Event Application Guidelines and Requirements

This guide is intended to assist event organisers through the relevant legislation and requirements, and application process for events held on private and public land within the City of Stirling.

It is essential that this document is read prior to, and during completion of a City of Stirling online event application.

Acknowledgement

The City of Stirling acknowledges the traditional custodians of this land, the Wadjak people of the Nyoongar nation, and pays respect to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia

Disclaimer: While the City of Stirling has taken every precaution to ensure that the content of this guideline is both current and accurate, errors can occur. Information provided does not supersede any Local, State, Commonwealth or other Authorities; Regulations, Legislation, or Acts. It is the responsibility of the user to determine best practice in all circumstances.

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Section 1 - Introduction

The City of Stirling recognises the pivotal role Arts and Events play in a liveable, vibrant and prosperous City and State. We are committed to having a thriving cultural, arts and events scene, as well as a strong and sustainable creative community and local economy.

The City is focused on enabling and supporting community and commercial organisations through events and activities, as well as showcasing the City's venues, facilities and public spaces. Event organisers are supported though event planning, approvals process and delivery, funding and sponsorship programs, and purposeful use of City venues and spaces, and marketing and promotion.

An important aspect of planning and organising events is the responsibility of the event organiser to ensure that an event is safe and meets a variety of state and local legislation and requirements. Please note, a public event is considered to be a 'public building' regardless of whether it is in a park or reserve, or in an existing building, in accordance with the *Health (Public Buildings) Regulations 1992*.

This document is intended to assist in the planning process of your event, guiding you through the relevant legislation and requirements for events held within the City of Stirling. To ensure maximum usability, internal document links and hyperlinks have been embedded within the document, which will direct you to supporting documentation, legislation and other guidance information.

For further information, forms and certificates referenced in this document, please refer to the City's website: Information for event organisers; and Health approvals. The Department of Health (WA) website provides events information for industry and event organisers; and state-wide legislation is available online: www.legislation.wa.gov.au.

Contact us

The City's Events and Sponsorship team can assist with all event enquiries, online event application service, pre-lodgement and site meetings and connect you with other teams within the City.

Phone: (08) 9205 8555
Email: eventapplications@stirling.wa.gov.au
Web: www.stirling.wa.gov.au/information-for-event-organisers

The City's Environmental Health team can assist you with technical advice regarding food, public building and liquor licensing requirements.

Email: environmentalhealth@stirling.wa.gov.au
Web: https://www.stirling.wa.gov.au/business-and-investment/starting-a-business/health-approval

The City's Development Services team can assist you with Planning, Building and Development Application advice and applications.

Email: planning@stirling.wa.gov.au
Web: https://www.stirling.wa.gov.au/developing-property

Does my event require an application?

All public events held in the City of Stirling require assessment, and in most cases, varying types of approvals. This does not apply to private events such as birthday parties held in a reserve or private premises, or other private events. Event applications and approvals are at the discretion of the City.

Event Application and Public Building Approval

All public events held on **City-owned land or in City-owned premises** expecting more than 100 people to attend require an online Event Application.

Visit the City's 'Information for Event Organisers' website for more information or contact the City's Events Officer.

For events held on **privately owned land**, contact the City's Environmental Health team.

Planning Approval

Events that operate for more than 48 hours (including bump-in and bump-out) or for a series of events, significantly change the permitted use of an area, are held in Scarborough or on other State-owned land, or as deemed necessary by the City, an Application for Development may be required. Timeframes for Planning approvals depend on the complexity of the application and can be up to 90 days.

Visit the City's Planning and Building website or contact the City's Duty Planning Officer.

Venue Hire

Events on City-owned land or premises require a Venue Hire Booking. This should be completed prior to submitting an Event Application. For private activities a venue booking may also be required.

Visit the City's Venue Hire website or contact the City's Recreation and Leisure team to discuss venue hire.

EVENT	APPROVALS
Public event on City-owned land or premises with more than 100 people in attendance	Event pre-lodgement advice Venue hire Online Event Application
Public event on privately owned land	Environmental Health pre lodgement advice
Public events that operate for more than 48hours (including bump-in and bump-out), or for a series of events, significantly change the permitted use of an area, are held in Scarborough or on other State-owned land, or as deemed necessary by the City	Planning pre-lodgement advice Planning Approval
Private events held on City-owned land or premises	Venue Booking

Application timeframes

The City requires adequate time to review event applications, seek additional information from the organiser and issue approval conditions to aid the success of an event.

- ! A City of Stirling Event Application must be submitted online a **minimum of eight (8) weeks prior to the event**.
- ! **Late applications will not be accepted.**
- ! Supporting and final documentation is due a **minimum four (4) weeks prior to the event**. Late documentation may not be accepted and may result in the event, or certain aspects of the event not proceeding.

Depending on the event, supplementary applications, documents, permits or certifications or may be required. Some of these must be obtained prior to completing an event application, and others prepared to be uploaded with the event application.

The below timeframes are provided as a guide; ensure you confirm with the relevant City of Stirling department, government agency or supplier. Visit the City's website to access information sheets, templates and application forms.

PRE-APPLICATION PLANNING AND APPROVALS (UP TO 3-6 MONTHS PRIOR)	
Development Application (City of Stirling – Planning)	Minimum **90 days prior** to the event
Discussion with Main Roads for road closures	Minimum **12 weeks prior** to the event
Traffic Management Plan	Minimum **12 weeks prior** to the event
Discussions with local Police and other agencies	Minimum **12 weeks prior** to the event (contact the relevant agency direct)
Application to Provide Food at Events	Minimum **2 weeks prior** to the event
Certified Building Permit	Minimum **4 weeks prior** to the event
Venue Hire Booking	Minimum **10 weeks prior** to the event
Fireworks Permit • Event Notice	Minimum **4 weeks prior** Application to Department of Local Government, Industry Regulation and Safety a minimum 2 weeks prior to the event
Liquor License • Letter of Support from the City • Application lodged with Racing, Gaming and Liquor	Minimum **12 weeks** prior to the event
Event Noise Exemption – Regulation 16 or 18 Application	**At least 60 days prior** to the event
DOCUMENTS TO BE UPLOADED WITH APPLICATION (MINIMUM 8 WEEKS PRIOR)	
Mandatory for all Events	**For events with 1000+ persons, or as deemed necessary by the City:**

Form 1 - Application to Construct, Extend or Alter a Public Building	Risk Management Plan
Event Site Plan	Emergency Management Plan
Public Liability Insurance $20 million	Crowd Management and Security Plan (for events requiring licensed crowd control/security officers)
	Medical Plan (First aid provider)
	Event Management Plan
FINAL DOCUMENTS TO BE UPLOADED TO EVENTS PORTAL (MINIMUM 4 WEEKS PRIOR)	
Application – Trading in Thoroughfares and Public Places	List of food vendors and valid permit numbers
Noise Management Plan / Noise Notice/Approval – Regulation 16/18	Traffic and Vehicle Management Plans
Notification letter (residents and businesses)	Temporary Signage Plan
Parking Plan	List of temporary structures and supporting documentation
List of amusement rides and entertainment activities (recommend inclusion of WorkSafe WA documentation)	Fireworks Event Notice/Permit
DOCUMENTS REQUIRED FOR/ON EVENT DAY	
Form 2 - Application for a Certificate of Approval	Certificate of Structures (Temporary Structures) and/or Engineer certification
Form 5 - Certificate of Electrical Compliance	Temporary Food Vendor Self-Assessment Checklist

Pre-lodgement advice and site meetings

The City's Events and Environmental Health teams are available to discuss your event plans prior to submitting an application, which will aid event organisers to understand event planning practices and requirements, and make the process transparent.

- Book a pre-lodgement meeting to discuss your proposal, venue suitability, event requirements and application timeframe and process;
- Book a site visit to walk the site and ensure a full understanding of usage and infrastructure.

To book a meeting email eventapplications@stirling.wa.gov.au.

How to apply (application stages and outcomes)

There are various business units (departments) within the City that provide advice and assess event applications. The City's Events Officer is the conduit and will be the main contact throughout the process.

Online Events Portal

The City's online Events Portal enables organisers to set up an account, submit and manage event applications.

To submit an application:

- Register on the City's website for an online Events Portal account and set a password;
- Log into your Events Portal and start a new application;
- Complete the online event application.

To manage applications:

- Log into your online Events Portal;
- View the status of each application;
- Resume a saved application;
- View outstanding documentation on your Task List and attach these to complete an application;
- View previous event applications.

Submit an online Event Application

Event organisers must submit an online Event Application a minimum eight (8) weeks prior to the event;

- The application will require the following **mandatory documentation**:
    1. A Certificate of Currency for Public Liability;
    2. Event Site Plan of reasonable scale and quality;
    3. Form 1 – Application to Construct, Extend or Alter a Public Building.
        - Please note, a public event is considered to be a 'public building' regardless of whether it is in a park or reserve, or in an existing building, in accordance with the *Health (Public Buildings) Regulations 1992*; as detailed in the *Guidelines for concerts, events and organised gatherings* (Department of Health WA, 2022).
- Depending on the type of the event, the application may require additional permits, approvals or supporting documentation.

Supplementary applications and documentation

Depending on the type of event, other applications, documents, permits or certifications or may be required. Some of these must be obtained prior to completing an application, and others to be submitted as part of the event application.

All supplementary and supporting documentation must be submitted to the City a **minimum of four (4) weeks prior to the event.**

Visit the Information for event organisers – Events resources section of the City's website to access current information sheets, templates and application forms.

Permits or approvals to obtain prior to submitting an event application:

- Public Liability Insurance $20 million (mandatory)
- Development Application (City of Stirling - Planning)
- Venue Hire Contract (City of Stirling - Recreation)
- Permit to Provide Food at Events [Temporary Food Vendors] (City of Stirling – Environmental Health)
- Liquor Licensing – Letter of Support (City of Stirling – Environmental Health)
- Certified Building Permit and Occupancy Permit for temporary structures (City of Stirling - Building)
- Traffic Management Plan
- Crowd Management and Security Plan (for events requiring licensed crowd control/security officers with a professional security company)
- Noise Management Plan (Regulation 18 or 19B)
- Regulation 18 – Non-complying Event (Noise) (City of Stirling – Environmental Health)
- Medical Plan (First aid provider)
- Fireworks Event Permit (Department of Local Government, Industry Regulation and Safety)

Applications or documentation to develop and submitted as part of the event application:

- Form 1 - Application to Construct, Extend or Alter a Public Building (mandatory)
- Event Site Plan (mandatory)
- Risk Management Plan
- Emergency Management Plan
- Event Management Plan
- Parking Plan
- Vehicle Management Plan
- Notification letter (residents and business)
- Temporary Signage Plan
- Application Trading in Thoroughfares and Public Places (City of Stirling)
- Noise Approval – Regulation 18 (Noise) (City of Stirling)
- List of food vendors and valid permit numbers
- List of amusement rides and entertainment activities
- List of temporary structures

Documentation to be submitted the day of the event:

- Form 2 - Application for a Certificate of Approval (day of the event)
- Form 5 - Certificate of Electrical Compliance (if applicable; day of the event)
- Certificate of Structures (if applicable; day of the event)

Confirmation of receipt

When an application has been submitted, the applicant will receive email confirmation it has been received. If you have not received this confirmation email, please check your junk mail or contact the City's Events team via email eventapplications@stirling.wa.gov.au.

Initial review

The City's Events Officer will then undertake an initial review of the application, and may request additional information or documentation or a meeting to further discuss the application.

Initial assessment and In-principle Event Approval

An initial assessment is undertaken by relevant departments within the City, and you may be contacted throughout this process for more information or a meeting.

If the application substantially meets both the City's and legislative requirements, the outcome will be communicated in writing, via an In-principle Approval Letter that will detail formal conditions and requests for final documentation that must be adhered to. It is the event organisers responsibility to adhere to these conditions in order to receive final event approval, noting that the City reserves the right to decline an event application or withdraw an approval at any given time.

In-principle Event Approvals are subject to:

- Consideration of the suitability and availability of a venue (taking into account potential conflicts with other events or impacts to community and business);
- The application meeting all the City's requirements contained in this guidance document, and the *Health (Miscellaneous Provisions) Act 1911* and *Health (Public Buildings) Regulations 1992*, including assessment of requested capacity against toilet numbers, total public floor area, and exit widths (if fenced or in an existing building);
- The application and supporting information being received within the prescribed timeframes, to the satisfaction of the City; and
- Relevant approvals and permits being obtained from other authorising agencies and organisations (if required).

Final event approval

The final assessment of an event will take into consideration any amended plans and whether the event organiser has demonstrated practical compliance with both the City's formal conditions and legislative requirements. The City will then issue final event approval correspondence.

On the day of the event, the event organiser is required to submit documentation confirming compliance with the City's conditions and legislative requirements (as detailed in writing in the City's final event approval letter) to validate or be issued with a *Form 4 – Certificate of Approval*. The Certificate of Approval section of this document details these legal requirements in full.

Post-event debrief

Once the event is complete an Events Officer will contact you for a debrief and discuss how the event went, actual attendance and to return any key, bonds or outstanding documentation.

Compliance and timeframes

The event organiser is legally responsible to ensure all relevant approvals and/or permissions have been obtained from the City of Stirling and other approving agencies. Event organisers that do not comply with in-principle event approval conditions or minimum timeframes may be refused final event approval (and future event and funding opportunities).

The City has the authority to decline an application or withdraw an in-principle and/or final event approval, in accordance with Section 179 of the *Health (Miscellaneous Provisions) Act 1911*. In such cases, the City's authorised officers will direct the event organiser to not proceed with the event, and to:

- Use all available methods to communicate the event decline or cancellation to participants and the public;
- Ensure that the event is not opened to the public; and
- Refuse to allow any person to enter the event.

Additional information

Other Guidelines and Legislation

This document should be read in conjunction with the following:

- Guidelines for Concerts, Events and Organised Gatherings (WA Department of Health 2022)
- Department of Local Government, Industry Regulation and Safety - WorkSafe
- Department of Local Government, Industry Regulation and Safety – Racing Gaming and Liquor
- Main Roads Traffic Management for Events Code of Practice
- Australia Strategy for Protecting Crowded Places from Terror Attack 2017

In addition the following pieces of legislation may be applicable to your event (but not limited to):

City of Stirling Local Laws	Local Government Act 1995
Main Roads (Traffic Management for Events) Code of Practice May 2017	Environmental Protection (Noise) Regulations 1997
Explosives and Dangerous Goods Act 1961	Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992	Food Act 2008; Food Regulations 2009 and the Australia New Zealand Food Standards Code
Liquor Control Act 1988	Work Health and Safety Act 2020 and Work Health and Safety Regulations

Building Code of Australia	Public Meetings and Processions Regulations 1984
Policing Major Events (WA Police – Police Act 1892)	Road Traffic Act 1974
Road Traffic (Events on Roads) Regulations 1991	Security and Related Activities (Control) Act 1996
Disability Discrimination Act (1992)	Out of Control Gatherings Bill 2012
State Disability Services Act (1993)	Public Order in Streets Act 1984
For more information on the above legislation visit https://www.legislation.wa.gov.au/	

Work Health and Safety

It is important to be aware that an event organiser is considered a '*person conducting a business or undertaking*' (PCBU) and has legal duties and obligations to workers, volunteers, visitors and members of the general public at an event, in accordance with the *Work Health and Safety Act 2020* (WHS Act) and *Work Health and Safety (General) Regulations 2022*.

The WorkSafe WA website provides further information on rights and responsibilities in accordance with WHS legislative requirements, and event organisers are strongly recommended to contact WorkSafe WA for further advice.

Access and inclusion

The City is committed to ensuring that events held in the City of Stirling are accessible and inclusive to all community members and requires organisers of events maximise the physical accessibility and opportunities for social inclusions.

Accessibility considerations should include physical access, social access, sensory and audible impairments, providing assistive technologies like microphones and captioning, making materials available in alternative formats, offering clear signage, and allowing for specific accommodation requests like sign language interpreters or quiet spaces. Clearly communicate accessibility information on websites and other sources of event information.

Event organisers should review the Meetings & Events Australia Checklist to understand the minimum requirements under disability discrimination legislation as well as additional ways to increase the accessibility and inclusion of your event.

For more information see the City's Accessibility and Inclusion Plan or the Disability Services website.

Promotion of your event

Events that have not received final approvals can be promoted however must indicate 'subject to final approval' and include refund and/or cancellation information.

The City's online Events Calendar can be used to promote events that are held in the City of Stirling. Visit www.stirling.wa.gov.au/events to view the online calendar and upload your event to be considered for promotion.

The City also promotes events via social media and electronic newsletters; inclusion is reserved for City-run or funded/supported events, and is at the discretion of the City.

Other channels to promote your event include local Facebook and social media pages, Hello Perth, Destination Perth, Perth Is Ok, Perth Happenings, other online directories; and local noticeboards at shopping centres, libraries and community centres.

City of Stirling attendance

The following City Officers may attend the event for business purposes:

- Events Officer
- Environmental Health Officer in order to:
    - Assess event compliance and collect Form 2, 5 and Certificate of Structures (if applicable)
    - Issue a Form 4 - Certificate of Approval with maximum accommodation numbers
    - Assess food vendors
- Community Patrol Officers

- Continue to Section 2 -

Section 2 - Event application requirements

The following sections outline the requirements for each aspect of an event application and any supplementary documentation, permits or approvals that may be required.

Applicant details

Direct contact details of the event owner and event organiser to facilitate discussions regarding the event.

Event details and history

Provide event details including: event name; full description of the event; start and end dates; bump-in/out (set-up/pack-down) dates; frequency of the event (e.g. recurring/one-off/annual); Development Application details (if required); expected number of attendees and target audience; event history; public enquiries and promotional information; and other general information.

The following outlines the event frequency definitions:

- Recurring/series/season: A collection of events of the same nature that occurs multiple times per year, either at regular or irregular intervals, e.g. monthly markets:
- One-off/annual event: An event that occurs once per year, e.g. Christmas carols

Certificate of Currency – Public Liability Insurance

Public Liability Insurance cover of **no less than $20 million** is mandatory and a current (valid) Certificate of Currency must be uploaded to progress through the application.

- Insurance must be held in the name of the event owner;
- Additional certificates/insurances relevant to the event should be provided with the application (e.g. multiple event owners, event organisers, auspicing bodies etc.);
- Ensure the event and associated activities are covered and the policy and notes any interested parties as required.

Contact your insurance company or Broker to request a Certificate of Currency.

Certificate of Currency - Public Liability Insurance (mandatory)

Certificate of Approval (maximum accommodation)

All public events (including those on the City's reserves and public open space) are considered to be a 'public building' in accordance with the *Health (Public Buildings) Regulations 1992* and *Guidelines for concerts, events and organised gatherings* (Department of Health WA, 2022).

- An event organiser must upload a completed *Form 1 – Application to Construct, Extend or Alter a Public Building*, as the formal application form to seek approval under the legislation;
    - The City will assess the full application, seek additional information (as required) and issue conditions that will enable the organiser to meet legislative requirements;

- This includes assessing the event site plan, requested capacity (total number of patrons at one time) against toilet numbers, total public floor area, and exit widths (if fenced or in an existing building).

- Events require a *Form 4 – Certificate of Approval* to proceed and this will be issued by the City on the day of the event (or in some circumstances with the Final Event Approval prior to the event)
  - This will specify the total capacity (maximum accommodation number) for the event, building or area to ensure for a safe and successful event;
  - On the day of the event organiser must complete and submit a *Form 2 – Application for Certificate of Approval* confirming compliance with the City's final event approval conditions; and if specified in the City's final event approval letter, *a Form 5 – Certificate of Electrical Compliance* and Certificate of Structures.

Please note, liquor licensed (fenced) areas may require a separate approval (including a *Form 1*) to be lodged by the organiser/applicant/licensee responsible for the licensed area.

Form 1 – Application to Construct, Extend or Alter a Public Building (mandatory)

Event site plan

A detailed Event Site Plan of reasonable scale and quality must be uploaded to progress through the application. Individual plans for fenced areas (e.g. liquor licensed areas), parking, and signage may be requested through the application.

The plan/s should include:

- Location of the event, including closest street intersections
- Entrances and exits (with dimensions)
- Emergency assembly area
- Stages, stage barriers, dancefloors
- Other entertainment attractions
- Lighting towers, speakers/towers, mixing desks
- Marquees, tents
- Food vendors (vehicles/stalls – identify any vehicles/stalls with open flames)
- Lighting, including emergency exit signage
- Mains power outlets, generators and electrical cables
- Toilet facilities
- Liquor Licensed areas
- Fencing (including height and type)
- First aid post(s)
- Fire safety equipment
- Vehicle access points, including emergency vehicle access
- Event parking areas
- Signage
- Waste bins
- Storage facilities (e.g. trailers/containers), and
- Any other activity areas, facilities or infrastructure relevant to the event

Event Site Plan (mandatory) (showing all dimensions of the event space, fencing/barriers, exit widths, furniture/stalls/other equipment, generators, toilets, fire protection, first aid etc.)

Venue Usage and Services

City of Stirling reserves, beaches and facilities are available for events depending on the size and event needs. Venues should be booked prior to submitting an event application.

Discuss all aspects of using the venue when making a booking, including:

- Availability of the venue and surrounding activities, such as sporting games or personal training groups;
- Usage of the venue including vehicle access, pegging/staking into the ground, and line marking;
- Any services available for use, such as power, water, lights, and toilets;
- Natural areas including lakes, dunes, beaches, protection of flora and fauna;
- Terms and Conditions of Hire, hire fees and bonds, and key pick up arrangements.

Please note:

- The use of large stakes (greater than 10cm), pegs and other ground staking are generally not supported. Any approval may require a Before You Dig application or underground surveying (at the organisers expense), prior to installation to mitigate damage to underground power and infrastructure;
- The release of helium balloons is not permitted from any City reserve, beach or other property;
- Vehicle access to sporting reserves is restricted;
- Certain areas require considerable maintenance and conservation and may not be used for events;
- Sporting reserves are generally not approved for events, please discuss your event location when making a venue booking;
- Written confirmation will be forwarded on approval of your venue/reserve booking. This is not an approval to hold the event.

Visit the Venues and Facilities section of the website to view venue and facilities for hire or discuss venue suitability with the Events Officer.

Discuss the venue or request a site meeting with the Events Officer prior to booking.

Toilet facilities

Toilets, hand-washing facilities and appropriate cleaning/servicing schedules must be arranged for all events.

- The number of toilets provided may determine how many people will be permitted at the event;
- An event must have at least one (1) male and one (1) female (or one (1) unisex) accessible toilet;
- Public toilets located on reserves or in clubrooms may not be available for your event, please discuss this when making a venue booking.
- Arrangements must be made for cleaning and restocking of all toilet facilities during and after the event.

Temporary toilet facilities must be provided in accordance with the following requirements:

- Must include at least one (1) unisex accessible toilet, suitable for people of all abilities;

- Be supplied with running water, soap, toilet paper, sanitary disposal facilities for female facilities, and disposable paper towels (or appropriate hand drying facility);
- Be restocked with supplies, cleaned and maintained throughout the event when required;
- All toilets provided must be accessible for the duration of the event; and
- Sufficient lighting should any part of the event occur outside daylight hours.

Further information, including toilet number calculators are available in *Supporting Tool 22 – Toilets for Temporary Events* [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

Lighting

Lighting for events held outside daylight hours may not be available at your venue, please discuss this when making a venue booking.

- Adequate lighting of all areas and facilities must be maintained for public safety where an event is scheduled to occur outside daylight hour;
- For crowded areas there must be a system in place that will allow areas to be flood-lit instantaneously in the event of an emergency.

Electrical installations and generators

Permanent power may or may not be available at your venue, please discuss this when making a venue booking.

All electrical installations must comply with *Guideline 36 – Electrical Installations* [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

- An electrical contractor or competent person must certify that temporary electrical installations (i.e. generators and major distribution of power) complies with the *Health (Public Buildings) Regulations 1992*, by completing Form 5 – Certificate of Electrical Compliance.
- A Form 5 – Certificate of Electrical Compliance is not required for portable appliances/equipment or leads plugged into an existing mains power supply or generators smaller than 25KVa, and compliance with the general safety requirements detailed below.

General electrical safety requirements for all events include:

- All electrical leads (flexible cables only), extension cords and equipment to be tested and tagged within the past 12 months in accordance with AS/NZ 3760);
- Electrical leads in areas accessible to the public must be dug into the ground, suspended overhead or protected by cable covers or trays to eliminate electrical or trip hazards;
- Electrical outlets must be protected by circuit breakers and residual current devices (RCDs). RCDs are to be tested every 12 months; and
- Cord junctions shall not be exposed to the weather or placed in damp situations.

Form 5 – Certificate of Electrical Compliance (to be completed immediately after all electrical work has completed, and handed to the Environmental Health Officer at the Event or emailed to the City prior to the commencement of the event).

LP gas (LGP) safety

To ensure the safety of event staff, attendees and the public, if an event organiser or any vendor(s) trading at an event intend to use LP gas or butane cooking appliances, please ensure compliance with The safe use of LP gas at public venues in WA and accompanying Checklist for gas installations in public venues (developed by Building and Energy, Department of Energy, Mines, Industry Regulation and Safety in accordance with legislative requirements).

An event organiser should consider LP gas locations ensuring that any vendors with LP gas or butane cooking appliances are:

- Not positioned in enclosed spaces (including within 3-sided enclosed marquees, buildings, food vehicles); and
- Located 3-4 metres from any potential ignition source such as wood-fired cooking appliances or fire-pits.

Food and drink

To provide, sell, or give-away food or drink (including alcohol), each temporary food/drink vendor must hold a valid *Food Act 2008* Certificate of Registration, and a valid City of Stirling *Permit to Provide Food at Events*. Examples of vendors requiring a Permit include food trucks and stalls, bars/liquor licensed areas, caterers, tastings, and charity/fundraiser sausage sizzles and cake stalls.

- The event organiser must provide a list of food/drink vendors four (4) weeks prior to the event;
- Each individual food/drink vendor must hold a valid Permit, or apply for a Permit by submitting an Application for a Permit to Provide Food at Events to the City's Environmental Health team.
    - A minimum of two (2) week is required for an assessment and permit to be issued (if approved);
    - No fee is payable for the Permit.

Please refer to the City's Guide for Temporary Food Vendors for detailed information and discuss the proposed food and drink options with the Environmental Health team prior to submitting an event application.

Legislative requirements

All food handling must be undertaken within a registered food premises, including food preparation prior to an event; and approved Food Stall Permit holders must comply with the following to trade at an event in the City:

- Food Standards Code (Food Standards Australia New Zealand);
- *Food Act 2008*, *Food Regulations 2009*, and conditions of the registering Local Government;
- The City's *Thoroughfares and Public Places Local Law 2009*; and
- Directions by the City's Environmental Health Officers.

Charity/Fundraising requirements

The City's Guide for Temporary Food Vendors provides detailed advice for Charity/Community groups.

- Without a valid *Food Act 2008* Certificate of Registration vendors are strictly limited to the sale of only **low-risk food** (e.g. fairy floss, popcorn, cakes without cream) and **food that is cooked and served onsite for immediate consumption** (e.g. sausage sizzles, popcorn and fairy floss).
- Food Act Notification is required for the sale of **low-risk foods** by submitting an *Application for a Permit to Provide Food at Events*.

- Food handlers must have a basic level of food handler training, which can be gained via the City-subsidised online food safety training programs *I'm Alert* and *FoodSafe*.
- Due to the risk of allergens, a typical charity/community cake stall will require allergen information to be displayed by either:
    - Displaying information about allergens next to the food on sale (if not packaged).
    - Providing information about allergens if requested by a customer.
- It is recommended that you distribute information about allergen management to volunteers well ahead of the event, to help with labelling and allergen management on the day.

Food Standards Australia and New Zealand (FSANZ) provides Information for charities and community organisations, including Labelling and providing information about food sold at fundraising events.

The Department of Health (WA) provides information for Fundraisers, charities and volunteers; as does Food Standards Australia and New Zealand – Information for charities and community organisations, including Labelling and providing information about food sold at fundraising events.

Inspections and Self-assessment on Event Day

The event organiser must provide the Temporary Food Vendor Self-Assessment Checklist to all food vendors prior to the event. The self-assessment checklist:

- Confirms the minimum food safety requirements vendors must demonstrate compliance with to the event organiser and/or the City's Environmental Health Officers; and
- Must be successfully completed by vendors prior to commencing trade.

In the interests of public health and food safety, vendors that fail to comply with legislative requirements and/or permit conditions will not be permitted to trade.

A list of food vendors and their Food Stall Permit number *(e.g. STALL0000)* is to be submitted with the event application.

List of food/drink vendors including the CoS Food Stall Permit number.

Application for a Permit to Provide Food at Events (food vendors submit this directly to the City's Environmental Health team).

Temporary Food Vendor Self-Assessment Checklist (event organiser to provide to vendors prior to the event)

Alcohol

All events held on City-owned/managed property that sells or provides alcohol (including tastings) requires a Liquor License from Racing, Gaming and Liquor (RGL) and appropriate crowd management.

Please discuss alcohol at events with the City's Events Officer in the first instance, as some licensed events may not be supported. In addition to the City, event organisers should liaise with RGL directly, and the local WA Police.

Letter of Support

A formal 'Letter of Support' from the City is required to support a RGL applications.

- A Letter of Support must be requested in writing from the City (prior to lodging an application with RGL) a minimum of eight (8) weeks prior to an event by emailing environmentalhealth@stirling.wa.gov.au;
    - Include details of the event, details of the licensee, scope of licensed areas/liquor being provided (hours of operation, size/location of licensed area, type of alcohol etc) and provide a draft site plan of the licensed area;
- The City's Environmental Health team will consider public health, safety and harm-minimisation principles, and will apply conditions such as crowd controller ratios, fencing type and height, and consider public building requirements.
- This includes assessing the requested capacity (total number of patrons at one time) against toilet numbers, total public floor area, and exit widths (if fenced or in an existing building).
- The Environmental Health team will require a minimum of two (2) weeks to assess requests and draft a conditional Letter of Support.

For further guidance, please contact the City's Environmental Health team via email environmentalhealth@stirling.wa.gov.au.

For all events with a licensed area, event organisers must submit the following with the event application:

- A copy of the application form lodged with RGL, and once issued, a copy of the liquor license and map approved by RGL;
- An overview of the liquor licensed area, including operating hours, requested capacity (patron numbers), crowd flow and dynamics, lighting for events held outside daylight hours;
- A site plan indicating the size and location of the proposed licensed area including entry/exit points with dimensions, fence type and height, bar/structures, water, power/generators, toilets, crowd controller and security locations;
- If the licensed area is not under the control of the event organiser, a Form 1 – Application to Construct, Extend or Alter a Public Building;
- Information, House Management Plan and other management practices to demonstrate responsible service, proposed management of juveniles if they are to be permitted within a liquor licensed area, including a Crowd Management Plan that includes crowd control requirements of the liquor license and the *Securities and Related Activities (Control) Act 1996* (refer also to the 'Crowd Control and Security' section within this guideline).

Guideline 23 – Liquor License application [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)] details conditions that may be imposed, including:

- Licensed areas must be appropriately delineated with adequate fencing and signed to assist in identification requirements, managing patron numbers and juveniles on premises.
- Finish times for licensed events that take into consideration the venue, location and day of operation, e.g. 11.00pm Friday and Saturday nights, and no later than 9.00pm any other night.

- Liquor sales are to finish half-an-hour prior to the event finish time, and no takeaway sale of packaged liquor. Exemptions may be made for events such as wine tasting, at the discretion of the City.
- Free water must be available, and no glass is permitted. Consider serving drinks in reusable containers or bamboo, biodegradable or recyclable cups or cans.
- Crowd controllers and approved managers must accurately monitor the number of people in the venue and provide this information if/when required by the City's Environmental Health Officer or Community Patrol Officer.

Further information is available in:

- *Section 8 – Management of alcohol* [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)];
- Racing, Gaming and Liquor website and 'Security Licensing Policy' (RGL); and
- 'Crowd Control and Security' section within this guideline.

Letter of Support (for all City of Stirling owned/managed property – prior to RGL submission)

Liquor license from Racing, Gaming and Liquor

Scaled/detailed site plan of the licensed area

Management Practices/Policy

Crowd control and security

Crowd control, emergency management, security, and asset protection is an important element to aid the safety and success of an event. The event organiser must consider all possible safety and security risks, including:

- Those outlined within Department of Health, *Guidelines for concerts, events and organised gatherings* (2022), including but not limited to Guideline 19: Crowd control and security and associated supporting tools;
- Event location and environment;
- Cultural diversity and crowd dynamics;
- Emergency and evacuation procedures;
- Any past security and/or crime-related issues, terrorism (or threat);
- Communications with local WA Police and City of Stirling Community Services team (noting that the City's Community Safety team are available to attend to issues related to City infrastructure or services only).

Event organiser, events staff, security officers and crowd controllers to be clearly identifiable (e.g. different coloured and marked high-vis vests; identification cards) with a clear delineation of roles.

- Crowd control duties must be undertaken by licensed crowd controllers as detailed in Section 35 of the *Security and Related Activities (Control) Act 1996*, e.g. screening for entry liquor licensed areas; controlling or monitoring crowd movement; and removing persons for behavioural reasons.
- Licensed Security Officers may be employed to undertake asset protection, e.g. watching, guarding and protecting property/assets.

For events with less than 1,000 attendees at one time

- Details of crowd and security controllers, contact phone numbers and known risks are to be provided in the event application.

For events with 1,000 or more attendees at one time (or as deemed necessary by the City / high risk events)

A Crowd Management and Security Plan (CMSP) is required for all events with 1,000 or more attendees at one time (or as deemed necessary by the City) and must:

- Demonstrate a good understanding of the event and risks involved, and comply with *Security and Related Activities (Control) Act 1996*;
- Detail numbers, locations and rostered times of crowd control and security officers, noting the following crowd control ratios, as per Section 7: Crowd management [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)]:
- Liquor licensed/high-risk events: 2 crowd controllers for the first 100 patrons; and 1 crowd controller per 100 patrons thereafter
- Lower-risk events: 1 crowd controller per 200 patrons
- Be referenced/considered in relevant plans (e.g. Risk and Emergency Management, Medical, Evacuation and Communication Plans);
- Outline of the event including stakeholder responsibilities, expected attendance numbers, consideration of crowd flow and dynamics, exit pathways;
- Identify probable areas of concern and response (including use of non-aggressive patron management techniques); and;
- Be implemented in full.

Any changes to the CMSP must be communicated in writing to the City as soon as practicable, prior to the commencement of the event. In the case of recurring events, a reassessment of the crowd control and security requirements should be conducted regularly by the event manager, including the number of attendees and risk. The City is to be notified immediately of any change in event conditions that may affect the safety and/or security of the event and attendees.

Further information is available in Section 7: Crowd management [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

For events expecting more than 1,000 attendees at any given time, a Crowd Management Plan must be submitted with the event application.

Crowd Management and Security Plan (1,000+ attendees)

Fire safety

Firefighting equipment is a requirement for all events, in accordance with the Building Code of Australia (BCA) or as recommended by Department of Fire and Emergency Services.

- As a minimum, one (1) 4.5kg B (E) dry chemical powder extinguisher must be located adjacent to:
    - Any electrical generator or switchboard
    - Any flammable liquid or gas containers
    - Any food preparation / cooking area
- The number of firefighting appliances should be dictated by the types of activity occurring and/or infrastructure at the event, and comply with *Guideline 16 – Fire fighting* [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)];
- Equipment must be maintained tested and tagged in accordance with *Australian Standard 1851-2012: Routine service of fire protection systems and equipment*;
- Access through the event site for emergency fire services must be maintained;
- Fire emergency management should be included in risk and emergency management plans;
- Event staff must be trained and/or competent in the use of firefighting equipment. Ensure all event staff are familiar with the location of fire services and are trained in using a fire extinguishers.

Ensure all fire safety equipment is shown on the Event Site Map.

First aid

First aid is a requirement for all events, with detailed information and first aid personnel calculator(s) available in Guideline 7: Medical and first aid [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)]. Medical risks and medical plans should also be incorporated into risk management and emergency management plans.

For events with **less than 500 attendees at one time**, the event organiser has a duty of care to ensure that:

- The location of first aid post(s) are clearly signed and accessible;
- At least one (1) person with a current first aid certificate is dedicated to providing first aid and is present for the duration of event;
- Dedicated first aid personnel have access to a basic first aid kit (stocked according to the nature of the event), personal protective equipment, water, sunscreen, and bug spray; and
- Emergency contact numbers and procedures are readily available to all staff and volunteers.

For events **over 500 attendees at one time**, the first aid personnel calculator(s) available in Guideline 7: Medical and first aid will be used to assess the numbers of both qualified first-aid personnel and designated first aid post(s) required for the event. The event organiser must ensure:

- The location of first aid post(s) are clearly signed and accessible;
- Ensure that first-aid personnel hold current first aid qualifications (issued by an accredited provider);
- Have access to a first aid kit (stocked according to the nature of the event), personal protective equipment, water, sunscreen, and bug spray; and

- Emergency contact numbers and procedures are readily available to all staff and volunteers.

Ensure all first aid services are shown on the Event Site Map.

Waste management

Waste must be managed throughout the event and removed from site immediately after the event. Waste can be self-managed, managed by an external waste provider, or bins can be hired from the City of Stirling (fees and conditions apply).

As a general guide:

- 1 bin per 50 people for events where food and drink will be consumed;
- 1 bin per 150 people where no or minimal food or drink will be consumed;
- Containers for Change WA is a great option to raise funds and reduce landfill by recycling cans and bottles.

Please note:

- Waste must be managed throughout and after the event and bins be placed in accessible locations;
- Bins and skips are to be placed within easy access for trucks/collection;
- Public bins in the area cannot be used for the event.
- Any waste left onsite, the City will arrange for cleaning and additional fees will apply;
- Consider taping bin lids closed at the end of the event to prevent littering due to wind, birds or overfilling.

Hire bins from the City of Stirling:

- Bins available are 240L general waste or 660L (small) skip bins;
- Recycling bins are only available to events that have a dedicated waste management station or strategy to prevent contamination of recyclable items;
- A minimum order of five (5) bins is required;
- For weekend events, bins will be delivered on the Friday prior and collected on the Monday morning;
- Bins are not collected/emptied daily so ensure adequate bins (or a mix of wheelie bins, bin bags and skips) are arranged to accommodate the waste generated across the entire event time;
- Fees of approximately $40 per wheelie bins and $160 for skip bins apply for hire of City waste services, and organisers are invoiced directly.

Further information on waste management strategies can be found:

- WALGA Better Practice Guidelines for Waste Management for Public Events
- Containers for Change Event Guide

Fireworks

The discharging of fireworks requires the use of a licensed fireworks contractor/company and an Event Permit from the Department of Local Government, Industry Regulation and Safety. An Event Notice must be submitted to the City and other agencies prior to applying for the Event Permit.

Discuss fireworks with the City's Events Officer prior to lodging an application. Contact a licensed fireworks contractor/company for more information or visit the Department of Local Government, Industry Regulation and Safety website.

A copy of the Event Permit and map are to be submitted with the event application.

Event Permit – Department of Local Government, Industry Regulation and Safety

Parking and transport

Adequate parking and transport options must be arranged for the proposed number of people attending your event, including the provision of ACROD parking bays, staff and supplier parking and promotion of public and alternative transport options.

Event organisers must:

- Develop a Parking Plan and ensure there is adequate event parking for the expected number of attendees, event staff and suppliers, ACROD parking is close to the venue, and consider public and alternative transport modes; Ensure event parking areas, bike racks, ride share and other parking and transport information including a link to the Transperth website is promoted to attendees;
- Where there is shared use of parking at a facility, provisions must be in place to retain parking for non-event patrons (e.g. Events held at reserves, parking must be available for general public using the reserve);
- Not block or close designated ACROD parking bays;
- Advise event staff and suppliers of suitable parking and loading areas. Event staff and suppliers are not exempt from parking regulations and/or restrictions.

Please note:

- For large events contact Transperth to notify of the event or arrange additional public transport services. Read the Transperth Special Events Services Guide here;
- Overflow parking on parks and reserves may be considered; discuss this with the Events Officer;
- Infringements may be issued to event patrons parking against parking regulations;
- Parking signage, marshals and other should be considered when developing a parking plan.

A Parking Plan must be submitted with the event application.

Parking Plan

Stallholders and trading

Events that have market stalls, food stalls, buskers, charity collections or other goods or services for sale or hire, require approvals under the *Thoroughfares and Public Places Local Law 2009*.

- Event managers must apply for an overarching permit to allow a number of traders at the event, with the event managers accepting responsibility and liability of all stallholders.
    - It is highly recommended that event managers obtain appropriate insurances from stallholders;
- Food vendors require a *City of Stirling Permit to Provide Food at Events* to allow the preparation of food and/or drink (including alcohol) are to be included in the event manager's overarching traders permit.

Application for a Permit Event Manager Organiser - Trading in Thoroughfares and Public Places

Verge signage

Permission may be granted for the temporary placement of advertising and event parking and wayfinding signage on verges.

- A maximum of 10 signs will be considered;
- Advertising signage is available to not-for-profit groups only;
- Signage may be erected a maximum of 14 days prior to your event commencing, and must be removed within 48 hours of the event concluding;
- The use of VMS (Variable Message Systems) or flashing lights is restricted. The VMS signs can only be used on the day of an event to direct traffic;
- Permission must be granted from the Main Roads Department for signage a main road or highway. These roads include West Coast Highway. Marmion Avenue. Mitchell Freeway. Wanneroo Road. Karrinyup Road – (Marmion Avenue to Morley Drive Morley Drive) and Reid Highway.

A Signage Plan must be submitted with the event application.

Signage Plan

Main Roads WA approval

Traffic and vehicle management

Event organisers must consider the vehicle and traffic movements relating to an event and ensure adequate and safe management.

- All vehicles access to public places/venues must be authorised by the City.

- The event manager is responsible for overseeing all vehicle access and movements within the event site, and comply with any City requirements (e.g. vehicle access/parking plans).
- Vehicle access and movements are restricted to emergency services vehicles only during event operating times;
- Vehicles operating on reserves or in public places must limit travel on active sporting surfaces, have hazard lights activated, travel at 10km/h and be accompanied by a spotter to ensure the safety of the public.

Organisers should develop an Event Vehicle Management Plan (EVMP), to ensure safe operations of all vehicles within an event site. An EVMP should outlining how vehicles will safely enter, move around, and exit an event site, ensuring the safety of all attendees and the public. It covers everything from traffic control measures and vehicle and pedestrian routes to parking arrangements and signage, and should be tailored to the specific needs of each event.

Events that have road closures, large numbers of vehicles expected, or the potential for pedestrian or traffic congestion, may require a traffic management company to develop and implement a Traffic Management Plan.

Contact a professional traffic management company to discuss the requirements.

More information can be found on the City's Temporary Traffic Management Procedure, Main Roads Traffic Management for Events or SafeWork Australia for more information on traffic and vehicle management at events.

Main Roads require a minimum 12 week application process for road closures and other major considerations; this time is in addition to the City's eight (8) weeks application timeframe. Refer to the Main Roads Traffic Management for Events Code of Practice

Scarborough Event Vehicle Management

For events held within the Scarborough precinct, the movement of vehicles in public spaces must be adequately managed. Depending on the number of vehicles and time of bump in/out, a professional traffic management company may be required to manage vehicle movement.

A *Scarborough Event Vehicle Management Plan* is to be submitted with the online event application.

Event Vehicle Management Plan (Scarborough)

Traffic management plan

Notifications

All residents, businesses, emergency services and other stakeholders who may be impacted by the event with noise, traffic, parking and road closures must be notified of your event.

Relevant emergency services, including WA Police, Department of Fire and Emergency Services and other external agencies must be advised of the event a minimum of 14 days prior to the event, and all public and private events with more than 500 patrons must be registered on the Department of Health (DoH) Mass Gathering – Events register.

A Notification Letter must contain:

- Event dates and times (including bump in and bump out, sound check times or other times of potential impact)
- Likely impacts;
- Contact number to the event for any complaints or issues
- Additional information required to address Noise Management Plans.

A Notification Letter may need to be submitted with the event application.

Notification letter

Department of Health Events Register

WA Police – Register a Party (contact your local police station or call 131 444 in advance of your event)

Department of Fire and Emergency Services

Noise management

If an event has amplified music or other noise that has the potential to impact residents or sensitive premises, event organisers must develop a noise management plan. The City will assess potential noise and the impacts against the below criteria.

Noise from outdoor events is controlled by state legislation under the *Environmental Protection (Noise) Regulations 1997* (the Regulations). The Regulations set allowable noise levels to be received from other premises under regulation 7. As events would typically lose their character or usefulness if they were to comply with the assigned levels, exemptions and approvals exist to balance noise disturbance with broader community benefit. As a guide, if noise from your event is likely to be audible within any residential premises, there is a strong likelihood that it will exceed the assigned noise levels allowed by the Regulations.

Regulation 16 – Community Noise

Regulation 16 allows for exemptions as 'community noise' and events which meet this definition won't need to comply with the 'assigned levels' specified in regulation 7. Event types that meet this definition are: agricultural shows; fairs and fetes; educational activities; and exhibitions and other like events.

To enable this exemption, event organisers are required to submit a Noise Management Plan (NMP) with their event application **a minimum of eight (8) weeks prior to the event**, including the below:

- Layout plan showing stage set-up and direction.
- Speaker type, number and location.
- Scheduling of acts/performances.
- Name of person responsible for sound control on the event day.
- A draft notification letter (for approval by the City) including details of a complaint response service that includes a phone number that will be manned for the duration of the event.

Where an event does not meet the above criteria and significant noise will be created, an event organiser may apply to the City for approval of a 'non-complying event' under regulation 18.

Regulation 18 – Non-complying Event

Regulation 18 allows for noise emissions from an approved event to exceed the assigned levels in the Regulations provided that the occupier or applicant complies with the event's conditions of approval. An Application for a Regulation 18 approval must be received **no later than 60 days prior to the event** and accompanied by an application fee of $1,000. The application is to include a noise management plan prepared by a suitably qualified acoustic consultant detailing the following information:

- Event details including dates and times, bump-in, bump-out and the scheduling of acts and performances.
- Detailed site plan showing stage set up, direction and distance of the mixing desk from the stage, speaker type, number and location.
- Noise modelling including contour maps for worst-case meteorological conditions for A-weighted and C-weighted sound levels that extend out to at least 50dB(A) and 65dB(C) respectively. Contour maps must clearly show noise contours in relation to mixing desk/reference locations, identifiable landmarks, and must clearly show the expected noise levels at the nearest noise sensitive receivers.
- Proposed conditions of approval and associated noise mitigation measures may be recommended by the applicant/acoustic consultant for the City's consideration. Final conditions of approval issued by the City are to be implemented in full.
- Complaint handling and response strategy for the event, including sound system tests, rehearsals sessions and bump-in/bump-out.
- Name and contact details of the person responsible for sound control on the event day.
- A draft notification letter for approval by the City including details of a complaint response service that includes at least two (2) lines which can be answered in person by an operator and be attended at all times during the event and sound checks.

Scarborough Beach Precinct – Regulation 19B Venue Approval – Noise Conditions

For events held at the Scarborough Beach Precinct, please refer to the following guidance tables that have been developed to assist event organisers achieving compliance with the noise conditions in the

City's Regulation 19B Venue Approval for sporting, cultural or entertainment events in accordance with the *Environmental Protection (Noise) Regulations 1997*. The City's Environmental Health team will assess your application and provide advice on the category of the event.

Events are categorised into three main types, and the corresponding guidance tables are linked below:

- **Community events** – up to five (5) hours of moderate music, which include between one (1) to three (3) locations within the Scarborough Beach Precinct with DJs or small acoustic bands providing background music
  - Regulation 19B – Community Events Guidance Table
- **Concert events** – up to 10 hours of moderate to loud music, such as a music festival or concert which can be clearly heard from surrounding properties.
  - Regulation 19B – Concert Events Guidance Table
- **General events** – up to six (6) hours of moderate to loud music, with a mix of DJ and live music which can clearly be heard from surrounding properties.
  - Regulation 19B – General Events Guidance Table

It is important to note that the above tables must be read in conjunction with the City's formal (gazetted) Regulation 19B Venue Approval. For further information, please contact the City's Environmental Health team via email environmentalhealth@stirling.wa.gov.au or contact (08) 9205 8555.

An event organiser must upload the relevant application and a Noise Management Plan with the event application if they are unlikely to comply with the 'assigned levels' specified in the Regulations.

Noise Management Plan

Regulation 18 – Application for a non-compliant event

Amusement rides and entertainment activities

Amusement rides, show concessions and other entertainment activities such as animal farms and face painting add to the atmosphere of an event. The event organiser and amusement device owner/operator must comply with their specified duties under the *Work Health and Safety Act 2020* (WHS Act) and *Work Health and Safety (General) Regulations 2022*.

The event organiser must be satisfied that the operation of these rides/structures comply with WorkSafe WA's Amusement Devices Guide, and obtain from the amusement device owner/operator a copy of:

- Valid Public Liability Insurance;
- Annual Certificate of Inspection of the amusement device by a competent person;
- Copy of WorkSafe Plant Registration; and
- For Class 1 amusement devices, an assessment or certification letter from a competent person that shows the assessment methodology.

It is strongly recommended that a copy of the above documentation is provided to the City. Further information is available in Guideline 13: Shows, carnival and fairs [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

Face painting, craft activities, petting zoos and the like

The event organiser must ensure that all suppliers, contractors, and other entities engaged to undertake activities at the event hold appropriate and current insurance coverage relevant to their services. Department of Health provides further information specific to animal farms/petting zoos, and face-painting.

Ice baths and saunas

Single-use ice baths do not require approval, however this requires the event organiser to ensure that baths are emptied, cleaned and disinfected between each patron.

Multi-use ice baths are considered to be aquatic facilities under the *Health (Aquatic Facilities) Regulations 2007* and require prior approval from the WA Department of Health (or a formal exemption). Assessment and approval of an application may take up to eight (8) weeks, and a copy must be uploaded with your online event application.

Further information is available on the WA Department of Health website.

Temporary saunas generally do not require a formal approval, however the City will require detailed information on any proposed saunas, including the location, structure and heat-source to be able to make a full assessment.

Aquatic Facility approval (or exemption)

A list of all amusement rides and other activities at the event may need to be submitted with the event application.

List of amusement rides and entertainment activities

Temporary structures

The City's Temporary Structures Guidelines details various types of temporary structures and the documentation typically required, in accordance with the *Building Act 2011* and *Building Regulations 2012*. The City's requirements will be communicated to an event organiser in writing, prior to the event.

The event organiser, or structure/device owner/operator must:

- Provide a detailed list of temporary structures (such as marquees, stages, climbing walls and spectator stands) including dimensions and relevant structural documentation a minimum of four (4) weeks prior to the event; and
- Comply with the minimum requirements specified by City's Building Surveyor (this may range from a Certificate of Structures completed by a suitably qualified installer, to a structural engineer certification, statement of compliance or Building and Occupancy Permit for significant structures).

Temporary structures **greater than 24m²** require a Certificate of Structures to be completed by suitably qualified person or rigger, prior to the use or occupation of the structure.

For structures **greater than 55m²**, please refer to *Guideline 11 –Temporary* structures [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

Please note, any temporary structures greater than 24m² that have not been certified must not be occupied.

The event organiser and structure/device owner/operator must comply with their duties under the *Work Health and Safety Act 2020* (WHS Act) and *Work Health and Safety (General) Regulations 2022*. All temporary structures must be installed and managed as per manufacturer's specifications and instructions.

For further information, refer to the City's Temporary Structures Guidelines and *Guideline 11 – Temporary* structures [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

A list of temporary structures including the size and purpose of each structure, and (where applicable) a Certified Building Permit must be submitted with an event application.

List of temporary structures

Certificate of Structures (once structure build is complete and prior to usage)

Certified Building Permit (if required by the City's Building Surveyor)

Risk, Emergency and Event Management Plans

Risk and emergency management is integral to the any success of an event, regardless of size, and should be considered in addition to the event organiser's responsibilities under the Work Health and Safety (WHS) legislation. The WorkSafe WA website provides further information on rights and responsibilities in accordance with WHS legislative requirements, and event organisers are strongly recommended to contact WorkSafe WA for further advice.

An event organiser is responsible for implementing risk mitigation measures to address any potential hazards associated with the event and to ensure the safety of all staff and attendees.

- For events expecting **less than 1,000 people in attendance at one time (unless deemed necessary by the City)** event organisers are not required to submit Risk or Emergency Management Plans with the event application.
- For events with **greater than 1,000 people in attendance at one time** Risk and Emergency Management Plans are a legal requirement and must be submitted with an event application.
    - The legal requirement is in accordance with *AS/NZS ISO 31000:2018 – Risk Management*, *Australian Standard AS 3745:2010, Planning for Emergencies in Facilities* and the *Health (Public Buildings) Regulation 1992*.

- The City may require written confirmation from an independent risk management specialist that the Risk Management Plan complies with Australian Standards *AS/NZS ISO 31000:2018* and *AS 3745:2010*.

A Risk Management Plan (RMP) must be specific to the operation of an events at the proposed location, and identify and document all relevant risks in a logical, systematic manner, and how the event organisers plans to mitigate these risks to an acceptable level. The plans must incorporate other relevant event plans and procedures (e.g. crowd management and safety plans, traffic management plans, lost child/safety plans).

Risk and emergency plans must be easy to follow and include (but not limited to):

- Context/description of the event
- Event site map/s including emergency assembly point or points
- Document controls
- Stakeholder list with contacts, roles and responsibilities
- Risk identification and assessment,
- Risk treatment and control (risk register)
- Emergency Communication Plan
- Procedure for managing emergencies including lost/found children
- Staff induction training (how do staff know what to do and when in an emergency)
- A communications plan, both for operational staff and for contractors and volunteers.

An Event Management Plan (EMP) is a document that provides an overview of the event and its operations and include (but not limited to):

- The objectives and description of the event;
- The entire operation of the event and detailed site plans;
- Contact list (key event contacts and stakeholders including suppliers) and an emergency contact list (including safety wardens, emergency services); and
- Supporting management plans (e.g. risk, emergency, medical, crowd, evacuation, communication, vehicle access) and other relevant plans or schedules and run-sheets.

Further information is available in Guideline 4: Risk management; and Guideline 5: Emergency management [Department of Health, *Guidelines for concerts, events and organised gatherings* (2022)].

For assistance in developing risk, emergency and event management plans, you can refer to:

- Your Insurance Broker for referral to Risk Management organisations
- Guidelines for Concerts, Events and Organised Gatherings 2022 (WA Department of Health – Guideline 4)
- Tourism WA - Introduction to Risk Management for Event Holders in WA
- LGIS Event Risk (Local Government Insurance Services)
- Safework Australia
- The City's website Event resources

- **Risk Management Plan (greater than 1,000 persons or deemed necessary by the City)**
- **Emergency Management Plan (greater than 1,000 persons or deemed necessary by the City)**
- **Event Management Plan (greater than 1,000 persons or deemed necessary by the City)**

Additional information

Should an event organiser require anything further from the City, or wish to provide information not requested throughout the online form, comments can be added at the end of the application (e.g. a request for on-site meetings, other useful information or questions).

Declaration

As an event organiser, by agreeing to the declaration online and submitting an application, you are responsible for:

- Ensuring you have authority to submit an application and associated forms and information on behalf of the event owner/entity;
- Ensuring you are aware of the guidelines and requirement for events within the City of Stirling;
- Ensuring proper planning and obtaining other approvals outside of the City;
- Providing accurate and timely information and documentation within the application and throughout the approval process;
- Updating the City on any and all changes to the event plans in a timely manner;
- All operations and liabilities of the event.

This declaration must be acknowledged to be able to complete the application.

Congratulations – you have completed the City's Event Application. City Officers will liaise with you throughout the application and assessment process.