

# Shire of Esperance



# Planning your Event

## INFORMATION AND GUIDE FOR APPLICANTS

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## **Guidelines for Events, Organised Gatherings and Concerts**

The Shire of Esperance Information and Guidelines aims to enhance efficiency for the Shire and the event organiser in the event approval process.

This package has been developed as a practical guide alerting you to the procedures to be followed and permits to be obtained in order to gain approval to hold your event.

In this package you will find the following:

- The application and approval process;
- Details on gaining approval for your event
- Guide template to help you complete the application

### **What will we do to help you?**

Our approach to customer service means that we aim to provide a one-stop approach in all our dealings with customers. An officer of the Shire of Esperance will guide you through the application process towards satisfactory completion of requirements and will forward you a Certificate of Approval to proceed with the event.

### **What you can do to help us**

Provide for approval: Final event plan; Required certificates; Final risk management plans and Final evacuation plans, no less than one week prior to the event taking place. You are encouraged to submit draft plans at least 5 week earlier. This will assist us and you identify gaps in the planning.

Ensure that you fully inform the Shire of any delays, concerns or issues that you may have in obtaining approved licences, insurance or other required documentation.

### **Note:**

Failure to provide documentation, certificates and or licences within required times may result in non approval of the event.

**You may not proceed with the event until the letter of approval is received and all conditions outlined are met.**

In considering the application, the Shire will have regard to the likely impact on residents:

- Noise or nuisance from patrons of the event and/or the event itself;
- The number of events at a venue in a 12 month period;
- The type of music; and
- The “community minded” attitude of the promoters

If Council's ovals/grounds are to be used, fees and charges may be levied. Such fees or charges are to be paid prior to the event. Shire of Esperance staff may take photos of sites pre and post event to monitor if any damage has been done.

## What is a public event?

A public event is an event in a certain place during a particular interval of time for public attendance. For the purposes of these guidelines, a public event is defined as an event occurring at a temporary venue or a fixed venue normally authorised for other types of events and occurs regularly, as a one-off or on an irregular basis.

In general the full package would not apply to an event where the number of participants and spectators is less than 1,000 people, unless held in an area deemed to be especially sensitive with regard to: the nature of the physical environment or due to traffic/parking issues e.g. involving a road or carpark closure. However all events must have compliance with a number of items. The Shire Officer will assist you in identifying which are applicable to you.

Examples of public events include:

- art shows
- circuses
- festivals or promotional events held in parks / sporting venues
- fetes, fairs, carnivals
- food and wine festivals
- music performance or concerts
- outdoor theatre and cinema
- parades
- public functions
- sporting activities (ie Grand final events, invitational events etc)

## Gaining Approval to Hold your Event

As the event organisers, you are responsible for arranging and ensuring that approvals have been sought and gained from the Shire and other relevant authorities prior to the event proceeding.

Depending on the size of your event you will be required to address some or all of the following items in relation to your event. We will assist and guide you in determining which items are relevant to your event.

- 
- Details of event
  - Venue
  - Hazard analysis and risk management
  - Pre-event planning
  - Key stakeholders
  - Insurance
  - Administrative issues
  - Site plan
  - Event promotion
  - Signs & advertising
  - Sun protection
  - Road closure / traffic control
  - Parking
  - Provision of food
  - Safe supply & consumption of alcohol
  - Waste disposal
  - Ticket sales
  - Noise
  - Drinking water supplied
  - Power /gas
  - Toilets / ablutions
  - Shelter
  - Emergency services
  - First aid
  - Security / crowd control
  - Fireworks
  - Entertainment
  - Building and structural requirements

## Shire of Esperance Contact Telephone Numbers:

Development Services Project Officer	9071 0627
Environmental Health Services	9071 0676
Parks and Gardens Supervisor	9083 1524
Manager Building Services	9071 0641
Waste Management (Contractor)	0458 712 079
Director, Engineering Services	9071 0688
Works Depot	9071 0681
Director, Community Services	9071 0654

## Other Useful Contact Telephone Numbers:

Esperance Police	9071 1900
State Emergency Services (SES)	9071 1697
St Johns Ambulance	9071 1618
Fire and Emergency Services	9071 3393
Dial before you dig	1100
Main Roads Western Australia	1800 013 314
Clerk of Courts (for Occasional Liquor Licenses)	9071 2444

So good luck! We trust you find this package useful and we look forward to working with you.

## **1. Application Information**

Details of the applicant, the organisation (if applicable) Incorporation number, Insurance details, contact telephone, email, mobile, whether the event is considered to be high medium or low impact.

The Shire must be advised if the event is for commercial gain, a benefit or charity etc. This information is used to determine charges on certain facilities including mobile stage hire.

## **2. Location of the Event**

If you intend to have your event on Council property you may need to book the grounds / facilities **8 weeks in advance**. You may also need to complete a ground booking form. Fees may apply.

For bookings of grounds / facilities or suggestions as to which facility may be suitable for your event, contact the Development Services Project Officer on 9071 0627.

Council reserves the right to determine the bond on an event-specific basis for the hire of Council Grounds/Facilities.

Upon booking your preferred location, please request that if the sprinklers are on automatic timing, they be shut down for the duration of your event. This should be arranged through the Engineering Department on 9071 0637.

Should there be a known user of the ground, for example a Sporting Club, you must consult with the club or association and seek a letter of support from them for your event.

## **3. Entertainment**

The event organiser is to advise the Shire if entertainment will be provided at the event. This includes the type of entertainment and the band/s playing (if any) and the target audience.

This information will assist the Shire in determining the best location for your event, the preferred layout of the event, the target audience of the event etc.

## **4. Time Frame of the Event**

Event organisers are required to advise the Shire of the time frame of the event and the additional time required to set up, dismantle and clean up the site.

The time frame of the event will have effect on such things as toilet requirements and waste requirements.

## **5. Expected Attendance**

The event organiser is required to provide an estimated attendance for the event to the Shire. This information assists in determining such things as waste requirements, toilet requirements, security, first aid etc.

The event organiser must limit the number of patrons admitted to the event to the number specified in the application. Variation to increase the number of patrons on the day of the event should not be expected to gain approval. It is be advisable to have back up plans in place should this occur ie increase emptying of portable toilets etc.

## **6. Insurance / Public Liability**

All insurance is the responsibility of the promoter and no claims whatsoever shall be made against the Shire of Esperance or the Shire of Esperance staff.

The event organiser must have arranged Public Liability Insurance to the value of \$10,000,000 (minimum). The Shire of Esperance to be included in definition of the insured or named as an

interested party. It is Shire procedure that your Certificate of Currency be sighted by Shire's Insurance Broker prior to the event.

Please arrange for the sighting of this certificate with the Development Services Project Officer on 9071 0627. Please allow at least one week turnaround for sighting of the certificate.

If you don't have public liability and if your club or organisation is a 'not for profit' you might like to visit: [www.lgiswa.com.au](http://www.lgiswa.com.au) Ph: 9483 8888 for information on Community Group Insurance Services or [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) Ph 1300 853 800

## **7. Provision of Toilets**

The provision of toilets is the event organiser's responsibility. For an accurate assessment as to the number of toilet facilities your event will require, please see page 18 for details, or contact Environmental Health on 9071 0676.

The provision of toilets and emergency exits are key factors in limiting patron numbers. The number of toilets required may be adjusted if the event has unusual characteristics i.e. large proportion of patrons leaving the venue for a considerable time span.

Some locations have existing toilets at the site. These toilets can be taken into account when determining the numbers of additional (if any) toilets are required to stage. You are able to determine if there are existing toilets at your preferred location by contacting Health Services on 9071 0676. You are responsible for the cleaning of these ablution facilities upon conclusion of your event.

The following is a guide for minimum standards to be applied.

- Toilet facilities for staff are to be separate from those provided for patrons;
- Provision of toilets for disabled patrons;
- Directional signage must be provided to the toilets.
- Septic systems will have to be emptied pre and post event. Capacities of each ablution block system need to be checked with the Environment Health Services Department. In some cases the septic systems will have to be marked to prevent vehicles driving and marquees being erected over them.
- If your event runs into the evening (after 6pm) sufficient lighting is to be provided to each toilet. Torches or kero lamps are not acceptable.
- You will also need to request through the Environment Health Services Department on 9071 0676 that the existing toilets at the location be left open until conclusion of the event. A fee will be incurred for this service and you will be responsible for ensuring the facilities remain clean and tidy during and after the event.
- When additional temporary toilets are required then satisfactory arrangements should be made for their servicing. It should be noted that the supplying companies provide limited toilet paper; additional toilet paper will need to be provided by the event organiser.
- All toilets must be kept cleaned and serviceable by the event organisers throughout the event.

## **8. Waste and Litter Requirements**

All events will require additional waste management requirements; the event organiser is solely responsible for ensuring that these provisions are in place. Requirements for safe syringe disposal must also be met.

The Shire's Waste Contractor is able to supply, empty and remove Sulo Bins, at a charge, for the event.

The clean-up after your event must occur within 24 hours of the completion of the event. Should this not occur then the cost to clean up the venue will be deducted from any bond that you have paid.



Please contact the Shire's Contractor at least 5 weeks prior to the event to arrange waste management requirements on 0458 712 079.

Compliance with the requirements of the Litter Act is essential. This will include collection and removal of all litter occurring at/or in the vicinity of the entry/exits to the venue. Additional refuse receptacles to be provided in these areas.

All areas are required to be left in a clean and tidy manner. If the area is left in an untidy state your organisation/individual will be responsible for the cost of the Shire cleaning the area.

## **9. Liquor (consumption or sale)**

If you intend to sell liquor you are required to apply for a Liquor Licence through the Department of Liquor and Gaming. The web site is very informative and will direct you as to what is required for a Liquor license.

If you intend to sell or provide liquor on Council owned property, you must complete a Shire of Esperance "Permit to Consume Alcohol" and lodge it with the Shire's Community Services Department for approval.

If a licence to sell liquor is approved the licensee should ensure that the details of the proposed liquor licence are forwarded to the Shire at least four weeks prior to the event.

Provision of food and free water (not just from an ablution facility) is a requirement if you are selling or supplying alcohol.

The Shire of Esperance actively promotes responsible serving and consuming of alcoholic beverages and would expect promoters to act as Responsible Hosts. For further information please contact Health Promotion Team, Esperance Community Health on 9071 0756

## **10. Electricity**

The event organiser is responsible for arranging the supply and installation (if required) of electricity for the event. All cables must be tagged. A certificate of electrical compliance is to be signed off by electrician or contractor under electricians licence.

Please note that all electricity cables must be protected from weather and to be laid UNDERGROUND or OVERHEAD.

Please liaise with the Shire's Parks and Gardens Department for the installation of UNDERGROUND electricity on 9083 1524. To minimise damage to utility services the Electricity, Water and Gas utility service businesses, contact 1100 (Dial before you dig) to find out the location of any gas, water and electricity line/facility in the vicinity.

Generators, electrical cabling, switches, fuses and the like should be kept clear of patrons or properly and safely secured. Generators should not contribute unduly to noise or vibration levels.

## **11. Police, Fire & Emergency Services**

Event organisers MUST advise the following organisations of the event, including the time frame for the event;

- Police 9071 1900
- Fire & Emergency Services (FESA) 9071 3393

In case of an emergency the event organiser should ensure he/she has easy access to a mobile telephone and emergency numbers are kept on hand.

## 12. Provision of Water

Mains water supply should be freely available and accessible to event patrons. This is the responsibility of the event organiser to arrange and make available.

If the event is not being staged close to a mains outlet, you must make adequate arrangements for the provision of water.

## 13. Plan and Layout of Event

The event organiser is required to provide a detailed layout of the event in the application including the following;

- Stage(s)
- Speakers
- Electricity cables (indicate if underground or overhead)
- Seating (if available)
- Fenced off area (if applicable)
- Food Stalls (if applicable)
- Sale or consumption of alcohol restricted area (if applicable)
- First Aid Post
- Location of marquees, tents or the like (if applicable)
- Location of additional toilet facilities
- Emergency Exits and
- Emergency Vehicle Access
- Lighting (eg towers, existing, adequate radius)
- Parking

If you require a site map of Shire grounds, please contact the Engineering Department on 9071 0637 to arrange.

For a fee, the Shire can provide cadastral plans showing the approximate location of mains lines.

## 14. Erection of Marquees / Tents / Amusement Rides / Structures

Erecting marquees, tents, amusement rides or other structures requiring posts to be put in the ground to secure, you may need to contact and arrange a meeting with the Shire's Engineering Department. Posts have the potential to damage underground reticulation systems causing considerable damage. To overcome this, a representative from Engineering will meet you on-site to discuss your proposal. They will then mark out where the reticulation runs in the area with spray paint and this will enable you to erect the marquees/tents without damaging the reticulation system.

If you damage the reticulation system you will be responsible for the cost of the repair to the system.

## 15. Public Building Compliance

The Shire's Environmental Health Department and Building Department will determine if Public Building compliance is required for your structure. Attached to the back of this program is an information sheet that briefly outlines some of the building requirements that will need to be adhered to. The following approval forms may need to be completed and submitted.

Public Buildings, includes exit signs

- A Practising Structural Engineer's Certificate of Compliance for all temporary stage and lighting grids or stations; and
- A certificate of Electrical Compliance in the form of Schedule 2 (Form 5) of the Health (Public Buildings) Regulations 1992

Consideration must be made regarding the following items:

- Lighting
- Electrical leads and portable outlets
- Exit signs
- Electrical installations, weather protection eg rain
- Fire fighting equipment
- Spectator stands, stages and lighting rigs
- Noise
- Lasers
- Fireworks / pyrotechnics
- Rides and simulators

Once approved, the organiser must make an appointment prior to the event with the relevant officers to have the Building inspected.

## **16. Organisers Previous Experience**

The event organiser is to advise the Shire of their previous experience in similar events, together with letters of reference or referees. Comments from other local governments or the police are especially welcome.

## **17. Parking**

If you are expecting to experience parking problems at the location of the event, you will need to arrange additional parking with the Shire's Engineering Department on 9071 0666. This is an important note and should not be overlooked in your planning.

At all times, you are encouraged to actively promote the use of alternative transport.

## **18. First Aid**

The event organiser should provide first aid facilities relevant to the size of event or expected patronage. St Johns Ambulance requires four weeks notice and suggest the following for each 1,000 patrons – 2 qualified First Aiders & 1 First Aid Post/Room.

## **19. Provision of Food**

If you intend to sell or supply food at the event you are required to apply for a Temporary Food Permit. A fee may apply to this Licence

Application forms can be obtained from the Environmental Health Department by calling 9071 676

This application needs to be lodged with the Shire at least 5 weeks prior to the event.

It is highly recommended that, in accordance with the Responsible Host provisions, food be available where liquor is being consumed.

## **20. Traffic Management Plan / Road Closures / Signs**

Road Closure forms are available at the Esperance Police Station or by contacting 9071 1900. These forms must be completed by the organiser and approved by the Shire and Main Roads Department, prior to being lodged with the Police (traffic section) for approval.

Road closures must be advertised, at a cost to the applicant. This is to be arranged by the applicant with the Shire's Executive Manager Engineering Services on 9071 0688

Where applicable, staff will advise if approval is subject to the applicant providing a traffic management plan, to be conducted by an accredited traffic management company. Qualified traffic management personnel will be required to carry out road closures on the day of the event.

## Traffic Management Signs

Signs can be applied for to enable community groups to provide safe venues. Contact the Shire of Esperance Depot on 9071 0681 for further information.

Qualified traffic management personnel only can erect traffic signs. For large events please contact a Road Traffic Management Organisation.

All applications must be lodged at least 6 weeks prior to the event.

## 21. Fireworks

The discharging of fireworks will require completion of a permit and approval signed by:

- Department of Minerals and Energy
- Police;
- FESA and
- Shire of Esperance

Upon approval, you must notify the SES and Fire Brigade and Esperance airport that you are having fireworks. Conditions apply i.e. fencing and patrolling around the perimeter of the fireworks working area. For further details, please contact the FESA on 9071 3393. Your Fireworks contractor will be able to offer assistance in obtaining the appropriate permits and approvals.

Fire fighting equipment must be present at the site of the event / fireworks.

The following items must be addressed in full by the event coordinator as part of this application;

- Contractor's details and current certificate of currency.
- Completed/approved Dept Minerals and Energy Application form.
- Mud Map – showing safety distances from buildings, fence perimeter, public gatherings, parking, and emergency vehicle access routes.
- Fence construction (avoiding reticulation) method and materials.
- Number of fence patrollers.
- Number of extinguishers (min of 3 three).
- Your event must be advertised one (1) week in advance of the date of the event.
- You must deliver one (1) week in advance to all surrounding streets, a notice of your event and emergency numbers to contact. The notice must advise people of the time of the firing and the duration and advising them to tie up their dogs safely.
- Set off a flare prior to the firing of the works to demonstrate to the public the fall out area and announce that to stay there is at their own risk.
- Spent fireworks and their remains must be disposed of in a flame proof and lockable metal bin. Plastic bins are not acceptable.
- To avoid scavenging, at the conclusion of the event, the event organiser is responsible to ensure that all waste generated by fireworks has been locked securely in the metal bin. Fireworks disposal bins must be removed from the event site within 24 hours of the conclusion of the display. Fireworks disposal bins must not be stored within 5 metres of a building or structure.

**As event coordinator you are responsible for the entirety of your event (eg letter drop, bins, fence patrollers etc). These tasks cannot be transferred to the Fireworks contractors.**

## 22. Mobile Stage Booking

If you would like to hire the Shire's mobile stage, please contact the Esperance Civic Centre on 9083 1566 at least 5 weeks prior to the event.

Please note that delivery and pick up of the Mobile stage can only occur during set times.

The nominated person of your organisation will be responsible for the mobile stage and to ensure all articles attached are returned in the condition in which you received them.

## **23. Fencing the Area Off**

You may consider fencing off certain areas to either restrict or control public access. For example if you are holding an event in close proximity to a railway you should fence off the area between the railway and the site in an effort to control the public from wandering onto the track.

Contact the Building Department on 9071 0641 for details on the type of fencing required.

## **24. Disabled Access**

The Shire of Esperance requires promoters to provide access for the disabled, including toilet and parking facilities.

## **25. Evacuation Plans**

The event organiser is required to formulate an Evacuation Plan as per the Health (Public Buildings) Regulations 1992. All staff (including security) are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures.

Please liaise with Environmental Health Department in relation to this matter on 9071 0646

## **26. Risk Management Plan**

A list of realistic and possible risks are to be stated and the prevention and treatment actions to be included. For example backup plans for weather or excessive attendance over identified numbers.

In receiving applications for medium or high impact events the Shire expects the risk management plan considers the following elements for risk management;

- A** – Approval documentation, (evidence of all relevant agency approvals) and compliance with conditions of Shire officers overseeing regulatory requirements;
- I** – Insurance cover which is current and which has been sighted by Shire officers and Shire insurers;
- R** – Risk management / emergency and evacuation procedures

## **27. Youth Event Considerations**

When an event is completed the dispersion of young people from the site and transport home is the responsibility of the event organiser.

After an event, transport must be provided for young people who have no means of getting home.

Young people must be dispersed from the immediate venue and not permitted to roam towards the CBD.

## **28. Security**

Security is the sole responsibility of the event organisers and should be provided at every event.

## **29. Venue Access for Shire Staff**

The event organiser is to ensure that Shire staff has ready access to the entire venue at all times. You are to also ensure that all gate staff are aware of the names of Shire staff who require access. Additionally you are to ensure that the mobile phone of the events nominated contact is switched on at all times during the event.

## **30. Consultation with Neighbouring Properties.**

It is necessary to consult with neighbouring industries and businesses to ensure that your event and their operation are not affected. It would also be worthwhile to inquire about private land that may be used for parking.

## **31. Other Ground Users Advised and Consulted.**

The Shire of Esperance can assist in identifying other uses of the venue that may be affected to ensure:

- No clash of fixtures for other sports in the relevant sporting season
- No clash of parking needs with adjoining venue users
- No damage/wear/litter to ground for subsequent fixtures
- Noise restrictions for / from neighbouring events

PLEASE NOTE: If the land is not owned by the Shire you are required to provide a letter of consent from the land owner (or owner's agent) stating that the owner has approved the use of the property for an event which acknowledges the type of event. For example concert, rodeo, gymkhana, boat show.

## **32. Noise Restrictions**

- The Environmental Protection (Noise) Regulations 1997 state the acceptable noise levels that are allowed to exist "at the point of complaint".

These levels are specific relating to the type of neighbourhood, the usage of the neighbourhood and the time of the day. Differing sound levels are allowed to exist at different times of the day in different neighbourhoods.

Any sound recordings taken by officers of the Shire are to be used for the purpose of sound analysis or for reports to Council or the Department of Environment & Conservation

The stage location and speaker layout is to be approved by the Environmental Health Department.

The event organiser must nominate a liaison person with responsibility for noise control who may be contacted at any time set up period and during the event. This person must have authority to direct the mixer operator or other persons to reduce the noise levels to comply with Councils conditions.

Shire of Esperance Environmental Health Officer's shall be present at noise sensitive area/s outside the periphery of the venue to determine sound levels.

A system of communication shall be provided by the event organiser for use by the Shire's Environmental Health officer to communicate with the person nominated as being in charge.

The event organiser may be required to pay for the services of an Environmental Health / Noise Officer to be present over the duration of the event. Such services cost \$120.00 per hour. The presence of Noise Officers is to ensure that the Environmental Protection (Noise) Regulations 1997 are complied with, and these officers are not under the control of the Promoter.

### **At least seven (7) days prior to the event**

- The event organiser must advertise detailing the event to residents with proximity of the event. The Shire's Environmental Health Officer phone 9071 0646 can assist in determining appropriate proximity.
- The event organiser must provide the Shire with a list of bands, acts and attractions appearing at the event.

### **33. On Site Living**

The Shire's Health Department must be consulted on this matter. Please contact the Environmental Health Department on 9071 0646

Things to consider include;

- Water access
- Waste disposal – liquid, rubbish and sewerage
- Location of living structures – in relation to event and visual impact
- Toilets and showers





# Shire of Esperance Health Services - Guidelines for Community Events

The Shire's Health Services, among its many services, is available to provide advice and guidance to community groups on complying with the law and minimising risk in organising a large public event for the community.

The Shire's Health Service apply the *Health Act 1911*, *Health (Food Hygiene) Regulations 1992*, *Health (Public Buildings) Regulations 1992*, *Environmental Protection Act 1986*, *Environmental Protection (Noise) Regulations 1997* and all relevant local laws to community events to protect the health and safety of the public. *Please retain this guide for future reference.*

**There are a number of areas that must be considered to ensure the safety and health of the public attending community events and fairs, some of which are outlined below:**

## **1.1 FOOD SAFETY AND HYGIENE PRACTICES**

Preparation, storage, heating and sale of food for community events must comply with the requirements of the *Health Act 1911*, *Health (Food Hygiene) Regulations 1993* and *Chapter 3 of the Australia New Zealand Food Standards Code (Australia only)*.

**All temporary food premises require permits for the event from the Shire's Health Services to operate. Applications must be made to the Shire's Health Service at least 2 weeks prior to the event.**

**All food vehicles operating must have a current Certificate of Classification** and comply with the provisions of the *Health (Food Hygiene) Regulations 1999* and *Chapter 3 of the Australia New Zealand Food Standards Code (Australia only)*

**Please refer to the “Shire of Esperance Conditions for Temporary Food Premises” for food safety, structural and hygiene requirements regarding temporary food stalls and vehicles.**

## **2.1 VENUE SAFETY**

Venue Safety is controlled by the *Health Act 1911* and the *Health (Public Buildings) Regulations 1992*. Under this legislation, the area within which the event is held, indoor or out, is considered a “Public Building” under the Act, for the duration of the event.

**An “Application to Construct, Alter or Extend a Public Building”, with a plan of all areas used for the event, must be submitted at least ONE MONTH prior to the event.** The plan of the venue submitted to the Shire's Health Section must include details on:

- All other areas available to the public
- Stages and detail on stage lighting
- Exit and Parking areas
- The locations of fire safety equipment
- Food Stalls
- Structural information on any spectator stands or tents/marquees in excess of 24m<sup>2</sup>
- The number of public toilets available must comply with the *Health (Public Buildings) Regulations 1992* (see overleaf).

**Please refer to the “Shire of Esperance's Health Services Guide to Information Required with an Application for the Erection of a Tent or Stand” for information on the additional structure and service information that is required with an “Application to Construct, Alter or Extend a Public Building” for an event which as a marquee, tent or spectator stand, to be considered.**

### 3.1 **FIRE SAFETY**

Equipment and fire prevention precautions are necessary to protect the safety of patrons, employees and volunteers at these events. **REMEMBER:** Extinguishers are only suitable for use on small fires and should always be used in a manner that does not put the user at risk of harm or injury.

*It is very important to use the correct fire extinguisher for the fire source. Some extinguisher types are designed for use in specialist situations and not all extinguishers are suitable for use on live electrical equipment.*

Extinguishers are divided into groups depending on the source of the fire and the type of extinguisher	
There are five different classes of fires, including:	The five common types of fire extinguishers include:
<b>Class A</b> – Carbonaceous solids, e.g. wood, paper and plastics	<b>Water</b> – Normally in a capacity of 9 litres
<b>Class B</b> – Flammable and Combustible liquids	<b>Foam</b> – in 4.5 and 9 litre capacities
<b>Class C</b> – Flammable gases	<b>Dry Chemical Powder</b> – In capacities ranging from 1 to 9kgs (different types of powder are also available)
<b>Class (E)</b> – Fire involving live electrical equipment	<b>Carbon Dioxide</b> – In capacities from 2 to 5kgs
<b>Class F</b> – Fire involving cooking oils and fats	<b>Wet Chemical</b> – In 3.4 and 7 litre capacities

*Further detail on extinguisher types and the suitability of their applications may be obtained from fire safety consultants*

**All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This standard requires extinguishers to be tested at least every 6 months and the test dates clearly identified on each extinguisher.**

Large-scale events may be subject to additional requirements from Fire and Emergency Services Authority (FESA)

**As a minimal fire safety requirement, at least one 4.5 kg B (E) dry chemical powder extinguisher should be located within 2-4 meters of:**

- Any electrical generator or switchboard
- Any flammable liquid or gas containers
- Any food preparation/cooking area backstage

Each extinguisher should be positioned on a hook or bracket located no more than 1200mm above the adjacent floor, with the base more than 100mm above the floor.

### 4.1 **ELECTRICAL SAFETY**

Issues may exist where additional power supplies or light sources are required. Power may be required in areas where there is no access to mains power. Similarly, additional lighting may be required to ensure sufficient lighting for safe use of the facilities and for people to safely leave the area must be provided in the case of an emergency.

- **Any temporary wiring shall not be laid on the ground or** accessible to the public unless it is adequately protected or positioned in such a manner not to be a hazard
- Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas available to the public. All leads or portable outlets used by stalls or otherwise must have been tagged and tested within six (6) months by an electrical contractor. **Piggyback leads or double adaptors are not allowed!**
- Generators are to be installed in accordance with all relevant standards and are to be appropriately earthed.
- Wherever possible, generators and power sources should be positioned so that they are supervised or that access to them is restricted.

An Electrical Contractor is required to provide the Shire's Health Service a Certificate of Electrical Compliance completed on the day of the event, prior to a Certificate of Approval being issued for the event.

### 5.1 **PUBLIC TOILETS**

Public toilets MUST BE PROVIDED, with the facilities adequate for the number of people who may attend the event. The toilets must be checked and serviced throughout the event. The number of toilets provided must comply with the minimum facility numbers outlined in the tables below.

**At least one unisex toilet for use by the disabled is required for each venue.** *Disabled facilities are required to cater for the disabled, elderly or less able bodied. Care and consideration should be given to the suitable location of disabled facilities.*

When portable chemical type units or effluent holding tanks are used **for events longer than four (4) hours**, they must be located so that they can be pumped out during the event.

Events with no more than 5,000 people are expected to attend during the day, where **alcohol is NOT available**:

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

Events where no more than 5,000 people are expected to attend during the day that is **Licensed to sell alcohol**:

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

***The organiser of an outdoor festival expecting more than 5,000 people to attend shall provide facilities of a number as directed by the Shire's Principal Environmental Health Officer.***

### 6.1 **NOISE EMISSIONS**

Noise emissions from community events may result in noise being received in nearby homes. Generally, the noise associated with crowds at community events is exempt from noise legislation. However, noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of the day when received at people's homes.

**As a courtesy to surrounding residents**, it is suggested that a sign be erected at all entrances to the event detailing the nature of the noise, finishing times and a contact number of someone available at the event to record any noise complaints received.

### 7.1 **INSURANCE AND PUBLIC LIABILITY INSURANCE**

Insurance is required for public events. Copies of Certificates of Currency from all participants and service providers will be required to illustrate that they have Product and Public Liability Insurance of \$10 million each.

**Please also ensure that any additional requirements imposed by your insurer, with particular regard to public liability, are complied with.**

**8.1 AN EMERGENCY EVACUATION PLAN (incorporating a risk management plan)**

This must be submitted to the Shire's Health Department with the *Application to Construct, Extend or Alter a Public Building* at least one month prior to the event where it is anticipated that 5,000 or more people will attend OR where alcohol is to be served.

*If the event is expecting 5,000 people to attend, but is NOT serving alcohol, a Risk Management Plan may not be required. This will be at the discretion of the Principal Environmental Health Officer.*

Information on risk management and a copy of the Insurance Commission of WA publication "Can you Risk it? An introduction to Risk Management for Community Organisations" may be obtained from the Insurance Commission website [www.icwa.wa.gov.au](http://www.icwa.wa.gov.au).

The risk management plan, where required, must be prepared in accordance with Australian Standard AS4360. The **Community Risk Base** available on the Insurance Commission website is a tool designed to assist community groups to prepare an appropriate risk management plan.