



Department of  
Health

# Guidelines for concerts, events and organised gatherings

## 2022



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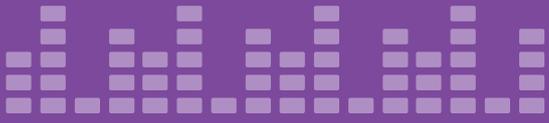
Ensuring Western Australian concerts,  
events and organised gatherings are safe  
for patrons and neighbours.



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# Part A

## Background and administrative considerations



# Section 1

## Background

### Introduction

The *Guidelines for Concerts, Events and Organised Gatherings 2022* prescribes requirements for concerts, events and organised gatherings to ensure that places are safe for patrons, do not disturb neighbouring people and provide uniformity throughout WA.

The Guideline replaces the 2009 version, identifying basic standards and safety measures for event managers to satisfy authorities including local government, police and emergency response organisations.

The Guideline was updated in collaboration with the Public and Aboriginal Health Division of the WA Department of Health, WA Police and Mental Health Commission.

Risk management plans are now an integral part of the event development process and this document is intended to reinforce the requirement for event organisations to have a culture of risk assessment and management using the process outlined in the Standard AS/NZS ISO 31000:2009.

A risk management plan should be prepared for every medium and high-risk event. At the Hillsborough disaster memorial service, the Archbishop of York said 'Crowd disasters do not usually happen for a single reason, nor is it possible to blame one scapegoat. Disasters happen because of a whole series of mistakes, misjudgements and mischance happens to come together in deadly combinations.'

This statement remains valid as in recent times we have seen a substantial increase in the numbers of events and as a result a corresponding number of potentially disastrous situations. The risk management process when correctly applied in accordance with AS NZS 31 000 will reduce the risk of a disaster.

### Comments may be forwarded at any time to: -

Environmental Health Directorate  
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### About this resource

#### Who is this resource for?

The primary target group for this resource is event managers. However, it is also a useful tool for local governments, police and other government agencies.

#### What does it aim to do?

The purpose of this resource is to provide information to make events safer, identify basic standards necessary to satisfy authorities and provide a consistent statewide approach to concerts, events and organised gatherings.

When using the guidelines, the size and complexity of the event must be considered to ensure that appropriate information is used. Care needs to be taken to selectively determine appropriate controls for the identified risks.

The guidelines provide advice on issues that may not be covered by formal legislation and contain information to assist the interpretation of prescribed legislation such as the National Construction Code and the *Health (Public Buildings) Regulations 1992*.

It is important to note that even though a venue or facility may comply with all prescribed legislation, it does not mean that all health or safety aspects have been addressed.

Whilst this guide is not a legislative document, it could be considered a best practice guideline.

## Event definition

A gathering of people brought together for a common purpose by some prearrangement. The guidelines are applicable to events that are of a temporary nature but are also relevant to recurring events.

## Is this resource relevant to both big and small events?

These guidelines focus on risk. For example, the size and complexity of an event relate to its risk level, with larger events tending to be higher risk.

A considerable amount of information in the guidelines is relevant to major events and concerts. However, the document has been arranged so that for smaller, lower risk events the pertinent requirements can be easily defined.

## Types of events

Type of event (examples)	Definition
Electronic Dance Music (EDM) festival	A rave party is typically an all-night dance event where DJs and other performers play electronic dance music.
Sporting Events	A professional or community event, usually attracting spectators where the focus is on observing individuals or teams who participate in sports
Concerts	A concert is a performance of musical entertainment.
*Large Capacity Event	An event is classified as large if more than 5,000 patrons attend.
*Medium Capacity Event	An event is classified as medium if 2,000 – 5,000 patrons attend.
*Small Capacity Event	An event is classified as small if less than 2,000 patrons attend.

\*Not to be confused with high, medium or low risk events

The *Guidelines for Concerts, Events and Organised Gatherings* contains information for all types of events.

This resource includes:

- roles and responsibilities for government agencies and key personnel associated with events
- general information about events
- forms and support tools to complete when holding an event.



### Read

It is important to read all the information provided in this resource when planning events to determine the parts that are applicable to your event. Refer to the [Summary of approvals and plans required before an event](#).



## Approvals/applications

### What approvals are necessary?

Each event is different, and the specific approvals required will depend on the type of event. The approvals below apply to most events.

Event managers must consult with the relevant local government(s) to determine the required approvals for their district(s).

### How to apply

Refer to the specific sections within this resource on how to apply for each approval.

### When do I need to apply?

For almost every event different types of approvals may be required. If your event is in a permanent venue (e.g. a bar or theatre) that has existing approvals, then a new formal approval may not be required. However, risk management and other matters outlined within these guidelines still need to be addressed.

### Local government approval

Local government, often referred to as the 'Local Council', is the key organisation as far as events are concerned, it is the only organisation that is involved with every event. They have several statutory responsibilities across a variety of legislation.

Local government should be the first organisation contacted.

If your event is going to be held in a facility that is not approved for the type of use or capacity that you are planning for your event, then a new application must be submitted to local government or the relevant authority. Local government should advise of specific information and the types of approvals that will apply to the event. The local government will initially be involved at the planning stage with how your event may adversely affect the neighbouring community.

If you are unsure what is required, refer to the local government where the event will be held. Following are examples of approvals that may be required for events. Some local governments may have unique local laws that also require consideration.

**Public building approval** – *Health (Miscellaneous Provisions) Act 1911* 'Approval to conduct an event'

A certificate of approval is required whenever there is a prearranged gathering of people regardless of whether there is any other approval in place.

This approval is intended to address public health and safety issues and it is the only approval applicable to almost every event. The certificate of approval links venue suitability with capacity. Sometimes individual approvals are required for specific areas within buildings, or areas, spectator stands or marquees and other temporary structures.

**Planning approval** – Approval to vary land use

If the event that is to be held is not congruent with town planning requirements for that site, then local government may require planning approval before a public building approval can be considered. A planning approval application should be determined when the initial application is lodged. Most local governments do not require a formal planning application.

**Liquor licence** (*Liquor Control Act 1988*) – Approval to sell or supply alcohol

If it is intended that liquor is to be sold or supplied then a liquor licence, or a variation to an existing licence, approved by the Director of Liquor Licensing, must be obtained from the Department of Local Government, Sport & Culture (Racing, Gaming and Liquor) RGL. More information regarding liquor licences can be found in Section 8 – Management of alcohol.

**Noise Regulation 18 Approval** – Approval for a non-complying event

If noise emissions are likely to exceed assigned noise levels and the event would lose its character or usefulness if it had to meet the assigned levels, a local government can issue an approval and set conditions for a non-complying event. An application must be made to a local government at least 60 days before the event and be accompanied by an application fee.

Noise from 'agricultural shows, fairs, fetes, exhibitions and alike' is 'exempt noise' that is not required to meet allowable noise limits. A noise regulation 18 approval is therefore not required.

**Application for food and drink outlets** – *Food Act 2008* and any local government laws

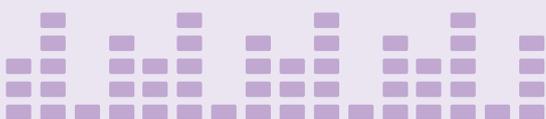
All food vendors are required to notify or be registered with their enforcement agency or local government and must display their certificate of registration endorsement of notification in a conspicuous location.

All food and beverage outlets are to be approved in writing by local government 14 working days prior to the event and must comply with the Food Act and any local government local laws: refer to information at [Safe Food Australia](#).

Specific requirements for food and an application form to sell food from a temporary food premises are contained in [Appendix 9: Temporary and mobile food premises](#).

Generally, it is the food vendor's responsibility to seek approval individually. It is the event manager's responsibility to ensure that the relevant vendors have obtained appropriate approvals.

**Camping approval** – specific approval must be obtained from the local government.



# Summary of approvals and plans required before an event

Checklist for event managers			
Approvals/applications	Does it apply to your event?	Authority to submit the application to:	Form/approval complete
<input type="checkbox"/> Public Building approval (Event Application)		Local government	
<input type="checkbox"/> Planning approval		Local government	
<input type="checkbox"/> Liquor licence		RGL/Local government/ WA Police (WAPOL)	
<input type="checkbox"/> Noise Regulation 18 approval		Local government	
<input type="checkbox"/> Application for food and drink outlets		Local government	
<input type="checkbox"/> Approval of temporary structures (tents and marquees)		Local government	
Plans required	Does it apply to your event?	Authority to submit the application to:	Tick when plan is complete
<input type="checkbox"/> Risk Management Plan (AS/NZS 31000)		Local government	
<input type="checkbox"/> Emergency Management Plan (AS 3745) (no. of patrons >1000 or local government requirement)		Local government	
<input type="checkbox"/> Operational Plan Summary of key timings/procedures		Not required to be submitted – for internal, or restricted use only*	

Checklist for first aid providers			
Plans required	Does it apply to your event?	Authority to submit the application to:	Tick when plan is complete
<input type="checkbox"/> Medical comms plan		Department of Health; St John Ambulance (SJA), Local Hospital	Communication

\*Operational plans often contain confidential information such as stakeholder contact details and counter-terrorist measures which should only be released on a need to know basis.

## References

*Health (Miscellaneous Provisions) Act 1911*, Government of Western Australia

*Food Act 2008*, Government of Western Australia

*Liquor Control Act 1988*, Government of Western Australia

# Section 2

## Roles and responsibilities

### Five phases of an event

Various legislation dictates roles and responsibilities for event managers. Events generally have 5 phases. During each phase organisations have certain roles and responsibilities that they must meet. An overview of these roles and responsibilities is outlined in this section.

#### Phase 1

##### **Pre-event approvals and applications**

This includes all activities in the planning process to enable events to be held in a safe and appropriate manner.

E.g. Applying for approvals from local government, organising insurance, site planning, emergency procedures etc.

#### Phase 2

##### **Bump in (or load in)**

This involves the pre-event physical activities, delivery and construction of all the infrastructure and equipment necessary for the event and ensuring that all licenses are finalised. A briefing for the event should also take place during this phase.

#### Phase 3

##### **Event**

For the purposes of these guidelines, an event encompasses all aspects from when patrons commence queuing outside for entry until the last patron leaves.

#### Phase 4

##### **Bump out (or load out)**

This comprises the breakdown of facilities, clean-up and making good any damage.

#### Phase 5

##### **Post-event debrief**

An event debrief should be carried out with all relevant stakeholders. Following the event debrief should be an evaluation of the event, to identify improvements for future events.

# Roles and responsibilities

## Summary of key roles and responsibilities

Organisation	Pre-event applications	Bump in	Event	Bump out	Event debrief
Public building approval	✓	✓	✓	✓	✓
WA Police (WAPOL)	✓		✓		✓
Department of Health	✓	✓	✓		✓
Department of Agriculture, Water and the Environment (if required)	✓		✓		✓
Racing, Gaming and Liquor	✓	✓	✓		✓
Crowd controller/security officer	✓	✓	✓	✓	✓
Promoter/site/event manager	✓	✓	✓	✓	✓
First aid provider	✓	✓	✓	✓	✓
The licensee	✓	✓	✓		✓

There are other important stakeholders that should be considered, such as the Department of Fire and Emergency Services, local hospitals, Main Roads WA, traffic management companies, and the Civil Aviation Safety Authority, among others.



## Local government – key roles

Local government play a key role in events and are an integral part of the risk management process. Local government have a responsibility to ensure that events cause minimum inconvenience and harm to the community. LGs should consult with the WA Police and other authorities to ensure that any security issues are addressed.

### 1. Pre-event approvals and applications

Assessing and deciding on approvals, responsible for event approvals which includes but is not limited to:

- building/construction approvals
- health and safety issues
- food vendor approvals
- noise control
- planning/zoning issues
- traffic management and parking
- waste management.

### 2. Bump-in

#### Monitoring and compliance

Event approval requirements should be finalised prior to bump in. Local government's role during this phase is to:

- monitor site construction
- attend to any issues affecting residents
- monitor to ascertain that the event is complying with approval conditions.

Final approvals can only be signed off once the site has been completed. Typical issues during this phase that local government may need to address are traffic management of construction vehicles and construction noise issues.

### 3. Event

#### Monitoring, compliance and enforcement

Throughout the event local government should:

- monitor the event to ascertain that approval conditions are complied with
- identify areas where improvements may be made to make future events safer and more enjoyable
- monitor Noise Regulation 18 Approval conditions
- monitor the provision of food and adequacy of toilet facilities
- maintain contact with the control organisation at regular intervals.

### 4. Bump-out

Ensure the event managers have addressed clean up issues and attend to traffic and noise related issues.

### 5. Post-event debrief

During this phase local governments (environmental health officers, events staff & rangers) should:

- attend the event debrief
- report on issues relating to the event from a local government perspective, including complaints from residents.

## Western Australia Police – key roles

### 1. Pre-event approvals and applications

Assess applications regarding approval and district/regional coordination of events on roads and road closures.

Engagement with key stakeholders for events and identify when a coordinated policing response is required.

This may involve:

- reviewing the organisers event plans and providing feedback
- attending key stakeholder meetings
- gathering and assessing intelligence
- planning a police response to the event
- identifying if the event falls within the provisions of the 'User Pays' legislation (Part IV B, sections 39D – 39N of the *Police Act 1892*)
- determining police resource requirements
- establish a command structure for the event.

### 2. Bump-in

No specific roles or responsibilities during this phase.

### 3. Event

If deployed to an event, police will:

- engage with event management personnel and other stakeholders to ensure cohesive and effective policing responses
- implement a command and control structure in accordance with Incident Command and Control System (ICCS)
- provide a police command liaison position to any established Event Control Room (ECR)
- manage and direct police resources to assist in protecting the crowded place
- conduct high visibility patrols promoting the presence of police
- monitor perimeter areas
- respond to serious incidents, emergencies and complaints, as directed by the police commander
- assist security in carrying out their roles (RSA, Public Order, etc.), where required
- traffic enforcement and monitoring the effectiveness of the traffic management plans
- provide an emergency response capability if required.

### 4. Bump-out

No specific roles or responsibilities during this phase.

### 5. Post-event debrief

During this phase police may attend an event debrief and provide feedback on the operation of the event from a police perspective. This includes feedback on event management, effectiveness of plans, and statistical information on police actions taken, criminal charges, and other policing outcomes.

## Department of Health – key roles

The primary role of the Department of Health is to provide advice and guidance on health and public safety.

### 1. Pre-event approvals and applications

It is recommended that for large, high risk or unusual events, departmental officers are included in the risk management process as a stakeholder to provide statewide consistency and experience from a variety of other similar events. Departmental officers are also able to provide advice on possible health hazards.

### 2. Bump-in

The key role of the Department of Health (where required) during this phase is to:

- assist local government to monitor site construction for major events.

### 3. Event

The Health (Miscellaneous Provisions) Act 1911 allows Authorised Officers and health officials to access facilities to ensure that health / safety requirements are addressed.

Key role:

- to audit safety
- to maintain contact with the Event Operations Centre (EOC) at regular intervals throughout the event
- attend.

### 4. Bump-out

No roles or responsibilities during this phase.

### 5. Post-event debrief

During this phase the Department of Health may:

- attend the event debrief, and
- report on any issues relating to the event from a Department of Health perspective, including health issues and any breaches of legislation.

## Department of Racing, Gaming and Liquor – key roles

A key responsibility of the Department of Racing, Gaming and Liquor (RGL), within the Department of Local Government, Sport & Culture (DLGSC) is the regulation of the sale and supply of liquor (Liquor Control Act 1988). If liquor is to be sold and supplied at an event (including a sporting contest, show, exhibition, trade or other fair or reception), then approval must be sought from the Director of Liquor Licensing.

### 1. Pre-event approvals and applications

RGL is available to provide advice to event managers in planning the provision of liquor at their event. Following the initial discussion with an event manager, RGL will provide the relevant [liquor licence application forms](#) for that event. RGL will work with event managers to ensure that the liquor licence application submitted by the licensee meets the requirements of the legislation. If approved, the liquor licence should be issued at this stage.

Events for:	Must lodge application forms:
No more than 500 persons.	No later than 14 days before the event.
Between 500 and 5,000 persons.	No later than 60 days before the event.
More than 5,000 persons.	No later than 90 days before the event.

### 2. Bump-in

No action necessary.

### 3. Event

RGL inspectors (liquor enforcement unit officers) may attend the event to ensure the licensee is acting in accordance with the terms and conditions of the licence and the Liquor Control Act.

Upon arrival at the event inspectors should report to the event operations centre (EOC) and maintain regular contact whilst at the event.

### 4. Bump-out

No roles or responsibilities during this phase.

### 5. Post-event debrief

During this phase the RGL may:

- attend the event debrief
- report on any liquor licensing issues relating to the event.

## Crowd control/security – key roles

A security officer is defined as a person who watches, guards or protects property.

A crowd controller is defined as a person who performs one of the following functions:

- controls or monitors behaviour
- screens people seeking entry
- removes people for behavioural reasons.

Crowd controllers and security officers may be dual licensed but when determining requirements, the 2 responsibilities must be clearly separated.

The *Security and Related Activities (Control) Act 1996* (the Act) requires crowd controllers and security officers to be licensed, and to be under the control of a security or crowd control agent. Police administer the Act and conduct surveillance to ensure that security / crowd control personnel operate in accordance with the Act.

### 1. Pre-event approvals and applications

Crowd control agents are responsible for crowd control planning in conjunction with the event manager and police. At this point it may be necessary to clearly delineate the roles and responsibilities of both the security officers and crowd controllers.

### 2. Bump-in

Secure the site and monitor site access by unauthorised people.

### 3. Event

Security officers will watch, guard and protect any property.

Crowd controllers will control or monitor behaviour, screen people seeking entry and remove people for behavioural reasons.

It is imperative that both security officers and crowd controllers maintain contact with the EOC at regular intervals.

### 4. Bump-out

Secure the site and monitor site access by unauthorised people.

### 5. Post-event debrief

During this phase a representative of the security officers and crowd controllers must:

- attend the event debrief
- report on any crowd control or security issues relating to the event
- report on key indicators identified prior to the event and as part of the risk management process.

## Event manager/promoter/site manager – key roles

The event manager is the person responsible for organising an event.

The promoter is the person or organisation responsible for financing an event.

The site manager is the person engaged by the promoter to organise all site requirements on behalf of the promoter/event manager.

The event manager, promoter and site manager may all be the same person. For the purposes of this section they have all been grouped together and will be known as the 'event manager' unless otherwise specified.

### 1. Pre-event approvals and applications

The event manager is responsible for all activities in the planning process that enable an event to be held in a safe and appropriate manner.

These responsibilities include:

- notice of intent/feasibility study to local government to establish requirements
- applying for approvals, arranging stakeholder planning meetings
- organising insurance
- risk management planning
- emergency procedures (including ability to stop an event at any point if necessary)
- operational considerations
- health and safety issues
- minimising impacts on the surroundings
- general considerations
- structural considerations.

A closure order may be issued by the Department of Health, police or local government as early as the initial planning stage if applications are not approved or if there is insufficient information to satisfy authorities that the event will be safe and the venue suitable for the proposed event. This precludes any further advertising or ticket sales.

### 2. Bump-in

Ensure that the facilities are constructed, and the site established in accordance with relevant approvals and conditions. All approvals are finalised during this phase.

### 3. Event

During this phase the site manager is responsible for ensuring that all the infrastructure and equipment is maintained and functioning at the appropriate level.

The event manager is responsible for:

- monitoring the event and identifying/being made aware of any issues as they arise
- stopping the event if an emergency develops
- setting up a complaints 'hotline' which must be monitored throughout the event and have backup systems to ensure all calls are answered
- organising information to residents/businesses so that they are aware of the complaints line or contact details if they need to contact the event.

#### **4. Bump-out**

During the load-out phase the site manager is responsible for the:

- breakdown of facilities
- clean-up.

#### **5. Post-event debrief**

The event manager is responsible for organising the events debrief. Stakeholders representatives involved in the event should attend. They may include:

- event manager
- site manager
- the licensee (applicable if liquor was available at the event)
- local government (event officers, environmental health, rangers or parking, engineering)
- WA Police
- Department of Health – (Environmental Health, Disaster Preparedness & Management Unit for high risk events)
- DLGSC (RGL) – applicable if liquor sold at the event
- security/crowd control representative
- public transport representatives
- Department of Fire and Emergency Services (DFES)
- first aid providers
- chill-out tent staff / red frogs / harm minimisation organisation
- anyone who had a critical role in the operation of the event or venue approval
- anyone who experienced any operational deficiencies or can offer suggestions to improve future events
- anyone qualified to report on key indicators identified prior to the event and as part of the risk management process.

It is good practice for the event manager to write an evaluation report of the event to determine its overall success in terms of minimising risks and avoiding accidents. The report should then be made available to all the key stakeholders involved in the event.

## The licensee – key roles

The role of the licensee is only applicable if liquor is sold or supplied at the event. The primary role of the licensee is to ensure that alcohol is sold and consumed appropriately and in accordance with the liquor licence. The licensee of an event may also be the event manager.

### 1. Pre-event approvals and applications

The licensee must apply for and obtain a licence from the RGL to allow alcohol to be sold and consumed. The lodgement dates for [liquor licence applications](#) vary depending on the size of the event.

### 2. Bump-in

The licensee must:

- ensure the site is prepared in compliance with any conditions on the liquor licence
- ensure staff who are recruited have been trained in the responsible service of alcohol
- ensure the venue is set up to support monitoring of juveniles and access to liquor
- provide a briefing to all staff regarding the licence conditions, and
- inform staff about the protocols regarding when and how to contact the event operations centre (EOC).

### 3. Event

The licensee must:

- display any liquor licence or permit that has been issued
- display the plan of the approved area
- ensure that liquor is being sold and supplied at the event in accordance with the terms and conditions of the licence and the Liquor Control Act
- ensure that alcohol is served and consumed in a responsible manner, and
- maintain contact with the EOC at regular intervals.

### 4. Bump-out

No roles or responsibilities during this phase.

### 5. Post-event debrief

During this phase the licensee must:

- attend the event debrief, and
- report on any liquor issues relating to the event.

## References

*Security and Related Activities (Control) Act 1996*, Government of Western Australia.  
*Liquor Control Act 1988*, Government of Western Australia.

# Section 3



## Administrative considerations

### General administrative considerations

This section covers some of the general administrative considerations for event managers and local governments. These considerations should be addressed before the event.

#### Event manager

##### Zoning

- Loud events should be held in suitably zoned areas, in compliance with town planning schemes.
- Local government event approvals should consider the effects on the local community before, during and after the event.

##### Fees

- Because of the cost to set and monitor conditions, most local governments will charge application fees.
- The fee will vary according to the type of event (e.g. concert, dance party etc.) and should reflect the costs incurred. It is not a revenue-raising exercise by the local government.

##### Communication with the event manager

- The event manager must remain contactable by authorities prior to and during the event.
- For major events, minor day to day issues should be delegated to a supervisor to allow the event manager to focus on critical issues.
- The promoter or the event manager must be responsible for the event and have the authority to order the venue to be evacuated in an emergency.
- Complaints 'hot line' numbers must be established and attended throughout the event and have backup systems to ensure all calls are answered. Ideally only one number should be a mobile phone.

##### Ticketing arrangements

Money for advance ticket sales received by venue operators or independent booking outlets should be held in trust to cover refunds should the performance be cancelled. Patrons shall be entitled to a full refund or ticket exchange option in situations such as:

- main attraction / event cancelled or re-scheduled
- main attraction/star performer(s) cancelled, and substitutes arranged.

## Conditions of entry

Event advertising and event tickets must clearly identify and advise the patrons of restrictions that may apply to the venue such as:

- age restrictions
- pass out availability
- prohibited items
- opening times
- special transport arrangements.

## Local governments event policies

- It is recommended that local governments establish policies in relation to approving and managing higher risk events so that they have a position in advance of an application.
- A policy on events should prioritise the safety of patrons and the prevention of alcohol related harm and other problems.
- Policies should consider the demography of their local community and the culture that they wish to support.
- Policies should link where possible to the aims of relevant schemes and other policies to minimise problems and promote community safety and wellbeing.
- They should also identify roles, responsibilities and delegation levels for officers so there is a clear understanding of delegated authority for approving officers.



# Insurance requirements

## Public liability

- The event managers must have in place a public liability policy with an Australian Prudential Regulation Authority (APRA) approved insurer. There may be other stakeholders involved in the event who need public liability cover.
- Evidence of public liability cover should be obtained from all stakeholders. Certificates of currency satisfy this.
- Each Certificate should be checked to ensure the name of the insured matches the name of the stakeholder, the policy period covers the date of the event and the situation or address of the event has been clearly detailed on the Certificate.
- The public liability policy should have a minimum insured sum of at least \$10 million, progressing upward to reflect the risk category as outlined in these guidelines, or such other amount as determined by local government.

## Building and contents insurance

- The application should include evidence that the building or venue has been insured under a buildings policy (if applicable).
- A certificate of currency should be provided detailing the building sum insured which should be enough to cover the cost of rebuilding the structure in the event of a total loss situation such as a fire.
- The certificate should be checked to ensure the sum insured is adequate and that the policy period (dates) cover the date of the event. Similarly, evidence of contents or property insurance should be obtained.

## Workers' compensation

- Events may include persons who are 'working' such as security guards, promoters and/or sponsors. As per legal requirements, the employers of these individuals are required to have in place workers compensation cover. A certificate of currency should be obtained by way of evidence.
- Information on construction safety awareness training is in the support tools section ([page 127](#)).

## Personal accident cover

- Volunteers may be involved in the running and coordination of the event. Consideration must be given requiring cover for personal accidents should they suffer a personal injury (i.e. effectively to replace workers compensation cover).

## Motor vehicle insurance

- All vehicles should be registered as per legislation.
- In some instances, event managers may feel it necessary to ensure:
  - all motor vehicles are covered by a fully comprehensive motor vehicle policy in case of damage caused by those vehicles onsite
  - all drivers are licensed appropriately.



# Part B

## Guidelines



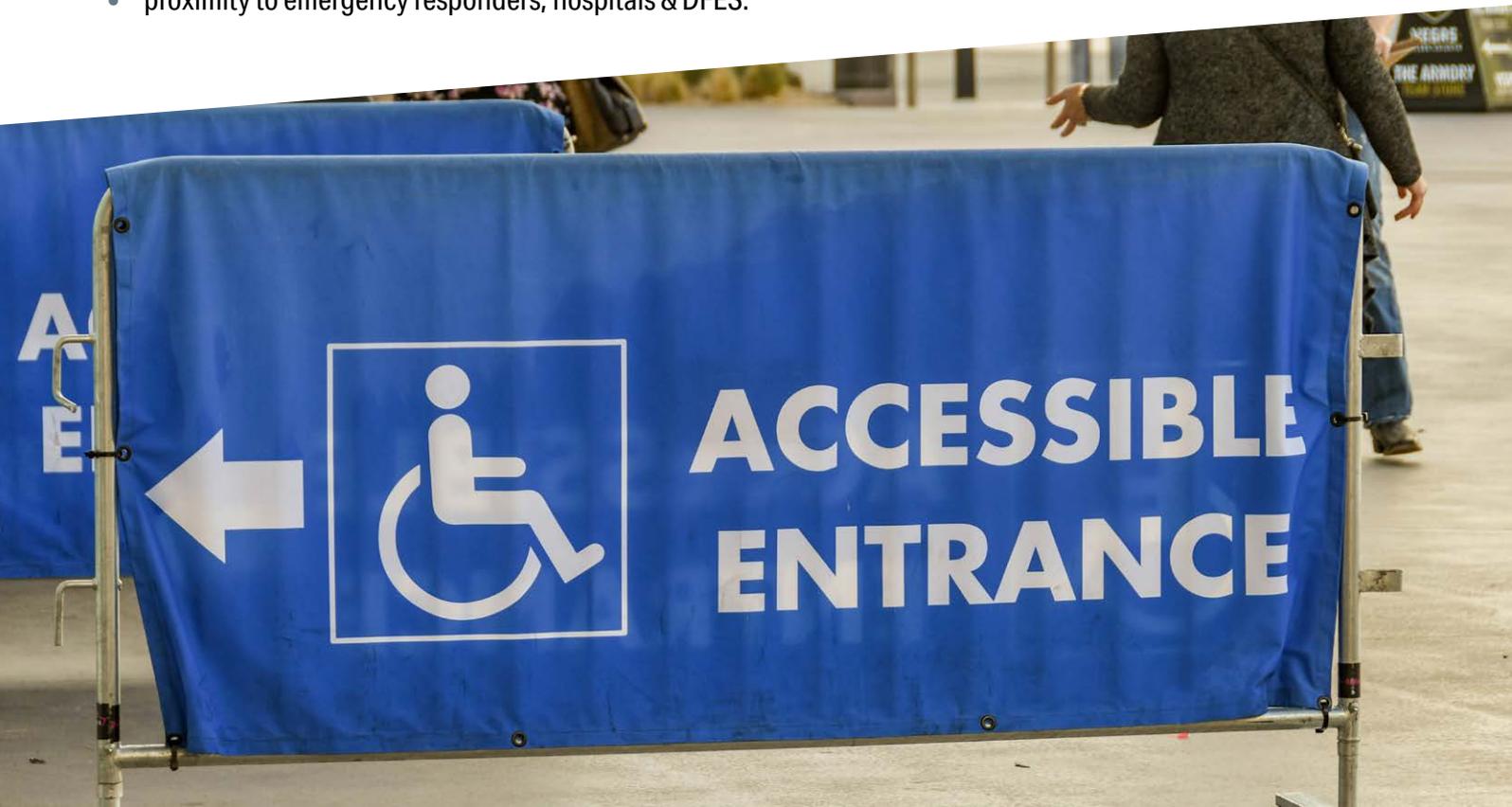
## Section 4

# Accessible events and risk management

## Guideline 1: Venue suitability

The following issues need to be considered when selecting a venue:

- how the proposed event will impact neighbouring properties and tenants
- proximity to public transport
- parking for patrons
- set down and pick up locations for taxis, Ubers, charter buses etc.
- parking for set up and take down personnel
- provision for policing, first aid and command facilities
- the site suitability for the proposed capacity
- buffer zones between noise sources and noise sensitive neighbouring properties
- absence of toxic industries near the event
- pleasant environment for patrons, chill out areas, shade or rain protection
- storm protection for patrons
- adequate toilet facilities
- on site emergency muster points
- multiple emergency service routes
- proximity to emergency responders, hospitals & DFES.



## Guideline 2: Creating an accessible event

### Background

- People with disabilities comprise around 20 per cent of the WA population which means approximately 1 in 5 people have a disability.
- Whether your event is specifically targeted at a section of the population or is designed for the whole community, the likelihood of people with disabilities attending is high.
- Events that accommodate the needs of everyone will be the most successful in terms of attendance, participation, public relations and safety. Facilities should be designed to comply with AS 1428.1 Design for Access and mobility.
- The [Department of Communities Disability Services](#) have published a checklist, '[Creating Accessible Events](#)'. The guidelines are designed to assist with planning events and functions that are accessible to people of all ages and abilities. Refer to Support Tool 1 – Creating accessible events on [page 106](#).

This checklist should be considered when planning your event. Some of the main points have been summarised below.

Promotional material should include the following advice:

- wheelchair access
- accessible facilities parking and / or set down areas
- details of ramp access.

For outdoor events establish viewing areas for mobility impaired people. Usually this is near the mixer desk as it is the only structure front of house that provides reasonable access via the restricted viewing at the rear of the mixer.

Ramps for disabled must be:

- minimum 1 metre wide
- gradient no steeper than 1:14
- landings at no more than 9 metre intervals (greater distances are permitted where gradients are flatter)
- handrails on both sides extending 300mm on both ends of landings
- be non-slip.

### Emergency evacuation

It is imperative for as many people to evacuate within the shortest possible time. Emergency management plans should provide for safe refuges for individuals who are mobility impaired so that they can be evacuated after the majority of patrons have left.

### Support tools

[WA Department of Disability Services: Creating Accessible Events](#)

Just as it is accepted that some show rides are unsuitable for those of a small stature or limited mobility, despite the most careful planning there are some areas of events such as mosh pits that pose an extreme hazard. Therefore, alternative arrangements need to be made for a safer viewing environment for people with a disability.



## Guideline 3: Preliminary event rating

### Background

To assist approving authorities and emergency responders to allocate appropriate resources, events may be rated according to risk – high risk events require more thorough planning and surveillance whilst low risk events will need far less scrutiny and resources.

The risk matrix found in the tools section is intended to provide a quick rating to assist organisers and approving authorities to quickly identify the type of event that is proposed. It does not remove the requirement for risk management planning in accordance with AS/NZS 31000.

### Guidelines

See the risk classification for public buildings matrix in the Support Tool 1 – Creating accessible events on [page 106](#).

### Support tools

- Supporting tool 2 – Risk classification for events on [page 106](#).
- Support tool 3 – Medical response planning for events on [page 108](#).
- Supporting tool 4 – Glossary of hazard keywords that may be used in risk identification on [page 119](#).

# Guideline 4: Risk management

## Background

Risk management is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function or process. Effective risk management is essential for the success of any public event, and enables effective preventive and corrective actions to be implemented. Refer to Support Tool 5 – Developing a risk Management Plan on [page 120](#) for further information.

The *Health (Public Buildings) Regulations 1992* require risk management plans to be developed in accordance with AS/NZS 31000 – Risk Management, for events of more than 1,000 people or as otherwise required by the approving local government.

Liquor licensing and local government may also require plans for other events.

The event manager is responsible for preparing the plans which must be submitted to the local government or other statutory organisation.

Risk management plans are owned by the event manager and must be treated as confidential by stakeholders.

## Risk Management AS/NZS 31000:2018

AS/NZS 31000:2018 is a generic guide to establish and implement a risk management plan. It outlines steps which, when taken in sequence, will enable continual improvement in decision making.

### Definition: Risk Management

AS/NZS 31000:2018 defines Risk Assessment 'as the overall process of risk analysis and risk evaluation'. For the purposes of this guideline, the term risk assessment will refer to all the steps inside the dotted line on the risk management process model diagram.

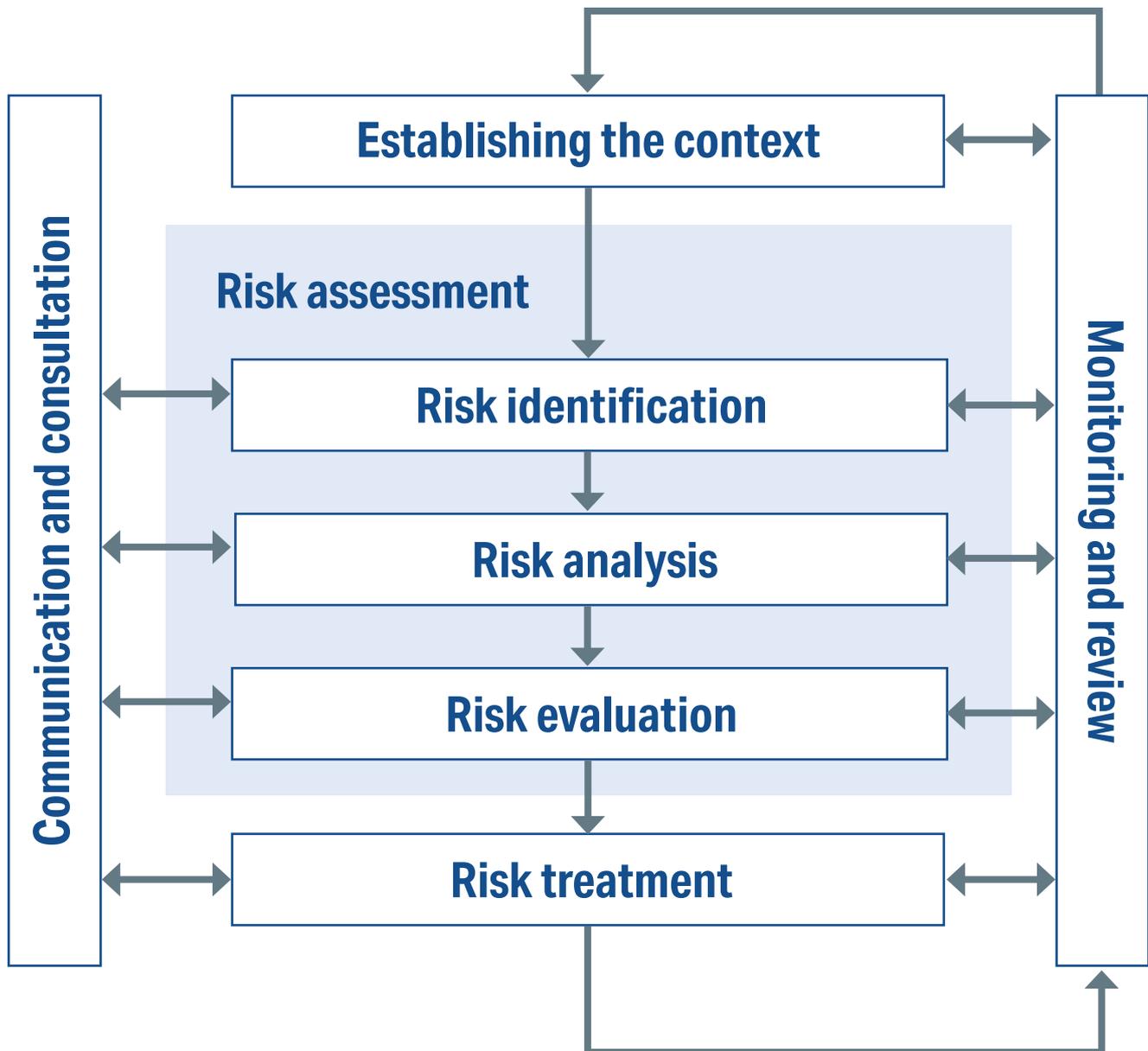
## Risk Management

Is about	Is not about
Ensuring safety	Creating a totally risk-free society
Balancing benefits and risks, with a focus on reducing real risks	Generating useless piles of paperwork
Enabling innovation and learning	Scaring people by exaggerating or publicising trivial risks
Ensuring that those who create risks manage them responsibly	Stopping important recreational and learning activities where the risks are managed
Enabling individuals to understand that as well as the right to protection, they also must exercise responsibility	Reducing protection of people from risks that cause real harm and suffering

## Developing a risk management plan

Under the Health (Public Buildings) Regulations 1992 it is mandatory for events of more than 1,000 people to develop a risk management plan in accordance with ISO 31000:2018. The risk management process model is outlined below. Other agencies may require risk management plans for smaller events. It is recommended that a risk management process is implemented for all events.

### The risk management process model



The risk management plan should include:

- event details
- stakeholders
- consequence and likelihood descriptors
- the risk matrix analysis
- risk register
- action response plans, which should include the treated risk descriptors.

## Submitting the risk management plan to local government

Risk management plans (RMPs) should be submitted early in the approval process (check with your local government to find out when) and remain a working document until the final briefing. This will assist in identifying where amendments may be necessary due to infrastructure and other changes that cannot be identified until the planning is complete.

All risk management plans must be treated and stored as confidential documents.

It is unacceptable to only submit the documentation immediately prior to an event. A well-prepared plan submitted early in the approval process is an indication of the organiser's knowledge of the process and potential issues associated with the event.

## Implementing the risk management plan

Monitor event risks throughout the event and log any inappropriate treatments (which will show as injuries or disruption to plans).

In response to logged incidents, changes should be made to the RMP and its implementation as the event progresses, with emergency evacuation being the worst-case scenario.

## Post event

After the event an evaluation of the RMP should be carried out. At the debriefing, improvements and successful elements should be identified. The review process should be completed prior to planning the next event. Refer to event debrief in the tools section.

## Local government risk management plan assessment

- Local government must assess risk management plans in compliance with *Regulation 4.2. of the Health (Public Buildings) Regulations 1992*.
- To ensure the risk management plan is as effective as possible, local government should consider the following assessment tool.

### Assessment of risk management plans

- Does the plan identify the objectives?
- Does the plan establish the context?
- Has the plan included relevant stakeholders in its development?
- Are the risks clearly defined?
- Are the likelihoods and consequences used to determine the risks defined and relevant?
- Does the plan address all public areas or areas likely to impact upon the health, safety or amenity of the public?
- Are the risk treatments appropriate and known to be effective?
- Have large events been dissected into manageable areas and key risk words used to identify specific risks and processes?

## Scenario: developing a risk management plan

See developing a risk management plan for your event in the tools section to help with the scenario.

### Step 1: establishing the context

Event manager Jack Smith would like to hold an event in the Peel region. It is a rock concert, and it is projected that 10,000 people will attend. Alcohol will be sold, gates open at 15:00 hours closes at 23:00 hrs.

### Step 2: identify risks

Jack meets with the local government, stakeholders and the farmer who owns the site on which the event is to be held. Together they do a brainstorming session for potential risks associated with a rock concert in that location. Given that there is a dam on the property near the proposed stage location, one potential risk that was identified was drowning.

### Step 3: analyse risks

Jack Smith and the stakeholders analysed the risks using the criteria in the Tool: Developing a risk management plan for your event. They determined that the likelihood of drowning occurring could be classified as 'unlikely' and the consequence of a person drowning would be 'major'.

### Step 4: evaluate risks

Using the likelihood and consequences ratings from the tables the identified level of risk associated with a drowning was determined using the level of risk table.

**The level of risk was rated as high.**

### Step 5: treat risks

Given the risk rating for a drowning occurring at Jack Smith's concert was high, the treatment of risk rating table was used to determine that senior management attention was needed. Jack therefore worked with the local government and the farmer to construct a barrier around the dam. The location of the stage was also revised as this was considered high risk.

### Hint

For large sites break up the site into segments like security operational zones and assess each segment separately.

## Support tools

- Supporting tool 5 – Developing a risk management plan for your event on [page 120](#).
- Supporting tool 2 – Risk Classification for events on [page 106](#).
- Supporting tool 6 – Event briefing and debriefing on [page 123](#).
- Supporting tool 4 – Glossary of hazard keywords that may be used in risk identification on page on [page 119](#).

# Guideline 5: Emergency management

## Some examples of emergencies to be considered:

1. Crowd crush	6. Civil disturbance
2. Fire	7. Loss of key supplier or customer
3. Flood or flash flood	8. Explosion
4. Severe weather	9. Biological agent release (bioterrorism)
5. Earthquake	10. Communications failure

## Background

- An emergency is any unplanned event that can cause deaths or significant injuries, disrupt operations; cause physical or environmental damage, threaten the reputation of the event, or decrease revenue from the event.
- Emergency management is defined as a process to reduce loss of life and property and to protect assets from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery. An emergency management plan outlines this process in relation to your event.

The Department of Health maintains a [WA events calendar](#), the purpose of the calendar is to:

1. identify events and activities where a coordinated response to an incident may be required
2. ensure events have appropriate planning
3. ensure that emergency response agencies are aware of potentially high-risk events or if there are multiple events happening at the same time located near each other.

## Guidelines

An emergency management plan must be prepared by the event manager and approved by local government for all high-risk events and those expecting more than 1,000 patrons.

- It is recommended that all medium and high-risk events have emergency management plans. Local government has discretion to require plans for other events.
- Plans should comply with the intent of the Australian Standard AS 3745:2010, Planning for Emergencies in Facilities. This standard outlines procedures for safety during emergencies, guidelines for the appointment of the Emergency Planning Committee and setting up of the Emergency Control Organisation.
- Emergency services should be provided with event details, emergency contact details and venue access requirements. See the 'Checklist of Key Stakeholders to inform' in the support tools section for stakeholders to notify.
- An emergency management plan should encompass:
  1. emergency and disaster planning and preparedness
  2. hazard identification and mitigation
  3. emergency response
  4. evacuation.
- Security and key personnel must be familiar with the emergency procedures within the emergency management plan.
- Security and key personnel should be briefed immediately before each event.



Copies of the emergency management plan should also be presented to police at least 7 days prior to the event.

### Did you know?

The Department of Health's Disaster Preparedness & Management Unit (DPMU) is always ready to respond to an emergency that requires state level assistance, e.g. cyclones affecting a populated area, a pandemic, road traffic accident, or other major event involving casualties that cannot be resourced at a local level.

DPMU's role includes:

- coordinating the provision of an acute medical response to an emergency
- coordinating the secondary triage and treatment of severely injured persons at an emergency site
- providing advice on and arrangements for specialty medical care that may be required for casualties
- coordinating the medical evacuation of severely injured persons to appropriately resourced medical centres
- remaining contactable on a 24-hour basis.

### Contact details:

Email – [DPMUEvents@health.wa.gov.au](mailto:DPMUEvents@health.wa.gov.au)

Phone – 9222 2437 (office hours)

24-hour Emergency Line – (08) 9328 0553

## Western Australia disaster preparedness

The State Emergency Management Committee (SEMC) is the peak emergency management body in Western Australia with a key aim to develop the best emergency management arrangements in Australia.

The SEMC manages the *Emergency Management Act (EMA) 2005* and the Emergency Management Regulations 2006. As indicated in the EMA 2005, the committee's functions include:

- advise the Minister or Emergency Services on emergency management and the preparedness of the State to combat emergencies
- provide a forum for whole of community coordination to ensure the minimisation of the effects of emergencies
- provide a forum for the development of community-wide information systems to improve communications during emergencies
- develop and coordinate risk management strategies to assess community vulnerability to emergencies
- arrange for the preparation of State emergency management policies and plans
- prepare an annual report on its activities
- monitor and review the EMA 2005 and its regulations
- SEMC Membership includes representatives appointed by the Minister for Emergency Services from those organisations that are essential to the State's emergency management arrangements.

During the 2007 Australia Day celebrations, multiple firework exhibitions displays were held within the metropolitan area. Afterwards, representatives from WA's emergency services expressed concern over the lack of communication and planning, the apparent lack of understanding by some local authorities as to which agencies need to be involved in planning for a major event, and the requirement to incorporate risk management.

The key to a timely response is for emergency response organisations to be able to identify events and risk profiles where larger than normal numbers of people may congregate. Issues are not confined to large individual events but multiple events within geographical locations must also be considered.

## Environmental Health

The Department of Health's Environmental Health Directorate prepares an [event calendar](#) with a focus on medical outcomes. The information is provided to the SEMC and Local Emergency Management Committees (LEMC) for consideration. Event managers are encouraged to provide basic information on all events.

The information and calendar are at: [WA Health Events Registration and Calendar](#).

## Information required

Event name	Max. attendance at any one time	Alcohol/drug consumption
Location/LG	Maximum attendance overall	Event manager contact details
Type of event	Start and finish times / length of event – single / multi days	Date/s

## WA Police Force – overview:

The Western Australia Police Force (WAPOL) provide services to contribute to a safe and secure community environment that enhances the wellbeing of all Western Australians. To contribute to this, police provide resources across a wide spectrum of situations and activities.

Events planned in both the metropolitan and regional areas of the state are monitored and where required, police may be deployed to an event to do any of the following:

- a) keep order
- b) crowd care
- c) provide immediate emergency management capability
- d) provide traffic management in the immediate vicinity of the event.

Australia's [Strategy for Protecting Crowded Places from Terrorism](#) is based on forming strong partnerships that provide a consistent and resilient approach to public safety. To achieve this strategy, police conduct a series of crowded places forums and will engage event managers during the planning stage, to provide support and feedback.

It is essential for event managers to initiate contact with the local police station at their earliest opportunity. Initial advice may be enough, but where police are to be deployed to an event, they will maintain a liaison and communications with the event manager and/or nominated representative.

A major event is where more than 5,000 patrons are reasonably expected to attend, or where the Commissioner of Police reasonably considers it necessary or desirable to assign at least 10 police officers to provide policing services.

The WA Police Force has a [Major Events Coordination Unit](#) (MECU). This unit provides a coordinated approach to planning and policing responses at major sporting and entertainment events. Where an event falls into the major event category, contact should be made with [MECU](#).

Whilst police are resourced to provide services to the community, there are circumstances that go beyond this general responsibility. In these circumstances, WA Police have been provided the legislative authority to recover costs for providing policing services at major sporting and entertainment events; Part IVB, sections 39D – 39N of the Police Act.

The attendance of police at an event does not limit or diminish the requirement for the event manager to provide licensed security guards or licensed crowd controllers in accordance with any permits or licenses issued.

Further information on Policing Major Events Legislation, crowded places forums, events on roads, road closures and contact details for police business units, are available on the Western Australian Police Force website at [www.police.wa.gov.au](http://www.police.wa.gov.au)

# Guideline 6: Protecting crowded places from terrorism

## Terrorist acts and hostile vehicle mitigation

The Office of State Security and Emergency Coordination is the WA Government agency responsible for the oversight for protecting crowded places. The most current information is available on the [Office of State Security and Emergency Coordination webpage](#).

Event managers are responsible for protecting their events and have a duty of care to protect people that work, use, or visit their site from a range of foreseeable threats, including terrorism.

The Australian Government has published a [Strategy for Protecting Crowded Places from Terrorism](#). The objective of this strategy is to protect people working in, using, and visiting crowded places by making these places more resilient to terrorism.

The success of this strategy rests on strong and sustainable partnerships across Australia between governments and the private sector to better protect crowded places. These partnerships give event managers, owners and operators access to better threat and protective security information.

By accessing this information, event managers, owners and operators will be in a better position to protect their event from terrorism.

This strategy includes a suite of supplementary materials that will assist owners and operators to understand and implement protective security measures. These materials also contain modules on specific weapons and tactics used by terrorists. It is important owners and operators of crowded places read the strategy before they consult any of the additional tools and guidance materials.

Event managers need to consider the potential and appropriate precautions for terrorist attacks. Several guidelines have been produced to assist this process.

The initial consideration should be by the event manager in liaison with police and local government. The following documents have been produced to assist this process:

- [National Counter-Terrorism Plan](#)
- [Australia's Strategy for Protecting Crowded Places from Terrorism](#)
- [Crowded Places Security Audit \[DOCX 1MB\]](#)
- [Crowded Places Self-Assessment Tool \[DOCX 102KB\]](#)
- [Active Armed Offender Guidelines for Crowded Places](#)
- [Improvised Explosive Device Guidelines for Crowded Places](#)
- [Chemical Weapon Guidelines for Crowded Places](#)
- [Hostile Vehicle Guidelines for Crowded Places](#).

The self-assessment tool provides some basic information. This version was downloaded on 19 April 2022. The most current version will be available on the [Australian National Security website](#).

# Guideline 7: Medical and first aid

## Aims of this section

The aims are to:

1. ensure that event managers understand the appropriate level of medical and first aid care required for their event so to minimise the impact on emergency ambulance service and health care facilities
2. reinforce the requirement for event organisations to have a culture of risk assessment and management using the process outlined in the Standard AS/NZS ISO 31000:2018.

## Background

Major events have the potential to result in injuries and illness in participants.

Experience shows that at least 1-2 per cent of a crowd will require some type of first aid or medical care. Of those requiring medical attention, around 10 per cent will need ongoing care on site and 1 per cent will require transport to hospital by ambulance.

Historical data show some of the factors which play a role in injuries and illness include:

- weather
- numbers of patrons expect to attend
- duration
- crowd demographics
- nature of entertainment
- alcohol and drug use
- for annual events, presentation data from previous years may be used to determine patient numbers.

An analysis of illness and injury data from 26 outdoor music festivals in Australia in 2010 found that of the environmental-related patient presentations, 77 per cent were recorded as alcohol, drug or alcohol and drug-related (Hutton et al., 2015). These findings are also consistent with international experiences (e.g. Lund and Turriss, 2015).

Experience shows well-planned events with the appropriate level of first aid and medical care in place can achieve the aim of minimising the impact on the health system.

First aid services are generally not required for low risk events smaller than 500 patrons held near central ambulance/hospital services.

For small events without a recognised first aid provider event managers should, through their duty of care, ensure that at least one person on the team running the event holds nationally recognised qualification for the provision of first aid.

The following table defines the key terms used in this section of the guideline.

First aider	A person who holds, at a minimum, the nationally recognised qualification for the provision of First Aid and is engaged by the First aid provider to provide support at the event. As of July 2022, recognised qualification is HLTAID011 – Provide First Aid. This unit of competency regularly gets updated and superseded by new units. To find the current unit of competency visit <a href="http://www.training.gov.au">www.training.gov.au</a>
Registered medical practitioner	A person registered with the appropriate medical board under the Health Practitioner Regulation National Law (the National Law). Usually a nurse, paramedic or Physician.
Emergency ambulance	A vehicle, which may include an aircraft, that is specially equipped to provide emergency ambulance services and complies with relevant Australian standards and legislation.  The WA Government is responsible for providing emergency ambulance services in Western Australia. The provision of this vehicle service is currently contracted to St John Ambulance and the aircraft service is contracted to the Royal Flying Doctors. For the purpose of this guideline the term emergency ambulance refers to the ambulances which are dispatched through the emergency call service 000.
Non-emergency ambulance	A non-emergency ambulance or patient transport vehicle can transport non-emergency patients. These vehicles are not classified as an emergency vehicle under the <i>Road Traffic (Administration) Act 2008</i> and must comply with all WA road laws. There are number of private providers on non-emergency ambulance services which can be contracted by events/venues.

## Key roles in the development and delivery of event first aid and medical services

Whilst responsibility for the health and safety of patrons ultimately rests with the event manager it is recognised that the event manager will usually contract the provision of event first aid and medical services. The following outlines the role of the key stakeholders.

### Role of event managers

Event managers are responsible for ensuring that:

- risk assessment and management is in accordance with AS/NZS ISO 31,000 Risk Management Standard and is applied to identify and quantify risks including medical and first aid considerations
- first aid providers are engaged as early in the event planning process as possible, to ensure optimal planning of medical resources for the event. Planning should include traffic management, specifically around access to casualties and egress for ambulances and other emergency services both within and external to the site. First aid providers should be involved in pre and post event briefings and planning processes
- providing resources to ensure first aid providers can meet the requirements as outlined in this guideline
- the level of service needs to reflect the risks identified in the planning processes. Services should be adequate to manage event-related patients with minimal extra demand on local emergency ambulance services and health care facilities
- make the appropriate notifications pre-event including notifications to the local hospital or nursing post.

## Role of first aid providers

First aid provider responsibilities are to:

- be fully conversant with the event. Don't assume that the site and event will be the same as on previous occasions
- develop medical plans for all medium and high-risk events using the risk assessment and management process outlined in AS/NZS ISO 31000:2009. The health risks identified in this process should also be incorporated into the event risk management plan
- provide a mix of appropriately trained personnel with skills and knowledge in accordance with identified risks; the number of first aid personnel will vary with the type of event
- ensure appropriate structures are in place to facilitate the safe practice of first aid personnel
- ensure appropriate documentation of patient encounters
- provide the Event Manager a basic medical report following the event
- have the appropriate professional indemnity insurance
- first aid posts must be conspicuous, well-lit at night and located at appropriate locations that are accessible to ambulances. The number of first aid posts will vary with the type of event. Pre and during-event messaging should notify patrons of the locations of first aid posts.

## First aid and medical personnel

First aid personnel that may be required to provide care at events. They can be broken into the following categories:

- first aider
- unregistered health practitioner – may hold the occupational title of Emergency Service Officer, Emergency Medical Responder/Technician, Event Health Officer, Patient Transport Officer or Medic; these positions hold first aid qualifications and have usually undertaken further training through a nationally-recognised training provider (Australian Qualifications Framework). Unregistered health practitioners usually have higher levels of first aid and emergency response training than first aiders, but have not reached the qualification required to be a registered health professional. Examples include:
  - Certificate II in Medical Service First Response
  - Certificate III in Non-Emergency Patient Transport
  - Certificate IV in Health Care
  - Diploma in Emergency Health Care
- registered health professional, e.g. nurse, paramedic, Medical Practitioner (or Medical Doctor).

The first aider is not an expert and their primary role is to ensure timely response to emergencies and provide first aid response until further medical assistance is available.

Registered Health Professionals, usually nurses, paramedics or Medical Practitioners are engaged to provide pre-hospital clinical care to patients.

The type and mix of personnel should be determined in the medical planning process and be guided by the event risk classification.

## Ensuring the right number of first aid personnel

The number of first aid personnel and first aid posts will vary with the type of event but as a guide for a low to medium risk event the figures below can be used as a guide.

Patrons	First aiders	First aid posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

### Events smaller than 500 patrons

First aid services are generally not required for low risk events smaller than 500 patrons held near central ambulance/hospital services.

For small events without recognised first aiders, event managers should, through their duty of care, ensure that at least one person on the team running the event holds a recognised first aid certificate from an accredited provider.



## Use of medications

The *Medicines and Poisons Act 2014* and Medicines and Poisons Regulations 2016 regulate the use and dispensing of medicines in WA. First aid organisations require a Poisons Permit from the Department of Health ([Medicines and Poisons Regulation Branch](#)) to dispense scheduled medications.

The permits for first aid authorise a less comprehensive set of medications than medical treatment permits.

Poisons permits are held in the name of a physician who takes responsibility for the dispensing of medications by other first aid personnel, as defined by the first aid provider's Clinical Practice Guidelines (CPGs).

Without the permit, first aid providers should not issue any medications.

## Role of the emergency ambulance service

In 2021 the Department of Health published 'Ambulance services Western Australia – A framework for statewide ambulance service operations'. This framework allows service consumers and the wider community to understand what is expected of the ambulance system. The framework can be downloaded on the [Ambulance service operations framework webpage on the Department of Health Website](#)'

The framework excludes event first aid and medical services from the role of the emergency ambulance service. Emergency ambulances cannot be contracted to events rather if they are required for an emergency, as in the broader community, they can be contacted on 000.

## Role of the non-emergency ambulance

The purpose of event medical planning is to minimise the impact on emergency ambulance services and health care facilities. Non-emergency ambulances can play an important role in responding and providing an immediate level of care to the patient and can provide transport to hospital for lower acuity injured/unwell patients rather than waiting for extended periods and putting pressure on emergency resources.

Event Managers together with the first aid provider should consider engaging non-emergency ambulances if the risk assessment and/or event classification warrants it.

## Medical Emergency Response

The process for management of emergency calls at events is outlined in the section 'Stakeholders checklist' ([page 124](#)).

## Role of the Royal Flying Doctors Service (RFDS)

The RFDS is a not for profit organisation contracted by the Department of Health to provide primary aeromedical retrieval services (i.e. air transportation of injured or unwell people from regional areas to a regional or tertiary hospital) or inter-hospital transfers (i.e. air transportation of individuals from regional to tertiary hospitals) in WA.

RFDS also provides other non-acute services such as fly-in clinics to regional areas. There are 5 RFDS bases in WA located in Jandakot (Perth), Broome, Port Hedland, Meekatharra and Kalgoorlie.

In the context of these guidelines, the role of the RFDS is to transport casualties of regional events who require emergency hospital care to Perth.

Importantly, RFDS planes can only land in suitably designated airstrips, and therefore, casualties are likely to require transport to a regional hospital by road ambulance prior to aeromedical retrieval.

In the event of a disaster with multiple casualties, RFDS surge capacity is limited.

Although RFDS is the contracted aeromedical transport service for regional WA, other organisations can provide these services on a privately contracted basis.

## Additional considerations for regional events

For regional events, event managers must be aware of the specific challenges facing their event. These challenges include:

- There are no tertiary hospitals and Intensive Care Units (ICU) outside Perth.
- Distances to Perth (i.e. tertiary hospitals and ICUs) from regional areas can be significant. For example, Kununurra is over 3,000 km from Perth, and patients in these regions may be flown to Darwin hospital instead
- The RFDS operates at close to full capacity on any given day, and any additional demands on its services from events come at the expense of the usual workload of the RFDS (including emergency aeromedical retrievals of WA residents).
- Additionally, there are limitations to the timeliness of retrievals due to:
  1. distance from the location to the closest suitable designated airstrip
  2. distances from available aircraft to the airstrip. For example, a flight from Kununurra to Perth by turboprop typically takes 5 to 6 hours
  3. each aircraft can transport a maximum of 2 to 3 patients at once
  4. suitability of weather conditions.

The presence of adequately skilled and experienced event staff is particularly important at music festivals and other events that are located outside the metropolitan area.

RFDS does not have the capacity to transfer large numbers of casualties at one time.

The SJA also operates other services such as non-urgent booked ambulance transfers. In many areas of regional WA, there may be only one ambulance in the region. Utilisation of this ambulance by casualties from events impacts the availability of services to both members of the public, and other casualties also in need of emergency transport.

In some regional areas, mobile phone coverage may not be available and in many regional areas, the population of the nearest town may be less than that of the event.

In sparsely populated regions, medical care is usually limited, and may consist of:

- a nursing post with no doctor in the region
- a small hospital with a doctor on call only (i.e. no onsite doctor)
- no nurses or doctors in the region.

This highlights the importance of communicating with the local health services before the event, to ensure plans are in place detailing where patients will be taken in advance and of their availability during the event.

The expectations of the public in terms of health care available in WA may exceed the resources available, and therefore consideration should be given to including this advice in event information.

## Event notifications

The event manager is responsible for ensuring that the following notifications are made, or delegated to the first aid providers:

- St John Ambulance State Operations
- the local hospital or nursing post. It is the responsibility of the hospital or nursing post to then escalate this to the Regional Disaster Management Coordinator, if appropriate
- the RFDS in regional areas
- The Department of Health should be notified of all events expecting more than 500 persons to attend: [via the Events registration page on the Department of Health website](#)



## Support tools

### Factors that need to be considered

- Supporting tool 2 – medical resources on [page 108](#).

If at any time you require assistance with the completion of the risk assessment tool or the health and medical planning requirements please contact the Department of health staff via email at [Public.Events@health.wa.gov.au](mailto:Public.Events@health.wa.gov.au)

## References

Australian Bureau of Statistics 2004, 2003 Disability Ageing and Carers, Australia: Summary of Findings – State Tables for Western Australia. 2003. Cat. No. 4430.0. Canberra: ABS.

[WA Department of Disability Services: Creating Accessible Events](#)

[Health \(Public Buildings\) Regulations 1992](#), Government of Western Australia

Australian Standard AS 3745:2010, Planning for Emergencies in Facilities

## Guideline 8: Infection control

The Global Coronavirus Pandemic has reinforced the reality that mass gatherings carry a high risk of transmissible infections occurring such as SARS-CoV-2 (COVID-19), as well as other types of respiratory diseases, mumps, Hepatitis A, meningococcal disease, and food and water-borne illnesses.

Outbreaks are not frequently reported during or after mass gatherings, apart from the Hajj and other pilgrimages, but occasionally occur at religious events, sporting events and large-scale open-air festivals. The most common outbreaks have been vaccine-preventable diseases, such as measles and influenza.

Increased illness in a population can quickly overwhelm local health resources. To prevent outbreaks in mass gatherings at high risk locations, the following points could be considered by event managers:

### Physical distancing

- Reduce capacities and stagger attendance times or offer multiple event days or sessions at reduced capacities, rather than hosting a single large event.
- Minimise and/or manage activities that promote close interaction between patrons, such as dancefloors, mosh pits, as these increase the risk of transmission. Seated audiences will reduce opportunities for transmission.
- Establish pedestrian traffic flow plans to reduce bottlenecks and overcrowding.
- Offer virtual attendance options.
- If queuing cannot be avoided (e.g. at gates, food vendors, bars etc.), all efforts should be made to ensure physical distancing is maintained using extra space, increased numbers of gates, queue markers etc.

### Infection control

- Provide hand sanitiser at key locations around the venue(s) and ensure stocks are regularly maintained during the event.
- Ensure toilets are clean, and well-stocked with soap and paper handtowels.
- Maintain regular cleaning and disinfection of communal places (e.g. food vendor surfaces, condiment stations, chill-out areas) and frequently touched surfaces (e.g. handrails, handles, communal equipment, ATM's). Reduce shared equipment or disinfect items between use (e.g. children's' activities, side show alley games, silent disco headsets, staff radios, etc).
- Patrons may wish to wear face masks for added protection when in crowded places.
- Offer contactless payment options.

### Contact tracing

- Maintain an accurate record of patron, staff and volunteer attendance to support contact tracing, should it be required following the event.
- Register attendees contact details online during ticket purchasing.
- Ensure contact register or ticketing information can be made available at short notice to the Department of Health, if required.

## Communication

- Consider pre-event communications (e.g., via phone, text, email or social media) to attendees to share information on the expected behaviours (e.g. staying home if ill, physical distancing, hand hygiene, etc).
- Patrons, staff and volunteers who are unwell should be encouraged to not attend.
- Consider refunding patrons who choose to stay home due to sickness.
- Signs and messaging in highly visible locations (e.g. at entrances, restrooms, side of stage) that promote protective measures and good hygiene practices.
- Promote and facilitate personal preventive practices. Everyone plays a part in making gatherings/events safer.

## Event management

- Contract only reputable food vendors.
- Ensure drinking water is provided by a reliable company. Local governments can arrange for biological and chemical testing prior to the event to ensure the water is safe to drink.
- You may wish for attendees be fully vaccinated for certain illnesses before attending, especially those from areas with higher rates of disease circulating, or lower vaccination rates. They may also experience exposure during travel to the event.
- Consider reducing the length of the event. Full-scale multi-day and overnight events pose a higher risk than events lasting only a few hours as there is increased time for transmission to occur.
- Prioritise outdoor activities and events; avoid overcrowding indoor spaces.
- Consider the nature of the event and the demographic likely to attend. Singing, shouting, drinking alcohol, drug taking and sharing food are some of the activities that can increase the risk of infectious disease transmission.

## Emergency response

- Develop protocols in advance that specifically address how to safely care for attendees who display symptoms of illness or who need care (e.g. injury) while at the event.
- Develop contingency plans in case the event needs to be rescheduled or cancelled.
- Ensure a first aid facility is established and appropriately positioned to be easily recognisable within the event site.
- Ensure PPE is available for staff who are most likely to encounter unwell patrons (i.e. security, first aid).

Employing a combination of the public health measures listed above will significantly improve infection prevention and control at an event. If event managers have concerns regarding their ability to reduce risks appropriately, they should consult with the Department of Health or the [relevant local government](#).

Examples of outbreaks occurring at mass gatherings:

- [The dreaded norovirus has hit the 2018 South Korean Winter Olympics. At least 199 people sick](#)
- [Eight recovering from E. coli caught at Glastonbury in 1997](#)
- [Meningococcal outbreak at 2000 and 2001 Hajj pilgrimages](#)
- [Outbreak of Campylobacteriosis Associated with a Long-Distance Obstacle Adventure Race — Nevada, October 2012](#)
- [An Outbreak of Shigellosis at an Outdoor Music Festival in Michigan, 1988 – 3,175 ill](#)
- [Summer music and arts festivals as hot spots for 52 cases of measles transmission: experience from England and Wales, June to October 2016](#)

# Section 5

## Public building approvals

### Guideline 9: Public building approvals

#### Definition: Public building

The *Health (Miscellaneous Provisions) Act 1911* defines any place of assembly as a public building and specifies the approval authority as local government. It also requires local government to issue a certificate of approval. The Act provides the head of power to enable the approving authority – local government – to ensure that all health and safety related issues in and about the event are addressed, sets capacity and can close events and prevent ticket sales.

A public building approval is unique in that it is the only approval that applies to almost every event.

Separate approvals may be required for defined areas, spectator stands or marquees.

A public building approval is more commonly known as an 'event application'.

#### Background

- Public building approval from the local government is needed before an event can proceed. Contact your [local government](#) for the necessary forms.
- The public building approval process has 3 parts: the application, the approval to construct or erect and the final certificate of approval.
- A public building (or event) will only be approved once all health and safety issues have been satisfactorily addressed. Then the final approval will be issued.
- It is an offence to operate without a valid certificate of approval and both local government and police are authorised to close public buildings that are considered unsafe or unsuitable.
- The **type of use** is a critical element in the approval process. If you are holding your event in an existing building, it may already have a certificate of approval for its normal type of use. If so, an application for a variation of a certificate of approval may need to be made to allow your event to go ahead at the venue.
- Applications should include the *Health (Public Buildings) Regulations 1992* – Application to construct, extend or alter a public building [page 147](#).

#### How to apply for a public building approval

Event managers must allow enough time for Council to consider the application prior to organising the event.

A typical application process time is as follows:

- Low risk events are usually able to be approved at officer level under delegated authority. It is advisable to submit applications **at least 6 weeks** prior to the event.
- High risk events quite often require the approval of council (i.e. it may need to be tabled at the next local council meeting). It is therefore advisable that applications for high risk events are submitted at **least 3 months** prior to the event.



It is important that you speak with your local government prior to submitting an event application as local governments may have a unique application process and form. A generic event application form can be found in the Forms Section. [Typical Event Application Form](#).

Event applications should contain the following information:

- a description of the event
- a letter of consent from the landowner (or owner's agent) stating that the owner has approved the use of the property
- event manager's previous experience in similar events
- a plan of the venue which depicts locations of proposed stages, lighting towers, temporary structures, sanitary facilities, exits and entry points and other features or attractions
- prior to council considering any application for an event written comments should be obtained from the Officer in Charge (OIC) of the relevant police station. These comments should be submitted to council with the application for approval
- parking arrangements should be made with council's ranger services and a parking layout submitted with the application. Event managers should encourage use of public transport if available. Parking control measures need to be provided
- separate applications will be required for food vendors, noise applications, and liquor licences
- event managers must make separate application if road or street closures are required.

Provide enough information to allow approving officers to understand critical safety issues that may be associated with the structures.

## Approval to construct or erect

Local government assess and will either reject or approve the application. Conditional approvals can also be granted.

## Final approval

- When the structures are completed, local governments need to be advised so that the appropriate personnel can inspect and issue an approval to allow the facility to be used.
- A Health (Public Buildings) Regulations 1992, Form 2, Application for a certificate of approval is used for this purpose, this can be found in the forms section [Form 2](#).

## Application for variation of a certificate of approval

- In circumstances where there is an existing certificate of approval in place, and there is a request for an increased capacity or a change of use for which the building has not been approved then an application for a variation of a certificate of approval will be required.
- When the venue or temporary structure has been constructed and is ready for the event to commence, a [Form 2 – Application for a Certificate of Approval](#) should be lodged with the local government. This signifies that all approval requirements have been completed and that the construction and load in phases are complete.
- If structural alterations are required a Building Licence will be necessary. If there are no structural alterations, then an application may be submitted on a Public Buildings [Form 3 – Application for variation of a certificate of approval](#).

**Note:** Other public building approval criteria are listed in Guideline 10: public building design requirements.

### Example

Sports centres with large floor areas are often approved only for sporting purposes, however their large floor areas may be attractive for event managers looking to hold concerts or even markets. They may be unsuitable for larger events because toilet facilities and exits are inadequate. The capacity can usually be increased for one-off events with minor alterations and by providing additional temporary toilet facilities.

## Forms

- [Form 1](#): Application to Construct, Extend or Vary a Public Building.
- [Form 2](#): Application for a Certificate of Approval- Health (Public Buildings) Regulations 1992.
- [Form 3](#): Application for Variation of a Certificate of Approval.
- [Event Application Form](#).



## Guideline 10: Public building design

The following information provides guidance on some of the design requirements that need to be addressed. These requirements apply to both permanent and temporary public buildings.

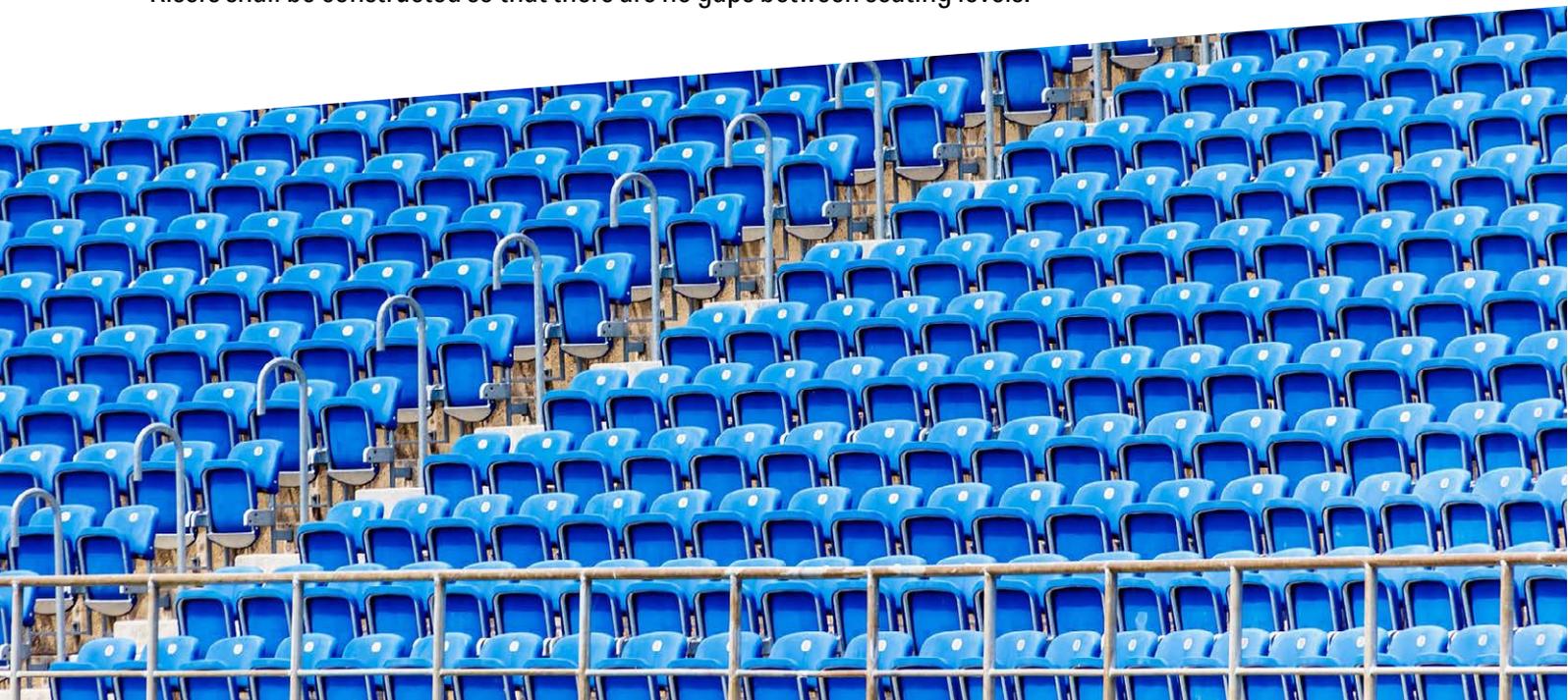
### Seating Specifications

- The clearance between rows of seats shall be:
  - 300 mm if the distance to an aisle is less than 3.5 metres, that is 8 seats  
Or
  - 500 mm if the distance to an aisle is more than 3.5 metres.
- Aisles are required on both side of every row of seats that is more than 10 seats.
- There shall be no more than 42 seats between aisles.
- The sides and rear of raised seating areas must be bounded by guard rails.
- Guardrails must be securely fixed. Guardrails that are loose and wobble are not acceptable.
- Loose seats on flat ground must be secured in groups of no less than 4. Seats forming rows on tiered stands must be secured to the floor.
- For bench seating at least 450 mm must be allowed for each person. Each space shall be clearly identified.

Guardrails must extend 1000 mm above any surface where a person can stand and must not have any spaces that will allow a 150 mm diameter sphere to pass through any section. If there is more than a 4-metre drop, then there must be no hand holds. Rails and balustrades that comply with the BCA's "deemed to satisfy" provisions will be deemed compliant.

### Stairs, steps and risers

- The risers of aisle steps shall be no less than 115 mm and no more than 190 mm and the tread (or going) shall be no less than 280 mm.
- Other stair and step risers shall not exceed 170 mm and the going shall be no less than 280 mm. They shall be uniform.
- Risers shall be constructed so that there are no gaps between seating levels.





## Exits

- There must be more than 1 exit if more than 50 people are to be accommodated.
- There must be no more than 20 metres of travel to any exit or to a point. Where there is access to 2 exits, the furthest shall be no more than 40 metres from the starting point.
- Exits shall open in the direction of egress and be able to be operated with a single hand action.
- Side walls through tents may be used as exits if they utilise hook and loop (Velcro) type fastenings.
- Traditional ties can be used for security purposes whilst the public is not in attendance.
- Manual sliding doors cannot be used as exits for places with more than 50 people.

## Exit signs

- Each required exit shall be identified by an electrically operated sign that complies with AS/NZS 2293.
- Whenever possible these signs should be connected to a 'Town' supply and not a generator.

## Exit width

- For buildings the aggregate width of exits should comply with the BCA Section D1.6. For outdoor areas refer to 'Entries and Exits' in the support tools (p. 135)

## Further information

Guideline 21 Entry and Exits on [page 67](#).



# Guideline 11: Temporary structures (marquees, tents, spectator stands)

## Background

In Western Australia, every time a tent, marquee or spectator stand is erected it requires local government approval either as a public building under the Health Act or as a temporary building under the Building Regulations.

- Local government may waive this requirement for small, low risk structures.
- As a rule, if the public are within or on the facility it should have local government approval.

## Guidelines

When a temporary structure is to be a public building, or it is part of a larger event the following information should be provided as part of the public building application package.

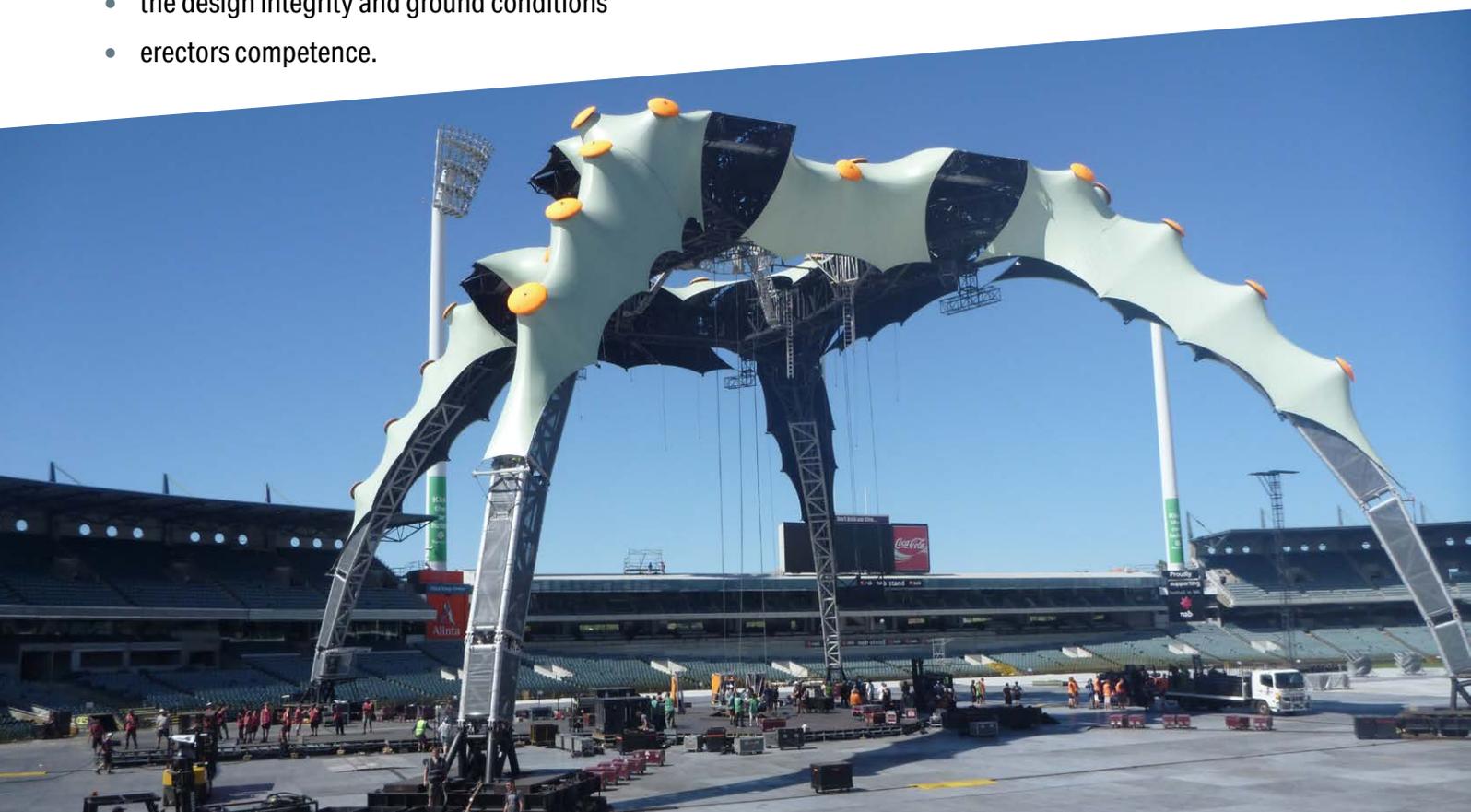
Information required in application includes:

1. General Information
2. Manufacturers Information
3. Structural Adequacy
4. Fire Indices
5. Design Parameters

## General information

This includes:

- the purpose for which it will be used
- the number of people expected to use the facility
- the design integrity and ground conditions
- erectors competence.



## Manufacturers information

The following design and construction details are required:

- manufacturer name and contact details
- description of the structure
  - dimensions
  - type of material and intended uses
- codes or standards to which it complies
- structural adequacy
- fabric fire indices
- design parameters
  - wind limitations,
  - ground density
  - footing loads or ballast requirements.
- instruction booklet with drawings, bracing diagrams and a checklist
- correct erection methods
- training necessary to correctly erect the structure.

## Structural adequacy

- For structures greater than 55m<sup>2</sup> manufacturer structural design certification and calculations should be enough to address the structural adequacy requirement. However, if these are not available, then a history of use should suffice. In some instances, however, certification by a practicing structural engineer may also be required.
- Included in the support tools section is a Typical Checklist for a Temporary Structure / Marquee (see [page 126](#)).

## Design parameters

### Fire indices

- Details of the flammability of materials used to construct and decorate the facility must be provided. Whenever possible, test results from a NATA approved laboratory should be provided. The test certificates must have sufficient information to enable them to be identified with the particular material being assessed. Materials must not develop molten flaming droplets.

### Wind loading

- Wind loading is critical. Design information must identify maximum safe wind speeds that structures can withstand. Event managers must understand these parameters and include them in risk and operational planning documents. Refer to the support tools section for [speed and force conversion tables](#).





## Ground density

- The ground density is perhaps the most important criteria as it is the area most likely to cause structures to fail.
- The ground holding requirements must be ascertained. As a guide to the holding requirements of various soil types the following figures are appropriate.
- The soil type anticipated holding capacity and any criteria that may affect that capacity should be noted on the check list and erection certification.

Loose sand	35 kpa
Clay	80 kpa
Moderately compacted sand and/or gravel	180 kpa

## Ballast

- Where structures rely on ballast the ground density is of lesser importance, but the required weights and footing details must be clearly identified. Ballast is preferred over ground anchors as the soil and ground holding becomes irrelevant.

## Construction manual

- Manufacturers should provide documented information on erection procedures, bracing diagrams and a checklist to ensure that all the critical criteria have been complied with. This documentation should outline competencies required to enable the facility to be erected safely.

## Support tools

- [Speed Conversions](#).
- Temporary Structures – [typical checklist](#).
- [Australian Building Code Board's Temporary Structures Standard](#).
- [Information on Construction Safety Awareness Training](#).

# Guideline 12: Spectator stands

## Background

There are no specific regulatory requirements or Australian Standards for spectator stands.

- The Australian Building Codes Board published Standards for Temporary Structures in 2015 but the application of the Standard is not yet mandatory or uniform throughout Australia. [ABCB Temporary Structures Standard](#).

## Guidelines

- When spectator stands are not subject to a building licence, the stands must be approved in accordance with S. 176 of the *Health (Miscellaneous Provisions) Act 1911*. This authorises local government to make any reasonable request that may ensure that facilities will be safe.

## Structural

- Certification from a practising structural engineer should be provided to certify that the structure is suitable for the proposed use. It should be constructed in accordance with industry standards and methods.

## Footings

- Most temporary structures do not have deep footings and merely sit on the ground. These must be solid blocks preferably hardwood or treated so that they will not split.

### Example:

Unless otherwise authorised by a practising structural engineer, temporary structures should bear on a substantial hardwood base – recommended size 300 mm x 200 mm by 40 mm thick. Smaller or soft wood types or bricks are not acceptable.



# Guideline 13: Shows, carnivals and fairs

## Background

This guideline applies to show concessions and is based upon the Royal Agricultural Society's former guidelines for exhibitors.

AS/NZS 3002 Electrical Installations – Shows and Carnivals defines a concession as:

'Any booth, display, riding device or any other single entertainment unit'

Concessions are often small tent-like structures. Although they are generally considered low risk, they can present an extreme risk in high winds if not anchored adequately. There are recorded incidents where small tents have become airborne and flown into show rides with catastrophic results.

Significant fire loads may develop for groups of concessions, especially as many may have flammable goods.

## Guidelines

- Facilities should be completed at least 24 hours before the show commences.
- Prior to commencing construction, a *Health (Public Buildings) Regulations 1992*, Form 1 application should be submitted to the local government.
  - Note: local government may not require a Form 1 application for small tents, small marquees, rides, or small show bag concessions or the like and may instead rely on previous history of long-established use.
- For low risk situations local government may allow competent event managers to administer construction standards for temporary low risk structures but audit this process prior to events.
- Event managers should have a register to record:
  - all facility locations
  - a description of the type and use of the facility
  - erectors' certificates of compliance
  - structural certificates.
- The role of the local government should be to formally approve all permanent structures, seating stands and buildings which members of the public will either be on or inside of. Part of the role of the local government is to audit the event managers records and to be satisfied that smaller temporary structures are compliant.

## Amusement structures

- Show amusement rides, including bouncy castles, must comply with Subdivision 2 of the *Work Health and Safety (General) Regulations 2022*.
- The basic requirement for amusement structures is compliance with AS 3533 Amusement rides and devices – Design and construction.





## Concession booths

- Components must be bolted or locked in place, slip joints are not acceptable.
- Booths must be able to be fully enclosed and waterproof.
- Operators must supply a certificate to verify that the structure has been installed in accordance with the manufacturer's recommendations and instructions.
- This certificate must include details of the fabric flammability.
- Where new concessions are purchased or manufactured, certified flammability tests from a NATA laboratory should be obtained to verify the fabric flammability. Where this is not available a flammability test may be required.

## Additional information

- Local government may require additional information information and can order structures that are considered unsafe or unsuitable to be demolished.
- Where footings are used, they must be solid hardwood or solid masonry blocks.
- Except for the limited use of polystyrene in small signs, concessions must not be constructed from thin plywood, masonite, polystyrene or other similar materials.
- Facilities must not obstruct access to any fire hose, fire hydrant or fixed fire extinguisher on or near their sites. Facilities must be set out, so that fire hose reels may be fully extended.
- Any part of any tent, including guy ropes and supports, or awning erected on their site must not protrude over the boundaries of their site or beyond a kerb line or demarcated road edge where no kerbing exists.

# Guideline 14: Motor sports

## Guidelines

Motor sports are inherently dangerous, and the *Health (Miscellaneous Provisions) Act 1911* defines those that have spectator viewing as public buildings.

A very broad concept is that spectators must be protected from competition vehicles and debris from the race area. The types of barriers will vary between the different sports.

There are 4 critical safety elements to be considered:

- spectator safety
- competitor safety
- officials' safety
- vehicle safety.

Whilst these guidelines primarily focus on spectator safety the other aspects cannot be ignored as they may ultimately affect spectators if ignored or poorly administered.

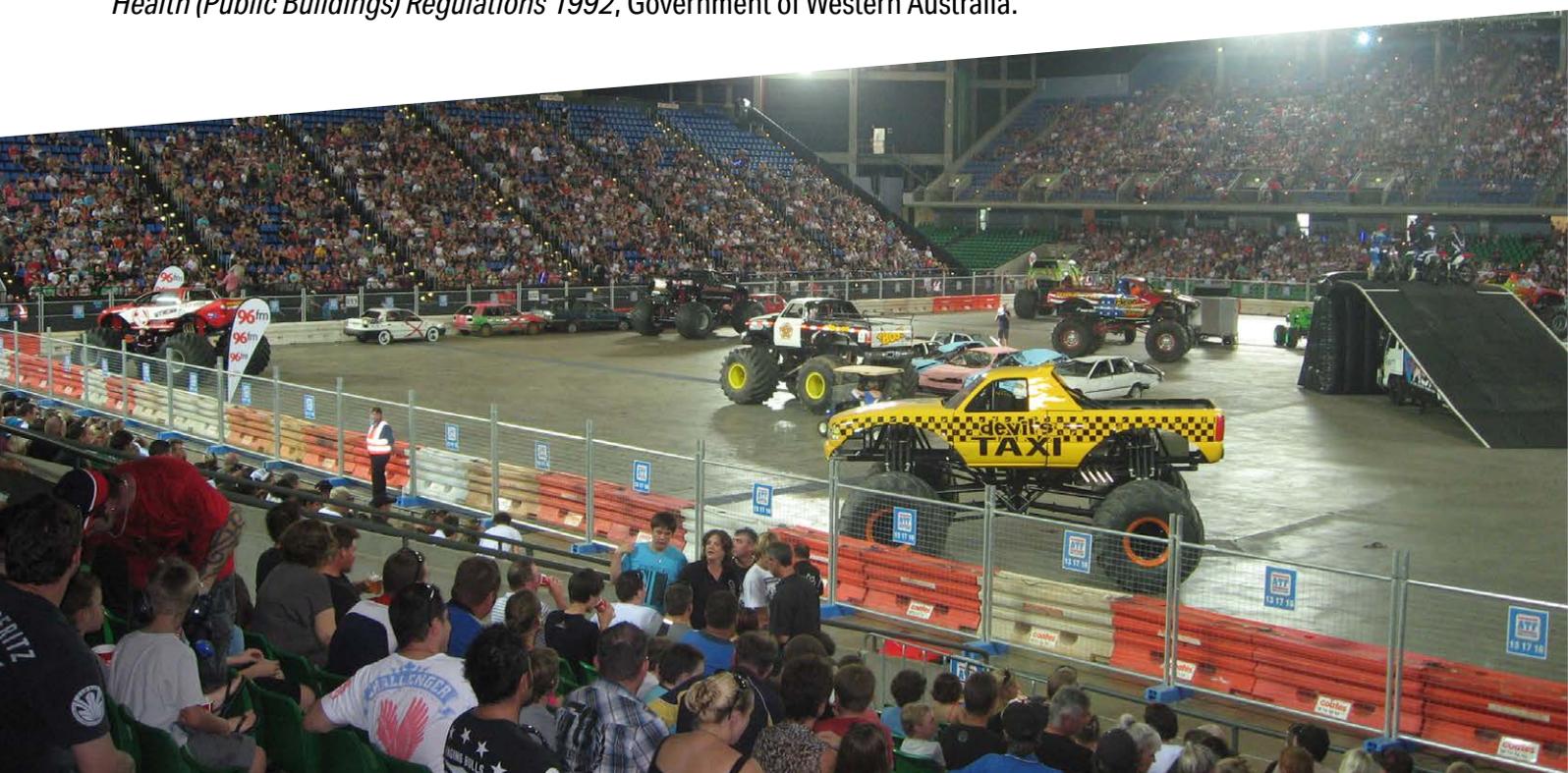
It is recommended that motor sports are administered by an appropriate authority that can address all the safety issues.

In Western Australia the following organisations are recognised as appropriate authorities:

- Motor Racing – Confederation of Australian Motor Sport (CAMS)
- Speedway – WA Speedway Commission (Speedway West)
- Motorcycling – Motorcycling Western Australia (MWA)
- Speed Boating – Australian Power Boat Association (APBA)
- Go Karts – Australian Karting Association (AKA)
- Drag Racing – Australian National Drag Racing Association (ANDRA).

## References

*Health (Public Buildings) Regulations 1992*, Government of Western Australia.



# Section 6

## Event operational considerations

### Guideline 15: Event operational procedures

Note: stakeholders and event managers should be aware of how operational decisions may affect crowd behaviour and dynamics. A quick fix for one issue may have catastrophic effects on other issues.

#### Background

To assist the approval process, operational procedures should be developed to identify and show the relationship between key elements. Included in the procedures should be a running sheet to show critical event timings.

Although an operational plan is not mandatory it is recommended as best practice where the event is large and complex to ensure a smooth running, safer event. It is particularly important for identifying potential risks as part of the risk management planning process.

#### Operational plan requirements

Operational plans must consider all aspects of an event; which will vary according to the complexity and size of the event. Aspects to consider may include:

- how patrons will travel to the event
- pedestrian movements from car parks and or public transport terminals, stations etc.
- parking
- taxi, ride-share and party bus drop off points
- entry processes into the venue (e.g. bag checking, ticket scanning, wrist banding, etc)
- queuing (for entry, food, bars, etc.)
- managing critical 'Front of House' high risk crowd pressures
- pedestrian movement on site and near the event
- running sheet to show critical event timings
- the entertainment
- critical logistics
- communications
- crowd control plans
- medical plans
- crowd care
- emergency management plans.

#### Definition

'Front of house' (FOH) refers to areas of the building that the audience has access to, generally excludes stage and backstage areas, but includes the auditorium and foyer.

# Guideline 16: Fire fighting

## Fire fighting appliances

- One 4.5 kg 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
- Pressurised water type extinguishers or 4.5 kg AB (E) dry chemical extinguishers must be provided:
  1. within 10 metres of each exit (one)
  2. backstage / back of house – (2).
- For buildings firefighting equipment must be supplied in accordance with the Building Code of Australia or as recommended by DFES or other suitably qualified group.
- Each fire extinguisher should be positioned on a hook or bracket located no more than 1200 mm above the adjacent floor and the extinguisher base should be more than 100 mm above the floor.
- All equipment must be maintained in accordance with AS 1851 Maintenance Standards. This Standard requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher.

## Separation distances

- For shows and carnivals to reduce the risk of fire transmission between structures there should be no less than 6 metres separation between significant structures or smaller grouped structures.
- Access for fire fighting vehicles and appliances must be maintained for all structures that have been erected.

**In the event of fire, the priority is to evacuate the immediate vicinity**

**Firefighting is of secondary importance unless the fire is very small and easily contained, such as burning paper in a rubbish bin.**



# Guideline 17: Stakeholder coordinated approach

## Background

- Agencies involved with events have either a key monitoring, support or enforcement role. It is recommended that these agencies act in a collaborative way to support the effective use of resources.
- Most incidents at an event will affect more than one stakeholder. For medium and high-risk events key response agencies need to be able to communicate easily and quickly. The best way to achieve this is to have a central control or event operations centre (EOC) with representatives from each key area in attendance.
- An EOC is a central coordination and communications point.
- An EOC is a proactive method for coordinating the prevention of key emergency management risks.
- EOCs allow the relevant personnel and services to activate in a coordinated and effective way to incidents.

Event operations centre (EOC)	
Benefits	Challenges
Quicker response to emergency situations.	Coordinating all agencies to work together.
Coordinated communication.	Finding a suitable location for all agencies to work from.

## Guidelines

- Establish a central EOC.
- Depending on the size and nature of the event it may also be pertinent to have a separate incident control centre where the incident lead agency can operate.
- Ensure the EOC is where the incident's lead agency can operate.
- Operational issues that EOCs should aim to address include:
  - medical and first aid notification of incidents and response coordination
  - crowd control and security notification of incidents and response coordination
  - handling of serious complaints
  - noise
  - monitoring role regarding the behaviour and general feeling of the crowd (e.g. to diffuse potentially violent situations)
  - be aware of issues external to the venue that may affect the event: Not limited to traffic or pedestrian movements, transport delays, chemical spills etc.



- Key stakeholders who should be represented in the EOC include:
  - event management
  - police
  - security/crowd control
  - DFES
  - first aid
  - local government Environmental Health Officers and possibly ranger services (to control external road/traffic movement)
  - traffic management
  - site coordinator.
- The EOC and incident control centre should be equipped with:
  - land line telephones
  - 2-way radio
  - tables and chairs
  - separate area for each stakeholder
  - detailed maps of surrounding streets
  - plans of the venue showing critical services and isolation points, fire services, electrical, gas, water, sewerage
  - sound insulation if it is an area prone to concert noise
  - emergency lighting
  - emergency power
  - if CCTV is available, it should also be included in the command centre
  - refreshment centre, fridge, tea/coffee making facilities in proximity
  - air conditioning (where available)
  - whiteboards, with markers.

# Section 7

## Crowd management

### Guideline 18: Crowd dynamics

Although a venue may be fully compliant with building codes and regulations, significant problems may still occur.

A basic understanding of crowd dynamics will allow you to set up your venue and operational plans to substantially reduce the risk of a serious incident.

Failure to appreciate the appropriate crowd dynamics may result in a serious incident at some stage.

#### Background

- Crowd dynamics refers to the behaviour of crowds and issues that may cause unrest or a crush to occur. Crowd dynamics can be very complex.
- Crowd dynamics will vary according to the overall behaviour of the crowd; and perceived risks.
- Most crowd experiences are good, and many people enjoy being in a crowded environment.
- Crowds consist of individuals that react differently in certain situations.
- Individuals cannot observe the whole crowd, which means if anything goes wrong there will be various individual responses rather than a unified crowd response.
- Individuals in a crowd are inclined to take short cuts. This often leads to intended flow patterns being disrupted.
- People may have a negative reaction to being in crowded spaces. For example:
  - anxiety
  - stress
  - dehydration
  - a general feeling of being uncomfortable and frustrated.
- Prolonged crushes can lead to broken bones, difficulty breathing, and even death. Most deaths in crush incidents are attributed to compressive asphyxia which occurs when the individual's chest cavity is compressed by the crowd on all sides, and the individual can no longer breathe, due to the pressure on the chest cavity.
- A crowd may **react** to a perceived threat and respond by fleeing the danger (flight response). Dangers do not have to be real, just perceived.
- A craze occurs when there is a competitive rush to obtain a valued objective such as front position at a concert, or giveaway from a promotion or entertainer.





### Example: The Who concert tragedy

<https://web.archive.org/web/20021020125144/http://www.crowdsafe.com/taskrpt/>

On December 3, 1979, eleven concert ticketholders in a crowd of approximately 8,000 to 10,000 still waiting to enter the venue, were crushed to death and scores were injured trying to enter a sold-out rock concert by The Who in Cincinnati, Ohio, USA. Dozens were injured.

The main viewing options inside the Coliseum were festival seating (unreserved seats) or general admission (standing room). That is why thousands of loyal The Who fans came to the concert hours early to stand in the chilly wintry evening.

The lack of allocated seating or areas forced competition among fans. The situation was made worse by, among other things, an absence of communication between event managers, security and the waiting crowd, a lack of crowd management of any kind, including queuing, and, a refusal by those in charge to respond to a call by police to open enough entrance doors to relieve the distressed crowd.

When the main entrance doors finally opened close to the time The Who were to take the stage, many eyewitnesses claimed that only one or 2 main entrance doors, from among a broad bank of doors, were opened to handle the massive crowd. Fans near the front watched in horror as these doors were opened, then shut, then opened, then shut yet again, and so on. When the doors did open, ticketholders pressed forward. When the doors were shut, people were smashed against each other and the building by the thousands of fans behind them who did not know the main entrance had closed again. Deadly crowd surges and rippling human waves of pressure knocked people down and rendered them helplessly trapped and fighting for breath and unable to escape.

## Guidelines

### Crowd flows

- For high pedestrian flows it is important to maximise flows by ensuring that there are no obstructions and limiting changes in direction.
- As crowd density increases, walking speed slows dramatically.
  - Normal walking speed is estimated at 1.5 metres per second.
  - At densities of 4 people per square metres, speeds are less than 0.5 metres per second.
  - At densities of more than 6 people per square metre, people often lose control and fall or are lifted off the ground.
  - Crowds can only move as fast as the slowest person.
- Densities should be monitored and regulated to reasonable limits. For further information contact [Public.Events@health.wa.gov.au](mailto:Public.Events@health.wa.gov.au)
  - Flow rates and crowd dynamics must be considered when designing entries, exits and pedestrian routes within the venue.
  - Visual and audible communications such as PA and video screen messages are recommended to communicate with patrons to assist with crowd control. This allows crowds to be informed about delays which will help to reduce frustration, aggression and panic.
  - Implement strategies to avoid traffic flow disruption due to:
    - obstructed travel paths
    - closed gates or doors
    - crowds stopping to view something of interest
    - a queue to an attraction or concession
    - disruption caused by crowd behaviour.
- Crowds have no collective intelligence.
  - Crowds react to individual perceptions / motivation.
  - Visual or audible messages are valuable tools to obtain desired crowd responses.
  - Crowds become agitated and restless if they cannot progress after approximately 6 minutes.
- Be aware of flow-on effects of modified crowd flows or modified behaviour.



## Guideline 19: Crowd control and security

Crowd controllers have a unique role and can proactively prevent problems rather than just reacting to them. Early use of mediation and non-aggressive patron management strategies can play a huge role in preventing incidents and promoting a positive atmosphere.

### Background

- The ultimate responsibility to ensure patron safety rests with the event manager or organisation that is responsible for the public building application. For permanent facilities this is usually the venue or site manager. Local government is responsible for ensuring that crowd control plans are adequate.
- The difference in roles between security officers and crowd controllers is often misunderstood. The table below outlines the purpose of each role.

#### Crowd controller

A crowd controller is a person who performs one of the following functions:

- Controls or monitors behaviour.
- Screens people seeking entry.
- Removes people for behavioural reasons.

#### Ticket collectors

Ticket collectors do not have to be licensed crowd controllers.

#### Security

The term security refers to the process and officers involved in ensuring the security of people, equipment or property.

#### Spruiker/usher

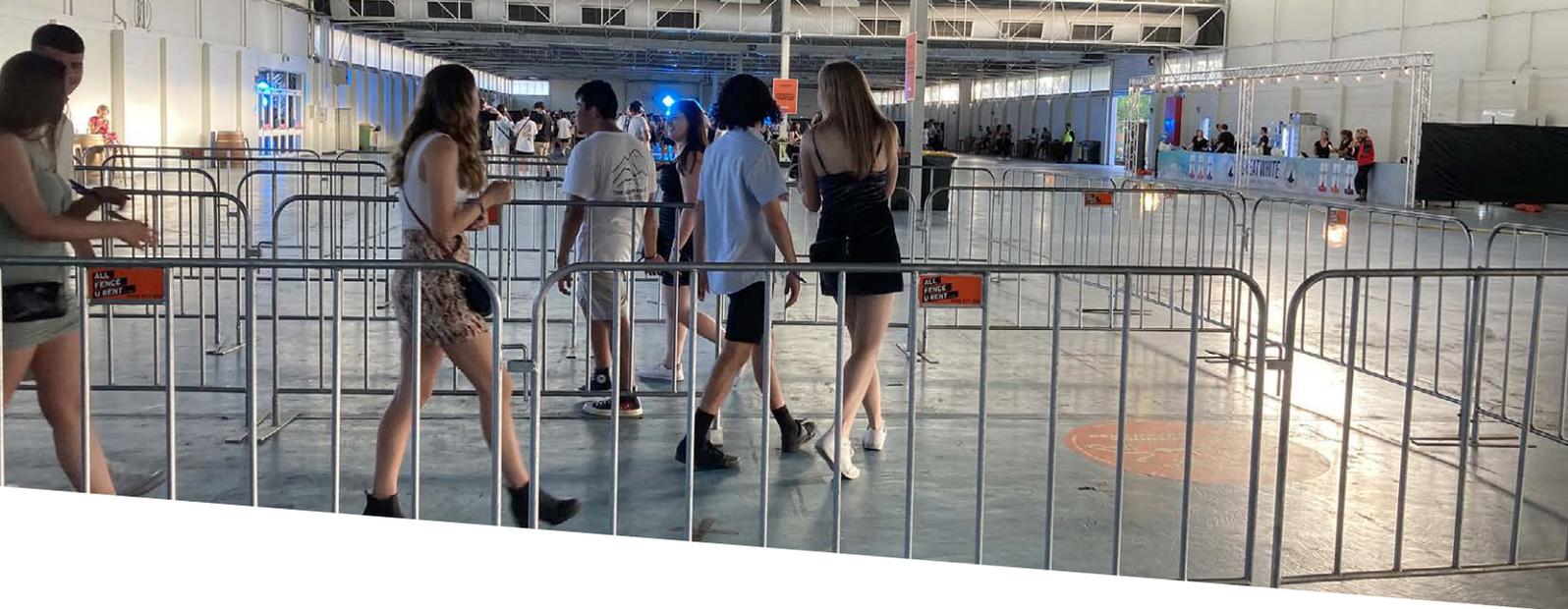
A spruiker can clearly deliver directional advice to crowds, e.g. to the correct gate or seating area. They do not have to be licensed crowd controllers.

#### Security officer

A security officer is defined as a person who watches, guards or protects any property. Officers may be dual licensed as crowd controllers, but when determining requirements, the 2 responsibilities must be clearly separated.

### Why is crowd control required?

- To prevent, as far as practicable, personal injury due to crushing, overcrowding and unruly behaviour.
- To enable injured or distressed patrons to be identified and moved to safety.
- To prevent overloading of structures for spectator use. This includes seating stands, advertising hoardings, stages, lighting and sound mixing towers.
- To prevent overcrowding.



## Guidelines

- Every large scale event should have a crowd management plan.
- Clear communication mechanisms between staff should be established.
- The crowd management plan must identify:
  - Anticipated crowd demographics (age range, etc).
  - A clear mandate to prevent problems and use non-aggressive patron management techniques where possible.
  - Probable areas of concern and response to prevent problems.
  - Numbers and deployment of crowd controllers.
  - Numbers and deployment of security officers.
  - Start and finish times.
  - Rostering for relief and meal breaks.
- Higher risk licensed events should employ a ratio of at least 2 crowd controllers for the first 100 patrons and then 1 crowd controller for each additional 100 patrons or part thereof.
- For events deemed to be lower risk by the relevant authority, the numbers are normally reduced to 1 controller/200 patrons. The ratio method should only be used as a guide for low risk events.
- Locations where crowd control is required include:
  - venue entrances
  - exits
  - concession areas
  - bars and service outlets
  - stages
  - aisles
  - front of house crowd barriers.
- Where an exit point also serves as an entry there must be at least 2 controllers.
- Controllers should be on site at least one hour before the venue is opened.
- Crowd controllers should be briefed and operate to the pre-arranged crowd control plan.
- Standing orders and procedures should be developed for each event.
- There must be enough controllers to allow relief for meal breaks and sickness etc.

- Every crowd controller must:
  - have a distinctive uniform
  - be able to be easily identified. Unique identification must be formally issued at each event so that controllers can be easily identified
  - have a torch if the event is held at night and the controller is required to direct patrons
  - have communication equipment that is effective under the conditions anticipated at the event
  - have ear protection if noise will be excessive
  - have any other equipment required by Worksafe WA.
- Where events are likely to involve alcohol and other drug use, crowd controllers should have enough training to enable them to identify at-risk patrons, provide support and refer to medical services.

## Electronic dance music festival crowd management

Experience indicates that dance/rave party crowds are not usually aggressive, and hysteria or crushing is not common. The most common problem is dehydration and excessive use of alcohol or illicit drugs.

- Crowd controllers should receive a briefing on emergency first aid for illicit drug-related medical incidents. This will assist if a patron 'drops' whilst a crowd controller is attending until first aid support arrives.
- Distressed or intoxicated patrons should be escorted to first aid for medical assessment, rather than simply ejecting them.

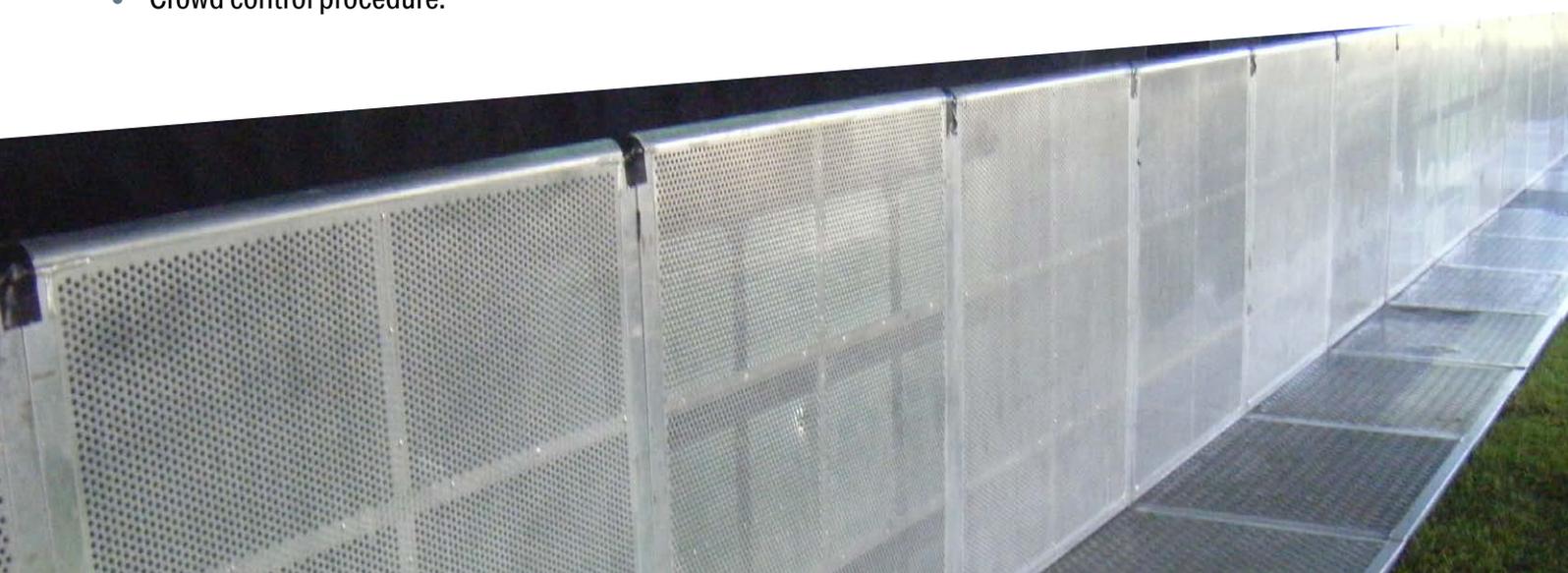
## Concert crowd management

For large events the following is recommended:

- at peak times there must be at least one controller per metre of stage, including the side extensions of the main stage. Crowd controllers must act to prevent patrons climbing onto the stage, remove injured patrons and monitor activities to ensure that crowd behaviour remains acceptable
- stage barriers of suitable design must be provided (refer to section on stage barriers)
- egress from the audience area should be provided at either end of the stage barrier
- patrons must be prohibited from accessing the stage unless arrangements were made with the event manager and security prior to the event.

## Support tools

- Checklist of crowd control duties and planning tool.
- Crowd control procedure.



# Guideline 20: Crowd management requirements

## Definitions

**Mosh pit** – The audience area in front of the stage.

**Stage barrier** – Also known as a crowd barrier: a barrier placed in front of the stage to prevent patrons accessing the stage. Barriers must be able to withstand high pressures and be equipped with a raised area to enable crowd controllers to be higher than the crowd. Mojo barriers are recognised and accepted throughout the world as being suitable mosh pit barriers.

**Pit** – The area between the stage and crowd barrier. The area occupied by the stage crowd controllers.

## Background

- Concerts and events where people crush to view entertainment are inherently dangerous. Most members of the public are unaware of the significant dangers.
- It is imperative that event and venue managers establish safety policies to minimise the risks to allow events to be as safe as possible and comply with recognised best practise.
  - Mosh pits are high risk areas because:
    - crowd surfing is dangerous and common.
    - crushing occurs.
    - people have been killed and many more have been permanently disabled due to activities in these areas.
    - the size of the crowd is not always a key factor as serious injuries have occurred at relatively small events, some with less than 500 people.
    - people who are frail or have small frames should not enter mosh pits.
  - Barriers at concerts serve several different purposes. These include:
    - physical security
    - preventing the audience from accessing stages and restricted areas
    - relieving and preventing the build-up of crowd pressures. E.g. Properly constructed stage barriers enable distressed patrons to be reached and helped with ease
- There are 2 categories of crowd collapse:
  - Collapse of a patron.
  - Multiple patrons collapsing through moshing, being caught in swirls, or other pressures within the crowd.

**'Swirls'** – is the name given to the practice of patrons moving with the music until the movement becomes circular. In the circular motion, patrons have been known to collapse as they move and step backwards.

## Guidelines

- A crowd management plan should be implemented at all higher risk events. Failure to implement a safety policy may result in serious financial consequences in the event of a subsequent injury and claim from an injured patron.
- It is imperative that prior to an event, 'Show Stop' procedures are developed to enable events to be stopped in a timely manner. This is an extremely important process that is often not considered.

There are various types of barriers in the entertainment industry. The most common type is a free standing demountable 'A' frame barrier (e.g. 'Mojo' Barrier) which normally has a 1 metre tread plate at the front and a small raised platform at the rear. The individual barriers are bolted or pinned together to form a single extended barrier across the stage.

### Front of stage barrier

Stage barriers should be considered for most concerts. They are particularly important if significant crowd pressure is expected. See the tools section for design considerations for stage barriers.

Barriers potentially subjected to heavy pressure must always have provision to extract patrons in distress.

### Multiple stage barrier

- In prime standing viewing areas at stages extreme pressures occur. Strategies are required to manage these extreme pressures.
- Common strategies include creating smaller areas that allow crowd capacity to be controlled and restricted to a manageable size.
- Various models have been implemented. A common option is a 'D' barrier. These barriers normally extend in a curve from the stage extremities through to the mixing facilities and roughly form a 'D'.
- For more extreme situations smaller pods may be required. The preferred option should be one that has been derived from experience gained from previous experiences of the performances, there is a considerable variation but generally crowd reactions for the same performers is consistent.
- Crowd pressure is critical and must be monitored throughout events.
- At events where people may be of relatively small stature, density ratios may be considered which allow less than 0.5 square metres per person.
- These areas may require Chief Health Officer approval because local government does not have discretion to approve densities permitting less than 0.5 square metres per person.

Health legislation dictates viewing densities. Local government has discretion to approve densities to 0.5m<sup>2</sup> per person. The Chief Health Officer has discretion to approve increased capacities (i.e. less than 0.5m<sup>2</sup> per person).

Area capacity is assessed as the area that can be occupied by the audience. For entertainment events patrons invariably move towards the stage so the area in front of the stage becomes denser than what was approved, but the overall density of the area remains compliant.

## The pit

- This is the area between the stage and the front of stage barrier, this should be designed to assist crowd controllers, first aiders and paramedics.
- There should be no less than a 1.5 metre clear space between the stage front and the crowd barrier.
- The 'pit' should have a non-slip surface.
- An elevated platform inside the barrier should be provided to help crowd controllers extract people from the crowd and oversee the audience to identify anyone in distress.
- Entrances or exits from the pit must be unobstructed and at least 1.1-metre-wide to allow individuals in distress to be removed.
- Arrangements for photographers and media to work in the pit area should be agreed to prior to the event, with the event manager who needs to be satisfied that their activity will not interfere with the work of crowd controllers or first aid staff.

### Note

A concert held 'in the round' with a standing audience requires special arrangements for a pit area. The provision of an unobstructed escape corridor enables members of the audience taken over the barrier to be led away from the pit. However, care needs to be taken to avoid creating a point where people can be trapped between the escape corridor and the barrier.

## Rock concert safety

The below specific requirements for rock concerts and seated audiences have been extracted from the current regulations i.e. the Building Code of Australia and the Health (Public Buildings) Regulations 1992. Fully seated venues are safer than those with standing viewing. For unseated configurations, crowd pressures, collapses, and inappropriate behaviour such as crowd surfing and stage diving and circle dancing are major concerns.

## Seated audiences

- For seated audiences, the seats must be set out in accordance with the Building Code of Australia and the Health (Public Buildings) Regulations 1992. The basic requirements are set out below.

## Aisles

- Aisles are required on both sides of every row of seats that is more than 10 seats.
- There shall be no more than 42 seats between aisles.
- Steps within aisles must:
  - be the full width of the aisle, minimum aisle width 1 metre
  - be uniform in size (both the riser and going)
  - going shall be between 280 mm and 355 mm
  - risers shall be between 115 mm and 190 mm.



## Clearance between rows

The clearance between rows of seats shall be:

- 300 mm if the distance to an aisle is less than 3.5 metres or 8 seats
- 500 mm if the distance to an aisle is more than 3.5 metres
- the minimum width of a seat or seating space is 450 mm
- seats should be fixed to the floor or fastened in groups of no less than 4 and the groups should also be fastened together
- where cross aisles occur, they must lead directly to an exit route
- dead Ends should be avoided.

## Keeping the pit clear

- It is essential that the pit area is always kept clear of rubbish, obstructions and patrons.
- When patrons are in the pit, they are at risk from other patrons and crowd controllers falling on them. They must be removed from the pit immediately.
- Patrons are not permitted to take photos or dance in the pit and must be kept moving as they will not be aware of hazards and can hinder crowd control and security operations.

## Job rotation

- To reduce crowd controller fatigue, pit personnel must be rotated.
- A job rotation procedure should be in place to rotate personnel from their position in the front row to a position in the back row.
- It should be noted that due to the difference in performing acts and associated crowd behaviour, the demands on crowd controllers will vary throughout the event. Therefore, rest periods must coincide with demand.

## Support tools

- [A concert safety policy.](#)
- [How to deal with patrons in distress.](#)
- [Design considerations for the front of stage barrier.](#)

# Guideline 21: Entry and exits

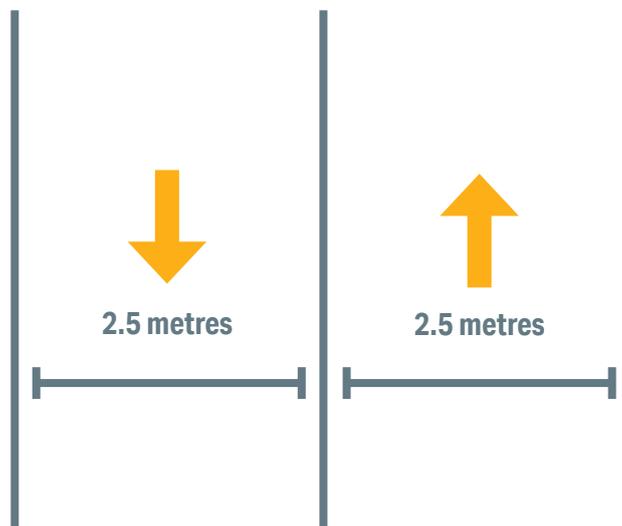
## Background

- Disasters and crowd crushes may occur when obstructions occur at entries and exits. They can occur on ingress or egress but also partial ingress and egress.

## Guidelines

- It is important that pedestrian flows and processing on entry are clearly identified and that there are no cross flows or competing queues.
- For dual direction routes, lanes of 2.5 m in each direction are recognised as the optimum width to allow streaming flows.

## Optimum width to allow for streaming flows



Queuing studies have revealed that the most efficient queuing are single queues serving multiple points of service like those used at airports.

## Egress from an event

- For buildings, refer to the Building Code of Australia Section D 1.6. Note that these requirements may be varied by alternative fire engineering or building performance solutions.
- For outdoor areas, the code is not appropriate and exit locations and sizes must be calculated to allow evacuations within reasonable times.

## Support tools

- [Entry and exits.](#)

## References

- Crowd Management Strategies 2002, *The Who Concert Tragedy Task Force Report*. Retrieved June 11, 2008, from [The Who Concert Disaster](#)
- Building Code of Australia
- *Health (Public Buildings) Regulations 1992*.

# Section 8

## Management of alcohol

### Guideline 22: Alcohol-related issues

#### Background

- Alcohol significantly increases the risk rating of an event, in accordance with the Department of Health risk matrix.
- Alcohol consumption is associated with increased likelihood and extent of aggressive behaviours, risk taking and risky sexual behaviours (NHMRC, 2009, p23; Morgan & McAtamney, 2009, p.4; Connor, Kydd & Dickson, 2015, p. 14) as well as verbal and physical abuse, violence and property damage (Allsop et al, 2005).
- The service and supply of alcohol at an event has a direct effect on the ability of patrons to get drunk. And drunkenness is a key predictor of alcohol-related harm (NHMRC, 2009 p.1). The responsible service of alcohol is critical to the wellbeing and safety of patrons at your event, as well as being key prevention and minimisation of alcohol-related problems at your event.
- The length of time alcohol is served at an event can contribute to alcohol-related problems and harm. Long trading hours and late-night trading are linked with alcohol-related problems (Chikritzhs & Stockwell 2002; Stockwell & Chikritzhs, 2009 p.153; Allsop et al. 2005 p.20).
- Alcohol content of beverages served contributes to the overall amount of alcohol consumed. Limiting the strength of alcohol available at events supports a reduction in drunkenness and risk of associated harm. It has been identified that the consumption of regular strength beer has an association with short-term alcohol-related harm such as injuries and assault (Allsop et al 2005).
- The attendance of juveniles at events where alcohol is sold, supplied and consumed presents a series of risk factors that require consideration and management, including the safety and wellbeing of unaccompanied juveniles interacting with adults who are consuming alcohol.
- Glass containers or broken glass can be used as weapons and can lead to serious, avoidable injury, and therefore should not be permitted at events.

#### Guidelines

##### Responsible service of alcohol

- Even when the event manager is not the licensee of the event, there is a duty of care to ensure the sale and supply of alcohol does not lead to harm. In this regard, the event manager should ensure that the prevention of alcohol-related problems is a priority and incorporated into the event planning process.
- The event manager should have a readily accessible and clearly understood management plan in place for addressing problems such as disorderly and intoxicated patrons.
- Responsible service of alcohol training should be reinforced through management communication and expectations regarding practices and supported by enforcement.
- Relevant staff should be trained in non-aggressive patron management techniques. Senior management should communicate an expectation that such strategies will be used when dealing with patrons to de-escalate or prevent potential problems.

- Clear communication mechanisms between staff should be established. Bar staff should receive a briefing on responsible service expectations prior to the event or immediately prior to their shift commencing. At a minimum, the briefing should include:
  - under the *Liquor Control Act 1988*, all employees of the licensee are considered to be 'authorised persons'. The Liquor Control Act gives 'authorised persons' powers that support responsible service. Being an 'authorised person' also means they can be held accountable for their actions if they do not serve alcohol responsibly
  - bar staff are not permitted to serve alcohol to anyone who they think is drunk, or to anyone who is under 18 years of age. All bar staff should be aware of the definition of drunk under section 3A(1) of the Liquor Control Act
  - recommended approach for refusing service and ensuring visibly intoxicated patrons are not able to enter the event
  - acceptable forms of proof of age as per the Liquor Control Regulations 1989.
- Consideration of diversion to medical or other assistance/monitoring if an intoxicated patron's safety and wellbeing requires such action, prior to removing them from the event.
- The pricing of alcoholic drinks should not encourage the irresponsible consumption of liquor. Cheap or discounted liquor can lead to irresponsible consumption.
- Competitions that involve the consumption of alcohol are not permitted (e.g. drinking games)
- The event manager and licensee are responsible for adequate measures to ensure that trading is not conducted in a manner which is harmful to public interest, including (but not limited to):
  - adequate control over the sale of alcohol
  - alcohol is only to be sold to bona fide persons attending the function/event
  - alcohol is not to be sold for consumption off the premises, unless otherwise permitted
  - alcohol is not to be sold to juveniles.
- Liquor license documents must be clearly displayed and made available upon the request of an authorised officer. Where the proposed event will have an anticipated attendance greater than 500 people, a plan must be submitted to RGL detailing the responsible service practices that will be put in place to manage the sale and supply of liquor.
- The event manager should have a management plan in place to address problems such as disorderly and intoxicated patrons.
- Where an event is considered high risk, strategies to minimise risk such as not providing alcohol until the event commences and closing bars prior to the end of the event need to be considered.
- Provide designated 'chill out' areas for alcohol-affected people to recover.

## Availability of food and water

- Free drinking water must be available to patrons at licensed events (as per Section 115(A) of the *Liquor Control Act 1988*). Free water to be readily accessible, at a cool temperature and clearly signposted for patrons.
- Food and non-alcoholic drink alternatives should be readily accessible at a reasonable cost.

## Crowd management

- Crowd controllers, licensed in accordance with the *Securities and Related Activities (Control) Act 1996*, are to be provided for the duration of the event.
- Crowd controllers should be briefed to monitor bar areas to support bar staff to identify problematic or intoxicated patrons and prevent problems from occurring or escalating.
- Crowd controllers should be briefed on non-aggressive patron management techniques prior to the event or immediately prior to the shift commencing.

## Drink containers

- To prevent glass-related injuries and violence, glass containers should be prohibited except for areas that are strictly controlled and any glass containers are frequently removed. When events are held on a grassed area frequently used by the public, this condition is generally added to licences.

## Design/layout

- Locating bars away from the main entertainment areas is recommended as it may influence the drinking patterns of patrons by reducing consumption.
- Designated seating and other physical barriers can be used to separate potentially competing crowds.
- Consider proximity to public transport and alternative transport options for patrons.
- Provide designated 'chill out' areas that are well sign-posted and that have access to medical assistance if needed.
- Single use plastics are now banned in WA. Drink containers and straws must now comply with the *Environmental Protection (Prohibited Plastics and Balloons) Regulations 2018*, products should be made from bamboo, natural or recyclable materials. More information about WA's plastic ban can be found here: <https://www.wa.gov.au/service/environment/business-and-community-assistance/western-australias-plan-plastics>

## Juveniles

- If premises (i.e. an area at an event) are licensed, all the provisions of the Liquor Control Act relating to juveniles apply – including penalty provisions. The holder of an occasional liquor licence has the same liabilities and obligations as any other licensee.
- Implement strategies to prevent and deter juveniles gaining access to licensed areas.
- Implement strategies to prevent and deter juveniles from obtaining alcohol.
- If the event is to permit juveniles into licensed areas, an application which addresses how they will manage juveniles in these areas must be submitted to RGL, who will decide whether it is appropriate or not. A determination on this issue should be made before any advertising of the event, so that tickets are not purchased for or by a juvenile, and any advertising should be clear on this issue.
- The event manager should communicate to relevant staff/volunteers, the ID requirements under the Liquor Control Act in respect of suspect juveniles.

## Consultation

- RGL should be invited to planning meetings and debriefings.
- Police and local government must be consulted about the liquor licence.
- For large events where alcohol will be sold, first aid providers should be employed and DFES should also be consulted.

## Support tools

- [Preventing common alcohol-related problems at events.](#)
- [Checklist of key stakeholders to inform.](#)
- [Guideline 18: crowd control and security.](#)

## Guideline 23: Liquor license application

If it is intended to sell or supply alcohol at an event, then a liquor licence must be obtained from the Department of Racing Gaming and Liquor (RGL), within the [Department of Local Government, Sport & Cultural Industries](#). The following information is provided as a guideline. It is recommended that event managers refer to the [RGL website](#) for detailed information. If the event is to be catered under a permanent liquor licence, then a variation of licence conditions or extended trading permit may be required. Refer to the RGL website to download an application kit.

Before lodging an application for an occasional licence, applicants should refer to the policy titled [Exemptions to the Liquor Control Act 1988](#) to check whether the event or function falls within those situations whereby the sale, supply and consumption of liquor is exempt from the requirements that necessitate the submission of an application.

For events of no more than 500 people, held outside the Perth metropolitan area, applications and licences may be lodged with the managing registrar of the local courts located throughout the state. Please note that non-member Extended Trading Permits for club licence holders must be referred to the Director of Liquor Licensing.

Once a liquor licence has been granted the holder of that licence (i.e. the licensee) is responsible for full compliance with all the conditions of that licence. It is an offence for a licensee to breach any of the licence terms and conditions. A conviction carries the following [penalties](#):

- in the case of licensee or manager \$10,000
- in the case of an agent of employee \$4,000, or
- in any other person \$2,000.

Where a liquor licence is approved by the Director of Liquor Licensing, the licensee must also ensure that the details of the approved liquor licence are forwarded to the relevant local government.

The liquor licence will only apply for the same or a lesser period than the event duration.

### Note

Failure to lodge the application within the specified timeframe may result in the application for a liquor licence being refused.

## Guidelines

Refer to guideline 22 for recommended harm minimisation provisions to be considered in your licence application.

Applications for an occasional licence or extended trading permit must be submitted according to the below requirements of the Liquor Control Act:

Events for:	Must lodge application forms:
Up to 500 persons	At least 14 days before the event
Between 501 and 5,000 persons	At least 60 days before the event
More than 5,000 persons	At least 90 days before the event

Licence submissions must include information and outline management practices to demonstrate that there will be:

- Enough facilities and expertise available to ensure that liquor will be sold and consumed in a responsible manner.
- Adequate measures taken to ensure that trading is not conducted in a manner detrimental to the public interest (e.g.: there must be proper health and fire safety measures taken where necessary).
- Means to prevent the sale of liquor to juveniles and to prevent public disorder.
- Any other supporting information about the event that can be provided (brochures, advertisements etc.).

See the RGL site for details on [RSA training](#) and when it is required. In the case of an occasional licence, unless the director determines otherwise, the licence holder and the person/s in charge of an event where there are less than 250 people, do not need to complete any form of training. Where there are more than 250 people they need to complete either:

- the national unit of competency – Provide Responsible Service of Alcohol as delivered by any one of the Registered Training Organisations listed on the [RGL website](#)
- the abridged, non-accredited course in responsible service of alcohol as delivered by AHA, Aragon and Clubs WA – refer to the [RGL website](#)

Unless otherwise determined by the director of liquor licensing, the staff involved in the sale, supply or service of liquor at an event where there are:

- less than 250 people, no training is required
- anticipated to be 251 to 300 people, the licensee/s must have completed the nationally accredited unit of competency - Provide Responsible Service of Alcohol training
- more than 300 people, the licensee/s, crowd controllers and all servers of liquor must complete either:
  - the national unit of competency – Provide Responsible Service of Alcohol as delivered by any one of the Registered Training Organisations listed on our website
  - the abridged, non-accredited course in responsible service of alcohol delivered by AHA, Aragon and Clubs WA.

In addition to the above requirements, every occasional licence must be managed by the holder of a Restricted Managers Approval. To obtain this, the applicant must have completed the nationally accredited unit of competency – Provide Responsible Service of Alcohol. Applications for approval as a manager can be lodged on the RGL website.

Consultation with local police, local government and RGL about the event should commence as early as possible.



Event managers and licensees are advised to consider the following conditions when submitting a liquor licence application for temporary event liquor licenses.

1. Provide low and no-alcohol drinks. Consider only selling low alcohol drinks.
2. Chilled water must be available (for sale) at the same location as alcohol sales.
3. Free water must be available.
4. Limit drink purchases.
5. Restrict access to alcohol to 1-hour pre-event and finish before the main event ends.
6. Pricing should reflect alcohol content.
7. Consider serving drinks in bamboo, natural, biodegradable or recyclable cups or cans.
8. No glass.
9. Bottled wine may be permitted in special circumstances, and subject to strict conditions on bottle collection etc.
10. Consumption areas – generally alcohol consumption is not recommended in seated auditoria or formal seating areas of concerts.
11. No mobile vending of alcohol products. Points of supply should be predetermined and approved as part of the site design so that crowd flows and queuing may be ascertained.
12. Bars and associated queuing must not obstruct general pedestrian movements.
13. Licensed service areas must have a general level of illumination no less than 10 lux.
14. Entry and serving points should be illuminated to 100 lux to assist patron identification.
15. Crowd control plans are required to identify duties and locations of crowd controllers.
16. Appropriate signage at entry and exits:
  - 18+ and ID which include:
    - a current Australian driver's license with a photograph
    - current passport with a photograph
    - or
    - Western Australian Proof of Age Card.
  - No outlawed motorcycle gangs.
  - Leaving licensed area – No Alcohol Past This Point.

## References

- Allsop, S, Pascal, R and Chikritzhs 2005, *Management of Alcohol at Large-Scale Sports Fixtures and other Public Events*, National Drug Research Institute, Western Australia.
- Department of Racing Gaming and Liquor 2008. Retrieved 18 December 2018, from <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor>
- *Liquor Control Act 1988*, Government of Western Australia Chikritzhs T, Stockwell T. *The impact of later trading hours for Australian public houses (hotels) on*

# Section 9

## Drug-related issues

### Guideline 24: Drug-related harm

#### Background

- Some patrons attending events have required hospitalisation, and some have even died due to their alcohol and other drug use. Patrons' health and safety can be optimised by implementing pre, during, and post-event mitigation strategies to prevent and reduce harm.
- National and international findings are consistent in that music festival attendees report considerably higher levels of illicit drug use compared with the general population.
- It should be noted that research has indicated that those who commonly use illicit drugs at music and other entertainment events, will often combine 2 or more drugs, including (but not limited to) alcohol, MDMA (ecstasy), cannabis, cocaine, and dexamphetamine. This can make the effects of the combined drug more unpredictable and increase the risk of harm
- The legislation that relates to illicit drugs in Western Australia is the *Misuse of Drugs Act 1981*.
- It is an offence under Section 5(1) of the Misuse of Drugs Act to knowingly permit a premises to be utilised for the use of a prohibited drug or plant:
  - being the owner or lessee of any premises, knowingly permits those premises to be used for using a prohibited drug or prohibited plant
  - is knowingly concerned in the management of any premises used for any of the purposes referred to in paragraph (a) and (b), commits a simple offence.

For events where the use of illicit drugs is expected or likely, crowd controllers must be briefed on potential hazards. Medical staff should be aware of the current illicit drug scene.

#### Reducing drug-related harm strategies:

- Harm reduction initiatives are recommended to be implemented at music festivals and other entertainment events as a practical response to the acknowledgment that drug use occurs in this context (without condoning or encouraging drug use) and to reduce the harms associated with its use.
- Some illicit drugs can disrupt normal thermoregulation, making users susceptible to overheating. The effects are amplified by high ambient temperatures, sustained physical activity and inadequate fluid replacement. Music festivals and other entertainment events and venues are conducive to hours of dancing, physical closeness to others, inadequate hydration, increasing the potential for toxicity and related harm.
- The following recommendations are made for preventing and reducing drug-related harm within night venues, festivals and other entertainment events:



## Water

- Dehydration, over-hydration and heat exhaustion may contribute to medical presentations, and worsen alcohol and other drug-related harms.
- There should be free, cold water at multiple stations throughout the event; considerations include:
  - provision of water at or near locations where alcohol is available for sale
  - near to main events or acts (to ensure patrons do not choose to fore-go water consumption due to fear of missing out) or any situation where heat stress may occur
  - signage to location of water should be provided
  - placement away from the stimulus of the events such as shaded areas, chill out areas and nearby camping grounds
  - messaging regarding hydration safety (i.e. the potential to [over-hydrate](#) when taking MDMA) should be considered.

## Shade and chill-out spaces

- High temperature and humidity can lead to dehydration and heat exhaustion. High ambient temperatures and humidity, close physical proximity, and physical exertion, such as dancing for long periods, can increase the risk of drug-related harms.
- Provide a chill-out room or space where patrons can get away from crowded and loud areas.
- Easy access to seating, food and cool water should be provided.
- These areas should be well ventilated, adequately signposted and located away from stages and separate from alcohol service areas.
- Provide alternative activities to encourage chill-out (particularly for longer festivals exceeding eight hours).

## Ventilation

- A continuous supply of cool air will reduce the risk of heat-related conditions, particularly in the context of high-energy music events.
- Ensure adequate ventilation in venues using air-conditioners or industrial fans and, where possible, access to outdoor spaces.
- Ensure chill out spaces are well ventilated and ambient temperatures are regularly checked.
- On-going monitoring of these areas for people experiencing ill-health is recommended.

## Peer-support

- Peer-based harm reduction programs can make an important contribution to keeping people safe by effectively engaging with patrons, delivering information on alcohol and other drug harms and harm reduction, identify patrons in need of assistance, and promote access to appropriate care and support. Peer-based services can also help to ensure that festival goers in need of medical care receive attention sooner.
- Promote peer support and integrate this into venues where appropriate.

## Harm reduction messaging

- Music festival organisers should ensure the incorporation of alcohol and other drug harm reduction messaging wherever possible before, during and after their events to provide information about harm reduction strategies, encourage safer behaviour and promote help seeking.
- Inform patrons about the importance of issues such as:
  - hydrating safely (over hydration / dehydration)
  - not mixing different kinds of drugs, including with alcohol
  - chilling out and taking regular breaks
  - knowing the signs that you or your friends need help
  - remember: first aid officers are here to help, not call the police
  - it's important to get medical help promptly
  - potentially involve artists in harm reduction messages.
- Utilise the events website, social media platforms, apps, emails, ticket and wristband messaging as an opportunity to deliver messages to patrons.
- Contact the Mental Health Commission ([campaigns@mhc.wa.gov.au](mailto:campaigns@mhc.wa.gov.au)) for resources and messaging or visit [www.drugaware.com.au](http://www.drugaware.com.au) to see the programs most recent [safer events](#) campaign and materials.

## Key contacts

- Advice about preventing drug-related harm at events and in venues can be accessed via the Mental Health Commission ([campaigns@mhc.wa.gov.au](mailto:campaigns@mhc.wa.gov.au)).
- Publications and posters addressing the issues outlined above can be ordered from the Mental Health Commission ([campaigns@mhc.wa.gov.au](mailto:campaigns@mhc.wa.gov.au)).

# Guideline 25: Needles and syringes

## Background

- The risks of blood borne virus transmission from needles and syringes that have been disposed of inappropriately is regarded as being low.
- To date, there are no reported cases in Australia of Hepatitis C or HIV that have been confirmed to be caused by being injured by an inappropriately disposed needle and syringe in a community setting.
- Tetanus spores live in the soil and may also cause infections if they are transported into the body through broken skin. A discarded needle may cause this.

## Safe sharps handling

- Do not be alarmed.
- Obtain a rigid walled, puncture-resistant plastic container with a well-secured lid, preferably screw top (milk or orange juice bottles are suitable), or any container retailed by medical suppliers and waste management companies specifically for the disposal of sharps.
- Avoid using glass which can be shattered, aluminium which can be crushed or frosted plastic which may not be puncture proof.
- Bring the container to the needle and place it on the ground next to the needle and syringe. Do not hold the container as you are putting the syringe in it.
- Pick up the used needle and syringe by the barrel end, away from the needle/sharp point.
- Do not touch the sharp point and do not try to recap the needle with its protective cover if it has fallen off. Avoid touching the needle with your fingers or hands.
- Put the needle and syringe, point first into the container. More than one needle can be placed in a container but do not overfill.
- Make sure the container is tightly sealed.
- Dispose of the sealed container in a domestic rubbish bin (mobile green bin). Do not dispose of needle and syringes in the recycle bin or down toilets and drains.

What to do in the event of an needle stick injury:

- Wash the area gently with soap and running tap water as soon as possible.
- Apply an antiseptic, if available, and a sterile dressing.
- Obtain prompt medical advice from a doctor or the accident and emergency department of your local hospital, preferably within 24 hours.
- Tests may be done to assess if the person injured is already protected from hepatitis B. If not, a course of vaccinations may be given. This will be the most effective if begun within 24 hours following the injury.
- If the person injured is not vaccinated against tetanus this should also be done immediately.
- Prescribed antibiotics may be given as a protection against other infections.
- Baseline testing for HIV, hepatitis B and hepatitis C infection is usually recommended, and medical advice should be given regarding the need for post exposure prophylaxis.
- The needle and syringe should be disposed of safely (see guidelines for the 'Safe Collection and Disposal of Used Needle and Syringes').



## Key contacts

- Your local government environmental Health Officer
- The Communicable Disease Control Directorate on (08) 9222 4222
- [Alcohol and Drug Information Service](#) (ADIS) 24 hours (08) 9442 5000 Toll free 1800 198 024
- The WAAC (08) 9482 0000 or (08) 9482 0044
- [Peer-Based Harm Reduction WA](#) (08) 9325 8387
- [Hepatitis WA](#) (08) 9328 8538

## References

Day, N., Criss, J., Grittiths, B., Gujral, S., John-Leader, F., Johnston, J., & Pit, S. (2018). Music festival attendees' illicit drug use, knowledge and practices regarding drug content and purity: a cross sectional survey. *Harm Reduction Journal*, 15(1). doi: 10.1186/s12954-017-0205-7

Munn, M., Lund, A., Golby, R., & Turriss, S. (2016). Observed benefits to on-site medical services during an annual 5-day electronic dance music event with harm reduction services. *Prehospital Disaster Medicine*, 31(2), 228-234.

# Guideline 26: Tobacco and smoking

## Background

- In Western Australia, there are strict legal controls on the sale and promotion of tobacco products. The *Tobacco Products Control Act 2006* and regulations provide requirements for smoking in outdoor eating areas and enclosed public places. These laws are designed to protect the health and wellbeing of all Western Australians.
- The *Tobacco Products Control Regulations 2006* ban smoking in enclosed public places. An enclosed public place is a 'place' or a 'vehicle' that:
  - the public, or a section of the public, is entitled to use
  - is open to, or is being used by, the public, or a section of the public, whether on payment of money, by membership or a club or other body, by invitation, or otherwise.
- A public place is an 'enclosed public place' if it has a ceiling or roof and is greater than 50 per cent enclosed by walls, or other vertical structures or coverings.
- However, liquor licenced premises that are not the subject of a restaurant licence may allocate a smoking zone of up to 50 per cent of all outdoor eating areas, provided that the area is not already an enclosed public place.
- Tobacco regulations were introduced in response to growing community concern over the health effects of passive smoking and overwhelming community support for smoking restrictions in outdoor and enclosed public places.
- Organisers or promoters have important responsibilities under these laws and must ensure compliance at events where tobacco will be smoked. Failure to do so may result in infringement and/or prosecution.
- The Department of Health investigators monitor events to ensure compliance with WA tobacco control laws. Police and local government officers may also monitor compliance with smoking bans and restrictions in outdoor eating areas and in enclosed public places.
- It is an offence for anyone to sell tobacco products without a licence. A licence will not be issued to allow the sale of tobacco products from temporary premises situated at sporting, cultural or any other event.

### Note

This information is intended to alert you to your legal responsibilities and that you will need to consider if tobacco is being sold or consumed at your event. You may also wish to seek your own independent legal advice to ensure you fully understand your legal obligations.

## Penalties

For offences under the Act the maximum penalties are for:

- individuals, a fine of \$10,000 for a first offence and \$20,000 for a subsequent offence
- a body corporate, a fine of \$40,000 for a first offence and \$80,000 for a subsequent offence.

For offences under the Regulations the penalties are up to \$2000 and infringement notices for certain offences may be issued on the spot.

## Guidelines

- The sale of tobacco products at any temporary event is prohibited.
- Events at which smoking is not permitted may be advertised as smoke-free.
- The Tobacco Products Control Act and associated regulations should be taken into consideration when allowing smoking at the event.
- The Tobacco Products Control Regulations 2006 require all enclosed public places to be non-smoking (other than a conditional exemption applying to the International Room at Burswood Casino).

## Further information:

Information on the Act and Regulations, information booklets and brochures and no-smoking stickers are available from: [Laws on smoking \(health.wa.gov.au\)](http://health.wa.gov.au)

## Key contacts

Phone: Tobacco Control Branch 1300 784 892

Email [TobaccoControlBranch@health.wa.gov.au](mailto:TobaccoControlBranch@health.wa.gov.au)

Postal address:

PO Box 8172

Perth Business Centre WA 6849

## References

*Tobacco Products Control Act 2006*, Government of Western Australia

*Tobacco Products Control Regulations 2006*, Government of Western Australia

Official versions of the Act and regulations can be obtained from State Law Publisher.

*Misuse of Drugs Act 1981*, Government of Western Australia

Department of Racing Gaming and Liquor 2008, Director's Policy. Retrieved June 11, 2008,

from [https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_609\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_609_homepage.html)

# Section 10



## Reducing impacts

### Guideline 27: Environmental considerations

#### Background

- For outdoor events, environmental hazards must be considered.
- A variety of people will be attracted to events and many will not be familiar with issues that locally are regarded as common knowledge.
- Common hazards may be mosquitoes, flies, snakes, plants/grasses, hazardous chemical exposure from stored chemicals or chemical sprayed on grass/lawn prior to events.
- Although the weather in Western Australia is reasonably predictable, there are periods of severe conditions.
- Electrical storms and hail whilst rare, do occur and therefore the likelihood must be considered, and appropriate action plans developed. While hailstorms are less likely to occur, it is of note that disasters have occurred when people have sought protection.
- In hot weather, dehydration and sunburn are common issues.
- Prior to the event it is harder to detect hailstorms than electrical storms, however, an emergency management plan should contain a contingency plan for patrons who will seek refuge in the event of a hailstorm
- Although harder to detect than electrical storms, an emergency management plan should contain a contingency for patrons seeking refuge from hailstorms.
- High winds can create dangerous situations at an event and should be monitored at all times.
- For exposed events, shade must be provided to allow some relief from hot sun.

[AS/NZS 1768 Lightning Protection](#) recommends that exposed areas are evacuated when the time between lightning and associated thunder is less than 15 seconds.

At 15 seconds the lightning strike is approximately 5 km from the observer.

# Guideline 28: Lightning

## Guidelines

With the current trend for more outdoor events there is an increased threat of lightning effecting events.

In Australia deaths by lightning are considered relatively rare, approximately 5 to 10 deaths per year, but given that there are often large numbers of people in exposed locations, if there were to be a strike within a crowded area the likelihood of multiple deaths and casualties with permanent injuries cannot be ignored.

Plans for electrical storms need to be prepared in advance and not left until a threat is on the horizon.

It is generally recognised that it is not safe on open ground such as a festival site or beneath trees. It is safer within a building or even a vehicle. Preparations for weather events rely on what information is available and how feasible it is to abandon or delay the event until the danger has passed. In addition to a direct strike there may also be devastating effects on anyone near the strike or structure that has been struck.

The [Bureau of Meteorology](#) may be available to determine the extent of lightning threats, they can be contacted on (08) 9263 2222.

- AS/NZS 1768 Lightning Protection sets out guidelines for protection of people outdoors and recognises that:
- an approaching thunderstorm is treated as local when the time interval between a lightning flash and hearing the thunder is less than 30 seconds
- when moderate to loud thunder is heard, persons outside should avoid exposed locations and seek adequate shelter if thunder follows within 15 seconds of a lightning flash (corresponding to less than 5 km)
- simple precautions such as earthing prominent structures should be taken if lightning is forecast and once a threat becomes imminent patrons should be moved away from prominent structures and associated metallic components to reduce the risk of an associated electrical shock caused by a rise in potential
- AS 1768 has specific recommendations for large tents and marquees, seating stands and metal scaffold structures.

The following information has been extracted from AS/NZS 1768.

### Large tents and marquees:

Where large temporary structures of this type are used for exhibitions and entertainment involving large numbers of people, consideration should be given to their protection against lightning.

In general, such structures are manufactured from non-metallic materials and the simplest form of protection will usually consist of one or more horizontal air terminals suspended above them and connected solidly to earth.

A non-metallic extension of the vertical supports provided for these structures may, if convenient and practicable, be used for supporting a network of horizontal air terminals but a clearance of not less than 1.5 m should be maintained between the conductor and the fabric of the enclosure.

Down-conductors should be arranged outside the structure away from exits and entrances and be connected to earthing rods that, should be connected to a ring conductor in such a manner as to be inaccessible to the public. Tented structures that have metal framework should have these efficiently bonded to earth at intervals of not more than 20 m of perimeter.

### Small tents:

For small tents, no specific recommendations can be given.



## **Metal scaffolding, overbridges and similar structures,**

Where metal scaffolding is accessible to the public, particularly when it is erected over and on part of a common thoroughfare or used for public seating, it should be efficiently bonded to earth.

A simple method of bonding these structures consists of running a strip of metal other than aluminium, 20 mm X 3 mm size, underneath and in contact with the base plates carrying the vertical members and providing earthing at intervals not exceeding 20 m.

With public seating accommodation, only the peripheral members of the structure need bonding to earth.

# Guideline 29: Noise

## Background

Balancing a need for entertainment with the community's right to enjoy reasonable quiet is a difficult task and noise pollution from concerts has historically been a challenge to manage.

Generally, noise emitted from any premises must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*. However, regulation 18 allows the CEO of a local government to approve an event if satisfied that its noise emissions would exceed the assigned noise levels; but would lose its character or usefulness if it had to meet the assigned levels.

## Guidelines

### Application for Noise Regulation 18 Exemption

A noise regulation 18 application should be submitted to the local government of the district in which the event is to be held at least 60 days before the event. An application fee is also payable by the applicant to the approving authority.

As a minimum, the application should include details relating to start and finish times, sound level limit calculations, PA system set-up, sound checks, monitoring responsibilities, complaint management and event notification. Noise from stage construction and deconstruction activities before and after the event should also be considered and stipulated in the application.

For major events, the application should also contain noise prediction modelling and a noise management plan.

### Noise prediction modelling

Events that are likely to affect a significant number of neighbouring residents need to be assessed for potential noise impacts. Therefore, noise modelling should be included in the application.

Noise level predictions are commonly performed using computer models but for small scale events 'hand' calculations may be acceptable.

Noise prediction reports should contain the following information:

- venue details
- likely environmental conditions, including prevailing wind conditions
- equipment location and type
- where barriers are positioned for sound attenuation
- proposed sound levels for a worst-case scenario:
  - at the mixing desk
  - the nearest noise sensitive premises
- distance from mixing desk to the stage loudspeakers
- noise modelling or other predictions expressed in graphical detail on a map of the venue and including affected outside areas showing noise level contours at locations in other neighbouring local governments or similar land jurisdictions
- analysis, conclusion and recommendations.

It is common for noise prediction reports and management plans to be submitted to support applications. This information forms the basis upon which an event may be assessed and approved.

## Noise management plan

Noise management plans provide reassurance at an early stage that the event is likely to be well managed.

Noise management plans should consider measures that will reduce the event's noise impact on the community, such as maximum sound levels at the mixing desk and noise sensitive premises.

Outdoor music concerts and festivals need to operate at sound levels of at least 95 dB(A) at the mixing desk to achieve an acceptable atmosphere. The sound mixing operators for many of the artists may wish to operate at higher levels, typically up to 105 dB(A) at the mixing desk. In most cases, this is unnecessary and a limit of 100 dB(A) at the desk is acceptable. Noise levels are measured as 1-minute LAeq (average) sound levels.

For one-off events that the community has been made aware of, the following reactions from residents are likely:

Residential level	Likely response
below 55 dB(A)	Generally, no complaints
55 - 65 dB(A)	Few complaints, increasing in sensitive areas and later hours
65 - 75 dB(A)	Considerable level of complaints, less in tolerant areas

## Stage and venue design and layout

The natural features of the stage and venue location should be used to reduce the noise exposure of affected occupiers. The stage should be arranged so that:

- the sound is directed away from noise sensitive premises
- flying speakers should point towards the ground
- the distance between the noise source and receiver is as large as possible
- natural or introduced physical or barriers are used to screen any noise.

Heavy duty sheets or drapes deployed to the rear and sides of stages will reduce sound by approximately 10 dB(A). Specialised loudspeaker systems and arrangements, such as line source array speakers or delayed speaker stacks are commonly used.

## Time and duration of the event

Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers. Events should generally be held at reasonable hours of the day such as from 9.00 am to 11.00 pm. Event duration should not exceed 6 hours. Sound check, or practice times should also be limited to no more than 1 to 2 hours and not before 9.00 am or after 10.00 pm. Longer event duration and later hours may be acceptable if it is demonstrated the community does not object or specific noise amelioration measures are implemented.

## Sound monitoring and reporting

Those who perform sound monitoring must be approved by the authorising LG's CEO. Acoustic consultants or authorised persons under the Act usually qualify as approved persons to conduct sound monitoring.

Sound monitoring should be performed for the duration of the event and include sound checks at the stage, mixing desk and at least one location outside the venue at a noise sensitive premise. The monitoring should be continuous and recorded and a report submitted to the approving authority approximately 7 days after the event to assess the conditions of the approval were met.

It is common for approving authorities to also conduct random noise monitoring at the mixing desk and outside the venue, including the boundary of neighbouring stakeholders to assess the overall noise impact of the event. Any complaints may be responded to separately or in liaison with stakeholders.

## Community notification

A community notification leaflet should be drafted by the promoter and checked by the approving authority prior to circulation. It should be issued 7 days before the event to give occupiers adequate notice and it should be written clearly and in a positive manner and include:

- venue name and location
- dates
- start and finish times
- contact telephone numbers for complaints or queries during the event
- confirmation of the event approval. This will reassure the public that the event is being managed
- any relevant non-noise related information such as traffic management (temporary road closures), security and public transportation for the event.

An alternative to using leaflets is to notify the public via newspapers or other media as approved by the authority. The use of media may be more appropriate if the area of noise impact is very large.

## Complaint records and response procedures

Event managers must maintain a record of complaints, including the names and addresses of complainants, times, dates and type of complaint. The information should be passed on to others for action and be available at the request of authorised officers. Event management and acoustic consultants responsible for noise management are to be kept informed of all noise complaints.

## Fees and access

- Approving authority fees for event applications vary and noise monitoring fees may also be charged to recover the costs of the approving authority staff attending events.
- Persons authorised under the *Environmental Protection Act 1986* such as Department of Water and Environmental Regulation officers, local government environmental health officers and the Police can monitor, inspect and carry out noise enforcement functions in all public areas of the venue.
- Authorised noise officers' role and access requirements need to be included in event briefings.
- Authorised persons often require access into secured areas for monitoring, e.g. behind stage, side of stage and mixing desk, therefore they should be issued with relevant accreditation before the event.

## Community activities and 'exempt noise'

Noise regulation 16 classifies noise emissions from 'agricultural shows, fairs, fetes, exhibitions and like events' as 'exempt noise' that is not required to meet the assigned noise levels. Other strategies are often used to manage noise from these types of events.

## Support tools

### Noise Regulation 18

For specific details regarding noise regulation 18 please refer to the following website, where a summarised version of the noise regulations can be downloaded: <https://www.der.wa.gov.au/your-environment/noise>

# Guideline 30: Hazardous goods – lasers, pyrotechnics, LPG, flammable liquids

## Background

In Western Australia any laser, regardless of the application must comply with the *Radiation Safety Act 1975* and the Radiation Safety (General) Regulations 1983.

The regulations require compliance with AS/NZS 2211, 'Laser safety'.

Performers must specify if they intend to use lasers and identify the class of laser to be used and confirm that they will operate in accordance with the Radiation Safety Act.

## Guidelines

### Laser Categories:

Class	Requirements
1	Labelled – Licensed operator not required
1C	Labelled – Licensed operator not required
1M	Labelled – Licensed operator not required
2	Labelled – Licensed operator not required
2M	Labelled – Licensed operator not required
3R	Licensed Operator - CASA approval
3B	Licensed Operator - CASA approval
4	Licensed Operator - CASA approval

Lasers classified in AS 2211 as Class 3B and Class 4 (lasers with an output power greater than 5 milli-watts, 5mW) must be registered for its place of use.

For one-off events, a *temporary permit* (registration) is required. This covers the equipment for a period of up to 3 months. For periods greater than 3 months a permanent registration is required.

The registrant must appoint a suitably qualified Laser Safety Officer (LSO) who oversees and is responsible for the safe use of the laser (see below for qualification).

A condition for grant of registration is that the [Code of practice for the safe use of lasers in the entertainment industry](#) is adhered to (available from the Radiation Health Branch (RHB)).

## User licence

- The user must obtain a licence to operate the laser or must operate it under the appropriate supervision of a licensee.
- Licence and LSO applicants must provide proof of competence and experience in using lasers before a licence will be considered. In most cases this requires attendance at a Radiological Council approved laser safety course and a pass in Council's examination. The Radiation Health Branch can provide a list of recognised laser safety courses and examination details for these purposes.
- For a complete guide to licensing and registration of lasers please contact the Radiation Health Branch on 9222 2000 or via email: [Radiation.Health@health.wa.gov.au](mailto:Radiation.Health@health.wa.gov.au).
- The event manager is responsible for obtaining details of lasers and ensuring that operators have appropriate licenses and required procedures are in place.

## Pyrotechnics

### Background

Pyrotechnic displays have the potential to cause fires and personal injuries to members of the public. They are regulated by the Department of Mines, Industry Regulation and Safety under the *Dangerous Goods Safety (Explosives) Regulations 2007* (the explosives regulations).

Theatrical Fireworks may be used indoors or outdoors and must be operated in accordance with the [Safe use of close proximity fireworks in Western Australia](#).

Outdoor fireworks are only for outdoor use and must be approved in accordance with the Department of Mines and Petroleum Resources Safety's [Safe use of outdoor fireworks in Western Australia](#).

Everyone with access to the fireworks must have a Dangerous Goods Security Card (DGSC).

- If pyrotechnics are planned, an application must be approved by self-certified operators.
- Police and local government must have input into the approval process.
- The use of pyrotechnics and associated hazards must be considered in the risk assessment process and be incorporated into the risk management plan.
- The limiting parameters, wind strength, wind direction, local fire weather warnings and exclusion zones must be clearly defined well in advance of the event.

### Interstate licenses

Interstate theatrical fireworks license holders must apply for a Western Australian license. This process is facilitated by a mutual recognition policy. In most cases, interstate restrictions and endorsements are matched as closely as possible for straightforward issue of the appropriate Western Australian license.

International and interstate operators who do not obtain a Western Australian license must have a Western Australia-licensed operator supervising their activities.

A license is generally required for the storage of explosives. However, the storage of limited quantities of theatrical fireworks by licensed operators is exempt from additional licensing.

### Exempt storage by licensed operators

The holder of a license to use theatrical fireworks does not require an additional license to store explosives for the gross quantities of theatrical fireworks listed in Table 3.1. of the Western Australian Code of Practice Theatrical Fireworks.



### Exempt storage for licensed operators

Hazard division	Maximum quantity (kg)
1.1 or 1.2	2.5
1.3	15
1.4	30

Exempt storage must be stored in a container that:

- has a clear visible sign saying 'Explosives'
- is not constructed or lined with a ferrous metal
- can be closed and locked
- protects the explosive from the weather, contamination and sources of ignition
- does not allow the explosive to escape or leak from it
- when locked, prevents removal of or access to the explosive by unauthorised people.

### LPG

- LPG is used for cooking and machine fuels (e.g. fork lifts).
- All gas cooking facilities must comply with the Office of Energy safety guidelines.
- [Safe use of gas appliances in public venues.](#)
- LPG for forklifts and the like must be used appropriately and stored in a secure designated location.

### Petrol/diesel fuels

- Petrol and diesel fuels must be stored in secure designated areas.
- Refueling should not take place in enclosed areas or areas occupied by patrons.

# Guideline 31: Vehicles and transport

## Guidelines

At events, traffic management should be in accordance with the Main Roads' Proposed Code of Practice for Event Traffic Management ([mainroads.wa.gov.au](http://mainroads.wa.gov.au))

There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue.

It is the event manager's responsibility to liaise with local government to ensure that adequate parking and traffic control measures are in place for all phases of the event – bump in, event, and bump out.

For temporary parking if cars are parked in an orderly manner it is possible to park 350 cars per hectare.

### Example:

As a guide to how much room may be available, a typical Australian rules football ground has a capacity for approximately 1,000 cars.

Consideration must be given to drop off and pickup points for private vehicles, buses, taxis, charter vehicles and other on-demand operators such as Uber, DiDi and Olacabs.

In the metropolitan area the Taxi Industry Board Uber, Ola, Didi, etc. should be consulted so that they can advise drivers of the preferred arrangements and possible need for temporary taxi ranks and exclusion zones.

## Public transport

- If public transport is available for patrons, the event should endeavour to coincide within transport times of operation. The event manager should avoid mass ingress and egress of patrons during weekday peak hours (6.30 am-9.00 am and 4.00 pm – 6.30 pm).
- The event manager should consider patron transport to and from the venue. In many metropolitan and regional locations Transperth or private bus companies can provide quotes to deliver these services.
- Where events occur during normal transport hours of operation, and public transport is available, Transperth should be advised 9 weeks prior to the event so they can consider modifications to routine services.
- Public transport services should be promoted on advertising material and tickets where possible and where a transport plan has been produced patrons should be encouraged to use the Journey Planner on the Transperth website where appropriate [Transperth Journey Planner](#).
- The cost to provide special event services should be included in the ticket price so that cash fare transactions are eliminated, and the cost is disbursed amongst all the patrons. Contact Transperth to determine how much you should place on the ticket price.
- For rural locations it may be preferable to have patrons camp overnight. If this option is taken, the local government may set additional conditions.

## Further information

Main Roads WA Code of Practice:

[Traffic Management for Events](#)

Metropolitan Transperth inquiries should be directed to:

Public Transport Authority, P.O Box 8125

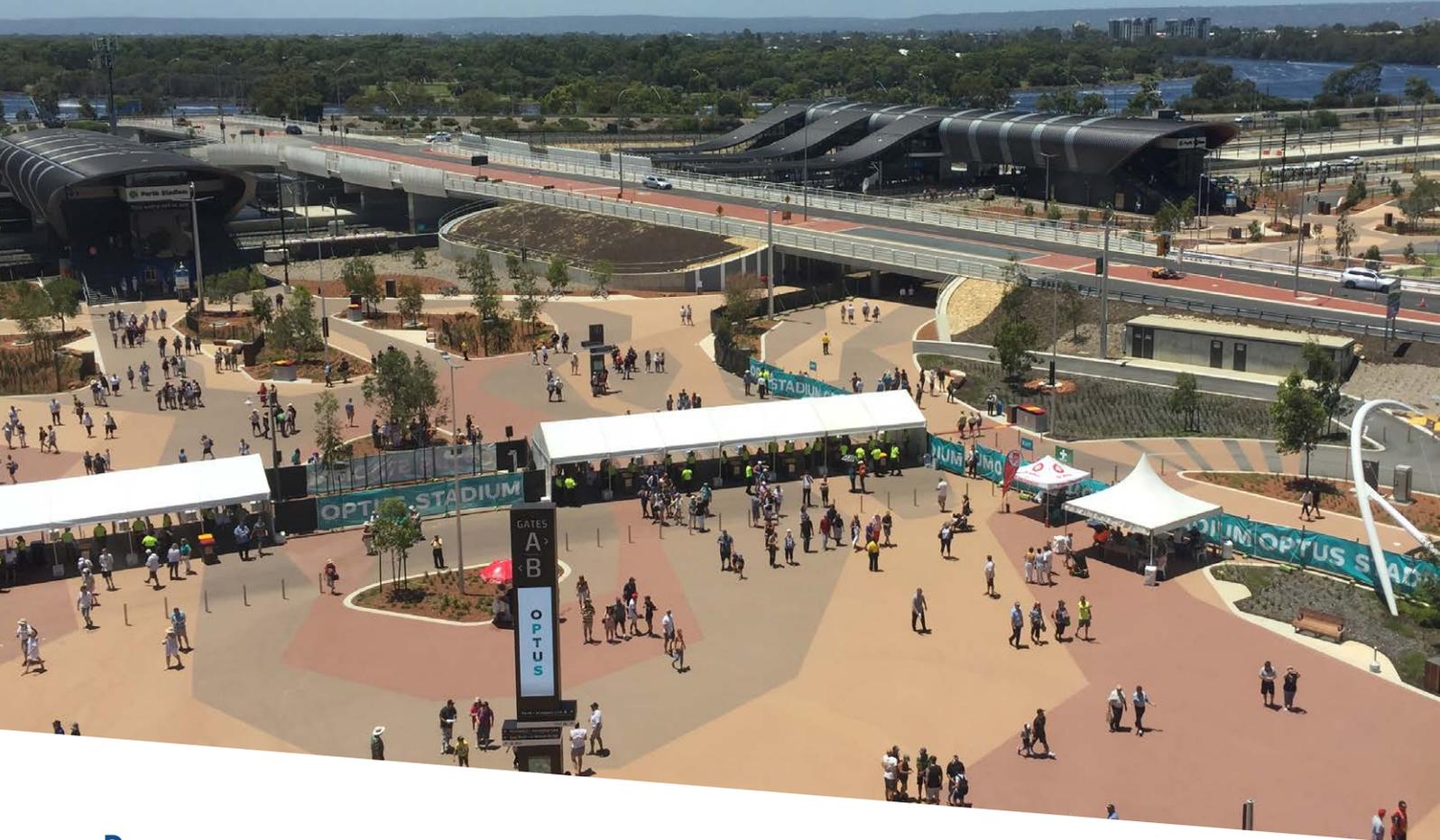
PERTH BUSINESS CENTRE

PHONE: (08) 9326 2000

[Transperth Journey planner](#)

[Transperth, Event Notification Form](#)

[Transperth Special Events Information](#)



## Drones

The use of drones (or unmanned aerial vehicles – UAVs) is now a significant consideration for events. Their use from a commercial and recreational perspective has grown over the past few years.

The primary legislation for drones comes from the Civil Aviation Safety Authority CASA but local governments may also have local requirements especially on recreational areas under their control.

Legislative requirements can be enforced by police and designated local government officers such as rangers.

## Further information

[CASA Drone Requirements](#)



# Guideline 32: Clean-up and rubbish removal

## Guidelines

- Rubbish collection and removal is an important issue.
- Recycling should always be considered. See the support tools section for the recycling guidelines and checklist that have been developed by Keep Australia Beautiful WA and the Department of Water and Environmental Regulation.
- Care needs to be taken to ensure that receptacles used to dispose of rubbish do not represent a hazard by becoming viewing platforms or dance podiums.
- Bins must be emptied throughout the event.
- Collection of food waste and packaging is a considerable issue for prolonged events.
- The general clean-up inside and outside the venue must be completed as quickly as possible after the event by the promoter. External queuing and heavy pedestrian routes should be kept clear of debris and potential missiles such as bottles and cans throughout the event.
- Areas outside the venue should be cleaned prior to the usual start of business the following day.

## Support tools

- [WA Waste Wise Event Guide](#) – A guide to recycling at public events in Western Australia.

## References

- [Environmental Protection \(Noise\) Regulations 1997, Government of Western Australia.](#)
- *Radiation Safety Act 1999*, Government of Western Australia.
- Standards Australia Limited 2007, Standard AS 2211, "Safety of laser products". Retrieved June 11, 2008, from [AS/NZS 2211 Safety of Laser Products](#)
- National Health and Medical Research Council 2005, *Code of practice for the safe use of lasers in the entertainment industry*. Retrieved June 11, 2008, from <http://www.arpana.gov.au/pubs/rhs/rhs37.pdf>
- Main Roads Western Australia, July 2015, Code of Practice for Events. [Traffic Management for Events](#)
- Transperth Western Australia
- [Transperth Journey planner](#)
- [Transperth, Event Notification Form](#)
- [Transperth Special Events Information](#)



# Section 11

## Amenities

### Guideline 33: Toilets and cleaning

#### Background

- The adequacy of toilets at an event is a critical factor that event managers must address. For example, in addition to health-related issues, patrons waiting in large queues may become agitated and annoyed and this may lead to problems and unrest at the event.
- The determination of how many toilets are required is not an exact science as there are several variables that require consideration.
- It is imperative that toilets are maintained in a clean and workable condition, and fully stocked with toilet paper, soap and paper towels.
- *Health (Public Buildings) Regulations 1992, Reg 20(1)* requires toilets in accordance with the building regulations, it does however allow local government discretion to vary these requirements. The building regulations requirements are for traditional buildings and do not apply to events that are not in buildings constructed in compliance with building legislation.

#### Guidelines

- There are several factors that need to be considered including:
  - the type and duration of the event
  - number of patrons
  - the availability of alcohol
  - the weather.
- Tables have been developed to help event managers identify the ratio of toilets required at their event. This can be found in the temporary toilets section on [page 143](#).
- Facilities are also required for staff, service operators, performers and food handlers. For events where patrons will be expected to queue for entry or travel, facilities must be available to service these people. This is often achieved by placing temporary facilities outside the venue.
- One of the critical issues for toilets on large sites is to maintain an adequate water supply. An accurate assessment of water pressure must be made with all facilities in use prior to the event.
- All wastewater products must be disposed to sewer, septic tanks/leach drain, holding tank or other local government approved method.
- Lighting – minimum level must be 40 lux; enough to allow any operational instructions to be read.





## Cleaning – servicing

- It is imperative to maintain toilets in a sanitary and operational condition. Regulation 21 of the Health (Public Buildings) Regulations 1992, requires that all equipment be maintained in a proper state of repair and sanitary condition.
- Cleaning should take place at 2 hourly intervals, or more frequently as required.
- Facilities are required to be plumbed, and plumbers should be in attendance for all major events.
- For smaller events, a plumber should be on call and available within a reasonable time.

## Support tools

[Toilets for temporary events.](#)



# Guideline 34: Water

## Background

An adequate supply of water must always be available for hygiene purposes, firefighting, drinking, and for cooling heated patrons during summer events.

## Guidelines

- Under the Liquor Control Act, it is mandatory for licensees to provide free, cool drinking water to patrons.
- For events where patrons are prohibited from bringing their own food or drinks, it is recommended that patrons be permitted to bring proprietary brand water in clear plastic bottles with unbroken manufacturers seals or empty plastic containers.
- In instances where patrons have queued for an extended period, they should be permitted entry with bottles with broken seals where it is likely that the seals have been broken during the queuing period.

## Water supplies and requirements

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

## Overnight events

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

### Water supplies and requirements for overnight events

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

## Day events

For day events there should be:

- a minimum of 2 litres of free drinking water available per person or a rate calculated at 500 mL/hour, whichever is the greater
- one water outlet per 1000 people.



# Guideline 35: Temporary food stalls at events

## Background

The following legislation is applicable to all food premises, proprietors and events:

- *Food Act 2008*
- Australia New Zealand Food Standards Code 2009
- *Food Regulations 2009*

It is important to have access to these documents and follow the specific guidelines set.

## Guidelines

### Food and drink

For events longer than 4 hours, food and drinks must be available to patrons.

Food and drinks should only be available in containers that cannot be used as weapons if broken (no glass or crockery).

Food and drink providers must comply with chapter 3 of the [\*Food Standards Code and the Environmental Protection \(Prohibited Plastics and Balloons\) Regulations 2018\*](#).

There should be at least one food vendor per 1,000 patrons. Food vendors must be able to produce enough food to ensure queuing is not more than 10 minutes.

### Food requirements

Information on food requirements including vehicles is available in the guide to the Food Safety Standards at [\*Safe Food Australia - A guide to the Food Safety Standards \(foodstandards.gov.au\)\*](http://Safe Food Australia - A guide to the Food Safety Standards (foodstandards.gov.au))

#### Note

The guide to the Food Safety Standards, Appendix 9 is general in nature and it is advisable for proponents to contact their local government to see if there are any more-specific food-related activities which may be covered under other legislation, namely Local Laws which are unique to that local government area.



# Guideline 36: Electrical installations

## Guidelines

- All electrical installations must comply with the Supply Authority or Office of Energy requirements, AS/NZS 3000, AS/NZS 3002 plus any special requirements of other legislation such as the Health (Public Buildings) Regulations 1992.

### AS / NZS 3760 – Clarification of terms

**Hire:** A hire situation is created when the hirer provides electrical equipment, to a person or entity external to the hirer's organisation, which passes out of the control of the hirer.

A situation where equipment is supplied and operated by the hirer is not considered to constitute a hire.

**Hiree:** The person or business, which receives the equipment from the hirer.

**Hirer:** The person or business which offers the equipment for hire.

**Competent person:** A competent person is one who has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly undertake the tasks prescribed by this standard.

A competent person is not required to be a registered or licensed electrical practitioner.

Competency levels may need to be updated following technological advances in both the testing instrumentation available and the equipment being examined.

It is expected that the competent person shall:

- a) be able to use test equipment safely and effectively
- b) understand the dangers of electricity, leading to an appreciation of the need for inspection and testing
- c) understand the construction of Class I and Class II equipment, and of the terms, basic, reinforced and double insulation, protective earth and earth continuity, insulation resistance and earth leakage current
- d) understand the application and requirements of this standard
- e) understand the relevant legislative requirements appropriate for the jurisdiction they are operating within.

- An electrical contractor must certify that permanent and temporary electrical installations comply with the *Health (Public Buildings) Regulations 1992*, by submitting Form 5 to the local government (included in the forms section). Form 5 certification is not intended to address portable equipment or cords supplied by end users.
- It is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user is safe. The protection thereafter relies upon the quality of the equipment provided by the end user, the purpose for having portable equipment and leads tested and tagged at least every twelve months (AS/NZS 3760).

## Requirements to achieve the basic principles

For RCDs to be effective, the neutral and earth conductors must be bonded together at the point of supply. AS/NZS 3010.1 Electricity generating sets requires neutral connections to be earthed at the generator frame. It is recommended that this connection be made via a removable link.

All electrical outlets and supplies must have circuit breakers to protect against overload. All final sub circuits must have RCD protection.



## Recommendations for typical installations

### (submains, sub boards and cord extension sets)

- Outlets at generators that are specifically for tools and appliances must have RCD protection.
- Outlets that are solely for connection of submains should only have over-current protection.
- RCD protection of final sub circuits should only be provided at the switchboard where those final sub circuits originate.

#### Note

A Form 5 is only intended to include installations up to and including general purpose outlets. Equipment that is plugged into the outlets is not intended to be certified but should be subject to testing and tagging requirements as prescribed in AS / NZS3760.

## Residual Current Devices – RCDs

- The preferred leakage tripping current is 30 milliamps.
- The RCD operational trip time must be tested every 12 months and the manual push button test should be done each time the RCD is placed in service (each event)

## Electrical cables

- Because cables are continually being rolled up and moved, they must be flexible. Multicore cables intended for use in fixed installations are not appropriate.
- Electrical cables must not be accessible to members of the public. When they must be in public areas they must be either buried or suspended so that they are out of reach to members of the public.

## Electrical supplies

- Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from a supply authority or on-site generators.
- Hazardous situations have been caused by small single-phase generators and these are not recommended.
- The Health (Public Buildings) Regulations 1992 require electrical contractors to certify electrical installations by completing a Form 5. Reticulated supplies installed and/or connected by electrical contractors must be certified.

## Luminaires

Luminaires must not be placed in areas where heat may ignite adjacent materials and must also be out of reach of people.

## Extra low voltage equipment

- AS/NZS 3000, clause 1.5.7(a) defines Extra Low Voltage (ELV) as voltage not exceeding 50VAC or 120V ripple-free DC.
- Extra low voltage devices must be clearly identified and have plug tops and bases that cannot be inadvertently connected to higher voltage supplies.

## Testing cords and RCDs

The testing of electrical extension cords and RCDs used in circuses, travelling shows and other temporary installations is a requirement of the Health (Public Buildings) Regulations 1992.

The intention of the regulation is to have portable electrical equipment tested and tagged at 12-month intervals in accordance with AS/NZS 3760 In Service Safety Inspections and Testing of Electrical Equipment.

Once a test has been carried out a tag should be fixed to the device. The tag should identify who carried out the tests and when they were done.

### Electrical checklist for events

- There should not be any single-phase generators 10 kva or smaller.
- Electrical equipment should be supplied from reticulated supplies originating at supply authority mains or large generators.
- Electrical leads must not create trip hazards.
- Electrical outlets must be protected by residual current devices (RCDs).
- Leads and RCDs must be tested and tagged every twelve months.
- Joints and connections must not be accessible to the public or in damp conditions.
- Installations must comply with AS/NZS 3002 Electrical Installations for Shows and Carnivals.
- A tag to identify the item, test date and the competent tester should be fixed to tested equipment.
- Double adaptors or piggyback plugs are not permitted, although those on existing stage lighting effects are generally accepted by relevant authorities.
- New equipment requires a tag to define when it was brought into service.
- Installations and generators must comply with all relevant Australian Standards.

## Switchboard checklist

- Switchboards located outdoors must be in weatherproof enclosures.
- Switchboards must not have access to live parts.
- Switchboards must have doors that are able to be fully closed and locked with all cables connected or be located so that they are only accessible to authorised persons.
- Switchboards must have a main switch.
- Submains must have over-current circuit breaker protection.
- Final sub-circuits must have overcurrent and RCD protection.
- Components and their functions must be clearly identified.
- There should be a tie bar to allow electrical cords to be secured to prevent tension on the electrical outlet.

## Required tests

Extension cords (single and 3 phase):

1. Check that the insulation is in good order.
2. Check that the plug sockets and plug tops attached to the cord are the correct rating.
3. Check the continuity of each conductor.
4. Check that the conductors have the correct polarity.



# Guideline 37: Lighting for events

## Guidelines

All venues and exit paths must be able to be illuminated to reasonable level. A reasonable level is that which provides a safe environment and allows trip hazards to be identified. Approximately 40 lux achieves this.

Lighting should:

- Be independent of the event production lights.
- Be able to reach the required illumination within 3 seconds of being energised.
- Be supplied from the supply authority mains or a generator.
- Not be a glare hazard.

Note: bare lamps must not be able to be touched by the public.

## Area lighting

- Areas available to the public at night should always be illuminated.
- For general areas, illumination should be enough to allow trip hazards to be identified with levels less than 5 lux being acceptable.
- Lighting should be energised prior to sunset.

## Emergency lighting

- Enclosed venues must have emergency lighting that will operate automatically if the main electrical source fails.
- For events inside buildings, lighting must comply with AS/NZS 2293, or for outdoor venues there must be at least 2 alternative power supplies.
- Two generators or a supply authority plus another generator are acceptable alternatives provided that the venue lighting supplies are distributed between both. Generally, for large temporary events there is enough diversity from multiple generators to guarantee adequate lighting if one generator or supply fails.

## Safety lighting

- For events where lighting will be dimmed or extinguished, stairs, ramps and exit paths must be illuminated by safety lighting.
- Safety lighting must be a separate supply to normal or emergency lighting and must not be dimmed or modulated.
- For permanent facilities, the safety and emergency lighting must be interconnected so that in the event of a failure of the safety lighting circuit, the emergency lighting will be automatically energised.
- For outdoor events, standard signs are rarely adequate and larger purpose-built signs are required.

## Exit signs

Exit signs must be installed in compliance with AS/NZS 2293 and be illuminated and clearly visible whenever the venue is occupied by the public.

- For outdoor events, standard signs are rarely adequate and larger purpose-built signs are required.
- Signs illuminated by 2 light sources and large enough to make the exit location obvious to patrons wishing to exit the area must be used.
- AS/NZS 2293 Part 1 defines exit sign requirements. In 2005, the requirements changed from the word EXIT to pictorial elements. The word EXIT remains acceptable, but this requirement may change.

### Exit signs – How big should they be?

Viewing Distance	Height of pictorial element/letters
6 Metres	100 mm (standard sign)
24 Metres	150 mm
32 Metres	200 mm
50 Metres	300 mm
75 Metres	450 mm
100 Metres	600 mm
125 Metres	750 mm
150 Metres	900 mm
200 Metres	1200 mm

### Acceptable exit signs





## Other signs

Symbols should be 15 mm per metre of viewing distance.

### Letters.

- Upper case – 5 mm per metre of viewing distance.
- Lower case – 4 mm per metre of viewing distance.

First aid signs should comply with AS 1319 – 1994 which requires the sign as set out below.

### Colour

Green to AS 2700 – G21 – Jade (PMS 349c, 348u).



## Stage and theatrical lighting

- Suspended lighting rigs should have a secondary safety support system and any lighting effect suspended above the audience must have safety chains.
- There are no other specific regulatory requirements for these structures.

## Guideline 38: Camping

Some events in Western Australia include short term camping. The local government Caravan Parks and Camping Grounds Regulations 1997 allow local government to approve camping areas and short-term use of sites not previously designated as camping grounds.

### Guidelines

- Areas must be planned so that camping sites are orderly and provide easy access for patrons, service vehicles and emergency vehicles.
- Caravan or vehicle camping should be in a separate area to tents.
- Only light weight camping equipment should be permitted, after all this style of camping is for a very limited period.
- Access paths must be adequately illuminated.
- The area must have defined lanes or pathways designed to allow for firefighting and other emergency vehicle access.
- Harm reduction strategies should carry over to any camping grounds, including the provision of first aid, food and free water must be available whilst the camp site is available to patrons.
- Food should also be available whilst the area is available to campers.
- Patrons must be advised of relevant camping restrictions or rules.

### Facilities

Facilities must be provided to allow the necessities such as sanitation, cooking, first aid and security.

#### Basic camping sanitary facilities

Sex	WC	Urinals	Basins	Showers
Male	1 per 50	1 per 100	1 per 75	1 per 100
Female	1 per 50	N/A	1 per 75	1 per 100

Where on site cooking is permitted, communal cooking areas should be provided so that any hazards are contained within designated areas.

### Fires

In situations where fires are not banned under the Bushfire Regulations, they should only be permitted in designated controlled areas that have fire extinguishers and firefighting equipment readily available.



# Supporting tools



# Supporting tool 1: creating accessible events

## Creating accessible events

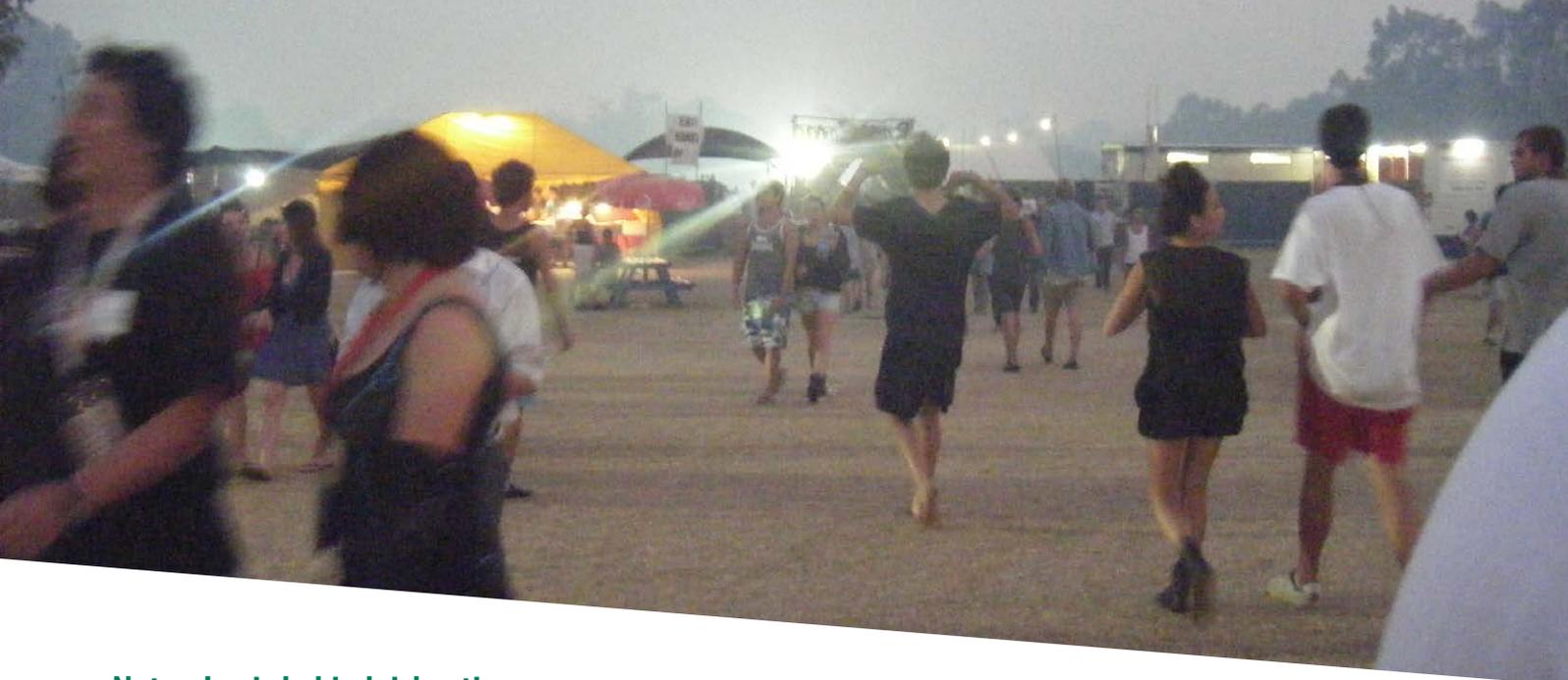
Note: The most current version is [online](#).

# Supporting tool 2: risk classification for events

## Event Risk Classification

		Risk rating	Risk score
<b>1. Weather</b>	Spring, Winter or Autumn, or <30C forecast	0	
	Summer or >30C forecast	2	
<b>2. Attendance</b> (max. at one time)	≤ 1,000	0	
	1,001 – 5,000	1	
	5,001 – 10,000	2	
	10,001 – 20,000	4	
	20,001+	6	
<b>3. Alcohol/ drugs</b>	None	0	
	Limited/small amounts/supplemental to event	1	
	Significant	3	
<b>4. Medical response</b>	Metro	0	
	Outer metro (e.g. Mandurah, Pinjarra, Yanchep, Muchea, Bindoon, etc.)	1	
	Regional	3	
	Remote	5	
<b>5. Crowd intention</b>	Calm	0	
	Intermediate (e.g. dancing, singing, cheering, running, exercising, etc)	1	
	Animated (e.g. moshing, headbanging, displaying aggression, rioting)	3	
<b>Risk score</b>			
<b>Risk rating</b>			

Category	Risk level
≤ 3	Minor
4 to 7	Medium
8+	Major



### Notes: Logic behind risk ratings

- Number of people = number of patrons (does not include staff, volunteers, performers)
- The number of patrons is a critical issue, the more people that attend, the greater the risk that something may go wrong, i.e. Less than 1,000 people is a smaller risk than 5,000+ people.
- For any event expecting over 1,000 people there is an elevated risk and all such assemblies should be subject to an approval process.

Regardless of the above score there may be overriding factors that dictate the level of risk;

- Entry restrictions – free events and those open to the public represent a significant risk as there is no prior knowledge to determine how many may attend
- Cultural significance, national/international guests, political embarrassment if things go wrong.
- Experience of event managers or managers.
- Previous negative experiences from similar events or operators.
- Lighting – places with dimmed or extinguished lighting are a higher risk.
- Drugs and alcohol – are known to substantially decrease people's ability to think rationally and act in a cohesive manner. Therefore, at places where alcohol or drug affected persons can be reasonably anticipated to attend, the standard points score is doubled to reflect the serious effects of intoxicants.
- Duration – the longer the event the greater opportunity a risk may develop.
- Weather forecast – temperature and humidity are critical elements that have a high impact on health and comfort at events.
  - Whilst higher temperatures are usually recognised as issues the lower end of the scale also needs consideration as exposure symptoms begin to become apparent once the temperature is lower than 18°C and wind introduces a chill factor.
  - Additional information is available on the Bureau of Meteorology web site: [BOM Thermal Comfort](#)

### Further information

Sports Medicine Australia – [Beat the Heat Factsheet](#) (PDF document)

Further information – [Thermal Comfort Observations](#) including Wet Bulb Globe Temperature (WBGT) and Apparent Temperature (AT).

## Medical response planning for events

Once the event classification and risk assessment are complete the medical plan can be finalised.

Patient presentations can be divided into 3 categories:

### 1. Pre-existing medical conditions

Some of these may be serious, and in large crowds over an extended period, exacerbations of, or fatalities from, these conditions may occur. Appropriately trained and experienced personnel are required to recognise and adequately treat or transport these patients.

### 2. Minor event specific patient presentations

These usually make up the bulk of medical presentations and most can be dealt with by first aiders. However, some may deteriorate and represent with worsening problems, or may not respond to simple first aid measures. Registered Health Practitioners, such as nursing or paramedical personnel may be required to assess and treat these patients, some may be referred to an Emergency Department, or to their GP. Some may require transport to hospital.

### 3. Major presentations

These patients will need a high level of care and pain relief and may require urgent medical attention. Some of these conditions may be immediately life-threatening and require urgent care at the event. If it is deemed that they require emergency transport for urgent medical attention, the first aid provider is required to call 000. The process for this is highlighted in SECTION Medical Emergency Response.

Examples of common presentations in each category are summarised below.

Pre-existing medical conditions	Minor event specific patient presentations	Major event specific patient presentations
<ul style="list-style-type: none"><li>heart disease</li><li>epilepsy</li><li>mental health crisis</li><li>diabetes</li><li>asthma</li></ul>	<ul style="list-style-type: none"><li>sunburn, headache</li><li>blisters, minor cuts and abrasions</li><li>insect stings</li><li>minor soft tissue injuries</li><li>minor foreign body (e.g. in eye, nose, ear)</li><li>closed fractures</li><li>minor drug and alcohol presentations</li></ul>	<ul style="list-style-type: none"><li>drug and alcohol overdose</li><li>anaphylaxis</li><li>major envenomation</li><li>joint dislocations</li><li>major burns</li><li>crush injuries</li><li>vehicle related trauma (motorsport)</li></ul>

Examples of common presentations in each category are summarised below.

	Low	Medium	High
<b>Description</b>	Lesser numbers of first aid presentations expected, only event specific minor presentations expected	Greater numbers of first aid presentations are expected, most will be minor presentations, with some major event presentations or pre-existing medical conditions	Greater numbers of first aid presentations expected with greater proportion of serious conditions
<b>Notify DPMU</b>	No	Yes	Yes
<b>Minimum notification period</b>	Not required	10 weeks (or as soon as information is available)	20 weeks (or as soon as information is available)
<b>First aid personnel required (not inclusive of ambulance staffing, if required)</b>	First aiders	First aiders Medics	First aiders Medics Tertiary qualified health professionals (nurses, physicians, tertiary qualified paramedics)
<b>Medical plan</b>	No	Yes	Yes
<b>PPR for first aid planning (per 1,000) – only if historical data not available*</b>	5/1,000 participants	<b>Single day events:</b> 10-20/1,000 participants <b>Multi-day events:</b> 10-100/1,000 person-days	<b>Single day events:</b> 10-100/1,000 participants <b>Multi-day events:</b> 10-1,000/1,000 person-days
<b>Ambulance transports – if ambulances are required</b>	<b>Single day events:</b> 0.5-1/1,000 participants <b>Multi-day events:</b> 1/1,000 person-days	<b>Single day events:</b> 0.5-1/1,000 participants <b>Multi-day events:</b> 1/1,000 person-days	<b>Single day events:</b> 0.5-1/1,000 participants <b>Multi-day events:</b> 1/1,000 person-days

## Metropolitan and outer metropolitan area

The area contained by the Shire of Wanneroo to the North, City of Swan to the east and City of Mandurah to the south – any location within this area has potential to host events larger than 50,000 at any one time. This is considered large as events rarely exceed 25,000 and events with more than 100,000 people are rare, in recent times only the City of Perth Christmas Pageant, and the Australia Day Sky Works have exceeded this number.

The Disaster Preparedness and Management Unit (DPMU) should be advised whenever crowds in excess of 10,000 people are anticipated for events held in both metropolitan and regional centres. Local health facilities should be notified prior to any medium or high-risk event or any event where more than 2,000 people are expected.

## Major regional centres

Bunbury, Busselton, Albany, Geraldton, Kalgoorlie – events exceeding 20,000 are rare. Currently the only events approaching 20,000 are the occasional regional south west music festival and the Bunbury and Kalgoorlie race days.

Local health facilities should be advised prior to any high-risk event where more than 2,000 people attend. Notification is not required for permanent facilities where capacities are defined, and similar events occur regularly e.g. Optus Stadium, RAC Arena, WACA Ground etc.

## Large towns

Port Hedland	Bridgetown	Manjimup
Katanning	Carnarvon	Merredin
Northam	Esperance	Collie
Karratha	Broome	Margaret River

These areas are unlikely to host events exceeding 10,000.

At other locations it is rare to have events with more than 1,000 people. Generally, the largest events are the agricultural shows, thoroughbred race days and their associated celebrations. Generally, the largest health threats are to the rider or accidents from competitions involving vehicles or livestock.

Medical presentations from an ageing population who are more likely to attend these events must also be considered.

If at any time you require assistance with the completion of the risk assessment tool or the health and medical planning requirements please contact the Disaster Preparedness and Management Unit staff via email at [Duty.onCall@health.wa.gov.au](mailto:Duty.onCall@health.wa.gov.au).

The Environmental Health Directorate (EHD) can assist with health messages in relation to personal health and food issues relevant for extreme weather conditions. The EHD can be contacted at: [ehinfo@health.wa.gov.au](mailto:ehinfo@health.wa.gov.au)

## Disasters

If there is a disaster or multiple serious casualties above the pre-event estimates, the first aid or ambulance provider should immediately advise the Department of Health Duty Officer on (08) 9328 0553.

For a declared disaster requiring an SJA WA response, the SJA Team leader will assume command of the scene in accordance with the SJA Ambplan (SJA Ambulance Emergency Management Plan).

## Overview of reporting

A basic medical report should be provided to the event manager and Department of Health at [Public.Events@health.wa.gov.au](mailto:Public.Events@health.wa.gov.au) detailing the items listed below within 7 days of the event.

Interim verbal reports should be available during the event on request to the event manager or environmental health officer. Patient confidentiality must always be respected, and personal details should not be included in these reports.

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## Supporting tool 3: welfare – crowd care/peer support

Large events and those where juveniles may be unaccompanied should have an organisation that effectively sits between the security and medical requirements.

Their role is to offer aid to patrons who may require assistance but feel that they don't require security or first aid. This group often consists of volunteers who assist and care for others.

These volunteers generally roam the event to identify patrons who require assistance, such as:

- inexperience with the type of event
- displaced from friends
- upset or emotional
- affected by alcohol or drugs
- unwell.

It is important that crowd carers can be easily identified and provide appropriate assistance. It is recommended that crowd carers are closely aligned with first aid and security.

This information is based on the [NSW Health, Event guidelines](#) published in August 2019.

### Peer-based drug and alcohol harm reduction services

Peer-based harm reduction programs can make an important contribution to keeping people safe at music festivals through the delivery of harm reduction strategies onsite.

Services that deliver peer-based harm reduction programs are perceived as credible, friendly and helpful by music festival patrons. This enables them to effectively engage with patrons, deliver information on drug and alcohol harms and harm reduction, identify patrons in need of assistance, and promote access to appropriate care and support.

Peer-based services can also help to reduce the impact on medical services both at the event and the local hospital.

### Who is a 'peer'?

A 'peer' is someone who a patron perceives to be like-minded and similar to them. Market testing with young people in NSW found that desirable qualities of a peer include:

- having a non-judgemental, non-authoritarian approach (organisations should screen out those with strong anti-drug views)
- being an age that is similar, but ideally a few years older than the majority of patrons
- the ideal peer is old enough to be experienced and feel credible, but young enough to still be relatable
- being approachable, trustworthy, knowledgeable and experienced.

Peers do not need to have a lived experience of drug use to deliver drug-related peer-based harm reduction programs.

In this setting, peers with a lived experience of drug use may be perceived by patrons as more credible and informed, and therefore be more able to support and engage patrons and facilitate access to education, support or care.

Peers may be paid or volunteers but must not be under the influence of drugs or alcohol at any time during their shift. To ensure there is no conflict between the delivery of harm reduction programs and other responsibilities, peer-based service team members should have no other role at the festival while on-duty (such as being a part of a medical or first aid team, bar staff, or security).

## Peer-based drug and alcohol harm reduction services

The mix and level of services included in the peer-based harm reduction program may vary between festivals and may include peer support, roving, drug and alcohol peer education, provision and management of supervised care spaces for individual support and referral.

### Drug and alcohol peer support

Peer-based service team members should be able to provide peer support, which includes general activities that may help patrons to feel safe and supported. Examples include:

- chatting to patrons and checking on patrons that appear to need help or support
- providing basic supplies, such as bottled water, electrolyte drinks, lollies, sunscreen and earplugs
- helping patron's problem solve, such as helping to find lost friends, or planning to get home safely.

### Roving

Peer teams should rove around the festival grounds to:

- raise awareness of the presence of the service
- identify patrons that may need care and support, or referral to medical services
- deliver drug and alcohol peer education where appropriate.

### Drug and alcohol peer education and brief intervention

Other festival staff may deliver harm reduction strategies, however the 'peer educator' title is reserved for peers that are specifically trained and charged with this task alone.

Peer-based drug and alcohol education may include:

- looking for opportunities to start a conversation or build on what festival patrons are already asking or talking about
- listening to patron's thoughts and concerns and supporting them to make safer choices about their alcohol and drug use
- providing information about drug-related side effects and interactions
- providing drug harm reduction messages
- providing information on support or treatment services
- delivering brief drug and alcohol interventions.

Brief interventions are an established method of working with people to reduce alcohol and other drug harms where problematic use is identified, and the person indicates that they are seeking to change their behaviour.

Brief interventions may take various forms, but are delivered in a supportive, personalised and non-judgemental manner using opportunities as they arise to engage in a dialogue aimed at increasing the person's understanding of:

- the risks of alcohol and drug use
- strategies to reduce the risk of harm by modifying behaviours
- options for further support (including referrals to support services)
- what to consider when thinking about their future use and reasons for changing their use.

Brief intervention may not always be appropriate or useful, for example, where a patron is already intoxicated, however peer educators should be prepared to deliver brief interventions when the opportunity arises.

## Supervised peer support and care

Where a patron is experiencing distress or symptoms of intoxication, peer-based services may provide an enhanced level of support and care. This may take place within a supervised care space but can occur wherever it is feasible and acceptable to the patron.

Enhanced support and care is individualised and proportionate to the risk of harm and should involve:

- creating a calm, reassuring and safe environment to help the person manage any distress or unpleasant effects they are experiencing
- regular monitoring of the patron's condition
- referral to medical services as required
- provision of information and referral to drug and alcohol treatment programs if appropriate.

The peer-based harm reduction program may include a supervised care space to provide a safe and quiet area where patrons can seek relief or recovery under supervision.

Care spaces may help patrons who are not needing medical attention, but who still may benefit from some level of support and monitoring. The space should be set up to allow distressed patrons to receive private intervention, as well as a more public space open to patrons to access harm reduction information, peer connection and support.

The level of risk of an event will determine the size and number of care spaces required.

Consideration should be given to locating a peer-based care space outside or adjacent to the main entrance/exit to provide support for patrons as they arrive or depart the event, those who may be refused entry, patrons ejected during the event, and during the immediate period following event close. Care spaces should also be located close to onsite medical services so that patients may be easily transferred, and medical assistance can be obtained quickly.

Care spaces should be relaxed and approachable to encourage their use. For this reason, supervised care spaces should:

- have an entry that is clearly separate from the entry to medical services
- not be attended (either inside the service or close to the entrance) by police or security except on the request of the peer service staff or where police are otherwise required
- have a team leader to provide supervision to peer educators
- have a system to collect information on numbers and timing of presentations, occasions of service and types of care provided to patrons. This information should be provided to the onsite medical team if a patron is transferred to the onsite medical service.

Additional information on supervised care space infrastructure is provided later in this document.

## Assessment of patrons and transfer to and from the medical service

- Patrons in care may deteriorate rapidly.
- Peer programs must have clear criteria to determine when medical treatment is required. The assessment and referral protocol must be agreed with the on-site medical provider.
- Event managers can facilitate prompt and appropriate transfer to medical intervention by supporting the development of relationships between the peer-based service, the private onsite medical provider, the event manager and security staff.

## Engaging a drug and alcohol peer-based harm reduction service

Event managers of events with a significant risk of serious drug or alcohol related harm should provide a peer-based harm reduction program to mitigate the risks to patrons. Other types of events should consider the level of risk of drug and alcohol-related harms and patron demographics to determine appropriate strategies.

Events with a significant risk of serious drug or alcohol related harm should engage a peer-based harm reduction service to mitigate this risk. Provision of a peer-based harm reduction program that is likely to resonate with the relevant festival's patrons is encouraged.

Any service that meets the peer-based harm reduction program criteria described in these guidelines may be engaged. When previous year's events have attracted patrons who engage in high levels of drug use or experienced high rates of drug-related illness, or the festival organiser considers this to be likely, festival organisers should engage a peer-based service that specifically caters to this event profile.

Peer services attending events should have specific training in drug harm reduction, including drug-related education and brief intervention. For these events, event managers should consider engaging a service that offers a roving service as well as supervised care.

Peer-based service should be engaged early in pre-event planning to enhance the effectiveness of this service.

## Peer-based drug and alcohol harm reduction planning

The level of risk, event duration and number of patrons will determine the number of staff required. Peer services should operate throughout ingress, the duration of the event, and egress.

There should be a mix of roles, including a coordinator, team leaders, and peer educators.

The coordinator is responsible for the delivery of the service during the event and is the appropriate contact for engagement or communication between the peer-based service and the private onsite medical provider.

The coordinator should be invited to event briefings.

The team leaders should report to the coordinator and oversee the delivery of the supervised care spaces and/or roving teams.

The coordinator and team leaders should receive additional training in first aid and the management of drug and alcohol related harms. The coordinator and team leaders need to be identifiable and wear distinctive uniforms, for example, high visibility vests or t-shirts.

Peers may be located at major transport hubs to support patrons at the end of an event.

## Tool for estimating numbers of required peer-based harm reduction program staff by event size

Event Size	Coordinator	Team leader	Peer educators	Total
Up to 10,000	1	1	12	14
10,000 to 20,000	1	2	18	21
20,000 to 30,000	1	3	24	28
30,000 to 40,000	1	5	36	42
40,000 to 50,000	1	6	42	49

## Peer-based drug and alcohol service training requirements

It is essential that peer-based service staff are provided with appropriate training to manage the potentially stressful experience of responding to someone who may be intoxicated or seriously unwell. Training should include:

- certified competent by a registered training organisation in the unit of competency [HLTAID011 – Provide First Aid](#) or equivalent.
- while this training is compulsory, the provision of first aid is not the primary responsibility of the peer-based service. However, they may provide first aid in an emergency until arrival of medical staff, for example, placing a person in the recovery position.
- knowledge of recreational drugs and their effects and interaction. Identifying signs and symptoms of intoxication. Drug and alcohol harm reduction strategies appropriate to the setting.
- understanding of, and ability to identify, the signs and symptoms of drug toxicity or serious illness that should be referred to a medical service for intervention or care.
- understanding the appropriate response pathway for reports of sexual assault. This training should include:
  - Mental health first aid
  - techniques for managing and counselling people who may be distressed or experiencing unpleasant drug effects, to ensure that they are not at harm to themselves or others
  - de-escalation and dispute resolution techniques
- practices for inclusive working with people who identify as LGBTQIA+, and culturally and linguistically diverse groups. This training could include:
  - drug overdose prevention education, such as DOPE training ([HRVic](#))
  - education in the safe handling and disposal of needles and syringes.

## Peer-based drug and alcohol harm reduction service infrastructure requirements

Peer-based services require suitable space and infrastructure to operate.

### General requirements

Typical requirements for a service to deliver a peer-based harm reduction program include:

- provision of radios including a dedicated event control centre radio channel for emergency response.
- a dedicated radio channel for the peer-based service.
- food provisions for volunteers.
- staff wristbands/event passes including access via the staff entrance.
- a space where volunteers can leave their personal effects.
- chilled water (for all peer-based service sites).
- contracted security organisation name and contact.
- private onsite medical service provider name and contact.

### Fixed site requirements

The peer service should have a location such as a stall or stand from which to provide basic supplies and education services in addition to supervised care spaces. This site should increase patrons' awareness of the service and be placed in a high visibility area or thoroughfare to maximise exposure.

## Supervised care space requirements

The supervised care space is a dedicated space that is quiet and free from visual disturbance and bright lighting.

Sufficient space should be provided to support a small number of patrons to sit or lie down. A suitable space may be 4m x 6m, or similar, with plastic flooring, a roof, 4 walls and an entrance with:

- power and lighting
- trestle tables
- chairs and/or youth focused furniture such as beans bags and glow furniture
- easy access to an accessible toilet or a portable toilet
- access to a staff only toilet at back of house
- bottled water to distribute to patrons.

Basic supplies may include:

- sunscreen
- band-Aids
- condoms and sanitary products
- vomit bags
- snack foods
- blankets
- earplugs.

## Supporting tool 4: hazard keywords

This glossary of hazard keywords that may be used in risk identification was extracted from HSE Books – Assessing Crowd Safety.

Crowding/Congestion:	The density of the stationary or moving crowd is such that it has the potential to cause harm, such as crushing and trampling.
Obstruction to crowd movement:	The movement of the crowd is completely or partially blocked by an object or by other people.
Cross flows:	People heading in different directions through the same area.
Rapid crowd movement or rushing:	The speed of the crowd movement is such that it has the potential to cause harm, such as crushing, pile-up and trampling.
Pushing/surging:	People push their way through a stationary crowd, a crowd flow or a strong rush within a stationary crowd.
Vigorous movement in a stationary crowd:	A strong and massive movement within a stationary crowd such as swaying or lateral movement, jumping up and down, etc.
Trip, slip or stumble:	People catch their feet, lose balance or make a false step on an uneven or slippery surface, a protruding object, a step, etc.
Fall:	People fall from a height, off a bank or edge, down a slope or stairs, etc.
Walk into/pushed against an object:	People strike themselves against a sharp object, a pillar or post, a bollard, a doorway, street furniture, etc. such as a protruding object.
Hit/struck by an object:	People receive a blow due to impact with a moving object (e.g. a vehicle, missile, falling debris).
People get trapped or stuck:	People get caught and are unable to free themselves. For example, children trapped in between railings, wheelchair users are stuck on an uneven surface or in a packed row, and people get trapped by machinery.
Topple:	A structure such as wall or fence, pillar or post, barriers etc. collapses and falls onto people during maintenance or construction work.
Non-compliance:	Disregarding the 'house-rules' or not following instructions or directions (e.g. entering a restricted or a closed-off area, smoking in a non-smoking area, illegal parking, moving in the wrong direction up a one-way system, refusing to move away from the gangway when asked, etc.)
Dangerous behaviour:	Actions which in themselves could cause harm to oneself and others (e.g. climb up/down/over, jump over, slide or run down a steep slope, etc.)
Aggressive behaviour or disorder:	Including antagonistic behaviour, fighting, missile throwing, etc.
Hazardous substance:	Any substances or items that are hazardous in nature and could cause harm to people's health and safety.

## Supporting tool 5: developing a risk management plan

The following steps may assist you to develop a risk management plan for your event.

### Step one: Establishing the context

- Identify event details.
- Identify stakeholders.

### Step 2: Identify risks

- Hold a brainstorming session with stakeholders.
- Identify all potential risks.
- Log these risks on a risk register.

Table 2. Likelihood of risk criteria

Level	Description	Examples	Frequency
<b>A</b>	Almost certain	Expected to occur in most circumstances	More than once per year
<b>B</b>	Likely	Will probably occur in most circumstances	At least once per year
<b>C</b>	Possible	Should occur at some time	At least once in 3 years
<b>D</b>	Unlikely	Could occur at some time	At least once in 10 years
<b>E</b>	Rare	May occur, only in exceptional circumstances	Less than once in 15 years

### Step 3: Analyse risks

- A risk is the combination of the likelihood (table 2) and consequence (table 3) of an incident occurring.

The levels and descriptors in these tables may change and the descriptions will vary greatly depending upon the events under consideration.

At the risk analysis stage, risks should be evaluated with existing or known controls in place, unlike the identification phase where known treatments are ignored.

**Table 3. Consequence of risk criteria**

Level	Description	Financial impact	Health	Reputation	Operations
1	Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little Impact
2	Minor	\$1,000 – \$10,000	First aid treatment on site	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 – \$50,000	Medical treatment – on or off site	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to deliverables
4	Major	\$50,000 – \$150,000	Accidental death, extensive injuries or permanent disability	Substantiated, public embarrassment, high impact news profile, third party actions	Significant delays to major deliverables
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions.	Non achievement of key objectives

## Step 4: Evaluate risks

- For risk evaluation it is recommended table 4 is used.
- By comparing the likelihood (table 2) and consequence (table 3) values, table 4 identifies a risk rating of either:
  - low
  - moderate
  - high
  - extreme

**Table 4. Level of risk**

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	1	2	3	4	5
A – Almost certain	High	High	Extreme	Extreme	Extreme
B – Likely	Moderate	High	High	Extreme	Extreme
C – Possible	Low	Moderate	High	Extreme	Extreme
D – Unlikely	Low	Low	Moderate	High	Extreme
E – Rare	Low	Low	Moderate	High	High

## Step 5: Treat risks

- Table 5 shows the level of treatment required to respond to the risk.
- Not all risks will be able to be treated; some will require mitigation to share the risk with other relevant stakeholders.

Generally, once risk treatments are applied the likelihood rating will decrease but the consequence rating usually remains the same or similar.

**Table 5. Treatment of the risk rating**

Low risk	Manage by routine procedures
Moderate risk	Management responsibility must be specified
High risk	Senior management attention needed
Extreme risk	Immediate action required

## Supporting tool 6: event briefing and debriefing

A briefing with all key stakeholders, particularly police, well in advance of the event is a critical part of the planning process. These briefings should be organised by the event manager. The purpose of the briefing is to inform stakeholders of the event details and emergency management plans. Concerns and issues relating to the event can be raised, discussed, and where necessary, changes made to the event plan.

A briefing agenda ensures that everyone is aware of what will be discussed and who is participating in the briefing. The meeting agenda should allow time for discussion and, if necessary, be reconvened prior to the event if major changes to the event are required. The meeting is an opportune time for the distribution of relevant documentation including risk, operational and, emergency management plans, event personnel list and contact numbers.

### Key stakeholders

Key stakeholders who should attend briefings and debriefings include:

- event manager and key event stakeholders
- licensee
- security/crowd control
- medical/first aid provider
- acoustic consultant
- traffic management consultant
- police
- liquor licensing officer
- local council representatives:
  - environmental health officer and/or safety officer
  - rangers
- traffic management
- DFES
- Department of Health – Environmental Health Directorate
- food suppliers,
- local hospital representative
- land owner (if owned privately)
- other representatives who have a key role in the event. The actual makeup will vary according to the type of event and its location.

### Key issues

The briefing should address the following key issues:

- overall event details and logistics
- event venue plan
- key staffing arrangements
- security plan
- traffic management
- patron arrival and dispersal
- emergency management plans for larger than expected crowds, adverse weather and other emergencies

- access routes and facilities for emergency service personnel, vehicles and equipment
- command and first aid post details including operational times
- time, date and location of the post-event debriefing meeting.

A written record of the meeting, noting decisions, discussions and detail changes should be circulated to attendees and then should be kept for review at the debriefing meeting or to resolve points of contention.

## Debriefing

A comprehensive debriefing of the event with key stakeholders should be held within 2 to 4 weeks of the event to review and record the key issues that impacted on the event. A list of recommendations should be developed for future planning and serve as a reference for future events.

## Stakeholders checklist – contacts to inform

These services must be provided with event details, emergency contact details and venue access requirements at least 14 days prior to the event.

Emergency management people to notify	
Local government – local government contacts can be found here: <a href="https://walga.asn.au/About-Local-Government/Online-Local-Government-Directory.aspx">https://walga.asn.au/About-Local-Government/Online-Local-Government-Directory.aspx</a>	
Emergency services	
DFES Communication Centre or local branch	Phone: (08) 9395 9209 or Fax: (08) 9323 9384  <a href="#">Metro Fire stations</a> <a href="#">Country Fire Stations</a> <a href="#">Volunteer Fire Stations</a>
WA Police  The local police officer must be notified at least 14 days before each event. They will require the following details:	<b>Events held in regional areas</b>  The local police officer can be contacted via the officer in charge of the venue’s nearest police station.  <b>Events held in the metropolitan area</b>  Police Communications should also be notified as noise complaints may be received by them. They can be contacted by email at <a href="mailto:Major.Events.Coordination.Unit@police.wa.gov.au">Major.Events.Coordination.Unit@police.wa.gov.au</a>
St John Ambulance	Manager State Ambulance Operations (08) 9334 1226
Department of Health, Disaster Preparedness and Management Unit	(08) 9328 0553 (24/7) <a href="mailto:Duty.Oncall@health.wa.gov.au">Duty.Oncall@health.wa.gov.au</a>

## Supporting tool 7: temporary structures – typical checklist

The following check list identifies the elements that require checking prior to the facility being used:

<input type="checkbox"/>	Anchorage are adequate and holding fast.
<input type="checkbox"/>	Describe the soil type and identify ground-holding parameters.
<input type="checkbox"/>	Wall and roof bracing is installed and adequately tensioned.
<input type="checkbox"/>	All ropes or tensioned straps are in good order and correctly fastened.
<input type="checkbox"/>	Fabric is tensioned and not prone to ponding.
<input type="checkbox"/>	Exits are correctly identified and not obstructed.
<input type="checkbox"/>	Exposed ropes and stakes are identified and will not be a hazard to the public.
<input type="checkbox"/>	All locking pins and bolts are in place and correctly tensioned.
<input type="checkbox"/>	All structural supports are sound.
<input type="checkbox"/>	All locking pins and bolts are in place and correctly tensioned.
<input type="checkbox"/>	Any fabric tears have been repaired.
<input type="checkbox"/>	Flooring is even and there are no tripping hazards.
<input type="checkbox"/>	Walls are adequately secured.
<input type="checkbox"/>	Rope and pole tent has its full complement of side uprights, anchor stakes, pulley blocks and guy ropes.
<input type="checkbox"/>	Rope and pole tent hoists are secure and can only be released by an authorised person.
<input type="checkbox"/>	The structure is adequate for the predicted weather.

## Supporting tool 8: speed conversion table

M/sec	Kms/hr	Miles/Hr	Knots	M/sec	Kms/hr	Miles/Hr	Knots
2	7.2	4.5	3.8	22	79.2	49	42.7
4	14.4	9	7.8	24	86.4	53.5	46.6
6	21.6	13.5	11.5	26	93.6	58	50.5
8	28.8	18	15.5	28	100.8	62.5	54.4
10	36	22	19.5	30	108	67	58.2
12	43.2	27	23.5	32	115.2	71.5	62.1
14	50.4	31	27	34	122.4	76	66
16	57.6	35.5	31	36	129.6	80.5	69.9
18	64.8	40	35	38	136.8	85	73.8
20	72	44.5	38.8	40	144	89	77.7

## Supporting tool 9: gorce conversion table

Kilograms	Newtons	Pounds	Kilograms	Newtons	Pounds
10	98	22	100	980	220
12	117.6	26.4	200	1960	440
14	137.2	30.8	300	2940	660
16	156.8	35.2	400	3920	880
18	176.4	39.6	500	4900	1100
20	196	44	600	5880	1320
22	215.6	48.4	700	6860	1540
24	235.2	52.8	800	7840	1760
26	254.8	57.2	900	8820	1980
28	274.4	61.6	1000	9800	2200
30	294	66	1100	10780	2420
32	313.6	70.4	1200	11760	2640
34	333.2	74.8	1300	12740	2860
36	352.8	79.2	1400	13720	3080
30	294	66	1500	14700	3300
32	313.6	70.4	1600	15680	3520
34	333.2	74.8	1700	16660	3740
36	352.8	79.2	1800	17640	3960
38	372.4	83.6	1900	18620	4180
40	392	88	2000	19600	4400

### Conversion factors

Metres/second to Km/hour multiply by 3.6

Km/hr to knots multiply by 0.5396

Kilograms to pounds multiply by 2.2

Km/hr to miles/hour multiply by 0.62

Kilograms to newtons multiply by 9.8

1 kilo-newton KN = 1000 newtons

# Supporting tool 10: construction induction training

## Who needs to undertake construction induction (White Card) training?

The requirements for construction induction training apply to construction work at the workplace. Construction work is defined in the Work Health and Safety (General) Regulations 2022 [Reg 289] as meaning 'any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure', and includes:

- any installation or testing carried out in connection with an activity referred to above
- the removal of any product or waste resulting from demolition
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure
- the installation, testing or maintenance of an essential service in relation to a structure
- any work connected with an excavation
- any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with construction work.

## Training exemptions

### **Are there any circumstances where people doing work that may be defined as 'construction' don't need training?**

Some situations will require the employer, contractor or person in control of the workplace to exercise judgment in deciding who needs to undertake training.

Where judgment is needed to decide if training should be undertaken it is appropriate to consider the risk factors in making a judgment including:

- the degree to which the construction work is incidental or peripheral to the main business activity, e.g. installing blinds, painting, landscaping, cleaning, or minor maintenance jobs in established buildings
- the scope of duties required, e.g. consider the complexity of tasks and hazards associated with those tasks
- the parts of the workplace the person is required or permitted to access and the stage(s) of construction occurring during the timeframe of such access e.g. consider such factors as scope and timeframe for a construction project and the direct and active involvement of the person in that construction project
- the degree to which the person is escorted and/or directly supervised while on site.

## Where do I get the training?

[Training providers](#) are registered with the National Training Information Service, and can be accessed through the following site - Course number [CPCWHS1001 - Prepare to work safely in the construction industry](#).

How long does it take, and much does it cost?

Such information can be obtained by contacting the training provider, but most courses take around 4 to 6 hours and cost \$60 to 150, depending if it is face to face or online.

The course may be subsidised by the [Construction Training Fund](#).

## When safety awareness training may not be required

Visitors, couriers, food van employees under escort or supervision

Government inspectors (e.g. WorkSafe or Local Government Building Inspector) or people authorised to enter a construction site under other legislation/emergency personnel

Consultants/contractors not carrying out construction work e.g. trainers, administrators

Professionals observing work

Professional consultants not carrying out construction work e.g. interior designers

Owner on-site to inspect progress

Component/prefabricated manufacture off-site e.g. kitchen cabinets in factory, pre-cast yard

Delivery work involving drop off or pick-up at a designated area only e.g. plumbing supplies

In some cases, installation of fire extinguishers – depending on type of workplace so judgment may be needed

Work experience/practical visits by students not undertaking construction work (and under escort)

## Supporting tool 11: crowd management checklist

<input type="checkbox"/>	Monitor the crowd for signs of distress or overcrowding and act in accordance with standing instructions.
<input type="checkbox"/>	Security should attend potential high-risk crush points such as stage barriers to assess crowd behaviour and remove distressed patrons.
<input type="checkbox"/>	Prevent overcrowding by ensuring compliance with the crowd limits in various parts of the ground.
<input type="checkbox"/>	Prevent/deter patrons from climbing fences and other structures e.g. light towers, advertising hoardings, speaker columns, mixing towers etc., and from standing on seats. Where this is not possible, they should report the matter to their supervisor.
<input type="checkbox"/>	Gangways and exits must be kept clear.
<input type="checkbox"/>	Control exits and openings in the event perimeter.
<input type="checkbox"/>	Assist to divert patrons to other parts of the venue when the capacity for any area is about to be reached.
<input type="checkbox"/>	Identify and investigate incidents and escalate these matters to the supervisor.
<input type="checkbox"/>	Know the location of first aid posts.
<input type="checkbox"/>	Direct distressed or unwell patrons to first aid posts.
<input type="checkbox"/>	Know procedures and signals used to alert staff in the event of an emergency.
<input type="checkbox"/>	Recognise potential fire hazards and suspect packages and escalate to the supervisor.
<input type="checkbox"/>	Report any damage or hazard which may pose a threat to patron safety, e.g. damaged crush barriers.
<input type="checkbox"/>	Assist in the evacuation of the venue, if required.
<input type="checkbox"/>	Assist to identify spectators who have been banned from the venue, or who do not possess correct accreditation or tickets.
<input type="checkbox"/>	Assist in the prevention of breaches of venue regulations.
<input type="checkbox"/>	Be able to identify symptoms of drug/alcohol overdose and need for medical help.

## Supporting tool 12: stage barrier design considerations

### Design considerations for the front of stage barrier

- Must be able to withstand a load of 7 kilo Newtons per metre (right angle load).
- Barriers need to be at an appropriate height on the audience side to prevent thoracic compression.
- The preferred height of the stage barrier above the surface on which the audience stands is 1.2 metres but should be no less than 1.1 metres.
- In areas subjected to extreme pressure, consideration should be given to restricting patrons who are of shorter height or at least advising them of the inherent danger of the location so that they may make an informed decision.
- Must have a dead front with no sharp protrusions.
- No finger or hand entrapments.
- Must provide an elevated platform for crowd controllers.
- Must have a curved or padded top.

- Allow vision through the barrier to ground level.
- For smaller, low risk events a straight barrier is suitable.
- However, for high risk events, particularly those outdoors, a convex barrier extending into the audience is preferred.

Note: convex barriers provide the following advantages:

- dissipates crowd pressure and surges away from the centre of the stage
- assists means of escape
- provides a wider front row
- improves security by increasing the distance between the stage and the barrier making it more difficult for fans to reach the stage
- provides a wider area for crowd controllers and first aiders to operate within the "pit".

## Supporting tool 13: dealing with patrons in distress

### Not against the barrier

When a patron is positioned away from the barrier and security personnel must lean forward to conduct the lift, it should be performed by at least 2 people. Pull the patron towards the barrier first, to reduce the need to lift while in a bent position.

### Against the barrier

Utilising all the procedures of safe lifting, personnel should:

- Step onto the barrier step and position yourself in as stable a position as possible in front of the patron.
- Move the weight (patron) as close as possible to your body then lift using your legs not your back.
- Gain assistance from other personnel or other patrons as needed.
- Step backward off the step supported by your colleagues and place the patron on the ground without twisting your body.

In addition, when front row security personnel stand up on the barrier step to extract a patron, security personnel alongside or behind are to assist by supporting the officer as he steps off the barrier. Communication with patrons at this stage is vital. If the lift is performed correctly your head should be next to the patron's ear so they can hear you. Reassure them and tell them what you are doing and how they can assist.

## Supporting tool 14: concert safety policy

It is strongly recommended that the following procedures are implemented at all concerts. Failure to do so may result in serious financial consequences in the event of a subsequent injury and claim from an injured patron.

- Patrons should be advised that crowd surfing is dangerous and will not be tolerated. Appropriate signs and announcements prior to the start of each event/act are recommended.
- Patrons at the stage barrier must be monitored and water administered to those in need.
- Hosing/drenching of mosh pit patrons is not recommended as this creates a humid effect in the already hot humid environment but light misting with potable water may be appropriate.
- First aid officers should be located adjacent the stage crowd barrier.
- Patrons should be advised that mosh pits can be hazardous and to consider the needs of those around you. If you notice someone in trouble, lend assistance and seek help from a crowd controller or first aid officer.
- Crowd controllers must be familiar with mosh pit environments.
- Performers and crowd managers must monitor the situation and be prepared to stop the event in the interests of safety. Safety must always be the first consideration.
- Identify the person with the ultimate responsibility for safety prior to the event including who is responsible for stopping the event in case of emergency.
- Establish clear decision-making tools for stopping an event if safety is compromised.
- Ensure that there is an adequate distance (no less than 1.5 metres) between the stage barrier and stage to allow crowd controllers to operate effectively.
- There must be no protrusions from the stage that may injure people who are dancing/moshing in the pit.
- The crowd barrier must be an approved type erected in accordance with the manufacturers recommendations and must be checked for finger entrapment and sharp protrusions.

# Supporting tool 15: entries and exits

## Calculating flow rates

Flow rates can be calculated as rate of flow per metre of exit width, per minute.

Basic flow rates:

- flat without stairs: 82 persons/metre/minute
- with stairs: 66 persons/metre/minute.

## Calculating the number of turnstiles

Turnstiles service approximately:

- 660 people per hour
- 11 people per minute.

Note – turnstile rates may vary; they may need to be adjusted if there is more accurate information available.

Turnstiles are not appropriate options for wheelchair users, or for parents with prams, those who are blind and/or accompanied by assistance dogs. For such patrons, a staffed gate or door will be needed.

## Calculating security screening flow rates

Rates of security screening may depend on the level of screening applied – more rigorous scrutiny will result in lower flow rates, e.g.:

Manual 'pat down'	300 – 600 persons per hour
Metal detectors and bag checking	240 – 500 persons per hour
X-ray	250 – 350 persons per hour

## Exit locations and size checklist

- Crowds must not be confined in densities closer than 4 persons per sqm for longer than 6 mins.
- Queues should flow at a rate no slower than 0.5m per second.
- Each area must have a minimum of 2 exits located as far apart as practicable.
- Exits must be open spaces or gates hung to swing in the direction of egress.
- NB: Manual sliding doors, fencing panels or fences that require dismantling are unacceptable.
- Exits should be attended at all times to prevent unauthorised access.
- Exits are provided at either side of 'mosh' pits.
- Each exit should be clearly numbered to allow easy identification for staff, patrons and emergency services.

## Supporting tool 16: crowd management planning tool

For events, crowd management remains one of the most critical elements. How many security officers are required? This is a difficult question, many suggest a ratio of 1/100 patrons but there are many events where this is excessive and there are other events where this may be insufficient.

Set out below is a tool to assist event planners and crowd management agents to determine how many crowd controllers may be required for a typical event. The following is only a guide; each event must be assessed on its individual merits. Note that specific requirements for performer or cash security are NOT included and should be assessed separately.

Location	Crowd controllers	Key duties	N°
Entrances	One supervisor Two per entry lane	Search bags for prohibited items, weapons, alcohol. Check tickets etc.	
Entrances – street approach	One to oversee queuing, inappropriate behaviour	Crowd surveillance, fence or queue jumping. Keep queues orderly	
Entry points (e.g. to bar, stage, etc.)	One per entry inside venue	Crowd observation; detect items missed by other searchers	
Route to entertainment	One per 200m	As above prevent running to prime location	
Site Exits	One per exit	Maintain site integrity, ensure they remain operational and unblocked	
Alcohol service	One supervisor One per area entry lane One per service lane One per area exit lane	Check ID Maintain orderly queues Check for intoxication	
Stages	One per stage (minimum)	General security/crowd control	
Mixing desk	One (minimum)	Security, monitor crowd	
FOH barriers	One supervisor One per 2m of barrier	Security of stage, monitor crowds, check for patrons in distress	
Site perimeter	One per 200m	Perimeter security	
Reserved areas (VIP etc)	One per entry and exit lane(s)	Area security	
Stage prohibited areas	One each side of stage	Secure sensitive areas	
General crowd surveillance	One per 500 patrons	General observation, behaviour	
Command	2 supervisors		
Relief roster	+25 per cent of above		

## Supporting tool 17: crowd management procedure

The following procedure may be applied to personnel involved in crowd management and safety at any event.

A. Identification	<ul style="list-style-type: none"><li>• Early identification of an incident or crowd collapse is vital in providing care to the injured.</li><li>• Crowd spotters should be positioned at 'Front of House' in an elevated position.</li><li>• Requires communication between spotters and relevant supervisors to ensure that any incident or collapse is immediately identified.</li></ul>
B. Hold back crowd	<ul style="list-style-type: none"><li>• Generally, for a crowd collapse in a mosh pit, an immediate medical response is critical.</li><li>• Once a collapse has been identified, security personnel closest to the collapse should enter the mosh pit if possible and hold the rest of the crowd away from the collapsed patrons.</li></ul>
C. Stop performer	<ul style="list-style-type: none"><li>• To enable communications between emergency crews and patrons, the performer should be stopped, in consultation with the area security manager and stage manager.</li><li>• Show stop procedures and responsibilities must be established prior to the event commencing.</li><li>• Show stop procedures should identify the best way to obtain the cooperation of the crowd, e.g. using the artists and or other available communication such as public address or electronic signage.</li></ul>
D. Treat and evacuate fallen patrons	<ul style="list-style-type: none"><li>• It is important to remember that the pit is an emergency exit route for patrons and emergency crews.</li><li>• Injured patrons should not be treated in the pit unless life threatening conditions apply.</li><li>• It is envisaged that one medic will stay in the security pit whilst one works in the mosh pit – this allows further medical assessment and treatment of patients as they are evacuated via the pit.</li><li>• Expired air resuscitation can be administered if a patron is trapped but the priority is to move the patient out of danger usually to the pit behind the barrier.</li></ul>

## Supporting tool 18: alcohol-related problems

The following table provides examples of actions that can prevent common alcohol-related problems at events. This table can be used to inform your responsible service plan and risk management plan.

### Preventing common alcohol-related problems at events

<b>Common issues:</b>	
Injuries, intoxicated patrons, violence, sexual assault, property damage, antisocial behaviour	
<b>Preventative actions</b>	<b>Rationale</b>
<p><b>Trading hours</b></p> <ul style="list-style-type: none"> <li>• Limit late night trading.</li> <li>• Close bars at least 30 minutes before the event's end. Ensure this is clearly advertised to patrons through signage at the bars.</li> <li>• Reduce alcohol purchasing limits</li> <li>• Consider the impact of the duration of event on levels of alcohol consumption and potential for problems.</li> </ul>	<p>Long trading hours lead to greater risk of consumption-related problems.</p> <ul style="list-style-type: none"> <li>• Closing bars prior to the end of the event prepares patrons for the end and supports orderly behaviour at closing.</li> <li>• If the event runs for more than 3 hours the licensee should consider ensuring that a range of food and non-alcoholic drinks are made available.</li> </ul>
<p><b>Type of alcohol</b></p> <ul style="list-style-type: none"> <li>• Offer low or mid-strength products.</li> <li>• Promote the availability of low / mid-strength alcohol (2.8 per cent to 3.5 per cent ethanol by volume).</li> <li>• Sell water and non-alcoholic drinks at a cheaper price than alcohol.</li> <li>• No alcoholic shots.</li> </ul>	<ul style="list-style-type: none"> <li>• Full strength alcoholic drinks have been linked with increased risk of individual and social harm at events.</li> </ul>
<p><b>Drinks containers</b></p> <ul style="list-style-type: none"> <li>• Supply all drinks in non-glass vessels that comply with the Environmental Protection (Prohibited Plastics and Balloons) Regulations 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Glass may be used as weapons and broken glass can lead to serious injury.</li> </ul>
<p><b>Staff and training</b></p> <ul style="list-style-type: none"> <li>• Ensure crowd controllers and bar staff are trained in the responsible service and management of alcohol (RSA).</li> <li>• Brief staff to watch out for risky situations where injury or violence may occur. Train staff in de-escalating or preventing potential problems. Ensure that they are given management support to do so.</li> </ul>	<ul style="list-style-type: none"> <li>• RSA training educates staff of their responsibilities and roles.</li> <li>• Research shows that environmental factors (physical, social and staffing) in drinking settings can influence alcohol-related harm.</li> </ul>
<p><b>Design the venue to minimise patron aggression and frustration</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate lighting.</li> <li>• Non-aggressive crowd control and barriers that facilitate effective patron management.</li> <li>• Consider factors that affect crowd dynamics and patron comfort to avoid frustration and aggression i.e. venue plans, ingress and egress, number of toilets, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• The design and layout of a venue can set a standard of positive behaviour which in turn can reduce the number of alcohol-related incidents that occur.</li> <li>• Because alcohol affects judgement, the likelihood of violence increases in frustrating or uncomfortable circumstances.</li> </ul>

## Supporting tool 19: liquor license application requirements

### Checklist: Application requirements for an occasional licence or variation of an existing licence

<input type="checkbox"/>	Official Application form (e.g.: Occasional Licence, Variation, or Extended Trading Permit) available at <a href="https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor">https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor</a>
<input type="checkbox"/>	Written consent from the occupier, or person having control, of the premises where liquor will be sold.
<input type="checkbox"/>	A map/floor plan of the proposed licensed area.
<input type="checkbox"/>	Written local government consent for the use of public land (e.g. parks, ovals, footpaths, etc.).
<input type="checkbox"/>	Where the proposed event is to be held at a private residence, the Private Residence Authority Form (obtained from RGL) must be completed and a submission lodged outlining the requirements of section 59(2) of the Liquor Control Act.
<input type="checkbox"/>	Identify public transport options that will be available and promoted to patrons.
<input type="checkbox"/>	For events over 500 persons RGL require a security and risk management plan which has been approved by local police, the local government authority and where relevant, the local health authority.
<input type="checkbox"/>	If the application is lodged as a Variation of Licence Conditions, a written submission is required detailing the proposed function.
<input type="checkbox"/>	Assist to identify spectators who have been banned from the venue, or who do not possess correct accreditation or tickets.
<input type="checkbox"/>	Assist in the prevention of breaches of venue regulations.
<input type="checkbox"/>	Be able to identify symptoms of drug/alcohol overdosing and need for medical help.

## Supporting tool 20: liquor licence assessment checklist

The following checklist is designed to assist event managers and licensees in their application for a liquor licence for an event. The checklist also alerts event managers to several legislative requirements and to consider the potential impact for alcohol-related harm.

Application details	Guideline and tool
The liquor licence application (considerations when applying for a licensed event)	Refer to:
<p><b>Variation of an existing licence</b></p> <p>If it is intended that alcohol is to be sold and supplied at an event, then a liquor licence, or a variation to an existing licence, approved by the Director of Liquor Licensing, must be obtained from Racing Gaming and Liquor.</p> <ul style="list-style-type: none"> <li>• Will the event be applying for a variation of an existing licence? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Will the event be applying for an Extended Trading Permit (ETP)? Yes <input type="checkbox"/> _____ (hours) / No <input type="checkbox"/></li> <li>• Is the ETP a one-off application or an ongoing request? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	<p>Guideline:</p> <ul style="list-style-type: none"> <li>• Guideline 23 Liquor Licence Application</li> <li>• Tool:</li> <li>• Preventing Common Alcohol Related Problems</li> <li>• Liquor licence application checklist</li> </ul>
<p><b>Crowd controllers and emergency procedures</b></p> <p>Crowd controllers play a crucial role in providing safe venues for patrons and work in conjunction with venue/event staff to minimise anti-social behaviour in and around the licensed premise/event.</p> <ul style="list-style-type: none"> <li>• Will the services of crowd controllers or security officers be employed? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Will crowd controllers also monitor the vicinity of the premises (e.g. carparks) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Will crowd controllers be employed past the premises closing time to ensure safe dispersal of patrons? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Will the premises be equipped with close-circuit television? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Is the premises easily accessed by emergency vehicles? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• Are there an adequate number of exits? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	<p>Guideline:</p> <ul style="list-style-type: none"> <li>• Guideline 18 Crowd Dynamics and Management</li> <li>• Guideline 22 Prevention of Alcohol Related Issues</li> </ul> <p>Tool:</p> <ul style="list-style-type: none"> <li>• Preventing Common Alcohol Related Problems</li> <li>• Crowd Control Planner</li> <li>• Crowd Control Procedure</li> <li>• How to Deal with Patrons in Distress</li> </ul>

Application details	Guideline and tool
The liquor licence application (considerations when applying for a licensed event)	Refer to:
<p><b>Patrons</b></p> <p>Younger patrons are an at-risk group for harm. Licensed events that attract adults as well as children can face problems relating to the supply of alcohol to minors, cultural impact and child safety risks.</p> <ul style="list-style-type: none"> <li>Does the purpose of the event, mean that it is likely to attract young patrons (18 – 25 year old’s?) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>Does the event have any facilities for children within the complex such as a playground, sporting facilities? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	<p>Guideline:</p> <ul style="list-style-type: none"> <li>Guideline 22 Prevention of Alcohol Related Issues</li> <li>Guideline 18 Crowd Dynamics &amp; Management</li> <li>Guideline 4 Risk Management</li> </ul> <p>Tool:</p> <ul style="list-style-type: none"> <li>Medical Resources and Event Rating – Factor X</li> <li>Developing a Risk Management Plan for Your Event.</li> </ul>
<p><b>Entertainment</b></p> <p>Alcohol combined with some types of entertainment may influence moods and may encourage violence.</p> <ul style="list-style-type: none"> <li>Does the premises have any of the following facilities: <ul style="list-style-type: none"> <li>Stage for live music? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>Dance floor? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>Balcony? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul> </li> <li>Does the applicant seek to provide immodest entertainment? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>Will the premises have any sound-proofing or other noise minimisation features? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	<p>Guideline:</p> <ul style="list-style-type: none"> <li>Guideline 29 Noise</li> <li>Guideline 22 Prevention of Alcohol Related Issues</li> </ul> <p>Tool:</p> <ul style="list-style-type: none"> <li>Preventing Common Alcohol Related Problems</li> </ul>

Application details	Guideline and tool
The liquor licence application (considerations when applying for a licensed event)	Refer to:
<p data-bbox="125 304 495 339"><b>Provision of food and water</b></p> <p data-bbox="125 368 1480 443">The provision of food and water assists to engage patrons in activities other than drinking, reduces the potential for intoxication and drinking water can help to cool patrons where environmental temperatures can be high.</p> <ul data-bbox="125 488 1050 587" style="list-style-type: none"> <li data-bbox="125 488 826 523">• Will there be food available at the event? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li data-bbox="125 552 1050 587">• What options are proposed for patrons to easily access free drinking water?</li> </ul>	<p data-bbox="1637 304 1765 339">Guideline:</p> <ul data-bbox="1637 360 2085 485" style="list-style-type: none"> <li data-bbox="1637 360 1906 395">• Guideline 34 Water.</li> <li data-bbox="1637 411 2085 485">• Guideline 35 Temporary food stalls at events.</li> </ul> <p data-bbox="1637 505 1704 541">Tool:</p> <ul data-bbox="1637 561 2092 778" style="list-style-type: none"> <li data-bbox="1637 561 2092 635">• Objectives of the Food and Hygiene Regulations</li> <li data-bbox="1637 651 2040 686">• Food Vendor Information Sheet</li> <li data-bbox="1637 702 2033 778">• Catering – A Checklist for Food Vendors</li> </ul>
<p data-bbox="125 833 533 868"><b>Responsible service of alcohol</b></p> <p data-bbox="125 896 1592 971">The responsible service of alcohol means that liquor will be sold and consumed in a responsible manner. Responsible service of alcohol can prevent the supply of liquor to juveniles and intoxicated patrons.</p> <ul data-bbox="125 1007 1469 1179" style="list-style-type: none"> <li data-bbox="125 1007 1469 1042">• Will bar staff be provided with a briefing prior to the event on responsible service requirements? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li data-bbox="125 1074 1111 1109">• Will the licensed area have more than one bar? Yes <input type="checkbox"/> / No <input type="checkbox"/> If yes, how many?</li> <li data-bbox="125 1141 1469 1179">• What strategies are in place to ensure non-aggressive patron management and responsible service of alcohol?</li> </ul>	<p data-bbox="1637 833 1765 868">Guideline:</p> <ul data-bbox="1637 888 2092 963" style="list-style-type: none"> <li data-bbox="1637 888 2092 963">• Guideline 22 Prevention of Alcohol Related Issues</li> </ul> <p data-bbox="1637 984 1704 1019">Tool:</p> <ul data-bbox="1637 1040 2011 1115" style="list-style-type: none"> <li data-bbox="1637 1040 2011 1115">• Preventing Common Alcohol Related Problems</li> </ul>
<p data-bbox="125 1206 651 1241"><b>Ventilation and temperature regulation</b></p> <p data-bbox="125 1270 819 1305">Excessive heat can lead to frustration and can lead to harm</p> <ul data-bbox="125 1358 1050 1457" style="list-style-type: none"> <li data-bbox="125 1358 826 1393">• Will there be food available at the event? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li data-bbox="125 1425 1050 1457">• What options are proposed for patrons to easily access free drinking water?</li> </ul>	<p data-bbox="1637 1206 1765 1241">Guideline:</p> <ul data-bbox="1637 1262 2056 1297" style="list-style-type: none"> <li data-bbox="1637 1262 2056 1297">• Guideline 24 Drug Related Harm</li> </ul>

Application details	Guideline and tool
The liquor licence application (considerations when applying for a licensed event)	Refer to:
<b>Capacity of the premises</b> The capacity and layout of the event may influence the drinking patterns and aggression in patrons.	Guideline:
<ul style="list-style-type: none"> <li>• What is the maximum capacity of the premises/event site according to the Health (Public Buildings) Regulations 1992?</li> </ul>	<ul style="list-style-type: none"> <li>• Guideline 9 Public Building Approvals</li> </ul>
<ul style="list-style-type: none"> <li>• Are there adequate parking facilities at the venue? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<ul style="list-style-type: none"> <li>• If inside, does the venue have air conditioning? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<ul style="list-style-type: none"> <li>• If inside, does the premises have fans? Yes <input type="checkbox"/> _____ (number and type) / No <input type="checkbox"/></li> </ul>	
<ul style="list-style-type: none"> <li>• If the event is outside, is shade provided? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	

Application details	Guideline and tool
The liquor licence application (considerations when applying for a licensed event)	Refer to:
<b>Location of the premises/event</b>	Guideline:
<p>Is the venue located near?</p> <ul style="list-style-type: none"> <li>• Major roads (this has implications for patron safety re dispersal from venue) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• A body of water (this presents implications for safety) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>• A health, treatment or social service facility with residential patients (this presents potential noise and amenity implications) Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Guideline 9 Public Buildings Approval</li> </ul>
<b>Availability of transport</b>	Guideline:
<p>The availability of transport assists to minimise the occurrence of drink driving by patrons and assists to remove patrons from the area, after they leave the venue. Prevents loitering and associated problems.</p>	<ul style="list-style-type: none"> <li>• Guideline 31 Vehicles and Transport</li> </ul>
<ul style="list-style-type: none"> <li>• Is the venue located near a taxi rank? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<ul style="list-style-type: none"> <li>• Is public transport available to and from the event? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<b>General issues</b>	
<ul style="list-style-type: none"> <li>• Are there any applicable local laws relating to the area that the event is in? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul>	
<b>Consultation</b>	Guideline:
<p>Describe any consultation conducted with the community regarding the event and any comments or complaints received according to the different types of groups below.</p>	<ul style="list-style-type: none"> <li>• Guideline 17 Coordinated Approach by Stakeholders</li> </ul>
Community groups:	Tool:
Businesses:	<ul style="list-style-type: none"> <li>• Checklist of Key stakeholders to inform</li> </ul>
Local Police:	
Local Health services:	
Feedback from Local Government e.g. planning, environmental health or community/recreation services:	

## Supporting tool 21: guide to recycling at events

The [Waste Wise Event Guide](#) and [Checklist](#) provides some options for waste reduction at community events and festivals. The [Western Australia Return Recycle Renew Limited](#) also provides some resources to events.

## Supporting tool 22: toilets for temporary events

Toilet use, and demand varies greatly and depends on several factors including:

- number of people
- alcohol availability
- weather
- the type of facilities.

At times, especially in regional areas it is often difficult to procure enough toilets, so it is important to identify the correct amount.

Determine the level of service the event requires, levels of service vary between about 1 WC per 100 people as a basic level. This could be extended to 1/150 as the female NCC requirement for churches or 1/85 for high profile events where the level of service becomes linked to the events success. Remember many events are judged on the adequacy of the toilets.

**Step 1** – determine the level of service ratio – for all patrons.

**Step 2** – apply the ratio to determine the number of facilities

**Step 3** – determine female and males - allocate 50 per cent for each

**Step 4** – determine female requirements:

WCs = 50 per cent of the number of facilities and

Hand wash basins = 20 per cent of the number of facilities

**Step 5** – determine male requirements;

WCs = 25 per cent of the male allocation; urinals = 75 per cent of the male allocation – urinals can be transformed from units to a trough length by allowing 600 mm per urinal space.

Consider the recommended levels of service:

- events without alcohol – 1/150
- standard events with low levels of alcohol – 1/100
- high profile events with alcohol – 1/85.

These levels may be adapted to suit local conditions and local government requirements. Proposed requirements and levels of service should be discussed with the environmental health officer approving the event.

The following tables show how these ratios are applied.

## Ratio for events without alcohol = 1/150

Capacity	Females	Males			Hand wash basins	
	WCs	WCs	Urinal (m)	Urinals	Male	Female
< 1,000	3	1	1.8	3	2	2
1,001–2,000	7	2	3	5	3	3
2,001–3,000	10	3	4.5	8	4	4
3,001–4,000	13	3	6	10	5	5
4,001–5,000	17	4	7.5	13	7	7
5,001–6,000	20	5	9	15	8	8
6,001–7,000	23	6	10.5	18	9	9
7,001–8,000	27	7	12	20	11	11
8,001–9,000	30	7	13.8	23	12	12
9,001–10,000	33	8	15	25	13	13

## Basic Ratio: = 1/100

Capacity	Females	Males			Hand wash basins	
	WCs	WCs	Urinal (m)	Urinals	Male	Female
< 1,000	5	1	1.5	3	2	2
1,001–2,000	10	3	3	5	4	4
2,001–3,000	15	4	4.5	8	6	6
3,001–4,000	20	5	6	10	8	8
4,001–5,000	25	6	7.5	13	10	10
5,001–6,000	30	8	9	15	12	12
6,001–7,000	35	9	10.5	18	14	14
7,001–8,000	40	10	12	20	16	16
8,001–9,000	45	11	13.5	23	18	18
9,001–10,000	50	13	15	25	20	20

## Ratio for events with alcohol = 1/85

Capacity	Females	Males			Hand wash basins	
	WCs	WCs	Urinal (m)	Urinals	Male	Female
< 1,000	6	1	2.6	4	4	4
1,001–2,000	12	3	5.3	9	5	5
2,001–3,000	18	4	7.9	13	7	7
3,001–4,000	24	6	10.6	18	9	9
4,001–5,000	29	7	13.2	22	12	12
5,001–6,000	35	9	15.9	26	14	14
6,001–7,000	41	10	18.5	31	16	16
7,001–8,000	47	12	21.2	35	19	19
8,001–9,000	53	13	23.8	40	21	21
9,001–10,000	59	15	26.5	44	24	24

## Toilet types

There are several different types and styles of temporary facilities available. Permanently built facilities constructed and plumbed to be compliant with the NCC are preferred. Throughout regional WA events suffer from inadequate toilets. Often there are insufficient or no permanent facilities available for patrons to use and the only options are to obtain chemical closets or use transportable-type facilities and these options are sometimes not available.

Transportable facilities are typically used for temporary site accommodation. The building and lighting within transportable toilet facilities should be NCC compliant. Plumbing and waste water disposal are generally required to be connected to underslung holding tanks which requires the facilities to be raised to allow effluent to gravity feed into the holding tanks under the units. These units are generally single-gender facilities.

Transportable units can be more comfortable and efficient but are substantially more difficult to set up and introduce steps for access. Stairs usually must be custom made to suit individual installations and add to the work. Generally, the largest transportable will only have 8 WC's and are not suitable for mixed use, males and females.

Purpose-built mobile multi units traditionally come in banks of 16 individual compartments. They are easily transported (skid mounted), well lit, well ventilated and have a holding tank but may also be connected to sewer.

Another option is a 16-pan unit complete with wash basins and a holding tank with sewer connection as have been used extensively at large metropolitan events.

Chemical closets are one of the most utilised type of facility, however there are advantages and disadvantages associated with their use. Chemical closets are easily transported; however, can be poorly lit, poorly ventilated, odorous, are considered uncomfortable for users, doors are noisy, and capacity varies between manufacturers. The units have been proven to be most reliable and able to withstand the rigors of these hostile environments. They are easily cleaned, have good ventilation and lighting and each cubicle is individually locked and suitable as a unisex facility or designated as male or female as necessary.

The units are easily transported on a 10-ton tilt tray truck and are accessible via 2 steps that are self-contained. A 16-pan unit is the most common configuration. They require a water supply and power for lighting.

Chemical closets are relatively easy to transport to site and set up but require additional lighting for nighttime use. Chemical closets must also comply with [Health \(Temporary Sanitary Conveniences\) Regulations 1997](#).

Generally disabled and accessible facilities are available as chemical closets in most areas.

Accessible or Ambulant Toilets and changing facilities should comply with AS 1428. A recent Department of Health audit of temporary facilities identified that there are some transportable facilities partially compliant but there are not many fully compliant temporary facilities available. The number of facilities is not well defined for temporary events but depending on the site there should be ambulant and accessible facilities at each group of standard facilities or adjacent to first aid and chill out areas so that assistance is available if required.



# Forms



# Form 1

## Application to construct, extend or alter a public building

### *Health (Miscellaneous Provisions) Act 1911 [S. 176]*

Health (Public Buildings) Regulations 1992 [Reg. 4]

I being the owner/agent hereby apply under Section 176 of the Health Act to construct alter or extend a public building:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Intentions for use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

Any of the following may sign this notice:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

Signed: \_\_\_\_\_

Owner/agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Form 2

## Application for a certificate of approval

### *Health (Miscellaneous Provisions) Act 1911*

Health (Public Buildings) Regulations 1992 [Reg. 5]

I being the owner/agent hereby apply for a Certificate of Approval in respect of:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Intentions for use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction/extension/alteration of which was completed on: \_\_\_\_\_

\_\_\_\_\_

In accordance with your approval given on: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Owner/agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Form 3

## Application for variation of a certificate of approval

### *Health (Miscellaneous Provisions) Act 1911*

Health (Public Buildings) Regulations 1992 [Reg. 9]

I being the owner/agent hereby apply for a variation of a Certificate of Approval in respect of:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Reason for this variation from the existing Certificate of Approval is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for this variation from the existing Certificate of Approval is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Owner/agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Form 5

## Certificate of electrical compliance

### *Health (Miscellaneous Provisions) Act 1911*

Health (Public Buildings) Regulations 1992 [Reg. 10]

To the City / Town / Shire of:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I hereby certify that the electric light and/or power installation, alteration, addition at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

Name and Initial of occupier:

**Premises details:**

Name of premises: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

**Particulars of installation:**

Describe any electrical work for which you are not responsible in these premises:

Reason for this variation from the existing Certificate of Approval is:

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer:

Signature: \_\_\_\_\_

Contractor's/in-house electrical installer's business name: \_\_\_\_\_

Contractor's/in-house electrical installer's registration no: \_\_\_\_\_

Contractor's/in-house electrical installer's address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contractor's/in-house electrical installer's telephone no: : \_\_\_\_\_

*This completed form is to be forwarded to the relevant local government when work is completed.*

# Typical event application form

## Application procedure

### Stage 1

**Step 1:**

Read any relevant local government Event Policy.

**Step 2:**

Complete Event Application and associated documentation, including site plans, Risk Management Plans, Traffic Management Plans, etc.

**Step 3:**

Complete Event Application Checklist.

### Stage 2

**Step 4:**

Consult with the relevant local government officer.

**Step 5:**

Submit the Event Application Form at least 6 weeks prior to your event. If the event is large-scale it may need to be submitted 12 weeks prior, or even earlier.

## Approval procedure

**Step 1:**

You may not proceed with your event until written confirmation is received from the local government advising that all council or statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event. It is an offence to operate without a valid approval and both local government and police are empowered to close public events that are considered unsafe or unsuitable.

Please note: Any special conditions (if applicable to your event) should be outlined in your confirmation letter. It is the event manager's responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

**Step 2:**

Debrief (if a large-scale event), including shire, should be held within 7 days post event.

NB: Applications and approvals for an event are not transferable. Therefore, the organiser cannot transfer council approval for an event to an alternative venue, date or time, without renegotiating with council.

## Typical event application form

This form is a generic application template only. Local governments may develop their own personalized application form, which means their form will need to be submitted rather than this one. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

### Organiser's details

Name of event: \_\_\_\_\_

Applicant/organisation: \_\_\_\_\_

Contact person (if different from above): \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email address: \_\_\_\_\_

### Event details

Event managers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council 3 weeks prior to the event.

Date(s): \_\_\_\_\_

Actual set-up date and time: \_\_\_\_\_

Actual event start date and time: \_\_\_\_\_

Actual event finish date and time: \_\_\_\_\_

Actual completion of clean-up date and time: \_\_\_\_\_

Commencement date of advertising: \_\_\_\_\_

Proposed venue details: (e.g. name of reserve, building or public open space) \_\_\_\_\_

Event description (e.g. sporting, commercial, entertainment) \_\_\_\_\_

Entertainment – brief details (number of stalls / products / entertainment – bands, amplified music / animals / activities / farm machinery / rides)

Primary purpose of Event. e.g. fundraiser for community group \_\_\_\_\_

Will alcohol be available/consumed on site? Yes / No

Have you applied for a liquor licence? Yes / No

Will free potable water be available onsite? Yes / No If so, where? \_\_\_\_\_

Will food be available? Yes / No

Shire staffing requests? \_\_\_\_\_

Details of any tents, marquees, stages to be used for the event (including size dimensions)

\_\_\_\_\_  
\_\_\_\_\_

Details of any road closures or use of roads for the event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected attendance over the duration of the event: \_\_\_\_\_

Maximum number of people expected at any given time: \_\_\_\_\_

Anticipated total number for entire event: \_\_\_\_\_

Target audience e.g. youth, adult, family etc. \_\_\_\_\_

What arrangements have been made to meet the needs of people with disabilities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post event transport: What are your contingency plans for clearing patrons after the event, e.g. availability of taxis, buses etc.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever conducted this event before and if so, when / where was it held?

\_\_\_\_\_  
\_\_\_\_\_

### **Event facilities**

Power supply details: (generators or existing) \_\_\_\_\_

Water supply details: (scheme or rainwater) \_\_\_\_\_

Toilets available: male closets \_\_\_\_\_ female closets \_\_\_\_\_

urinals \_\_\_\_\_ hand wash basins \_\_\_\_\_

OR

Unisex total closets \_\_\_\_\_ total unisex hand wash basins \_\_\_\_\_

**Event fees**

Refer to the relevant local government to ascertain what fees will be applicable.  
It is important to attach any other relevant information that can assist in assessing your event.

**Acknowledgement**

I, \_\_\_\_\_ as the event manager, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that the event application package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event manager I am responsible.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Glossary

Application for food and drink outlets	Applied through the <i>Food Act 2008</i> and any local government laws
Bump in (load in)	This involves the pre-event physical activities, delivery and construction of all the infrastructure and equipment necessary for the event and ensuring that all licenses are finalised
Bump out (load out)	This comprises the breakdown of facilities, clean-up and making good any damage
Camping approval	Specific approval must be obtained from the local government to allow camping on non-camping areas
Concert	A concert is a performance of musical entertainment
Consequence	The outcome of an event that affects objectives; that is, the result if the incident happens. A consequence can be certain or uncertain, positive or negative, direct or indirect.
Crowd control	A crowd controller is defined as a person who performs one of the following functions: <ul style="list-style-type: none"> <li>• controls or monitors behaviour</li> <li>• screens people seeking entry</li> <li>• removes people for behavioural reasons.</li> </ul>
Crowd crush	A crowd crush can occur when too many people push into a confined area – either on the way in or trying to get out. Crowd crushes can be fatal
Electronic Dance Music (EDM) festival	Typically, an all-night dance event where DJs and other performers play electronic dance music
Emergency Management	seeks to promote safer, less vulnerable events with the capacity to cope with hazards and disasters
Event	A gathering of people brought together for a common purpose by some prearrangement
Event manager (or promoter)	The person responsible for organising an event
Hazard	A danger or risk
Large Capacity Event	An event is classified as large if more than 5,000 patrons attend
Licensee	The person responsible for the event's liquor licence. The for primary role of the licensee is to ensure that alcohol is sold and consumed appropriately and in accordance with the liquor licence

Likelihood	The chance of something happening. The probability that an incident will occur may be described as 'rare', 'unlikely', 'possible', 'likely' and 'almost certain.'
Liquor licence ( <i>Liquor Control Act 1988</i> )	Approval to sell or supply alcohol
Local government	often referred to as the 'Local Council' or 'Shire', is the key organisation as far as events are concerned. Local government should be the first organisation contacted
Maximum capacity	The maximum number of patrons that can safely attend an event at one time
Medium Capacity Event	An event is classified as medium if 2,000 – 5,000 patrons attend
Mitigate	The lessening or minimising of the adverse impacts of a hazardous event
Music Festival	An organised event, often lasting several days, featuring performances by various musicians, singers, and groups
Noise Regulation 18 Approval	Approval for a non-complying event
Peer-based harm reduction	Provides peer-based support, information and education, advocacy and harm reduction services and services aimed at encouraging the safe use of drugs and alcohol at events, providing general support and identifying patrons who may require referral to medical services.
Planning approval	Approval to vary land use
Public Building Approval	<i>Health (Miscellaneous Provisions) Act 1911</i> 'Approval to conduct an event'. A certificate of approval is required whenever there is a prearranged gathering of people regardless of whether there is any other approval in place
Public liability insurance	Covers your business if a member of the public is injured or has their property damaged during the course of your event
Risk Management	The identification, evaluation, and prioritisation of risks followed by coordinated and economical application of resources to minimise, monitor, and control the probability or impact of unfortunate events
Security	A security officer is defined as a person who watches, guards or protects property
Small Capacity Event	An event is classified as small if less than 2,000 patrons attend
Sporting Event	A professional or community event, usually attracting spectators where the focus is on observing individuals or teams who participate in sports
Stakeholder	A person or organisation that has an interest in, can affect, be affected by, or perceive themselves to be affected by an event

This document can be made available in alternative formats on request for a person with disability.

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