a Council Representative after the event and, if satisfactory, the bond will be refunded by cheque.

Bond monies will be fully refunded after the event except in the case of the following circumstances:

- Damage to Council owned land or property
- Failure to return Council property

- Non compliance with conditions of consent
- Failure to leave the premises in a clean and tidy condition
- Use beyond stated time
- Failure to leave equipment in standard facility setup
- Booking cancelled within 14 days of event date

Negotiations will be undertaken to determine the amount of bond to be retained. GST will apply in this case. When the bond monies are inadequate to cover these circumstances an invoice will be issued for the balance of monies owing.

### **3.4 Financial Assistance**

Applicants may be eligible for some financial or in kind assistance if from non profit community organisations through Council's related policies, including donations, arrangements for hiring of equipment and other festival support.

Council has the following policies which detail the extent to which Council will support the local community when staging events:

- Donations policy
- Support of Festivals Policy
- Fee Support/Non-Profit Organisations Policy
- Events Shoalhaven Board

Organisations who wish to make application for consideration of financial assistance should submit their applications in accordance with the relevant policy.

Events that Council currently supports (in kind support and infrastructure) and have ongoing approval for include:

- Australia Day events
- Anzac Day events
- Freedom of Entry marches
- NAIDOC Week events

### **3.5 Matters to be considered**

Matters to be considered are detailed in Appendix 1. These include:

- Number of People
- Hours of Operation of Event/Activity
- Emergency Procedures
- Public Health and First Aid
- Noise/Amplified Music
- Use of Music
- Parking
- Traffic Considerations
- Signage
- Disabled Access
- Restricted Access to other Public Facilities
- Power/Electrical Leads and Connections
- Lighting
- Garbage and Recycling
- Toilet Facilities
- Fireworks

- Security
- Liquor Licenses/Alcohol
- Place of Public Entertainment
- Temporary Structures/ Amusement Rides
- Food Stall/ Mobile Food Vans
- Performing Animals
- Contingency Plan
- Grass Cutting/ Irrigation Lines
- Underground services

### 3.6 Risk Management

The applicant is required to conduct a thorough risk assessment of the event and develop a risk management plan. A risk is anything that threatens or limits the ability of an organisation or event management body to achieve the successful running of the event. Risk management is a process for assessing all possible risk problems or disasters before they happen and setting up procedures that will avoid, minimise or cope with that impact. Event organisers are required to develop a risk management plan to:

- create an enjoyable experience for all
- to ensure that no one gets hurt
- minimise litigious action

Please note that insurance is not a substitute for risk management.

Council's **Community Events Information Kit** provides information on developing a risk management plan for the event.

### 3.7 Insurance

The applicant must hold a public liability insurance for a minimum sum \$10,000,000 issued by an Australian Prudential Regulatory Authority (APRA) licensed insurer. Larger scale events, those that involve firework displays or those held on Council property may require greater cover and must be submitted to Council with the Sustainable Events Application Form.

### 3.8 Sustainability

Council encourages and, over time, will seek to increase the sustainability requirements for events. Council supports events that seek to reduce environmental impacts, and opportunities exist for event organisers to work with Council to implement such initiatives. Areas of event sustainability that should be considered include:

- **Waste Minimisation and Recovery:** Events can often create significant amounts of waste and litter. Key considerations of all waste planning should be reducing the amount of waste and litter created and avoiding disposal of waste to landfill. Over and above requirements for rubbish collection and removal, sustainable waste management should incorporate a waste hierarchy of AVOID, REDUCE, REUSE AND RECYCLE.
- **Reducing Energy and Water Consumption:** Events can be high water and energy consumers. It is important to develop and implement measures to minimise water and energy consumption.



- **Green Transport:** Alternative transport options should be encouraged through event scheduling, siting, facilities provision and promotions. Alternative options should include walking, cycling, public transport, “loop buses” and car sharing. Events should also encourage a reduction in transport servicing for the event through a co-ordinated approach to set-up and clean-up processes
- **Venue Selection:** Venues or outdoor locations for events should give consideration to being appropriate for the size and type of event. Selecting the right venue will provide a range of sustainability advantages, as well as creating a better atmosphere for the event to be held
- **Reducing Print Material:** Using new technology alternatives to print material, such as email and social media, can provide better sustainability and promotional outcomes. Where printing is required, a few key concepts, including double sided printing, sourcing recycled paper product, using environmentally friendly inks / dyes, and reducing the size of paper used may also significantly reduce resource use
- **Purchasing and Procurement:** Purchasing locally, using recycled or re-used goods, and catering using seasonal produce grown locally can achieve significant reductions in waste, transport and cost, as well as providing a boost to the local economy
- **Carbon Management:** After following the above principles to reduce impacts and resource use, using a commercial option to offset carbon produced can help to minimise the unavoidable impacts. It also provides a strong “green” image for an event

Council’s **Community Events Information Kit** provides detailed information on a range of sustainability options and opportunities no matter what size or type of event you are organising. Event organisers are encouraged to give close consideration to developing a Sustainable Events Management Plan an outline of which is provided in Appendix 3.

### 3.9 Alcohol Free Zones

If the location of the event is within a declared Alcohol Free Zone, the suspension or variation of designated alcohol free zones requires a specific resolution of Council.

### 3.10 Use of Council Resources

In certain circumstances, such as community or fundraising events that impact on traffic flow, the event organiser may request the use of certain Council resources. These include:

- Signage
- Temporary fencing and star pickets
- Traffic Cones/Barriers/Pedestrian control
- Marquees
- Safety Vests

Arrangements can be made by the event organiser through Council’s Stores Section and is on a fee for service basis. A deposit of 20% of the value of the resources being

used is required prior to pickup of equipment and will be refunded after return of equipment in a satisfactory condition.

Costs associated with collecting and returning equipment, transporting equipment/setting up/down are to be met by the event organiser.

### **Waste Bins**

Arrangements can be made for Council to supply additional bins to the event organiser, usually with a minimum of 6 bins. Alternatively the event organiser may make other arrangements for waste management, in-house, SITA or Shoalhaven Recycling. Depending on quantity of bins required a skip bin may be more cost effective.

A Waste Management Plan should be prepared outlining how garbage for the event will be monitored and disposed of.

## **4. IMPLEMENTATION**

The Finance & Corporate Services Group will administer this Policy.

## **5. REVIEW**

This Policy is to be reviewed within one (1) year of the election of a new Council.

## **APPENDIX 1**

### **MATTERS TO BE CONSIDERED**

#### **1. Number of People**

Once an event gets over a certain size, and it is conducted partly on road reserve, it is regarded as a 'Special Event' by NSW Government requiring special approval of Council, RTA and Police. See 'Guide to Traffic & Transport for Special Events' on RTA website.

An estimate of the number of people to attend the event must be provided with the Sustainable Events Application Form or if necessary a development application. If the event is likely to attract more than 10,000 people the applicant is required to apply to the Environmental Protection Authority for a pollution control approval in addition to obtaining consent from Council.

#### **2. Hours of Operation of Event/Activity**

The applicant is required to provide starting and finishing times for the event. Realistic estimates of any additional time required to set up and/or dismantle equipment before and after the event must also be provided. These estimates may be used in determining conditions of the consent relating to the permitted hours of operation. If the venue or required parking facilities are close to residential areas, musical instruments, amplified music and sound systems shall cease by 12pm on Friday and Saturday nights and at 10pm on Thursday to Sunday nights and the traffic and crowd disbursed within 1 hour after the musical instruments, amplified music and sound systems have ceased. Exemptions may be made for New Years Eve, Australia Day and other special occasions recognised by Council.

Variations may be permitted under special circumstances where the applicant can demonstrate no negative impact on residential amenity will result.

#### **3. Emergency Procedures**

The applicant must provide details of procedures to be deployed in the case of an emergency. In particular permanent access for emergency vehicles to and from the premises must be provided.

Emergency services including police, fire, ambulance, and rural fire services should be advised of the event no less than 24 hours prior to the event by the event organiser.

Emergency procedures shall include consideration of people with disabilities who may have special needs in the case of an emergency. Any security staff must be familiar with emergency procedures.

#### **4. Public Health and First Aid**

First Aid services are critical to any major public or outdoor event. First Aid stations should be set up and properly staffed and equipped and be clearly identifiable and easy to locate. The station should be manned by appropriately qualified personnel holding a minimum Work Cover Senior First Aid Certificate.

**5. Noise/Amplified Music**

Noise is a common concern of residents living in the vicinity of venues used for events. Excessive noise can significantly reduce resident's enjoyment of their home and neighbourhood.

The noise level from the entertainment (measured for a period of not less than 15 minutes) must not exceed the normal background noise level for the area by more than 5dB(a) when measured at the nearest residential boundary.

Where the event cannot achieve the above noise criteria the applicant may submit a noise impact assessment prepared by a suitably qualified and practising acoustic consultant prior to the event to demonstrate that nearby residents will not be adversely impacted upon. All noise readings must be undertaken by a practicing sound engineer/noise consultant who is a member of the Australian Association of Acoustical Consultants (AAAC) for the prior approval of Councils.

The applicant may also be required by Council to provide a noise impact assessment prepared by a suitably qualified and practising acoustic consultant with the application to hold the event to demonstrate that nearby residents will not be adversely impacted upon.

As a low frequency noise is most disturbing the operator of sound mixing equipment must be informed of the need to reduce levels of bass sounds.

Amplified noise will only be permitted in appropriate locations and those imposed by the conditions of consent relate to the total noise generated by the event. A public address system may be used providing the volume does not exceed the specified noise levels.

Amplified music, musical instruments and sound systems shall not be operated between 10pm and 8am Sunday to Thursday and 12 midnight to 8am on Friday, Saturday and any other night followed by a public holiday.

**6. Use of Music**

If music is broadcast or entertainers perform songs or music that is not their own original composition the event organiser must obtain a permit from The Australian Performing Rights Association (APRA) prior to the event. The applicant is responsible for paying the appropriate fees.

**7. Parking**

Where possible, the applicant must provide onsite parking to reduce demand in nearby streets. Off site parking areas should not be in the locations which result in large numbers of people walking through residential areas.

Promotion and advertising material must advise of a location of public car parks and nearby available parking. Advertising material must also encourage the use of public transport, walking or cycling where considered feasible and available.

The applicant may be required to provide accredited traffic marshals to ensure safe and efficient parking of vehicles.

The applicant is responsible for pedestrian management.

**8. Traffic Considerations**

Both Council and the Roads & Traffic Authority have specific requirements in relation to the use, temporary closure and/or barricading of roads and/or where the event is likely to lead to an impact on public streets. Applicants should refer to the Roads & Traffic Authority 'Guide for Traffic & Transport Management for Special Events'.

Refer

[http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc\\_specialevents\\_dl1.html?tlid=24](http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html?tlid=24).

Both Council and the Roads & Traffic Authority may have other conditions or requirements that the applicant should consider.

**9. Signage**

Signage must comply with DCP82

**10. Disabled Access**

Development Applications must demonstrate consideration of the needs of people with disabilities attending the event.

Appropriate and easily accessible parking areas should be provided as well as identify seating and viewing areas where appropriate. The applicant is encouraged to provide unobstructed path of travel for people with disabilities.

**11. Restricted Access to other Public Facilities**

Should the proposed event or activity preclude access to other public facilities sharing the same location this must be identified in the Sustainable Events Application Form and Development Application and a variation of use or specific closure may require a resolution of Council.

**12. Power/Electrical Leads and Connections**

Should the applicant have need for power this can be arranged on site where available or through the provision of a temporary power supply or through the applicant providing an onsite portable generator. The applicant will be required to meet all costs associated with the provision of and use of power for the event. Should a portable electrical generator be used it must be kept in a safe place away from public and traffic areas.

All electrical appliances and leads must be tagged by an appropriately qualified person. Leads must be weatherproof. All connections must be checked and inspected by a suitable qualified person on or before the day of the event. The applicant must use only the designated power source as instructed. The applicant must not under any circumstances piggy back onto other sources not authorised. The applicant is required to ensure that electrical leads are placed safely and away from the public, preferably overhead.

The applicant is to ensure that areas where electrical leads are on the ground must be roped off and kept under check during the event.

**13. Lighting**

Location and direction of existing and any additional lighting to be used may be shown on the required site plan.

Hours of use and intensity of lighting may also be required. Lighting must be directed away from nearby dwellings and should not be located in a position likely to cause a traffic hazard on adjoining roads.

At all times, lighting must be adequate to enable the safe movement of people through the premises and turn off at the earliest suitable time having regard to the surrounding amenity.

#### **14. Garbage and Recycling**

For events held on Council controlled and managed land adequate garbage and recycling facilities must be provided by the applicant at their cost to cater for the anticipated number of people. Details are to be provided on the Sustainable Events Application Form and Development Application. Further information on Waste Management Plan, which may include:

- a. the amount of waste to be generated,
- b. the types of material to be generated
- c. the facilities to be provided to collect the waste on site by the organisers
- d. the arrangements made for removal of waste

may need to be submitted, depending on the event.

Council is able to assist with the recommended number of bins and recycling units per number of attendees. This needs to be requested on the Sustainable Events Application Form. Bin numbers, recycling/general garbage needs MUST be discussed with the Events Liaison Officer where stalls, food, large amounts of event waste is foreseen.

Provision of large bins and the removal of litter and garbage, and associated costs is the responsibility of the applicant.

Where a major event is being held over several days e.g. Friday to Monday, additional waste services, e.g. Sunday, may be required at the expense to the organiser.

Where the event requires waste receptacles of greater than 240 litres the applicant is required to make their own arrangements with a waste contractor.

Council encourages the recycling of food and drink containers and the proper recycling of waste.

#### **15. Toilet Facilities**

Adequate toilet facilities may be required for the duration of the event. Facilities for people with disabilities must also be provided. Appropriate ratios are available from Council as they may vary according to the type, size and location of the event.

Details of existing and additional facilities are to be submitted with the Sustainable Events Application Form and Development Application.

As the number of toilet facilities required is determined by the number of people attending the event, additional temporary toilet facilities may be required.

The costs associated with the supply, installation and removal of temporary toilet facilities are the responsibility of the applicant and event organiser.

**16. Fireworks**

Firework displays are only to be conducted by a licensed pyrotechnician. The NSW WorkCover Authority assesses pyrotechnic experience and qualifications to operate fireworks and issues licences.

The event applicant must disclose if the event will include fireworks and the appropriate licences and public insurance liability from the pyrotechnician must be submitted with the application and a specific risk management plan must be completed by the licensed pyrotechnician prior to the event being staged.

**17. Security**

Event organisers are required to notify Shoalhaven Police Area Command of their event and to liaise with them on policing and security matters.

Event organisers are responsible for all security liaison associated with their event.

Council does not provide security for events. Event organisers are responsible for meeting the cost of any security services that need to be provided as part of the event and Council is not responsible for any damage associated with or without the provision of security services.

**18. Liquor Licenses/Alcohol**

If it is intended to sell alcohol or serve free alcohol at the event this should be identified in the Sustainable Events Application Form, Development Application and the relevant temporary function/liquor licenses should be arranged through the Licensing Court Registry (Local Court House). Details can be found on the website [www.dgr.nsw.gov.au](http://www.dgr.nsw.gov.au) . Event organisers are required to obtain a safe party kit and persons serving alcohol are required to hold a Responsible Service of Alcohol (RSA) accreditation.

**19. Place of Public Entertainment**

Where the event intends to use, install or erect a temporary stage or to use an existing building such as a community hall, an approval or temporary approval may be required under the EP&A Act, if one does not already exist. The preliminary assessment of the Sustainable Events Application Form information will determine any requirements and this will be advised to the applicant.

**20. Temporary Structures/Amusement Rides**

Applicants are advised to check Insurance and the requirements of the WorkCover Authority for any temporary structures including stages and amusement rides including inflatable equipment. \

All Amusement Device Operators shall obtain a permit at least 7 days prior to the event from Council's Development & Environmental Services, Building Surveyors.

**21. Food Stall/Mobile Food Vans**

Temporary food outlets must comply with Council's Mobile Food Stalls /Vehicles & Temporary Food Premises Policy, the Food Act and NSW Food Safety Standards.

All outlets should be established and available for inspection by Councils Development and Environmental Services Group prior to the event.

All food outlets shall obtain written approval at least seven (7) days prior to the event from Council's Development & Environmental Services Group

**22. Performing Animals**

Events that feature animals must be conducted in accordance with the Exhibited Animals Protection Act 1986 and the Exhibited Animals Protection Regulation 2005.

Under NSW legislation, circuses are required to be licensed in accordance with the above Act and Regulation.

Animals used as part of a temporary exhibit require approval through NSW Agriculture eg. Mobile Farm Shows, Camel rides and pony rides are exempt from approvals.

A copy of approvals must be submitted with Sustainable Events Application Form

**23. Contingency Plan**

It is strongly recommended that where an activity is held outdoors or anywhere that could become unsuitable, an alternative location be considered which can be made available at short notice. Alternatively, plan for inclement weather and be prepared to cancel the event.

**24. Grass Cutting/Underground Services**

Council will endeavour to ensure that grass on reserves is cut prior to the event dependant (fees may apply) on the location of the activity. Four weeks notice to the Parks Officer is required so that the grass cutting can be scheduled for the appropriate days.

The event organiser needs to make arrangements at least two weeks prior to the event with the Parks Officer and Electrical Services to arrange for underground services to be marked on the reserve beforehand to avoid damage.

Where possible site plans indicating underground services will be supplied to the Event organisers It is recommended that you contact “Dial Before you Dig” on 1100 or [www.dialbeforeyoudig.com.au](http://www.dialbeforeyoudig.com.au) who will advise the location of any underground telecom lines, gas and power located in the park .

Should temporary structures be erected on reserves or showgrounds, this should be identified in the Sustainable Events Application Form and Development Application to ensure that underground irrigation and electrical lines are not damaged by stakes and pegs securing temporary structures.



## **APPENDIX 2**

### **RELATED LEGISLATION/ REGULATORY AND POLICY FRAMEWORK**

- NSW The Local Government Act, 1993  
The Local Government Act details the core objectives and permitted uses of Community Land, such as parks, reserves, sportsgrounds and natural areas.
- The Crown Lands Act 1989  
Council is appointed Trustee for certain Crown Lands under this Act and manager of all Crown Reserves that do not have an appointed Trustee.
- Road Transport (Safety and Traffic Management) Act 1999
- Environmental Planning and Assessment Regulation, 2000
- NSW Occupational Health and Safety Act 2000
- Exhibited Animals Disclosure Act 1995 – General Standards for exhibiting animals in NSW
- Plans of Management for Identified Reserves and Generic Plan of Management for Reserves
- Shoalhaven City council Local Environment Plan (1985)
- Food and Beverage Outlets on Crown Reserves Policy, 2001
- Strategic Companion Animal Management Plan (SCAMP), 2004
- Access Areas for Dog Policy
- Use and Hire of Community Facilities for Commercial Activities Policy
- Council Facilities – Rental or Fee Support – Non Profit Organisations
- Operation of Markets Policy
- Illawarra Region of Council's Illawarra Regional Film Policy
- Film and Video Production in Public Reserves and Public Places Policy
- Council Support of Festivals
- Donations Policy
- Guide for Traffic & Transport Management for Special Events 2003
- Development Control Plan 82

- Toilet/Attendance Ratios
- Work Cover Authority Information re temporary structures ie stages
- Wedding Receptions in Public Reserves
- Public Reserves – Waiving of Fees for Not For Profit Organisations
- Motor Vehicle Access to Public Reserves
- Mobile Food Stalls / Vehicles and Temporary Food Premises
- Glass Bottle Free Sportsgrounds
- Copy of Safe Party Kit
- Listing of Council's Alcohol Free Zones
- Anzac Day

## **APPENDIX 3**

### **SUSTAINABLE EVENTS MANAGEMENT PLAN FRAMEWORK**

This framework provides a basis for developing a *Sustainable Events Management Plan*. The framework poses a number of questions and requires consideration of all areas of event sustainability as identified in Section 3.8 of Council's *Sustainable Events Policy*.

Further information to assist in considering sustainable events can be found in Council's Community Events Information Kit.

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#### **General Event Information**

This information will assist in understanding the overall context of considering different areas of sustainability that will be applicable to your event.

Event Name:	
Event Venue/Location:	
Date of Event:	
Event Organiser:	
Contact Details:	
Expected Event Daily Attendance:	
List of Event Activities: (eg. Market Stalls, Food Stalls, Live Shows/Demonstrations, Marquees/Tents, Sporting Events, Rides)	

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**Waste Minimisation and Recovery**

Please identify efforts to minimise and recover waste:

Overall Planning

Waste Management or Minimisation Plan prepared:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Waste advice sought:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
- if yes, from: _____						

Bins

On-site bins provided:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
If yes, number of bins:	General	<input type="text"/>	Recycle	<input type="text"/>	Green	<input type="text"/>
Signage provided:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
- if yes, give examples: _____						
Bin plan prepared:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Bin monitors during events:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Post event audit to be conducted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Reuse of Materials

Utilising reusable items:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
- if yes, give examples: _____						
Temporary storage area provided:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Promotion and Education

Vendors involved in efforts:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
- if yes, how: _____						
Event level education provided:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
- if yes, how: _____						

**Other information and comments:**

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