

## **A. WHAT IS A MAJOR EVENT?**

A Major event is “any function expected to attract in excess of 200 people.

Examples of major events include concerts, dance parties and large exhibitions. These Guidelines apply to parties that are expected to be attended by a large number of people and where the function is either advertised, or payment sought for entry, refreshments or other services provided even when this is by means of a raffle ticket or other such system. The determination of the Approvals Co-ordinator as to whether an event is covered by this Guideline is final and not subject to appeal

## **B. INTRODUCTION**

Major events such as concerts and exhibitions are an important social amenity for many people. However, these events can create impacts upon lifestyle and environmental amenity. Special events also place large numbers of people in a small area, therefore creating a greater public health concern if a problem occurs which may affect human health (for example in food handling or effluent disposal). This Guideline has been written to address any issues arising from special events, including protection of patron health and safety and to minimise adverse environmental impacts.

## **C. APPLICATION.**

Generally, a application for Major Event Approval is to be made to the Association at least four (4) weeks prior to the proposed event.

The application is to be made in writing on the Major Events Application form.

The application is to be signed by the event co-ordinator and the landowner. Individual applications for temporary food vending registration, amusement devices etc. will not be accepted.

## **D. EVENT CO-ORDINATOR**

This person is responsible for ensuring compliance with the conditions of approval for the special event. The event co-ordinator will be responsible for all correspondence with the Association.

Further, the event co-ordinator, or a delegate thereof, must be contactable at all times during the event. It is the responsibility of the event co-

ordinator to supply contact numbers and/or details to the Association and to ensure that these are functional during the event.

The role of an event co-ordinator does not, however, diminish the property owner's responsibility to ensure compliance with environmental and health legislation on their property.

## **E. ACCESS**

Unimpeded access is to be available at all times to relevant Association Officers for the purpose(s) of inspection, surveillance and monitoring.

### **1. Noise Pollution**

Noise pollution is an important issue both to surrounding residents and patrons. Noise is governed under the provisions of the Protection of the Environment Operations Act (1997) and the Local Government Act 1993.

As a general condition, it is expected that all noise such as amplified music, announcements, equipment or venue construction or dismantling from a special event will cease by 10 p.m. Noise generated by the event should remain less than 5 decibels above background at the nearest residence at all times.

The application will indicate the appropriate level of response. Issues that should be considered are:-

- The expected numbers attending;
- Any personal address or electrical means of communication or entertainment;
- Generators and other noise producing equipment
- The intrinsic nature of the event;
- Start and finish times and duration of event;
- Methods of noise reduction to be utilised; and

The person(s) in charge of the event and means of contact in the event of a noise issue.

You may need to contact Nambucca Shire Council for clarification.

### **2. Potable Water**

A supply of potable water is provided in readily accessible locations.

Actions such as the shutting off of water mains to patron access areas are prohibited and will not be tolerated.

### **3. Food for Sale**

All food for sale (whether included in an initial ticket price or for direct sale) is to meet the requirements of the Food Act 1989.

All food vending vehicles and stalls are to comply with Nambucca Shire Council Standards for Temporary Food Stalls.

All food vendors are required to hold a current registration. Vendors who already hold a current registration should provide name and contact details with the application.

A copy of the Food Handling Guidelines for Temporary Events is available from Nambucca Shire Council.

**Please refer to the Food Handling Guidelines for Temporary Events supplied.**

### **4. Toilet Facilities and Effluent Waste Disposal.**

Where organisers are concerned about possible needle usage, sharps containers should be provided in toilet facilities.

Toilets are to be maintained in a clean state throughout the event. A supply of soap and paper towels must also be maintained for the duration of the event. When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so they can be pumped out during the event. Any overflow, or imminent overflow, of effluent may result in a fine under the Protection of the Environment Operations Act.

Evidence of method of waste disposal (eg holding capacity) must be supplied.

### **5. Garbage Facilities**

Sufficient garbage bins are to be provided at the event. These are to be serviced to prevent the overflow of rubbish during and after the event.

At a minimum, general rubbish bins are to be provided at the equivalent of 1 x 240-litre bin per 120 people or part thereof.

The event co-ordinator is to ensure the property is left in a clean and sanitary condition at the conclusion of the event.

## **6. Parking/Traffic**

Nambucca Shire Council advises Events requiring temporary road closures, traffic control, impact on traffic flow, pose a risk to pedestrians or alteration to on street parking will require:

- Application for Approval of Activities and Events on Roads;
- Traffic Control Plan;

Approval from Nambucca Shire Council's Traffic Committee. Matters for consideration by the Traffic Committee should be submitted at least eight (8) weeks prior to the event.

As a guide, events with 2,000 or more patrons may require consideration by the Nambucca Shire Council's Traffic Committee, depending on location.

## **7. Structures**

Temporary structures must not be installed on land without prior approval. These structures must comply with the requirements of Building Code of Australia 1996.

Details of any structure (such as large tents, stage platforms, lighting rigs) are to be provided with the application.

These may need to be inspected by Nambucca Shire Council officers prior to the event.

## **8. Amusement Devices**

Approval for installation or operation of small amusement devices may not be required in certain circumstances. See below.

In this clause, **small amusement device** means an amusement device that is designed primarily for the use of children under 12 years of age or under and includes such amusement devices as mini-Ferris wheels, battery operated cars and miniature railways but, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.

- (i) A small amusement device may be installed or operated without the prior approval of the Nambucca Shire Council if:
  - (a) The ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason; and
  - (b) The device is registered under the Occupational Health and Safety Regulation 2001; and
  - (c) The device:
    - (i) Is to be or has been erected; and
    - (ii) It is to be or has been operated, in accordance with all conditions (if any) relating to its erection or operation set out in the current certificate of registration issued for the device under that Regulation; and
  - (d) There exists for the device a current log book within the meaning of Chapter 5 of that Regulation; and
  - (e) In the case of a device that is to be or is installed in a building, fire egress is not obstructed; and
  - (f) There is in force a contract of insurance or indemnity for the device that complies with Clause 74.

If the amusement device does not fit within the above criteria an **Application for Approval to Install or Operate an Amusement Device** must be completed with Nambucca Shire Council. Some Amusement devices (i.e. Jumping Castles) may not be approved by the Association's Insurers.

## **9. Emergency Exits**

Emergency exits, signage and appropriate emergency lighting are to be provided to any enclosed space used for entertainment.

This is to be undertaken to the satisfaction of the Association.

## **10. First Aid**

First Aid facilities must be made readily accessible. These facilities may be as simple as a First Aid box with a qualified first aid person on site, to a manned first aid station that is capable of dealing with several emergency situations at once.

The size and nature of the First Aid facilities will depend on the type of event being held.

### **11. Crowd Control**

The extent of crowd control necessary will be dependent upon the nature of the event rather than just the number of people present. For example a rock concert will require a dedicated security presence to ensure safety of patrons, whereas an art exhibition is unlikely to require crowd control. If alcohol is to be available, this must also be taken into consideration when determining appropriate crowd control

Where crowd control is considered an issue, contact should be made with the local Police to discuss security concerns and patron safety. Sufficient consideration of security and crowd control should be demonstrated in the application.

### **12. Public Liability Insurance**

Organisers of special events are to hold as a minimum \$10 million public liability insurance, and \$10 million product liability insurance (as deemed necessary).

**A Certificate of Currency must be supplied with the Association noted as an interested party and a notation that the policy covers the event.**

Evidence of workers compensation insurance, volunteers insurance etc. may be requested if deemed necessary.

### **13. Sale of Alcohol**

If alcohol is to be served, a licence in conjunction with a licensed premises is to be obtained from the local police and submitted with the Application form.

As events where alcohol is to be made available, appropriate care should be given to the responsible service of alcohol. This includes provision of low alcohol drinks and non-alcoholic alternatives.

No glass containers should be used at events at which alcohol is served.

#### **14. Electricity**

The current electricity supply should be sufficient for your event.

#### **15. Risk Assessment.**

A detailed risk assessment is a requirement of our insurance company and an invaluable tool for event organisers. The purpose of the risk assessment is for event organisers to “walk through” the event both physically and mentally to identify possible hazards and potential risks which could arise during the course of the event, introduce control measures and contingency plans and to make others aware of potential hazards to make the event as safe as practical.

If you are not familiar with risk assessments the Association can provide you with a simple risk assessment which will give you a good idea of what is expected.

#### **16. Site Plan**

The Association requires a site plan to accompany the Application Form.. The site plan/sketch will need to indicate stall locations, first aid station, emergency exits, muster point, any race tracks etc.

#### **17. Program of Activities**

A program of activities is to include the name of any programmed events and the start and finish times.

#### **18. Damage to Association’s Assets**

The Association’s assets which include; fences, seating playing surfaces, playground equipment, trees and gardens, buildings, toilets, kiosks, change rooms, roads and furniture, must be left in the same condition as found.

A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event. It can be arranged that a representative of the Organising Committee be in attendance at the inspections.

#### **19. Water Activities**

For an event to be held on an enclosed waterway in New South Wales a NSW Waterways Approval is required. The approval must be attached to the Application Form including a list of activities.

## **20. Environmental**

Where there is a potential for the pollution of a waterway, an Environmental Management Plan is required to be attached to the Application Form.

**NOTE: Due to the potential for damage to marine life from the rubber material of deflated balloons in the water NO BALLOONS ARE TO BE RELEASED.**

## **21. Working with Children**

Please refer to [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au) to determine the requirements for working with children.

## **22. General Powers**

The Association maintains the right to waive, add or alter any conditions applied to for any event as it sees fit.

The Local Council has power under a number of Acts to require action and issue fines should pollution and/or nuisance be created by a major event. These include:

- Local Government Act 1993 (failure to obtain approval, failure to comply with approval conditions, premises not in a “safe and healthy” condition).
- Protection of the Environment Operations Act 1997 (noise pollution, water pollution, littering and inappropriate disposal of waste, potential to pollute).
- Public Health Act 1991 (water supply, safe and health condition)
- Food Act 1989 (food for sale).