



# community events TOOLKIT

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**Note:** 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 City of Kwinana 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.

Revised January 2017.



## Introduction

This toolkit is designed to make your community event a success, highlighting important information and assisting in the application process.

To conduct a public event, there are a number of pre approvals required to be obtained from the City's Environmental Health Services, Community Services and other departments.

Each event is different and the specific approvals required will depend upon the type of event.

### What is a community event?

A social gathering or activity that encourages communities to come together in celebration. These may include:

- a fair, show, open day or market
- significant celebration
- arts or cultural performance
- in support of a cause or annual celebration (e.g. NAIDOC, Australia's Biggest Morning Tea, Neighbour Day)



## All Hands on Deck!

Organising your community event can be a big task, so to help make sure you tick all the boxes it's a great idea to have a reliable base group of volunteers or an organising committee.

The event committee will hold regular meetings and be responsible for organising all aspects of the event. It is important to allocate roles to each member and have tasks to action before the next meeting.

If you require extra volunteers please contact the Volunteer Centre as soon as you start planning your event, so that they can advertise for volunteers. It's a good idea to have a lead in time of approx. eight weeks, that way you can get the volunteers involved to assist with planning. And it is all free!

Call our Volunteer Coordinator on **9236 4314** or email **[volunteering@kwinana.wa.gov.au](mailto:volunteering@kwinana.wa.gov.au)**.

# Community Input/Feedback

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. Speaking to community groups, schools, the general public, and the City of Kwinana.

## Stages

Follow these five stages to make your next event a success!

## 1. Planning

Planning identifies the objectives to be achieved from your event, brainstorms strategies and sets out the tasks required to achieve them. At this stage you can discuss the following options:

- What is the theme of the event?
- Who is the target audience?
- Where will the event be held and is this venue suitable for the size and type of event?
- When will the event be held and at what time?
- Are there any other events happening in the area on that day?
- What will be the main attractions? What type of entertainment, music, food?

- What is the proposed event budget? Make sure to get quotes and see if vendors, entertainers etc are available on the proposed date.
- Are there any external funding or community grants available?
- What are the marketing options?
- How many people are required to organise the event and also set up, run and pack down the event on the day?
- Are any additional resources required; equipment hire, security, toilets, events or parking staff?
- What tasks and actions are required and who is responsible for each task? And what is the due date?
- How will success of the event be measured? (Crowd numbers, survey, comments board – who will be responsible for this?)

## Funding

Kwinana based community groups and organisations are invited to apply for the City of Kwinana Community Development Fund.

The Community Development Fund is intended to assist organisations that will meet council objectives in facilitating community development, encouraging projects and activities that contribute to the growth and enrichment of community life.

The application form is available electronically on the City's website or a hard copy can be picked up from the City's Administration Building.

If you have an event that could use a cash injection, head to the City's website at [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au) to apply now (Note: conditions apply.).





## 2. Event Application

The City of Kwinana generally needs notice of your event in writing at least 60 days prior, this is made through completion of an Event Application available on the City's website under Our Services/ Organising an Event section.

### Why do I need to apply?....

The City 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.

For all events expecting 50 persons and above at any one time, a **Public Event application** is to be completed.

Events are rated according to risk, assisting approving authorities and emergency responders to allocate appropriate resources. The Department of Health's risk matrix is intended to provide a quick rating to assist organisers and approving authorities to quickly identify the type of event that is proposed. Completing this matrix does not remove the requirement for Risk Management Planning in accordance with AS 4630. A copy of the matrix is provided in this toolkit – Appendix 1.

## Application forms

City of Kwinana application forms that may be applicable to your event are listed below:

- Public Event Application Form (Public Event Approvals required for 50 persons or above);
- Standard Booking Form (Important Note\* All Equipment - to be brought in by hirer/organiser, eg: bouncy castle, slushy machine, disco equipment - must be declared at all times);
- Noise non-complying form;
- Application to construct, extend or alter a public building (Form 1) and Application for certificate of approval (Form 2);
- Trading in public places application for temporary or mobile food businesses with existing notification or registration;
- Application for notification or registration of mobile and temporary food business and trading in public places, copy of food safety training certificate and floor plan;
- Trading in public places application;
- Application for Advertising and Portable Direction Signs permit and/or Application for Permit in the Public Interest; and
- Application to consume alcohol at a City of Kwinana Facility.

Please see website for access to additional forms.

Other application forms that may be applicable to your event:

- Traffic Management Plan and Application for Road Closure [www.police.wa.gov.au/~media/Files/Police/Online-services/12-Traffic/Application-for-Road-Closure.pdf](http://www.police.wa.gov.au/~media/Files/Police/Online-services/12-Traffic/Application-for-Road-Closure.pdf)
- Fireworks permit application and site plan [www.dmp.wa.gov.au/documents/Forms/DG\\_F\\_FireworksEventPermit\\_Application.pdf](http://www.dmp.wa.gov.au/documents/Forms/DG_F_FireworksEventPermit_Application.pdf)
- Permit to sell, serve or supply alcohol [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

Additional information may be required depending on the details of your event. The following information should be used as a guideline only. A City Officer should be contacted prior to submitting your application. This step is to verify the correct type of documents for individual events.

All application forms and requirements are to be submitted with the event application except where stated otherwise below.

Please see Appendix 3 for lodgement timeframe for each application.

## Venue

Please see the City of Kwinana website under Our Facilities for a list of venues and relevant forms. If a City venue is used for your event this will go through a bookings process notifying the Depot and Parks/Gardens Maintenance of the event. This will flag what is required in terms of trees/grass trimming, barbeques maintenance and irrigation. In addition the venue section of the website contains important information on the facility, capacity and equipment.

Note: A Standard Booking Form is required for private use and hirers expecting less than 50 persons. For all other bookings including events opened to the public and greater than 50 persons, the Public Event Application Form will be used.

Each venue is governed by the Health (Miscellaneous Provisions) Act 1911 and the Health (Public Buildings) Regulations 1992 to ensure that the proposed event being conducted at the particular location is assessed for health and safety risks. The legislation requires the City of Kwinana as the Local Government to issue a public event approval also known as a “Certificate of Approval” before an event can proceed.

This formal approval is required whenever there is a prearranged gathering of people regardless if the event is held inside a building or outdoors in a public open space. All existing Council buildings that are available for hire are already provided with an existing pre approval for different activities.

To obtain a Certificate of Approval, both the Application to construct, extend or alter a public building (Form 1) and Application for certificate of approval (Form 2) are required to be completed by the event organiser. These are prescribed forms under the Health (Public Building) Regulations 1992.

Public Building definition:-

- (a) A building or place or part of a building or place where persons may assemble for –
  - (i) Civic, theatrical, social, political or religious purposes;
  - (ii) Educational purposes
  - (iii) Entertainment, recreational or sporting purposes; and
  - (iv) Business purposes and
- (b) Any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers of persons are usually or occasionally assembled, but does not include a hospital;



The final certificate will only be issued once all health and safety issues have been satisfactorily addressed either prior to the event with conditions of approval, or alternatively issued on the day of the event.

The City requests that all applicants complete an “Application to construct, extend or alter a public building (Form 1)” and “Application for certificate of approval (Form 2)”.

## Toilets

To determine the toilet requirements at an event the factors that need to be considered include: the type and duration of the event; number of patrons, the availability of alcohol and the weather.

At least 1 unisex accessible toilet is required to be available to people with a disability.

Assuming no alcohol will be available and for an event up to 8 hours in duration:

Total attendance at any one time	Male			Female		Unisex Accessible	
	WC	Urinals	HW	WC	HW	WC	HW
100	0	0	0	1	1	1	1
250	1	0	1	1	1	1	1
500	1	1	1	2	1	1	1
1000	1	2	1	3	1	1	1
1000-2000	2	3	1	5	1	2	2
2000-3000	2	4	2	7.5	2	3	2

Assuming no alcohol will be available and for an event less than 4 hours in duration:

Total attendance at any one time	Male			Female		Unisex Accessible	
	WC	Urinals	HW	WC	HW	WC	HW
100	0	0	0	0	0	1	1
250	1	0	1	1	1	1	1
500	1	1	1	2	1	1	1
1000	1	2	1	2	1	1	1
1000-2000	2	2	1	4	1	2	2
2000-3000	2	3	2	5	2	2	2

For any events with a licence to consume or sell alcohol, please contact Environmental Health Services for further information regarding the toilet requirements.

Note: Each City of Kwinana venue meets standard toilet requirements according to the maximum accommodation numbers. If you are holding your event in an open space such as a park or oval additional toilets may be required as indicated above. If you have any queries please speak to an Authorised Officer.

## Waste Management

The City can provide waste and recycle bins for events. There are charges for provision of waste services by the City at events. Community groups that are not for profit may be eligible to have waste service charges donated. The City actively encourages recycling at events. The great proportion of rubbish generated at events is likely to be recyclable and subsequently the City requires recycle bins to be provided at events. Recycling promotional material for the event is available upon request.

The City recommends at least 1 waste and 1 recycle bin per 100 persons at event. Ensure bins are secured.

Site plan should reflect the locations of the waste and recycling bins.

## First Aid

First aid post should be conspicuous and identified by an illuminated sign at night.

The number of first aid personnel and first aid posts will vary with the type of event. Below is a guide for low and medium risk events to be used. Every event should have at least one qualified first aid officer who is dedicated to this role and is present for the duration of the event.

A medical plan is required for high risk events and events with alcohol licence.

Total attendance at any one time	Qualified First aiders	First aid post
500	2	1
1000	4	1
2000	6	1
3000	7	1

## Permits

### Alcohol

Alcohol is often seen as a symbol of celebration and may be included as part of festivals and events. Event organisers need to be aware that the provision and consumption of alcohol must be carefully considered when organising an event. Ineffective alcohol management, particularly irresponsible serving practices, can create risks for staff, volunteers, patrons and the community. Alcohol consumption has been found to be associated with a variety of adverse health consequences. The City encourages the community to lead healthier lifestyles.

- Any alcohol that is intended to be sold and supplied at the event will require approval from the Department of Racing, Gaming and

Liquor. Application packages are available from: [www.rgl.wa.gov.au/liquor/liquor-applications/application-kits](http://www.rgl.wa.gov.au/liquor/liquor-applications/application-kits).

- Copy of permit to sell, serve or supply alcohol from the Department must be supplied with your event application form.
- Alcohol consumption permit for any alcohol that is intended to be consumed on Council facility, please complete an application to consume alcohol within a City of Kwinana facility. Consumption on a public open space or reserve areas is considered illegal.

Applications seeking consent of the City of Kwinana for an occasional license or variation of an existing licence must be accompanied by the following information;

- Copy of the relevant application form lodged with Liquor Licensing.
- Site plan indicating the size and location of the proposed licensed area.
- Copy of alcohol management plan
- Copies of Responsible Service of Alcohol (RSA) training certificates.
- A crowd control plan



## Checklist for Events – Supply of Alcohol

Consider the following before deciding to go ahead with having alcohol at your event:

- ☐ Food is available
- ☐ Water, non-alcohol drinks, tea and coffee, low/mid alcohol options
- ☐ Limiting quantities and types of alcohol available or brought in BYO (beer and wine only, no spirits options)
- ☐ Small glasses or standard drink sizes
- ☐ No glass or rubbish left in surrounding areas
- ☐ RSA servers
- ☐ Alcohol drinks stay within area allowed to be consumed (not outside buildings or designated areas)
- ☐ Finishing service an hour before end of event
- ☐ Hirer or Security to have a site management plan, including looking at crowd moving on after the event
- ☐ Security to check what is brought in to events and BYO
- ☐ Security to know what to look out for (intoxicated persons)
- ☐ Security to know what to do if someone needs to stop being served or removed from premises
- ☐ Recommend skippers or taxi's when advertising event to plan ahead and advertise on the night
- ☐ Notify police
- ☐ Notify neighbours

## Fireworks

Before lodging an application for a 'Fireworks Event Permit with Resources Safety, a fireworks contractor must lodge a 'Fireworks Event Notice' (which is supplied in the application form available from the Department of Mines and Petroleum website). This is to be lodged with;

- WA Police;
- Department of Fire and Emergency Services (DFES);
- Local Government Authority; and
- Civil Aviation Safety Authority (CASA) depending on the location of the event.

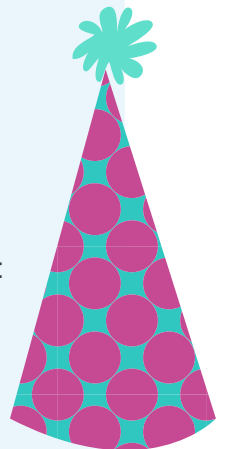
Where fireworks events are to be held on waterways and foreshore areas, on the beach or near the coast, on roofs of buildings or from barges, other agencies or organisations with overriding responsibility must be notified prior to the lodgement of the fireworks event permit application.

The use of pyrotechnics and associated hazards must be considered in the risk assessment process and incorporated into the risk management plan. The following codes of practice are applicable in ensuring the safe use of fireworks in order to comply with Dangerous Goods Safety Act 2004 and Dangerous Goods Safety (Explosives) Regulations 2007.

- Safe use of outdoor fireworks in Western Australia – code of practice
- Western Australian theatrical fireworks – code of practice

'The Fireworks Events Permit' application form is available from:  
**[www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx](http://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx)**

Completed Fireworks Event Permit application form should be submitted to City of Kwinana at least 90 days before the event.



## Noise

Generally, the noise associated with crowds at community events is exempt from noise legislation and does not require a permit. However, noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of day when received at people's homes. An application can be made for use of loud speakers and events with amplified music to exceed permitted assigned noise levels in accordance with Regulation 18 of the Environmental Protection (Noise) Regulations 1997.

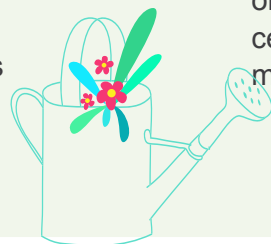
The assigned noise levels as stated in the Environmental Protection (Noise) Regulations 1997 are as follows;

Type of Premises Receiving Noise	Time of Day	Assigned Levels		
		LA10	LA1	LAm <sub>ax</sub>
Noise sensitive premises at locations within 15m of a building directly associated with a noise sensitive use	7am–7pm Mon-Sat	45 + IF	55 + IF	65 + IF
	9am-7pm Sun & Public Holidays	40 + IF	50 + IF	65 + IF
	7pm-10pm All Days	40 + IF	50 + IF	55 + IF
	10pm on any day to 7am	35 + IF	45 + IF	55 + IF
	Monday – Saturday; & 9am Sunday & Public Holidays			

\*IF: influencing factor

When planning the event, the event organiser shall ensure;

- Generators are located so as not to impact upon adjoining residences.
- Speakers are situated so as to direct the noise as far as practicable, away from adjoining residences



- Applications for a non-complying event must be made at least 60 days prior to the event be accompanied by an application fee of \$1000. A monitoring fee is applicable if the requirements of Regulations 18(8) attached are exceeded and you may be requested to submit a noise management plan.

## Temporary Structures

All stages, marquees, tents, spectator stand, amusement rides and fencing are considered as temporary structures which may require the City's approval prior to the event.

The event organiser is required to lodge an Engineers Structural Compliance Certificate for any temporary structures over 55m<sup>2</sup> along with the manufacturer's information that is required for temporary structures to be approved. Manufacturer's information should detail the safe operating parameters including maximum wind speeds and ground density based on soil types etc. It is recommended that a site inspection and weather prediction is completed prior to event to ensure the structure is operating in the appropriate environmental condition.

Once the structure is erected, the installer shall complete a Certificate of Temporary Structure to confirm it is in accordance with all design criteria, engineering details or manufactures instructions and is structurally sound. This form must be completed for all structures.

- Complete a marquee check list and certificate of temporary structure on the day of the event.
- For temporary structures or stage >55m<sup>2</sup> in area, attach engineers or structural certificate from the supplier and a copy of a current certificate of currency (ensure that public liability of at least \$10 million is arranged by the applicant).

## Water

For day events there should be:

- A minimum of 2L of free drinking water available per person or a rate calculated at 500mL/ hour, which is greater; and
- One water outlet per 500 people.

Water must also be available for firefighting.

It is mandatory to provide free drinking water at liquor licensed events.

## Food

A food stall is a stall from which any food or drinks are offered for sale. Under the Food Act 2008, the sale of food may include food and drinks being offered as a prize/reward, given away for purpose of advertisement or in furtherance of business and include any stalls with food tastings. It may include any activities that are of a commercial, charitable or community nature.

Each individual food stall, including food vans, operating at an event should hold a notification or registration under the Food Act 2008 and complete a separate Trading in Public Places application form. It is recommended that the Event Organiser collate all Application Forms for Trading in Public Places with existing Registration/ Notification and submit them at one time, a minimum of 14 days prior to the event. It is the responsibility of the event organiser to ensure that all stalls and food vans have the appropriate approvals before allowing them to participate and trade at the event.

The event organiser will be issued with an umbrella licence covering all food and other stallholders. All food stallholders must also supply a copy of public liability of at least \$10 million to be submitted upon lodgement of the application.

Community groups wanting to conduct a temporary stall on a once off occasion e.g. sausage sizzles are required to complete an ***Application for Notification/ Registration of Mobile or Temporary Food Business and Trading in Public Places***.

All persons undertaking or supervising food handling operations are required to have adequate food safety and hygiene skills and knowledge. Free online food safety training is available at [www.kwinana.imalert.com.au](http://www.kwinana.imalert.com.au)

'Requirements for Temporary Food Stalls' handout supplied to food stalls or vehicles – note that all food stalls and vehicles may be inspected by an Authorised Officer prior to and on the day of the event to ensure that it complies with the Food Act 2008. A copy of the handout can be found on the City's Website under Organising an Event.



## Other Stallholders

Other stallholders which offer non-food items may include sale, provision and/advertisement of any goods, wares, merchandise services. For example, this may include:

- Sale of clothes, jewellery, toys or arts and crafts;
- Promotional displays;
- Entertainment activities e.g. balloon artist, stilt walkers, roaming entertainers etc;
- Musicians and bands;
- Raffles, draws and giveaways stalls;
- Face and body painting;
- Petting zoos/animal farms; and
- Amusement rides and structure e.g. bouncy castles, climbing walls, inflatable slides etc.

The event organiser may submit one Application Form for Trading in Public Places which covers all non-food related stalls to be held at the event.

The event organiser will be issued with an umbrella licence covering all food and other stallholders. All suppliers must supply a copy of public liability of at least \$10 million to be submitted upon lodgement of application.

## Animals

Displays with live animals shall not be located within 15m of any food stall. Petting zoos including animal nurseries, mobile farms, animal show/s exhibits are required to comply with WA Health Department 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.

Hand washing is one of the most important hygiene practices for preventing the transmission of disease.

## Amusement Structures

Amusement Structures include carnival rides, bouncy castles, games etc. must comply with the Occupational Safety and Health Regulations 1996 (Regulation 4.52 Amusement Structures) and Australian Standard AS 3553.

Unless the amusement ride is a class 1 structure, the event organiser should ensure that the operator has an up to date log book and a copy of the plant registration with WorkSafe. These documents shall be lodged upon submission of the Application Form for Trading in Public Places.

Where relevant suppliers may also need to provide a copy of their Working with Children Check.

## Face and Body Painting

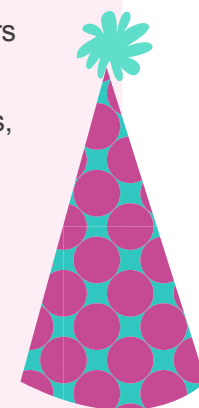
Where face or body painting will be conducted at an event, the painters must be familiar with the Department of Health Guidelines for Face and Body Painting.

- Brushes shall be cleaned and disinfected after every client.
- Artist should wash their hands or use wipes and hand sanitisers between clients.
- Check with clients (or their parent) if they have any sensitivities, allergies or reactions.

## Utilities

### Power and Electrical Requirements

The City of Kwinana has a limited number of reserves provided with a reticulated power supply and these supplies are tested and certified by



a qualified electrician every six months. Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from a supply authority or on site generators. If onsite generators are proposed each generator must be connected to its own earth electrode driven into the ground.

For events it is important that;

- There are no single-phase generators 10 kva or below.
- 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 (RCD's).
- 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 AS 3002 Electrical Installations for shows and carnivals.

The Health (Public Buildings) Regulations 1992 require that a licensed electrical contractor tests electrical leads (industrial extension cords) and portable outlet devices (power boards) items every six months. A tag to identify the item, test date and the electrical contractor should be fixed to the tested equipment. New equipment requires a tag to define when it was brought into service.

An electrical contractor must certify that electrical installations, alteration or additions shall comply with the Health (Public Buildings) Regulations 1992, by submitting a Form 5, Certificate of Electrical Compliance. At an event where there is usually only one generator, the tagging and testing may be done prior to the event. The event organiser may submit proof of tagging and testing (e.g. a photo of the tag) with a Form 5 signed by the electrical contractor to demonstrate compliance. If there is a generator providing multiple services or involves distribution panel/equipment, then a Form 5 is required to signed on the day prior to the start of the event.

Form 5 Certification is not intended to address portable equipment or cords supplied by vendors. It is intended to ensure that installations from the point of supply to the final distribution outlet available to the vendors are safe. The protection thereafter relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs, sockets and leads every twelve months in accordance with Australian Standard AS3760.

Consider the placement of the generators.

- Is the generator noisy?
- Is it kept clear of patrons?

## Gas Safety

EnergySafety may carry out on site gas safety inspections of gas appliances before and during use in public venues to ensure compliance with the Act, Regulations and Australian Standards. EnergySafety can require immediate correction of any unsafe condition.

It is highly recommended that the event organiser request that attending mobile food vehicles and stallholders have been checked and tested by a licensed gas fitter in the last 12 months. If the cylinders are accessible by the public they are required to be protected to prevent tampering and accidental dislodgement.

A 4kg CO<sup>2</sup> or 4kg Dry Chemical fire extinguisher is to be provided by the stallholder or event organiser for each appliance using L.P. gas.

Please refer to the Department of Commerce's Gas safety checklist for caterers, food outlets and others at public venues for further information. Checklist is available from:

**[www.commerce.wa.gov.au/sites/default/files/atoms/files/gas\\_appliances\\_checklist\\_0.pdf](http://www.commerce.wa.gov.au/sites/default/files/atoms/files/gas_appliances_checklist_0.pdf)**



## 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 (1) hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset.

In the event of an emergency, a system must be in place that provides for instantaneous floodlighting particularly for crowded areas and exit paths. The supply and control of these lights is to be independent of other lighting and controlled from a location attended at all times by a designated person. For outdoor events there must be at least two alternative power supplies. Two generators or a supply authority main and a generator are acceptable under the provision that lighting power is distributed between both.

## Crowd Control and Security

A crowd control plan is required for high risk events in order to prevent overcrowding.

The City asks for high risk events to have security contacts. This information is added to the appropriate form or emailed and must include the names and phone numbers of two responsible adults (not drinking) to act as security for the event. Making sure only people who are invited are allowed in, and to monitor doors (access) when the centre isn't open to the public. The nominated persons may be contacted at the event by City staff, City Assist or Police to take action if something is not going well. If the event is deemed too high risk for organisers to manage, it will be required to hire licensed security and provide the security company's details for confirmation.

For lower risk events, at least 1 crowd controller per 200 patrons.

The role of a security officer and crowd controller needs to be differentiated.

A crowd controller is a person who performs one of the following functions:

- Controls or monitors behaviours.
- Screens people seeking entry.
- Removes people for behavioural reasons.

A security officer is defined as a person who watches, guards or protects any property.

It is important that any security or crowd controllers are appropriately licensed under the Securities and Related Activities (Control) Act 1996, as well as ensuring there are both male and female security personnel on duty.

## Traffic and Pedestrian Management

There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the event. Consider the public transport options available for patrons and the provision of accessible parking bays (parking bays for people with disabilities).

If the event requires the closure of a public road or may potentially impact on an adjoining road, a suitably prepared traffic management plan detailing signage to be utilised and proposed traffic diversion routes is to be submitted to the City's Engineering Department at least 60 days before the event, as further approvals from the Police and Main Roads WA is required. Application for Road Closure is available from" [www.police.wa.gov.au/~media/Files/Police/Online-services/12-Traffic/Application-for-Road-Closure.pdf](http://www.police.wa.gov.au/~media/Files/Police/Online-services/12-Traffic/Application-for-Road-Closure.pdf)

Further information is available from Traffic Management for Events Code of Practice available from Main Roads ([www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/EventsonRoads.aspx](http://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/EventsonRoads.aspx)).

Car parking, access and egress routes should be marked on the site plan and traffic management plan. Ensure there are parking bays for ACROD holders.

## Accessibility

The Department of Disability Services has published guidelines, 'Creating Accessible Events'.

See the support tools section to view the guidelines or alternatively access them on the website:

[www.disability.wa.gov.au/DSC:STANDARD:233014762:pc=L5C3](http://www.disability.wa.gov.au/DSC:STANDARD:233014762:pc=L5C3)

## Emergency Services

An emergency is any unplanned event that can cause deaths or significant injuries; disrupt operations; cause physical or environmental damage; threaten the reputation of the event; or decrease the revenue from the event.



An emergency management plan should encompass:

- Emergency and disaster planning and preparedness.
- Hazard identification and mitigation.
- Emergency response.
- Evacuation.

An Emergency Evacuation Plan which complies with AS 3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces is required for all high risk events and events where alcohol will be consumed.

For any other low risk and medium risk events, the event organiser should still consider the following aspects. The City recommends that emergency procedures be developed that outline the response should the event need to be evacuated.

Key points to address when developing emergency procedures:

- Entry, exit and evacuation routes
- Paths of travel to exit
- Arrangements for persons with disabilities
- Assembly area
- Communications - use of existing services and alternative means upon system failure



- Vehicle movements should be avoided but allow clear access path for emergency access
- First aid provision - to be separate and distinct from the role of a Warden
- Arrangements for lost or stolen property and lost children
- Protection equipment be strategically located throughout the venue

Site plans should show assembly points and evacuation routes. A sample site plan can be found on the City's website, under Organising an Event section.

## Firefighting

One 4.5 kg B (E) dry chemical powder extinguisher must be located adjacent to:

- Any electrical generator or switchboard.
- Any flammable liquid or gas containers
- Any food preparation/cooking area.
- One 4.5 kg AB (E) dry chemical extinguisher must be provided:
- Within 10 metres of each exit (one) – (If designated exits are provided).
- Backstage - (one).

The following additional requirements should be noted:

All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher. For fire separation purposes, there should be no less than 6 metres separation between facilities. Access for fire fighting vehicles and appliances must be maintained to all erected structures.

Site plan should show locations of the fire extinguishers.

## Notification of Residents

A community notification leaflet may be requested by the City to notify local residents of the event and any noise or disruptions that may be expected. The leaflet may also double as promotional material for your event.

Should a leaflet be considered necessary, it is to be drafted by the Event Organiser and submitted to the City of Kwinana at least 14 days prior to the event for approval prior to circulation. It should be issued no less than seven (7) days before the event. Details should include:

- Venue name and location
- Dates, start and finish times
- Complaint response procedure including a phone number for residents to lodge a complaint
- Other useful information e.g. any noise related information, traffic management (temporary road closures), security and public transportation catering to the event.

Notification is recommended to be distributed to all residences within at least 250 metres of the venue. Advice on the notification area will be provided following assessment of the Event Application, based on the nature of the event.

## Notification of Police

Register your event/party by completing the online registration at: **[www.police.wa.gov.au](http://www.police.wa.gov.au)**

Please note: Should you encounter any problems at your party/ event that require Police attendance please call 131 444 , unless emergency or life-threatening situation, when urgent police assistance is needed. In this situation call 000.

### 3. Co-ordination

Final planning stage of the event, may include tasks such as:

- Finalise event budget and remember to keep all records and receipts!
- Finalise event marketing plan
- Confirm entertainment and infrastructure
- Confirm catering and food vendors
- Confirm all bookings and delivery arrangements
- Notify local police of the event
- Invite guests, VIPs and the media
- Develop an event run sheet outlining the following:
  - Day's activities and organisation.
  - On stage/off stage entertainment
  - Bump in and bump out times
  - List of event staff contacts and roles allocated. Make sure everyone is also aware of this before the event and the responsibilities are evenly distributed.
  - Contacts for suppliers and performers
- Ensure all electrical equipment is tagged by a certified electrician.

### 4. Day of Event

Your event should run successfully if the previous items have been organised. To run the event smoothly, all involved should have a clear idea of their roles and responsibilities. To do this you can provide an event run sheet, site map, emergency plan and list of event staff and volunteer contacts and roles allocated. Make sure everyone is also aware of this before the event and the responsibilities are evenly distributed.

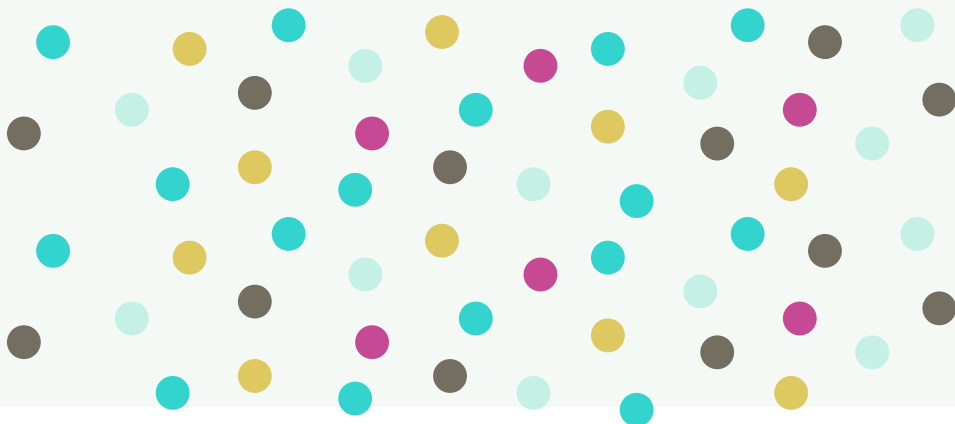
A brief meeting before the event is also a good idea but leave yourself enough time to iron out any staffing issues.

Make sure you have any items prepared for the day on hand. This may include signs, first aid kit, radios etc. Make a note of any other requirements on the day, checking off items such as environmental health requirements or deliveries.

The City's Authorised Officer will attend high risk outdoor events in order to;

- Collect the completed Form 5 (Certificate of Electrical Compliance)
- Collect the Certification of Temporary Structures Form/s.
- Assess each food stall for compliance with the Food Act 2008 and the Australia New Zealand Food Standards Code
- Issue a Certificate of Approval (Maximum Accommodation) to the Event Organiser.

For low and medium risk outdoor events, depending upon the nature of the event, the City's Officer may not attend the event, and in this case, the Form 5 Certificate of Electrical Compliance should be submitted before the event and the Certificate of Temporary Structure Form/s shall be submitted to the City's Environmental Health Services within forty eight (48) hours of the event ceasing.



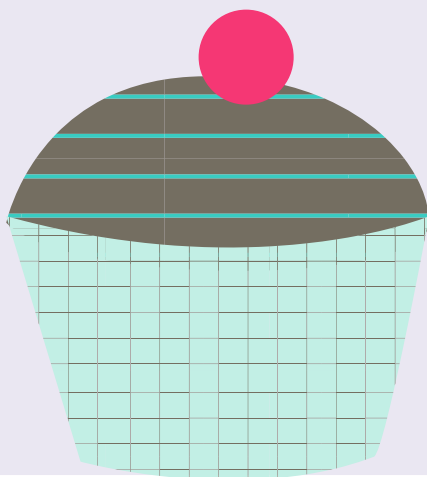
The City's Environmental Health Services will notify the event organiser of these arrangements prior to the event.

Outdoor events that do not receive all relevant approvals, in particular a Certificate of Approval (Maximum Accommodation), must not proceed. It is the ultimate responsibility of the Event Organiser to ensure all relevant approvals have been obtained from the City and other approving agencies.

## 5. Evaluation

This is an important component of any event in order to improve for the future. It is also an opportunity to correct any issues that may have occurred during your event. Evaluation is also a requirement for funding and can demonstrate outcomes achieved.

Community feedback is also an important tool for evaluation; this can be a survey format made available during the event and can include a prize to encourage participation.



## Legal Issues

### Incorporated and non incorporated community groups

It is important that community groups have insurance cover if running events. If the event is organised by a non incorporated group and an accident occurs, members of that group could be liable for any action taken against them.

### Public Liability

Public Liability Insurance provides the event organiser with insurance cover for their legal liability to third parties for bodily injury and/or property damage arising from the event.

The event organiser is required to hold Public Liability Insurance (Certificate of Currency) with a cover of not less than \$10 million. Individual stallholders are also required to hold public liability. Copies of the certificates are to be submitted to the City with the event application.

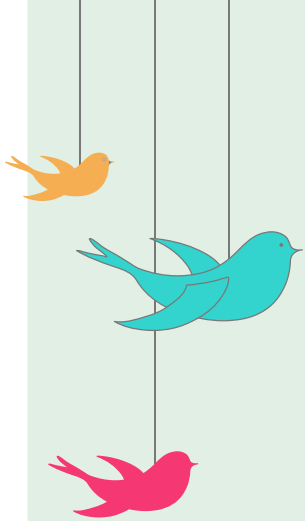
Non incorporated groups may need to obtain cover through an auspicing arrangement, where a larger incorporated organisation is legally accountable for the event.

More information for community groups on insurance and auspicing can be found at:

[www.localcommunityinsurance.com.au/coverage\\_pl.aspx](http://www.localcommunityinsurance.com.au/coverage_pl.aspx)

[www.nfplaw.org.au/auspicing](http://www.nfplaw.org.au/auspicing)





## Marketing And Promotion

Marketing and advertising campaigns for community groups don't need to be expensive, you just have to be creative! See suggestions and link below for inexpensive ways to promote your next event:

- Posters/flyers – consider getting a large group of volunteers to letterbox drop and post in shop windows. Ensure that you distribute them in areas surrounding the event venue.
- Large signs or banners can be a great way to promote to people passing by, it is also a great idea to post outside the venue and try to keep the wording blank so you can re-use the following year.
- A directional sign is allowed when placed on the day of the event and the sign is not higher than 500mm and 0.5m<sup>2</sup> in size.

Otherwise all signs require a permit to be placed on a public thoroughfare in accordance with the City of Kwinana Activities on Thoroughfares and Public Places and Trading Local Law 2011. Signs are required to be secured and must not be placed on footpaths, on a tree or cause a traffic hazard for vehicular and pedestrian traffic.

Signs on properties are allowed with a licence approval from the City's Building Services. See Advertising on Local Government Land Document, City's website under Organising an Event.

Site plan should show location of proposed advertising and directional signs.

- Media Releases are a great tool for community groups or organisations who have little budget for marketing and promotion. Usually in the editorial or community news sections of the media, tips on how to write your own media release can be found at: **[www.ourcommunity.com.au/marketing](http://www.ourcommunity.com.au/marketing)**
- Websites – apart from your organisations website you can also submit information to community websites or e-newsletters from other groups including schools, residents associations and services. Social media such as Facebook and Twitter can also be utilised to promote your events.

## Safety

Organisers of public events are responsible for the safety and welfare of those who may be affected by the event.

The potential public safety issues are addressed in a Risk Management Plan, details of how to create a plan are discussed in the next section.

Specifically some potential issues at events are:

- Trip hazards
- Food and beverage
- Fireworks/pyrotechnics
- Temporary structures; stages, marquees and tents,
- Rides
- Lighting
- Noise
- Toilets
- Security and crowd control
- Waste management

- Traffic management
- First aid
- Information desk
- Weather protection
- Accessibility – are the facilities accessible, are there sufficient parking bays
- Signage

\*Please see Event Application section for specific requirements and approvals.

## Risk Management

Risk Management is carried out through tools such as a Risk Management Plan, Site Plan and Emergency Management/ Evacuation Plan. A sample of these plans can be found on the City's website, under Organising an Event section.

The event organiser has a duty of care to members of the public and is responsible for the preparation and submission of a Risk Management Plan for all medium and high risk events. See the following pages for information and examples of how to set these up for your community organisation.

### Definition of Duty of Care:

A requirement that a person act toward others and the public with watchfulness, attention, caution and prudence that a reasonable person in the circumstances would. If a person's actions do not meet this standard of care, then the acts are considered negligent, and any damages resulting may be claimed in a lawsuit for negligence.

Collins Dictionary of Law. S.v. "duty of care." Retrieved June 28 2016 from <http://legal-dictionary.thefreedictionary.com/duty+of+care>

## Risk Management Plan

This plan is a risk assessment which determines the likelihood something will happen and the consequences. This is then followed by a designed process to identify and control the risk including possible injury, loss, damage or legal action.

Site Plan need to indicate the following locations: first aid post, stallholders, food stalls and vehicles, emergency services, temporary structures including marquees and staging, sound desk and speakers, generators and electrical cables, fenced off areas and signage, lighting, portable water outlet, public & staff parking, toilets, emergency access.

Emergency Management Plan (evacuation)

- Medium to high risk events include communication plan
- Medium risk events include map for egress directions

Sample of a risk management can be found on the City's website, under Organising an Event section.

## Contacts

For assistance with any of the above, please call City Administration to be directed to the appropriate officer. Administration contact details are at the back of this toolkit.



# Appendix 1

Please circle the score on Column A to applicable items to your event listed on the Column B and add up the score to determine the overall risk classification rating.

NUMBER OF PATRONS ATTENDING	
Column A	Column B
More Than 10,000	40
5000 – 10000	30
1000 – 5000	20
500 to 1000 persons	15
200 to 500 persons	5
100 to 200 persons	2
Less than 100 persons	1
Less than 50	0
Entry Restrictions	
Open to general public; free or prior numbers not known, general admission	4
Function for select membership – non-related persons pre sold tickets & allocated seating	2
Private “family” function i.e. Birthday, Wedding etc mostly related persons	1
Crowd Dynamics	
Harsh environment crowd pushing and competition almost always occurs	15
Hostile elements – reasonable possibility of crowd pressures at some stage (Sporting fixtures etc)	7
Elderly, mobility impaired, require assistance and close supervision	4
Young children requiring close supervision	2
Healthy, predominantly good mobility – static crowd	0
Lighting	
Lighting dimmed or extinguished	10
Normal lighting	2
Held during the day (daylight hours) – open air or building with windows	1
Duration	
Greater than eight hours	10
Between four and eight hours	4
Between two and four hours	2

Column A	Column B
Between one and two hours	1
Up to one hour	0
Structures	
Spectator stand Temporary (score per stand)	10
Temporary facilities or one off event	5
Stage and support system - temporary - complex (score per stage)	4
Stage permanent or temporary simple	2
Marquee - Large area greater than 200m2 (multiply score by No. of marquees)	4
Marquee - Medium 55m2 to 200m2 (multiply score by No. of marquees)	2
Marquee or stall - Small Less than 55m2 in area (multiply score by No. of marquees)	1
Egress Difficulty	
Multi storey building or basement with only stair access to open space	10
2 storey building	6
Complex single storey building, multiple areas	4
Simple single storey building – one area	1
Open Air	0
Type of Use	
Pyrotechnical display (fireworks)	10
Entertainment with amplified music	10
High Risk activities – crowd interaction	2
Medium Risk activities	1
Low risk activities	0
<b>TOTAL</b>	
Drugs & Alcohol - Multiplier – Multiply above TOTAL	
BYO Alcohol; Alcohol is sold/provided and or illicit drug use likely	X2
Alcohol banned or traditionally consumed in moderation	X1
<b>SCORE</b>	

Risk Rating	Score	Likelihood	Approval	Surveillance Frequency
Low risk	0 – 11	Serious incident unlikely	Formal approval in accordance with Council policy Provide guidance notes to operator/owner to advise building limitations and capacity	Inspect in accordance with Council policy
Medium Risk	11 – 50	Serious incident will occur at some time	Formal approval required. Issue Certificate of Approval. Provide guidance notes to operator/owner to advise building limitations and capacity	Events – inspect set-up
High Risk	50 – 100	Serious incidents often occur	Formal Approval Required – Certificate of approval mandatory	Events – inspect and monitor

## Appendix 2

Please check that the following documents are supplied prior to the event in order to obtain health approvals

Event application form		Application for Notification/ Registration of Mobile and Temporary Food Business and Trading in Public Places” for any food stalls and vehicles without existing approvals(completed by the food vendor)	
Event site plan		Application to construct, extend or alter a public building Form 1	
Certificate of Incorporation		Application for certificate of approval Form 2	
Event site plan needs to indicate the locations of the following:		Noise non-complying event application with scaled site plan	
<ul style="list-style-type: none"> <li>First aid post</li> <li>All stallholders and entertainment activities</li> <li>All food stalls and vehicles</li> <li>Emergency services</li> <li>Temporary structures including marquees and staging Sound desk and speakers</li> </ul>	<ul style="list-style-type: none"> <li>Generators and electrical cables</li> <li>Fenced off areas and signages</li> <li>Lighting</li> <li>Portable water outlet</li> <li>Public and staff parking</li> <li>Toilets</li> <li>Emergency access</li> </ul>	Noise management plan	
Risk management plan with contingency plan		Notification letter (letter sent to surrounding neighbours/ residents)	
Emergency evacuation plan		Fireworks/pyrotechnics/laser approval with scaled site plan	
Crowd control plan		Amusement rides plant registration with Worksafe	
Medical plan		Alcohol consumption permit at City of Kwinana facility attached copy of permit to sell, serve or supply alcohol from Dept of Liquor Licensing and alcohol management plan	
Traffic management plan		Structural engineers certificate for temporary structures or stages >55m <sup>2</sup>	
Trading in public places application with a list of stallholders and entertainment activities (to be completed by event organiser)		Application for Advertising and Portable Direction Signs permit	
Copies of certificate of currency attached (Check expiry date and that the Public liability insurance cover is of at least \$10 million)		Application for Permit in the Public Interest	
Trading in Public Places Application for Temporary or Mobile Food Business with Existing Notification or Registration (completed by the food vendor)		Proof of testing and tagging performed by an electrician e.g. photo and certificate of electrical compliance Form 5	
Copies of notification/ registration certificates for food businesses with receipt for the year			
		<b>The following are to be completed on the day of the event:</b>	
		Certificate of electrical compliance Form 5	
		Certificate of temporary structure	
		Marquee checklist	
		Check log book of amusement rides	
		Inspection of all food stalls and vehicles	
		Gas safety checklist	

## Timeframe for Submission of Application Forms and Supporting Information

Application Forms or Supporting Information	Application or information to be lodged no later than
Public event application form	60 days before the event
Public liability insurance certificates of currency	60 days before the event
Fireworks permit application and site plan	90 days before the event
Permit to sell, serve or supply alcohol	60 days before the event
Noise non-complying form and noise management plan	60 days before the event
Proposed site plan	60 days before the event
Application to construct, extend or alter a public building (Form 1) and Application for certificate of approval (Form 2)	60 days before the event
Traffic Management Plan and Application for Road Closure	60 days before the event
Trading in public places application for temporary or mobile food businesses with existing notification or registration	14 working days before the event
Application for notification or registration of mobile and temporary food business and trading in public places, copy of food safety training certificate and floor plan	14 working days before the event
Trading in public places application (one application covers all stallholders)	14 working days before the event
Public liability insurance certificates of currency for each stallholder	14 working days before the event
Engineers structural certification and manufacturers instructions for temporary structures greater than 55m <sup>2</sup>	14 working days before the event
Application for Advertising and Portable Direction Signs permit and/or Application for Permit in the Public Interest.	14 working days before the event

Application to consume alcohol at a City of Kwinana Facility	14 working days before the event
Finalised site plan	14 working days before the event
Crowd control plan	14 working days before the event
Medical plan	14 working days before the event
Emergency evacuation plan and procedures	14 working days before the event
Risk management plan including contingency plan	14 working days before the event
Event timeline	7 working days before the event
Notification to residents/ neighbours (via a mail drop)	14 working days before the event
Notification must be made 7 days before the event	
Certificate of electrical compliance (Form 5)	To be completed by Electrician on day of event (before starting time) or 14 working days before the event (if tagged and tested)
Marquee checklist	To completed on the day of the event
Certificate of temporary structure	To completed on the day of the event
Gas safety checklist	To completed on the day of the event

Please Note: Crowd control or medical plan may be requested for high risk events, 5000+ events or where alcohol is supplied. If you believe your event may be high risk please contact the City's Environmental Health Team.





**Administration**

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167  
PO Box 21, Kwinana WA 6966

**Hours** Mon-Fri 8am-5pm (Cashier hours 8am-4pm)

**Telephone** 08 9439 0200

[admin@kwinana.wa.gov.au](mailto:admin@kwinana.wa.gov.au)

[www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)