

Public Events Guide



2020 York Christmas Festival



ABOUT THIS GUIDE

The Shire of York manage an events program that encourages and supports our community and celebrates its diversity. In addition to running several of its own events the Shire is responsible for approving events run by others.

This guide is intended to assist event organisers through the event application process. It is designed to help you plan a safe and successful event while also minimising any negative impacts on surrounding properties. It provides advice on:

- Council's role in your event, including approval processes and services offered
- Your role in planning your event, including the items you will need to consider and documents you need to prepare

WHAT IS A PUBLIC EVENT?

Temporary Public Event means any single, one off event, either indoor or outdoor, where people assemble for sporting, entertainment, or other common purposes (for example, outdoor concerts, shows, fairs, festivals, exhibitions etc).



OUR ROLE

The Shire of York events team can assist navigate you through our event approval process. If you are planning to hold an event in the Shire of York, the first step is to call the events team on 9641 0500 or email records@york.wa.gov.au with your event proposal. This guide in conjunction with the Shire's policies on events will help you determine if your event proposed aligns to the Shire's event requirements.

The Shire's website hosts a range of information for event organisers including:



- Event guidelines and resources from the state government and other governing bodies (Main roads, St John Ambulance, etc)
- Online event enquiry form
- Related event forms
- Risk Management Plan resources

An overview of the Shire's event approval process and services is provided on page 20.

YOUR ROLE

Events come in many different sizes and cover a wide range of activities. Whether your event is small or large, there are commonalities in the planning process. As the event organiser, you are responsible for planning the event and ensuring it complies with relevant laws and procedures prior to, during and after the event concludes.



These are explained in more detail later but include:

- Defining the event purpose and setting a realistic detailed budget.
- Choosing a suitable date that does not conflict with other events already occurring
- Selecting a suitable venue with sufficient public amenities and services.
- Holding adequate insurance policies such as public liability insurance and any other insurance needed to cover your event.
- Choosing appropriately skilled staff and volunteers including trained first aid officers, security staff and, if required, traffic controllers.



- Preparing a site plan of the venue showing key items such as power, entries and exits, emergency assembly areas, parking and amenities.
- A risk assessment to identify, address and minimise all possible risks and safety hazards associated with your event.
- An emergency management plan outlining the procedures to follow in case of an emergency.
- A traffic management plan if it is likely the event may affect local traffic.
- Obtaining all approvals, permits and licenses issued by both Council and other government agencies.

PLANNING YOUR EVENT

If you are planning an event in the Shire of York, there are a few things you need to consider and documents you need to prepare. These include:

DETERMINING THE SIZE OF YOUR EVENT

Small Event means an event that is low in risk and/or likely to attract less than 500 patrons

Medium Event means an event that is medium in risk and/or likely to attract between 500 – 3000 patrons at any one time

Large Event means an event that is medium to high in risk and/or likely to attract over 3,000 patrons at any one time



For the purpose of this guide, risk is determined in accordance with AS/NZS 4360 – Risk Management and the Health (Public Buildings) Regulations 1992



DEFINE A PURPOSE AND SET A REALISTIC BUDGET

Why are you hosting the event? Define your aims and objectives.

Consider your target audience, overall cost, location, content, promotion, and the date.

Be realistic and consider your timing and budget constraints.

When preparing your budget, remember to consider costs for insurances, venue hire, marketing, materials, equipment hire, staffing, entertainment, permit and license fees, first aid and food. It is a good idea to include a 10 per cent contingency of total costs for unexpected expenses.

CHOOSE A SUITABLE DATE

There are numerous events held throughout the year in York, particularly during April and September each year. To prevent your event date conflicting with another event, please check the Shire of York events calendar available at <https://visit.york.wa.gov.au/events/> or call the Shire Office on 9641 0500 to check the availability of your preferred venue.



SELECTING A SUITABLE VENUE

Factors to consider include the type of venue (indoors or outdoors), location travel times, car parking availability, high visibility, accessibility and connectivity to the town and its available services and infrastructure.



EVENT PROGRAM AND PLAN

It is good practice to draft a clear description of the event early in your planning. A couple of paragraphs on the event concept, the basic content, date, time, location, why you are hosting it and who your patrons might be. This can be used for pre-promotion to stakeholders and to develop sponsorship proposals. Your event program is essentially a running sheet outlining how the event will take shape from set up, to gates open, the start and running of the program, pack up and clean up. This information will be required as part of your event application.



RISK ASSESSMENT AND MANAGEMENT

Risk management is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function or process. The Shire assesses your event application based on the perceived and potential risks of the event proposed.

You must assess all possible risks associated with running your event by identifying the risks and addressing potential hazards. The Shire recommends all events prepare a Risk Management Plan, but it is compulsory for events with 500 or more patrons or events that are deemed high risk. These events include;

- Motorsport events, motor vehicle rallies, displays and exhibitions
- Cycling, equestrian and trail riding events
- Events that involve road closures
- Events that involve fireworks and fire related activities
- Events that involve temporary structures



It is the event manager's responsibility to prepare the plans in accordance with AS/NZS ISO 31000:2009 as per regulation 4 (2) of the Health (Public Building) Regulations 1992 and is to be submitted with the public events application. Plans should be owned by the event manager and treated as confidential by other stakeholders.

At minimum the risk management plan should include;

- Event details
- Stakeholders
- Consequence and likelihood descriptors
- The risk matrix analysis
- Risk register
- Action response plans, which should include the initial and treated risk descriptors

Risk management plans should be submitted early in the approval process and remain a working document until the final briefing prior to your event. This will assist in identifying critical issues where amendments may be necessary, such as infrastructure or venues.

It is unacceptable to submit the documentation just prior to an event. A well-prepared plan submitted early in the approval process is an indication of the organisers knowledge of the process and potential issues associated with the event.

EMERGENCY MANAGEMENT PLANNING

An emergency is any unplanned event that can cause deaths or significant injuries; disrupt operations; cause physical or environmental damage; threaten the reputation of the event; or decrease the revenue from the event. Examples of an emergency include;

- Crowd crush
- COVID-19 outbreak
- Flood or flash flood
- Fire
- Severe weather
- Earthquake
- Civil disturbance
- Loss of key supplier or customer
- Explosion
- Terrorism attack
- Communications failure

You must ensure you can deal with any type of emergency which is why you need an emergency management plan and evacuation procedures to cover fire, medical, structural, explosions and flooding.



You should prepare an emergency management plan that is flexible and simple to follow. Roles and responsibilities should be clearly outlined and explained to key personnel and crowd control staff. A clear path (length and width of a fire truck) must be provided for emergency vehicle access into the main activity area at any time during the event. Emergency exits must be unobstructed and remain unlocked always during the event.



TRAFFIC MANAGEMENT PLAN

Traffic and parking are important considerations in your event planning and risk assessment. If it is likely the event may affect local traffic or road closures are necessary, a formal Traffic Management Plan (TMP) is required. TMP's must be prepared by an approved or ticketed Traffic Management Contactor. Traffic Management plans range from basic to complex and the price of these will vary accordingly.

It is at the event organisers own costs that these plans are developed and provided to the Shire for approval as part of your event. Approvals may also be required from Main Roads WA and/or the WA Police. ***It is imperative Traffic Management Plans are submitted as early as possible in your application process.***

Your appointed traffic management company will be able to advise you on the relevant authorising bodies that you will need to contact as part of your traffic management planning.

FOOD & WATER

If selling or serving food at your event you must ensure appropriate food handling practices are in place to minimise the potential health risk. All food outlets must comply with the requirements of the Food Act 2008. If the event is on Shire owned or controlled land all



temporary or mobile food vendors must be included in your event application for assessment and approval.

To minimise application costs, event organisers are encouraged to coordinate all food vendor applications and lodge a single food and food stallholder application listing all the different vendors at the one time. It is recommended that food handlers complete the Online Food Safety training program available free through the Shire's website www.york.wa.gov.au



Potable drinking water supply needs to be available and easily accessible to patrons at medium and 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;

- in plentiful supply,
- easily accessible and
- at a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more)

Please consider the environment when providing drinking water for patrons and consider:

- Refill stations where participants can refill reusable water bottles
- Providing recyclable containers for plastic water bottles

The Shire reserves the right to grant conditional event approval to ensure that free drinking water is readily accessible to patrons if the event is during the day in the summer months.

TOILETS

Toilets must be provided at every event and a schedule of how the facilities will be maintained across the duration of your event.



Where existing toilet facilities (within buildings or public toilet blocks etc.) are being utilised for the event which already have an accessible toilet, additional temporary accessible toilets are not required. Event organisers are encouraged to give consideration to the needs of their patrons and may elect to provide temporary accessible toilets voluntarily. Where additional temporary toilets (e.g. porta loos etc.) are required at least one must be a universally accessible toilet.

Things that may affect the number of toilets required are duration of event and if alcohol will be consumed. Below is a guide, the Events team can advise if your event will require anything different.



You must provide at a minimum:

- One closet fixture for every 200 female patrons
- One closet fixture or urinal for every 200 male patrons. At least 30 per cent must be in the form of closet fixtures, the balance can be urinal
- One wash basin for every 200 patrons

All toilets must be:

- Adequately screened and appropriately signed
- Checked regularly during the event to ensure cleanliness and consumables are provided
- Able to be pumped-out if required (e.g. by liquid waste tankers)
- Provided with adequate artificial lighting (minimum 40 lux) during hours of darkness.
- Equipped with hand-washing facilities with soap and hand towels must be provided at each toilet.

INSURANCES

All events held on Shire of York owned land and/or facilities require public liability insurance with a minimum of \$10 million coverage. Adequate insurance cover will also be required for



event staff, volunteers, stallholders and entertainers. Each person you engage to sell or supply goods and services at your event needs adequate insurance.

Event organisers can opt to include stallholders under their insurances however you need to clearly state which businesses are included under your insurance and a copy of your current Certificate of Currency from the insurer must accompany your application. If your insurance expires before the date of your event, the Shire cannot issue you with an event approval until a current certificate is supplied.



STAFF AND VOLUNTEERS

Recruiting appropriately skilled staff (both paid and voluntary) is crucial. Identify and clearly define what roles and tasks your event will need. This could include publicity and promotions, safety and emergency services, catering, admission/ticketing, performers and staging, information and VIPs, cleaning, car parking attendants, first aid officers and traffic management services. 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 e.g. 1 crowd controller per 200 patrons. Additional Crowd Controllers may be required to patrol nearby streets and car parks. 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. Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.

CREATING AN ACCESSIBLE EVENT



People with impairments comprise over 20% of the Western Australian population which means approximately 1 in 5 people have an impairment in Western Australia. Therefore, the likelihood of people with impairments attending your event is high.

The Disability Services Commission have published guidelines, *Creating Accessible Events*, which can be found in full on their website www.disability.wa.gov.au.

The Shire encourages compliance with the recommendations outlined in these guidelines. As a minimum, the Shire encourages event organisers to consider the following recommendations in planning events:

Promotional material

- Use of plain font (such as Calibri or Arial) that is a minimum of size 12 font in your communications
- Stating in your promotional material access options for the event, for example locations of ACROD parking, stairs access limitations, lift access or ramps and hoists available
- Have you encouraged patrons to make contact ahead of time if they have any access requirements?
- Does your event have access to an accessible parking bay close to the event entrance (less than 40m)?
- Is the accessible parking bay/s clearly identified?

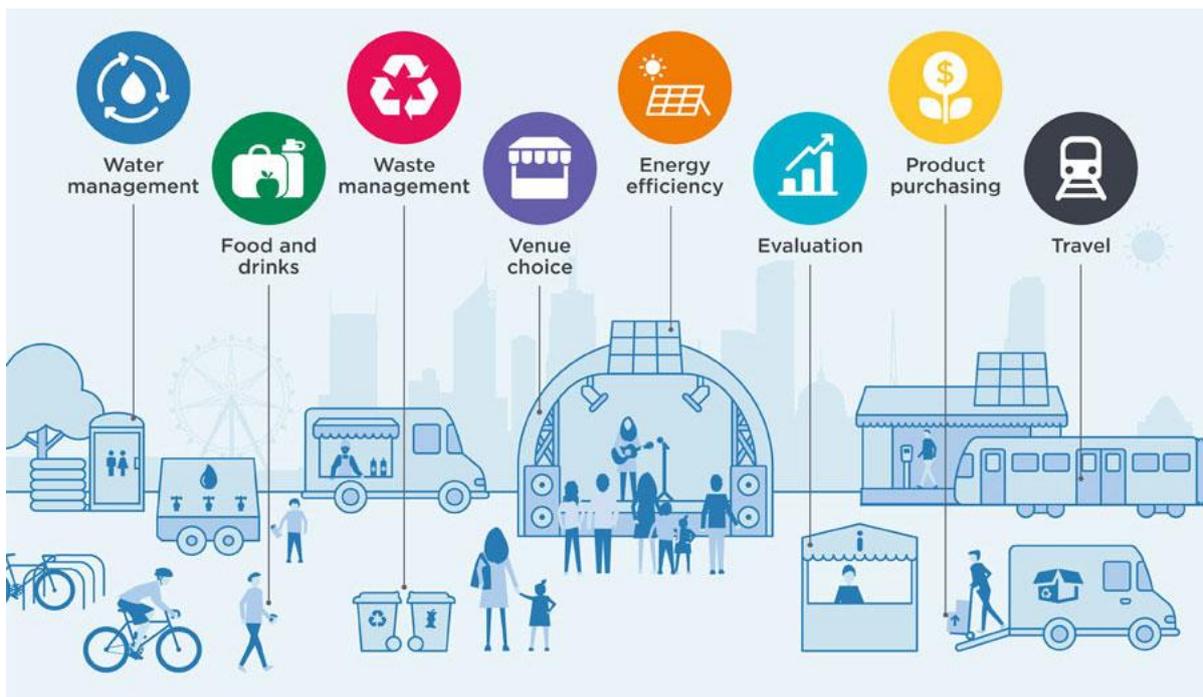


Continuous accessible paths of travel

- Is there a continuous path of travel free of obstacles from the accessible parking bay and/or set-down area to the event entrance?
- Does your event have a continuous path of travel free of obstacles to services/activities within the event perimeter?
- Is the path a firm, non-slip surface?

Other

- Does your event have clear, directional signage to key services such as toilets?
- Have you considered providing an Auslan interpreter for spoken portions of the event to include the deaf community?



CREATING A SUSTAINABLE EVENT

The Shire promotes sustainable events wherever possible and encourages all event organisers as a minimum, to consider the following recommendations in the planning of an event.

- Provision of waste receptacles for both waste and recycling. Bins must be clearly labelled and have colour differentiation and clear signage. Bins are to be placed side by side and placed with lids closed (encouraging patrons to stop and make a choice).



- Sufficient bin numbers must be provided for the event size. The Shires events team can help you with this estimation.
- Ensuring Waste and Recycling provision is made for 'back of house' – (stall holders, staff, and volunteers.) If possible, provision for organic waste disposal and reprocessing should be considered.
- Local suppliers should be considered for all event procurement where products are available and cost effective.
- Attempt to reduce power consumption and increase energy efficiency before, during and after the event.
- Offering water bottle refill stations instead of bottled water for event staff, volunteers, and performers
- Providing information about sustainable forms of transport to patrons (Carpooling options and provision of bicycle racks).
- Promoting sustainability initiatives with announcements, social media posts or signage to increase the awareness to patrons.
- Identifying successful outcomes and achievements, and opportunities for improvement for your next event.

The event organiser is 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 by the event organiser. For large events ongoing clean-up operations during the event may be required. Extra bins can be hired by calling Avon Waste Services on 9641 1318



HEALTH AND WELFARE OF PATRONS

The Wheatbelt summer heat can be harsh so shade provisions in the summer months are essential. Event organisers are encouraged to promote the Sun Smart message to staff, participants and spectators including promotion of suitable clothes, hats, sunglasses and sunscreen.



This may be done through tickets or publicity. Provision of sun cream or making it available for free or at a low cost is recommended.

In high pedestrian traffic locations, it is important to maximise pedestrian flows by ensuring that there are no obstructions and by limiting changes in direction. Flow rates and crowd dynamics must be considered when designing exits and venue entries as well as routes to other areas within the venue. It is essential that visual and audible communication systems such as PA systems and visual message boards are used to assist with crowd control and communications for all large events. This allows crowds to be informed of reasons for delays, redirections in crowd flows and creates a safer environment for patrons.

You will be advised by the event team if your event requires crowd controllers.

FIRST AID



The Shire requires all events to provide First Aid. 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. As a guide St John Ambulance Australia suggests.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	2	1
2000	3	1
3000 + (large event and/or high risk)	4	2



To address the key medical and first aid concerns at an event, the following issues need to be addressed as part of your event approvals process. These include;

- Developing a medical plan based on the risks identified utilising the AS4360:2004 Risk Management process. These risks can then be incorporated into the event risk management plan
- Clearly identifiable first aid posts on your site plans and illuminated signage for night events. Ideal locations are near the main entry points or information areas.
- At all events, first aid providers should have oxygen equipment, basic first aid supplies and a knowledge of the nearest defibrillator location.
- All first aid providers should have appropriate professional indemnity insurance for their personnel and should hold current first aid qualifications from an accredited training provider.
- First aid personnel must be appropriately trained and routinely qualified

SITE PLAN

An essential part of any event is drawing up a site plan showing these key items:

Power

Location/s, source/s (i.e. single/three phase), distance from power outlet to where you will need to use the power.

Shelter

Location/s, size, type, direction of openings, line of sight blockages.

Water

Location/s, type and number of outlets, wash basins.

Access/exits

Venue entry/exit points, traffic flow blocks, accessibility, stairs and ramps, vehicle access. Information on creating accessible events is available online at www.disability.wa.gov.au.

Permanent structures

Location/s, entries and exits, foyer, toilets, kitchen or catering facilities.

Floor/ground

Undulating ground, floor surface.

Parking

Location, car spaces available, accessible parking.

Fire services

Exit doors and signs, extinguishers, fire hose reels.

Other

Trees, paths, signs, roads, fire hydrants/blankets/extinguishers.

ALCOHOL

Council's Local Laws do not allow consumption of alcohol in public places without prior approval. If alcohol is to be sold, served or consumed at your event, you should first seek



approval from the Department of Racing Gaming and Liquor who are the approving authority for a liquor licence no later than 60 days prior. For more information visit www.rgl.wa.gov.au

A liquor license application may be obtained from:

Department of Racing Gaming and Liquor

87 Adelaide Terrace

Perth WA 6000

T: 9425 1888

W: www.rgl.wa.gov.au

Lodgement periods for an occasional liquor license application are:

- up to 500 people **14 days**
- between 501 and 5000 people **30 days**
- over 5000 **60 days.**

If a license to sell liquor has been approved, then a copy of the license must be forwarded to the Events team before your event goes ahead. Persons must not bring their own alcohol to be consumed on any Shire property. Alcohol must always be sold, served and consumed responsibly.

It is recommended that the event organiser makes provision for the consumption and promotion of non-alcoholic beverages and food for the duration of the event. The event organiser must have a written procedure in place for assisting intoxicated patrons and directions for bar staff regarding their obligations in relation to the serving of alcohol. Competitions that include the actual consumption of alcohol will not be granted or considered for event approval.

FIREWORKS

If planning to discharge fireworks at your event, approval is required from the Department of Mines and Petroleum (DMP). The application will be referred to the Shire of York for comment and consideration will be given to noise impacts and fire safety issues. All fireworks must be discharged by a licensed pyrotechnician who holds the appropriate Public Liability insurance with a minimum coverage of \$20 million.

MUSIC

If any music is performed at your event and your event is for commercial purposes, you will need to apply to the Australasian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA) for appropriate licenses. Contact APRA on (08)



9382 8299 and PPCA on (02) 9267 7877. In the event the music will be amplified, you may also be required to submit an application for a Regulation 18 non-complying event to the Shire's environmental health department. Further information follows in this event package.

PROCESSIONS

If your event has less than fifty people and you wish to hold a procession through the streets of York, you will need to complete an application for a Permit to hold a Public Meeting and/or Procession- Section 7 of the *Public Order in Streets Act 1984*. This application is available from and should be submitted to Western Australian Police. A copy of the approved application should be included as part of your event application submitted to the Shire.



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.

The event organiser is required to undertake a letter drop, with details of the event for those residents who are likely to be affected by unreasonable noise. ***The letter drop needs to be undertaken at least 21 days prior to the event occurring.*** The timeframe is designed to give sufficient notice to the neighbouring areas of the event taking place.

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 CEO of the Shire of York



and the Department of Environmental Regulation (DWER) under the above regulations. An application form will be given to the event organisers if the event is assessed as requiring the Regulation 18 notice.

CONSULTATION WITH THE COMMUNITY

Approximately four weeks prior to your event, you may need to contact surrounding businesses and residents to let them know the event is taking place and outline any potential affects, particularly if your event is deemed as a large event or requires a 'Approved Non-Complying Event' (Regulation 18) permit.

You must **provide a copy of the letter** mailed out with your event application, including the addresses of the residents notified and if any return responses have been received. It is good practice to send a copy of this letter to local emergency services so they are aware of any impacts that may be likely due to the event. The Shire suggest sending the letter by email to:

- WA Police
- Fire & Emergency Services (FESA)
- St John's Ambulance Service & York Hospital

The events team can provide relevant email contacts to event organisers.

FILMING

Filming (still photography, video, drone and promotional footage) is permitted within the Shire of York provided that fourteen days' notice is given, and the appropriate information provided. This includes location, duration, impact to public and residents, professional licenses and number of people involved in the filming proposed.

Applications are not required for filming short segments (no longer than three minutes) for background or souvenir purposes, providing there is no disruption to staff, customers or the general public and the footage is for personal or student use.

Where filming requires the exclusive use of a Shire venue or reserve, an application to hire the required space should also be submitted, subject to the appropriate deadlines for submission as outlined in this event package being adhered to. An email outlining the intent of the filming to occur is sufficient for the events team to consider the request.

TEMPORARY STRUCTURES

If you will be erecting any temporary structures such as marquees, stages, seating, amusement rides and jumping castles, all structures must meet Australian standards. Details should be included in your application; the Shire may ask for additional information if these structures are not being hired and installed by a professionally recognised company.



CAMPING

Some events, particularly large events can be considered to include short term camping. The Caravans, Parks and Camping Grounds Regulations 1997 permit the Shire to approve the regulation requirements for designated camping areas.

As a minimum, the Shire requires event organisers to consider the following recommendations in planning events:

- Camping sites are managed well and maintained throughout the duration of the event
- There must be easy access for patrons, service vehicles and emergency vehicles at all times
- Caravan or vehicle camping must be in a separate area to tents
- Only lightweight camping equipment is permitted
- First aid must be provided whilst the camp site is available to patrons
- Access paths used throughout the camp sites must be adequately illuminated
- Patrons must be advised of relevant camping restrictions or rules
- Facilities must be provided to allow the basic necessities such as sanitation, cooking, first aid and security
- Where on site cooking is permitted, communal cooking areas should be provided so that the hazards are contained within the designated areas
- Fires, cooking fires and camp oven fires are not permitted at any Shire buildings, reserves or parks without prior approval from the Shire of York and its relevant authorities. Penalties will apply for non-compliant fire usage at events.

ELECTRICAL REQUIREMENTS

Depending on the nature of your event and where it is to be held, electricity may be available. For large outdoor events, you are responsible for ensuring that an adequate electricity supply is available for your event, which may require supplying extra generators if necessary at your own cost. All generators, electrical cabling, switches, fuses and the like are to be kept clear of patrons.

Cabling should be relocated or covered to prevent tripping hazards and properly and safely secured. Silent generators should be used where applicable to minimise unduly noise and vibration levels.



All electrical installations (including power leads) must be appropriately tagged to and comply with current electrical safety requirements. Your event application should clearly detail the locations of power supply and electrical equipment to be used.

EVENT ASSESSMENT AND APPROVALS PROCESS

STEP 1

Contact the Shire's Events team to discuss your proposed event. A simple event application form can be sent to you to outline your proposed event in writing or the Shire's online event enquiry form can be submitted. Following receipt of your event enquiry, the Events team will go through the approval processes applicable to your event and will provide you with the necessary forms and documentation for submission.

Organisers need to allow sufficient time to obtain relevant approvals as some, particularly from other external agencies can take some time. The larger and more complex the event, the more time that will be required to obtain the necessary approvals. The Events team can provide advice on suitable timeframes depending on the complexity of your event and the different approvals required.

STEP 2

If your event involves the use of a Shire owned venue or public open space it will be necessary for you to book the venue or check its availability for your event date. Please contact the bookings team on 9641 2233, or by email records@york.wa.gov.au or check out the Shire's website to submit an online enquiry.

STEP 3

Collect all your required documents and submit for event approval. Keep all original documents for your referencing during the approvals process and submit only copies to the Shire. Originals will not be returned. Event application fees and hire fees are payable at this stage for the application to be assessed and hire venues confirmed.

STEP 4

The Events team will organise all the necessary approvals from the various Shire departments and will liaise with you on any points of clarification if needed during this time. A site visit, post event meeting and debrief meetings will also be booked at this stage.

STEP 5

The Shire will notify you by both email and phone following the assessment process and provide any conditional approvals that are applicable to your event which must be complied with. It is also at this stage where payment of hire and event fees must be finalised prior to the event approval being issued.