

COMMUNITY AND  
ENVIRONMENTAL  
PLANNING

# COMMUNITY EVENT POLICY

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## Purpose

This policy sets a framework for the events managed and supported by the City of Canada Bay. It seeks to ensure that events run within the City are delivering the vision and objectives of Council's key plans and policies. This policy sets out Council's approach to delivering community events, event requests on council owned and controlled land and events in council owned facilities. Council also recognises the need to effectively manage the risks inherent in events and to ensure financial and service delivery obligations are fulfilled.

For the purpose of this policy, Community Events are those which take place at a neighbourhood level and engage specific communities of interest. Any events which have a higher profile, wider appeal and increased scale and complexity should seek further advice and refer to the NSW Government Event Starter Guide: <https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

The City of Canada Bay recognises the value and benefits events bring to the community. This is highlighted in Council's *Community Strategic Plan 2018–2030 – YOUR future 2030*.

## Policy statement

Council supported events must be open to all members of the public either as participants or spectators. We envisage that residents of the City of Canada Bay Local government area are the primary beneficiaries of these events.

This policy relates to all public events held within the City of Canada Bay which:

- Are produced by Council;
- Require Council approval (excepting some venue hire);
- Are produced, presented or endorsed with partnership from Council; or
- Attract Council funding and/or sponsorship.

Private and public events on private land are excluded from this policy. However, such events may involve the lodgement of a Development Application — for more information please contact Council's Duty Planner on (02) 9911 6555.

## Principles

The City of Canada Bay is committed to the following principles:

- Our sense of place and of belonging is strong, with our diversity, respected and local character promoted in all our vibrant and prosperous villages.
- Council events are a balance of economic, environmental and social factors and consideration is given to all three of these factors
- All Council events will meet basic management standards related to risk management, planning and reporting, safety and accessibility
- Consistency of systems and processes ensures that all external stakeholders and providers have the same experience across different events
- Council will act as a role model through Council events and as a resource for the community by upskilling event organisers
- All council events endeavour to provide attendees with an amazing experience.

## Objectives

As per Council's *Community Strategic Plan 2018–2030 – YOUR FUTURE 2030*, our goal is to coordinate and support high quality community events that celebrate diversity, showcase creativity and recognise sporting achievements.

Council welcomes events which enable members of the community to:

- Celebrate diversity and create an inclusive and accessible environment
- Be active, use facilities and participate in events, programs and activities
- Support volunteering opportunities
- Look out for each other in their neighbourhoods and local centres
- Support local economic development.

## Related process roles and responsibilities

This policy is administered by the Place Management Team.

## Review

This policy will be reviewed every four years unless otherwise directed by Council or the Executive Team

## Related policies, plans and fact sheets

This Policy will be implemented in conjunction with a number of other Policies which should be referred to including:

- Council's Procurement OMS and Tender OMS, and in particular their sustainable procurement requirements
- Sponsorship and Donations Policy
- Community Engagement Policy
- Energy Management Plan
- Food Handling Guidelines for Temporary Events
- Sustainable Event Management Guidelines
- Noise Control at Events Fact sheet
- Occupational Health and Safety Policy.

## Sponsorship

While Council acknowledges the importance of events in developing a vibrant community, the Council is not obliged to provide any financial support to events. Please refer to Council's Sponsorship and Donations Policy for further information.

## Event Sustainability

Council is committed to waste minimisation and sustainable procurement practices. These are an integral part of the planning and delivery of Council run events, Council supported events and all public events held on Council owned and managed property. Under Council's Sustainable Event Policy, all stallholders agree to not use, sell and distribute the following single-use plastic and polystyrene items:

- Straws
- Balloons (not to be distributed or released into the environment)
- Bags
- Cutlery, plates and food containers.

Under Council's Sustainable Event Policy, all stallholders agree to avoid using the following plastic items:

- Condiments in single serve plastic sachets
- Plastic, polystyrene or plastic lined drink containers.

Council run events, Council supported events and all public events held on Council owned and managed property are to be single-use plastic free.

Plastic and polystyrene cutlery, plates and food containers are prohibited. Food sold at Council events must be served in compostable, recyclable or reusable containers. Please use paper, corn-starch or bamboo cups and plates.

Plastic carry bags, bubble wrap or foils are prohibited. When wanting to provide packaging such as carry bags and wrapping, please consider paper.

Provide alternative water sources in lieu of giving away or selling plastic water bottles. Alternative water sources could include:

- Water stations set up with water containers or water trailers
- Bubblers or water bottle refill stations
- Pitchers of water

Where there are valid reasons for alternatives not to be used (i.e. specific sporting events or safety reasons), please ensure that sufficient bin facilities and adequate signage is provided for the appropriate disposal of the single-use items.

Item (not acceptable)	Approved alternative
Polystyrene	Cardboard or compostable packaging
Plastic cups	Paper cups
Plastic straws	No straws or paper straws if necessary
Plastic takeaway containers, plates or food trays	Cardboard or compostable packaging
Sugar or sauce single packets	Bulk dispensers
Plastic cutlery	Compostable starch or wood
Plastic bags	Reusable or paper bags
Coffee cup lids	Please avoid if possible or use compostable bioplastic
Plastic bottles	Refer people to water stations or they can purchase water bottles if necessary

Stallholders found to be supplying the prohibited single-use plastics or polystyrene items at Council run and managed events will receive a letter of warning. If the stall is found to be supplying single-use plastics or polystyrene again after receiving a warning letter, the stallholder will be prohibited to participate in future council events. Please contact Council's Sustainability Team at [environment@canadabay.nsw.gov.au](mailto:environment@canadabay.nsw.gov.au) for further information.

### Waste avoidance and litter management

Council encourages event organisers to take appropriate steps to ensure waste and litter is avoided wherever possible. In addition to avoiding single-use plastics, there are a number of measures that can be taken to make participants responsible for their own litter and waste during the event. These include raising the awareness of littering, recycling and sustainability of the event by:

- Making regular announcements over the public address systems to remind people to put their waste in the litter and recycling bins provided;
- Acknowledging the support of local businesses and the general public who are disposing of their litter and keeping the event litter-free;
- Erecting visual displays to remind participants that the event is litter-free and that a commitment is needed to keep our environment clean;
- Engaging directly with participants and stall holders through anti-litter and waste avoidance promotions.

The event organisers will need to communicate the waste and litter management plan requirements to all parties.

Organisers are responsible to remove all traces of litter and waste created by the event, and is responsible for meeting all costs incurred in relation to waste and litter management.

## Transport

Help avert climate change and reduce air pollution by promoting the use of alternative forms of transport to your event.

Consider the following:

- Cycling and walking: Encourage participants to cycle or walk to the event by providing maps and directions of local cycling and walking routes
- Public transport: Encourage participants to take public transport by providing directions on how to access the event via bus or train. Event participants can work out public transport times using the Public Transport Infoline. Simply visit: [www.131500.com.au](http://www.131500.com.au)

## Accessibility

When planning an event, it is a legal requirement to consider the access needs of people with a disability. With over 16 per cent of the NSW population living with some form of disability, making your event accessible is also an important commercial decision and has benefits for many people in our community. In the City of Canada Bay Local Government Area, 31.2 % of our population are over 65, 6.4% are 0-4 and need prams and 4.2% are people with a disability. In total, 41.8% of our community requires accessible events, and paths of travel to maintain independence and wellbeing. The City of Canada Bay is committed to supporting people with disabilities to be active and engaged in our community. Following extensive community consultation, Council has developed a Disability Inclusion Action Plan (DIAP) for 2017–2021. A copy of Councils Disability Inclusion Action Plan can be found on Councils website.

Your events should contain:

- Clear paths of travel that can be used by people with limited mobility, visual impairment and or using mobility aids as well as prams and pushchairs
- Information about what is available for people with disability
- Appropriate spaces with good amenities including accessible toilets and spaces for people with mobility aids to watch entertainment

The most effective way of ensuring access for everybody is to consider access at the initial planning stages of your event. Developing an access plan can help you identify features that may make it difficult for people with a disability to access your event and ensure that your event is accessible to the greatest possible number of people. You should also consider accessible transport along with parking provision and drop-off and collection points.

## Accessibility Access Plan Considerations

Key considerations of an access plan for your event are:

### Venue

Choosing a venue for your event is likely to be one of the first things you do. In terms of access, you should only consider venues that have capacity for an accessible route which allows people to enter, access event areas, exit and move around safely, with ease and without obstruction, and that have other accessible facilities, such as accessible toilets.

This is a list of key access features you may want to look for when choosing a venue:

- Accessible parking bay(s) located on flat ground and a well-lit route to the event which is clear of obstruction
- Regular shaded resting spots along entrance and exit paths
- Footpaths and ramps with non-slip surfaces, wide enough to accommodate people using mobility aids
- Clear external signage to the event which includes visual symbols
- A main entrance that is on the accessible route or a clearly signposted alternative
- Accessible unisex toilets that can be used by people with a disability and their carers, who may or may not be of the same gender
- Designated viewing areas for people with a disability (particularly relevant for events where there is no spectator seating, such as parades or music festivals). There should be adequate space for those with mobility aids to enter and move freely around this designated area, as well as a route to travel to and from it to other event facilities

- A ramp or lift to all levels in the venue, including VIP areas
- Access to staging or performance areas and changing facilities
- Adequate lighting
- Quiet spaces
- Drinking water and shade for assistance dogs at outdoor events.

A venue should also have evacuation procedures that take account of people with a disability. Such procedures should include:

- Ensuring that all parts of the accessible route to and within the venue are clear of obstruction and well-lit, it can be the case that accessible routes are blocked by refuse or equipment
- Both visual and audio fire alarms
- Clearly marked accessible emergency exits
- A mobility map of the facility showing accessible paths, entrances and other features, made available both during and before the event.

## Communications

Pre-event planning is particularly important for people with a disability. Therefore, a key component of your access plan is ensuring that information about accessibility is readily available both in the lead-up to and during the event.

### Pre-event communications

A website can be a great place to provide detailed information on event considerations for people with a disability, such as accessible travel options to and from your event. The event website should feature information about how accessible the surrounds and physical structures are and link to any useful resources, such as the [Transport Infoline Trip Planner](#). It is also helpful to make detailed information about the event site or venue available, such as seating plans or photographs of accessible features, to help your access customers identify any problems they may encounter.

Where not all facilities at an event are accessible, it is helpful to identify those that are. You might consider producing a mobility map of the event venue to show accessible parking, drop-off zones, toilets, paths, entrances and exits, lifts and other features.

If providing event information on a website, consider designing the website so it can be read by people with a vision impairment. This can be as simple as ensuring text is displayed in an accessible electronic format such as HTML. You may also consider producing information about your event in plain language formatting. This is useful for speakers of other languages, and those with visual impairment and sensory processing disorders. You should also provide a contact phone number as an alternative way to access event information.

### Communications during the event

To ensure any communications during your event are reaching the broadest possible audience, please consider providing:

- Signage in and around the event that is clear and includes visual symbols
- Clear visual signage indicating accessible facilities such as toilets
- Key information available in large print and/or Braille.

If you are providing live updates at your event through social media or VMSs (Variable Message Signs), you may want to consider including key information about accessibility, such as changes to accessible routes or when designated viewing areas have reached capacity.

## Event Staff

Event staff have a key role in ensuring that your event is as accessible as possible. From the initial planning phase to the day of the event. Educating your event staff about accessibility will ensure they are able to identify limitations and opportunities in your event's access plan. If your event is likely to attract a large number of people with a disability, it may be useful to appoint an accessibility officer to develop and implement a comprehensive access plan.

Event staff should be briefed about both the accessible and inaccessible features of the event and be able to provide detailed information, such as the seating plans, if required. If your event is ticketed, staff will need to be aware of access considerations such as whether ticketing arrangements include admission for people with a disability and their carers or whether a venue can accommodate those with mobility aids and their companions in its seating format.

Event staff on the day are crucial in ensuring that information on accessibility is readily available and effectively communicated to event patrons. The type of information you should relay in an event staff briefing includes:

- Locations of viewing areas, accessible facilities, paths, ramps, entrances and exits, lifts and other features
- The availability of captioning or hearing loop technology
- Information about both the accessible and inaccessible features of the event
- Emergency evacuation procedures for event patrons of all abilities
- Details of a designated contact person for any queries relating to accessibility.

## Risk management

### Risk assessments

Risk assessment is the process of risk identification, risk analysis and evaluation. By determining the level of risk of an event, event organisers can prioritise risks to ensure their systematic elimination or minimisation.

In order to determine a risk rating, consider:

- The consequence of the risk – what will happen, the extent of harm; and
- The likelihood, chances or possibility of the risk occurring.

When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

The success of an event is measured in many ways and safety is one of these. As part of any good planning process, risks should be identified, assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type but all events need to undertake a risk assessment.

Organisers of all Council run events or events that are supported by Council through sponsorship, community grants or fee waivers, must provide a detailed risk assessment a minimum of 28 days (4 weeks) prior to an event held on Council owned and managed land/properties.

You must ensure your risk assessment is reviewed at least two weeks prior to the event to ensure no new risks have arisen. Any updates need to be submitted to Council.



## Hazard identification

Hazard identification is the process of finding, recognising and describing risks associated with an event. It is helpful to identify risks by considering the people involved in the event and their roles to ensure their safety at all times.

Types of hazard groups that occur at events include:

- Human – type and size of crowd expected, level of crowd participation
- Technological – mechanical, utilities such as gas and electricity
- Natural – the physical location and site area conditions
- Environmental – weather, Environment Protection Authority controlled, ground impact etc.

## Risk control

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.

- Elimination – by removing the hazard entirely through new design or implementing a new process
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives
- Engineering – by isolating, enclosing or containing the hazard or through design improvements
- Administrative – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
- Personal protective equipment (PPE) – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

Often people pick the 'easier' option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. In many cases, consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event — from set up (bump in) to dismantling (bump out), not just during the event itself. Most importantly, consult with those involved.

## Extreme Weather

Extreme weather will be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature.

## Insurance

All organisations holding events within the City of Canada Bay LGA must provide Council with a copy of their current Public Liability Insurance Certificates to a minimum of \$20 million at least 28 days (4 weeks) prior to an event held on Council owned and managed land/properties.

## Event Cancellation

If a Council run and managed event is cancelled due to extreme weather, Council's Manager of Place Management, Council's Events Producer and Council's WHS Coordinator and Risk Management Officer must first be consulted.

If weather conditions are looking to be extreme and you are unsure if you should cancel your event, please contact Council's Events Producer who will be able to liaise with the correct people to make a judgement on whether the event should go ahead or not.

The City of Canada Bay reserves the right to revoke an event permit or cancel or postpone an event if council staff determines that:

- The continuation of the event in adverse weather conditions is likely to cause significant damage to the event area or has to the potential to pose a risk to public safety
- Suitable measures to ensure the smooth running of the event, public safety, management and to mitigate risks have not been satisfactorily put in place
- The event is not consistent with council's values and objectives; or
- Correct insurance documents and paperwork are not provided to Council within appropriate timeframes prior to the event being held.

You will be consulted prior to any determination being made by the City of Canada Bay to revoke the event permit or cancel or postpone your event.

## Protocol

### Aboriginal acknowledgement

The City of Canada Bay respects and recognises the traditional ownership and spiritual connection that the Wangal People of the Eora Nation have with the land covered by our local government area. We encourage you to also provide a 'Welcome to Country' and acknowledge the traditional custodians of the land at your event by reading the following statement:

*"I am honoured to be on the ancestral lands of the Wangal People of the Eora Nation. I acknowledge the first nations people as the traditional custodians of the continent, whose cultures are amongst the oldest living cultures in human history. I pay my respects to their elders of the past, the present and those who are emerging."*

### VIP invites

Invitations to VIPs are to be sent from the Mayor's office or the General Manager's office a minimum of six weeks prior to the event. Invitations may include:

- All City of Canada Bay Councillors
- Premier of New South Wales
- State Member for Drummoyne
- State Member for Strathfield
- Federal Member for Reid
- Relevant State and Federal Ministers (e.g. any organisation that provided funding or was involved in the project being celebrated).

### Speaking order

1. Welcome to Country – Aboriginal Elder
2. Mayor/Deputy Mayor or General Manager – Opening welcome and aboriginal acknowledgement
3. Mayor/Deputy Mayor or General Manager – Event related speech
4. Premier of NSW/State Member for Drummoyne or Strathfield – State related speech
5. Federal Member for Reid – Federal related speech

### Political advertising

Political advertising is not permitted at any City of Canada Bay events. This includes but is not limited to:

- Stalls held by any political parties
- Electoral candidates, councillors or members of parliament or third party organisations promoting political parties or campaigns through flyers, posters or items of clothing.

## Post event reporting

Following the successful delivery of an event, the event organiser should write a post event report capturing learnings in advance of planning and delivering future events.

Areas that should be included in a post event report include:

- The success of the event against KPIs and event objectives
- Key recommendations for future events
- Media coverage
- Staffing hours
- Key statistics
- Attendance numbers
- Attendance demographics
- Attendee feedback

### Reporting on attendance

Information should be captured and reported about event attendees:

- Age
- Gender
- Postcode
- Why they attended the event
- What the attendees rated the event
- Have the attendees attended previous events.

## Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies and guidelines.

Related legislation / policies	Link
<i>Local Government Act 1993</i>	<a href="https://www.legislation.nsw.gov.au/#/view/act/1993/30">https://www.legislation.nsw.gov.au/#/view/act/1993/30</a>
Environmental Planning and Assessment Act 1979	<a href="https://www.legislation.nsw.gov.au/#/view/act/1979/203">https://www.legislation.nsw.gov.au/#/view/act/1979/203</a>
Food Act 2003	<a href="https://www.legislation.nsw.gov.au/#/view/act/2003/43">https://www.legislation.nsw.gov.au/#/view/act/2003/43</a>
Roads Act 1993	<a href="https://www.legislation.nsw.gov.au/#/view/act/1993/33">https://www.legislation.nsw.gov.au/#/view/act/1993/33</a>
Roads Transport (Safety and Traffic Management) Act 1999	<a href="https://www.legislation.nsw.gov.au/#/view/act/1999/20">https://www.legislation.nsw.gov.au/#/view/act/1999/20</a>

### Amusement Rides

For events where amusement rides will be present, Council requires the event organiser to supply the following details prior to the event being held:

- Name and contact details of Amusement supplier
- Copy of Amusement suppliers current Public Liability Insurance (to a minimum of \$20 million).
- Device details including:
  - Device name
  - Registration number
  - Registration expiry date
  - Device dimensions

## Food Health and Safety

All food sold within NSW must comply with the requirements of the NSW Food Act 2003, NSW Food Regulation 2015 and the FSANZ Food Standards Code. To register the sale of food at your event on public land and satisfy the notification requirement for food vendors under the Food Act 2003 you are required to:

- Complete and return Councils 'Section 68 Local Government Approval 'Temporary Food Event (Public Land) application form', located on Council's forms and fact sheets page under the forms section 'Food Handling' <https://www.canadabay.nsw.gov.au/business/compliance/health-and-safety/food-safety>

Note: this form applies for approval under the Local Government Act 1993 to sell food on Public Land.

- Pay applicable fees upon lodgement of this form
- Distribute the 'Temporary Food Event - Food Vendor Notification form' located on Council's forms and fact sheets page under the forms section 'Food handling' <https://www.canadabay.nsw.gov.au/business/compliance/health-and-safety/food-safety> to all food vendors.

Note under the Food Act 2003, the proprietor of a food business, including a temporary food stall, must not conduct the food business unless the proprietor has given written notice, in the approved form that is to be notified to the appropriate enforcement agency before the business is conducted.

- Submit the completed Temporary Food Event Food Vendor Notification Form for each food vendor in one submission (The 'Temporary Food Event – Food Vendor Notification form' form must be completed by each food vendor and returned to the nominated event organiser and submitted to Council at least fourteen (14) days prior to the event). Approval will not be granted until both the Section 68 Local Government Temporary Event form has been submitted and each Food vendor has completed the Temporary Food Event – Food Vendor Notification form and all forms submitted to Council by the event organiser. Penalties apply to businesses selling food without a valid approval
- Food stalls must comply with Councils Environmental and Health Policy 'Food Handling at Temporary Events' (please refer to Council's website for details [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)).

## Food Safety Supervisor Certificate

- Under the NSW Food Act 2003, most food businesses require a Food Safety Supervisor. The FSS requirement applies to retail businesses who process and sell food (prepare and serve) that is ready-to-eat, potentially hazardous (i.e. needs temperature control), and is NOT sold and served in the supplier's original package
- A copy of the Food Safety Supervisor Certificate must be submitted online during the 'Event Application' process and the Food Safety Supervisor must be onsite during the event. For more information please visit [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- Please contact council's Health and Environment team at [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au) or on 9911 6555 if you have any questions or concerns.

## Liquor Licencing at events

As an event's organiser, you will need to contact Liquor and Gaming NSW if you are planning to have alcohol available at your event <https://www.liquorandgaming.nsw.gov.au/>

When applying through liquor and gaming for the appropriate licence, you will also need to gain approval from the City of Canada Bay Council and the Local Police.

## Fireworks

For a fireworks display, approval must be granted by Safe Work NSW before notifying and seeking approval from Council.

Please visit the Safe Work NSW website for more information: <https://www.safework.nsw.gov.au/notify-safework/fireworks-displays-notifications#authorities>

Note: Fireworks displays can only be conducted by an authorised fireworks contractor.

## Policy Compliance

Failure to comply with this policy may result in the exclusion for non-compliance in any future events held by Council and may inform Council's decision not to support or sponsor the event in the future.