

ITEM 5

POST EXHIBITION - PLANNING PROPOSAL - TEMPORARY EVENTS TO BE INCLUDED AS EXEMPT DEVELOPMENT ON COUNCIL MANAGED LAND

On 3 February 2025, Council resolved to exhibit a Planning Proposal request to amend Schedule 2 Exempt Development of the Wollongong Local Environmental Plan 2009 (Wollongong LEP 2009). The proposal seeks to include Temporary Events (Commercial and Community) as Exempt Development on certain Council owned and manage land, including Crown Land, and land within the road reserve where Council is the Roads Authority. The Planning Proposal seeks to reduce the approval steps under the *Environmental Planning and Assessment Act 1979* for hosting an event, making it easier for event organisers.

At the meeting Council also resolved to exhibit a revised Wollongong Development Control Plan 2009 (Wollongong DCP 2009) – Chapter: C6 Events Management. The chapter has been revised and update to reflect legislative and standards changes. Chapter C6 will continue to apply to events that fall outside the proposed exempt development provisions and require lodgement of a Development Application.

This report considers the exhibition feedback and recommends that Council progress the Planning Proposal request to finalisation and adopt the amended Wollongong DCP 2009 Chapter C6: Events Management.

RECOMMENDATION

- 1 The Planning Proposal to amend Schedule 2 Exempt Development to include Temporary Events (Commercial and Community) as Exempt Development (Attachment 1), be finalised for the preparation of an amendment to the Wollongong Local Environmental Plan (LEP) 2009.
- 2 The General Manger proceed to exercise delegation as issued by the NSW Department of Planning, Housing and Infrastructure under Section 3.36 of the *Environmental Planning and Assessment Act 1979* (NSW), in relation to the final proposal.
- 3 The revised Wollongong DCP 2009 Chapter C6: Events Management (Attachment 2) be adopted and a notice appear in the Public Notices advising of the adoption.

REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy

Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

ATTACHMENTS

- 1 Schedule 2 Exempt Development - Temporary Events clause
- 2 Wollongong Development Control Plan 2009 Chapter C6 Events Management

ACRONYMS USED IN REPORT

Abbreviation	Meaning
DA	Development Application
DCCEEW	Department of Climate Change, Energy, the Environment and Water
DCP	Development Control Plan
DPHI	Department of Planning, Housing and Infrastructure
ISRP	Illawarra Shoalhaven Regional Plan 2009
LEP	Local Environmental Plan
LGA	Local Government Area
NSW RFS	New South Wales Rural Fire Service
SEPP	State Environmental Planning Policy
TfNSW	Transport for NSW

BACKGROUND

Council owned and managed land is used to host a range of sporting, cultural and community events, which provide social benefits and contribute to the local economy. However, they can be complex to organise as different approvals can be required, including -

- Development Application for temporary use of land.
- Consistency with a Plan of Management for Council or Crown Land.
- Road closure or use permit, under section 138 of the *Roads Act 1993*.
- Event application / licence for use of Council land or Crown Land where Council is the Crown Land Manager.
- Licence from NSW Crown Land for devolved Crown reserves.
- Licencing if alcohol is proposed to be served.

Some parks and reserves can have multiple tenures which results in different requirements, which adds to the complexity for community events organisations. It can also be time consuming and requires early planning by event organisers.

State Environmental Planning Policy (Exempt and Complying Codes) 2008 (the Codes SEPP), defines community event as: *a function or event open to the public or a section of the public that is a ceremony, cultural celebration, exhibition, fete, fair, gathering, market or sporting event*.

The Codes SEPP includes provisions for tents, marques, stages to be exempt development for community events if they satisfy the specified criteria (clauses 2.119, 2.120, 2.123, 2.124), and as complying development if they satisfy the specified criteria (clauses 4A.5 – 4A.8). The Codes SEPP definition and provisions do not cover commercial events such as music festivals.

In 2012, 2016 and 2021 Council adopted the Major Events Strategy which includes event classifications of global, signature, major, regional and community. Council categorises events into the following tiers -

- Tier 1 is 10,000+ total participants/attendees.
- Tier 2 is 5,000+ total participants/attendees.
- Tier 3 is 1,000+ total participants/attendees.
- Tier 4 is less than 1,000 total participants/attendees.

To assist event management, in 2013, Council approved eight Development Consents to enable community events on key parks and reserves. In 2020 a further seven sites were approved. To hold an event in these locations requires an Event Application (license), which is managed by Council's Events Team. The Events Team provides a concierge service to assist event organisers. The Event Application process still requires the submission of documentation to address risk management, traffic management, waste management and noise management. The level of documentation required varies with the scale of the event.

The Major Event sites development consents specify the number of events in each tier that are permitted to occur each year. For example, within Foreshore sites (coastal strip between Wollongong No 2 Showground and Elliotts Road) a maximum of three (3) Tier 1 Signature Events, six (6) Tier 2 Major Events, eight (8) Regional Events are permitted per annum in addition to all Tier 4 Community Events.

Council's current Event Application requirements include the following -

- Event Management Plan.
- Risk Management Plan.
- Site Plan.
- Waste Management Plan.
- Event Notification.

Where applicable -

- Traffic plans which include Vehicle and Pedestrian Management.
- Security and Alcohol Management Plan.
- Emergency Management.
- Noise Management.

In 2024, Council applied for grant funding under the Permit/Plug/Play Program, as part of the NSW Government's Vibrancy Reforms. The program offered successful Councils funding up to \$500,000 to host a street-based event. Councils were tasked with identifying complexities in planning and hosting street-based events, then streamline the process by implementing localised solutions. Councils are then required to host an event and evaluate their newly streamlined processes and provide feedback to the State Government. Council was successful with its grant application and was approved to receive \$500,000 in funding.

The grant application identified the Development Application (DA) process as adding complexity to the organisation of park and street-based events. The DA process adds an additional layer of complexity and requires greater lead in times for event organisation to navigate. The grant application proposed a review of the requirement for a development application.

A review of other NSW Councils LEPs identified that -

- Some LEPs include Events as Exempt Development (e.g. Ballina, Bega Valley, Hawkesbury, Kiama, Ku-ring-gai, Lismore, North Sydney, Richmond Valley, Ryde, Shoalhaven, Sutherland, Sydney, Tweed, Wagga Wagga, Waverly, Willoughby, Wollondilly and Woollahra).
- Some LEPs include Events as an Additional Local Provision, (e.g. Great Lakes - Mid Coast, Muswellbrook, Nambucca, Newcastle, Singleton, Tamworth and Upper Hunter).

It is understood that two other Councils are reviewing their LEP provisions, as a consequence of successful grant applications.

On 3 February 2025, Council considered a report on temporary events and a proposal to simplify the planning process. The report proposed the preparation of a Planning Proposal to list Temporary Events on Council sites as Exempt Development, and to update the Wollongong Development Control Plan (DCP) 2009 Chapter C6 Event Management for those other events that require a development application -

- The Planning Proposal seeks to amend Schedule 2 Exempt Development of the Wollongong LEP 2009 to include Temporary Events (Commercial and Community). The intent of the proposal is to reduce the number of approvals required to host a temporary event within the LGA on Council owned / manage land including Crown Lands and within the road reserve where Council is the Road Authority.

Exempt Development does not require Council approval under the Environmental Planning and Assessment Act, provided the use complies with the specified requirements. A licence agreement (Event Application) would still be entered into with Council for the use of Council managed land.

- Wollongong DCP 2009 – Chapter C6 Event Management was adopted on 15 December 2009 and commenced on 1 March 2010. The chapter outlines the objectives, controls and guidance for the management of temporary indoor and outdoor events on land that is not primarily for public entertainment purposes within the Wollongong LGA. The chapter outlines the objectives and development controls for carrying out an event within the Wollongong LGA that cannot be considered for an exemption. The chapter includes controls to guide associated event associated activities such as noise, traffic management, food handling and fireworks.

A review of the chapter occurred to reflect the changes that will result from the Planning Proposal to amend Schedule 2 of the Wollongong LEP to include Temporary Events (Commercial and Community), on Council land as Exempt Development. The chapter has also been updated to reflect contemporary legislation and policy amendments.

On 3 February 2025 Council resolved that -

- 1 *A Planning Proposal be prepared to amend the Wollongong Local Environmental Plan 2009 by including in Schedule 2 Exempt Development: Temporary events (commercial and community) on Council owned and/or managed land, including Crown Land and within the road reserve for which Council is the road authority, subject to being consistent with an adopted Plan of Management over the land where applicable.*
- 2 *The Planning Proposal be forwarded to the NSW Department of Planning, Housing and Infrastructure for Gateway determination and requesting authorisation for the General Manager to exercise plan making delegations in accordance with Council's resolution of 26 November 2012.*
- 3 *If approved, the Planning Proposal be exhibited for a minimum period of twenty-eight (28) days.*
- 4 *The draft Wollongong Development Control Plan 2009 – Chapter C6 Event Management be exhibited with the Planning Proposal.*

The Planning Proposal and draft Wollongong DCP Chapter C6 Event Management were exhibited from 7 May 2025 to 10 June 2025.

PROPOSAL

At the close of the exhibition process, Council received six (6) submissions which are summarised in Table 1. No submissions commented on the draft DCP chapter.

Based on the feedback, minor amendments to the wording of the proposed exempt development provision are to include references to other legislation (where approvals may be required) and strengthening environmental protections.

The final wording of the provision will be drafted by NSW Parliamentary Counsel Office and be approved by the NSW Department of Planning, Housing and Infrastructure.

The revised amendment to Wollongong LEP 2009, Schedule 2 Exempt Development – Temporary Events (Commercial and Community) (Attachment 1) includes highlighted amendments made to the exhibited document. The amendments relate to –

- An addition to the Clause to ensure Temporary Events do not adversely impact on native flora, fauna and their habitats.
- An addition to the Clause to ensure Temporary Events do not impact on the cultural significance of heritage items and Sites of Aboriginal Cultural Significance.
- Inclusion of the '*Heritage Act 1977*' under the Note for other approvals.

The revised Wollongong DCP 2009 Chapter C6 (Attachment 2) includes highlighted amendments made to the exhibited document. The minor amendments relate to –

Minor formatting changes and typographical changes -

- Inclusion of the *Heritage Act (NSW) 1977*, *National Parks and Wildlife Act (NSW) 1974* and Planning for Bush Fire Protection under the amended heading 'Other Relevant Legislation and Documents'.
- The inclusion that a risk assessment and emergency management plan are required if an event is proposed to be held on land mapped as Bush Fire or Flood Prone Land.
- Inclusion of Planning for Bush Fire Protection under the heading 'Additional Resources'.

To complement the proposed amendment, a Council Events Management Policy is proposed to be prepared to assist Council staff and event organisers to plan and manage future exempt development events on Council owned and/or managed land and roads. The policy will include the event tiers, the requirements, and the circumstances where a development application may still be required.

CONSULTATION AND COMMUNICATION

The Planning Proposal and the amended DCP Chapter C6 was exhibited as per the requirements of the Gateway Determination issued by DPHI on 13 March 2025 and the *Environmental Planning and Assessment Act 1979*.

The NSW RFS were required to be consulted prior to public exhibition between 14 March and 11 April 2025. NSW RFS provided feedback that resulted in a minor amendment to the proposed wording of the provision.

Following Council receiving NSW RFS feedback, the Planning Proposal and Wollongong DCP 2009 Chapter C6 Events Management were referred to State agencies between 29 April and 13 June 2025 and exhibited between 7 May and 10 June 2025.

The amended Planning Proposal, the revised Wollongong DCP 2009, and supporting documents were made available for the public to view via Council's engagement website, in all Council Libraries and at Council's Customer Service Centre in the Administration Building.

All active Neighbourhood Forums were notified of the public exhibition by email. The following key stakeholders were also notified of the public exhibition through the NSW Planning Portal or by email –

- NSW RFS.
- DCCEEW – Flooding.
- Crown Lands.
- Transport for NSW.
- NSW Ambulance.
- NSW Police.
- NSW Fire and Rescue.
- NSW Health.

As a result of the public exhibition the web page received 62 views, 21 participants downloaded a document. Council did not receive any submissions through Council's engagement website.

A total of 6 submissions were received including -

- Submissions from State agencies: NSW RFS, TfNSW, DCCEEW.
- A submission from Neighbourhood Forum 5.
- Two submissions through the NSW Planning Portal.

Table 1: Summary of Submissions

Submitter	Submission	Response
NSW RFS	<p>Request the following (bold text) amendment to the proposed wording in Schedule 2 subclause 4 to ensure adequate assessment against Planning for Bush Fire Protection is included in the risk assessment for events on bush fire prone land -</p> <p>4 Must be accompanied by a risk assessment and emergency management plan if located on bush fire prone and/or flood prone land.</p> <p>The Risk Assessment & Emergency Management Plan for events on bush fire prone land must include an assessment of the relevant parts of Section 8.3.8 Planning for Bush Fire Protection 2019 (or subsequent version) prepared by a BPAD accredited consultant and approved by Council. The plan must include, but not be limited to, the following:</p> <p>Consultation with the local RFS District Manager if any event is held during the Bush Fire Danger Period or on a Total Fire Ban or Day of an elevated Fire Danger Rating.</p>	<p>The NSW RFS feedback was considered further and resulted in the proposed Clause being amended.</p> <p>The preparation of a risk assessment & emergency plan is required if the event is to be held on bush fire or flood prone land.</p> <p>Given the activity is deemed Exempt Development, the wording has been adjusted accordingly.</p>
TfNSW	<p>TfNSW supports a more streamlined approach, if the Traffic and Transport Plans undertaken as part of the Event Application were to demonstrate the event is likely to impact the state road network, the operation of traffic signals on any road or impact public transport including trains, the application must be forwarded to TfNSW. The lead time for event notification should be a minimum of 6 months for Class 1 events, minimum 3 months for Class 2 events and 6 weeks for class 3 and 4 events, which will be dependent on Council's special event policy. All event proponents are to refer to the TfNSW Event Management Guidelines.</p>	<p>It will still be a requirement, as part of Council's Event Application and Leasing and Licencing Agreement, that a Traffic and Transport Plan will be required when necessary. Should a Traffic and Transport Plan be required, the timeframes identified by Transport for NSW will apply.</p>

Submitter	Submission	Response
DCCEEW	The proposal requires that there be no "permanent physical change to the fabric of the location and / or structures where the use occurs." We raise for your consideration that from experience in other situations, it is important to specifically identify a need to also consider ancillary activities (e.g. storage of materials, access to sites) that can be overlooked and result in the need for urgent but temporary impacts, such as vegetation clearing. We suggest that a control be included that ensures that these are appropriately considered as part of any event planning.	The proposed Wollongong LEP 2009 amendment was revised to include the following, based upon the feedback provided by DCCEEW: <i>Must not include site excavations, or adversely impact upon native flora, fauna and their habitats, or result in permanent physical change to the fabric of the location and / or structures where the use occurs.</i>
Neighbourhood Forum 5	Support the proposed LEP amendment to exempt events on Council owned and managed land subject to the event being advertised and community consultation being undertaken before being determined.	The proposal seeks to amend Schedule 2 of the Wollongong LEP 2009 to include Temporary events upon Council owned and managed land. Under the Environmental Planning and Assessment Act 1979, it is not a requirement that exempt development be notified and community consultation undertaken. Therefore, as per the requirements of the Act, Community Consultation would not be undertaken for Temporary Events on Council owned or managed lands that are deemed Exempt Development. The proposal does not seek to make temporary events on privately owned land exempt development under the Wollongong LEP 2009. Therefore, temporary events on privately owned land will still require Development Consent and public notification and consultation.
Public submission 1	Support the Planning Proposal	Support noted -
	<p>1 The Exempt development pathway should be used for all temporary events.</p> <p>2 Planning temporary events requires, effort, time, and money and wasted with repeat applications.</p>	<p>1 The proposed LEP provision is not suitable for all temporary events and locations. As such Council has updated Wollongong DCP 2009 Chapter C6 Events Management where a Development Application is required.</p> <p>2 The proposal is expected to reduce the number of applications required to hold a Temporary event on Council owned / managed land and roads and therefore reducing time and costs for event organisers.</p>

Submitter	Submission	Response
	3 The proposal promotes cultural diversity.	3 Noted, it is considered that the proposal is consistent with State and Local initiatives to promote cultural events
Public submission 2	1 The exemption should be limited to 48 hours, which includes bump in and bump out; or 24 hours where a road closure is required.	1 A maximum time an event can occur has not been provided to afford Council and applicants flexibility when planning for an event. The bump-in / bump-out time required varies with the scale of the event.
	2 An exempt event requiring road closure should be limited to non-business hours.	2 Where road closures are proposed the event organiser will need to lodge a Traffic Management Plan.
	3 Approvals for Road closures fall under the Roads Act not the Environmental Planning and Assessment Act. When working within a road reserve a Section 68 approval is required.	3 Event organiser will still be required to gain approvals under the <i>Roads Act 1993</i> to hold an event within the road reserve.
	4 The Exemption should not extend to road reserves.	4 Currently certain Temporary Events can be carried out within the road reserve under Council's generic event DAs. The proposal will allow for great flexibility of locations. However, event organisers will still need to complete a Leasing and Licensing to hold an event within the road reserve.

Consultation was also conducted with relevant Council Divisions regarding the proposed amendment to Wollongong LEP 2009, Schedule 2 to include Temporary Events (Commercial and Community) as Exempt Development and the Wollongong DCP 2009 Chapter C6 Events Management, with the aim of incorporating improvements.

Attachment 1 illustrates the minor amendments recommended to the Wollongong LEP 2009, Schedule 2 Exempt Development.

Attachment 2 illustrates the minor amendments recommended to the Wollongong DCP 2009, Chapter C6: Events Management.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2032 Goal 2 “We have an innovative and sustainable economy” and Goal 3 “Wollongong is a creative, vibrant city”. It specifically delivers on the following -

Community Strategic Plan 2032		Delivery Program 2022-2026	
Strategy		Service	
2.7	Promote the Wollongong Local Government Area as an event, conference and visitor destination	Engagement, Communication & Events	
3.6	Enable signature events and festivals where communities and visitors can gather and celebrate	Cultural Services Engagement, Communications & Events	

Wollongong Local Strategic Planning Statement 2020

The proposal generally aligns with the Local Strategic Planning Statement Vision and key actions – Council will continue to invest in community and recreational facilities, social infrastructure, the arts, and the public domain. This will create vibrant places and communities where residents and visitors want to gather for work, shopping or recreation, both during the day and the evening.

Council's Major Event Strategy 2021-2026

The Planning Proposal is consistent with the following actions -

- Enable efficient processes, response times and flexibility of policy.
- Council enact and further refine the events approval processes, including increasing the number of pre-approved major event sites offered.

Council's Planning Proposal Policy (2024)

The Planning Proposal is generally consistent with the Policy and will contribute to -

- Economic growth and promotes sustainable practices.
- Improving tourism opportunities.

Council's Leasing and Licencing Policy (2023)

The Planning Proposal is generally consistent with the objectives of the Leasing and Licencing Policy for Council owned land, Council managed road reserve and Crown Land and will contribute to -

- Granting of leases or licences of Council owned or managed land whether these for strategic, commercial or community purposes.
- Management of Council's property portfolio to ensure compliance with any relevant legislation and the requirements of Council's Relevant Policies as amended by Council from time to time.

Plans of Management

Events will still need to be consistent with the activities permitted on the land through a Council or Crown Land Plan of Management.

SUSTAINABILITY IMPLICATIONS

The proposed amendment to Wollongong LEP 2009, Schedule 2 reduces the number of approvals that are required when organising an event on Council owned / managed land, including Crown Land and land within the road reserve where Council is the Road Authority. It is noted for an event to occur on Council owned / managed lands and roads, including Crown Land, event organisers will still be required to complete a Leasing and Licencing Agreement to use the land. The proposed amendment to Schedule 2 will not apply to events on privately owned land.

The revised Wollongong DCP Chapter C6 Events Management that Council resolved to exhibit included additional waste management and recycling controls. The Chapter previously contained limited information regarding waste management requirements for events. The exhibited Chapter incorporated specific waste and recycling provisions required for events. Waste servicing levels are dependent upon if alcohol is to be served and the expected number of event attendees. The number of bins required for an event reflects the waste servicing levels listed on Council's Event Planning webpage.

To further promote sustainable temporary events that are consistent with current legislation, the chapter has been updated to refer to the *Plastic Reduction and Circular Economy Act 2021* (NSW).

RISK MANAGEMENT

Council's Risk Team considered the Planning Proposal and the revised Wollongong DCP 2009 Chapter C6 Events Management and raised no concerns.

The Wollongong DCP 2009, Chapter C6 Events Management was updated to ensure all events are covered by a minimum \$20 million Public Liability Insurance Policy. A Certificate of Currency is required to be submitted to Council 14 days prior to the date of commencement for the event.

If the event is held on Council owned or managed land and roads, that the applicant's insurance policy must include a provision indemnifying Council.

FINANCIAL IMPLICATIONS

The proposal to amend the Wollongong LEP 2009 to include Temporary Events (Commercial and Community) is the result of a Council Planning Proposal request. The Planning Proposal and the review of the Wollongong DCP 2009, Chapter C6 Events Management was undertaken using internal resources primarily from the Land Use Planning Team with the input of Council's Events Management Team and Development Assessment and Certification Division.

The proposed amendment, while Council's Planning Proposal, is associated with grant funding offered by the Transport for NSW. For Council to apply for the grant funding, it was required that Council identify means of making temporary events easier to hold. Council identified the current requirement to lodge a Development Application, was costly in terms of time, money and assessment and based upon other NSW Councils certain events could be permitted as Exempt Development. As part of the grant funding agreement Council is required to test the changes, by hosting an event and providing a report back to Transport for NSW

The Planning Proposal will not remove the need to obtain a leasing and licencing agreement when hosting an event on Council owned / managed land including Crown Land and land within the Road Reserve. As such, Council's Leasing and Licencing Agreement includes provision for bonds to be paid prior to the use of Council owned and or managed lands. Additionally, the Planning Proposal to amend the Wollongong LEP 2009 does not remove the need for Event organisers to have a current Public Liability Insurance Policy, or any other required insurance policies.

CONCLUSION

The Planning Proposal seeks to amend Wollongong LEP 2009, Schedule 2 Exempt Development to include Temporary Events (Commercial and Community) on Council land. The proposal will make the event planning process easier for event organisers when using Council owned and / or managed land, including Crown Land and land within the road reserve where Council is the Road Authority. Event organiser will still need to lodge a Development Application when planning an event on privately owned land.

A review of Wollongong DCP 2009 Chapter C6 Events Management has been conducted and identified the need for amendments in line with current Council policy, State Government guidelines and legislation.

This report recommends that Council resolve to finalise the amended Planning Proposal as an amendment to the Wollongong LEP 2009. This report also recommends that Council resolve to adopt the amended Wollongong DCP 2009 Chapter C6 Events Management.

*For inclusion into **Wollongong LEP 2009 Schedule 2 Exempt Development***

Temporary Events (Commercial and Community)

Temporary event means the temporary use of land for the purpose of a function or event open to the public or a section of the public that is a ceremony, concert, cultural celebration, exhibition, fete, fair, festival, gathering, one off market sporting event or the like.

- 1 Must take place on land owned by the Council or for which Council has care, control and management (including Crown land), or a public road for which the Council is the roads authority under the Roads Act 1993.
- 2 Must be carried out in accordance with a Leasing and Licencing agreement granted by the Council.
- 3 Must be consistent with any applicable plan of management under the Local Government Act 1993 or Crown Lands Management Act 2016 for the land.
- 4 If located on bushfire prone or flood prone land, a risk assessment and emergency management plan must be prepared. For events located on bushfire prone land -
 - (a) An assessment of the relevant parts of Section 8.3.8 Planning for Bush Fire Protection 2019 (or subsequent versions) prepared by a BPAD accredited consultant. The Plan must include, but not be limited to, the following:
 - (i) Consultation with the local NSW Rural Fire Service District Manager if any event is held during the Bush Fire Danger Period or on a Total Fire Ban or day of an elevated Fire Danger Rating.
- 5 Must be accompanied by a risk assessment and emergency management plan if located on bush fire prone and / or flood prone land.
 - (a) The Risk Assessment & Management Plan for events on bush fire prone land must include an assessment of the relevant parts of Section 8.3.8 Planning for Bush Fire Protection 2019 (or subsequent versions) prepared by a BPAD accredited consultant and approved by Council. The Plan must include, but not be limited to, the following:
 - (i) Consultation with the local NSW Rural Fire Service District Manager if any event is held during the Bush Fire Danger Period or on a Total Fire Ban or day of an elevated Fire Danger Rating.
- 6 Must not include site excavations, or adversely impact upon native flora, fauna and their habitats, or result in ~~and / or~~ permanent physical change to the fabric of the location and / or structures where the use occurs.
- 7 Must not impact on the cultural significance of Heritage items and Sites of Aboriginal Cultural Significance.
- 8 Must not involve overnight camping or accommodation.

Note: Other approval, authorities, licence or permits may be required under other legislation, including the Crown Lands Management Act 2016, ~~the Heritage Act 1977~~, the Local Government Act 1993 and the Roads Act 1993.

Festivals include Music Festivals, which has the same meaning as in the Music Festivals Act (2019) NSW.



Part C – Specific Land Use Controls

Chapter C6: Events Management

Contents

1. Introduction	3
1.1 This DCP Chapter	3
1.2 Other Relevant Legislation and Documents	3
1.3 Event Categorisations	4
2. Development Controls	4
2.1 Event application and supporting documentation	4
2.2 Site Plan	6
2.3 Transport	7
2.4 Noise and noise monitoring	8
2.5 Waste Management	9
2.6 Toilet Facilities	10
2.7 Event Signage	12
3. ADDITIONAL SUPPORTING Document CONTROLS	12
3.1 Risk Management	12
3.2 Emergency procedures and site evacuation plan	13
3.3 Security and crowd management	14
3.4 Public Liability Insurance	14
3.5 Amusement Devices and Temporary Structures	14
3.6 Food Stalls and Market Stalls	15
3.7 Fireworks	15
4. Additional resources	16

DOCUMENT CONTROL

Rev No.	Adoption Date	In Force Date	Revision Details
0	15/12/2009	1/3/2010	Original chapter
1	TBC	[Comments]	Reviewed and reformatted

Chapter C6: Events Management

1. INTRODUCTION

1.1 This DCP Chapter

1.1.1 Purpose of this Chapter

The Wollongong Development Control Plan 2009 (Wollongong DCP) Chapter C6 Events Management outlines the objectives and controls for events. This chapter supports the objectives contained in the Wollongong Local Environmental Plan 2009 (Wollongong LEP).

1.1.2 Where this DCP Chapter Applies

This DCP chapter applies to all lands contained within the Wollongong Local Government Area (LGA) where events are permissible. The definition of temporary event is located within the DCP Dictionary.

Temporary Event: An event can either be private or community based and may be commercial or non-commercial in nature. They may be organised by any entity and can be ticketed or not ticketed.

Note: This chapter is not applicable to Development Applications seeking a regular use of an approved entertainment venue or space.

The controls in this chapter do not apply to any events that are exempt development under Schedule 2 of the Wollongong LEP.

1.1.3 Application of this Chapter

The determining authority will take the provisions of this chapter into consideration in determining all applications for temporary events within the Wollongong LGA. Development Applications must demonstrate conformity with the aims, objectives and controls of this and other relevant chapters of the Wollongong DCP 2009.

The aims of this chapter are to:

- 1) Communicate the expectation and requirements of development within the Wollongong LGA and build upon the Wollongong LEP 2009 by providing detailed objectives and controls for development.
- 2) Ensure development aligns with the direction and recommendations of the Wollongong Major Events Strategy 2021 - 2026.
- 3) Promote events that are sustainable, accessible and safe within the Wollongong LGA.

1.2 Other Relevant Legislation and Documents

Depending on the event being undertaken other Commonwealth and State legislation may apply. It is the responsibility of the event organiser to comply with applicable legislation and to obtain any relevant permits, licences and approvals.

Legislation relevant to temporary events may include but not be limited to:

- *Crown Lands Management Act 2016* (NSW) – Temporary Licence Application.
- *Food Act 2003* (NSW).
- *Heritage Act 1977* (NSW)
- *Liquor Act 2007* (NSW)
- *Local Government Act 1993* (NSW) – Activity Application.

Chapter C6: Events Management

- *Music Festivals Act 2019 (NSW)*
- *National Parks and Wildlife Act 1974 (NSW)*
- *Protection of the Environment Operations Act 1997 (NSW).*
- *Roads Act 1993 (NSW).*
- *Work Health and Safety Act 2011 (NSW).*
- *State Environmental Planning Policy (SEPP) Exempt and Complying Development Codes 2008*
- *Draft State Environmental Planning Policy (SEPP) Cultural*
- *Planning for Bush Fire Protection (NSW RFS)*

Note: Development consent for a temporary event does not negate the need to obtain all other necessary licences, permits and approvals required under other applicable state and federal legislation.

1.3 Event Categorisations

Council's adopted Major Events Strategy classifies events as being global, signature, major, regional and community. To provide greater clarity Council has further refined the event categories into the following tiers:

- Tier 1 – more than 10,000 total participants/attendees.
- Tier 2 – more than 5,000 less than 10,000 total participants/attendees.
- Tier 3 – more than 1,000 less than 5,000 total participants/attendees.
- Tier 4 – less than 1,000 total participants/attendees.

Note: Transport for NSW event classifications are referenced in this document and are based upon traffic impacts. Please refer to TfNSW event classifications where identified.

2. DEVELOPMENT CONTROLS

2.1 Event application and supporting documentation

2.1.1 Objectives

- a) Ensure landowners' consent is obtained prior to the submission of any Development Application for a temporary event.
- b) Ensure temporary events are generally consistent with the social values of the community and Wollongong City Council.
- c) To minimise temporary adverse impacts upon adjoining land and/or the amenity of the neighbourhood.
- d) To ensure temporary events and any supporting structures to the use will not adversely impact on the environmental attributes or features of the land or increase the risk of natural hazards that may affect the land.
- e) To ensure temporary event sites are restored to the condition in which it was prior to the commencement of the use.
- f) Have adequate plans/strategies in place that satisfactorily address:
 - i) Public safety, health, risk and security.

Chapter C6: Events Management

- ii) Access, traffic and parking.
- iii) Bushfire and/or natural hazard strategies.

2.1.2 Controls

- 1) The Development Application must include written consent by each registered property owner if the subject site is privately owned land.
- 2) If Council is the owner/manager of the parcel of land and/or road on which a temporary event is proposed, then the consent of Council is required to be lodged with the application.

Note: Council's consent to lodge a Development Application for a temporary event does not constitute Development Consent.

- 3) The Development Application and supporting documentation is to detail:
 - i) A description of event to be held (i.e. festival, concert, fete).
 - ii) Dates and times of the event, including opening and closing and daily schedules.
 - iii) The expected number of audience/participants.
 - iv) Ticketing and promotions.
 - v) Any temporary structures.
 - vi) Dates and times of set up/removal and hours of operations.
 - vii) Details of music, amplifications or other potential noise emissions.
 - viii) Alcohol licensing requirements.
 - ix) Details of any fundraising licences that been approved.
 - x) Details of any live or prerecorded music licences that have been approved.
 - xi) Lighting and signage.
 - xii) Details of food sold/served/provided including premises setup.
 - xiii) Details of any ancillary market stalls (Note: Markets are a separately defined land use and require development consent, they cannot be a standalone event).
 - xiv) Details of parking, including owner's consent if provided on adjoining land.
 - xv) Details of amenities, i.e. water station(s), toilet and sewerage management.
 - xvi) Details of waste management including general garbage and recycling disposal.
 - xvii) Details of any matting used for accessible paths of travel to, from and within events.
 - xviii) Power and water supply.
 - xix) Details of any fireworks or pyrotechnic displays and associated licences.
 - xx) Compliance with any Plan of Management if the event is to be held on Council owned or managed land.
- 4) Events are to be consistent with the *Disability Discrimination Act 1992* (Cth).
- 5) Events shall not to be inconsistent with the *Anti-Discrimination Act 1977* (NSW).

Chapter C6: Events Management

2.2 Site Plan

2.2.1 Objectives

- a) Ensure events of all sizes are appropriately planned for and key components and their locations are identifiable.

2.2.2 Controls

- 1) The Development Application should be accompanied by a Site Plan at 1:200 or 1:500 scale, depending upon the size of the subject site on which the event will take place. The Site Plan should include a range of matters associated with the event including (but not limited to) the following:
 - i) Proposed entertainment stage layout and location.
 - ii) Proposed location and direction of sound amplification equipment.
 - iii) Proposed seating arrangement (e.g. whether within an indoor facility, large tent or outdoors).
 - iv) Proposed lighting arrangement, lighting location and direction.
 - v) Proposed electrical supplies and location of electricity cables.
 - vi) Proposed location of backup generators.
 - vii) Proposed location of any marquee or tent.
 - viii) Proposed location of support and storage infrastructure and vehicles.
 - ix) Proposed location and number of toilets and associated amenities.
 - x) Proposed location of fire fighting equipment.
 - xi) Proposed location of security, parking/traffic and other attendants associated with the event.
 - xii) Proposed location of first aid and other emergency service areas for the event.
 - xiii) Proposed emergency access arrangements within the site and through the local road network.
 - xiv) Proposed vehicle and pedestrian access arrangement to/from the site, including proposed vehicle access arrangements to / from parking areas associated with the event.
 - xv) Proposed routes through and around the event including continuous accessible paths of travel.
 - xvi) Proposed location of food and drink stalls and other ancillary vendor stalls.
 - xvii) Approved liquor sales and consumptions areas, including the location of any barriers used for separation.
 - xviii) Proposed directional signage for both vehicles and pedestrians access throughout the site.

Chapter C6: Events Management

2.3 Transport

2.3.1 Objectives

- a) Ensure traffic management is appropriately planned for prior to holding an event.
- b) Ensure the safe movement of people and vehicles involved with the temporary event.
- c) Ensure adequate and safe parking and transport options for patrons of events.
- d) Ensure the Wollongong Traffic Committee and relevant State Agencies are provided with sufficient information and time to consider the impacts of a proposed event and provide a determination.
- e) Ensure major events are serviced by mass transport options.

2.3.2 Controls

- 1) Events classified by TfNSW, as either Class 1 or Class 2 events where the formal approval of the NSW Police Service, Council and/or Transport for NSW require a formal Transport Management Plan and any associated Traffic Control Plan to be lodged with the Development Application.
- 2) Any Transport Management Plan and Traffic Control Plan should be prepared by a suitably qualified and experienced Traffic Engineer who can certify that the proposal complies with the requirements of Australian Standard AS 1742.3.
- 3) The Transport Management Plan and associated Traffic Control Plan are to address the requirements of each agency. Applicants should refer to the most recent publication of "Guide to Traffic and Transport Management for Special Events" for guidance on how to prepare a Transport Management Plan and the various agency requirements to be addressed.
- 4) Transport Management Plans are to detail traffic management and parking arrangements associated with an event. The Transport Management Plan should also include proposed public transport initiatives to be provided for the specific event.
- 5) The Transport Management Plan should include information on emergency access and escape route provisions, dust suppression measures, and disabled access provisions.
- 6) Where a Traffic Control Plan is to be submitted in support of an application the following items are to be addressed:
 - i) Details of traffic control devices.
 - ii) Details of any traffic marshals.
 - iii) Directional signage to be used.
 - iv) Details of temporary barriers – including any vehicle barriers.
 - v) Details of any proposed road closures.
 - vi) The location of the above-mentioned supporting traffic infrastructure/road closures and details of how vehicles will be separated from pedestrians.
- 7) For major events, a shuttle bus service should be provided. The shuttle bus service should be run between the nearest railway station and public car park areas in proximity to the event site.
- 8) Suitable accessible parking should be provided for events at a rate of 1% on site parking and two designated accessible car spaces within 200 m of the event. Accessible parking should be connected to accessible paths of travel that are free of obstructions and stepped thresholds.

Chapter C6: Events Management

- 9) Where it is not possible to provide accessible parking onsite, applicants are to provide information about the closest accessible parking options available.
- 10) Where an event is proposed to take place within the road reserve, the location and type of hostile vehicle barriers are to be shown on the site plan. Events that are not within the road reserve should also include hostile vehicle barriers where necessary.

Note: Where a temporary event requires the closure of a road or temporary car parking, the submission of a Transport Management Plan and Traffic Control Plan will be required. All applications that require a road closure or temporary car parking will be referred to Council's Local Advisory Traffic Committee and any relevant State Agencies.

2.4 Noise and noise monitoring

Noise is often a common concern of residents living in the vicinity of venues used for events. Excessive noise, especially at low frequencies, can have a significant impact upon the local amenity.

2.4.1 Objectives

- a) Ensure noise is managed appropriately to limit adverse impacts upon local residents, neighbourhoods and surrounding natural environments.

2.4.2 Controls

- 1) A Noise Management Plan, which includes a Noise Impact Assessment Report is required to be submitted with any application where sound and/or vibrations are likely to impact upon the amenity of neighbouring residents and the environment. The noise impact assessment report is to be prepared by a practicing sound engineer/noise consultant who is a member of either the Australian Acoustical Society (AAS) or the Association of Australasian Acoustical Consultants (AAAC).
- 2) Events are not to produce "offensive noise". Offensive noise is defined by the NSW Environment Protection Authority and the *Protection of the Environment Operations Act* (NSW) 1997.
- 3) Event activities should not commence before 7 am. Amplified noise should not start before 8 am.
- 4) Amplified noise is to cease by 10 pm and all event activities to end, and all people to vacate the site by 11 pm, between Sunday to Thursday.
- 5) Amplified noise is to cease by 11 pm and all event activities to end, and all people to vacate the site by midnight, on Friday and Saturday.
- 6) Where an event is in proximity to a residential neighborhood, reduced hours of noise amplification and event times should be proposed to those above.
- 7) Exceptions to amplified noise times may be considered for New Years Eve and Australia Day. Any proposed exemption requires the submission of a variation statement justifying any amended times.
- 8) Sound amplification equipment used during the event shall be installed and maintained to minimise the noise impact on any residential premises or businesses.
- 9) For events that do not include amplified music but may include background music and the use of a microphone for the duration of the event, a public address system may be used providing the volume does not exceed background noise levels when measured at the site boundary. Such events do not require a noise impact assessment report.

Chapter C6: Events Management

- 10) Noise from an event must not create a nuisance to other park/public space users of adjoining and nearby residents. This use of public address systems, megaphones or other sound producing devices must be restricted to so as not to cause offensive noise as defined by the Protection of the Environment Operations Act 1997 (NSW).
- 11) All sound systems and sound amplifiers must comply with the following:
 - i) L_{Aeq} (5 minutes) of 96 dB(A) at the Front of House (FOH) at 25 metres from the stage/speakers
 - ii) L_{Aeq} (5 minutes) of 65 dB(A) at nearest affected residential property boundary.

These noise limits apply to the performance of the special event and any sound testing prior to the event. If the FOH distance changes, the following correction factors is listed in Table 1 apply:

Table 1: Noise Limits Front of House

Front of House Distance	Allowable L_{Aeq} (5 minutes) Sound Level
20 metres	98 dB(A)
25 metres	96 dB(A)
30 metres	95 dB(A)
35 metres	93 dB(A)

- 12) Where a Noise Management Plan has been submitted with the application for the event licence, independent sound monitoring must be carried out at the event and a post event noise monitoring report must be submitted to Council within 21 days after the event.
- 13) The noise monitoring report should include:
 - i) Monitoring locations;
 - ii) L_{Aeq} (5 minutes) noise loggers' data at (i) FOH and (ii) the nearest affected residential boundary for duration of the event. Note: The noise loggers used for monitoring should have a NATA calibration certificate; and
 - iii) How any non-compliances were managed.

2.5 Waste Management

Waste generated from an event has the potential to impact upon the surrounding neighbourhoods and natural environments if not managed correctly. Waste management it therefore required for all events.

2.5.1 Objective

- a) Ensure event waste is properly managed, and waste disposed of in a sustainable manner, while protecting the environment.

2.5.2 Controls

- 1) A Waste Management Plan is to be submitted with all event Development Applications and is to include details of:
 - i) Waste service provider/contractor.
 - ii) The location of waste stations and bins throughout an event. Note: Bins should be located

Chapter C6: Events Management

near food and drink stalls, near toilets, in designated drinking and eating areas and public entrances and exits.

- 2) The schedule for emptying bins during and at the completion of an event.

Note: Bins should be collected during hours that will reduce noise impacts on neighbouring residents.

- 3) 240 litre bins are to be provided as per Table 2 and Table 3. The number of bins should be multiplied by the number of meal times.

Table 2: Number of bins required for events where alcohol is not licenced (per meal)

Event size	General waste bins	Recycling bins	Total bins
0 – 500	2	2	4
501 – 2,000	4	5	9
2,001 – 5,000	10	11	21
5,001 – 10,000	15	15	30
For every 5,000 people over 10,000	+10	+11	+21

Table 3: Number of bins required for events where alcohol is licenced (per meal)

Event size	General waste bins	Recycling bins	Total bins
0 – 500	2	3	5
501 – 2,000	4	7	11
2,001 – 5,000	10	13	23
5,001 – 10,000	15	18	33
For every 5,000 people over 10,000	+10	+13	+23

Currently the provisions of green bins for compostable waste are not a requirement for events. However, Council supports waste reduction and sustainability and will consider applications where green bins are proposed.

- 4) Events are to be consistent with the *Plastic Reduction and Circular Economy Act 2021* (NSW), which bans certain single use plastics.

2.6 Toilet Facilities

Toilet facilities are important for the comfort of attendees. Additionally, providing sufficient volumes of toilet facilities will reduce the likelihood of adverse environmental impacts.

2.6.1 Objective

- a) Ensure sufficient, clean toilet facilities, including accessible toilet facilities, are provided for the duration of an event for attendees and staff.

Chapter C6: Events Management

2.6.2 Controls

- 1) Table 4 and Table 5 below set out the minimum number of toilet facilities to be provided in support of an event.

Table 4: Non-liquor licenced event

Event size	Female WC	Male WC	Male Urinals	Accessible Toilet
0 – 500	2 (or one per 250)	1	2	1
501 – 1,000	5 (or one per 250)	2	3	1
1,001 – 2,000	10	3	5	1
2,001 – 3,000	12	4	8	2
3,001 – 5,000	20	7	14	3
For every 2000 people over 5,000	2	1	2	1

Table 5: Liquor licenced events

Event size	Female WC	Male WC	Male Urinals	Accessible Toilet
0 – 500	5 (or one per 100)	2	5	1
501 – 1,000	10 (or one per 100)	4	10	1
1,001 – 2,000	20	7	15	1
2,001 – 3,000	25	9	20	2
3,001 – 5,000	30	12	24	3
For every 2000 people over 5,000	5	3	4	1

- 2) Toilets must be provided with handbasins, soap, running water and paper towels.
- 3) Council may consider a variation to the minimum number of male and female toilet facilities where the duration of the event is less than 2 hours. A variation request to the provision of toilet facilities must be supported by appropriate documentary evidence outlining the justification.
- 4) Any toilet facilities already existing on the site, that are to be included for use at an event, are to be detailed and shown on the submitted site plan.
- 5) Toilets are to be accessible to participants/attendees for the duration of the event.
- 6) Accessible paths of travel are to be provided to accessible toilets.

Chapter C6: Events Management

- 7) The installation and removal of any temporary toilets is to occur within the hours of bump in and out.

2.7 Event Signage

A range of signage is typically employed to inform attendees and the public of events. While informative, signage can be a safety hazard or cause confusion if incorrectly located or managed. Therefore, it is important event related signage be located appropriately with clear messaging related to the timings on an event.

2.7.1 Objectives

- a) To ensure event signage is appropriately located so as not to hinder vehicles and pedestrians.

2.7.2 Controls

- 1) Signage is erected and removed in a timely manner to avoid causing confusion.
- 2) An example of the signage to be used in support of an event is to be provided to Council.
- 3) Advertising signage associated with the event may be displayed at the site provided that it complies with the following requirements.
 - i) All signage to meet the criteria for exempt development specified in the Environmental Planning Instrument; or,
 - ii) All signage is to:
 - a. Display only the names of the event and sponsors and does not include advertising of a commercial nature.
 - b. The location of event parking areas.
 - c. Information relating to public transport options.
 - d. Is to be safely secured and does not obstruct a public road, footpath or cycleway.
 - e. Is to be displayed for a period of not more than 28 days before an event and 7 days after an event.

3. ADDITIONAL SUPPORTING **DOCUMENT** CONTROLS

3.1 Risk Management

3.1.1 Objective

- a) To ensure that potential risks relating to events are identified and adequately mitigated.

3.1.2 Control

- 1) A risk assessment is to be submitted in support of the Development Application. The risk assessment is to include the following details:
 - i) Event summary – name, type, date(s), event contact, anticipated event attendees, event crowd profile and demographics, licensing details, door/gate open and close times, security communications and identification.
 - ii) Organising and staffing – event organisational structure, event contact details, event roles,

Chapter C6: Events Management

responsibilities, authority and accountability, contractors used on event site, qualifications and competencies of staff and contractors and event specific training.

- iii) Event specific structure, plant/machinery/equipment.
- iv) Details of construction and notifications to be undertaken.
- v) Risk management provisions – risk assessment and mitigation, event inspections and/or audits, recording and reporting.
- vi) Risk control plan.

3.2 Emergency procedures and site evacuation plan

3.2.1 Objective

- a) To ensure reasonable provisions are made to cater for emergency situations that may affect and event.

3.2.2 Controls

- 1) An Emergency Management Plan is to be submitted in support of the Development Application. The Emergency Management Plan should include the following details:
 - i) The procedures that need to be implemented in the case of an emergency at the event.
 - ii) The processes for reporting of injuries and/or incidents that may occur on the site, during the event.
 - iii) Contact details of both the event organiser and the onsite organiser responsible for decision making.
 - iv) The chain of command identifying which staff member is responsible for various components of the event.
 - v) Location of the main emergency response area.
 - vi) Proposed means of access for all emergency vehicles, which includes a permanent access location/point.
 - vii) Proposed evacuation procedures.
 - viii) Proposed security management and procedures plan, which includes the evacuation of people with disability.
 - ix) Proposed crowd management procedures.
- 2) A risk assessment and emergency management plan are required if an event is located on bush fire prone land, and should include the following details:
 - i) The Risk Assessment and Emergency Management Plan for events on bush fire prone land must include an assessment of the relevant parts of Planning for Bush Fire Protection 2019 (or subsequent version) prepared by a BPAD accredited consultant and approved by Council. The Plan must include, but not be limited to, the following:
 - a) Consultation with the local RFS District Manager if any event is held during the Bush Fire Danger Period or on a Total Fire Ban or day of an elevated Fire Danger Rating.

Chapter C6: Events Management

3.3 Security and crowd management

3.3.1 Objective

- a) Ensure the safety of event staff and attendees through effective security and crowd management provisions.

3.3.2 Control

- 1) A Security Management Plan is to be developed with the main security provider in order to clarify the roles and responsibilities of security staff and other staff in attendance at the event.
- 2) The type of event and capacity of the venue should determine the number of security staff required to undertake security and crowd management functions.
- 3) All security personnel must hold the appropriate level of qualification.
- 4) Security personnel are to be employed for the duration of the event and until all patrons have left the event.

3.4 Public Liability Insurance

3.4.1 Objective

- a) Ensure adequate public liability insurance coverage is held by the applicant for the staging of an event.

3.4.2 Controls

- 1) It is the responsibility of the event organiser to seek their own legal advice as to what insurance is required for their event.
- 2) Public Liability Insurance with a minimum value of \$20 million is required for all events.
- 3) If the event is held on Council owned or managed land and roads, the applicant's insurance policy must include a provision indemnifying Council.
- 4) A Certificate of Currency is required to be submitted to Council 14 days in advance of the date of commencement of the event. A receipt for payment of an insurance premium is not accepted.
- 5) Note: The event will not be permitted to commence on any Council property without the public liability insurance policy (Certificate of Currency) being in place.
- 6) Other insurance coverage may be necessary for an event, and may include, but not be limited to:
 - i) Public Liability Insurance of any sub-contractor.
 - ii) Volunteer's insurance.
 - iii) Workers' compensation.
 - iv) Professional indemnity insurance.

3.5 Amusement Devices and Temporary Structures

3.5.1 Objective

Chapter C6: Events Management

- a) Ensure amusement devices and temporary structure are safely located within an event.
- b) Ensure additional approvals and licencing requirements associated with amusement devices are identified.

3.5.2 Controls

- 1) If the event includes amusement devices, a separate approval under the Local Government Act 1993 is required.
- 2) The submitted site plan should locate where amusement devices and temporary structures will be located.
- 3) Details of any access control devices (i.e. gates, fencing, barriers) and their location are to be included, and their location shown on the submitted site plan.

3.6 Food Stalls and Market Stalls

3.6.1 Objective

- a) Ensure food outlets that are ancillary to events are licenced and comply with the safe food handling requirements in Council's codes, policies and guidelines, in addition to any other relevant legislation.

3.6.2 Controls

- 1) Temporary food outlets must comply with Council's –
 - i) Food Premises Code;
 - ii) Guidelines for Food Handling at Temporary Events;
 - iii) Mobile Food Vending Policy, as applicable.

Note: All food handling outlets are to be established and available for inspection by Council, 24 hours prior to the event. Council's fees and charges outlines the cost for inspection.

- 2) All outlets that sell food and/or merchandise require a trading licence from Council.
- 3) All food outlets operating at an event are to appropriately registered with Council.

3.7 Fireworks

3.7.1 Objective

- a) Ensure fireworks and pyrotechnic displays are carried out by licenced person/operator.
- b) Ensure firework and pyrotechnic displays are for the purposes of an event open to the public.

3.7.2 Controls

- 1) Fireworks or pyrotechnic displays can only be held if a Fireworks (single use) Licence has been issued, or operator of the fireworks display holds an appropriate Pyrotechnic Licence.
- 2) An authorised display by a licenced pyrotechnician may only be held where a "Legitimate reason" is demonstrated, such as:
 - i) Organised public displays such as a community event, which is open to the public

Chapter C6: Events Management

(whether or not for a fee) and is run by Council, community or private organisation. Types of community events include shows, fetes, carnivals, and other cultural, religious or sporting events.

- ii) Theatrical displays such as film and television special effects, indoor or outdoor theatrical events such as concerts and performing arts special effects.
 - iii) Technical fireworks used for industrial or agricultural processes.
- 3) Fireworks cannot be used for private functions.
- 4) Any fireworks display upon land owned or controlled by Council will require separate approval of Council, prior to the event.

4. ADDITIONAL RESOURCES

- Australian National Security – Hostile Vehicle Guidelines for Crowded Places.
- Australian Standard AS1428 Design for access and mobility.
- Australian Standard AS4360 Risk Management.
- *Disability Discrimination Act 1992* (Cth).
- Handbook HB 167:2006 Security Risk Management.
- International Standards ISO 31000 Risk Management – Principles and guidelines.
- NSW Environmental Protection Authority: Noise guide for local government.
- NSW Government: Event Starter Guide for organising public and outdoor events.
- NSW Government: Guide to Traffic and Transport Management for Special Events.
- NSW Police – Hostile Vehicle Mitigation Guidelines for Hallmark/Iconic Major Events.
- **Planning for Bush Fire Protection (NSW Rural Fire Service)**
- Wollongong City Council: Organise an Event webpage.