

Part C – Specific Land Use Controls Chapter C6: Events Management

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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:

- 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.

- 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.

- 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 the 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 have 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).

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 marguee 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 vehicle and pedestrian access throughout the site.

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

- 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.

- 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.

- 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 m from the stage/speakers
 - ii) LAeq (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 m	98 dB(A)
25 m	96 dB(A)
30 m	95 dB(A)
35 m	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

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.

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.

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:
 - 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 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,

- 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

 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 Danager Period or on a Total Fire Ban or day of an elevated Fire Danger Rating.

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:
 - 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

- 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

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(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.
- Internation 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.