



CITY OF GOSNELLS

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GUIDELINES FOR LARGE PUBLIC EVENTS

August 2021

Introduction

The City's Health Service is involved in the approval process for large public events held within the City. These events include concerts, fairs, organised gatherings and festivals. The event organiser must submit a "Large Public Event Application Form" at least 60 days prior to the event.

The City has prepared these guidelines to assist event organisers to:

- Minimise negative impact on nearby residents and landowners;
- Minimise health and safety risks to patrons and event staff; and
- Comply with relevant legislative requirements.

Application Process

A completed "Large Public Event Application Form" along with any other relevant documentation will be required to be received by the City at least 60 days prior to the proposed event. In addition to the information contained in the Application Form, the event organiser shall provide the following:

- A site plan that shows the following key items -
 - Access/exits: venue entry/exit points, accessibility and vehicle access;
 - Permanent and temporary structures;
 - Water: location/s, type and number of outlets;
 - Shelter: location/s, size, type and direction of openings;
 - Parking: location, car spaces available and accessible parking;
 - Fire services: exit doors and signs, extinguishers and fire hose reels; and
 - Power: Location/s, source/s (i.e. single, three phase).
- Application for Stallholder's/Trader's Permits (where food stalls and/or mobile food trucks are provided);
- COVID Event Checklist (for events between 500 and 2500 persons) or COVID-19 Event Plan (greater than 2500 persons)
- Copy of Public Liability Insurance (Certificate of Currency);
- Emergency Evacuation Plan;
- Traffic and Parking Management Plan (if appropriate);
- Risk management plan (If the event is to cater for 1000 or more patrons at any one time); and
- Copy of the completed liquor license application form (if applicable).

Note: If an event is operated in contravention of any conditions of approval or found to be unsafe or unsuitable, then the City or the Police may close the event.

City Owned Facilities and Parks

If the event is proposed to occur on City owned or controlled land or buildings a booking of the facility is required. Please contact the City's Facilities Booking Officer on 9397 3244 to make a tentative booking prior to lodging this form.

Insurance

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 City.

All buildings and contents/property shall be adequately insured on a reinstatement or replacement basis. It is the responsibility of the event organiser to ensure that the policies of insurance will respond to claims that may arise by way of events.

The event organiser should take out public liability insurance with a \$10 million minimum. The application form must be accompanied with a Certificate of Currency from the insurer if the event is being held on City land.

The event organiser must ensure that all employees are covered by appropriate Workers Compensation cover as is required by law.

Where the event organiser utilises the services of unpaid volunteers, the City at its discretion may insist that each volunteer is covered for personal accident insurance.

Risk Management Plans

Risk management plans are compulsory for events with 1000 or more patrons. The plan is to be developed in line with AS/NZS 4360 as per regulation 4 (2) of the *Health (Public Building) Regulations 1992*, and is to be submitted with the public event application.

Events with less than 1000 patrons should still assess the risks associated with their event and are encouraged to access the above guidelines for further information in planning for these risks.

COVID-19 coronavirus

Compliance with COVID-19 requirements relevant at the time of your event is required.

For up to date advice and to view the WA Government's COVID-19 Event Guidelines please visit the Department of Health's website - <https://ww2.health.wa.gov.au/>

Notification of Emergency Services

The event organiser shall contact Local Police, St John Ambulance, Departments of Fire and Emergency Services (DFES) and Armadale Hospital to notify them of the event and provide full details at least 14 days prior.

Emergency Evacuation

Emergency exits shall be unobstructed and remain unlocked at all times during the event.

An emergency evacuation plan is to be developed. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan.

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.

The table below is a suggested guide to the number of first aiders and posts per number of patrons 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

Emergency vehicles must be able to access the whole site at all times.

Security and Crowd Control

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.

Patron numbers shall be counted and be provided to a Council Officer at any time on demand.

Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.

Advertising

The event organiser is not to advertise the event by the use of billposters or any other means contrary to the Litter Act.

Signage may require City approval. All enquiries regarding signage should be directed to the City's Planning Services on 9397 3000. All signs are to be removed within 24 hours of the completion of the event.

Electrical Installations (including Temporary)

All electrical installations must comply with the supply authority or Office of Energy requirements, AS 3000, AS 3002.

All electrical outlets and electrically operated equipment must be protected by a residual current device (safety switch). All electrical leads running along the ground are to be covered and secured to prevent tripping hazards.

Access for People with Disabilities

The event organiser shall ensure an accessible venue and accessible toilet facilities.

Further advice regarding accessibility when planning your event can be found on the Disability Services Commission website at www.disability.wa.gov.au

Toilets

The event organiser shall ensure that toilet facilities are provided in accordance with the following requirements.

Toilet provision requirements for events with up to 5,000 people are expected to attend, where alcohol is NOT available:

Patrons	Males			Females	
500	1 WC	2 Urinals	2 Hand Basins	6 WC	2 Hand Basins
1000	2 WC	4 Urinals	4 Hand Basins	9 WC	4 Hand Basins
2000	3 WC	8 Urinals	6 Hand Basins	12 WC	6 Hand Basins
3000	4 WC	15 Urinals	10 Hand Basins	18 WC	9 Hand Basins
5000	5 WC	25 Urinals	17 Hand Basins	30 WC	15 Hand Basins

Events that are licensed to sell alcohol where no more than 5,000 people are expected to attend:

Patrons	Males			Females	
500	3 WC	8 Urinals	2 Hand Basins	13 WC	2 Hand Basins
1000	5 WC	10 Urinals	4 Hand Basins	16 WC	4 Hand Basins
2000	9 WC	15 Urinals	6 Hand Basins	18 WC	6 Hand Basins
3000	10 WC	18 Urinals	10 Hand Basins	20 WC	10 Hand Basins
5000	12 WC	25 Urinals	17 Hand Basins	33 WC	17 Hand Basins

For all events, at least one unisex disabled toilet is required to be provided at each venue.

Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the event to pump out the toilets as required.

Toilets are to be checked regularly during the event to ensure that they are clean and that all consumables are readily available to patrons using them. Toilets are to be cleaned as required

Adequate artificial lighting is to be provided for toilets for events occurring during hours of darkness.

Directional signage to toilets must be provided and signage must be visible.
Please contact the City for toilet provision requirements for events expecting more than 5,000 attendees.

Parking and Transport

The parking of vehicles shall comply with the City of Gosnells *Parking Local Law 2012*.

A Traffic and/or Parking Management Plan will be required for events that impact on the safe and efficient use of roads that could create a potential hazard or delay. Event organisers are required complete the relevant application forms 6 weeks prior to the planned event.

Further Information can be found on the Street Events information page of the City's website at - [http://www.gosnells.wa.gov.au/Your property/In your street/Street events](http://www.gosnells.wa.gov.au/Your_property/In_your_street/Street_events)

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.

A letter drop, with details of the event, is recommended for those residents who are likely to be affected by noise.

Security should be in place to encourage patrons to leave in a reasonable and quiet manner.

Food

All food vehicles, temporary food premises (stalls) and vehicles intending to operate on the day are subject to the City's *Thoroughfares and Public Places Local Law 2012* and are each required to submit a separate application for each stallholder's/trader's permit.

Contact the City's Health Service for further information on 9397 3000. All applications must be received at least 14 days prior to the event otherwise a permit will not be issued.

All potentially hazardous food must be prepared in a registered food business or an approved temporary stall on the day.

It is recommended that food handlers complete the "I'm Alert Online Food Safety Training" program available free via the City of Gosnells website at www.gosnells.wa.gov.au

Provision of Water

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

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

The City 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.

Provision of Alcohol

Where a liquor licence is required the event organiser shall provide details of the proposed liquor licence to the City for consideration no later than 30 days prior to the event. Copies of the licence shall be provided to the City no later than 72 hours prior to the event.

The Department of Racing Gaming and Liquor is the approving authority for a liquor licence. Further information can be found on the website at 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 supplies of non-alcoholic and low-alcohol beverages and food run out the sale of alcoholic beverages shall cease immediately.

The pricing of drinks shall be proportional to the alcohol content of the drink.

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

The event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the serving of alcohol.

Fireworks

Approval is required to be obtained from the Department of Mines and Petroleum (DMP) to discharge fireworks. The application will be referred to the City of Gosnells for comment and consideration will be given to noise impacts and fire safety issues.

Waste Disposal

The event organiser will be responsible for the collection, removal and disposal of all rubbish from the venue, public areas and surrounding streets. All rubbish is to be removed within 24 hours of the event.

Adequate bins are to be provided for patrons. For large ongoing events clean-up operations may be required during the event.

If additional City supplied bins are required arrangements are to be made with City's Waste Services on 9397 3000. A fee will be incurred of \$19.00 per bin for up to 12 bins, and \$29.00 per bin for 13 to 24 bins.

Access by Council Staff

The event organisers will ensure that authorised Council staff have access to the whole venue via the issuing of a tickets or having the officer's name recorded at the door.

Summary of Timeframes

Application	Minimum timeframe for lodgement prior to the event	Relevant City of Gosnells department
Large Public Event Application Form	60 days	Health Services – 9397 3000
Booking Application Form for City owned venues	60 days	Bookings – 9397 3244
Traffic Management Plan	6 weeks	Technical Services – 9397 3251
Liquor Licence	30 days	Health Services – 9397 3000
Stallholder's/Trader's Permit	14 days	Health Services – 9397 3000
Additional City supplied bins	14 days	Waste Services – 9397 3000

Useful Websites

City of Gosnells	www.gosnells.wa.gov.au
Disability Services Commission	www.disability.wa.gov.au
Department of Racing Gaming and Liquor is the approving authority for a liquor licence	www.rgl.wa.gov.au