



Events Package

A step-by-step guide to successful event planning in the City of Melville and the approval of your event by the City of Melville



**Please send your completed application
(at least three months prior to the event) to:**

Bookings and Events Officer
City of Melville
Locked Bag 1
Booragoon WA 6954

Office Use Only:

Entered into Dataworks: Name: _____ Date: _____

Approved by COM: Name: _____ Date: _____

Information and Application Package

The Events Package has been developed to assist individuals and groups planning to host events and activities within the City of Melville.

The package is designed for community events attracting over 100 people, although it could be used as a guide for smaller events. It is a guide only and aims to improve the efficiency of both the City of Melville and the event organiser by providing a step-by-step guide. This information will assist with the planning of a successful event and enable the necessary approval for an event to be gained.

PLEASE NOTE: This package is intended as a guide and is required for the City of Melville's documentation. It is subject to change or amendment. There may be other requirements not mentioned in this guide, which may be necessary for you to conduct the event. You should satisfy yourself that no other permission or licences are required before making an application to the City of Melville. No liability is accepted by the City for any failure of the applicant to conduct any event by reason of reliance on the information in this package.

Application Procedure

As the event organiser you are required to complete the Events Package identifying the steps that need to be addressed to gain final approval for your event.

Your application must address all the requirements. The task box must be completed on all sections, even if this means marking **not applicable**.

Under the Environmental Protection (Noise) Regulations 1997, if a proposed sporting, cultural or entertainment event should result in the emission of noise in contravention of the standard prescribed, an application is to be lodged to the Chief Executive Officer no later than 60 days before the event, accompanied by an application fee of \$500.

Under the Health (Public Buildings) Regulations 1992 *“(2) An application for the purposes of section 176 of the Act that is in respect of a building or place or part of a building or place where 5,000 or more persons may assemble for religious, entertainment, recreational or sporting purposes shall also be accompanied by a risk management plan that has been developed in accordance with AS/NZS 4360.*

The Events Application should be addressed to:

Bookings and Events Officer
City of Melville
Locked Bag 1
BOORAGOON WA 6954

Final Approval

Your events package will be processed and sent to the relevant departments for their action. Each department will contact you if they require further information or to send you relevant permits.

Event Details

Organiser's Details

Event Name: _____

Applicant (Name of Organisation) _____

Event Organiser: _____

Postal Address: _____

Phone (Hm): _____ (Wk) _____ Mobile: _____

E-mail Address: _____

Proposed Date and Time of Event; day, month, year

Do you expect over 5,000 people to attend? Yes* No

How many people do you expect? _____

* **NOTE:** If attendance is expected to be *over 5,000* a risk management plan must be submitted to the Health Services at the City of Melville in accordance with Health (Public Buildings) Regulations 1992

Proposed Venue Details; reserve, building or open space (include street address) THE VENUE MUST BE BOOKED THROUGH THE CITY OF MELVILLE AS EARLY AS POSSIBLE – SEE PAGE 5

Type of Event; sporting, concert, festival, fete, fair, street activity, fundraiser, market stalls or other (please specify)

Purpose of the event ie charity, benefit, youth, seniors

Event Description (please provide a brief description of your event).

Is your event held near water (ie the river, a lake, a pool)? YES / NO
If YES, how do you propose to ensure the safety and duty of care for children attending?

Types of Entertainment; please list proposed entertainment:

If your event targets or includes children, how do you propose to ensure safety and duty of care for the children involved?

Have you ensured that your event and the venue is accessible to people with disabilities? A practical guide to *Creating Accessible Events* prepared by the Disabilities Services Commission may also help you to plan your event. This can be accessed directly at: www.disability.wa.gov.au,

Eg: transport and car-parking; external access; entrances; interiors - general; lifts and toilets.

Security Arrangements: Crowd control strategies, site security before & after the event.

Will fuel or other hazardous substances be required for your event / performance? YES / NO If Yes, please list below.

ESSENTIAL

Booking of City of Melville Reserves, Public Space & Buildings

As the event organiser, it is your responsibility to ensure you book the space required for your event **well in advance**. Many community groups use reserves and public space and early bookings are essential to secure your chosen date. Please contact Peter Hoole, Bookings and Events Officer to book the space on 9364 0611 or email peter.hoole@melville.wa.gov.au.

- The reserve, building or public space has been booked and the date approved. Confirmation letter received.**
- The reserve, building or public space will be booked upon approval of the Events Package, as instructed by Infrastructure Services.**

Public Liability Insurance

As the event organiser you must have Public Liability. This is to protect the interests of both organisers and patrons. A copy of your certificate of currency for this policy must be attached to this document.

In association with the Western Australian Local Government Association and the City of Melville, Municipal Insurance Broking Services are offering public liability to community groups at competitive rates. You can download a form from the website www.lgiswa.com.au, follow the directions to obtain a quote.

- Copy of Public Liability Insurance is attached with application

Risk Assumed for your event:

Using the Risk Action Plan below, identify potential risks to the public that may result from your activity

The first 4 items have been completed as an example to assist you with completing the action plan.

Risk Action Plan

Risk Item	Preventative Actions	Response Actions
1.1 Medical Incidents < 2 casualties	First aid officer on duty	First aid officer to administer first aid
1.2 Medical Incidents < 10 casualties	First aid officer on duty	First aid officer to administer first aid or call for medical assistance
1.3 Casualties 2-10	First aid officer on duty	First aid officer to administer first aid or call for medical assistance
1.4 Dehydration	Water available to purchase or drinking taps on site	First aid
2.1 Asset Damage		
2.2 Damage to lawn by heavy vehicles		
2.3 Damage to Temporary Fence		
2.4 Excessive Noise		
2.5 Illegal Street traders and entertainers		
2.6 Littering		
2.7 Reticulation timing		
2.8 Lack of electrical Compliance approval		
3.1 Broken Glass		
3.2 Syringes		
4.1 Fire on stage		
4.2 Temporary structure fire		
4.3 Vehicle fire		
5.1 Injury sustained at the event		
6.1 Delays in Public Transport		
7.1 Communication failure		
7.2 Sound Equipment Failure		
8.1 Run out of food		
8.2 Run out of water		
8.3 Access to free water supply		
9.1 Bomb Threat		
9.2 Criminal conduct		
9.3 Disorderly conduct		
9.4 Illegal Alcohol Consumption		
9.5 Person on unsafe viewing platform		
9.6 Substance overdose		
10.1 Need to evacuate		
10.2 Structural Collapse		

11.1 Lost property		
11.2 Lost children		
12.1 Event delayed		
12.2 Lack of contact details		
13.1 Inclement weather (Plan B)		
13.2 Electrical storm		
13.3 Heavy Rains		
14.1 Contractor No show		
14.2 Inadequate briefing		
14.3 Lack of Performers		
14.4 Lack of crowd control staff		
14.5 Forced redeployment of emergency services		
14.6 Key personnel no show		
15.1 Wet/Slippery or uneven ground		
15.2 Lack of disabled access		
15.3 Overcrowding		
16.1 Public toilet failure		
16.2 Power failure		
17.1 Illegal parking and obstruction		
18.1 Car and Pedestrian Crash		
18.2 Lack of emergency service access		
19.1 Tripping over cables		
19.2 Stage invasion		
19.3 Stage electrocution		
19.4 Crowd surfing and diving		
20.1 Food contamination		
20.2 Lack of Refuse Disposal		
20.3 Non Compliance with Health (Food Hygiene) Regulations 1993		
20.4 Non Compliance with Health (Public Buildings) Regulations 1992		

Liquor Consumption

Liquor Consumption

If you or the participants plan to consume alcohol at the event, a **Permit to Consume Alcohol** must be obtained. The permit can be purchased over the counter (14 days prior to the event) from the cashier at the Civic Centre, Almondbury Road, Booragoon and costs \$25.00.

Sale of Alcohol

If you intend to sell liquor you are required to apply for a liquor licence. This permit may be obtained from the Clerk of Courts, Department of Racing, Gaming & Liquor, 87 Adelaide Terrace, Perth on 9425 1888. **Allow a minimum of 14 days.**

If a licence to sell liquor is approved the licensee should ensure that a copy of the licence is forwarded to the City of Melville along with this application.

- Licence to sell alcohol has been obtained from the Clerk of Courts (copy attached)**
- Licence to consume alcohol will be purchased prior to the event. A copy of the permit will be taken to the event for proof.**
- Not applicable. No alcohol will be consumed or sold at the event/performance.**

Food and Drink Stalls

If you intend to sell food at your event you are required to seek approval to Sell Food from a Temporary Food Premise, 21 days prior to the event.

Contact the City of Melville Environmental Health Services on 9364 0278 regarding approvals.

- We have contacted the City of Melville Environmental Health Services and attained a copy of the Temporary Food Premises Guidelines.
- A completed application for a Temporary Food Stall has been submitted to the City of Melville Health Services.
- Not applicable

Toilet Facilities

Event organisers are responsible for the provision of adequate ablution facilities for participants.

For an accurate assessment of the number of toilet facilities your event will require, please contact Environmental Health Services on 9364 0278 or 9364 0275.

When additional temporary toilets are required, arrangements need to be made regarding servicing such as the supply of additional toilet paper and cleaning arrangements. Some locations have existing toilets at the site and can be taken into account in determining the number of additional toilets required.

Event Organisers also need to ensure;

- Staff toilets are separate from patron toilets where food is prepared and sold.
- Unisex Disabled toilets are provided.
- Adequate gender signage is displayed on all additional toilets provided.
- Lighting is supplied to toilets if your event is held from 6pm onwards.

- Toilet Facility Requirements:**
Males: _____ W/C's _____ Urinals _____ Handbasins
Females: _____ W/C's _____ Handbasins
Disabled: _____ W/C's _____ Handbasins

- Additional toilets have been arranged

- Not applicable

Rubbish

All event organisers are responsible for the cleaning arrangements **during and after** the event. All premises used for events, reserves and halls, are to be left completely free of rubbish and debris.

The City of Melville's Waste Services Coordinator can assist you with additional waste management requirements. To determine whether additional facilities will be required or to organise for waste disposal please contact the City of Melville's Waste Services on 9364 0266 **at least 4 weeks before the event**.

All event organisers are responsible for payment of all additional waste disposal requirements.

- Additional bins and waste management requirements have been organised with Waste Services.
- Not Applicable

Noise

All events must comply with the Environmental Protection (Noise) Regulations 1997.

Environmental Health Services are to be contacted on 9364 0275 for events using amplified systems including PA systems and any other musical instruments, stereos or equipment likely to emit significant levels of sound. Provide full details of all equipment to be used to determine potential noise related issues.

- Environmental Health Services have been contacted regarding noise considerations**
- Not Applicable**

Electricity

The event organiser is responsible for arranging the supply and installation of electricity for the event. **Environmental Health Services are to be contacted on 9364 0275** for guidelines.

All electricity cables laid out are either to be laid UNDERGROUND or OVERHEAD in compliance with all necessary legislation. NO electricity cables are to lie on the ground unless adequately protected to the satisfaction of Environmental Health Services as they can present a serious hazard.

All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and properly and safely secured. Generators should not contribute unduly to noise or vibration levels.

All electrical installations must be appropriately tagged and comply with all legislative requirements. A licensed electrical contractor may be required to certify the electrical installation depending upon the size and nature of the work undertaken.

- We have liaised with Environmental Health Services for the installation/supply of electricity guidelines.**
- We have arranged for a licensed electrical contractor to complete Form 5, Certificate of Electrical Compliance. The completed form will be submitted to the City of Melville Health Services as soon as possible**
- Not applicable.**

Tents, Marquees, Spectator Stands and Stages – Compliance with the Health (Public Buildings Regulations) 1992

Compliance with the above legislation is essential. The event organiser is to provide the relevant documentation for all public building structures such as tents, marquees, spectator stands and stages at least twenty one (21) working days prior to the event. Contact Environmental Health Services on 9364 0275 for guidelines on the regulations. If the event organiser is leasing this equipment from a supplier it is recommended that structural certification be obtained from the supplier prior to of the goods being booked to avoid complications.

- Environmental Health Services have been contacted regarding public structure regulations.**
- A completed Form 1 ‘Application to Construct a Temporary Structure’ and other relevant documentation has been submitted to Health Services.**
- We have arranged for a qualified engineer (Name of person/company: _____) to complete the Certificate of Structural Compliance.**
- Not Applicable**

Evacuation Plans

The event organiser is required to formulate an Evacuation Plan as per the Health (Public Building) Regulations 1992 if deemed necessary. Please mark out evacuation exit points, emergency vehicle access areas, first aid posts and muster points.

All staff/participants/performers for your event are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures.

Event Organisers can contact Environmental Health Services on 9364 0275 in relation to this matter.

- An evacuation plan has been developed; a copy is attached to this document
- Not Applicable

Parking Requirements

If you expect that parking problems may occur at the location of your event, **you will need to arrange additional parking with Ranger Services on 9364 0647 or 0418 943 219.**

If car bays are privately owned, proof of permission for 'use' must be supplied to Ranger Services at the City of Melville.

A traffic management plan will need to be included, illustrating how the plan will be implemented and managed.

Disabled access must be provided with signage and accessible pathways to the event (see page 4)

Public transport should be encouraged.

- A traffic management plan has been included in the site plan
- Permission has been given for use of privately owned car bays and a copy supplied to Ranger Services at the City of Melville
- Not applicable

Reserve Coordinators

Please inform either the West Side or East Side Reserve Coordinator if you need to use public toilets located on a reserve, need gates unlocked, or need to amend the timing of reticulation services to ensure they do not come on during your event. Please inform them of your event, date and time.

Contact the Reserve Coordinator for Reserves located on the West Side of Riseley Street on 0403 463 934.

Contact the Reserve Coordinator for Pt Walter on 0434 562 715

Contact the Reserve Coordinator for Reserves located on the East Side of Riseley Street on 0403 463 955.

- The appropriate Reserve Coordinator has been notified and reticulation, gates and public toilet use discussed.

Street or Temporary Signage

If you would like to display temporary street signage promoting your event, you are required to lodge a written application for a special permit for the temporary sign in accordance with the City of Melville Local Laws Relating to Signs, Headings and Billposting. **Please contact the Principal Building Surveyor on 9364 0683 or 0403 463 943** to obtain further information on temporary signage.

I have gained approval for Street or Temporary signage promoting our event.

Notification of Event/Police Presence

The Murdoch Police Station needs to be notified if the following is applicable;

- Number of people attending - where approximately 200 people or more are anticipated**
- If Alcohol will be on sale or consumed at the event (a copy of the liquor licence purchased for your event will be sent to the local police by the Clerk of the Courts or the Cashier at the City of Melville, depending on the licence obtained).**
- Not Applicable**

The event organiser should have easy access to a mobile telephone and the following contact numbers in case of an emergency;

City of Melville Community Safety and Security	-	1300 653 643
Police	-	131 444
Fire and Emergency Services	-	000
Ambulance	-	000 or 9334 1234 non-emergency

Site Plan

All staff/participants/performers for your event are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures as well as a copy of the Site Plan prior to the event.

Please ensure the following is indicated on the map (if applicable);

- Stage
- Seating (including areas for people using wheelchairs or with prams and people accompanying them)
- Electricity cables
- Mixing Desk
- Fenced off Areas
- Food Stalls
- Sale or consumption of alcohol areas
- First Aid Post(s) if applicable
- Location of marquees, tents
- Location of additional toilet facilities (signage for disabled toilets)
- Emergency Exits
- Vehicle Access Points
- Parking Areas (including access for Disabled Parking)
- Free water points
- Traffic Management plan
- Evacuation plan

Site Plan attached

Site Plan

CHECKLIST

As the event organiser, you are responsible for arranging and ensuring that approval has been sought and gained from the City of Melville prior to the event /s taking place.

To gain this approval you will be required to ensure the following tasks have been completed;

Name of Event or Organisation _____

Organiser's Name _____

Phone (Hm) _____ **(Wk)** _____ **Mobile** _____

Task/Action	Not Applicable (Please ✓)	Completed (Please ✓)	Date (Please ✓)
Booking of Reserve. Public Space of Building			
Event Organiser's Details			
Date and Time of Event			
Venue – Reserve or Building			
Type of Event			
Event Description			
Expected Attendance (under 5,000)			
Expected Attendance (over 5,000) Must submit a Risk Management Plan (see Health Services)			
Types of Entertainment			
Public Liability Insurance			
Security Arrangements			
Liquor Consumption			
Food and Drink Stalls			

Toilet Facilities (including Disabled Toilet Facilities)			
Rubbish			
Parking Requirements			
Reserve Coordinators			
Noise			
Electricity			
Tents, Marquees and Stages			
Evacuation Plans			
Temporary Signage			
Notification of Event/Police Presence			
Site Map & Traffic Management Plan (disabled parking and access)			

I _____ as the event organiser applying for approval to host an event in the City of Melville, acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the City's conditions of hire and local laws. I will indemnify the City against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Events Information and Application Package is a guide and has been compiled with number of statutory requirements. There could be other requirements that exist outside the package and that as the event organiser I am responsible.

Signature: _____

Full Name: _____

Date: _____

Frequently Asked Questions & Answers

Q. Is there a limit to how many people can attend an event?

A. No, however if it is likely that there will be more than 5,000 people attending an event you must comply with Health (Public Buildings) Regulations 1992 4 "(2)

Q. Do event organisers have to gain approval from local authorities to hold public events?

A. Information on the approval process is clearly outlined in the Events Application Package and the successful completion of the package will ensure the event organiser has all relevant permits, public liability cover and other requirements necessary. The City of Melville will provide approval for the event to proceed to successful event applicants.

Q. How do we get from an event concept to an organised and well-managed event that considers all the risks and issues involved with a public event?

A. The Events Application Package attached outlines all the issues you need to consider when planning a public event. It also provides contact details of where to obtain permits and licences where required. Get your committee involved in the application as part of your planning process so they are all aware of what is required to successfully manage an event.

Q. Organisers have an ever-increased "DUTY OF CARE", when providing an event for the general public. How do the organisers ensure that the safety of the public is covered and all possible precautions and planning has been undertaken to ensure that potential hazards have been eliminated or properly managed?

A. It is good practice to get the procedure documented of what the organisers have done or had considered. The Events Application Package takes you through this documentation process and provides a checklist for you to ensure all tasks are completed.

Q. Do we need a 'management committee' to coordinate our event?

A. It is highly recommended to form a management committee and keep members of the emergency services, local authorities, police and health services up to date with your planning progress. This is covered in the Events Application package, which provides the contact details for these groups.

Q. Do events involving animals, or at which animals are permitted, have their own special requirements?

A. There have been numerous incidents where a frightened animal has broken loose and created havoc and injuries. Whilst owners and handlers say they are able to keep their animals under control, arrangements should be in place to respond to any loss of control. Don't just let the stallholder or owner arrange for the control of restricting the animals. Organisers have a duty of care and must check the restrictions in place.

Q. What do Organisers need to consider in relation to insurance for events?

A. When taking out public liability, organisers should ensure that their cover is for ten million dollars (\$10,000,000). These days courts are awarding claims for injury, especially for minors, in the vicinity of seven million dollars (\$7,000,000) and a minimum of ten million cover is essential. Please ask your insurers about:

- Liability for injuries
- Liability for acts or omissions
- Liability for financial obligations incurred in responding to major emergencies

Q. Are Permits required for use of Council facilities, sale or consumption of alcohol, fire works, street stalls, or the closure of peripheral roads or streets?

A. Yes, the Events Application Package details all the permits required and how to obtain them. These are essential for approval of your event application.

Q. What considerations should we think about when considering a suitable venue?

A. Please ask the following:

1. What services/utilities are available at the venue? Do they meet the standard requirements of the organisers?
2. What additional services and utilities will be required at the venue? What doesn't it have that the organisers need?
3. Is there a need for backup services? Eg compressors, generators, emergency services etc.
4. What shelter facilities are available? For extreme weather such as rain, hail, wind or sun.
5. What is the duration of the event and will it go into the hours of darkness?
6. Have the needs of people with disabilities been provided for? Not just for people in wheelchairs, think about intellectual and other physical disabilities, carers, women with prams, shopping trolleys, accessible parking, signage and seating areas etc.
7. Does the date of the event clash with other events to be conducted in the area?
8. Will the weather require any special considerations? The time of the year and day of the event is important for shade from the sun and shelter from rain or wind.
9. Consideration given to neighbouring homes, businesses, etc in relation to extra traffic, noise and the other possible inconvenience like parking?

NB: Please also consider the following when selecting a site; especially for an outdoor event. A risk analysis should be made of any potential hazard in the area. Hazards may include:

- Power lines which could be brought down by a severe storm
- Waterways that may be prone to flooding
- Bushfires
- High winds
- Extreme temperature and
- Pests, large animals, pollens and poisonous plants

Q. Should consideration be given to the needs of health and emergency services for access to, and egress from, the venue?

A. Yes, this must be taken into account as well as movement hazards around and within the site. Official parking should also be made available to attending health and emergency service personnel. Planning should ensure that emergency services personnel have access to all sub-sections of the venue, including performance, spectator and parking areas. Your local SES can assist you with a site evacuation plan.

Q. What information should be provided for event spectators?

A. Spectators should be informed prior to the event, through advertisements or in leaflets accompanying tickets, of any special conditions or arrangements for the event such as public transport, traffic and parking, clothing, food and drink, sunscreen, shelter and alcohol restrictions.