



**SPECIAL  
EVENTMANAGEMENTPOLICY**

**AND**

**OPERATIONS MANUAL**

## Amendments

<b>Date</b>	<b>Amendment</b>	<b>Reference</b>
9 December 1997	Adopted	OT/38
10 February 1998	Amended	OT/1
9 June 1998	Amended	PF/160
5 September 2006	Amended	CD/46
5 July 2011	Amended	EP/87
5 February 2014	Amended	CD/4
2 December 2014	Amended	CD/42

## TABLE OF CONTENTS

Purpose/Explanations	1
1. Scope	1
2. Objectives	2
3. Types of Special Events	4
3.1 Major and Minor Events	4
3.2 Community Events	4
3.3 Public, Private and Other Events	5
4. Key Considerations	6
5. Conditions Applying to Special Events	7
6. Fees and Charges	10
6.1 Fee Reductions for Community Events	11
6.2 'Bard on the Beach'	11
6.3 Review of Fees and Charges	11
6.4 Other Matters	12
7. Traffic and Transport Management for Special Events	12
7.1 Event Classifications	13
7.2 Traffic Management Plans & Traffic Control Plans for Special Events	13
7.3 Traffic & Transport Management for Special Events Process	14
8. Waste Management Guidelines	16
8.1 Packaging Requirements	16
8.2 Expected Waste Profile	17
8.3 Waste Collection and Disposal	17
8.3.1 Council Waste Contractors	17
8.3.2 Private Waste Contractors	18
8.3.3 Collection Facilities	18
8.4 Promotion and Education	19
8.5 Site Cleaning	20
8.6 Monitoring & Evaluation	20
8.7 Funding	20
8.8 Compliance	21
8.9 Further Assistance	21
<b>APPENDIX A – EXAMPLES OF HAZARDS</b>	<b>22</b>
<b>SPECIAL EVENTS OPERATIONS MANUAL</b>	<b>24</b>
1. Introduction	24
2. Special Events in Mosman	25
3. Related Policies or Regulations	26
3.1 Related Council Policies	26
3.2 Relevant Legislation	27
3.2.1 The Crown Lands Act 1989 (NSW)	27
3.2.2 Environmental Planning and Assessment Act 1979	27
3.2.3 NSW Food Act 2003 and Australia New Zealand Food Standards Code	27
3.2.4. Protection of the Environment Operations Act 1997	28
3.2.5 Local Government Act 1993 and Approvals Regulations	28
3.2.6 Work Health and Safety Act 2011, and Work Health and Safety Regulation 2011	29
3.2.7 Waste Avoidance and Resource Recovery Act 2001	29
4. Liaison with other Public Agencies	30
5. Administration of the Policy	31
6. Community Consultation	32
APPENDIX 1 - SPECIAL EVENT MANAGEMENT WORKING GROUP	33
APPENDIX 2 - COUNCIL SPECIAL EVENT APPROVAL PROCESS	34
APPENDIX 3 - COUNCIL SPECIAL EVENT COORDINATION PROCESS	35
APPENDIX 4 - CHECKLIST OF COUNCIL SPECIAL EVENT MANAGEMENT FORMS	36

---

## **Purpose/Explanations**

---

This document comprises a Policy Statement on the management of special events in Mosman, and an Operations Manual to assist in the implementation of that Policy.

The Special Event Management Policy (hereon referred to as the "Policy") is limited to outdoor events occurring on public lands within the Mosman Local Government Area, or in other areas affecting Mosman, and for which the number of participants and attendees is likely to involve at least 250 people and/or involves elements which are covered by this Policy.

The Policy details the scope and objectives, as well as listing the key factors considered in determining whether or not to grant approval. The Policy includes details of applicable fees and charges. The pricing structure aims to ensure that where appropriate Council not only recoups the significant cost of managing events, but is also able to direct some funds towards maintenance and enhancement of the event venue.

The Operations Manual provides a background to the development of the Policy, lists other relevant Council policies or legislation, and provides details concerning administrative aspects of the Policy. This includes defining the procedures for consultation and liaison with relevant public agencies and the Mosman community.

If you intend to lodge an application to hold a special event you should read the Policy and obtain an application form from Mosman Council's website [www.mosman.nsw.gov.au](http://www.mosman.nsw.gov.au). You will also need to obtain, from the Council, a plan of the park or open space area in which you intend to hold the event as it is necessary to show us the location of any structures and/or the various activities which you propose.

If your application is approved then you will be sent a letter of approval. That letter, together with your original application, will constitute a binding agreement between you and the Council.

Organising a major special event is a complex task and those proposing to hold such events are strongly encouraged to employ the services of a professional event organiser.

Other useful sources of information for event organisers:

- The official website to events in New South Wales ([www.events.nsw.gov.au](http://www.events.nsw.gov.au)) where the 'Event Starter Guide' produced by the NSW Department of Premier and Cabinet can be downloaded.
- A 'Guide to Traffic and Transport Management for Special Events' produced by the Department of Premier and Cabinet, NSW Police, Local Government NSW and Roads and Maritime Services can be downloaded free of charge at [http://www.rms.nsw.gov.au/trafficinformation/downloads/special\\_events\\_guide\\_part1.pdf](http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf); and
- Useful information on all aspects of conducting waste wise events at [http://www.epa.nsw.gov.au/warr/WWE\\_Home.htm](http://www.epa.nsw.gov.au/warr/WWE_Home.htm).

The appropriate Council contact for public enquiries concerning the administration of the Special Event Management Policy is Council's Events & Marketing Coordinator who can be contacted on (02) 99324501.

The appropriate Council contact for public enquiries concerning the administration of the other Council policies related to events on open space is Council's, is Council's Venue Coordinator who can be contacted on (02) 9932 4502.

### **1. Scope**

---

The Policy focuses on large organised group events held on open space areas under the control of Mosman Municipal Council. The Policy also addresses Council's response to certain special

events which do not require Council's approval, an example of which is the start of the Sydney to Hobart Race on Boxing Day.

For the purpose of this Policy a "**Special Event**" is defined as:

"An organised gathering on public open space within the Mosman Local Government Area, or in an area outside Mosman but directly affecting the Mosman LGA, and is likely to involve at least 250 people and/or involves elements which are covered by this Policy."

The potential scope of a special event management policy is extremely broad given the diversity of events and the range of issues involved. For this reason limits have had to be set to ensure the Policy remains manageable. Matters falling outside these parameters are generally either addressed through other existing policies, or are not seen to require intervention by Council.

This Policy does not encompass:

- Special events occurring on private property, or leased premises on public land, or within Taronga Zoo;
- Special events for which there is no organising body, e.g. Halloween;
- Events where the number of participants and spectators is less than 250 people and does not involve elements which are covered by this Policy;
- Civic events or ceremonies organised by Mosman Council; or
- Most events involving only school students and staff.

Those events which do not fall within the jurisdiction of the Policy must still conform to other relevant Council policies or legislative requirements as listed in Section 3 of the Operations Manual.

As a general rule, any person or group proposing a gathering or event which has one or more of the following features should approach the Council to determine whether an application is required under either the Policy or another associated Council policy:

- The event will involve 50 people or more;
- The event will exclude others from an area or is likely to significantly affect the use or enjoyment of an area by others; and/or
- The event involves filming or photography on a commercial basis, or other commercial activity.

For the purpose of this Policy '**Commercial events**' are defined as those events with a profit (rather than a 'cost-neutral' or community fundraising) motive.

## **2. Objectives**

---

Council is committed to supporting special events within the area provided they are seen to be both of benefit to the community and in keeping with the local community and are effectively managed to maximise positive benefits to the people of Mosman and minimise potential negative impacts.

Some of the key factors include the enjoyment and safety of residents and visitors, the impact on the physical and social environment of the area, the financial implications of holding special

events, and the resources available to Council to manage special events given its other responsibilities.

The objectives of this Policy are:

- To ensure that events are in keeping with the local community and the 'Proud to be Mosman' ideal; and
- One of the important things for local people is the maintenance of the unique character of the area. This character should be reflected in the 'positioning' of Mosman, in the marketing sense. If it is the village atmosphere which attracts organisers to hold events in Balmoral (for example), and people to participate in them, then it would be a retrograde move to destroy that atmosphere through permitting too many events or the wrong type of events.

It should be noted that this notion of 'positioning' does not necessarily apply to the consideration of Community Events, where the main aim is one of fostering community spirit and/or religious fellowship.

Further objectives of the Policy are:

- To ensure and maximise public health and safety;
- To provide high quality entertainment and leisure opportunities for local residents and visitors;
- To maximise the benefits of special events to local businesses;
- To ensure that unacceptable and/or irreversible damage does not occur to the local environment, and that events are held in accordance with the provisions of all relevant legislation and regulations;
- To ensure, within the limits of available resources and practicality, that none of the following measures of 'carrying capacity' are exceeded:
  - Physical carrying capacity - how many people/cars can fit in a given area?
  - Ecological carrying capacity - how much use can the local environment withstand before unacceptable and possibly irreversible damage occurs?
  - Social carrying capacity - how many people can use an area before most people experience a feeling of excessive over-crowding and its character is altered?
- To ensure that inconvenience to the Mosman community is minimised;
- To ensure that adequate revenue is returned to Council to cover the cost of managing the event and (where appropriate) for the rehabilitation and enhancement of event venues;
- To minimise waste generation and ensure adequate waste and recycling facilities are provided at all special events; and
- To ensure that Council fully meets its obligations in terms of relevant legislation.

### 3. Types of Special Events

---

This Policy defines special events in terms of the following six types depending on its event category and the number of anticipated number of participants/attendees:

EVENT CATEGORY	NUMBER OF PARTICIPANTS/ATTENDEES	
	>50 and <1000	>1000
Community	<b><i>Minor Community Event</i></b>	<b><i>Major Community Event</i></b>
Public	<b><i>Minor Public Event</i></b>	<b><i>Major Public Event</i></b>
Private	<b><i>Minor Private Event</i></b>	<b><i>Major Private Event</i></b> <i>(not permitted)</i>

Please note Mosman Council does not permit Major Private Events.

#### 3.1 Major and Minor Events

The single major factor from a management perspective is the scale of the event. Hence, the Policy makes the following differentiation:

A “**Minor**” event is an event for which the number of participants and attendees exceeds 50 people but does not exceed 1000 people.

A “**Major**” event is an event for which the number of participants and attendees exceeds, or is expected to exceed 1000 people.

#### 3.2 Community Events

The status of the organiser or the rationale for the event has negligible bearing on the degree of management input required to ensure a satisfactory outcome, or the scope for potential impact. In relation to the issue of legal liability and Council’s ‘duty of care’, again there is no diminution in this regard in the case of this type of event compared with larger functions of a more commercial nature.

As a consequence the Policy encompasses events organised by public agencies, businesses, schools and special interest or community groups. All such events requiring Council approval are evaluated and dealt with in an identical manner.

A “**Community Event**” is an event open to the general public and may take the form of either a Minor Community Event or a Major Community Event.

To be designated as a Community Event an event must meet the following criteria:

1. The event has been held in Mosman each year for at least the preceding three years;
2. The event organisers are Mosman residents or work in Mosman or are a Mosman-based organisation;
3. The revenue derived from the event is to be expended in the local community or provided to a registered charity providing services to the Mosman community; and

4. Where possible the goods and services used or sold at the event are to be locally sourced, with the opportunity to supply goods for sale being provided to local businesses.

To be accorded Community Event status, organisers must agree to provide Council with a detailed financial statement concerning the conduct of the event within three months of the date on which the event is held.

Where approval is sought for a series of events then the Council also requires a copy of the audited accounts for the organising body.

It is considered appropriate that Council support and foster local community groups and community activities, and for this reason designated Community Events are subject to an alternative fee structure as set out in Section 6 of the Policy. The Pricing Structure also makes provision for a sub-category of Community Events which are typified by their short duration.

Council has adopted a "Financial Assistance Policy", one aim of which is to provide in-kind subsidies to partially offset the cost of holding community events. As a consequence, those considering holding Community Events should familiarise themselves with this Policy.

### **3.3 Public, Private and Other Events**

A "**Public Event**" is an event that is open to the general public but does not fulfill the criteria required to be classified as a Community Event. A Public Event may take the form of either a Minor Public Event or a Major Public Event.

A "**Private Event**" is a private function such as a wedding or corporate event when the anticipated number of participants or attendees exceeds 250 and/or involves elements which are covered by this Policy. A Private Event may take the form of either a Minor Private Event or a Major Private Event. As noted, Mosman Council does not permit Major Private Events due to the objectives of the Policy.

Other events which fall outside the Policy may still require Council approval. For this reason it is wise to approach Council as soon as possible to ascertain if a proposed event requires approval under this or another policy.

A more common example is smaller events falling under the umbrella of Council's Pricing Policy, such as the pricing policy on 'Reserve Rents'. This particular policy affects the use of reserves at Balmoral, Clifton Gardens, Rosherville, The Spit, Sirius Cove and Rawson Oval Cairn for wedding ceremonies, picnics and barbeques.

Council has a Policy for 'School Activities on Reserves'. The Policy applies only to outdoor events occurring on public open space within Mosman which have the following characteristics:-

- The event involves between 50 and 1,000 school students;
- The event is organised by a primary or secondary school and all participants are school students or staff;
- The event occurs during school hours and within the school term;
- The event or activity does not involve the sale of any products or services to the general public.



## Key Considerations

---

Those factors which are considered when deciding the merit of, and management response to, special events are listed below. Such factors need to be addressed in detail by those making application to hold a special event.

- Date and time of event and proposed location;
- Availability of mobile telephone numbers for event organisers and support staff for use on the day of the event;
- Duration of event including set-up and pull-down times;
- Whether filming is to take place;
- Vehicle access to reserves (including generators mounted on vehicles) and parking on reserves;
- Wet weather options and contingency plans;
- Details of proposed measures to reduce traffic/parking impacts;
- Requirements for reserved roadside parking for organisers, stall holders, etc. Such demands should be kept to an absolute minimum given that parking and access to open space are important issues to the Mosman community;
- Provision of a shuttle bus service;
- Risk management and consideration of work health and safety issues;
- Nature and extent of pre-event publicity;
- Identity and commercial status of the event organiser, including business or personal referees, and details of any sponsors;
- Contacts details for relevant staff in other Councils in whose areas the organiser has previously held a special event;
- Nature and extent of involvement by local service clubs/community groups, and local businesses;
- Expected number of participants and attendees;
- Details of charges to event participants and/or attendees;
- Nature and extent of food and beverage sales (or giveaways), and provision of hot water facilities to food and beverage stalls;
- Provision of adequate waste and recycling facilities;
- Availability of alcohol and details of liquor license held;
- Equipment and personnel to be on-site to guarantee orderly conduct and the safety of participants, e.g. possible attendance by St Johns Ambulance, first aid kit and trained staff

provided by the organiser, security personnel (preferably identified as “Event Staff” rather than “Security”), etc.;

- Exact details concerning the installation of banners and other temporary signage, including location (e.g. within reserve, surrounding streets) and size;
- Temporary toilet (i.e. Portaloo) provision required or proposed;
- Additional cleaning of Council toilets required;
- Litter collection on the site and in surrounding streets;
- Venue is to be cleaned to the standard that existed prior to the event;
- Provision of electricity, including possible use of generators;
- Applicable Security/Damage bonds;
- Proposed use of fireworks;
- Measures to be undertaken to advise local residents, for example letterbox drops;
- Likely noise levels, e.g. public address system or bands; and
- Details and location of all structures to be erected (plan to be provided). Proposals for scaffolding and grandstands, camera towers, etc, must be accompanied by a structural engineer’s certificate obtained at the organiser’s expense.

## **5. Conditions Applying to Special Events**

---

The following list details conditions applying to all special events which require Council approval in the context of this Policy. Council may also elect to apply other additional conditions to the approval of particular special events.

1. Applications for special events will only be considered if submitted on the appropriate Council form and accompanied by the required application fee.
2. Where applications for major special events are made less than six months prior to the proposed date of the event (or three months in the case of minor special events) a late lodgement surcharge will apply and in certain cases, the application may not be accepted.
3. Approval for special events are only granted on a year-by-year basis.
4. A new Council needs to approve each Major Special Event that had been approved by the previous Council. If Council formally withdraws its support for a Major Special Event, future applications in relation to that event may be determined only by a resolution of Council.
5. Reservation of areas for an event on a particular date cannot be confirmed until such time as an application has been approved.
6. Where two or more applicants request the same date and venue then preference is given to a designated community event. If neither of the proposed events is a designated community event, then the application lodged first shall generally receive preference.

7. Applications for events which are not consistent with the stated objectives of this Policy will not be approved. In the case of other applications, conditions will be attached to Council's approval which maximise the extent to which these objectives are realised.
8. Applications for major special events which are not open to the public, e.g. private corporate events, will not be approved. Members of the public who wish to observe the proceedings must be able to do so on a free-of-charge basis.
9. In the event that an application to hold a special event is submitted by a person or group who has previously failed to abide by the conditions of approval granted by Council, then such an application will be rejected unless adequate cause can be shown as to why this should be varied.
10. There is a minimum four week period between major special events being held at the same venue, and not more than six major special events are to be held at the one venue in any 12 month period.
11. Only one major special event is to be permitted in Mosman on any day.
12. In all foreshore areas, major special events of a commercial nature will only be permissible during the months of April - October inclusive, and in any case prior to the commencement of the Nippers season.
13. A current public liability insurance policy which notes the event and Council's interest as a named insured is a required condition of approval. In the case of major special events the minimum level of cover is 20 (twenty) million dollars, and 10 (ten) million dollars in the case of minor special events. The original policy statement issued by the insurer, or a certificate of currency, or a certified copy, must be provided to the Council not less than fourteen days prior to the event taking place. Organisers are also required to furnish a completed indemnity form.
14. Submission of a copy of the event risk assessment and management plan identifying all risks including Work Health & Safety considerations with specification of responsible person for each proposed action and the location of First Aid facilities. Please refer to Appendix A for examples of hazards.
15. Where the event will involve the participation of temporary food stalls then they must notify NSW Food Authority free online at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) or via Council at a cost of \$50, comply with the provisions of the NSW Food Act 2003, the Australia New Zealand Food Standards Code, and with Council's requirements for temporary food stalls (obtainable from Council's Environment Health Officer), and may be subject to inspection during the course of the event.
16. Where the event will involve the selling of liquor, organisers are to provide a copy of their liquor license application and approval not less than fourteen days prior to the event taking place.
17. Events are to be planned and carried out as Waste Wise Events as detailed in Section 8.
18. Food or beverages are not to be sold in polystyrene containers, and organisers should make every effort to minimise the generation of waste and litter.
19. Event organisers are responsible for placing all waste and recyclables on the venue site and on adjacent carriageways into designated waste and recycling receptacles. This includes the removal of all banners and signs at the venue and elsewhere in the Council area. If this does

not occur then remedial action is undertaken by the Council at the expense of the event organiser.

20. Organisers of events on Council-controlled lands are responsible for all event waste management costs and for the provision of electricity. The area must be left in a clean state. Any additional costs over and above Council's normal cleaning contract are to be borne by the event organisers. The event organisers will be charged, at cost to Council, for the provision of additional rubbish/recycling services if these are required as a result of the conduct of the event.
21. Organisers of special events are responsible for the provision of temporary toilet facilities in quantities and locations as directed by the Council, and at their expense.
22. In considering approval of major special events, the provision of appropriately trained event staff to assist in the orderly conduct of events is seen as highly desirable, and may be a requirement of approval.
23. Event organisers, and their support staff, are required to obey the directions of Council rangers during the course of conducting a special event.
24. Event organisers are responsible for damage to Council facilities or infrastructure which occurs during the course of an event, e.g. damage to Council's irrigation system due to stakes driven into the ground. The cost of repairing or replacing the damaged facilities or infrastructure will be deducted from the security/damage deposit.
25. Prior to, or during the course of, special events, no signs or other objects are to be attached to trees, street/park furniture or public utilities, without the written approval of Council. These must be removed within 24 hours of the event finishing.
26. As a general rule no special event shall commence prior to 8.00am or continue after 11.00pm (exemptions may be granted with the concurrence of the Mayor, in consultation with the General Manager).
27. Organisers of major special events are required to undertake certain measures to reduce traffic and parking impacts as outlined in Section 7.
28. As a general rule the provision of a shuttle bus service shall be a requirement for all major special events. This can be provided by the organisers or by the Council at the organisers expense. The shuttle bus service would normally be expected to travel from the Spit Junction area to and from the event venue.
29. Requests from event organisers regarding the proposed use of any motor vehicles including the parking of vehicles, e.g. SES, Ambulance, exhibition/sponsor's vehicles, must abide by this Policy and other related policies. Exemption may be granted by the Special Event Management Working Group.
30. The organisers of all events are to comply with all relevant environmental protection legislation.
31. No horse, pony or donkey rides are permitted.
32. No sound amplification is to be used at any special event with the exception of a public address system to make important announcements, e.g. prize winners, etc. Exemption may be granted by the Special Event Management Working Group in the case of certain designated community events.

33. All of Mosman Reserves, Beaches and Ovals are Smoke free; organisers to advise all those involved with their event of this policy.
34. It is a condition of approval that event organisers provide a representative to attend the debriefing which follows their event.

## **6. Fees and Charges**

---

In determining an appropriate level of fees and charges the full extent of the commitment of Council staff time and resources, and the impact on the local community, are the primary considerations.

The following fees and charges apply to special events for which Council approval is required in the context of this Policy.

- Application Fee (non-refundable)
- Special Event Management Fee
- Security/Damage Deposit

Events held at Balmoral include an additional surcharge. The differentiation made for Balmoral recognises the popularity of this particular venue for events as a direct result of its aesthetic appeal. The higher fee seeks to generate additional revenue for the maintenance of local scenic values while simultaneously encouraging the use of other areas.

The fees and charges for commercial events are also subject to a further premium, being an additional 20% on Special Event fees otherwise payable under Council's adopted Fees and Charges.

Event organisers are required to lodge a security/damage deposit after the approval of the event has been granted.

Other fees that may apply:

- Late Lodgement Fee
- Charges for Utilities, Cleaning, Waste, Recycling and Additional On-Site Service Provision
- Mosman Junction Banner Fee
- Vertical Banner Fee
- Amusement Permit Fee
- Marquee Fee
- Irrigation Marking Fee
- Key Hire Fee
  
- The minimum period required between lodgement of an application and the staging of an event is as follows:

Minor special event	Three months
Major special event	Six months

Late lodgement of applications is permitted at the discretion of the Special Event Management Working Group but will incur a non-refundable surcharge.

Event organisers are responsible for placing all rubbish and recyclables from the venue and adjacent carriageways into receptacles provided by Council. Event organisers will be billed for the provision of cleaning and collection of additional rubbish and recycling receptacles and for the provision of electricity. The cost of these items will be deducted from the security/damage deposit held by Council if agreeable to the applicant. Alternatively the bond will be held until full payment is received.

The erection of banners across roadways is not included in the Special Event Management Fee and is undertaken by separate application at the cost set out in Council's Pricing Policy.

For information on current date fees and charges please refer to Council's Pricing Policy – Schedule of Fees and Charges available on Council's website [www.mosman.nsw.gov.au](http://www.mosman.nsw.gov.au)

### **6.1 Fee Reductions for Community Events**

Designated Community Events may be eligible for a reduction in fees under the terms of the Financial Assistance Policy and application should be made by completion of the appropriate documentation.

Designated Community Events which take the form of meetings, public addresses, religious ceremonies or performances of a community and non-commercial nature, and which are of less than three hours duration, are exempt from payment of the Special Event Management Fee.

In the event of a Community Event being detrimentally affected by wet weather, the organisers may claim a reduction of up to 50% of applicable Council fees following submission of an audited financial statement.

### **6.2 'Bard on the Beach'**

By virtue of the fact that "Bard on the Beach" represents an anomaly in the range of special events in Mosman, special treatment is proposed. This status is to be reconsidered at the time of each review of this Policy.

The following fees/charges and special conditions shall apply to "Bard on the Beach":

- A non-refundable fee of \$690 shall apply prior to the commencement of each season;
- Revenue collection from spectators shall be on a voluntary donation basis, and this should be made clear in any promotional literature and during each performance;
- A detailed financial statement is to be provided to Council within three months of the conclusion of each season. This should show all costs and revenue including donations and sponsorship, and be accompanied by a statutory declaration that it represents a true and accurate record;
- The support of Mosman Municipal Council is to be acknowledged at each performance and in promotional literature; and
- The performance area is to be left in a clean and tidy condition.

### **6.3 Review of Fees and Charges**

The level of fees and charges is to be reviewed in conjunction with the annual review of Council's Fees and Charges.

## **6.4 Other Matters**

### **i. Conflict with other Council fee structures**

Where there is some overlap between the provisions of this policy and charges levied under other Council policies, e.g. playing field user charges, then only the greater of the two alternative fee structures shall apply. Where an event is specifically exempt from payment of the Special Event Management Fee then any other applicable fees shall apply, e.g. erection of marquees, reserve rent, etc.

Should commercial filming/photography be proposed by the event organisers then this would constitute a further charge in excess of, and separate from, the Special Event Management Fee, in accordance with the relevant policy.

### **ii. Payment of fees and bonds**

If the required fees and bonds have not been paid in full at least twenty-one days prior to the date of the proposed event then Council's approval shall automatically lapse.

### **iii. Refund of fees and bonds**

Where the event for which approval has been obtained is cancelled more than twenty-one days prior to the scheduled date of that event then fees and bonds will be repaid in full (excluding the application fee).

Where the event for which approval has been obtained is cancelled less than twenty-one days prior to the scheduled date of that event then a refund of up to 50% of the Special Event Management Fee may be provided at the discretion of Council's Special Event Working Group. The security/damage deposit will be refunded in full.

Where the event proceeds the security deposit will be refunded (with deductions where appropriate) within 60 days of the holding of the event unless there are mitigating circumstances or other charges are unpaid.

## **7. Traffic and Transport Management for Special Events**

---

Traffic, transport and parking are major considerations in staging any special event in Mosman. The proponent of a particular special event must demonstrate that they have considered this matter, and have put in place measures to reduce impact on the non-event community and to maximise public safety. Council's role is then to assist in the coordination of the event.

To minimise the traffic and transport impact of a major special event, it is critical that the event organiser engages in a positive marketing campaign promoting the use of public transport to the event, whilst emphasising that on-street parking is restricted.

The organiser of a major special event should undertake the following steps to ensure that the traffic and transport impact of the event is minimised:

- Obtain necessary approval from Police.
- Liaise with Police, emergency services and Council staff (including Manager Ranger Services and Traffic Engineer) before, during and after the event.
- Prepare a Traffic Management Plan (TMP) if required in consultation with Council staff, Police and other relevant organisations for consideration by the Local Traffic Committee (LTC).

- Any street closures proposed should be brought to the attention of Council's LTC.
- Undertake pre-event publicity including advertising in local papers noting issues such as road closures and parking restrictions and promoting the use of public transport to the event including information regarding the Public Transport Info Line at [www.131500.info](http://www.131500.info) and where appropriate refer to Council's website at [www.mosman.nsw.gov.au/planning/traffic.html#transport](http://www.mosman.nsw.gov.au/planning/traffic.html#transport).
- Liaise with Sydney Buses for the provision of shuttle bus services to the event.
- Provide directional signage in appropriate locations for participants and spectators.

A 'Guide to Traffic and Transport Management for Special Events' produced by The NSW Police, Local Government and Roads and Maritime Services can be downloaded at [http://www.rms.nsw.gov.au/trafficinformation/downloads/special\\_events\\_guide\\_part1.pdf](http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf)

### **7.1 Event Classifications**

Events are classified into distinct classes depending on the disruption to traffic and transport systems, and disruption to the non-event community. The Classes are as follows:

- Class 1: An event that impacts major traffic and transport systems and there is significant disruption to the non-event community, e.g. an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.
- Class 2: An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example, an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.
- Class 3: An event with minimal impact on local roads and negligible impact on the non-event community, e.g. an on-street neighbourhood Christmas party.
- Class 4: Is an event that is conducted entirely under Police control (but is not a protest or demonstration), e.g. a small march conducted with a Police escort.

Most special events that impact traffic and transport systems and cause disruption to the non-event community, such as Balmoral Burn and Mini Mosmarathon, will fall within Classes 1 and 2. Other special events with minimal impacts on local roads and the non-event community, such as Mudgee Food & Wine Fair and Hunter Uncorked, will fall within Class 3.

### **7.2 Traffic Management Plans & Traffic Control Plans for Special Events**

The Roads and Traffic Authority (RTA) require a Traffic Management Plan (TMP) and Traffic Control Plan (TCP) for events involving road closures or impacting on local roads. The TMP is the plan that describes the entire traffic and transport management for the event. It includes one or more TCPs. A TCP describes the use of traffic control devices such as signs and barriers as its purpose is to safely separate traffic flow from participants in an event, or along the route of the event.

The main reasons for the special events traffic and transport management are:

- To ensure a safe and successful event by complying with the requirements of the Work Health & Safety Act 2011;
- Ensure the safe separation of event patrons, participants and volunteers from traffic;



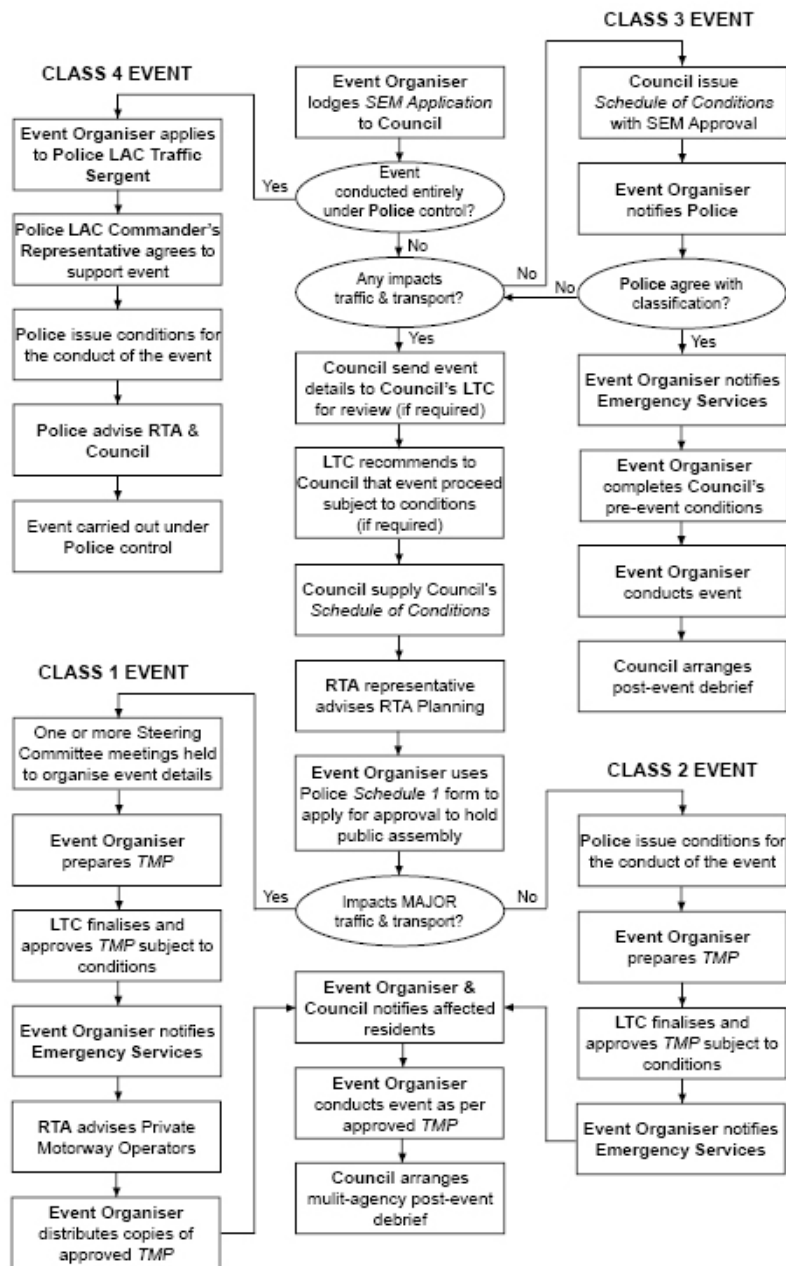
- Manage the reduced capacity of the road system;
- Minimise the traffic impact on the non-event community and the emergency services; and
- Minimise costs.

Council staff can assist in the preparation of TMP for community events, but TCP needs to be prepared by someone who is certified to ensure it complies with AS 1742.3 as required under Work Health and Safety Act and to an accepted standard such as the RTA's 'Guide to Traffic Control at Worksites' Manual. It is recommended that the organiser employs a private traffic controller to prepare the TCP. A TCP is mandatory for Class 1, Class 2 and if required, some Class 3 events.

### **7.3 Traffic & Transport Management for Special Events Process**

**The process for all Classes of events is outlined in the flow chart shown in Figure 1.**

Figure 1: Traffic & Transport Management for Special Events Process



*Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.*

## 8. Waste Management Guidelines

---

A Waste Management Plan (WMP) is to be completed and submitted to Council for all events requiring Council approval where waste will be generated. The WMP **is to be submitted to Council for approval at the time of SEM Application submission** in order to determine waste management requirements and allow for amendments of the plan to be made if required. Events that occur more than twice a year need only submit one WMP per year.

It is the responsibility of the event organiser to:

- Ensure that the actions outlined in the WMP are carried out during the event; and
- Meet all waste management costs associated with the event.

The following requirements and guidelines are to be incorporated into event management and are provided to assist you in completing the WMP and making your event a Waste Wise Event.

For further assistance please contact Council's Waste Projects Officer on 9978 4084.

### 8.1 Packaging Requirements

The types of packaging used in an event will determine what types of waste are produced at an event. By considering the best alternatives for all types of packaging, as well as reducing the amount of packaging used, the amount of waste generated and disposed of at landfill can be reduced.

To achieve this, the most important step is to **avoid** unnecessary packaging in the first place. Consider whether each type of packaging is required, and if it is not, do not purchase or use it, e.g. straws are not often necessary, while ice cream cones are edible and eliminate the need for other types of ice cream containers to be used.

The next step is to purchase or use **reusable** packaging that can either be reused by stall holders and participants or returned to suppliers, e.g. bakery trays can be returned to the supplier, while commemorative reusable wine glasses make a great souvenir for event participants and reduce waste. Discounts for event participants who bring their own food and drink containers etc. is an option to encourage individuals to minimise waste.

Following this, purchasing products and packaging that will be **recycled** at the event and/or contains recycled content is the next best option, e.g. PET soft drink bottles are readily recycled, while many paper products can be purchased that contain recycled content.

Where disposal of packaging is unavoidable, **biodegradable** products such as paper are to be used. Disposable (i.e. non-recyclable) plastic and polystyrene products and packaging are **not** permitted to be used at special events. These items include but are not limited to:

- Cups;
- Food containers;
- Straws;
- Stirrers;
- Cutlery/utensils; and
- Carry bags.

The types and estimated quantities of packaging that will be used in the special event are to be detailed in the WMP and the principles outlined above must be incorporated into

purchasing decisions. The preferred materials for necessary packaging listed below are to be used at special events where available.

<b>Packaging/Item Type</b>	<b>Product</b>	<b>Preferred Packaging/Item Material</b>
<b><i>Delivery Packaging</i></b>	Fruit & vegetables, meat, bread, other	Durable trays, crates, boxes, cardboard boxes
<b><i>Ingredient Packaging</i></b>	Condiments, preserved foods, liquid ingredients	Glass containers, steel cans, liquid paperboard, PET & HDPE plastic
	Meat	Reusable containers
	Bread	Paper
<b><i>Food Containers</i></b>	Takeaway meals, hot food, sandwiches	Reusable containers, cardboard, paper
	Snacks	Cardboard, paper, foil
<b><i>Beverage Containers</i></b>	Hot beverages	Reusable cups, paper, liquid paperboard
	Cold beverages	Reusable cups & glasses, paper, liquid paperboard, PET plastic
<b><i>Utensils</i></b>	Assorted foods	Reusable utensils, cornstarch cutlery
<b><i>Carry Bags</i></b>	Assorted goods	Paper, cloth

## **8.2 Expected Waste Profile**

The types and quantities of all materials expected to be generated for waste disposal and recycling are to be identified in the WMP. This includes:

- Packaging and materials sold at stalls;
- Packaging and materials used in preparation by stall holders; and
- Items expected to be brought into the event site by the public or other event participants.

Additionally, on-site collection methods for each material category are to be identified in the WMP.

## **8.3 Waste Collection and Disposal**

Waste collection and disposal services can be provided at a cost by Council contractors or event organisers may employ their own waste and recycling contractor.

### **8.3.1 Council Waste Contractors**

If Council's contractors will be providing the waste collection and disposal service for the event, indicate this in the corresponding section of the WMP and provide the following details only:

- Items to be collected for recycling;
- The anticipated number and type of bins required for waste and recycling; and

- Arrangements for the removal and recycling of organic waste where organic waste is to be collected for recycling (not provided by Council).

Arrangements for waste and recycling services provided by Council contractors will be discussed with the event organiser.

### **8.3.2 Private Waste Contractors**

If private contractors will be providing the waste collection and disposal service for the event, the following information is to be provided in the WMP:

- Waste and recycling contractor contact details;
- Items to be collected for recycling;
- Number, type and size of waste and recycling bins to be used;
- Signage to be used on waste and bins;
- Bin servicing frequency and procedures;
- Access locations for waste collection vehicles; and
- Arrangements for the removal and recycling of organic waste where organic waste is to be collected for recycling.

### **8.3.3 Collection Facilities**

Adequate facilities must be provided for the collection of waste and recycling within the event and adjacent areas.

Separate waste and recycling bin stations are to be provided for the public and for stall holders. The bin stations should be located where they are most required:

- For the public, this will be in thoroughfares and eating areas; and
- For stall holders this will be in preparation areas preferably away from public view.

All recyclable materials generated at special events must be collected for recycling. Items that can be collected for recycling by Council's contractors include:

- Paper;
- Cardboard;
- Glass;
- PET plastic (marked no. 1);
- HDPE plastic (marked no. 2);
- Aluminium & steel cans; and
- Liquid paperboard (milk & juice cartons).

Private recycling contractors should also be considered for recycling of other materials.

It is recommended that the collection and reprocessing of organic material (food scraps, soiled paper/cardboard items, cornstarch products) be undertaken at events where more than 0.5m<sup>3</sup> of this waste is generated. The use of mobile worm farms is an option for the on-site collection and reprocessing of organic waste and is a useful educational tool for event participants.

To ensure effective waste and recycling collection systems are implemented, recommendations for the set up of waste and recycling stations are provided below:

- The collection system should reflect expected waste streams. It is common to have separate collection bins for waste, container (commingled) recycling, paper/cardboard recycling and organic (compostable) waste;
- Bins within a bin station are to be aligned in a row with at least one waste bin to prevent contamination of the recycling streams;
- 240L or 120L mobile garbage bins (MGBs) should be used for waste and recycling collection;
- Bin caps should be used for waste and recycling stations;
- All waste and recycling bins/bin caps are to be clearly labelled with approved standard signage that indicates the types of materials accepted. For bins, signage is to be placed on the lid and sides of the bin;
- Overhead signage on waste and recycling stations assists event participants in locating stations; and
- Where bin liners are used in organic waste bins these should be made of compostable material such as paper or cornstarch.

Servicing of waste and recycling bins is to be carried out regularly throughout the event to ensure that a build up of materials and littering does not occur.

Staff/contractors who are managing the servicing of waste and recycling bins are to be familiar with the event waste management system. All waste and recycling is to be transported to a licensed waste recycling and disposal facility.

All liquid wastes generated during the event must be collected, stored and removed from the site in accordance with the Protection of the Environment Operations Act for disposal at a licensed facility.

#### **8.4 Promotion and Education**

The promotion of waste minimisation initiatives that are undertaken during a special event will assist participants in using waste and recycling facilities, promote awareness of waste minimisation among participants and will present a positive environmental image for the event.

A list of promotion and education initiatives to be undertaken for the event is required in the WMP. Suggestions for activities that may be undertaken as a minimum include:

- Incorporating a waste wise section into event advertising (e.g. newspaper ads, internet site, event program);
- Signs at stalls promoting use of event recycling facilities;

- Clear signage on all waste and recycling containers. Signs should comply with Department Environment and Conversation standards; and
- Educating staff to man recycling stations and assist participants in using bins correctly.

### **8.5 Site Cleaning**

All litter and waste must be removed from the event site after the event and responsibly disposed of. The event organiser is to ensure that the site is left in a clean state following the event equal to pre-event condition. A Council Officer will conduct a final inspection.

The WMP is to detail arrangements for cleaning of the event site during and after the event as follows:

- Nominated cleaning contractor/staff;
- Frequency of cleaning activities;
- Litter prevention actions; and
- Final clean up practices.

### **8.6 Monitoring & Evaluation**

Evaluation of waste minimisation initiatives is valuable in determining how much waste generation was reduced and will assist event organisers in waste management planning for the same or other events in the future. Examples of monitoring initiatives are as follows:

- Estimating the volume of waste generated compared to recycling collected by comparing the number of waste bins filled to recycling bins filled;
- Quantities of products sold, including the packaging type; and
- A waste audit to enable calculation of performance indicators including recycling recovery rate, recycling contamination rate and diversion rate.

Recycling recovery rate – refers to the quantity of material recovered from a product group as a percentage of total consumption quantity of that group.

Recycling contamination rate– refers to the quantity of non-recyclable material present in the recycling stream as a percentage of all materials present in the recycling stream.

Diversion rate– refers to the percentage of material in the total waste stream diverted from disposal.

### **8.7 Funding**

In order to carry out an effective waste wise event, funding for waste management costs identified in the WMP need to be addressed. Examples of funding options are listed below:

- Surcharge on products sold;
- Stall holder fees;

- Refundable deposits on reusable food ware and drink ware packaging; and
- Sponsorships.

### **8.8 Compliance**

Event organisers must follow the actions outlined in the approved WMP. Failure to comply with the approved WMP may result in the following penalties being imposed by Council:

- Part of the deposit being retained to cover any cleaning and/or disposal costs; and
- Fines under the Protection of the Environment Operations Act 1997 for littering or dumping.

The Waste Avoidance and Resource Recovery Act requires that material separated for recycling cannot be landfilled.

### **8.9 Further Assistance**

If you would like assistance in completing the WMP you may contact Council's Waste Projects Officer on 9978 4084.

For useful information on all aspects of conducting waste wise events you can go to [http://www.epa.nsw.gov.au/warr/WWE\\_Home.htm](http://www.epa.nsw.gov.au/warr/WWE_Home.htm).



## APPENDIX A – EXAMPLES OF HAZARDS

The following checklist items are not exhaustive. They can be used as a prompt in risk identification.

### Security

- Weapons
- Explosives
- Bomb threats
- Magnetometer and bag checks
- Public perception
- Restricted items
- Cloaking
- Cash handling
- Confiscation

### People

- Security staff numbers
- Patron demographics
- Inappropriate use of staff
- Alcohol
- Serial pests
- Training/induction
- Lack of relevant certification/licences
- Backgrounds checks of staff
- Cultural issues

### Plant

- Training
- Certification
- Supervision
- Maintenance
- Isolation/segregation – people
- Hand tools
- Registered plant, e.g. lifts, escalators and pressure vessels

### Hazardous Substances/ Dangerous Goods

- Pesticides
- Fuel storage
- Cleaning products
- Water/waste water
- Pyrotechnics
- Fire arms and ammunition
- Asbestos
- Inappropriate labelling
- Poisons
- Acids

### The event

- Track invasion
- Communication equipment
- Asset protection
- Access controls for volunteers
- Entry control

### Legal

- Overuse of security powers

- Interaction with law enforcement agencies
- Lack of legal compliance
- Unsolicited acts of violence

### Planning

- Poor interface with stakeholder
- Lack of confidentiality of security plans
- Possible acts of terrorism
- Emergency management
- Contingency planning
- Surveillance

### Accessibility

- Lifts
- Ramps
- Parking
- Public transport
- Signage
- Access to venues
- Egress
- Seating

### Materials handling

- Mechanical handling
- Plant
- Food handling
- Furniture fixture and equipment
- Venue design
- Functionality
- Transport between venues/locations/storage
- Excess weight and height
- Condition of terrain

### Field of play (FOP)/equipment

- Proximity of audience to FOP
- Officials
- Throwing objects on to FOP
- Sport projectile
- Appropriate activity for venue
- Traffic management
- Safe crossing
- Promotion activities without consideration of safety issues
- Patron management
- Overloading venue
- Mosh pits
- Appropriateness of signage
- Access to FOP for entertainment
- Weather
- Cameras and equipment
- Emergency egress
- Crowd communication
- Crowd invasion
- FOP regulations (e.g. international federations)

- Exclusion zones

### Contractors

- Coordinating contractors
- Communication expectations
- Legal compliance
- Historic standards
- Job safety analysis
- Sub-contractor
- Casual labour
- Training
- Induction
- Accreditation
- Contracts
- Competence
- Management – no monitoring/supervision
- Plant and equipment

### Vehicle safety

- Maintenance
- Security of vehicles
- Vehicle/people segregation
- Speed
- Refueling
- Parking supervision
- Lack of training
- Permits and certification/licensing
- Outdoor broadcast vehicles
- Working at height
- Electrical safety
- Slips and trips
- Inappropriate use of paths
- Accessibility during emergency management
- Loading operations – docks and people

### Staff

- First aid
- Food preparation
- Fatigue
- Conditions – excessive heat/cold
- Competency/suitability
- Working alone
- Confined spaces
- Violence/bullying
- Welfare – breaks, sunscreen, dehydration, etc
- Cultural issues
- Transport

### Working at height

- Scissors lifts
- Safety harness
- Scaffold
- Abseiling

- Winches
- Ladders
- Overhead power lines
- Edge protection
- Camera platforms
- Rigging/lighting

#### **Slips and trips**

- Electrical cables
- Uneven ground, loose surfaces
- Weather
- Flooring design/surfaces
- Design of barriers
- Lighting
- Outdoor event
- Queuing systems
- Edge protection
- Climbing for vantage points
- Inappropriate footwear

#### **Electrical safety**

- Qualification of contractors
- Power supply – no spiking, lack of continuity
- Overloading systems
- Power tools
- Faulty insulation
- Underground services
- Protection of leads
- Cables/height/pathways
- Location in relation to other equipment

#### **Construction**

- Working at heights
- Temporary structures
- Unauthorised access
- Maintaining public access
- Plant
- Council/building code approval
- Electrical safety
- Slips/trips
- Interface operations
- Weather
- Coordinating sub-contractors
- Contractor management

#### **Fire safety**

- Evacuation plans
- Fire prevention plan
- Dangerous Goods storage
- Knowledge and use of equipment
- Appropriate fire fighting equipment
- Obstruction and security of fire fighting equipment
- Pyrotechnics
- Warning and communication system
- Fire ban days
- Policies and procedures

#### **Manual handling**

- Excessive weight
- Mechanical aids
- Suppliers' packaging
- Loading/unloading reefers
- Excited volunteers
- Carrying
- Time lines
- Lack of staff
- Crowd control – security logistical planning
- Training

---

## SPECIAL EVENTS OPERATIONS MANUAL

### 1. Introduction

---

The primary purpose of the Operations Manual is to assist Council staff, and staff of other relevant agencies, to understand the background to and administration of the Mosman Special Event Management Policy (hereon referred to as the “Policy” and “SEM Policy”).

Successful event management involves many people undertaking separate tasks in a coordinated manner. In Mosman this involves staff from every section of Council, staff in several other state agencies, staff of companies and clubs, as well as volunteers. Events must be managed in accordance with not only Council’s own policies, but also various state laws and regulations.

Only a small portion of this effort is visible to the general public. Even if the event runs smoothly there may be some negative feedback as some degree of inconvenience can be experienced by local residents. If the event is poorly managed, however, the impact can be profound with damage to property and to the natural environment, with public safety threatened, and with widespread dissatisfaction by visitors and local residents alike.

The potential positive aspects of holding special events include:

- Income and exposure for local businesses;
- Opportunity for fund raising for local charitable causes;
- Provides interesting and enjoyable leisure pursuit for local residents and visitors;
- Opportunity to showcase local area/civic pride; and
- Contributes to a sense of community and fellowship.

The potential negative aspects of holding special events include:

- Traffic congestion and parking difficulties;
- Noise impacts;
- Impacts on the natural environment;
- Disruption of local lifestyles and routines; and
- Increased possibility of anti-social behaviour occurring.

It is not the intention of the Policy to place insurmountable obstacles in the path of event organisers. It is fair, however, that event organisers shoulder much of the burden in order for Council to properly fulfil its obligations to the community within the constraints of the resources available to it. One aspect of this, the requirement for greater documentation, is an unfortunate reality now amongst both business and government as a result of heightened demands for quality and accountability.

Many events do not require Council approval to proceed. These include, e.g. functions on private property and certain events taking place on Sydney Harbour. In such cases Council still endeavours to minimise impacts but is relatively powerless to influence the nature of the event

itself. With improved liaison and coordination between Council and other agencies, however, local needs will be better understood and taken into account and negative impacts minimised.

## **2. Special Events in Mosman**

---

There are a range of special events now taking place on areas controlled by Mosman Council. These include:

- Bard on the Beach;
- Sirius Cup Regatta;
- Balmoral Swim for Cancer;
- Easter Sunday Service;
- ANZAC Dawn Service;
- Balmoral Burn;
- Mini Mosmarathon;
- Mudgee Wine and Food Fair;
- Hunter Valley Uncorked at Balmoral; and
- Carols by Candlelight.

There is considerable variation in terms of theme, scale, and duration. The themes include sporting/recreational, religious and charitable, and cultural. The scale varies from the lows 100s to in excess of 10,000 people. The duration varies from two hours to several days.

While some people speak of 'commercial' and 'non-commercial' events, in practice such a differentiation is by no means 'black and white'. Almost all of the events involve cash changing hands, and it is only at the two ends of the spectrum that the situation is relatively clear-cut.

In addition there are a number of special events which take place outside the Mosman Local Government Area, but which require management input by Mosman Council. These include:

- New Years Eve fireworks;
- Australia Day celebrations on the Harbour;
- Boxing Day - Start of Sydney Hobart Yacht Race; and
- Various sailing Regattas.

Council continues to receive requests to hold additional special events, no doubt due in part to the success of these current events.

### **3. Related Policies or Regulations**

---

#### **3.1 Related Council Policies**

Apart from the SEM Policy, the key Council policies affecting the management of special events include:

Mosman Council's Policy Register

Community Grants and Assistance Policy  
School Activities on Reserves  
Fireworks and Ceremonial Fires on Council Land  
Sporting Fields - Use and Maintenance of  
Sustainable Event Management Policy

Mosman Council's Pricing Policy

Special Event Management  
Amusement Rides/Jumping Castles etc on Ovals and Reserves  
Banner Fees  
Commercial Photography Commercial Use Reserves  
Fires and Fireworks Displays on Council Property  
Marquee Erection (or structure other than amusement device)  
Marquee Hire Fee  
Reserve Rents  
Special Fee Waiver Category - Event Bookings

Certain other Council policies which also have varying degrees of influence on special events management include:

Mosman Council's Policy Register

Commercial filming/photography  
Reserves/Beaches etc - Commercial Activities  
Management of Smoking in Public Places Fundraising by Council in Support of Charitable Organisations  
Road Closures – Temporary Street Parties/Fairs – Road Closures Parks and Garden Policy

The level of applicable fees and charges are reviewed annually and published in Council's Pricing Policy.

Further information concerning these policies can be obtained from Mosman Council's website at [www.mosman.nsw.gov.au](http://www.mosman.nsw.gov.au). Click on 'Search & Sitemap' then type 'Policy Register' and/or 'Pricing Policy' in Site Search field.

Where appropriate such policies are being progressively amended or rescinded in accordance with the provisions of this Policy, with a view to simplifying the overall situation.

Where a discrepancy occurs between the provisions of pre-existing Council policies and the provisions of the SEM Policy, then the provisions of this policy shall prevail. An exception to this rule is adopted Plans of Management or formal planning instruments which shall remain in force until formally amended.

The issue of which activities are suitable or unsuitable in specific locations will normally be addressed in the context of the Plan of Management for that area. Where feasible therefore,

policies relating to the management of open space should be incorporated into the Plan of Management for that area.

### **3.2 Relevant Legislation**

In addition to Council policies there are several pieces of legislation which influence the use and management of public open space and the holding of special events.

The key pieces of legislation are listed below..

#### **3.2.1 The Crown Lands Act 1989 (NSW)**

The Crowns Lands Act 1989 (NSW) sets out a number of provisions determining the appropriate use of reserves as well as the requirement for the preparation of Plans of Management. Details of this legislation are viewable at [www.austlii.edu.au/au/legis/nsw/consol\\_act/cla1989134/index.html](http://www.austlii.edu.au/au/legis/nsw/consol_act/cla1989134/index.html).

#### **3.2.2 Environmental Planning and Assessment Act 1979**

There are several provisions of the Environmental Planning and Assessment Act which may have a bearing on the conduct of special events, in particular the requirement to lodge a Development Application as set out in Part 4 of the Act.

The approach of requiring a Development Application for special events has not been utilised in Mosman to date, with the view being held that this approach is more appropriate in the case of permanent or semi-permanent changes in land use particularly in cases involving the erection of structures.

Please refer to [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au) for more information or view the Act at [www.austlii.edu.au/au/legis/nsw/consol\\_act/epaaa1979389/](http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/).

#### **3.2.3 NSW Food Act 2003 and Australia New Zealand Food Standards Code**

Food premises and businesses are required to comply with the NSW Food Act 2003 and the Australia New Zealand Food Standards Code.

Under the NSW Food Act 2003, all food handling businesses including food stall holders at temporary, periodic and/or one-off events in NSW are required to "notify" their details to the NSW Food Authority. The only exceptions are those food businesses in certain industries which are directly licensed by the NSW Food Authority. This is free online at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) or via Council for a fee set annually in the Pricing Policy - Schedule of Fees and Charges.

The Australia New Zealand Food Standards Code is a cooperative arrangement between Australia and New Zealand to develop and implement uniform food standards relating to:

- Standards which apply to all foods;
- Standards affecting particular classes of foods;
- Food hygiene issues; and
- Standards dealing with the primary production of food.

The NSW Food Act 2003 is viewable at [www.austlii.edu.au/au/legis/nsw/consol\\_act/fa200357/](http://www.austlii.edu.au/au/legis/nsw/consol_act/fa200357/) and the Australia New Zealand Food Standards Code is viewable at <http://www.foodstandards.gov.au/code/Pages/default.aspx>

Inspections of stall holders selling food will be charged in accordance with Council's Pricing Policy.

#### **3.2.4. Protection of the Environment Operations Act 1997**

Under the Protection of the Environment Operations Act (POEO Act), the pollution of any waters is absolutely prohibited unless pollution is pursuant to a license. The Act provides that a person is deemed to have polluted waters if they place any matter in a position where it actually is likely to fall, descend, wash, be blown or percolate into any waters, onto the dry bed of any waters or into any drain channel or gutter.

Attention is also drawn to the POEO Act provisions relating to air pollution offences and the requirement for the operator to maintain plant in an efficient condition and to operate plant in a proper and efficient manner.

Attention is also drawn to the POEO Act provisions relating to littering where a person who deposits litter in or on a public place or open private place is guilty of an offence.

Under the POEO Act it is an offence to release 20 or more balloons at or about the same time if the balloons are inflated with a gas that causes them to rise in the air.

It is also an offence under the POEO Act to deposit advertising material in or on a vehicle regardless of whether the vehicle is situated on a public place or open private place.

A breach of the POEO Act is a strict liability offence which attracts penalties from \$500.

The POEO Act also regulates air pollution emissions including odours, smoke and invisible gases.

Under the POEO Act it is an offence to allow offensive noise to be emitted from public premises or made in a public place.

Public address systems which are used in conjunction with outdoor events commonly cause annoyance if used inappropriately. Consideration should be given to times of use, speaker position and direction, and sound level and Council regulations governing the use of public address systems.

A complete version of the POEO Act can be viewed at [www.legislation.nsw.gov.au/viewtop/inforce/act+156+1997+first+0+N](http://www.legislation.nsw.gov.au/viewtop/inforce/act+156+1997+first+0+N).

#### **3.2.5 Local Government Act 1993 and Approvals Regulations**

The Act contains provision for the carrying out of Plans of Management for open spaces areas, such as has occurred at Balmoral. Plans of Management for other reserves are also proposed.

Approvals under this Act may also be required for the erection of temporary structures and also Work Cover licenses may be required for amusement devices.

A complete version of the Local Government Act can be viewed at [www.legislation.nsw.gov.au/fullhtml/inforce/act+30+1993+CD+0+N](http://www.legislation.nsw.gov.au/fullhtml/inforce/act+30+1993+CD+0+N) or from the NSW Division of Local Government website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

### **3.2.6 Work Health and Safety Act 2011, and Work Health and Safety Regulation 2011**

The laws contain new provisions that require employers (or the event organiser) to consult with employees on health and safety matters and eliminate or control risks.

The Work Health and Safety Act 2011 is viewable at <http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx> and the Work Health and Safety Regulation 2011 can be downloaded from the WorkCover Authority of NSW website <http://www.workcover.nsw.gov.au/Pages/default.aspx>

### **3.2.7 Waste Avoidance and Resource Recovery Act 2001**

The objects of this Act include reduced consumption of natural resources and provision for the continual reduction in waste generation by encouraging the avoidance of waste and the reuse and recycling of waste.

The Waste Avoidance and Resource Recovery Act 2001 is viewable at <http://www.environment.nsw.gov.au/legislation/DECCActssummaries.htm#waarra>.



---

#### **4. Liaison with other Public Agencies**

---

An essential element in successful event management is close ongoing coordination between Council and other relevant agencies.

“**Relevant agencies**” are seen to include:

- Police and Water Police
- State Emergency Service
- Fire Brigade
- Ambulance / St John Ambulance
- State Transit Authority of NSW
- Office of Environment and Heritage
- National Parks and Wildlife Service
- Sydney Harbour Federation Trust
- HMAS Penguin
- Defence establishments
- Taronga Zoo
- Neighbouring Councils
- Roads and Maritime Services

Clearly the agencies with which Council will need to work most closely will vary according to the nature, location and scale of the event.

In addition, Council takes the following steps to facilitate closer coordination:

- Notifies Harbourside Police and other relevant public agencies at the time of each major review of this Policy;
- Ensures the event is publicised in the local media including details such as street closures, parking restrictions, etc (major special events only);
- Arranges for a debriefing meeting involving relevant Council staff and representatives of public agencies to be held periodically throughout the year in addition to informal debriefing within one week of the major special event;
- Identifies and exchange mobile telephone number/s for the event organisers, Council staff and contractors, Police, and representatives of other agencies, prior to the holding of any special event; and
- Attends any other such meetings as are called by relevant agencies in relation to special events or policy development relating to special events.

---

## **5. Administration of the Policy**

---

The management of special events involves staff from all areas of the Council, and hence is managed by way of a Special Events Management Working Group (SEMWG) which meets on an 'as-needed' basis. A list of members of the SEMWG is detailed in Appendix 1, consisting of the Council staff who have the greatest degree of involvement in the management of special events.

The SEMWG prepares a report (with a recommendation) in relation to each application to hold a special event. Each report is considered by the General Manager who is empowered to grant approval under delegated authority from Council.

In the case of applications for major special events which have not previously been held in the Mosman area, then the SEMWG (following consultation with the General Manager) submits a report to Council with a recommendation to either reject an application or approve it subject to conditions.

In the 12 months following an Ordinary Council Election, each application for a Major Special Event that has been approved by the previous Council must also be referred to the new Council for determination. If Council formally withdraws its support for a Major Special Event, future applications in relation to that event may be determined only by a resolution of Council.

The SEMWG also makes recommendations concerning the level of security/damage deposit to be required for each event.

The administrative processes followed are set out in Appendix 2 (Council Special Event Approval Process) and Appendix 3 (Council Special Event Coordination Process). Appendix 4 (Checklist of Council Special Event Management Forms) provides a guideline as to the forms required by Council.

In situations where an application essentially complies with the requirements of this Policy but with minor variations, then the SEMWG may approve the application subject to conditions and the agreement of at least two of the relevant ward Councillors. An example of this might be, e.g. a walkathon proposed to commence prior to the 8.00am starting time specified in the Policy.

Those whose applications for special events are rejected may seek a further determination based on the submission of additional supporting material to the SEMWG. In the case of applications to hold a major special event the General Manager may, at his or her discretion, elect to have the matter considered by the Council.

The SEM Policy is to be periodically reviewed and amended as required. The frequency of reviews shall be not more often than once per year, and at least once every three years.

---

## **6. Community Consultation**

---

Mosman Council is committed to providing open and democratic governance and welcomes constructive input from members of the Mosman community on special event management as with a wide range of other issues.

At the same time it must be recognised that the purpose of this Policy is to provide a clear and consistent direction on the issue of special events, and in so doing avoid an inconsistent and ad hoc approach to the issue.

Written submissions are welcomed and are to be addressed to Council's Events & Marketing Coordinator. Submissions will be reviewed by the SEMWG consisting of relevant Council staff, and will be considered in the next major review of the Policy.

The process set out in this Policy also calls for community notification regarding upcoming special events in order that residents can plan for any changes in the normal traffic/parking situation. Those proposing special events are expected to play an active role in this process.

In addition, community input on special events such as letters after events have taken place, will be studied by the SEMWG as part of an ongoing process of reviewing and fine-tuning the Policy and Operations Manual.

## APPENDIX 1 - SPECIAL EVENT MANAGEMENT WORKING GROUP

The Special Events Management Working Group consists of Council Staff who have the greatest degree of involvement in the management of special events and meets on an 'as-needed' basis.

The members of the Special Event Management Working Group and their key responsibility areas are:

### Community Development Department

**Events & Marketing Coordinator:** Reviews Policy, liaise with local community and public agencies on matters relating to special events, liaise with event organisers, coordinates process of application approval, and coordinates implementation of Council's responsibilities in special events.

Where special events relate to specific segments of the community then the relevant member of Community Development staff will participate, e.g. Youth Development Officer will contribute to youth-related special events.

### Corporate Services Department

**Administration Assistant (Bookings):** Ensures observance of other Council policies, booking of site, marquee, banner space, and coordinates hire of keys.

### Environment and Planning Department

**Manager Compliance:** Ensures observance of Council regulations, management and policing of parking, site inspections, allows access to sites, liaise with Police.

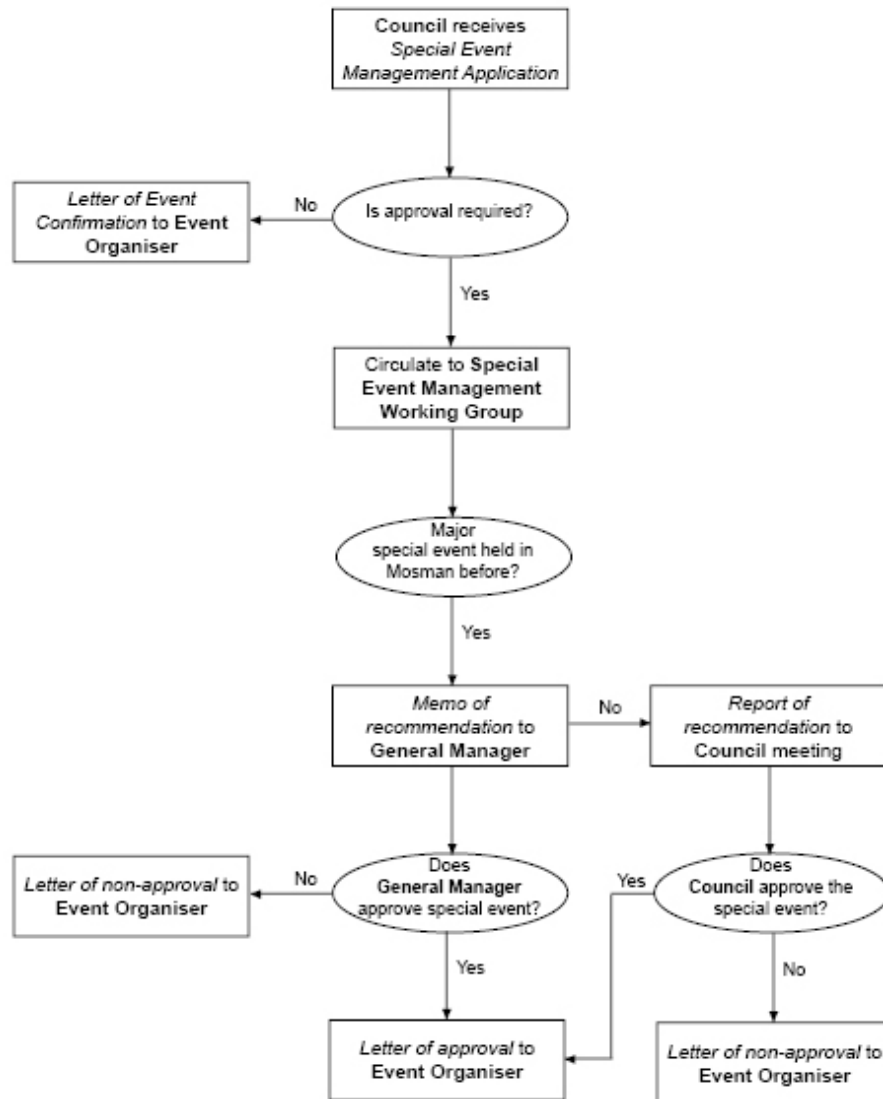
**Team Leader – Service Contracts and Waste Projects Officer:** Management of waste, cleaning and recycling, management of food and beverage stalls, and management of other environment and health-related legislation, regulations and Council policies.

**Team Leader Open Space and Parks Supervisor:** Site maintenance, enhancement, rehabilitation, marking of irrigation system.

**Traffic Engineer:** Plans of Management, and transport implications of special events management.

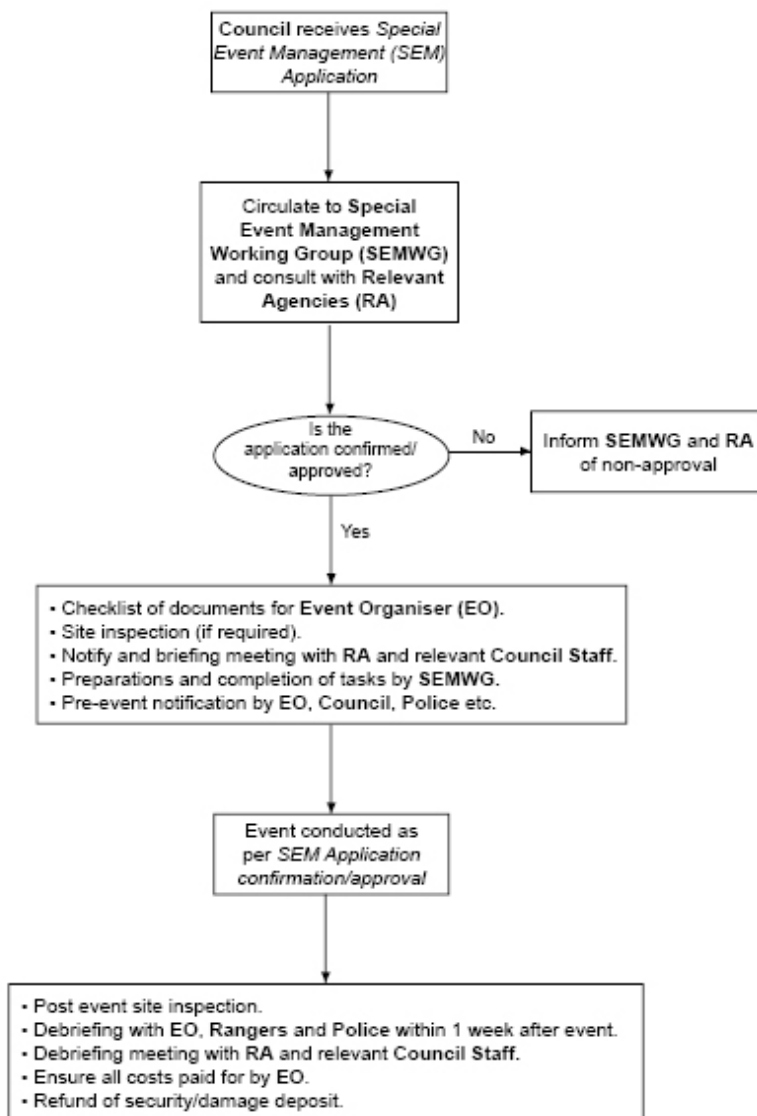
## APPENDIX 2 - COUNCIL SPECIAL EVENT APPROVAL PROCESS

Following is a flow chart of Council's approval process for special events.



### APPENDIX 3 - COUNCIL SPECIAL EVENT COORDINATION PROCESS

Following is a flow chart of Council's coordination process for special events. Please note it is a recommended procedure guideline.



## APPENDIX 4 - CHECKLIST OF COUNCIL SPECIAL EVENT MANAGEMENT FORMS

Following is a checklist of the forms required by Council. Please note not all forms are required and other forms may also be required depending on the nature of the event and the requests of the event organiser.

### CHECKLIST

Document	Required	Due (prior to proposed date of the event)
<input type="checkbox"/> Application to Conduct a Special Event form (SEM Application)	✓	> 6 months for a major special event > 3 months for minor special events
<input type="checkbox"/> Sustainable Event Management Plan	✓	At time of SEM Application submission
<input type="checkbox"/> Site plan/layout/map	✓	At time of SEM Application submission
<input type="checkbox"/> Event program/run Sheet	✓	At time of SEM Application submission
<input type="checkbox"/> Certificate of Currency – Public Liability Insurance noting Mosman Council as an Interest Party	✓	>2 weeks
<input type="checkbox"/> Completed Indemnity form	✓	>2 weeks
<input type="checkbox"/> Risk Management Plan	✓	> 2 weeks
<input type="checkbox"/> Notification acknowledging acceptance of special event approval conditions	✓	> 2 weeks
<input type="checkbox"/> Post event feedback	✓	< 2 months after the event
<input type="checkbox"/> Traffic Management Plan	As required	> 6 months for a major special event > 3 months for minor special events
<input type="checkbox"/> Police Schedule 1 Form: Notice of Intention to Hold a Public Assembly	As required	> 3 months to Police - Harbourside Local Area Command
<input type="checkbox"/> Application for the Erection of a Street Banner at Military Junction and/or Vertical Banners form	As required	> 3 months
<input type="checkbox"/> Aquatic Licence application and approval	As required	> 2 months
<input type="checkbox"/> Application to Erect a Marquee on Council Controlled Land form	As required	> 1 month
<input type="checkbox"/> Key Hire form	As required	> 1 month
<input type="checkbox"/> Liquor Licence approval	As required	> 2 weeks
<input type="checkbox"/> Copy of notification to residents	As required	> 2 weeks
<input type="checkbox"/> Audited financial statement	As required	< 3 months

All required forms are available from Mosman Council.