

The process and standards for event management are defined by State Government legislation being the Health (Public Building) Regulations 1992. The definition of a public building is a gathering of people brought together for a common purpose by some prearrangements whether they are events of a temporary nature or events that occur regularly and whether indoor or outdoor. Therefore a public building can range from a circus tent, pub, festival or open air markets.

This event management package has been compiled to assist event hosts to organise and run small to large events on private and public land within the Shire of Exmouth. Weddings, parties and low risk events may not need to submit an event application. If unsure please contact the Shires Environmental Health Officer to discuss your event. The aim of this event information package is to help you make sure your event is conducted in a safe manner with minimal negative impact on the community, environment and property.

Please be advised it is an offence to operate a public event until a Certificate of Approval (*Form HealthPB001– Application for 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 reserves the right to close or refuse the event.

Useful Definitions

Event

A gathering of people brought together for a common purpose by some prearrangement.

Event Applicant

The person, Company or Organisation who is responsible for organising an event and who makes application to the Shire of Exmouth for approval to stage an event.

Public Place

Any street, way or place including but not limited to community reserves, facilities, halls or public open space.

Shire of Exmouth Facility or Reserve

Any property owned by the Shire of Exmouth and includes, buildings, recreation centre, community centres, halls and reserves (passive and active).

Useful Contacts

Department and Authorities

Department of Racing Gaming and Liquor www.rgl.wa.gov.au 1800 634 541	Department of Commerce – Energy Safety www.commerce.wa.gov.au 9422 5200
Main Roads www.mainroads.wa.gov.au 138 138	Department of Mines and Petroleum www.dmp.wa.gov.au 9222 3333
Department of Transport www.transport.wa.gov.au 9792 6607	Civil Aviation Safety Authority www.casa.gov.au 131 757
Phonographic Performance Company of Australia www.pcca.com.au 02 8569 1100	Australian Performing Right Association www.apra-amcos.com.au 02 9935 7900

Legislation

All legislation is available at www.slp.wa.gov.au

Guidelines

Use of Gas Appliances in Public Venues www.energysafety.wa.gov.au
NHMRC Guidelines for Drinking Water www.nhmrc.gov.au/guidelines/publications/eh52
Department of Health Buildings and Mass Gatherings – Health Guidelines for Concerts, Events and Organised Gatherings www.public.health.wa.gov.au/2/1070/2/public_buildings_and_mass_gatherings.pm
Signage Guidelines Main Roads www.mainroads.wa.gov.au/Pages/Welcome.aspx
Traffic Management for Work on Roads Code of Practice www.mainroads.wa.gov.au
Insurance Commission WA www.icwa.wa.gov.au
Volunteering Australia www.volunteeringaustralia.org
Australian Government Crime Prevention www.crimeprevention.gov.au

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Application Procedure

Stage 1

1. Read through the information pack.
2. Arrange a meeting with the Shire's Environmental Health Officer to discuss your application and timeframes for submission.
3. Obtain the relevant approvals and contact personnel required to conduct the event.

Stage 2

1. Complete the relevant forms needed for your event. If you have any queries contact the relevant party from the key contacts list.
2. Submit
 - Event Application Forms
 - Relevant Forms and Approvals
 - Site Map
 - Together with any appropriate additional information to:

Shire of Exmouth
PO Box 21 Exmouth WA 6707
records@exmouth.wa.gov.au

Your application may need to be received at least 15 weeks prior to your event, subject to the risk.

(Adjust timeframe depending on your event, e.g. traffic management plans can take up to 6 months to process)

Stage 3

1. You will receive an interim confirmation letter outlining any conditions or documents still to be completed or sited by the Shire of Exmouth.
2. Submit copies of final forms or satisfy any conditions the Shire of Exmouth or authority require.

Once all documents have been received the Shire of Exmouth will send out a final letter of confirmation. You may not proceed with your event until you receive final written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take 3 to 4 weeks depending on the scale and size of your event.

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

Insurance

Managing a public event includes ensuring the safety of event organisers, event staff, volunteers, contractors and the public. A public liability insurance policy provides your club or community group with indemnity against all claims you may legally liable to pay by way of compensation for bodily injury and/or property damage to the public resulting from an occurrence arising from negligence.

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. The event organiser must take out a Public Liability Policy with a minimum limit of \$10 million.

Certificates of Currency for all your event related insurance policies must be provided to the Shire with your initial event application.

Venue Hire

Before you proceed with your application it is important to determine if the reserve or facility you wish to use is available for your event. Fees for venue or facility hire are separate to the Event application fees and should be submitted when booking the venue or facility. Please contact the Shire of Exmouth to discuss the availability, keys and fees associated with the hire of the facility or reserve you wish to use.

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. Access for emergency vehicles must be available for all events.

The below table is 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

Fire Safety

Event planners need to consider the risks of fire at all events. The measures taken to prevent or manage fire will vary depending on the size and nature of the event. The below guidelines are a minimum requirement for events any variation from this needs to be discussed with the Environmental Health Officer.

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

- Any electrical generator or switchboard
- Any flammable liquid or gas containers
- Any food preparation/cooking area (smaller extinguishers may be approved for individual food cooking stalls)

Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided:

- 1 within 10 metres of each exit
- 2 backstage

Each fire extinguisher should be positioned on a hook or bracket located no more than 1200mm above the adjacent floor and the extinguisher base should be more than 100mm above the floor. All equipment must be maintained in accordance with AS 1851 Maintenance Standards. This standard requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher.

To reduce the risk of fire transmission between structures at shows and carnivals, there should be no less than 6metres separation between significant structures or smaller grouped structures

Food

All food stall holders must comply with the Food Act 2008, Food Regulations 2009 and the Australian Food Standards Code. Therefore any food or drink stall that will be operating at the event must gain approval from the Shire's Environmental Health Services.

An application form *HealthFB004 Notification for Food stalls and Temporary Food Business* and the relevant information for all food and drink stalls are to be forwarded to the Environmental Health Services no later than 2 weeks prior to the event.

Toilets

The number of toilets at an event are determined by several factors. The type and duration of the event, number of patrons, the availability of alcohol and the weather. Toilets need to be lit to a minimum of 40 Lux. Facilities are also required for staff, service operators, performers and food handlers.

Toilets for events need to contain soap and handtowels and maintained in a clean manner for the duration of the event. Cleaning of toilets for long events needs to take place at 2 hourly intervals, this time frame may need to be reduced depending on the type of event and the amount of attendees. Plumbers must be on call for all events.

The below table is for events where alcohol is available, if alcohol is not available then reduce the requirements in the table below by 50%.

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal (metres)	Urinals		Male	Female
0-500	1	1	1	2	1	1
500 - 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

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

Water

An adequate supply of potable water shall be provided and easily accessible to patrons at large public events, especially events of significant duration or outdoor events. It is preferable that a scheme water supply is used. Handwash basins are not recognised as acceptable drinking outlets.

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.

Non scheme water supplies should be tested prior to the event for compliance with the National Health & Medical Research Council (NHMRC) Guidelines for Drinking Water to ensure bacterial levels are safe. If you need your water tested please contact the Shire's Environmental Health Services, allow 4 weeks prior to your event for this to occur.

Amusement Rides

Must comply with Australian Standard AS 3533-2009, *'Amusement rides and devices Part 2 operations and maintenance'*, and be inspected and maintained by a competent person.

Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. The applicant should ensure each operator has an up to date logbook. Amusement rides must be registered with WorkSafe in the current owners' name. Event organisers should ensure that operators have their rides registered with WorkSafe.

Operators should also have an installation checklist that is completed after each installation.

Electricity

The event organiser is responsible for arranging the supply and installation of electricity for the event. Power access and power requirements should be discussed with the venue property manager.

An electrical contractor must certify that permanent and temporary electrical installations comply with the Health (Public Buildings) Regulations 1992, by submitting Form *HealthPB002 – Application for Electrical Compliance* to the local government. Form *HealthPB002 – Application for Electrical Compliance* certification is not intended to address portable equipment or cords supplied by end users. It is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user are safe. The protection thereafter relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs and sockets and leads. If unsure consult with a licensed electrician who will be able to assist you.

Alcohol

The selling or serving of liquor will require a temporary limited liquor license from the Department of Racing, Gaming and Liquor. The process can take some time, applications should be made early in the event planning process.

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.

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

Shade

Provision of shade may be required for events of a longer duration. All marquees are required to be safely secured by using weights and not pegs unless approval has been given by the Shire of Exmouth. In the event of high winds, marquees should not be erected.

Waste Management

All event organisers are responsible for the cleaning arrangements during and after the event. All premises and reserves used for events are to be left completely free of rubbish and debris.

It is the organisers' responsibility to ensure there are sufficient waste receptacles provided and to ensure all waste generated by the event is disposed of thoughtfully. Should you need to obtain additional bins, please contact the Shire for assistance. The Shire may also be able to provide rubbish collection - a fee maybe applicable, please contact the Shire depot for details.

Recycling is encouraged at all events please separate rubbish as much as possible. For what recycling options are available for your event please contact the Shire's Environmental Health Officer. Below are a few tips to reduce the amount of waste generated at your event:

- Minimise packaging - for example food vendors can use bottled sauces with pump ops, provide straws only when requested and use serviettes instead of food containers.
- Place waste and recycling bins together as a bin station so that people are given identical choices at each location to encourage correct bin use and minimise contamination.
- Promote recycling through PA announcements, banners, signage and event programmes.

Advertising

The event organiser is not to advertise the event prior to receiving approval for the event. Signage may require Council approval. All enquiries regarding signage should be directed to the Shire's Planning Services. All event signs are to be removed within 24 hours of the completion of the event.

Security and/or Crowd Control

Depending on the size and nature of your event you may need security officers and/or crowd control officers. A crowd control officer controls or monitors behaviour, screens people seeking entry and removes people for behaving inappropriately. A security officer is a person who watches, guards or protects property.

Noise

All events must comply with the Environmental Protection (Noise) Regulations 1997. The regulations specify permitted noise emissions depending on the type of surrounding land use i.e. residential or commercial and also the time of the day.

Environmental Health Services are to be contacted for events using amplified sound systems including PA systems and any other musical instruments, stereos or equipment likely to emit significant levels of sound. Full details of all equipment are to be provided to determine potential noise related issues.

If the event intends to hold a non-conforming noise event i.e. amplified music with regards to concerts or after 7pm the organisers will most likely be required to apply to the CEO of the Shire of Exmouth using the relevant form - Application to Hold a Non-conforming Noise Event. For further details on this process please contact the Shire's Environmental Health Services.

When notifying residents of amplification please include contact details to allow them to notify you if the noise is excessive.

Camping (On-Site Living)

Approval is required from the Shire. The following details will be needed:

- Numbers of campers, tents, caravans
- Arrangement must be made for waste water, toilets, showers, disposal of rubbish and potable water access in accordance with Shire instructions.

No vehicles are allowed access to camping areas and the area has to be clearly defined. If both caravans and campers are being used the areas need to be separated from each other and vehicles can have access to the caravan accommodation area.

Risk and Emergency Management

Events of any category will face internal and external factors and influences that may generate some uncertainty in the viewpoint of the Event Organisers/Sponsors and other key stakeholders as to whether or not they will achieve and/or exceed their event's key objectives. The Australian/New Zealand Standard (AS/NZS) ISO 31000:2009 - Risk Management - Principles and Guidelines, defines risk management as the:

"Coordinated activities to direct and control an organisation with regard to risk."

The goal of risk management is to ensure minimal or no adverse effects on the achievement of event objectives.

Risk management is about:

- Ensuring safety
- Balancing benefits and risks, with a focus on reducing real risks.
- Enabling innovation and learning.
- Ensuring that those who create risks manage them responsibly.
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Risk management is not about:

- Creating a totally risk free society.
- Generating useless piles of paperwork
- Scaring people by exaggerating or publicising trivial risks.
- Stopping important recreational and learning activities where the risks are managed.
- Reducing protection of people from risks that cause real harm and suffering.

Events with an expected attendance of 1000 or more are legally required to submit a risk management plan. The Shire of Exmouth recommends that event organisers compile a risk management plan for all events, to be submitted with the initial event application.

Developing a Risk Management Plan for your Event

Step One

Identify event details
Identify stakeholders

Step Two

Hold a brainstorming session with stakeholders
Identify all potential risks
Log these risks on a risk register

Step Three

A risk is the combination of the likelihood and consequence of an incident occurring. The levels and descriptors may change and the descriptions will vary greatly depending upon the events under consideration. At the risk analysis stage, risks should be evaluated with existing or known controls in place; unlike the identification phase where known treatments are ignored

Step Four

Compare the likelihood and consequence values identifies a risk rating of either low, moderate, high or extreme.

Consequence Matrix

Critical Success Factors of an Event - If the risk was to occur during the event, which one of these area/s (more than one can apply) would be impacted and to what level?

Impact Level	Impact Descriptor	Financial	Interruption to Event's Key Element/ Service	People Health & Safety	Reputation Council/Organisers	Overall Event Objectives	Property	Community	Environment
1	Insignificant	Less than \$1000	Less than 1 Hour	Injuries but not requiring first aid treatment	Unsubstantiated, low impact, low profile, no news item	Small impact on event objectives	Inconsequential or no damage to property.	Little or no disruption to the community	Little impact on environment (E.g. general litter (waste bin overflow) in one/two areas, minimal damage to grass areas)
2	Minor	\$1000 to \$10,000	1 hour to 3 hours	First aid treatment by first aid officer	Substantiated, low impact, low news profile	Inconvenient delays in achieving objectives	Minor damage to property	Minor disruptions to the nearby community.	Minor impact to the environment
3	Moderate	\$10,000 to \$50,000	3 hours to 6 hours	Onsite medical treatment by ambulance personnel	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to achieving event objectives	Localised damage rectified by internal arrangements.	Significant disruption to the nearby community	Environmental damage requiring restitution or internal clean-up
4	Major	\$50,000 to \$150,000	6 hours to 9 hours	Extensive injuries, requiring hospital admissions	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major event objectives	Significant property damage requiring external resources.	Substantiated disruptions to the wider spread community	Significant breach of legislation/significant contamination or damage requiring third party assistance
5	Severe	More than \$150,000	More than 9 hours	Death/s or severe permanent injuries, mass hospitalisation	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile.	Non achievement of all event objectives.	Extensive property damage	Major/multiple disruptions to the widespread community.	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention and investigation

Likelihood Matrix			
How likely is it that this risk will occur during an event?			
Level	Description	Examples	Frequency
5	Almost Certain	Expected to occur in most circumstances	More than once in an Event
4	Likely	Will probably occur in most circumstances	At least once in an Event
3	Possible	Should occur at some time	At least once in three Events
2	Unlikely	Could occur at some time	At least once in ten Events
1	Rare	May occur, only in exceptional circumstances	Less than once in fifteen Events

Risk Rating Matrix						
Likelihood		Consequences				
		1	2	3	4	5
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
5	Almost Certain	Low	Medium	High	Extreme	Extreme
4	Likely	Low	Medium	High	High	Extreme
3	Possible	Low	Low	Medium	High	High
2	Unlikely	Low	Low	Low	Medium	Medium
1	Rare	Low	Low	Low	Low	Low

Example Only - Event Risk Assessment							
Hazard	Risk	What have you put in place to prevent/reduce the risk/s?	Likelihood	Consequence	Risk Rating	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Electrical Chords	Electrocution	All electrical equipment has been tested and tagged	Rare	Severe	Low	Check for danger, initiate first aid	Event coordinator
	Tripping	All electrical cords on the ground are covered	Likely	Insignificant	Low	Make sure person is ok, provide first aid if required, remove trip hazard	Secretary
Food Poisoning	Illness or injury to staff or patron	All food handlers to abide by food standards and have food safety training	Unlikely	Moderate	Low	Record incident and investigate	Event Coordinator

Stop Procedures

A stop procedure outlines the actions required and by who if an event is cancelled, stopped during the event or postponed. The aim of the stop procedure is to convey the message quickly and effectively to reduce any inconvenience, confusion and stress to event goers.

Due to our inclement weather and isolation all events held in the Shire of Exmouth must have a stop procedure.

Emergency Services

It is the responsibility of the event organiser to ensure adequate plans are in place to cater for an emergency situation. You may need to notify agencies such as St John Ambulance, Hospital, Police or Fire Brigade depending on the type of event you are holding.

Traffic Management

Should there be a possibility that the usual flow of traffic be affected by the event, the Shire and or Main Roads requires a Traffic Management Plan to be submitted (this includes the provision for road safety cones and the erection of appropriate signage at cost to your organisation) showing detours, closures, local access points, signs and marshals being provided.

The Traffic Management Plan must conform to Australian Standard AS1742.3 and MRWA Traffic Management for Works on Roads Code of Practice; and must be prepared by a suitably qualified person (copy of certificate/accreditation to be included with Traffic Management Plan). Traffic Management Plans must be submitted to the Shire of Exmouth 8 weeks prior to the event.

Inadequate plans have liability implications for the Shire and your organisation. Further information can be obtained from the Main Roads WA website at www.mrwa.wa.gov.au.

Accreditation details for field personnel responsible for erecting and maintaining signage and undertaking traffic control duties must be provided to the Shire as part of the Traffic Management Plan.

The Shire may be able to assist with the hire of traffic signs. Please contact the Shire for details.

Parking Requirements

If you expect that parking problems may occur at the location of your event, please contact the Shire to determine any additional parking options. Disabled access must be provided and public transport should be encouraged. All promotional material should include car parking and directional information.

Marking for Event Equipment and Structures

Please use water based marking paints when marking out for the placement of event equipment or structures. Every effort must be made to leave no permanent mark once the event is finished.

Accessible Events

It is important to make sure your event is accessible to everyone. There are around four million people with a disability in Australia representing a considerable proportion of your potential audience or customers. Everyone benefits from an accessible event, including people making deliveries, people with heavy baggage, young children, those with prams and the elderly.

If you are organising an outdoor event you will need to consider the event layout, parking spaces close to the event, installing or making sure the venue has accessible toilet facilities, supply occasional seating points, ensuring cables are secure and don't present a trip hazard and mark on the event map points that would be useful for people with a disability.

For a detailed audit of the accessibility of a building/event refer to the publications below:

- Accessible Events - A Guide for Organisers, Human Rights and Equal Opportunity Commission - www.hreoc.gov.au.
- Disability Services Commission - www.disability.wa.gov.au