

## **AGENDA**

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### **Community and Culture Committee**

**Tuesday, 11 June 2024**

**6:00 PM**

**Dragon Room**

**Georges River Civic Centre**

**Hurstville**



### **OATH OF OFFICE OR AFFIRMATION OF OFFICE**

All Georges River Councillors are reminded of their Oath of Office or Affirmation of Office made at the time of their swearing into the role of Councillor.

All Councillors are to undertake the duties of the office of Councillor in the best interests of the people of the Georges River Council area and are to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act to the best of their ability and judgement.

### **DISCLOSURES OF INTEREST**

All Georges River Councillors are reminded of their obligation to declare any conflict of interest (perceived or otherwise) in a matter being considered by Council or at any meeting of Council.

## COMMUNITY AND CULTURE COMMITTEE MEETING

### ORDER OF BUSINESS

#### OPENING

#### ACKNOWLEDGEMENT OF COUNTRY

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. I pay my respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

#### APOLOGIES / LEAVE OF ABSENCE

#### REQUEST TO JOIN VIA AUDIO VISUAL LINK

#### NOTICE OF WEBCASTING

#### DISCLOSURES OF INTEREST

#### PUBLIC FORUM

#### CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

<b>COM016-24</b>	<b>Confirmation of the Minutes of the Community and Culture Committee Meeting held on 13 May 2024</b>	
	(Report by Executive Services Officer) .....	4

#### COMMITTEE REPORTS

<b>COM017-24</b>	<b>Draft Local Approvals Policy - Use of Public Land for Public Exhibition</b>	
	(Report by Research and Social Policy Officer) .....	12
<b>COM018-24</b>	<b>Review of the Georges River Council Sports Advisory Committee</b>	
	(Report by Research and Social Policy Officer) .....	109
<b>COM019-24</b>	<b>Event Grant to Support 3Bridges NAIDOC 2024 Event</b>	
	(Report by Coordinator Events and Sponsorship) .....	137

## **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Item:** COM016-24 Confirmation of the Minutes of the Community and Culture Committee Meeting held on 13 May 2024

**Author:** Executive Services Officer

**Directorate:** Office of the General Manager

**Matter Type:** Previous Minutes

COM016-24

### **RECOMMENDATION:**

That the Minutes of the Community and Culture Committee Meeting held on 13 May 2024, be confirmed.

### **ATTACHMENTS**

Attachment [↓](#)1 Minutes of the Community and Culture Committee Meeting held on 13 May 2024



# MINUTES

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## Community and Culture Committee

Monday, 13 May 2024

6:00 PM

Dragon Room

Georges River Civic Centre

Hurstville

UNCONFIRMED MINUTES



GEORGES RIVER COUNCIL

**UNCONFIRMED MINUTES**

## **PRESENT**

### **COUNCIL MEMBERS**

Councillor Nancy Liu (Chairperson), Councillor Ashvini Ambihaipahar, Councillor Lou Konjarski, Councillor Kathryn Landsberry, Councillor Natalie Mort, Councillor Nick Smerdely, Councillor Sam Stratikopoulos, and Councillor Benjamin Wang.

### **COUNCIL STAFF**

General Manager – David Tuxford, Director Community and Culture - Kristie Dodd, Manager City Life - Margaret Le, Manager Community and Early Learning Services – Jodi Tweed, Coordinator Programming and Operations - Andrew Williams, Coordinator Community Capacity Building - Alexis Drevikovsky, Grants Officer – Elloise Brady, Executive Manager City Futures - Simon Massey, Manager, Office of the General Manager – Vicki McKinley, Executive Services Officer - Marisa Severino, IT Service Desk Technician – Chris Stojanovski, General Counsel – James Fan, Executive Assistant to the Director Community and Culture - Franziska Mintus and Personal Assistant to Manager Cultural Engagement and Library Services – Billie Johnson (Minutes).

## **OPENING**

The Chairperson, Councillor Liu, opened the meeting at 6.00pm.

## **ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson, Councillor Liu acknowledged the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. She paid her respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

## **APOLOGIES/LEAVE OF ABSENCE**

There were no apologies or requests for leave of absence.

## **REQUEST TO ATTEND VIA AUDIO VISUAL LINK**

There were no requests to attend via Audio Visual Link.

## **NOTICE OF WEBCASTING**

The Chairperson, Councillor Liu advised staff and the public that the meeting is being recorded for minute-taking purposes and is also webcast live on Council's website, in accordance with section 5 of Council's Code of Meeting Practice. This recording will be made available on Council's Website.

## **CODE OF MEETING PRACTICE**

Council's Code of Meeting Practice prohibits the electronic recording of meetings without the express permission of Council.

## **DISCLOSURES OF INTEREST**

**Councillor Smerdely** disclosed a Significant, Non-Pecuniary Interest in item **COM015-24 Georges River Council Community Grants 2023-2024 Round 2** for the reason that his mother is a member of the board for Jubilee Community Services.

## **PUBLIC FORUM**

There were no registered speakers.

## **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**COM013-24 Confirmation of the Minutes of the Community and Culture Committee Meeting held on 8 April 2024**  
(Report by Integrated Planning and Reporting Officer)

**RECOMMENDATION:** Councillor Konjarski, Councillor Landsberry

That the Minutes of the Community and Culture Committee Meeting held on 8 April 2024, be confirmed.

### **Record of Voting**

For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

## **COMMITTEE REPORTS**

**COM014-24 Minutes of the Sports Advisory Committee meeting held 4 April 2024**  
(Report by Personal Assistant to Manager, City Life)

**RECOMMENDATION:** Councillor Landsberry, Councillor Smerdely

That the recommendations contained within the Minutes of the Georges River Council Sports Advisory Committee Meeting held on 4 April 2024 be submitted to the Community and Culture Committee for consideration and to be adopted by Council.

### **Record of Voting**

For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**COM015-24 Georges River Council Community Grants 2023-2024 Round 2**  
(Report by Grants Officer)

Note: Councillor Smerdely left the meeting at 6.07pm.

**RECOMMENDATION:** Councillor Landsberry, Councillor Ambihaipahar

- (a) That the funding recommendations resulting from Georges River Council Community Grants 2023-2024 Round 2, as detailed in Attachment 1 to this report, be adopted.
- (b) That Council note that funds of \$523.00 not allocated in Community Grants 2023-2024 Round 2 be returned to general revenue as savings.

### **Record of Voting**



For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

Note: Councillor Smerdely joined the meeting at 6.09pm.

## PROCEDURAL MOTION

### MOVE TO CLOSED SESSION

At this stage of the meeting, time being 6.09pm, the Chair, Councillor Liu, advised that the meeting would move into Closed Session in accordance with Section 10A of the *Local Government Act 1993*.

Accordingly, members of the press and public are excluded from the Closed Session and access to the correspondence relating to the item considered during the course of the Closed Session will be withheld.

This action was taken to allow discussion of the following item:

#### **COM015A-24 Lease Agreement between Georges River Council and Olds Park Sports Club Limited**

(Report by Coordinator, Programming and Operations)

*THAT in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993, the matters dealt with in this report be considered in closed Council Meeting at which the press and public are excluded. In accordance with Section 10A(2) (d(ii)) it is considered the matter commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the council.*

*THAT in accordance with Section 10D it is considered that if the matter were discussed in an open Council Meeting, it would on balance, be contrary to the public interest as it commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the council.*

*That in accordance with the provisions of Section 11(2) of the Act, the reports and correspondence relating to these matters be withheld from the press and public.*

The Chair, Councillor Liu asked the Director Community and Culture if any representations had been received from the public that the item should not be discussed in Closed Session.

The Director replied that no representations had been received in relation to the item in Closed Session.

Councillor Liu asked if there were any members of the public gallery who would like to speak on the reasons the Committee proposes to consider the item in Closed Session.

**MOTION:** Councillor Konjarski, Councillor Landsberry

That in accordance with Section 10A Clause 2 of the Local Government Act 1993, the

Committee enter into Closed Session to discuss item **COM015A-24 Lease Agreement between Georges River Council and Olds Park Sports Club Limited.**

**Record of Voting**

For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**CLOSED SESSION (CONFIDENTIAL ITEM)**

**CONSIDERATION OF CONFIDENTIAL RECOMMENDATIONS**

**COM015A-24 Lease Agreement between Georges River Council and Olds Park Sports Club Limited**

(Report by Coordinator, Programming and Operations)

**RECOMMENDATION:** Councillor Mort, Councillor Konjarski

- (a) That Council approve the General Manager to enter into a Lease agreement between Georges River Council and Olds Park Sports Club Limited, as outlined within this report with the following amendments:
- (b) The subsidy of 50% is granted for years 1 and 2 of the lease.
- (c) The subsidy of 50% for years 3, 4 and 5 is not guaranteed and must be applied for to Council each year.
- (d) The subsidy for years 3, 4 and 5 will be conditional upon Olds Park Sports Club presenting a business case to Council on how they will return to profit, and that all rents are up to date and paid.
- (e) That Council approve the Sub-Lease agreement between Olds Park Sports Club Limited to Meals on Wheels Australia for the term of the Lease as outlined within this report.

**Record of Voting**

For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**PROCEDURAL MOTION**

**RETURN TO OPEN SESSION**

**MOTION** Councillor Landsberry, Councillor Konjarski

That the meeting revert to Open Session, the time being 6.16pm.

**Record of Voting**

For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**OPEN SESSION**

**CONFIRMATION OF RECOMMENDATIONS FROM CLOSED SESSION**

**RECOMMENDATION:** Councillor Konjarski, Councillor Mort

That the recommendations from the Closed Session in relation to item **COM015A-24 Lease Agreement between Georges River Council and Olds Park Sports Club Limited** be confirmed as recommendations of the Committee.

**Record of Voting**

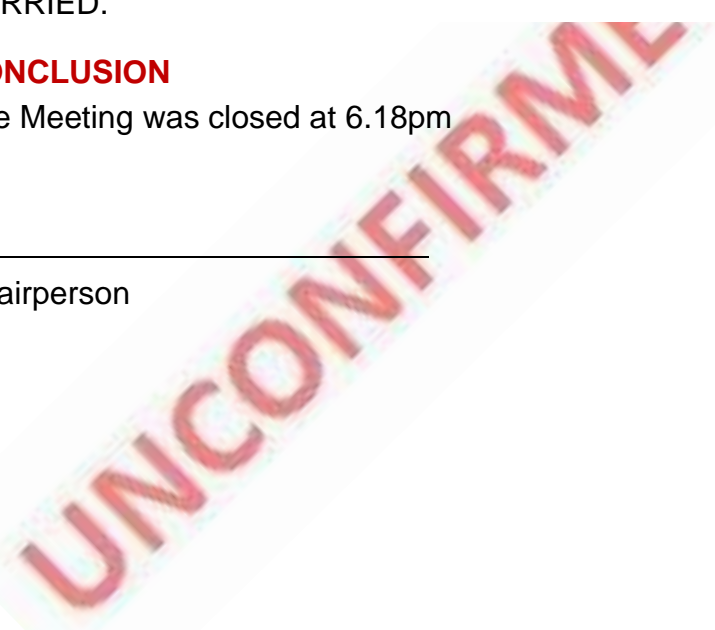
For the Motion: Mayor, Councillor Elmir, Councillor Liu, Councillor Ambihaipahar, Councillor Konjarski, Councillor Landsberry, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Wang

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

**CONCLUSION**

The Meeting was closed at 6.18pm

\_\_\_\_\_  
Chairperson



**COMMITTEE REPORTS**

**Item:** COM017-24 Draft Local Approvals Policy - Use of Public Land for Public Exhibition

**Author:** Research and Social Policy Officer

**Directorate:** Community and Culture

**Matter Type:** Committee Reports

COM017-24

**RECOMMENDATION:**

- (a) That the Draft Local Approvals Policy - Use of Public Land (the Policy) be placed on public exhibition for a period of no less than 28 days.
- (b) That submissions received during the public exhibition period be reported back to Council, together with recommended amendments for Council's endorsement.

**EXECUTIVE SUMMARY**

1. This report seeks Council endorsement to publicly exhibit, for a period of 28 days, the Policy. This exhibition period will allow community members to review the proposed changes and provide feedback, ensuring transparency and community engagement in the policy-making process.
2. The proposed Policy (Attachment 1) establishes a comprehensive framework for determining the suitability of groups and individuals to occupy Council-owned and managed land. This framework ensures that decisions are made in an equitable and transparent manner, adhering to relevant legislative requirements under Section 89 of the *Local Government Act 1993*. It aims to protect the public interest including the protection of the environment, public health and any items of cultural significance while allowing for diverse community activities.
3. The Policy underwent a thorough review from mid-2023 to early 2024, as part of its scheduled update. The review led to clearly defining roles and responsibilities within Council, streamlining approval processes, and the integration of the Street Performance Policy. The Policy now includes standardised formats, updated legislation references, and consolidated information to enhance clarity and compliance.
4. To improve customer ease during the implementation of the Policy, new customer guides were developed to provide clear, simple instructions and checklists. These guides include the pre-existing Event Guide, and the un-designed Customer Guides for Business Use of Footways and Temporary Food Premises. The guides cover essential information such as location requirements, the application process, the responsibilities of approved traders, as well as Council obligations. The guides also aim to facilitate a smoother, more efficient application process, building capacity in community members, to minimise errors, delays or refusals from the process.

**BACKGROUND****What is the Local Approvals Policy**

5. The Policy establishes a framework to define reasonable community use of public land as outlined in Section 68 of the *Local Government Act 1993*. In doing so, the Policy safeguards community interest under this framework to maintain quality of life, preserve natural resources, and protect against adverse impacts.

6. The Policy utilises relevant legislation to inform businesses and individuals of exempt activities under the Local Government (General) Regulation 2021 and Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 and the Environmental Planning and Assessment Act 1979.
7. The Policy also provides businesses and individuals with information on the application process and the approval conditions for activities that require approval by Georges River Council. Approval conditions are in part contributed to legislation that outlines the 'matters for consideration' in the approval process and in part to specific requirements relevant to the Georges River Council local government area (LGA).
8. Activities listed under Section 68 of the *Local Government Act 1993* encompass a diverse range of responsibilities and permissible activities essential for maintaining the well-being and functionality of local communities. The key areas to which these activities pertain to include water supply and drainage work, management of waste, community land, public roads, and other activities. Council can tailor permits for these activities based on the nature, scale, and demand of each activity. However, these conditions protect the public interest including the protection of the environment, public health, and any items of cultural significance.
9. The most in-demand activities are business use of footpaths, events, and street performances. However, the Policy also accommodates moderate or low-demand activities to ensure a diverse range of activities within the LGA. In total, there are 10 permits available under the Policy, including:
  - Application to Place Waste Skip Bin on Roadway
  - Business Use of Footpath Application
  - External Event Application Form
  - Film Production Application for Approval
  - Fundraising Application
  - Road Lane and Footpath Closure Application
  - Road/Footpath Opening Permit Form
  - Stormwater Drainage Application
  - Temporary Food Premises Application Form
  - Temporary Stalls Application (Not Food Related)

### **Purpose of the Review**

10. The Local Approvals Policy underwent a comprehensive review to achieve several key objectives:
  - Provide clear, transparent and consistent criteria and processes for approvals;
  - Ensure consistency and fairness when dealing with applications for approval; and
  - Ensure Council's approvals criteria and processes are readily accessible and understandable to the community.
11. Continuous consultation with internal stakeholders informed the revision of the Policy, aligning with these objectives. The thorough review occurred from mid-2023 to early 2024 to consolidate all clauses containing accurate information as endorsed by stakeholders.
12. An extensive consultation was conducted with key internal stakeholders from various business units to guide the development of the Policy including:

- Community and Culture
  - City Life
  - City Technical Services
  - Development and Building
  - Environmental Health and Regulatory Services
  - Strategic Placemaking
  - Strategic Property
13. A further report detailing any submissions received during the public exhibition period, will be submitted to Council together with recommended amendments, for Council's consideration and endorsement in September 2024.

### **Improvements for Streamlining**

14. The review process has resulted in the clarification and consolidation of the roles and responsibilities for various activities within the Policy, due to realignments within the organisational structure. The purpose of changing the Policy owner and clarifying delegations is to enhance accountability and ownership of the Policy implementation and ongoing review.
15. The Policy includes refinement of application and approval conditions to eliminate unnecessary steps or redundant approvals whilst reducing bottlenecks in the approval process for customers.
16. The information provided per activity was structured to meet a standardised format to improve the efficiency of navigation of the document for both staff and customers.
17. Consistency has been incorporated across approval conditions for all activities, to ensure that staff can apply the Policy uniformly across different cases or scenarios and to reduce the likelihood of errors or discrepancies in permit application.
18. Since the Street Performance Policy falls under Section 68 of the *Local Government Act 1993*, integrating it into the Policy streamlines processes and promotes fair and equitable treatment for community members lodging applications for approval. As such, it is recommended that the Street Performance Policy is repealed upon the final adoption of the Policy.

### **Updates for Compliance**

19. Significant enhancements to improve clarity including formatting adjustments, consolidation of language in the Policy and relevant applications, removal of duplicate information, and updating references to the latest legislation and standards. These changes ensure that conditions stipulated for enforcement and compliance actions are precise and specific, facilitating their effective utilisation for these purposes.
20. Restructuring of the overarching document to specify legislative compliance and policy conditions relevant to all activities, placing it at the forefront of the Policy. To satisfy the requirements of Section 158 ("Preparation of draft local policy for approvals") of the *Local Government Act 1993*.
21. The remaining part of the Policy was organised in accordance with the subheadings of Section 68 of the *Local Government Act 1993* with relevant activities located under each sub-heading. Improvements to the overarching structure assist in compliance, and the standardised format contributes to building a comprehensive policy framework.



### **Enhancements to the Customer Experience**

22. Activates under Section 68 are either applicable to be conducted across the LGA or are required to be conducted at selected locations as listed under Appendix G of the Policy. The following permits are required to comply with Appendix G:
  - External Event Application Form
  - Film Production Application for Approval
  - Fundraising Application
  - Temporary Food Premises Application Form
  - Temporary Stalls Application (Not Food Related)
23. Internal stakeholder engagement was utilised to review this list and determine whether locations should be added, removed, or modified. A comparison reflecting the previous locations, and suggested locations are shown in Attachment 2. Further stakeholder engagement is sought for the allocated areas as part of the public exhibition period.
24. Following recommendations from stakeholder consultation, Diment Way and Central Plaza have been merged into Hurstville Plaza. "Hurstville Interchange Park" has been added to the list of allocated areas. Additionally, Council may apply more stringent conditions for use in Hurstville Plaza and Kogarah Town Square. The purpose of this was to maintain the list of places where customers can participate in activities, while safeguarding prominent areas to elevate the activations at these spaces.
25. The Policy necessitated additional Customer Guides, to help customers navigate the complexity of legislative conditions for permits with extensive approval conditions and to enhance customer ease of access. In simplifying approval conditions, we better serve our culturally and linguistically diverse community, especially the 53% who speak languages other than English at home.
26. The first, and pre-existing customer guide was developed in 2023 for the Event Guide (Attachment 3). The Event Guide served as a valuable resource for community members, clearly communicating the roles and responsibilities involved in holding an event on public land. The structure of the Events Guide was used to develop additional customer guides, ensuring consistency among the guides referred to within the Policy.
27. The Customer Guide for Business Use of Footways (Attachment 4) lists pertinent information for approval holders including location requirements, application process, approved trader responsibilities, council responsibilities, and an A-Z of approvals. The guide features three checklists: an application checklist, clearance requirements, and furniture requirements. By using simple language, the guide aims to effectively communicate the roles and responsibilities of approval holders.
28. The Customer Guide for Temporary Food Premises (Attachment 5) details the application criteria for a food permit, the application process, approved permit holder responsibilities, an application checklist, and the terms of approval. With a clear and accessible layout, customers are also less likely to overlook important information or make errors in their applications. This reduces the likelihood of delays or rejections, leading to a smoother and more efficient approval process.

### **FINANCIAL IMPLICATIONS**

29. No budget impact for this report.



## RISK IMPLICATIONS

30. If this Policy is not endorsed, Council will not comply with the requirements outlined in Section 158 ("Preparation of Draft Local Policy for approvals") of the *Local Government Act 1993*.
31. Inadequate or ineffective approval processes could pose risks to public safety or the environment.
32. Diminished customer satisfaction due to potential confusion regarding the procedures for obtaining approvals under Section 68 of the *Local Government Act 1993*.
33. Failure to implement this policy would heighten the risk of customers incurring additional fines, as the lack of clarity in the initial policy leaves them susceptible to misunderstanding their roles and responsibilities as permit holders.

## COMMUNITY ENGAGEMENT

34. Should Council approve the revised draft Policy, it will be placed on public exhibition on Council's Your Say website for a period of no less than 28 days.

## FILE REFERENCE

D24/139157

## ATTACHMENTS

Attachment [↓1](#) Local Approvals Policy - Use of Public Land



Attachment [↓2](#) Comparison of Locations



Attachment [↓3](#) Customer Guide for Holding an Event



Attachment [↓4](#) Customer Guide for Business Use of Footways



Attachment [↓5](#) Customer Guide for Temporary Food Premises





# Draft Local Approvals Policy - Use of Public Land

2024

### Policy administration

<b>Dates</b>	Policy approved <b>xx/xx/xxxx</b> (date to be added by Policy Specialist) This policy is effective upon its approval. Policy is due for review <b>xx/xxxx</b> (If a particular review date is required, please specify, otherwise the Senior Policy Specialist will set a review date at 3 years from the date the policy is approved which is the maximum review period)
<b>Approved by</b>	Council Meeting <b>xx/xx/xxxx</b> Council Resolution <b>xxxx</b>
<b>Policy Type</b>	<input type="checkbox"/> Executive Policy <input checked="" type="checkbox"/> Council Policy
<b>Exhibition Period</b>	<i>Include date of exhibition to the public or consultative committee, if relevant</i>
<b>Policy Owner</b>	Manager of City Life, Community and Culture
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Australian Building Codes Board, National Construction Code (Volumes one, two and three) 2020</li> <li>• Georges River Council Enforcement Policy</li> <li>• Georges River Council Smoke Free Policy for Outdoor Areas 2024</li> <li>• Georges River Council Stormwater Management Policy</li> <li>• NSW Food Authority's Guidelines for Food Businesses as Temporary Events 2020</li> <li>• NSW Food Authority's Guidelines for Mobile Food Vending Vehicles</li> <li>• RMS Corporate Policy for Mobile Vending in Rest Areas</li> </ul>
<b>Appendices</b>	Appendix A – PART A: Structures or Places of Public Entertainment Appendix B – PART B: Water Supply, Sewerage, and Stormwater Drainage Work Appendix C – PART C: Management of Waste Appendix D – PART D: Community Land Appendix E – PART E: Public Roads Appendix F – PART F: Other Activities Appendix G – Designated Areas for Activities on Public Land Appendix H – Classified Roads in the LGA
<b>References &amp; Legislation</b>	<ul style="list-style-type: none"> <li>• Disability Discrimination Act 1992</li> <li>• Domestic Animal Act 1994</li> <li>• Environment Operations Act 1997</li> <li>• Environmental Planning and Assessment Act 1979</li> <li>• Food Act 2003</li> <li>• Food Regulation 2015</li> <li>• Food Standards Code Legislation</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Liquor Act 2007</i></li> <li>• <i>Local Government (General) Regulation 2021</i></li> <li>• <i>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</i></li> <li>• <i>Local Government Act 1993</i></li> <li>• <i>National Parks and Wildlife Act 1974</i></li> <li>• <i>NSW Disability Inclusion Act 2014</i></li> <li>• <i>NSW Smoke-Free Environment Act 2000</i></li> <li>• <i>NSW Smoke-Free Environment Regulation 2016</i></li> <li>• <i>Parliamentary Electorates and Elections Act 1912</i></li> <li>• <i>Plumbing and Drainage Act 2011</i></li> <li>• <i>Protection of the Environment Operations Act 1997</i></li> <li>• <i>Public Spaces (Unattended Property) Act 2021</i></li> <li>• <i>Road Transport Act 2013</i></li> <li>• <i>Roads Act 1993</i></li> <li>• <i>Roads Regulation 2018</i></li> <li>• <i>Smoke-Free Environment Act 2000</i></li> <li>• <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i></li> <li>• <i>Work Health and Safety Act 2011</i></li> <li>• <i>Work Health and Safety Regulation 2017</i></li> </ul>
<p><b>Document Identifier</b></p>	<p>Policy #: <i>Allocated by Senior Policy Specialist once policy is approved (includes the version number)</i>                  Doc #: D24/68494</p>
<p><b>Breaches of Policy</b></p>	<p>Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.</p>
<p><b>Record Keeping</b></p>	<p>All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council’s Corporate Records Policy and adopted internal procedures.</p>

## Purpose

The purpose of this Policy is to prescribe where approval is required from the Council, and where such approval is exempted, before carrying out an activity prescribed under section 68 of the *Local Government Act 1993* (Act) – which is summarised by **Table 1** below.

This Policy has been prepared pursuant to Chapter 7, Part 3 of the Act and consists of the following three parts:

Part 1: Specify the circumstances in which a person would be exempt from the necessity to obtain a particular approval of the council.

Part 2: Specify the criteria which the council must take into consideration in determining whether to give or refuse approval of a particular kind.

Part 3: Specify other matters relating to approvals.

The objectives of the Council's Local Approvals Policy are to:

- Provide clear, transparent and consistent criteria and processes for approvals;
- Ensure consistency and fairness when dealing with applications for approval; and
- Ensure Council's approvals criteria and processes are readily accessible and understandable to the community.

## Scope

This Policy applies to the activities prescribed under section 68 of the Act that are proposed to be undertaken on public land within the Georges River Council local government area (LGA) that is controlled by Georges River Council.

Key provisions of the Act relating to section 68 activities include (but are not limited to):

- Chapter 7, Part 1 of the Act – Approvals; and
- Chapter 7, Part 5 of the Act – Appeals.

It is an offence to undertake an activity without approval from Council, where the circumstances of the activity meant that approval was required under the Act and this policy, or to undertake an activity contrary to an approval given by under this policy.<sup>1</sup> Council may carry out enforcement action in respect of such offences as provided by the Act and guided by Council's [Enforcement Policy](#), which may include penalty notices; giving of orders; and Court proceedings.<sup>2</sup>

<sup>1</sup> ss 124-157, 626-627 *Local Government Act 1993*

<sup>2</sup> ss 672-679 *Local Government Act 1993*; s 398 and sch 12 *Local Government Regulation (General) 2021*.

Nothing in this Policy limits the effect of legislation (including but not limited to the *Local Government Act 1993*) on an activity which requires approval or is exempt from approval under this Policy, including whether any other approval from Council or another government agency is required under legislation other than the *Local Government Act 1993*.

**Table 1** summarises section 68 activities, which generally require the approval of Council, unless otherwise exempted by this Policy, or the Act provides that the activity can be carried out without approval of Council.

<b>TABLE 1: SECTION 68</b>	
<b>PART A: Structures or places of public entertainment</b>	
1.	Install a manufactured home, moveable dwelling or associated structure on land
<b>PART B: Water supply, sewerage, and stormwater drainage work</b>	
1.	Carry out water supply work
2.	Draw water from a council water supply or a standpipe or sell water so drawn
3.	Install, alter, disconnect or remove a meter connected to a service pipe
4.	Carry out sewerage work
5.	Carry out stormwater drainage work
6.	Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer
<b>PART C: Management of waste</b>	
1.	For fee or reward, transport waste over or under a public place
2.	Place waste in a public place
3.	Place a waste storage container in a public place
4.	Dispose of waste into a sewer of the council
5.	Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
6.	Operate a system of sewage management (within the meaning of Section 68A)
<b>PART D: Community Land</b>	
1.	Engage in a trade or business
2.	Direct or procure a theatrical, musical or other entertainment for the public
3.	Construct a temporary enclosure for the purpose of entertainment

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4. For fee or reward, play a musical instrument or sing

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  5. Set up, operate or use a loudspeaker or sound amplifying device

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  6. Deliver a public address or hold a religious service or public meeting

**PART E: Public Roads**

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway

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2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

**PART F: Other Activities**

1. Operate a public car park

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2. Operate a caravan park or camping ground

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3. Operate a manufactured home estate

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4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance

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5. Install or operate amusement devices

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6. Use a standing vehicle or any article for the purpose of selling any article in a public place

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7. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

## Definition of Terms

This policy adopts the definition of terms under the *Local Government Act 1993*.

Term	Meaning
<i>Amusement Device</i>	A device that is designed primarily for the use of children 12 years of age or under and includes such amusement devices as mini-Ferris wheels, battery-operated cars and miniature railways but, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.
<i>Approval</i>	Approval of an activity is listed in the Table of Section 68 in the Act and should not be confused with any requirement for a 'Development Consent' issued in accordance with the provisions of the <i>Environmental Planning and Assessment Act 1979</i> .
<i>Authorised Council Officer</i>	means-- a) an employee of a council generally or specially authorised by the council in respect of or whose duty it is to deal with, or to act regarding, any acts, matters or things in relation to which the expression is used, or b) a police officer.
<i>Classified Roads</i>	Any of the following: a main road, a state highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See <i>Roads Act 1993</i> , Part 5 for further details.
<i>Community Land</i>	Land vested in a Council that is kept for use by the general public such as parks and reserves.
<i>Domestic Greywater</i>	Wastewater from washing machines, laundry tubs, showers, hand basins and baths, but does not include wastewater from a kitchen, toilet, urinal or bidet.
<i>Domestic Greywater Diversion</i>	The installation and operation of a system for diverting greywater generated on residential premises to a garden or lawn on those premises but does not include the manual collection and re-use of greywater (for example, by means of a bucket or similar receptacle).
<i>Mobile Vending Vehicle</i>	All types of registered or unregistered vehicles that are used for the sale of articles, on a public road or in a public place, making brief intermittent stops, and do not involve the erection of stalls, hoardings or any other physical structures.
<i>Offensive noise</i>	Noise that by reason of its level, nature, character or quality or the time at which it is made, or any other circumstances: a) a person who is in or on any Council land must not play or operate any device that produces a sound so that the sound is heard within a habitable room of any dwelling; or b) interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted; or



	As prescribed by the regulations as defined in the Protection of the Environment Operations Act 1997.
<i>Operational land</i>	Land vested in the Council that is not generally open to the public but is used by the Council to carry out its functions such as a works depot or Council garage.
<i>Public land</i>	means any land (including a public reserve) vested in or under the control of the council, but does not include-- a) a public road, or b) land to which the Crown Land Management Act 2016 applies, or c) a common, or d) a regional park under the National Parks and Wildlife Act 1974.
<i>Public Meeting</i>	means an assembly held for a public purpose to which admission may ordinarily be gained by members of the public (whether on payment of money, or other consideration, as the price or condition of admission), but does not include an assembly held for religious worship only.
<i>Real Estate Advertising Sign</i>	A sign used by real estate agents to notify members of the public of a property associated with their business, whether for sale, sold, rent, lease etc. Generally, a small sign placed temporarily on public land, not a 'for sale' sign located at a property.
<i>Section 68 activity</i>	Refers to all the activities specified in the table prescribed by section 68(1) of the <i>Local Government Act 1993</i> .
<i>Smoking</i>	The use, consumption, holding or otherwise having control over a tobacco product, non-tobacco smoking product or e-cigarette that is generating (whether or not by burning) smoke or an aerosol or vapour.
<i>Standing vehicle</i>	Any vehicle whether registered or not which is stationary on a public road to sell any article. Note: For the purposes of this Policy a 'standing vehicle' includes any Mobile Food Vending vehicle that has stopped to make a sale.
<i>Street vending</i>	Involves the selling of articles either directly from a stall or a standing vehicle on a public road or public land.
<i>Temporary stall</i>	A stall that is set up for a specific or occasional event with temporary equipment and appliances to sell articles. Temporary stalls may include the installation of a tent, marquee or similar temporary structure.
<i>Temporary Structure</i>	Any or all of the following installed on or above a public place: <ul style="list-style-type: none"> <li>• Type-A Hoarding - a plywood sheet fence, with or without scaffolding used to enclose or isolate a work area from the public place.</li> <li>• Type-B Hoarding - an overhead protective structure constructed of a steel frame that provides a barrier from objects that may fall from a work area into the public place and where necessary, to also enclose a worksite by means of a plywood sheet fence: <ul style="list-style-type: none"> <li>a) cantilevered work platforms;</li> <li>b) scaffolding.</li> </ul> </li> </ul>

## Policy Statement

### 1. PART ONE – EXEMPTION CIRCUMSTANCES

- 1.1 This part, Part 1, specifies the circumstances where an activity prescribed under section 68 of the Act will be exempt from requiring Council approval for activities.
- 1.2 If a proposed activity does not align with circumstances provided by the Act, the regulations or this Policy to exempt such an activity from requiring approval from Council, then approval from Council must be obtained before undertaking the activity.
- 1.3 An exemption for approval under this Policy does not affect approvals given under any other legislation, such as consent to carry out development under the Environmental Planning and Assessment Act 1979.
- 1.4 The following exemptions apply:
  - 1.4.1 Exemptions for “Install a manufactured home, moveable dwelling or associated structure on land” are listed in Appendix A, Point 4.1 – Legislative Exemption.
  - 1.4.2 Exemptions for “Carry out water supply” and “Carry out sewerage work” are listed in Appendix B, Point 5.1 – Policy Exemption.
  - 1.4.3 Exemptions for “Carry out stormwater drainage work” are listed in Appendix B, Point 6.1 – Policy Exemption.
  - 1.4.4 Exemptions for “For fee or reward, transport waste over or under a public place” are listed in Appendix C, Point 7.1 – Legislative Exemption
  - 1.4.5 Exemptions for “Place waste in a public place” are listed in Appendix C, Point 8.1 – Legislative Exemption.
  - 1.4.6 Exemptions for “Place waste storage container in a public place” are listed in Appendix C, Point 9.1 – Legislative Exemption.
  - 1.4.7 Exemptions for “Dispose of waste into a sewer of the Council” are listed in Appendix C, Point 10.1 – Legislative Exemption.
  - 1.4.8 Exemptions for “Install, construct, or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility” are listed in Appendix C, Point 11.1 – Legislative Exemption.
  - 1.4.9 Exemptions for “Operate a system of sewerage management (within the meaning of Section 68)” are listed in Appendix C, Point 12.1 – Legislative Exemption.
  - 1.4.10 Exemptions for “Engage in a trade or business” are listed in Appendix D, Points 13.1 and 13.3 – Policy Exemption.
  - 1.4.11 Exemptions for “Direct or procure a theatrical, musical, or other entertainment for the public” are listed in Appendix D, Point 14.1 – Policy Exemption.
  - 1.4.12 Exemptions for “Construct a temporary enclosure for the purpose of entertainment” are listed in Appendix D, Point 15.1 – Policy Exemption.
  - 1.4.13 Exemptions for “For fee or reward, play a musical instrument or sing” are listed in Appendix D, Point 16.1 – Policy Exemption.

- 1.4.14 Exemptions for “Set up, operate, or use a loudspeaker or sound amplifying device” are listed in Appendix D, Point 17.1 – Legislative Exemption.
- 1.4.15 Exemptions for “Deliver a public address or hold a religious service or public meeting” are listed in Appendix D, Point 18.1 – Policy Exemption.
- 1.4.16 Exemptions for “Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway” are listed in Appendix E, Point 19.1 – Legislative Exemption.
- 1.4.17 Exemptions for “Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road” are listed in Appendix E, Points 20.1 and 20.3 – Policy Exemption.
- 1.4.18 Exemptions for “Operate a public car park” are listed in Appendix F, Point 21.1 – Legislative Exemption.
- 1.4.19 Exemptions for “Install a domestic oil or solid fuel heating appliance, other than a portable appliance” are listed in Appendix F, Point 22.1 – Legislative Exemption.
- 1.4.20 Exemptions for “Install or operate amusement devices” are listed in Appendix F, Point 23.1 – Legislative Exemption.
- 1.4.21 Exemptions for “Use a standing vehicle or any article for the purpose of selling any article in a public place” are listed in Appendix F, Points 24.1 and 24.3 – Legislative Exemption.
- 1.4.22 Exemptions for “Carry out an activity prescribed by the regulations, or an activity of a class or description prescribed by the regulations” are listed in Appendix F, Point 25.1 – Legislative Exemption.

## 2. PART TWO – APPROVAL CRITERIA

- 2.1 If a proposed section 68 activity is not exempted under Part 1, approval from Council is required. In determining whether to give or refuse approval, Council will assess the application for approval against criteria prescribed by this part, Part 2.
- 2.2 Section 89 of the Local Government Act 1993 sets out the matters Council must consider in determining whether to give or refuse approval.
- 2.3 The following criteria will be taken into consideration in determining an application:
  - 2.3.1 Criteria for “Carry our water supply” and “Carry out sewerage work” are listed in Appendix B, Point 5.2 – Approval Assessment Criteria.
  - 2.3.2 Criteria for “Carry out stormwater drainage work” are listed in Appendix B, Point 6.2 – Approval Assessment Criteria.
  - 2.3.3 Criteria for “Place a waste storage container in a public place” are listed in Appendix B, Point 9.2 – Approval Assessment Criteria
  - 2.3.4 Criteria for “Engage in a trade of business” are listed in Appendix D, Points 13.2 and 13.3 – Approval Assessment Criteria.

- 2.3.5 Criteria for “Direct or procure a theatrical, musical or other entertainment for the public” are listed in Appendix D, Points 14.2 – Approval Assessment Criteria.
- 2.3.6 Criteria for “Construct a temporary enclosure for the purpose of entertainment” are listed in Appendix D, Points 15.2 – Approval Assessment Criteria.
- 2.3.7 Criteria for “For fee or reward, play a musical instrument or sing” are listed in Appendix D, Point 16.2 – Approval Assessment Criteria.
- 2.3.8 Criteria for “Set up, operate or use a loudspeaker or sound amplifying device” are listed in Appendix D, Point 17.2 – Approval Assessment Criteria.
- 2.3.9 Criteria for “Deliver a public address or hold a religious service or public meeting” are listed in Appendix D, Points 18.2 – Approval Assessment Criteria.
- 2.3.10 Criteria for “Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway” are listed in Appendix E, Points 19.2 – Approval Assessment Criteria.
- 2.3.11 Criteria for “Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road” are listed in Appendix E, Points 20.2 and 20.4 – Approval Assessment Criteria.
- 2.3.12 Criteria for “Operate a public car park” are listed in Appendix F, Point 21.2 – Approval Assessment Criteria.
- 2.3.13 Criteria for “Install a domestic oil or solid fuel heating appliance, other than a portable appliance” are listed in Appendix F, Point 22.2 – Approval Assessment Criteria.
- 2.3.14 Criteria to “Install or operate amusement devices” are listed in Appendix F, Point 23.2 – Approval Assessment Criteria.
- 2.3.15 Criteria to “Use a standing vehicle or any article for the purpose of selling any article in a public place” are listed in Appendix F, Points 24.2 and 24.4 - Approval Assessment Criteria.

### 3. PART THREE – OTHER MATTERS

#### 3.1 Application for other activities

- 3.1.1 Applications for all other activities (as described in Table of Section 68 of the Act) not listed in this Policy are to be on the approved form available on the Council’s website and will be assessed in accordance with the Act.

#### 3.2 Submitting an Application

- 3.2.1 Applications are to be submitted using the relevant form and are to be lodged to the Council:
- 3.2.2 Before undertaking the activity by any timeframes specified on the form or;

- 3.2.3 At least 3 months before the proposed activity if the activity requires multiple Council-issued permits/approvals.
- 3.2.4 With all supporting documentation or materials required as listed on the application form and;
- 3.2.5 Payment of all applicable fees
- 3.2.6 Applications can be amended by the applicant or at the request of the Council before a determination provided that the variation is minor.
- 3.2.7 Applications that are not easily legible, incomplete, or not accompanied by all required supporting material may be rejected.
- 3.2.8 Applications that do not adhere to the relevant approval guidelines will be declined.
- 3.2.9 The Council will contact the applicant if any additional information is needed to support an application.
- 3.3 Approval Determination
  - 3.3.1 Once determined, a notice will be issued advising whether the application has been refused, approved or approved with conditions.
  - 3.3.2 The period of approval will vary depending on the type of activity, work undertaken or specified activity dates on the application.
  - 3.3.3 Approvals expire at 5.00 pm on the last day of the approval period as indicated on the approval documentation.
  - 3.3.4 If works have not commenced or the activity has not occurred during the nominated time, then the approval may lapse. In such cases, and depending on the circumstances, an applicant can seek to lodge a new application.
  - 3.3.5 Renewal applications must be submitted before the expiry date of the existing approval and will be approved at the Council's discretion.
- 3.4 Approval Documentation
  - 3.4.1 Approved applicants must keep approval documentation on their person when undertaking the activity for presentation to an authorised Council officer upon request.
- 3.5 Review of Determination
  - 3.5.1 Under Section 100 of the Local Government Act 1993, a determination can be reviewed upon request of the applicant. A determination review request must be made in writing within 28 days of the Council's determination and include justification for the review. Fees apply. The determination of a review is final.
- 3.6 Records of approvals
  - 3.6.1 In accordance with Section 113 of the Local Government Act 1993, the Council will maintain a record of approvals granted under this Policy and make it available to the public.
- 3.7 Associated Fees

- 3.7.1 Under Section 608 of the Local Government Act 1993, the Council can charge a fee for assessments, inspections and registrations relating to approvals processes.
- 3.7.2 Fees are determined by the Council each year and are published on the Council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- 3.7.3 Application fees must be paid at the time of application lodgement and are non-refundable and non-transferrable regardless of the outcome of the assessment of the application.
- 3.7.4 Fees relating to inspections are payable at the time of booking and are non-refundable and non-transferrable regardless of the outcome of the inspection.
- 3.8 Public Liability and Product Indemnity Insurance
- 3.8.1 All applicants must possess a current Public and Product Liability Policy where:
- 3.8.2 The limit of indemnity for any single accident or event is not less than \$20 million.
- 3.8.3 The policy contains a Clause or notation indemnifying Georges River Council against actions, suits, claims or demands of any kind arising from the applicant's use of the approved area and
- 3.8.4 The policy has been issued by an insurer licensed by the Australian Prudential Regulatory Authority to write liability insurance business in Australia.
- 3.8.5 The applicant shall pay all the Council's legal costs and any other costs associated with the preparation of a license agreement.
- 3.8.6 Council accepts no liability for any injury or damage associated with any exempt activity undertaken or purportedly undertaken under the provisions of this Policy.
- 3.8.7 Evidence of the required insurance will be requested by the Council at the time of submission via the application form.
- 3.9 Cancellation or suspension of an Approval
- 3.9.1 If an approval holder breaches the conditions of the approval, Georges River Council may at its discretion cancel or suspend the permit or decide not to re-issue a new permit (upon expiry) for at least 12 months or greater.
- 3.9.2 Where the Georges River Council suspends, relocates, amends, and/or cancels the permit, neither the permit holder nor any other person shall be entitled to any payments, compensation or damages of any kind from Georges River Council.
- 3.9.3 Georges River Council may also suspend the permit by giving at least 30 days' written notice to the permit holder if the Georges River Council or any other external bodies require the site for events, festivals, or for any other purpose.
- 3.10 Designated Smoke-Free Areas

3.10.1 Applicants seeking approval for activities governed by Section 68 of the Local Government Act are required to adhere to the NSW Smoke-Free Environment Act 2000 and its subsequent amendments, as well as the NSW Smoke-Free Environment Regulation 2016 and its subsequent amendments, and the Georges River Council Smoke Free Policy for Outdoor Areas 2021.

3.10.2 The Smoke-Free Environment Act 2000 (NSW) lists the following outdoor areas to be Smoke-Free areas across NSW:

- Within 10m of children's play equipment,
- Swimming pool complexes,
- Spectator areas of sporting grounds or other recreational areas when organised sporting events are being held,
- Within 4 metres of a pedestrian access point to a building,
- Bus stop and taxi ranks, and
- Commercial outdoor dining areas.

### 3.11 Environmental Sustainability

3.11.1 There are many ways to minimise the impact of a business trading on the environment. Businesses are recommended to:

- Avoid disposable goods or single-use materials where possible.
- In cases where disposable goods or single-use materials are used, aim to reduce the amount of single-use or disposable materials going to landfill by providing materials that can be recycled (cardboard, paper, plant-based materials, biodegradable, compostable)
- Reuse materials as much as possible (for example, re-usable/washable cutlery, food containers to be biodegradable or compostable and not single-use plastics)
- Recycle plastics, cans, glass, and cardboard in the recycling bins provided. Provide signage or staff to direct attendees on how to correctly use the bins provided.
- Recover materials (surplus food and/or equipment) where further recycling is not feasible.
- Dispose responsibly of the waste that can not be recycled.

## APPENDIX A

### PART A: Structures or places of public entertainment

#### 4. Install a manufactured home, moveable dwelling, or associated structure on land

##### 4.1 Legislative Exemption

4.1.1 Exemption applies under Clause 9 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 for the following:

- Installation of a manufactured home on land within a manufactured home estate, provided it is designed, constructed and installed in accordance with the relevant requirements of Division 4, the site is not liable to flooding and the installation occurs with the consent of the holder of the approval to operate manufactured home estate concerned and it is not occupied by any person until a certificate of completion has been issued for it, OR
- Installation of an associated structure on land within a manufactured home estate if the structure is designed, constructed and installed in accordance with Division 4 and the site is not liable to flooding and the installation occurs with the consent of the holder of the approval to operate manufactured home estate concerned.

4.1.2 Exemption applies under Clause 74 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 for the following:

- Installation of moveable dwellings and associated structures in caravan parks and camping grounds, provided the structure is designed, constructed and installed with the relevant provisions of the Regulations, the site is not liable to flooding and the installation occurs with the consent of the holder of the approval to operate the caravan park or camping ground concerned.

4.1.3 Exemption applies under Clause 77(a) of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 for the following:

- Installation of not more than 2 caravans, campervans or tents on any land, so long as they are not occupied for more than 2 days at a time and are not occupied for more than 60 days (in total) in any single period of 12 months.

4.1.4 Exemption applies under Clause 77(b) of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 for the following:

- Installation of not more than 1 caravan or campervan on land occupied by the owner of the caravan or campervan in connection with that owner's dwelling-house, so long as it is used for habitation only by the



owner or by members of the owner's household and is maintained in a safe and healthy condition.

4.1.5 Exemption applies under Clause 77(c) of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 for the following:

- Installation of a caravan or campervan on pastoral or agricultural land, so long as it is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land.

4.1.6 Exemption applies under Clause 77(d) of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 for the:

- Installation of a moveable dwelling or associated structure on land to accommodate a person who has been displaced as a result of a natural disaster if the moveable dwelling or associated structure is-
  - Maintained in a safe and healthy condition, and
  - Removed within-
    - a) 2 years after it is installed, or
    - b) If the relevant local approvals policy for the moveable dwelling or associated structure specifies a longer period.

## APPENDIX B

### PART B: Water supply, sewerage, and stormwater drainage work

#### 5. Carry out water supply (B1) and sewage work (B4, B6)

##### 5.1 Policy Exemption

5.1.1 No exemption applies where the works are to be carried out in public places unless approval has already been obtained from the Council under the Roads Act 1993 and any relevant standards and policies of public authorities applying to the use of the road.

##### 5.2 Approval Assessment Criteria

5.2.1 Before works commence all work must be approved by Sydney Water or its nominee and comply with any applicable requirements of the Plumbing and Drainage Act 2011 or the regulations made under that Act.

5.2.2 In cases where this activity necessitates the opening of the road, applicants may also need to obtain a Road Opening Permit from the Council.

5.2.3 Applications to open the road can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

#### 6. Carry out stormwater drainage work (B5)

##### 6.1 Policy Exemption

6.1.1 No exemption applies where the works are to be carried out in public places unless approval has already been obtained from the Council under the Roads Act 1993 or the Georges River Council Stormwater Management Policy and any relevant standards and policies of public authorities applying to the use of the road.

##### 6.2 Approval Assessment Criteria

6.2.1 Approvals to undertake stormwater drainage work in the LGA are under the authority of Georges River Council (or relevant roads authority such as NSW Roads and Maritime Services).

6.2.2 Approvals to carry out stormwater drainage work must be in accordance with the Council's Stormwater Policy.

## APPENDIX C

### PART C: Management of waste

#### 7. For fee or reward, transport waste over or under a public place

##### 7.1 Legislative Exemption

7.1.1 Exemption applies under Clause 48(a) of the Local Government (General) Regulation 2021 when:

- the activity is licensed under the Protection of the Environment Operations Act 1997, or
- the activity is being carried out in the Sydney metropolitan area as defined in Part 3 (Interpretative provisions) of Schedule 1 to that Act, or
- the waste is being transported through the area of the council and is not being collected or deposited in that area.

#### 8. Place waste in a public place

##### 8.1 Legislative Exemption

8.1.1 Exemption applies under Clause 48(b) of the Local Government (General) Regulation 2021 if it is done in accordance with arrangements instituted by the council.

#### 9. Place a waste storage container in a public place

##### 9.1 Legislative Exemption

9.1.1 Exemption applies to the placing of waste in a public place under Section 48(b) of the Local Government (General) Regulation 2021 if it is done in accordance with arrangements instituted by the council.

##### 9.2 Approval Assessment Criteria

9.2.1 Applications to place a waste storage container on the road can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

9.2.2 Applications to place a waste storage container on the road will be assessed about the provisions of Clause 48(b) of the Local Government (General) Regulation 2021.

9.2.3 Approvals to place a waste storage container on a public road are also subject to the criteria in the application for the activity.

9.2.4 Skip bins are a workplace within the meaning of the Work Health and Safety Act 2011, and as such Safe Work NSW would apply appropriate warnings, fines and prosecution if any public safety aspect came to its attention.

#### 10. Dispose of waste into a sewer of the Council.

##### 10.1 Legislative Exemption

10.1.1 Exemption applies under Section 48(c) and (d) of the Local Government (General) Regulation 2021 if it is done in accordance with arrangements instituted by the council.

**11. Install, construct, or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.**

**11.1 Legislative Exemption**

11.1.1 Exemption applies to the installation, construction, or alteration of a waste treatment device under Section 48(e) of the Local Government (General) Regulation 2021. If that installation, construction, or alteration is done:

- under the authority of a licence in force under the Protection of the Environment Operations Act 1997, or
- in a vessel used for navigation, or
- in a motor vehicle that is registered within the meaning of the Road Transport Act 2013 and is used primarily for road transport.

**12. Operate a system of sewage management (within the meaning of Section 68A)**

**12.1 Legislative Exemption**

12.1.1 Exemption applies to the installation the operation of a system of sewage management under Section 48(f) of the Local Government (General) Regulation 2021 as it is limited to an action carried out—

- under the authority of a licence in force under the Protection of the Environment Operations Act 1997, or
- in a vessel used for navigation, or
- in a motor vehicle that is registered within the meaning of the Road Transport Act 2013 and is used primarily for road transport.

## APPENDIX D

### PART D: Community Land

#### 13. Engage in a trade or business

##### Local Area Photography or Filming

###### 13.1 Policy Exemption

13.1.1 Exemptions apply for photography or filming in the local area if the activity:

- Includes no more than 3 crew members in attendance at any one time.
- Involves the use of handheld equipment only
- Occurs in public open spaces or on footways only and
- Does not involve filming or photographing community members without their prior consent.

###### 13.2 Approval Assessment Criteria

13.2.1 Applications to film in the LGA can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

13.2.2 Applications to film in the LGA will be assessed concerning:

- Part 1, Division 4 of the Local Government Act 1993;
- Clause 118 of the Local Government (General) Regulation 2021; and
- The Office of Local Government's NSW Local Government Filming Protocol 2009
- Part 2, Division 3, Subdivision 6 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

13.2.3 Approvals to the film are subject to compliance with the following Approval Assessment Criteria:

- Step 7 of the NSW Local Government Filming Protocol 2009 relating to Filmmaker's Responsibilities
- Any other criteria as contained in the approval as deemed appropriate by the Council regarding the nature, scale, and potential impacts of the activity.
- Criteria relevant under "direct or procure a theatrical, musical, or other entertainment for the public".

13.2.4 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.

##### Fundraising

###### 13.3 Policy Exemptions

13.3.1 There are no exemptions from the necessity to obtain approval under this policy for fundraising within the Georges River Local Government Area.

### 13.4 Approval Assessment Criteria

- 13.4.1 Applications to fundraise can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- 13.4.2 Applications to fundraise will be assessed according to the:
- Authorisation to fundraise by the Office of Liquor, Gaming and Racing
  - Authorisation to fundraise from NSW Fair Trading.
  - Proposed location, extent, and duration of the fundraising activities and
  - Any potential public and commercial impacts.
  - Application form completed and submitted 21 days before the proposed date of fundraising.
- 13.4.3 Applicants must also present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council as an interested party on the insurance policy. The insurance policy must be under the applicant's name.
- 13.4.4 Approvals to fundraise will not permit the sale of potentially hazardous foods or food not for immediate consumption as per the NSW Food Authority's Guidelines for Food Businesses as Temporary Events 2020.
- 13.4.5 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.

## **14. Direct or procure a theatrical, musical, or other entertainment for the public.**

### Holding an Event

#### 14.1 Policy Exemptions

- 14.1.1 There are no exemptions from the necessity to obtain approval under this policy for holding an event within the Georges River Local Government Area.

#### 14.2 Approval Assessment Criteria

- 14.2.1 Applications to hold an event can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- 14.2.2 Applications to hold an event must be submitted with all necessary documentation for approval including:
- Certificate of Currency – Public Liability Insurance
  - Site Plan (Including Stallholder bump-in/bump-out map)
  - Risk Management Strategy/Plan
  - Engineers Certificate
  - Alcohol Management Plan (if applicable)
  - Neighbour Notification
  - Consumption/Liquor Licence Application (if applicable)

- Temporary Road Closure Application (if applicable)
  - Support In-Kind Request Form (if applicable)
  - Fireworks Display Notification (if applicable)
  - Traffic Control Plan (TCO) (if applicable)
  - Traffic Management Plan (TMP) (if applicable)
  - Documents required within the application for the display of fireworks include:
    - Safe Work notification issued under the NSW Explosives Act
    - Pyrotechnic certificate of currency for liability insurance
    - Job Safety and Environmental Analysis and Risk Assessment
    - Current Safework licences
    - Workers Compensation Insurance
- 14.2.3 It is a condition of approval that approval holders comply with the following legislation:
- Food Act 2003
  - Food Regulations 2015
  - Food Standards Code Legislation
  - NSW Food Authority's Guidelines for Food Businesses as Temporary Events 2020
  - NSW Food Authority's Guidelines for Mobile Food Vending Vehicles 2023
  - Safe Work NSW
  - Section 138 and 144 of Roads Act 1993
  - Work Health and Safety Act 2011
- 14.2.4 Application forms must be completed in full and received 12 weeks prior to the Event date or no approval will be granted.
- 14.2.5 Applications involving temporary or partial road closures, pyrotechnics or a Development Application Form must be submitted at least 16 weeks prior to the Event.
- 14.2.6 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.
- 14.2.7 Approval Documentation
- Council and the event applicant are each bound by the terms of the Permit upon signature. The event applicant must keep a signed copy of the Permit available at the event.
  - For Minor events, an acknowledgment letter will be issued advising the event may go ahead in line with information supplied to the Council.

- For Mid or Major events, once supporting documentation is approved, an Event Permit will be issued setting out terms and conditions will be provided prior to the event.

#### 14.2.8 Associated Fees

- Full payment of all applicable fees is required prior to an Event Permit being issued.
- In most circumstances an asset protection bond must be paid. The event applicant is the authorised person and must undertake to pay Council the cost of any repairs to Council assets or infrastructure arising as a result of or in connection with the permitted event.

#### 14.2.9 Public Liability

- Applicants must present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council as an interested party on the insurance policy. The insurance policy must be under the applicant's name.

#### 14.2.10 Cancellation or suspension of an Approval

- Georges River Council reserves the right to refuse any application or cancel any permit with no refund for failure to comply with the relevant guidelines.
- Georges River Council may also suspend the permit by giving at least 30 days written notice to the permit holder if the Georges River Council or any other external bodies require the site for events, festivals, or for any other purpose.
- Where the Georges River Council suspends, relocates, amends, and/or cancels the permit, neither the permit holder nor any other person shall be entitled to any payments, compensation or damages of any kind from Georges River Council.

#### 14.2.11 Site requirements

- Occurs at a Council-designated location (see Appendix G for the list of Council-designated locations).
- A pre- and post-event inspection may be required to determine appropriate asset protection bond, this will be carried out by Georges River Council staff.
- No items may be staked into Councils sporting fields or parks.
- Parking of vehicles must be managed so as not to cause a nuisance to surrounding properties/areas.

#### 14.2.12 Sanitary Facilities

- Georges River Council recommends the following ratio to be met:
  - a) Under 249 people: 1 to 6 toilets
  - b) 250 people: Minimum of 6 toilets



- c) Over 251 people: 6 toilets plus a minimum of 1 additional toilet per 250 people.
- Depending on the event, time of year and location the event applicant may be required to cover the cost of additional services to Council toilet facilities used during the events.
- Adequate toilet facilities including accessible units will need to be supplied at the event applicant's cost if your event exceeds the venue's available capacity.

#### 14.2.13 Stages or Platforms

- Stages or platforms for community events must comply with Part 2, Division 3, Subdivision 9 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

#### 14.2.14 Event Signs

- Temporary event signs must comply with Part 2, Division 2, Subdivision 11 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

### **15. Construct a temporary enclosure for the purpose of entertainment**

#### 15.1 Policy Exemption

- 15.1.1 There are no exemptions from the necessity to obtain approval under this policy for holding an event within the Georges River Local Government Area.

#### 15.2 Approval Assessment Criteria

- 15.2.1 Applications to construct a temporary enclosure for the purpose of entertainment will only be considered under an Event Permit.
- 15.2.2 Applications to hold an event can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- 15.2.3 Temporary stalls such as tents, marquees or booths must comply with Part 2, Division 3, Subdivision 7 of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

### **16. For fee or reward, play a musical instrument or sing**

#### Street Performance

#### 16.1 Policy Exemptions

- 16.1.1 There are no exemptions from the necessity to obtain approval under this policy for street performances within the Georges River Local Government Area.

#### 16.2 Approval Assessment Criteria

- 16.2.1 Applications to hold an event in the LGA will be assessed concerning:
  - Section 113 of the Local Government Act 1993.
- 16.2.2 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are

conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.

16.2.3 Applications to hold an event can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

16.2.4 Application forms must be completed in full and received 14 days prior to any proposed date to commence street performance.

16.2.5 Applications will be assessed by relevant Council officers. An outcome will be determined within 7 working days of receipt of the application.

16.2.6 Street Performance Permits are valid for 12 months from the date of issue and may incur a fee.

16.2.7 Council may require an audition to assess the skills of the performer and the quality of the proposed performance with reference to enhancing the amenity of our community spaces.

16.2.8 Street performers under 18 years of age are required to provide written consent from a parent/guardian with the application.

16.2.9 Approval Documentation

- Street performers must display their permit in a conspicuous place near where they perform.
- Permit must be made available for inspection by an authorised Council officer or Police.
- Failure to provide the permit is a breach of the conditions of the approval and may result in being requested to cease performing.

16.2.10 Associated Fees

- Council reserves the right to apply a fee for a Street Performance Permit at any time and in accordance with Georges River Council's Fees & Charges.
- Council reserves the right to revoke a permit at any time and may provide a fee refund in accordance with Georges River Council's Fees & Charges.

16.2.11 Public Liability

- Applicants must present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council as an interested party on the insurance policy. The insurance policy must be under the applicant's name.

16.2.12 Cancellation or suspension of an Approval

- Failure to observe Approval Assessment Criteria may result in the cancellation of the permit and prohibition from performing in the Georges River LGA for a period of time, or indefinitely, depending on the severity of the breach.

16.2.13 Location Requirements

- Street performances are able to be undertaken between the hours of 8.00 am and 8.00 pm for a maximum of 2 hours within Council-designated land locations outlined in Appendix G.
- Any area not included within these precinct descriptions will be assessed individually on a case-by-case basis depending on location and accessibility.
- Street performers must not impede access of vehicles or pedestrians to/from land or block access to fire exits of buildings.
- An unencumbered residual footway width of 2m (or 3m in high pedestrian areas) must be maintained.
- Street performers must abide by any reasonable direction given by an authorised Council officer or Police in relation to exercising the terms of the policy and approval.
- An authorised Council Officer, any member of the NSW Police, Emergency Service personnel and any other authorised officer may require the busker to relocate to another busking site for the duration of any particular works including emergencies that is being carried out in the area.

#### 16.2.14 Entertainment Requirements

- Street performers are required to adhere to the following requirements:
  - a) Advise nearby cafés/stores/businesses of their plans before setting up;
  - b) Keep their performance area clean and remove any materials used during the performance from the location;
  - c) Keep their area safe, clean and free of hazards;
  - d) Share the public space with other street performers in a courteous manner;
  - e) Respect the rights and diversity of our business owners and community members;
  - f) Street performers are permitted to occupy any one site for a maximum of 2 continuous hours at any one site from the time of arrival.
  - g) Street performers are encouraged to then move to a different location upon completion of their performance.
  - h) A street performer may accept voluntary donations (money or goods) in appreciation of their performance; however donations are to be offered voluntarily and at the discretion of the audience.
  - i) The sale of goods and services (i.e. CDs) is permitted under the condition that it complements the street performance.

- j) Advertising/promotion is permitted, only if it is displayed in a manner that does not impinge pedestrians, is only displayed during the performance period and complements the street performance;

#### 16.2.15 Use of Animals

- The use of non-domesticated animals will not be permitted as part of a busking performance. Buskers who use animals as part of their act:
  - a) Need to ensure that their act complies with RSPCA guidelines for the use of animals in entertainment.
  - b) Must comply with the Domestic Animal Act 1994;
  - c) Must provide a clean, comfortable and safe environment for the animal while performing;
  - d) Must not put themselves, the animal or any member of the public in danger at any time; and
  - e) Will be wholly responsible for addressing any allegations of cruelty or misconduct directed against them.

#### 16.2.16 Actions not permitted

- The following actions are considered street performance and will not be issued a Street Performance Permit:
  - a) Vendors of any kind including but not limited to glow sticks, flowers, jewellery, wire twisting, calligraphy, portraiture and caricature, printed poetry, photography, balloon sculptures, origami, games of chance, cosplay and soliciting donations for photos while dressed in character costumes, and other merchandise sellers;
  - b) fundraising, events, promotions, surveys or advertising, even if they involve any element of performance;
  - c) touting or spruiking including religious spruiking or street preaching;
  - d) political rallying;
  - e) tarot card reading, palmistry and fortune telling;
  - f) massage, chiropractic treatment or any other physical manipulation;
  - g) face or body painting including henna and temporary tattoo applications;
  - h) artists selling pre-fabricated work (pavement artists must be actively engaged in producing work and not simply selling displayed goods);
  - i) animal acts or where animals are involved in any part of the performance;
  - j) begging;
  - k) portraiture and caricature;
  - l) bubble blowing;
  - m) balloon twisting;
  - n) calligraphy;
  - o) spray painting records;
  - p) demonstrations or lessons; and

q) poetry or story writing.

16.2.17 The following actions are not permitted by street performers:

- Perform excessively loud and disrupt business trading including retail or dining establishments, affect workplace performance or detract from residential or public amenities;
- Use obscene language or inappropriate acts that include nudity or that of an adult nature. Acts must be appropriate for all ages;
- Promote religious or political agendas;
- Set up any temporary structure such as a stall, table for the placement of equipment or cards, or stage;
- Engage in any hazardous type activities including acts with fire, knives and other dangerous goods, dangerous implements, materials or animals or drawing, marking or affixing anything to the footway;
- Perform acts with live animals or reptiles;
- Perform acts that are offensive but not limited to, racial, sexual, gender or disability;
- Demand or coerce donations from the audience (however, performers may receive voluntary donations);
- Advertise or promote goods for sale, other than products consisting of the artist's work.

## **17. Set up, operate, or use a loudspeaker or sound amplifying device**

### 17.1 Legislative Exemption

17.1.1 Exemption applies to the use of a loudspeaker or amplifying device under Section 49 of the Local Government (General) Regulation 2021 if done:

- In accordance with a notice erected on the land by the council
- In the circumstances specified, concerning the setting up, operation or use (as the case may be), in Part 1 of the local approvals policy applying to the land. Refer to the criteria outlined in Part 1: Local exemptions.

### 17.2 Approval Assessment Criteria

17.2.1 Applications to set up, operate, or use a loudspeaker or sound amplifying device will only be considered under an Event Permit.

17.2.2 Applications to hold an event can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

## **18. Deliver a public address or hold a religious service or public meeting**

### 18.1 Legislative Exemption

18.1.1 There are no exemptions from the necessity to obtain approval under this policy for public gatherings for political or religious purposes within the Georges River Local Government Area.

### 18.2 Approval Assessment Criteria

- 18.2.1 Applications to deliver a public address or hold a religious service or public meeting can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- 18.2.2 Council may approve gatherings for political purposes or electioneering on Council-controlled land where the proposed:
- Has been disclosed to the Council at least 28 days before the date of such activity being held.
  - Does not interfere with a booking (including Council) for use of the respective area (or adjacent area) by another organisation.
  - Occurs at a Council-designated location (see Appendix G for the list of Council-designated locations).
  - Involves a table or stall no larger than 2 metres by 1 metre.
  - Is organised by no more than 3 representatives at any one time.
  - Continues to enable the safe passage of pedestrians and vehicles.
  - Continues to enable the amenity of the area during, and directly after, the activity (including collection and appropriate disposal of all election materials).
  - Does not incite hatred or vilification of people on national, cultural, racial, religious, sexual or gender grounds.
  - Does not involve individual/s and/or organisations which have previously been found or reasonably believed by Council to:
  - Engage in conduct which likely incites hatred or vilification of people on national, cultural, racial, religious, sexual or gender grounds;
  - Have previously held an activity on council-controlled land without submitting an application that subsequently contravened any of the above-mentioned criteria;
  - Does not involve:
    - a) Fundraising activities; or
    - b) The use of a public address, sound system or amplification; or
    - c) Any signage not directly attached to the table, such as free-standing banners or flags.
- 18.2.3 In considering whether to approve the proposed activity, the Director of Community of Culture, must have regard to the:
- The reasonable propensity of the event if undertaken in a Council-controlled area (as prescribed under paragraph 3), to:
    - a) Deliver social and community-related benefits;
    - b) Promote harmony or disharmony amongst community members;
    - c) affect the reputation of the local government area or Georges River Council;
    - d) Incite hatred or vilification against specific cohorts or demographics of the community; and

- e) Interfere with community amenity or enjoyment;
  - The extent to which a proposed event, activity or gathering aligns with Council strategies, such as the Community Strategic Plan 2022-2032.
- 18.2.4 The Director, of Community and Culture, will provide approval (via Council letterhead) of the activity on behalf of the Council within 14 days. Organisers must keep a copy of the letter at the activity.
- 18.2.5 Organisers of an activity that involves a “public assembly” may also need to submit A Notice of Intention to the Commissioner of Police via the Local Area Command 28 days before the event.
- 18.2.6 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.
- 18.2.7 Any signage related to the activity must be compliant with Part 2, Division 2, Subdivision 1 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- 18.2.8 Political signs for election campaigns are regulated under the Parliamentary Electorates and Elections Act 1912.
- 18.2.9 Considerations for Aboriginal and Torres Strait Islanders can be addressed in line with Article 31 of the UN Declaration on the Rights of Indigenous Peoples and Section 36D of the Local Government Act 1993.
- 18.2.10 Georges River Council reserves the right to decline any application for the use of or the organising of public gatherings at any Council-owned or managed site, which may be deemed culturally sensitive, including but not limited to war memorials and monuments.

**APPENDIX E****PART E: Public Roads****19. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway****19.1 Legislative Exemption**

19.1.1 No exemption applies where the activity is to be carried out in public places unless approval has already been obtained from the Council under the *Roads Act 1993* and any relevant standards and policies of public authorities applying to the use of the road.

**19.2 Approval Assessment Criteria**

19.2.1 Applications to hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway require approval to close the road lane or footpath.

19.2.2 Applications to close a road lane or footpath can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

19.2.3 Applications to hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway will be assessed in regard to:

- Section 94 of the *Local Government Act 1993*.
- Sections 138 and 139F of the *Roads Act 1993*.

19.2.4 Applicants must present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council as an interested party on the insurance policy. The insurance policy must be under the applicant's name.

19.2.5 Approval will be determined by the provisions of Clauses 52 and 53 of the *Local Government (General) Regulation 2021*.

**20. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road****Temporary Structure – Hoardings, Scaffolding, Shoring or Ground Anchors****20.1 Legislative Exemption**

20.1.1 No exemption applies where the works are to be carried out in public places unless approval has already been obtained from the Council under the *Roads Act 1993* and any relevant standards and policies of public authorities applying to the use of the road.

**20.2 Approval Assessment Criteria**

20.2.1 Applications to install a temporary structure on or above a road can be made on the NSW Planning Portal <https://www.planningportal.nsw.gov.au/>.



- 20.2.2 Applications to install a temporary structure on or above a road will be assessed in regard to the Roads Act 1993 and Roads Regulation 2018.
- 20.2.3 Applicants seeking approval for the use of public land owned by the Council, such as footways and roadways, do not need to obtain Council consent. However, for other Council-owned areas, including parks, reserves, malls, and squares, Council approval may be required to lodge an application to install a temporary structure on or above a road.
- 20.2.4 Applications to hold an event must be submitted with all necessary documentation for approval including:
- Site and location Plan
  - Floor Plans
  - Architectural Plans
  - Structural Plans
  - RMS Approval
  - Traffic Control Plan (if applicable)
- 20.2.5 All works on the road or road related areas are to be designed in accordance with the AS1742.3 – 2009 and the RMS Traffic Control at Worksites. The plan must be prepared by RMS Accredited Personnel.
- 20.2.6 Applicants must also present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council as an interested party on the insurance policy. The insurance policy must be under the applicant's name.
- 20.2.7 Approval for the installation of a temporary structure will be determined by compliance with:
- Section 94 of the Local Government Act 1993
  - Section 139 of the Roads Act 1993
- 20.2.8 Approval to install a temporary structure on or above a road does not automatically permit the use of equipment (cranes and hoists) to swing or lift material across or over any part of a road. A separate Road and Footpath Closure Application will also be required as follows:
- Building materials, ladders, site sheds, cranes, concrete pumps, elevated work platforms, mobile scaffolding etc. are to be placed on the road;
  - Work Zone or work area for plant and equipment is required;
  - A Pedestrian Control Plan is required for all closures to footpath and road related area, to ensure that public safety is maintained throughout the activity.
- 20.2.9 Approval does not absolve the employer from any statutory responsibilities under the requirements of the Work Health and Safety Act 2011 and Codes of Practice issued by SafeWork NSW.

## Business Use of Footways

### 20.3 Policy Exemptions

20.3.1 There are no exemptions from the necessity to obtain approval under this policy for the Business Use of Footways within the Georges River Local Government Area.

### 20.4 Application and Approval Assessment Criteria

20.4.1 Applications for the Business Use of Footways will be assessed in accordance with Section 50 of the *Local Government (General) Regulation 2021* and the provisions of the *Roads Act 1993*.

20.4.2 Approvals for the Business Use of Footways will be determined by compliance with:

- Section 125 of the *Roads Act 1993*
- Section 50 of the *Local Government (General) Regulation 2021*
- *Environmental Planning and Assessment Act 1979*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*

20.4.3 In certain locations throughout Georges River Council Business Use of Footway is not permitted. Any person looking to apply should consult with the Council's Property Approvals Officer.

#### 20.4.4 Submitting an Application

- To apply for a Business Use of Footway Approval or a renewal of this approval, an application form must be completed and submitted that meets the application criteria laid out in the Business Use of Footways Customer Guide.
- Applications for Business Use of Footways can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- Georges River Council reserves the right to reassess and amend Approval Assessment Criteria to ensure compliance with the Business Use of Footway Policy at any time.

#### 20.4.5 Amendments to Existing Approval

- Any changes to existing approvals must be submitted to Council for consent including changes to business or company name, modification of the approved area or changes to existing awnings.
- Any unauthorised additions to awnings or shade structures without permission will be removed at the owner's expense.

#### 20.4.6 Transfer of Ownership

- Business Use of Footway Approval only applies to the premises for which it is issued and is not transferable from one owner to another on the sale or transfer of a business.
- Before taking over an existing business or commencing a new business the business owner must apply to Council and pay any applicable fees.

- Use of the footway is not permitted until approval has been granted and all Documentation has been finalised.

#### 20.4.7 Approval documentation

- Approved applicants must keep approval documentation on their person when undertaking the activity for presentation to an authorised Council officer upon request. Evidence of a current approval may consist of a display sticker, an executed agreement and relevant boundary markers.

#### 20.4.8 Associated Fees

- An agreement must be entered into between the approved trader and Council and includes the provision for an annual rental fee.
- Fees are calculated on a per-meter squared basis with a minimum approval area of 1m squared. If the applicant wishes to occupy less than 1m squared the fee charged will be for 1m squared.

#### 20.4.9 Public Liability

- A business use of the footway/public land approval will only be valid where adequate insurance cover is provided by the business owner.
- To ensure protection from claims that may arise the business operator must:
  - a) Present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The insurance policy must be under the applicant's name.
  - b) Indemnify Georges River Council (as an interested party) against any public liability claims within the area between the front property boundary of the shop and the kerb line for the full frontage of the shop or area approved;
  - c) At least 2 weeks before the expiry date, provide the Council with a certificate of currency of insurance renewal for each annual approval period.
  - d) If the certificate of currency does not cover the full period of the Business Use of Footway Approval which is being applied for, then the applicant must provide details of how the certificate of currency will be managed to prevent the insurance cover from expiring.

#### 20.4.10 Cancellation or suspension of an Approval

- The permit holder may request the cancellation of a permit at any time. 30 days' notice of intention to cancel must be provided in writing to Georges River Council. No refund of permit fees paid in advance will be made.
- The permit holder will be given at least 14 days written notice of any footway maintenance works undertaken by the Georges River Council.

#### 20.4.11 Footway Access

- Applicants must leave the following clearances from the kerb:
  - a) 2 metres when next to RMS classified road, or traffic moving at 20km/hour or more;
  - b) 1.5 metres when next to an accessible parking spot;
  - c) 2 metres when next to a local road;
  - d) 900mm when next to a loading zone;
  - e) 600mm when next to normal parking conditions, or next to traffic moving at 20km/hour or less.
- Applicants must leave the following clearances from the public infrastructure:
  - f) 1 metre from fire hydrants, bins, payphones, public seats and bike stands;
  - g) 500mm from other street furniture such as bollards, telecommunications pits, poles, trees and shrubs;
- Applicants must leave the following clearances for pedestrians:
  - h) 2 continuous metres on the footway and from pedestrian crossings for the clear passage of footway users.
  - i) 10 metres from trading and advertising, including real estate signs, to ensure adequate sight lines for vehicles, cyclists and pedestrians
- Clearance from bus zones must be maintained at all times to provide direct access from the pedestrian zone when exiting a bus.
- Unsuitable locations for Footway Trading Zones are areas considered to be unprotected, elevated, steep, uneven, and unstable for the placement of goods, furniture and signs. Corner intersections of high traffic flow may also be considered unsuitable subject to consideration by Council.
- No business use of footway approval will be approved adjacent to an accessible parking space.

#### 20.4.12 Adjacent Premises

- Should an approved trader seek to extend their Business Use of Footway across adjoining premises, written permission is required from the trader occupying the adjacent premises and remains subject to Council review and approval.
- This approval needs to be renewed annually and must be clearly marked on submitted plans (as per the application process).
- This approval would run with the owner of the adjacent business and not with the premises. Thus, the approval would be nullified if the business were to close or change hands.
- Furniture, goods, and services are permitted only outside the premises to which they relate and must be contained within the property line unless the above exemption/approval is valid.

#### 20.4.13 Identification of Footway Trading Zones

- Approved areas are delineated by pavement markers fixed in the corners and are installed and maintained by the Council.
- A minimum of 2 markers will be used to identify each Footway Trading Zone.
- The approved trader must ensure that the Footway Trading Markers remain present, visible and undamaged and must always operate within the markers.
- All furniture must be located within the defined trading zone at all times.
- Under no circumstances are kerbside approvals allowed to place furniture along the building line, even in inclement weather.

#### 20.4.14 Public Infrastructure

- The removal or relocation of any Council assets (for example: rubbish bins, existing street furniture and planter boxes) shall be subject to Council approval and will be at the applicant's cost.
- The removal or relocation of any public utilities, or infrastructure (e.g. traffic control boxes, Sydney Water drainage, sewerage pits and public telephone boxes) shall not be permitted unless justification on public benefit grounds is made to Council and consent has been obtained from all relevant authorities. Works will be carried out at the applicant's cost.
- Proposed footway changes may be considered by Council to enhance the streetscape.
- The design and works shall be in consultation with the Council and will be at the applicant's cost.
- No compensation or refund of approval fees is provided for any inconvenience or loss of trade as a result of works carried out by Council or service providers on Council-owned footways, plazas and public areas.
- The approval holder accepts the condition of the footway when the approval is issued. At the expiration of the term, the approval holder is to remove and restore the area to the Council's requirements.
- Any cost for restoration by the Council will be at the approval holder's expense.

#### 20.4.15 Safety & Accessibility

- The applicant must provide access for people with disabilities in accordance with the *NSW Disability Inclusion Act 2014* and Section 23 of the *Disability Discrimination Act 1992*.
- Business use of the footway must not reduce the safe egress of people from the business premises. As such, compliance with the National Construction Code (Building Code of Australia), Volume One Amendment 1, is required to facilitate adequate access.

- Under Section DP1 of the National Construction Code (Building Code of Australia) access must be provided, to the degree necessary, to enable—
  - a) People to—
    - (i) Approach the building from the road boundary and any accessible car parking spaces associated with the building; and
    - (ii) Approach the building from any accessible associated building; and
    - (iii) Access work and public spaces, accommodation, and facilities for personal hygiene; and
  - b) Identification of accessways at appropriate locations that are easy to find.
- Under Section DP2 of the National Construction Code (Building Code of Australia), so that people can move safely to and within a building, it must have—
  - a) Walking surfaces with safe gradients
- Any modifications to footways to address workplace health and safety concerns, slope issues, or uneven surfaces must strictly adhere to Council specifications, oversight, and approval processes.
- In instances where footway adjustments are necessary, a fee will be charged as determined by Council staff. The cost of the fee will reflect the value of adequately mitigating risks associated with the proposed works.

#### 20.4.16 Maintenance and Cleaning

- Furniture must remain clean and well-maintained. Environmentally safe cleaning methods must be used at all times.
- Where outdoor dining areas adjoin nature strips or garden areas, operators must ensure that all waste generated from their premises and by their customers (including cigarette butts) is promptly removed;
- Litter generated by footway trading must be picked up and deposited in the business's bins kept within the premises;
- Ensure the pavement is kept clean at all times.
- If pressure cleaning is required to remove grease/oil food spills from the footway this is the responsibility of the approval holder;

#### 20.4.17 Selling and Consumption of Liquor

- Any outdoor dining area where it is intended to serve alcohol requires a separate licence under the Liquor Act 2007 (NSW). Separate permission must be obtained from the Police Local Area Command. Further information can be obtained from the NSW Office of Liquor and Gaming.

- Liquor licences are to be submitted with a Footway Trading Application and must update the Council on licensing changes during the life of the Footway Trading Approval.
- Council, in its absolute discretion (within the agreement), reserves the right to prohibit the sale or consumption of alcohol within the approved area, should it be considered that such activities would detrimentally affect the use of the footway, by the general public or generate negative publicity regarding the Council's Local Approvals Policy and public amenities.

#### 20.4.18 Footway Furniture

- Footway furniture includes shade structures, tables, chairs, display stands, heaters, umbrellas, perimeter barricades and planter boxes.
- All furniture must be approved by the Council and will be considered on a case-by-case basis.
- All furniture must be located within the defined trading zone at all times.
- All footway furniture must be temporary and must be removed at the close of business each day.
- Outdoor furniture should be made from high-quality materials and enhance the character of the street.
- No furniture or items are to be fixed to the footway.
- No part of the footway is to be used for storage at any time.

#### 20.4.19 Umbrellas

- Commercial grade, portable, collapsible, market-style umbrellas are permitted, and they must be made of fire-retardant material.
- Umbrellas should not exceed a maximum canopy area of 3m x 3m and must provide a minimum vertical clearance of 2m from the lowest point to ground level. Umbrellas are to be no wider than the approved outdoor trading area.
- To ensure pedestrian safety, umbrellas must be stable, suitably counter-weighted, and securely anchored with a removable stand to prevent movement. Additionally, they should be closed during windy weather conditions.

#### 20.4.20 Heating Devices

- Heaters must meet the standards outlined in AS46-2004 for Radiant gas heaters, both for outdoor and non-residential indoor use, to prevent fire hazards. They are to have automatic shut-off features if overturned, and businesses must have sufficient fire safety equipment on hand.
- The number and layout of proposed heaters must be proposed in the application, along with any supporting fire safety equipment.
- Heaters must be turned off and safely stored inside the premises when not being used.

- Heaters must not use gas mains or electrical extension cords.

#### 20.4.21 Perimeter Barricades

- Perimeter Barricades including barricades, safety rails, and bollards must comply with Part 2, Division 1, Subdivision 8A of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.
- Under Subdivision 8A “Bollards” the following standards must be complied with:
  - a) Be not higher than 1.4m above ground level (existing), and
  - b) Not have a diameter of more than 600mm, and
  - c) Be associated with any of the following development - commercial premises,
  - d) Not reduce any existing means of entry to, or exit from, any such associated development or the lot on which it is situated.
- Additional requirements instituted by the council include:
  - a) Length of any solid barrier is to be a maximum of 2m long
  - b) Perimeter barricades must not contain advertisements.
  - c) Barriers may be considered between adjoining cafe areas to show clear demarcation lines between business activities.
- Moveable planter boxes may be used solely at the Council’s discretion.

#### 20.4.22 Lighting

- Where the approved footway trade extends to after-dark lighting must be provided to the outdoor area. Lighting must be suitable for commercial use and location and ensure safety and amenity.
- Lighting must not cause a nuisance to other neighbouring properties or motorists on nearby roads. Nor cause an adverse impact on the amenity of the surrounding area through light overspill or glare.

#### 20.4.23 Display of Goods

- Goods displayed must typically be available for sale in the nearby shop and adhere to all regulations regarding safe food production, storage, display, packaging, and handling when exhibiting food items.
- Display stands for the purpose of display of goods must comply with AUSTRROADS Guide to Road Design Part 6A: Paths for Walking and Cycling, Section 5 Design Criteria.
- The display should be located against the building line of the shop and must leave an unobstructed accessway into the shop and unobstructed access to any fire exit, fire door, or pathway to a fire exit or fire door. The display cannot be located outside an adjacent premises.
- The display structure must not be attached to the footway, street poles, or any other street furniture or infrastructure with metal bolts, padlocks,



- chains or the like and must not damage the surface of the footway, including when it is being moved at the start and end of trading;
- The display should be placed to maintain the following clearances around it (measured from the nearest point of the display to the nearest point of the identified item):
    - a) 1m from any service object including fire hydrant, utility pit, vents, drains, public seat, bike rack or ring, pay phones, parking meters, rubbish bins and the like;
    - b) 1m from pedestrian and signalised crossings, kerb ramps, any landscaped area, street tree pit or grate;
    - c) 2m from the corner alignment of the building at street intersections. This is to allow for a clear line of sight to the intersection; and
    - d) 3m from bus zones, public transport stops, public transport access points, and taxi stands.
  - The goods should be displayed on a structure or stand:
    - e) Goods stand must measure between a minimum of 70cm and a maximum of 100cm in height
    - f) Goods stand must measure between a minimum of 100cm and maximum of 300cm in width
    - g) No more than 600mm deep, when measured perpendicular to the shopfront or the building line;
  - The display structure is to be designed:
    - a) To keep the street tidy and free of clutter;
    - b) To be durable and weather resistant;
    - c) To prevent goods being blown about by wind;
    - d) So as not to compromise trolleys, shopping baskets, crates or packing boxes;
    - e) Maintained in good repair, free of broken elements;
    - f) Without electrical power, lighting, heating or refrigeration; and
    - g) Without mirrored or reflective surfaces.
    - h) The display must not contain the following goods:
      - i) Sharp, dangerous, or protruding items (for instance, uncovered hardware items);
      - j) Goods that may damage or stain the pavement (for example, oils or dyes);
      - k) Perishable foods (including meat, fish, shellfish, poultry, dairy or cooked rice) other than fresh fruit and vegetables;
      - l) The display must be removed from the footway outside the approved operating hours of the adjacent shop, or between 10.00 pm and 7.00 am the next day if the shop is approved to trade between 10.00 pm and 7.00 am the next day.

#### 20.4.24 Signage/Advertising

- Signage and Advertising must comply with the relevant requirements outlined under Part 2, Division 2, Subdivision 1 of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.
- Under Subdivision 1 “General Requirements for Advertising and Signage” the following standards must be complied with:
  - a) Have the consent in writing of the owner of the land on which the sign is to be located and, if the sign or part of the sign projects over adjoining land, the consent of the owner of the adjoining land, and
  - b) Be approved under Section 138 of the *Roads Act 1993*, if the sign or part of the sign projects over a public road, including a footway, and
  - c) Not be carried out on or in relation to a building being used as restricted premises, and
  - d) Not cover any mechanical ventilation inlets or outlets located on any building on which it is carried out, and
  - e) Not obstruct or interfere with any traffic sign, and
  - f) Not result in more than 3 business identification signs being constructed or installed in relation to a building if the building houses only 1 commercial tenant, and
  - g) Not result in more than 6 business identification signs being constructed or installed in relation to any building, and
  - h) Not result in more than 1 business identification sign being constructed or installed in relation to a home business, home industry or home occupation in a residential zone, and
  - i) Not be under or attached to an awning, unless the awning complies with the requirements set out in BP1.1 and BP1.2 of Volume 1 of the Building Code of Australia.
- All signs must be portable, free-standing, stable, windproof and of high quality as determined by the specifications in the application process. Only one portable sign per street-frontage premises will be considered unless the combined shop frontage is greater than 11 meters.
- Sign dimensions are to be between 0.75 meters and 1.1 meters in height, with a maximum width of 0.65 meters.
- All signs must display a current Approved Sign/Stand sticker.
- Advertising and signage must be in English but can include translations into other languages, ensuring accuracy and completeness, with translated text not larger than the English version.
- Prohibited signs are those which are electric, illuminated, flashing, revolving, or spinning signs. Signs are not to be placed within 3 metres

of a street corner or an arcade, or fixed to the footway, poles, or infrastructure.

#### 20.4.25 Real Estate Advertising Sign

- Real Estate Directional and Pointer Advertising Signs must comply with Part 2, Division 2, Subdivision 12 of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.
- The following controls apply to all portable advertising signs used for the purposes of advertising the location of a property for sale/lease/auction etc. to be displayed on public land:
  - a) A maximum of 1 pointer/directional sign may be placed per agency per intersection.
  - b) The maximum number of pointer/directional signs per property is 3.
  - c) The maximum size of any one sign cannot exceed 60cm wide and 50cm high.
  - d) Any one sign cannot be displayed above 70cm of the existing ground level.
  - e) Signs must display the business name, contact number of the associated business and the property address details for its corresponding viewing, open house or auction.
  - f) Signs are not permitted to be placed on any dividing strip, roundabouts, traffic islands or roads.
  - g) Signs must be designed and installed to avoid the likelihood of becoming dislodged and becoming a hazard.
- Regarding “Real Estate Signage” of the Local Approvals Policy, an annual fee will be payable per business rather than per sign.
- Council retains the right to take possession of any sign that it reasonably believes is causing an access obstruction or safety risk with holding fees payable for the release of any signs taken into possession.

## APPENDIX F

### PART F: Other Activities

#### 21. Operate a public car park

##### 21.1 Legislative Exemption

21.1.1 Exemption applies under Clause 66 of the *Local Government (General) Regulation 2021* for the operation of a public car park:

- If approval for its erection or operation has already been given by the council in connection with another approval or development consent and the car park complies with any applicable conditions of that approval or development consent.

a) In this Section, development consent has the same meaning as it has in the *Environmental Planning and Assessment Act 1979*.

##### 21.2 Approval Assessment Criteria

21.2.1 Applications to operate a public car park will be determined by the provisions of Clauses 52 and 53 of the *Local Government (General) Regulation 2021*.

21.2.2 Approvals to operate car parks are subject to compliance with Clauses 54 and 55 of the *Local Government (General) Regulation 2021*.

#### 22. Install a domestic oil or solid fuel heating appliance, other than a portable appliance

##### 22.1 Legislative Exemption

22.1.1 Exemption applies under Clause 70 of the *Local Government (General) Regulation 2021* to install domestic oil or solid fuel heating appliance (other than a portable appliance) if details of the appliance are included in plans and specifications for the relevant building approved under Part 6 of the *Environmental Planning and Assessment Act 1979*.

##### 22.2 Approval Assessment Criteria

22.2.1 Applications to install a domestic oil or solid fuel heating appliance can be made on the NSW Planning Portal <https://www.planningportal.nsw.gov.au/>.

22.2.2 Applications to install a domestic oil or solid fuel heating appliance (other than a portable appliance) will be assessed in accordance with Clause 67 of the *Local Government (General) Regulation 2021*.

22.2.3 Approvals to install a domestic oil or solid fuel heating appliance (other than a portable appliance) are subject to the following conditions:

- Compliance with Clauses 68 and 69 of the *Local Government (General) Regulation 2021*; and
- Certification from a suitably qualified person is provided to the Council confirming that the installation of the solid fuel heater has been carried out in accordance with the approved plans and specifications and the Approval Assessment Criteria; and

- Certification is to be submitted to the Council after completion of all works and before the initial operation of the unit.

### **23. Install or operate amusement devices (within the meaning of the Construction Safety Act 1912)**

#### **23.1 Legislative Exemption**

23.1.1 Exemption applies under Clause 71 of the *Local Government (General) Regulation 2021*:

- Amusement devices not required to be registered under the Work Health and Safety Regulation 2017 may be installed or operated without the prior approval of the council.

23.1.2 Exemption applies under Clause 75 of the *Local Government (General) Regulation 2021*.

- A small amusement device may be installed or operated without the prior approval of the council if –
  - a) The ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason, and
  - b) The device is registered under the Work Health and Safety Regulation 2017, and
  - c) The device –
    - Is to be or has been erected, and
    - It to be or is being operated,
    - In accordance with all conditions (if any) relating to its erection or operation set out in the current certificate of registration issued for the device under that Regulation, and
  - d) There exists for the device a current logbook as referred to in Regulation, Chapter 5, Part 5.2, Division 4, Subdivision 2, and
  - e) In the case of a device that is to be or is installed in a building, fire egress is not obstructed, and
  - f) There is in force a contract of insurance or indemnity for the device that complies with Section 74.

#### **23.2 Approval Assessment Criteria**

23.2.1 Applications for the installation or operation of amusement devices will only be considered under an Event Permit.

23.2.2 Applications to hold an event can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

23.2.3 Applications to install or operate amusement devices will be assessed in regard to Clauses 72, 73 and 74 of the *Local Government Regulation 2021*.

### **24. Use a standing vehicle or any article for the purpose of selling any article in a public place.**

## Temporary stalls

### 24.1 Policy Exemptions

24.1.1 Exemption applies to the setting up and operation of a temporary stall when the activity:

- Has received consent from the business or organisation where the stall will be situated.
- In a council-designated area (see Appendix G)
- Maintains a 2.5-meter-wide unobstructed Section of the footpath to allow for the safe passage of pedestrians.
- Maintains 5m from a bus stop, pedestrian crossing, taxi stand or intersection, and must not hinder the passage of pedestrians or create a nuisance or objectionable noise.
- Compliance with all relevant road and parking rules.
- Exemption does not apply for temporary stalls that sell food, or involve using a public address, sound system, or amplification.

### 24.2 Approval Assessment Criteria

24.2.1 Applications to erect and operate a temporary stall can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

24.2.2 Applications for temporary stalls will be determined by:

- the provisions of Clauses 50 of the *Local Government (General) Regulation 2021*; and
- Section 139A AND 139F of the *Roads Act 1993*

24.2.3 Applicants must also present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council as an interested party on the insurance policy. The insurance policy must be under the applicant's name.

24.2.4 Where the temporary stall intends to sell or distribute food or beverages, the following legislation and guidelines are to be complied with:

- Food Act 2003
- Food Regulations 2015
- Food Standards Code Legislation
- NSW Food Authority's Guidelines for Food Businesses as Temporary Events 2020
- *Roads Act 1993*

24.2.5 Approvals for temporary stalls that sell food or beverages, or involve the use of a public address, sound system, or amplification the following conditions will apply:

- Hours of operation will be limited to between 8.00 am and 6.00 pm unless adequate street lighting or other forms of lighting are available to warn pedestrians and road users.

- The area approved to be used for undertaking an activity must:
  - Be maintained to a satisfactory standard, kept in good repair and clean of any food scraps or litter;
  - Be repaired of any damage caused by the installation, removal or demolition of articles, to restore the land to its original condition and;
  - Any signage associated with the activity must be directly attached to the stall or structure unless otherwise approved by the Council.
  - Arrangements must be made by the applicant for the prevention of pollution and management of waste relating to the activity.
- 24.2.6 Where the food for sale from a temporary stall is stored or prepared at separate premises, Development Consent must be obtained from the relevant Council and a copy must be provided to the Council in accordance with the *Environmental Planning and Assessment Act 1979*.
- 24.2.7 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.

### Mobile Food Vending

#### 24.3 Policy Exemptions

- 24.3.1 There are no exemptions from the necessity to obtain approval under this policy for mobile food vending within the Georges River Local Government Area

#### 24.4 Approval Assessment Criteria

- 24.4.1 Applications to operate a mobile food vending vehicle can be made on the council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).
- 24.4.2 Applications for mobile food vending vehicles will be assessed regarding:
- Clause 50 of the *Local Government (General) Regulation 2021*
  - Food Act 2003
  - Food Regulation 2015
  - Food Standards Code Legislation
  - NSW Food Authority's Guidelines for Mobile Food Vending Vehicles
  - Part 2, Division 1, Subdivision 27A "Mobile food and drinks outlets" of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
  - RMS Corporate Policy for Mobile Vending in Rest Areas
  - Section 139A and 139F of The *Roads Act 1993*
- 24.4.3 Applicants must also present evidence of public liability insurance totalling a minimum of \$20,000,000 throughout the entire duration of the agreement. The approval should explicitly indemnify and name Georges River Council

as an interested party on the insurance policy. The insurance policy must be under the applicant's name.

24.4.4 Approvals for Mobile Food Vending will be determined by Section 125 of the *Roads Act 1993*.

24.4.5 Approval must be obtained for both the land on which vending will occur and for all food preparation and handling. Please secure approval for food preparation and handling before seeking approval for the vending location.

24.4.6 Approvals for mobile food vending must adhere to the following criteria:

- All vehicles must be registered as per the requirements of the Road Transport Act 2013.
- Must not operate as a roadside stall or sell food to the public on any site that requires development consent for that use.
- No additional flashing or rotating lights, except those required under motor traffic legislation, are permitted.
- The vehicle is not permitted to operate within 50 metres of any retail food outlet selling a similar food product if that outlet is open.
- Vending is only permitted for a period of 20 minutes in any one location and the vendor must drive 100m before stopping again to vend.
- The vehicle is not permitted to use chimes or like devices to attract attention between the hours of 8.00 pm and 8.00 am or to operate within 90 metres of any hospital, church in service or school during school hours.
- The vehicle is not permitted to trade on main roads or through streets with a speed limit of greater than 50km/h.
- Must not stop on a hill or bend where sight distance is limited, nor in front of driveways or entrances to properties.
- Must not trade in locations where motorists are forced to park on kerbside land where parking or standing restrictions apply.
- The vehicle must not create a traffic hazard, obstruction, or dangerous situation.
- Not permitted to operate during hours of darkness.
- Litter bins must be provided by the operator for the convenience of customers.
- Wastewater must be contained within the vehicle for later disposal to the sewerage system.
- The vehicle must display a sign requesting patrons not to loiter around the vehicle.
- Any vehicle used for the sale of food must comply with the requirements of the NSW Food Authority's Guidelines for Mobile Food Vending Vehicles



- Mobile food vending vehicles must have had a satisfactory food safety inspection carried out by the relevant council within the current financial year.
- 24.4.7 Where vendors intend to operate in vehicle rest areas, concurrent approval from the Roads and Maritime Services (RMS) is required and evidence of this approval must be presented to Council before approval can be granted. Consult the RMS Corporate Policy for Mobile Vending in Rest Areas for more information.
- 24.4.8 Where the food for sale from a mobile food vending vehicle is stored or prepared at separate premises, Development Consent must be obtained from the relevant Council and a copy must be provided to the Council in accordance with the *Environmental Planning and Assessment Act 1979*.
- 24.4.9 Under Part 3, Clause 14 of the *Food Regulation 2015*, the Council can charge a fee for the inspection of any food stall, stationary food vending vehicle or mobile food vending vehicle.
- 24.4.10 Activities are restricted to specific areas as outlined in Appendix G. It is the responsibility of the approval holder to ensure that all activities are conducted exclusively within these designated areas. Compliance with these restrictions is mandatory to maintain approval status.

**25. Carry out an activity prescribed by the regulations, or an activity of a class or description prescribed by the regulations**

Domestic greywater diversion device

25.1 Legislative Exemption

- 25.1.1 Exemption applies under Clause 75(a) of the *Local Government (General) Regulation 2021* to allow for domestic greywater diversion if:
- it is carried out in accordance with the Plumbing Code of Australia, and
  - a sewage management facility is not installed on the premises concerned, and
  - the following performance standards are achieved:
    - a) the prevention of the spread of disease by microorganisms,
    - b) the prevention of the spread of foul odours,
    - c) the prevention of contamination of water,
    - d) the prevention of degradation of soil and vegetation,
    - e) the discouragement of insects and vermin,
    - f) ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,
    - g) the minimisation of any adverse impacts on the amenity of the premises concerned and surrounding lands.

**APPENDIX G**

**Designated Areas for Activities on Public Land**

This appendix specifies the designated areas for the following activities; holding an event, local area photography and filming, street performance, fundraising, temporary stalls, and mobile food vending.

Land on which the Council may apply more stringent conditions for use	Locality
<i>Hurstville City Centre</i>	Hurstville Plaza - 288 Forest Road, Hurstville
<i>Kogarah City Centre</i>	Kogarah Town Square - 1-9 Railway Parade, Kogarah

Town Centre	Locality
<i>Hurstville City Centre</i>	<b>Palm Court</b> - 105 Forest Road
	<b>Hurstville Interchange Park</b> - 223 Forest Rd
<i>Lugarno Town Centre</i>	<b>Chivers Hill shops</b> - On Forest Rd from Chivers Ave to Grandview Cr
<i>Kogarah City Centre</i>	<b>Kogarah Civic Centre</b> - Corner of Belgrave St and Post Office Ln
	<b>Kogarah Library</b> - 2 Belgrave St
	<b>Kogarah Train Station</b> - 1 Railway Pd
<i>Penshurst Town Centre</i>	<b>Bridge St</b> - From Connelly St to Penshurst St
<i>Mortdale Town Centre</i>	<b>Morts Rd</b> - Corner of Morts Road and Pitt Street
	<b>Morts Rd</b> - Corner of Morts Road and Macquarie Place
<i>Riverwood Town Centre</i>	<b>Riverwood Plaza</b> - South side Belmore Road outside Riverwood Plaza
	<b>Riverwood Plaza</b> - North side Belmore Road corner of Morotai Avenue
<i>Oatley Town Centre</i>	<b>Oatley Av</b> - 14 Oatley Av

## APPENDIX H

### Classified Roads in the LGA

- Princes Highway
- Henry Lawson Drive
- Stoney Creek Road
- Queens Road
- Forest Road (between Queens Road and Henry Lawson Drive)
- Forest Road (north of Lily Street up to Croydon Road)
- King Georges Road
- Rocky Point Road
- Croydon Road (between Queens Road and Forest Road)

Note: Map of classified roads located on page 51



- Legend**
- State Road
  - LGA

### Georges River Council Local Government Authority State Roads

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Disclaimer: This map has been produced with the most current information available to Kogarah City Council, including information supplied from external sources. Georges River Council is not responsible for errors or inaccuracies in the data provided. Information in this map is subject to copyright.

## Responsibilities

Position	Responsibility
Director of Community and Culture	Approve/decline applications for public gatherings intended for political or religious purposes.
Manager of City Life	Policy Owner
Head of Strategic Property	Approve/decline applications for business use of footways. Maintain customer guide for business use of footways.
Property Approvals Officer	Approve/decline applications for business use of footways, fundraising, temporary stalls, mobile vending vehicles, and local area photography or filming. Maintain customer guide for business use of footways.
Coordinator Engineering	Approve/decline applications to open the road, and stormwater drainage applications.
Coordinator Traffic and Transport	Approve/decline applications to close the road lane and footpath, and to place waste skip bin on roadways.
Coordinator Building Assessment	Approve/decline applications to install a temporary structure over a roadway.
Coordinator Events and Sponsorship	Approve/decline applications to hold events. Maintain the customer guide for holding events.
Coordinator Programming and Operations	Approve/decline applications for street performances.
Coordinator Environmental Health	Maintain the customer guide for temporary food premises.



### Version Control and Change History

Version	Amendment Details	Policy Owner	Period Active
1.0	New Georges River Council Local Approvals Policy - Use of Public Land	Executive Manager, Premium Facilities and Property	29/10/2018
2.0	New Georges River Council Local Approvals Policy - Use of Public Land	Manager of City Life	XX/xx/xxxx

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**LOCATIONS BEFORE REVIEW**

Hurstville City Centre	<ul style="list-style-type: none"> <li>• Diment Way (corner of Forest Road)</li> <li>• Palm Court Car park (not for profit stationary vending vehicles only)</li> <li>• Central Plaza</li> </ul>
Lugarno Town Centre	<ul style="list-style-type: none"> <li>• Chivers Hill shops</li> </ul>
Kogarah City Centre	<ul style="list-style-type: none"> <li>• Out front of Kogarah Library in Kogarah Town Square</li> <li>• Out front of Kogarah Civic Centre on the corner of Belgrave Street and Post Office Lane</li> <li>• Out front of Kogarah train station on Railway Parade</li> </ul>
Mortdale Town Centre	<ul style="list-style-type: none"> <li>• Corner of Morts Road and Pitt Street</li> <li>• Corner of Morts Road and Macquarie Place</li> </ul>
Peakhurst Town Centre	<ul style="list-style-type: none"> <li>• Bridge Street outside the IGA Supermarket</li> </ul>
Penshurst Town Centre	<ul style="list-style-type: none"> <li>• Bridge Street outside the IGA Supermarket</li> </ul>
Riverwood Town Centre	<ul style="list-style-type: none"> <li>• South side Belmore Road outside Riverwood Plaza</li> <li>• North side Belmore Road corner of Morotai Avenue</li> </ul>
Oatley Town Centre	<ul style="list-style-type: none"> <li>• Oatley Avenue outside the IGA Supermarket (buskers only)</li> </ul>

## LOCATIONS POST REVIEW

Land on which the Council may apply more stringent conditions for use	Locality
<i>Hurstville City Centre</i>	Hurstville Plaza - 288 Forest Road, Hurstville
<i>Kogarah City Centre</i>	Kogarah Town Square - 1-9 Railway Parade, Kogarah

Town Centre	Locality
<i>Hurstville City Centre</i>	<b>Palm Court</b> - 105 Forest Road
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	<b>Kogarah Train Station</b> - 1 Railway Pd
<i>Penshurst Town Centre</i>	<b>Bridge St</b> - From Connelly St to Penshurst St
<i>Mortdale Town Centre</i>	<b>Morts Rd</b> - Corner of Morts Road and Pitt Street
	<b>Morts Rd</b> - Corner of Morts Road and Macquarie Place
<i>Riverwood Town Centre</i>	<b>Riverwood Plaza</b> - South side Belmore Road outside Riverwood Plaza
	<b>Riverwood Plaza</b> - North side Belmore Road corner of Morotai Avenue
<i>Oatley Town Centre</i>	<b>Oatley Av</b> - 14 Oatley Av





# 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](mailto: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.

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**MID EVENT**

Will require an Event Permit.

**Requirements:**

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

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**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 many 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](mailto: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](http://georgesriver.nsw.gov.au)



**Georges River Civic Centre**  
Corner MacMahon and Dora Streets, Hurstville

**Phone**  
9330 6400

**Email**  
[mail@georgesriver.nsw.gov.au](mailto:mail@georgesriver.nsw.gov.au)

**Postal address**  
PO Box 205, Hurstville  
NSW 1481

[georgesriver.nsw.gov.au](http://georgesriver.nsw.gov.au)



**Language Assistance**

语言援助

مساعدة لغوية

Помош со јазикот

**131 450**





# BUSINESS USE OF FOOTWAYS GUIDE

Information on the application process and approval requirements in the Georges River area

## INTRODUCTION

Georges River Council acknowledges the importance of footway trading opportunities for traders, whilst being mindful that footways are available for everyone to use. Business Use of Footpath Approval is required to establish a Footway Trading Zone for the placement of goods, furniture, chattels, and advertising signs on public footways. This document dictates the placing of goods, chattels, furniture, and advertising on public footways.

## WHO CAN APPLY?

Businesses located in Hurstville, Kogarah, Narwee, Kingsgrove, Beverly Hills, Allawah, South Hurstville, Carlton, Sans Souci, Kogarah Bay, Connells Point, Oatley, Peakhurst Heights, Lugarno, Peakhurst, Penshurst, Hurstville grove, Mortdale, Kyle Bay, Beverley Park, and Carss Park.



## LOCATION REQUIREMENTS

The location of the Footway Trading Zone must be near or adjoining the approved trader's premises and must provide clear, continuous, and safe access to travel for pedestrians, people with disabilities and authorised emergency and Council vehicles.

Unsuitable locations for Footway Trading Zones are areas considered to be unprotected, elevated, steep, uneven, and unstable for the placement of goods, furniture and signs. Corner intersections of high traffic flow may also be considered unsuitable subject to consideration by Council.

The council's Traffic Team will assess applications where pedestrian and driver safety could be of concern and determine if the occupation is appropriate in that location.

The final location of any footway trading zone will be at the absolute discretion of Council.

## ADJACENT PREMISES

Should an approved trader seek to extend their Footway Trading Zone across adjoining premises, written permission is required from the trader occupying the adjacent premises and remains subject to Council review and approval. This permission must be submitted to the Council each year.

This approval needs to be renewed annually and must be clearly marked on submitted plans (as per the application process).

This approval would run with the owner of the adjacent business and not with the land/premises.

Thus, the approval would be nullified if the business were to close or change hands.

Goods, services, and furniture are permitted only outside the premises to which they relate. Unless otherwise approved, all activity must not encroach in front of adjoining premises unless the above exemption/approval is valid.

The footway is a public zone and as such is not owned by any business.

No trader or private landowner is allowed to rent public footway space.

## IDENTIFICATION OF FOOTWAY TRADING ZONES

Individual Footway Trading Zones as per Footway Trading Approvals are identified by the installation of Council approved markers on the footway.

A minimum of two markers will be used to identify each Footway Trading Zone.

The approved trader must ensure that the Footway Trading Markers remain present, visible and undamaged and must always operate within the markers.

Approved traders are to advise the Council of any missing or damaged Footway Trading Markers.

## APPLICATION PROCESS

### How to Apply

#### STEP ONE

##### Preliminary Consultation

- Discussion with Council's Property Approvals Officer;
- Property Approvals Officer will investigate and confirm suitability of site.

#### STEP TWO

##### Prepare Application

- Consult and obtain consent of the owner of the premises (landlord or principal leaseholder)
- Complete Business Use of Footway Application Form (available on Council's website [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au))
- Meet the requirements of the Application Checklist
- Supply all requested documentation (if all information is not supplied application will not be processed)

#### STEP THREE

##### Lodge Application

- Lodge application with Council's Customer Service and pay application fee;
- Property Approvals Officer assesses application.

#### STEP FOUR

##### Determination of Application

- Determination of application.
- Implementation of approved proposal:
- Security deposit to be paid (if applicable)
- Approval documentation to be signed and returned to Council.
- Public liability insurance certificate of currency supplied to Council.
- Engineer's certificate supplied to Council (if applicable)

#### STEP FIVE

##### Approval of Application

- A display sticker will be issued which is to be displayed in the front window of the premises.
- Executed copy of the Approval agreement will be provided to the applicant.
- Invoice to be paid upon receipt.



## APPLICATION CHECKLIST

Requirements		Advisory Notes
<input type="checkbox"/>	Site plan 1:100	The site plan proposed must accurately show the: <ul style="list-style-type: none"> <li>• area and layout of the proposed Footway Trading Zone</li> <li>• the proposed location of all items and</li> <li>• all access and service points to premises</li> </ul>
<input type="checkbox"/>	Photographs	Photographs must accurately show the proposed Footway Trading Zone relative to buildings and existing features of the footway area.
<input type="checkbox"/>	Furniture Quality Assurance	Details of furniture can be depicted using colour drawings and/or colour photographs.
<input type="checkbox"/>	Advertising	Details of advertising can be depicted using a coloured photograph or detailed design drawing of proposed advertising logo.  A clear indication of its size and location within the Footway Trading Zone is also required.
<input type="checkbox"/>	Related Approvals or Permits	Details of other relevant approvals and/or permits are to be included. For example, a relevant liquor license or development services.
<input type="checkbox"/>	Lease Documentation	A copy of current lease documentation for current premises if shop is not owner occupied. When supplying the documentation only the front page of lease required.
<input type="checkbox"/>	Proof of Identification	A copy of the applicant’s current driver’s licence is required. For example, passport or government issued i.d card.
<input type="checkbox"/>	Letter/s of Consent in Writing	When an applicant wishes to operate from in front of the adjacent property, letters of consent from the tenant or agent and landlord are required.
<input type="checkbox"/>	Application Fee	Refer to Council's Customer Service Centre or Council's web site at <a href="http://www.georgesriver.nsw.gov.au">www.georgesriver.nsw.gov.au</a> for current fees.
<input type="checkbox"/>	Public Liability Insurance (PLI)	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 business use of footways.  Should heaters be used on the footways, they must also be covered by the trader's public liability insurance.

## APPROVED TRADER RESPONSIBILITIES

The approved trader is responsible for obtaining all necessary approvals to trade in the Footway Trading Area.

The operation of footway trading is the responsibility of the Approved Trader. The Approved Trader must operate by the conditions of the Footway Trading Approval and the requirements set out in the Local Approvals Policy.

Approved traders must apply in writing to amend an existing Footway Trading Approval. Amendments may include changes in furniture type or location. An application fee for the amendment request may apply.

Renewal applications must be submitted before the expiry date of the existing approval and will be approved at the Council's discretion.

If a premises changes hands, the new trader must reapply for a Footway Trading Approval. If a premises changes hands and the Council is not notified based on an existing Footway Trading Approval, then all responsibilities of the former approved Footway Trading Policy trader pass onto the new trader until a replacement Footway Trading Approval is issued or the current Footway Trading Approval is terminated.

It is the responsibility of the Approved Trader to ensure Council contractors, including street cleaning staff, have full access to the footway during cleaning periods.

Desired works of the approved trader to enhance the Footway Trading Zone must receive appropriate approvals from the Council before works commencing and must be funded in full by the approved trader.

The footway is a public zone and as such is not owned by any business. This means that no trader or landowner is allowed to rent footway space to an adjoining premise seeking to occupy that area.

## COUNCIL RESPONSIBILITIES

The Council will continue to always maintain and manage the use of public land and reserves the right to reclaim access to and remove all footway trading at any time for any purpose deemed suitable by the Council.

The council regularly requires access to footway areas for maintenance and asset renewal programs.

Due to the necessity to source labour and materials during business hours, it is impractical to program these works outside shop trading hours.

Except for emergency works, the Council will give reasonable notification of such works but reserves the right to occupy the Footway Trading Zone for asset maintenance and renewal.

No compensation will be payable by the Council for the loss of use of the Footway Trading Zone.

## A-Z OF APPROVALS

### Accessibility

The approved trader must enable access for people with disabilities to approach the business from the road or car park, on walking surfaces with safe gradients.

### Adjoining Café Areas

Barriers may be considered between café areas next to each other to clearly mark where each business's space begins and ends.

### Approval Documentation

Evidence of a current approval may consist of a display sticker, a QR code, an executed agreement and relevant boundary markers.

### Approval Period

The period of approval varies depending on the type of activity proposed to be undertaken, as listed on the application form or approval documentation.

If the activity is not undertaken during the approval period, the approval will lapse.

### Associated Fees

Fees are calculated on a per square meter basis with a minimum approval area of 1 meter.

Fees are not transferrable regardless of the outcome of the assessment of the application.

Fees are charged annually each financial year.

### Cancellation of Approval

The permit holder may request the cancellation of a permit at any time.

30 days' notice of intention to cancel must be provided in writing to Georges River Council.

No refund of permit fees paid in advance will be made.

### Enforcement & Compliance

Following a complaint or a report of a breach of permit conditions or any requirements pursuant to the policy, a Georges River Council representative will visit the premises and seek rectification if a breach is identified.

The Council will take regulatory action as needed, under relevant legislation.

### Expiration of Approval

Approvals expire at 5.00 pm on the last day of the approval period as indicated on the approval documentation.

### Furniture

All furniture must be approved by Council forming part of the Footway Trading Approval conditions. The requirements are presented in the checklist "Furniture Requirements".

### Liquor

The appropriate liquor license must be obtained from the Police Local Area Command. The approval must include the associated business and extend to cover the footway trading zone.

Liquor licences are to be submitted with a Footway Trading Application and approval holders must update the Council on changes to their licensing.

### Maintenance & Cleaning

The approval holder is to ensure the furniture on the pavement is clean and well maintained to the Council's requirements.

Environmentally safe cleaning methods must be always used.

Litter generated by footway trading must be picked up and deposited in the business's bins kept within the premises.

The approved trader must ensure that all waste generated from their premises and by their customers (including cigarette butts) is promptly removed.

The approval holder is also required to comply with all health and maintenance aspects of being a food and beverage business.

### Permitted Hours

The permitted hours of use for the Footway Trading Zone cannot exceed the hours permitted under the current development approval for the operation of the business and are assessed on an individual basis being subject to Council approval.

### Planter Boxes

Moveable planter boxes may be used solely at the Council's discretion.

### Public Infrastructure

Pre-existing public infrastructure will not be moved or removed to increase available space within a footway trading zone.

Existing street furniture and infrastructure must not be used for any trading purposes.

However, traders can apply to modify their Business Use of Footpath Approval, which may involve the removal, relocation, or installation of additional infrastructure, subject to approval by the Council.

All costs for removal, relocation or reinstatement will be borne by the Approved Trader.

### Termination of Approvals

Council reserves the right to terminate any activity that causes disturbance, offensive noise, or poses a risk to public safety, or doesn't follow laws or regulations.

### Safety

It is important to consider the safety of patrons from traffic and to allow room for access to vehicles parked along the kerb.

Business use of the footway must not reduce the safe egress of people from the business premises.

### Service authorities

If service authorities or others need to do work that involves changing the footway trading setup, no compensation will be given for removing or changing the fittings or fixtures related to the Footway Trading Approval, or for any lost business during the work.

The approved trader is responsible for putting back any fixtures or fittings related to the Footway Trading Approval, but they aren't responsible for fixing public infrastructure.

### Smoking

No smoking is permitted in any footway dining area where food is served, or areas which is covered or substantially enclosed.

No smoking signs are to be placed where food is served.

### Storage

No part of the footway is to be used for storage at any time.

## CLEARANCE REQUIREMENTS

<b>Kerbside Dining</b>	
<input type="checkbox"/>	Maintain 2 metres from RMS classified road, or traffic moving at 20km/hour or more
<input type="checkbox"/>	Maintain 1.5 metres from accessible parking spots
<input type="checkbox"/>	Maintain 2.0 metres from local roads
<input type="checkbox"/>	Maintain 0.9 metres from loading zones
<input type="checkbox"/>	Maintain 0.6 metres from normal parking conditions, or next to traffic moving at 20km/hour or less
<b>Public Infrastructure</b>	
<input type="checkbox"/>	Maintain 1.0 metres from public infrastructure such as fire hydrants, bins, payphones, public seats and bike stands
<input type="checkbox"/>	Maintain 0.5 metres from other street furniture such as bollards, telecommunications pits, poles, trees and shrubs
<b>Pedestrian Zones, Bus Stops, and Intersections</b>	
<input type="checkbox"/>	Maintain at least 2 continuous metres on the footway for the clear passage of footway users
<input type="checkbox"/>	Maintain 2.0 meters from pedestrian crossings
<input type="checkbox"/>	Maintain 10 meters from the bus stop, to provide direct access to the pedestrian zone when exiting a bus
<input type="checkbox"/>	Maintain 10 meters of an intersection, crossing or pedestrian ramp for real estate signs
<input type="checkbox"/>	Assessment by the Council's Traffic Team may be necessary where pedestrian and driver safety could be of a concern

## FURNITURE REQUIREMENTS

<input type="checkbox"/>	All approved furniture must be always located within the defined trading zone
<input type="checkbox"/>	All approved furniture must be temporary and must be removed at the close of business each day
<input type="checkbox"/>	All approved furniture must be regularly maintained and cleaned to a reasonable standard
<input type="checkbox"/>	The base and ends of all furniture must be of a suitable design to prevent pavement damage
<input type="checkbox"/>	For safety reasons, furniture that is constructed solely of plastic is unacceptable
<input type="checkbox"/>	Not encroach on, or interfere with pedestrian movement
<b>Umbrellas</b>	
<input type="checkbox"/>	Choose commercial grade, portable, collapsible, market-style umbrellas
<input type="checkbox"/>	Verify that the umbrella is made of fire-retardant material
<input checked="" type="checkbox"/>	Ensure the umbrella has a maximum canopy area of 3m x 3m
<input type="checkbox"/>	Provide a minimum vertical clearance of 2m from the lowest point of the underside to ground level
<input type="checkbox"/>	Make sure the umbrella is stable, suitably counter-weighted, and adequately anchored with a removable stand to prevent movement
<input type="checkbox"/>	Be able to close the umbrella during windy weather conditions
<b>Heating Devices</b>	
<input type="checkbox"/>	Ensure heaters are designed and located as to not pose a fire risk or danger
<input type="checkbox"/>	Turn off automatically for when they fall over
<input type="checkbox"/>	Verify that there is supporting fire safety equipment available on-site
<input type="checkbox"/>	Turned off and safely stored inside the premises when not being used
<input type="checkbox"/>	Not use gas mains or electrical extension cords
<b>Perimeter Barricades</b>	
<input type="checkbox"/>	Height of any solid barrier is to be between 900 mm and 1.4 metres high

<input type="checkbox"/>	Length of any solid barrier is to be a maximum of 2m long
<input type="checkbox"/>	Must not contain advertisement
<b>Lighting</b>	
<input type="checkbox"/>	Be suitable for commercial use and location and ensure safety and amenity
<input type="checkbox"/>	Not cause a nuisance to other neighbouring properties or to motorists on nearby roads
<input type="checkbox"/>	Avoid adverse impacts on the surrounding area due to light overspill or glare
<b>Display of Goods</b>	
<input type="checkbox"/>	Must always be located against the building line of the shop, and secured so they cannot be displaced by wind. Wheels on display stands must be lockable
<input type="checkbox"/>	Maintain 1m from any public infrastructure (such as public seat) and pedestrian crossings
<input type="checkbox"/>	Maintain 2m from the corner alignment of the building at street intersections
<input type="checkbox"/>	Maintain 3m from bus zones, public transport stops, public transport access points, and taxi stands.
<input type="checkbox"/>	Must measure between a minimum of 70cm and a maximum of 1m in height
<input type="checkbox"/>	Must measure between a minimum of 1m and a maximum of 3m in width
<input type="checkbox"/>	No more than 600mm deep, when measured perpendicular to the shopfront or the building line
<input type="checkbox"/>	Not include electrical power, lighting, heating or refrigeration, and mirrored or reflective surfaces
<input type="checkbox"/>	Not to be displayed on milk crates, pallets, cardboard, or foam boxes
<b>Signage</b>	
<input type="checkbox"/>	Must be portable, free-standing, stable, windproof and of high quality
<input type="checkbox"/>	Maximum of 1 sign per street-fronted premises
<input type="checkbox"/>	Must measure between a minimum of 75cm and maximum of 1.1m in height
<input type="checkbox"/>	Must measure a maximum 65cm in width
<input type="checkbox"/>	All signage must be displayed in English but may also include a translation in another language
<input type="checkbox"/>	No electric, illuminated, flashing, revolving, or spinning signs

<input type="checkbox"/>	No signs can obstruct or interfere with any traffic sign
<input type="checkbox"/>	No signs are to be placed within 3 metres of a street corner or an arcade
<input type="checkbox"/>	No signs are to be fixed to the footway, poles, or infrastructure
<b>Real Estate Advertising</b>	
<input type="checkbox"/>	Maximum of 1 real estate sign may be placed on any one road frontage
<input type="checkbox"/>	Maximum number of 3 pointer/directional signs per property
<input type="checkbox"/>	Maximum size of any one sign cannot exceed 60cm wide and 50cm high.
<input type="checkbox"/>	Any one sign cannot be displayed above 70cm of the existing ground level.
<input type="checkbox"/>	Signs must display the business name, contact number of the associated business and the property address details for its corresponding viewing or open house.
<input type="checkbox"/>	Signs are not permitted to be placed on any dividing strip, roundabouts, traffic islands or roads
<input type="checkbox"/>	Signs must be designed and installed to avoid the likelihood of becoming dislodged and becoming a hazard;
<input type="checkbox"/>	Be removed within 14 days after the sale or lease of the property





# Application For Temporary Food Premises Permit Guide

## INTRODUCTION

Georges River Council acknowledges the importance of temporary food premises such as mobile food vehicles and food stalls, operating at events and independently within the Council area. To trade as a temporary food premises in the Georges River Council area, all mobile food vehicle and temporary food stall operators, regardless of the type of food sold, must hold a current Temporary Food Premises Permit. This document outlines the application process for obtaining a Temporary Food Premises Permit.

## WHO CAN APPLY?

Operators of temporary food stall structures and mobile food vending vehicles commonly referred to as food vans or food trucks, that are set up or fitted out to prepare and sell food to the public at events such as a market, fete, fair, or festival for a short period of time.

Any food stalls or mobile food vending vehicles that trade in the same location for an extended period of time are not considered a temporary food premises and may be subject to other approvals such as a Development Application.

## WHAT IS THE PERMIT?

Successful applicants will receive a “Lifetime Temporary Food Premises Permit” (**Permit**) which allows Temporary food premises operators to apply to attend any events held within the Georges River Council area. This Permit does not require renewal; however, is not transferable. If the business is sold or transferred to a new owner, the new owner must apply for a new Permit.

Mobile Food vehicles that reside in the Georges River Council area after trading must be inspected by Council’s Environmental Health Officers as part of the application process.

For operating individually at other locations within Georges River Council (outside of events) relevant approvals are required. These may include:

- A Section 68 application approval to trade on public land,
- A Development Application under Environmental and Assessment Planning Act 1979 may be required for some reoccurring events on private or Council land.

## APPLICATION CRITERIA FOR A FOOD PERMIT

The setup and operation of a food stall or mobile food vehicle must comply with:

- [Food Act 2003 \(NSW\)](#),
- [Food Regulations 2015 \(NSW\)](#),
- [Food Standard Code - specifically, Standard 3.2.2, 3.2.2A and 3.2.3](#),
- [Guidelines for Food Businesses at Temporary Events](#); or
- [Guidelines for Mobile Food Vending Vehicles](#).

### CONSTRUCTION

The construction and fit-out of a temporary food premises must:

- ✓ Have a hand wash basin for the washing of hands, face, and arms only. The hand wash basin must be ready to use before any food is brought into the stall.
- ✓ Be appropriate for the type of food stored, prepared, and sold.
- ✓ Have enough space for all equipment and food handling activities, including storage.
- ✓ Can be easily cleaned and sanitised.
- ✓ Able to prevent the entry of pests.
- ✓ Have a separate wash-up sink to wash any unclean utensils or equipment.
- ✓ Have access to power and drinkable water.
- ✓ Have a working hot water system.
- ✓ Have adequate waste bin/s.

Additional requirements for a food stall include:

- ✓ Have a roof and three side walls to protect food from pests and debris picked up by the wind. Mesh screen (flyscreen) walls can be used if ventilation is required.
- ✓ Have flooring that can be easily cleaned and stop any spillages leaking out of the stall.

### FOOD HANDLING

During trading, a temporary food premises must comply with the following:

- ✓ Display an appointed [Food Safety Supervisor](#) (FSS) Certificate. For FSS requirements, visit NSW Food Authority website.
- ✓ Food is stored in food-grade containers.
- ✓ Disposable eating utensils, straws and napkins are stored and protected from contamination.
- ✓ Have a digital probe thermometer with an accuracy of +/- 1°C that is readily accessible to measure the temperature of [Potentially hazardous food](#) (PHF).

- ✓ Keep PHF under **temperature control** at all times. This includes delivery, storage, display, and transport of food. Keep cold food at 5°C or colder and hot food at 60°C or hotter.
- ✓ Have a process in place to avoid contamination when handling both food and money.
- ✓ Food handlers must wash and dry hands thoroughly and regularly using the hand wash basin and paper towels.
- ✓ Food handlers should avoid picking up food, especially ready to eat food, with their bare hands. Use utensils like tongs or wear clean gloves.
- ✓ Regularly check to ensure equipment and food contact surfaces are in good repair and kept clean and sanitary.
- ✓ **Sanitiser**, preferably food grade, is available and used on all food contact surfaces and equipment.
- ✓ Animals are not permitted to enter the food stall or vehicle at any time.

### LABELLING OF FOOD

Ready to eat pre-packaged food that is not prepared in the stall on the day must be labelled. For [labelling information](#), visit the NSW Food Authority website.

### PREPARING FOOD AT HOME

If food for sale is being stored and/or prepared from home, it is considered a home business. A home business that involves food requires approval from your local Council. For more information, contact [Council's Duty Planner Service](#).

### INSPECTION OF TEMPORARY FOOD PREMISES

Council's Environmental Health Officers may conduct inspections of temporary food premises. These inspections are unannounced, and an inspection fee will be charged to the food stall business owner in accordance with Council's [Fees and Charges](#).

## APPLICATION PROCESS

### How to apply for a Temporary Food Premises Permit



#### Prepare Application

- a. Consult and obtain consent of the operator for the event.
- b. Meet the requirements of the Application Checklist.
- c. Supply all requested documentation (if all information is not supplied, the assessment will be delayed and may result in application being rejected).



#### Lodge Application

- a. Lodge application online via Council's webpage ([www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au)) and pay application fee.
- b. Environmental Health Officer assesses application.



#### Determination of Application

- If further information is required for the assessment the Environmental Health Officer will contact you.
- Determination of application.



#### Approval of Application

- A 'Lifetime Food Permit' will be issued which is to be made available to Council Officers when requested.
- The approved 'Lifetime Food Permit' holder must comply with all terms of approval (see appendix 1).

### IF AN APPLICATION IS REFUSED

There are situations when Council's Environmental Health Officers may refuse your application. This may happen if information provided is not sufficient to assess the application and requests for more information have not been answered. An application for a Temporary Food Premises Permit may also be refused if the food business activity is considered to be permanent and needs a separate approval.

In such cases you will be advised of why the application was refused and what information is needed to re-apply or how to apply for a separate approval.

## APPROVED PERMIT HOLDER RESPONSIBILITIES

The approved Temporary Food Premises Permit holder is responsible for ensuring the temporary food stall or mobile food vehicle is fully operational prior to commencing trade such as handwashing facilities being set up and ready for use.

The operation of the temporary food stall or mobile food vehicle is limited to the approved area. No activities including the storing, depositing or erecting of any items external to the approved area are permitted.

The immediate area used for trading is to be maintained and left in a clean state prior to leaving the site after each trade. All waste generated by the business must be taken with them at the end of each day's trade. No waste, including liquid or solid waste, shall be disposed of onto any land, street, gutters, park, foreshore or stormwater drainage system at any time.

## REVOKING AN APPLICATION

While successful applicants receive a "Lifetime Temporary Food Premises Permit" (**Permit**), Council also reserves the right to revoke a Permit in select circumstances.

A Permit may be revoked if a temporary food business is found to have significant or continued breaches of the *Food Act 2003* and/or other relevant legislation.

A Permit may also be revoked if a temporary food business is determined to be operating as a permanent food business.

## APPLICATION CHECKLIST

Temporary Food Stall		
Requirements		Advisory Notes
<input type="checkbox"/>	All relevant sections completed	Ensure all the relevant sections of the application form have been filled in and information provided.
<input type="checkbox"/>	Food Safety Supervisor Certificate (if applicable)	Attach a copy of the current Food Safety Supervisor Certificate
<input type="checkbox"/>	Stall Layout Plan	The site plan proposed must accurately show the: <ul style="list-style-type: none"> <li>• Overview of food stall showing sneeze guard (if applicable) and 3 sided walls (if open food is served), flooring and how the stall is secured.</li> <li>• Provision of handwashing and equipment washing facilities.</li> <li>• Location of storage areas, preparation benches and equipment used.</li> </ul>
<b>Typical Temporary Food Stall Layout</b>		
Source: Guidelines for food business at temporary events - NSW Food Authority		
<input type="checkbox"/>	Photographs	Photographs must accurately show the layout of the proposed food stall
<input type="checkbox"/>	Home business details (if applicable)	Copy of the home business registration with your local Council
<input type="checkbox"/>	Latest Inspection Report (if applicable)	Copy of the latest inspection report from your local Council.

Mobile food vehicle		
<input type="checkbox"/>	All relevant sections completed	Ensure all the relevant sections of the application form have been filled in and information provided.
<input type="checkbox"/>	Food Safety Supervisor Certificate (if applicable)	Copy of the current Food Safety Supervisor Certificate
<input type="checkbox"/>	Vehicle Layout plan	The layout plan must accurately show the: <ul style="list-style-type: none"> <li>• Overview of the vehicle front and back (showing the registration plate) and floor layout plan.</li> <li>• Provision of handwashing and equipment washing facilities.</li> <li>• Location of storage areas, preparation benches and equipment used.</li> </ul>
Mobile food vehicle construction and fit-out		
<p>The diagram illustrates the floor plan of a mobile food vehicle. At the top right, there is a Fire Extinguisher &amp; Fire Blanket. Below it, from left to right, are a Bain Marie, a Hotplate/grill, a Twin Fryer, and a Prep bench. To the right of the Prep bench is a Double bowl sink and a Handwash station. A red dashed box labeled 'Exhaust Canopy' encompasses the Hotplate/grill and Twin Fryer areas. Below the Bain Marie and Hotplate/grill is another Prep bench. The floor is labeled 'Impervious Vinyl Flooring'. At the bottom, there is a Serving Window with a sneeze guard. To the left of the window are two underbench units: a 2-door fridge and a 2-door freezer, with a Prep bench in front of the freezer. To the right of the underbench units is a Bin and a POS (Point of Sale) terminal. An Entry door is located on the right side of the vehicle.</p>		
Typical Food Vehicle floor plan		
<input type="checkbox"/>	Photographs	Photographs must accurately show the vehicles front and back (showing registration plate)
<input type="checkbox"/>	Food Vehicle Registration	Provide a copy of the food vehicle registration from your local Council.



<input type="checkbox"/>	Latest Inspection Report (if applicable)	Copy of the latest inspection report of the food vehicle from your local Council.
<input type="checkbox"/>	Home business details (if applicable)	Copy of the home business registration with your local Council

## **Appendix 1**

### **TERMS OF APPROVAL (PERMIT)**

#### **Temporary Food Premises Terms of Approval (Permit):**

1. This Temporary Food Premises Approval (Permit) is not transferable.
2. This Temporary Food Premises Approval (Permit) is valid for lifetime registration and is permanent unless the operation of your business changes significantly. Significant changes would include, but are not limited to:
  - a change of food permit holder name;
  - a change of ABN or ACN;
  - a change of vehicle or vehicle registration (for Mobile food vans only); or,
  - a change in the type of food sold, such as changing from low risk to high-risk food.
3. Should the Approval (Permit) holder's detail changes, including the trading name, contact person or address, the Approval (Permit) holder must notify Georges River Council and obtain an amended Temporary Food Premises Permit to reflect current information. Fees apply as per Georges River Council's fees and charges.
4. Any requests to amend the Temporary Food Premises Approval must be made in writing to Council.
5. The following details relating to the permit will be displayed on the Georges River Council's website:
  - Trading name
  - Business ABN or ACN
  - Permit Number
  - Contact number/s
  - E-mail address/sIf the Approval (Permit) holder does not wish to have the contact number and e-mail address listed on the website, a written submission is to be sent to Council via [ehadmin@georgesriver.nsw.gov.au](mailto:ehadmin@georgesriver.nsw.gov.au)
6. This Temporary Food Premises Approval (Permit) must be kept and displayed in the temporary food premises when in operation within the Georges River Council Local Government Area. An electronic copy of the approval is also accepted.
7. The Temporary Food Premises Approval (Permit) holder or operator must not sell additional items other than those stated on this approval. Additional or altering the items listed may be considered a significant change. (See Condition 2).
8. Use of Public Land Approval is not required if food is sold from the Temporary Food Premises at a Council approved event. This is subject to formal acceptance from the event organiser.
9. Further Use of Public Land Approval is required from Council to trade on public land as an independent temporary food premises.

10. The setup and operation of the temporary food premises must comply with:
  - Food Act 2003 (NSW) (as amended);
  - Food Standards Australia New Zealand – Food Safety Standards;
  - Guidelines for Food Business at Temporary Events (as amended) published by NSW Food Authority (for food stalls); and
  - Guidelines for Mobile Food Vehicles (as amended) published by NSW Food Authority (for mobile food vehicles).
11. All temporary food businesses are subject to unannounced food safety compliance inspections conducted by Council's Environmental Health Officer when trading within Georges River Council's local area.
12. Inspections conducted are subject to Georges River Council's fees and charges. Consideration may be given to waiving the fees if the Temporary Food Business owner provides the Environmental Health Officer with a hard copy or electronic copy of a satisfactory inspection report that is dated within the financial year, during the inspection.
13. No activities including the storing, depositing or erecting of any items external to the approved area are permitted. (Note: approved area means the area in which the event organiser and or Council have granted as part of the attendance/leasing contract or agreement)
14. The immediate area used for trading is to be maintained and left in a clean state prior to leaving the site after each trade. All waste generated by the business must be taken with them at the end of each day's trade. No waste, including liquid or solid waste, shall be disposed of onto any land, street, gutters, park, foreshore or stormwater drainage system at any time.
15. The selling of tobacco or alcohol products is not permitted unless appropriate licenses are obtained from the appropriate government agencies.
16. The Temporary Food Premises Approval holder or operator must operate the temporary food premises so as not to cause pollution as follows:
  - 16.1 Noise Pollution  
The emission of noise associated with the temporary food premises including but not limited to the use of generators, amplified sound systems and public address systems must not create "Offensive Noise" as defined in the Protection of the Environment Operation Act 1997.  
If evidence of noise pollution is brought to the attention of an authorised officer, then the officer may direct the Temporary Food Business to cease or modify the operation to prevent further noise nuisance from occurring.
  - 16.2 Air Pollution – Odour and Smoke  
During operation, food business operators must not cause excessive odour or smoke nuisance.  
If evidence of air pollution is brought to the attention of an authorised officer, then the officer may direct the event organiser or the temporary food business to cease or modify the operation to prevent further air pollution from occurring.
  - 16.3 Water Pollution

Under the Protection of the Environment Operations Act 1997, it is illegal to discharge solid or liquid waste such as used oil or grey/black water into any stormwater drainage system, on the ground or in any other place other than the sewer system.

All liquid waste must be taken away by the event organiser or the temporary food business owner at the end of the trade or the day's activity. If evidence of water pollution is brought to the attention of an authorised officer, then the officer may direct the Temporary Food Business to cease or modify the operation to prevent further pollution incidents from occurring.

16.4 Land Pollution

All waste must be taken away at the end of trade or the day's activity. Under the Protection of the environment Operations Act 1997, it is illegal to deposit waste on the ground.

If evidence of waste pollution is brought to the attention of an authorised officer, then the officer may direct the Temporary Food Business to cease or modify the operation to prevent further pollution incidents from occurring.

Any breach of the Protection of the Environment Operation Act may result in an on-the-spot fine to the offender.

Council reserves the right to revoke this Temporary Food Premises Approval (Permit) for the breach of any of the said conditions. Should this occur, a cancellation status will be reflected on Council's "Temporary Food Premises Business List" webpage.

**Item:** COM018-24 Review of the Georges River Council Sports Advisory Committee

**Author:** Research and Social Policy Officer

**Directorate:** Community and Culture

**Matter Type:** Committee Reports

COM018-24

**RECOMMENDATION:**

- (a) That Council complete the trial of the Georges River Council Sports Advisory Committee.
- (b) That Council endorse the establishment of a Sports Advisory Committee as an official Committee of Council, commencing November 2024.
- (c) That Council note the reviewed and updated Terms of Reference for the Sports Advisory Committee, to be endorsed by the Sports Advisory Committee at its first meeting.
- (d) That Council elect three Councillors to the Sports Advisory Committee in line with nominations of all other Committees of Council in October 2024. Noting, that Council representatives are for the duration of a Council term.
- (e) That Council note operational improvements to the Sports Advisory Committee.

**EXECUTIVE SUMMARY**

1. On 31 October 2022, Georges River Council approved the establishment of the Georges River Council Sports Advisory Committee (the Committee) for a trial period of one year (CCL097-22/COMO42/22).
2. After the trial year, a review was conducted to assess the Committee's success in meeting its objectives. This review involved collecting feedback via a survey distributed to Committee members, Councillors and the broader community coupled with reviewing attendance records of each meeting. A thorough analysis of the survey responses considered the diverse perspectives of participants based on their roles and affiliations.
3. This report presents the results of the review and recommends that the Council establish the Committee as an official Advisory Committee, with updates to the Terms of Reference and operational improvements. These updates are based on feedback from external and internal stakeholders, collected through the survey and internal consultations. The results of the review and the proposed changes to the Terms of Reference are detailed in this report.

**BACKGROUND****What is the Sports Advisory Committee?**

4. The Committee provides a forum for the dissemination and consideration of information pertaining to relevant Council strategies and will represent the views of local sporting bodies relating to sporting matters.
5. The Committee is an Advisory Committee to Council and the local sporting bodies within the Georges River local government area (LGA). The Committee does not have the power to direct Council resources or Council officers but may make recommendations to Council to assist in its decision-making process.
6. Representatives from each of the local sporting bodies active in the Georges River LGA, who attend the meetings of the Committee shall have the endorsement to attend and

represent the interests of their respective sporting club, sporting organisation or sporting association.

7. The objective of the Committee is as follows:
  - (a) Provide a forum for dissemination and consideration of information to local sporting bodies;
  - (b) Encourage participation from members of all local sporting bodies in Council's decision-making processes;
  - (c) Promote cross-code collaboration between local sporting bodies to achieve greater utilisation of facilities and fields; and
  - (d) Assist Council in the identification of current and future sporting needs for the community including infrastructure and capital works requirements, maintenance requirements and investment in new facilities.
8. Recommendations of the Committee from 2023-2024 are attached for reference in Attachment 1. Topics presented each meeting are detailed in this attachment.

### **Approach to the Review**

9. The review was conducted via an anonymous survey distributed to Members of the Committee, Councillors, relevant Council officers, and community members from local sporting organisations and clubs. Survey participants were given the opportunity to provide detailed feedback on various aspects of the Committee's role, function, and participation, enabling a thorough examination of the extent to which it meets the objectives.
10. To supplement the survey findings, the attendance records were reviewed for all five Committee meetings. Attendance statuses, including "In Attendance," "Remote," "Absent," and "Left Halfway," were recorded for each meeting, allowing for a comprehensive assessment of member engagement and commitment over the duration of the review period.

### **Outcome of the Review**

11. A detailed analysis of the survey responses was undertaken, taking into account the diverse perspectives of the participants based on their respective roles and affiliations. This inclusive approach aimed to ensure a holistic understanding of the Committee's effectiveness and significance, considering viewpoints from multiple stakeholders.
12. The initial survey collected responses varying on participant type. To provide an overall perspective of the experiences of the participants, their responses have been compiled and analysed to inform the reviews findings. The findings derived from this comprehensive analysis were summarised in the Committee Engagement Outcomes (Attachment 2), which serves as a detailed overview of the survey results. This summary not only highlights the strengths and successes of the Committee but also identifies areas for improvement and potential challenges.
13. The Attendance of Meetings document (Attachment 3) provides the results of the attendance record, accompanied by a concise analysis and a visual representation of attendance trends. Key insights derived from this attachment reveal a decline in meeting attendance over time, with participation dropping from 92% at the initial meeting on 27 March 2023 to 57% at the most recent meeting on 4 April 2024. This decline highlights the need for the Committee to assess the underlying reasons behind fluctuating attendance rates and to implement strategies to address any challenges hindering member participation.

### **Recommendations**

14. Findings from the review determined that there is widespread support for the continuation of the Sports Advisory Committee. Given this positive feedback, it is recommended that Council concludes the trial period for the Committee.
15. This report also recommends that Council endorse the establishment of a Sports Advisory Committee as an official Committee of Council, commencing November 2024. This transition signifies not only the success and value demonstrated by the committee during its trial phase but also underscores its essential role in understanding the needs and priorities of the sporting community within the Georges River LGA.
16. The updated Terms of Reference for the Sports Advisory Committee are to be noted by Council and endorsed by the Sports Advisory Committee at its first meeting. Updates to the Terms of Reference (see Attachment 4) reflect the Committee's nature and member contributions. For instance, it is recommended that the Committee be seen as another advisory committee and can be called upon to consult on matters relevant to sport and open space outside of these quarterly meetings. The purpose of this is to garner their expertise and understanding in the area of community sport.
17. Subsequent to this endorsement, an induction meeting for members will be held. This induction will serve to outline member responsibilities, provide comprehensive information on the Committee's purpose and objectives, and inform members of Council process that shapes the structure and meeting format. This will ensure that all members are well-informed and fully prepared to actively participate in the Committee.
18. It is also recommended that Council elect three Councillors to the Sports Advisory Committee in line with nominations of all other Committees of Council in October 2024, and noting that Council representatives are for the duration of a Council term.
19. To enhance cross-code engagement, operational improvements are suggested. This includes opening the meeting room allocated for the Committee 30 minutes prior to the Committee meeting to encourage informal discussions. Additionally, the Council will allocate one item on each agenda for the purpose of discussion to further facilitate engagement.
20. Key changes to the Terms of Reference are reflected below:

<b>Section</b>	<b>Update</b>
Name and Purpose	<ul style="list-style-type: none"> <li>• The Committee may be called upon for any community engagement or consultation relevant to sports and open space.</li> <li>• Consultation in the decision-making process is optional and at the Council's discretion.</li> </ul>
Objective	<ul style="list-style-type: none"> <li>• Amend the objectives to represent the nature of the meetings more clearly.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Restructure current voting members to include 1 nominated Councillor as Chairperson and 2 nominated Councillors, with one elected as the alternate Chairperson.</li> <li>• All Councillor members are allowed to elect a proxy in their absence to ensure that there is always 3 Councillor representatives on the Committee.</li> </ul>

Authority	<ul style="list-style-type: none"> <li>• Include dissemination of information in members' responsibilities.</li> </ul>
Term of the Committee	<ul style="list-style-type: none"> <li>• Members missing two meetings without an apology, will cease to be members of the committee.</li> <li>• Subsequent to this, an Expression of Interest (EOI) will be circulated to find a suitable replacement for the vacant position.</li> </ul>
Frequency of Meeting	<ul style="list-style-type: none"> <li>• Schedule meetings for a consistent Thursday of each quarter.</li> </ul>

COM018-24

## FINANCIAL IMPLICATIONS

21. No budget impact for this report.

## RISK IMPLICATIONS

22. Should Council not endorse the Committee, the objectives of the Committee outlined in point 7 will not be achieved.

## COMMUNITY ENGAGEMENT


23. Targeted stakeholder engagement was facilitated through the publicly available YourSay survey which informed the findings of this report.

24. Future communication plans will be developed when necessary to the release an Expression of Interest for the purpose of attracting new committee members.

## FILE REFERENCE

D24/139226

## ATTACHMENTS

Attachment [↓1](#)  Recommendations from Georges River Council Sports Advisory Committee Meetings - 2023 to 2024 - Community and Culture Committee Meeting Report - 11 June 2024 attachment

Attachment [↓2](#)  Committee Engagement Outcomes

Attachment [↓3](#)  Attendance at Meetings

Attachment [↓4](#)  Updated Terms of Reference



**D24 112369 Recommendations from Georges River Council Sports Advisory Committee Meetings - 2023 to 2024**

MEETING DATE	ITEM NO	DIRECTORATE	RESPONSIBLE MANAGER	RECOMMENDATION	COMMENTS	DATE OF COUNCIL APPROVAL	COUNCIL RESOLUTION
27-Apr-23	SAC001-23	Community and Culture	Manager City Life	<p><b>Endorsement of the Terms of Reference</b> (Report by Coordinator, Programming and Operations)</p> <p>(a) That the Georges River Council Sports Advisory Committee endorse the draft Terms of Reference of the Georges River Council Sports Advisory Committee.                      (b) That the Director Community and Culture has delegation to make any administrative changes to the document.                      (c) That all Committee meetings are broadcast live and access to, and recordings of, the live broadcast will be available on Council's website.                      (d) That general business matters must be submitted in writing at least one (1) week prior to the Committee meeting, to be considered by the General Manager.</p>	<p>The Terms of Reference of the Georges River Council Sports Advisory Committee are available on Council's website:  <a href="https://www.georgesriver.nsw.gov.au/StGeorg/media/Documents/Council/Council%20Meetings/Committees%20and%20Panels/Sports-Advisory-Committee-Terms-of-Reference.PDF">https://www.georgesriver.nsw.gov.au/StGeorg/media/Documents/Council/Council%20Meetings/Committees%20and%20Panels/Sports-Advisory-Committee-Terms-of-Reference.PDF</a></p>	22-May-23	CCL037-23 / COM014-23
27-Apr-23	SAC002-23	Community and Culture	Manager City Life	<p><b>Child Safe In Sports Presentation (NSW Office of the Children's Guardian)</b> (Report by Senior Programming and Bookings Officer)</p> <p>That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from Child Safe Officer, Sport &amp; Recreation, Office of the Children's Guardian on the Child Safe Standards in Sport and Recreation.</p>		22-May-23	CCL037-23 / COM014-23
27-Apr-23	SAC003-23	Assets and Infrastructure	Manager City Technical Services	<p><b>Sporting Infrastructure Projects within Council's Capital Works Programs</b> (Report by Manager City Technical Services)</p> <p>That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from Manager City Technical Services on Sporting Infrastructure Projects within Council's Capital Works Program.</p>		22-May-23	CCL037-23 / COM014-23
27-Apr-23	SAC004-23	Community and Culture	Manager City Life	<p><b>Upcoming Leases and Licences for Sporting Amenities</b> (Report by Coordinator, Programming and Operations)</p> <p>That the Georges River Council Sports Advisory Committee receive and note the verbal update provided by the Acting Manager City Life on upcoming leases and licences for sporting amenities.</p>		22-May-23	CCL037-23 / COM014-23
27-Apr-23	SAC005-23	Assets and Infrastructure	Manager Premium Facilities	<p><b>Premium Sports Fields Presentation – Status Update and Maintenance Schedule</b> (Report by Manager Premium Facilities)</p> <p>That the Georges River Council Sports Advisory Committee receive and note the report in regard to Council's Premium Sports Fields from Council's Manager Premium Facilities.</p>		22-May-23	CCL037-23 / COM014-23

**D24 112369 Recommendations from Georges River Council Sports Advisory Committee Meetings - 2023 to 2024**

MEETING DATE	ITEM NO	DIRECTORATE	RESPONSIBLE MANAGER	RECOMMENDATION	COMMENTS	DATE OF COUNCIL APPROVAL	COUNCIL RESOLUTION
27-Apr-23	SAC006-23	Assets and Infrastructure	Manager City Operational Services	<b>Natural Turf Sports Fields and Synthetic Fields Presentation – Status Update and Maintenance Schedule</b> (Report by Manager City Operational Services) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from Council's Manager City Operational Services on the update of the Natural turf and Synthetic sporting fields.		22-May-23	CCL037-23 / COM014-23
27-Apr-23	SAC007-23	Community and Culture	Manager City Life	<b>Georges River Council Open Space, Recreation and Community Facilities Strategy 2019-2036 – Key Findings</b> (Report by Coordinator, Programming and Operations) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from Acting Manager City Life on the Georges River Council Open Space, Recreation and Community Facilities Strategy 2019 to 2036.		22-May-23	CCL037-23 / COM014-23
06-Jul-23	SAC008-23	Community and Culture	Manager City Life	<b>Confirmation of the minutes of the previous meeting held on 27 April 2023</b> (Report by Executive Services Officer) That the Minutes of the Georges River Council Sports Advisory Committee held on 27 April 2023 be confirmed.		28-Aug-23	CCL066-23 / COM022-23
06-Jul-23	SAC009-23	Assets and Infrastructure	Manager City Technical Services	<b>Update on Carss Park Aquatic Centre</b> (Report by Manager City Technical Services) That the Georges River Council Sports Advisory Committee receive and note the verbal update from Manager City Technical Services on the Carss Park Aquatic Facility.		28-Aug-23	CCL066-23 / COM022-23
06-Jul-23	SAC010-23	Assets and Infrastructure	Manager City Technical Services	<b>Update on Capital Projects</b> (Report by Manager City Technical Services) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from Manager City Technical Services on Sporting Infrastructure Projects within Council's 2023/24 Capital Works Program.		28-Aug-23	CCL066-23 / COM022-23
06-Jul-23	SAC011-23	Assets and Infrastructure	Manager Strategic Placemaking	<b>Club and Association Approvals Process for Infrastructure Grant Applications</b> (Report by Manager Strategic Placemaking) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Manager Strategic Placemaking and the Coordinator Programming and Operations on the approval process for infrastructure grant applications.		28-Aug-23	CCL066-23 / COM022-23
06-Jul-23	SAC012-23	Community and Culture	Manager City Life	<b>Update on Council's Current Sporting Amenities</b> (Report by Coordinator, Programming and Operations) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Coordinator Programming and Operations on Council's current sporting amenities.		28-Aug-23	CCL066-23 / COM022-23

**D24 112369 Recommendations from Georges River Council Sports Advisory Committee Meetings - 2023 to 2024**

MEETING DATE	ITEM NO	DIRECTORATE	RESPONSIBLE MANAGER	RECOMMENDATION	COMMENTS	DATE OF COUNCIL APPROVAL	COUNCIL RESOLUTION
05-Oct-23	SAC013-23	Community and Culture	Manager City Life	<b>Confirmation of the minutes of the previous meeting held on 6 July 2023</b> (Report by Executive Assistant to Director Community & Culture)  That the Minutes of the Georges River Council Sports Advisory Committee held on 6 July 2023 be confirmed.		27-Nov-23	CCL101-23 / COM035-23
05-Oct-23	SAC014-23	Community and Culture	Manager City Life	<b>Shoosh for Kids Campaign</b> (Report by Coordinator, Programming and Operations)  That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Head of Marketing and Communications, Office of Sport, on the NSW Government and NSW Office of Sport's Shoosh for Kids campaign.		27-Nov-23	CCL101-23 / COM035-23
05-Oct-23	SAC015-23	Assets and Infrastructure	Manager Premium Facilities	<b>Premium Facilities Update</b> (Report by Manager Premium Facilities)  That the Committee receive and note the Premium Facilities Update report.		27-Nov-23	CCL101-23 / COM035-23
05-Oct-23	SAC016-23	Assets and Infrastructure	Manager City Technical Services	<b>Capital Works Update</b> (Report by Manager City Technical Services)  That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Manager City Technical Services providing an update on Sporting Infrastructure Projects within Council's 2023/24 Capital Works Program.		27-Nov-23	CCL101-23 / COM035-23
05-Oct-23	SAC017-23	Community and Culture	Manager City Life	<b>Online Sports Bookings through 'Bookable' Software</b> (Report by Coordinator, Programming and Operations)  That the Georges River Council Sports Advisory Committee receive and note the verbal presentation on the online sports booking system 'Bookable'.		27-Nov-23	CCL101-23 / COM035-23
05-Oct-23	SAC018-23	Community and Culture	Manager City Life	<b>Sporting Legacy For Women and Girls - Announcement of the Play Our Way Federal Government \$200 Million Funding Program</b> (Report by Head of Operations, City Life)  That the Georges River Council Sports Advisory Committee receive and note the announcement of Play our Way, a new \$200 million Federal Government funding program supporting women and girls to play sport, which is expected to open for applications in early 2024.		27-Nov-23	CCL101-23 / COM035-23
01-Feb-24	SAC001-24	Community and Culture	Manager City Life	<b>Confirmation of the minutes of the previous meeting held on 5 October 2023</b> (Report by Executive Services Officer)  That the Minutes of the Georges River Council Sports Advisory Committee held on 5 October 2024 be confirmed.		26-Feb-24	CCL006-24 / COM003-24

**D24 112369 Recommendations from Georges River Council Sports Advisory Committee Meetings - 2023 to 2024**

MEETING DATE	ITEM NO	DIRECTORATE	RESPONSIBLE MANAGER	RECOMMENDATION	COMMENTS	DATE OF COUNCIL APPROVAL	COUNCIL RESOLUTION
01-Feb-24	SAC002-24	Community and Culture	Manager City Life	<b>Welcoming Clubs</b> (Report by Coordinator, Programming and Operations)  That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Manager Welcoming Clubs, providing an overview about the organisation and forthcoming workshops in relation to practical actions on how to make sporting organisations and clubs more inclusive and culturally sensitive.		26-Feb-24	CCL006-24 / COM003-24
01-Feb-24	SAC003-24	Community and Culture	Manager City Life	<b>Draft Georges River Community Infrastructure Needs Assessment and Acquisition Area Strategy</b> (Report by Coordinator, Programming and Operations)  (a) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation on the draft Georges River Community Infrastructure Needs Assessment and Acquisition Area Strategy.  (b) That the Georges River Council Sports Advisory Committee provide comment on the recommendations within the draft Georges River Community Infrastructure Needs Assessment and Acquisition Area Strategy whilst the Strategy is on public exhibition.		26-Feb-24	CCL006-24 / COM003-24
01-Feb-24	SAC004-24	Assets and Infrastructure	Manager Strategic Placemaking	<b>Jubilee Stadium Precinct Plan of Management Update</b> (Report by Manager Strategic Placemaking)  Withdrawn.		N/A	N/A
01-Feb-24	SAC005-24	Assets and Infrastructure	Manager Premium Facilities	<b>Premium Facilities Update</b> (Report by Manager Premium Facilities)  That the Georges River Council Sports Advisory Committee receive and note the Premium Facilities update.		26-Feb-24	CCL006-24 / COM003-24
01-Feb-24	SAC006-24	Assets and Infrastructure	Manager City Technical Services	<b>Update on Carss Park Aquatic Centre</b> (Report by Manager City Technical Services)  That the Georges River Council Sports Advisory Committee receive and note the verbal update from Manager City Technical Services on the Carss Park Aquatic Facility.		26-Feb-24	CCL006-24 / COM003-24
01-Feb-24	SAC007-24	Assets and Infrastructure	Manager City Technical Services	<b>Sporting Infrastructure Capital Works Update</b> (Report by Manager City Technical Services)  That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Manager City Technical Services providing an update on Sporting Infrastructure Projects within Council's 2023/24 Capital Works Program.		26-Feb-24	CCL006-24 / COM003-24
04-Apr-24	SAC008-24	Community and Culture	Manager City Life	<b>Confirmation of the Minutes of the Georges River Council Sports Advisory Committee Meeting held on 1 February 2024</b> (Report by Executive Assistant to Director Community & Culture)  That the Minutes of the Georges River Council Sports Advisory Committee Meeting held on 1 February 2024, be confirmed.		27-May-24	CCL029-24 / COM014-24

**D24 112369 Recommendations from Georges River Council Sports Advisory Committee Meetings - 2023 to 2024**

MEETING DATE	ITEM NO	DIRECTORATE	RESPONSIBLE MANAGER	RECOMMENDATION	COMMENTS	DATE OF COUNCIL APPROVAL	COUNCIL RESOLUTION
04-Apr-24	SAC009-24	Community and Culture	Manager City Life	<b>Pride in Sports</b> (Report by Coordinator, Programming and Operations) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Engagement Director, PrideCup providing an overview about the PrideCup organisation, how community sporting clubs can host their own PrideCup events in the Georges River local government area and attend PrideCup education sessions.		27-May-24	CCL029-24 / COM014-24
04-Apr-24	SAC010-24	Community and Culture	Manager City Life	<b>Current Infrastructure Grant Opportunities</b> (Report by Senior Programming and Bookings Officer) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Coordinator Programming and Operations on the current infrastructure grant opportunities and application approval process.		27-May-24	CCL029-24 / COM014-24
04-Apr-24	SAC011-24	Assets and Infrastructure	Manager City Technical Services	<b>Sporting Infrastructure Capital Works Update</b> (Report by Manager City Technical Services) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Manager City Technical Services providing an update on Sporting Infrastructure Projects within Council's 2023/24 Capital Works Program.		27-May-24	CCL029-24 / COM014-24
04-Apr-24	SAC012-24	Assets and Infrastructure	Manager City Technical Services	<b>Spatial Framework Development - Peakhurst Park and HV Evatt Park</b> (Report by Manager City Technical Services) That the Georges River Council Sports Advisory Committee receive and note the verbal presentation from the Manager City Technical Services providing information on the development of Spatial Frameworks for Peakhurst Park and HV Evatt Park.		27-May-24	CCL029-24 / COM014-24
04-Apr-24	SAC013-24	Assets and Infrastructure	Manager City Technical Services	<b>Update on Carss Park Aquatic Facility</b> (Report by Manager City Technical Services) That the Georges River Council Sports Advisory Committee receive and note the verbal update from Manager City Technical Services on the Carss Park Aquatic Facility.		27-May-24	CCL029-24 / COM014-24
04-Apr-24	SAC014-24	Assets and Infrastructure	Manager Premium Facilities	<b>Premium Facilities Update</b> (Report by Manager Premium Facilities) That the committee receive and note the Premium Facilities update report.		27-May-24	CCL029-24 / COM014-24
04-Apr-24	SAC015-24	Assets and Infrastructure	Manager City Operational Services	<b>Sports Field Maintenance Update</b> (Report by Manager City Operational Services) That the presentation by the Manager City Operations of the sports turf maintenance update be received and noted.		27-May-24	CCL029-24 / COM014-24

## COMMITTEE ENGAGEMENT OUTCOMES

The Georges River Council distributed a survey to members of the Sports Advisory Committee (the Committee) including Committee members, staff who attended the Committee, Councillors not on the Committee and the broader community.

The initial survey collected responses varying on participant type. To provide an overall perspective of the experiences of the participants, their responses have been compiled.

### Type of Respondent

As shown in Figure 1, there were 25 responses recorded including 6 responses from members of the Committee, 8 from Councillor or staff members and 11 from community members (of local sporting organisations and clubs).

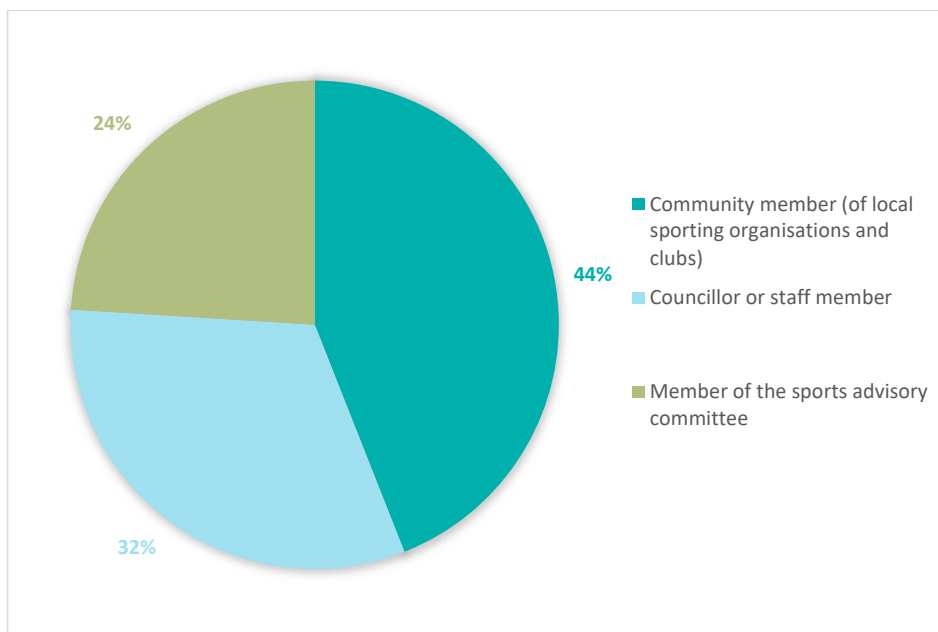


Figure 1: Type of Respondent

**Meeting Objectives**

The Committee appears to be effective in providing a forum for the dissemination and consideration of information to local sporting bodies. As shown in Figure 2, a majority, 64% of respondents, feel that this objective is met to a great extent, while 36% believe it is somewhat met.

In terms of encouraging participation from members of all local sporting bodies in the Council's decision-making processes, the committee is also viewed positively. Most respondents, 57%, think this objective is met to a great extent, with another 35% feeling it is somewhat met. However, 7% of respondents believe it is not met at all, suggesting that the committee could explore additional strategies to ensure broader and more inclusive participation.

Promoting cross-code collaboration between local sporting bodies to achieve greater utilisation of facilities and fields is identified as the area with the most significant need for improvement. Only 28% of respondents feel this objective is met to a great extent, while half (50%) believe it is somewhat met, and 21% feel it is not met at all.

Regarding the objective of assisting the Council in identifying the sporting needs of the community, the committee has a moderate level of effectiveness. While 42% of respondents feel this objective is met to a great extent, a majority of 57% see it as only somewhat met.

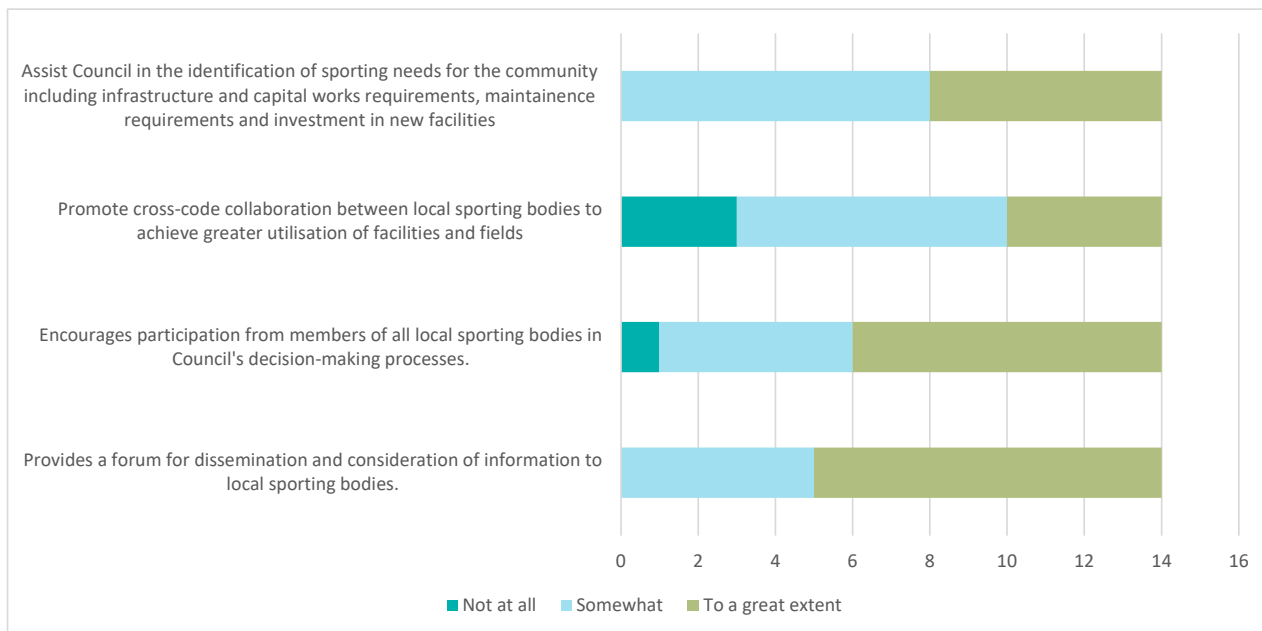


Figure 2: Meeting Objectives

**Satisfaction with Current Objectives**

The majority of respondents, 52%, are satisfied with the current objectives of the Committee. As shown by Figure 3, 28% of respondents selected "Other," with only a smaller portion, 20%, not satisfied with the current objectives.

The data shows that while a majority of respondents are satisfied with the current objectives of the Committee, a significant portion is either dissatisfied or has other concerns or suggestions. The consistent response of "No" and "Other" suggests that there may be specific feedback or nuances that are not fully addressed by the current objectives.

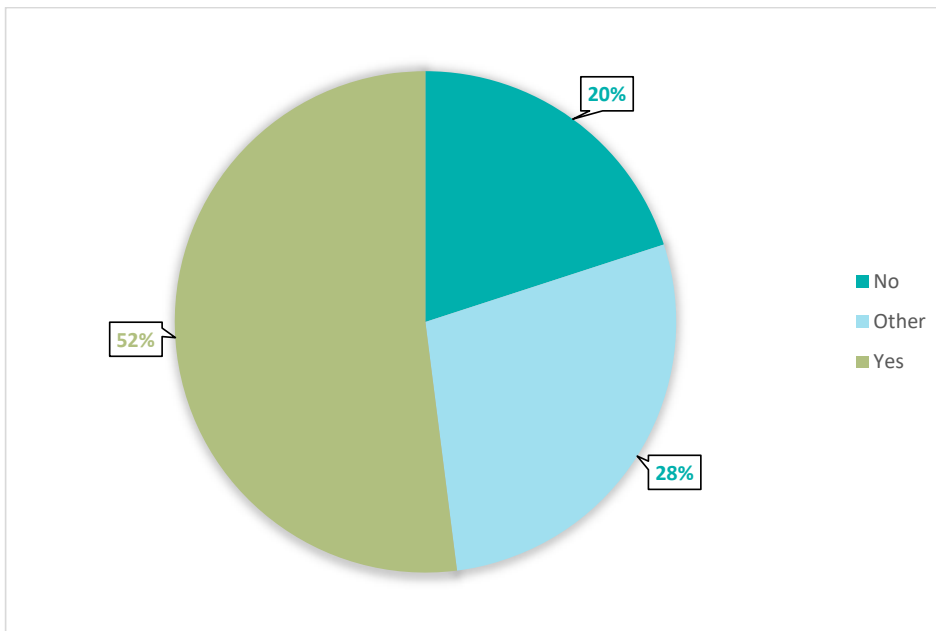


Figure 3: Satisfaction with Current Objectives



### **Topics to Receive More Attention**

Consistent themes amongst open responses found that participants were generally happy with the topics addressed by the committee meeting. Key suggestions for improvement include enhancing information sharing on capital works, grant opportunities, and council policies. Noting that improvements could be made in “briefing ... of... policies that may be on public exhibition and impact the sporting community (like the infrastructure needs assessment)”. There's a need to broaden the Committee's scope, foster collaboration among sporting groups, and address funding and policy-related issues to better support the sporting community in the Georges River LGA.

### **Topics to Receive Less Attention**

Respondents expressed satisfaction with the information presented and emphasised the valuable contributions made by each member, suggesting a focus on topics directly impacting local sports clubs and their operations to maximise the effectiveness of Committee meetings.

### **Challenges to be Addressed by Council**

Encouraging greater member participation, facilitating two-way communication, and providing opportunities for informal discussions can help overcome barriers such as lack of policy clarity, irregular attendance, and intimidation due to formal committee structures.

### **Valuable Aspects of the Committee**

The Committee is valuable as it serves as a platform for sharing information on council plans, projects, and resources affecting represented sports, fostering greater awareness and understanding among stakeholders. Secondly, it facilitates constructive communication and collaboration among different sports clubs, promoting the exchange of ideas and cross-collaboration for mutual benefit. Additionally, the committee provides an opportunity for direct engagement with council representatives, enabling sports clubs to better understand council processes, priorities, and decision-making, and empowering them to get involved in shaping policies and projects affecting their communities. Overall, the findings emphasise the importance of the committee in promoting transparency, facilitating dialogue, and fostering partnerships between the council and sporting groups to address shared challenges and achieve positive outcomes for the local sports community.

**Current Structure and Format**

The majority of respondents, 84%, are either satisfied or very satisfied with the current structure and format of the Committee meetings. A small portion of respondents, 15%, feel that the meetings are just "Ok," indicating neither dissatisfaction nor strong satisfaction. There are no responses indicating dissatisfaction or strong dissatisfaction, suggesting that the current format and structure of the meetings are generally well-received.

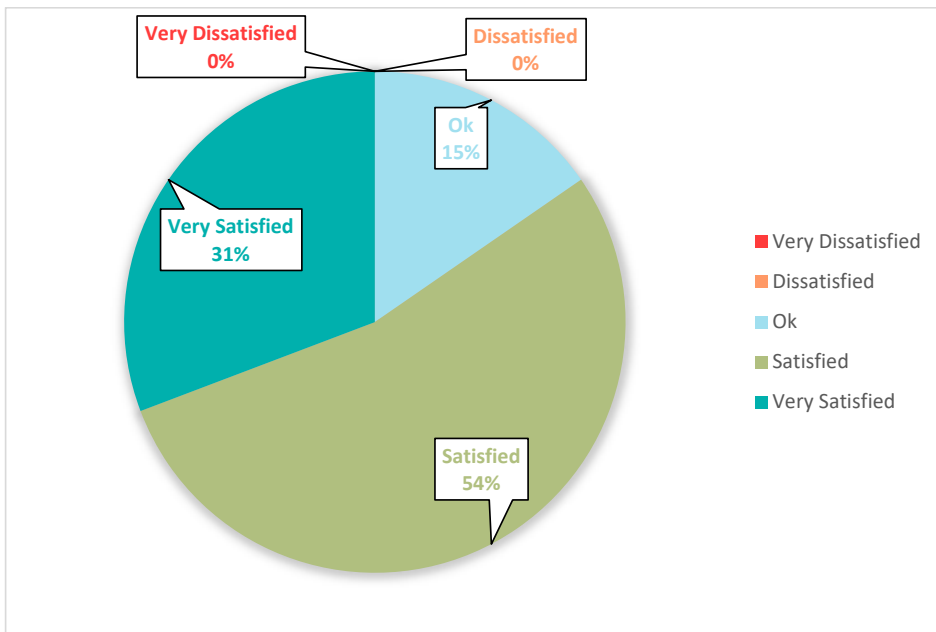


Figure 4: Current Structure and Format

**Changes to Meeting Structure and Format**

The majority of respondents, five out of eight (72%), believe that reducing formality in the meeting structure and format could enhance the committee's effectiveness. Reducing formality might involve implementing more flexible meeting procedures, encouraging informal communication channels, or creating opportunities for greater member engagement.

One respondent, representing 14% of the total, proposed discontinuing webcasting as a potential modification. Likewise, another respondent, also accounting for 14% of the total, opted for "Other," presumably offering particular suggestions or expressing concerns not covered by the provided choices.

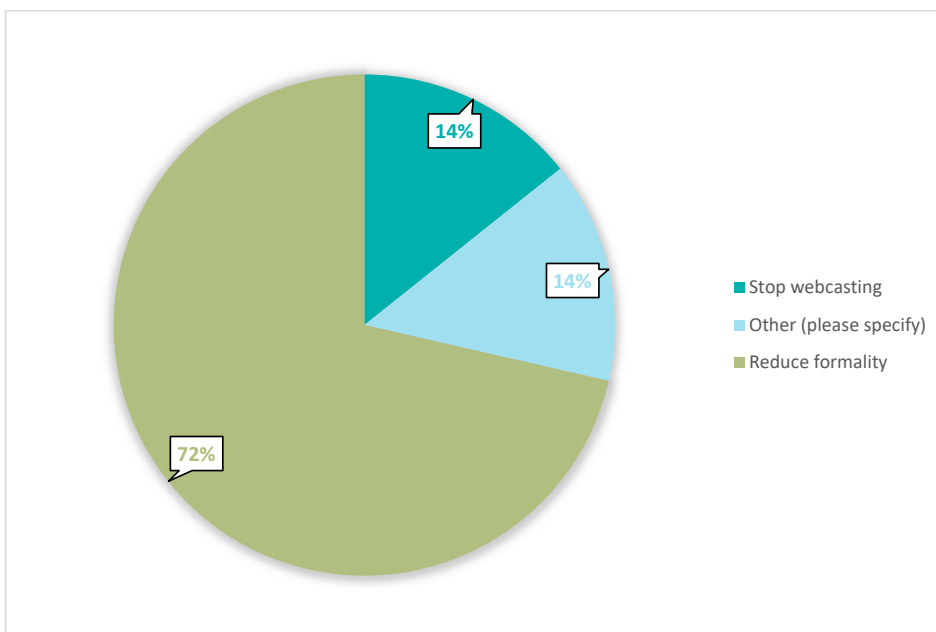


Figure 5: Changes to Meeting Structure and Format

**Participant Contribution**

One respondent, representing 25% of the total responses, indicated that they do not feel they can contribute effectively to the Committee meetings. This response suggests perceived barriers to active participation or contribution in the meetings.

Another respondent, also representing 25% of the total responses, feels they can somewhat contribute effectively to the Committee meetings. This response suggests a partial confidence or some reservations about their ability to contribute fully to the meetings.

Two respondents, accounting for 50% of the total responses, indicated that they feel they can contribute effectively to the Committee meetings. This majority response suggests a strong sense of confidence and readiness to actively participate and contribute to the discussions and decision-making processes within the Committee.

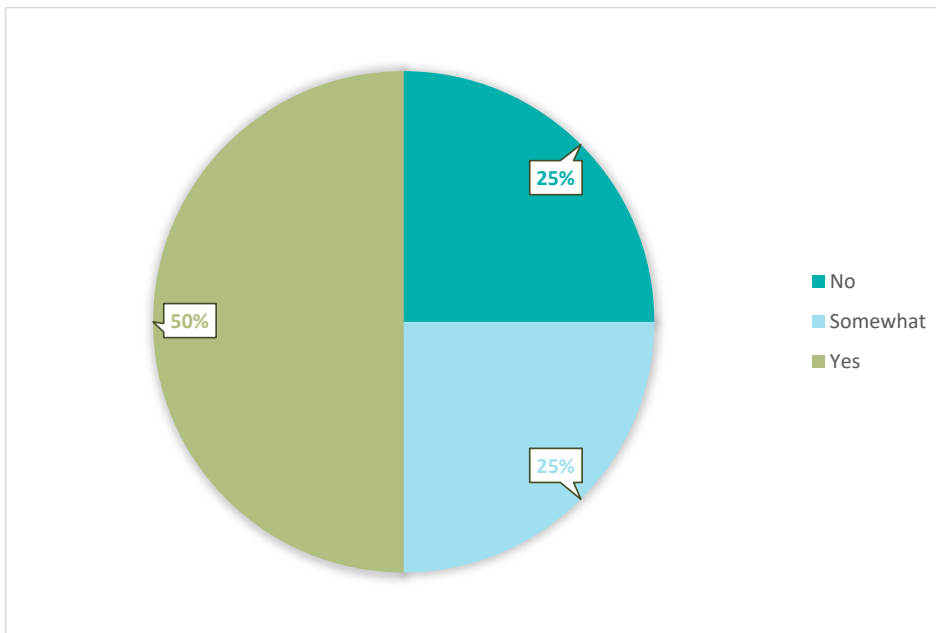


Figure 6: Participant Contribution

**Representation of Sporting Organisations**

A significant portion of respondents, 11 out of 28 (39%), indicated uncertainty regarding whether the current Committee adequately represents sporting organisations and clubs in the Georges River LGA.

The largest group of respondents, 12 out of 28 (43%), expressed the opinion that the current the Committee does not adequately represent sporting organisations and clubs in the Georges River LGA. This response indicates dissatisfaction or perceived shortcomings in the committee's representation efforts.

A smaller number of respondents, 5 out of 28 (18%), believe that the current Committee adequately represents sporting organisations and clubs in the Georges River LGA. This minority response suggests a level of satisfaction or confidence in the committee's representation efforts, indicating that some stakeholders feel their interests and needs are effectively represented within the committee's framework.

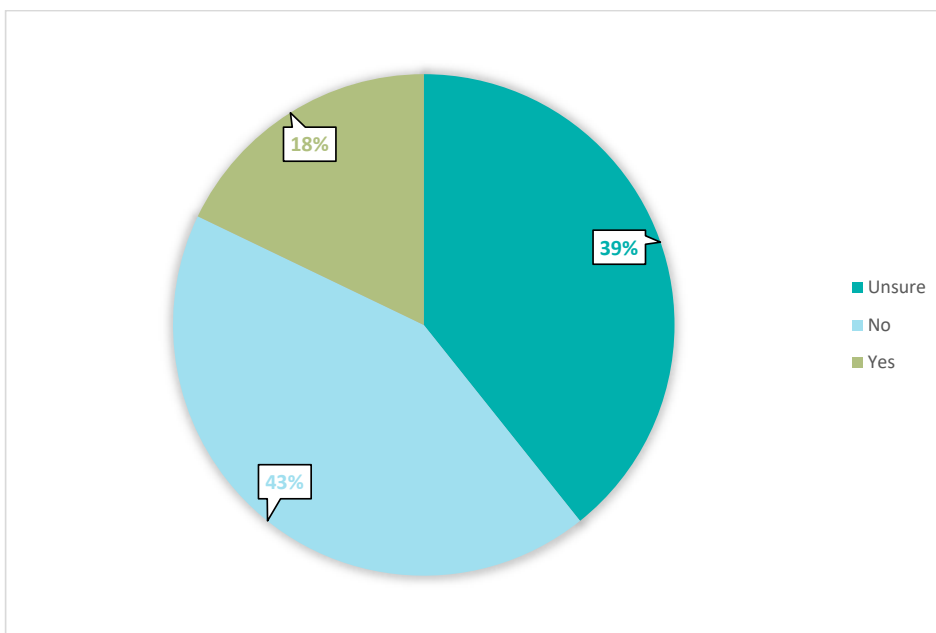


Figure 7: Representation of Sporting Organisations

**Frequency of Meetings**

One respondent, representing 10% of the total responses, suggests biannual meetings as the optimal frequency. However, given the objective of facilitating cross-club engagement, biannual meetings may not provide sufficient opportunity for regular interaction and collaboration among committee members and clubs.

The majority of respondents, seven out of fourteen (50%), advocate for bi-monthly meetings. Bi-monthly meetings would allow for more frequent check-ins and progress updates on objectives and tasks, enhancing communication and collaboration among committee members and clubs. However, it's noted that increasing meetings to bi-monthly has considerable cost implications due to the required council staff allocation.

Six respondents, accounting for 43% of the total responses, suggest that quarterly meetings are optimal. Quarterly meetings strike a balance between regularity and cost-effectiveness, providing sufficient time for thorough preparation and follow-up on tasks while minimising the resources required for meeting logistics and council staff allocation.

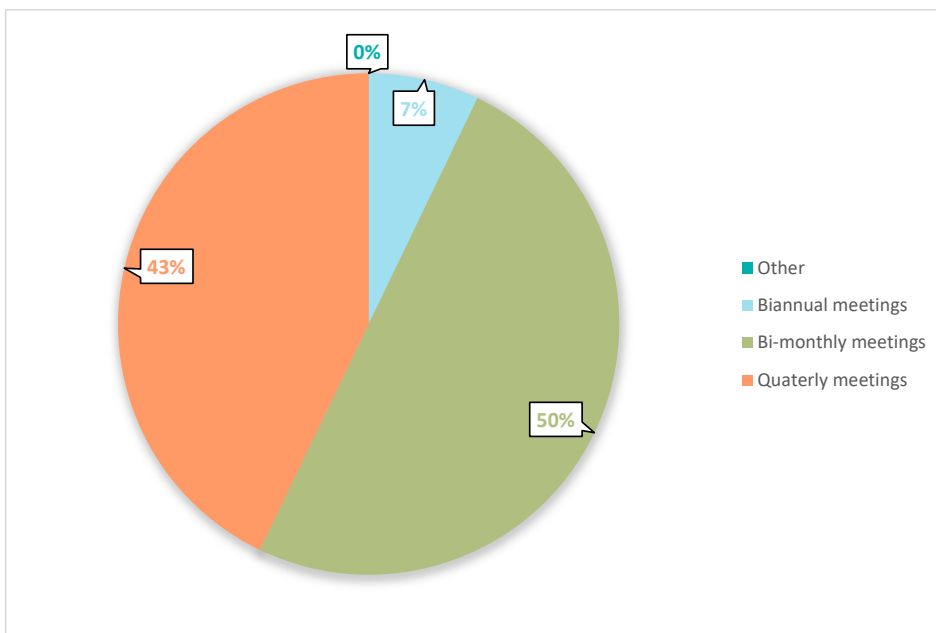


Figure 8: Frequency of Meetings

**Support for Future Meetings**

All respondents, representing 100% of the total responses, support the continuation of the Committee as an ongoing initiative. This unanimous endorsement indicates a high level of confidence and belief in the value and effectiveness of the committee in fulfilling its objectives and serving the needs of the sporting community.

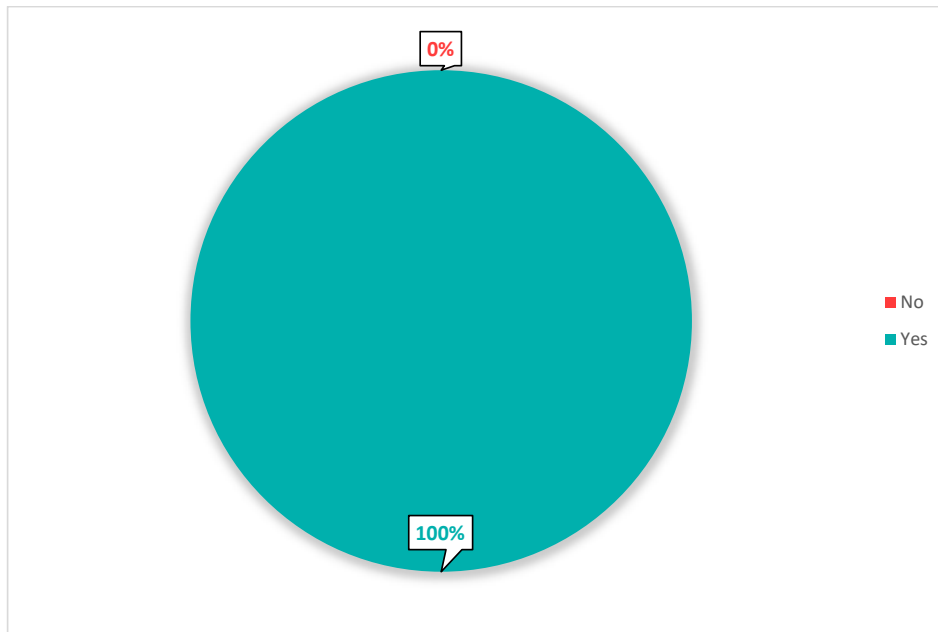


Figure 9: Support for Future Meetings

## **ATTENDANCE**

As presented in Figure 1, on the first meeting date, attendance was exceptionally high, indicating strong engagement and participation from the member organisations. This suggests that the committee meeting was well-attended and likely productive, with most members present.

The second observed meeting also had a high attendance rate, though slightly lower than the first meeting. Nonetheless, the majority of members were still present, indicating continued active participation in committee proceedings.

Attendance dropped significantly to 50% for the third and fourth observed meetings. This suggests that approximately half of the members did not attend these meetings. A decline in attendance could indicate various factors such as scheduling conflicts, disengagement, or other priorities competing for members' time.

Attendance increased slightly from the previous two meetings but remained relatively low compared to the initial meetings. While an improvement from the lowest attendance rates, it still indicates that several member organisations were absent from the meeting.



Organisation	27-Mar-23	6-Jul-23	5-Oct-23	1-Feb-24	4-Apr-24
St George Junior Oztag					
St George District Athletic Club					
Independent Football Association					
NSW Rugby League Ltd					
St George Junior Rugby Football League					
Cricket NSW				Left halfway	
Heroes Light Volleyball Club		Left halfway			
Football St George					
St George Basketball Association					
St George City FC					
Metro South East Swimming Association					
Golf NSW					
St George Junior Baseball Club					
St George District Rugby League Football Club					
St George AFC					
<b>Attendance %</b>	<b>92%</b>	<b>85%</b>	<b>50%</b>	<b>50%</b>	<b>57%</b>

Table 1: Attendance per Meeting

In Attendance
Remote
Absent



# Georges River Council Sports Advisory Committee - *Terms of Reference* ***(DRAFT)***

*Insert year approved/active 20xx*

## NAME AND PURPOSE

The Committee shall be known as the Georges River Council Sports Advisory Committee (GRCSAC).

The Committee was established by resolution of Council dated 31 October 2022 (COM042-22).

The purpose of The GRCSAC is to provide a forum for the dissemination and consideration of information pertaining to relevant Council strategies and to represent the views of local sporting bodies relating to sporting matters.

The Committee may be called upon for any community engagement or consultation relevant to sports and open space. Consultation in the decision-making process is optional and at the Council's discretion.

These terms of reference outline the Committee's function, structure, authority and reporting requirements.

## INTERPRETATION

For the purpose of this document:

*Voting Member* means a voting member of the Committee.

*Non-Voting Member* means a non-voting member of the Committee.

*Committee* means Sports Advisory Committee.

*Council* means Georges River Council.

*Chairperson* means the chairperson of the Committee.

*Sporting bodies* means sporting clubs, sporting organisations and sporting associations.

## STATUS OF COMMITTEE

The Committee operates as an 'advisory committee' of Council, as defined in Council's Code of Meeting Practice.

## OBJECTIVE

The objective of the Committee is as follows:

- Provide a forum for dissemination and consideration of information to local sporting bodies;
- Encourage participation from members of all local sporting bodies ~~in Council's decision-making processes; and~~
- Promote cross-code collaboration between local sporting bodies to achieve greater utilisation of facilities and fields; ~~and~~
- ~~Assist Council in the identification of current and future sporting needs for the community including infrastructure and capital works requirements, maintenance requirements and investment in new facilities.~~

## MEMBERSHIP

The Committee shall be an advisory committee established and endorsed by Council as described in Section 360 of the Local Government Act 1993 (the Act).

Voting members of the Committee will comprise of the following:

- 1 nominated Councillor to act as Chairperson for the term of Council;
- ~~1 nominated Councillor to act as Deputy Chairperson~~;
- 42 nominated Councillors for the term of Council, one to be elected as the alternate Chairperson; and noting that each Councillor an elect a proxy in their absence.
- Up to 15 nominated representatives from the local sporting bodies.

Attendance at each meeting will extend to one (1) representative for each local sporting body with an interest in the matters on the agenda for that specific meeting.

The following representatives can be included in the Committee but are not limited to those listed below. The Committee may add to this list as required.

Athletics	Volleyball	AFL
Oztag	Table Tennis	Personal Trainers
Baseball	Fly Fishing	Netball
Rugby League	Basketball	Rugby Union
Cricket	Running	Cycling
Swimming	Dog Training	Soccer
Badminton	Touch Football	Golf
Tennis		

Non-Voting members of the Committee will comprise of the following:

- Relevant Directors; and
- Council officers with specialist skills and knowledge in the area of sports and recreation, assets and infrastructure and community open space.

~~The Committee will not usually be open to members of the general public. However, the Committee may decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the General Manager, i.e. Information Sessions.~~ Voting does not extend to members of the general public, and members of the general public are not able to register to speak at the Committee.

Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

## AUTHORITY

Representatives from each of the local sporting bodies active in the Georges River local government area (LGA), who attend the meetings of the Committee shall have the endorsement to attend and represent the interests of their respective sporting club, sporting organisation or sporting association.

The Committee does not have the power to incur expenditure or to bind Council. The Committee can make recommendations to Council on all relevant business presented at the Committee. Recommendations of the Committee will be presented to Council's Community and Culture Committee and ultimately to Council in the written form of minutes, accompanied by the agenda and reports from relevant Council officers. Noting that most reports are receive and note.

The Committee's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Committee.

Recommendations made by the Committee may or may not be adopted by Council. This includes decisions referred to Council for endorsement.

To fulfil the Committee's objectives, members are expected to:

- a. Demonstrate an understanding of issues relevant to the municipality and surrounding region;
- b. Understand the role of local government in the sport and recreation sector;
- c. Be conversant with relevant Council plans and policies, including the Georges River Council Community Strategic Plan "The Plan" 2022-2032; ~~and~~
- d. Prepare for and actively participate in regular Committee meetings; ~~s;~~ and
- ~~e.~~ Disseminate the information to their sporting body.

## TERM OF THE COMMITTEE

Council's elected Councillors to the Committee and representatives from the local sporting bodies shall be reviewed following the annual appointment of Councillor Delegates to Advisory Committees, External Committees and Panels, or upon a vacancy in these positions. In the case of Council's elected Councillors, the selection of a new member shall be by Council resolution.

In the case of the local sporting bodies;

- Representatives from the local sporting bodies shall be reviewed and appointed following an EOI process for a period of one year.

In the case of Directors and Council officers, as required by the General Manager.

A person ceases to be a Committee member if the person:

- resigns that membership in writing to the Chairperson; ~~or~~
- if a person is not present for two meetings without an apology;
- is expelled from the Committee by Council.

Subsequent to this, an Expression of Interest (EOI) will be circulated to find a suitable replacement for the vacant position.

## FREQUENCY OF MEETINGS

Meetings of the Committee shall be held quarterly per year or as required/determined by the Committee. Members can request for an extraordinary meeting to be called outside the quarterly schedule by contacting, in writing, the Chairperson of the Committee, provided that at least seven (7) days written notice is first given to members.

Meetings are scheduled on a recurring Thursday of each quarter.

## QUORUM

The quorum of the Committee shall be six (6) voting members and must include one (1) Councillor.

## VOTING

The Committee shall operate in a democratic manner keeping formalities to a minimum. Where matters require a formal recommendation/decision to Council, the matter shall be put to voting members in the form of a Motion, which must be seconded and then voted upon.

Each Committee member appointed as a voting member shall be entitled to one (1) vote in respect to any matters before the Committee. The Committee shall aim to make decisions by consensus when possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour. The Chairperson shall have a casting vote if necessary. Any voting member dissenting to make a recommendation to Council may have their name recorded if they so wish.

## PROCEEDINGS

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are broadcast live and recorded in the minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee. Access to, and recordings of, the live broadcast will be available on Council's website.

General business matters must be submitted in writing one (1) week prior to the meeting, to be considered by the General Manager. However, if it is a substantial issue, a report is to be prepared and included on the agenda at a future meeting.

The minutes of each meeting accompanied by the agenda and reports from relevant Council officers are submitted to the next available meeting of Council's Community and Culture Committee, and ultimately to Council with a view to the Committee's recommendations being considered.

## AGENDA AND MINUTES

The agenda shall be determined by the Director Community and Culture in consultation with the Chairperson of the Committee and circulated to members at least one (1) week prior to any meeting.

Minutes of all meetings are to be recorded accurately, approved by the Chairperson and circulated to members within two (2) weeks of the meeting.

## MEDIA PROTOCOL

Members are not permitted to speak to the media in their capacity as Committee members. Any approaches by media must be directed to Council's Coordinator Communications and Engagement.

## VENUE

The Sports Advisory Committee meetings will be held in the Georges River Council Civic Centre, corner of MacMahon and Dora Streets, ~~and Hurstville and online~~. The meeting space will be accessible 30 minutes before the Committee's commencement to facilitate discussion between Committee members.

## OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

All members of the Committee are required to observe the provisions of the Georges River Council Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

## CONFIDENTIALITY AND PRIVACY

Members will be privy to confidential and/or personal information collected and retained by Council. Members are required to maintain the security of any confidential or personal information and not to use for other purposes, divulge or retain any such information accessed in the course of their role.

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Should a member become aware of any breach of the security, or misuses, of Council's confidential or personal information please contact Council's Public Officer.

All members of Council Committees are required to observe the provisions of the Georges River Council Privacy Management Plan relating to their access to personal information.

## PROCEDURAL MATTERS

In relation to any procedural matter, the ruling of the Chairperson shall be final.

## VARIATION TO THE TERMS OF REFERENCE

The Terms of Reference may be added to, repealed, or amended by resolution of the Council in consultation with or upon the recommendation of the Committee.



**Item:** COM019-24 Event Grant to Support 3Bridges NAIDOC 2024 Event

**Author:** Coordinator Events and Sponsorship and Coordinator Community Capacity Building

**Directorate:** Community and Culture

**Matter Type:** Committee Reports

COM019-24

**RECOMMENDATION:**

That Council approve the Event Grant of \$8,455 (\$6,790 financial and \$1,665 in-kind value) to support the '3Bridges NAIDOC 2024' event to be held on 10 July 2024 at Carss Bush Park.

**EXECUTIVE SUMMARY**

1. Georges River Council receives requests from the community to support community events and initiatives. In accordance with the Georges River Council Grants and Donations Policy (2023), each application is assessed using the Policy's Funding Determination Model, requests over \$2,000 and recommendations are made to Council.
2. 3Bridges hosts an annual community event in the Georges River area, consisting of markets that showcase Aboriginal and Torres Strait Islander businesses, including various community organisations. Entertainment includes stage performances and music, an Oztag competition, rides and most importantly, seniors' engagement.

**BACKGROUND**

3. On 10 May 2024, Council received correspondence from 3Bridges Community Ltd requesting financial support for the proposed '3Bridges NAIDOC 2024' event.
4. NAIDOC is about celebrating and respecting Aboriginal and Torres Strait Islander peoples of Australia. This event aims to connect our diverse local community, building partnerships with other local organisations, and celebrating culture.
5. NAIDOC Week (National Aboriginal and Islanders Day Observance Committee) occurs annually in July, and celebrates the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples.
6. Council is not hosting its own NAIDOC event in 2024 but would still like to demonstrate support by way of financial and in-kind contributions.
7. '3Bridges NAIDOC 2024' will be held at Carss Bush Park on Wednesday, 10 July 2024. The recommendation to Council for the support of this event is \$8,455 (\$6,790 financial and \$1,665 in-kind value). Grant support will contribute to the cost of event infrastructure, waste management and entertainment, site fees, access to power and amenities fees.
8. The event satisfies Council's Community Strategic Plan goal 1.1 of 'Our Community is socially and culturally connected, and 'We strive for social equity'. The event also aligns with Council's Social Justice Charter by promoting participation and equity empowering local Aboriginal and Torres Strait Islander businesses through this opportunity to showcase and sell their products.
9. Toni Golovodovski (Co-Chair of the Committee) endorsed the support of Council quoting "We had a very productive meeting and the 3Bridges team are well organised and I believe that the Council should support them with sponsorship. They acknowledged our

concerns in regard to proper cultural protocols and will take on our feedback and make the appropriate arrangements."

- 10. 3Bridges is a community services organisation that delivers services in the areas of aged care and disability, health services, youth services, outside school hours care and early intervention services.
- 11. The lead planner for 3Bridges' NAIDOC 2024 event is Will Gordon, who was voted Third Sector First Nations Leader of the Year in 2023. Will is a proud Kabi-Kabi Goreng Goreng man and the Aboriginal Targeted Programs Coordinator at 3Bridges. Mr Gordon works closely with community in South-Eastern Sydney to deliver the Indigenous Learning Program in primary and high schools with his team. This program supports young Aboriginal & Torres Strait Islander peoples to connect with culture and learn about history through art, yarning, and Indigenous games.

**FINANCIAL IMPLICATIONS**

- 12. Within budget allocation.
- 13. Requests for sponsorship from 3Bridges Community Ltd were assessed in accordance with the Community Benefit Criteria as outlined in Georges River Council Grants and Donations Policy (2023).
- 14. The total amount for Council's approval is \$8,455 consisting of:
  - (a) Total financial value: \$6,790
  - (b) Total in-kind value: \$1,665
- 15. Funding is available within the 2023/24 Community Capacity Building budget allocation for outgoing community event sponsorship.

Organisation	Event Date	Event	Requested Amount	Recommended Financial	Recommended In-kind	Recommended total amount
3Bridges Community Ltd	10/07/24	3Bridges NAIDOC 2024	\$8,455.00	\$6,790.00	\$1,665.00	\$8,455.00
<b>TOTAL</b>			<b>\$8,455.00</b>			<b>\$8,455.00</b>

**RISK IMPLICATIONS**

- 16. The event satisfies the criteria stated in the Event Grant Guidelines and the Georges River Council Grants and Donations Policy (2023). As part of the original Event Application Form, the event organiser provides and implements a risk assessment for the event.

**COMMUNITY ENGAGEMENT**

- 17. Community engagement was conducted including:
  - (a) Council's Aboriginal and Torres Strait Islander Advisory Committee consisting of 9 voting members representing the voices of Bidjigal Traditional Owners, Aboriginal and Torres Strait Islander residents, and Aboriginal and Torres Strait Islander peoples who have connections to Georges River. The Committee also includes 3 Council staff who are non-voting members.
  - (b) Council's Aboriginal and Torres Strait Islander Advisory Committee were engaged to participate in community consultation sessions aimed at planning '3Bridges NAIDOC 2024'.

**FILE REFERENCE**

D24/134099

**ATTACHMENTS**

Nil

**COM019-24**