

<b>TITLE: MANAGEMENT OF ORGANISED GAMES AND ACTIVITIES</b>	
<b>Guideline Number: GO1322</b>	<b>Issue Date: 3 / October / 2007</b>
<b>Issue Status: 1.0</b>	

**PURPOSE:**

To provide guidelines for the conduct and management of organised games and activities on coastal environments including beaches.

**SCOPE:**

This Guideline covers the following organised events, games and activities on beaches, coastal paths and parks:

- Water-based (e.g. long distance swims, board paddles)
- Land-based (long-distance runs, fitness groups)
- Land- and water-based (e.g. triathlons)

This Guideline applies to the following:

- All government authorities and agencies and those organisations responsible for the management and operation of coastal environments;
- Those organisations organising and managing organised events and games; and
- Those organisations experienced in public safety and responsible for the provision of public safety services.

For example:

- Coastal/marine park authorities and managers
- Lifesaving service providers
- Lifeguards and lifeguard supervisors
- Event and games promoters and managers

This Guideline applies to coastal environments, including ocean coastline and saltwater waterways that open to the oceans surrounding Australia.

**GUIDELINE DESCRIPTION:**

**1.0 General risk management**

Risk management should be integral to an organisation’s operation.

The aim of risk management is to minimise losses and maximise opportunities that are closely aligned to improving safety; not only from the physical risk perspective, but including all risks associated with the use or operation of a particular area and activity.

Appropriate control measures for each area should be determined by the hazard rating of the area (e.g. ABSAMP Hazard Rating) and may include local environmental conditions such as weather and water, and other local conditions such as geography and population demographics.

A risk assessment should be conducted for all areas to which the public has ready access to identify not only risks, but also current control measures and their appropriateness.

- a. All beaches at which it is known that swimming and other similar aquatic recreation occurs, and access to which is readily available, should have a risk assessment.

- b. As part of the risk assessment, an analysis should be completed on whether or not a lifesaving service should be provided.
- c. Coastal managers should identify any foreseeable hazards, assess their risks and take action to eliminate or control them.

## **2.0 General**

- 2.1 All organised events, games and activities on coastal areas, foreshore reserves and beaches should be required to have a permit or licence.
- 2.2 The provision of permits and licences for reserves is necessary to:
  - minimise any potential conflict between operators and other reserve users, adjoining residents and/or local businesses; as well as
  - ensuring there is no environmental damage associated with such commercial operations.
- 2.3 Licences should be required whether they are providing an ongoing operation, or involved in a one-off event.

## **3.0 General safety issues**

- 3.1 The local amenity is to be maintained and there is to be minimal inconvenience caused to the public.
- 3.2 No events, games or activities should be permitted at times which will cause any undue disruption.
- 3.3 The event organisers should not do, or allow to be done, any act that will become an annoyance or disturbance to owners, tenants or neighbours.
- 3.4 The event organisers should be requested to acknowledge that they conduct the event entirely at their own risk and release to the fullest extent permitted by the law the Council and its servants, agents and contractors in the absence of any wilful default on their part from all claims of every kind resulting from any accident, death or injury occurring at the location to any person or property.
- 3.5 Structures should be of a construction type and built using secure techniques to withstand wind and weather conditions, in particular sudden gusts.
- 3.6 Fire precautions should be considered, including whether or not total fire ban days will have any effect on the activity, wholly or in part.

## **4.0 Public safety issues**

The event organisers should:

- ensure all persons in their employ follow reasonable directions given by the Council, or its delegate; and
- provide appropriate supervision and security:
  - Lifeguards; and
  - Personal security services

## **5.0 Food and beverage provision**

The event organisers should:

- ensure the provision of food and beverage is in accordance with:
  - all permits
  - all food handling and safety guidelines
- ensure any alcohol is provided in accordance with the permits and best practice.

## **6.0 Dangerous and hazardous substances**

The event organisers should:

- ensure all dangerous substances and articles to be brought to the location will be listed as such in the application; and
- ensure that no other dangerous articles or substances may be brought onto the location other than those listed in the permit.

## **7.0 Vehicles**

The event organisers should:

- ensure all vehicles remain on recognised roadways and be restricted to defined parking areas/or access roads;
- ensure off-road vehicles obtain required special permits to access beaches and reserves; and
- be aware that the approved permit does not give consent to the closing of any public road to normal use or the disruption of traffic including pedestrian movement.

## **8.0 Site issues**

The event organisers should:

- not allow any wilful damage or permanent alterations to be done to the location or contents of the location without express prior permission in writing from the Council;
- repair all damage at the location for which they have been responsible;
- remove all their personal property and rubbish from the location at the end of the use of the location;
- restore the location to the condition it was in, prior to the event;
- ensure no trees, shrubs or other vegetation are removed, lopped or damaged;
- ensure no alteration to the features of the reserve landscape are permitted;
- ensure that any built structures (temporary) are permitted only after liaison with and approval of the Reserves Manager;
- ensure restoration of the site (if required) will be at the direction of the Reserves Manager;
- ensure all electrical equipment complies with the WorkCover Code of Practice. All extension and electrical cords must be protected against damage by either stringing aloft at a height of at least 2.4 m, by running leads in a "trough" arrangement, or by covering them in such a way so that pedestrians or traffic cannot come into contact with them. Silent generators may be required;
- ensure all rubbish is removed and the site left in a clean and tidy condition; and
- operate and secure inflatable play equipment in accordance with relevant Australian Standards.

## **9.0 Noise and acoustics**

9.1 The event organisers should ensure no loudspeakers or amplified equipment are used in connection with the event without specific approval, and that it should be within acceptable noise limits.

9.2 Council should require an acoustic consultant's report from a member of the Association of Australian Acoustics Consultants, indicating that noise levels will comply with prescribed standards.

## **10.0 Beaches**

The event organisers should:

- not interfere with safety equipment and services; and
- not permit animals on swimming beaches.

## **11.0 Water safety**

11.1 All water-based activities should have a safety plan, approved by Surf Life Saving Australia (SLSA) or their delegated state centre.

11.2 All water based activities should have safety supervisory services in accordance with SLSA training and supervisory standards.

## **12.0 Electrical safety**

All electrical equipment must comply with the WorkCover Code of Practice. All extension and electrical cords must be protected against damage by either stringing aloft at a height of at least 2.4 m, by running leads in a "trough" arrangement, or by covering them in such a way so that pedestrians or traffic cannot come into contact with them. Silent generators may be required.

## **13.0 Statutory obligations and permits**

The event organisers should:

- comply with all statutory obligations relating to matters of occupational health and safety, WorkCover and any other statutory or regulatory requirement in the delivery of the event.
- apply for and comply with all local government permits including but not limited to building, health and food or site permits as required by Council.

## **14.0 General requirements**

14.1 Any commercial operations should be located within the vicinity of existing parking and take into account reserve access constraints.

14.2 Proposals requiring extra parking or access are to be assessed in conjunction with a reserve management plan, provided by the applicant, identifying any financial or other support required from Council for establishment and maintenance costs to enable the commercial operation to proceed.

14.3 Those areas off limits should not be used, and should be clearly marked on Council plans and maps.

## **15.0 Minimum requirements for applications (new and renewal)**

Applications should include a site plan showing:

- the area of proposed operation;
- nature of operation;
- any requirements associated with temporary plant or buildings;
- times of operation; and
- necessary equipment.

## **16.0 Minimum assessment criteria**

16.1 Applications should be checked against:

- any existing development plans;
- beach classification;
- gazetted or priority uses;
- other existing uses;
- potential conflict; and
- any perceived beneficial or adverse impacts.

16.2 Proposals deemed to be in direct conflict with any identified use or beach classification should have the application automatically rejected.

16.3 The status of the proposed area of operation must be assessed in order to identify possible areas where degradation may occur as a result of the proposed activity.

## **17.0 Minimum conditions of approval**

17.1 Approval to operate should be for a maximum period of 12 months.

17.2 Council should reserve the right to withdraw permission for the use of the site, to alter the location of the site and/or vary conditions of use in relation to any leisure and tourism licence issued.

17.3 Applicants for new licences must provide up-to-date police clearance certificates.

17.4 The licensee should be required to:

- obtain written approval from other relevant authorities, which may include marine authority, other government departments, etc.;
- address any substantiated complaints received in relation to the commercial operation to the satisfaction of Council;
- ensure that the site is left in a clean and tidy condition during and after use;
- ensure that natural ground coverage or dune stabilisation growth is not disturbed;
- supply a certificate of currency or copy of the insurance policy for a minimum of **\$10 million** public liability insurance prior to the commencement of operations and such policy should remain current during the approval period;
- comply with all Council's local laws relating to signs, with all signs being removed after each day's trading or as agreed by Council at the completion of the event period in which the operation is included;

- provide sufficient lighting to illuminate all areas of operation after dark including access and entry tracks and gates;
  - supply waste removal services; and
  - provide security services for participants.
- 17.5 Council should provide onsite inspections prior to, during, and following the event to determine if the operation has had a detrimental environmental impact on the foreshore area.
- 17.6 Should degradation of the site be evident, the operator will be requested to undertake necessary repairs, and consideration will be given to altering the location of the site or withdrawing permission for the continued use of the foreshore area by the operator.
- 17.7 Any substantiated complaints received will be forwarded to the operator for his/her attention. Should the operator be unable or unwilling to satisfactorily address such complaints, then consideration will be given to either varying the conditions of use, altering the location of the site or withdrawing permission for the continued use of the site.

#### **DEFINITIONS:**

**Organised activities** means ‘those events, games and activities (including but not limited to fitness, carnival rides, fairs, multi-discipline events, amusements) which are organised by a person, group, association or company for one person or more, with or without charge’.

#### **REFERENCES:**

Bathing Reserves – Local Law 18, Cairns City Council, Queensland, 9 February 1999, [http://www.cairns.qld.gov.au/council/local\\_laws/local\\_law\\_18.html](http://www.cairns.qld.gov.au/council/local_laws/local_law_18.html)

City of Holdfast Bay (SA), Reserves and Foreshore Hire – Conditions of Use, July 2002.

Policy Relating to Leisure and Tourism Operators on Council Reserves, City of Rockingham, WA, September 2002, [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au)

Surf Life Saving Australia, 2003. Surf lifesaving training manual, 32nd edition. Elsevier Australia Pty Ltd.

#### **APPENDICES:**

Nil