

EVENT GUIDE



Byron

don't spoil us
we'll spoil you





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This document was produced by Byron Shire Council in 2020 and was correct at the time of writing.

For all latest advice, go to byron.nsw.gov.au or call 02 6626 7000

Disclaimer

We would like to thank the contributors to this guide, and those who have delivered events in Byron Shire. Your input has been invaluable.

Please note that this document has been prepared as a guide only which may be generally relevant to you / your event. It is in no way to be regarded as a complete or comprehensive guide.

Final arrangements and decision are determined solely by your assessment of the event's requirements and any specific information contained within this guide should be read as information only and not as prescribed requirements.

FSC Certification

This guide is printed on Australian Made 100% recycled acid free paper, is FSC certified (FCS102086) and carbon neutral

JINGI WALLA - WELCOME

Acknowledgement

Byron Shire Council acknowledges the Bundjalung of Byron Bay – Arakwal people, Widjibal people and Minjungbal people as the traditional owners of the area now known as the Byron Shire. Council acknowledges the important work of the Arakwal Corporation, Tweed Byron Local Area Land Council, Jali Land Council and Ngilingah Local Area Land Council in our local community in protecting cultural heritage. Council also acknowledges all Aboriginal and Torres Strait Island People who now reside within the Shire.

The traditional owners of the Byron Shire have a rich history of culture and heritage and creative expression through music, dance and visual arts. Byron Shire Council encourages event organisers to engage with the local Bundjalung people to find a culturally appropriate way of continuing this cultural heritage.

THE 40,000 YEAR OLD FESTIVAL TRADITION

There are two things about this Shire that attracts festivals and events – our people and the spirit of the land. People want to experience the Byron Shire culture, community and ‘vibe’. However, there is also something more inherent about this area and its gatherings, which points toward a great responsibility for all of us.

Byron Bay, for the indigenous, was Cavanbah - the Meeting Place. Ever since human settlement, this area played host to visitors dancing, sharing culture and stories, feasting, learning and teaching. The local guardians of the land welcomed them; and they ensured gatherings remained powerful, well managed and respectful.

FROM THE MAYOR

Thank you for taking the time to read our Event Guide. This is a great resource for anyone planning or organising an event of any shape or size in the Byron Shire and we hope it provides valuable information for you about our history of events and festivals, the importance of culture and country, and all of the factors that underpin our unique, best-practice approach. In essence, the Event Guide is designed to make your decision and planning processes easier, right from the start. It provides information and approval timelines so that you can feel confident you're on the right track and you are loaded up with all the information you need to create an event that is both aligned with our community's values and has the best chances of success.

Council's Events Team works with hundreds of event organisers each year and go the extra mile to cut red tape and assist you so just let us know how we can help.

Simon Richardson
Mayor of Byron Shire Council



The shared responsibility we face is the same that the Arakwal successfully managed for thousands of years - ensuring the local guardian population is strong enough to keep the integrity of the land intact, to keep the integrity of the local population intact and to keep the place intact whilst remaining open to visitors. It is crucial that we who live here manage these gatherings appropriately and these gatherings enhance and strengthen the local guardian community. After all, people come here because of the special community that we are. We need to be allowed to remain special, as does the land upon which we all gather, whether to live or visit.

With increasing demands on the Byron Shire it is imperative that we all adopt a caring for country approach that protects the environmental and cultural integrity of the land and sea. Council can assist you in connecting with the appropriate Aboriginal group for your festival or event site.

Byron Shire Council has also created a brand that reflects our values and our personality – “Don't Spoil Us, We'll Spoil You”. Council can provide the brand logo and visual identity guide for your use with approval upon request. The brand and associated imagery reflects our love and enthusiasm for the Shire. It's a place we have to protect because it is special but also vulnerable. Byron Shire has an energy, an attitude, and a sense of community.

It's the people who live here and love this place, that make it what it is. It's the musicians, the elders, the artists, the plumbers, the farmers, the surfers, the healers, the councillors, the millionaires, the buskers, the writers, the greenies, the capitalists, the misfits.

That's why we love Byron Shire with all our heart and soul.

INTRODUCTION



The Byron Shire is home to a wide range of events and festivals. Council recognises the importance of working with event organisers for positive economic, social, cultural and environmental outcomes.

Council's key aims for events in Byron Shire are:

- To **improve efficiencies** in regulatory and compliance processes related to event production, making them easier to navigate, as well as maximising Council staff time and input into best practice event management.
- To **promote the value of events** to the overall 'fabric of community' and garner support and acceptance for best practice events in the Shire.
- To **attract and support events** that strengthen the Byron Shire identity and economy with a low impact on the local environment and community.
- To support and enable event organisers to **embed best practice models** into their events (eg waste and environmental management, community consultation, site infrastructure, corporate social responsibility), moving towards zero net emissions and zero waste to landfill for all events.

Byron Shire Council has created this guide for you to consider when planning your event. It is not intended to be a comprehensive list of how to organise an event – it simply outlines, from Council's perspective, things you

should think about in order to get approval from Council to hold your event. Each section of this guide has a table with **Good:Better:Best** scenarios to help guide your event planning and management. Links to additional information and resources are also included where relevant for each section.

Council's Events Team offers a "one stop shop" for your event-related enquiries at Council – we can provide venue information, help translate regulatory and compliance requirements, and point you in the right direction for more information.

We are the conduit between event organisers and all Council staff involved in the various aspects of event approvals, hopefully making everyone's lives easier. We are here to provide guidance and support to assist in planning and preparing for a safe and successful event.

Contact the Events Team for more information, or to make an appointment to discuss your event proposal:

Email events@byron.nsw.gov.au
Office 02 6626 7312
Mobile 0408 053 498

DECIDING TO HOLD AN EVENT

Running events of any size can be time consuming and resource intensive. You can save yourself a lot of time and effort by asking yourself some key questions before you decide to move forward with your event.

WHY?

Why are you holding an event? People hold events for a variety of reasons, and it's important that you understand what you want to achieve by holding your event. Is it to raise money for charity? To create a sense of community? To celebrate a special occasion? As a business to turn a profit? To promote something you love? Is an event the most effective way to achieve this goal? How you answer this question may influence how you plan for your event.

WHAT?

What type of event do you want to hold? Different types of events and activities require different approvals. What type of activities would you like to include? Does your event involve music, food, stalls, marquees, sporting activities, fireworks, amusement rides, camping, religious or cultural activities, political rally? What type of approvals are required? What costs are involved in getting the required licences, permits or approvals? How long will the approvals take to get? What plans will you need – risk, insurance, traffic, waste, sustainability, noise management? Will there be a cost for those things? What are your revenue sources? What impact will your event have on our community?

WHERE?

Where will your event be held? You might have a preferred location, however before you book, some research can go a long way – hiring additional services can increase costs a lot. Will the venue accommodate your numbers? Is the venue suitable for everyone? If it's public space, who manages it and will they permit you to use it? What kind of space surrounds the venue and what social, cultural and environmental impacts might your event have on these elements? If it's a private venue, does it have approvals in place for your activity? How would rain affect it? Is there adequate power / lighting / amenities / waste disposal / parking?

WHEN?

When do you want to hold your event? Choosing an appropriate time of year to run your event can be crucial to its success – weekend visitation and other events happening around the same time can impact the level of media and patron interest in your event, the availability of transport, accommodation and other services. How many hours or days will your event run for? Is it during school or public holidays? What is the weather like at that time of year? Is there an existing event at that time you might partner with?

WHO?

Who and how many people do you want to come to your event? Having a clear idea of your target audience is important, and attendee numbers can determine whether your event will be feasible. Who will help you run your event? Are there potential partners or sponsors that might like to be involved? Are there people with specific skills that would be useful in planning? What content do the local custodians of the land want to contribute?

HOW?

How will you stage your event? Creating an event management plan will help you fully scope your event, keep you focused, and, along with evaluation, will help with future events. How will you structure your management team? How will you reach people to tell them about your event? How will you measure the impact of your event? How can you mitigate any potential negative impacts? How will you know your event has been a success?



COUNCIL'S EVENT APPLICATION AND APPROVAL PROCESS

There are a number of factors that determine which application and approvals your event will need. Where the event is being held, the size of the event, and the activities involved all play a role. If you are intending to hold an event in the Byron Shire, follow this process:

6-12 months prior

- Fill in the short event introduction form on Council's website and send to Council as soon as you start to plan your event. We will contact you to discuss your proposal, which will determine whether you require a Development Application (DA), temporary licence, or other Council approvals.

4-6 months prior

- Submit all required paperwork to Council. This could be a development application, an event application, or other form depending on the scale, scope and location of your event. Traffic control information could be required at least 4 months prior to your event. Your paperwork will be distributed to the relevant teams within Council. Commence local custodian engagement.

2 months prior

- Meet with a member of Council's event team in person or via phone to discuss any additional requirements, feedback, fees or conditions.

1 month prior

- Submit to Council a list and permit numbers of any food businesses at your event.
- Sign and return any required agreements / licences to Council.

Event day

- Provide access for Council staff to undertake any relevant inspections at your event site if required (fees may apply).

1 month after

- Complete the post-event survey online.
- Meet with a Council staff member in person or via phone for your event debrief.



Other approvals

In addition to any approvals you require from Council, you may also require additional services or approvals from other organisations. It is your responsibility as the event organiser to contact the relevant organisations to obtain all necessary approvals. For example:

- Temporary Event Liquor Licence (Office of Liquor, Gaming and Racing).
- Fundraising Authorisations (Office of Liquor, Gaming and Racing).
- Notice of Public Assembly (NSW Police).
- Crown Lands approvals.
- User Pays Police (NSW Police).
- Roads Occupancy Licence, Special Event Clearways (Roads & Maritime Services).
- Events on Waterways (Roads & Maritime Services).
- Cape Byron Marine Park.
- National Parks & Wildlife Service.
- Arakwal Corporation (www.arakwal.com.au).
- Public Film Screenings (Office of Film & Literature Classification).
- Culture Aware (www.cultureaware.org).



INSURANCE AND RISK MANAGEMENT



As an event organiser you are responsible for ensuring that your event is held in a safe manner that won't cause harm to people or property. During your planning it's essential to consider potential risks involved with holding your event, and to put measures in place to reduce the likelihood of an incident occurring and reduce the impact if it does occur.

Risk management should not be a daunting process – it's merely a process to establish factors that may impact negatively on your event. It's about making better, fully informed decisions. It's also about minimising the risk to you as the event organiser, if an incident should occur.

Events in Byron Shire requiring Council approval must submit a risk assessment and a copy of their Public Liability Certificate of Currency for a minimum of AU\$20 million, which notes the event name and Council's interest.

Risk Assessment

A risk assessment analyses what can go wrong, how likely it is to happen, what the potential consequences are, and how tolerable the identified risk is. A risk assessment should address health and safety (of attendees, suppliers, staff, and the general public), reputational risk (eg poor publicity as a result of something happening at your event), governance risks (eg financial risks, insurances, statutory compliance) and environmental risk (impact on the local environment due to an incident at your event). It can include factors such as weather, volunteer safety, security, alcohol, amusement rides, first aid, traffic safety, manual handling during set up and pack down, and / or electrical equipment. If you are holding your event on Council land, Council will provide you with a template to complete, and use that risk assessment to work out whether the land is fit for the proposed activity. It's important that you consider and document all risks relevant to the event and how you propose to manage those risks. A risk assessment is not static – it's a 'living document' that should be reviewed and evaluated throughout the event to minimise risk and maximise safety and enjoyment.

Insurance

Your risk assessment will help to inform the appropriate level of insurance required; at minimum, you will need to submit to Council a copy of your Public Liability Certificate of Currency for a minimum of AU\$20 million, which notes the event name and Council's interest. Council's insurer will review the Certificate of Currency to ensure it meets Council's requirements, and may request higher coverage where appropriate. It is your responsibility as the event organiser to ensure that you and all subcontractors hold adequate insurance specific to the work or activity being carried out. You will need to have a clear understanding of what your insurances will cover. We strongly recommend seeking professional advice about the type of insurance you require. While Council's minimum requirement is for \$20M public liability, other insurances may be required by the venue or land owner, or due to the nature of your event, such as workers compensation, volunteer insurance, professional indemnity insurance, or property insurance.

First Aid, Safety & Security

Selecting the right level of medical support and / or security for your event will depend on the nature of your event. At minimum, there should be a First Aid station, and if your event is higher risk (eg contact sport, or large attendee numbers) you should consider having more support available. Council requires the detail of the first aid facilities and personnel that will be stationed at your event. For larger events, Council may require details of the security measures and contractors that have been engaged to ensure public safety and crowd control. Major events and high risk events will require a detailed Emergency Response Plan.

Emergency

An Emergency Response Plan (ERP) details how you will respond to an emergency. It's important to identify a single point of contact in case of emergency – this may be your site manager or chief warden. They will be responsible for coordinating the emergency response at the event, and ensuring clear, concise communication (including with the media, if required). For larger events, your ERP should be developed in consultation with police, fire, ambulance and other relevant emergency services. Even for smaller events, it's a good idea to let emergency services know your event details in advance. Council will require you to provide contact details of your on-site safety contact with your event application.

Contingency Planning

Consider the possible impact of inclement weather (extreme heat, wind or wet weather) or natural disasters (eg flood, storm, bush fire). These can significantly impact your event; your headline act might not show, your generator might break down, etc. Consider how patrons will be notified if you have to change plans, and the logistical implications. Talk to Council about alternative dates when making your enquiries.

Incident Reports

Any incidents that occur at your event should be recorded and forwarded to the relevant parties eg your insurer, the police, Council, WorkCover. An incident report should include any relevant information such as dates, times, type of incident, actions taken, and contact details of any of the people involved.

Work Health and Safety

You have a duty of care to provide a safe environment for staff, volunteers, performers and contractors to work in. Depending on the nature of your event, you will have certain legislative responsibilities you must adhere to. Contact SafeWork NSW to discuss your event on 13 10 50 or online at www.safework.nsw.gov.au

Courtesy Notification

It's important that you let relevant stakeholders know your event is taking place, and alert them to any potential disruptions or risks. Courtesy notifications should include emergency services as well as nearby residents and businesses.

IN AN EMERGENCY CALL TRIPLE ZERO (000)



ROAD CLOSURES AND TRAFFIC MANAGEMENT



The safe movement of pedestrians and vehicles in and around every event is crucial. When planning your event you have a legislated duty of care to ensure safe management of traffic generated by your event. This includes all people impacted, such as event attendees, local businesses and residents, and all road users. Make sure you factor in event set up / pack down periods and logistics, eg too large vehicles setting up infrastructure have the potential to impact traffic. The information below will help you understand the different requirements and help you plan.

Events that require temporary changes to existing traffic conditions, such as partial or full closure of roads, parking changes / restrictions, or management or direction of traffic within a road reserve or road related area must be considered by the Local Traffic Committee (LTC). This process requires a minimum of 12 weeks, however it's a good idea to begin this process as early as possible to allow for the meeting schedule and any changes recommended by the committee.

If your event requires the approval of the LTC, you will need to develop a Traffic Management Plan (TMP) to manage risks. Your TMP will need to include specific Traffic Control Plans (TCP) if you are requesting a change in regulatory signage or a road closure (full or part closure).

Police Notification

Events that meet the definition of being a public assembly require approval from NSW Police. You will need to complete a Form 1 – Notice of Intention to Hold a Public Assembly which can be found on the NSW Police website.

Local Traffic Committee

The Local Traffic Committee (LTC) is a technical review committee that assesses the TMPs / TCPs and makes recommendations to the Council's Elected Members for approval, or provide you with further advice or considerations if required. The LTC comprises four formal members and other advisory members. The formal members are representatives from Byron Shire Council, the local State Member of Parliament or their nominee, NSW Police, and Roads and Maritime Services (RMS). You are required to obtain approval from Council for your event TMP and TCP under the requirements of RMS. **NOTE** The LTC meets every second month so you will need to contact Council at least four months before the date of your proposed event to discuss requirements, otherwise you will risk not having your traffic management plan approved before the event. Be prepared and get in early so you have time to make any changes required.

Traffic Management Plan (TMP)

TMPs consider and address risk and safety concerns regarding all road users, including pedestrians.

Examples of what to include in your plan are:

- Description of the event, including dates, times, locations, crowd size, and affected roads.
 - Safety of participants and onlookers.
 - Identification and assessment of traffic impacts of the proposed event.
 - Details of the traffic management measures in place to reduce the impacts of the event.
 - Assessment of impact on public transport.
 - Details of provisions made for emergency vehicles, heavy vehicles, cyclists, pedestrians, and the non-event public.
 - A detailed site map showing event layout and all entry (ingress / egress) points.
 - Details of parking and site access methods showing safe access for all road users.
 - Assessment of the effect of proposed traffic management measures on traffic in nearby streets.
 - Proposed public / tenant notification process.
 - Access for people with a disability.
- For more information, TMP templates and the RMS Special Events Guide can be found on the Live Traffic NSW website www.livetraffic.com.

Traffic Control Plan (TCP)

TCPs are diagrams that graphically depict the use of traffic control devices that will be implemented. Depending on the TMP you may need one or more TCPs, which need to be prepared by a person accredited by Roads & Maritime Services (RMS) such as a Traffic Control contractor. TCPs need to be reviewed and show current accreditation details every year. Only RMS accredited Traffic Controllers can direct traffic and must be employed to implement the TCP. Council does not provide TCPs or traffic control for third party events. An internet search will provide a list of suppliers for quotes and advice.

Parking

It is important that you provide adequate parking for your event either at the venue or in the close vicinity. You may like to consider running a shuttle bus from off-site parking areas or central locations in nearby towns. Ensure you have enough suitable parking for the elderly and people with disabilities as close to the event as possible. Other things to consider:

- Parking for people working or volunteering at your event.
- Advertising nearby parking availability and ways to get from there to your event venue, including suggestions to carpool / info to attendees.
- Paid parking / time restrictions in the event vicinity. Contact Council for more information.

Please note that only certified traffic controllers are allowed to direct traffic.

Variable Message Signs

Variable Message Signs (VMS) may be used to notify road users of changes to traffic conditions due to events. They must not be used to advertise the event. RMS has rules around suitable placement of VMS to ensure the safety of all road users and the public. Approval is required before a VMS board can be installed on a public road. If required, VMS can be hired locally – Council does not provide them.



Minimising Transport Carbon Emissions

The carbon emissions associated with transport to and from an event can reach high levels depending on the size and scale of your event. Ways to reduce this environmental impact while also improving parking management include:

- Encouraging patrons to walk or take alternative transport to the event (through event promotions).

- Encouraging patrons to carpool.
- Working with local transport providers or hospitality establishments who run courtesy buses.
- Including an option for patrons to offset event carbon emissions through ticketing process.

FOR A MORE SUSTAINABLE EVENT

THINGS TO CONSIDER	GOOD	BETTER	BEST
ACTIVE/PUBLIC TRANSPORT	Provide a shuttle service for large events, or set up car pooling scheme.	Provide public transport information on how to get to the venue.	Encourage attendees to walk or cycle to your event.

FOOD AND DRINK



Food safety practices are essential for the health and safety of our community. To minimise the potentially serious impact on the health and wellbeing of the community, as well as the financial viability of their business (and your event), food business operators and event organisers have a joint responsibility to ensure that relevant food safety standards and requirements are satisfied at all times.



As the event organiser, you are responsible for ensuring each food and drink vendor attending your event meets all required regulations and licencing. This is where Council can help, as all food businesses must have a current food stall permit with Byron Shire Council.

If you are going to have food and drink at your event, Council will require you to submit a list of food vendors, and their current permit numbers, a minimum of ten working days prior to your event.

Food stall permits

All businesses selling food – regardless of food type or risk – require a current food stall permit under the NSW Local Government Act. These permits must be displayed in a prominent position easily seen by the public. The application for food stall permits can be found on Council's website.

A note on the old sausage sizzle...

If food is solely provided by charities or not for profit groups and is low risk or is cooked and immediately

served, different guidelines may apply. We can send you information about the requirements that do apply – contact Council's Events Team.

Food Safety and Hygiene Inspections

Council's Environmental Health Team will review the list of food vendors at your event, and determine the level of associated risk. Food safety inspections may be required. If so, these are charged at an hourly rate to the event organisers (see Council's fees & charges, or contact us to discuss this).

Food Safety Compliance

Council officers must routinely conduct inspections of businesses for compliance with the food safety standards. Good communication between event organisers and food businesses goes a long way towards obligations being met smoothly. Council's Events Team will work with you to support this, and can provide information for you to distribute to your food businesses if required.

Food regulations and licencing

Food stalls have a legal requirement to comply with

- NSW Food Act 2003
- NSW Food Regulation Authority
- Food Safety Standards
- NSW Food Authority – Food Handling Guidelines

Approvals are also required under section 68 of the Local Government Act 1993, and mobile vendors are required to comply with the National Code for Food Vending Vehicles and Temporary Food Businesses.

Multi-day Events

The nature of multi-day events places extra demand on organisers and food businesses and involves further guidance from authorities to ensure compliance to food safety standards. As such, all food businesses must comply with the NSW Food Authority guidelines for multi-day events. These can be found at the NSW Food Authority website or through Council's Events Team.

Sustainable Food and Packaging

When organising food and drink for your event consider what kind of food is being provided, and what packaging is it being served in. People have become used to being able to buy most foods all year round from the supermarkets, which seems very convenient and can make catering much easier, however the environmental costs can be huge. When planning what food and drinks you would like to serve, and/or which food vendors you would like to use, consider fair trade, locally produced and providing vegetarian options to minimise your environmental impact.

Look at the type of packaging you serve your food in, or what your caterers/food vendors are using. It is common to turn to cheap, single-use plastics as a way of convenience and minimising costs, however the production of these products have a large negative impact on the environment, and can be devastating if disposed of incorrectly. Consider reusable crockery where possible, and using 100% compostable packaging (made from paper, sugarcane or bamboo) where reusable is not appropriate. Contact Council for more information about what can be recycled and/or composted.

How to ensure the food and packaging at your event is sustainable:

- Choose caterers/food vendors that have a sustainability standard already in place;
- Implement a 'no single-use plastics' policy at your event;
- Ensure commitment from suppliers, vendors and caterers (written agreement or policy) and monitor compliance;
- Cater to numbers to avoid food wastage (use of RSVPs or pre-attendance numbers).

Alcohol

Alcohol is not permitted on public reserves in Byron Shire unless you have a valid liquor licence and Council approval. The consumption of alcohol is not generally permitted in Council's parks, sports fields or reserves and Council reserves the right to prohibit the sale and consumption of alcohol at any event or impose conditions to be met by the organiser. The NSW Office of Liquor, Gaming and Racing coordinates the sale and consumption of liquor. If your event includes the consumption or sale of alcohol, then it is important that you include this information in your application to Council. Additionally, you must contact the Office of Liquor, Gaming and Racing to obtain any liquor licence that may be required for your event. Please check with them directly for time frames around this, so your permit is processed in time for your event. Please note that events serving alcohol must also comply with the NSW Food Act.

Voluntary breath testing can be provided where your event is likely to involve the consumption of alcohol and driving. Consider providing voluntary breath testing – there are local providers that offer this service in the Byron Shire. You may also wish to discuss this option with local Police.



Water

It is vital that you make drinking water available to your event attendees, staff, volunteers, contractors, performers etc. If you have alcohol at your event, this will be a provision of your licence.

Water made available to the public is regulated under Public Health legislation. If you intend to provide non-reticulated water (ie not mains supplied, for example from rain water tanks) at your event, a quality assurance plan (QAP) will be required. Please contact Council for more information about this.

Did you know? Australia emits 60,000 tonnes of greenhouse gasses per year on packaging and transport of bottled water.

This is just one of the reasons why we recommend organising a refill water station and/or water fountains for people to use instead of plastic bottled water. Encouraging patrons to bring their own reusable bottle before the event is a great way to manage this.

FOR A MORE SUSTAINABLE EVENT

THINGS TO CONSIDER	GOOD	BETTER	BEST
CHOOSING A CATERER/ FOOD VENDORS	Choose a caterer and/or vendors that will follow guidelines for sourcing sustainable food and packaging	Give preference to caterers and/or food vendors that already follow sustainable food procurement and packaging practices	Work with caterers/food vendors to provide a low impact menu and/or food choices for guests
ETHICAL FOOD CHOICES	Only source and serve locally sourced food	Ensure the food is seasonal and Fairtrade	Only serve vegetarian, local, seasonal and Fairtrade foods
WATER	Provide water but don't sell / provide single use bottled water	Encourage participants to bring reusable bottles and provide directions to water taps	Provide water re-fill stations for people to fill up their bottles or glasses



WASTE MANAGEMENT



Byron Shire Council is committed to sustainability and encourages all events to work towards making a positive contribution to waste management. We strongly encourage you to minimise the amount of waste sent to landfill as part of Council's zero waste to landfill aspiration.

Attendees should be encouraged to use recycling and organic bins where appropriate, and re-useable, compostable and recyclable containers should also be strongly encouraged. We believe the most effective way to manage your event waste and minimise impact on the environment is to create a detailed Waste Management Plan and implement a clear standard or policy by which all event managers, staff, stallholders and vendors must comply. This may incorporate elements such as food and drink packaging requirements and/or encouraging vendors/stall holders to manage their waste on site to maximise resource recovery.

- Hire or borrow equipment and other event supplies before buying.
- Use electronic guides and/or forms of communicating with your patrons - avoid printed leaflets.
- Implement the NSW Government's container Return and Earn Scheme and ways to involve local community groups in this process (see Container Collection Section below).
- Collect unwanted usable food for a local charity or organisation.
- Evaluate waste generation and management procedures after your event. Collecting data on this can also support grant applications if you are seeking event funding.

Other ways to minimise waste at your event:

- Implement a 'no single-use plastic packaging' policy that includes straws, plastic bags, coffee cups, foodware, takeaway containers and water bottles; allowing only reusable/compostable or recyclable packaging to be used or sold
- Incorporate a zero balloons and zero glitter and confetti policy to avoid litter.
- Provide special purpose containers for cigarette butts.
- Avoid giveaways or freebies.
- Use recycled or reclaimed materials for infrastructure/décor at your event or structures designed to disassemble and reuse.

For further information on how to ensure your event is waste-wise visit the Environmental Protection Agency's Waste Wise Event Guide.



Guide to reusable, compostable or recyclable packaging:

- Use reusable crockery (with wash station and sanitising system - contact Council for info).
- Encourage staff, volunteers and patrons to bring reusable water bottles or cups (if water refill station is provided) and/or have reusable bottles for sale at your event.
- Use reusable bags made from Fairtrade cotton, hemp, bamboo or other natural fibres - or paper bags as an alternative.
- Where reusable is not available or suitable, use 100% certified (Australian preferred) compostable packaging (paper, cardboard, sugar cane, bamboo products are preferred).
- Use PLA corn starch based packaging when there is no other compostable alternative.

For more information on appropriate packaging and how to hold a plastic free event, sign up to Council's Make The Switch Program.

Bins

As an event co-ordinator you can choose your event waste provider. Council recommends the use of a three bin system including an organics, recycling and landfill bin, as a simple and effective way of reducing waste to landfill at your event.

As a general guide, the minimum number of bins recommended for events are:

- A 240L landfill and 240L recycle bin per 150 attendees – if no food or drinks are served
- A 240L landfill, 240L recycle and organic bin per 150 attendees – if food or drinks are served

Make use of clear bin signage (which Council can provide) that highlights which items go in which bins to avoid confusion. We highly recommend engaging bin monitors (staff or volunteers), positioned at each bin station to encourage correct disposal and/or sort waste to avoid contamination.

Event organisers must ensure that all waste is removed from the event site and surrounds during and at the conclusion of your event. Contact Council to discuss bins and/or bin signage for your event.



Container Collection

A great way to capture recycling at your event is to use the NSW Government's Return & Earn Container Deposit Scheme. Setting up to collect containers under this scheme is well worth the time and can be simple and stress free.

Under Return & Earn people are able to return eligible containers to a return point in NSW and obtain a 10 cent refund per container. A series of return points have been established across the state, including in Byron Shire. To learn more about how it works head to the Return & Earn website.

You can use wheelie bins or a cage to collect containers, as long as they are clearly labelled with appropriate signage. Informing patrons about the scheme and collection system before or during the event is also a good idea to ensure it is utilised.

You can claim the refund and put it towards further environmental initiatives at the event, or arrange for the refunds to be donated to a local charity, community group or school. Alternatively you could use the funds to help pay for waste associated costs or to hire a waste contractor or manager.

If you decide to donate the refunds, you may be able to get your charity of choice to assist you to set collection points on event day, and assist as volunteers to ensure patrons put their containers into collection bins. They may also agree to take the containers to the return point.

How does **RETURN AND EARN** work?

- STEP 1 - COLLECT**
Collect eligible bottles and cans
- STEP 2 - RETURN**
Take your containers to a return point
- STEP 3 - EARN**
Earn a refund or make a donation
- STEP 4 - CONNECT**
Connect with your community

FOR A MORE SUSTAINABLE EVENT

THINGS TO CONSIDER	GOOD	BETTER	BEST
PROVIDING BINS	Use your completed waste management plan as a guide to ensure correct amount & location of landfill and recycling bins	Further encourage event caterers and vendors to manage their own waste correctly and recycle	Arrange compost bins and collection service with Council
LABELLING BINS AND BIN AREAS	Provide clear colour coded bins and signage stickers	Use event bin signage with all appropriate items for disposal clearly listed and visually represented	Along with clear, visual signage employ bin monitors or engage volunteers to assist people with correct disposal of items and avoid bin contamination
WASTE	Plan to avoid waste by having single-use plastic free guidelines for all stallholders/vendors/suppliers, re-use event materials, have environmentally friendly giveaways, and correct food portions	Create a single-use plastic free policy, encourage use of recycled and reusable materials in all areas, and avoid giveaways	Implement a single-use plastic free policy for all staff & volunteers and stallholders, vendors, suppliers and ensure strict compliance; restrict all giveaways; and redistribute leftover food and materials to charity or organisation
INFRASTRUCTURE/SOURCING MATERIAL	Buy equipment with sustainably sourced materials and high efficiency ratings	Hire equipment and use reclaimed/recyclable materials for decor	Borrow all equipment and materials



Toilets

It is essential that there are sufficient toilet facilities at your event for the number of expected attendees. You can search for permanent toilets at your outdoor event site using the **National Public Toilet Map**, which can also be filtered to show accessible toilets. As a guide for how many toilets you need, **Safe and Healthy Mass Gatherings by the Australian Institute for Disaster Resilience** suggests the following number of facilities for events – (See diagram below)

Other factors that should be considered when determining the toilet facilities required include the crowd demographic and crowd peaks during the event.

At a minimum, at least one toilet should be accessible for people with a disability, but it is best to ensure that you have enough accessible toilets to meet the needs of your patrons. An internet search will list local hire companies if required.

For events where alcohol is NOT available

PATRONS	MALES			FEMALES	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

For events where alcohol is consumed – either BYO or sold through a liquor permit

PATRONS	MALES			FEMALES	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	6	18	6
<3000	10	18	10	20	10
<5000	12	25	17	33	17

The above figures may be reduced for short duration as follows:

Duration of event	Quantity required
8 hours plus	100%
6 – 8 hours	80%
4 – 6 hours	75%
Less than 4 hours	70%

OTHER USEFUL INFORMATION

Access

When planning your event, it is a legal requirement to consider the access needs of people with a disability or mobility challenges. Making your event accessible and inclusive is also an important commercial decision. To maximise the accessibility of your event, you should consider the following during your planning phase:

- Public and/or private transport to and from the event.
- Parking areas for people with a disability.
- Accessible toilets.
- Food and drink counters.
- Viewing areas for people with a disability.
- Access for emergency vehicles.
- Wide entrance and exit paths.
- Information in large print for people with a sight impairment.

For further information on how to make your event accessible, search online for Toolkit for Accessible and Inclusive Events.

Power

If you require access to Council's power supply to host your event in a public space, please contact us for more information. Think about ways to save energy at your event.

This can minimise costs and reduce environmental impacts. Factors such as venue choice can have a large influence on the amount of power you use during your event. Consider:

- Choosing a venue of the appropriate size for the amount of attendees and preferencing those with existing energy efficient measures in place.
- Holding an outdoor event to save on lighting, heating and cooling.
- Working with technical teams (eg for stage, lighting and sound) for efficient energy use of these areas including turning off equipment when not in use.
- Keeping indoor temperature to within the recommended range (between 18-26 degrees) and encouraging appropriate dress for the season where possible.

FOR A MORE SUSTAINABLE EVENT

THINGS TO CONSIDER	GOOD	BETTER	BEST
VENUE CHOICE	Choose an appropriately sized venue that is located in an area that is central and accessible.	Choose a venue that has energy efficient measures in place, has minimal impact on local community and natural environment.	Choose a venue that has sound sustainability principles and procedures and is accessible by public transport and/or walking/cycling.
ELECTRICITY	Use the appropriate type and amount of equipment for the number of people and size of space required.	Turn all electrical equipment off when not in use, and manage indoor temperature to avoid unnecessary heating and cooling.	Choose a venue that makes use of green power, and track amount of energy used and offset your emissions.

Sound

Depending on the location and nature of your event, noise may be a significant issue. Council is guided by the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (Noise Control) Regulation 2008. Event organisers should consider the potential noise impacts of planned events and minimise those impacts where possible. Suggested issues for consideration include, but are not limited to:

- The hours of operation of the planned event.
- The location of potentially noise-affected premises and predicted noise levels at those locations.
- The planned location and orientation of stages, public address or audio systems.
- Reducing the level of noise throughout the duration of the event, particularly in the lower sound frequencies to prevent the sound penetrating houses if the planned event occurs at night.

Generally event organisers will need to submit a noise management plan with their event application if there will be amplified sound between 10pm and 9am that could cause intrusion to nearby residences or businesses.

Council staff can advise on noise management and provide a noise management plan template if required.

Temporary Structures – Marquees, Tents & Stages

All temporary structures must comply with the minimum requirements under the Building Code of Australia and State Environmental Planning Policy. Where substantial tents, stages, tiered seating, lighting, screens or similar structures are proposed, Council will require evidence from an appropriately qualified and insured practicing structural engineer that the structure, when assembled, will be adequate for its intended purpose.

All equipment installed or used on the site must be maintained in a serviceable condition and operated in a proper manner at all times. The event organiser must ensure that the structure is not left unattended at any time without barricading, signage and security staff (at the organiser's cost) to prevent unauthorised public access.

If required, you can nominate Council or a private certifier to sign off on your structures and issue an occupation certificate. If Council is chosen, Council officers will need to inspect the assembled structure(s) prior to use, which attracts a fee (see Council's fees & charges). If this is required, you will be notified one month prior to the event, or as soon as Council becomes aware of your intention to erect temporary structures.

Fireworks

Under the NSW Explosives Act, SafeWork NSW administers a system of licences and notifications to control and regulate fireworks. The licensed pyrotechnician you engage for your event must notify WorkCover seven working days before any fireworks display. Once approved, WorkCover will issue a written Notification of Pyrotechnic Display to the pyrotechnician. You need to supply this to Council prior to the event taking place.

For more detailed information about the operation of fireworks and the permits required go to www.safework.nsw.gov.au

Fees and Charges

Council adopts Fees and Charges each financial year, and some fees and charges may change. There is a full list of fees and charges on Council's website - if you're unsure please ask.



WHAT ELSE WILL I NEED?

Site plan

As part of your overall planning and any applications you make to Council, you will need a site plan for your event. This will help you to figure out the logistics of your event. The plan should be drawn to scale and include:

- The location (show where the surrounding roads are)
- Any structures – permanent or temporary (include dimensions of temporary structures such as staging and marquees)
- Traffic management (parking, pedestrian access, road closures)
- The location of vendors, food stalls, drinking water stations, waste bins, toilets and other facilities
- The location of all entrances and exits
- The location of fire safety equipment
- Power sources and water
- Location of emergency services
- Placement of speakers and generators if using

We can provide you with an example of a comprehensive site plan, and a map of the area.

Communication, promotion and evaluation

Tracking your event is highly valuable when considering how you might be able to improve it and/or other events in the future.

Clear communication between event organisers and all relevant stakeholders including staff, volunteers, stall holders/vendors, caterers, contractors, Council and event patrons is essential for the proper management and efficient execution of an event. We recommend putting together a comprehensive plan before the event that includes relevant sections from this guide and a list of measures you will put in place. This information should be shared with fellow staff, volunteers and stall holders before the event to ensure all parties are on the same page and aware of what this will mean for everyone involved on the day/s.

Information regarding the details of the event should also be communicated to patrons before the event

and include factors such as how to get there, what to bring, and what your values and expectations are. We recommend being creative with your promotion, and communicating electronically wherever possible – making use of tools such as social media platforms to save on costs and avoid unnecessary printing and materials.

Incorporating event information such as location of toilets and how to use the bins through clear signage and announcements during the event is highly recommended in order to assist patrons on the day and avoid unnecessary confusion.

Evaluation is also highly important in determining what elements of your event worked, and what didn't, and how you might improve the same event or others you are involved with in the future. The evaluation process might involve:

- Watching how people use the space you created during the event, and thinking about elements such as access and parking, lighting and sound, bin placement and use, food and drink leftovers etc. We recommend talking to event attendees, staff and volunteers about their thoughts on how the event is running and what you could do to improve next time.
- After the event, take the time to evaluate the things that did and didn't work, and how you might do things differently in the future. Conducting a survey is a good way to achieve feedback from all stakeholders.
- Consider promoting positive successes once the event is over (for example through a media release or article) in order to raise awareness and encourage others to think about how to run a successful event.



FOR A MORE SUSTAINABLE EVENT

THINGS TO CONSIDER	GOOD	BETTER	BEST
BEFORE THE EVENT	Discuss measures that will be considered for the event; inform staff/volunteers, take promotions online	Incorporate measures into event plan and send to all staff, volunteers and stall holders, and inform event attendees	Create a comprehensive plan outlining actions and communicate values and expectations to all staff/volunteers and stall holders. Promote measures to public and event attendees, and create signage for event
DURING THE EVENT	Watch staff/volunteers/stallholders and event participants to see how they are using the space	Speak to staff/volunteers/stallholders and event participants about their experience	Take notes on what you can see and how people respond for post-event reporting
AFTER THE EVENT	Seek feedback on implemented measures with event staff/volunteers/stallholders	Provide an online evaluation survey to all event staff/volunteers/stallholders and attendees asking about sustainability priorities and feedback	Create an evaluation report or summary, and add implemented ideas and measures to your events checklist for future use



Carbon emissions calculation and offsetting

Depending on the size and type of your event, there is the potential it will produce a large amount of waste and carbon emissions. Most activities that form an event will produce harmful carbon emissions that most commonly fall under the following broader categories:

- Venue and energy emissions
- Transport emissions
- Catering (food and drink) emissions
- Waste emissions
- Construction emissions

Considering and calculating carbon emissions is a very useful exercise if you are conscious of the broader impacts your event will have on the environment. The process will assist you in planning and managing your event so as to reduce this impact as much as possible.

There are many elements and complexities that make up an event. It is extremely difficult to account for the total emissions produced and resulting environmental impact an event will have on the environment, despite the existence of a range of online calculators and programs. For this reason, an integrated approach to addressing sustainability impacts is recommended. Once event carbon emissions have been identified and calculated, the focus should be on proper planning and management to reduce these emissions, and the use of offsets then considered as a way to account for those that cannot be avoided.

Calculating the amount of carbon emissions an event will create can be done in a number of ways, including

through the use of a carbon emissions calculator or online profiling system. For larger events, it is recommended that an independent contractor be sought in order to gain an accurate figure.

The Climate Active Carbon Neutral Standard (formerly the National Carbon Offset Standard) is a certification administered by the Australian Government to drive voluntary climate action. Climate Active is the only government accredited carbon neutral certification scheme in Australia. The brand represents Australia's collective effort to calculate, reduce, and offset carbon emissions to lessen our negative impact on the environment. Climate Active certification is awarded to businesses, organisations and events that have credibly reached a state of achieving net zero emissions, otherwise known as carbon neutrality. Event organisers can use the best-practice guidance provided in the Standard on a range of topics, including how to measure, reduce, offset, report and audit emissions. Though the focus should remain on minimising the environmental impact of your event, gaining this certification may also provide the opportunity to demonstrate climate commitments to stakeholders and provide a positive example for other event organisers in this space.

As this process may not be achievable for all events, we simply recommend that you remain conscious of the broader impact your event might have on the environment, and manage your activities as best you can so as to minimise this impact.

For further information on how to host a carbon conscious event, search online for the United Nations Environmental Programme's Sustainable Event Guide (2012).

FOR A MORE SUSTAINABLE EVENT

THINGS TO CONSIDER	GOOD	BETTER	BEST
EMISSIONS CALCULATION AND OFFSETTING	Encourage event attendees to consider how they are travelling to and from your event and make arrangements to reduce emissions/offset where possible (e.g. carpooling or flight booking offset schemes)	Before your event, calculate emissions that will be created and make changes to all contributing sectors to reduce impact.	Use an emissions calculator and/or contractor to create an emissions profile before and after your event; make adjustments to reduce impact and offset remaining emissions through local offsetting program.

TO ZERO TOGETHER Council has developed a five-step hierarchy to guide decision-making around achieving net zero emissions and 100% renewable energy for all operations.

BYRON'S BIODIVERSITY

Our wildlife loves Byron Shire too. Here are some simple things you can do to protect local wildlife while you are here.

- ✔ Did you know that Byron Shire is a hotspot for koalas? Please drive carefully to protect koalas and other animals from vehicle strike, especially at night.
- ✔ Some of our rarest birds make their nests right on the sand! Please take care when walking on the beach, and keep your dog on leash (unless you're in a dog off-leash area).
- ✔ Our beautiful rainforests are home to some of the rarest plants and animals in Australia. When you are exploring, please keep to the footpaths to protect forest dwellers.
- ✔ To marine animals like turtles, bits of plastic look like a tasty morsel of food, but they can be fatal. Please pick up all your plastic and never release balloons.
- ✔ Fishing line also harms marine animals, by getting wrapped round their wings and legs. Make future fishing trips better for everyone by taking your old bits of fishing line with you.
- ✔ If you are lucky, you will see native animals like echidnas, turtles and lizards in our parks and beaches. Watch them quietly, but please leave them to move away of their own accord, as handling stresses them.

- ✔ All snakes are part of local ecosystems, and are protected by law. Do not approach snakes, and give them room to escape safely. Most bites occur when people try to kill or capture snakes.
- ✔ Some of our native animals are very good at looking hungry, but please don't feed them, as human food can make them sick, especially when they are young.
- ✔ If you do see a sick or injured animal, there are people who can help. Contact WIRES on 6628 1898 or Northern Rivers Wildlife Carers on 6628 1866.

Reduce your Carbon Footprint

Climate change is one of the greatest threats to native wildlife.

Ways you could reduce your carbon footprint could include:

- Rationalise vehicle use; car pool when you can.
- Minimise overseas flights.
- Reduce your energy consumption at home and at work.
- Reduce your water use – creating clean water uses a lot of energy.
- Buy locally produced goods and services.



COUNCIL CHECKLIST



- Make contact with Council's events team as soon as you start to plan your event.**
- Submit documentation to Council:**
 - Event application form, DA and all other applications
 - Public liability certificate of currency for AU\$20 million, noting Byron Shire Council and Minister Administering Crown Lands as interested parties
 - Risk assessment
 - Site plan
- You will be advised if you also need to submit some or all of the following:**
 - Noise management plan
 - Waste management plan
 - Registered charity certificate / evidence of non-profit status
 - Traffic management plan
 - Traffic control plan
 - Information on structures eg engineering certification
 - Food / drink vendor list with permit numbers
 - Liquor licence information
 - Run sheet
 - Security Plan
 - Signage Plan
 - Related applications such as car park hoarding, busking permits, etc
 - Any additional information as advised
- Request Council officials to be present at your event if required eg Mayor or Councillor to open the event.**
- Pay any Council fees and charges (including bond if required).**
- Sign licencing or user agreement and return to Council.**
- Provide access for Council staff and or officials at the event if required.**
- Complete post-event survey online.**
- Attend event debrief with Council staff.**



CONTACTS

Arakwal Corporation

Local Aboriginal and Torres Strait Islander representatives or Elders
02 6685 8746
www.arakwal.com.au

Bureau of Meteorology

Weather forecasting and warning
www.bom.gov.au

Byron Shire Council

02 6626 7000
www.byron.nsw.gov.au

Cape Byron Marine Park

02 6620 9305
www.dpi.nsw.gov.au/fishing/marine-protected-areas/marine-parks/cape-byron-marine-park

CASA

use and licensing of drones, laser and light shows -
www.casa.gov.au

Centre for Volunteering

Recruitment, management, insurance and rights of volunteers in NSW
www.volunteering.com.au

Crown Lands

1300 886 235

Culture Aware

Raising awareness around the issues of Native Cultural Appropriation
www.cultureaware.org

Disability Council of NSW

Accessibility
www.facs.nsw.gov.au/disability-council

Fire & Rescue NSW

www.fire.nsw.gov.au and NSW

Rural Fire Service

www.rfs.nsw.gov.au/about-us/contact-us

National Parks & Wildlife Service – Byron Coast

02 6639 8300
www.npws.tweedbyron@environment.nsw.gov.au

NSW Ambulance

www.ambulance.nsw.gov.au/Community-Info/Organising-an-Event.html

NSW Fair Trading

Advice on fundraising activities
www.fairtrading.nsw.gov.au/charitable-fundraising

NSW Food Authority

Guidelines on preparation of food and beverages at your event
www.foodauthority.nsw.gov.au

NSW Health

Smoke free areas, public health messages to use at your event
www.health.nsw.gov.au

NSW Legislation

Official legislation website of the Government of New South Wales
www.legislation.nsw.gov.au

NSW Police

Notice of Public Assembly, User Pays Police, crowd and safety management
www.police.nsw.gov.au

NSW Taxi Council

Requesting taxis to your event, advice on taxi rank set ups, notification of road closures
www.nswtaxi.org.au

Office of Film & Literature Classification

Public Film Screenings
www.classification.gov.au

Office of Liquor, Gaming and Racing

Temporary event liquor licence, fundraising authorisations
www.liquorandgaming.nsw.gov.au

One Music Australia

www.onemusic.com.au / [Australasian Performing Right Association \(APRA\)](http://www.australasianperformingrightassociation.com.au)

Reflections Holiday Parks

www.reflectionsholidayparks.com.au/about-us/events

Roads & Maritime Services

Roads Occupancy Licence, Special Event Clearways, Events on Waterways, Special Events Guide, TMP templates
www.rms.nsw.gov.au see also www.livetraffic.com

SafeWork NSW

Fireworks, WHS
13 10 50
www.safework.nsw.gov.au

Translating and Interpreting Service

Advice on accessing language interpreters
www.tisnational.gov.au

Transport for NSW

notification of road closures and impact on bus services
www.transport.nsw.gov.au

USEFUL LINKS

Event Starter Guide

Dept of Premier and Cabinet – a fantastic resource on all things event-related:
www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide

Waste Wise Events Guide

NSW Environment Protection Authority (EPA) – waste avoidance strategies:
www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/waste-wise-events

Return & Earn

NSW container deposit scheme and fundraising:
www.returnandearn.org.au

National Public Toilet Map

Info on over 19,000 publicly available toilets across Australia, including accessibility, opening hours and facilities, such as showers & baby change:
www.toiletmap.gov.au

Safe and Healthy Crowded Places

Australian Institute for Disaster Resilience
www.knowledgeaidr.org.au/resources/handbook-15-safe-and-healthy-crowded-places

Make The Switch Program

Plastic Free Byron and The Boomerang Alliance – info on packaging and how to hold a plastic free event:
www.plasticfreebyron.com/maketheswitch

Library of Stuff – Mullumbimby

A membership based community library of items for hire, with a strong focus on running sustainable events:
www.libraryofstuff.org.au

Mullum Cares

Local not for profit organisation who partner with other community groups, council and businesses to drive a reduction in lineal consumption and build more caring and sharing communities:
www.mullumcares.com.au

Zero Emissions Byron (ZEB)

Aims to transition the Byron Shire region to zero emissions by 2025:
www.zerobyron.org

North East Waste

A group of councils on the North Coast of NSW working together towards cost-effective waste management solutions, with programs such as Love Food Hate Waste:
www.newaste.org.au/index.html

IN AN EMERGENCY CALL TRIPLE ZERO (000)

For information during a flood, storm and tsunami call NSW State Emergency Services (SES) on 13 25 00.

For information during a bush fire contact the Bush Fire Information Line 1800 NSW RFS (1800 679 737) or follow RFS on social media.

Byron Bay Police Station – Open 24 hours
2 Shirley Street, Byron Bay

☎ 02 6685 9499

Byron Central Hospital – Open 24hrs, 365 days per year
54 Ewingsdale Road, Ewingsdale.

☎ 02 6639 9400

NSW SES – For flood, storm and tsunami information:

☎ 1800 201 000

📄 www.ses.nsw.gov.au

Bureau of Meteorology – Current weather warnings

☎ 1300 659 218

📄 www.bom.gov.au

Rural Fire Information

☎ 1800 679 737

📄 www.rfs.nsw.gov.au

Essential Energy

☎ 13 20 80 or visit

📄 www.essentialenergy.com.au

Byron Shire Council – on call 24 hours

☎ 02 6622 7022.

Sustainability Advantage

Assisting organisations across NSW to achieve increased competitiveness and improved bottom lines through better environmental practices:
www.environment.nsw.gov.au/sustainabilityadvantage

My Climate event emissions calculator

https://co2.myclimate.org/en/event_calculators/new

Destination NSW

The lead government agency for the New South Wales (NSW) tourism and major events sectors, with some funding opportunities available for events:
www.destinationnsw.com.au

Climate Active Carbon Neutral Standard

(formerly the National Carbon Offset Standard) - a certification administered by the Australian Government to drive voluntary climate action:
www.climateactive.org.au

Check out Byron Shire Council's website for programs such as Net Zero Emissions Strategy, Butt Free Byron Shire, Sustainable Visitation Strategy, Be a Good Sort, Bringing Back the Bruns & Sunspot
www.byron.nsw.gov.au



Byron Shire Council

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PO Box 219, Mullumbimby NSW 2482

Telephone: 02 6626 7000
Email: council@byron.nsw.gov.au
www.byron.nsw.gov.au

