



Shire of Northam

PUBLIC EVENT GUIDELINES



PUBLIC BUILDING DEFINITION

Health (Public Building) Regulations 1992 and Guidelines for concerts, events and organized gatherings (Department of Health WA Dec 2009)

A gathering of people brought together for a common purpose by some prearrangement whether they are events of a temporary nature or events that occur regularly and whether indoor or outdoor.

IMPORTANCE NOTICE

Please contact the Shire of Northam Health Services to discuss your proposed event before committing to any venue.

PREAMBLE

The processes and standards for event management are defined by State Government legislation being the ***Health (Public Building) Regulations 1992***. The Department of Health WA has developed guidelines to assist organisers with interpretation of the Regulations, these are called **Guidelines for concerts, events and organised gatherings (Department of Health WA Dec 2009)**

The purpose of these guidelines is to assist event organisers:

- 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 Shire of Northam as the enforcement agency for public events is to:-

- determine if the event location is suitable;
- 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 Shire of Northam approves a number of temporary public events each year. These events vary significantly in complexity and their degree of risk to public health and safety and suitability of location.

The first step in the process is to discuss the event with Council to determine suitability of the venue.

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 Shire uses risk factors such as location, numbers of patrons, presence of alcohol and the duration of the event to determine the risk level utilising the Department of Health's Risk Matrix.

Please contact the Shire of Northam's Health Services on 9622 6100 to discuss your event, obtain venue suitability and possible extra conditions, determine the risk classification of your event.

APPLICATION PROCESS

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

In addition to the information contained in the Form 1, the event organiser is required to 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
- Copy of the completed liquor license application form (if applicable)
- Regulation 18 Noise exemption application
- Certification from an electrician
- Certification marquee structures (other than 3 x3 marquees)

And any other relevant information.

Buildings

If the venue is in a building the building must be approved as a Public Building under the provisions of the *Health (Public Buildings) Regulations 1992*. A Certificate of Approval as a Public Building which nominates maximum capacities is issued by the Shire of Northam. The Certificate of Approval is required to be displayed for public viewing and will only be issued where the venue complies with above regulations.

If the event is to be an extension of an existing approved public building (eg: carpark of a licensed premises) then an Event Approval is required. Conditional approval for the event will be issued by the Shire, if the application complies with the *Health (Public Buildings) Regulations 1992*.

Events not in Buildings

If the venue does not consist of a building as abovementioned an Application for an Event License under the *Health (Public Buildings) Regulations 1992* is required. Marquees and grandstands and stages will require engineering certification.

Conditional approval for the event will be issued by the Shire, if the application complies with the *Health (Public Buildings) Regulations 1992*.

Marquees less than 10m2:

- are required to be braced and fixed to withstand normal wind loads,
- use is to be nominated in the Application for the event.

Marquees between 11m2 and 55m2:

- Certification from the erector that the facility has been erected in accordance with the manufacturers or structural engineers recommendations, and
- manufacturers data such as the following is required –
 - manufacturers details including name, address, phone no,
 - Description of the structure, dimensions, type of material, intended uses,
 - Codes to which it applies,
 - Structural adequacy,
 - Fabric fire indices (test certificates),
 - Design parameters, wind loadings, ground density, footing loads,

- Instruction booklet,
- Correct erection methods,
- Training necessary to erect structure

Marquees over 55m2:

- An engineer is to inspect the erected structure and then copies of the report must be provided,
- Manufacturers data, as detailed above, is to be submitted.

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 Shire 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 Shire.

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 a minimum limit 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 Shire 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 but they are recommended for all events. 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 Shire of Northam and the Department of Environment (DoE) under the above regulations.

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

FIRE SAFETY

The event organiser may be required to contact the Shire's Senior Ranger 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 Shire's Senior Ranger 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 Shire of Northam 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.

Patrons	First Aiders	First Aid Posts
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 Shire 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 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 Shire of Northam's Health 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 Shire'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 to be provided 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 Shire's Works Coordinator.

FOOD AND DRINKS

All food and drink outlets are to be approved in writing by the Shire'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 Stall Holders Licence and the proposed temporary food outlets comply with the *Health (Food Hygiene) Regulations 1993*; and the Shire of Northam's Local Laws.

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

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

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 Recreation Services Coordinator if the event is being held on a Council owned park or garden 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 without first obtaining the consent of the Shire for the event.

Advertising signage may require Council approval. All enquiries regarding signage should be directed to the Shire's Planning Services on 9622 6100. All directional and other portable signs are to be approved by Council and be removed within 24 hours of the completion of the event.

CLOSURE OF ROADS

If the closure of roads is necessary written approval from the Chief Executive Officer and the Police is required on the appropriate form and if the event is on or access to the event is from a Main Road, the Department of Main Roads, will be required. This approval is to be submitted with your application to the Shire.

ACCESS FOR PEOPLE WITH DISABILITIES

The event organiser will ensure the venue is accessible for wheelchair access.