



City of
Kalgoorlie
Boulder

EVENTS TOOLKIT

YOUR GUIDE TO A SUCCESSFUL EVENT



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Note: The information contained in this document is intended to be a guide only. It is subject to change in line with legislative or operational changes. The City of Kalgoorlie-Boulder is not liable for any costs arising from or associated with decisions based on information here and users should obtain information to ensure they satisfy all requirements of the relevant legislation.

INTRODUCTION

The City of Kalgoorlie-Boulder (the City) is proud to support our community in presenting exciting and significant events that celebrate our diversity. With a warm climate, unique settings, picturesque parks and a host of local businesses ready to work with you, Kalgoorlie-Boulder is the ideal location for your next event.

The City is committed to making it as easy as possible for you to plan and conduct a public event. We understand that planning an event can be daunting. If you have the idea, we can help to make it come to fruition. This tool kit has been created to assist event organisers in planning safe, accessible, inclusive and well managed events within Kalgoorlie-Boulder. It provides a comprehensive suite of resources offering practical advice and tips to expand your knowledge and capability in developing and delivering quality events.

To conduct a public event, you will need to obtain a number of pre-approvals from the City and other relevant authorised authorities. Each event is different and the specific approvals required will depend upon the type of event. The City's role is to ensure that public safety is at the forefront of your planning.

This tool kit provides you with the streamlined steps you need and is designed to make your community event a success. It highlights important information and assists in the application process.

What is a community event?

A social gathering or activity that encourages communities to come together in celebration with more than fifty (50) people in attendance. These may include but not limited to fairs, shows, open days, markets, sporting events, arts or cultural performances, concerts, exhibitions, festivals and significant celebrations.

We encourage you to think outside the box by holding an event in the many unique spaces within Kalgoorlie-Boulder such as parks, lane ways or carparks. Take the time to collaborate with other local businesses and organisations. We have a diverse community with a can-do attitude, let's work together to create a vibrant community for all.

How to use this tool kit

This tool kit has been divided into four (4) sections to assist you in the successful delivery of your event. Resources, templates and all relevant application forms mentioned in this document are also available to download from the City's website.

Visit www.ckb.wa.gov.au/planninganevent.

This will enable you to alert the City and relevant authorised authorities of your event in the correct way, and allow City Officers to guide you as you design, create and coordinate your event. It will also assist you in adhering to the relevant laws, permits and regulations.



STEP ONE

EVENT PLANNING



PLANNING

To achieve a successful event, it is necessary to plan appropriately to determine your aims and objectives.

Brainstorming strategies assists to set out the tasks required to achieve your aims and objectives.

It may be helpful to research similar events to determine what did work and didn't work, and what you may wish to try differently. This could also mean attending other community events, or discussing with other community groups and the general public to determine what worked for them.

Consideration needs to be made on how you will evaluate your aims and objectives, and measure if your goals were achieved. This will assist you to ensure each event is successful and achieve what it sets out to do.

At this stage you should consider the following options:

Theme

- What is the theme of the event?
- Who is the target audience?
- Where will the event be held?
- Is the venue suitable for the size and type of event?
- What are the benefits to the community of holding the event?

Timing

- When will the event be held and at what time?
- Are there any other events happening in the area on that day?
- What will be the main attraction?
- What type of entertainment, music and food will you provide?

Budget

- What is the proposed event budget?
- How many staff and / or volunteers are required to deliver the event?
- Are there any external funding or community grants available?
- What are the marketing options?
- How much will insurance cost?

Resources

- Are any additional resources required; equipment hire, security, toilets, events or parking staff?
- What tasks and actions are required and who is responsible for each task?

Evaluation

- How will the success of the event be measured (attendance, survey, profits)?
- Who will evaluate the success of the event?

FUNDING

Sponsorship and other funding support is usually essential for a successful community event. Ensuring the financial viability of an event is particularly important if it is intended to conduct the event on an annual basis.

You should pursue several funding options as this will ensure the event can proceed if one source of funding becomes unavailable.

Opportunities for support include:

- Grant programs;
- Sponsorship from local business;
- Donations; and
- In-kind support.

Community Assistance Scheme

Kalgoorlie-Boulder based community groups and organisations are invited to apply for the City's Community Assistance Scheme.

The Community Assistance Scheme allows not for profit community groups and organisations to receive funding and in-kind support for specific projects and events. It aims to encourage the involvement of the community in achieving the City's vision and strategic direction as identified in the Strategic Community Plan 2020-30, and events that contribute to the growth and enrichment of community life.

Applications are open all year round and will continue to be accepted until the allocated funding has been exhausted. Applicants must carefully read the Guidelines to ensure the event is eligible.

If you have an event that could use a financial top-up, head to the City's website to view the Guidelines www.ckb.wa.gov.au/cas. If you have any questions, please contact City Officers on (08) 9021 9600 or cas@ckb.wa.gov.au.

Kalgoorlie-Boulder Funding Finder

The Kalgoorlie-Boulder Funding Finder is a localised grant finding service for local community groups and organisations. This service brings a range of grants to one central location, helping you to quickly search and identify appropriate grants and funding opportunities.

The Kalgoorlie-Boulder Funding Finder is proudly brought to you by the City, in partnership with Australia's most powerful grant search engine, GrantGuru.

Don't miss out on funding for your event, visit www.ckb.grantguru.com.au.

MARKETING AND PROMOTION

Creating a marketing and promotional plan is preparation for success. It sets the direction for maximising your event results, and is also essential when applying for funding.

Marketing and promotion of your event effectively will help you reach your target audience and encourage attendance on the day. Depending on the event objectives and budget, the following methods of promotion will help create interest and improve public awareness of your event.

Flyers

Flyers should have a simple and attractive design to catch people's eye. Ensure you distribute them to the appropriate audience including households surrounding the event area.

Posters

Posters can be displayed in local schools, retail businesses, local cafes, libraries and community notice boards. Ensure you ask relevant people for permission before displaying your poster.

Signage and Banners

Before displaying any signage, ensure you have approval from the City. Signage requires a permit regardless of location and is also required to be secured, must not be

placed on park fencing or trees, or cause a traffic hazard for vehicular and pedestrian traffic.

Advertisements

Depending on your budget, advertisements can include newspaper, television and radio.

Electronic Events Board

Your event can be added to the City's Electronic Events Board, located at the front of the Administration Building at 577 Hannan Street. If you're hosting a community event and would like the name and date advertised, visit the City's website and complete the online application – www.ckb.wa.gov.au/planninganevent

Media Releases

Free publicity can be generated in the form of news articles in the local newspaper. Contact them to inform them about your event.

Digital Marketing

Promote your event on digital marketing channels such as Facebook, Twitter, Instagram and YouTube.

Word of Mouth

Don't underestimate the effectiveness of word of mouth promotions and get people talking about your event.



CHECK IN WITH THE CITY

The City recognises that planning an event can seem to involve a mine field of information. We're here to help you navigate through it. Please read through the information provided and contact the relevant City Officers for assistance as required.

Further information including resources, templates and relevant application forms can also be downloaded from the City's website www.ckb.wa.gov.au/planninganevent.

Phone: (08) 9021 9600 **Email:** mailbag@ckb.wa.gov.au

1. Bookings Officer

For information on venue hire for City owned facilities.

2. Environmental Health Services

For information on permits, legal requirements, waste, toilets, compliance etc.

3. Engineering Department

For information on traffic management and road closures.

4. Events Team

For information on initial planning of your community event and general event enquiries.

5. Emergency City Contact

For emergencies on the day of your event (if located at a City owned facility), contact (08) 9021 9600 and select option 4.



STEP TWO

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YOUR A TO Z



IMPORTANT INFORMATION

BOOKING CITY OWNED VENUE

Firstly, it's important to book your City owned facility to ensure the venue is available prior to commencing promotion of your event. In addition, depending on the venue, there may be other costs involved in order for you to facilitate the event such as ground works etc.

For all bookings, please contact the City's Bookings Officer. Alternatively, there is further information available on page 15 of this toolkit.

PUBLIC EVENT APPLICATION

The City requires notice of your event in writing at least sixty (60) days prior. This is made through the completion of an "Application Form Public Building Events", followed by an "Application to Construct, Extend or Alter a Public Building – Form 1" and "Certificate of Approval – Form 2". These forms are available for download from the City's website.

The City requires the event application to ensure the safe execution of the event, provide a consistent process and meet necessary requirements of authorities and organisations involved. This application is only required if your event is expected to be attended by over fifty (50) people at any one time.

Contact the City's Environmental Health Services to discuss reduced timelines due to special circumstances.

Event organisers are responsible for protecting the health, safety and welfare of those who attend the event or are affected by the event. You want to ensure the community is having a great time which can only happen in a safe environment. The process of this application helps in achieving this mutual goal.

CHECKLIST

Organising your event requires good time management to ensure the smooth running of your event. The Checklist in Appendix A gives an overview of the time frames required for application forms and supporting documentation required to ensure the success of your event.

** Those noted are available to download from the Quick Links section at www.ckb.wa.gov.au/planninganevent.

COVID-19 SAFE EVENT

During the current pandemic, it is vital to ensure that all regulations and requirements are fulfilled by event organisers for local and state government.

Largely attended events may be required to have a COVID Event Plan submitted and approved by the City's Environmental Health Services. This Plan will need to consider and identify public health measures to ensure the safety of patrons including physical distancing requirements, hygiene and cleaning regimes and staff management, and may also be required to be approved by the Department of Health (at the City's discretion).

The City's Environmental Health Services are available for assistance throughout this process.

More information including COVID Event Plan templates, can be found at www.wa.gov.au.



YOUR A TO Z GUIDE

ACCESSIBILITY

When planning events, please be aware of accessibility for all members of our community. The City has an Access and Inclusion Plan you can use to make sure people with disabilities, temporary restrictions (such as crutches, moon boots, etc), seniors, parents with prams, as well as those with hearing or sight difficulties can still enjoy your event.

Contact the City's Arts and Cultural Officer for more information. Alternatively, the Access and Inclusion Plan is available for download on the City's website.

ALCOHOL

Alcohol is often seen as a symbol of celebration and may be included as part of festivals and events. You need to be aware that the provision and consumption of alcohol must be carefully considered when organising an event. Ineffective alcohol management, particularly irresponsible serving practices, can create risks for staff, volunteers, patrons and the community.

The following elements need to be considered for events consuming alcohol:

- Will food be available to purchase;
- Will there be water and non-alcohol options;
- Limiting quantities and types of alcohol available;
- BYO options;
- Small glasses or standard drink sizes;
- No glass or rubbish left in surrounding areas;
- Responsible Service of Alcohol (RSA) servers;
- Stay within designated area allowed to be consumed;
- Finishing service an hour before end of event;
- Hire or Security to have a site management plan, including looking at crowd moving on

after the event;

- Security measures for those excessively drinking;
- Recommend skippers or taxi's when advertising event to plan ahead and advertise on the night;
- Notify WA Police; and
- Notify neighbouring households to the event location.

Any alcohol that is intended to be sold and supplied at the event will require the completion of a "Permit to Sell, Serve or Supply Alcohol" form, with approval from the *Department of Local Government, Sport and Cultural Industries*. This form can be downloaded from their website at

www.dlgsc.wa.gov.au. A copy of the approved permit from the Department must also be supplied with your "Application to Construct, Extend or Alter a Public Building – Form 1" to the City.

For events utilising a City facility and intending to consume alcohol require an "Application for Liquor Permit" to be signed off by the Chief Executive Officer. Consumption in a public open space or reserve area without prior approval is considered illegal.

APRA LICENSE

For any events that have live entertainment, background music, or selling tickets to a show, an appropriate License is required to be obtained. This License is known as an APRA (Australian Performing Rights Association) License and gives the event organisers the confidence in having the legal permission to utilise any music of choice, ensuring compliance and avoiding any copyright infringement issues.

More information can be found at www.onemusic.com.au/licenses.



ANIMALS

Displays with live animals shall not be located within fifteen (15) metres of any food stall and an alcohol based hand sanitiser (or a hand-wash basin with warm running water, liquid soap, and paper towels) must also be provided at the stall for public use. The provider of petting zoos including animal nurseries, mobile farms, animal shows and exhibits are required to comply with *WA Department of Health's Petting Zoo Guidelines*.

AMUSEMENT STRUCTURES

Amusement structures including carnival rides, bouncy castles, games, climbing walls, must comply with the *Occupational Safety and Health Regulations 1996 (Regulation 4.52 Amusement Structures)* and *Australian Standard 3553.2-2009 Amusement Rides and Devices – Operation and Maintenance*.

Unless the amusement ride is a class one (1) structure, the event organiser should ensure that the operator has an up to date log book and a copy of the plant registration with *WorkSafe*. Where relevant, suppliers may also need to provide a copy of their Working with Children Check, being the responsibility of you to verify.

BOOKING A CITY OWNED FACILITY

The City has a range of parks, reserves and halls that are great spaces to hold events, some of which include Kalgoorlie and Boulder Town Halls, Centennial Park, Lord Forrest Precinct, Loopline Park, Ray Finlayson Sporting Complex and Hammond Park.

A full list of spaces available for venue hire is located on the City's website under the

"Venue and Facility Hire" section of the website in the "Our Community" tab. This section contains important information on each facility including capacity and equipment. If you wish to book a space not listed, please contact the City's Events Team to discuss your idea.

If you wish to use a City venue for your event, you are required to complete an "Application to Hire" form. This is a necessary step as it will automatically notify our internal departments and activate maintenance services such as trees and grass trimming, barbeque maintenance and irrigation prior to your booking. All facilities have their own forms which can be downloaded from the City's website.

Each venue is governed by the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992* to ensure that the proposed event being conducted at the particular location is assessed for health and safety risks. The legislation requires the City as the Local Government to issue as a "Certificate of Approval" before an event can proceed.

This formal approval is required whenever there is a pre-arranged gathering of people regardless if the event is held inside a building or outdoors in a public open space. All existing City facilities that are available for hire are already provided with an existing pre approval for different activities. The final approval will only be issued once all health and safety requirements have been satisfied.

For more information regarding hiring a City facility, please contact the Bookings Officer.



CROWD CONTROL AND SECURITY

Some events may require specific security arrangements including private security providers. Security needs to be considered if your event is expecting large crowds, significant sums of money are involved, alcohol is present, or if the protection of people or assets is required.

Security companies must also have the appropriate insurance, licenses and qualifications, and may be required to:

- Control entrances and exits;
- Patrol boundaries and any fire risk areas; and
- Assist emergency services.

A Security Plan should be developed with your security providers to ensure professional and friendly security management, and to clarify all roles and responsibilities. Your Plan should outline how many security personnel you will have, where they will be, when they will be there and what will they be doing.

If your event does not require Security, the City asks for the event to have a nominated security contact. This information is to be provided to the City in the event that they may need to be contacted by the City or Police to take action if something is not going well.



EMERGENCY AND RISK MANAGEMENT

Emergency and Risk Management Plan

As an organiser of a public event, you are responsible for the safety and welfare of those who attend the event or may be affected by the event. It is necessary for you to prepare and submit an Emergency and Risk Management Plan in accordance with the *Health (Public Buildings) Regulations 1992*, identifying the potential public safety issues that are applicable to your event.

Risk management is the effective management of potential factors or hazards that may happen before or during your event that could negatively impact on the event, your organisation and its objectives. This plan incorporates a risk assessment which determines the likelihood something will happen and the potential severity. This is then followed by a designed process to identify and control the risk including possible injury, loss, damage or legal action that could occur if something was to go wrong.

All staff, volunteers and security personnel must be briefed in evacuation procedures prior to the event and the evacuation plan should be displayed in key areas. It is also a good idea to contact local emergency response services to notify them of the event.

When developing an Emergency and Risk Management Plan, you should address the following aspects:

- Entry, exit and evacuation routes;

- Paths of travel to exit;
- Arrangements for persons with disabilities;
- Assembly area;
- Communications - use of existing services and alternative means upon system failure;
- Vehicle movements should be avoided but allow clear access path for emergency access;
- First Aid provision - to be separate and distinct from the role of a Warden;
- Arrangements for lost or stolen property and lost children;
- Protection equipment be strategically located throughout the venue;
- Emergency planning and preparedness;
- Hazard identification and mitigation;
- Emergency response; and
- Evacuation plan.

An Emergency and Risk Management Plan template is available for download on the City's website.

Event Site Plan

An Event Site Plan is a drawing indicating the ground layout of your event and is also a vital tool for planning and communicating with emergency services.

Event Site Plans need to indicate the following locations: first aid post, stallholders, food stalls and vehicles, emergency services, temporary structures including marquees and staging, sound desk and speakers, generators and electrical cables, fenced off areas and signage, lighting, portable water outlet, public and staff parking, toilets and emergency access.



FACE AND BODY PAINTING

Where face or body painting will be conducted at an event, the painters must be familiar with the *Department of Health Guidelines for Face and Body Painting*. A copy of these guidelines are available by contacting the City's Environmental Health Services.

Brushes should be cleaned and disinfected after every client, artists should wash their hands or use wipes and hand sanitisers between clients, and artists should check with the clients (or their parent) if they have any sensitivities, allergies or reactions.

FIRE EXTINGUISHERS

The risk of fire at an event is important to consider. A suitable extinguisher must be located adjacent to:

- Any electrical generator or switchboard;
- Any flammable liquid or gas containers;
- Any food preparation or cooking area; and
- At least one (1) backstage.

All extinguishers must be kept fully charged and maintained in accordance with *Australian Standard 1851.1*. This requires extinguishers to be tested regularly and the test results and details clearly identified on each extinguisher. Access for fire fighting vehicles and appliances must be maintained to all erected structures.

The Event Site Plan must show the location of each fire extinguisher.

FIREWORKS

If you're interested in obtaining approval

for holding fireworks at your event, please contact the *Department of Mines, Industry Regulation and Safety* to complete an "Application for a Fireworks Event Permit" at least ninety (90) days prior to your event. This application form can be downloaded from the Department's website at www.dmp.wa.gov.au.

As part of this application, the fireworks contractor will also need to complete a "Fireworks Event Notice". This notice needs to be signed off for approval by the following organisations:

- WA Police;
- Department of Fire and Emergency Services;
- Local Government Authority (at least ninety (90) days prior to the event); and
- Civil Aviation Safety Authority (depending on the location of the event).

Where fireworks are to be launched from rooftops, other agencies or organisations with overriding responsibility, the City must be notified prior to the lodgement of the "Fireworks Event Notice".

The use of pyrotechnics and associated hazards must be considered in the risk assessment process and incorporated into the Risk Management Plan. The following codes of practice are applicable in ensuring the safe use of fireworks in order to comply with *Dangerous Goods Safety Act 2004* and *Dangerous Goods Safety (Explosives) Regulations 2007*. It is the responsibility of the pyro technicians to comply with these conditions. They should also provide you with a detailed Risk Management Plan.

FIRST AID

First Aid posts are required to be easily identified and illuminated at night. The number of First Aid personnel and First Aid posts will vary with the type of event. Below is a guide for low and medium risk events to be used. Each event should have at least one (1) qualified First Aid Officer who is dedicated solely to this role and is present for the duration of the event.

For high risk events and those with a liquor license are required to incorporate a Medical Plan into the event's Risk Management Plan.

TOTAL ATTENDANCE (AT ANY ONE TIME)	QUALIFIED FIRST AID OFFICER	FIRST AID KIT
500	2	1
1000	4	1
2000	6	1
3000+	7	1

FOOD

A food stall is a stall from which any food or drinks are offered for sale. This includes for example, an arts and craft stall who may also be selling bottles of water. Under the *Food Act 2008* the sale of food may include food and drinks being offered as a prize or reward, given away for purpose of advertisement or in furtherance of business. It also includes any stalls with food tastings and may include any activities that are of a commercial, charitable or community nature.

The City requires each individual food stall (including food vans) operating at an event to hold a notification or registration under the *Food Act 2008*. As the event organiser you are required to collate all "Notification Form Temporary Food Stall or Premise" and submit them at one time, a minimum of thirty (30) days prior to the event. It is your responsibility to ensure that all stalls and food vans have the appropriate approvals before allowing them to participate and trade at the event.

Once submitted, you will be issued with an umbrella licence covering all food and other stallholders for your event. All persons undertaking or supervising food handling operations are required to have adequate food safety, hygiene skills and knowledge.

Please note that all food stalls may be inspected by an Environmental Health Officer prior to, and on the day of the event to ensure that they comply with the *Food Act 2008*.



GAS SAFETY

EnergySafety may carry out on site gas safety inspections of gas appliances before and during use, in public venues to ensure compliance with the Act, Regulations and Australian Standards. *EnergySafety* can require immediate correction of any unsafe condition.

It is highly recommended that you request mobile food vehicles and stallholders to ensure they have been checked and tested by a licensed gas fitter in the last twelve (12) months. If the cylinders are accessible by the public, they are required to be protected to prevent tampering and accidental dislodgement.

Please note that a 4kg CO² or 4kg Dry Chemical fire extinguisher is to be provided by you or the stallholder for each appliance using LP gas.

Please refer to the *Department of Mines, Industry Regulation and Safety's* (www.dmp.wa.gov.au) gas safety checklist for caterers, food outlets and others at public venues for further information.

LIGHTING

Areas available to the public at night should be illuminated for the duration of the event and to facilitate people leaving the event. Lighting should be energised approximately one (1) hour prior to sunset.

In the event of an emergency, a system must be in place that provides instantaneous floodlighting, particularly for crowded areas and exit paths. The supply and control of these lights is to be independent of other lighting (such as a lighting tower run on a generator). For outdoor events there must be at least two (2) alternative power supplies. This can be achieved by two (2) generators or a supply authority main and a generator.



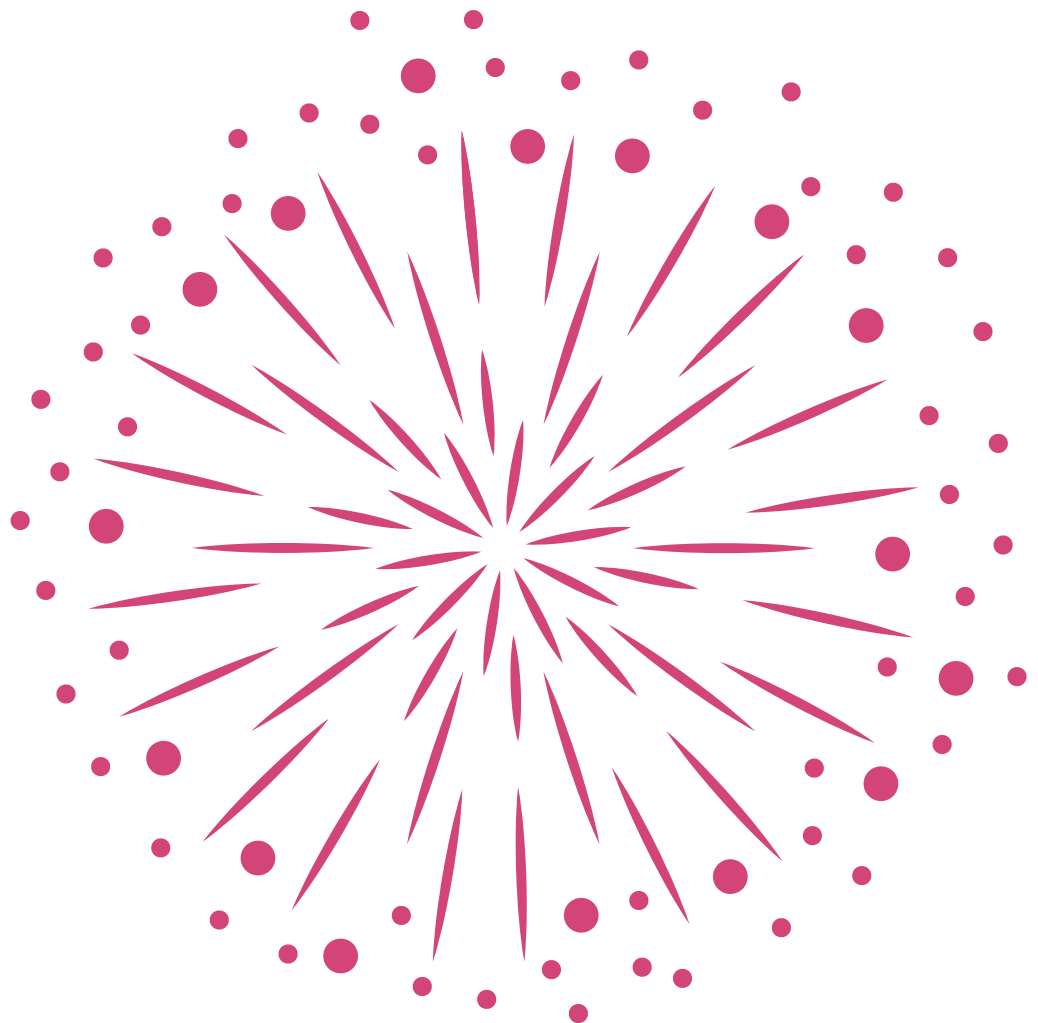
NOISE

Generally the noise associated with crowds at community events is exempt from noise legislation and does not require a permit. However, noise from loud speakers or amplified music is not exempt and must comply with the permitted level of noise for the time of day when received at neighbouring homes.

When planning an event, you should ensure generators are to be located so as not to impact upon adjoining residences and speakers are to be situated so as to direct the noise away from adjoining residences.

If your events atmosphere or purpose will be impacted by limiting the volume of amplified noise then an “Application for Approval as a Non-Complying Event (Noise Exemption)” can be lodged to the Environmental Health Services to exceed permitted assigned noise levels in accordance with *Regulation 18* of the *Environmental Protection (Noise) Regulations 1997*.

Applications for a non-complying events must be made at least sixty (60) days prior to the event and be accompanied by an application fee. A monitoring fee is applicable if the requirements of *Regulation 18 (8)* are exceeded and you may be requested to submit a Noise Management Plan.



NOTIFICATION OF POLICE

You can notify the Police of your event by completing the online registration available at www.police.wa.gov.au.

Please note should you encounter any problems at your event that require Police attendance please call (08) 9021 9777. For urgent Police assistance (in an emergency or life-threatening situation), call 000.

NOTIFICATION OF RESIDENTS

A community notification letter may be required to notify local residents of the event and any noise or disruptions that may be expected. The brochure may also double as promotional material for your event.

Should a notification be considered necessary (normally only required for events with excessive noise levels, road closures or fireworks) you are required to draft the content and submit to the City for approval prior to circulation, at least fourteen (14) days prior to the event. It should be issued no less than seven (7) days prior the event and include the following details:

- Event name;
- Venue name and location;
- Dates, and event start and finish times;
- Complaint response procedure including a phone number for residents to lodge a complaint;
- Other useful information such as any noise related information, traffic management (temporary road closures), security, and public transportation catering to the event.

Notification is recommended to be distributed to all residences within at least 250 metres of the venue. Advice on the notification area will be provided by the City's Environmental Health Services following assessment of the event, based on the nature of the event.

POWER AND ELECTRICAL REQUIREMENTS

For events it is important that the following occurs:

- There are no single-phase generators 10 kva or below;
- Electrical leads must be covered in mats to prevent trip hazards or alternatively rigged up above general public access areas;
- Joints and connections are not accessible to the public or exposed to damp conditions;
- Electrical outlets are protected by residual current devices (RCDs);
- Leads and RCDs are tested and tagged every three (3) months; and
- Installations must comply with *Australian Standard 3002 Electrical Installations* for shows and carnivals.

An electrical contractor must certify that electrical installations, alterations or additions shall comply with the *Health (Public Buildings) Regulations 1992* by submitting a “Certificate of Electrical Compliance – Form 5” after the event.

The Certificate of Electrical Compliance is not intended to address portable equipment or cords supplied by vendors. It is intended to ensure that installations from the point of supply to the final distribution outlet available to the vendors are safe. The protection thereafter relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs, and sockets and leads every three (3) months in accordance with *Australian Standard AS3760*.

Other things to consider with generators are potential noise issues for patrons, being fenced off to prevent access to the public and ensuring there is a suitable fire extinguisher at each generator.



PUBLIC LIABILITY INSURANCE

Public Liability Insurance provides you with insurance cover for legal liability to third parties for bodily injury and / or property damage arising from your event.

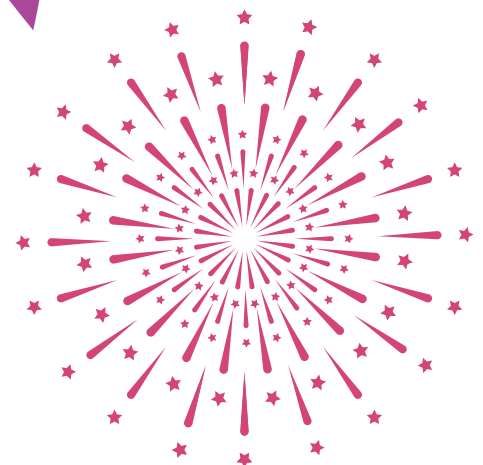
You are required to hold Public Liability Insurance (Certificate of Currency) with a cover of no less than \$10 million. Individual stallholders may also be required to hold public liability. Copies of the certificates are to be submitted to the City at least sixty (60) days prior to the event.

STALL HOLDERS

Other stall holders which offer non-food items may include the sale, provision, and advertisement of any goods, wares, and merchandise services. Other stall holders do not require an application form, they are just required to put forward an expression of interest to the event organiser.

These may include:

- Sale of clothes, jewellery, toys, or arts and crafts;
- Promotional displays;
- Entertainment activities such as balloon artist, stilt walkers, or roaming entertainers;
- Musicians and bands;
- Raffles, draws and giveaways stalls;
- Face and body painting;
- Petting zoos and animal farms; and
- Amusement rides and structures such as bouncy castles and climbing walls.



TEMPORARY STRUCTURES

If you are using any temporary structures at your event you will need to complete an “Application to Construct, Extend or Alter a Public Building – Form 1” and “Application for Certificate of Approval – Form 2” and submit to the City for approval at least sixty (60) prior to your event.

Temporary structures include:

- Stages;
- Marquees;
- Tents;
- Spectators stands;
- Amusement rides;
- Fencing; and
- Other structures not usually present in that location.

Standard 3m x 3m shades and shelters are not considered temporary structures and do not require approval.

If your temporary structure is over 55m² then there are additional requirements. As well as Form 1 and Form 2, you will need to do the following lodge a “Certificate of Structural Integrity for a Temporary Structure or Marquee” form to the City. This form is to be completed by the manufacturer installing the temporary structure.

For Bouncy Castles, there are further approval processes required. Please speak with the Environmental Health Services for more information.

TOILETS

To determine the toilet requirements at an event, the factors that need to be considered include the type and duration of the event, projected attendance, the availability of alcohol, and the weather. At least one (1) unisex accessible toilet is required to be available to people with a disability.

For events between four (4) and six (6) hours in duration, and assuming alcohol will be consumed, use the guide below:

TOTAL ATTENDANCE (AT ANY ONE TIME)	MALE			FEMALE		UNISEX / ACCESSIBLE	
	WC	URINAL	HW	WC	HW	WC	HW
Up to 1000	2	3	1	4	1	1	1
1000 - 2000	3	5	2	8	2	1	1
2000 - 3000	3	7	3	12	3	2	2
3000 - 4000	4	9	4	15	4	2	2
4000 - 5000	5	12	5	19	5	3	3
5000 - 6000	6	14	5	23	6	3	3

For any events outside of the above mentioned parameters (including attendance numbers and events not consuming or selling alcohol) please contact Environmental Health Services for further information regarding the toilet requirements.

TRAFFIC AND PEDESTRIAN MANAGEMENT

There should be adequate parking provided at the event location so that neighbouring properties are not disturbed by vehicles visiting the event. Consider the public transport options available for attendees and the provision of accessible parking bays (parking bays for people with disabilities).

If the event requires the closure of a public road or may potentially impact an adjoining road, an “Application for an Order for a Road Closure – Form 1” will need to be submitted to the Local Police Station. Depending on the type / category of event, dictates the required lead time.

A Traffic Management Plan is also required for any road closures. You will need to engage someone who holds an AWTM Certificate to draft the plan and they will include in the plan all required road closure signage and traffic and pedestrian diversion routes. The Traffic Management Plan drafter can also include operational information such as car parking, access and egress routes, emergency vehicle locations and so on, if you supply them with the details.

Once you have received the Traffic Management Plan you will need to submit it to the City's Engineering Department at least sixty (60) days prior to the event. If the event impacts local roads only, the City can approve the plan. Further approvals may be required from the WA Police and Main Roads WA if the event impacts highways or major routes. If this is the case, the TMP and appropriate WA Police

It is suggested that this process is commenced at least six (6) months prior (especially if the road belongs to Main Roads WA) to avoid delays in approvals.

For further information please visit;

<https://www.police.wa.gov.au/Traffic/Events-on-Roads/Events-and-road-closures>





WASTE MANAGEMENT

Whether your event is a major festival or just a small community event, provision must be made for the appropriate collection and disposal of waste and recycling material, both during and after your event. Even small events can generate large amounts of waste and it is your responsibility to leave your site or venue in a clean and tidy condition.

Public waste bins only cater to the normal patronage of a site and should not be used for waste disposal. If an event is to be held where waste bins exist, it is recommended event bins are hired to accommodate the additional waste and recycling that is produced.

The City encourages events to recycle and reduce waste as much as possible by considering the following:

- What type and quantity of waste bins you need and where you will put them?
- How often will they be emptied and how will they be accessed?
- How will you manage other litter? Can you recruit volunteers to clean up during and after the event? If so, will you supply protective gear and training?

WATER

For events during the day, there should be a minimum of two (2) litres of free drinking water available per person, or a rate calculated at 500ml per hour (whichever is greater), and one (1) water outlet per 500 people. It is mandatory to provide free drinking water at events consuming alcohol, and water must also be made available for firefighting.



STEP THREE

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EVENT DELIVERY



WELCOME TO MULTICULTURAL FESTIVAL 2022



BUMP-IN PREPARATION

It is important to ensure your event and all logistics are in place the days leading up to the event by following the important steps below during the bump-in:

Arrange with the venue to bump-in the day before the event if possible;

- If not possible, try to arrange a space on site to store stuff in the lead up to the event;
- If not possible, bump-in will need to be carried out on the morning of the event;
- Allocate timings for drop-offs and deliveries, and designate a drop-off area;
- Ensure manual handling is followed (provide a trolley if required);
- Ensure safety throughout bump-in:
 - Proper working at height practices;
 - Safe use of forklifts, etc;
- Ensure all staff wear high-viz clothing during bump-in; and
- Be aware of members of the public if the event is in a public space.

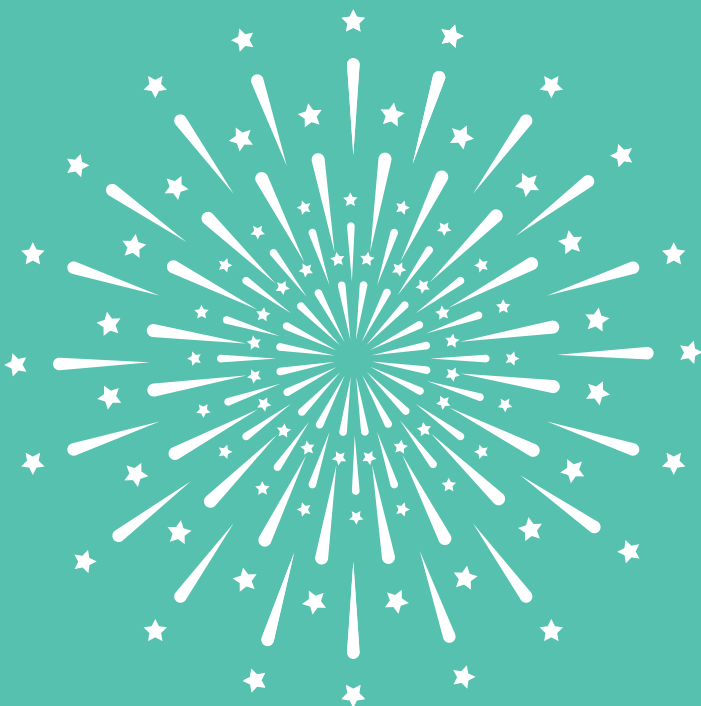


PRE-EVENT BRIEFING

Just prior to your event opening to the public it is important to hold a briefing session for everyone involved with the event to discuss the program schedule and run sheet. In addition, ensure that everyone is aware of their role, the correct reporting procedures and what to do in the case of an emergency. Ensure you have any items prepared for the day on hand including signs, first aid kit, radios etc. Make sure all event staff and volunteers are aware of this information prior to the event, and the responsibilities are evenly distributed

Your event should run successfully if the previous steps have been carried out thoroughly. All involved should have a clear understanding of the event, the program, and individual roles and responsibilities. To ensure this occurs, you should have the following information on the day:

- Event run sheet (a list of all tasks that need to be completed, by what time and by whom that can be ticked off as you go);
- Event program;
- Event Site Plan;
- Volunteer brief including name, contact phone number and roles allocated;
- Emergency contact list and evacuation plan;
- Speeches;
- Risk Management Plan; and
- Traffic Management Plan (if applicable).



CITY'S ATTENDANCE

The City's Authorised Officer may attend medium and high risk outdoor events in order to:

- Collect the completed "Certificate of Electrical Compliance – Form 5";
- Collect the "Certification of Temporary Structures Form/s"; and
- Assess each food stall for compliance with the Food Act 2008 and the Australia and New Zealand Food Standards Code.

For low risk outdoor events, depending upon the nature of the event, the City's Authorised Officer may not attend. In this case, the "Certificate of Electrical Compliance – Form 5", and the "Certificate of Temporary Structure Form/s" should be submitted to the City's Environmental Health Services within forty eight (48) hours of the event completion.

BUMP-OUT

Following the conclusion of your event, it is important to ensure the following steps are completed:

- Ensure bump-out is completed safely;
- Ensure all staff wear high-viz clothing;
- Return the event venue to its original condition (or that agreed in hire agreement);
- Remove all rubbish from the venue and dispose of it correctly;
- Do not leave anything behind; and
- Lock up and return keys.



STEP FOUR

EVALUATION



EVALUATION

Evaluation is the final stage of the event management process. It is important to evaluate whether the event was successful, why it was or wasn't successful, and ways to improve the event for the future.

Don't forget to review your objectives at the start of the planning process to ensure that you have considered how you will evaluate your objectives following the event. Some evaluation measures may include:

- Attendance numbers;
- Survey of attendees;
- Survey of suppliers, stall holders, and sponsors; and
- General feedback.

Some questions to consider in your event evaluation may include:

- Was the event within budget?
- Do you need to apply for more funding or sponsorship next time or could the event be restructured to ensure it stays within budget?
- How many people attended the event? Was this less or more than anticipated?
- Did you allow enough time to plan?
- Did you reach your target audience?
- Was the marketing plan successful? Why or why not?
- Was sponsorship of the event successful? What benefits did your organisation and the sponsor receive as a result of partnership?
- What promotion or media attention did you receive for the event?
- How did your event benefit the community?
- Was the theme and timing appropriate?
- Was the venue and facility adequate?
- Were the suppliers and performers professional, entertaining, and value for money?
- What improvements would you make next time?



If your event attracts visitors from outside of the region, then they are generating an economic benefit. It is particularly important to gather valid and verifiable data on this aspect of your event, especially if you are seeking to gain future funding.

For more information, visit REMPLAN for formulas to calculate the direct economic benefit at www.rempln.com.au.



APPENDIX A

THREE TO SIX (3-6) MONTHS PRIOR TO EVENT	COMPLETED
Road Closure Application	

NINETY (90) DAYS PRIOR TO EVENT	COMPLETED
Fireworks Event Notice	
Fireworks Event Permit	

SIXTY (60) DAYS PRIOR TO EVENT	COMPLETED
Application Form Public Building Events**	
Application to Construct, Extend or Alter a Public Building – Form 1**	
Application for Certificate of Approval – Form 2**	
Permit to Sell, Serve or Supply Alcohol	
Application for Liquor Permit**	
Application to Hire a City Facility**	
Public Liability Insurance (Certificate of Currency)	
Application for Approval as a Non Complying Event – Noise Exemption**	
Application for Road Closure**	
Certificate of Structural Integrity for a Temporary Structure or Marquee**	
Traffic Management Plan	
Emergency and Risk Management Plan**	
Crowd Control and Security Plan	
Event Site Plan	
COVID Event Plan	

THIRTY (30) DAYS PRIOR TO EVENT	COMPLETED
Notification Form Temporary Food Stall or Premise**	

FOURTEEN (14) DAYS PRIOR TO EVENT	COMPLETED
Notification of Residents	

TO BE COMPLETED ON EVENT DAY	COMPLETED
Certificate of Electrical Compliance – Form 5**	



**City of
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