

# Public Event Guidelines



city of swan

Updated July 2007  
Amended November 2007



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

## **INTRO/PREAMBLE**

The purpose of these guidelines is to assist event organisers to;

- minimise negative impacts on nearby residents and landowners
- minimise the health and safety risks to patrons of the event
- comply with the relevant legislation

The role of the City of Swan as the approving body for public events is to ensure all reasonable and practicable precautions are taken by the organiser/promoter to protect the health and safety of patrons and the amenity of surrounding residents.

## **EXEMPTIONS**

These guidelines are not intended to cover private functions such as weddings and private parties.

## **EVENT CLASSIFICATIONS**

The City of Swan approves a large number of temporary public events each year. These events vary significantly in complexity and their degree of risk to public health and safety. Therefore all public events are assessed using a risk weighting checklist and categorised into high, medium and low risk events. A different approval processes is followed based on the risk.

The City uses risk factors such as numbers of patrons, presence of alcohol and the duration of the event to determine the risk level.

Please contact the City of Swan Health Services on 9267 9153 to determine the risk classification of your event.

### **APPLICATION PROCESS – Low Risk Events**

Events that are deemed to be low risk by the City's Health Services will not be required to submit a formal application, however they are still required to comply with the City's Temporary Public Event Guidelines and the *Health (Public Buildings) Regulations 1992*. A letter will be issued by the City's Health Services acknowledging the event.

### **APPLICATION PROCESS – Medium to High Risk events**

An Application for Public Event Approval (Form 1) along with any other relevant documentation will be required to be received by the City at least 60 days prior to the proposed event.

In addition to the information contained in the Form 1, the event organiser shall provide the following:

- Site plan showing the site layout, including exits, food stalls, parking, first aid, temporary structures etc.
- Street Trading Application (where food stalls are provided)
- Copy of Public Liability Insurance (Certificate of Currency)
- Emergency Evacuation Plan
- Parking Management Plan (if appropriate)
- Risk management plan (If the event is to cater for 5000 or more patrons)
- Copy of the completed liquor license application form (if applicable)
- Regulation 18 Noise exemption application

And any other relevant information.

The venue must be approved as a Public Building under the provisions of the *Health (Public Buildings) Regulations 1992*. A Certificate of Approval issued by the City of Swan documents this approval. The Certificate of Approval will only be issued where the venue complies with the Conditions of Approval issued by the City.

**Please be advised it is an offence to operate a public event until a Certificate of Approval has been issued. Furthermore, if an event is operated in contravention of any conditions of approval or found to be unsafe or unsuitable, then the City or the Police may close the event.**

## **INSURANCE**

All insurances are the responsibility of the event organiser. No claims are to be made against the Council and/or its employees or official volunteers of the City.

All buildings and contents/property shall be adequately insured on a reinstatement or replacement basis. It is the responsibility of the event organiser to ensure that the policies of insurance will respond to claims that may arise by way of events.

The event organiser must take out a Public liability policy with an insurer approved by the City. The public liability policy should have a limit of liability of \$10 million.

The event organiser must ensure that all employees are covered by appropriate Workers Compensation cover as is required by law.

Where the event organiser utilises the services of unpaid volunteers, the City at its discretion may insist that each volunteer is covered for personal accident insurance.

The event organiser must ensure that all vehicles requiring registration are registered for the purposes of compulsory motor vehicle third party personnel injury. The City at its discretion may also insist upon fully comprehensive motor vehicle insurance.

The application form must be accompanied with evidence of current insurances in the form of certificates of currency.

## **RISK MANAGEMENT PLANS**

Risk management plans are compulsory for events with 5000 or more patrons. The plan is to be developed in line with AS/NZS 4360 as per regulation 4 (2) of the *Health (Public Building) Regulations 1992*, and is to be submitted with the public event application.

Events with less than 5000 patrons should still assess the risks associated with their event and are encouraged to access the above guidelines for further information in planning for these risks.

## **NOISE CONTROL**

The event organiser shall control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.

Consideration should be given to the placement of speakers in relation to noise impact on neighbouring premises.

A letter drop is recommended for those residents who are likely to be affected by unreasonable noise.

Security should be in place to encourage patrons to leave in a reasonable and quiet manner.

If noise levels are likely to be exceeded or if noise complaints have been received previously regarding events at a particular venue approval will be required for an 'Approved Non-complying Event' (Regulation 18) This approval is granted by the Chief Executive Officer of the City of Swan and the Department of Environment (DoE) under the above regulations.

For further information on applying for a Regulation 18 Noise Exemption refer to the City's Information Sheet.

## **FIRE SAFETY**

The event organiser may be required to contact the City's Community Fire Manager at least 21 days prior to the event to discuss appropriate fire safety plans and needs. (In particular medium and high risk events).

In addition to contacting the City's Community Fire Manager the owner of the land and/or event organiser may be required to liaise with the Fire and Emergency Service Authority (FESA) prior to the event.

## **FIREWORKS**

Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. The application will be referred to the City of Swan for comment and consideration will be given to noise impacts and fire safety issues.

## **FIRST AID**

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

A qualified first aider is one which holds a current first aid certificate from an accredited training provider.

See the Table 7.5.1 for a suggested guide to the number of first aiders and posts as recommended by the St John Ambulance Australia.

<b>Patrons</b>	<b>First Aiders</b>	<b>First Aid Posts</b>
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22	+ 4

For high risk events a register of first aid incidences are to be supplied to the City or to be brought the post event briefing to be discussed.

Emergency vehicles must be able to access the whole site at all times.

### **SECURITY AND CROWD CONTROL**

The event organiser must contact the Local Police station/officer (who??), and the St Johns Ambulance to notify them of the event and provide full details

The event organiser may be required to provide details of the Security and Crowd Control Plan to Council.

Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the *Security and Related Activities (Control) Act 1996*.

Where alcohol is provided a ratio of 1 crowd controller per 100 patrons and for lower risk events the numbers can be reduced eg 1 crowd controller per 200 patrons.

Additional Crowd Controllers may be required to patrol nearby streets and carparks.

Crowd Control is required at the end of the event until all patrons have dispersed.

Security provided for artists/performers are not to be regarded as patron security.

Security to stage, mixing desk or lighting scaffolding shall be provided to ensure that patrons do not enter or gain access.

If safety barriers are to be installed then it shall be in accordance with the requirements of *“Operational Guidelines for rave parties, Concerts and Large Public Events”* as published by the Health Department of WA in November 1995.

Patron numbers shall be counted and be provided to a Council Officer at any time on demand.

Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.

### **EMERGENCY EVACUATION**

Emergency exits shall be unobstructed and remain unlocked at all times during the event.

An Emergency evacuation plan is to be developed. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd

control staff are to be briefed on the location of emergency exits and the evacuation plan.

## TOILETS

The event organiser shall ensure that toilet facilities are provided in accordance with the City of Swan Health Local Laws. The local laws require the following toilet facilities for male and female persons based on a number of persons expected to attend the event.

Table for Events where Alcohol is Available

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal metres	Urinals		Male	Female
Up to 1000	2	1.5	3	5	1	1
1000 - 2000	3	3	6	10	2	2
2000 - 3000	4	4.5	9	15	3	3
3000 - 4000	5	6	12	20	4	4
4000 - 5000	6	7.5	15	25	5	5
5000 - 6000	7	9	18	30	5	6
6000 - 7000	8	10.5	21	35	6	7
7000 - 8000	9	12	24	40	7	8
8000 - 9000	10	13.5	27	45	8	9
9000 - 10000	11	15	30	50	9	10
10000 – 11000	12	16.5	33	55	9	11
11000 – 12000	13	18	36	60	10	12
12000 – 13000	14	19.5	39	65	11	13
13000 – 14000	15	21	42	70	12	14

For events with attendance outside the numbers provided in the above table please contact the City's Health Services for further information.

### Note

- Females increase at the rate of 1 WC per 100 Females.
- Males increase at the rate of 1 WC per 500 males plus 1.5 metres urinal or 3 urinals per 500 males. (This table uses 500 mm as 1 urinal space – BCA uses 600 mm).
- Hand wash basins 1 per 5 WC's or urinals.
- The above table is for long events where alcohol is available. Facilities can be reduced for short or alcohol free events. See table below.

Duration of event	Percentage of the above std
More than 8 hours	100%
6 hours but less than 8 hours	80%
4 hours but less than 6 hours	75%
Less than 4 hours	70%
No alcohol	50%

At least one unisex disabled toilet is required at each venue.

Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the day to pump out the toilets as required.

Toilets are to be checked regularly during the event to ensure that they are clean and that all consumables are readily available to patrons using them. Toilets are to be cleaned as required.

Adequate artificial lighting is to be provided for toilets for events occurring during hours of darkness.

Directional signage to toilets must be provided and signage must be visible.

### **PARKING AND TRANSPORT**

A parking and transport management plan may be required to be submitted to Council no later than 30 days prior to the event.

The event organiser should actively encourage the use of public transport and liaise with the Department of Transport in relation to the provision of additional public transport for patrons as required.

For assistance with your traffic management plan please contact the City's Traffic Safety section.

### **FOOD AND DRINKS**

All food and drink outlets are to be approved in writing by the City's Health Services no later than 10 working days prior to the event. These approvals will only be granted where an application has been made for a Street Trading Licence and the proposed temporary food outlets comply with the *Health (Food Hygiene) Regulations 1993*; and the City of Swan Local Laws relating to Street Trading.

### **PROVISION OF WATER**

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

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

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

### **PROVISION OF ALCOHOL**

Where a liquor licence is required the event organiser shall provide details of the proposed liquor licence to Council for consideration no later than 30 days prior to the event. Copies of the licence shall be provided to Council no later than 72 hours prior to the event.

Department of Racing Gaming and Liquor [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, water, low-alcohol beverages and food shall be available for the duration of the event. If supplies of non-alcoholic and low-alcohol beverages and food run out the sale of alcoholic beverages shall cease immediately.

The pricing of drinks shall be proportional to the alcohol content of the drink.

Competitions that include the actual consumption of alcohol will not be permitted.

The event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the serving of alcohol.

### **SHADE**

Provision of shade may be required for events of a longer duration.

### **MISTING**

Council may require misting of patrons during the warmer months. Misting is not to occur around stage areas and should be located in or near shade. Misting water shall be of a potable standard.

### **ACCESS BY COUNCIL STAFF**

The event organiser shall ensure that authorised Council staff have access to the whole venue. This can be arranged through the issuing of tickets or having the officer's name recorded at the door.

### **EVENT MEETINGS**

For some high risk events it may be necessary to arrange pre and post event briefings with individuals or groups having a critical role in the control or operations of the event. As a minimum the event promoter and council staff may meet before and after the event.

### **LITTER**

The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event.

Adequate bins are required to be provided for patrons. For large events ongoing clean up operations during the event may be required.

### **COUNCIL OWNED PARKS AND GARDENS**

Approval will be necessary from the Program Manager - Leisure Services if the event is being held on Council owned land. The event organiser is to ensure that underground reticulation and powerlines are not damaged or interfered with in any manner whatsoever. Timers on automatic sprinklers and/or lighting may have to be adjusted.

**ADVERTISING**

The event organiser is not to advertise the event by the use of billposters or any other means contrary to the Litter Act.

Signage may require Council approval. All enquiries regarding signage should be directed to the City's Planning Services on 9267 9267. All other signs are to be approved by Council and removed within 24 hours of the completion of the event.

**CLOSURE OF ROADS**

If the closure of roads is necessary written approval from the Executive Manager Operational Services will be required.

**ACCESS FOR PEOPLE WITH DISABILITIES**

The event organiser will ensure adequate venue access and toilet facilities for disabled persons.

**FORM 1**

**Application For Public Event Approval**

*Health Act 1911*

**HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992**



**Event Details**

Event Name \_\_\_\_\_

Event Location (Name and Address of Venue) \_\_\_\_\_

Event Description (Type of Entertainment Provided) \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Date of Event \_\_\_\_\_

Who is the Target Audience       Youth (<25 years)    Family       General  
 Other \_\_\_\_\_

Expected Number of Patrons at any one time \_\_\_\_\_

Details of Event Infrastructure, stages, marquees, electrical etc. \_\_\_\_\_

**Numbers and Types of Toilet Facilities Proposed**

Male      WC's \_\_\_\_\_ Hand Basins \_\_\_\_\_ Urinals (Number or Metres) \_\_\_\_\_

Female      WC's \_\_\_\_\_ Hand Basins \_\_\_\_\_

Disabled      WC's \_\_\_\_\_ Hand Basins \_\_\_\_\_

Are any of these facilities temporary (i.e. portaloos)? \_\_\_\_\_

Number of Crowd Controllers Proposed \_\_\_\_\_

Name of Company Supplying Crowd Controllers \_\_\_\_\_

Parking Arrangements (Where, How directed etc) \_\_\_\_\_

Items Prohibited from Venue (i.e. Alcohol, food/drink etc)? \_\_\_\_\_

How are people notified of these restrictions prior? \_\_\_\_\_

Who will be supplying First Aid? \_\_\_\_\_

No of first aid attendants? \_\_\_\_\_

Details of Rubbish Removal and Site Cleaning \_\_\_\_\_

Types of Refreshments Available (Food/Drinks) \_\_\_\_\_

(\*Please note that all food stalls will require approval from the City's Health Services. You may contact 9267 9153 for further info)

**Emergency Evacuation Plan/Procedures - Please attach documentation to your application**

### Site Plan

Please attach site plan showing the layout of the venue and details such as (but not limited to);

- Toilets
- Entry and Exit Points
- Food stalls
- Free Potable Water
- Bar Areas
- Car Parking Areas
- First Aid Post
- Entertainment areas/stages
- Fire equipment

and any other relevant information

### Alcohol

- Alcohol Availability  Alcohol Free Event
- BYO Alcohol (permission in writing required from land owner)
- Alcohol will be supplied or sold (a Liquor Licence will be required.  
Please contact Liquor Licensing for further information)

**Liquor Licensee Contact Details** (If alcohol is to be supplied).

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Event Organisers Details

Organiser's Name (Contact Person) \_\_\_\_\_

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Web Address \_\_\_\_\_

### Contact During the Event

Name \_\_\_\_\_

Phone Number (mobile) \_\_\_\_\_

**Reminder – Have you attached?**

- Copy of Risk Management Plan (for events with over 5000 people)
- Site plan  Emergency evacuation plan
- Parking Management plan  Copy of public liability insurance
- Food Stall applications  Liquor Licence approval
- Additional Supporting Information (such as police contact, FESA contact)
- Regulation 18 Application form

**Application Fees**

	Risk level	
	Medium risk	High risk
Benefit or Charity Public event (no admission fee)	<input type="checkbox"/> Nil	<input type="checkbox"/> \$744
Community Public event (with admission charge)	<input type="checkbox"/> \$299	<input type="checkbox"/> \$744
Commercial Public event	<input type="checkbox"/> \$299	<input type="checkbox"/> \$744

Note: These fees are non-refundable.

Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**PAY IN PERSON**

At City of Swan Council Office, cnr Morrison Rd & Great Northern Hwy during hours 8:30am to 4:30pm Monday to Friday.

**PAY BY MAIL**

Send completed form together with your cheque or money order; or if paying by credit card complete the section provided on the right and send to Council's office at above address.

<b>PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD</b>	
Name as shown on Card .....	.....
Card Holder Address .....	.....
..... Signature .....	.....
Expiry	
Date ____/____	<input type="checkbox"/> Bankcard <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Card
Card Number	
Amount \$ _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>