



Shire of East Pilbara

Event Factsheet One: How to develop an Event Plan

If you are considering holding a public event within the Shire of East Pilbara you should initially contact the Shire's Events Officer who will be able to give guidance on how to proceed. Phone (08) 9175 8000.

Public Events should be planned months in advance from the event start date. As good practice, an Event Plan should be developed for all events no matter how small as it will help to identify things that you may not have thought of. An Event Plan may be required to support your application to the Shire of East Pilbara for an Event Permit. All public events require an Event permit. The Shire has produced the following Factsheets to assist you.

- Factsheet 1 How to develop an Event Plan
- Factsheet 2 How to develop a Risk Management Plan
- Factsheet 3 How to develop a Waste Management Plan
- Factsheet 4 Events with Food and Beverages
- Factsheet 5 Events with Music
- Factsheet 6 Holding an Event on Shire Property or Public open space
- Factsheet 7 How to apply for Funding

Essential information

When lodging an application for an Event permit, it is essential that the event applicant provides the following information, which forms part of the overall Event Plan.

- Application form
- Contact list including event management contact and stakeholders
- Public Liability Insurance or Certificate of Currency
- Risk Management Plan
- Site plan
- Running sheet – (including bump-in/bump-out and event timings);
- Traffic and Transport Management Plan (when applicable)
- Waste Management Plan. (when applicable)

Please note that there are many other requirements that you may need to consider and submit depending on the size and type of the event you are holding. Contact the Shire of East Pilbara's Coordinator Events for an initial discussion about your event.

EVENT PLAN

An event organiser is responsible for compiling an Event Plan and submitting a draft at the beginning of the application process. The Shire's Events Officer will inform you of any additional paperwork required to assist the Shire in determining that appropriate planning has been established and all risks have been taken into consideration. The size, scope and complexity of an event will determine what elements to include in the Event Plan.

Information in your Event Plan should include but is not limited to:

Contact List

It is necessary to put together a list of all your key contacts for your event, including your staff, your volunteers, contractors, stakeholders and those from public authorities. It is also essential to add in any emergency contact details, including but not limited to 000.

Emergency and Risk Management

Any event, regardless of size, will have risks associated with it and it is important that the event organiser has given consideration to potential risks and importantly, the measures that will help mitigate the risk. The Shire of East Pilbara requires all events to undertake a risk analysis to ensure that you manage and control the risks posed by your event. The Event Plan must include identification and measurement of the risks associated with the event, together with the proposed management and mitigation strategies of those risks.

If your event is large or complex, a number of emergency services may need to be present. You may also need to develop an emergency response plan in consultation with the WA Police, St Johns Ambulance WA and local Fire Brigade.

The Risk Management Standard ISO31000:2009 was introduced in December 2009 for assessing risks associated with events. This international standard replaced Australian/New Zealand Standard 4360:2004. Event organisers should ensure they are familiar with the ISO standard.

The Shire's Event Factsheet 2 provides further information on how to develop a Risk Management Plan.

It is the applicant's responsibility to develop and provide an appropriate risk assessment for consideration by the Shire since legal ramifications may exist should the Shire do this assessment for them or be seen or expected to provide such a process for the applicants.

Site Plan, Infrastructure and facilities

All infrastructure and facilities to be brought onsite for your event, including marquees, banners, barricades, site sheds, amusement rides, toilets, water facilities and stalls etc. must be listed on your infrastructure and facilities list as well as marked on your site plan. Careful placement of infrastructure needs to be considered to avoid creating crowd issues or damage to the site and Shire assets. Please also ensure that you include the dimensions and weight loadings where applicable.

Event Running Sheet

A running sheet sets the timing and sequence of your event so that you, the Shire's Events Officer and other key stakeholders know what is happening and when. A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

Traffic Management Plan

For road closures or traffic stoppages (block and holds), the Shire of East Pilbara will require the submission of an approved Traffic Management Plan, the Coordinator Events can assist you with circulating your traffic management plan to the appropriate parties.

For further information on requirements for a Traffic Management Plan please contact the Shire's Manager of Technical Services.

Waste Management Plan

You will need to produce and implement a Waste Management Plan for your event and include it in your Event Plan. This is required to minimise the impact of your event on the town. As events have the potential to draw increased crowds to streets, parks and other public spaces, this puts extra demand on the Shire of East Pilbara usual public litter and recycling bins and street cleaning services. It is your responsibility to assess your event and arrange for suitable street cleaning and waste collection.

Further information on how to produce a Waste Management Plan is available in the Shire's Event Factsheet 3 or from the Shire's Events Officer.

Toilet facilities

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women require more facilities than men) and the event duration. For more information please discuss this with the Events Officer.

Drinking water facilities and access

Events must cater for the health and comfort of patrons. Under the *Building Code of Australia*, event organisers must provide one drinking fountain or drinking tap for every 200 patrons or part thereof. Drinking water should be made freely available or if not feasible, at a cost lower than the lowest price of any other drink sold to patrons. The location of drinking water facilities must be clearly indicated via directional signage.

Power and lighting

Requirements for power and lighting must be clearly outlined in the Event Plan. The plan must include locations and source of power, details of certified electricians or generator companies engaged for the event, a contingency plan in the event of a power blackout and details of how lighting will be provided to ensure the safe access and egress into the event precinct. A licensed electrician must complete Form 5 'Certificate of Electrical Compliance' when installations are complete. The form must be submitted to the Shire at least 6 hours prior to commencement of the event.

Temporary Structures

Requirements for erecting temporary buildings such as large marquees, stages, spectator stands and similar facilities should be discussed with **Development Services – Building**. A Structural Engineer's certification may be required depending on the structure size, use and location.

There are three (3) Public Building forms you will need to consider when erecting a temporary structure. The Events Officer at the Shire of East Pilbara can provide these forms should you require them. You will need to complete a Public Building Form if you are:

- a. Planning to construct a temporary structure or extend a pre-existing public building for a purpose outside of its Public Building certificate, at your event which is prescribed to the above description.
- b. Have received approval by the Shire of East Pilbara to construct/alter a temporary structure and are awaiting final approval by the Shire of East Pilbara to allow patrons to utilise temporary structure at your event.
- c. Where there is an existing Certificate of Approval for a venue, an application for a variation of a Certificate of Approval will be required if there is a change of use and increased capacity to accommodate an event for which the building has not yet been approved.

Temporary structures – siting approval

The Supervisor Parks and Gardens is to be consulted if digging or driving stakes into Council grounds is necessary. Organisers will be held liable for any damage to underground services such as reticulation resulting from a failure to obtain permission for such actions. It is the organiser's responsibility to ensure that rides, amusements and the like comply with Regulation 4.52 of the Occupational Safety and Health Regulations 1996.

Parks and Gardens

The Shire of East Pilbara manages a number of the parks and gardens located in the municipality. These public spaces are environmentally sensitive and as such need to be protected where possible.

All events requiring access to Shire Parks and Gardens must liaise with Works Supervisor - Parks and Gardens to ensure all infrastructure and facilities are appropriately placed and approved for use in these areas. The Event Manager is required to arrange payment of an Oval Bond fee prior to the event, where an oval bond fee will apply. No event management teams are allowed access on council ovals unless the Works Supervisor- Parks and Gardens has been contacted.

Please refer to the Shire's Event Factsheet 6 for further information regarding holding an event in any public open space.

Food and Beverages

A key responsibility of the Shire of East Pilbara Developmental Services (Health) is to monitor and inspect businesses/not for profit organisations to ensure compliance with the Food Act 2008 and

local laws. As such, event organisers who have food vendors at their event are subject to these same conditions and are required to ensure that all vendors as part of their event are registered or have notified with the Shire of East Pilbara or another council within the state of WA. These requirements relate to all food operations where any food or beverage is intended to be sold or given away as part of a charity, service organisation, fund raising, and sporting, promotional or commercial event.

Further information on organising an event that includes Food & Beverages is contained in the Shires Events Factsheet 4.

Details should be included in your Event Plan.

Temporary Food Premises

To operate Temporary Food Premises all commercial vendors must hold WA Food Registration. If you are from interstate or overseas you must apply to Technical Services- Development Services (Health) for Registration under the Food Act 2008. All not for profit organisations must notify the Shire of East Pilbara to assess the level of risk associated to food being handled. Temporary food premises are inspected by Shire of East Pilbara officers to ensure compliance with legislative requirements. An inspection can take place before and during your event. For further information speak to the Shire's Events Officer.

An application form for a food premise/trader's permit is available on the Shire's website www.eastpilbara.wa.gov.au under 'Local Laws' then 'Applications and Permits'.

A Temporary Food Premises is an arrangement of equipment and appliances where food is prepared and/or sold and is intended to be dismantled or moved intact. It includes mobile food units, demountable stalls, tents and the like in the open or in another building or structure used for the purpose of selling any article of food and any area adjacent thereto.

Alcohol- Liquor Licensing

Consumption of alcohol at events held on Council controlled land and facilities need approval by the Shire of East Pilbara. The Shires Events Factsheet 4 gives further information and appropriate application forms.

For more information, visit www.rgl.wa.gov.au or call 08 9425 1888. Evidence of your Liquor Licence will be required by the Shire of East Pilbara. Please note that approval of a Liquor Licence is not approval for your event, nor does an event permit guarantee you will receive a Liquor License.

If you intend to serve but not sell alcohol, you may not require a liquor licence, however it is always best to check with Racing, Gaming and Liquor WA for the latest information.

Details of approvals should be in your Event Plan.

Noise Management and Music

Managing noise levels is an important part of the Shire of East Pilbara commitment to providing a liveable, supportive environment for all.

All events must comply with the Environmental Protection (Noise) Regulation 1997. If amplified equipment such as stereos, musical instruments, PA systems, generators or similar are to be used, consideration must be given to locating the equipment to minimise the disturbance to neighbours. It is also recommended that nearby residents be notified (via mail drop) of the event at least 7 days prior to the event.

Detail how you intend to manage noise in your Event Plan. The Shire's Events Factsheet 5 provides further details.

Amusement Rides

Amusement rides must comply with Australian Standard 3533 and be inspected and maintained by a competent person. Annual inspections of structures and regular maintenance should be recorded in a logbook. The applicant should ensure each operator has an up to date logbook which complies with the Occupational Safety and Health Regulations 1996, Regulation 4.52 Amusement Structures.

Detail all amusement rides in your Event Plan.

Crowd control and security

Council require the use of licensed crowd controllers and security officers for certain high risk events, particularly concerts involving large crowds and alcohol consumption. The Events Officer can advise you further on what you will be required to provide.

Detail your crowd control and security measures in your Event Plan.

Laser and Pyrotechnics

Use of lasers must be in accordance with the Radiation Safety Act 1975. Pyrotechnics require the approval of Council, the Police and the Department of Mining and Petroleum WA. Scheduled pyrotechnic displays will only be permitted to proceed where conditions regarding parameters such as wind strength, wind direction, fire warnings and exclusion zones can be met. These parameters are to be clearly established by prior consultation with the Department of Mines and Petroleum WA in which all applications must be signed off by the Shire CEO. www.dmp.wa.gov.au/ResourcesSafety

An application for a fireworks event permit must be completed by a licensed fireworks contractor containing a fireworks event notice. The fireworks event notice is to be approved and/or acknowledged by:

- Department of Fire & Emergency Services (DFES)
- The relevant Local Government Authority (LGA)
- Local Police
- Airport Manager if necessary

The completed application for a fireworks event permit is to be forwarded to the Department of Mines & Petroleum – Resources Safety Section for their approval and issuance of a fireworks event permit.

Detail any Laser and Pyrotechnics shows that you are going to hold in your Events Plan.

Camping at an event

Application must be made to the Shire if you would like camping at your event that is other than a caravan park and for more than 3 days. This will be assessed by Manager Development Services and you will receive a written notification of approval/disapproval.

Detail camping requirements in your Events Plan.

Stakeholder Consultation

You need to identify who your stakeholders are. These could be sponsors, suppliers, owners of neighbouring premises or local retailers. You need to write to them when you have decided to hold your event and advise them of the time and date and what the event will entail. Seek feedback from them regarding the event. A follow up notification letter will also need to be sent, one week prior to the event start date, once an Event Permit has been issued (when event plans are confirmed and approved).

The Shire's Events Officer will be able to assist you to identify the stakeholders to be included in your distribution. Detail the consultation that you have undertaken in your Events Plan.