



SHIRE OF
WAROONA
SEA TO SCARP



Public Event Toolkit

About this document

The information contained in this document is intended to be a guide only. It is current on the date of publication but may change without notice. The Shire of Waroona is not liable for any costs arising from or associated with decisions based on information here, and users should obtain expert advice to satisfy all requirements of the relevant legislation applicable.

This document should be read in conjunction with the Government of Western Australia Department of Health 'Guidelines for concerts, events and organised gatherings'.



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INTRODUCTION

The Shire of Waroona has developed this Public Event Toolkit as a reference tool for individuals and organisations to utilise when planning public events. The toolkit aims to provide event managers and community organisations with best practice information and links to resources for events, information for operational procedures, statutory and legal requirements, as well as event management requirements.

This toolkit is designed to help you plan a safe and successful event while also minimising any negative impacts on surrounding properties. It provides advice on:

- The Shire of Waroona's role in your event, including approval processes and services offered, and
- Your role in planning your event, including the items you will need to consider and documents you need to prepare.

This toolkit outlines the main considerations when planning an event, however for more details, particularly regarding legislative requirements, please refer to the '*Guidelines for concerts, events and organised gatherings*' published by the Department of Health in 2009.

BEFORE YOU GET STARTED

It may be helpful to review past events or visit a similar event in the local community to determine what is relevant to that particular area, and also contact local community groups, schools, general public and the Shire of Waroona.

The Shire's Community Development Team is available to assist with event enquiries, and can be contacted on (08) 9733 7800 or at cdo@waroona.wa.gov.au

WHAT IS A PUBLIC EVENT?

A temporary public event means any single, one-off event, either indoor or outdoor, where people assemble for sporting, entertainment or other common purposes (for example, outdoor concerts, shows, fairs, festivals, exhibitions, etc).

OUR ROLE

The Shire of Waroona can assist you in running a safe and successful event, and to navigate you through the planning process. Events require the expertise of a range of services delivered by the Shire, across multiple departments. If you are planning on holding an event in the Shire of Waroona, the first step is to call the Community Development Officer on (08) 9733 7800 or email cdo@waroona.wa.gov.au. You will be provided with advice on event funding, planning and management, and the necessary Shire permits and approvals.

YOUR ROLE

Events come in many different sizes and cover a wide range of activities. Whether your event is small or large, there are commonalities in the planning process. As the event organiser, you are responsible for planning the event and ensuring it complies with relevant laws and procedures.

These include:

- Selecting a suitable venue with sufficient public amenities and services
- Holding adequate insurance policies such as public liability insurance, WorkCover and any other insurance needed to cover your event

- Choosing appropriately skilled staff or volunteers including trained first aid officer, security staff and, if required, traffic controllers
- Choosing appropriate vendors for your event, and ensuring they have appropriate insurances, registrations and licenses
- Preparing a range of plans including
 - A site plan of the venue showing key items such as power, entries, exits, emergency assembly areas, parking and amenities
 - A risk management plan to identify, address and minimise all possible risks and safety hazards associated with your event
 - An emergency management plan outlining the procedures to follow in case of an emergency
 - A traffic management plan if it is likely the event may affect local traffic
- Obtaining all approvals, permits and licenses issued by both the Shire and other government agencies

EVENT APPLICATION

The Shire of Waroona generally requires notice of your event in writing as early as possible, but no later than 6 weeks before your event date. A Public Event Application form can be downloaded on the Shire's website or a copy can be requested from the Shire office.

WHY DO I NEED TO APPLY?

The Shire requires an event application to make events safer, provide a consistent process and meet necessary requirements of authorities and organisations involved with the implementation of events. Organisers of public events are responsible for protecting the health, safety and welfare of those who may be affected by the event. Also, organisers want to ensure the community is having a great time, which can only happen in a safe environment. The process of applications helps in achieving this goal.

APPLICATION FORMS

Shire of Waroona application forms that may be applicable to your event are listed below:

- Public Event Application Form
- Application to Hire Memorial Hall
- Application to Hire Recreation & Aquatic Centre
- Application to Hire Hamel Hall
- Application for Public Open Space
- Application to Return Deposit
- Application to Consume Liquor on Council Premises
- Application to Hire Council Equipment

Please visit www.waroona.wa.gov.au for access to these forms.

PLANNING YOUR EVENT

If you are planning an event in the Shire of Waroona, there are a number of considerations as well as documents to prepare in addition to the initial event application form. These include:

SELECTING A SUITABLE VENUE

Factors to take into account include the type of venue (indoors and outdoors), location travel times, proximity to public transport car parking availability, high visibility, accessibility, and the available services and equipment.

Shire of Waroona owns and manages a range of both indoor and outdoor facilities that can be hired as venues. For more information, please visit www.waroona.wa.gov.au or contact the Shire Administration team.

EVENT PROGRAM AND PLAN

It is good practice to draft a clear description of the event early in your planning. A couple of paragraphs on the event concept, the basic content, date, time, location, why you are hosting it and who your patrons might be. This can be used for pre-promotion to stakeholders and to develop sponsorship proposals. Your event program is essentially a running sheet outlining how the event will take shape from set up, to gates open, the start and running of programs, pack up, and clean up. This information may be requested as part of event application.

INSURANCES

All events held on Shire of Waroona owned land and/or facilities require Public Liability Insurance with a minimum of \$10 million coverage. Adequate insurance cover will also be required for event staff, volunteers, stallholders and entertainers. A copy of the Certificate of Currency from the insurer must accompany your application.

In addition, it is essential that other stakeholders (i.e. security companies, food operators, amusement providers) involved in the event also hold public liability cover. Evidence of public liability cover must be obtained from all stakeholders.

SITE PLAN

An essential part of any event is drawing a site plan showing these key items:

- Power - Location/s, source/s, distance from power outlet to where you will need to use the power.
- Shelter - Location/s, size, type, direction of openings, line of sight blockages.
- Water - Location/s, type and number of outlets, wash basins.
- Access/Exits - Venue entry/exit points, traffic flow blocks, accessibility, stairs and ramps, vehicle access. Information on creating accessible events is available online at www.disability.wa.gov.au
- Permanent structures - Location/s, entries and exits, foyer, toilets, kitchen or catering facilities.
- Floor/Ground - Undulating ground, floor surface.
- Parking - Location, car spaces available, accessible parking.
- Fire services - Exit doors and signs, extinguishers, fire hose reels.
- Other - Trees, paths, signs, roads, fire hydrants/blankets.

If your event will be held on Shire owned land and/or facilities, the Shire may be able to provide you with a map to draw your site plan on.

RISK ASSESSMENT

You must assess all possible risks associated with running your event. By identifying risks and addressing potential hazards, you minimise the risk involved. It is good practice to prepare a Risk Management Plan for all events, however this is compulsory for events with 1,000 or more patrons. Your Risk Management Plan should include:

- Event details
- Stakeholders
- Risk and Hazard Identification
- Assessment – the consequence and likelihood of a hazard
- A risk matrix analysis
- Action response plans

EMERGENCY MANAGEMENT PLAN

You must ensure you are capable of dealing with any type of emergency which is why you need an emergency management plan and evacuation procedures to cover fire, medical, structural, explosions, and flooding. You should prepare an emergency management plan that is flexible and simple to follow. Roles and responsibilities should be clearly outlined and explained to key personnel and crowd control staff. A clear path (length and width of a fire truck) must be provided for emergency vehicle access into the main activity area at any time during the event. Emergency exits shall be unobstructed and remain unlocked at all times during the event.

TRAFFIC MANAGEMENT PLAN

Traffic and parking are important considerations in your event planning and risk assessment. If it is likely the event may affect local traffic or road closures are necessary, a formal Traffic Management Plan (TMP) is required. Traffic management plans must be prepared by an approved or ticketed traffic management contractor. Traffic management plans range from basic to complex and the price of these will vary accordingly. Approvals may be required from the Shire, Main Roads WA and/or WA Police. Your appointed traffic management contractor will be able to advise what approvals are required.

STAFF AND VOLUNTEERS

Recruiting appropriately skilled staff (both paid and voluntary) is crucial. Identify and clearly define what roles and tasks your event will need. This could include publicity and promotions, safety and emergency services, catering, admission/ticketing, performers and staging, information and VIPs, cleaning, car parking attendances, first aid officer and traffic management services.

COMMUNITY NOTIFICATION

Approximately 3 weeks prior to your event, you may need to contact surrounding businesses and residents to inform them the event is taking place and outline any potential effects. Depending on the location, timing, size and make-up of the event, you may also need to notify:

- WA Police
- Waroona Volunteer Fire & Emergency Services
- St John Ambulance

Notifications should include details such as:

- Venue name and location
- Dates, start and finish times

- Complaint response procedure including a phone number for residents to make enquiries
- Other useful information e.g. any noise related information, traffic management, security and public transportation.

Notification is recommended to be distributed to all residencies within at least 250 metres of the venue. Advice on the notification area can be sought from the Shire.

FIRST AID

First aid is to be provided for all events. The level of first aid required will range from a basic first aid kit for low risk events, up to well-equipped first aid posts manned by qualified officers for high risk events.

As a guide, St John Ambulance Australia suggests:

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22	+4

TOILETS

Toilets must be provided at every event and maintained in a clean state. Most Shire facilities have existing toilets, but further portable toilets may still be required depending on the expected number of patrons. Factors that may affect the number of toilets required are duration of event and if alcohol will be consumed. Below is a guide, however please contact the Shire to discuss the exact requirements for your event.

You must provide at a minimum:

- One closet fixture for every 200 female patrons
- One closet fixture or urinal for every 200 male patrons. At least 30% must be in the form of closet fixtures – the balance can be urinal
- One wash basin for every 200 patrons

All toilets must be:

- Adequately screened and appropriately signed
- Checked regularly during the event to ensure cleanliness and consumables are provided
- Able to be pumped-out if required
- Provided with adequate artificial lighting (minimum 40 lux) during hours of darkness
- Equipped with hand-washing facilities with soap and hand towels provided at each toilet

FOOD & WATER

If selling or serving food at your event, you must ensure appropriate food handling practices are in place to minimise the potential health risk. All food outlets must comply with the requirements of the *Food Act 2008* and *Food Standards Code*. If the event is on Shire owned or controlled land, all temporary or mobile food vendors must gain approval from the Shire's Environmental Health Officer. All food vendors must provide a copy of their insurances and registrations.

Potable drinking water supply shall be available and easily accessible to patrons at large public events, especially events of significant duration or outdoor events. If the nature of the event is such that water is being sold to patrons, then it must be:

- In plentiful supply
- Easily accessible, and
- At a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more).

The Shire reserves the right to condition approval of events to ensure that free drinking water is readily accessible to patrons if the event is during the day in the summer months.

ALCOHOL

The Shire's Local Laws do not allow consumption of alcohol in public spaces without prior approval. If alcohol is to be sold, served, or consumed at your event, you should first seek approval from the Department of Racing, Gaming and Liquor, who are the approving authority for a liquor licence no later than 60 days prior. For more information, visit www.rgl.wa.gov.au

Alcohol must always be sold, served and consumed responsibly. The event organiser should also provide for the consumption and promotion of non-alcoholic beverages and food should be available for the duration of the event. The event organiser shall have in place a written procedure for assisting intoxicated patrons and directions for bar staff regarding their obligations in relation to serving alcohol.

FIREWORKS

If planning to discharge fireworks at your event, approval is required from the Department of Mines, Industry Regulation and Safety. The application will be referred to the Shire of Waroona for comment and consideration will be given to noise impacts and fire safety issues.

All fireworks must be discharged by a licenced pyro-technician who holds the appropriate Public Liability insurance with a minimum coverage of \$20 million.

SECURITY AND CROWD CONTROL

Crowd controllers, security guards, or both may be required at your event depending on risk factors. Crowd controllers or security guards employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provision of the *Security and Related Activities (Control) Act 1996*. A crowd control plan is required for high-risk events.

NOISE CONTROL

The event organiser shall control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times. Consideration should be given to the placement of speakers in relation to noise impact on neighbouring premises. A letter drop, with details of the event, is recommended for those residents who are likely to be affected by unreasonable noise.

If noise levels are likely to be exceeded or if noise complaints have been received previously regarding events at a particular venue, approval will be required for an 'Approved Non-complying Event' (Regulation 18) by way of application to the CEO of the Shire of Waroona.

LIGHTING

Areas available to the public at night should be illuminated for the duration of the event and to facilitate people leaving the event. Lighting should be energised approximately one hour prior to sunset to allow time for any unserviceable lights to be repaired before required.

TEMPORARY STRUCTURES

If you will be erecting any temporary structures such as marquees, tents or stages, all structures must meet Australian standards. Marquees are required to be braced and fixed to withstand normal wind loads. The Shire may ask for additional information if these structures are not being hired and installed by a professionally recognised company. Large structures over 55m² require an engineer to inspect the erected structure with structural certification from the installer.

LITTER

The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event. Adequate bins are required to be provided for patrons. For large events, ongoing clean-up operations during the event may be required.

ANIMALS

Displays with live animals shall not be located within 15 metres of any food stall. Petting zoos including animal nurseries, mobile farms, animal shows/exhibits are required to comply with the Department of Health Petting Zoo Guidelines. An alcohol based hand sanitiser (or a hand wash basin with warm running water, liquid soap and paper towels) must be provided at the stall for public use.

AMUSEMENT STRUCTURES

Amusement structures include carnival rides, bouncy castles and games, and must comply with the Occupational Safety & Health Regulations 1996 (Regulation 4.52 Amusement Structures), Australian Standard AS3553 and the Shire's Local Government Property Local Law 2014.

The event organiser should ensure that the operator has an up to date log book and a copy of the plant registration with WorkSafe. Where relevant, suppliers may also need to provide a copy of their Working with Children Check.

Bouncy castles and inflatable amusements are strongly discouraged from being used in an outdoor environment. If using these items, they must be installed and maintained by a reputable supplier and accompanied by the correct insurances.

The Shire reserves the right to condition approval of events where amusement structures are being used.

CHILDREN FRIENDLY ACTIVITIES

For all activities such as face painting, craft activities, petting zoos, etc. a copy of the suppliers Public Liability, Product Liability, and Working with Children Check is required.

POWER AND ELECTRICAL REQUIREMENTS

The Shire of Waroona has a limited number of facilities and reserves provided with reticulated power supply, and these supplies are regularly tested and certified by a qualified electrician. Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from a supply authority or on site generators. For events, it is important to note that:

- Single-phase generators 10kva or below are not permitted
- Electrical equipment is supplied from reticulated supplies originating at supply authority mains or large generators
- Electrical leads do not create trip hazards
- Electrical outlets are protected by residual current devices (RCDs)
- Leads and RCDs are tested and tagged every six months
- Joints and connections are not accessible to the public or exposed to damp conditions
- Installations must comply with AS3002 Electrical Installations for shows and carnivals.
- If using a generator, its position should be considered to be not accessible to patrons and the noise level be minimised.

ACCESSIBILITY

The Department of Communities – Disability Services has published guidelines on ensuring events are accessible and inclusive titled '*Creating Accessible Events*'. This toolkit can be accessed via the Department's website www.disability.wa.gov.au

CAMPING

Should you wish to provide camping during your event, please note the following conditions in accordance with Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997:

- The area for camping is to be planned so that camping sites are orderly, protected from vehicle thoroughfare, and there is easy access for patrons to service vehicles and emergency vehicles
- Access paths throughout the site, particularly to ablutions, must be adequately illuminated
- Patrons must be advised of relevant camping restrictions or rules
- Caravans or vehicle camping must be kept separate from the tent area at all times
- Vehicle speeds limited to 8 kph
- Facilities must be provided to allow basic necessities such as sanitation, first aid and security
- Fires are not permitted
- The maximum number of persons at any one time permitted to camp during the event is to be determined by the property owner

SUPPORTING LOCAL BUSINESS AND COMMUNITY GROUPS

The Shire of Waroona values building relationships with local business and community groups to strengthen our economic benefits and the ties with our community. We strongly encourage supporting local business and community groups when procuring stakeholders for your event.



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