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Event Booklet: Guide for Events in the Shire of Manjimup

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This document is a guide only and is subject to change or amendment. There may be other requirements, not mentioned in this guide, which may be necessary for you to conduct the event and equally, not all information may be relevant for your particular event.

Please read the Shire of Manjimup Events Policy to ensure event compliance.

General Information

The Shire of Manjimup congratulates the many individuals and community groups who organise events as they contribute to our local economy, tourism, community pride and wellbeing.

While encouraging public events within the Shire of Manjimup and recognising the many benefits they bring to the community, the Shire also has a responsibility to ensure they are managed in a safe and compliant manner. This event guide is focused on ensuring events are conducted in a way that safeguards the health and safety of the community.

Classification of an event

An 'event' is a gathering of people brought together for a common purpose by some prearrangement whether it be civic, social, theatrical, educational, entertainment, sporting, recreational etc. Regardless of whether your event is held indoors or outdoors, on private or public land, an event space falls under the auspices of the *Health (Public Buildings) Regulations 1992* and the requirements within.

Do I need an event approval?

You will need to proceed with the event application guide if your event conforms to one or more of the following categories;

- The event will require permits or approvals from more than one department within the Shire of Manjimup;
- The event is not a typical use that aligns with the zoning or purpose of the property or venue;
- The event is a one-off irregular occurrence outside the normal activity of the organisation conducting the event;
- The event is a gathering of a large number of people for a common purpose at any one time; and/or
- The event is targeting the whole community.

This event guide does not apply to:

- Buskers;
- Small parades and marches;
- Minor fundraising initiatives by voluntary or sporting organisations, such as cake stalls and sausage sizzles, do not require 'event approval' however, do need to be approved by Environmental Health for the provision of food;
- Religious ceremonies; and/or
- Private functions such as weddings and small private parties.

(Note: in some instances the provisions of the *Health (Public Buildings) Regulations 1992* may apply).

Purpose of the event application

Organising events can be a complicated process, and there are various statutory requirements, standards, codes and guidelines which must be followed. For this reason, it is essential that all community events are lodged with the Shire of Manjimup to ensure the event complies with all legislation, maintains community safety and minimises environmental impact.

Event application time frame

Event applications can take two to nine weeks to assess, depending on the size and elements included, and the amount of events occurring within the period. A completed Event Application form and any supporting documentation is to be submitted to the Shire of Manjimup **90 working days before** the event. This allows the Shire enough time to adequately assess each application. For new events, those that involved road closures or are medium to high risk, it is recommended that initial contact is made six months before the event. Assessment of the event application will not commence until the Shire has received the majority of the supporting documentation (such as risk plans, road closure documents, traders permits etc).

Fees and charges

Event organisers will be required to pay an event application fee to the Shire based on the event organiser type and the number of anticipated attendees.

In addition to the above fee, other Shire fees may apply to an event including, but not limited to:

- ❖ Temporary Camping Permit
- ❖ Waste Management
- ❖ Food Stall Applications
- ❖ Overarching Trading Permit
- ❖ Traffic Management
- ❖ Shire Venue Hire Fees

New Event Application process

1. Pre-event phone consultation with Events Liaison Officer.
2. A pre-event meeting takes place for more substantial or new events.
3. Event organiser completes and Event Application and returns it to Shire of Manjimup along with all required documents 90 working days before the proposed event date.
4. The Shire internally reviews the event application and will contact the event organiser as the application progresses.

5. Event application fees, including any fees for venue hire and permits etc., are paid to the Shire before the event.

6. Event conditions are sent to the event organiser for review.

7. Event organiser reviews event conditions, and replies with acceptance to the Shire. Then an event approval letter is sent to event organiser.

8. A debrief meeting takes place for medium – high risk or new events which intend to become annual events.

Statutory requirements

Public events must comply with relevant statutory requirements including, but not limited to, the following;

- *Public Health Act 2016*
- *Health (Miscellaneous Provisions) Act 1911*
- *Health (Public Buildings) Regulations 1992*
- *Australia New Zealand Food Standards Code*
- *Food Act 2008*
- *Local Government Act 1995*
- *Building Code of Australia*
- *Copyright Act 1968*
- *Environmental Protection Act 1986*
- *The Caravan Parks and Camping Grounds Regulations 1997*
- *Liquor Control Act 1988*
- *Explosives Regulations 1963*
- *Security and Related Activities (Control) Act 1996*
- *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
- *Shire of Manjimup Local Planning Scheme #4*
- *Shire of Manjimup Access and Inclusion Plan 2018–2023*
- *Shire of Manjimup Health Local Laws*

Copies of the above legislation can be viewed at www.legislation.wa.gov.au. Shire legislation can be seen on the Shire website www.manjimup.wa.gov.au.

As the event organiser, you should satisfy yourself that all approvals and/or licences required have been identified before making an event application to the Shire of Manjimup. The event organiser should not solely rely on information in this package. No liability is accepted by the Shire for any failure of the applicant in the event organization process.

Access & Inclusion

People with inclusion barriers must have the same opportunities as other community members to access and participate in all public meetings, consultations, functions and

events. Individuals in this category include but not limited to; cultural backgrounds, physical and mental disabilities, temporary or permanent injuries, elderly, LGBTQI+, pregnant women or those with prams and small children.

Everyone at some stage in their life, can face barriers when attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing the small print on an invitation or poster, climbing steps to the venue, understanding signage, or using a toilet facility.

The most effective way of ensuring access and inclusion for everyone is to think about it at the very earliest planning stages of your event. This means thinking about the access and inclusion requirements of attendees, staff, speakers, performers and exhibitors.

Whenever possible, functions should be held in fully accessible and inclusive venues. It is recognised that standards for access have changed over time, and many older buildings will not comply with current requirements. In instances where the venue is not fully accessible and inclusive, some access barriers may be addressed by having informed staff available to provide assistance or through hiring equipment and facilities such as an accessible toilet, ramp or audio loop.

To check how accessible and inclusive your event is, you can visit the Department of Communities, Disability Services website (www.disability.wa.gov.au) and complete the 'Creating Accessible Events Checklist'. Your event should also aim to comply with the recommendations outlined in the Shire of Manjimup Access and Inclusion Plan.

Shire event team

The role of the Shire of Manjimup Event Assessment Group is to support event organisers to ensure all events are run safely, successfully and meet all legislative requirements. The EAG can assist in many different ways including support and advice on venue options, grant funding, promotion and advertising, health and safety, traffic management and plans, waste management, approvals and volunteers. The EAG meets once a month to provide final feedback and conditions on events.



Any event-related matters should be conducted via the Event Liaison Officer who is contactable on 9771 7777 or communityevents@manjimup.wa.gov.au

Food

The definition of a food business includes any activity where food is sold and includes activities undertaken by charities and community organisations. As an event organiser, you need to be aware of your legal responsibilities. All food businesses and food handlers are required to comply with the relevant Food Safety Standards.

Types of food registration:

- Food Registration Certificate with the appropriate LGA;
- Temporary Food Permit (issued by the Shire of Manjimup on an occasional basis); and
- Overarching Trade Permit (applicable to events with multiple status food vendors and/or food vendors registered outside the Shire of Manjimup).

The event organiser is solely responsible for ensuring all food vendors present at the event have the appropriate food business registration.

Event organisers must provide a list of all vendors offering food to patrons, volunteers and staff. The list is to include the following information;

- Name of food vendor (Mr Whippy, Lions Club, Cherry Festival etc.);
- Status of food vendor (commercial entity/community group/event organiser);
- Local Government registered in (Shire of Manjimup, City of Mandurah etc.); and
- A declaration that a current food registration certification has been sighted by the event organiser.

If the food vendor is registered in another Local Government other than the Shire of Manjimup, the event organiser is required to obtain a copy of their food registration and keep it on file. It is the responsibility of the food vendor to ensure the food registration certificate is on display at the event and that the food registration is current.

Food vendors registered outside of the Shire of Manjimup may also be required to complete the Temporary Food Vendor application form and pay the current fee.

Please discuss any food permit enquiries with the Environmental Health Officers via 9771 7777.

Temporary structures

Temporary structures include stages, fences, marquees, gazebos and tents. It is a requirement that they are set up as per their manufacturer's recommendations and have adequate ballast and tie-downs. All structures must be noted on the site plan, larger structures require a formal application to be made. Some structures will require structural engineer certification and/or a temporary building permit. The Shire's Environmental Health Officer can provide further advice on specific requirements.

Amusements

Inflatable devices, mechanical devices and amusement structures need to be identified on the site plan and included in your risk and emergency assessments

Operation of these devices is to be compliant with the relevant statutory requirements. The equipment is to be installed by the manufacturer's specifications and thoroughly inspected before use. Routine inspections are to be carried out while in use by a competent person (18+) ensuring that any maintenance required is performed in an appropriate time and manner.

Camping

Application for camping associated with events will be granted on a case by case basis under of the Caravan Parks and Camping Ground Regulations 1997 (Reg.11). Permission is required from the landowner, and an application is required in writing to the Shire detailing why the request is being made, the facilities that will be supplied (water, firefighting equipment, night lighting, toilets, showers and bins etc.) along with a site plan of the proposed layout showing these facilities.

Public open spaces

Public open space is an area that the public may use for activities or events. This includes sporting ovals, parks and reserves. All public open spaces need to be booked through the Shire reception to ensure there are no clashes with other planned activities. Depending on the area and event scope, the Shire may wish to mark the reticulation lines to minimise damage to existing infrastructure. Please avoid loading these areas where possible. Alternative ballasts are to be used for all temporary structures such as star pickets, pegs or pins are not permitted to be used on any grassed areas.

Please note that some event venues have additional fees. Hire fees can be viewed by looking at the latest fees and charges schedule on the Shires website or by contacting Shire reception.

Toilets

It is the event organiser's responsibility to ensure there are adequate toilet facilities for the number of expected patrons attending an event. Public facilities and those of surrounding buildings and businesses must not be solely relied on for the event. If a sufficient number of toilets are not shown in the planning stage, the event may not be issued. Event organisers must ensure some facilities are accessible.

Event organisers must ensure that all toilet facilities remain in a clean, hygienic and functioning condition at all times during the event. Facilities should be adequately signed, well-lit if night usage is expected and located a reasonable distance from food storage and food services areas.

The tables below provide guidance on the provision of toilet facilities at events subject to final approval by Environmental Health Services. These figures are for events where alcohol is available. If alcohol is not available, then reduce the below requirements in the table below by 50%.

Number of Patrons	Male				Female	
	WC	Urinal Metres	Urinals	Hand Basins	WC	Hand Basins
Under 1000	2	1.5	3	1	5	1
1000-2000	3	3	6	2	10	2
2001-3000	4	4.5	9	3	15	3
3001-4000	5	6	12	4	20	4
4001-5000	6	7.5	15	5	25	5
5000-6000	7	9	18	5	30	6
6001-7000	8	10.5	21	6	35	7
7001-8000	9	12	24	7	40	8
8001-9000	10	13.5	27	8	45	9
9001-10000	11	15	30	9	50	10

Music

Music can be a vital part of any event, enhancing the atmosphere and encouraging audience participation. As the promoter or organiser of the event, it is your legal responsibility to ensure that you have obtained permission for the performance and communication of recorded and live music. Securing a OneMusic licence will meet your legal obligations under the Copyright Act.

OneMusic Australia is a joint initiative between APRA, AMCOS and PPCA, just like a duet. The two Australian music bodies have come together to give you easy legal access to all their works, sound recordings and music videos. Now you'll pay for one licence, in one place. There are different licence agreements for different types of events.

More information including event licences is available from their website www.onemusic.com.au/licences/. In some cases, the event may be covered under the Shire's OneMusic licence. Please contact the Event officer for more information.

Animal control

The Shire of Manjimup must be informed of any animals or activities which involve animals to ensure all health safety requirements are followed. Event organisers are responsible for any repairs that need to be carried out to the venue after the event has concluded due to animal impact (i.e. holes in ovals due to horse hooves). It is also the responsibility of the event organiser to ensure all animal manure is removed after an event and disposed of adequately. Petting zoos are required to submit a plan demonstrating how they control the spread of infectious disease.

Also, event organisers have the right to refuse entry to people who bring pets to the event (excluding support animals). Please advise the Shire if you need any assistance in this area.

Fireworks

The event organiser is to liaise with a licensed pyrotechnician if fireworks are being planned for their event. Only a licensed pyrotechnician can complete the Fireworks Event Permit which is available from the Department of Mines & Petroleum website (www.dmp.wa.gov.au). Only a licensed pyrotechnician or someone working in the presence of a licensed operator can set up and initiate fireworks at an event.



Before any fireworks can take place, there must be an onsite meeting with a representative from the Shire of Manjimup Event Team.

Water

Potable (drinkable) water must be available in adequate quantities for drinking, hygiene and cooling purposes, especially during summer events. An adequate supply of water must also be available for firefighting.

Guidelines

- Under the Liquor Control Act 1988, it is mandatory for a licensee to provide free drinking water to patrons;

- For events where patrons are prohibited from bringing their own food or drinks, it is recommended that patrons be permitted to bring empty re-usable containers which can be refilled for free at the event; and
- In instances where patrons have queued for an extended period, they should be allowed entry with the above containers with water contents where water has likely been consumed during the queuing period.

Water supplies and requirements

- In instances where potable water supplies are limited, it is acceptable to use non-potable water for flushing toilets etc.; and
- Suggested requirements per person vary, however, event organisers should allow for up to 20 litres per day with 4 litres specifically for drinking.

For day events, there should be:

- a) A minimum of 2 litres of free drinking water available per person or a rate calculated at 500 ml/hour, whichever is the greater; and
 - b) One water outlet per 500 people
- Information should be posted in toilet facilities to allow patrons to judge their dehydration status by monitoring their urine colour; and
 - Hand washbasins are not recognised as acceptable drinking water outlets.

For overnight camping, the following minimum quantities should be available. These requirements may vary depending on previous experiences and weather.

Patrons	Potable Water	Non-Potable Water	Total
5,000	10,000 litres	50,000 litres	60,000 litres
6,000	12,000 litres	60,000 litres	72,000 litres
7,000	14,000 litres	70,000 litres	84,000 litres
8,000	16,000 litres	80,000 litres	96,000 litres
9,000	18,000 litres	90,000 litres	108,000 litres
10,000	20,000 litres	100,000 litres	120,000 litres

The Shire of Manjimup has a mobile hydration station that event organisers can reserve free of charge. Please contact the Event Liaison Officer for more information.

Insurance

All appropriate insurances must be obtained for your event. It is the event organiser's responsibility to investigate and arrange the proper insurances required for the event. It is essential to understand exactly what each insurance covers and what is excluded.

The Shire of Manjimup **does not** provide public liability insurance protection for events. As a general guide, public liability to the value of \$10 million is the standard requirement for most events; however, this may vary according to the size of the event and any risks involved. A copy of your insurance is required when submitting your application to the Shire of Manjimup.

There are many insurances available for events, some examples of general insurances that may need to be provided in addition to public liability cover include:

- Workers Compensation Insurance
- Consequential Loss of Profits (Business Interruption) Insurance
- Event Cancellation Insurance
- Personal Accident Insurance or Volunteers Insurance

Traffic management

If the event is likely to have an impact on roads, such as a closure, you will need to complete a Road Closure form and have a Traffic Management Plan. This will enable the provision of temporary traffic management to either close a section of road or over-rule the Road Traffic Act to allow for the safe passage of vehicles through or around the event by speed reduction signage and traffic controllers. The Plan will need to comply with the Main Roads Code of Practice and AS 1742.3 and be signed off by both Main Roads and the Shire.

In some instances, the Shire can provide support for community organised events which take place on roads within the Shire. Each event is assessed on a case by case basis by the Shire of Manjimup Council Policy 9.1.12. Documents for consideration are:

- Traffic Management for Events on Roads – Code of Practice Main Roads WA; and
- Shire of Manjimup Council Policy 9.1.12 Traffic Management for events on Roads.



If you require more information about traffic management or are wishing to close a road for your event, please contact the Shire of Manjimup Event Team. Please note there may be costs associated with traffic management.

Motor vehicle activities

Events which have a component which involves motor vehicles are to conduct these activities by requirements of a professional racing body whom they are legally associated with. This is to include the race safety guidelines for those directly involved with the event and spectators. Planning should include but is not limited to:

- Provision of ambulance services;
- Provision of onsite medical services;
- Consultation with local hospitals;
- Communication systems for remote areas;
- Response to on-track incidents and the continuation of the event;
- Spectator areas;
- Spectator access to the track and pit areas; and
- Pit area safety.

Parking management

In planning for parking, you should take into account how many people will be attending the event by private vehicles, and what parking is available. Things to consider;

- Identify the requirements of the participants and arrange suitable parking;
- Locate the entry and exit points, examine how the vehicles will be positioned to maximise parking spaces and maintain emergency access;
- You may require a traffic controller and/or event marshals to manage vehicle parking;
- The adequacy of existing lighting at car parks, the venue and along connecting pathways ;
- Pathways connecting the car parks to the event sites should be checked for trip hazards; and
- Signage with clear messages can be beneficial, especially for open and closure times, accessible parking, bus/taxi/disabled drop-offs/pickups.

Waste management

Event organisers are responsible for the management of all waste generated through the activities of their event. This includes the collection, removal and proper disposal of litter, recyclable materials and all other waste materials. During and after an event, rubbish should be collected and removed from the venue, adjoining public areas and surrounding streets used by event patrons and stockpiled at a designated waste collection area. All waste, including recyclables, must be contained in bins or bags and must be taken to a Shire of Manjimup waste facility for disposal.

Waste management may be carried out by the event organiser or by arrangement with a waste collection contractor. Whichever option is chosen, having a clear sustainable Waste Management Plan is recommended for the proper management of event waste. The Shire of Manjimup has waste bins, both general and recycling, which may be available for event organisers to use to assist with the management of event waste.



Please note that the Shire of Manjimup Waste Management Planning document should be completed and submitted along with the event application. It is available on the website.

Sustainable events

Events can take a heavy toll on communities, society and the environment. They can generate significant waste and put a strain on local resources such as water and energy.

According to ISO 20121, sustainable event management is the process of integrating environmental and social responsibility issues into event planning. Managing an event sustainably requires you consider the needs and values of different stakeholders that are impacted by your event.

At the very least, when coordinating any event, the following topics should be considered in the initial planning stages;

- Waste minimisation and resource recovery – will the event organiser support the reduction of stalls giving away balloons, polystyrene containers for food, straws, and single-use plastics such as sauces? Will event organisers provide crockery at food stall areas to assist in waste reduction? Will there be separate containers for general waste, recycling, and food waste?

- Water and energy use – will the event organiser use scheme or rainwater and where is it being disposed? Are generators used or is solar power favoured?
- Locally sourced and sustainable food, products and services – has the event organiser considered where these items are from and favour local? Does the event provide healthy and alternative options other than deep-fried, high sugar, meat-focused products?
- Transportation – events need to be accessible, inclusive and consider their carbon footprint. Event organisers should encourage carpooling, use a bus to cater for people pre and post-event, provide areas for bicycles to be safely parked and plenty of clear pathways for pedestrians, wheelchairs, prams and walking aids.



The Shire of Manjimup Event Team is available to event organisers for advice and support in delivering achievable sustainability measures at events.

Alcohol

The provision of alcohol at an event is governed under the Liquor Control Act 1988 and administered by the Department of Racing, Gaming & Liquor (DRGL). There are circumstances when the sale, supply and consumption of liquor are exempted from the application of the Act, please see the DRGL website for further information.

The Shire of Manjimup aims to reduce alcohol and other drug-related harm across all of our communities. The Shire is a crucial partner in the Southern Forests Alcohol and Other Drugs Project which strives to prevent related harm in the community and licensed settings.

A well-planned event with carefully considered strategies can help to minimise any alcohol-related harm. Outlined below are strategies which the Shire of Manjimup recommend to minimise harm:

- Events with drinking competitions are strongly discouraged and will not be granted approval in Shire venues;
- The availability of alcohol should be ancillary to the event and not the main reason for the event. There may however be exceptions to this such as wine tasting events;
- Events, where alcohol is available, should provide plenty of substantial food, in addition to snacks ;
- Non-alcoholic drinks and low alcoholic beverages should be available for the duration of the event;
- Non-alcoholic drinks should be cheaper than alcoholic drinks; and
- Event organisers are encouraged to provide transport for patrons attending their events. Organisers should encourage car-pooling in promotions and consider offering discounted or free non-alcohol beverages for nominated drivers.

You must ensure the licensee and staff serving alcohol understand their responsibilities in serving alcohol in line with the Act. It is an offence for any person within a licensed or regulated venue to:

- Sell or supply, or permit the sale or supply of liquor to someone you believe to be intoxicated and/or a juvenile;
- Allow or permit a drunk person to consume liquor;
- Obtain or attempt to obtain liquor for a drunk person, to then consume; and
- Aid a person who is drunk to obtain or consume liquor

Under the Act, all licensees are legally required to provide potable drinking water for patrons to consume on the premises free of charge during trading hours. Water must be clean and regularly replenished. As a host, you can be held partly or wholly responsible if something happens to your guests as a result of alcohol consumption.

Occasional license

The purpose of an occasional liquor licence is to allow the applicant to sell and supply liquor at a special event that cannot be covered under a permanent liquor licence. The sale of liquor must be ancillary to the purpose of the event. These events must be managed by an Approved Manager. Occasional liquor licence applications must be lodged online via the Department's website at www.rgl.wa.gov.au.

Extended Trading Permit (ETP)

An ETP application is used where a licensee wishes to extend their predetermined trading hours or licensed area for a particular event. Trading conditions are generally the same as the existing licence just for longer or in an area not usually considered part of the licensed area. Application is via the DRGL website.

Alcohol at Shire Venues

If you intend to consume alcohol on Shire property, you will need to obtain written approval from the Chief Executive Officer at least 30 days before you apply for the appropriate liquor licence.

As part of the application process, the DRGL provide the Shire with the opportunity to make a comment or objection to an occasional licence application. The Shire may provide a comment if it has genuine concerns about the duration of the event, the amount and type of alcohol likely to be consumed at the event or lack of planning around aspects of the event such as transport etc.

Alcohol at private venues

If you are hiring a private venue you will need to obtain written approval from the owner confirming that they approve your intent to sell or supply alcohol at their venue.

For more information on any of the above contact the Department of Racing, Gaming & Liquor on 1800 634 541 or visit their website (www.rgl.wa.gov.au).

Noise management

If it is likely your event will create excessive noise which will impact on the surrounding area, the Shire of Manjimup will also require you to develop and submit a Noise Management Plan to ensure noise is controlled to levels required under the Environmental Protection (Noise) Regulations 1997.

Where excessive noise is expected to be created, and an event organiser cannot reasonably or practicably comply with a standard prescribed under the Environmental

Protection (Noise) Regulations 1997 they may apply to the Shire for approval to allow an exemption from the Regulations. Such a request would need to be submitted to the Shire at least 60 days before the event and consultation with The Department of Water, and Environmental Regulation may be required.

At the event, you should position any amplified equipment, such as stereos, musical instruments, PA systems, generators or motors noise or similar, to minimise disturbance of local residents.

A Noise Management Plan must include details of;

- Consultative processes held with local residents;
 - Such as notifying local residents in writing (via a mail drop) at least seven days before the event. The letter should include the event organiser's contact number so any noise complaints can be brought to the organiser's attention.
- Name of acoustic specialist engaged for the event;
- Details of complaints line;
 - Name, phone number
- Complaint log;
- Measures are taken to minimise noise;
- Times of the event;
- Expected sound levels (in dBa); and
- Justification for exceedance level.

Risk and emergency management

As part of planning a safe event, a Risk and Emergency Management Plan must be developed by event organisers to identify hazards, assess the risks and decide on measures to eliminate or control the risks.

The Plan should be developed when you start planning your event, continue throughout the planning, delivery and evaluation of your event. It should be tailored to your event, systematic (covering all activities, planning and processes) and involve all those connected with your event (e.g. your suppliers, emergency services, entertainers, venue etc.).

Risk management

Risk Management is about being aware of what may happen and have a negative impact on delivering an event. A Risk Management Plan identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate identified risks and actions to be taken should an incident occur.

Risk Management Plans must comply with International Standard - **AS/NZ ISO 31000:2009 – Risk Management – Principles and guidelines**.

The Shire requires all events to have a plan which is appropriate to the risk rating of the event.

To help you evaluate your event and see what level of Risk Management Plan will be required, a Risk Matrix is part of the event application form which is a scoring system

to provide an indication of the level of risk your event may have either low, medium or high risk. Once completing your Event Risk Rating, you will either have to:

- Complete Risk Assessment in the event application; or
- Complete and submit an independent Risk Management Plan together with the application.

In completing your independent RMP, consider the following flow chart to help gather data and build the risk register.

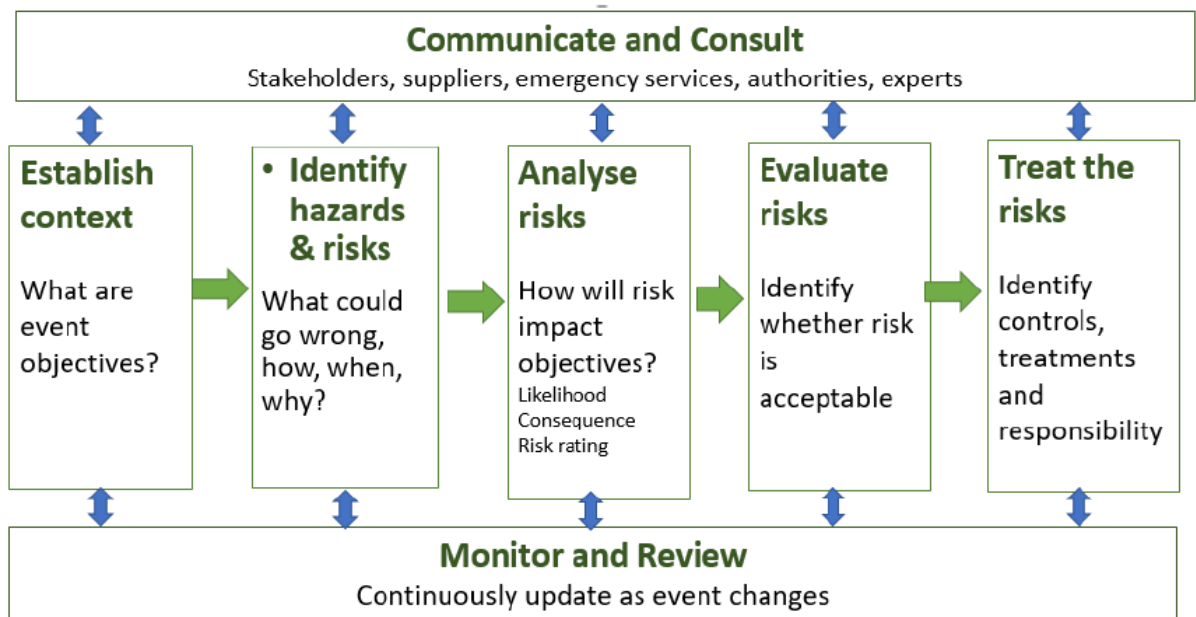


Figure 1 Hobson Bay Risk, Safety and Emergency Management, June 2019

Emergency management

An emergency management plan specifies procedures for handling sudden or unexpected situations. The objective is to be prepared to: Prevent fatalities and injuries. Reduce damage to infrastructure, stock, and equipment.

The format of the emergency plan needs to be suitable for the event type and the venue. Where necessary, prepare the plan in conjunction with emergency services and venue managers. The principles contained in the **Australian Standard AS 3745-2010, Planning for Emergencies in Facilities** provides a guide for developing the emergency plan.

In developing an Emergency Management Plan think about including:

- What are the potential situations that could create emergencies at the event? What will be put in place to avoid these from happening? Who is responsible?
- What equipment and communications is required (e.g. portable radios, fire extinguishers)? Who will be using them? What training is required?
- Under what circumstances might an evacuation be required? How will this be implemented? Who will make the call/authorize it? What is the route?

- What are the emergency access and egress routes for people (including people with mobility impairments and children), vehicles and emergency vehicles?
- What preparation is required prior to the event (e.g. training, inductions, desk top exercises?)

On the site plan consider:

- Assembly areas;
- Vehicle access for emergency vehicles and evacuation routes for the public;
- Location of on-site emergency services (if they have a presence on-site); and
- First aid and ambulance areas (positioned in consultation with First aid providers).

In the documentation consider:

- Name and contacts of staff that will authorise and manage evacuation procedures;
- Details of how the event will be interrupted and people notified in the event of an emergency;
- Detailed arrangements for on-site emergencies that do not require outside help such as small fires;
- Specific arrangements to hand over control to police and emergency services if required;
- Minor first aid incidents, security to manage containable incidents;
- Details of hospitals prepared for a major incident (NOTE: many rural hospitals are not equipped to manage major incidents);
- Detail of security arrangements;
- Detail of recovery arrangements; and
- Major incident notification process to WorkSafe.

A risk assessment is reviewing the event hazards and considering the risk of occurrence associated with hosting the event over-all. The emergency plan is a document which details procedures should the assessed risk occurs. Therefore, the risk and emergency management plans can be together in one document.

First aid & medical service

Event first aid and medical services need to be considered for all phases of the event including set-up, the event itself, post-event and clean-up. The level of medical service needs to reflect the identified risks and likely consequences of activities associated with the event.

Event medical services should be adequate to manage event-related patients with minimal or no significant extra demand for local emergency ambulance services and health care facilities. The medical strategies identified in your risk assessment should include both singular events, where someone such as a staff member, patron or

competitor falls ill or is injured while attending the event, and also a multiple casualty event, where the number of casualties will overwhelm the local health resources. The Department of Health Guidelines for concerts, events and organised gatherings, is available online has a checklist that organisers are encouraged to use to ensure this requirement is met.

Each first aid post requires at least 2 first aiders plus 1 for the reception. Consideration must also be given for retrieval teams, breaks and coordination with other agencies.

All first aid posts:

- Must be conspicuous;
- Must be identified by an illuminated sign at night;
- Ideally, be located near the main entrance or places where they can be viewed from entertainment locations or primary pedestrian routes;
- Located close to where life-threatening emergencies may occur;
- For the high-risk event, a first aid post should be found where patrons extracted from the event can be observed before re-joining the event site;
- Provide shelter and privacy for personnel and patients during assessment and treatment;
- Provide a sheltered area with seats for patients waiting to receive treatment or those under observation;
- Should have oxygen equipment, semi-automatic defibrillator and necessary first aid supplies;
- All first aid providers should have appropriate professional indemnity insurance for their staff and should hold current first aid qualifications from an accredited training provider; and
- First aid staff must be appropriately trained and routinely requalified.

Site plan

A detailed site plan of the event **must** be submitted with the event application. It is preferable that satellite images are used, such as Google maps, as a base for the plan for outdoor events. Also, we recommended a copy of the finalised site plan is issued to all relevant emergency services.

Please ensure the following is indicated on the site plan (if applicable):

- | | |
|---------------------------------------|--|
| • Event location with street names | • Lighting |
| • Amusement rides | • Marquees, tents and temporary structures |
| • Animal areas | • Ops / communication centre |
| • Camping and caravan sites | • Parking areas |
| • The direction of North / South | • Public information areas |
| • Electricity cables | • Sale or consumption of alcohol areas |
| • Emergency services access points | • Seating |
| • Emergency exits | • Security location points |
| • Fenced off areas | • Signage |
| • Firefighting equipment/extinguisher | • Site office |
| • First aid point | • Spectator points |
| • Food stalls | |
| • General traders | |

- Generators
- Vehicle access points
- Waste bin locations
- Waste stockpiling area
- Water bodies
- Surrounding street names
- Stages
- Ticket office / registration
- Toilet facilities including additional facilities

