



Event guide

Information on
planning and holding
events in the
Georges River area



Acknowledgement of Traditional Owners

Georges River Council acknowledges that the Bidjigal people of the Eora Nation are the traditional inhabitants and custodians of all land and water in which the Georges River region is situated.

Council recognises Aboriginal and Torres Strait Islander people as integral to the Georges River community and highly values their social and cultural contributions. Georges River Council pays respect to Elders past, present and emerging.

Georges River Council is committed to showing respect for Aboriginal people as Australia's first peoples. Council has adopted the practice of acknowledging the Traditional Custodians of Country at events, ceremonies, meetings and functions.



Introduction

For the purpose of this document, an Event is any planned public or social occasion that takes place entirely on Council-owned land or Council-managed land (including roads, parks, plazas and sports grounds).

Events will require some form of approval from Council and/or other government agencies.

The requirements such as location or scale of some events may require the lodgement of a development application under the *Environmental Planning and Assessment Act 1979*.

Events range from minor gatherings to major, complex experiences, involving thousands of people.

Events may be public occasions that are open to the public to attend or may require a ticket. Regardless of size, all events have multiple requirements including planning and organisation documents, risk management, public liability insurance, permits or licenses, community participation and the allocation of support and resources.

Who are we?

Events and Sponsorship Team

When you submit an Event Permit application to host an event within the Georges River Council local government area, it will come through to our Events and Sponsorship Team.

A member of the Events team will contact you to advise whether your event qualifies to move forward into the planning stage. They will also act as your main Council contact throughout the application process, assisting in liaising with Council's internal departments regarding your event application.

Venues

Georges River Council has many places available to hold your next event. The Programming and Operations team assists with general enquiries on availability and bookings of our parks and sporting grounds, community centres and 11 venues for hire, including Hurstville Entertainment Centre.

View the list of available venues on the [Hire a Venue or Parks](#) webpage on Council's website or contact the Programming and Operations team at entertainment@georgesriver.nsw.gov.au

Communications and Promotion

If you would like to promote your event to Georges River Council residents, register your event to be listed on Council's [What's On](#) webpage.

If you would like the Mayor or a Councillor to participate in an official capacity or as an invited guest, an invitation needs to be received by the Executive Assistant to the Mayor at least two weeks prior to the event. Please visit the [Invite your Mayor](#) webpage for more information and how to submit your invite.

The use of Council's logo on event marketing material can be used as part of an event grant or sponsorship agreement. Brand guidelines must be followed and a 7 day turnaround for all approvals is required.



Event overview

Will my event need a Permit?

An Event Permit ensures event activities comply with legislation and are undertaken safely.

If your event is held outdoors on Council owned or managed land, then you will need approval from Council. A permit also clarifies responsibilities and liabilities and minimises disruption and impact on other users of public space. Acquiring a permit does not secure the space for your own use as these are public spaces.

Assessing your event using the Events Matrix

The Events Matrix below helps you evaluate the impact of your event and assess whether an Event Permit is required.



EVENTS MATRIX		
MINOR EVENT	MID EVENT	MAJOR EVENT
Under 100 people at any one time	Up to 1,000 people at any one time	Over 1,000 people at any one time
No temporary infrastructure	Temporary infrastructure – marquees, portable toilets	Temporary infrastructure required – staging, portable toilets, marquees
Minimal noise impact	Moderate noise impact or amplification	High noise impact and amplification
No food vendors selling to the public	Up to 5 caterers or food vendors	Above 5 caterers or food vendors
No change to traffic, parking, or pedestrian conditions	Change to traffic or pedestrian management	Traffic and pedestrian management, including increased vehicle traffic to the event area

MINOR EVENT

Let us know what you are planning.

An Acknowledgment Letter will be issued.

MID EVENT

Will require an Event Permit.

Requirements:

- Event Plan
- Site Plan
- Risk Assessment
- Public Liability Insurance

MAJOR EVENT

Will require an Event Permit

Requirements:

- Event Plan
- Site Plan
- Risk Assessment
- Public Liability Insurance

More information available Page 8 - Compulsory Event Planning Requirements. All forms are available in the [Event Toolkit](#) and the Georges River Council website.

Event application process

How to Apply



STEP ONE

Submit Event Permit application

12 weeks prior to event

- Complete an online [Event Permit](#) application to provide Council with an overview of your event.
- If an event size is Mid or Major, as determined by the Events Matrix on page 5, supporting documentation must be submitted (e.g. Event Plan, Risk Assessment, Site Map, and appropriate Public Liability Insurance).
- An Event Permit submission does not guarantee event approval. It is recommended as much information as possible is supplied even for events that happen on an annual basis.



STEP TWO

Approval to move forward

Within 2 weeks of submitting your application

- An Events team member will contact you to advise whether your event can move forward and what permissions or approvals are required.
- Other supporting documentation may also be required, including a Food Stall list, Contactors' Public Liability Insurance, proof of Liquor Licence



STEP THREE

Event Permit issued

2 weeks prior to the event

- For Minor events, an Acknowledgement Letter will be issued advising the event may go ahead in line with information supplied to Council.
- For Mid or Major events, once supporting documentation is approved, an Event Permit will be issued which may include a list of conditions that must be complied.



STEP FOUR

Deliver event

- Your Event is delivered safely in accordance with the Event Permit conditions and event documents, available through the Georges River Council Webpage.
- It is recommended that you complete a Pre-Event Hazard Checklist at the beginning of your event each day. Please see [Event Guidelines](#) for all related templates and examples.



STEP FIVE

Post Event Evaluation

7 days after the event

- On completion of the event, it is recommended that a Post Event Evaluation form is completed.
- Should you wish to discuss the success and challenges of your event with Council, please book a debrief meeting with your allocated Events team member.
- If your organisation has received a financial component totalling \$15,000 or more (including for an event) in the financial year, the organisation will need to provide Council with an audited financial statement, in accordance with Council's Grants and Donations Policy.

Compulsory event planning requirements

When applying for an Event Permit it is essential that you provide the following information:

Public Liability Insurance

Public Liability Insurance (PLI) to a minimum value of \$20,000,000 in the legal organisation name or governing body. Council will not accept liability for any personal injury, loss or damage that may occur to participants, third parties or their property as a result of the event.

Risk Assessment Plan

A [Risk Assessment Plan](#) identifies the potential risks that may arise and lists the steps event organisers will take to reduce or mitigate these risks. Should you need assistance with how to prepare a Risk Assessment, please see the [Risk Assessment Guidelines](#) or contact your assigned Events team member.

Site Map

A Site Map provides a visual diagram of the event layout and ensures there is adequate space for all event elements including existing infrastructure and surrounding area features. Council officers will contact you to discuss and finalise a site map for your event location prior to approval of an [Event Permit](#).

For templates, forms and examples to help you plan your event, please visit [Georges River Council's Events webpage](#) to find the [Event Toolkit](#)



A-Z of planning your event

Accessibility

Carefully consider accessibility so all community members can attend and enjoy the activities, including:

- The event layout provides ease of access, mobility and accessible toilets.
- If possible, ask attendees if there are any accessibility requirements.
- Noise level consideration and provision of quiet areas with low sensory stimulation
- Use pictures or symbols alongside words written in plain English (and other languages used in the community if applicable) on signage and information points.
- Enlist services of Auslan Sign Language interpreters, closed or open captions
- Enlist services of audio description or braille material
- Consider perspectives of Children for accessibility and issues related to Child Protection

Acknowledgement of Traditional Owners

It is encouraged that an Acknowledgement of Country be given at formal events, forums and functions such as conferences, concerts and official openings. Georges River Council acknowledges that we are on the traditional lands of the Bidjigal people of the Eora Nation.

For further information please see the [Aboriginal People](#) webpage on Council's website.

Amusements

Amusement infrastructure includes rides, climbing walls and inflatables.

When engaging amusement rides, ensure there is suitable space and surface for the infrastructure, access and egress for patrons, required power provision, fencing, and adequate safety controls to protect users from risks.

Event organisers will be required to obtain from the contractor the Manufacturing Standards Compliance, Operating Procedures and Compliance, confirmation that inspections and maintenance records are up to date and recorded, a Safe Work Method Statement (SWMS), SafeWork NSW registration, and a Public Liability Insurance with a minimum of \$20,000,000 cover.

The above documentation will be required for Council to approve an Event Permit to proceed with the event.

Animals

The rules regarding dogs on leads are clearly sign posted at [Council parks and reserves](#) and must be followed.

If you plan to have an activation or rides involving animals at your event, ensure regulations and codes of practice are in place for animal welfare and wellbeing of event attendees, including full handwashing facilities and obtaining a copy of the contactor's Public Liability Insurance.



Emergency Management and Weather Contingencies

An Emergency Management Plan is developed to identify potential emergency conditions and prescribe roles, responsibilities, and procedures to prevent loss of life and property.

Emergency Management is concerned with responding to and managing unforeseen emergency incidents whereas a Risk Assessment is taken to help identify, assess and mitigate risks that could cause harm.

All events should also consider planning for extreme weather conditions i.e., high winds, extreme heat, rain and thunderstorms.

Emergency Service Organisations

It is highly recommended that you notify emergency services about your event, so they are aware of what is happening should they be required to respond to an incident at your event.

Police may need to be involved in event planning regarding public safety, road closures, liquor licensing or events that attract large numbers of people. Contact should be made with the Officer in Charge at the police station nearest to the event.

A notification should be sent to NSW Ambulance regarding all events occurring in the Georges River Council LGA. For further information please see the [NSW Ambulance website](#). For Mid or Major Events, it may be required that a First Aid Team is on-site during the event. Event organisers have a duty of care to ensure First Aid assistance is available to cover the unexpected. Seek advice from experienced First Aid providers, such as St John's Ambulance, to determine the type and number of First Aid and/or Medical Personnel required at your event.

Fire and Rescue NSW can provide information in relation to fire safety matters, and response requirements and information regarding total fire ban days. For further information please see the [Fire and Rescue NSW website](#).

Make sure to consider First Aid station locations, access and egress for emergency vehicles, and recording incidents on Incident Report forms.

Event Notification to Surrounding Residents and Businesses

For mid or major events, an event notification letter is required to be sent 2 weeks prior to inform and minimize the impact to surrounding residents and businesses.

This letter should include:

- The name, date, location, and time of the event (including set-up and pack down times)
- Expected attendance numbers
- The purpose of the event, activities being conducted and any likely disruptions regarding noise, transport, road closures, fireworks and parking
- A contact number further information or queries
- Financial Support
 - » Council can offer financial or in-kind support to community-run events as long as funds are available and the criteria established in the [Grants and Donations Policy](#) is met. Request for Council support for a community-run event here.

Financial Support

Council can offer financial or in-kind support to community-run events as long as funds are available and the criteria established in the [Grants and Donations Policy](#) is met.

Request for Council support for a community-run event here.

Fireworks and Firecrackers

Events seeking to include fireworks or firecrackers must only use licensed pyrotechnicians.

Pyrotechnicians must obtain approval from Council at least 16 weeks prior to the event and ensure that SafeWork NSW is notified at least 7 days prior to the event. Visit the [SafeWork NSW website](#) for further information. Firecrackers will only be approved in conjunction with a cultural, religious, or traditional occasion.

All waste materials generated from the fireworks or firecrackers display must be cleared immediately following the event.

Event organisers will be required to notify residents and businesses in the area via an Event Notification letter prior to the proposed activity. Depending on the size of the event, a Traffic Management and/or

Pedestrian Management Plan may be required.

Food at events – 28 Days Processing Time

Temporary Food Premises are temporary food stalls or mobile food vehicles used for the sale of food at a temporary event or on private or public land for a limited period of time.

Event organisers need to ensure that all temporary food premises attending their event hold a [Food Permit issued by Georges River Council](#).

Events where there is a presence of temporary food premises are subject to inspections. [Fees and charges](#) apply.

Applications for a [Temporary Food Premises Permit](#) must be submitted at least 28 days prior to trading. Successful applicants will be provided with a [food permit to sell food](#).

Recently Council has changed permits to lifetime registrations. This means that there is no need for you to renew your registration unless the operation of your business changes significantly.

For further information refer to the [Temporary Food Premises - Mobile Food Vehicle](#) and [Temporary Food Premises - Food Stalls factsheets](#).

For more information regarding this, please contact Council's Environmental Health Team on ehadmin@georgesriver.nsw.gov.au

Liquor Licence – 8 Weeks Processing Time

Events that intend to sell or serve alcohol must complete an application form for a [Limited Liquor Licence](#) from Service NSW.

A Temporary Food Premises Permit from Georges River Council may also be required. Council will need to see your liquor licence. Staff serving alcohol must hold a valid Responsible Serving of Alcohol Certificate.

Georges River Council has designated areas in the LGA as Alcohol Prohibited Areas or Alcohol-Free Zones.

Please see the [Alcohol in Public Places webpage](#) on Council's website for more information.

Music and Noise

If your event includes live or recorded music, you may be covered under Council's [OneMusic licence](#). Please check whether you may be covered with Council's Event Officer.

Noise levels must remain within the prescribed limits, particularly near residential areas. Proactive measures such as crowd control, positioning of loudspeakers and timing of events can improve the control of noise. Consider offering quiet spaces for attendees at your event.

Parking, Public Transport and Vehicles

Organiser should confirm parking spaces are available to accommodate expected attendees and alternative options if parking is limited.

Accessible parking areas and access allowed for emergency vehicles should be provided. Council strongly encourages the use of public transport where possible.

Power

For all event you need to know how much power is available, who needs power and their power requirements. On-site power at Council parks and reserves may be limited or not available, in which case a generator may need to be hired. Please speak to Council's Events Officer for advice on your event's power requirements.

All electrical equipment should be tested and tagged by a qualified electrician and electrical cabling should be kept clear of walkways and patrons or secured with cable trays, and no wiring placed in trees.

Security

Some events may require specific security arrangements including private security providers. Security should be considered if your event is expecting large crowds, significant sums of money are involved, alcohol is present, or if the protection of people or assets is required.

Security personnel may also be required to control entrances and exits, patrol boundaries and risk areas, and assist emergency services.

Street Closures and Traffic management

Approval must be obtained from Council if you intend to close a road to run your event. Your intention to close a road should be noted in your Event Application Form and submitted at least 12 weeks prior to the event date, to allow your application to be assessed by Council's Traffic Committee.

For approval to close some roads and bridges in the LGA, approval will need to be sought from Transport for NSW.

Sustainability

There are many ways to minimise impact of an event on the environment. Council has developed [Sustainable Event Management Guidelines](#) that identify the environmental impacts of an event and establish actions to enhance Council's ability to support, facilitate and deliver sustainable events. This ensures a consistent approach to sustainable event management across the organisation and within the local government area.

Temporary Structures

Temporary structures include any structure that is not permanent, such as tents, marquees, stalls, hoardings, scaffolding and ground anchoring systems. Where temporary structures are proposed to be installed on Council owned or managed land, a permit must be obtained through a [Temporary Structures Application](#).

If your temporary structure does not require a permit, safety and regulations still apply. Consider how your structures will be secured as pegging is not allowed in most reserves and parks. Also consider the maximum capacity for structures and what will be done during high winds or extreme weather conditions.

Toilets

The number of toilets provided at events depends on factors including anticipated crowd numbers, alcohol supply, duration of the event and the existing facilities at the event site.

Where existing facilities are not adequate, additional portable toilets will be required, including accessible toilets.

Waste Management

Regardless of event size, appropriate clean up during and after your event is required. General rubbish, organics (food and green waste) and recycling bins must be available at the event site.

To work out how many bins are required at your event, consideration needs to be given to the number of food stalls, stalls handing out paper, and the number of people attending your event.

You can discuss this with Council's Events Officer, who can provide advice and contact details for private waste management companies. Please note that Council does not provide waste management for community-run events

Water

Event organisers should consider having a supply of drinkable water available to event attendees, such as water fountains or consider a water truck where attendees can fill up their own water bottles.



Georges River Council acknowledges the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

For more information on this document, please visit georgesriver.nsw.gov.au



**GEORGES
RIVER
COUNCIL**

Georges River Civic Centre
Corner MacMahon and Dora
Streets, Hurstville

Phone
9330 6400

Email
mail@georgesriver.nsw.gov.au

Postal address
PO Box 205, Hurstville
NSW 1481

georgesriver.nsw.gov.au



**Language
Assistance**

语言援助

مساعدة لغوية

Помош со јазикот

131 450

