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## **Guidelines for Public Events**

### **What is a public event?**

“A gathering of people brought together for a common purpose by some pre-arrangement – and which is open to the public”

*Note: therefore this does not include private events.*

### **Why does the Shire need notification?**

The Health (Public Buildings) Regulations require Local Governments to approve public events. Further details can be found in the “Guidelines for Concerts and Organised Gatherings”, Section 1.4.

*Note: this does not apply to events held in approved public buildings, which have previously been issued permanent approval, providing that the requirements of the Regulations are complied with.*

### **How much is approval?**

Please refer to the Shire’s Fees and Charges. *Note: no application fee is applicable for non-commercial, community and fundraising events.*

### **How can the Shire help?**

Risk classification Call the Shire’s Community Development Officer, they will be able to ascertain this through asking a series of questions over the phone.

Promotion Once your notification is submitted we can promote your event (through our events calendar, web page, newsletter and social media).

Equipment The Shire has equipment available for hire such as trestle tables, chairs etc.

Funding Community groups can apply for funding through the Shire’s Community Budget Submission program. These submissions close on the last business day of March each year. Outcomes are advised in July following the adoption of the Annual Budget.

Every event is different and will vary in scale, complexity and risk factors so not all of the items that follow will necessarily apply to your event. The Shire’s Community Development Officer or Environmental Health Officer will be able to advise whether your event is classified as a low, moderate, high or extreme risk event.

### **Please submit your Event Notification at least 6 weeks prior to the event.**

*Note: events that are considered an ‘extreme’ risk will require a report to Council, therefore additional notice is required due to the timetable for Council meetings.*

## **The following information is required in your responses:**

**ACCESSIBILITY** Under State and Federal law it is a legal requirement to make events accessible for people with disabilities.

Please advise how your event is 'accessible' for people of all ages and abilities, including parents with prams. Examples include; promotional fliers and posters being clear to read, parking and pathways being wheelchair / pram friendly; the venue being easily accessible with disability / parent friendly facilities and having clear signage to / at the event.

For more details see [www.disability.wa.gov.au](http://www.disability.wa.gov.au) (type 'accessible events' into the search tool).

**ACTIVITIES** Activities which include equipment and/or animals (such as bouncy castles, pony rides and amusement rides) require the operator to supply their insurances and certification (please ensure that you retain these for your reference).

Please list the activities / equipment (including the supplies / operator names) that you will have at your event.

**ALCOHOL** The Department of Racing, Gaming and Liquor is responsible for regulating and maintaining the integrity of lawful racing, gambling and liquor activities for Western Australians to participate in.

Please advise if there will be alcohol at the event. If 'yes', please advise whether it will be provided by visitors (BYO), supplied by organisers (included in ticket price) or available for guests to purchase (ie cash bar). If alcohol is being sold (as part of the ticket price or on a cash basis) an Occasional Liquor Licence will most likely be required from the Department of Racing, Gaming and Liquor. For more details see [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) or call 9425 1888.

If the event is in a Shire building or on Shire land please complete and attach an "Alcohol Permission Request" to your notification.

The Shire can provide copies of "Exemptions to the Liquor Control Act 1988" and the "Occasional Licence Guide" upon request.

**APRA** (Australasian Performing Rights Association). Some events which feature music may require an APRA Licence. Generally professional entertainers will supply their own licence.

Please advise if there will be live or recorded music at your event. The onus is on the event organiser to apply for an APRA Licence should it be required.

More information can be gained from the APRA website <http://apraamcos.com.au> or by calling 9382 8299. The Shire can provide a copy of the "APRA Licence Guide" upon request.

**ATTENDANCE** Please advise how many people are expected to attend the event.

If the event is in a public building this number cannot exceed the maximum accommodation number.

**ELECTRICAL ITEMS** Suppliers should provide you with insurances and certification for the items (please ensure you retain this for your reference).

Please advise whether there will be portable electrical items (such as audio visual systems, generators, lighting towers, catering equipment etc.) at your event.

If yes, please confirm that these items will be certified by an electrician as safe and that actions will be taken to ensure that cables will not become trip hazards.

**ENTERTAINMENT** Be aware that entertainers, i.e. live band, amplified music, face painting, roving entertainers (clowns, fairies, mascots, bubble blowers, balloon twisters etc) should be requested to supply their insurance (please ensure that you retain this for your reference).

Please list the entertainers that you will have at your event.

**FIRST AID** Be aware that some events may require an onsite first aid post.

Please advise if a volunteer with current senior first aid qualifications will be at the event, or whether you will have a first aid officer / post onsite (professional service). If neither, please advise of your contingency plan.

**FOOD** Under the Food Act, if food is to be sold a temporary approval is required (a free application can be made to the Shire for this).

Please list all food suppliers. Suppliers should provide you with their certification and insurance (please ensure that you retain this for your reference). The Shire can provide a Temporary Food Business Application (form and checklist) upon request, this application does not have a fee associated with it.

**INSURANCE** (Organiser/s) If you do not hold appropriate public liability insurance you, or your organisation, may be liable for the consequences that could arise from negligence, without insurance.

Please attach a copy of the public liability policy that you will be utilising.

**INSURANCE** (Suppliers / Stallholders) If your suppliers and stallholders do not hold appropriate public liability insurance you, or your organisation, may be liable for the consequences that could arise from negligence, without insurance.

As the organiser it is your responsibility to request that suppliers (entertainers, service providers) and stallholders provide you with a copy of their insurance. Please ensure that you retain this for your reference.

**NOISE** Please confirm that you have considered neighbouring properties if your event could be considered 'loud', noting that the Noise Regulations allow the Shire to set conditions for events they feel might be 'noisy'.

**PARKING** Adequate parking needs to be available at / near the venue for the expected number of people attending.

Please advise whether you are organising signage and/or parking attendants.

If the event / venue requires traffic management or road closures please liaise with the Shire Works Manager.

**POLICE** Please confirm that you have advised the local police of your event **if** alcohol is to be available, as alcohol greatly increases the risks associated with an event.

**RISK MANAGEMENT** Whilst only events expecting more than 5,000 people require a Risk Management Plan, organisers of smaller events should still assess hazards and put appropriate measures in place.

Below please find a list of items that should be considered:

- Animal Incident
- Disability Access (lack of)
- Electrical Cabling / Devices (unsafe)
- Emergency Response/Communications
- Environmental Conditions (heat / storm)
- Fight
- Fire (buildings, bush, vehicle, food van, stall)
- Food Poisoning
- Insurance (lack of)
- Medical Risk
- Parking (inadequate)
- Personal Injury
- Toilets (inadequate)
- Temporary Structure (collapse/failure)
- Reticulation (accidental activation/damage)
- Vehicle Accident

Consider whether the item might be applicable to your event. If it is, consider what 'worst case scenario' might happen and ascertain whether a) there is any way to minimise the risk of it happening and b) decide what actions will be taken if it does happen.

**SECURITY / CROWD CONTROL** Consider whether your event will need this noting that it can be a requirement of some approvals.

**SHELTER** Please consider if you might need additional shade, shelter or lighting and advise if you are going to provide any, or all, of these.

**SITE PLAN** Please attach a basic plan for any events which are not to be held in a public building. Please indicate the location of the following (where applicable):

- Bins
- Designated Smoking Areas
- Emergency Muster Points
- Entry / Exit Points
- First Aid Post
- Food Vendors
- Infrastructure
- Lighting
- Parking Areas
- Seating
- Security / Traffic Management
- Stages
- Stalls
- Toilets

**TEMPORARY STRUCTURES** Marquees and stages larger than 55m<sup>2</sup> require certification. For example, a correctly erected and secured 3x3m (9m<sup>2</sup>) or 6x3m (18m<sup>2</sup>) marquee does not require certification.

Please advise if you will have any individual structures larger than 55m<sup>2</sup>. Further information is available upon request.

**TOILETS** As a guideline, events up to 1,000 people require the following, noting that if no alcohol is being served these figures can be halved:

Male Facilities				Female Facilities	
2 x WC	1.5m Urinal	3 Urinals	1 Hand Basin	5 x WC	1 x Hand Basin

Please confirm that there are adequate toilets available and / or whether portable ones will be required.

**TRAFFIC MANAGEMENT** If you require the conditions of the road to be altered for any reason (i.e. slower speed or closure for alternate traffic / parking) you will need to submit a Traffic Management Plan to the Police and the Shire. This should include consultation with any residents / businesses that might be affected. This process can take up to 4 months.

Please advise if you will have any kind of traffic management in place.

**WASTE REMOVAL** It is a requirement that there are adequate rubbish disposal facilities at the event.

Please advise whether additional bins and / or waste removal has been organised. Where possible please consider recycling facilities.

**WATER** Potable water should be available at the venue / event.

Please confirm that there is water available, noting that if there is alcohol on sale free potable water must be provided.

This form has been developed from the Department of Health Guidelines for Concerts, Events and Mass Gathering which can be viewed at:

[http://ww2.health.wa.gov.au/Articles/N\\_R/Public-buildings-and-mass-gatherings](http://ww2.health.wa.gov.au/Articles/N_R/Public-buildings-and-mass-gatherings)

Please contact the Shire's Environmental Health Officer if you are unsure of any aspect of the notification. Your notification will be assessed and we will contact you if more information is required. Event approval will be issued by the Shire's Chief Executive Officer once satisfactory.