

Events toolkit



Introduction

Events are important to our area as they can contribute to a creative and engaged community environment and bring economic development and tourism.

This event toolkit has been compiled to help you navigate our event processes. We have attempted to include everything you may need to know to coordinate a successful event.

Application and approval process >

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Event timeframe

External approvals

Fees and bonds

Private events

Filming

Camping

Development application

Application and approval process

There are a number of things that will determine which Council approvals your application will require. These include: where your event will be held, type of activities, size and traffic implications.

Before holding your event, we recommend you read this toolkit to help you to understand what approval/s you need.

You can use our Preliminary Event Enquiry form to ask for advice on how to hold an event within the municipality, including what approval/s you need. When we have your event details we will assess and let you know what approval/s you need.

A copy of our Event Application form can be found on our website [\(link to be inserted\)](#).

There are a number of steps to be completed before we can issue you with your event permit/approval:

- 1 You need to submit a Preliminary Event Enquiry form and supporting documentation
- 2 We will assess your Preliminary Event Enquiry
- 3 We will provide you with our advice
- 4 You need to apply for relevant permits/approvals
- 5 We will issue the relevant Permit/approval to you





Application and approval process >

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Event timeframe

External approvals

Fees and bonds

Private events

Filming

Camping

Development application

> Event timeframe

This table shows the timeframes for event applications:

Event requirement	Timeframe prior to proposed event
Preliminary Event Enquiry submitted to Council	28 weeks
Development Application	26 weeks
Camping Permit	16 weeks
Traffic/Road Closure/ Sign Application	16 weeks
Payment of Fees and Charges	2 weeks
Notification to residents and businesses	1-2 weeks

We cannot guarantee that you will be issued with your approvals/permits if you do not submit the correct application within these timeframes.

> External approvals

In addition to Council approvals, you may also require approvals from external service providers. It is your responsibility to apply for:

- > Temporary event liquor licence
- > Fundraising authorisations
- > Notice of public assembly
- > User pays police
- > Road occupancy licence, special event clearways
- > Events on waterways
- > Public film screening

Application and approval process >

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Event timeframe

External approvals

Fees and bonds

Private events

Filming

Camping

Development application

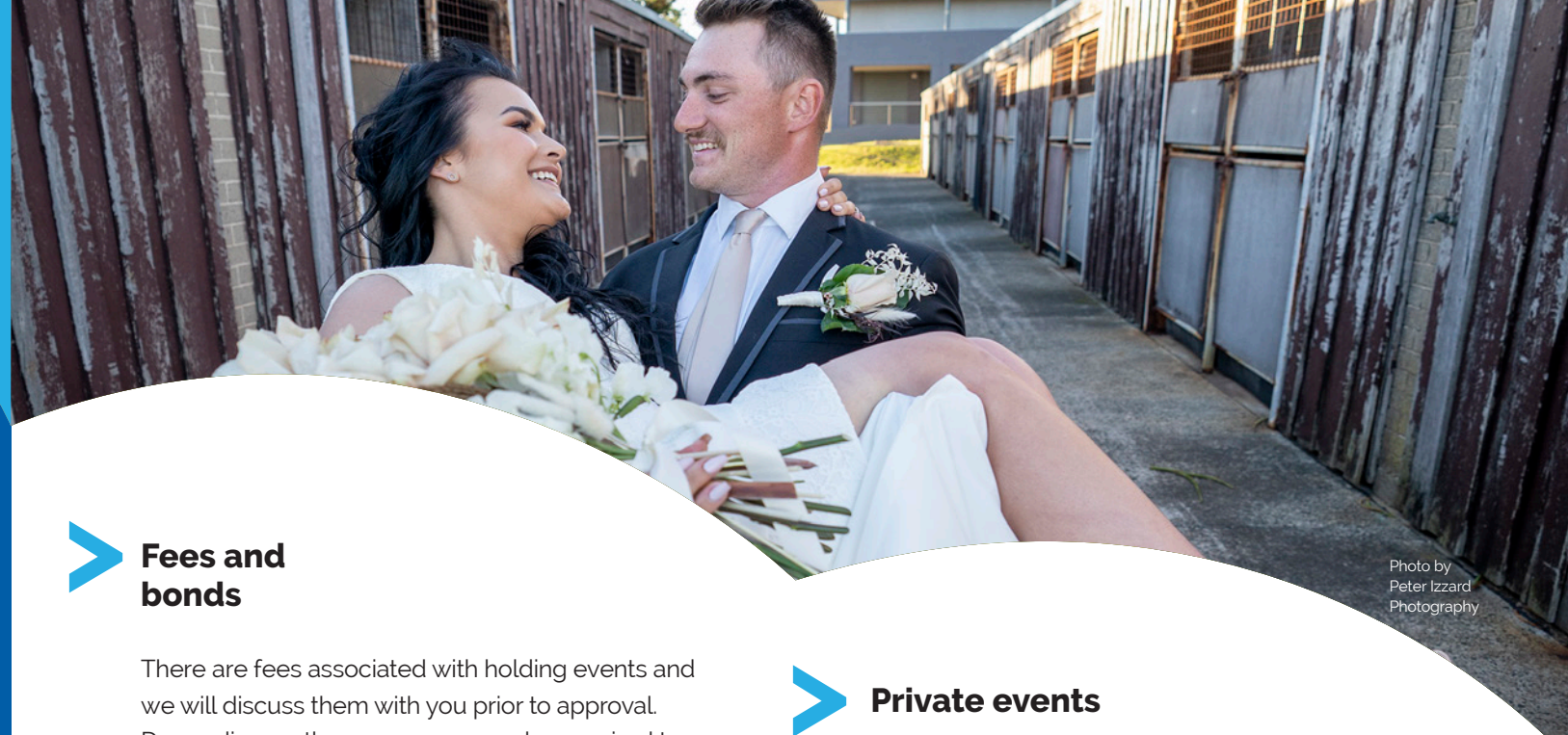


Photo by Peter Izzard Photography

> Fees and bonds

There are fees associated with holding events and we will discuss them with you prior to approval. Depending on the venue, you may be required to pay a bond.

A council representative will check over the venue before and after the event to ensure no damage has occurred.

To look up the current schedule of fees and charges visit (<https://portal.lgsolutions.net.au/Fees/Public/Kiama>)

> Private events

The use of Council land for private events (i.e. an event closed to the general public) is reviewed in accordance with our 'Guidelines for the use and hire of public land and property': <https://www.kiama.nsw.gov.au/your-council/administration-policies/plans-policies/policies>.

Either a permit, for a one-off event, or a licence, for ongoing events, is required for the use of Council land for private events.

Approval for jumping castles and other amusement rides are not required when used on private land. Amusement rides are only permitted on Council property in conjunction with a temporary event application for a corporate or community event.

If you require exclusive use of a community hall, please contact council's Customer Service team.

Application and approval process >

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Event timeframe

External approvals

Fees and bonds

Private events

Filming

Camping

Development application

> Filming

We welcome film projects and adhere to the Local Government Filming Protocol <https://www.screen.nsw.gov.au/publications/local-government-filming-protocol>.

These guidelines were developed in consultation with local councils, government agencies and the film industry. As well as being a guide for councils, the protocol assists filmmakers getting started with their project, particularly in relation to permits and plans.

Commercial filming (includes filming of footage that is for sale, hire or profit) on private land often requires development consent. We recommend you consult with our Duty Planner on (02) 4232 0444 to get an understanding of your requirements for commercial filming. For filming or photography on Council land, you will need to apply for a permit.



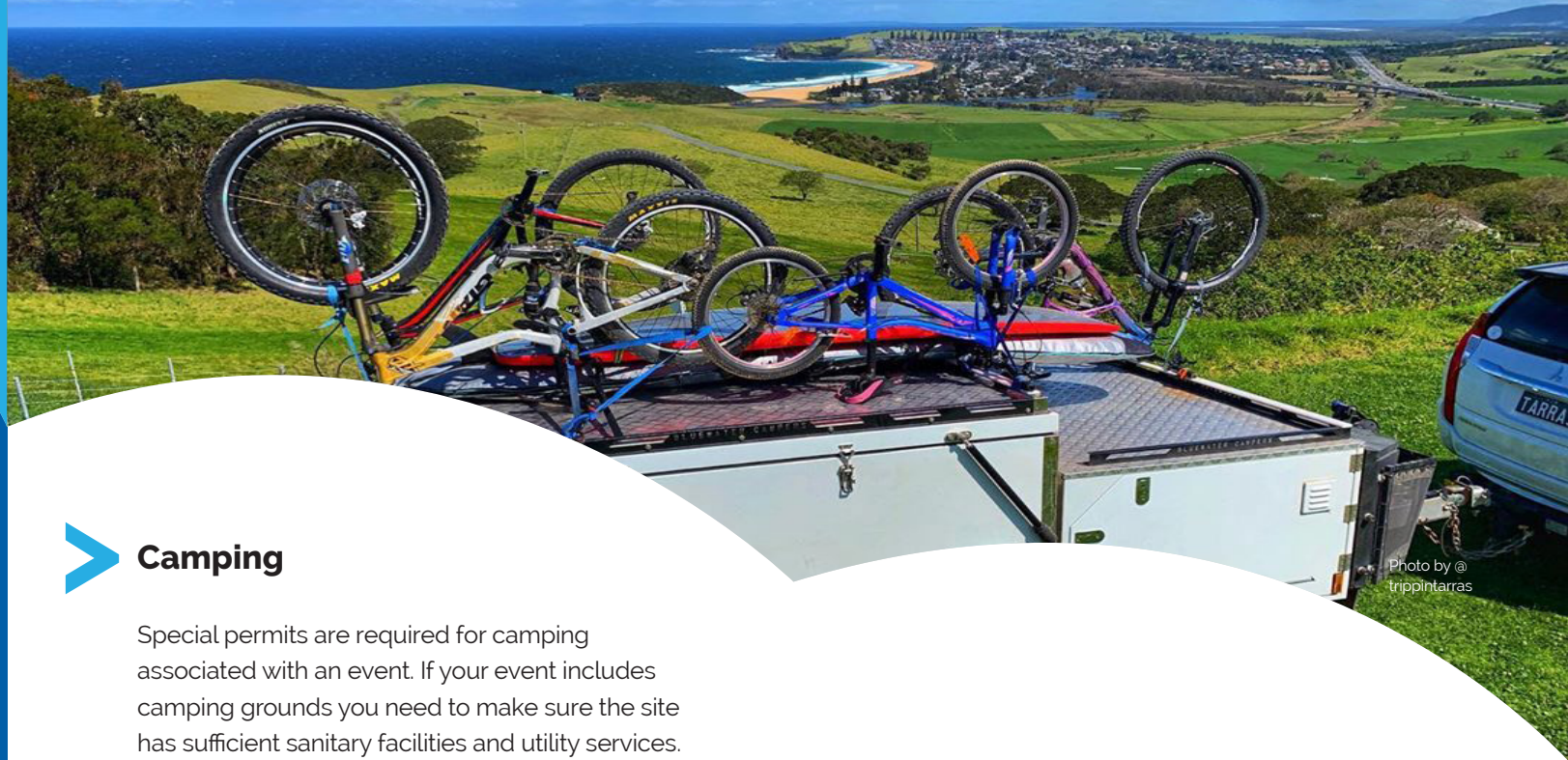


Photo by @trippintarras

> Camping

Special permits are required for camping associated with an event. If your event includes camping grounds you need to make sure the site has sufficient sanitary facilities and utility services.

Camp Sites	Toilets Female	Male	Urinals
1-25	3	2	1
26-50	5	3	2
51-75	6	4	2
76-100	7	4	2
101-125	8	5	3
126-150	9	6	3
151-175	10	6	4
176-199	11	7	4

Camp Sites	Showers Female	Male	Handbasins Female	Male
1-25	2	2	2	2
26-50	3	3	3	3
51-75	4	4	3	3
76-100	5	4	4	4
101-125	6	5	4	4
126-150	7	6	5	5
151-175	8	6	5	5
176-199	9	7	6	6

For more information regarding camping permits please refer to our Caravan Park and/or Camping Ground Application form <https://www.kiama.nsw.gov.au/your-council/forms>.

Application and approval process >

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Event timeframe

External approvals

Fees and bonds

Private events

Filming

Camping

Development application

Application and approval process >

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Event timeframe

External approvals

Fees and bonds

Private events

Filming

Camping

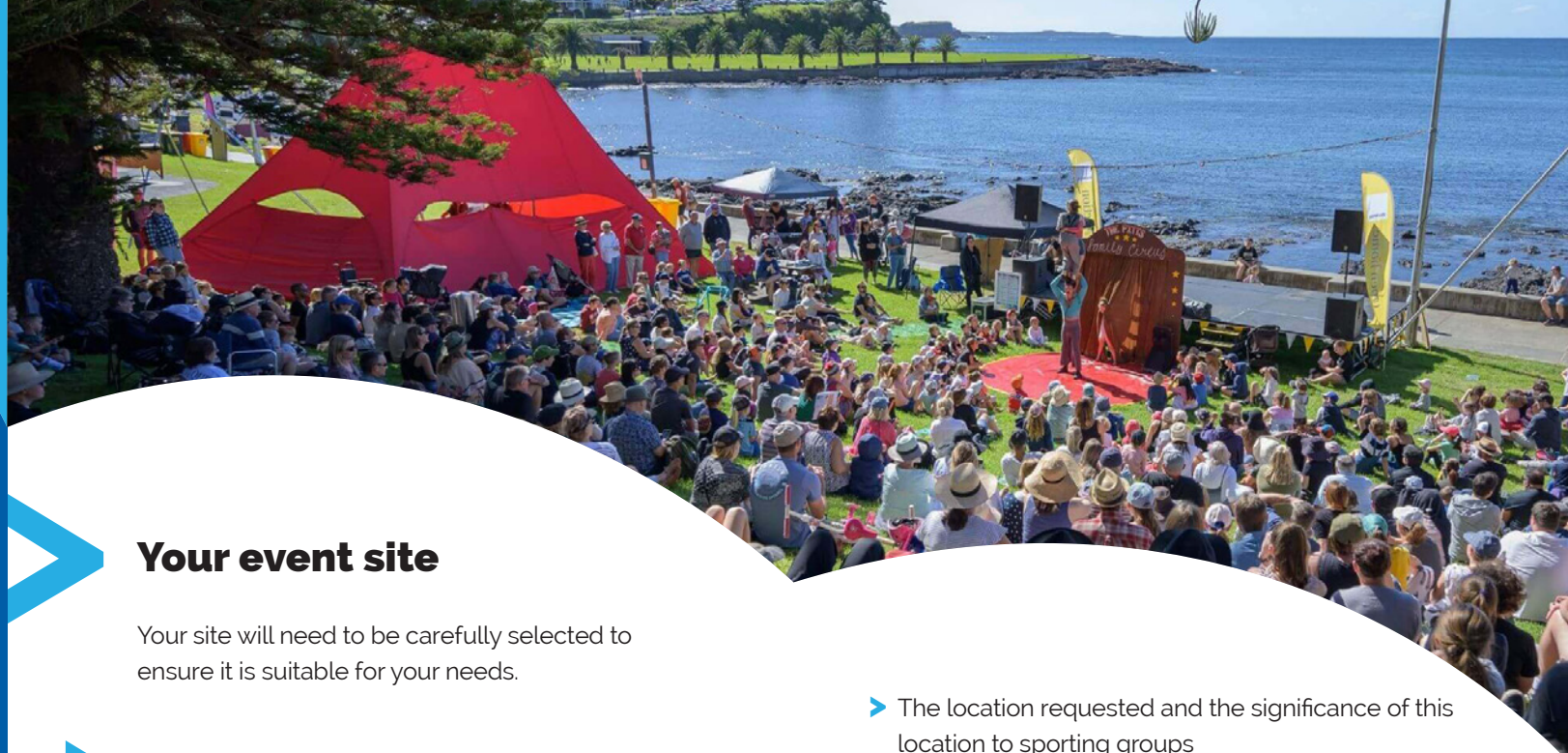
Development application

> Development application

If the event is going to attract a large number of people, such as events that require specific plans for waste, traffic, pedestrian and amenity management, as well as road closures or if large temporary structures need to be built (e.g., concert stages), you must complete a development application (DA).

If you are unsure if you need to submit a DA, we recommend you consult with our Duty Planner to get an understanding of your requirements. Duty Planners are available between 8:30-11am on 02 4232 0444 or at Council's Administration Office, 11 Manning Street, Kiama.





Application and approval process

Your event site >

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Location

Site plan

Accessibility

Temporary structures

Stages

Marquees, tents and stalls

Amusement rides

Your event site

Your site will need to be carefully selected to ensure it is suitable for your needs.

Location

We have a variety of locations to use for events, including beaches, reserves, shopping precincts and sporting fields.

Some of our most popular event sites are:

- > The Pavilion, Kiama
- > Kevin Walsh Oval, Jamberoo
- > Black Beach Reserve, Kiama
- > Cooke Park, Gerringong
- > Town Hall, Gerringong

An event application identifying a sports field will consider the following:

- > Community sporting groups have priority access via council's field allocation process and subsequent hirer agreement

- > The location requested and the significance of this location to sporting groups
- > The type of event – is the event high risk (cars and machinery etc.) with potential damage to the sporting surface and other infrastructure e.g. irrigation systems?
- > The time of year (winter vs. summer) – If the surface or turf is damaged will it have time to be repaired or recover before the sport season commences?
- > Scheduled maintenance and activities – has there been a recent investment in the site that your event may impact? Has Council recently invested community money into the site for the purpose of sport? Has a sporting group recently invested club funds into the site? NB: The weather may impact the availability of natural turf sporting fields for events. In the event of wet weather, Council reserves the right to close fields which may prevent holding the event. It is important to consider this in your wet weather contingency planning

Application and approval process

Your event site >

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Location

Site plan

Accessibility

Temporary structures

Stages
Marquees,
tents and
stalls
Amusement
rides

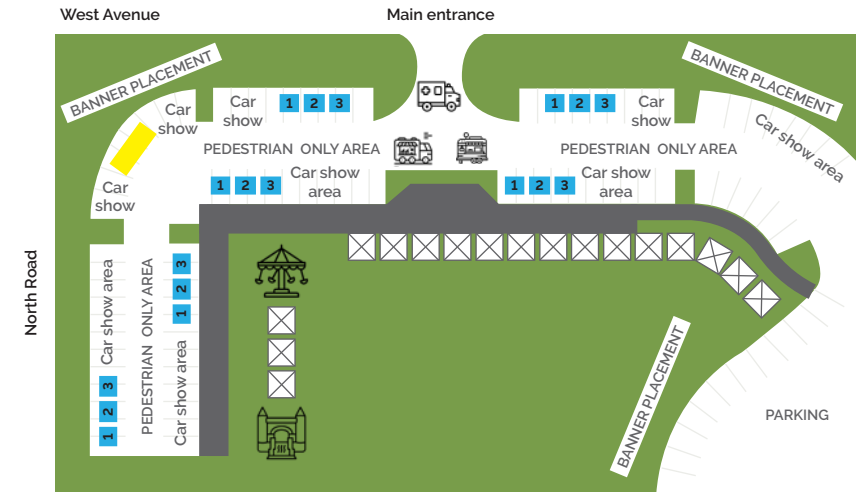
> Site plan

When applying to use a Council facility for your event, you will need to provide a site plan which needs to include:

- > The location and surrounding roads
- > The location and dimension of any temporary structures
- > Traffic management plan
- > Location of bins, toilets and first-aid facilities
- > Entrance and exits points
- > Emergency services locations
- > Power sources

The site plan is not required to be to exact scale but must be accurate enough for Council to make an assessment of the likely impact of the event and potential issues that may need to be addressed.

Event site plan example



> Accessibility

To maximise the success of your event, there are many things to consider in the planning phase to make it accessible and inclusive for everyone. It is a legal requirement to consider the access needs of people with a disability; with over 16% of the NSW population living with some form of disability, making an event accessible is extremely important.

Things to consider during your planning phase:

- > Public and private transport to and from the event
- > Parking areas for people with a disability
- > Wheelchair access
- > Hearing loops or Auslan (sign language) interpreters for people with a hearing impairment
- > Accessibly to toilets, food and drinks
- > Viewing areas for people with disabilities
- > Access or emergency vehicles
- > Wide entrance and exit paths
- > Print information in large font

Application and approval process

Your event site >

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Location

Site plan

Accessibility

Temporary structures

Stages

Marquees, tents and stalls

Amusement rides

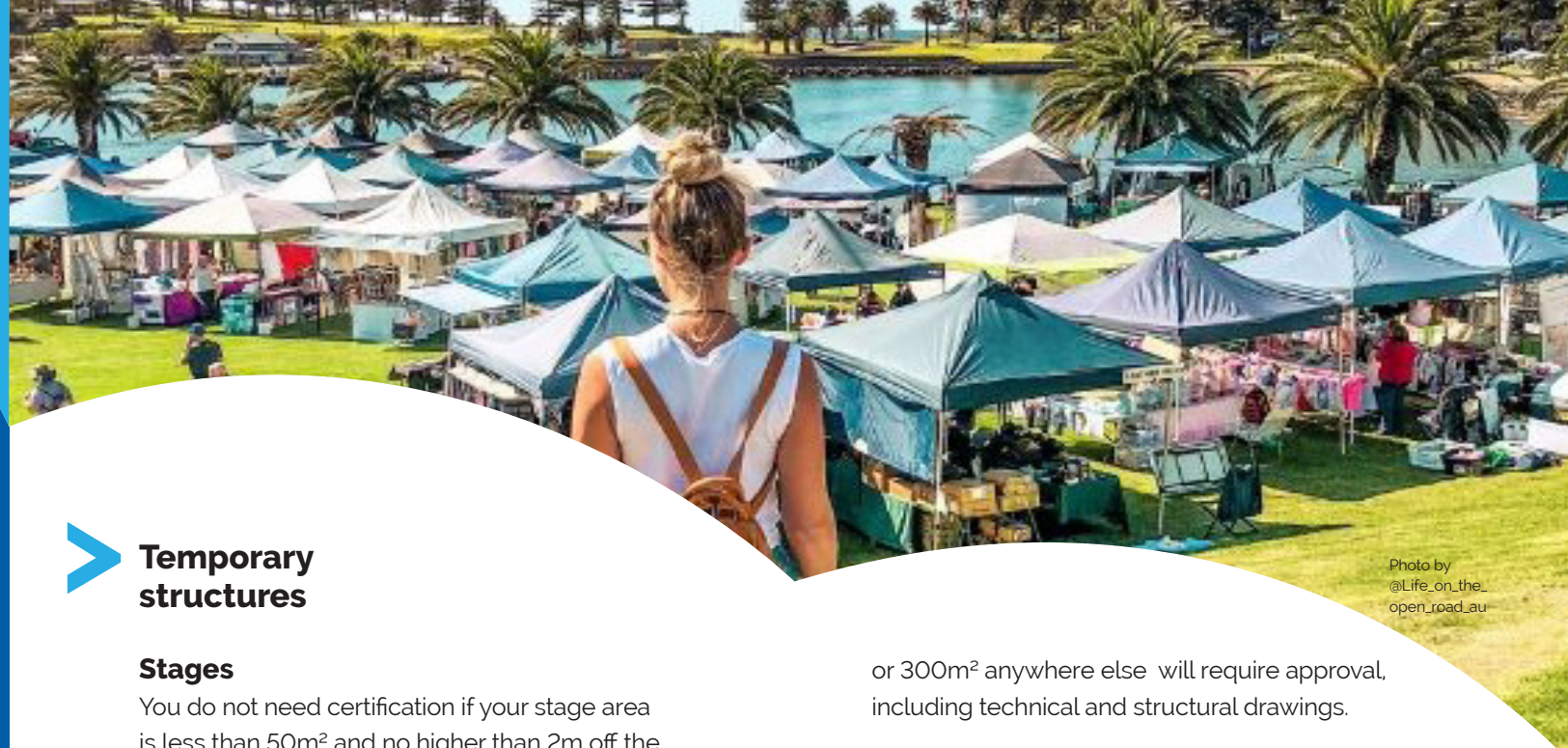


Photo by @Life_on_the_open_road_au

> Temporary structures

Stages

You do not need certification if your stage area is less than 50m² and no higher than 2m off the ground. Stages larger than 50m² will require approval, including technical and structural drawings and require certification by a practising structural engineer. All works must be structurally adequate, installed following the manufacturer's specifications. You will also need to supply a copy of the stage installation company's public liability insurance to the value \$20 million with Kiama Municipal Council listed as an interested party.

Marquees, tents and stalls

For marquees or tents, as long as the structure or group of structures have an area of less than 200m² in residential areas or 300m² anywhere else and is no higher than 6m at the highest point, then they do not require certification. All we need are the contractor details of the company putting them together and a certificate of structural soundness. Marquees bigger than 200m² in residential areas

or 300m² anywhere else will require approval, including technical and structural drawings.

All equipment installed or used on the site must be maintained in a serviceable condition and operated in a proper manner. All temporary structures must satisfy the relevant Australian Standards.

Amusement rides

If you are using amusement rides, it is the event organiser's responsibility to ensure amusement rides used or hired for the event comply with NSW Work Health Safety Regulation 2011 requirements. <https://www.legislation.nsw.gov.au/#/view/regulation/2011/674>. It is the responsibility of the event organiser to ensure the amusement ride company has the appropriate paperwork for the amusement rides i.e. evidence of a current up-to-date service log book and a copy of the Registration Certificate provided by SafeWork NSW. Further information on amusement rides is available ([see Amusement Rides 'hyperlink'](#))

Application and approval process

Your event site

Food >

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources



Food

If you plan to sell food at your event, all temporary food premises (stalls) need to have one of our current Temporary Food Stall (TFS) or Mobile Food Van (MFV) permits. You will also need to comply with the NSW Food Authority guidelines for food businesses at temporary events', the Food Act 2003, the Food Regulation 2015 and the Food Safety Standards.

Temporary food stalls are only allowed to operate at an event that we have approved. The construction, stall design and layout must comply with the NSW Food Authority's guidelines for food handling at temporary events http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf. (link) Find out more information and guidelines for Food Safety Supervisors (FSS) <http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>. Most temporary food stalls require the appointment of a food safety supervisor with the exception of food stalls that are for a charity/not for profit

organisation. Refer to the above link for further information regarding food safety supervisors.

Details of each temporary food stall or Mobile Food Van at the event needs to be submitted to us when applying for your approval or permit. Details to include are Business Name, ABN, Trading Name, Contact Name and Mobile Number. Details should be compiled and presented in an excel document. We require a copy of each stallholders' Food Safety Supervisor Certificate. Only approved TFSs and/or MFVs are to operate at events in the Kiama Municipality.

The minimum acceptable standard for the construction and hygienic operation of temporary food stalls is set out in the NSW Food Authority's guidelines http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf for food handling at temporary events. >

Application and approval process

Your event site

Food >

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources



Any food vending vehicles used for the preparation and sale of food should be constructed and operated following the NSW Food Authority Guidelines for mobile food vending http://www.foodauthority.nsw.gov.au/_Documents/retail/mobile_food_vending_guidelines.pdf

Our Environmental Health Officers may, at any time, carry out inspections of temporary food stalls or food vending vehicles at an event to ensure compliance with relevant food safety requirements and standards. Associated inspection fees are covered in the TFS and/or MFV permit. All operators are advised that any breaches of the Food Act 2003, Food Regulation 2015 or Food Safety Standards may be liable to further action.

Find out more on operating a food business and getting the right approvals via our website: <https://www.kiama.nsw.gov.au/business/food---public-health/temporary-food-stalls---mobile-food-vans/temporary-food-stalls---mobile-food-vans>. You should direct any enquiries concerning food preparation, storage and handling to our Environmental Health Officer prior to the event taking place. Please contact our Environmental Health Officers on 02 4232 0444.

Application and approval process

Your event site

Food

Alcohol >

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Cut 3 lines from Alcohol section

Alcohol

The Liquor & Gaming NSW <https://www.liquorandgaming.nsw.gov.au/> coordinates the sale and consumption of liquor. If your event includes the consumption or sale of alcohol, then it is important that you include this information in your application. Alcohol is generally not permitted in our parks, sports fields or reserves and we reserve the right to prohibit the sale and consumption of alcohol at any event or impose special conditions for the organiser to meet. The sale of alcohol requires a licence from the Liquor & Gaming NSW. Event organisers require approval from us to supply or consume alcohol before applying for a licence. The Liquor & Gaming NSW require at least 30 days' notice to assess a liquor licence application. You will also need to notify the local licensing police about your event.

You will also be required to submit an Alcohol Management Plan to Council. You will need to explain how the proposed licensed area will be physically defined and how access will be controlled to prevent liquor being brought into or being taken away from the proposed licensed area and ensure responsible services practices are observed and intoxication prevented.

Power/lighting

Some of our locations have access to power and lighting. There are some limitations at some sites. Discuss your needs with us prior to the event so we can advise you what areas are most appropriate based on your needs. You may also bring your own generators on most occasions; it is expected that you follow all Work Health Safety rules and regulations.

If you are bringing your own power and lighting, you need to make sure that it won't disrupt surrounding businesses or residents. We ask you to include lighting and power locations on your site plan.

Electrical equipment and power leads need to be tested and tagged to Australian and New Zealand standards. Suitable cable covers need to be installed for all power leads and cords associated with your event.

>

Application and approval process

Your event site

Food

Alcohol

Power/lighting >

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Power

Lighting

Music

Live music

Recorded music



19 Twenty
Play it
Forward

> Power

Factors you need to consider regarding power include:

- > The type of power - three phase or single phase
- > The amount of power needed
- > Emergency power
- > The position and number of power outlets
- > The types of lead and distance from the power source to the device
- > The incoming equipment's volt/amp rating:
 - typically food vendors and merchants may need to access 10 amp or 15 amp points
 - mobile food vendors would need access to 15 amp power or operate on their own generator
- > Inflatables and mechanical ride operators power requirements vary, check with the operator what their requirements are and whether the chosen location can support this, if not – they must provide their own generator

For more information, you can refer to the Australian/ New Zealand Standard - Electrical Installations - Shows and Carnivals (AS/NZS 3002:2008) <https://www.saiglobal.com/pdftemp/previews/osh/as/as3000/3000/3002-2008.pdf>.

> Lighting

Factors you need to consider regarding lighting include:

- > Power requirements
- > Back up lighting
- > Interference with the electrics of other systems
- > Required lighting and if available lighting is sufficient for what's needed.
- > Placement and type of lights

Application and approval process

Your event site

Food

Alcohol

Power/lighting >

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Power

Lighting

Music

Live music

Recorded music



SurfLife Music Festival

> Music

If you are having live or pre-recorded music (either a recording or music video) at your event, and that music is protected by copyright (as most music is), you will need to obtain a licence at least 72 hours prior to the event.

Live Music

If there is live music only, you will require a licence from the Australasian Performing Right Association (APRA).

Recorded music (either a recording or music video) is protected by two types of copyright.

Recorded Music

If you are using recorded music at your event, you will need to obtain a licence from both APRA and the Phonographic Performance Company of Australia (PPCA). Learn more about APRA's Event Licences http://apraamcos.com.au/media/Customers/PEG_Events.pdf or call 1300 162 162. And get more information on PPCA's licenses <http://www.pcca.com.au/music-users-/licensing-home/> or call 02 8569 1111

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities >

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Amenities

Depending on your event location and size you may be required to supply additional toilet facilities for your attendees. This is particularly important if you are serving food and drinks.

At least one toilet needs to be accessible for people with a disability.

As the event organiser, you are in charge of the hire and costs of any additional toilets that may need to be arranged. If you do provide additional toilet facilities, you must keep them clean and in a workable condition throughout your event. Cleaners should be hired to complete regular cleansing and restock of amenities. It is the event organiser's responsibility to obtain a Manufacturer's Statement of Compliance for hired amenities.

Check The National Public Toilet Map <https://toiletmap.gov.au/> to see whether your event location has toilets, including accessibility, opening hours and facilities.

A guide for events where alcohol is NOT available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

A guide for events where alcohol IS consumed – either BYO or sold through a liquor permit:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	6	18	6
<3000	10	18	10	20	10
<5000	12	25	17	33	17



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities >

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Waste

Traffic management

Parking

Pedestrians

Road closure

Management of activities

Waste

Bin quantities will be determined by the nature of the event and the number of attendees.

Patrons	With Food & Drink		Without Food & Drink	
	240L Garbage	240L Recycling	240L Garbage	240L Recycling
<500	2	2	1	1
<1000	4	4	2	2
<3000	8	8	4	4
<5000	12	12	6	6
<10,000	16	16	8	8
<15,000	20	20	10	10
<20,000	25	25	13	13
<30,000	30	30	15	15

You can complete Form F Waste Events Form 2019-2020 <https://www.kiama.nsw.gov.au/your-council/forms> to request for a quote of waste servicing and toilet cleaning for events within our municipality.

A waste management plan is required no matter how small or large your event is. We would require more information from you for larger events that generate significant amounts of waste.

The Waste Management Plan should include your waste reduction strategies and information on:

- > Site plan detailing bin locations
- > Emptying of receptacles—frequency, operational issues
- > Types of packaging used
- > Cleaning throughout the event
- > Stallholder compliance

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities >

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Waste

Traffic management

Parking

Pedestrians

Road closure



As the event organiser, you are responsible for the removal of all litter spillage generated as a result of the event, this may include litter from adjoining areas.

The event area must be left clean after the event, if not a cleaning fee will be charged. For more information regarding waste management for events please refer to our Event – Waste Management Factsheet <https://www.kiama.nsw.gov.au/your-council/fact-sheets?retain=true&Page=2>.

Visit the NSW Environment Protection Authority (EPA) for more information on how to have a 'waste wise' event and get the waste wise events guide. <https://www.epa.nsw.gov.au/~media/EPA/Corporate%20Site/resources/warrlocal/070056-waste-wise-events.ashx>

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities >

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

Waste

Traffic management

Parking

Pedestrians

Road closure

> Traffic management

Parking

We have a number of car parks around the municipality which can be used for event parking. Contact our Engineering & Works Department for more information on 02 4232 0444. Event vehicles are to remain parked in existing parking bays.

Under no circumstances are vehicles to drive across or remain parked on parks, reserves, playing fields, etc. unless you have sought prior permission.

Changes to parking restrictions and parking permits are subject to Local Traffic Committee/ Kiama Council approvals and are reviewed on a case by case basis. For matters which require approval from the Traffic Committee should be submitted no later than 16 weeks out from your event. (see event timeframes *hyperlink).

You should always consider using public transport as part of your event. You should contact Transport NSW to see if additional public transport can be arranged for your event.

Pedestrians

All vehicles entering the site are to be escorted on site at a walking pace with hazard lights flashing to minimise risk to pedestrians.

Road Closure

If your event requires the use, closure or partial closure of a public road, you will need to apply for road and footpath occupation <https://www.kiama.nsw.gov.au/your-council/forms> (an application fee applies). Our Traffic Committee, which is made up of the Roads and Maritime Services (RMS), Lake Illawarra Police/NSW Police Representative and Council staff), will review your application.

For major events road closures, forms should be submitted no later than 16 weeks out from your event.

If the event is held on a State road, RMS approval is necessary and you will need to have a Traffic Management Plan. You will need to employ the services of a Traffic Management Company to develop this Plan for you. Council is able to provide a list of suppliers on request. As the event organiser, you need to meet all the costs associated with the development of a Traffic Management Plan.



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

Aquatic

Environmental impact

Community consultation

Security

Protocol

Running your event

Adopting appropriate security and crowd control measures are essential to the success of an event and the safety of the public.

What is a crowded place?

Crowded places are locations which are easily accessible by large numbers of people on a predictable basis. A crowded place will not necessarily be crowded at all times: crowd densities may vary between day and night, by season, and may be temporary, as in the case of sporting events, festivals, or one-off events.

Who has a role in protecting crowded places?

Owners and operators of crowded places can include businesses, major event organisers, sporting clubs, charities, community groups, religious groups and local, state and territory and Commonwealth governments.

All owners and operators of crowded places have the primary responsibility for protecting their sites, including a duty of care to take steps to protect people that work, use or visit their site from a range of foreseeable threats, including the threat of a terrorist attack.

More information on this can be found in Australia's Strategy for Protecting Crowded Places from Terrorism <https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx> developed by the Australia-New Zealand Counter-Terrorism Committee and the Hostile Vehicle Guidelines for Crowded Places in the section with the Crowded Places <https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/hostile-vehicle-guidelines-crowded-places.pdf>

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

Aquatic

Environmental impact

Community consultation

Security

Protocol

Even an event with small numbers of people attending can become crowded. It depends on the capacity of the venue/area where the event is held and the type of event being planned. In some instances, you will need to arrange for additional security to be onsite during your event to assist with crowd control. This is particularly important when alcohol is being sold/served, and large crowds are expected. If you employ security personnel for your event, ensure that they are adequately briefed by you before the event and are experienced in crowd control matters. If alcohol is to be served at the event, security personnel must be RSA trained. Also, ensure that the security/crowd controllers remain on duty at the conclusion of the event until the orderly dispersion of the patrons has occurred.

We recommend a ratio of two guards for the first 50 patrons and one guard per additional 50 patrons. Volunteers and support people at events are not included in the security to participant ratio.

You should include crowd management issues in your risk assessment and cover items such as:

- > Venue entry and exit points
- > Provision of alcohol
- > Use of licenced security guards
- > Communications with attendees

For all major events, emergency services event notifications must be given to the following organisations at least one week before your event:

- > NSW Police, Lake Illawarra Police 02 4232 5599
- > NSW Fire & Rescue - info@fire.nsw.gov.au - 02 9265 2999
- > Ambulance Service of NSW - 02 4655 1481



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

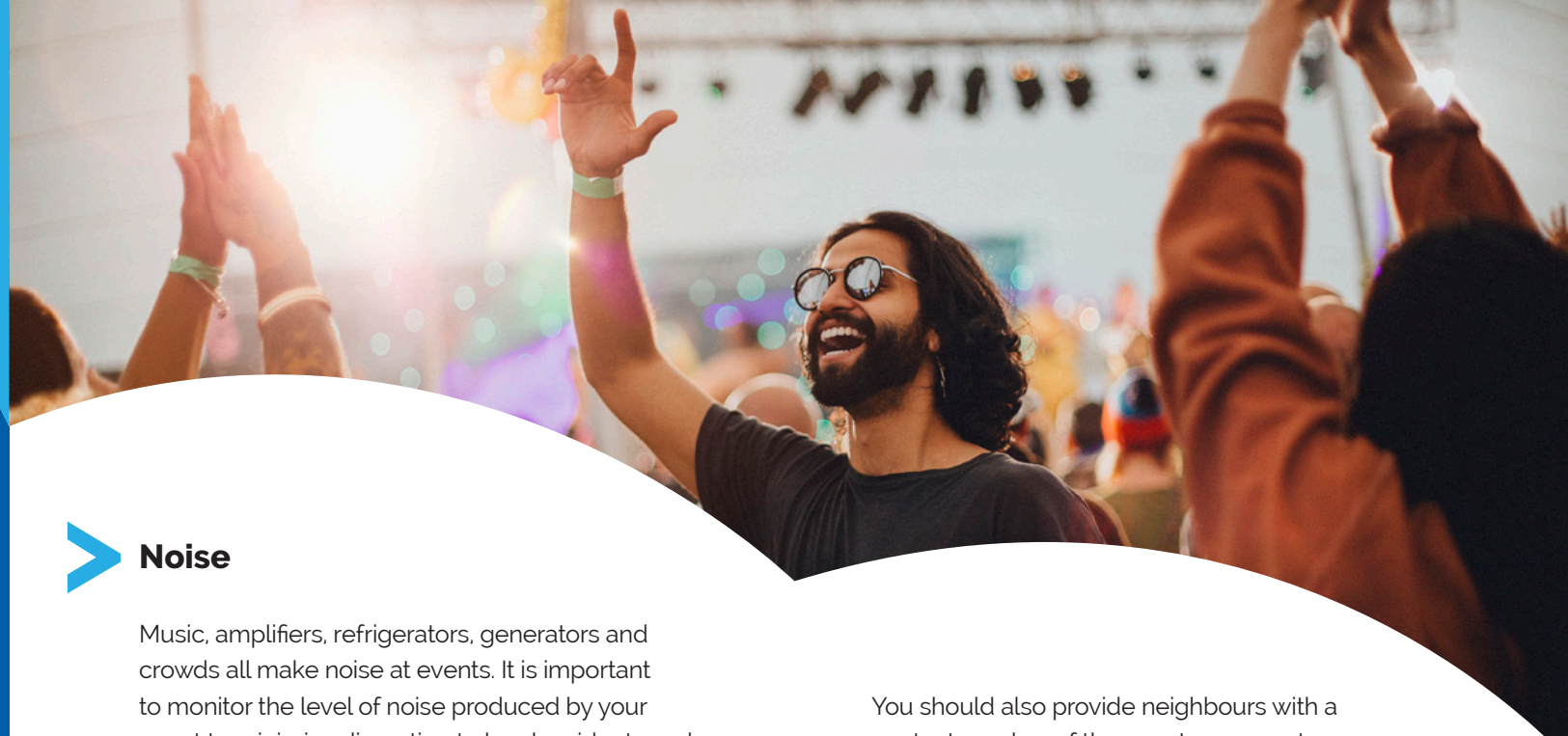
Aquatic

Environmental impact

Community consultation

Security

Protocol



> Noise

Music, amplifiers, refrigerators, generators and crowds all make noise at events. It is important to monitor the level of noise produced by your event to minimise disruption to local residents and businesses.

The operation of the event and any amplified sound must comply with the Protection of the Environmental Operations Act 1997.

You should consider taking noise mitigation measures when organising an event. A noise management plan may be required for major events that use multiple stages, speakers or public address detailing how you propose to minimise the impact of noise on the surrounding residential neighbourhood. Such things to consider are site orientation, barriers, direction and height of speakers, the size and power wattage of the speakers, sound limiting devices and neighbour notifications.

You should also provide neighbours with a contact number of the event manager to address any complaints at the time of your event. Neighbourhood notification is critical as most residents are more tolerant of noise if they know when it will occur and when it is likely to cease.

Council recommends not using a public address system or amplified music between the hours of 10.00pm and 7.00am.

If your event is generating offensive noise, you could be issued with a warning or a fine.

Any enquiries in regards to noise should be directed to our Environmental Health Officers before the event taking place. You can contact an Environmental Health Officer on 02 4232 0444.

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

Aquatic

Environmental impact

Community consultation

Security

Protocol



Photo by
Shannon Glasson
Surfing NSW

> Fireworks

SafeWork NSW manages and regulates the planning and authorisation of fireworks displays. You must give notice to SafeWork NSW seven days before a fireworks event.

If you are planning a fireworks display at your event, you need to provide us with the documentation below along with your completed event application:

- > SafeWork notification issued under the NSW Explosives Act 2003
- > Pyrotechnic certificate of currency for liability insurance
- > Job safety and environmental analysis and risk assessment
- > Current SafeWork licences
- > Workers compensation insurance

> Aquatic

An aquatic license may be required for organised activities on, or in, navigable waters, including:

A race, competition, exhibition (whether or not vessels or equipment are involved) that's conducted, organised or promoted in, or on, any navigable waters.

If you are unsure whether your proposed activity requires an aquatic license, visit the RMS website <https://www.rms.nsw.gov.au/> or call 13 12 13.

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

Aquatic

Environmental impact

Community consultation

Security

Protocol



> Environmental impact

It has become increasingly important to understand the environmental impacts of holding events and therefore mitigate environmentally damaging consumption behaviour.

Some of the things to consider when planning your event:

- > Travel and transport activity - reduce carbon emissions
- > Food and drink consumption - reduce waste and non-recyclable packaging, organic vs processed, produced locally vs. transported products
- > Event related energy and water consumption
- > Event related production of different waste streams

When preparing a Development Application for an event you will need to prepare a State of Environmental Effects. Please visit our webpage <https://www.kiama.nsw.gov.au/planning-and-development/development-assessment/the-application-process> and use our 'Guide to carrying out Development or an Activity in the Kiama Municipality' when completing your statement. If you are unsure what components to include in your statement please contact us so we can advise you accordingly.

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

Aquatic

Environmental impact

Community consultation

Security

Protocol

> Community consultation

If you hold your event in the vicinity of residents, then we need to see how you intend to communicate and notify them of your event and the expected impact the event will have on those residents. A letterbox drop is the most common form of communication to surrounding residents and businesses. Residents should be notified no less than one week from your event.

If there are local businesses that will be impacted as a result of the event, we suggest you contact them before lodging your event application and try to incorporate ways to reduce any impact on those businesses.

Please include the following information in your notification:

- > Type of event and activities
- > Date of event
- > Times of event
- > Location of event
- > Contact details

Security

It is the event organiser's responsibility to arrange security staff in the following situations:

- > When property is left overnight on site
- > Ticketed events
- > Liquor is being served
- > Large attendance numbers are expected
- > When money is exchanged

You should also notify the local police command that you will be holding a public event.

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event >

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources

What is a crowded place?

Who has a role in protecting crowded places?

Noise

Fireworks

Aquatic

Environmental impact

Community consultation

Security

Protocol

> Protocol

If your event includes official proceedings and you require the presence of the Mayor or Councillors, you must follow certain protocols, forms of address and complete a booking form. Please use our Events Enquiry form to request the presence of the Mayor or Councillor <https://www.kiama.nsw.gov.au/your-council/forms>.

In addition to the Mayor or Councillor attending, it is also important to acknowledge the traditional custodians of the land. The Wadi Wadi people of the Dharawal nation are the traditional custodians of the Kiama Municipality and they can be recognised in the form of a Welcome to Country or an Acknowledgment of Country.

The difference between the two is:

Welcome to Country is where the traditional Aboriginal custodian or Elder welcomes people to their land and occurs at the opening of an event. It is the first item on the program. For events in Kiama Municipality, only a representative from the Wadi Wadi people can perform a Welcome to Country.

Acknowledgement of Country is a way for all attending an event to show respect. It can be performed by any individual, Aboriginal or non-Aboriginal, participating in an occasion of any kind. The suggested wording for an acknowledgement of country is "I would like to acknowledge the traditional owners of the land on which we meet, the Wadi Wadi people of the Dharawal nation, and pay my respect to Elders past and present".

Find out more information about our Aboriginal and Torres-Strait Islander Communities. <https://www.kiama.nsw.gov.au/residents/aboriginal/aboriginal---torres-strait-islander>



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk >

Promotion & signage

Council support

Post-event evaluation

Resources

Public liability insurance

Risk management

Work Health & Safety

Emergency management & response plan

First aid

Insurance & risk

Public liability insurance

Every event held on Council property will require a current public liability insurance policy to the value of \$20 million. Approval for your event will not be granted until a copy of your Certificate of Currency has been provided as part of your event application.

If you are organising the event you will need to ensure that individual vendors and amusement ride operators at your event have their own current public liability insurances.

Risk management

Risk management is a significant and important consideration of your planning. Risk management is assessing the potential hazards that may arise at your event, the likelihood of them occurring and how you can minimise and control risks.

Types of risks may include, but not limited to:

- > Equipment failure
- > Lost children
- > Major injury or incident
- > Severe weather
- > Overcrowding in car parks
- > Marquee pegs and thoroughfares
- > Moving vehicles

Risks need to be constantly monitored and managed throughout an event and you must keep all records for legal reasons.

For larger events Council will require a copy of your Risk Management Plan before your event. For smaller events Council will require a risk assessment [\(link to be inserted\)](#).

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk >

Promotion & signage

Council support

Post-event evaluation

Resources

Public liability insurance

Risk management

Work Health & Safety

Emergency management & response plan

First aid



> Work Health & Safety (WHS)

As an event organiser, you have a duty of care to provide a safe environment where staff, volunteers, performers and contractors can work. You must respond to any incidents at the event, such as injury to paid workers, volunteers and the general public, or damage to property by the requirements of your insurer. You should include a log of all incidents in your Emergency Management Plan. Any major incidences should be reported to SafeWork NSW <https://www.safework.nsw.gov.au/safety-starts-here>

Emergency Management & Response Plan

All events must have a written Emergency Response Plan (ERP). This includes: in the event of an emergency you need to plan how to safely evacuate attendees. Please note that once emergency services arrive on site they assume control of the situation. Major and high risk events should consult with emergency services representatives to develop this plan.

In developing the Emergency Response Plan you need to consider:

On the site plan

1. A plan of the venue and all services on your site plan
2. Assembly and evacuation areas
3. Vehicle access for emergency vehicles and evacuation routes for the public
4. Location of on site emergency services (if they have a presence on site)
5. First aid and ambulance areas.

For events held on Council land we will require a copy of your Emergency Management & Response Plan before your event.



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk > Public liability insurance

Promotion & signage Risk management

Council support Work Health & Safety

Post-event evaluation Emergency management & response plan

Resources First aid

In the documentation

1. Name and contacts of staff that will authorise and manage evacuation procedures
2. Details of how the event will be interrupted and people notified in the event of an emergency
3. Detailed arrangements for on site emergencies that do not require outside help such as small fires
4. Specific arrangements to hand over control to police and emergency services as required
5. Minor first aid incidents, security to manage containable incidents
6. Details of hospitals prepared for a major incident
7. Detail of security arrangements
8. Detail of recovery arrangements
9. Major incident notification process to WorkSafe.

Event organisers have a duty of care to supply a safe event and venue to the public and its participants. Depending on the type of event you are organising the Ambulance Service of NSW may be able to assist in a number of ways, please visit their website for further information - <http://www.ambulance.nsw.gov.au/Community-Info/Organising-an-Event.html>

First Aid

Council requires details of the first aid facilities that will be stationed at the event. For larger events, you may need to have a first aid tent or dedicated area. First aid posts should be adequately signed posted and correctly staffed and equipped.



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage ➤

Council support

Post-event evaluation

Resources

Promotion & signage

We have various locations around the Municipality that you can use to promote your event. The signs located at the entrances to Kiama and Gerringong can be booked through the Visitor Information Centre via the online [webform](#). For more information, please contact tourism@kiama.com.au.

To increase your reach to the tourist market, we suggest you signup free of charge to the ATDW – Australian Tourism Data Warehouse. Once registered, your event will be fed through to our Destination Kiama website www.kiama.com.au and other Visit NSW affiliated websites.

You may also wish to discuss further marketing opportunities with Destination Kiama.

As the event organiser, there are ways you can contribute and engage with Kiama Municipal Council and Destination Kiama through social media channels.

- Tagging us in your Instagram photos
- Using our official hashtags to help increase the conversation around the events and engage like-minded audiences:
 - #Kiama
 - #KiamaNSW
- We also suggest you #hashtag the name of the event and the suburb it is located in (if applicable) e.g. #gerringong #gerroa #jambaroo #minnamurra #bombo

Follow the Kiama Municipal Council and Destination Kiama social channels:

- Facebook
- Instagram
- Twitter



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support >

Post-event evaluation

Resources

Grants

In-kind support

Destination Kiama funding

Council support

Grants

The Community Grants program is delivered by us to support and empower the local community. The aim of the program is to find a range of projects that contribute to a connected, supportive, caring, inclusive and engaged community. Applications open each year in March.

To review the guidelines and make an application please read our Community Grants Page Program website <https://www.kiama.nsw.gov.au/your-community/healthy-communities/healthy-communities-resources/community-gardens-grants-program/community-gardens-grants-program>. Check out our website for more information.

In-kind support

From time to time we extend our support to groups or organisations who wish to hold events. Priority will be given to those events that provide the greatest community benefit. This support can take the form of provision of basic equipment and consideration towards bonds and hire fees at council sites. All applications must be made on the In-Kind Support Request form (link to be inserted). Applications are accepted in conjunction with an event application at least eight weeks prior to event.



Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support >

Post-event evaluation

Resources

Grants

In-kind support

Destination Kiama funding

Destination Kiama funding

Destination Kiama is the team within Kiama Municipal Council that coordinates all tourism operations, opportunities, strategic marketing, industry & experience development, partnerships and destination events.

Destination Kiama offer four rounds of funding per year for 'destination events'. These are events that attract people to our area, from outside our area.

For more information please refer to Destination Kiama's website <https://kiama.com.au/partnership/destination-kiama-events-funding>

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

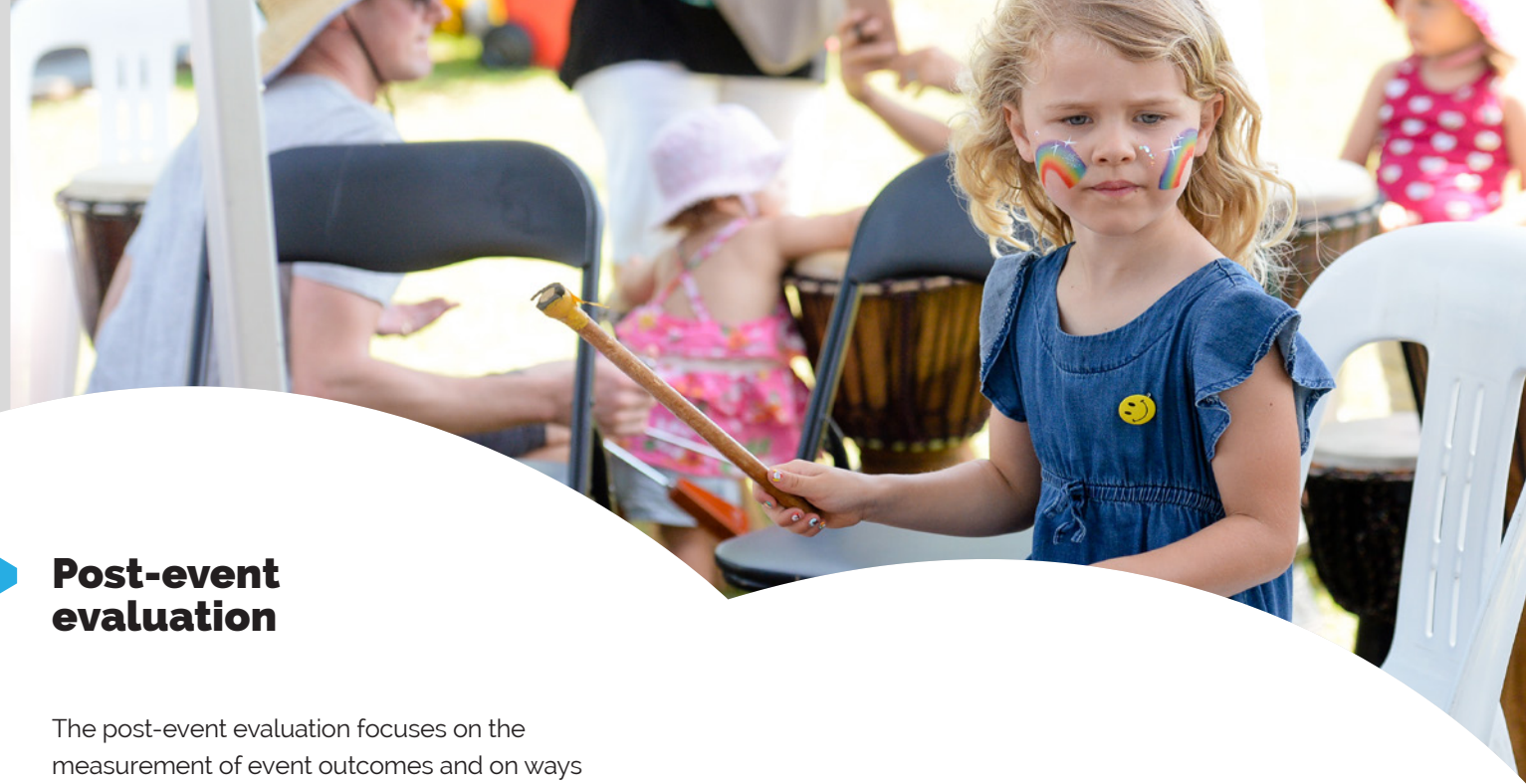
Post-event evaluation >

Resources

Post-event evaluation

The post-event evaluation focuses on the measurement of event outcomes and on ways in which the event can be improved. A post event report can make a vast contribution to the understanding of what went well and what did not, any significant risk factors that were revealed and any implications for future improvement of the event.

For events on Council land, we will provide you with an event evaluation form, once your booking is confirmed, to assist you and us in preparing and supporting future events held in the Municipality. We ask that you complete this at the end of the event and return it to us once your event has finished. This helps us when considering your next



Resources

A compiled list of useful links is provided below to assist with your event:

Kiama Municipal Council

Community Grants Page Program

<https://www.kiama.nsw.gov.au/your-community/healthy-communities/healthy-communities-resources/community-gardens-grants-program/community-gardens-grants-program>

Destination Kiama

<https://kiama.com.au/partnership/destination-kiama-events-funding>

Development Application Process

<https://www.kiama.nsw.gov.au/planning-and-development/development-assessment/the-application-process>

Application Forms

<https://www.kiama.nsw.gov.au/your-council/forms>:

- Community Donations application form
- Cultural grant application form
- Development Application form
- Events Enquiry Form
- Filming on Council controlled land form
- Food stall (temporary) registration form
- Hire a hall application form
- Hire a reserve application form
- Mobile food van registration form
- Old Fire Station Community Arts Centre booking form
- Waste servicing for events

Factsheets

<https://www.kiama.nsw.gov.au/your-council/fact-sheets>:

- Waste and Recycling general events
- Waste and Recycling sporting events

Policies/Guidelines

- Kiama Events Toolkit (link to be inserted)
- Guide to carrying out Development or an Activity in the Kiama Municipality <https://www.kiama.nsw.gov.au/planning-and-development/development-assessment/the-application-process>
- Guidelines for use and hire of public land and property <https://www.kiama.nsw.gov.au/your-council/administration-policies/plans-policies/policies>
- Kiama Development Control Plan <https://www.kiama.nsw.gov.au/planning-and-development/strategic-planning/development-control-plan/kiama-development-control-plan>
- Fees and charges <https://portal.lgsolutions.net.au/Fees/Public/Kiama>
- Risk assessment guide for Events on Council Reserves (link to be inserted)

xxx

xxxx

Temporary Road Closure

xxx

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Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources >

Application and approval process

Your event site

Food

Alcohol

Power/lighting

Amenities

Management of activities

Running your event

Insurance and risk

Promotion & signage

Council support

Post-event evaluation

Resources >

> Other agencies

- > **Ambulance Service of NSW**
<http://www.ambulance.nsw.gov.au/Community-Info/Organising-an-Event.html>
- > **Australian/New Zealand Standard - Electrical Installations - Shows and Carnivals (AS/NZS 3002:2008)**
<https://www.saiglobal.com/pdftemp/previews/osh/as/as3000/3000/3002-2008.pdf>
[Australian Tourism Data Warehouse \(ATDW\)](http://www.austlii.edu.au/au/other/dfat/special/atdw/)
<https://atdw.com.au/>
- > **Australian Prudential Regulation Authority – music licenses**
<http://apraamcos.com.au/music-customers/licence-types/>
- > **NSW Environmental Protection Agency - Waste Wise Events Guide:**
<http://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/waste-wise-events>
- > **NSW Food Authority**
<http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>
- > **National Security - Crowded Places:**
<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-security-audit.pdf>
- > **NSW Liquor and Gaming – Alcohol:**
<https://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-i-need.aspx>
- > **NSW Roads and Maritime Services - Aquatic Licence:**
<http://www.rms.nsw.gov.au/maritime/usingwaterways/aquatic-events/licences.html>
- > **NSW Event Starter Guide**
<https://publications.dpc.nsw.gov.au/event-starterguide/introduction/> this guide also includes a comprehensive list of other useful websites and publications.
- > **Phonographic Performance Company of Australia – assistance with music license**
<http://www.pcca.com.au/music-users-/licensing-home/>
- > **SafeWork – Work Health and Safety:**
<http://www.safework.nsw.gov.au>
- > **Screen NSW – Local Government Filming Protocol**
<https://www.screen.nsw.gov.au/publications/local-government-filming-protocol>
- > **The National Public Toilet Map**
<https://toiletmap.gov.au/>

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