

Licensing of a Trade or Business on Open Space Areas

Surf School Operators

EXPRESSION OF INTEREST GUIDELINES

2020/21

Central Coast Council's Licensing of a Trade or Business on Open Space Areas Policy's intention is to provide formal guidelines on the undertaking of a trade or business on open space areas in the Central Coast Area, to ensure ecologically sustainable use and protection of these areas, and the safety and wellbeing of the community.

The policy stipulates that any trade or business wishing to conduct an activity on Council managed open space areas must apply for a temporary licence. To apply for a temporary licence, operators must read the policy, general provisions, terms & conditions, and submit an Expression of Interest (EOI) for assessment by Council's Open Space and Recreation Unit.

Guidelines for completing EOI

Instructors

The EOI must specify the total number of instructors that will be employed by the applicant.

Participants

The EOI must specify the maximum number of participants in any one lesson.

Location

A **separate** EOI must be completed for each location where an operator wishes to obtain a licence and is to identify the priority of preference for each location as 1, 2, etc. In the event that a licence is unavailable for the preferred location, Council will then consider the provision of a licence at an alternate location.

Proposed dates of operation

The EOI must specify the anticipated dates of operation and days for each location.

Proposed times of operation

The EOI must specify anticipated morning and/or afternoon operation times for each location.

Site Map

Please provide a detailed site map for each proposed location indicating the area where the activity is to be conducted.

Parking Management Plan

Operators requesting a licence to conduct activities on open space areas must submit a parking management plan to demonstrate effective client transport management and ensure minimal impact on residents and the general public. Please note, vehicles and/or trailers are not permitted to park on the beach, promenade, within the foreshore reserve or any public area not legally designated for public vehicular parking. Vehicles must park in designated public parking spaces where available, and only permitted for duration of lessons.

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Submission of EOI

- EOI Application must be submitted using the E-form on the Central Coast Council website “*EOI Application Form - Surf School*”. EOIs submitted in alternate formats will not be considered.
- EOIs are to be submitted by COB **24 April 2020**. Submissions received after this time may not be considered.
- EOIs must be submitted via Councils website
- An EOI must be submitted per requested location
- Only one (1) EOI may be submitted per company/sole trader per location

Assessment Process

- Requests for EOIs will be advertised and called for.
- An EOI must be on the relevant application form via Central Coast Council’s Website.
- The EOI must be assessed to ensure that it is consistent with Council's policy, the core objectives of that category and classification of land and any Plans of Management associated with the reserve.
- All EOIs must be assessed by a panel including the Manager Open Space and Recreation, as the delegated officer of the reserve, or his or her delegate, in consultation with other managing agents as appropriate. Each EOI must be assessed with the benefit of the community in mind.
- If the EOI does not provide adequate information, further information will be requested from the applicant and must be provided within seven (7) days. If this information is not received, the application will be rejected.
- If the EOI is found to be inconsistent with Council's policy and associated procedures, Council will inform the applicant that the EOI has been rejected, and for what reason.
- If the EOI has been assessed as fulfilling all requirements, operators will be required to provide all documentation as per the general provisions and terms & conditions to allow for assessment for the provision of a licence.

Factors to be considered during assessment of EOI

- Ability to meet the objectives and requirements of the policy including consideration as to whether the proposed activity will promote and be ancillary to the existing use and purpose of the reserve one that is compatible with or supplementary to the recreational purpose of the reserve.
- Activities are to be of an educational nature and/or encourage active participation in a healthy lifestyle.
- The overall community benefit that will result from the activity.
- Demonstrated successful experience in the activity to a high professional standard.
- Demonstrated history and experience of environmentally responsible operations.
- Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological processes and possible constraints.
- Demonstrated experience in maintaining a high standard of Risk Management practices including the provision of appropriate safety requirements and duty of care responsibilities.
- Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instruction in minimal impact techniques, environmental protection and ethics of appropriate behaviour.
- Historical performance and/or compliance with Council initiated open space booking procedures, terms and conditions.
- Documentation received within the specified timeframe.

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Assessment Documentation

Certificates of Accreditation

- Company – ABN Certificate
- Company – Certificate of Business Registration
- Company – Surfing NSW (or equivalent) Licence
- Instructor/s – Governing body coaching/instructor accreditation
- Instructor/s – Bronze Medallion Certificate or equivalent water safety qualification (including Senior First Aid)
- Instructor/s – CPR

Regulatory Licences/Approvals

The applicant is responsible for obtaining any associated required licences or approvals (e.g. Roads & Maritime Services NSW, Office of Environment & Heritage) and providing evidence of this approval.

Working with Children Check

A Working with Children Check must be provided for all instructors if working with children under the age of 18.

Risk Management Plan

A comprehensive Risk Management Plan is to be submitted. Risk management involves a systematic analysis of one's business, finances, facilities and their related programs and services. It is a document prepared to identify potential risks, assess the risk and prioritise it with regards to its likelihood and consequence and outline actions to eliminate/control the risk. Information to be provided, but not limited to includes, safe work procedures, session safety, use of public areas, a risk matrix, emergency action plan, nearest medical locations, first aid qualifications, first aid officer, mobile phone and first aid kit present at all sessions.

Environmental Risk Assessment

A comprehensive Environmental Risk Assessment is to be submitted including an analysis on the adverse effects the activity may have on the environment significant to the proposed location and the potential change to the environment that may occur as a result, and ways in which these impacts may be reduced or mitigated.

Public Liability Certificate of Currency

Public liability insurance cover for a minimum sum of twenty million dollars (\$20,000,000) must be provided for the duration of the licence. The policy must note Central Coast Council and the Minister administering the Crown Lands Act 1989 as interested parties.

Proposed Detailed Session Timetable

A detailed session timetable must be submitted for each location and is to include the day on which sessions are undertaken, the start & finish time of the session and the type of session.

Site Map

A detailed site map must be submitted indicating the proposed area where the activity is to be conducted (see following example).

Parking Management Plan

A Parking Management Plan is to be submitted detailing methods that are to be used to reduce or mitigate the impact on the general public of client transportation to the site. Measures such as transportation of clients from off-site meeting points and large public parking stations and/or organisation of car-pooling should be considered.

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Example of a Site Plan

