NSW GOVERNMENT | SydneyOlympicPark

Safety guidelines for organisers of events being held within Sydney Olympic Park

Third Edition, August 2020

Contents

***Note:** These Safety Guidelines are not exhaustive and other considerations may be required for specific events. Further information may be provided by SOPA upon request. Third Edition, August 2020.

1.0 Safety Guidelines for General Event Management within Sydney Olympic Park

The purpose of these safety guidelines for events is to provide general considerations on what should be addressed prior to and whilst conducting an event within Sydney Olympic Park. These guidelines are not exhaustive as other considerations may need to be addressed also.

1.1. Introduction to General Event Management

General Event Management is the responsibility of the event organiser / persons conducting the event. Event Management should start with a *Risk Assessment Report* identifying any potential hazards that may need to be addressed prior to or during an event at Sydney Olympic Park. This report should be prepared in accordance with *SA/SNZ HB 436:2013,: Risk management guidelines - Companion to AS/NZS ISO 31000:2009 and AS/NZS ISO 31000:2009.*

1.2. General Event Management

1. Health and Safety legislation will apply to many events. The risks associated with an event should be assessed beforehand and the appropriate control measures put in place. This will involve an experienced person completing an appropriate *Risk Assessment Report* and forwarding this report to Sydney Olympic Park Authority (SOPA or the Authority).

2. A *Risk Assessment Report* should consider every aspect of every phase of every production or event, including every aspect of pre- and post-production. Consideration must be given to all work practices undertaken in the working environment. The working environment encompasses all activities related to the production or event, including those undertaken on stage, backstage, front and back of house, auditorium, workshops, dressing rooms and facilities, the location of the audience and interface with the general public, for instance, where an outdoor performance might involve audiences camping at the site.

3. Risk Assessments must have regard to design, planning, construction, pre-performance, performance, bump in and bump out. Risk Assessment must be undertaken for each venue/work site. It is the responsibility of the producing company and the venue manager to ensure this happens and to provide adequate time for it to be undertaken and control measures implemented. It is the right of any employee to view any risk assessment associated with the work they are performing. Hostile vehicle considerations may also need to be considered. Adequate barriers and paths of pedestrian travel to be protected.

4. Good housekeeping is essential. All work places must be hygienically maintained (to avoid pandemic spread at times) and regard given to any adverse impact on adjacent work places. All passageways must be kept clear and unobstructed at all times.

5. High or gusting winds can create stress on portable or overhead structures such as lighting towers and other temporary structures. The Risk Assessment shall take into account potential hazards prior to commencement of construction and set out on-going risk assessment monitoring procedures that shall continue until such structures are dismantled. If forecast information indicates the likelihood of high or gusting wind, the production manager, in consultation with the venue owner/manager, shall assess whether the production needs to be postponed or cancelled and whether temporary structures need to be dismantled. Control measures must also be implemented in respect of securing any objects, including seating, fencing and stacked materials that may potentially be blown over or otherwise moved by wind actions.

6. Slipping hazards are greatly increased in wet weather due to damp surfaces and reduced visibility. If wet weather is expected slip hazards are to be considered and planned for. Electrical equipment and lighting established in areas exposed to weather present potential hazards. They must be protected to ensure electrical current does not come in contact with water. Residual current devices must be used at all times.

7. Wet weather working gear should be provided when work is being undertaken in raining conditions. In heavy rain, consideration needs to be given to abandonment and/or the provision of sheltered space.

8. Sydney Olympic Park Authority requires the reporting of any incidents/accidents to any person, or damage to any equipment/property at or near the area of activity, within Sydney Olympic Park. Such incidents should, in the first instance, be notified to Sydney Olympic Park Operations Centre on 9714 7700. In accordance with the Work Health & Safety Regulation 2017, all serious incidents that cause injury to persons in particular must be reported to SafeWork NSW immediately on 13 10 50.

2.0 Guidelines for Emergency Management and Safety Plans for events within Sydney Olympic Park

2.1 Introduction to Emergency Management and Safety Plans

An *Operational Management Plan* and/or *Site safety Plan* should always be established for all events being held within Sydney Olympic Park. This is to map a course of response to any emergency that may arise during the course of the scheduled event. Early action to any emergency will be beneficial to life safety of the attendees.

2.2 General Emergency Management and Safety Plans

1. An ***Operation Management Plan, Site Safety Plan*** **and** ***Emergency Evacuation Procedures*** may need to be supplied to SOPA and are to be adopted by the event organisers. These are to be engaged or implemented if assessed and required by SOPA during the event.

2. The venue management and producing company must provide a list of emergency contact numbers. That list must include the emergency contact numbers for the Venue Manager or their delegate together with numbers for emergency services. The venue owner and producing company must have appropriate emergency plans and procedures in place for every event and production at every venue.

3.0 Guidelines for General Life Safety issues within Sydney Olympic Park

3.1 Introduction to General Life Safety Issues

General Life Safety is an awareness type of requirement that is an attitude to the protection of all persons visiting Sydney Olympic Park. Many Life Safety accidents can be avoided by a vision of potential danger to persons when a task is being undertaken.

3.2. General Life Safety

1. Organisers of events will always retain a duty of care to people working or visiting an event and health/safety must always be of paramount importance in the planning and management of an event.

2. All those working on a production or at an event should be given sufficient information to enable them to perform their job safely. Irrespective of the duration of their engagement period, all those working on a production or event should be given an induction at each work site where they will perform duties. This should include an orientation of the site and all safety information relevant to the event or production. Time should be put aside on the first day of employment at each venue or site for this induction.

3. Any accident resulting from an act or omission (including a lack of training) could result in litigation against the organisers or action taken under legislation.

4. Event managers should consider security in relation to cash money, asset protection, crowd control (including hostile vehicles) and public safety. A professional, friendly and active approach to security will prevent confrontations and contribute to a positive healthy atmosphere at the event.

5. It is essential that security personal have efficient communication equipment and processes in place to maintain direct liaison with police, emergency services and the event manager. At large events, a central command post can coordinate security, police and emergency services.

6. At any event there are likely to be prohibited items. Patrons need to know in advance that certain items are not to be brought into the event. Searches of personal belongings including jackets, purses, bags and the confiscation of weapons, alcohol and other drugs can reduce on-site problems. These searches are to be conducted by authorised persons only, such as police officers etc.

7. Some items, such as video cameras, may be prohibited by the performers at an event. A process to advise such a requirement and deal with such items must be considered.

8. Security staff needs to be qualified and fully licensed in accordance with the *Security Industry Act 1997*. All security staff, when on duty, must wear clearly visible identification. The master security licence must be shown at the police station closest to the event by 4pm on the day prior to the event. A list of security staff and their accreditation details must also be submitted.

9. First aid services and direct access for emergency ambulance/ medical response services is critical for all types of events. First aid services should be in a clearly defined area and the officers should be able to easily communicate with the events manager, staff and security personnel. Patrons should be informed and encouraged to access the first aid services for themselves or friends. The location of the first aid post should be carefully considered to give the best access for patrons.

10. Consider whether structural barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, hostile vehicles or any other dangerous displays etc. In some cases, barriers will need to have specified structural safety loadings dependent upon the number of people likely to attend the event. All temporary structures should only be obtained from experienced and reputable suppliers.

11. Smoking should not be allowed inside or around any temporary structure.

- All grass and vegetation around structures should be kept as short as possible, and cuttings should be removed from the area.

- The temporary structures must be removed from the approved location on or before the approved bump out date.

- No alcohol shall be consumed in the working environment during working hours without the express permission of the producing company and/or the venue owner.

4.0 Guidelines for General Health and Amenity during events held within Sydney Olympic Park

4.1 Introduction to Health and Amenity

Satisfactory Health and Amenity is always required throughout all areas being used to distribute or sell edible food items during an event at Sydney Olympic Park.

4.2 General Health and Amenity Guidelines

1. Any food preparation areas are to comply generally with the requirements of AS 4674 - 2004. "Design, *Construction & fit out of food premises".*

2. All food handling shall be in accordance with the NSW Food Authorities, "Guidelines for food businesses at temporary events". http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/temp_events_guideline.pdf

3. Any mechanical exhaust systems are to comply with the requirements of *AS/NZS 1668.1:2015, The use of ventilation and air-conditioning in buildings – Fire and smoke control in buildings* and *AS 1668.2-2012 - The use of ventilation and airconditioning in buildings - Mechanical ventilation in buildings.*

4. The applicant must comply with all laws governing work health and safety for its employees and the public.

5. As Health and Safety legislation is applicable to events, the risk associated with an event should be assessed beforehand and the appropriate control measures put in place. This may involve an experienced person completing an appropriate risk assessment report and forward this to the authority. (Refer to **Section 1.0** of these guidelines).

6. All drinking water, whether sourced on site or brought onto the site, must be safe and fit for human consumption.

7. Potable water (i.e. Safe for human consumption) must be used for washing or preparing food or as an ingredient in food. Town water supplies are considered to be potable. Ice used for keeping food cool or adding to food or drink must also be sourced from a potable water supply.

8. Food business operators are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicle are designed and constructed with the ability to be cleaned out as required and, where necessary, sanitised to avoid contamination spread.

9. Businesses must ensure that the premises are provided with the necessary service of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets. All structures must meet the requirements of the Food Act and the Australia New Zealand Food Standards Code - Standard 3.2.2 - Food Safety Practices and General Requirements (Australia Only).

10. All persons selling food or operating stalls and outlets used for selling food, produce, fruits and vegetables or pre-packed food for human consumption is deemed to be a “food business”. Not-for-profit operations are not excluded. A “food business” is required to sell safe and suitable food in accordance with the provisions of the NSW *Food Act - 2003.* Copies of the Act are available on the NSW Legislation Website, http://www.legislation.nsw.gov.au/maintop/view/inforce/act+43+2003+cd+0+N

11. All hot food must be kept above 60 Degrees Celsius. All cold food must be kept below 5 Degrees Celsius.

12. All frozen food must be kept below (minus) – 18 Degrees Celsius.

13. Hearing/noise protection should be provided for all persons being involved in an event where excessive noise may be generated. These requirements should generally be in accordance with SafeWork NSW requirements.

14. An authorised food inspector may carry out a health assessment of all areas intended to be used for the preparation of food.

15. Stalls should be set up on sealed ground sites to minimise dust problems. If only unsealed sites, such as grass or dirt, are available, the ground should be fully covered with a membrane prior to the set up.

16. The open side of the stall should not face prevailing winds to educe dust, odour and insect problems.

17. Wherever possible, stalls should be located away from toilet and garbage collection areas to prevent likely air-borne contamination.

18. The event management and food business operators should ensure that adequate toilet facilities for food handlers are made available.

19. All stalls and their associated fixtures, fittings equipment and those parts of a vehicle used to transport food, must be kept clean and in a good state of repair and working order, free from dirt, fumes, smoke, foul odours and other contaminants.

20. For health and safety reasons, children should not be permitted to enter a food stall.

21. The *Protection of the Environment Operations Act -1997* requires that operations should not cause any harm to the environment (i.e. Air, water, noise and surrounding land environments). For example, waste water should be discharged into the sewer system not onto the ground.

22. Sydney Olympic Park Authority strongly advises that a "Temporary Food Stall Checklist" be performed as outlined in *Section '6 & 7' of the* Guidelines for food businesses at temporary events by the NSW Food Authority prior to each and every event. http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/temp_events_guideline.pdf

5.0 Guidelines for Temporary Entertainment Venues within Sydney Olympic Park.

entertainment venue: means a building used as a cinema, theatre or concert hall or an indoor sports stadium.

*Definition from the Environmental Planning and Assessment Regulation - 2000.

5.1 Introduction to Temporary Entertainment Venues.

Temporary Entertainment Venues are to be governed as Entertainment Venues as set out in the *NCC/Building Code of Australia, NSW Provisions, Part H102.*

5.2 Temporary Entertainment Venue Guidelines.

1. All public events at Sydney Olympic Park that have load bearing temporary structures (*with a roof*) being incorporated into the event and are to be used as an "Entertainment Venue" must be assessed by an appropriately competent person under the requirements of the *NCC/Building Code of Australia, Volume 1 (NSW Provisions, Part H102, Temporary Structures)* as a Class "9b", Public Assembly - Entertainment Venue building.

2. All temporary structures used as an Entertainment Venues shall be in accordance with the *Building Code of Australia, NSW Provisions Part "H102", Temporary Structures.* These requirements include the fabric that is used in the construction of a Temporary Structure; this will involve a maximum Flammability Index which is to be supplied by a registered testing laboratory.

3. All Temporary Entertainment Venues are to be in accordance with the New South Wales, *State Environmental Planning Policy, (SEPP), Exempt and Complying Development – 2008.*

6.0 Guidelines for Pyrotechnic/Laser Safety within Sydney Olympic Park

6.1 Introduction to Pyrotechnic Safety

The considerations and requirements of Pyrotechnic and Laser displays need great care in how they are integrated into an event. Such shows / displays are only to be conducted by a competent and accredited / licensed Pyrotechnician with SafeWork (NSW). These shows / displays are to be in accordance with the *Explosives Act - 2003* and the Regulation.

6.2 General Guidelines for Safe use of Pyrotechnics

1. Notification must be given to Sydney Olympic Park Authority if any pyrotechnic or laser displays are to be incorporated into the proposed event.

2. Written acknowledgement must be given by Sydney Olympic Park Authority if pyrotechnic or laser displays are to be conducted for more than one day for any proposed event. This is a SafeWork NSW requirement.

3. Only operators who are licensed and accredited Pyrotechnicians with SafeWork (NSW) are to be associated with the set - up and preparation of a Pyrotechnical Show.

4. All activities that include any manufacture or assembly of fireworks and the like must be performed in an approved area that is secured and safe from the public.

5. All approved emergency management plans must be used and adopted during any Pyrotechnical show.

*Note:

All Laser and Pyrotechnic Shows are to be in accordance with the following Acts and standards,

The Explosives Act – 2003 and the Regulation.

*Work Health and Safety Act - 20*11 and the Regulation.

SafeWork, NSW, **Operational Conditions, FIREWORKS**, Pyrotechnic and Single use Licence Holders. https://safework-old.clients.squiz.net/media/publications/licences-and-registrations/operational-conditions-for-pyrotechnicians-and-single-use-fireworks-licences

AS/NZS IEC 60825.1:2014: Safety of laser products - Equipment classification and requirements.

AS/NZS IEC 60825.14:2011 : Safety of laser products - A user's guide.

AS 2187.0-1998 Explosives - Storage, transport and use.

AS 2187.3-1999 Explosives - Storage, transport and use - Pyrotechnics - Shop goods fireworks - Design, performance and testing.

AS 2187.4-1998 Explosives - Storage, transport and use - Pyrotechnics - Outdoor displays.

7.0 Guidelines for Access in Temporary Structures within Sydney Olympic Park

7.1 Introduction to Access Guidelines

These Guidelines have been prepared in accordance with the legal requirements of the *Disability Discrimination Act-1992* and the *Disability Inclusion Act-2014*. There is a need for all organisations to adopt a wide approach to effectively work towards achieving an accessible environment for all visitors and workers attending Sydney Olympic Park.

7.2 Access Guidelines for Temporary Structures

1. All arrangements and temporary installations, including emergency procedures, shall meet the accessible needs of any persons with a disability attending the scheduled event. All temporary installations are to be in accordance with Sydney Olympic Park's Access & Inclusion Guidelines-2020. In addition to these general requirements an accessible counter space for persons with a disability shall be provided with a service length of 800mm minimum and counter service height of 850mm, +/-20mm. This counter should be located in all areas where there are public services available.

2. Access for persons with a disability may include parking, restrooms and telephones; clear paths of travel: accessible vendors and booths. A map or program should be provided to attendees including the accessible restrooms, parking, phones, drinking fountains, etc.

3. "Accessible" describes a site, building, facility or portion thereof that can be approached, entered, and used by persons with disabilities. It is the applicant's responsibility to comply with all State and Federal Accessibility Requirements and Acts applicable to the event.

4. All indoor and outdoor sites for special events must be accessible to persons with disabilities.

5. An Accessibility Plan may be required to be submitted to the Authority for approval for consideration of a future event.

8.0 Guidelines for safe use and storage of Bottled Gas within Sydney Olympic Park

8.1 Introduction to Safe Gas use and storage

Liquid Petroleum Gas (LPG) is a type of fuel for heating, cooking and for automotive use. LPG cylinders are safe if used correctly. If stored or used incorrectly, LPG can be extremely dangerous. It is for these reasons that these guidelines have been established to promote the safe use of LPG within Sydney Olympic Park.

8.2 Gas Safety Guidelines

1. Caterers have obligations under the *Work Health and Safety Act-2011* to ensure the safe use of LPG gas cylinders and gas appliances. All LPG cylinder and Flammable gas storage and handling is to be in accordance with *AS/NZS1596-2014, The Storage and Handling of LP Gas* and *AS 4332-2004, The Storage and Handling of Gases in Cylinders*. No more than 500 (Water Litres) approx. 225 Kg of Flammable Gas cylinders minor storage requirements as per *AS 4332, Section 2 clause 2.3* and LPG Minor Storage requirements AS/NZS1596, Table 2.1 are to be stored in one central position/space. Compliance with the (SafeWork NSW), *Code of Practice for Storage and Handling of Dangerous Goods – 2005*, *AS/NZS1596 and AS 4332* is required at all times.

2. LP Gas cylinders must be stored in well ventilated shaded areas and not within a temporary structure. All LP Gas cylinders must be placed upon firm level ground capable of sustaining the proposed ground loadings imposed by the LP Gas Cylinder. All LP Gas Cylinder safety outlets must be faced away from any structures. All Gas Appliances are to be away from the attending public.

3. The most dangerous time with gas is when it is first ignited. Extreme care must be taken if there has been a gas leak and there is no immediate ignition, if ignition occurs later, there may potentially be a gas explosion. The power produced by a gas explosion has the potential to cause serious damage to persons and property.

4. All LP Gas cylinders and appliances must be in good working order and be inspected and certified at least every 10 years as safe with a compliance plate fitted so the accredited LP Gas fitter may be identified.

5. Regardless of type of gas used on the subject site it is essential to check that the gas installation and gas appliances are compliant with regulations.

6. As per AS 4332, The Storage and Handling of Gases in Cylinders, Section 2, clause 2.5, Precautions for the Storage of Gases in Minor Quantities, areas in which cylinders are kept shall be away from any sources of excessive heat and be kept clear of any combustibles materials, vegetation and refuse for a distance of not less than 3m from any cylinder. Fire Extinguishers must be provided where LP Gas Cylinders are being used as per AS2444:2001, Portable Fire Extinguishers and Fire Blankets – selection and location. Extinguishers must be suitable for the proposed fire loads and positioned not more than 15 metres from the LP Gas Cylinder.

9.0 Guidelines for safe usage of Temporary Structures within Sydney Olympic Park

9.1 Introduction to Structural provisions for Temporary Structures

Temporary structures are by nature extremely light and do not possess large masses or dead loads within their framing systems or cladding. It is for this reason that temporary structures must be assisted as to their stability against lateral sliding and overturning during design service and must be tied-down with sufficient dead loads/weights/anchorage to protect the general public and guests attending any scheduled event. These tie-downs are required due to the effects of wind loads/forces being exerted upon such lightly framed temporary structures. Pegged structures should be installed in accordance with the manufactures specifications and details.

Sydney Olympic Park Authority requires that all events are to comply with the New South Wales, State Legislative Requirements as set out in the *"State Environmental Planning Policy for Exempt and Complying Development – 2008".* To achieve compliance, the following structural provisions outline the needs and design criteria currently required for temporary structures servicing both community and private events within Sydney Olympic Park.

The Authority requires all temporary structures to have anchorage/tie-downs including the tension cables (tent ropes etc.) and bracing, to a minimum wind design velocity/speed:

1. of ultimate limit state for a 3 second wind gust at 10m maximum height, 37m/s generally within the Park, (such as up to 133km/hr actual on site wind speed)*, or

2. of ultimate limit state for a 3 second wind gust at 10m maximum height, 43m/s for all structures erected within Bicentennial Park, (such as up to 155km/hr actual on site wind speed)*.

* Note: Based on Region "A3" and "Terrain Category of 2.5" in accordance with *AS 1170.2-2011* "*Structural Design Actions - Wind Actions"* as required by *"SEPP for Exempt & Complying Development – 2008"* and is due to historic wind speeds/velocities of this nature being experienced within Sydney Olympic Park.

Wind Speed Conversion Table

Ultimate Limit state Wind Velocity.	**Actual outside wind speed.**
Ultimate 37m/s wind velocity. =	133 km/hr actual wind speed.
Ultimate 43m/s wind velocity. =	155 km/hr actual wind speed.

9.2 Structural Requirements

The use of an area associated with the erection of any temporary structure, requires specific approval. A Development Application may be required to be submitted to SOPA's Planning Unit for such structures to be erected within the Park.

During the construction/erection of temporary structures (such as event preparation, Bump-in periods), the construction zone, including all travel paths to and from delivery trucks etc, should be fenced off and made safe to the public where required. Any marquee, roofed walkway, tent or temporary structure erected should be suitable for the purpose intended and in good condition.

Structural Engineer's (post build) certificates are required indicating that the construction/erection of temporary structures are suitable and stable against lateral sliding and overturning to minimum design gust wind speed of ultimate limit state 37m/s generally within the Park and 43m/s in Bicentennial Park. The certificates are to be submitted to the Authority prior to end of Bump-in period. Requirements for bending should be designed for by the manufacturer and built into the temporary structures at time of manufacturing (structural members, connections and bracing) in accordance with the requirements of *AS 1170.2-2011, Structural Design Actions-Wind Actions.* It is considered that the design for bending is the responsibility of the manufacturer and not the responsibility of the Structural Engineer certifying the anchorage. All certifying Structural Engineers are to hold current professional indemnity and public liability insurance.

The (post build) certificates are to be dated referencing the particular site and nominated structures and are to remain in force until end of bump-out period. This certificate must also state that the anchorage/tie-downs have been designed in accordance with the wind velocities/speeds contained within the SOPA Structural Guidelines for use of temporary structures, *AS 1170.2-2011, Structural Design Actions-Wind Actions* and the requirements of the *State Environmental Planning Policy for Exempt and Complying Development - 2008.*

Note: The Authority will only require structural certification for load bearing roofed structures exceeding a 3 metre x 3 metre or ($9m^2$) floor area with the exception of fete stall type designed structures, due to the nature of the frame work and lack of appropriate frame bracing. All fete stall type designed structures will require post build certification in accordance with these guidelines. Structures with a floor area of 3m x 3m / ($9m^2$) or under are to be installed and have anchorage provided as per manufacture's specifications. Alternatively they are to have anchorage to the ground with a dead weight equal to an uplift pressure of ultimate, 0.75kPa. Sliding for all sizes of temporary structures is to also be considered, use 0.6 (μ) Concrete to Concrete Friction Factor, as $F = \mu \times N$.

The full installation and anchorage/tie-downs of these small structures are to be certified by an accredited manufacture's installer. This certificate is to be submitted to SOPA prior to the end of the Bump-in period.

All temporary structures that may be affected by wind actions or dead and live loads are to be provided with adequate anchorage, dead load weights/tie-downs. They shall be designed and erected in accordance with the current *NCC/Building Code of Australia, Section B, "Structural Provisions", AS 1170.1-2002, "Structural Design Actions – Permanent, Imposed and other Actions"* and *AS 1170.2-2011, "Structural Design Actions - Wind Actions".* All platforms and stages must be designed to suit the intended use, including all dead and live loads associated with the structure in accordance with the *NCC/Building Code of Australia* and adopted Australian Standards.

* It is highly recommended that if the on site wind conditions reach a velocity/speed of **90km/hr** actual outside wind speed or more, all temporary structures are to have all linings (canvas walls and roofs etc.) sealed/closed up and the structure to is to be abandoned and screened off with an adequate Protection Exclusion Zone to prevent any public access near the structure.

9.3 Design Criteria

1. All structures at or under 3m x 3m or (9m^2) must be a minimum distance of 6m apart from each other, otherwise the structures will be deemed as one structure totalling more than 3m x 3m or (9m^2) and this will then require Structural Engineer's certification as required on all larger structures.

2. All certified temporary structures, roofed walkways, tri-truss frames etc. must comply with the *Building Code of Australia* and all other statutory regulations current at time of construction. This includes areas pertaining to egress, height and fire safety requirements. All stands and structures must be designed and constructed in accordance with all relevant Australian Standards.

3. All supporting framework and poles etc, for tented structures, roofed walkways should be regularly tested by the supplier and maintained in a safe working condition. Where tented structures have pegs and where there is a risk of attendees tripping over them, the pegs and tie-downs must be adequately shielded.

4. Any ground, floor, stage or platform that is intended to be used by or to support a temporary structure must be sound and stable (with no possibility of an earth shear failure) and is to be able to be support the proposed structure, including dead and live loads associated with use of the temporary structure as per *AS1170.1-2002 "Structural Design Actions - Permanent, imposed and other actions, – Table 3.1 Usually "C5 - Stages in Public Assembly Areas", UDA = 7.5 kPa & CA = 4.5 kN" .*

5. All open form temporary fences that are greater than 1.5 metres in height (not permanently fixed), runs of fencing and similar barriers are to be installed in accordance with the manufacturers' designs and details. Any temporary fencing greater than 1.5 metres in height that has a straight length of greater than 25 metres without a substantial change of direction (greater than 45 degrees) and that is to be provided with a material, commercial signage or lining is to be certified by a Structural Engineer immediately upon the completion of such installation. This certificate will reference that the installed fence which is applied with a lining or similar is able to resist lateral sliding or over turning to a minimum wind velocity as set out in these guidelines.

   * Note: The Structural Provisions contained within this document were assessed and recommended in accordance with the Structural Requirements set out in the *State Environmental Planning Policy for Exempt and Complying Development - 2008.*

10 Guidelines for Safe Usage of Amusement Devices

10.1 Amusement Devices

1. All Amusement Devices Mechanically Driven, Inflatable or Slide Type Amusement Devices must be issued an Activity Approval under the provisions of Section 68 of the Local Government-1993. This Activity Approval is to be issued by Sydney Olympic Park Authority for such use. This will involve the applicant or operator submitting an Amusement Device Activity Approval Application Form to Sydney Olympic Park Authority for assessment. This Application Form can be downloaded from Sydney Olympic Park Authority Website (Amusement Devices).

10.2 Mechanically Driven Devices

1. All Amusement Devices Mechanically Driven are to be accompanied by an in-date New South Wales SafeWork Plant Registration under the provisions Work Health and Safety Act-2011 or another equivalent State Agency.

2. All Amusement Devices Mechanically Driven are to be accompanied by an in-date 20 Million Public Liability Insurance Policy Certificate of Currency.

10.3 Inflatable and Slide Type Devices

1. All Amusement Devices both Inflatable or a Slide Type are to be accompanied by an in-date 20 Million Public Liability Insurance Policy Certificate of Currency.

2. All Inflatable Amusement Devices shall be designed and constructed in accordance with AS 3533.1-2009, Amusement Rides and Devices –Design and Construction and AS 3533.2 – 2009, Amusement Rides and Devices – Operation and Maintenance. Any repairs to a device shall maintain the fire resistance and other safety provisions required by part two of the standard.

For further Safety Information on Inflatable Amusement Devices visit "SafeWork", New South Wales at –

http://www.safework.nsw.gov.au/health-and-safety/safety-topics-a-z/amusement-devices

and

http://www.safework.nsw.gov.au/media/publications/health-and-safety/engaging-amusement-devices-for-shows-and-events

11 Guidelines for temporary Mains Electrical Wiring required at an event within Sydney Olympic Park

11.1 General Temporary Mains Electrical Wiring

a. If any mains electricity or electrical appliance is proposed to be installed within any temporary structure during an event, it/they should be installed by a fully licensed and competent electrical contractor. All electrical systems should be earthed and protected by a suitable Residual Current Device (RCD). All electrical wiring is to be installed in accordance with *AS/NZS 3000:2018, Electrical Installations* (Australian Wiring Rules) and *AS/NZS 3002:2008, Electrical Installations-Shows and Carnivals.*

12 Guidelines for the preservation of existing Fire Engineered Designs of venues within Sydney Olympic Park

12.1 Introduction to the requirements to preserve any existing Fire Engineering Designs of venues within Sydney Olympic Park

It is a requirement that all existing Fire Engineered alternative solution designs must be preserved in any buildings subject to such a design within Sydney Olympic Park. These existing Fire Engineered designs must not be compromised and any event must be conducted in accordance with any existing restrictions that these designs may impose on an existing venue.

12.2 General Fire Engineered Designs.

1. All events must be undertaken in accordance with any existing Fire Engineered Design or Restrictions that form part of the operating restrictions on an existing venue.

2. The event must be sensitive to this existing design and compliment the existing venue.

13 Guidelines for Pedestrian Circulation within Sydney Olympic Park

13.1 Introduction to the requirements of Pedestrian Circulation

Comfortable pedestrian circulation and accessible circulation must be available in most areas of the proposed event. Accessible requirements must be in accordance with Sydney Olympic Park Authorities, Access & Inclusion Guidelines 2020.

13.2 General Pedestrian Circulation requirements

1. All persons must be comfortable whilst moving around the areas that form part of the event footprint. Access requirements must be provided where reasonably possible for persons with a disability.

2. All travel paths included in the event footprint are to be easily identifiable and are to be free of any trip hazards. Adequate lighting is to be provided during night events.

3. The travel paths are to be wide enough to accommodate the expected populations and overcrowding must be avoided along these travel paths.

4. All **major pedestrian paths** in and around all major event venues are to be kept clear and are not to be blocked or compromised by any temporary structure or compound like structures. All temporary structures and compounds proposed for these major pedestrian path areas are to be approved by SOPA prior to the commencement of the bump in period.

5. All pedestrian travel paths are to be maintained so as to be in accordance with AS/NZS 1158.3.1-2020, Lighting for Roads and Public Spaces – Pedestrian Area (Category P) lighting – Performance and Design Requirements.

6. The hirer is responsible for any repairs of the Authority's equipment, assets or property or any additional cleaning of the site as determined by the Authority, as a direct or indirect result of pedestrian movements and circulation during an event.

7. Crowd control must be considered during rock concerts and festivals or similar events. The use of "D" barrier crowd control systems or similar should be considered to avoid any type of crowd crush or the like within these densely populated areas.

8. Preventative provisions shall be put into place where Hostile Vehicle invasion may be of concern. Provisions to consider as located in in Commonwealth of Australia Publication below:
https://www.nationalsecurity.gov.au/media-and-publications/publications/documents/hostile-vehicle-guidelines-crowded-places.pdf

Appendix A

Other Considerations that need to be considered during the preparation and planning of the proposed Event.

Toilet Facilities

Are there adequate existing toilet facilities and amenities local to the area being occupied by the proposed event ?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **no** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Exempt Development

Is the proposed event scheduled to be conducted past the time of **10pm** on any given night ?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Noise Amplification

Does the proposed event contain any noise amplification of any kind, including music and voice messaging or entertainment etc ?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Insurance Requirements

Are there adequate insurance policies in place to cover Public Liability, Workers Compensation etc. for the proposed event ?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **no** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Waste Management Requirements

Is it likely that excessive amounts of waste will be generated during the event?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Medical Requirements

Is it likely that medical attention may be required by persons attending the event?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Mechanical Amusement Device Requirements

Will there be any mechanical amusement devices present for the patrons use during the event ?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Transport Requirements

Will public transport be required by patrons attending the event ?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Sleeping/Camping Requirements

Will persons be sleeping /camping overnight on site that are attending the event?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

LPG Storage Requirements

Will there be large quantities of LPG (Liquid Petroleum Gas) being stored together (Typically over 225 KG in one place) during the event?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

LPG Cylinder Safety Check List.

Usage:
Never use LPG indoors or in a confined space.

- Do not connect or disconnect cylinders in the vicinity of a naked flame.
- Do not use LPG in windy conditions i.e. more than 10km per hour.
- Do not use undue force to open or close the main cylinder valve. If in doubt, consult the supplier.
- Shut off the cylinder valve before disconnecting the bottle from the device.
- Always keep the cylinder cool and away from flames, sparks and heat.
- When operating your gas bottle, always read the manufacturer's operating instructions.

Storage:

- Cylinders should be stored outside in a well ventilated area.
- Cylinders should be kept away from heat or direct sunlight.
- Cylinders should be carried and stored upright at all times.
- Do not store or use petrol, flammable liquids or aerosols near LPG cylinders.
- Ensure valves are turned off firmly when not in use.

Transport:

- When transporting cylinders in the car the total capacity must not exceed 9kg. The cylinders should be transported in an upright position, secured, preferably in the boot. Do not leave LPG bottles in a vehicle unnecessarily.
- No more than two cylinders should be carried in a car at any one time.

Maintenance:

- Your gas cylinder is required to be re-tested and stamped every 10 years.
- Never use a naked flame to detect a leak. To check for gas leakage, spray soapy water on any suspect connection or hose and watch for bubbles. If in doubt, turn off the gas and have a licensed gas fitter attend to the hose or connection.
- Do not attempt to refill dented or corroded cylinders. Their integrity has been compromised and must be returned to a test station for recertification.
- Never tamper with the safety valve or other gas bottle fittings.

- **Remember, be safe not sorry. If you detect a strong smell of gas, call Triple Zero (000) and ask for the Fire and Rescue.**

Population Capacities

Is there a potential of excessive (unplanned) patrons attending the event?

Yes ☐ No ☐ Not sure ☐

*****If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Security Requirements

Will there be a need to provide professional security for the event?

Yes ☐ No ☐ Not sure ☐

*****If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Will Hostile Vehicle mitigation need to be considered?

Yes ☐ No ☐ Not sure ☐

*If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.

Glass Safety Requirements

Will there be a need to provide glass or glass bottles to patrons during the event ?

Yes ☐ No ☐ Not sure ☐

*****If this question was answered as **yes** or **not sure** SOPA is to be contacted so more information may be given on these considerations.