

ADMINISTRATION POLICY

POLICY NO	A.11
POLICY SUBJECT	APPLICATIONS FOR PUBLIC EVENTS
FILE NUMBER	EVT1
ADOPTION DATE	13 December 2007
LAST REVIEW	19 June 2012

STATEMENT OF INTENT

This policy will ensure that staff and the community are provided clear guidance in the requirements for conducting public events in the Shire of Toodyay.

This policy applies to any proposed public gathering for the purposes of entertainment if there is no existing approval for that purpose and/or venue.

Organisations wishing to host a public event in the Shire of Toodyay are encouraged to discuss their proposal and application with the appropriate Officers at the Shire of Toodyay's Administration Centre.

OBJECTIVES

- To promote and encourage public events in the Shire of Toodyay.
- To enable the efficient administration of public events in the Shire of Toodyay.
- To protect the community from hazards associated with public events.
- To ensure that public events that are held in the Shire of Toodyay are conducted in accordance with statutory requirements and risk management guidelines.
- To ensure that "public event organisers" and "Council" exposure to risk is managed and appropriately minimised.
- To ensure that all events are covered by appropriate insurances.

DEFINITIONS

"Public Event" means any organized gathering of people for sporting, entertainment or other common purposes (for example, outdoor concerts, shows, fairs, festivals, exhibitions etc) that is open to the public, but does not cover private functions such as weddings or parties.

“*Chief Executive Officer*” means the Chief Executive Officer of the Shire of Toodyay or any person acting under delegated authority from the Chief Executive Officer.

“*Event Organiser*” means the organisation or its representative who is responsible for organising an event.

“*Public Building*” is any place of assembly, including outdoor venues.

POLICY STATEMENT

1. The event organiser must ensure compliance with Council Policy TP.9 Temporary Road Closures Policy if applicable.
2. At least two months prior to the event, the organiser must provide to the Shire of Toodyay copies of;
 - a) An Application for Public Event Approval (see Appendix 1);
 - b) The organising body’s Certificate of Incorporation;
 - c) A Public Liability Insurance Certificate of Currency which covers the proposed event with a minimum sum of ten million dollars (\$10M) naming the Shire of Toodyay on the policy to the satisfaction of the Manager Finance and Administration,
 - d) A suitable risk management plan that meets the requirements of Australian Standard/NZS 4360:2004 (see Appendix 7) to the satisfaction of the Shire of Toodyay if:
 - the event caters for 5,000 or more patrons, or
 - the event involves road closures, or
 - it is requested by the Chief Executive Officer
 - e) All Planning Approvals and Public Buildings approvals (See Appendix 2), if applicable;
 - f) Site Plan showing site layout, including exits, food stalls, parking, first aid, temporary structures etc;
 - g) Traffic Management Plan, if applicable;
 - h) Emergency Evacuation Plan (see section 25);
 - i) Regulation 18 Noise exemption application (see section 9), if applicable;
3. The event organiser is responsible for ensuring that all appropriate insurance is in place. See Appendix 3 for explanations of categories of insurance that may apply.
4. The event organiser shall ensure that all machinery, structures and amusement rides comply with the *Occupational Safety and Health*

- Regulations 1996*, as administered by WorkSafe Western Australia. Any stage that has a structure erected upon it (for example an enclosure for a band) must be structurally certified and must be inspected by an appropriate person (i.e. the installation company) prior to its use.
5. The event organiser shall ensure that only a licensed electrical contractor in compliance with Australian Standards *AS3000* and *AS3001* carries out electrical work on the event site. If the event is held on premises owned or managed by the Shire of Toodyay, then only a licensed electrical contractor authorised by the Chief Executive Officer may be appointed.
 6. The event organiser shall ensure that all electrical outlets are protected by a Residual Current Device (RCD) and that all electrical equipment has been tested and tagged as required under the *Health (Public Buildings) Regulations 1992*. Double adaptors are not permitted – only power boards with overload protectors are to be used.
 7. Stall Holder Licences from the Shire of Toodyay must be obtained for all stalls with payment of the appropriate fees as required under the Shire of Toodyay Thoroughfares and Trading in Thoroughfares and Public Places Local Law. All stallholders are required to provide copies of current Liability Insurance Certificates and approval must be sought no later than ten (10) working days prior to the event. A single application for multiple stalls may be approved for a community event, with the exception of food stalls, which must obtain separate licences.
 8. All food premises, food vans and food stalls must comply with the *Food Act 2008* and the *Food Regulations 2009*. Guidelines are available from the Shire of Toodyay.
 9. Where noise levels from activities such as live music, amplifiers or similar, in the opinion of the Shire of Toodyay, have potential to cause disturbance to residents, or if complaints have been previously received from a similar event, then an “Approved Non Complying Event” (Regulation 18) under the *Environmental Protection (Noise) Regulations 1997* will be required from the Shire of Toodyay. The Shire of Toodyay may require community consultation if deemed appropriate.
 10. The event organiser shall obtain the appropriate licences from the Department of Racing, Gaming and Liquor for any event that involves the sale or supply of alcohol or gaming as required by that Department. The event organiser shall provide the Shire of Toodyay with details of the proposed liquor licence at least 30 days prior to the event and a copy of the licence no less than 72 hours before the event.
 11. The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, low-alcohol beverages and food shall be available for the duration of the event if alcohol is available. If supply of non-alcoholic drinks and food run out then the sale of alcoholic beverages shall cease immediately.

12. The event organiser shall ensure that potable drinking water is available and accessible to patrons at the event. If water is being sold to patrons then it must be in plentiful supply and at a reasonable cost (less than the cost of cheapest alcoholic drink available in equivalent volume or more).
13. Competitions that include the actual consumption of alcohol will not be permitted.
14. If alcohol is available at the event, 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.
15. The event organiser shall ensure that fire fighting equipment is supplied in accordance with the Building Code of Australia or as recommended by FESA. All equipment must be maintained in accordance with *AS 1851 Maintenance Standards*.
16. If appropriate, the Chief Executive Officer may require the event organiser to contact the Shire of Toodyay's Fire Management Officer to discuss appropriate fire safety plans and needs.
17. Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. An Application Form (FX56) can be obtained from the Department of Industry and Resources and must obtain the prior approval of the Police, Shire of Toodyay and relevant Fire Services (FESA Fire Services Manager or Chief Bush Fire Control Officer).
18. The event organiser shall ensure that there is adequate provision of shade for patrons and performers, particularly for events of a longer duration or those held during summer.
19. The event organiser shall ensure there is adequate provision of First Aid services at the event, with levels dependent on the size and level of risk of the event (see Appendix 4). For high risks events, the Chief Executive Officer may request that a register of first aid incidences is to be supplied to the Shire of Toodyay.
20. The event organiser must notify the Toodyay Police Station and the Toodyay St John's Ambulance of details of the event no less than 28 days prior to the event.
21. Emergency vehicles must be able to access the whole site at all times.
22. The event organiser may be requested by the Chief Executive Officer to provide the Shire of Toodyay of the details of the Security and Crowd Control Plan, if applicable.

23. Any 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*.
24. Where alcohol is provided, a ratio of one (1) crowd controller per 100 patrons is to be provided. For low risk events, the Shire of Toodyay may allow this to be reduced to 1 crowd controller per 200 patrons.
25. If safety barriers are to be installed then it shall be in accordance with the requirements of the *Guidelines for Concerts, Events and Organised Gatherings 2004*.
26. The event organiser shall develop an emergency evacuation plan that is to be lodged with the Shire of Toodyay for approval. Plans must comply with *Australian Standard AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces* (see Appendix 5).
27. 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.
28. Event organisers shall ensure that toilet facilities are provided in accordance with the *Building Codes of Australia and Health Department Guidelines* (see Appendix 6).
29. 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 event to pump out the toilets as required.
30. Toilets are to be checked regularly during the event to ensure they are clean and that all consumables are readily available to patrons. Toilets are to be cleaned as required.
31. Adequate artificial lighting is to be provided for toilets for events during hours of darkness.
32. Directional signage to toilets must be provided and signage must be visible.
33. The Chief Executive Officer may request that a parking and transport management plan be submitted to the Shire of Toodyay no less than 30 days prior to the event.
34. The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. Adequate bins are to be provided for patrons.
35. All litter is to be removed within 24 hours of the event and for large events clean up operations may be required during the event.

36. For events held on Shire of Toodyay parks and reserves, the event organiser must liaise with Council staff to ensure that there will be no damage to turf, reticulation, underground services etc.
37. The event organiser is not to advertise the event by using billposters or any other means that is contrary to the *Litter Act (1979)*.
38. The event organiser will ensure adequate venue access and toilet facilities for people with disabilities.
39. Council Staff that are monitoring or inspecting any public event shall be provided with an unrestricted pass, free of charge, to all areas of events for the purpose of ascertaining compliance with statutory requirements. Nominated Staff shall be determined by the Shire of Toodyay Chief Executive Officer.
40. Council delegates authority to the Chief Executive Officer to vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or a variation is warranted in the circumstances of the proposed event.

Applicants are advised to refer to the Government of Western Australia Department of Health “Guidelines for Concerts, Events and Organised Gatherings (September 2004)” for detailed information on event organisational requirements.

Visit:

[www.health.wa.gov.au/envirohealth/planning/docs/Guidelines for Concerts Events and Organised Gatherings.pdf](http://www.health.wa.gov.au/envirohealth/planning/docs/Guidelines_for_Concerts_Events_and_Organised_Gatherings.pdf)

**Reviewed Council Meeting 21 May 2009
Amended Council Meeting 13 May 2010
Amended Council Meeting 19 June 2012**

APPENDIX 1 – APPLICATION FOR EVENT APPROVAL

Information Required in the Application

The following table lists the details that should be provided to the Shire of Toodyay, along with any other application forms that may be required, for example Public Building Form 1. Other information such as stall holder and liquor licences may also be required. Please note that Applications for Road Closure must be submitted at least three (3) months prior to the event.

ORGANISER'S CONTACT DETAILS	
1	Organisation Name: ABN Number:
2	Name of contact person
3	Street address
4	Postal address
5	Telephone number including area code
6	Facsimile number
7	Mobile phone number
8	Email address
9	Web address
10	Details of similar events organised previously
11	Contact during the event
12	Event contact mobile
13	Copies of Certificate of Incorporation & Public Liability Insurance
EVENT DETAILS	
14	Event name
15	Event Location
16	Event Description
17	Time, date and duration of the event
18	What is the main purpose and attractions
19	Who is the target audience (age, interests etc)
20	Estimated patron attendance at any one time
21	Estimated total patron attendance
22	Details of event infrastructure – stages and or marquee types, other temporary buildings
23	Details of any infrastructure or practices to be implemented to preserve patron health or safety (if applicable)
24	Numbers and types of toilet facilities
25	Who will be supplying First Aid and number of First Aid attendants
26	Details of rubbish removal and site cleaning
27	Number of crowd controllers proposed and name of company supplying crowd controllers (if applicable)
28	Parking management plan (if applicable)

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29	Venue prohibited items
30	Availability of alcohol: <ul style="list-style-type: none">• Alcohol free event• BYO alcohol• Alcohol supplied or sold at the event - liquor licence required
31	Name and contact details of licensee (if applicable)
32	Critical event timelines
34	Date on site commencement
33	Site Plan to include toilets, entry & exit points, food stalls, water, bar areas, car parking, first aid post, entertainment, fire equipment
34	Emergency Evacuation Plan
35	Risk Management Plan (if applicable)
36	Additional requirements from Shire of Toodyay I.e. Bollards removed for access, Extra Bins required

APPENDIX 2 – PLANNING & PUBLIC BUILDING APPROVAL

Planning Approval

If an event is to be conducted on site that is not in compliance with the relevant Town Planning requirements, then the Shire of Toodyay will require a separate planning approval. The requirement for a planning approval should be determined when the initial application is lodged. For one off events a planning application is generally not required.

Public Building Approval

The *Health Act 1911* defines any place of assembly as a public building and specifies the approval authority as the local government and also requires local government to issue a Certificate of Approval. The Act enables the local government to ensure that all health and safety related issues in and about the event are addressed.

All venues, including outdoor venues, must be suitable for the number of people that will attend and for the type of use it will be put.

An approved public building is one that has been issued with a Certificate of Approval by the Shire of Toodyay and the certificate will detail how the venue can be used and the capacity.

The event or venue capacity will be limited by a number of factors including:

- Floor area
- Toilet facilities
- Exits
- Ventilation
- Type of use

A public building approval will only be approved once all health and safety issues have been addressed to the satisfaction of the Shire of Toodyay.

It is an offence to operate an event without a valid Certificate of Approval and both the local government and the police can close a public building that is considered unsafe or unsuitable for the use.

Public Building applications, if required, must be lodged with the Shire of Toodyay at least two (2) months prior to the event.

If a venue does not have a Certificate of Approval or it is not approved for the proposed event, the event organiser should discuss the requirements for approval with the Chief Executive Officer or his appointed staff.

APPENDIX 3 - INSURANCE CATEGORIES

Public Liability Insurance

The event organisers must have in place a public liability insurance policy with an approved insurer. The policy must have a minimum sum insured of \$10m.

Evidence of public liability insurance should be obtained from all stakeholders in the form of Certificates of Currency, checking that the name of the insured matches the name of the stakeholder that the type of activity and situation is detailed, and that policy period covers the date of the event.

Building & Contents Insurance

Where applicable there should be evidence that the building or venue has been insured under a Buildings Policy.

Workers Compensation

Events may include persons who are working, such as security guards, promoters and sponsors. The employers of these individuals are required to have in place Workers Compensation cover, and a certificate of currency should be obtained by way of evidence.

Personal Accident Cover

Consideration needs to be given to the requirement of covering volunteers by a personal accident policy in case they suffer a personal accident (similar to Workers Compensation).

Motor Vehicle Insurance

If motor vehicles are used during events, organisers must ensure that they are covered by a fully comprehensive Motor Vehicle Policy in case of damage caused by the vehicle on site. All drivers must be suitable licensed.

APPENDIX 4 – FIRST AID SERVICES

The number of first aiders and first aid posts will vary with the type of event. The figures below are a guide as suggested by St John's Ambulance Australia.

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

Every event should have at least one room/area where there is power and running water for use as a first aid room if required.

First Aid Services are generally not required for events with less than 500 patrons that are held in close proximity to an ambulance/emergency service unless it is a high risk event. However the event organiser must ensure that there is at least one person at the event who has an accredited first aid certificate.

The requirements for First Aid Services should be discussed with a qualified first aid provider.

APPENDIX 5 – EMERGENCY EVACUATION PLANS

Emergency Evacuation Plans should be developed to ensure that everyone knows what to do in an emergency and that preparation is in place for potential and unexpected incidents.

The *Health (Public Buildings) Regulations 1992*, Regulation 26 states that the: *“occupier of a cinema, licensed premises or any other public building specified for the purposes of this regulation by the local government, shall within the time specified in writing by the local government formulate written arrangements (an emergency plan) for the emergency evacuation of the public building”*

And furthermore this plan shall *“satisfy the relevant requirements of Australian Standard AS 3745:1995 Emergency Control Organization and Procedures for Buildings”*.

The basic requirements of AS 3745 are to:

- Appoint an emergency planning committee
- Establish an emergency control organisation
- Prepare emergency plans and procedures
- Establish roles for key personnel
- Establish education/training requirements

The types of emergencies that should be planned for include fire, injuries, and rescues, incidents with hazardous substances, bomb threats, armed confrontations and natural disasters.

The Plan should be prepared by a competent person and must identify installed emergency facilities eg communications and hazard management systems.

The planning must take into consideration people with disabilities, people who may be affected by alcohol or drugs and people who are unfamiliar with the public building and escape procedures.

The plan should identify muster points and alternative muster points and detail communications procedures eg liaising with response organisations such as Fire & Rescue, Police and Ambulance.

The Emergency Evacuation Drawings should identify zones of responsibility for wardens, exit routes, fire extinguishers/equipment, first aid posts and mustering/assembly areas.

APPENDIX 6 – TOILETS

The provision and cleanliness of toilet facilities is crucial to a successful event. The number of toilets required will be dependent on a number of factors such as the type and duration of the event, availability of alcohol and weather.

The Table below provides a basic guide for likely requirements. However for events that last less than four (4) hours these numbers may be reduced to 70% of the numbers shown.

To determine the servicing needs for toilets the waste can be calculated at 1.75litres/person/hour. It is also important to ensure that there is adequate water pressure for the filling of cisterns.

Total Attendance	Male Facilities				Female Facilities	
	WCs	Urinal metres	Urinals	Hand Basins	WCs	Hand Basins
1,000	2	1.5	3	1	5	1
1,000 – 2,000	3	3	6	2	10	2
2,000 – 3,000	4	4.5	9	3	15	3
3,000 – 4,000	5	6	12	4	20	4
4,000 – 5,000	6	7.5	15	5	25	5
5,000 – 6,000	7	9	18	5	30	6
6,000 – 7,000	8	10.5	21	6	35	7
7,000 – 8,000	9	12	24	7	40	8
8,000 – 9,000	10	13.5	27	8	45	9
9,000 – 10,000	11	15	30	9	50	10

Female toilets increase at a rate of 1 WC per 100 female patrons.

Male toilets increase at a rate of 1 WC per 500 males plus 1.5 metres of urinals or 3 urinals per 500 males.

Hand basins are calculated at 1 per 5 WCs or urinals.

To calculate the toilet requirements:

- for events of 8 hours or more use 100% of table values
- for events of between 6 and 8 hours use 80% of table values
- for events of between 4 and 6 hours use 75% of table values
- for events of less than 4 hours use 70% of table values

but be flexible and where possible use experience to guide the judgement of requirements.

APPENDIX 7 - RISK MANAGEMENT PLANNING

It is advisable that event organisers prepare a risk management plan for all events. It is a statutory requirement under the *Health (Public Buildings) Regulations 1992* that a Risk Management Plan is prepared for events with more than 5,000 patrons.

The following information has been sourced from Local Government Insurance Services.

Risk Management Plans are prepared for the following reasons:

- To ensure a successful event
- To prevent harm to people and property
- To protect the environment
- To prevent social disorder eg violence or drunkenness
- To comply with legislation
- To protect the event's reputation
- To protect financial viability

The event organiser is accountable for the event in total and the preparation of the Risk Management Plan. It is the responsibility of the Shire of Toodyay to approve the Plan.

In order to develop a Plan the Event Organiser will need to determine the objectives and scope of the event, including the activities, food and beverages sold or provided, who is the target audience, how many people will attend etc.

Determinations of stakeholders, who is accountable / responsible, what licenses and permits are required will also be required.

When preparing the plan the following information taken from AS/NZS 4360:2004 should be used.

ASSESS THE LIKELIHOOD AND CONSEQUENCES

LEVEL	DESCRIPTION	EXAMPLES	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years.
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

CONSEQUENCE

LEVEL	DESCRIPTION	FINANCIAL IMPACT	HEALTH	REPUTATION	OPERATION
1	Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little impact
2	Minor	\$1,000 to \$10,000	First aid treatment	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 to \$50,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	\$50,000 to \$150,000	Death or extensive injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables.
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party action.	Non achievement of key objectives.

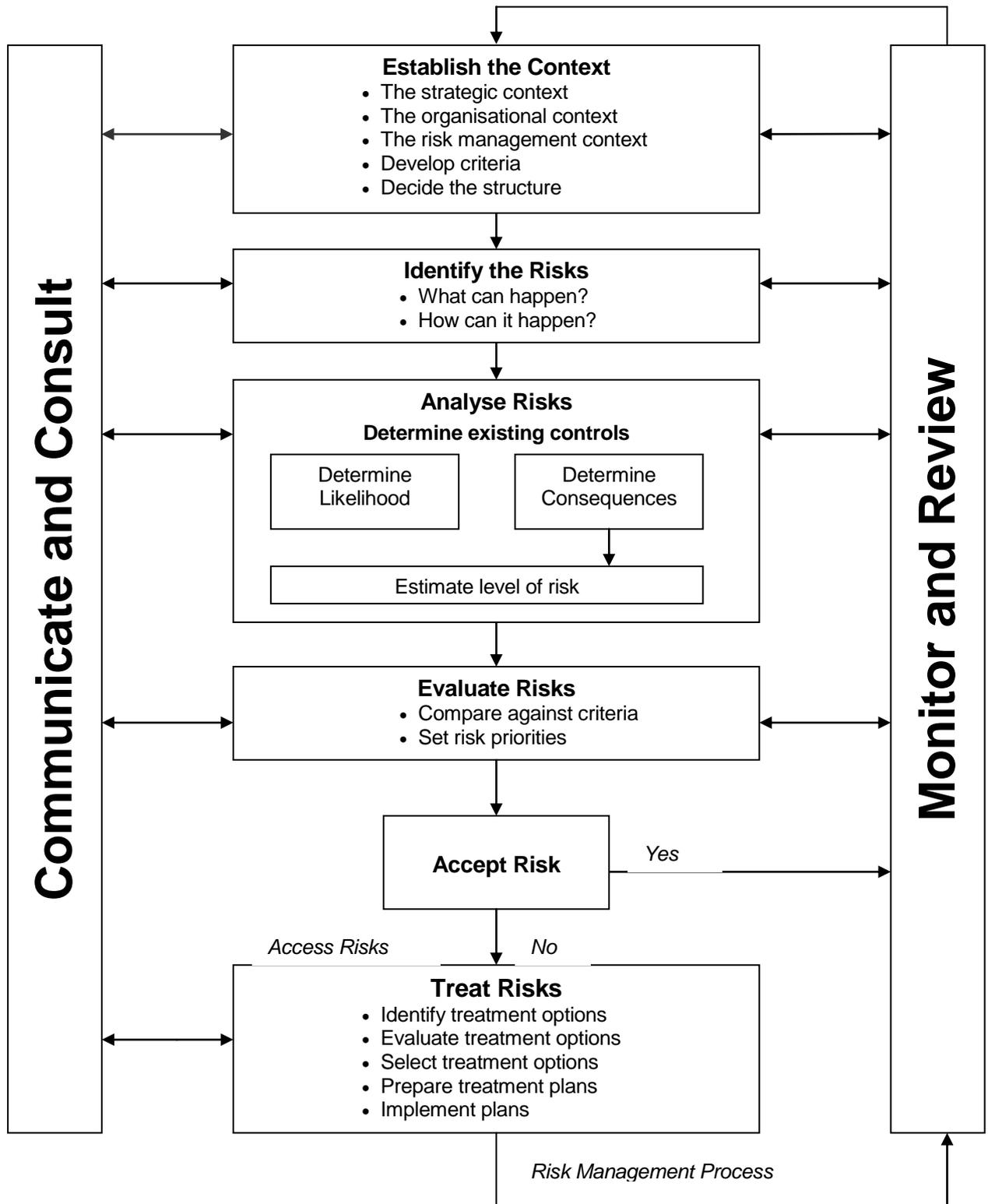
LEVEL OF RISK

LIKELIHOOD	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
A – Almost Certain	High	High	Extreme	Extreme	Extreme
B – Likely	Moderate	High	High	Extreme	Extreme
C – Possible	Low	Moderate	High	Extreme	Extreme
D – Unlikely	Low	Low	Moderate	High	Extreme
E- Rare	Low	Low	Moderate	High	High

The Plan should include the following:

- Details of event
- Permits/licenses required
- Insurances
- Consultation with stakeholders
- Evidence of duty of care
- Hazards identification
- Hazards assessed for likelihood and consequences
- Treatments and controls proposed
- Emergency/contingency plans
- Evaluation processes.

The following diagram demonstrates the risk management process based on the *AS/NZS 4360-2004 Risk Management Standards Australia*.



RISK MANAGEMENT PLAN FORMAT

The following is a suggested format for the preparation of a Risk Management Plan:

- Confidentiality Statement
- Introduction / Executive Summary of Event, including proposed program and site plan
- Aims, objectives and scope of plan
- Strategic context – organising stakeholder’s (accountable body) overview
- Organisational context – direct organiser’s (responsible body) overview
- Risk Management Context - event purpose, goals, stakeholders and their roles and responsibilities, general risk sources.
- Scope of Plan – what the plan covers
- Risk Management Process – flowchart of your methodology (AS/NZS:4360)
- Risk Identification Planning – summary of areas of risk initially identified, and record of stakeholders and how they were consulted
- Major sources of risk identified – prioritised list (i.e. high to extreme risks)
- Assessment Criteria – process used to evaluate risks (likelihood and consequence)
- Treatment options - compile an action plan for each risk and include an implementation plan – i.e. how you will apply treatments
- Management plans for the treatment of key issues eg, crowd control, security, alcohol, noise, access)
- Communication Plan –roles and responsibilities of key personnel and contact details for both prior to and on the day contact.
- Emergency response plan – what you will do if things go wrong or need last minute changes
- Public Relations – including a cancellation or change management strategy
- Review Plan – how you will evaluate the outcomes of the plan

