

Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land

Version: 1.1

COMMUNITY EVENT GUIDELINES

Contents

1.	Introduction.....	3
2.	Definitions.....	3
3.	Community events on operational lands	4
3.1.	Activities requiring a commercial activities permit	6
4.	Application and approval process	6
4.1	Specific application requirements.....	6
4.2	Community event approval.....	7
4.3	Temporary Permit and operating requirements.....	8
4.4	Approval conditions	8
5.	The proposal.....	8
5.1	Event organiser and operational manager	8
5.2	The type of event	9
5.3	Duration and size of events	10
6.	Insurance and risk management.....	10
6.1	Event organiser responsibilities.....	10
6.2	Public Liability and other insurance	10
6.3	Risk management.....	11
6.4	Incident reporting	12
6.5	Work Health and Safety.....	12
6.6	Consultation	12
7.	Event site.....	13
7.1	Suitability	13
7.2	Electricity supply and lighting	13
7.3	Accessibility	14
7.4	Temporary residence.....	14
7.5	Site plan.....	14
8.	Noise management.....	15
8.1	Noise prediction	16
8.2	Noise Management Plan	16
9.	Traffic and transport issues.....	17
9.1	Transport Management Plan	17
9.2	Parking.....	18
9.3	Public transport.....	18
10.	Food and beverages.....	18
10.1	Food.....	18
10.2	Alcohol	20
11.	Erection of structures.....	20
12.	Signage	21
13.	Services.....	21
14.	Further information	23
15.	Appendix	24

1. Introduction

Rous County Council recognise that the community may wish to use Rous County Council operational land for group visits and field days. The main purpose of regulating community events is to ensure events are carried out in a safe manner without impacting the quality of our drinking water supply, and with minimal disruption to visitors or the day-to-day operations of Rous County Council.

The following guidelines provide the requirements for activities permissible on Rous County Council operational land under the Rous County Council policy: *'Private recreation, community events and commercial uses on operational land'*. These *'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines'* are designed to assist event organisers with the regulations and procedures associated with community events on Rous County Council operational land.

2. Definitions

In these guidelines, the following definitions apply:

Group visits – A group visit from members of a school, business, association, organisation or other legal entity visiting Rous County Council operational land on a day-trip, excursion or group outing (example: bushwalking clubs, school excursions).

Field days – Community events that attract members of the wider community (example: Big Scrub Rainforest Day, Coal Seam Gas Rally).

Event organiser – The person / organisation that applies for the *'Temporary Permit for use of Rous County Council operational land: Community event'* and who is therefore the host of the event. The event organiser should be the holder of relevant insurances and holds the responsibility for ensuring that all conditions set out in these guidelines and any additional guidelines listed on the *Temporary Permit* are met and adhered to.

Operational manager – The person listed on the application by the event organiser as the on-ground event manager. This person must be contactable by mobile phone at the event and carries out duties set by the event organiser.

Safety coordinator – The person listed on the application by the event organiser as the person responsible for safety at the event. This person must be contactable by mobile phone and be responsible for liaising with all relevant emergency services. This person may also hold the role of operational manager.

Guidelines – Regulations and procedures associated with community events on Rous County Council operational land.

Temporary Permit: Community event – The approval containing consent for the operation of a community event on Rous Water operational land. Community event organisers are issued a *‘Temporary Permit for use of Rous County Council operational land: Community event’*.

Operating requirements – Conditions set out on the *‘Temporary Permit for use of Rous County Council operational land: Community event’* that are additional to these guidelines.

Operational land – All Council owned or controlled land, including Crown land that Rous County Council is the Trust Manager of, and community and operational land as classified under the *Local Government Act 1993*.

Council – Local council authority providing development consent that may be required for community events under the *Local Government Act 1993* (Example: Lismore City Council).

3. Community events on operational lands

The *‘Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event’* are designed to assist event organisers with the regulations and procedures associated with holding events on Rous County Council operational land.

It does not matter how large or small your event – to ensure the smooth running and safety of your event you must undertake careful planning and preparation.

The NSW Government has prepared an *Event Starter Guide* to assist people from the community to navigate their way through many of the issues involved in organising their event. The *Event Starter Guide* can be found at www.events.nsw.gov.au.

Organisers of community events need to contact the local council to determine the need for any development consent.

Any community events that are issued a *‘Temporary Permit for use of Rous County Council operational land: Community event’* pending a successful application must adhere to the applicable operating requirements listed on the Temporary Permit for the duration of the event.

The following information provides details of how to go about holding your community event on Rous County Council operational land.

To use Rous County Council operational land to hold your community event you must apply for a *Temporary Permit for use of Rous County Council operational land: Community event*.

Is your event a **Field Day**?

- A large gathering attracting a broad range of attendees from across the community.
- Organised by a business / organisation / association / legal entity.
- Amplified music / sound.
- Erection of temporary structures (marques or stage).
- Promoted / advertised.
- Use volunteers / staff to run the event.

Is your event a **Group visit**?

Attendees come from one group (e.g. a school / company / club).

Educational / passive recreation.

Organised by an school / business / organisation / association / legal entity.

BYO picnic / BYO BBQ.

Day trip, excursion or outing.

No amplified music or sound.

DOWNLOAD

a *'Community event – Field Day'* application form from the Rous County Council website.

SUBMIT

to Rous County Council, your **application** eight **(8) weeks** prior to the event along with your current certificate of currency for **Public Liability insurance, site plan** and **Risk Management Plan**.

READ:

the **Community event guidelines** to see if you need to submit any other documentation.

DOWNLOAD:

a *'Community event – Group visit'* application form from the Rous County Council website.

SUBMIT:

to Rous County Council, your **application** two **(2) weeks** prior to the activity along with your current certificate of currency for **Public Liability insurance, site plan** and **Risk Management Plan**.

READ:

the **Community event guidelines** to see if you need to submit any other documentation.

To use Rous County Council operational land to hold your community event you must apply for a *Temporary Permit for use of Rous County Council operational land: Community event*.

3.1. Activities requiring a commercial activities permit

See policy: *'Private recreation, community events and commercial use on operational land'* establishes the permissible community events by location.

A community event permit is required to be obtained if it is intended to:

- a) Carryout or be involved in community event activities on Rous County Council operational land. An application for a permit from Rous County Council will be required to be submitted.
- b) Carryout activities on Rous County Council operational land that are not limited to activities taking place wholly on this land but also include activities that involve crossing operational land, or transferring people or items on, off or over this land.

To hold your community event on Rous County Council operational land, you must apply to Rous County Council and be issued a *'Temporary Permit for use of Rous County Council operational land: Community event'*.

Community events held on Rous County Council operational land are broken into two categories:

1. **Group visit** – These visits are a group from a school, business, association, organisation or other legal entities visiting Rous County Council operational land for a day trip, excursion or outing. Examples of recent group visits held on Rous County Council operational land include but are not limited to: bushwalking club outing; school excursions; and aged-care facility resident's picnic.
2. **Field Day** – These are community events that attract members from the wider community for an event held on Rous County Council operational land. Examples of recent field days held on Rous County Council operational land include but are not limited to: the Big Scrub Rainforest Day; and the Coal Seam Gas Rally.

4. Application and approval process

Anyone wishing to hold a community event on Rous County Council operational land must complete the *'Application for a Temporary Permit for use of Rous County Council operational land: Community event'* located on Council's website.

4.1 Specific application requirements

The nature of your application will depend upon the type of event you wish to hold. Group visit applications are a simple process. Field Day applications will require more detail.

Group visit applications

Group visit applicants must submit the following:

1. *'Application for a Temporary Permit for use of Rous County Council operational land: Community event – Group visit'*
2. Current certificate of currency for Public Liability insurance
3. Risk Management Plan
4. Site plan.

Group visit applicants may also be required to submit the following:

5. The name of the nominated safety coordinator
6. Workers Compensation insurance.

Group visit applications must be submitted a minimum two (2) weeks prior to the event. Venue availability is often a determining factor, so applicants are encouraged to submit applications with as much notice as possible.

Field Day applications

Field Day applicants must submit the following:

1. *'Application for a Temporary Permit for use of Rous County Council operational land: Community event – Field Day)*
2. Current certificate of currency for Public Liability insurance
3. Risk Management Plan
4. Site plan.

Field Day applicants may also be required to submit the following:

5. Workers Compensation insurance
6. Noise Management Plan
7. Transport Management Plan
8. Copies of Food Vendors licence and notification
9. Volunteer Management Plan
10. Traffic Management Plan
11. Safety coordinator / security contractor details
12. Liquor licence
13. Temporary Signage Plan
14. Waste Management Plan.

Field Day applications must be submitted a minimum of eight (8) weeks prior to the event. Venue availability is often a determining factor, so applicants are encouraged to submit applications with as much notice as possible.

4.2 Community event approval

Council will assess the information provided in applications for approval based on the following selection criteria:

- Successful experience in running community events to a high professional standard.
- Demonstrated history and experience of environmentally acceptable operations.
- Appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological processes and possible constraints.
- Demonstrated experience in or capacity to meet approval conditions.
- Ability to provide appropriate safety requirements and duty of care responsibilities.
- Demonstrated compatibility with the operational land purpose or any plans of management.
- Event scheduling including: site availability and seasonal factors.
- Impact of the event on the day-to-day operations of Rous County Council.

4.3 Temporary Permit and operating requirements

If Council deems your community event appropriate then the applicant shall be notified and granted a '*Temporary Permit for use of Rous County Council operational land: Community event*'. Specific operating requirements shall be listed on your permit and you must adhere to these and submit any outstanding requests to Rous County Council before commencement of your community event.

The '*Temporary Permit for use of Rous County Council operational land: Community event*' gives the applicant the legal right to carry out their proposed activity on Rous County Council operational land and is a formal agreement where Rous County Council has the opportunity to advise the user of their responsibilities and obligations as it relates to their community event.

The consent to conduct your community event on Rous County Council operational land does not provide you with exclusive use of the area and you cannot exclude others from using the area.

The consent to conduct your community event on public land does not obligate Rous County Council to carry out any works in association to that community event.

4.4 Approval conditions

Applications will be assessed and if successful, have their '*Temporary Permit for use of Rous County Council operational land: Community event*' and any additional operating requirements issued within two (2) weeks of lodgement. Applicants may be required to attend a meeting with Council staff to discuss approval conditions. Council reserves the right to refuse applications where insufficient information is provided, events are deemed a hazard to the general public and / or the environment, or where Council believe there is lack of event management skills and experience by the applicant.

5. The proposal

5.1 Event organiser and operational manager

The event organiser must be an individual or organisation that can demonstrate the competencies required to run a special event. Previous experience and success in running events will be helpful in this regard.

The event organiser shall indemnify Rous County Council in respect of any claims, costs, demands or damages that may arise out of the use and occupation of the land for the approved event or otherwise arising out of its care, control and management.

The proposed event shall be organised and managed in accordance with the listed operating requirements issued on the '*Temporary Permit for use of Rous County Council operational land: Community event*'.

An individual must be nominated as the operational manager by the event organiser who will be the contact person on the ground. The nominated person must also be able to demonstrate competencies in running events.

5.2 The type of event

See policy: '*Private recreation, community events and commercial use on operational land*', section for permitted event types by location.

On your application, you must list the type of event you are proposing to hold on Rous County Council operational land. You must list either Type 1: Group visits or Type 2: Field Day, and provide details of your community event.

If you are unsure whether you need to apply for a community event permit call Rous County Council on 6623 3800.

Group visit

Group visits may have one or a combination of the following characteristics:

- A likely attendance of less than 100 persons at one time.
- Rous County Council staff member may be in attendance for educational purposes.
- No disruption to the day-to-day operations of the site.
- No amplified music / sound.
- Visit for educational / passive recreation purposes.
- Organised by an educational institution, association, organisation or club.
- Group uses the existing shelter and does not erect temporary shelters.
- Participants BYO picnic or require the use of the BBQ facilities.
- Participants arrive by bus.

Community events (group visits) are not: friends meeting for a picnic; a large family gathering; or a children's birthday party. No application for a permit is required for these types of activities.

Field Day

Field days may have one or a combination of the following characteristics:

- A likely attendance of more than 100 persons at one time.
- Erection of temporary structures (marquees, staging).
- Amplified music / sound.
- Promoted or advertised.
- Attended by a broad section of the community, not just by members of the one club or institution.
- Be catered for or attended by food vendors.
- Use volunteers or employ staff to help in the running of the community event.

Events prohibited

Activities not permitted at a *community event – field day* include but are not limited to: amusement rides and devices; inflatables; helicopter landings; or fireworks.

Commercial events are not permitted on Rous County Council operational land. These may include events that are: promotional; profit driven; branded or ticketed and are not for charity or community benefit.

Rous County Council reserves the right to prohibit community events that: do not demonstrate compatibility with the operational land purpose or any plans of management; or that may be harmful to the Rous County Council reputation.

5.3 Duration and size of events

Rous County Council does not have any particular guidelines in respect to the duration of an event, however Rous County Council would need to be satisfied that the event will be run and managed in such a way as to minimise any impacts on nearby residential premises and maintain public safety.

Where the proposed event is to be held after sunset, consideration needs to be given to a number of event elements such as security, lighting of entrances and exits, pathways and car parks, lighting of toilet facilities, noise management and public safety.

The size of the events is determined by the venue capacity and the facilities available. It should be assumed that, the larger the event, the greater the requirements imposed.

6. Insurance and risk management

Please note: Local public schools do not have to provide a copy of their Public Liability insurance or Workers Compensation insurance as the NSW Department of Education have provided these to Rous County Council.

6.1 Event organiser responsibilities

An event organiser is defined as the legal entity responsible for the event, that is, the entity who has taken out Public Liability insurance for the event. In most cases, this would be the director(s) of the organisation / company holding the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

6.2 Public Liability and other insurance

It is vital that you seek professional advice about the insurance required to cover your event. The type and amount of cover you need will depend on the nature of your event. The insurances you need might include:

- Public Liability
- Workers Compensation
- Motor vehicle insurance
- Professional Indemnity liability
- Property (to cover your own equipment).

It is a requirement of Rous County Council that the event applicant provide to Council a minimum of six (6) weeks prior to the event, a copy of their Certificate of Currency for a minimum \$10 million dollars. Rous County Council may at their discretion request higher coverage. Upon receipt of the Certificate of Currency, Rous County Council will review the policy to ensure it aligns with Council's insurers requirements.

As the event organiser, it is your responsibility to collect Public Liability insurance for all sub-contractors working for you on your event.

6.3 Risk management

Event organisers have an obligation to ensure that all risks associated with an event are identified and managed. This obligation extends to councils in approving events and providing access to land and resources.

Rous County Council requires event organisers to submit a risk management plan that complies with the requirements of Australian Standard AS/NZS ISO 31000:2009. Risk Management. **Appendix A** provides a Model Risk Management Plan based on the WorkCover model, which can be adapted for individual use. During the planning stage it is essential that you develop a risk management plan for your event. Once this is developed it is important that the risks continue to be monitored and reviewed.

Rous County Council will review the risk assessment that you provide to verify that it appears to be appropriate for the nature and extent of the proposed activity. However in undertaking this review Rous County Council is unable to verify the adequacy of the assessment provided by the applicant, nor the risk management measures adopted.

The following are some key issues that could be considered in your risk management plan, depending on the nature of your event.

- Provision of first aid / medical facilities and quiet areas.
- Lost children and adequate child protection and supervision measures.
- Sun exposure or adverse / extreme weather and changes during the event.
- Attendees such as children, elderly persons and people with a disability – are there particular arrangements that need to be made?
- What provision has been made for emergency services? What will be the procedure for summoning assistance? How will they get into and out of the site?
- Provision of lighting to ensure the safe conduct of events, and movement into and out of the venue.
- Financial – from cost overruns, cancellation to poor attendance on event day.
- What hazards are there in the site itself? e.g. site surface, access to a water body, site access.
- Risks to the environment in consideration of the nature of the site (sensitive area in a drinking water catchment).
- Protection of the assets at the site (built and environmental).
- Property damage or loss.
- Lack of appropriate alcohol or gaming licence.
- Food poisoning.
- Breach of noise restrictions.
- Management of assets, crowd control and/or undesirable behaviour.
- Larger than expected crowds and inadequate crowd management.
- Emergency response planning.
- Inadequate signage resulting in breach of safety and road regulations.

This list is not exhaustive. Hazard and risk identification needs to be site and event specific, and continually reviewed.

6.4 Incident reporting

It is advisable to have a system in place at your event to record incidents or accidents that may occur. It is important that everyone working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event. Rous County Council must be immediately briefed of any incidents that have been notified to the event organiser.

6.5 Work Health and Safety

Event organisers have a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work. Depending on the nature of the event, you have certain legal responsibilities such as:

- *Work Health & Safety Act 2011 (WHS Act)*
- *Work Health & Safety Regulation 2011*
- Codes of Practice
- Australian Standards
- NSW WorkCover Guidance Material

The event organiser is considered the Person Conducting a Business or Undertaking (PCBU) and it is the event organiser's responsibility to follow the duties of a PCBU as set out in the WHS Act.

Group visit applicants are required at a minimum to nominate a safety coordinator who will be on site at all times during the activity, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.

Field Day applicants are required to nominate a person on-ground to administer first aid. Council reserves the right to sight copies of any training certificates relating to the administration of first aid treatment.

Contact WorkCover to discuss your responsibilities in relation to the workplace health and safety issues relevant to your particular event. Go to www.workcover.nsw.gov.au or phone WorkCover NSW on 13 10 50.

6.6 Consultation

There are many other organisations, government departments, and regulatory and statutory authorities you may need to talk to about your event. Some will require formal approvals for events, while others can provide advice or assistance to help ensure your event is well-managed and safe.

It is your responsibility to ensure you have received all the approvals necessary to stage your event.

Go to the NSW Government *Event Starter Guide* for a full list of who you might need to talk to.

For all community events you are required to provide a level of security. If you are not using security personnel, you must delegate a safety coordinator, who must be on site at all times during the activity, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.

A notice of public assembly may be required and is to be submitted to NSW Police prior to the commencement of the event. Relevant emergency services may need to be informed in writing of your event, including Ambulance Service of NSW and the NSW Rural Fire Service.

Copies of any correspondence must be provided to Rous County Council at the time of the application.

7. Event site

7.1 Suitability

The event site will need to be carefully assessed to ensure it is suitable for the event. A number of factors will need to be considered, these include but are not limited to: venue capacity; facilities; parking; access; exposure to strong winds and / or venues adjacent to residences. The site should not have the potential to become waterlogged or be subject to flash flooding in the event of a sudden storm.

Event organisers should be aware of the following when considering site suitability for their community event on Rous County Council operational land. Rocky Creek Dam has shelter, gas barbeques, drinking water, toilets and power. Emigrant Creek Dam and Whian Whian Falls area each have no facilities (including drinking water, toilets or shelter).

7.2 Electricity supply and lighting

Rous County Council controlled electrical facilities are available in appropriate locations at Rocky Creek Dam. This may provide sufficient power for stalls and public address systems, however may not be sufficient to cater for the event, including the needs of anticipated food vehicles / stalls / amplified music.

For some larger events where electricity supply is limited, or in areas where there is no electricity, a generator will be required for power supply. Electrical work must be carried out by an appropriately qualified and insured electrician.

If your event will be held at night it is essential to ensure walkways and exits are adequately lit in case of an emergency evacuation and to provide safe access to and from the site. You should also ensure you have back-up generators to provide adequate lighting in case of blackout.

Details of existing and proposed lighting for nighttime use must be submitted with your application.

7.3 Accessibility

To make your event as inclusive as possible it should be accessible to people with a disability. To maximise accessibility, the event site should be able to facilitate:

- Public and/or private transport to and from your event.
- Parking areas for people with a disability.
- Accessible facilities such as toilets and food and drink counters.
- Viewing areas for people with a disability.
- Wide entrance and exit paths.
- Information in large print for people with a sight impairment.

7.4 Temporary residence

Council will not normally permit a temporary residence on public land. The only instance where a temporary residence may be considered is for the provision of overnight security and for the tending of animals.

7.5 Site plan

It is necessary for the event organiser to carefully consider the layout of the event site in the context of existing site features. The layout will need to take into account access for emergency vehicles (fire trucks, police and ambulances), traffic management (public parking and pedestrian access), access for servicing of garbage receptacles and toilets, first aid facilities, movement in and out of the site by stallholders and staff and sufficient space for free movement of the public.

A community event application must be supported by a site plan that provides an overview of the proposed event. A *Site Plan template* can be downloaded from the Rous County Council website. You must mark the site plan clearly and show where the event will be staged and contain details of the locations of all entrance, exits and facilities, etc.

The content of your site plan should reflect the various aspects of your event. Some suggested inclusions are locations of:

Structures

- The stage and other structures, such as barricades, screens, etc.
- Scaffolding
- Event coordination centre and emergency response room
- Entertainment areas / restricted access areas
- Liquor outlets, including approved liquor consumption areas / no-alcohol (dry) areas
- Food vendors / stalls
- Toilets, including accessible toilets
- Sound and lighting control points

Access and thoroughfares

- Entrances and exits, including separate access points for staff and entertainers
- Routes around and through the event used by vehicles, including emergency access
- Paths and lighting for pedestrians
- Parking
- Parade route
- Accessible points for persons with a disability, including ramps and wheelchair-accessible routes

Facilities

- Fire-fighting equipment
- Free drinking water points
- Secure areas for storing lost property, prohibited and confiscated goods
- Areas for staff / volunteers / lost children
- Electricity and stand-by generators
- Gas cylinders
- Seating arrangements
- Shelter and shade
- Security guards
- Waste receptacles and recycling facilities
- Toilets
- First aid facilities
- Facilities for people with a disability
- Public address systems.

Volunteers/staff

- Information stalls and way finders
- Carpark attendants
- Crowd management
- Marshals.

8. Noise management

Balancing a need for entertainment with the community's right to enjoy reasonable quiet can be a challenge. Generally all events are required to comply with the provisions of the *Protection of the Environment Operations Act 1997* and the POEO (Noise Control) Regulation 2008. However Council can approve an event that will exceed the prescribed noise levels if satisfied that the event will be run and managed in such a way as to minimise any impacts on nearby residential premises.

For major events with an estimated attendance of greater than 500 persons, noise prediction information and a noise management plan will be required to be supplied by the event organiser with the event application for Rous County Council's approval.

Even smaller events may be required to prepare a noise management plan and distribute a community notification leaflet, see below, if a noise impact is anticipated.

8.1 Noise prediction

Events that are likely to affect a significant number of residents around the venue need to be assessed for potential noise impacts. Therefore, a noise prediction report should be included in the application. Noise level predictions are commonly performed using a computer model, but for small scale events 'hand' calculations may be acceptable.

Noise prediction reports should contain the following information:

1. Venue details
2. Likely environmental conditions
3. Equipment location and type
4. Where barriers are positioned for sound attenuation
5. Proposed sound levels for a worst-case scenario:
 - a. At the mixing desk and nearest noise sensitive premises
 - b. Distance from mixing desk to the stage loudspeakers
 - c. Noise modelling or other predictions expressed graphical detail on a map of the venue and including affected outside areas showing noise level contours
6. Analysis, conclusion and recommendations.

8.2 Noise Management Plan

Noise management plans can provide reassurance at an early stage to all parties that the event is likely to be well managed. Noise management plans should consider measures that will reduce the event's noise impact on the community, such as:

Stage and venue design and layout

The natural features of the stage and venue location should be used to reduce the noise exposure of affected residential premise. The stage should be arranged so that:

- Stage music is directed away from noise sensitive premises
- Flying speakers point towards the ground
- The largest distance possible occurs between the noise source and receiver
- Potential physical or natural barriers are used to screen any noise.

Time and duration of the event

- Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers.

Sound monitoring and reporting

- Sound monitoring must be performed for the duration of the event by a suitably qualified acoustic consultant. It will include sound checks at the stage mixing desk and at least one location outside the venue at noise sensitive premises.
- The monitoring should be continuous and recorded.
- Maximum approved sound levels at the mixing desk and noise sensitive occupiers.

A report should be submitted to the approving authority approximately seven (7) days after the event to assess whether the approval conditions were met.

Rous County Council may also conduct random compliance checks. Rous County Council may undertake noise monitoring at the mixing desk and outside the venue, including the boundary of neighbouring stakeholders to assess the overall noise impact of the event. Any complaints may be responded to separately or in liaison with stakeholders.

Community notification leaflet

The community notification leaflet should be drafted by the promoter and checked by Rous County Council prior to circulation. It should be issued seven (7) days before the event to give occupiers adequate notice time and it should be written clearly in a positive manner. Details should include:

- Venue name and location
- Dates, start and finish times
- Attended complaint telephone service numbers
- Other useful information to occupiers such as the event receiving approval from the Council and being subject to a noise management plan, which can serve to reassure the public that the event is being well managed
- Any relevant non-noise related information such as traffic management, security and public
- Transportation catering to the event.

The distribution area of the leaflets will be negotiated with Rous County Council and will depend on the likely impact area of the event. In addition to using leaflets some events may be required to notify the public via newspapers or other media as required by the authority. The use of media may be appropriate if the area of noise impact is very large.

Complaint records and response procedures for staff

Applicants must maintain a record of complaints, including the names and addresses of complainants (if provided), times, dates and type of noise. The information should be passed on to others for action or be available at the request of Rous County Council. A procedure should be created for all relevant staff. Event management and the acoustic consultant responsible for noise management are to be kept informed of all noise complaints.

9. Traffic and transport issues

You will need to contact the local consenting council to discuss the possible traffic and transport issues that could arise as a result of your event activity. This includes setting up (bump-in) and dismantling (bump-out) the event site.

9.1 Transport Management Plan

If you anticipate that your event will have an impact on traffic and/or transport then you will be required to develop a Transport Management Plan (TMP). This plan needs to address road and traffic related matters, including for example: vehicle numbers; turning movements; parking; effects on surrounding roads and pedestrian access. Your event may not require road closures, but still may require a TMP or be referred to the Local Traffic Committee (LTC) for approval.

You should begin discussing your TMP with the local consenting council and Rous County Council as soon as practicable.

9.2 Parking

It is important to provide sufficient parking for people attending and working at your event. It may be necessary to provide shuttle bus services and/or additional parking facilities. If you need to set up additional parking areas, certified traffic marshals may be required. Remember to provide accessible parking spaces close to the event for people with a disability.

You must demonstrate how you will manage parking in your application to Rous County Council.

9.3 Public transport

Providing a shuttle bus service to your event benefits from:

- Reduction in congestion on roads around the event
- Having less parking facilities required for private cars
- Better access for people who cannot travel by car.

10. Food and beverages

10.1 Food

All food suppliers, including not-for-profit and charity fundraisers, are required to sell safe and suitable food in compliance with the Food Standards Code (the Code). The NSW Food Authority publishes the *Food Handling Guideline for Temporary Events* (the Guideline) which provides minimum standards for the preparation, display, handling and labelling of food and beverages in line with the Code.

It is important to be familiar with *Part 3.2.2 (Food Safety Requirements)* section of the Code, which is particularly relevant to events. Among other things, it relates to the storage, processing, display and distribution of food; the skills and knowledge of food handlers and their supervisors; the health and hygiene of food handlers; and the cleaning and maintenance of premises and equipment.

You must always consult with council to obtain approval for the sale of food and beverages and for the installation of temporary food stalls. Part 3.2.3 (Food Premises and Equipment) of the Code should also be consulted. It gives guidance on complying with the food safety standards in relation to the construction and fit-out of food stalls, premises and transport vehicles, as well as other necessary services such as water, waste disposal, lighting, ventilation, cleaning and personal hygiene facilities. The Guideline should also be consulted for recommendations on the location of food stalls and minimum standards for stall construction. An adequate supply of potable (town supply) water is to be available either from town mains or from supply tanks / containers at each food vehicle or stall.

You must check with Rous County Council to determine if the site can adequately accommodate the event with water.

Water used for any activities in the preparation of food, personal hygiene, cleaning and sanitising must be of a potable standard. Non-potable water may be used for cleaning and similar uses only where it will not compromise the safety of food on the premises.

Details of the appropriate Standards can be accessed via Food Standards Australia New Zealand: www.fsanz.gov.au.

If you are serving food you are required to notify the NSW Food Authority and a notification form can be completed online. Not-for-profit fundraising suppliers are exempt from this notification requirement. For more information on notifying the NSW Food Authority phone 1300 552 406 or for online notification go to: www.foodnotify.nsw.gov.au.

Charities and community groups are those that do not derive funds for personal financial gain, but direct any profits back to the community (e.g. local sports clubs, Lions and Rotary clubs). Charities and community groups must sell food that is safe but are exempt from some requirements:

- Notification of food business is not required if food sold is not potentially hazardous (e.g. scones) or is to be consumed immediately after thorough cooking (e.g. sausage sizzle)
- Food Safety Supervisor requirements do not apply
- Some labelling requirements do not apply, however it is a requirement to provide information to customers on request about allergenic ingredients (gluten, egg, peanuts, sesame, etc.).

Further information can be obtained from the NSW Food Authority.

Food vendors that sell unpackaged, ready-to-eat, potentially hazardous foods are required to appoint a Food Safety Supervisor. For further details visit: www.foodauthority.nsw.gov.au.

Liquor licences also require that food must be available if liquor is served.

Written evidence should be supplied to Rous County Council **at least two (2) weeks** prior to the event listing all food stall vendors secured. Vendors are required to provide evidence of proof of current registration. Evidence should also be supplied that vendors have notified the NSW Food Authority.

The gas installation on any food vehicle shall be installed by a licensed gasfitter. The installation shall comply with the appropriate provisions of Australian Standard 1596-1997 Storage and Handling of LP Gas and Australian Standard 5601-2010 Gas Installations (or most recent editions). The Australian Dangerous Goods Code 1998 (Federal Office of Road Safety) (or most recent editions) applies to any vehicle with a gas installation that is to operate on a public road. A current compliance plate shall be affixed to the vehicle.

Note: The removal of any gas appliance or changes made to the original gas installation require further certification and affixing of a new compliance plate. Any vehicle not fitted with a compliance plate applicable to the current installation will not be permitted to operate. Any gas fired appliance used in the open may not have a gas bottle greater than 9kg attached to an appliance and the bottle must be retained (so that it cannot be tipped over).

10.2 Alcohol

Sell or supply alcohol at event

To sell or supply alcohol at an event, the appropriate liquor licence must be obtained from the Office Liquor Gaming & Racing. A copy of the licence must be supplied to Rous County Council prior to the event. Of the categories available, the one most likely to be relevant for the purpose of the event is a limited licence.

Applications for a limited licence should be made at least 28 days in advance of the event. Police, local councils, residents and other interested persons can lodge a submission in relation to liquor licence application.

Applicants must notify:

- The local police station
- Rous County Council.

To determine the appropriate liquor licence required, go to the NSW Office of Liquor, Gaming and Racing's website: www.olgr.nsw.gov.au or phone (02) 9995 0894 for further information.

NSW Responsible Service of Alcohol (RSA) certification is mandatory for any person serving alcohol at an event, including volunteers and security staff working at the event. The use of glass containers to serve alcohol is prohibited for safety reasons.

Rous County Council and/or NSW Police may require applicants to engage user pays police to attend the event at the organiser's expense.

BYO alcohol at event

Event organisers may wish to allow attendees at the event to bring and consume their own alcohol (BYO). If this is the case, event organisers must notify Rous County Council in their application. If the area is designated to allow BYO alcohol consumption, additional amenities and waste bins must be provided.

There may also be a requirement for security officers to be engaged during the event – depending upon the number of attendees and the type of community event.

11. Erection of structures

Event organisers are permitted to erect small tents, shade structures (quick-shades) and other small-scale shelters for their event. These shelters may be to protect food vendors, for information stalls and for small group seating areas. There is no Development Application (DA) required to erect these structures.

Under the State Environmental Planning Policy (Temporary Structures) 2007 (<http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+498+2007+cd+0+N>) a Development Application (DA) may be required where substantial tents, stages, tiered seating, lighting gantries or similar structures are proposed.

It is strongly recommended that the applicant makes contact with the consenting council to discuss the requirements and allow sufficient time for the application to be processed. A fee may be charged in accordance with that council's adopted scale of fees and charges.

The event organiser must ensure that all conditions contained in the development consent for the erection of the temporary special structures/s are adhered to. All plant and equipment installed or used on the event site shall be maintained in a serviceable condition and operated in a proper and efficient manner at all times. The event organiser must ensure that the structure is not left unattended at any time without barricading, signage and security staff (at the organiser's cost) to prevent unauthorised public access. Temporary structures must be removed by the clean-up date.

Rous County Council may wish to inspect the assembled structure prior to its use.

12. Signage

Signage promoting the event must not be set up at the site without the prior approval of Rous County Council. A temporary signage plan outlining the location, size and layout of both internal and external signage associated with the event must be submitted with your event application. Signage may include information about parking, toilets, entrances and exits, first aid, lost children, accessible facilities, meeting points and information booths. If liquor is being sold then you must comply with the requirements for signage under the liquor laws.

The following signage guidelines apply:

- Balloons, ribbons, and signage cannot be fastened to plants or existing structures within Rous County Council operational land.
- Do not put up posters, boards or similar on any existing structures or trees on the sites.
- Signage and directions should be attached to vehicles and/or trailers where possible at entrance points to the site.
- Any signage that is erected for the event should be removed and taken off site immediately following the event.

13. Services

Event organisers should be aware of the following when considering site suitability for their community event on Rous County Council operational land. Rocky Creek Dam has shelter, gas barbeques, taps for drinking water, toilets and power, garbage bins.

Emigrant Creek Dam and Whian Whian Falls area each have no services (including taps for drinking water, toilets or shelter).

Toilet facilities

There are toilet facilities at Rocky Creek Dam. The existing toilets at Rocky Creek Dam have been installed by Rous County Council to cater for general users. As the event organiser, you may be required to supply extra portable toilet facilities at your expense if your event is expected to attract more than 500 people and/or if alcohol is available.

There are no toilet facilities at Emigrant Creek Dam or Whian Whian Falls area. As the event organiser, you may be required to supply portable toilet facilities at your expense if your event is expected to last for more than one hour.

If you are required to provide portable toilets you should talk to a reputable supplier about the number and placement of toilets, and arrangements for cleaning and emptying during the course of the event, as required. A visit by a supplier to the site before the event would help them to advise you.

Water

The event organiser must consider the availability of potable water that is needed for drinking, washing etc. and the supply source. Some potable water is available at Rocky Creek Dam. For events on Rous County Council operational land it is the responsibility of the event organiser to ensure adequate water is supplied for event participants.

Pollution and waste

It will be the responsibility of the event organiser to ensure that in the preparation for, and during the event, land contamination, air and / or water pollution does not occur. Details of measures taken to prevent such issues should be provided with your application.

The North East Waste Forum provides information on planning a waste wise event. Go to www.northeastwateforum.org.au for further information.

One of the key areas of responsibility in conducting an event is to effectively manage waste on the event site and surrounding areas. The existing rubbish bins, syringe and sanitary disposal units at the event site have been installed by Rous County Council to cater for general users.

As the event organiser you are responsible for supply of additional bins specifically for rubbish, syringe and sanitary generated at the event site and surrounding areas, at your expense. Even small events can generate large amounts of waste. You may be required to generate a **Waste Management Plan** as part of your application for event approval.

Some aspects for consideration in regard to waste management before, during, and after your event are:

- Promoting your event as waste wise.
- The use of glass bottles is prohibited for safety reasons.
- Using waste receptacles – the type (such as those with lids or covers), quantity and placement.
- Emptying of receptacles – frequency, operational issues (e.g. will waste trucks be able to access necessary areas at your event).
- Managing waste that has not been placed in receptacles.
- Having policies that encourage vendors to reduce packaging, and contractors to adopt waste reduction strategies.
- Recruiting volunteers to clean litter during and after the event, and providing them with the appropriate training and protective gear.

-
- Developing procedures for the secure storage of dangerous goods and hazardous substances.
 - Establishing safe and secure procedures for the storage and disposal of clinical waste; including sharps containers for needles and syringes.
 - Identifying procedures for the ongoing storage and disposal of sewage waste.
 - Adopting recycling measures, including public messages and signage to encourage recycling.
 - Conducting a post-event site clean-up, including of the zone just beyond the event perimeter.

The following is a guide to the types of waste you will be likely to manage at the event:

- **General rubbish** – bins must be placed around the entire event site and close to areas where food is being sold or consumed.
- **Recyclable items** – clearly identified recycle bins must be placed side by side with general rubbish with general rubbish bins (not back to back).
- **Food providers and stallholders waste** – food providers and stall providers should have bins for their own waste disposal. These bins should be placed away from any food consumption, preparation or storage areas.
- **Toilet facilities waste** – it will be expected that all liquid waste be completely removed from the site within 24 hours of the event.

As a guide minimum number of additional bins for attendee use (not including existing public bins) at special events are:

- 1 x 240L bin per 100 attendees – if no food or drinks served/sold.
- 2 x 240L bins per 100 attendees – if food or drinks served/sold.
- 2 x 240L recycle bin per 100 attendees, and
- 1 x 3m front load skip bins for greater than 1,000 attendees.

14. Further information

To download a copy of an 'Application for a Temporary Permit for use of Rous County Council operational land: Community event' please visit the Rous County Council website www.rous.nsw.gov.au

For further information about holding your community event on Rous County Council operational land, please contact Rous County Council on: (02) 6623 3800 or council@rous.nsw.gov.au.

Useful information

Event Starter Guide: A resource for organising events in NSW. NSW Government, Department of Premier and Cabinet. www.events.nsw.gov.au/event-starter-guide/

Food Handling Guideline for Temporary Events (the Guideline). NSW Government, Food Authority.

http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/temp_events_guideline.pdf

Australia New Zealand Food Standards Code. Australian Government ComLaw. <http://www.comlaw.gov.au> or <http://www.foodstandards.gov.au/code>

15. Appendix

A. Sample Risk Management Plan

RISK ASSESSMENT

Prepared by:	Activity:	Date:
Business name:		
Activity locations:		
Equipment used in activity:		

IDENTIFY ALL HAZARDS, POTENTIAL RISK OF HAZARD AND PROPOSED CONTROLS TO ELIMINATE RISK FOR YOUR ACTIVITY

This is to cover all personnel, the public, environment, equipment and property.

What are the HAZARDS?	Why is it a HAZARD? What could happen?	Level of potential risk of HAZARD. (Use 'Risk Assessment Matrix')	Proposed solutions.	By whom.

Insert an additional page if insufficient space for all hazards.

RISK ASSESSMENT MATRIX

WHAT IS THE POTENTIAL RISK OF THE HAZARD?

- Select a likelihood and a consequence for the hazard on the RISK MATRIX using the definitions to assist you.
- Determine your risk level by joining your likelihood and consequence for the hazard on the matrix, i.e. low, medium, high or extreme.
- Write the potential risk of each hazard on the form.

Risk Assessment Matrix		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability.
Likelihood	Certain to occur Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	Very Likely Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	Possible May occur occasionally	Low	Medium	Medium	Extreme	Extreme
	Unlikely Could happen at some time	Low	Low	Medium	High	High
	Rare May happen only in exceptional circumstances	Low	Low	Medium	Medium	Medium

Risk Level	Recommended Actions
Extreme	Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls
High	Risk control measures required to reduce risks to as low as reasonably practicable using the hierarchy of controls
Medium	Review risk assessment and ensure control measures to reduce risk to as low as reasonably practicable using the hierarchy of controls
Low	Manage risks by routine procedures and monitor