



Event Guidelines

Guidelines to Presenting Events at the
Central Coast Regional Sporting and Recreation Complex

Central
Coast
Council

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Introduction

The following guidelines have been designed to assist Event Organisers in their application to Central Coast Council to hold an Event at the Central Coast Regional Sporting & Recreation Complex. The guidelines provide advice regarding the application process, relevant statutory requirements and other Council provisions to ensure events are safe, well-coordinated and successful with minimal adverse impacts on the community, environment and Council.

The guidelines are based on Council's Policy R8.08 'Special Events in Open Space Areas'. As outlined in Council's Policy, a Special Event is defined as a one time, or infrequently occurring event of limited duration that provides the general public with leisure and social opportunities beyond everyday experiences. Special Events are distinct and organised programs usually of recreational, cultural, community or special interest group significance. Events vary in scale from small community events such as weddings to major events that attract state, national and international interest.

Event Categories

Central Coast Council has implemented a utilization and prioritisation policy for the use of the regional complex that will ensure it can deliver conditions suitable, and sustainable, for attracting and hosting mass participation events and providing event opportunities beyond the scope of regular facilities (i.e. not only sport but recreation, entertainment and community events too). It is our objective to support our community by attracting events that generate economic, health and / or social benefits to the region.

We have categorized regional events at this complex into three tiers. Each tier has specific requirements within the application process and depending on the size and type of event will also need to comply with appropriate legislative requirements.



Tier 1

This tier is classified as a **Major** event, with mass participation and of regional significance.

Classification indicators include :

- State and national sports events generating overnight stays
- State and national single day sports events
- High participation (>3,000 pax) active recreation, entertainment or community events

Major events will have a high impact on the local community and may include all, or some, of the following elements:

- Increased traffic flow and parking requirements
- Sale or provision of alcohol
- Sale or provision of food
- Regional or National event advertising and / or promotion
- Additional amenities including toilets or change rooms
- Generate additional waste
- Require increased safety and security measures
- Access to Council's water and electricity supply
- Some environmental impact including noise pollution
- Liaising with Police, Liquor Licensing and government or non-government agencies

Tier 2

This tier is classified as a **Medium** event, with high participation and of local or regional significance.

Classification indicators include :

- Regional single day sports events
- State or regional representative events
- Medium participation (1,000 – 3,000 pax) active recreation, entertainment or community events

Medium events will have an impact on the local community and may include all, or some, of the following elements:

- Increased traffic flow and parking requirements
- Sale or provision of alcohol
- Sale or provision of food
- Regional or National event advertising and / or promotion
- Additional amenities including toilets or change rooms
- Generate additional waste
- Require increased safety and security measures
- Access to Council's water and electricity supply
- Some environmental impact including noise pollution
- Liaising with Police, Liquor Licensing and government or non-government agencies

Tier 3

This tier is classified as a **Minor** event, with low participation and less regional significance than the other two tiers. Classification indicators include :

- Local end of season final competition sports events
- Preseason sports training camps and events
- Low participation (<1,000 pax) active recreation, entertainment or community events
- Other (unclassified)

Minor events are unlikely to impact on the local community yet may still include all, or some, of the following elements:

- Slight increase in traffic flow and parking requirements
- Sale or provision of alcohol
- Sale or provision of food
- Local event advertising and / or promotion
- Additional amenities including toilets or change rooms
- Generate additional waste
- Access to Council's water and electricity supply
- Some environmental impact including noise pollution

Application Process

The Application form is available on Central Coast Council's website : [CCRSRC Application Form](#). Prior to submitting an Application, Event Organisers are required to contact Council's CCRSRC Officer on (02) 4350 5352 to ascertain availability of your preferred sports fields, and other supporting infrastructure, for your event date/s. The event application form must be completed by the Event Organiser and submitted to Council with the relevant supporting documentation as outlined in the application form. Please note that Approval will not be given for any event until all required documentation is received and assessed by Council. After assessment, an Event Approval Letter outlining any additional conditions as well as associated fees and security deposit will be sent to the Event Organiser.

Application and Approval Timeframes

Priority of Use as determined by the Utilisation Policy :

Tier 1

Applications to be received with a minimum lead time of 12 weeks to the event date. Full confirmation will be issued within 2 weeks of application.

Tier 2

Applications to be received with a minimum lead time of 12 weeks to the event date. Confirmation will be issued within 2 weeks of application. Tier 1 applications may override a booking prior to 10 weeks to the event date.

Tier 3

Applications to be received with a minimum lead time of 8 weeks to the event date. Confirmation will be issued 6 weeks prior to event date. Tier 1 and 2 applications may override a booking prior to 4 weeks to the event date.

Other (local events that do not meet regional significance)

Event organisers are required to contact Council for special consideration where applications do not meet the above requirements. Tier 1, 2 and 3 applications may override a booking prior to 2 weeks to the event date.

Public Liability Insurance

All Event Organisers must provide a copy of their Certificate of Currency for Public Liability Insurance, with minimum cover of \$20 million, with the Event application form. Event Organisers are to ensure that the following information is included on the Public Liability Certificate of Currency :

- Name of the Insured
- Name and details of the Insurer
- Duration of Cover
- Insured amount of minimum \$20 million
- Policy Number
- Activity or Event being covered (*Please note the activity being undertaken at the Event must be itemized*).

The policy must note Council as interested parties of the site for the date(s) of use and contain a general condition that these types of activities are specifically covered by the policy. Event Organisers will also need to provide Certificates of Currency for any other relevant insurance held e.g. Workers Compensation.

NB! Event Organisers are also responsible for obtaining Certificates of Currency for Public Liability Insurance for any subcontractors, stall holders or additional parties involved in the event.

Access by Machinery

Access by machinery on any of the regional complex's open space areas (including sports fields, shared pathways, boulevard, surrounds, designated parking areas, etc.) requires approval from Council. Notification of machinery type, tonnage and numbers should be included in the Event Application. Event Organisers may be required to meet with Council Officers prior to using machinery on site to confirm accessible areas. Please note that inclement weather will affect ground conditions and may limit accessibility.

Structures

Event Managers are to submit with their Event application any requests for structures to be used at the event. Structures may include marquees, banners, flags, scaffolding, viewing stands, judging stands, staging, seating, etc. Open Space Areas within the Central Coast Council Local Government Area have different structure allowances depending on a range of factors including regulations governed by the local planning instrument, community use, safety and underground or above ground services. All structures are to be clearly identified on the site map for the event and are subject to Council approval.

Scaffolding, Viewing Stands, Judging Stands, Stages

Stages and scaffolding must be erected by appropriately ticketed scaffolders and be certified structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council ten (10) working days prior to the commencement of the event. Certificate of Currency for Public Liability insurance to the minimum value of \$20 million is required for any persons setting up structures and/or scaffolding. Current certificates are to be submitted to Council prior to the event. The ground or other surface on which structures are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous due to its slope, irregularity or for any other reason. All structures set up prior to and during the event are the Event Organiser's responsibility, particularly in regards to public safety and the security of equipment.

Amusement Devices

An “amusement device” refers to anything mobile or fixed made available to members of the public on which, or any part of which, or by means of which, they may ascend or descend, or be carried, transported, raised, lowered or supported for the purposes of amusement, games, recreation, sightseeing or entertainment. Each amusement device must be registered with the Work Cover Authority as required under the Work Health and Safety Act 2011 and AS 3533.1-1997 Amusement Rides and Devices Part 1: Design and Construction. Current Work Cover Certificate of Plant Item Registration for Amusement Devices must be included in the Event Application. Evidence of a current up to date service logbook must be provided.

Each amusement device must have in force a contract of insurance or indemnity of minimum \$20 million Public Liability Insurance. A Certificate of Currency for Public Liability Insurance is to be included in the Event Application. The ground or other surface on which devices are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous due to its slope, irregularity or for any other reason. Structures set up prior to and during the event are the Event Organiser’s responsibility, particularly in regards to public safety and security of equipment.

Temporary Signage

Temporary signage may be displayed, with Council approval, to announce upcoming events. Details must be provided with the Event Application and is subject to approval. Banners/signs can only be displayed for the duration of the event. It is the Event Organiser’s responsibility to ensure signage is erected securely and safely and such signage does not block public access in the Open Space Areas. The organiser is responsible for dismantling banners/signs in adverse weather conditions to ensure they do not pose a danger to the public. All signage must be removed at the conclusion of the event. Commercial Signage is not permitted on any Open Space Area except for the name(s) of an event sponsor. The Event Organiser is responsible for providing Public Liability Insurance for any approved signage.

Traffic Management

It is the Event Organiser’s responsibility to provide Council with either a Traffic Management Plan (TMP) or a Traffic and Parking Strategy (TPS) for events being held at the regional complex. The TMP or TPS requirements will be determined by the scale of the event, number of expected participants and prevailing traffic and transport conditions. A TMP is required for events deemed by Council to have a significant impact on local traffic, public transport, pedestrians or parking. An RMS Orange Card must be held by the person drafting the TMP for the Event. Event Organisers must also consult with local police, RMS and Council’s Road Safety and Traffic Coordinator prior to preparing a TMP.

TMP’s are required to ensure the following :

- Safety of the community and Event Organisers by complying with the requirements of the Work Health and Safety Act 2011
- Ensure the safe separation of event patrons, participants and volunteers from traffic
- Manage the reduced capacity of the road system
- Minimise the traffic impact on the non-event community

A TPS is to be implemented by Event Organisers for all events affecting pedestrian access, local parking and/or traffic conditions. The TPS ensures that factors such as confusion and congestion are alleviated and attendees of the event as well as local community members drive and park safely reducing risk to pedestrians and other drivers. Event Organisers are to ensure pedestrian pathways and access to Open Space Areas are maintained at all times. Proactive patrols of parking by the Event Organiser should be instigated and regular announcements broadcast to attendees encouraging observance of parking restrictions and warning attendees of the potential for Ranger patrols. The Police may also potentially attend to enforce parking restrictions. Council's Rangers will patrol the locality during the event as resources permit. Penalty notices are likely to be issued for vehicles being parked contrary to sign-posted restrictions, approved TMP or TPS or Australian Road Rules.

Sale of Food

All temporary food premises (stalls, vans, etc.) are to comply with Council's Code for Temporary Food Premises, the Food Act 2003, Food Regulations 2004 and ANZFA. Temporary Food Businesses or Mobile Food Vendors, that wish to operate at a Council approved event, must be licenced to do so.

Further details can be accessed here : [Temporary & Mobile Food Operators](#).

Food Standards Code

The Event Organiser may be required to submit an event food management plan which is to include stall layout, construction, facilities including provision and source of water and power source, to Council's Education and Compliance Unit a minimum of 21 days prior to the event set up date. It is the Event Organiser's responsibility to liaise with Council in regards to the number, location and construction of the food outlets as well as the nature of the food to be provided at the event together with the names and addresses of all food stallholders. Food sampling is also classified as "Food for Sale" under the Food Act 2003. These details are to be provided to CCRSRC Officer 21 days prior to the event. Council's Food Surveillance Officers will assess the food management plan and estimate the time required to provide surveillance activities at the event. A fee calculated on the estimated time to conduct surveillance during the event is payable in accordance with Council's approved fees and must be made to Council seven (7) days prior to the bump in date. All enquiries for food and/or drink outlets, food preparation, storage, handling and arrangements for inspection can be made with Council's Education and Compliance Unit on telephone (02) 4350 5122.

Sale of Alcohol

Sale of Alcohol in NSW is governed by the Liquor Act 2007 and requires an appropriate Liquor Licence from the Office of Liquor, Gaming and Racing (OLGR). Event Organisers wishing to sell alcohol at an event are required to obtain a Limited Licence (single or multi-function) from OLGR prior to the event. Before applying, ensure that Council has approved your event dates and times as we cannot be held responsible for any changes that might be required to your licence conditions. The application must be submitted to OLGR Licensing Section at least 28 days prior to the event. For further information regarding the sale of alcohol contact OLGR www.olgr.nsw.gov.au.

Public Address Systems and Entertainment

Protection of the Environment Operations Act (1997) governs noise control and is administered by Council, the NSW Police Service and the Environment Protection Authority. Any approval for use of a reserve, sports field or beach by Council is subject to the above Act. Noise generated by the Event is not to exceed 5dB above the measured background noise levels at the boundaries of adjoining residential properties and are to comply with the EPA Industrial Noise Policy.

Open Air Entertainment

The LA10 (30min) noise level of the music should not exceed the background level LA90 (30min), measured in the absence of the open-air entertainment by more than 5dB(A) when measured at the nearest residential boundary. Mixing equipment should be regulated to control low frequency noise such as drums and bass.

PA Systems

The environmental objective is a noise intrusion of not more than 5dB(A) above the background noise levels at any affected residences or other noise sensitive locations. The PA system should only be used to control the event and not for giving competition commentaries, advertising or playing music. Speakers should be located and directed, with the volume controlled, so that the noise levels do not impact on the amenity of any nearby residents. Speakers should be small lower power units no more than 20cm across and operated by an amplifier of no more than 30 watts. Horns should be pointed downward at 45 degrees. It is preferable to place more small power horns around the event area than to use large power units. Any instructions issued by Council's Compliance Officer relating to these conditions of approval shall be completed immediately.

Any enquiries please contact Council's Compliance Section on telephone (02) 4350 5555.

NB. Council has received notification from Australian Commercial and Entertainment Technology Association (ACETA) regarding a change in radio frequency for wireless radio microphone equipment. This may have an impact on Event Organisers who use wireless PA systems and microphones at Events. For further information please contact ACETA and the Australian Communications and Media Authority.

PPCA and APRA Licences

Central Coast Council will hold the licence on behalf of, and in favour of, all Event Organisers hosting an event at the regional complex. This will allow you to :

- play protected sound recordings (e.g., CDs, tapes and digital downloads) in a public place other than by traditional radio or television broadcast;
- exhibit music videos;
- use sound recordings as music on hold (including the use of radio as music on hold);
- or otherwise use recorded music during their event.

PPCA (the Phonographic Performance Company of Australia) is a national, non-government, non-profit music licensing company which represents the interests of record companies and Australian recording artists. PPCA was formed in 1969, and grants blanket licences for the broadcast, communication (such as music on hold) and public performance of recorded music and music videos. Further information on PPCA and APRA licences can be found by visiting their website www.pcca.com.au. Recorded music and music videos are the intellectual property of their creators and they are protected in Australia under the Copyright Act. The Copyright Act specifies the rights granted to copyright owners. These include the right to allow their recordings to be heard in public (i.e. played in a public place such as a retail store, restaurant or fitness centre, sportsground, etc). This is known as the 'public performance right' in recordings. The one major exception is that no licence is required in respect of the recording copyright where you are simply playing traditional radio or TV at your venue.

Power Requirements and Floodlighting

Event Organisers using power or floodlighting at the Event are to comply with the following conditions :

- All electrical installations shall comply with AS-3002 – Temporary Wiring of Amusement devices.
- Where flexible extension cords are used to provide power, a core balance earth leakage circuit breaker having a rated tripping current not exceeding 30mA, shall be installed at the first point of supply to protect the equipment and the user.
- Double adapters and 3 pin adapters (piggyback) are NOT to be used.
- Flexible extension cords shall be supported above the ground, at a height of not less than 2.5 meters or covered underground so as to provide clear access for personnel (as described in AS.3002). This does not apply within a distance of 2 meters from where the power is to be used.

All electrical equipment used must have been tested and tagged as per Work Cover Code of Practice within 6 months of use. Residual current detectors should be used as an added safety precaution. Some events (e.g. Live Concerts, major powered events) might attract a further fee for use of Council's electricity. This will be determined, and communicated, at the time of booking and usage will be calculated at the completion of the event and either an account will be sent or subtracted from any refundable bonds. Floodlighting is available on all sports fields at CCRSRC. Event Organisers wishing to use floodlighting are required to indicate this need on the Application form and to note that floodlights are controlled in 4-hour blocks. Floodlighting is charged as per the Venue's Fees & Charges which is available on Council's website. Power is operated on a telemetry system and the operating hours that you request will be actioned as such. All floodlighting is to be switched off by 10:00pm.

Generators

Portable generators used as part of the Event must comply with AS2790 as amended, Electricity Generating Sets – Transportable (up to 25KW). The power supply for all wiring, emanating from a portable generating set, must comply with the Code of Practice – Electrical Practices for Construction Work including protection for a core balance earth leakage device with a rated tripping current not exceeding 30mA. The above Code of Practice includes details of the requirements for the use of electrical leads that may be attached to the generator. This includes such areas as protecting them from damage, inspection and tagging procedures, keeping leads away from wet places, locating leads above work areas or passageways so that clear access is provided beneath them.

Waste Management

The Event Organiser is responsible for waste management of the event. The CCRSRC Officer can help you in assessing your needs and the ordering of additional temporary bins for your event. The use of the public litter bins installed throughout the complex should not be factored into 'event use' by the Event Organiser / Stall Holders. Additional bins will most likely be required for your event. A minimum period of 2 weeks is required for the ordering of additional bins. All facilities, amenities and open space area must be left in a clean and tidy condition at the conclusion of the event, devoid of all rubbish and debris. A fee will be deducted from the bond held if this is not adhered to. The direct costs for the hire of event bins, collection and servicing will be passed on to the Event Organiser.

Details of waste and garbage disposal systems can be obtained from Councils Waste Services on (02) 4350 1329.

Amenities

It is the responsibility of the Event Organiser to open and close the amenities and associated facilities on the complex. Keys will be issued after payment of fees and approx. 5 days prior to your event date. Keys must be collected from the CCRSRC Officer at the Wyong offices situated at 2 Hely Street, Wyong (unless alternative arrangements are made in advance). Keys must be returned on the first working day following your event or the security deposit will be held.

Whilst we await construction of Stage 2 at the complex (indoor centre and grandstands), additional amenities (portable toilets / change rooms, etc.) may be required for your event. The CCRSRC Officer will assist you with the planning, ordering and execution of services. Where the number of people attending the event exceeds 250, a minimum of six (6) toilets must be provided. Thereafter, one additional toilet for every additional 250 people must be provided. The current amenities at the complex provides for 7 public toilets (excluding facilities in the 4 change rooms).

Portable amenities must be located on level ground and secured. Portable amenities are not to be located within 20m of a storm water drain or watercourse. In the event of a spillage, the Event Organiser is responsible for contacting the hire company immediately to rectify the problem in accordance with the Protection of the Environmental Operations Act (1997). Hosing of waste down storm water drains is not permitted.

Sporting Events

Council will manage the line markings and set up of relevant equipment for most sporting events. The CCRSRC Officer will assist with the planning and execution of these services. Any additional requirements e.g. temporary fencing, needs to be communicated at least 4 weeks in advance of your event and written approval to erect temporary structures must be granted by Council. Any damage caused to persons or property will be the responsibility of the Event Organiser. All temporary structures are to be noted on the required Site Plan (example provided hereunder) to be submitted with your application to host an event.

No vehicles are allowed on the sporting fields except with the permission of the CCRSRC Officer for the purpose of set up and dismantle or Emergency Services. Due to numerous subsurface services on our sports fields, approval is required from Council prior to the use of any star pickets, pigs tails, ground pegs, spikes or other items which could cause underground damage.

Fencing Posts

Star pickets are prohibited on our sports fields. Council will supply pigtail fencing posts for your use (limited stock available). Should you have a requirement for use that exceeds Council's supply, Event Organisers will need to provide their own to supplement resources. Flagged bunting is the preferred method of connecting posts. Roping off fields must occur shortly before the commencement of competition and must be taken down immediately after. Rope must be adequately highlighted by brightly coloured ribbon / flags and long enough to be highly visible, tied at no less than one (1) metre along the full length of the rope. Under no circumstances are fencing posts and ropes to be left up overnight or unattended on the playing fields. Should there be inclement weather prior to the event, contact should be made with Council's CCRSRC Officer in Open Space & Recreation Unit on (02) 4350 5352 on the last working day prior the event to ensure the ground is suitable for this particular application. Contingency arrangements should be made in case of such an occurrence.

Extreme Sports

Activities such as abseiling, hang gliding, parachute jumps and rock climbing require written approval from the Manager Open Space & Recreation. The Event Organiser must provide a Certificate of Currency for Public Liability Insurance with minimum cover of \$20 million and supply a certificate of accreditation prior to the event. Written consent is also to be obtained through the Department of Aviation for parachute jumps.

Filming and Photography

Approval for filming and/or photography will be provided on the condition that the Event Organiser ensures appropriate photography consent and image release forms are sought from attendees or participants of the event. All filming must be undertaken in accordance with Council Policy which is available on Council's website.

Fireworks

Fireworks displays are only permitted on Open Space Areas for community events which are open to the public. The possession, use, storage and transport of display fireworks is restricted to individuals holding a Pyrotechnician's Licence or Fireworks (Single Use) Licence which are available through WorkCover NSW. Event Organisers must include a certified copy of WorkCover NSW Pyrotechnician Licence or Fireworks (Single Use) Licence with the Event Application as well as a copy of the Certificate of Currency for Public Liability Insurance with a minimum cover of \$20 million for the fireworks display.

Applicants must notify NSW Fire Brigade or the NSW Rural Fire Service and NSW Police of the fireworks display at least 2 working days before the event. Fireworks displays are not permitted within 50 metres of private dwellings or within a total fire ban. All fireworks displays must be completed by 9.30pm unless otherwise authorised by the Manager Open Space and Recreation. Copies of the above details are to be submitted to Council no later than 28 days prior to the event taking place.

Helicopter/ Aircraft Landings

Helicopter and Aircraft landings on open space areas will not be considered unless in the event of an emergency.

Drones

The Civil Aviation Safety Authority (CASA) governs the safety rules for the flying of drones – both for commercial and recreational (fun) purposes. These regulations, and other useful information, can be found at : [CASA Drone Regulations](#). You are required to notify Council of your intention to fly drones at your event - whether for commercial or recreational use.

Community Notification

To reduce adverse impacts on the community and as a courtesy to neighbours, Event Organisers must notify local residents and businesses of the Event, in writing, no less than ten (10) working days prior to the event. Event notification may be via letter or advertised in the newspaper and must include the following information :

- Name of event
- Date and times including set up and dismantle
- Event Manager and/or Event Contact and mobile phone number
- Event purpose
- Relevant traffic management including parking and road closures
- Use of the public address system

Please note that costs for community notification, including all advertising, is the responsibility of the Event Organiser.

Risk Management

Event Managers are required to undertake a site specific Risk Assessment for all Events to ensure the safety of participants and spectators. The Risk Assessment is a tool for identifying potential risks and mitigating and/or eliminating risks where possible. Event Managers are responsible for providing Council with a copy of their final Risk Assessment for record purposes. Council does not accept any responsibility for the assessment nor mitigation of risk for any event not solely managed by Council. An example of a Risk Management matrix and template is provided on pages 22-25. Event Organisers should include details of delegated first aid officers, emergency access and egress, assembly areas and security if required.

Work Health and Safety

Event Organisers are responsible for monitoring legislation, Australian Standards, Codes of Practice and Guidelines to ensure the work health and safety of all persons involved in delivering the event to the venue. For your ease of reference, links to the Act and the Regulations are provided below.

[WHS Act 2011 - No. 10](#)

[WHS Regulations 2011](#)

Environmental Risk Assessment

Event Organisers are required to undertake an Environmental Risk Assessment to ensure that all environmental hazards are identified and assessed; and the risks associated with these hazards are controlled by way of elimination, or where elimination is not possible, minimisation of the associated risks to a level considered reasonable by Council. An Environmental Risk Management form and example are provided on pages 26-27. Event Organisers are to undertake the following steps when identifying, assessing and mitigating environmental risks :

1. Identify any potential environmental hazards and associated risks that may occur as a result of the event.
2. Identify level of potential impact on the environment.
3. Identify the consequences of the impact.
4. Identify suitable actions to eliminate or minimise impact.
5. Complete and return Environmental Risk Assessment Form to Council's CCRSRC Officer.

Sustainability Principles

Council recommends Events Organisers engage sustainability principles in the delivery of events at the CCRSRC. Event Organisers are expected to develop a balanced approach to economic activity, environmental responsibility and social improvement. Event Organisers are encouraged to engage waste reduction methods, maximise resource recovery and recycling opportunities as well as preserve the public health and amenity of the surrounding environment. Refer to Council's Sustainable Event Management Policy for further information.

Working with Children Check

As the Event Organiser, you are responsible to ensure that a current Working with Children Protection Card is held by all Event workers and volunteers who will be actively participating (e.g. instructing, coaching, guiding, supervising, etc) in any of the stated activities of the event with persons under the age of 18. Further information regarding these requirements can be found here :

[NSW Office of the Children's Guardian](#)

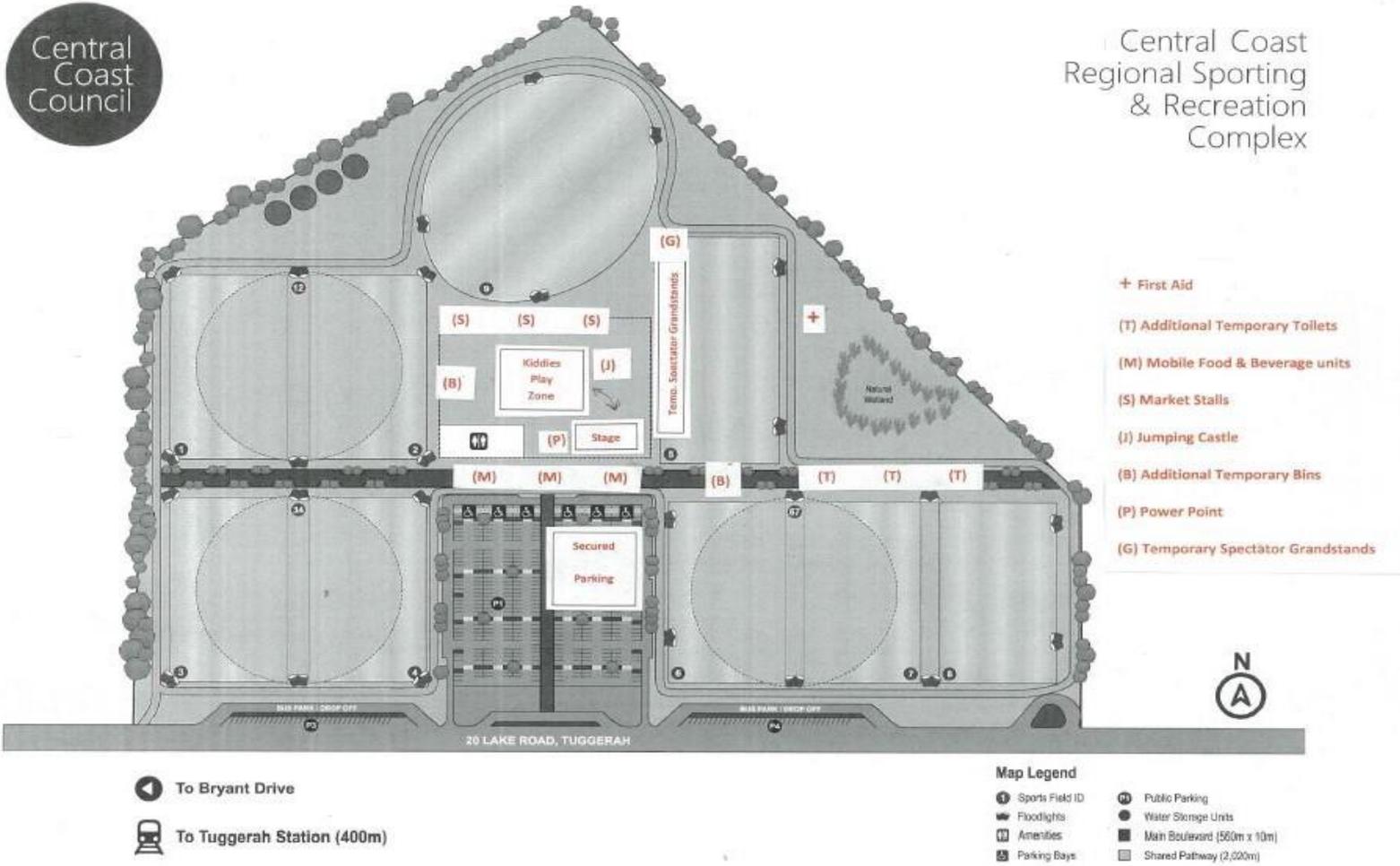
General Conditions

- All costs associated with the management of events are to be met by the Event Organiser including, but not limited to, costs of public liability insurance, policing, temporary traffic management, signs, cleaning and waste management.
- Advertising and local resident notification of events is the responsibility of the Event Organiser. All events are to be widely advertised and affected stakeholders and residents given timely notice.
- When using BBQs, Event Organisers are to ensure that drop sheets or cardboard is placed under the BBQ to catch any grease and prevent waste on reserve areas.
- Glass is not permitted at any Council facility or Open Space Area and Event Organisers' are to ensure all necessary steps are taken to ensure no glassware (e.g wine or beer bottles) are utilised at the event.
- Smoking is prohibited in any Council facility or Open Space Areas. It is the Event Organiser's responsibility to ensure all necessary steps are taken to ensure that smoking is NOT permitted. Information from NSW Health regarding Smoke-Free laws can be accessed here : [NSW Government | Health](#)
- Event Organisers are to ensure adequate security and safety resources are in place at all times during the Event and must take suitable precautions to ensure the safety and orderly behaviour of the participants and spectators and must endeavour at all times not to disturb or inconvenience the general public.

Event Application Checklist

CCRSRC EVENT APPLICATION CHECKLIST	
Application Form	<input type="checkbox"/>
Site Map	<input type="checkbox"/>
Certificate of Currency for Public Liability Insurance (minimum cover \$20 million)	<input type="checkbox"/>
Certificate of Currencies for Other Insurances (if applicable)	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>
Traffic Management Plan or Traffic and Parking Strategy	<input type="checkbox"/>
Environmental Risk Assessment	<input type="checkbox"/>
Community Notification Letter	<input type="checkbox"/>
List of Stall Holders (if applicable)	<input type="checkbox"/>
Certificate of Incorporation/Not for Profit Status (if applicable)	<input type="checkbox"/>
Authority to Fundraise (if applicable)	<input type="checkbox"/>
Liquor Licence (if applicable)	<input type="checkbox"/>
Aviation, Pyrotechnician or other relevant licences	<input type="checkbox"/>

Example Site Plan



Event Assessment Matrix

To determine the expected impact of the Event and associated application requirements, Council's Event Assessment Matrix is used to assess the event using a weighted scoring system based on elements such as provision of food, alcohol, parking, traffic, stakeholder involvement, etc., in combination with the expected attendance. Each element is scored according to impact, with the total providing an indication of whether the event is to be categorised as Minor, Medium or Major. The score from these elements is then combined with a rating based on expected attendance to provide an overall event classification.

EVENT ASSESSMENT MATRIX - CLASSIFICATION GUIDELINES				
Event Elements	Score Criteria	Factors for Consideration	Weighting	Score
Food Available	Yes = 1 No = 0	Including free, samples and for sale.	1	
Service of Alcohol	Yes = 1 No = 0	Must have appropriate Liquor Licence - includes BYO and for sale.	1	
Event Promoted and/or Advertised Publicly	Yes = 1 No = 0	Promoted / advertised in a public forum.	1	
Additional Waste Services Required	Yes = 1 No = 0	Council or external service provider.	1	
Additional Toilets Required	Yes = 1 No = 0	Council or external service provider.	1	
Require Council Resources (water and/or electricity)	High = 2 Low = 1 No = 0	High includes both water and electricity usage. Low includes either water or electricity.	2	
Security Required	High = 2 Low = 1 No = 0	High includes SES and/or police involvement. Low includes security guards, council rangers.	2	
Impact on Local Traffic	High = 3 Medium = 2 Low = 1 No = 0	High includes road closures and detours. Medium includes lane closure, pedestrian management, increased traffic. Low includes increased traffic and congestion.	3	
Parking Requirements and Impact	High = 3 Medium = 2 Low = 1 No = 0	High includes overflow parking areas on recreation reserves. Medium includes parking signage, traffic cones, ranger presence. Low includes congestion in existing parking areas.	3	
Stakeholder Involvement	High = 2 Low = 1 No = 0	High includes Government Departments such as RMS, NSW Police (excluding Council). Low includes Community Stakeholders and Sponsors	2	
Overall Assessment of Community Impact	High = 3 Medium = 2 Low = 1 No = 0	Overall impact on the community including traffic, duration of event and noise levels.	3	
TOTAL			20	

EVENT ASSESSMENT MATRIX – SCORING GUIDELINES	
Minor	Score : 1 – 8
Medium	Score : 9 - 15
Major	Score : 16 - 20

EXPECTED EVENT ATTENDANCE ASSESSMENT CRITERIA	
Minor	< 1,000 pax (Participants and Spectators)
Medium	1,001 – 3,000 pax (Participants and Spectators)
Major	> 3,000 pax (Participants and Spectators)

TOTAL SCORE – ASSESSMENT MATRIX AND EXPECTED ATTENDANCE	
Minor – Minor	Minor Event
Minor – Medium	Medium Event
Minor – Major	Medium Event
Medium – Medium	Medium Event
Medium – Major	Major Event
Major – Major	Major Event

Event Risk Assessment & Matrix

The event risk matrix is a tool for categorising the likelihood and impact of risk at events. The combination of these two factors gives an overall definition of the level of the risk which can assist Event Organisers in determining strategies or actions required for mitigating the risk. The table below provides further definition of *Likelihood* which is measured on a scale of 'rare' to 'almost certain' and Impact which is measured on a scale of 'insignificant' to 'catastrophic'.

RISK RATING MATRIX					
LIKELIHOOD					
IMPACT	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	moderate	moderate	high	critical	critical
Major	low	moderate	moderate	high	critical
Moderate	low	moderate	moderate	moderate	high
Minor	very low	low	moderate	moderate	moderate
Insignificant	very low	very low	low	low	moderate

Likelihood Definitions					
Likelihood	Rare	Unlikely	Possible	Likely	Almost Certain
Description	The risk may occur but only in exceptional circumstances.	The risk could occur at some time.	The risk should occur at some time.	The risk will probably occur in most circumstances.	The risk is expected to occur in most circumstances.
Frequency	The risk is expected to occur at least once in fifteen-twenty years	The risk event is expected to occur at least once in ten years.	The risk event is expected to occur at least once in three years.	The risk is expected to occur at least once per year.	The risk is expected to occur more than once per year.

Impact Definitions					
Impact	Insignificant	Minor	Moderate	Major	Catastrophic
Financial Impact	Less than \$5000 loss	\$5000-\$40,000 loss	\$40,000-\$150,000 loss	\$150,000- \$1million loss	Greater than \$1 million loss
WHS	No injuries	First Aid Treatment	Medical Treatment	Permanent Disablement	Death
Reputation and External Partnerships	Low impact, low profile, no complaints.	Low impact, low profile, low media attention, possible complaints.	Moderate impact, moderate media attention, public complaints.	Damage to reputation, public embarrassment, high media attention, several public complaints, third party legal action.	Irreversible damage to reputation, very high level of public embarrassment, very high media attention, many public complaints.
Operation/ Service Disruption	Minimal impact, business continues as usual.	Minor impact, easily dealt with, business continues as usual.	Some business objectives affected. Business continues as usual with minor operational changes.	Some of the major business objectives cannot be achieved. Business continues but not at optimal level.	Most business objectives cannot be achieved. Business cannot operate.
Environmental Impact	Minor effect on the environment.	Moderate, short term effect on the environment but not affecting ecosystem function.	Serious medium environmental effect.	Very serious, long term environmental impairment of ecosystem function.	Catastrophic irreversible environmental harm on ecosystem functions.
Compliance	Minor breach of policy requiring a minor response.	Breach of policy requiring minimal damage control.	Compliance and or legislation breach requiring investigation and/ or mediation.	Compliance and or legislation breach involving external investigation or third party actions resulting in tangible loss or reputation damage.	Compliance and or legislation breach involving regulatory investigation and third party actions resulting in tangible loss, imprisonment, fines, and reputation damage.

Example Risk Assessment

TASK/ISSUE	HAZARD	ASSESSMENT			RISK MITIGATION	RESPONSIBLE PERSON	NEW ASSESSMENT
		IMPACT	LIKELIHOOD	LEVEL OF RISK			
Electrical Cords	Trip Hazard	Minor	Possible	Medium	Covering or Securing of Electrical Cables	Event Organiser	Low
	Electrocution	Major	Possible	High	Covering or Securing of Electrical Cables	Event Organiser	Low
Structures/ Marquees	Wind can de-stabilize structure	Moderate	Possible	Medium	Securing of units by pegging down and/or 20kg sandbags	Event Organiser	Low
Participants	Injury	Moderate	Likely	High	All participants to wear required safety gear e.g. helmets First Aid Qualified person/s on site e.g. St Johns Ambulance Inspect site / surface for debris and other hazards - remove as required	Event Organiser	Moderate
Hot weather	Dehydration	Moderate	Likely	High	Water, Shade and Sunscreen available	Event Organiser	Moderate

Environmental Risk Assessment

Event Name: _____ **Event Organiser:** _____

Event Location: _____ **Event Time:** _____

Number of Expected Attendees: _____

Type of Environmental Impact	No Impact	Minor Impact	Control Measures For Minor Impact (Specify below or attach additional information)	Potentially Significant Impact*
Air				
Dust from disturbing topsoil. E.g. Excessive dust from pedestrian traffic on hot days				
Emissions from any generators.				
Emissions from vehicles or equipment.				
Other: (Please specify)				
Water				
Waste water from food stalls located next to water ways.				
Waste water from temporary amenities.				
Water consumption				
Runoff/muddy water from site into nearby waterways				
Other: (Please specify)				
Soil				
Erosion caused by excess pedestrian traffic				
Erosion caused by vehicles driving over site.				
Erosion caused by vehicles parking in inappropriate areas e.g. Parking located next to bush land with the potential to damage root systems of significant vegetation.				
Erosion caused by set-up or pack-up if it involves heavy machinery.				
Wet weather may make site muddy.				
Damage to beach vegetation that may de-stabilise sand dunes				
Other: (Please specify)				
Noise and Vibration				
Noise during set-up or packup from power tools or machinery.				
Loud music / fireworks				
Whistles / Air horns				
Announcements over PA e.g. PA system used throughout event for announcements				
Vibrations from machinery or equipment (rides, power generators, refrigeration units)				
Other: (Please specify)				
Waste				
General waste e.g. General food and other waste generated throughout the event.				

Food or organic waste				
Waste water				
Recyclables				
Other: (Please specify)				
Weather Conditions				
Will inclement weather have an effect on the potential environmental impacts of the event? E.g. Inclement weather could cause excessive muddy run off and degradation of the soil.				
Other: (Please specify)				
Chemicals				
Use and storage of any chemicals (fuels, cooking oils, cleaning products)				
Other: (Please specify)				
Fauna & Flora				
Disturbance to native animals living on the event site. E.g. Event located in close proximity to bush land.				
Damage to habitats or nests of native animals.				
Trampling of vegetation by pedestrian traffic.				
Damage to vegetation by vehicular traffic.				
Environmental vandalism e.g. breaking off tree branches				
Other: (Please specify)				
Resource & Energy Use				
Water consumption				
Energy consumption				
Use of plastic products				
Food serving items (plates, cups, utensils)				
New equipment				
Other: (Please specify)				
Social & Economic				
Conflict of land use or public access. e.g. Event located close to residential areas.				
Parking blocking local resident access.				
Road closures.				
Disturbance to neighbouring residents				
Disturbance to regular activities for the site such as sporting competitions.				
Other: (Please specify)				

Additional Comments :

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Reporting Requirements for Serious Pollution Incidents

If a pollution incident occurs that causes or threatens material (serious) harm to the environment, you are required by law to report it to the EPA and other relevant authorities immediately. If you are unsure whether or not it is a reportable incident contact the EPA Environment Line (number appears below) of Central Coast Council for advice.

Relevant Authorities		Number
1	Emergency Services (Police, Fire, Ambulance)	000 Emergencies Only
2	EPS – Environment Line	131 555 (24 hours)
3	NSW Work Cover Authority	13 10 50 (24 hours)
4	Central Coast Council	4350 5555 (24 hours)
5	Fire and Rescue NSW	1300 729 579 (24 hours)
6	NSW Food Authority Shellfish Program	(02) 9741 4749 or 0407 078 269 Water Pollution incidents only
7	WIRES (NSW Wildlife Information Rescue & Education Service)	Rescue Line : 1300 094 737