SPECIAL EVENT MANAGEMENT POLICY

Amendments

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Purpose/Explanations

This policy guides the management and approval of special events in Mosman. An Operations Manual has also been developed as a companion document to this policy and acts as a practical application of special events management considerations and assists in the implementation of the Policy.

The Special Event Management Policy (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 to grant approval. For applicable fees and charges refer to the Council website https://mosman.nsw.gov.au/council/policies-forms/forms. 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.

Applicants intending to submit an application to hold a special event should read the Policy and obtain an application form from Mosman Council's website mosman.nsw.gov.au. Applicants will also need to present Council with a plan of the park or open space area in which the event is intended to be held as it is necessary to show to Council the location of any structures and/or the various activities which are proposed.

If the application is approved, a letter of approval will be issued by Council. That letter, together with the original application, will constitute a binding agreement between the applicant and Mosman 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 (nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide) 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 Transport for NSW can be downloaded free of charge at transport.nsw.gov.au/system/files/media/documents/2024/guide-to-traffic-and-transport-management-for-special-events.pdf; and
- Useful information on all aspects of conducting sustainable events at epa.nsw.gov.au/Your-environment/Recycling-and-reuse/business-government-recycling/waste-wise-events.
- Council will consider applications in reference to this Policy and the Operations Manual. Applications will be considered by the Special Events Working Group and approvals determined by Council resolution.

The appropriate Council contact for public enquiries concerning the administration of the Special Event Management Policy is Council's Events and Marketing Coordinator who can be contacted on (02) 9978 4050 or events@mosman.nsw.gov.au.

The appropriate Council contact for public enquiries concerning the administration of the other Council policies related to events on open space areas is Council's Venue Coordinator who can be contacted on (02) 9932 4502 or venuehire@mosman.nsw.gov.au.

1. Scope

The Policy focuses on large organised 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,

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."

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, the commencement of the Sydney to Hobart Yacht Race;
- 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 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;
- The event will involve the sale of food or alcohol from the event organiser or vendors;
- The event will involve amplified music or announcements; and/or
- The event will involve 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 Mosman area provided they are of benefit to 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 Council will take into consideration 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 local community expectations;
- To strike a careful balance between community use and preservation and maintenance of highly valued open spaces in Mosman;
- 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 impacts 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 reasonable practicality, that the following measures of 'carrying capacity' are not exceeded:
  - Physical carrying capacity - the number of people/cars that can fit in a given area
  - Ecological carrying capacity - the use and impact that the local environment can withstand before unacceptable and/or irreversible damage occurs
  - Social carrying capacity - the number of people that can use an area before most the experience of participants is of excessive over-crowding
- To ensure that inconvenience to the Mosman community is minimised;
- To ensure that adequate revenue is returned to Council (where appropriate) for event management costs and the rehabilitation and enhancement of event venues;
- To ensure that Council fully meets its obligations in terms of relevant legislation.

3. Types of Special Events

This Policy defines special events across the following five types:

EVENT CATEGORY	NUMBER OF PARTICIPANTS/ATTENDEES	
	>250 and <1000	>1000
Community	***Minor Community Event***	***Major Community Event***
Public	***Minor Public Event***	***Major Public Event***
Private	***Minor Private Event***	

Please note Mosman Council does not permit Major Private Events.

3.1 Major and Minor Events

The primary factor from a management perspective is the scale of the event. The Policy therefore makes the following differentiation:

> A "**Minor**" event is an event for which the anticipated number of participants and attendees exceeds 250 people but does not exceed 1,000 people.
>
> A "**Major**" event is an event for which the anticipated number of participants and attendees exceeds, or is expected to exceed, 1,000 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 event outcome, or the scope of potential impacts. Council's consideration of legal liability and 'duty of care', is unaffected by a Community, Public or Private categorisation.

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.

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.

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

1. The event organisers are Mosman residents, work in Mosman or are a Mosman-based organisation;
2. 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.

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, Council also requires a copy of the audited accounts for the organising body.

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.

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. As noted, Mosman Council does not permit Major Private Events.

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

Smaller events will commonly fall under the umbrella of Council's Pricing Policy, particularly in relation to use of reserves at Balmoral, Clifton Gardens, Rosherville, The Spit, Sirius Cove and Rawson Oval Cairn for wedding ceremonies and other gatherings.

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.

3.4 Neighbourhood Street Parties

Council may allow a temporary road closure to facilitate neighbourhood street parties, subject to Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS) approval by the Local Traffic Committee.

Fees, insurance, liability, and indemnity requirements may be applicable, dependent on scale and number of attendees.

Useful sources of information for neighbourhood street party organisers:

- Mosman Council's Neighbourhood Street Parties requirements listed on https://mosman.nsw.gov.au/residents/resident-services/get-togethers
- Transport for NSW guidelines for permits for neighbourhood activities available at https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/using-roads-bridges-and-other-structures-for-0#:~:text=Road%20event%20permits%20are%20available,events%20organised%20by%20nearby%20residents.

Key Considerations

Factors which are considered when determining the merit of, and management response to, special events are listed below. These factors need to be addressed in detail by applicants.

- Date and time of event and proposed location;
- Expected number of participants and attendees;
- Details of charges to event participants and/or attendees;
- 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;
- References and contact details for relevant staff at other Councils related to previously held a special events by the organiser;
- Nature and extent of involvement by local service clubs/community groups, and local businesses;
- 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;
- Litter collection on the site and in surrounding streets;
- 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 John 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;
- Provision of electricity, including possible use of generators;

- 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, noise amplification and monitoring; 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.

Please consult the considerations and requirements outlined in the Application Form, The Special Events Operations Manual and the checklist contained therein.

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 in order to effectively manage the impacts of a particular event. Applications will be considered by the Special Events Management Working Group.

1. Applications for special events will only be considered if submitted via 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 fee will apply and in certain cases the application may not be accepted.
3. Approval for special events are granted on a year-by-year basis.
4. A new Council will consider and determine approval for 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. Special Events recommended for approval will be subject to additional special conditions that will be attached to Council's approval, the aim of which is to address management, risk mitigation and successful delivery of specific aspects of the proposed event and to maximise the extent to which The Policy's objectives are realised.
8. To minimise the impact of special events on the amenity of Balmoral Reserves, applications for new special events at Balmoral are unlikely to be approved. This is to ensure that physical, ecological and social carrying capacity of the area is not exceeded and a careful balance between community use and preservation of this highly valued open space is maintained. If a new application is determined by the General Manager and Mayor to be of significant merit and is recommended, then a determination of approval will be made by resolution of Council.
9. Applications for major special events which are not open to the public, e.g. private corporate events, will not be approved.
10. 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

the application may be rejected unless adequate cause can be shown as to why this should be varied.

11. 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.
12. Only one major special event is to be permitted in Mosman on any day.
13. In all foreshore areas, major special events of a commercial nature will only be permissible during the months of April - October inclusive, and prior to the commencement of the Nippers season.
14. A current public liability insurance policy which notes the event and Council's interest as a named insured party is a required condition of approval. In the case of minor and major special events the minimum level of cover is 20 (twenty) million dollars. 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 14 days prior to the event taking place. Organisers are also required to provide a completed indemnity form.
15. Submission of a detailed 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 is required. Please refer to The Special Events Operations Manual for examples of hazards.
16. As per requirements of the NSW Food Authority (foodauthority.nsw.gov.au), temporary event food stallholders/providers are required to notify Council. All food stallholder/providers involved with the event are to complete a Special Event Temporary Food Stall Notification Form and may be subject to inspection during the course of the event. For further information contact Council's Environmental Health team on 9978 4187.
17. Where the event will involve the selling or supply of alcohol products, organisers are to provide a copy of their liquor licence application and approval not less than 14 days prior to the event taking place.
18. Events are to be planned and carried out as Sustainable Events as detailed in Section 8.
19. Every effort should be made to minimise the generation of waste and litter. Food or beverages should be sold/supplied in environmentally appropriate containers.
20. Event organisers are responsible for placing all waste and recyclables on the venue site and on adjacent carriageways into designated waste and recycling receptacles. At the conclusion of the event all banners and signs are to be removed from the venue. If this does not occur then remedial action will be undertaken by the Council at the expense of the event organiser.
21. Event organisers are responsible for all event waste management costs with the area 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, for the provision of additional rubbish/recycling services required.
22. Organisers of special events are responsible for the provision of temporary toilet facilities in quantities and locations as directed by the Council, and at the organisers' expense.
23. In considering the 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.
24. Event organisers, and their support staff, are required to obey the directions of Council rangers during the course of conducting a special event.
25. 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. The cost of repairing or replacing the damaged facilities or infrastructure may be deducted from the security/damage deposit.

26. 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, and must be removed within 24 hours of the event finishing.
27. 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).
28. Organisers of major special events are required to undertake measures to reduce traffic and parking impacts as outlined in Section 7.
29. The provision of a shuttle bus service may be a requirement for 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.
30. Requests from event organisers regarding the proposed use of any motor vehicles including the parking of vehicles, e.g. SES and Ambulance, exhibition/sponsor's vehicles, must abide by this policy and other related policies and is subject to approval as part of the Event Management Plan. Exemptions may be granted by the Special Event Management Working Group.
31. Sponsor or promotional vehicles are not to be parked or displayed at a Reserve for events held at Balmoral. Parking provided as part of the event is for the sole use of vehicles connected to the event and vehicles providing access to and from the event and is not to be on-sold to third parties.
32. The organisers of all events are to comply with all relevant environmental protection legislation.
33. No horse, pony or donkey rides are permitted.
34. No inflatables or jumping castles are permitted at any events held on open space areas under the control of Mosman Council.
35. No sound amplification is to be used at any special event with the exception of a public address system to make announcements. Exemption may be granted by the Special Event Management Working Group for certain designated community events, decibel level limits apply.
36. All of Mosman's reserves, beaches and ovals are smoke free. Usage of the event site must comply with the provisions of Council's Management of Smoking in Public Places Policy. Event organisers are to advise all those involved with their event of this policy.
37. No special events will be approved where the applicant or event organiser is a company whose main business is fossil fuel extraction, production, refining or sale, or gambling such that it falls under State or Federal gambling regulation.
38. It is a condition of approval that event organisers debrief with Council Officers following their event.

6. Fees and Charges

Fees and charges are reviewed annually and determined within Council's Pricing Policy and Schedule of Fees and Charges. For information on current fees and charges please refer to Council's Schedule of Fees and Charges available on Council's website mosman.nsw.gov.au/council/policies-forms/forms.

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

The following fees and charges apply to special events for which Council approval is required.

- Application fee (non-refundable)
- Special event management fee
- Security/damage deposit

Events held at Balmoral incur an additional surcharge. This surcharge recognises the popularity of this particular venue for events and the specific environmental considerations of the area.

Commercial events are also subject to a further premium, being an additional 20%, applied to the special event fee 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 fee.

6.1 Fee Reductions for Community Events

Designated Community Events may be eligible for a reduction in fees under the terms of the Community Grants and 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 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 Additional Fees, Bonds and Refunds

i. Conflict with other Council fee structure

Where there is overlap between the provisions of this policy and charges levied under other Council policies, e.g. playing field user charges, 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, 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 21 days prior to the date of the proposed event, then Council's approval will lapse.

iii. Refund of fees and bonds

Where the event for which approval has been obtained is cancelled more than 21 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 21 days prior to the scheduled date of that event, 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 organisers of a special event must demonstrate consideration of issues and measures to reduce impact on the community and to maximise public safety. Council may assist in advising on traffic and transport considerations and coordination.

The organisers 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 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 media channels noting issues such as road closures and parking restrictions and heavily promoting the use of public transport to the event.
- Liaise with Council for the provision of shuttle bus services to the event; and

- Provide directional signage in appropriate locations for participants and spectators.

A 'Guide to Traffic and Transport Management for Special Events' produced by NSW Police, Local Government and Transport for NSW can be downloaded at https://www.transport.nsw.gov.au/system/files/media/documents/2024/guide-to-traffic-and-transport-management-for-special-events.pdf.

7.1 Traffic Management Plans & Traffic Guidance Scheme for Special Events

Transport for NSW and the Local Traffic Committee require a Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS) for events involving road closures or impacting on local roads. The TMP is the plan that describes the entire scope of traffic and transport management for the event. It includes one or more TGSs. A TGS 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.

TMPs and TGSs needs to be prepared by someone who is certified to ensure it complies with legislative standards. The 'Guide to Traffic and Transport Management for Special Events' can be downloaded at transport.nsw.gov.au/system/files/media/documents/2024/guide-to-traffic-and-transport-management-for-special-events.pdf.

8. Sustainable Event Management

Council is committed to event management that is environmentally responsible and adheres to sustainability principles.

A Sustainable Event Management Plan is to be submitted to Council for approval at the time of the Special Event Application submission to ensure event activities and actions are aligned to sustainable practices.

Under the Mosman Sustainable Event Management Policy and Guide to Sustainable Event Management, the preparation of a Sustainable Event Management Plan is mandatory. Preparation and execution of a Sustainable Event Management Plan ensures:

- Environmental Protection Associated (EPA) plastic bans are followed, see link https://www.epa.nsw.gov.au/Your-environment/Plastics/Bans-guidance, and
- All cleaning and waste management responsibilities and costs associated with the event are met.

Applicants should access the Sustainable Event Management Plan and Guide to Sustainable Event Management on Councils website mosman.nsw.gov.au/council/policies-forms/policies

For further assistance please contact Council's Environment Officer on (02) 9978 4024.

8.1 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. Detailed information for waste collection and disposal service is to be provided in the Sustainable Event Management Plan.

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

8.2 Site Cleaning

All litter and waste must be removed from the event site after the event and responsibly disposed of. The event organisers are 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 Sustainable Event Management Plan is to detail arrangements for cleaning of the event site during and after the event.

8.3 Compliance

Event organisers must follow the actions outlined in the approved Sustainable Event Management Plan. Failure to comply with the approved plan 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.

8.4 Further Assistance

For useful information on all aspects of conducting sustainable events you can go to epa.nsw.gov.au/Your-environment/Recycling-and-reuse/business-government-recycling/waste-wise-events.