



City of Kwinana

Events Guidelines







This document is available in alternative formats upon request.

City of Kwinana kaditj kalyakool moondang-ak kaaradj midi boodjar-ak ngala nyininy, yakka wer waabiny, Nyoongar moort. Ngala kaditj baalap kalyakoorl nidja boodjar wer kep kaaradjiny, baalap moorditj nidja yaakiny-ak wer moorditj moort wer kaditj Birdiya wer yeyi.

City of Kwinana acknowledges the traditional custodians of the land on which we live, work and play, the Nyoongar people. We recognise their connection to the land and local waterways, their resilience and commitment to community and pay our respect to Elders past and present.

Contents

CEO Foreword 3
We can help you! 3
1.0 What is this guide about? 4
2.0 Types of Events 4
3.0 Why do I need to an event approval? 5
4.0 Planning Your Event 6
5.0 Event Impact Assessment 7
6.0 Venue – SpacetoCo 8
7.0 Venue Approval - Public Buildings 8
8.0 Event Facilities 9
9.0 Event Activities 13
10.0 Event Risk Management 16
11.0 Opportunities, Partnerships and Commitments 19
12.0 Checklists 22

CEO Foreword

The City of Kwinana recognises that events play an important role in the community's life. Enjoyable and accessible events encourage social connections, boost well-being, and create a strong sense of place. Events can also raise the profile of the City, increasing visitor numbers and economic development opportunities which can have a direct positive impact on the community and local businesses.

The purpose of this guideline is to assist Event Organisers to plan and deliver successful events that align with the City of Kwinana's vision of creating a unique and liveable city that is celebrated for and connected by its diverse community, natural beauty and economic opportunities, as well as striking a balance between recognising the unique needs of event sites, local community and surrounding environment.

The guideline aims to support the Events Policy to deliver the following objectives:

- Create vibrancies, activate spaces and encourage community participation;
- Provide a decision-making framework that ensures a consistent and equitable approach in the assessment and approval of events;
- Provide controls that minimise adverse impacts of events on the community, City assets and the natural environment;
- Promote City of Kwinana as a destination for development and provide opportunities for local businesses;
- Support inclusion and growth of communities;
- Encourage sustainable practices that minimise impacts on the environment;
- Manage the health and safety of people attending the event; and
- Manage compliance with relevant legislative requirements and standards.

I welcome you to our beautiful city and thank you for choosing to host your event in the City of Kwinana.

Wayne Jack
Chief Executive Officer

We can help you!

The City can provide you with the following assistance:

- Provide advice on event approval requirements specific to your event
- Provide opportunities for event funding
- Identify City venues that are most suitable for your event
- Check your proposed event against our existing events calendar
- Provide you with a list of approved food vendors
- Encourage you to consider sustainable options
- Process event approval and on some occasions, inspect your event

CONTACT INFORMATION

Venue Availability	SpacetoCo or contact Bookings Team at bookings@kwinana.wa.gov.au or 9439 0407
Permits and Requirements	Online Event Application Form or contact Environmental Health Team health@kwinana.wa.gov.au or 9439 0475
Events Support	events@kwinana.wa.gov.au or 9439 0425
Events Funding	Information and online applications contact grants@kwinana.wa.gov.au or 9439 0251
List of Upcoming Events and Event Feedback	City of Kwinana Events
Customer Service	customer@kwinana.wa.gov.au or 9439 0200
Business Support	Business Hub or invest@kwinana.wa.gov.au
Event Bins and Advice	Contact Waste Team at waste@kwinana.wa.gov.au or 9439 0401

Disclaimer While we have taken every precaution to ensure that the content of this guideline is both current and accurate, errors can occur. Information provided does not supersede any Local, State, Commonwealth or other Authorities; Regulations, Legislation, or Acts. It is the responsibility of the user to determine best practice in all circumstances.

1.0 What is this guide about?

This guideline is designed to assist you in making your community event a success, highlighting the important information and guiding you through the application process. The guideline should always be read in conjunction with the City's **Events Policy**.

If you plan to run a high-impact event (see definition in Section 5), you should refer to the Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022 which is a comprehensive best-practice resource that contains information for all types of events.

Before you can hold a public event, there may be some pre-approvals that you are required to obtain from the City's Environmental Health Services, Community Services, Building Services and/or other departments. As each event will be different, the specific approvals required will depend on the type of event being held.

2.0 Types of Events

A **public event** is defined as a gathering held within the City on private or public land, either indoor or outdoor by an event organiser or the City, where 50 or more people assemble at a given time and place for entertainment, recreation, commercial or community purposes.

A **food truck event** is a type of prearranged reoccurring event held within the City on private or public land, by an event organiser, where mobile food vendors and temporary food stalls form the primary activity. A smaller number of entertainment, recreation, commercial or community activities may be part of the Food Truck Event.

A **market** is a type of prearranged reoccurring event held within the City on private or public land, either indoor or outdoor by an event organiser, supporting a mix of different trading or stallholder activities including a variety of entertainment, recreation, commercial or community activities.

Food Trucks and Markets will need to demonstrate that they:

- Contribute to Kwinana as a vibrant destination;
- Incorporate local business(es) and allow them to take an active role in the event;
- Create interesting and diverse activities to encourage people to stay longer in Kwinana;
- Engage, include, and connect a range of people in our community including the City of Kwinana, providing diverse opportunities for engagement and participation; and
- Maximum community impact and minimise community disruption.

3.0 Why do I need to an event approval?

As an event organiser, you are responsible for protecting the health, safety and welfare of those who may be affected by the event, including attendees, volunteers, stall holders, and surrounding residents and road users. The City is also responsible for ensuring that your event complies with relevant State legislation and the City's Local Laws.

Applying for an event approval helps to achieve this goal however, it can take time to assess applications as there may be several City departments involved in the approval process. The requirements and minimum lodgement timeframes will therefore vary, depending on the potential impact of an event.

IMPORTANT The City has the right to decline any Event Application if:

- It is not submitted within the specified timeframes (late applications).
- Documentation is incomplete or outstanding.
- Any previous bookings resulted in significant damage to a City venue and/or violation of venue rules.



4.0 Planning Your Event

Event Approval Phases

STEP 1 — PLANNING STAGE

90 days before the event

- **Assess the impact of your event** and identify lead up times.
- Organise a pre-lodgement meeting with the Environmental Health Team, if you would like to hold regular events, food truck events or markets or require any assistance.
- If you are running a **high-impact event,** refer to the **Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022** instead. **NOTE** Any event organiser without appropriate experience OR event organisers of larger-scaled, medium or high impact events may be asked by the City to attend online training and/or present an information session.
- Check if you require additional support, it may be worth enlisting the help of a professional event planner.
- Use the **Event Planning Checklist** located in Section 12.
- Organise your public liability insurance.
- Identify if approvals are required from other agencies e.g. liquor licence or fireworks event permit.
- Check for **event funding** opportunities.
- If in doubt, contact the City of Kwinana Environmental Health Team on 9439 0475 or email **health@kwinana.wa.gov.au**.

STEP 2 — PRE SUBMISSION OF EVENT APPLICATION

- Check availability of the venue. City venues can be booked online via **SpacetoCo**.
- Ensure the location is suitable for the event.
- For proposed events on land/premises managed by private owner or other authorities, obtain the owner's written permission.

STEP 3 — APPLICATION STAGE

14-60 days before the event
(depending on impact level as per **Section 5**)

- Complete the **Smarty Grants Online Public Event Application Form**.

STEP 4 — ASSESSMENT STAGE

- The Events Assessment Team will assess the application and may request further information.
- All events will be assessed in accordance with the City's Events Policy criteria which includes the Events Impact Assessment Framework, the suitability of the venue and whether it meets the objectives of the Events Policy.
- Submit all outstanding information requested by the assessing officer.
- All relevant fees to be paid at least 3 days prior to the event. For reoccurring events, including food truck events and markets, fees must be paid at least **10 days prior** to the event.
- The City will maintain contact with you throughout the assessment process including the outcome of the assessment.

STEP 5 — EVENT

- **Form 5 Certificate of Electrical Compliance** is required to be completed by the Electrical Contractor prior the event start time should additional electrical installations form part of the event.
- A final inspection of the site may be completed by an Environmental Health Officer
- A written approval or Certificate of approval will be issued.

5.0 Event Impact Assessment

Event Impact Category	Impact Criteria	Minimum Lodgment Timeframe	Approval Documents	
Not considered an event	• Less than 50 attendees at any one time; • No amplified noise; • No amusement rides; • No marquees over 18m², spectator stands or stage >1m above ground level; and • No changes to traffic conditions and impacts on the normal use of roads.	**10 BUSINESS DAYS** No event application required If trading activities or food vendors involved, trader's permit and/or food business application required **10 business days** prior to trading.		**IF REQUIRED** Trader's permit and/or food business application (by food vendor)
Low Impact Event	• 50-199 attendees at any one time; • No amplified noise; • No amusement rides; • No alcohol; • No changes to traffic conditions and impacts on the normal use of roads; • No marquees over 18m²; and • May involve less than 5 stalls and/or food vendors.	**21 BUSINESS DAYS** Application required **21 business days** prior to the Event	• Event application • Site plan • Public liability insurance	**IF REQUIRED** • Advice of installation of temporary structure (>10m²) • Trader's permit and/or food business application (by food vendors)
Medium Impact Event	• 200-999 attendees at any one time; and • May involve: ▪ multiple food and other trading activities; ▪ alcohol; ▪ amusement rides; ▪ amplified noise; and/or ▪ road closure or impacts on the normal use of the roads.	**45 BUSINESS DAYS** Application required **45 business days** prior to the Event	• Event application • Site plan • Public building forms • Public liability insurance • Risk Register	**IF REQUIRED** • Trader's permit and/or food business application (by food vendors) • Structural Engineers certificate and design specification (>55m²) • Advice of installation of temporary structure (>10m²) • Traffic management plan (on-road or off-road events) • Building approval for temporary structures and stages • Noise exemption application
High Impact Event	• 1,000+ attendees at any one time; and • May involve: ▪ food and alcohol sales; ▪ amplified noise; ▪ road closures or impacts on the normal use of the roads; and/or ▪ fireworks / pyrotechnics.	**60 BUSINESS DAYS** Application required **60 business days** prior to the Event	• Event application • Site plan • Public building forms • Public liability insurance • Emergency management plan • Risk management plan	**IF REQUIRED** • Trader's permit and/or food business application (by food vendors) • Structural Engineers certificate and design specification (>55m²) • Advice of installation of temporary structure (>10m²) • Traffic management plan (on-road or off-road events) • Building approval for temporary structures and stages • Noise exemption application • Medical plan • Crowd control plan • Fireworks Event Notice

Note: The Director of City Development and Sustainability has discretion to classify events that do not meet the above criteria.

6.0 Venue – SpacetoCo

The City offers an array of spaces for holding events. **SpacetoCo** provides 24/7 access to City bookable spaces.

If a local park or public open space is not listed, please contact our bookings team during business hours on 9439 0407. All existing Council buildings that are available for hire are already provided with an existing pre-approval for different activities.

7.0 Venue Approval - Public Buildings

PUBLIC BUILDING DEFINITION

A "public building" is defined under the Health (*Miscellaneous Provisions)* Act 1911 as:

- a building or place or part of a building or place where persons may assemble for
  - civic, theatrical, social, political, or religious purposes
  - educational purposes
  - entertainment, recreational or sporting purposes
  - business purposes; and
- 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.

Typical examples are pubs, small bars, theatres, and cinemas.

Public events are also classed as 'public buildings' regardless of whether the venue is indoors or outdoors.

Your event venue is required to comply with all the requirements specified in the *Health (Public Buildings) Regulations 1992* including fire safety, electrical compliance, maximum patron numbers, clearly marked exits and sanitary facilities. There are separate forms that an Event Organiser may need to complete to meet the public building requirements as follows:

Form	Requirement
FORM 1 Application to Construct, Extend or Alter a Public Building	Required for all medium and high impact events that do NOT occur in existing public buildings.
FORM 2 Application for Certificate of Approval	Required if the event venue will be enclosed. This includes events that will be fenced or enclosed by other means e.g., container bars, food trucks or marquees.
FORM 3 Application for Variation of Certificate of Approval	May be required for events that occur in existing buildings e.g., changing existing approved use, reducing, or increasing floor space as part of your event. Note: This may result to an increase or decrease in the maximum accommodation number for the premises.

The City's Environmental Health Team will assess the enclosed event venue based on the available space that patrons can safely occupy. Following assessment, a certificate of approval also known as a 'Maximum Accommodation Certificate' will be issued to all medium and high impact events showing the number of patrons that your proposed venue can occupy at any one time. The maximum of number of patrons that your event can accommodate will be assessed against the availability of exits and ability to evacuate patrons in a given time span; event area (m^2) available to the public; and number of toilets.

If you have been granted a liquor licence and the capacity given to you on your liquor licence differs from your maximum accommodation certificate, you are required to comply with the lower of the two numbers.

The final "Certificate of Approval" 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. For low impact events, an approval letter will be issued.

8.0 Event Facilities

Firefighting

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

- Any electrical generator or switchboard.
- Any flammable liquid or gas container.
- Any food preparation/cooking area.

One 4.5kg B (E) dry chemical powder extinguisher must be provided:

- Within 10mtrs of each exit – (if designated exits are provided); and
- Backstage

The following additional requirements are applicable:

- All extinguishers must be kept fully charged and maintained in accordance with Australian Standard 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.

First Aid

- The number of first aid personnel and first aid posts will vary with the type of event. For low impact events and events up to 500 patrons, a recognised first aid certificate from an accredited provider is acceptable instead of a fully qualified first aider. The table below is a guide for medium impact and some high impact events.

Total attendance at any one time	First aider(s)	First aid post
Up to 500	2	1
Up to 1000	4	1
Up to 2000	6	1
Up to 3000	7	1

The following requirements are applicable:

- First aid officer(s) are not to hold dual roles e.g., crowd controller and first aid provider.
- First aid post must be clearly signed.
- First aid must be available to patrons for the duration of the event, including prior to the event commencing (e.g. queueing) and until all patrons have left the venue.

For high-impact events, please refer to the **Department of Health Guidelines for Concerts , Events and Organised Gatherings 2022**.

Pets and Guide Dogs

Guide dogs are permitted at all events without prior approval by the City.

Event organisers can use promotional materials to communicate to attendees whether pets are allowed at the event. Responsible pet ownership should be promoted e.g. owners should be asked to keep their dogs on lead at all times and clean up when necessary.

Toilets

The number of public toilets and accessible facilities that you will need to provide at your event will depend on several factors including:

- expected number of attendees;
- gender of attendees (women require more facilities than men);
- if alcohol will be served during the event; and
- duration of the event.

The location and number of public toilets and accessible facilities being provided will need to be shown on your site plan.

The following table can be used to determine the number of toilets required at your event. Please note, these numbers are for events where alcohol is not available and for an event less than 4 hours in duration. If alcohol will be provided, you should double the requirements in the table. Each City of Kwinana Indoor Venue meets standard toilet requirements according to the maximum accommodation numbers.

Total attendance at any one time	Male			Female		Unisex Accessible	
	Water Closets (WC)	Urinals	Handwash (HW)	WC	HW	WC	HW
Up to 100	0	0	0	0	0	1	1
Up to 250	1	0	1	1	1	1	1
Up to 500	1	1	1	2	1	1	1
Up to 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 high-impact events, please refer to the **Department of Health Guidelines for Concerts , Events and Organised Gatherings 2022**.

Temporary Structure

Temporary structures including stages with a height of 1m above ground level, spectator stands, marquees and tents with a floor area greater than 55m^2, enclosed marquees and amusement rides may require the City's approval prior to the event.

For stages with a height of 1m above ground level, spectator stands, marquees and tents with a floor area greater than 55m^2, the event organiser is required to lodge an Engineer's Structural Certificate with the manufacturer's information for the structure(s) to be approved as part of the event application.

Once the structure is erected, the installer shall complete an **Advice of Installation of Temporary Structure Certificate** to confirm it is in accordance with all design criteria, engineering details or manufacturer's instructions and is structurally sound.

An Advice of Installation of Temporary Structure is also required for all marquees with a floor area greater than 10m^2. This should be emailed to **health@kwinana.wa.gov.au** within 48 hours post installation.

If the structure is proposed to remain for a period of more than one month, then building approvals may be required. Please contact **building@kwinana.wa.gov.au** or phone 9439 0200.



Application Requirements	Types of Temporary Structure				
	Stage with a height of 1m above ground level (including steps) and Spectator Stand	Fabric marquees and tents with a floor area greater than 10m²	Fabric marquees and tents with a floor area greater than 55m²	Amusement Ride (including bouncy castle)	Sea Container
Structural Engineer's Certificate	✔		✔		✔ Applies if modified or accessible by public or floor area is >55m²
Worksafe Plant Registration Certificate (or Class 1 certificate)				✔	
Inspection certificate or log book				✔	
Public Liability Insurance	✔	✔	✔	✔	✔
Design specifications and drawings (include details of wind loading)	✔		✔ (For enclosed marquees, show exit widths, exit lighting and placement of fire extinguishers)	✔	✔ Applies if modified or accessible by public or floor area is >55m²
Advice of Installation of Temporary Structure	✔ (emailed to **health@kwinana.wa.gov.au** prior to the event)	✔ (emailed to **health@kwinana.wa.gov.au** within 48 hours of the event)	✔ (emailed to **health@kwinana.wa.gov.au** prior to the event)	✔ (emailed to **health@kwinana.wa.gov.au** within 48 hours of the event)	
Public Buildings Forms (Forms 1, 2 and 5)	✔		✔	✔	✔
Building permit application	✔ Public access only				✔ Public access only

*Building permit application include **BA1, certificate of building compliance** and **occupancy permit**

Water Supply

Event Organisers need to cater for the health and comfort of patrons. An adequate, free supply of water must always be available and accessible for hygiene purposes, drinking, and for cooling heated patrons during summer events. The location of drinking water facilities should also be clearly shown to patrons via directional signage.

Waste Management

The City is committed to working towards a naturally beautiful environment that is enhanced and protected. Sustainable waste management is essential to this vision.

Event organisers are responsible for the collection, removal and disposal of litter generated from their event. All event venues are to be left rubbish free and in the same condition in which the venue was found. The number of bins required at an event will depend on the type of event planned and its duration. Generally, where food and drink will be consumed, you will need 1 general waste and 1 recycled bin per 100 patrons.

Arrangements can be made with a suitable waste contractor to hire bins or alternatively, the City can provide up to 12 bins (general waste and recycle) free of charge to eligible community groups and not for profit groups. The City's Waste Management Team can also provide free waste educational material, merchandise and advice to Event Organisers on how to reduce general waste and increase recycling. Please contact the City on 9439 0200 or send us an email on **waste@kwinana.wa.gov.au** if you have any questions relating to waste management. Please refer to the City's **Waste Management checklist** in Section 12 of this guideline for further information.

Lighting

Areas available to the public at night must 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 sunset. Any emergency exit lighting should be installed in accordance with Part E4 of the Building Code of Australia.

- 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.

Power and Electrical Requirements

The City has a limited number of reserves where a power supply is provided. These supplies are tested and certified by a qualified electrician every six months. Other venues will not have access to power and event organisers will be responsible for arranging the supply and installation of power to their event. If a temporary power supply e.g. generator is proposed to be used, event organisers must arrange for a licensed electrician to check all installations and ensure they comply with relevant standards.

A **Certificate of Electrical Compliance (Form 5)** must be completed by the electrician and submitted to the City on the day of the event, prior to opening to the public. Please note, Form 5 certification is not intended to address portable equipment or cords supplied by end users (vendors/stallholders).

In all cases, the following requirements will be applicable:

- No single-phase generators 10kva or below permitted.
- Generators are appropriately earthed and public access restricted.
- Electrical leads do not create trip hazards.
- Electrical outlets are protected by residual current devices (RCD's) and circuit breakers.
- Leads and RCDs have been tested and tagged every six months.
- Joints and connections are not accessible to the public or exposed to damp conditions.
- Installations must comply with Australian Standard AS 3002 Electrical Installations for shows and carnivals.

Consider the placement of the generators.

- Is the generator noisy?
- Will the generator emit exhaust smoke/fumes in a direction that impacts event attendees?
- Is it kept clear of patrons?

Gas Safety

The Department of Mines, Industry Regulation and Safety – Building and Energy 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. Building and Energy inspectors can require immediate correction of any unsafe condition.

The City strongly recommends that Event Organisers request attending mobile/temporary food vendors to confirm that their gas installations have been checked and tested by a licensed gas fitter in the last 12 months.

If gas cylinders are accessible by the public, they are required to be protected to prevent tampering and accidental dislodgement.

A 4kg CO_2 or 4kg Dry Chemical fire extinguisher should also be provided by the stallholder or event organiser for each appliance using LP gas. For further information, please refer to the **Department of Commerce's gas safety checklist for caterers, food outlets and others at public venues**.

9.0 Event Activities

Amusement Rides

Amusement structures (amusement rides/inflatables) must comply with the Occupational Safety and Health Regulations 1996, Regulation 4.52 amusement structures. If amusement structures will be present at an event, Event Organisers must submit the following information to the City as part of the event application:

- **Plant Registration** (from Worksafe) – if an amusement structure does not require 'Plant Registration', the Event Organiser will need to provide confirmation of this from Worksafe or a qualified Engineer;
- **Maintenance Logbook** or a signed statement from the operator to the effect that 'all rides are operated, maintained, inspected and records kept in accordance with the requirements of the Regulations 4.52 of the Occupation Safety and Health Requirements 1996'. Operators must be aware of these regulations; and
- **Current Public Liability Insurance** from the contractor supplying the amusement structure.

Inflatable amusement structures can be a hazard if they are not set up and operated according to manufacturer's instructions.

Further information on **hazards and risk controls for inflatable amusement structures** has been developed by WorkSafe.

Where relevant, suppliers/operators of amusement structures may also need to provide a copy of their Working with Children Check.





Animal Displays and Petting Zoos

If you are planning on having animal displays or a petting zoo at your event, animals must be supervised at all times and any animal waste is disposed appropriately.

Event Organisers also need to consider good hygiene practices by implementing measures such as:

- Providing hand washing facilities on entrance to the animal area and/or hand sanitizing stations.
- Keeping animals away from areas (minimum 15 metres) where food is being prepared, stored, or sold.

Each operator must supply a copy of public liability of no less than $10 million. For further information regarding animals and petting zoos, please refer to the **Department of Health Petting Zoo Guidelines**.

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 through harm minimisation.

- Any alcohol that is intended to be sold and supplied at the event will require approval from the **Department of Racing, Gaming and Liquor** and to comply with the Liquor Licensing Act 1988.
- City of Kwinana requires a copy of the permit to sell, serve or supply alcohol from the Department. It should be supplied as part of your Event Application Form.
- The sale of liquor requires a Food Act 2008 notification or registration certificate issued by a WA Local Government and a stallholder or trader's permit issued by the City of Kwinana with a valid public liability insurance certificate of currency to the value of $10 million. See **Mobile and Temporary Food Vendors**.

Face Painting

The WA Department of Health has developed **Guidelines for painting faces and bodies**. The City requires that the Event Organiser obtains a copy of the supplier's Public Liability Insurance Certificate and Working with Children Checks.

Fireworks and Pyrotechnics

Only a licensed fireworks operator or someone working in the presence of a licensed operator may actually set up and initiate fireworks. Please refer to the City's **Fireworks Management Policy** before lodging the Fireworks Event Notice (as part of the **Fireworks Event Permit**) to the City for consideration. The Notice must be lodged at least 60 days prior to the Event for CEO approval.

The use of pyrotechnics and associated hazards must be considered in the risk assessment process and incorporated into the risk management plan. The assessment of safety and risk management for fireworks is the sole responsibility of the Licensed Fireworks Contractor and the Department of Mines, Industry Regulation and Safety (DMIRS). The following codes or 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.

Mobile and Temporary Food Vendors

A food vendor is a stall or mobile vehicle from which any food or drinks are offered for sale including food and drinks being offered as a prize/reward, given away for purpose of advertisement or in furtherance of business and includes any stalls with food tastings. It includes any activities that are of a commercial, charitable or community nature.

Each individual food vendor operating at an event must hold the following:

- a Food Act 2008 notification or registration certificate issued by a WA Local Government (For further information, visit **Food Businesses**).
- a stallholder or trader's permit issued by the City of Kwinana with a valid public liability insurance certificate of currency to the value of $10 million.
- a liquor permit or approval issued by the Department of Racing, Gaming and Liquor (if applicable for any alcohol that is intended to be sold and supplied at the event).

All persons undertaking or supervising food handling operations are required to have adequate food safety and hygiene skills and knowledge. The City provides online food safety training through **FoodSafe**. Please enter "FSKWINA344" on the payment page to receive FoodSafe training free of charge.

Food vendors must comply with the provisions of the *Food Act 2008* and Food Standards Code. For temporary food stall set up and requirements please see **Guidelines for Temporary Food Stalls.**

Although each food vendor is required to make individual application to the City, 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.

A list of approved food traders with annual permits can be obtained from the City's Environmental Health Team by emailing health@kwinana.wa.gov.au. This list will help save time when organising events, eliminating the need to submit separate applications.

Form	Requirement
Application for temporary food stall by a community/ charitable group for a single event	For community or charitable group setting up a temporary food stall (cook and sold on demand) e.g. sausage sizzle
Application for Notification/ Registration of Food Business and Trading in Public Places Licence	For food vendors who apply for a Food Act notification/ registration certificate and stallholder/trader's permit with the City of Kwinana
Application for Trading in Public Places for Temporary or Mobile Food Businesses with existing Notification or Registration	For food vendors with an existing Food Act notification/ registration with a WA Local Government (other than City of Kwinana) but would like to apply for a stallholder/trader's permit

Discounted fees apply for food vendors who wish to apply for an annual permit to trade at events and markets at the City of Kwinana. Please refer to Fees and Charges for Trader's Permit for further information.



Other Non-Food Stallholders and Traders

A trader's permit will be required for all other non-food stallholders who will be involved in the sale, provision and advertisement of any goods, wares, merchandise or services at your event. This could 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 giveaway stalls;
- Face and body painting;
- Petting zoos/animal farms; and
- Amusement rides and structures e.g., bouncy castles, climbing walls, inflatable slides etc.

Event organisers can submit a list of all stalls that will operate at the event. Copies of all stallholders' certificate of public liability insurance (minimum $10 million) will need to be submitted. The City will then issue an "umbrella" traders permit to cover all non-food stallholders.

A separate stallholder/trader's permit application is not required if completing the online event application.

10.0 Event Risk Management

DUTY OF CARE

Event organisers are responsible for protecting their events and have a duty of care to protect people that work, use, or visit their event from any foreseeable risks.

The City has developed a **Risk Register Template** to assist Event Organisers with addressing hazards at events that may result in harm. Some example risks and controls have been included in the template, however it is only a guidance tool and not all risks and controls will be relevant for every event. Event Organisers may also need to include additional risks and controls to customise the register for their events.

Risk Management

For high-impact events where 1000 or more people will be in attendance, Event Organisers will be required to prepare and submit a **Risk Management Plan** (RMP) in accordance with AS ISO 31000:2018 – Risk Management for approval by the City. The RMP is a risk assessment which determines the likelihood something will happen, the consequences and required controls. Please refer to the **Department of Health Guidelines for Concerts , Events and Organised Gatherings 2022** and an **Example of a Risk Management Management Plan** developed by Tourism WA.

Traffic and Pedestrian Management

Events need to be managed so that the safety of all participants and road users is ensured and disruptions to the normal daily usage and function of the road network is minimised.

Irrespective of the assessed level of impact of the proposed event as detailed in Section 5.0, any party responsible for organising an event that involves a change to the traffic environment to the extent that any road user will be required to actively reduce their travel speed and/or direction of travel on the roadway, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a **Traffic Management Plan** is prepared and submitted to the City. The Traffic Management Plan must adequately provide for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

To encourage safe and consistent temporary traffic management for events within the City of Kwinana, only Traffic Management Plans designed and implemented in accordance with the Traffic Management for Works on Roads Code of Practice, Traffic Management for Events Code of Practice, Austroads Guides to Temporary Traffic Management and Australian Standards will be accepted and authorised by the City for all events on roads.

The development of Traffic Management Plans and the implementation of those plans will need to be undertaken by an accredited company and personnel. The City of Kwinana does not provide these services and all costs will be incurred by the Event Organiser. The design of Traffic Management Plans and the implementation of those plans can be undertaken by volunteers who have the appropriate accreditation, refer to Main Roads' **Traffic Management for Works on Roads Code of Practice** and **Traffic Management for Events Code of Practice**.

Events have the potential to be a target for vehicle-based attacks. The **Hostile Vehicle Guidelines for Crowded Places** is a useful guide to help event organisers gain knowledge and understanding relating to hostile management at events.

For further information, please proceed to City's website - **Works on Thoroughfares and Temporary Traffic Management**.

Form	Requirement
Application for Traffic Management Plan Authorisation – Part A	A Traffic Management Plan and this application form must be submitted for all on-road events. A Traffic Management Plan and this application form may be required for off-road events, refer to Section 5.0 for requirements.
Application for a Temporary Thoroughfare Closure Permit – Part B	For any event necessitating a temporary closure of a public thoroughfare. This form must be submitted together with Part A including a Traffic Management Plan.
Temporary Suspension of the Road Traffic Act or Regulations – WA Police Form	Any event required to suspend the Road Traffic Code Regulations/Road Traffic Act to allow competitors to compete in a race or speed test on a road.
Application for an Order for a Road Closure – WA Police Form	Any event temporarily closing a road and undertaking an event on a road.

Security and Crowd Control

Security may be required for an event depending on a number of factors, including the type of event, expected number of patrons, and whether alcohol is provided.

For alcohol events, crowd controllers are required and must be licensed by the WA Police, under the *Security and Related Activities (Control) Act 1996*.

SECURITY OFFICER

A security officer is defined as a person who watches, guards or protects any property. Officers may be dual licensed as crowd controllers, but when determining requirements, the 2 responsibilities must be clearly separated

CROWD CONTROLLER

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

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

Crowd controllers (alcohol events) must:

- be licensed by the WA Police, under the *Security and Related Activities (Control) Act 1996*.
- monitor the licensed premises and the behaviour of patrons arriving and leaving.
- be authorised in writing by the licensee or manager to be able to remove a person from a licensed premises.

For events without alcohol, a crowd controller can be a responsible person including volunteer personnel.

The table below provide guidance on the number of crowd controllers required at events:

NO ALCOHOL LICENCE

Number of Patrons (at any one point in time)	Number of Crowd Controllers
<1000	Minimum 1-2
<2000	Minimum 2-4
<3000	Minimum 4-6
<4000	Minimum 6-8
<5000	Minimum 8-10

LICENSED AREA/BYO IN CONTROLLED AREA WHERE ALCOHOL IS SERVED/CONSUMED

Number of Patrons (at any one point in time)	Number of Crowd Controllers	Area immediately outside licensed area
<100	2	Case by case assessment depending on risk of event
<200	3	
<300	4	
<400	5	
<500	6	

Emergency Services

An **Emergency Management Plan** complies with Australian Standard AS 3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces is required for all high-impact events.

An emergency is any unplanned event that can result in 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.

For any other low or medium risk events, the Event Organiser should still consider the following aspects. The City recommends that emergency procedures be developed outlining the response should an 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 Fire 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.

Noise Management

Generally, the noise associated with crowds at community events is exempt from noise legislation and does not require a permit. However, noise from loudspeakers or loud music is not exempt and must comply with the permitted level of noise for the time of day when received at residences.

An **Application for Approval as a Non-Complying Event** can be submitted to the City at least 60 days before the event for use of loud speakers and/or events with amplified music that may exceed permitted assigned noise levels as stipulated in Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*.

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.
- A monitoring fee may be applicable if the requirements of Regulation 18(8) are exceeded.
- Residents are notified at least 7 days before the event through leaflets.

Residents Notification

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 before the event for approval, prior to circulation. It should be issued no less than 7 days before the event. Details should include:

- Venue.
- 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 closure), security and public transportation catering to the event.

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

Public Liability Insurance

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, traders, contractors, and suppliers 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.

Notifying Relevant Authorities

An event organiser is responsible for notifying the following authorities of the event to ensure they are adequately prepared should their services be required. These include the local police, fire and emergency services and Department of Health. You can **register your event/party with the Western Australia Police**.

All events with more than 500 patrons should be registered with the **Department of Health** before proceeding.

11.0 Opportunities, Partnerships and Commitments

The City encourages event organisers to consider how to respectfully recognise the Traditional Custodians of the land. Respect can be shown by arranging a formal Welcome to Country, by providing an Acknowledgement of Country. Additionally, respect can be shown through cultural ceremonies and/or performances such as Traditional Song; Dance; Didgeridoo performance and traditional food or a combination of any of the above. Further information can be viewed **on the City's website**.

Welcome to Country

A Welcome to Country ceremony gives Traditional Custodians, the Nyoongar people, the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and the Aboriginal community, at the cost of the Events organiser.

At major events where official guests and dignitaries are in attendance, it is important that an Elder be asked to conduct the 'Welcome'. In addition, other welcoming activities such as music and dance may be used under the direction of the Elder.

Performances may include a Traditional Welcoming Song; Traditional Dance; Didgeridoo performance; "smoking" ceremony; or combination of any of the above.

At minor events, a master of ceremonies or speaker may begin by undertaking an Acknowledgement of Country.

Acknowledgement of Country

An Acknowledgment of Country is a way that non-Aboriginal people can show respect for Nyoongar heritage and the ongoing relationship of Traditional Custodians with the land. An Acknowledgement should be personalised and come from the heart, a simple example of an Acknowledgement of Country in the Kwinana area is "I/we wish to acknowledge the Traditional Custodians of the land we are meeting on today, the Nyoongar people, and pay my/our respects to their Elders past and present".

Accessibility

The City of Kwinana will support event organisers to hold welcoming, accessible and safe events that leave people of all backgrounds with positive lasting memories of the City in alignment with our **Disability Access and Inclusion Plan 2022-2027**.

Event organisers are encouraged to consider how the event can be accessible to people who live with a disability by considering physical access, providing detailed information about the event, and ensuring staff are welcoming and inclusive.

When planning your event, consider accessibility requirements relating to parking, paths of travels, toilets, promotion and communication. Please refer to the **Accessible Events Checklist** for City of Kwinana requirements or the Department of Communities **Accessible Events Checklist**.

Event Funding

Kwinana based community groups and organisations are invited to apply for funding through the City of Kwinana's **Community Event Funding Program**.

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



Smoke and Vape Free Areas

The City of Kwinana supports smoke free environments to reduce the negative impact of smoking in the community. Tobacco smoking is the leading cause of preventable death and disease in Australia.

- Smoke-free areas can help to protect the community from second hand smoke.
- Reducing harm caused by exposure to tobacco smoke;
- Raising community awareness of the issues associated exposure to second-hand smoke;
- Providing positive role-modelling and reducing the visibility of smoking to children and young people;
- Providing community leadership on the issue of protecting health and wellbeing; and
- Minimising cigarette butt pollution on Council facilities.

Under the *Tobacco Products Control Act 2006*, there are a number of smoking restrictions in **outdoor public places**. Smoking is not permitted within 10 metres of public children's playground, smoking is prohibited, within five metres of a public entrance to an enclosed public pace and within 10 metres of an air intake for air conditioning equipment that is in or on the enclosed public place.

As an event organiser, you can help to promote smoke-free events on your promotional materials and help increase the awareness of the issues associated with tobacco smoking.

Mosquito and Sun Protection

Event organisers are encouraged to promote **Fight the Bite mosquito prevention resources** and provide insect repellents at outdoor events.

Consider providing adequate shade and free sunscreen at your event.

Working with Local Businesses

The City is a Small Business Friendly Local Government, please contact Economic Development Officer on 9439 0200 or **invest@kwinana.wa.gov.au** for advice on how to work with and engage the local business community.

For a list of currently approved stallholders and trader's, please contact Environmental Health directly on 9439 0475 or **health@kwinana.wa.gov.au**.

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 the link below for inexpensive ways to promote your next event.

- Poster/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.
- Advertising 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. Signage should not be placed more than 3 days before the event. Make sure you have permission from the landowner before erecting your signs.
- **Community Media Kit**
- City of Kwinana **What's On webpage** by creating an account and **submitting your community event**
- Media releases
- Other websites – apart from your organisations website you can also submit information to community websites or e-newsletters from other group including schools, resident's associations and services. Social media, such as Facebook and Twitter, can also be utilised to promote your event.
- Inviting the Mayor, Elected Members and Chief Executive Officer (please contact the City's Executive Assistant to the CEO & Mayor on 9439 0285)

Other Event Resources

- **Resource for Events in WA**
- **Event Application Guide by Parks & Leisure WA**
- **Event Management Guide by Department of Local Government and Communities**

12.0 Checklists

Event Planning

Event Phase	Task	
Establish Events Committee	Establish an events committee – clear roles and responsibilities	☐
	Schedule regular meetings	☐
	Seek help early on, including appointment a professional events organiser (if appropriate)	☐
Planning	Establish purpose and objective of your event – be specific, achievable, relevant and time-bound	☐
	Research similar events to determine what worked or didn't work	☐
	Consider your budget, format and size of the event	☐
	Schedule event	☐
	Organise insurance	☐
	Book your venue	☐
	Consult with key stakeholders including residents and businesses	☐
	Develop an event management plan and consider major risks	☐
	Apply for funding	☐
	Establish staff and resources required and obtain quotes	☐

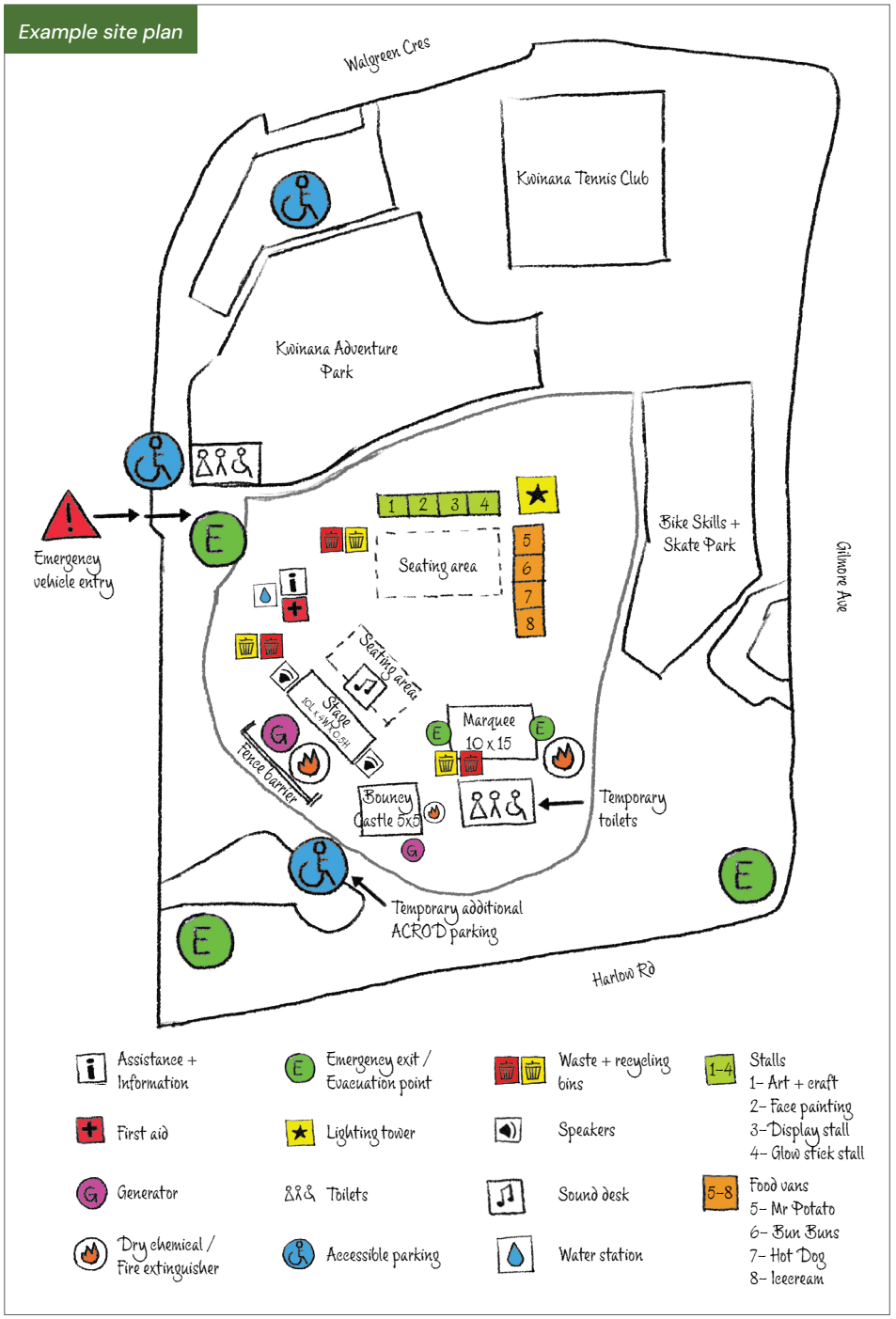
Event Phase	Task	
Coordination and Implementation	Book suppliers - consider booking from the pre-approved food traders list to minimise paperwork. To obtain a copy of the current list, please contact Environmental Health at **health@kwinana.wa.gov.au**	☐
	Invite stakeholders	☐
	Draw up site plan	☐
	Develop marketing plan	☐
	Develop risk management plan and contingency plan	☐
	Lodge event application and obtain any other permits/licenses	☐
	Develop event content and run sheet	☐
	Develop contact list	☐
	Finalise budget	☐
	Notify relevant authorities	☐
	Obtain any pre-approvals from City of Kwinana	☐
Event	Bump in and secure the site	☐
	Obtain final approvals from Environmental Health Officer	☐
	Monitor event	☐
	Bump out and clean up	☐
Evaluation	Conduct evaluation and debrief	☐
	Identify new risks and challenges	☐
	Celebrate achievements	☐

Site Plan

A Site Plan is an important part of an event application and needs to show the proposed event layout and the following utilities and services (including dimensions where applicable):

- Actual location of event
- Stages, marquees, tents and other structures
- Fencing
- General entry and exit points
- Emergency access and exit points
- Emergency exit sign locations
- Emergency assembly area(s)
- Amusement rides (specify type)
- Food stalls and other stallholders
- Lighting and lighting towers
- Generators, electrical cables and equipment
- Speakers
- Toilet facilitates (including accessible)
- Location, type and number of fire safety equipment
- Liquor licensed areas
- Restricted areas
- First aid post/s
- Drinking water sites
- Event parking
- Rubbish and recycle bins

Example site plan



Waste Management

Compulsory Requirements	
Ample recycling and general waste bins provided - 1 recycle bin per 100 patrons and 1 general waste bin per 100 patrons. E.g.: 1 waste + 1 recycle bin for events with <100 patrons. 2 wastes + 2 recycle bins for events with 101 -200 patrons. 10 waste +10 recycle bins for events with 1,000 patrons.	☐
Both waste streams are located together (recycling bin next to general waste bin)	☐
Ensure bins are safe, secure and litter can not escape	☐
Ensure bins are clearly visible in high traffic areas	☐
Site plans complete with locations of waste and recycling stations	☐
Ensure only recyclable material (paper, cardboard, cans, hard plastic and glass) are placed in the recycling bins provided by the City	☐
Ensure that no hazardous waste is placed in bins provided by the City	☐
No single use plastic (cups, plates, bowls, straws, cutlery, bags) as per the State Government Ban. For more information please visit **Plastics Ban WA**	☐
No balloons to be released during the event as per state government ban. For more information please visit **Plastics Ban WA**	☐

Recommended Requirements	
Set a goal to reduce waste and increase recycling at the event	☐
Communicate with all volunteers and contractors the event is 'Waste Wise'	☐
Promote event as 'Waste Wise' on all marketing. Posters & resources for waste station events can be found at **WasteSorted**	☐
Avoid plastic, glitter, confetti and pre-packaged consumables i.e., lollipops and lollies	☐
Encourage patrons to bring reusable water bottles and coffee cups	☐
Collect all eligible ten cent containers for refund (collection bags can be provided by the City). For more information visit **Containers for Change WA** Locations: 1. Good Sammy Recycling Kwinana Town Centre – Shop 22, 40-46 Meares Ave Kwinana Town Centre 2. Exchange Depot – 35 Butcher St Kwinana Beach 3. Exchange Depot – 17 Holden Close Bertram	☐
Encourage sustainable food choices for the event with no packaging (where possible)	☐
Provide refill and wash station for water bottles, cutlery, coffee cups and crockery	☐
Donate organic waste to be earth cycled where possible. i.e., If a patron has chickens and can take home food waste it is highly encouraged or donate waste via **Share Waste**	☐
Events that promote positive waste and sustainability behaviours i.e., Clothes swaps, garage sales, street clean ups, street swap meets, verge planting days and clean up Australia day events can contact the City for further incentives and support.	☐
Borrow don't Buy. Save money and borrow for your event. The City provides community dishes, safety packs, giant games, children's costumes, toys, street activation kits which includes bunting, solar lights, chalk and lots more.	☐

Accessible Events

Compulsory Requirements	
Have you used a plain font (such as Arial or Helvetica) and a minimum of 12 point type size in your invitations and promotional material?	☐
Have the invitations and promotional material been printed on matt paper and in contrasting colours?	☐
Is the text uncluttered with an absence of background graphics and patterns?	☐
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	☐
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	☐
Is there a continuous accessible path of travel including kerb ramps to the building from the accessible parking bay/s? If this is not available, have you considered other ways to provide the continuous access?	☐
Is the accessible parking bay/s identified by the international symbol of access? If this is not available, will you be able to designate accessible parking bay/s with temporary signage?	☐
Does the venue have clear, directional signage to the toilets? For night-time events, is this signage clearly lit?	☐
Does the venue have a unisex accessible toilet? Is there a continuous accessible path of travel to the toilets? If this is not available, have you considered other ways to provide the continuous access?	☐
Do you have free water available and designated toilet area for assistance dogs?	☐

Recommended Requirements	
Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter?	☐
Is written promotional material available on request in alternative formats such as large print, audio tape or Braille?	☐
Have you designated a quiet area to help limit sensory inputs e.g. reduced noise and lighting?	☐
Any other requirements in the Department of Communities **Accessible Events Checklist**	☐