

## Licensing of a Trade or Business on Open Space Areas

### Corporate Group Training / Coaching & Clinics

#### EXPRESSION OF INTEREST GUIDELINES

2019/20

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.

Due to the nature of Corporate Group Training / Coaching & Clinics, Council has opted to undertake a two (2) prong approach to the application process that will provide flexibility for operators and Council with the required information for managing the application process.

The two (2) components of the application process are as follows:

1. Temporary Licence Application
2. Event Application per event

The **Temporary Licensing Application** process is a one off annual application process that provides Council with the over-arching information that is required to allow Corporate Group Training / Coaching & Clinics operators to conduct activities on open space areas owned or managed by Council. The issuing of a Temporary Licence will provide the operator with assurance that proposed activities within the Gosford Local Government Area will be considered during the 2017/18 period. The operator will be charged a one off application fee for the provision of a temporary licence.

The **Event Application** process must be undertaken for each individual event to ensure suitability of activity, participant numbers, location and times for the proposed event. This application process will require the submission of the Event Application form along with a site specific risk management assessment, site map and parking management plan. A fee will be charged per event based on participant numbers and timeframes.

**Prior to commencing the application process, please ensure that you have read and understood the policy, general provisions, terms & conditions.**

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### Submission of EOI

- The attached EoI template must be fully completed and submitted for consideration. EoI's submitted in alternate formats will not be considered.
- The Declaration at the end of the EoI must be signed and submitted or the EoI will not be considered.
- EoI's are to be submitted by COB **26<sup>th</sup> April 2019**. Submissions received after this time may not be considered.
- EoI's are to be made attention to the Manager Open Space and Recreation
- EoI's must be submitted via Council's 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 EoI's will be advertised and called for.
- An EoI must be submitted to the Manager Open Space and Recreation, Central Coast Council.
- 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 EoI's 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.

#### ***Fees and Charges***

- An Annual administration fee will be charged in accordance with Council's fees and charges
- A fee will be charged per event