



Shire of Murray

Special Event Guidelines



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Special Events Guidelines

Introduction

Welcome to the Shire of Murray!

The Shire's Special Event Guidelines have been developed as a reference tool to assist individuals, community groups, and event organisers planning events and activities within the Shire of Murray. The guidelines aim to provide event organisers and community groups with information and links to resources for events, information for operational procedures, statutory and legal requirements, as well as event management requirements.

To assist in the application process, the Shire of Murray recommends that the Special Event Guidelines are read thoroughly before completing the Special Event Application Form.

For the purposes of the Shire of Murray, an event is defined as *"a gathering of people brought together for a common purpose by some prearrangement"*.

The role of the Shire of Murray as the approving body for public events is to ensure all reasonable and practical precautions are taken by the event organiser(s) to protect the health and safety of patrons and the amenity of surrounding residents.

The guidelines are divided into sections to provide clear information on all aspects of events, however, should you need assistance please contact the Shire of Murray Community Development Team, who are available Monday to Friday from 8.30am to 5.00pm on (08) 9531 7777 or email mailbag@murray.wa.gov.au

Key Dates

No later than twelve (12) weeks prior to event (large events)

No later than eight (8) weeks prior to event (small – medium events)

- Application for special event submitted

No later than four (4) weeks prior to event (if applicable)

- Risk Management Plan submitted
- Traffic Management Plan submitted

No later than two (2) weeks prior to event (if applicable)

- Temporary Stall Permit application submitted
- Permit to Consume Alcohol application submitted
- Outstanding permissions or licences supplied

A copy of the Department of Health's Guidelines for concerts, events and organised gatherings can be found at:

<http://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/Environment%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.ashx>

Event Categories

The Shire recognises several different levels of events as follows:

- Casual event - private event less than 100 people
- Special event - public event less than 100 people
- Special event - public event 101 to 1000 people
- Special event - public event 1001 to 5000 people
- Special event - public event 5000+ people

Depending on the number of people expected at your event, you may be required to provide extra information to enable a thorough assessment to be completed.

1. Access and Inclusion

It is important that people with a disability have the same opportunities as other community members attending the event.

The Disability Services Commission have developed a Creating Accessible Events Checklist that should be used by event organisers in the planning phase. The checklist can be found on the website:

<http://www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/Creating%20accessible%20events.pdf>

2. Alcohol

Although the sale, supply and consumption of liquor is accepted throughout society, alcohol is not an ordinary commodity. The misuse of liquor can be associated with harm and anti-social behaviour; and this can have a significant impact on the amenity and the quiet or good order of the local neighbourhood.

The Shire of Murray uses the Liquor Control Act 1988 – A Guide for Local Governments to manage the consumption of liquor at events.

The Guidelines provide direction on specific circumstances where the sale, supply and consumption of liquor is exempt from the application of the Act, that is, you don't need to apply for a liquor licence.

Such situations involve small amounts of liquor supplied in controlled environments and social situations where relatively few people are in attendance. These prescribed situations are only considered to be exempt from the Act when the exact conditions of the exemptions, as stated in the Liquor Control Regulations 1989, are met.

Functions may be exempt under what is known as the 'small occasional functions' exemption under regulation 8 of the Liquor Control Regulations 1989, provided **all** of the following conditions are met:

- The sale of liquor is at the function; and
- The sale of liquor at a function is ancillary to the purpose of the function; and
- The function must commence after 6am and finish by 10pm on the same day; and
- Either the total number of attendees over the entire course of the function does not exceed 100 and the service of liquor lasts a maximum of 2 hours (continuous); or the total number of attendees over the entire course of the function does not exceed 75 and the service of liquor lasts a maximum of 4 hours (continuous); and
- A drunk person is not allowed to consume liquor at the function, nor is liquor to be supplied to a drunk person.

An "attendee" does not include a person who is:

- managing or supervising the function;
- providing services at the function (such as serving food or liquor; security etc);
- providing entertainment at the function or assisting a person who is providing entertainment.

For the purposes of this exemption, a function is defined under section 3(1) of the Act as "a gathering, occasion or event (including a sporting contest, show, exhibition, trade or other fair, or reception) at which it is proposed that liquor be sold or supplied to those present."

Where liquor is sold at a small occasional function, the premises on which the function takes place is deemed to be 'regulated premises' under section 122 of the Act. Offence provisions under section 122 and section 115 therefore apply to the supply of liquor to juveniles and drunk persons, the consumption and possession of liquor by juveniles and the consumption of liquor by drunk persons on these premises.

Where a liquor licence is required for the event, the event organiser must provide details of the proposed liquor licence to the Shire of Murray for consideration. Copies of the licence shall be provided to the Shire of Murray **no later than two weeks** prior to the event.

For events held at unlicensed premises an occasional liquor licence may be required from the Department of Racing, Gaming and Liquor. For more information visit: 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 the supplies of non-alcoholic and low-alcohol beverages and food run out, the sale of alcoholic beverages shall cease immediately.

Event organisers making use of Council controlled property must make written application to the Shire if they wish to consume liquor at a function or event on that property detailing date, time, approximate number of persons, and reason for the function in accordance with Shire of Murray Policy CC4.

Applications to consume alcohol at a function or event on Council property shall be submitted on the form required and approvals shall be granted in accordance with Delegation 6.20 and may be subject to conditions.

The form can be found under Booking Forms at <http://www.murray.wa.gov.au/downloads/>

3. Animals

Inclusion of animals at an event may require further assessment by the Shire's Environmental Health department. (for example horse/pony rides, petting zoo). Include all details of animals at your event in the space provided.

4. Camping

Should you wish to provide camping for patrons at your event please note that the following requirements apply:

- The area must be planned so that camping sites are orderly and accessible to service vehicles and emergency vehicles.
- Caravan or vehicle camping must be separated from tents.
- First aid must be available whilst the camp site is available to patrons.
- Access paths throughout the site must be adequately illuminated.
- Food should also be available whilst the camp site is available to patrons.
- Patrons must be advised of relevant camping restrictions or rules.
- Where on-site cooking is permitted, communal cooking areas should be provided so that the hazards are contained within designated areas.
- Fires are not permitted

5. Certificate of Incorporation

Not for Profit organisations, Registered Charities and Community Groups that have a valid Certificate of Incorporation may be eligible for reduced fees and charges in relation to this application.

A copy or Certificate of Incorporation Number must be provided to receive concessions.

6. Electrical/Lighting

As the event organiser, you are responsible for arranging the supply and installation of electricity for an event, depending on the nature of the event and where it is to be held, electricity may be available.

- For large events with multiple stallholders or users, small individual generators are not permitted (10 kva or below).
- The Shire reserves the right to determine suitability of generators listed within this application.
- Electrical equipment can be supplied from reticulated supplies originating at supply authority mains or large generators.
- Ensure electrical leads do not create trip hazards and cannot be accessed by members of the public. Leads can be buried or suspended so that they are out of reach.
- Electrical outlets are protected by residual current devices (RCD's).
- Leads and residual current devices are tested and tagged every twelve months.
- Joints and connections are not accessible to the public or exposed to damp conditions.
- Installations must comply with AS 3002 Electrical Installations for events.

Significant electrical work must be undertaken by a licensed electrical contractor. The Electrical contractor is to certify the installation by completing a Form 5 "Certificate of Electrical Compliance". A copy can be downloaded from <http://www.murray.wa.gov.au/news-and-events/events/>

7. Evacuation Plans

Event organisers may also be required to formulate an Evacuation Plan as per the Health (Public Building) Regulations 1992 if deemed necessary. All event staff must be made aware of the Evacuation Plan and have knowledge of the evacuation procedures. Event organisers need to liaise with Environmental Health Services in relation to this matter.

For Council owned facilities hirers should familiarise themselves with the venue evacuation plan and associated procedures.

The Shire of Murray Environmental Health department will require that all emergency exits be unobstructed and remain unlocked at all times during the event.

The Department of Fire and Emergency Services (DFES) commercial training unit provides services relating to:

- Emergency evacuation plans, procedures and diagrams review and/or development;
- Workplace fire safety inspection and advice; and
- Emergency evacuation training and drill sessions.

For further information, contact the Commercial Training Unit at the WA Fire and Emergency Services Academy (WA FES Academy) directly on 1800 171 495 or email ctu@dfes.wa.gov.au

Further information can also be obtained from the Department of Health. The Public Buildings Emergency Evacuations – Regulation 26 Public Buildings Environmental Health Guide is available: http://www.public.health.wa.gov.au/cproot/1520/2/Public_Buildings_Emergency_Evacuations_Regulation_26.pdf

8. 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 for large events the event promoter and Shire staff should meet before and after the event.

9. Exits

Exits shall be designed to allow the event to be evacuated within 2.5 minutes in an emergency. There must be alternate means of egress from each stand e.g. in large stands at least two exits from the front and two towards the rear. The rear exit must be at least mid-way from the front of the stand and the stairs should discharge toward the rear

Subject to satisfactory performance calculations exits should be no less than indicated on the following table.

NO. OF PEOPLE	NO OF EXITS	AGGREGATE WIDTH
0 - 1000	2	2000mm
1001 - 1500	3	3000mm
1501 - 2000	3	4000mm
2001 - 2500	4	5000mm

10. Fire Hazards

Flammable material should not be installed on any stand. Flammable materials must not be stored under any stand. Stage curtains or fabric screens must be non-flammable. Materials that have a spread of flame index of no more than six and a smoke developed index of no more than five are regarded as being suitable.

11. Fire Safety

The event organiser may be required to liaise with Department of Fire and Emergency Services (DFES) prior to the event to discuss appropriate fire safety plans and needs, in particular for medium and high risk events.

DFES contact details may form part of the Risk Management Plan, as well as fire safety trained personnel and onsite safety equipment requirements. Emergency vehicles must at all times be able to access the whole event site as per the emergency evacuation plan.

12. Fireworks, Pyrotechnics and Lasers

If an event organiser has planned to include pyrotechnics at an event, an application must be approved by self-certified operators.

Any laser, regardless of the application, is subject to the requirements of the *Radiation Safety (General) Regulations* under the *Radiation Safety Act*.

13. 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 below Table for a suggested guide to the number of first aiders and posts

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

14. Food and Drink Stalls

The sale of food and drinks is governed by the Shire of Murray Consolidated Local Laws, *Food Act 2008* and *Food Standards Code 2001*. Therefore any food or drink stalls that will be operating at the event must gain approval from the Shire's Environmental Health Officers. Without approval you will be operating a food stall illegally.

An application form and the relevant information of all food and drink stalls are to be forwarded to the Shire **no later than two (2) weeks** prior to the event. All food stalls must comply with the "Guidelines for Temporary Food Stalls in the Shire of Murray".

A copy of the guidelines are available on the Shire's website at: <http://www.murray.wa.gov.au/feature/temporary-food-stalls/>

Please note that only traditional BBQ type food handling activities are permitted to operate from a temporary food stall, all other food handling activities require an approved food van. Please be aware that an Environmental Health Officer may conduct inspections of your food stall at the event.

15. Insurance

All insurances are the responsibility of the event organiser. As the event organiser you must arrange Public Liability insurance to the value of at least \$10 million. This is to protect the interests of both organisers and patrons.

The insurance Policy must:

- Be with an Australian Prudential Regulation Authority approved insurer.
- Include the name of the insured (ensure matches the name of the stakeholder).
- Provide cover for the date of the event and the situation or address of the event.
- Include the Shire of Murray as an interested party (i.e indemnify the Shire against claims)
- Cover volunteers engaged at the event.

Event organisers should also obtain cover for building and contents, workers compensation, personal accident and motor vehicles if applicable. The Special Event Application Form must be accompanied with evidence of current insurances in the form of Certificates of Currency.

In regards to contractors who install semi-permanent structures or electrical devices, they should hold the appropriate insurance to cover their activities for the event.

16. Lost Children

For a large event it is advisable to make arrangements for a lost children's post, this should include an area where lost children can be looked after. For smaller events, a procedure may be included in the Risk Management Plan to address any lost children.

17. Music, Performers and Entertainment

Live or pre-recorded music (either a recording or music video) is protected by copyright (as most music is) and the event organiser will need to obtain a licence prior to the event.

If there is live music only a licence from the Australasian Performing Rights Association (APRA) may be required. Recorded music (either a recording or music video) is protected by two types of copyright, so licences from both APRA and the Phonographic Performance Company of Australia (PPCA) may be required.

For more information about APRA's Event Licences visit APRA online www.apra-amcos.com.au or call 1300 852 388.

For more information about PPCA's licences visit PPCA online www.pcca.com.au or call (02) 8569 1183.

18. 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, etc.

Noise Regulation 18 Approval – Approval for a non-complying event

If noise emissions from an event are likely to exceed assigned noise levels and the event would lose its character or usefulness if it had to meet the assigned levels, the Shire's Chief Executive Officer can issue an approval and set conditions for a non-complying event. An application must be made to a local government at least 60 days before the event and be accompanied by a \$500 application fee.

Noise from "agricultural shows, fairs, fetes, exhibitions and like events" is "exempt noise" that is not required to meet the allowable noise limits. A Noise Regulation 18 Approval is therefore not required in these circumstances.

19. Parking

It is important that the event organiser provides sufficient parking for people attending and working the event. If the event is not accessible by public transport, it may be necessary to provide shuttle bus services and/or additional parking areas.

There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue. If additional parking facilities at the event location are inadequate, consideration of nearby parking areas may need to be explored.

Large events should have parking options advertised on tickets, websites, posters and advertising wherever possible.

20. Police Department Approvals

Event organisers are to notify and obtain comments from the Police for events with more than 500 people.

21. Risk Management

As an event organiser, you have a responsibility to ensure that your event is safe. A risk assessment for all of your proposed activities must be undertaken for events with an expected attendance of 5000 or greater.

It is important to remember that as the event organiser it will be you who will be liable should an incident occur and it can be proven that the incident occurred as a result of your actions or inactions. Assessing all the risk may appear to be an onerous task but it is very useful mechanism for determining event requirements. You will also be able to refer to the assessment for future events.

A Risk Management Plan aims to produce a safe, sustainable and quality event by following a risk identification and treatment process. Safety hazards are not the only risks identified in a comprehensive Risk Management Plan, other areas include statutory, communications, marketing and contingency risks which may also be analysed and evaluated.

Please keep in mind that the Shire will need to assess the plan prior to the commencement of your event. It is imperative that the plan be developed as a matter of priority. Ideally the Risk Management Plan should be submitted at least four to six weeks prior to the event to allow feedback and any required changes to occur.

For assistance in preparing a risk management plan please see Department of Sport and Recreation Guidance "Can you Risk It" available from their website at:

http://www.dsr.wa.gov.au/docs/default-source/file-support-and-advice/file-organisation-development/can_you_risk_it_web.pdf

The Health (Public Building) Regulations 1992 requires an Environmental Health Officer to assess Risk Management Plans for events where 5000 or more persons will be in attendance. An application fee of \$350 is applicable to review your Risk Management Plan.

21. Security and Crowd Control

A security guard or Crowd Controller with event experience can provide invaluable knowledge to help manage potential risks to the event. Security Guards, Crowd Controllers or both **may be** required at the event depending on risk factors.

Funding agreements, Liquor Licensing or Insurance requirements may regulate the security requirements. The ultimate responsibility to ensure patron safety rests with the Event Organiser.

22. Site Plan

A site plan is basically a map of the area in which the event will be held. A detailed layout of the event is to be included with your application form. Please provide as much information on the site map as possible. Larger site plans may be required for larger events and should be provided by the applicant.

23. Storms

In the event of a storm, it must be monitored. Australian Standard AS1768 recommends that exposed areas be evacuated when the time between lightning and associated thunder is less than 15 seconds. At 15 seconds the lightning strike is approximately 5km from the observer.

Hailstorms, although infrequent can occur. Disasters have occurred when people have sought protection thus the event emergency plans must contain a contingency for hailstorms.

24. Temporary Structures

A temporary structure is any structure including but not limited to marquees, tents, stages, movie screens and spectator stands and these may require Local Government approval. The Shire's Parks and Gardens department may have specific requirements associated with maintenance or reserves, these can be discussed through the application process.

If an event is to be held in a fenced area, tent and/or marquee, the area may be defined as a 'temporary public building'. If the area is considered a public building, there are certain requirements and conditions that must be complied with.

Event organisers are to provide relevant documentation for all public building structures such as tents, marquees and stages **no later than two weeks** prior to the event.

A public building cannot be used until a 'Certificate of Approval' has been issued. A site plan of the proposed area/structure must be submitted for assessment with this application.

Marquees less than 10m² are required to be braced and fixed to withstand normal wind loads, and use is to be nominated in the Application for the event.

Marquees between 11m² and 55m² require 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
- Training necessary to erect structure

Marquees over 55m² and amusement rides require an engineer to inspect the erected structure with a Structural Certification Form completed by the installer and submitted to the Council's Events Officer. A copy of the form can be obtained at

25. Tents and Sunshades

Tents and sunshades have the potential to be blown over by wind if not properly secured as such sufficient anchors i.e. ground anchors, ballast or weights are required to be provided to resist uplift forces. On high wind days the use of such structures need to be considered carefully because damage and injury can be caused by the wind blowing the marquee away.

Regular checks should also be made during the event to ensure the integrity of the structure and its anchor points. When selecting a site to place such structures positive action should be taken to ensure that any underground services (gas/electric/water etc) are identified and avoided.

26. Toilets

The provision of toilets is the responsibility of the event organiser. The following is a guide to the number of toilet facilities that must be provided. Note that if alcohol is not available at the event then the number of toilets may be reduced by 50%. Unisex accessible toilet facilities must also be provided at the discretion of the Shire's Environmental Health Department.

Total Attendance	Male Facilities			Female Facilities	
	WC's	Urinals	Handbasins	WC's	Handbasins
1-100	1	0	1	1	1
100-250	1	1	1	2	1
250-500	1	2	1	3	1
500-1000	2	2	1	4	1
1000-2000	3	6	2	10	2
2000-3000	4	9	3	15	3
3000-4000	5	12	4	20	4
4000-5000	6	15	5	25	5
5000-6000	7	18	6	30	6
6000-7000	8	21	7	35	7
7000-8000	9	24	8	40	8
8000-9000	10	27	9	45	9
9000-10000	11	30	10	50	10

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

Duration of Event	Percentage of above standard
More than 8 hours	100%
6 - 8 hours	80%
4 - 6 hours	75%
Less than 4 hours	70%
No alcohol	50%

When additional temporary toilets are required, arrangements need to be made regarding servicing, such as the supply of additional toilet paper and cleaning arrangements. Some locations have existing toilets at the site and can be taken into account in determining the number of additional toilets required.

Adequate lighting is to be provided for toilets during the hours of darkness. Directional signage to toilets must be provided and signage must be visible (i.e illuminated at night or by lighting tower providing other light).

27. Traffic Management

Applicants who wish to hold events on roads will be required to address traffic management and safety issues. In most cases a Traffic Management Plan will be necessary and this must be approved by the Shire of Murray, WA Police and Main Roads. A Traffic Management Plan must be prepared by a person with current accreditation and will require separate approval before this application can be considered.

The Traffic Management Plan should include:

- Alternate routes to be taken by traffic;
- Parking arrangements;
- Parking for people with disabilities; and
- Public transport arrangements (if applicable)

28. Venues

The Shire of Murray has a wide range of venues to suit all event sizes and types. For a list of Shire owned facilities, reserves or venues available for hire please see the Shire's website or contact the Shire on 9531 7777.

Events held in a public space require a more comprehensive booking process due to their temporary nature. The Shire's Events Team aim to streamline the procedure for prospective event organisers, to make the process as easy as possible.

If the event is to be held as a public outdoor event, the Shire of Murray, via the application process will assess and issue an Event Approval which will outline information on availability, regulations and other approvals required.

Bookings can be made up to 12 months in advance.

Some factors taken into consideration when assessing an event space or venue are:

- No clash of fixtures for possible sporting events held at the same time of the event.
- Damage, wear, litter to ground for subsequent fixtures.
- Parking and traffic management.
- Transport and public transport.
- Noise Regulations.
- Facilities (power, toilets, kitchens).
- Shelter and fencing.
- Vehicle access (i.e. heavy loads).
- Accessibility.

Council Owned Parks and Gardens

The Shire's Parks and Gardens department may have specific requirements associated with maintenance or reserves, these can be discussed through the application process. The event organiser will ensure that underground reticulation and powerline cables are not damaged or interfered with in any manner whatsoever.

29. Volunteers

Volunteers can provide invaluable assistance in the coordination and running of an event and is a great way of involving the local community.

Event organisers should be aware of the rights and responsibilities in relation to volunteers at their event.

30. Waste Management and Recycling

The event organisers 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 immediately after the event and until such times as all patrons have left the area.

You may require additional bins to be delivered for the duration of the event and subsequently additional refuse services at the end of the event. For large events, ongoing clean-up operations during the event may be required. The application form will ask you if you will require extra bins. To work out how many bins you will require use the following formula:

Assume your event will generate 1 litre of waste per person, per meal.

For example:

If you are expecting 200 people to your event which will run over 2 meal times from lunch to evening, the formula to calculate the number of bins is as follows:

200 x 2 meal times = 400 litres of waste generated

Divide 400 by 240 (a standard wheelie bin is 240 litres) = 1.6

You will require 2 bins

Total Attendance	Event Bin Calculations					
	Number of Meal Times		Waste Generated (People x Meals x 1L waste)		Bins Required (Waste / 240L)	
<100	1	2	100	200	1	1
100-250	1	2	250	500	1	2
250-500	1	2	500	1000	2	4
500-1000	1	2	1000	2000	4	8
1000-2000	1	2	2000	4000	8	17
2000-3000	1	2	3000	6000	13	25
3000-4000	1	2	4000	8000	17	33
4000-5000	1	2	5000	10000	21	42
5000-6000	1	2	6000	12000	25	50
6000-7000	1	2	7000	14000	29	58
7000-8000	1	2	8000	16000	33	67
8000-9000	1	2	9000	18000	38	75
9000-10000	1	2	10000	20000	42	83

Please note that the above table is a rough guide only. How to order bins for an event:

To order bins for a special event contact Council's Waste and Fleet Officer on (08) 9531 7765 Bins must be organised five days in advance of an event.

31. Water

Potable drinking water shall be available and easily accessible to attendees, participants, staff, volunteers, contractors and performers.

It is important that water is provided free of charge if:

- You are expecting large crowds;
- The weather is likely to be hot;
- Participants are required to walk long distances;
- There is a chance participants will overheat; and
- There is alcohol served.

If the nature of the event is such that water is being sold, then it must be:

- A plentiful supply;
- Easily accessible; and
- At a reasonable cost.

32. Weather

The impact of weather on your event will depend on the activities that you are coordinating. When completing your risk assessment (if applicable), it is extremely important to consider any potential weather impacts.