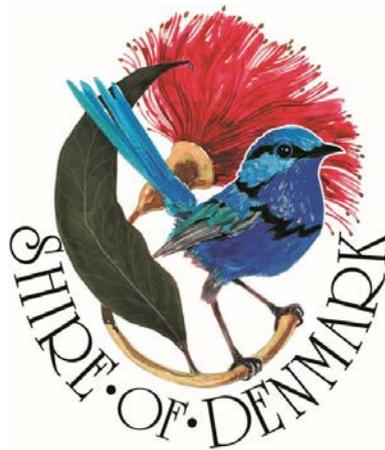

EVENT APPROVAL GUIDE

Shire of Denmark



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Event Application

Introduction

Events play an important role in supporting the Shire of Denmark's vision of a 'Happy, healthy and eclectic community that embraces creativity, celebrates the natural environment and are invested in a strong local economy'.

The Shire is involved in the management, approval and delivery of many events each year and are committed to assisting event organisers to plan and deliver successful and safe events. This guide has been developed to assist event organisers meet statutory and legislative requirements involved in organising an event, while protecting the surrounding area and ensuring public safety.

Who requires event approval?

If you are organising an event within the Shire of Denmark, you will need to complete an Event Application Form if you answer yes to any of the following questions:

- Are you planning an activity on Shire land?
- Is your event providing food or drinks to the public?
- Will your event have large infrastructure e.g. a marquee, stage, portable toilets etc.?
- Will your event impact on traffic or pedestrians?
- Will your event require access to Shire power supplies, additional rubbish services or additional toilets?

Why is approval required?

The Shire of Denmark is required by legislation to comply with basic requirements to ensure public safety. Approval also ensures that the community is well informed about events to maximise the positive outcomes and minimise any negative impacts.

Cost of processing event approval

Depending on the size and nature of the event, applicable fees apply and are documented in the Council's Fees and Charges Schedule.

< 500 people	\$50.00
500 - 999 people	\$100.00
1000+ people	\$150.00

Event Application Form and supporting documentation

An Event Approval Application provides the Shire of Denmark with a thorough overview of your event and any associated risks and is available on the Shire's website or from the Shire office upon request.

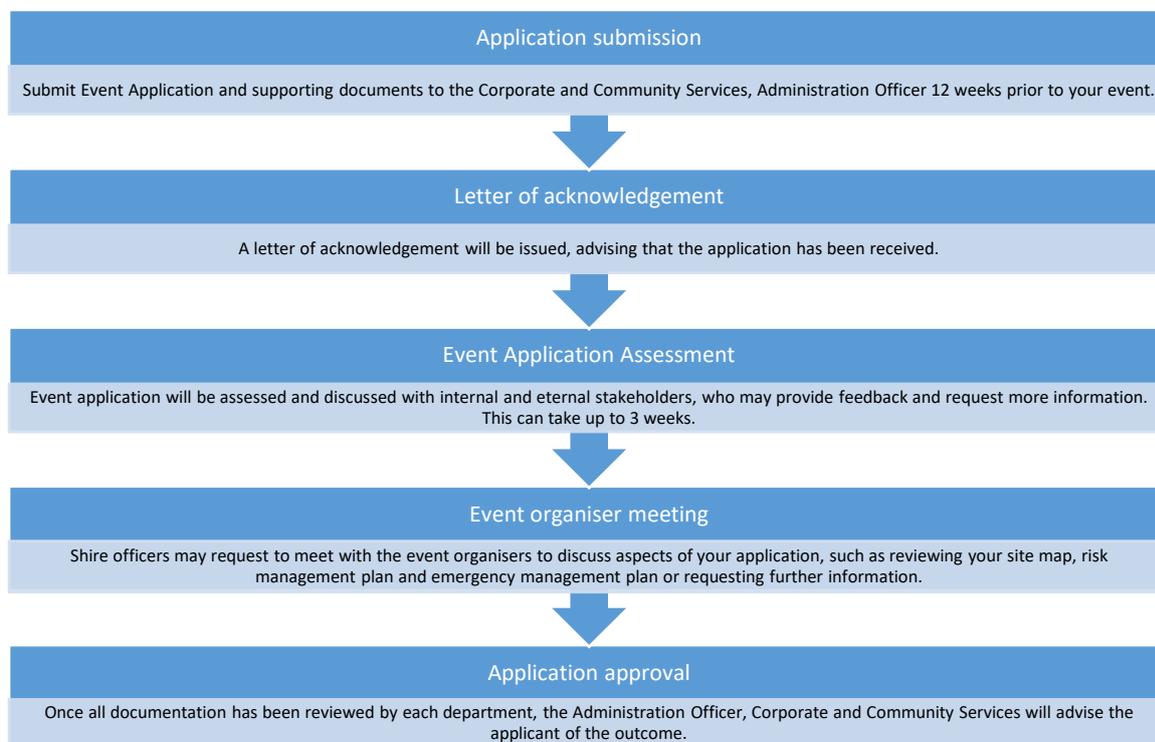
When lodging your application, the following information may be required and will form part of your overall event application.

- Event running sheet (including bump-in/bump-out and event timings)
- Public liability insurance
- Site plan
- List of vendors if you are selling as part of your event
- Traffic management plan (if applicable)
- Risk management plan
- Emergency management plan

Please note that there may be other requirements and/or documentation that you need to consider and submit depending on the size and type of the event you are holding. Once you begin the event application process, the Administration Officer, Corporate and Community Services will outline these requirements.

Timelines for event approvals

There are many Shire of Denmark departments involved in the approval process, so it will take time for each team to respond to your application. As a rule for large events, the Shire of Denmark requires an application 12 weeks prior to the event to allow sufficient time for the approval process to be completed.



Assistance

Shire Officers are available to assist you through the application process and templates are available to help you understand and prepare supporting documentation.

If you have a query or require assistance with the application process, please contact the Administration Officer, Corporate and Community Services on (08) 9848 0300.

Working with the Shire

Sustainable Events

The Shire of Denmark is committed to ensuring that events held within the Shire are conducted using sustainable practices including:

- Reduce waste and increase resource recovery
- Improve energy and water performance
- Promote local, ethical and sustainable food and products
- Protect land, marine and coastal environments; and,
- Encourage walking, cycling and low-carbon transport

Waste Minimisation and Resource Recovery

Events on Shire owned or managed land must meet the following requirements:

- Single-use plastics must not be sold or distributed. This includes but is not limited to: straws, cutlery, plates, cups, bags, cling wrap, polystyrene and balloons. This does not include dog-waste disposal bags or food-safe gloves

- Water in single-use plastic bottles should not be provided, sold or distributed. Alternative, free access to water must be provided
- Recycling and waste bins should be provided at all events. Bins should be clearly labelled.

Healthy events

The Shire of Denmark would like Event Organisers to consider adopting healthy event practices to encourage healthy choices.

Food and Beverage

The Shire of Denmark supports and encourages healthy eating at events by selecting food and beverage vendors who provide healthy food and drink choices on their menus. Consuming healthy food and beverages has the potential to influence the health-related behaviours of staff, performers and the general public.

Smoke free

The promotion of smoke free events is an increasingly popular and marketable practice which minimise the risk of staff, performers and the general public inhaling tobacco smoke. Should Event Organisers wish to allow smoking, it is recommended that designated smoking areas are made available, away from gathering areas such as food, beverage and activity centres. Smoking is not permitted in any enclosed public building.

Active Transport

Where practicable, Event Organisers are encouraged to promote active transport methods, such as walking and riding, as the preferred mode of transport for attending your event. Providing and promoting access to bike racks can encourage people to make active transport decisions. Ride-sharing should also be encouraged to reduce associated greenhouse gas emissions.

Accessible and Inclusive Events

Event Organisers should consider accessibility as an important part of their planning and put measures in place to ensure that the event is accessible to all ages, gender, ability level, socio-economic circumstances, linguistic differences and ethnic background when relevant. The Accessible Events Checklist provides a number of tips for making your event accessible, including promoting your event, the environment, communication, buildings and amenities.

Respectful Events:

Demonstrating respect in the planning of an event involves showing regard for the impact of the event on individuals in the community. This may include neighbours or those likely to be impacted in the surrounding community. Consideration should be given to people's history, culture and religious beliefs when planning events. Customs related to greeting etiquette, seating arrangements and dietary requirements may also be important at some events.

Planning your Event

Event purpose and concept

Defining the purpose and concept of your event is an essential starting point of the event planning process, to ensure success. The aims and objectives of the event should be specific, measurable, achievable, realistic and have a time frame.

Event organiser

An Event Organiser is responsible for the overall management of the event, and will be the key event contact for the Shire. The role and responsibilities of an event organiser includes troubleshooting, logistical operations, event delivery, safety and public and media liaison. The event organiser should be contactable throughout the event planning, delivery and evaluation stages.

Venue

Within the Shire of Denmark there are many public open spaces, community halls and facilities, parks, foreshores and reserves that are available for events. The sites vary depending on the type of activity and the nature of the location.

When choosing a location to stage the event, some points to consider are:

- Size of location – will there be enough room for equipment and patrons (including parking of vehicles and bikes)?
- Does the event need access to toilets, water, electricity and / or parking?
- Is there shelter available? Does there need to be?
- Are the residents and businesses nearby aware and supportive of the event?
- How will people access the event?
- Are there any potential hazards at the site (for example: waterways, cliff tops, etc)?

Site plan

A site plan is required as part of your Event Approval Application. This should show the area on which the event is being located and identify the location of all aspects of the event including:

- event operations centre
- first aid equipment and staff location
- water
- toilets
- food vendors
- evacuation / muster points
- parking
- activities
- infrastructure including marquees, signage & power
- Waste bin locations
- emergency service access
- pedestrian management
- fire extinguishers and water access
- marshals
- road barricades and detour routes as part of a Traffic Management Plan

Please note, this list is not exhaustive and may include many other conditions. An example of a site plan is included within the Application Form

Protection of the environment

The parks and gardens that the Shire of Denmark manage are available for the public to use at all times, so it is important that they are left in a state in which they were found for the benefit of the next user.

In order to minimise the negative impact on the environment, the following conditions apply when holding an event within the Shire of Denmark:

Environmental impact

The event organiser is responsible for any damage to trees, shrubs, lawns, flower beds or park infrastructure arising from the event or activity and reinstatement and repair costs will be sought from the event organiser should there be any damage incurred by third parties, suppliers and any contracted services.

Conditions of turf: depending on the specific site chosen, you may be required to use protective boards or flooring to protect the lawns.

Access to venue

Vehicles are not permitted to enter Shire of Denmark parks and gardens without prior written approval. This request must be part of your event application.

Securing Temporary Structures

Structures, where permitted, must be weighted rather than pegged due to potential damage to irrigation systems.

Where possible, avoid the use of water for weighting structures. If water is used, water weights must be pre-filled and cannot be emptied onto the grass.

Items such as rope, string or signage must not be tied, stapled or attached to any vegetation or park infrastructure.

Waste management

As events have the potential to draw increased crowds to streets, parks and other public spaces, this puts extra demand on the Shire's usual public bins. It is the event organisers responsibility to arrange for waste management services. If acquiring additional bins for the event, please ensure that both waste and recycling bins are provided, with clear signage.

It is recommended that you have at least 1 x 240L waste bin and 1 x recycle bin per 100 people, where food is being served.

At the conclusion of the event, all displays and promotional material, excess rubbish and other equipment associated with the event are to be removed and the area left in a clean and tidy condition. If the Shire is required to undertake any reinstatement, additional cleaning or removal of rubbish or other materials, you may incur a charge to restore the area to its pre-event condition.

Additional waste management services are available through local contractors such as Cleanaway or the Shire. Shire fees apply depending on the services required. These include (but are not limited to)

- Hire of bins, road signs,
- Provision of additional amenities services

Toilets

Your site plan should show the location and number of public toilets and accessible facilities being provided for your event. The number of toilets required will be dependent on a variety of factors, including anticipated crowd numbers, if alcohol will be available, gender of patrons, number of existing facilities and the duration of the event.

Toilet facilities should be well lit to avoid security and safety hazards and should be regularly cleaned and re-stocked with toilet tissue, soap and hand drying equipment. Hygiene bins and nappy bins should be made available. If existing toilet facilities are inadequate for the anticipated crowd, additional portable toilets must be hired. Accessible toilets should also be provided.

Use the following guides to determine the number of toilets required at your event. These figures are for events where alcohol is not available. If alcohol is being provided, double the requirements in the table.

Total attendance numbers	Female WC	Male WC	Male Urinals	Accessible Toilets
0-500	2	1	2	1
500-1000	5	2	3	1
1000-2000	10	3	6	1
2000-3000	15	4	9	2
3000-5000	25	6	15	3
For every 2000 people over 5000	2	1	2	1

Adjusting the required number of toilets at an event	
Duration of Event	Percentage of the above table values
More than 8 hours	100%

6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

If there are existing public toilets at your event site, please liaise with the Administration Officer, Corporate and Community Services to confirm servicing, cleaning and opening hours.

Power

Requirements for power should be clearly outlined in the Event Approval Application, including locations and source of power and specifications of power used (such as amperage and voltage).

Lighting

Lighting is required if the event and/or set up or pack down is after dark or before dawn. Lighting is vital to ensure a safe environment, with walkways and emergency entries/exits clearly lit at all times.

Electrical safety

There are many safety considerations association with electrical equipment and power supplies (mains power and generators). It is the responsibility of the event organiser and/or operators of electrical equipment to ensure that adequate controls are in place to protect staff, volunteers and members of the public. All electrical devices (power leads, tools, lighting, equipment, generators etc) must comply with relevant electrical laws and regulations.

Temporary infrastructure

A temporary structure is either one or a combination of the following structures used as an assembly building/place of public entertainment:

- A stage or platform exceeding 150 square metres
- A tent, marquee or booth with a floor area greater than 55 square metres
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 55 square metres

Details of any temporary structures will need to be provided in your application form. Form 2 – Application for Certificate of Approval will need to be completed.

Sale of Food and Beverages

The sale of food and drinks is governed by the Food Act 2008 (WA) and the Australian New Zealand Food Standards Code. It is the role of the Shire of Denmark's Environmental Health Services team to monitor and inspect businesses to ensure compliance. As such, event organisers who have food vendors at their event are subject to these same conditions and are required to ensure that all vendors are registered with the Shire of Denmark or by the local government authority from which the food business originates. These requirements relate to all food operations where any food or beverage, including sampling, is intended to be sold or given away as part of a charity, service organisation, fundraising, sporting, promotional or commercial event.

Drinking water

It is the Shire's policy that events held on Shire of Denmark facilities do not provide, sell or distribute single-use plastic water bottles. Event organisers should encourage patrons to bring their own, reusable water containers and provide refill stations and/or running water facilities, with directional signage clearly indicating their location. The Building Code of Australia advises event organisers to provide one drinking fountain or drinking tap for every 200 patrons.

Food vendors

The Shire of Denmark encourages event organisers to engage vendors who provide local food and products.

Approved traders

There are a number of approved food traders who have licences to operate in prescribed areas within the Shire of Denmark. When planning an event, event organisers are encouraged to offer these regular food vendors the opportunity to operate at your event.

Temporary stallholder licenses

Temporary stallholder licenses are available for one off events. An application for temporary stallholder license can be submitted to the Administration Officer, Corporate and Community Services, at least 60 days prior to the commencement of the proposed event.

Selling and serving alcohol

As the event organiser it is your responsibility to manage alcohol at the event. There are a number of things to consider including permit applications, development of plans, hiring qualified staff, providing access to adequate toilet facilities, free drinking water, security guards and overseeing how alcohol is served responsibly during the event.

Liquor licence

A liquor licence is required whenever liquor is supplied either directly or as part of an inclusive charge. There are different types of licences required for certain types of events or selling arrangements. Please contact the Department of Racing, Gaming and Liquor for all liquor licensing and allow a minimum of four weeks for processing of the application.

Evidence of your liquor licence will need to be provided to Shire of Denmark. Please note that approval of a liquor licence is not approval for your event, nor does an event approval guarantee you will receive a liquor licence.

Alcohol management plan

Regardless of whether you are selling or just serving alcohol, you are required to submit an alcohol management plan. Event organisers must prevent the sale or provision of liquor to minors, unduly intoxicated or disorderly persons and access by minors to licensed areas. Your licensed areas should be clearly marked on your site plan, as well as any dry areas, and food and water should always be made available to guests.

Your alcohol plan should detail:

- the type of alcohol that will be available
- the containers in which it will be served
- provisions for container collection during and after the event
- designated dry areas and details of the provision of free water
- food vending/provision areas and types of food available
- the number and location of security personnel who will manage the area (this may also be included in your security plan)
- the location of toilets and the ratio of toilets per attendees
- the number of bar staff and their training levels
- the proposed trading hours of the alcohol serving areas.

Event Safety

Public liability insurance

Managing a public event includes ensuring the safety of event staff, volunteers, contract staff and the public. When an event is held on Shire owned land, evidence of public liability to the value of \$20 million must be provided as part of your application. A Certificate of Currency is required showing that the proposed event is fully covered.

Risk Management Plan

An event, regardless of size, will have risks associated with it. It is important that the event organiser has given consideration to potential risks and the measures that will help reduce the risk. Risk management should commence at the beginning of your planning process, continue throughout the planning, the delivery and evaluation of your event. It should be tailored to your event, systematic and involve all those connected to your event.

A Risk Management Plan is required for all events as part of the Event Approval Application. A Risk Management Template can be accessed via the Shire of Denmark's website or on request from Corporate and Community Services.

Emergency Response Plan

Event organisers will need to complete an Emergency Response section within the Event Approval Application Form, which outlines who will be responsible for communicating and coordinating the evacuation of patrons, staff and contractors in the event of an emergency.

First aid provisions

To ensure incidents can be treated in a fast and effective way, Event Organisers are required to have a first aid presence at their event. The level of first aid required, depends on the level of risk associated with the event. Events considered moderate to extreme risk will require a risk assessment by St Johns Ambulance, to determine the recommended level of first aid service provision.

Traffic management

If road closures (full or partial) are required for the event, or the event has a substantial impact on traffic in the locality of the event, a permit is required from the Shire of Denmark and WA Police. A permit may also be required from the relevant land manager (eg. Department of Biodiversity, Conservation and Attractions WA).

To apply for a permit for a road closure, a traffic management plan must be developed. A Traffic Management Plan example can be provided by Corporate and Community Services. It is the responsibility of the event organiser to source support from experts if they need assistance preparing a Traffic Management Plan.

The Shire of Denmark staff are not available to provide traffic management services to events unless directed to by the Shire of Denmark CEO. There are a number of community groups with qualified Traffic Management personnel. The Shire staff can direct you to these organisations should you need their expertise.

Pedestrian management

Public safety is a key priority for any event and it is vital that your event plan includes safe access and egress of pedestrians, emergency services, suppliers and others involved in your event.

Consideration should be given to:

- locations of barricades, closures, diversions and signs
- training, number and location of marshals
- time and date for installation and removal of signage and barriers
- access for people with disability and/or limited mobility

Volunteers

Volunteers are an essential part of any event. Organisers / organisations seeking to use a volunteer workforce for the event should have in place a procedure for recruiting suitably skilled volunteers and ensure they undertake adequate training and have appropriate supervision and support during and after the event. Appropriate insurance for volunteers should also be in place.

Security and crowd management

The nature of your event and anticipated crowd numbers will determine whether event marshals or security are required. The number and type of security depends on the expected number of patrons, ages, whether alcohol is involved and the type of event. Event Organisers are responsible for organising security, marshals and crowd management for their event.

Noise management

Noise from event activities, vehicles, music and patrons can cause disturbance. Managing noise levels is an important part of the Shire's commitment to providing a liveable environment for all. Noise from events is subject to State Government legislation and regulation. Event organisers need to be considerate of the residents and businesses that may be affected in the surrounding area. Risk management plans should include strategies to address potential noise issues. Proactive measures such as crowd control, positioning of generators and loudspeakers and timing of events can improve the control of noise.

Music and recording licences

If you are playing music at your event, whether live or recorded, it is likely that you will need a licence from The Australasian Performing Right Association, (APRA) or Phonographic Performance Company of Australia Limited (PPCA). For details refer to:

- The Australasian Performing Right Association: apramcos.com.au
- The Phonographic Performance Company of Australian Limited: ppca.com.au

Rides and Inflatable Devices:

Amusement rides and inflatable devices must operate in accordance with Occupational Health and Safety Regulations, Electrical Safety Regulations and the Australian Standards. Particular types of devices must also be registered with Worksafe WA. The location of the devices should be identified on your site plan and risks associated with rides must be assessed in your risk management plan.

For more information go to

<https://www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v2.pdf>

Animals

Animals are prohibited from all events unless prior approval is obtained from the Shire. If animals have been approved at the event, any faecal matter must be cleaned up, contained and disposed of appropriately.

Interaction with animals via mobile displays can provide an enjoyable and educational activity for children and adults, however, there are a variety of factors to consider to ensure the safety and wellbeing of patrons and the animals, include age appropriate activities for patrons, hygiene (hand washing facilities, waste removal and cleaning of facilities), storage of holding vehicles / trailers and the training and experience of the animal handlers.

In order to minimise the risk of persons contracting diseases from petting zoo animals, please refer to the Department of Health website, Petting Zoo Guidelines www.public.health.wa.gov.au.

Please note, Shire of Denmark Local Laws and Policies may also relate, which will be determined upon receiving the details in the Application.

Notification Requirements

Community consultation

Community consultation is important when hosting an event, ensuring minimal impact on surrounding stakeholders. Consultation provides event organisers with an opportunity to invite businesses and residents to be involved in the event, as well as provide detail regarding road closures, noise levels and any other impacts on general activity in the event area.

The Administration Officer, Corporate and Community Services can assist with identifying notification requirements and areas to be included in your distribution. It is the event organiser's responsibility to ensure that adequate stakeholder notification is conducted and evidence of this will be required for large events where footpath or road closures are in place.

Emergency services notification

It is the responsibility of the Event Organiser to ensure relevant Emergency Services are notified of events.

Notifiable incidents

The Shire of Denmark should be notified immediately if a serious incident occurs in relation to the event, including:

- A person requiring hospitalisation
- Electric shock
- Damage to the site (including environment, building, structure etc.)
- An explosion or fire
- Spillage of dangerous goods

Cancellation of event

From time to time, events may need to be cancelled, postponed or interrupted. Please notify the Shire of Denmark in writing immediately if your event gets cancelled, as this has the potential to create a dangerous situation, particularly when there are large crowds. It is advisable to have a contact list in place to ensure all stakeholders are notified in the event of a cancellation.

Promotion of Event

Shire support

The Shire of Denmark would be pleased to help promote approved events and we have a range of promotional channels including designated temporary event signage sites and Facebook.

To be promoted through the Shire of Denmark, the event must:

- Be held within the Shire of Denmark
- Have a broad appeal to residents and visitors
- Not have religious or political affiliation
- Not promote hateful or racist behaviours
- Not promote commercial businesses (except where a business is an event sponsor and the promotion is focused upon the event, not the sponsor.)

Marketing for inclusion

Many people in our community experience difficulty in hearing, seeing and communicating with others. The *Accessible Events Checklist* outlines a number of ways you can promote your event to be inclusive of all members of the community.

Marketing materials

Where practicable, please use promotional material, decorations and supplies that are recyclable, contain a recycled content and/or be reusable.

Official attendance

The CEO, Shire President and Councillors have many commitments and should you wish to request their attendance at your event, a formal invitation should be sent at least 4 weeks prior to the event. The invitation is to be addressed to the CEO, Shire of Denmark, PO Box 183, Denmark 6333 or emailed to enquiries@denmark.wa.gov.au .