



Shire of
Donnybrook Balingup

SHIRE OF DONNYBROOK BALINGUP EVENTS PACKAGE

Thank you for volunteering to run an event for members of our Community.

This **Events Package** forms part of the Shire of Donnybrook-Balingup's Events Management Process, which is used to manage the application process for all public events conducted within the Shire. Included in this package are the Event Organisation Information Sheets and Event Fact Finding Form to be used to assess your event.

Why do events need to be assessed?

- **To protect the health and safety of all persons attending events**
- **To protect property**
- **To protect the environment**
- **To prevent social disorder (violence, drunkenness, conflict)**
- **To address legislation & regulation compliance**
- **To ensure a successful event**
- **To protect your reputation**
- **To ensure financial viability of the event**
- **To minimise the risk of liability and litigation**

Applications and Permits for an event are not transferable. Therefore the event organiser cannot transfer Shire approvals for an event to an alternative venue, date or time, without re-applying to Shire.

**Community Development
Shire of Donnybrook Balingup**

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Donnybrook WA 6239**

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Overview of event management process

STEP 1

Event Organiser notifies Shire Community Development Officer of proposed event **at least 10 weeks prior to the event.**

STEP 2

Community Development Officer issues **Event Application Form** to the Event Organiser within 1 week of notification. These are also available on the Shire website at:
www.donnybrook-balingup.wa.gov.au

STEP 3

Event Organiser completes and submits **Event Application Form** to the Community Development Officer within 1 week of receiving documents.

STEP 4

Community Development Officer reviews completed **Event Application Form**, and if necessary contacts event organiser for further details.

Community Development Officer presents **Event Application Form** to relevant Shire Officers for assessment.

STEP 5

Community Development Officer creates **Event Conditions Letter** and distributes, with **appropriate forms attached** to the Event Organiser **within 2 weeks** of receiving the Event Fact Finding Form.

STEP 6

Event Organiser completes **required document and submits** to Community Development Officer either **4 weeks or 2 week prior** as stated on the Event Conditions Letter.
Shire Officers to issue relevant Permits and Licences.

PLEASE NOTE:

1. Community Development Officer will add details of the event to the Shire of Donnybrook Balingup website Events Calendar at the time of sending the Event Conditions Letter.
2. Shire Officers are available to provide additional information regarding form completion by ringing 9780 4220 or emailing community.development@donnybrook.wa.gov.au
3. **It is the sole responsibility of the event organiser, NOT the Shire of Donnybrook Balingup, to ensure that all relevant approvals have been obtained and all required conditions are met for an event.**

FACILITY HIRE

Using Shire of Donnybrook Balingup facilities will attract fees and bonds in accordance with the Shire of Donnybrook Balingup Schedule of Fees & Charges. Refer *Council Facility Hire Application Form and Council Facility Information Booklet* for hire charges and further information.

On receiving the *Event Fact Finding Sheet* the Shire of Donnybrook Balingup CDO will check the availability of any Shire of Donnybrook Balingup owned facility that will be required for the event and you will be notified if the venue is unavailable. You will need to submit an application and pay the hire charges as soon as possible to (no more than two (2) weeks) prior to the event to ensure the venue is booked for you.

Venue keys must be collected from (and returned within 48 hours of the event) to the Shire of Donnybrook Balingup Administration Office, Works and Services Department, between 8:30am to 4:00pm, Monday to Friday. In order to collect keys the event organiser will be required to sign a Key Agreement.

CONSULTATION WITH OTHER USERS

Applicant is to consult with other venue users, neighbouring businesses and properties, regarding the event. For events attracting more than 100 people, the applicant is to submit copies of correspondence from other venue users, neighbouring businesses and properties, regarding their acknowledgement of the event, to the Shire of Donnybrook Balingup at least 2 weeks prior to the event.

POLICE DEPARTMENT NOTIFICATION

To ensure staff availability should the need arise our local police need to be notified of all events. The completed 'Police Event Notification Form' is to be submitted to the Donnybrook Police Station **at least two (2) weeks prior to the event.**

INSURANCE REQUIREMENTS

The event must have sufficient Public Liability Insurance. A copy of the Certificate of Currency to be forwarded to the Shire of Donnybrook Balingup at least 2 weeks prior to the event.

The applicant is to investigate and arrange any other appropriate insurance to cover the event. Including but not limited to: Workers Compensation Insurance; Volunteers' Insurance; Motor Vehicle Insurance; Public Liability Insurance of any sub-contractor; Public Liability Insurance of rides/ amusements; Product Liability Insurance of stallholders.

EVENT ADVERTISING – use of Community Events Boards in Donnybrook town site

The Community Events Boards, located on South Western Highway on both the South and North entrances to Donnybrook, are available for event advertising in the Shire of Donnybrook Balingup. Applicants must supply their own board for display, which must be the correct size. You will need to submit a *Community Events Board Application* to the Shire of Donnybrook Balingup for approval.

To advertise your event on Council's website, complete the section on the Shire of Donnybrook Balingup Event Fact Finding Form. In addition the Shire of Donnybrook Balingup may be able to assist in regards to promoting your event (eg. press releases, articles and distribution of flyers).

EVENT SIGNAGE – use of Shire owned signs

The applicant is to submit to the Shire of Donnybrook Balingup the *Event Signage Booking Sheet*, at least 2 weeks prior to the event. The Shire of Donnybrook Balingup Event Signage Kit contains signage items to support traffic management and is free to borrow for community groups and individuals in the Shire of Donnybrook Balingup, however a bond of \$100.00 is payable and is refundable on the return of all components of the Event Signage Kit. It is the responsibility of the borrower to collect and return the event Signage Kit. Any unreturned, lost or damaged items are the responsibility of the borrower and they will be invoiced by the Shire of Donnybrook Balingup for the full replacement cost.

ENVIRONMENTAL HEALTH

ELECTRICITY

RCD's must protect electrical outlets and apparatus in areas available to the public. Where electrical cables are required in trafficable areas they must be either appropriately covered or suspended to not pose a safety hazard to patrons. All portable electrical equipment including generators, plugs, sockets and leads must be examined, tested and tagged by an electrical contractor in compliance with the *Health (Public Building) Regulations 1992*.

WATER SUPPLY

An adequate supply of potable water is to be provided for the event. Non scheme water supplies to be tested for compliance with the *National Health & Medical Resource Council (NHMRC) Guidelines for Drinking Water* to ensure bacterial levels are safe. This service is provided by the Shire's Health service on application at least 4 weeks prior to the event, fees may apply.

NOISE

Noise from the event is to comply with *Environmental Protection (Noise) Regulations 1997*. Location of amplified equipment is to be considered (such as stereos, musical instruments, PA systems or similar) to minimise disturbance of nearby residents and cease by 12 midnight. Nearby residents may need to be notified of the event in writing.

For events unable to comply with the *Environmental Protection (Noise) Regulations 1997* a *Noise Exemption (Regulation 18)* form is to be submitted to the Shire of Donnybrook Balingup at least 4 weeks prior to the event.

TOILET FACILITIES

The following tables will be used as a guide by the Principal Environmental Health Officer in determining the provision of toilets for an event:

| Total Attendance Numbers | Male WC | Male Urinal | Male Hand Basin | Female Hand Basin | Female WC |
|--------------------------|---------|-------------|-----------------|-------------------|-----------|
| 0 - 1000 | 2 | 750mm | 1 | 1 | 5 |
| 1000-2000 | 3 | 3m | 2 | 2 | 10 |
| 2000-3000 | 4 | 3.8m | 3 | 3 | 15 |
| 3000-4000 | 5 | 5.2m | 4 | 4 | 20 |
| 4000-5000 | 6 | 7.5m | 5 | 5 | 25 |
| 5000-6000 | 7 | 9m | 5 | 6 | 30 |
| 6000-7000 | 8 | 10.5m | 6 | 7 | 35 |
| 7000-8000 | 9 | 12m | 7 | 8 | 40 |
| 8000-9000 | 10 | 13.5m | 8 | 9 | 45 |
| 9000-10,000 | 11 | 15m | 9 | 10 | 50 |

| Duration of the Event | % of Table Values |
|---------------------------------|----------------------|
| More than 8 hours | 100% of table values |
| 6 hours - but less than 8 hours | 80% of table values |
| 4 hours - but less than 6 hours | 75% of table values |
| Less than 4 hours | 70% of table values |
| If the event is alcohol free | 50% of table values |

The applicant is to ensure:

- Adequate number of toilets are available for the event;
- Disabled access toilets are provided;
- Adequate gender signage is displayed on all additional toilets provided;
- Lighting is supplied to toilets if event is held from 6pm onwards.

The applicant may be responsible for pumping out the effluent disposal system at the venue if the need arises during or after the event.

VENUE ACCESS FOR SHIRE OF DONNYBROOK BALINGUP STAFF

An inspection may be required by the Principal Environmental Health Officer (or other relevant Officer) prior to, or during the event, to ensure compliance with conditions and legislation. Applicant is to ensure provision of access to event such as authority cards/ passes/ free tickets or other arrangements for relevant Shire of Donnybrook Balingup Officers prior to the event.

STALL HOLDERS

Applicant is to submit a list of all food stall holders to the Shire of Donnybrook Balingup at least 2 weeks prior to the event. Please note: a template for the list is available from the Shire Office or will be provided by email.

A copy of a *Certificate of Notification* or *Certificate of Registration* (issued in accordance with the *Food Act 2008*) for each food stall is required to be submitted with the Applicants' Application. Please note: a template for the list is available from the Shire Office. Or will be provided by email.

LIQUOR

LIQUOR CONSUMPTION

For public events held on a Shire of Donnybrook Balingup owned park or reserve and alcohol is to be consumed (BYO or free to invited guests only) then an *Application for Consent to Consume Liquor on a Park or Reserve* is required at least 2 weeks prior to the event.

For public events held within a Shire of Donnybrook Balingup owned hall, a permit to consume liquor (BYO or free to invited guests only) is included as part of the hall hire.

For public events on private property (ie. not Council owned land) where the event organiser is not the owner of the property, the written permission from the owner must be obtained. A copy is to be given to the Shire of Donnybrook Balingup at least 2 weeks prior to the event.

LIQUOR SELLING and/or SERVING

A *Liquor Licence* for the sale or serving of alcohol at events may also be required from the *Department of Racing, Gaming and Liquor*. A copy of this Liquor Licence is to be provided to the Shire of Donnybrook Balingup at least 2 weeks prior to the event.

TEMPORARY ON-SITE LIVING (camping & caravans)

Applicant to submit an *Application for Grant or Renewal of Licence* for any temporary camping to the Shire of Donnybrook Balingup at least 4 weeks prior to the event. The following information to be provided with the application;

- Site Plan of proposed sites.
- Details of arrangements for wastewater, toilets, showers, disposal of rubbish, potable water access.

ACCESSIBLE EVENTS

In according to legislation, events must, where reasonably practicable, ensure that all event arrangements, including emergency procedures, meet the needs of all people (eg seniors, people with disability). Please refer to the Creating Accessible Events Checklist: http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

It is recommended to provide fair ticketing through consideration of recognised discount or exemptions cards such as the Western Australian Companion Card to ensure people of all abilities can enjoy your event.

<http://www.concessions.wa.gov.au/concessions/Pages/Companion-Card-Program.aspx>

RISK MANAGEMENT

The Shire recommends that all event organisers prepare and implement a Risk Management Plan (RMP) to meet legislative due diligence requirements, including: emergency vehicle access to the event and all event areas is available at all times; provision of first aid; and crowd control.

In accordance with state legislation the applicant is to submit a Risk Management Plan (RMP) that to the Shire of Donnybrook Balingup at least 4 weeks prior to the event. RMP must comply with the requirements of *AS/NZS ISO 31000:2009 Risk Management*. Shire staff can assist with this planning on request.

The following tables can be used to support event organisers:

- The provision of First Aid for the event is to be in consultation with St John Ambulance Australia. The suggested number of first aiders and first aid posts is as follows:

| Patrons | First Aiders | First Aid Posts |
|---------|--------------|-----------------|
| 500 | 2 | 1 |
| 1,000 | 4 | 1 |
| 2,000 | 6 | 1 |
| 5,000 | 8 | 2 |
| 10,000 | 12 | 2 |
| 20,000 | 22+ | 4 |

- Security/Crowd Control for the event. The following table to be used as a guide in determining the provision of security for an event:

| No of Patrons | No of Security Officers/Crowd Controllers |
|----------------|---|
| 300 - 500 | Minimum of 6 |
| 500 - 1,000 | Minimum of 12 |
| 1,000 - 2,000 | Minimum of 15 |
| 2,000 - 3,000 | Minimum of 18 |
| 3,000 - 5,000 | Minimum of 20 |
| 5,000 - 8,000 | Minimum of 60 |
| 8,000 - 12,000 | Minimum of 80 |
| 12,000 - plus | To be determined |

A site plan detailing the locations of toilet facilities, stalls, rides/ amusements, entertainment, first aid and emergency access points of event (to Scale) is to be submitted to the Shire of Donnybrook Balingup at least 4 weeks prior to the event.

TEMPORARY STRUCTURE PERMIT

All public events are to be assessed and approved by the Shire's Health Services. The application and approval process will vary dependant on the level of risk to public health and safety.

The applicant is required to submit an *Application to Construct, Extend or Alter a Public Building (Form 1)* to the Shire of Donnybrook Balingup at least 4 weeks prior to the event. Please note, further documentation may be required and fees may be applicable in accordance with the *Health (Public Buildings) Regulations 1992*.

INFRASTRUCTURE IN PARKS AND RESERVE

The applicant is liable for the cost of repairing any damage to reticulation or electrical systems. Should the event require any disruption to the surface of the ground an application will be made on your behalf to the Works and Services Department to request to have the ground marked out showing placement of any infrastructure that may be at risk.

RUBBISH

The applicant is responsible for cleaning arrangements during and after the event. All premises used for the event must be left completely free of rubbish and debris.

Applicant to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully.

PARKING

For events attracting more than 100 people the applicant must consider the parking of vehicles. All parking must occur in allocated bays or areas. A fine may be given to any vehicles parked outside allocated parking bays.

Applicant to submit a Parking Management Plan to the Shire of Donnybrook Balingup, detailing the proposed location of parking, and the provision of road safety cones, signs and parking marshals to manage parking. Inclusion of these details in the Road Traffic Management Plan will meet this requirement.

APPROVAL FOR ROAD USE

One or more of the following will be required for all events that involve the use of a public road must be finalised and submitted to the Shire of Donnybrook Balingup prior to the event and the submission of a Traffic Management Plan.

- Applicant to submit a *Permit to Hold a Public Meeting and/ or Conduct a Procession* signed by the Police Department at least 4 weeks prior to the event.
- Application for *Temporary Suspension of the Road Traffic Act/ Regulations, Section 83 Road Traffic Act* signed by Main Roads and the Police Department at least 4 weeks prior to the event.
- Application for an *Order for a Road Closure* signed by Main Roads is to be submitted to the Shire of Donnybrook Balingup at least 6 weeks prior to the event for approval before submission to the Police Department, fees will apply.

TRAFFIC MANAGEMENT PLAN

For all events that involve the use of a public road a Traffic Management Plan prepared by a suitably qualified person and signed by Main Roads must be submitted to the Shire of Donnybrook Balingup at least 4 weeks prior to the event for approval prior to submission to the Police Department.

- The Traffic Management Plan must be in accordance with *Australian Standard AS1742.3* and the applicable Traffic Management for Work on Roads Code of Practice or the Traffic Management for Events Code of Practice.
- The applicant is also responsible for advertising details of any approved road closures or temporary suspension of traffic in the local paper.

TOWN PLANNING

EVENT ADVERTISING SIGNAGE & PUBLICITY- privately owned and erected signs

Applicant to complete an Application for Temporary Signage and submit to Council's Principal Town Planner for approval for all signage that is free standing, greater than 2m² and in place for a period greater than 8 weeks. *Please note: Fees may apply*

RANGER SERVICES

OTHER RELEVANT AUTHORITY APPROVAL

Applicant is to seek approval from relevant organisations for event activities and provide a copy to the Shire of Donnybrook Balingup at least 2 weeks prior to the event. These may include:

- Department of Industry & Resources - Fireworks
- Department of Planning & Infrastructure - Water Activities/ Sports
- Civil Aviation Safety Authority - Air Activities
- Local Fire Control Officers – Open Flame Activities

EMERGENCY SERVICES NOTIFICATION

The local Emergency Services agencies should be notified of the event. This includes:

- State Emergency Service (SES);
- Department of Fire & Emergency Services Association (DFES);
- Local Bush Fire Brigade;
- St John Ambulance,
- Donnybrook Hospital

Please note: The Shire of Donnybrook Balingup CDO will notify Department of Health WA (via the Disaster Preparedness and Management Unit) of all events held within the Shire of Donnybrook Balingup.