



Event Guidelines

Events on Open Space Areas



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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 in Open Space Areas. 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 Events on Open Space Policy

An Event is defined as a one time, or infrequently occurring planned public event or a social gathering of limited duration with maximum timeframe as specified in the Events on Open Space Policy.

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

Events on Open Space Areas are classified into the following categories: Small, Medium, Large and Major Events. Classification of events depends on the number of expected attendees and impact of the event on the local community. The categories each have specific requirements within the application process and depending on the size and type of event will also need to comply with appropriate legislative requirements.

Small Events

Small events with an attendance of up to 80 people on Open Space Areas require the submission of a Small Event application.

Small events are not permitted on rock shelves or rock platforms.

All structures must be listed on the application form and included on the site map

The erection of all structures is at the asset manager's discretion and must be weighted by sandbags, pegs are not allowed.

Please Note: As per Council's Fees and Charges 2020-21, fees are Non-refundable

Medium events

Medium events are classified as having a low to medium impact on the local community with an approximate attendance of - up to 500 people and may include some of the following elements:

- Sale of alcohol
- Sale or provision of food
- Additional toilet facilities
- Generate additional waste
- Local event advertising and/or promotion
- Impact the non-event community but not over a wide area



Large Events

Large events are classified as having medium impact upon the local community with an approximate attendance of 500 - 1000 people and may include some of the following elements:

- Impact local traffic and parking
 - Sale of alcohol
 - Sale or provision of food
 - Local to regional event advertising and/or promotion
 - Additional toilet facilities
 - Generate additional waste
 - Security
 - Large Structures
 - Access to Council's water and electricity supply
 - Liaising with Police, Liquor Licensing and additional government and non-government organisations
- Impact the non-event community but not over a wide area
Note: Development Assessment review *may* be required for large events

Major event

Major events are classified as having a high impact on the community with an expected attendance of over 1000 people and may include all or some of the following elements:

- Sale of alcohol
 - Sale or provision of food
 - Security
 - Large Structures
 - Additional toilet facilities
 - Generates additional waste
 - Requires access to Council's water and electricity supply
 - Extensive event advertising and/or promotion
 - Affects major traffic and transport systems
 - Affects car parking
 - Liaising with Police, RMS, OLGR (Liquor Licence) and additional government and non-government organisations
- Impacts the non-event community over a wide area Note: Development Assessment review required for all major events

Application forms

Required Documentation - Small Event

- Completed online [Small Event Application Form](#)
- Comprehensive Site Map

Required Documentation – Medium/Large/Major Event

- Completed online [Event Booking Application form](#)
- Copy of current Public Liability Certificate of Currency
- Comprehensive Site Map

Events of a Medium, Large or Major scale are required to submit an Event Booking Application. Prior to submitting an application, Event Organisers are required to contact Council's Events Assessment Officer on (02) 4325 8461 to ensure site and date availability.

After assessment of the applicable Event Application form, an Event Approval Letter outlining any additional conditions as well as associated fees and security deposit will be sent to the Event Organiser. Please note required timeframes for applications as listed in the table on page 6 of this document.

Failure to submit the application form or the requested documentation within the required timeframe will result in a late application fee or application not being approved.

EVENT CATEGORY	APPROXIMATE ATTENDANCE	APPLICATION FORM	NOTIFICATION TIMEFRAME
SMALL	up to 80 people	Small Event Application	6 weeks prior to event
MEDIUM	up to 500 people	Event Application	6 weeks prior to event
LARGE	500 - 1000 people	Event Application NB. Development assessment review may be required for a large event	3 months prior to event
MAJOR	More than 1000 people	Event Application NB. Development Assessment review will be required	6 months prior to event

Public Liability

Organisers of Medium/Large/Major events must provide a copy of their Certificate of Currency for Public Liability Insurance with a minimum cover of \$20 million with the Event application form. Event Organisers are to ensure 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

For Large and Major Events, the policy must note Council and the Minister administering the Crown Land Management Act 2016 as interested parties of the site and contain a general condition that these types of activities are specifically covered.

Event Organisers will also need to provide Certificates of Currency for any other relevant insurance held, for example Workers Compensation.

Please Note: 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.

Risk Management

It is the Event Organisers responsibility to ensure a suitably qualified person undertakes a site-specific Risk Assessment for all Events (approvals are subject to this requirement). The Risk Assessment is a tool for identifying potential risks and mitigating and/or eliminating risk to ensure the safety of participants and spectators. Details to be included - delegated first aid officers, emergency access and egress and security if required. An example Risk Management matrix and template are provided on pages 18-21.



Environmental Risk Assessment

It is the Event Organisers responsibility to ensure a suitably qualified person undertakes an Environmental Risk Assessment to ensure that all environmental hazards are identified and assessed and controlled.;

An Environmental Risk Management form and example are provided on pages 20-24.

Event Organisers are to undertake the following steps when identifying, assessing and mitigating environmental risks:

- Identify any potential environmental hazards and associated risks that may occur as a result of the event.
- Identify level of potential impact on the environment.
- Identify the consequences of the impact.
- Identify suitable actions to eliminate or minimise impact.

Work Health and Safety

It is the Event Organiser's responsibility to ensure [SafeWork NSW](#) requirements are met.

Traffic Management

It is the Event Organiser's responsibility to provide Council with a Traffic Management Plan (TMP) for Large - Major Events or Traffic and Parking Strategy (TPS) for any event deemed by Council to have a significant impact on local traffic, public transport, pedestrians or parking. (approvals are subject to this requirement). 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 Jessica.Zhong@centralcoast.nsw.gov.au prior to preparing a TMP.

TMPs ensure the:

- 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 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 always maintained. Proactive patrols of parking by the Event Organiser must 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.

Parking is not permitted on Open Space Areas or beaches unless approved by the Asset Manager.

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

Access by Vehicles / Machinery

Access by vehicle/machinery on Open Space Areas requires approval by the Asset Manager. It is the responsibility of the event organiser to undertake a Pedestrian Management Plan (event approval is subject to this requirement). Notification of number of vehicles / machinery type, tonnage and should be included in the Event Application. Event Organisers may be required to meet with Council Officers prior to using vehicles/machinery on site to confirm accessible areas. Please note inclement weather will affect ground conditions and may limit accessibility. The repair costs of any damage caused by the event will be the responsibility of the hirer.

Please note, vehicle access or parking is not permitted on beach areas. (Emergency vehicles excepted).

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 (approvals are subject to this requirement)

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 costs for community notification including all advertising is the responsibility of the Event Organiser.

Waste Management

The Event Organiser is responsible for waste management of the event. Council can provide mobile Waste and Recycling Event bins for your event. Please complete the [Event Bin Application 2019-20](#)

Please note, a minimum of 1 weeks' notice is required for the supply of additional Council 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. If a bond was not charged an invoice for the repairs will be forwarded to the event organizer.

The use of the public litter bins by the Event Organiser/ stallholders is not permitted. All waste generated at the event must be disposed of either via Council supplied mobile Event bins, privately by contractors or taken to a Council Waste Facility by the Event Organiser at the conclusion of the event.

Sustainability Principles

Council recommends Events Organisers engage sustainability principles in the delivery of events in Open Space Areas. 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. The use of balloons for any event is prohibited.

For further information refer to Council's [Sustainable Event Management Policy](#)

Structures

Event Organisers are to submit requests for the use of structures as part of their application. Structures may include marquees, banners, flags, scaffolding, viewing stands, judging stands, staging, seating etc.

Open Space Areas managed by Central Coast Council have different structure allowances depending on a range of factors including regulations governed by the local planning instrument, community use, safety and underground/above ground services. All structures are to be clearly identified on the site map for the event and are subject to Council approval.

Structure allowances for wedding ceremony bookings are listed on page 4 of this document.

Scaffolding, Viewing Stands, Judging Stands, and Stages

It is the event organisers responsibility to ensure Stages and scaffolding are erected by appropriately ticketed scaffolders and be certified structurally stable by a practicing Structural Engineer. (approvals are subject to this requirement)

It is the event organisers responsibility to ensure any person/s setting up structures and/or scaffolding have current Certificate of Currency for Public Liability insurance to the minimum value of \$20 million (approvals are subject to this requirement)

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 Organisers responsibility, particularly regarding 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.

It is the responsibility of the event organizer to ensure that there is a Current Work Cover Certificate of Plant Item Registration for Amusement Devices and a current up to date service logbook (approvals are subject to these requirement)

It is the responsibility of the Event Organiser to ensure each amusement device has in force a contract of insurance or indemnity of minimum \$20 million Public Liability Insurance (approvals are subject to this requirement)

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.

All structures set up prior to and during the event are the Event Organiser's responsibility, particularly regarding public safety and the security of the equipment.

Please Note: Amusement Devices including inflatable jumping castles, slides etc are not permitted for private functions.

Temporary signage

Temporary signage may be displayed with Council approval to announce events of a religious, education, cultural, social or recreational character. Details of signage must be provided with the Special Event Application and is subject to approval by the Asset Manager.

Banners/signs can only be displayed for the duration of the event. It is the Event Organisers responsibility to ensure signage is erected securely and safely, signage is not to block public access in the Open Space Area. 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.



Securing Down Equipment

Due to numerous subsurface services on reserves and sportsgrounds, star pickets and pegs are NOT to be used unless approval is granted by the Asset Manager. The preferred manner of securing structures is sandbagging.

However, should permission be granted, it is the Event Organiser's responsibility to ensure the following guidelines adhered to: A Dial B4U Dig is undertaken, all star pickets are to be capped (flagged bunting is the preferred method of connecting star pickets).

Roping off areas must only occur shortly before the commencement of the event and must be taken down immediately after.

Rope must be adequately highlighted by brightly coloured ribbon 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 star pickets and ropes to be left up overnight or unattended on the event site.

Sale of Food

Mobile Food Vending Vehicles and Temporary Food Businesses (stalls) must comply and operate in accordance with the NSW Food Act 2003, NSW Food Regulation 2015 and the NSW Food Authorities Mobile Food Vending Vehicle Guidelines or Guidelines for Food Businesses at Temporary Events.

Businesses are to submit the [Temporary Mobile - Food Business Notification Form](#) for assessment at least 21 days prior to the event. Successful applicants are issued an Approval to Operate which must be displayed while trading. A notification fee is not charged, however, where an inspection is conducted, an inspection fee and an administration fee may be invoiced following the event.

The Event Organiser will be required to submit an Event Food Notification Form with the names and addresses of all food businesses as part of their Event Application.

All enquiries for food and/or drink outlets, food preparation, storage, handling and arrangements for inspection can be made with Council's Environmental Health Officer (Food) 1300 463 954.

Sale of Alcohol

Sale of Alcohol in NSW is governed by the Liquor Act 2007 and requires an appropriate Liquor Licence from the [Liquor & Gaming NSW](#). 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. The application must be submitted to OLGR, Brisbane Waters LAC Licensing Section and Council at least 28 days prior to the event. For further information regarding the sale of alcohol contact [Liquor & Gaming NSW](#). A copy of the approved liquor licence is to be provided to Council.

Public Address Systems and Entertainment

[Protection of the Environmental Operations Act \(1997\)](#) governs noise control and is administered by Council, the NSW Police Service and the Environment Protection Authority (EPA). Any approval for use of a reserve 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 5 dB(A) above the background noise levels at any affected residences or other noise sensitive locations. Speakers should be located, and the volume controlled so that the noise levels have minimal impact on the amenity of any nearby residents and to comply EPA act

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 1300 463 954

N.b. 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.

Power Requirements and Floodlighting

Event Organisers using Council's power or floodlighting are to comply with the following conditions:

Complete and return the Electrical Specification form at least 10 business days prior to the event (please note a fee applies as per Council's fees & charges for inspection).

All electrical installation 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 to provide clear access for personnel (as described in AS.3002). This does not apply within 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.

Floodlighting is available at a range of Council's Sportsgrounds. Event Organisers wishing to use floodlighting are required to contact the Events Assessment Officer for sportsgrounds on E openspacebookings@centralcoast.nsw.gov.au Floodlighting is charged as per Council's Fees and Charges which is available on Council's website. A key will be required to access power or floodlighting which is to be collected prior to the event. 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 Work Cover Code of Practice Managing electrical risks including protection be 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.

Amenities

It is the responsibility of the Event Organiser to open and close the amenities and associated facilities on the hired open space (excluding where public toilets are available).

Keys for the facility can be obtained by contacting the relevant bookings officer. Keys will be available for pick up after payment of fees and 1 day before the scheduled event. Keys must be returned the next working day, or the key bond will be held. Failure to return the key will result in the hirer forfeiting the bond and/or being borne with the cost to rekey the entire facility.

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 cost and supply of portable amenities is the responsibility of the Event Organiser.

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.

Liquid waste disposal is the responsibility of the Event Organiser.

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 wastes down storm water drains is not permitted.

If the sporting facility requested is allocated to another sporting code(s), it is the responsibility of the event organizer to obtain a written release from the code(s) and must be attached to the Event application.

Extreme Sports

Activities such as abseiling, hang gliding, parachute jumps, and rock climbing require approval from the Manager Open Space & Recreation or the Asset Manager and must be consistent with the plan of management for the area.

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.

It is the event organisers responsibility to obtain written consent from Department of Aviation for parachute jumps. (approvals are subject to this requirement)



Aquatic Events

An Aquatic Licence is required by any person or organisation conducting, promoting or organising a race, competition or exhibition or any other activity which restricts the availability of navigable waters for normal use by the public. Penalties apply for conducting an event /activity without an Aquatic Licence. Applications for Aquatic Licences, supporting documentation and an appropriate fee must be submitted to Service NSW a minimum of six weeks prior to commencement of the event/activity (even earlier for more complex events or activities), otherwise the application may be refused or a late fee payable. It is the event organisers responsibility to ensure an Aquatic Licence is obtained (approvals are subject to this requirement)

Permission may also be required from the Department of Primary Industries (Fishing and Aquaculture).

The Event Organiser of all beach activities is to notify the local Surf Life Saving Club of the proposed event. Contact details can be found on [Surf Life Saving Central Coast](#) website.

The designated flagged area has precedence over events. All surfing events are to be conducted outside the designated flagged area (indicated by red and yellow flags) including the 10-metre buffer zone.

An individual with a Bronze Medallion Certificate and a First Aid Officer is to be present at the event.

Emergency vehicle access to beaches are always to be kept clear. Please note, vehicle access or parking is not permitted on beach areas.

The appropriate safe erection of approved event marquees or site tents are not to block access to and from the beach. For all beach locations marquee dimensions not to exceed 3m x 3m.

Please note for beach areas Council does not permit any advertising or marketing on any structures including marquees, banners and A-Frames.

Any proposed closure of beach car parks is to be made to Council's Traffic Engineer Jessica.Zhong@centralcoast.nsw.gov.au. It is the responsibility of the event organizer to ensure permission is granted prior to any closure. (approvals are subject to this requirement)

There is to be no interference or trespass onto any area that is cordoned off for works, upgrading, regeneration or onto any area of a beach that is designated as a dune restoration area.

Seaweed is not removed from the beach for events.

Filming and Photography

Approval for filming and/or photography will be provided on the condition that the content is appropriate for public areas. It is the responsibility of the Event Organiser to ensure photography consent and image release forms are sought from attendees or participants of the event.

Helicopter / Aircraft Landings

Helicopter and Aircraft landings on Council owned or managed open space areas are prohibited unless in the event of an emergency or with written approval of the Chief Executive Officer of the Council.

Working with Children Check

It is the Event Organisers responsibility to ensure a current Working with Children Protection Card is to be provided by all Event workers and volunteers who will be actively participating (e.g. instructing) in the stated activity with persons under the age of 18. (approvals are subject to this requirement)

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 and signs and waste management.

- While the site has been booked for your use as priority, exclusive access is not permitted. The area should be retained as a community facility and may be utilised by other community groups and individuals.
- When using BBQs, Event Organisers are to ensure that drop sheets/cardboard is placed under the BBQ to catch any grease and prevent waste on the open space area.
- 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 is 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.
- Event Organisers are to ensure adequate security and safety resources are always in place during the Event.
- The Event Organiser must take suitable precautions to ensure the safety and orderly behavior of the participants and spectators and must always endeavor not to disturb or inconvenience the general public.



Event Organiser Checklist

EVENT ORGANISER CHECKLIST	N/A	Yes
Application Form - completed and submitted		
Site map – completed and submitted		
Public Liability Certificate of Currency - submitted		
Risk Management		
Environmental Risk Assessment		
Traffic Management Plan		
Pedestrian Management Plan		
Community Notification		
Waste Management		
Sustainability Principles		
Structures		
Scaffolding, Viewing/Judging Stands, Stages – structural certification		
Amusements – registration, service logbook, Public Liability		
Temporary signage		
Sale of food		
Sale of Alcohol		
Public Address Systems & Entertainment		
Power Requirements & Floodlighting		
Amenities		
Sports Activities		
Aquatic Activities		
Filming & Photography		
Fireworks		
Working With Children		
Understand General Conditions		

Event Assessment

To determine the expected impact of the Special 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 medium, large 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	Score
Food Available	Yes = 1 No = 0	Including free, samples and for sale.	
Service of Alcohol	Yes = 1 No = 0	Must have appropriate Liquor Licence, includes BYO and for sale.	
Event Promoted and/or Advertised Publicly	Yes = 1 No = 0	Promoted/advertised in a public forum.	
Additional Waste Services Required	Yes = 1 No = 0	Council or external service provider.	
Additional Toilets Required	Yes = 1 No = 0	Council or external service provider.	
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.	
Security Required	High = 2 Low = 1 No = 0	High includes SES and/or police involvement. Low includes security guards, council rangers	
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.	
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.	
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	
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.	
TOTAL			

EVENT ASSESSMENT MATRIX - SCORING GUIDELINES

Medium Events	Score: 1 - 8
Large Events	Score: 9 - 15
Major Events	Score: 16 - 20

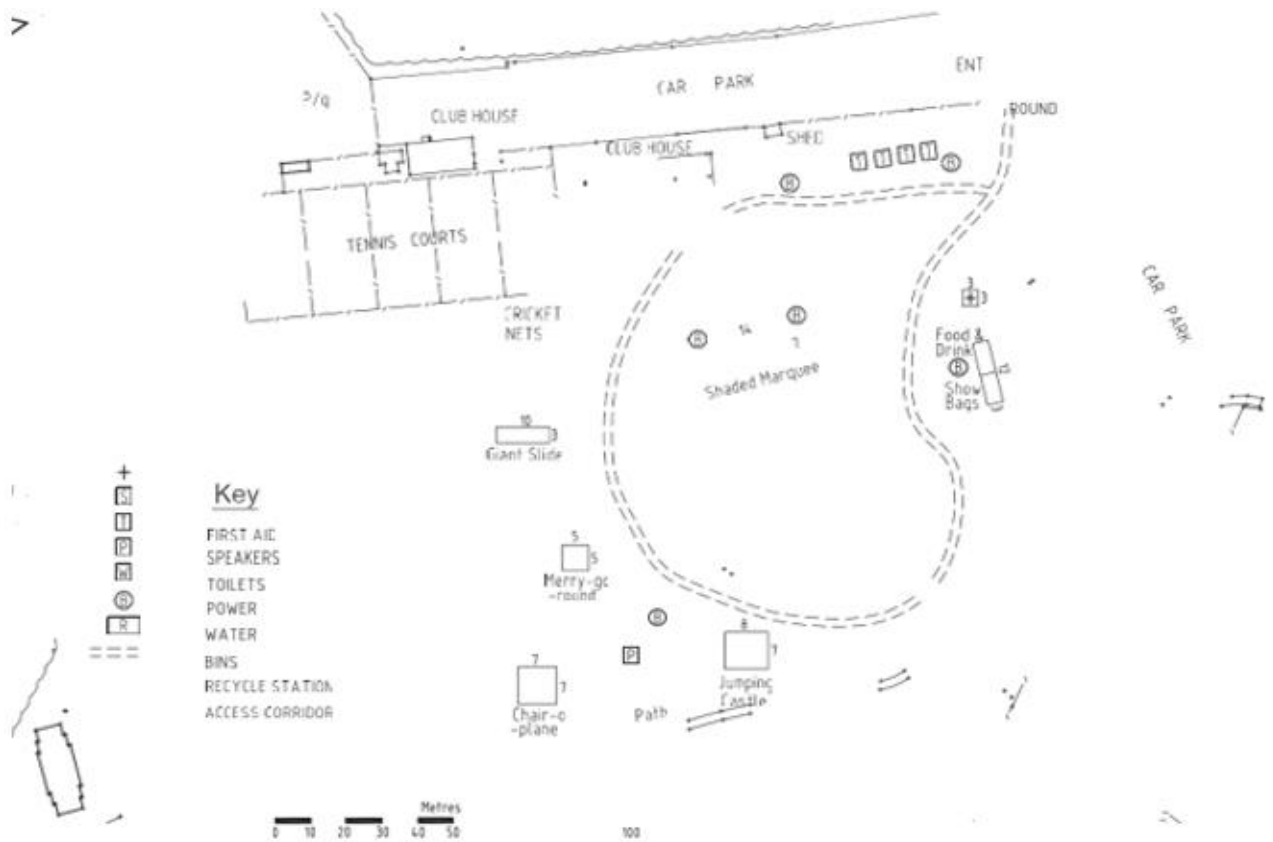
EXPECTED EVENT ATTENDANCE ASSESSMENT CRITERIA

Medium Events	80-500 (Participants and Spectators)
Large Events	500-1000 (Participants and Spectators)
Major Events	1000 + (Participants and Spectators)

TOTAL SCORE - ASSESSMENT MATRIX AND EXPECTED ATTENDANCE

Medium - Medium	Medium Event
Medium - Large	Large Event
Medium - Major	Large Event
Large - Large	Large Event
Large - Major	Major Event
Major - Major	Major Event

Example Site Map



Event Risk Assessment

The special event risk matrix is a tool for categorising the likelihood and impact of risk at special 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 of a scale of 'insignificant' to 'catastrophic'.

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	\$40,000-\$150,000 loss	\$150,000- \$1 million 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.
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1 How severely could it hurt or how ill could it make someone?	2 How likely is it to be that bad?			
	++ very likely could happen any time	+ likely could happen sometime	- unlikely could happen, but very rarely	-- very unlikely could happen, but probably never will
☠ kill or cause permanent disability or ill health	1 Extreme	1 Extreme	2 High	3 Medium
!!! long term illness or serious injury	1 Extreme	2 High	3 High	4 Medium
!! medical attention and several days off work	2 High	3 High	4 Medium	5 Low
! first aid needed	3 Medium	4 Medium	5 Low	6

Risk Assessment Example

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 above Tentage	Event Organiser	Low
	Electrocution	Major	Possible	High	Covering or Securing of Electrical Cables above Tentage	Event Organiser	Low
Structures/ Tentage	Wind Destabilises structure	Moderate	Possible	Medium	Securing of tentage 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 Site / 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

Risk Assessment Template

TASK/ISSUE	HAZARD	ASSESSMENT			RISK MITIGATION	RESPONSIBLE PERSON	NEW ASSESSMENT
		IMPACT	LIKELIHOOD	LEVEL OF RISK			

Environmental Risk Assessment

Event 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.			Wet down/cover up areas if dusty, minimise emissions and odours where possible	
Emissions from any generators.			Utilise in a well ventilated area. Use battery powered tools where available. Limit use throughout duration of event.	
Emissions from vehicles or equipment.			Utilise in a well ventilated area. Use battery powered tools where available. Limit use throughout duration of event.	
Other: (Please specify)				
Water				
Waste water from food stalls located next to water ways.			Employ water saving methods, using recycled water, waste water collection by licensed contractor, sandbags or silt fences.	
Waste water from temporary amenities.			Recycle water where possible.	
Water consumption			Utilise water saving devices. Use recycled water where possible.	
Runoff/muddy water from site into nearby waterways			Install erosion and sedimentation control fencing and sandbags.	
Other: (Please specify)				
Soil				
Erosion caused by excess pedestrian traffic			Direct pedestrian traffic. Restrict beach access to dune areas.	
Erosion caused by vehicles driving over site.			Restrict vehicular access to event site. Monitor traffic on site and create thoroughfares/roads which have minimum impact on the 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.			Restrict parking. Monitor parking throughout the event. Fence significant vegetation to protect from vehicle damage.	
Erosion caused by set-up or pack-up if it involves heavy machinery.			Monitor vehicle access. Avoid wet, boggy or sandy areas. Use light machinery where possible.	
Wet weather may make site muddy.			Review event site plan to ensure area susceptible to water pooling are avoided. Direct pedestrian traffic on site.	
Damage to beach vegetation that may de-stabilise sand dunes			Cordon off beach/dune access and monitor pedestrian and vehicular access.	
Other: (Please specify)				

Noise and Vibration				
Noise during set-up or pack- up from power tools or machinery.			<i>All noise generated throughout the event must comply with Environmental Protection Authority (EPA) regulations. Notify neighbours of times noise will occur.</i>	
Loud music / fireworks			<i>Fireworks to be utilised and stored in accordance with WorkCover requirements. All noise generated throughout the event must comply with Environmental Protection Authority (EPA) regulations. Notify neighbours of times noise will occur.</i>	
Whistles / Air horns			<i>All noise generated throughout the event must comply with Environmental Protection Authority (EPA) regulations. Whistles to only be used by umpires and referees. Notify neighbours of times noise will occur</i>	
Announcements over PA e.g. PA system used throughout event for announcements.			<i>Adhere to permitted hours of use for PA system. Notify neighbours of times noise will occur. Necessary announcements only to be made over PA</i>	
Vibrations from machinery or equipment (rides, power generators, refrigeration units)			<i>All vibrations generated throughout the event must comply with Environmental Protection Authority (EPA) regulations.</i>	
Other: (Please specify)				
Waste				
General waste e.g. General food and other waste generated throughout the event.			<i>Recycling, minimise waste where possible. Ensure all small waste from popped balloons etc is removed from site. (Use of confetti is prohibited).</i>	
Food or organic waste			<i>Recycle, minimise waste where possible.</i>	
Waste water			<i>Recycle where possible. Reduce water consumption. Organise waste water collection by licensed contractor.</i>	
Recyclables			<i>Use food items made from recycled and biodegradable materials.</i>	
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.			<i>Postpone event in inclement weather. Change location of event when possible.</i>	
Other: (Please specify)				
Chemicals				
Use and storage of any chemicals (fuels, cooking oils, cleaning products)			<i>Store all chemicals including fuels in a secure area away from drains or in drip trays. Provide a suitable spill kit on site.</i>	
Other: (Please specify)				

Flora and Fauna				
Disturbance to native animals living on the event site. E.g. Event located in close proximity to bush land.			<i>Provide exclusion zones for any animal nests.</i>	
Damage to habitats or nests of native animals.			<i>Direct pedestrian and vehicle traffic away from sensitive native vegetation or garden beds.</i>	
Trampling of vegetation by pedestrian traffic.			<i>Block off pedestrian and vehicle access to certain sensitive areas.</i>	
Damage to vegetation by vehicular traffic.			<i>Restrict parking. Monitor parking throughout the event. Fence significant vegetation to protect from vehicle damage.</i>	
Environmental vandalism e.g. breaking off tree branches			<i>Engage security at event. Notify police prior to event. Event Organiser to monitor event attendee behaviour.</i>	
Other: (Please specify)				
Resource and Energy Use				
Water consumption			<i>Employ water saving methods, using recycled water, waste water collection by licensed contractor, sandbags or silt fences.</i>	
Energy consumption			<i>Hold event earlier in day to minimise energy use from lighting or heating.</i>	
Use of plastic products			<i>Use food items made from recycled and biodegradable materials.</i>	
Food serving items (plates, cups, utensils)			<i>Provide freshwater to minimise reliance on plastic water bottles</i>	
New equipment			<i>Use second hand equipment where possible such as marquees and chairs</i>	
Other: (Please specify)				
Social and Economic				
Conflict of land use or public access. e.g. Event located close to residential areas.			<i>Community notification letter distributed, residents advised of event/potential traffic issues.</i>	
Parking blocking local resident access.			<i>Monitor event parking throughout Special Event. Distribute community notification letters prior to event.</i>	
Road closures.			<i>Monitor event traffic. Ensure Traffic Management Plan is undertaken by appropriate staff and is monitored throughout the event Distribute community notification letters prior to event.</i>	
Disturbance to neighbouring residents			<i>Distribute community notification letters prior to event.</i>	
Disturbance to regular activities for the site such as sporting competitions.			<i>Distribute community notification letters prior to events to other user groups and local residents.</i>	
Other: (Please specify)				

Impact Definitions and Actions Required:

	No Impact	Minor Impact	Potentially Significant Impact
Definition	No impact on the natural environment.	An insignificant <i>environmental event</i> that can be immediately corrected by the Event Organiser and mitigated through the control measures outlined in the risk assessment documentation.	An <i>environmental event</i> that can be remediated but requires multiple stakeholder input and may have serious short to medium term environmental effects.
Action Required	No action required.	Control measures to be outlined in the Special Event Environmental Risk Assessment and to be implemented by the Event Organiser.	*Event Organiser to engage environmental consultant to undertake an Environmental Risk Assessment for the Special Event.

Reporting Requirements for Serious/Major 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 or Gosford City Council for advice.

	Relevant Authorities	Number
1	Emergency Services (Police, Fire, Ambulance)	000 Emergencies only
2	EPA – Environment Line	131 555 (24 hours)
3	NSW Ministry of Health: Gosford District Public Health Unit	Contact: John James 4349 4845 or 4320 2111 (after hours)
4	NSW Work Cover Authority	13 10 50 (24 hours)
5	Gosford City Council	4325 8222 (24 hours)
6	Fire and Rescue NSW	1300 729 579 (24 hours)
7	NSW Food Authority Shellfish Program	(Anthony Zammit) (02) 9741 or 0407 078 269X Water pollution incidents only
8	WIRES (NSW Wildlife Information Rescue and Education Service)	Rescue Line: 1300 094 737