

Events in Parks Guidelines



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1. Introduction

The Guidelines provide advice on the management of major events in parks in the Inner West. Depending on the size and nature of the event, it is not intended or envisaged that all of the matters outlined in this document will apply to all events. Event Organisers are to utilise this document as a guideline, as relevant to the individual circumstances of the event they are planning.

Event Organisers must comply with the Events in Parks Policy, which is a separate document available on Council's website.

2. Traditional Welcome to Country

2.1. Traditional Welcome to Country

At Inner West Council events and functions, a Traditional Welcome to Country speech is given. We invite you to also incorporate this into your event.

A Welcome to Country is a speech given by a traditional custodian of the land, usually a Community Elder or representative nominated by the Metropolitan Local Aboriginal Lands Council (MLALC). It is mostly done at major events and meetings. It welcomes people to visit and meet on the traditional area. The traditional custodians of the area are people who have originally come from that region, and also are acknowledged by the community.

The original residents of the Inner West LGA were the Gadigal and Wangal peoples, clans of the Eora nation. Despite dispossession of land, the traditional custodians have a continuing relationship with the land.

In general, a non-Aboriginal person, or an Aboriginal person from a different community, cannot present a Welcome to Country. They should present an Acknowledgement of traditional custodians.

A Welcome to Country should be considered for all major events. Where a Welcome to Country is considered, thought should also be given to whether the Aboriginal Flag should be displayed.

2.2. Acknowledging Traditional Custodians

For less formal events, or where a Welcome to Country is not possible, an acknowledgement of the traditional custodian should be considered as a sign of respect and recognition.

Examples of an acknowledgement include:

“Today we gather on the traditional lands of the Gadigal and Wangal people, lands on which Aboriginal peoples have performed age-old ceremonies of celebration, initiation and renewal. I acknowledge their custodianship over many centuries and their ongoing connection to these lands and contribution to our community”

“I would like to acknowledge the Gadigal and Wangal peoples of the Eora nation who are the traditional custodians of this land. I would also like to pay respect to Aboriginal Elders, past and present, and acknowledge their young people who will be our future leaders.”

It is also appropriate to acknowledge particular individuals such as Community Elders or representatives of the local Aboriginal community, Aunties or Uncles, if this is known:

“I would like to acknowledge the Gadigal Wangal people who are the Traditional custodians of the land we are meeting on and remind people that we are on Aboriginal land. I also acknowledge and pay my respect to the Elders and in particular those attending today’s event.”

3. Event Organiser

Depending on the type and size of the event, Council may require the event to have a suitably qualified Event Organiser to plan and manage the event, including on the day of the event. The Event Organiser shall provide to Council the contact number of a responsible person who may be contacted on the day of the event.

The nominated Event Organiser must be able to demonstrate that they have previously managed similar type and size events, preferably in a public location. Council may require the Event Organiser to provide details of referees, whom Council may contact.

An Event Organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out public liability insurance for the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

An Event Organiser may be an individual or an organisation. The Event Organiser may or may not also be an employer. The employer has specific duties and responsibilities under Work Health and Safety legislation. All Event Organisers have a duty of care to provide for a safe event.

It is a legal requirement that Event Organisers obtain all relevant statutory and regulatory permits required to stage events in the Inner West. The Event Organiser must comply with all legal requirements relevant to the operation of the event and use of the venue and to ensure that all employees, agents and other persons associated with the event also comply.

4. Event Plan

The Event Organiser is responsible for compiling an event plan and submitting a draft at the beginning of the Park Event application process. The size, scope and complexity of an event will determine what elements to include in the event plan. This section outlines the compulsory requirements, as well as other areas you may need to address. Please note that this is not an exhaustive list and you may need to undertake other preparation tasks.

The NSW Department of Premier & Cabinet have created an Event Starter Guide which may be of further assistance (<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>).

4.1. Overview Section

The event overview section of your event plan should provide a high level summary to provide relevant people with a broad understanding of your event. Information in this part of your plan should include:

- event name
- event locations
- a description of your event

- the main purpose of your event
- event times and dates
- dates and times of building and dismantling event infrastructure (known as bump in and bump out)
- an overview of your event's key entertainment and activities
- target audience
- how the event is being promoted and publicised, and
- estimated attendance

4.2. Event Running Sheet

A running sheet sets the timing and sequence of your event so that you and other key stakeholders know what is happening and when. A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details. It also outlines key tasks and who is responsible for that task.

4.3. Contact List

A contact list is necessary and should outline all of the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000.

You might need specialist personnel on-site or on-call, including electricians, plumbers, sound, lighting technicians and waste management contractors.

4.4. Other Event Plan Items

Depending on the nature and size of the event, the Event Plan may also include the following:

- Stakeholder meeting schedule and outcomes/ actions
- Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool
- Traffic and pedestrian management plan
- Risk assessment and management plan
- Emergency management plan
- Security and crowd control
- Community notification
- Tree management and protection plan
- Wet weather contingency
- Noise management
- Location and details on temporary structures, equipment and stalls
- Management of amusement devices
- Management of drones
- Management of outdoor movies
- Sale of goods, admission fees and fencing
- Food handling
- Alcohol
- Drinking water
- Signage
- First aid
- Toilets
- Waste and Litter Management

- Smoking

See below in the document for further advice on these items.

5. Plan of Management

All events must comply with the relevant park's Plan of Management.

6. Event History

If the event is a reoccurring one, when determining whether to approve a park event, Council may take into consideration the management of previous events. If Council (and/ or the NSW Police and/ or RMS) have raised concerns about prior events, these concerns will be placed in writing to the event applicant. When reviewing applications for future events, Council (and/ or the NSW Police and/ or RMS) may refuse the application, or alternatively, may request further information to satisfy itself that the concerns have been addressed.

7. Stakeholder Meeting

Depending on the size and location of the event, Council may require the Event Organiser to arrange a pre-event and/ or a post-event stakeholder meeting with Council and organisations such as the NSW Police, RMS and public transport providers. The purpose of these meetings is to ensure that events are managed well, stakeholders are informed and all organisations understand their roles and responsibilities.

Council will determine if meetings are also required to be held with local community members or groups.

8. Insurance

Every event must have appropriate public liability insurance to ensure the organising committees and their members are financially protected against loss should an incident occur.

A Certificate of Currency for public liability insurance of a minimum \$20 million must be submitted to Inner West Council along with your application.

The Certificate of Currency must outline:

- The name of the Insurer;
- The limit of the indemnity;
- Currency of the policy at the time of the event.

The policy must indicate that Inner West Council is noted as an Interested Party (Principal Indemnity Endorsement), and that the Business Activity shown on the Certificate of Currency must be appropriate for the organiser's function, such as organising and running a community festival.

9. Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool

All Event Organisers must use the online tools found on the Secure NSW website to assess their event. On this website you will find the Crowded Places Security Audit and the

Crowded Places Self-Assessment Tool. The result of the Crowded Places Self-Assessment Tool will determine if you need to speak with NSW Police about your event.

See this website for further details:

<http://www.secure.nsw.gov.au/useful-resources/guidance-material/content.html>

A copy may need to be provided to Council.

10. Traffic & Pedestrian Management Plan

The Event Organiser is responsible for the preparation of a traffic and pedestrian management plan. The traffic and pedestrian management plan should take into consideration:

- Private vehicle access, travel routes and parking impacts;
- Service vehicle access;
- Public transport access;
- Pedestrian access;
- Cyclist access.

The traffic and pedestrian management plan should encourage the use of public and active transport as far as possible. Depending on the size of the event, Council may require the Event Organiser to work with public transport providers (State Transit Authority, Sydney Trains, and NSW Taxi Association) to provide additional services to the area. Council may require the Event Organiser to demonstrate that they have undertaken measures to encourage event participants to travel via public and active transport. Council may require the Event Organiser to provide shuttle bus services to the event.

The traffic and pedestrian management plan will need to take into consideration the following impacts:

- Event participants (crowd size);
- The nature of the event including whether all event participants will arrive/ leave at the same time or whether this will be staggered;
- Event Organisers undertaking set up/ pack down (e.g. Stallholders);
- Safety issues associated with the event (particularly for pedestrians and pedestrian access);
- Impacts on the surrounding neighbours and business owners;
- Capacity of adjacent road network to handle expected traffic volumes;
- Any recommendations from the NSW Police and/ or RMS for traffic management.

The traffic and pedestrian management plan should include:

- Traffic diversion/redirection: Including details of road closures, detours, VMS signs and special event clearway signs;
- Access: Site map with access points for contractors, patrons, stallholders, entertainers, staff, VIPs, local businesses, residents and emergency vehicles;
- Access: Consideration of access for attendees with particular access requirements including:
 - A person with hearing or vision impairment;
 - A person who use a wheelchair;
 - A person with an intellectual disability;
 - An elderly or less mobile person;

- Loading and unloading: Details about loading and unloading arrangements for contractors, stallholders, waste management contractors, entertainers, staff, volunteers and patrons;
- Parking: Details about parking arrangements for contractors, stallholders, entertainers, staff volunteers, and patrons (including accessible parking);
- Notification: Advertising road closures and special event clearways, resident/business letterbox drop, public transport notification.

If there will be impacts on traffic flow and/ or pedestrian safety, it may be necessary to prepare a Traffic Control Plan and hire Traffic Controllers and/ or User Pays Police Services. All Traffic Controllers must have appropriate RMS Traffic Controller qualifications. Further information on User Pays Police Services is available on their website (http://www.police.nsw.gov.au/online_services/user_charges_user_pays_policing_services). The Event Organiser is responsible for all costs associated with traffic control.

If temporary road closures or alterations to regulatory signs and markings are required to facilitate the event, this will need to be referred to the Inner West Local Traffic Committee for review and recommendation to a Council Meeting for determination. Three months should be allowed for this process. If your event involves a road closure/s or impacts the public transport network, this must be advertised in the local newspaper for a minimum 28 days inviting public submissions for consideration by Council prior to Traffic Committee consideration and Council determination. Fees and charges apply.

11. Accessibility

Accessibility needs to be given consideration in planning for the event. This includes accessible pathways for pedestrians and accessible parking near the event space.

At major events, an events space should be considered as a time out space for people with disabilities.

Further information on inclusion and accessibility can be found in Council's Inclusion Access Plan.

12. Risk Assessment & Management Plan

A risk assessment and management plan is an essential aspect of planning any event. A risk assessment management plan identifies all the potential risks that may arise from holding an event and then lists the steps Event Organisers will take to reduce or mitigate identified risks. The strategies for emergency and risk management must comply with ISO 31000 standards.

A risk can mean many things. For community events in the Inner West the main risks to consider are anything that could:

- Cause harm to a person;
- Cause damage to equipment, infrastructure, the event site or the environment.

A risk assessment should consider:

- Existing risks of the site;
- Risks the event creates;
- External risks that the Event Organiser has little control over but which may need to be managed at the event.

A template is available in

Annexure 1 - Sample Risk Assessment and Control Template.

The following are some risks which should be considered. This is by no means intended to be an exhaustive list.

- Trip hazards
- Sun exposure or adverse/ extreme weather
- Medical emergencies, including drug and alcohol issues, injuries or heat stroke
- Emergencies requiring involvement of the police or fire brigades
- Inadequate security
- Property damage or loss
- Lost children
- Property damage or loss or theft
- Fire
- Marquee collapse
- Working at heights during bump in/ bump out
- Broken glass
- Litter getting into waterways or becoming airborne
- Contamination of land or waterways
- Pollution incident
- Food poisoning
- Electrocutation
- Equipment, power or water failure
- Manual handling of equipment
- Disorderly conduct and/ or drug and alcohol affected participants
- Noise nuisance caused to neighbours
- Excessive litter left at the event
- Loss of key contractors
- Overcrowding or crowd control
- Inadequate toilet facilities
- Inadequate waste management
- Lack of parking
- Inadequate access for emergency vehicles
- Inadequate access for waste collection vehicles
- Inadequate pedestrian safety
- Moving vehicles near the event site
- Body of water near the event site
- Jumping castles or carnival rides

It is important to remember that every event is different, different risks exist and different mitigation measures will need to be deployed.

All risks need to be eliminated where possible. However, this is not always possible therefore other measures need to be taken to reduce the risk and create a safer environment. The Event Organiser is responsible for site inspections and removing and/or reducing hazards prior to the start of the event (including bump in/ bump out).

A template is available in Annexure 2 - Event Audit Checklist Sample Template.

The Event Organiser is responsible for ensuring that all staff, contractors, casual workers and volunteers who are to work at the site or event receive a site safety induction before commencing any work.

The Event Organiser occupies and uses the venue at the Event Organiser's own risk. Council does not take any responsibility for staff or participant accident or injury. Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed in a venue. All infrastructure and equipment that is at the venue is at the Event Organiser's risk.

13. Emergency Management Plan

The Event Organiser is responsible for the preparation of an emergency management plan. The plan must clearly define the processes to be followed in the event of an emergency situation occurring at the event.

This plan should be considered a "living document" and it should outline:

- The potential emergencies that may arise;
- The written procedures developed in response to the potential emergencies;
- The staff members responsible for particular actions in an emergency situation;
- Maximum crowd capacity for event site, plan crowd safety including safe entry and exit for maximum capacity crowds;
- Make note of or plan large crowd egress/exit routes and emergency assembly points;
- Develop and document evacuation and emergency plans;
- Any recommendations from the NSW Police and other emergency service agencies.

The Event Organiser is responsible for notifying the local Emergency Services (Police, Ambulance, Fire Brigade, and SES) of the proposed event and provide any information that they request.

Adequate hand held fire extinguishers must be readily available at all times during the event.

14. Work Health and Safety

You have a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work.

Refer to the SafeWork NSW website (<http://www.safework.nsw.gov.au/>) to check what your legal responsibilities are.

15. Security & Crowd Control

The Event Organiser is responsible for security and crowd control. Depending on the type and size of the event, not all events will require security staff. The Event Organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event. Council may specify that security staff are a requirement of your event approval.

Security staff can be engaged to carry out a range of duties at an event. This may include:

- Controlling entry into venues or events;
- Monitoring and communicating on crowd and individual behaviour, including underage drinking or drug use;
- Dealing with potentially aggressive, abusive or violent behaviour;
- Verbally or physically managing aggressive, abusive or violent behaviour;
- Coordinating emergency evacuation of a venue or event;
- Induction, security and safety inspection of site;
- Liaising with emergency services.

You must consider external factors that may compromise the security of your event:

- Is the location of your event safe at all hours of the day and night? Consider what activity may take place at your event site during set up and pack down.
- Will your equipment be set up for an extended period of time without many people on site?
- Is there anything at your event that could be vandalised or damaged?
- Are you expecting large crowd numbers?
- Is there any possibility of crowd clashes?
- Have you monitored the extent of your event's marketing campaign to feel confident in your estimates of crowd numbers?

Any security staff operating within a Council park must be engaged through a professional security company and they must have appropriate accreditation in accordance with the current NSW legislative and regulatory requirements.

The number of security staff you will need will depend on the following:

- Whether alcohol is being served;
- Recommendations from the NSW Police and/ or conditions of your liquor licence;
- Recommendations from the security company based on the size of your event. They will provide this information in-line with relevant legislation;
- Whether the event is high-risk.

If temporary structures, equipment or waste containers are left overnight in a park, the Event Organiser must arrange overnight security at their expense.

16. Community Notification

The Event Organiser is responsible for community notification to the residents and business owners in the surrounding area that an event will be taking place. It is particularly important to do this if the event is likely to have an impact on the normal activities of local residents. The community notification must go to impacted properties at least seven days prior to the event bump-in. The community notification must include a mobile telephone contact number of the Event Organiser or their delegate. The Event Organiser must provide the Council with documented evidence of notification with the residents and businesses within the vicinity of the venue.

This letter is also an opportunity to invite these residents to attend or participate in your event. A sample letter is provided in Annexure 3 - Sample Community Notification Letter Template.

Depending on the size and nature of the event, the area of letter distribution will vary. Council will provide advice on the area to be notified.

The Event Organiser is responsible for addressing and/ or mitigating any impacts identified by the local community.

As part of any Section 68 Application, Council may also seek community feedback on the proposed event.

17. Wet Weather Contingency

The Event Organiser should prepare a wet weather plan. If cancellation or postponement of the event will be required, outline how the information will be communicated to the attendees in the case of wet weather.

Parks may be closed by Council, at its sole discretion, if damage may occur, there are safety concerns or essential works are required. This decision is not negotiable. No fee refunds are applicable.

18. Entertainment and Noise Management

The Event Organiser is responsible for noise management. It is important to minimise disruption to local and surrounding residents and businesses by monitoring the level of noise created by the event.

No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council as part of the event. Sound levels must not exceed LAeq 15 minute ≤ 65 dB(A) when measured at the nearest affected receiver (resident or business). Sound levels should be regularly monitored.

Noisy activities should be located within the venue in an area that is least likely to affect nearby residents. Sound amplifiers should be pointed in a direction that minimises noise for nearby residents.

A licence is required to use live music and or recorded music at the event if that music is protected by copyright. The person who authorises the playing or performance of music at any event is responsible for obtaining the appropriate licences from the Australasian Performing Right Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

Any entertainment must be suitable for a public space. No offensive entertainment material will be permitted.

19. Site Plan, Temporary Structures, Equipment and Stalls

Council must give approval in writing for all temporary structures, amusement devices (e.g. jumping castles, temporary rides), equipment and stalls proposed to be placed within a park.

Council will not grant approval for the use of canteens which are being utilised by sporting clubs for seasonal bookings.

The Event Organiser must prepare an event layout and a site plan which should outline the layout of the event:

- The location of permanent park structures, trees and vegetation;
- The location, height and fixing methods of temporary structures, generators, fencing, amusement devices, equipment, and stalls (including their footprint size in m²);
- Water and power supplies;
- Location of loudspeakers, amplifiers and PA systems;
- Approved alcohol consumption areas;
- Waste and recycling facilities (for both visitor use and back of house);
- Location of waste management access points;
- Vehicle access points for bump in and out (including bump-in and out schedules);
- Pedestrian access routes;
- Parking (cars and bicycles);

- The location of temporary signage, including directional signage outside the event venue;
- The location of emergency access points;
- First aid facilities.

Site plans should be clear, drawn to scale, with the scale and a legend noted on the plan.

Event Organisers must include adequate measures to ensure that the park and trees are protected from damage, including:

- Protection of grass through the use of temporary protective boards or flooring to protect all high traffic areas including stalls, food, beverage and merchandise sale areas;
- Where possible, structures should be located on hard surfaces (e.g. concrete pathways) to limit impact on the lawns;
- Protection of garden beds and plantings through use of barricading not less than 2 metres off the garden beds to prevent public access;
- Tree pruning and or trench digging is not permitted in any park/open space;
- No signs or other structures are to be attached to trees unless approved by Council as part of the event;
- All structures must be weighted and not pegged;
- When using water-weighted structures, water weights must be pre-filled and cannot be emptied onto the grass;
- Vehicles are not permitted to enter parks without prior written approval from Council.

The Event Organiser is responsible for ensuring temporary and custom built structures are erected and secured in accordance with the manufacturers/structural specifications to ensure they are structurally sound and can withstand likely wind in the locality and any likely live loadings. These manufacturers/structural specifications are to be provided to Council prior to the event. Separate certification shall also be provided to Council by the installers, for the structures, confirming installation on site in accordance with the relevant specifications. Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer.

Any lighting, rigging, scaffolding or the like associated with the subject stages shall be constructed and certified by a Work Cover licensed rigger.

Electrical services serving the stage and/or associated structures shall meet with the relevant legislation and standards and be certified by a licensed electrical contractor prior to the commencement of use.

All mechanical and electrical installations including generators, electrical cabling and any mobile structures are to be surrounded or covered by appropriate physical barriers so as to prevent unauthorised access by the public at all times, and to protect ground laid cabling from being trip hazards, during the event. Where a cable tray is used the Event Organiser will be solely responsible for ensuring it does not pose a trip hazard to pedestrians. The Event Organiser must take immediate action to remove or replace any cable tray which creates a public safety hazard.

The Event Organiser is responsible for ensuring all stall holders comply with the Event approval conditions and any other relevant legislation. All suppliers must have their own public liability insurance.

20. Tree Management and Protection Plan

Trees are significant elements of most parks in the Inner West and it is important that they are adequately protected during event to prevent damage. The Event Organiser is responsible for the preparation Tree Protection Plan which is to be prepared by an arborist with a minimum AQF Level 5 qualification in arboriculture and submitted to Council prior to the event for approval.

The Tree Protection Plan should address the following areas:

- Designated access routes by vehicles, equipment and proposed locations of track matts where vehicles will be driving on grassed areas near trees;
- A plan showing accurate locations of existing trees within the park (Council may be able to assist in providing this information) in the immediate vicinity of the event and the required Tree Protection Zones (TPZ);
- The location of stalls, stages and portable toilets, etc;
- Indication of the height and weight of the delivery vehicles that will be accessing the park.

Tree protection measures detailed in the plan shall be implemented and complied with for the duration of the event including site preparation and pack up.

Payment of a tree protection bond will be required, prior to approval of the event. All damage to Council trees, either deliberate or accidental should be reported to Council as soon as possible, outlining full details of the incident.

After the event the Event Organiser shall arrange an inspection of the trees within the park for any damage before any bond is released.

20.1. General Tree Protection Measures

- All trees shall be protected in accordance with the Australian Standard Protection of Trees on Development Sites AS 4970—2009);
- All temporary structures (including stalls, toilets, refrigeration units, generators etc.) are to be placed outside the TPZ of any tree;
- Tree branches and trunks are not to be used to support temporary decorations, electrical cables, or signage. No fixings are to be placed in/on trees;
- Track mats must be used to protect all surface tree roots from damage by stage or scaffold structures;
- Ground protection, trunk and branch protection, mulching and / or tree protection fencing shall be utilised where directed by Council (if not already identified on the approved Tree Protection Plan);
- The Event Organisers and their appointed staff are responsible for the supervision of all event contractors, vehicle and plant operators during the event to ensure tree protection measures are adhered to. This includes the induction of all staff on the importance of the tree protection. Vehicles/equipment shall travel along on the formally identified route during their arrival and departure.

21. Amusement Devices

Amusement devices such as jumping castles, (and other inflatable equipment) ponies, bubble soccer, petting / reptile zoos must be approved by Council and will only be permitted within the following parks:

Park Name	Suburb
36th Battalion Park	Leichhardt
Albert Parade Reserve	Ashfield
* Algie Park	Haberfield
* Ashfield Park	Ashfield
Bill Peters Reserve	Ashfield
* Birchgrove Park	Birchgrove
Birrung Park	Balmain
* Blackmore Park	Leichhardt
Bridgewater Park	Rozelle
* Camdenville Park	St Peters
Camperdown Memorial Rest Park	Newtown
* Camperdown Park	Camperdown
* Centenary Sportsground	Croydon
* Cohen Park	Annandale
Darrell Jackson Gardens	Summer Hill
Dobroyd Parade North Reserve	Haberfield
* Easton Park	Rozelle
Elkington Park	Balmain
Enmore Park	Marrickville
Evan Jones Playground	Leichhardt
Ewenton Park	Balmain
Gladstone Park	Balmain
* Glover Street Sporting Ground Callan Park	Lilyfield
* HJ Mahoney Memorial Park	Marrickville
* Hammond Park	Ashfield
Hannan Reserve	Rozelle
Henson Park (surrounds)	Marrickville
Hoskins Park	Dulwich Hill
Hyam Street Reserve (Vernardi Green)	Balmain
J.F. Laxton Reserve	Dulwich Hill
Jack Shanahan Reserve	Dulwich Hill
Jarvie Park	Marrickville
Kendrick Park	Tempe
* King George Park	Rozelle
Lambert Park	Leichhardt
* Leichhardt #2 (Leichhardt Park)	Lilyfield
* Leichhardt #3 (Leichhardt Park)	Lilyfield
Leichhardt Park (Giovinazzo Grove)	Lilyfield
Lookes Avenue Reserve	Balmain East
* Mackey Park	Marrickville
Marr Reserve	Leichhardt
* Marrickville Park	Marrickville
McNeilly Park	Marrickville

	Montague Gardens	Stanmore
	Mort Bay Park	Birchgrove
	Morton Park	Dulwich Hill
	O'Connor Reserve	Rozelle
	O'Dea Reserve	Camperdown
	Paringa Reserve	Balmain
*	Petersham Park	Petersham
	Pioneers Memorial Park	Leichhardt
	Punch Park	Balmain
	Richard Murden Reserve	Haberfield
	Robson Park	Haberfield
	Shields Playground	Leichhardt
	Simpson Park	St Peters
	Smith Hogan Spindlers Park	Annandale
*	Steel Park	Marrickville
	Sydenham Green	Sydenham
	Tempe Lands – Village Green	Tempe
*	Tempe Reserve	Tempe
	Tillman Park	Sydenham
	Underwood Reserve	Summer Hill
	Wangal Nura Park	Leichhardt
	War Memorial Park	Leichhardt
*	Waterfront Drive Sporting Ground (Callan Park)	Lilyfield
	Whites Creek Valley Park	Lilyfield
	Wicks Park	Marrickville
	Yeo Park	Ashfield

***Note: sporting events take priority on the sporting ground area over casual events**

The Event Organiser is responsible for providing their own electricity for amusement devices (e.g. by generator).

If a hirer is bring an amusement device into a Park they must booking the Park no matter how many people they have at the event.

Ponies and petting/ reptile zoos will require a plan for animal waste management and avoiding windblown animal bedding.

22. Energy Use

In line with the residents' ambition for an environmentally sustainable community, the Inner West Council is committed to reducing energy use and moving toward 100% renewable electricity. The Event Organiser should prioritise energy efficient electrical equipment and consider cleaner energy options where possible (e.g. biodiesel for generators)

23. Drones

Drones must be operated in accordance with the requirements of the Civil Aviation Safety Authority. Information is available on their website: <https://www.casa.gov.au/aircraft/landing-page/flying-drones-australia>

24. Fireworks

Where a registered contractor is not being engaged for the purchase, use, store, manufacture, supply and transport of fireworks, a licence must be obtained from SafeWork NSW, and a copy must be provided to Council. Information is available on their website: <http://www.safework.nsw.gov.au/licences-and-registrations/licences/explosives-and-fireworks-licences/fireworks>

If the fireworks are on water, approval must also be obtained from RMS.

Council may also impose additional conditions on the use of fireworks.

25. Bay Run and other Running/ Walking Events

All running / walking events are subject to approvals set out in the table mentioned in **Error! Reference source not found. Error! Reference source not found.**

All running / walking events must submit a potential course map with their booking application. Where running/ walking events are held regularly at the same location, staff may require the course to be rotated to prevent wear and tear on the turf. Staff can assist the Event Organiser in determining a range of routes.

To minimise impact on the surrounding residents and other Bay Run users, a maximum of one organised event per month will be approved for the Bay Run. No organisation is permitted to promote their event or company on the Bay Run (ie) handing out flyers, setting up pop up stalls or erecting banners

26. Dangerous Activities

Council must help ensure the safety of all park users. Council will not grant approval to dangerous and unsuitable activities. This includes but is not limited to archery; golf; go karting; paintball; laser tag; riding horses; driving of model cars; sale or use of glass receptacles; camping or lodging overnight; possession or utilisation of any firearms; coal BBQs; lighting candles; lighting fires (this excludes utilising the Council provided BBQs).

27. Linemarking

Where there is existing linemarking for use by the seasonal sporting clubs bookings, Council will not paint temporary linemarking for events. Cones may be utilised as an alternative.

28. Sale of Goods, Admission Fees & Fencing

The collection of monies and/or selling of goods, including an entry/ admission fee shall not be allowed within the confines of the park unless approved by Council in writing as part of the Section 68 Application.

If your event includes any form of selling in public place a vendor list will need to be completed, outlining vendor contact details, a description of items for sale and a detailed site plan. Forms of selling include but are not limited to goods, services, food, beverage, carnival rides, entry tickets and merchandise. Vendors should be made aware of Council's objectives around waste as set out in the Waste Management section.

Depending on the size and location of the event, Council may require the Event Organiser to install temporary fencing around perimeter of the event and its approaches for safety purposes. Council may require the Event Organiser to operate managed entrance/ exits to the event to manage and restrict participant numbers.

Any proposed security fencing must be designed and installed to accommodate expected crowd loads in the venue.

The sale of goods is prohibited in some parks such as Pioneers Memorial Park.

29. Food Handling

Council must give approval in writing for all temporary food businesses proposed as part of the event.

Food Safety laws in New South Wales include the Food Act 2003, the Food Regulation 2015 and the Food Standards Code which incorporates the Food Safety Standards. The aim of these laws is to ensure that safe and suitable food is provided to consumers and to reduce the level of food-borne illness in Australia.

Guidelines for food businesses at temporary events have been developed by the NSW Food Authority and can be viewed at the NSW Food Authority website (http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf?utm_campaign=redirected).

Note that Council encourages recycling of food containers, please see the section on 35 Waste Management for details.

Council utilises a risk-based system to determine if food premises associated with the event will be inspected. Any food inspections will be undertaken by Council's Environmental Health Officer.

30. Alcohol

No alcohol is permitted for sale at events in parks without a valid liquor licence and written Council approval. Evidence of a liquor licence for the event must be supplied to Council and displayed at the event. All stall holders and staff handling alcohol must be qualified with a Responsible Service of Alcohol competency card.

If alcohol is being served or sold, depending on the size and nature of the event, the Event Organiser may need to prepare an Alcohol Plan. Major concerns with providing alcohol at events are; preventing the sale or provision of liquor to minors, preventing unduly intoxicated/disorderly persons and preventing access by minors to licensed areas. Licensed areas should be clearly marked on the site plan, as well as any dry areas, and food should always be made available to guests.

The Alcohol Plan should detail:

- The type of alcohol that will be available
- The containers in which it will be served (glass containers are not permissible in parks)
- Provisions for container collection during and after the event
- Designated dry areas
- Food provision areas and types of food available

- The number and location of security personnel who will manage the area (this may also be included in your security plan)
- The location of toilets and the ratio of toilets per attendees
- The number of bar staff and their training levels
- The proposed trading hours of the alcohol serving areas.

31. Drinking Water

Events must cater for the health and comfort of patrons. Under the Building Code of Australia, Event Organisers must provide one drinking fountain or drinking tap for every 150 patrons or part thereof. For events with less than 150 patrons, drinking water should be made freely available or if not feasible, cost less than the lowest price of any other drink sold to patrons.

Access to Council's water supply will vary depending on the water and irrigation system within each park.

Portable water vans can be hired by the Event Organiser. Sydney Water is also able to provide drinking water fountains to large events (for a fee).

Note that Council encourages reduction of plastic water bottles, and communications for events should encourage patrons to bring their own water re-usable bottles (see 35 Waste Management section for further details).

32. Signage

The Event Organiser must provide a detailed signage proposal that outlines all the proposed directional, amenity, emergency evacuation and assembly points, vehicle access for entry and exit on and off site, pedestrian access, accessibility options, multi-lingual, event/program schedule and event branding signage to be installed at the event. Please include details such as quantity, size, positioning and installation method. Signage includes variable message signs (VMS boards), billboards, banners, bunting, corflutes, maps and flags. Also include sponsorship/corporate logos attached/imprinted on marquees, temporary site sheds/buildings, inflatable gantries or fencing.

Signage may not be attached to trees. Council structures or cover the top of existing Council signage without written approval from Council.

Depending on the size and location of the event, Council may require the Event Organiser to install VMS boards in advance of the event, to advise the public of the proposed upcoming event.

33. First Aid

The Event Organiser should have a First Aid plan and procedures in place. The number of first aid personnel and posts/stations required will depend on the size of the event. First Aid personnel should be trained. First aid personnel and facilities must be easily identified by patrons and adequately equipped.

34. Toilets

The Event Organiser is responsible for ensuring that adequate toilet facilities are available for all participants, including accessible facilities.

Any park public toilets will generally be made available for use during an event. The Event Organiser is responsible for cleaning the public toilets during and at the conclusion of the event.

The number of temporary toilets to be provided will depend on things such as:

- Anticipated crowd numbers (maximum number of patrons at the event at any one time);
- The duration of the event;
- Availability and consumption of alcohol.

At an event where alcohol is permitted, the number of toilets to people ratio is 1:75. For all other events a ratio of 1:150 is required. Ten percent of toilets must be accessible.

Toilet facilities must be well lit for security and safety reasons, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly. Toilets must also be located away from food storage and food services areas, provided with sharps disposal facilities and be suitable for wet weather conditions.

35. Waste Management

The Event Organiser is responsible for waste management. Managing waste at events helps ensure the safety and wellbeing of patrons and to protect the environment where the event takes place.

Council has a target of becoming a zero waste community and supports the waste hierarchy of avoid, reuse, recycle and dispose as a last resort. These practices aim to reduce waste to landfill.

Event Organisers are responsible for developing a Waste and Litter Management Plan, which must be submitted to Council for approval, and must include:

- All back of house is to be managed by vendors (eg packaging and used oil);
- Information on activities to promote waste avoidance, reuse and recycling, in line with the guidance in this section;
- A map of the event site showing waste/ recycling facility locations in relation to the waste generation points across the event;
- Details of the anticipated amount and types of waste materials and how they will be managed (proposed collection, transport and disposal pathways);
- The name of the company engaged to remove the waste and recycling and evidence of contracting the services and types and number of bins;
- Frequency of collection and servicing of the bins during and after the event and access points for collection vehicles;
- A list of actions required before, during and after the event to ensure waste and litter is managed and to ensure the safety of event staff and participants;
- Plans for removing litter (and full bins) in and around the site during and at the end of the event;
- Plans for ensuring safe handling and removal of waste during the event, and the process for providing instructions on safe handling methods and hazards associated with waste to staff and volunteers;
- Plans for ensuring that stalls/vendors/sponsors do not distribute items that are not sustainable, and ensuring that back-of-house issues are well managed by vendors (eg packaging and used oil).

Note that the Event Organiser is responsible for ensuring that stalls/vendors/sponsors comply with the Waste and Litter Management Plan.

The Event Organiser must ensure that the venue and the surrounding area is maintained in a clean and tidy condition throughout the event, including the bump-in and bump-out phases. All waste and general rubbish are to be cleared on a regular basis. All waste is to be contained inside bins and serviced through the event to ensure bins do not overflow. Instructions on safe handling methods and the hazards associated with waste must be given to staff and volunteers.

Waste and recycling receptacles must have clear bin signs consistent with the NSW Environment Protection Authorities (EPA) standard away from home signage. Further information is available on their website: <https://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/standard-recycling-signs>

Waste services can be provided by Council or a private contractor. If you would like Council to supply waste and recycling bins and remove waste at your event, this would be at the expense of the Event Organiser. Please contact Council's Parks Planning and Engagement team for further information

Event Organisers must have the following waste reduction practices described in the Waste and Litter Management Plan and implemented at the event:

- Identify opportunities to reduce generation of waste. For example, encourage reusable alternatives such as reusable coffee cups and reusable water bottles.
- Consider using compostable cutlery, containers and bags. Note that if these materials are used, they must be collected separately to other wastes, and a suitable commercial composting facility must be used to compost the material. Disposing of compostable materials to landfill does not result in an environmental benefit. If compostable cutlery etc is used, then food scraps can also be collected in this waste stream.
- If compostable materials are not feasible, then all materials used by the Event Organisers and associated stalls/vendors must be recyclable. The Event Organiser must ensure that suitable recycling facilities are provided and that a contractor capable of suitably recycling the material that have been collected is employed. Note that glass drinking containers are not permitted in parks due to the safety hazard, as set out earlier.
- Reduce the use of single-use plastics such as straws, plastic bags, plastic water bottles. This may include strategies such as encouraging patrons to bring their own re-usable water bottles, providing water bubblers, encouraging the use of paper (not plastic) bags, banning plastic straws and so on.
- Discourage balloons, glitter, confetti, party poppers that could be released into the air, land or water (as these generate litter and spread very small pieces of plastic that enter the environment).

36. Smoking

Smoking is banned in all enclosed public places and certain outdoor public areas, under the Smoke-free Environment Act 2000 and the Smoke-Free Environment Regulation 2016. These bans protect people from harmful second-hand tobacco smoke. There is no safe level of exposure to second-hand smoke.

Smoking is **not** permitted in the following specific areas:

- Within any structures (e.g. stage, stall);
- Within 10 metres of children's play equipment in outdoor public places;
- Spectator areas at sports grounds or other recreational areas used for organised sporting events;
- Within 10 metres of a food fair stall.

The Event Organiser must ensure that adequate 'no-smoking' signage is displayed throughout the event area. This signage needs to meet specific wording requirements as outlined in the Smoke-free Environment Regulation 2007. Free signage can be ordered from NSW Health. See the website for the order form (<http://www.health.nsw.gov.au/tobacco/Pages/smoke-free-resources.aspx>).

37. Other Approvals

In addition to obtaining approval from the Inner West Council, you may require several other approvals depending on the activities at your event. Applications for the following services should be made direct to each respective service provider:

- Temporary event liquor licenses (Independent Liquor and Gaming Authority);
- User pays police (NSW Police);
- Sydney Buses (State Transit Authority);
- Road occupancy license, special event clearways (Roads and Maritime Services);
- Sydney Trains (Transport for NSW);
- Taxi Council;
- St John Ambulance or other first aid provider;
- NSW Ambulance Service;
- Music licenses (APRA AMCOS and PPCA);
- Fireworks approvals (WorkCover and RMS)
- Callan Park events (Office of Environment & Heritage).

Fees and charges may be applicable. Each service provider will advise.

Annexure 1 - Sample Risk Assessment and Control Template

Date:		Compiled By:					
Event/Festival:		Reviewed By:					
Risk/Hazard	Effect of risk/hazard	Likelihood	Consequence	Risk Rating	Risk Mitigation/Control Actions	Person Responsible	Risk Monitoring
E.g. Marquee Collapse	<ul style="list-style-type: none"> Injury to staff or patron Event evacuation Local media coverage – poor publicity Legal action instigated 	D – Unlikely	4 - Major	High	<ul style="list-style-type: none"> Ensure marquee is installed by appropriately qualified contractors Etc. 	<ul style="list-style-type: none"> Jill Blogs 	<ul style="list-style-type: none"> Obtain a copy of contractor qualifications Etc.

Annexure 2 - Event Audit Checklist Sample Template

DETAILS

Event Name

Event Description

Event Manager

Event Location

Persons Completing
Inspection

Date

EVENT CHECK LIST		Acceptable	Not Acceptable	Not Applicable
1.	HEALTH AND SAFETY SYSTEMS			
1.1	Emergency Management Plan Available on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Risk Management Plan Available on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Induction Records for all staff, volunteers and Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Emergency Procedures Chart Available on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Incident / Accident Report Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Safe Work Method Statements on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	MSDS available for all chemicals held on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	EVENT SITE			
2.1	Work areas free from rubbish and obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Surfaces safe and suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Free from slip/trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Stock/material stored safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Adequate space for pedestrian and emergency services access/egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Waste and recycling bins in place and servicing scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Noise sources located away from surrounding residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVENT CHECK LIST		Acceptable	Not Acceptable	Not Applicable
2.10	Loudspeakers pointed in a direction that minimises noise for nearby residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ELECTRICAL				
3.1	No broken plugs, sockets, switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	No frayed or defective leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Power tools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	No work near exposed live electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Tools and leads inspected and tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	No strained leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	No cable-trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Switches / circuits identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Lock-out procedures / danger tags in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Earth leakage systems used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Start / stop switches clearly identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12	Switchboards secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.13	Appropriate fire fighting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. MOBILE PLANT AND EQUIPMENT (incl RIDES)				
4.1	Plant and equipment in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Daily safety inspection procedures / checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Fault reporting / rectification system used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Operators trained and licensed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Warning and instructions displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Certification of maintenance and operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Satisfactory operating practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Fire extinguisher appropriate and available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Infrastructure installed appropriately, with no trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Infrastructure and Rides installed on flat, secure surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVENT CHECK LIST		Acceptable	Not Acceptable	Not Applicable
5.	STALLS			
5.1	Adequate work space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Free from excess oil and grease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Adequately guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Warnings or instructions displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Operated safety and correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	FOOD STALLS			
6.1	Gas bottles securely fixed to trolley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Fire extinguisher near work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	LPG bottles within 10 year stamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Protective equipment provided and worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Food safety plan and health permit provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Safe Food Handling Requirements displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Refrigeration available where required and in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Good hygiene practices demonstrated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	PERSONNEL			
7.1	Wearing appropriate PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Undertaking required rest breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Staffing levels appropriate ie First Aid, cleaning, waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Event being conducted in a safe and professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	BUMP OUT			
8.1	All litter removed from the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	No waste bins overflowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	No water bubblers or taps left running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	No damage to lawn or vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Public toilets have been cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Annexure 3 - Sample Community Notification Letter Template

(date)

Dear Resident

This letter is to advise you that (event name) will be held on (event date) at (location). The event will commence at (time) and conclude at (time). Event bump-in will commence at (time) and event bump-out will conclude at (time).

There will be a variety of entertainment and attractions at the event including: (include all entertainment/attractions/food/infrastructure/equipment). We are expecting approximately (number participants) to attend.

The event will include: (List any issues that may affect surrounding residents including noise, an increase in vehicular traffic around the area, road closures, special event clearways, changes to public transport access and what time etc.)

(Also list how any of these issues have been addressed e.g. extra parking provisions and parking attendance around the location of the event).

If you would like any further information about this event, please contact me on (mobile phone number, address and email address).

I would like to take this opportunity to invite you to come along and participate in what should be a most enjoyable and exciting event for the residents of (suburb).

Regards

(Your name)
Event Organiser