

# PUBLIC EVENT GUIDELINES



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Office Hours  
8:30am – 4:30pm  
Monday to Friday

## 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”

Use these guidelines to accompany the Event Notification Form to assist with completion of required fields.

NOTE: Please submit your Event Notification at least six weeks prior to the event. Extreme risk events will require a report to Council, therefore additional notice is required due to the timetable for Council meetings.

Not all of the following items may be applicable to your event. A Shire staff member will be able to advise whether your event is classified as a low, moderate, high or extreme risk event.

NOTE: *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: <i>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.</i>
How much is approval?	Please refer to the Shire’s Fees & Charges. NOTE: There is no application fee for non-commercial, community and fundraising events.
How can the Shire help?	<p><b>Risk Classification:</b> Telephone the Shire of Chittering and they will be able to ascertain this through asking a series of questions.</p> <p><b>Promotion:</b> Once your notification is submitted we can promote your event through our events calendar, web page, online newsletter and social media.</p> <p><b>Equipment:</b> The Shire has a number of items of equipment available to be lent to community groups – PA &amp; AV systems, hi-vis vests, display boards, marquees etc.</p> <p><b>Funding:</b> Community members have access to the Shire of Chittering’s Community Assistance Grants and Sponsorship. Applications open in January with submissions closing in March. Outcomes are advised in July following adoption of the Annual Budget.</p>

Electrical Items	Suppliers should provide you with insurances and certification for these items. Please ensure you retain this for your reference. Please advise whether there will be portable electric 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.
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). Please list all food suppliers and ensure they provide you with their certification and insurance, which you should retain for your reference. The Shire can provide a Temporary Food Business Application upon request. This application is free of charge.
Water	Please confirm that there is water available, noting that if there is alcohol on sale free potable water must be provided.
First Aid	Please advise if a volunteer with a current senior first aid qualification will be at the event, or whether you will have a first aid officer/post onsite. If neither, please advise of your contingency plan.
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.
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.

Alcohol	<p>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 your event. If it will be present, please advise whether it will be provided by visitors (BYO), supplied by organisers (included in the ticket price), or available for guests to purchase (cash bar). If alcohol is being sold as part of the ticket price or on a cash basis an 'Occasional Liquor Licence' will be required which can be obtained from the Department of Racing, Gaming and Liquor at <a href="http://www.rgl.wa.gov.au">www.rgl.wa.gov.au</a> or by calling 9425 1888.</p> <p>If the event is in a Shire building or on Shire property please complete and attach an Alcohol Permission Request to your notification.</p> <p>The Shire can provide copies of 'Exemption to the Liquor Control Act 1988' and the 'Occasional Licence Guide' upon request.</p>														
Police	<p>Please confirm that you have advised the local Police of your event if alcohol is to be available, as alcohol greatly increases the risk associated with your event.</p> <p>Call Gingin Police on 9575 5600</p>														
Security/Crowd Control	<p>Consider whether your event will need this noting that it can be a requirement of some approvals.</p>														
Activities	<p>Activities which include equipment and/or animals (such as bouncy castles, animal farms, pony rides and amusement rides) require the operator to supply their insurances and certification. Please ensure you retain these for your reference.</p> <p>Please list the activities/equipment including supplier/operator name that you will utilise at your event.</p>														
Entertainment	<p>Be aware that entertainers, ie live bands, amplified music, face painting, roving entertainers (clowns, fairies, mascots, bubble blowers, balloon twisters etc) should be requested to supply their insurance. Please ensure you retain this for your reference.</p> <p>Please list the entertainers you will have at your event.</p>														
Site Plan	<p>Please attach a basic site plan for any events which are not to be held in a public building. Please include the location of the following (where applicable):</p> <table border="0"> <tr> <td><input type="checkbox"/> Bins</td> <td><input type="checkbox"/> Lighting</td> </tr> <tr> <td><input type="checkbox"/> Designated Smoking Areas</td> <td><input type="checkbox"/> Parking Areas</td> </tr> <tr> <td><input type="checkbox"/> Emergency Muster Area</td> <td><input type="checkbox"/> Seating</td> </tr> <tr> <td><input type="checkbox"/> Entry/Exit Points</td> <td><input type="checkbox"/> Security/Traffic Management</td> </tr> <tr> <td><input type="checkbox"/> First Aid Post</td> <td><input type="checkbox"/> Stages</td> </tr> <tr> <td><input type="checkbox"/> Food Vendors</td> <td><input type="checkbox"/> Stalls</td> </tr> <tr> <td><input type="checkbox"/> Infrastructure</td> <td><input type="checkbox"/> Toilets</td> </tr> </table>	<input type="checkbox"/> Bins	<input type="checkbox"/> Lighting	<input type="checkbox"/> Designated Smoking Areas	<input type="checkbox"/> Parking Areas	<input type="checkbox"/> Emergency Muster Area	<input type="checkbox"/> Seating	<input type="checkbox"/> Entry/Exit Points	<input type="checkbox"/> Security/Traffic Management	<input type="checkbox"/> First Aid Post	<input type="checkbox"/> Stages	<input type="checkbox"/> Food Vendors	<input type="checkbox"/> Stalls	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Toilets
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Shelter/Lighting	<p>Please consider if you may need additional shade, shelter or lighting and advise if you are going to provide any or all of these.</p>														
Temporary Structures	<p>Marquees and stages larger than 55m<sup>2</sup> require certification. For example, a correctly erected and secured 3x3m (9m<sup>2</sup>) marquee does not require certification.</p> <p>Please advise if you will have any individual structures larger than 55m<sup>2</sup>. Further information is available upon request.</p>														
Toilets	<p>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;</p> <table border="0"> <tr> <td><u>Male Facilities</u></td> <td><u>Female Facilities</u></td> </tr> <tr> <td>2 x WC</td> <td>5 x WC</td> </tr> <tr> <td>1.5m Urinal</td> <td>1 x Hand Basin</td> </tr> <tr> <td>3 Urinals</td> <td></td> </tr> <tr> <td>1 Hand Basin</td> <td></td> </tr> </table>	<u>Male Facilities</u>	<u>Female Facilities</u>	2 x WC	5 x WC	1.5m Urinal	1 x Hand Basin	3 Urinals		1 Hand Basin					
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Risk Management Plan	<p>Whilst only events expecting more than 5,000 people requires a risk management plan, organisers of smaller events should still assess hazards and put appropriate measures in place.</p> <p>Below please find a list of items that should be considered;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Animal Incident</li> <li><input type="checkbox"/> Disability Access and Inclusion (lack of)</li> <li><input type="checkbox"/> Electrical Cabling/ Devices (unsafe)</li> <li><input type="checkbox"/> Emergency Responses/Communication</li> <li><input type="checkbox"/> Environmental Conditions (heat/storm)</li> <li><input type="checkbox"/> Fight</li> <li><input type="checkbox"/> Fire (building, bush, vehicle, food van, stall)</li> <li><input type="checkbox"/> Food Poisoning</li> <li><input type="checkbox"/> Insurance (lack of)</li> <li><input type="checkbox"/> Medical Risk</li> <li><input type="checkbox"/> Parking (inadequate)</li> <li><input type="checkbox"/> Personal injury</li> <li><input type="checkbox"/> Reticulation (accidental activation/damage)</li> <li><input type="checkbox"/> Temporary Structure (collapse/failure)</li> <li><input type="checkbox"/> Toilets (inadequate)</li> <li><input type="checkbox"/> Vehicle Accident</li> </ul>
Traffic Management	<p>If you require the condition of the road to be altered for any reason (ie slower speed or closure for alternate traffic/parking) you will need to submit a Traffic Management Plan to the Police and Shire of Chittering. This should include consultation with any residents/businesses that might be affected. This process can take up to 4 months. Please advise if you have any kind of traffic management in place.</p>
Parking	<p>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 attendance.</p> <p>If the event/venue requires traffic management or road closures please liaise with the Shire's Technical Services staff.</p>
Waste Removal	<p>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 providing recycling facilities.</p>
Accessibility	<p>Under the State and Federal law it is a legal requirement to make events accessible for people with disabilities.</p> <p>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.</p>
APRA	<p>Some events which feature music may require an APRA Licence. Generally professional entertainers will supply their own licence.</p> <p>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.</p> <p>To obtain information please visit the APRA website on <a href="http://apramcos.com.au/music-customers/licence-types/events-licences/">http://apramcos.com.au/music-customers/licence-types/events-licences/</a> or by calling 9382 8299. The Shire can provide a copy of the 'APRA Licence Guide' upon request.</p>
Insurance	<p><b>Organiser/s:</b> 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.</p> <p><b>Suppliers/stallholders:</b> 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 and stallholders provide you with a copy of their insurance. Please ensure you retain this for your reference.</p>

This form has been developed from the Department of Health Guidelines for Concerts, Events and Mass Gatherings which can be viewed at: [www.public.health.wa.gov.au/cproot/2705/2/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf](http://www.public.health.wa.gov.au/cproot/2705/2/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf)

Please contact the Shire's Principal Environmental Health Officer on 9576 4600 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.