

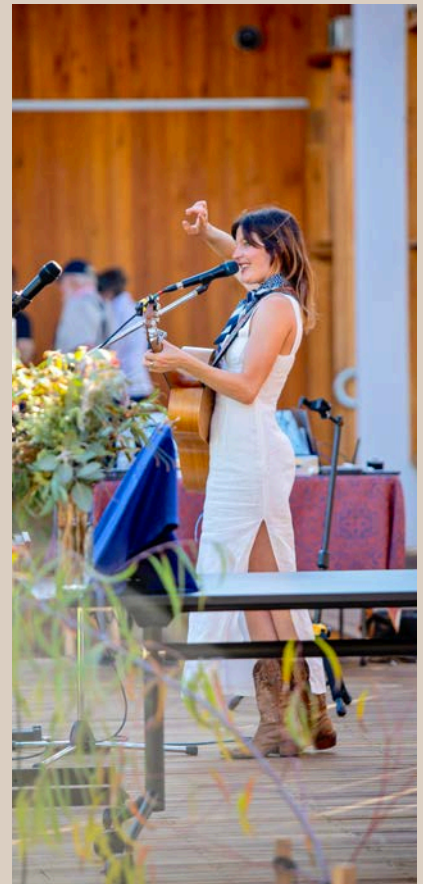
A group of people, mostly older adults, are performing on a stage. They are holding papers and appear to be singing or reciting. The stage is decorated with Australian flags and a large Australian flag on the left. The background is dark with string lights and more flags. The audience is visible in the foreground, seated at tables.

SHIRE OF RAVENSTHORPE EVENT GUIDELINES





COMMUNITY EVENTS ARE VITAL. WE WANT TO WORK WITH YOU TO ENSURE YOUR EVENT IS A SUCCESS. PLEASE READ THESE GUIDELINES CAREFULLY BEFORE SUBMITTING YOUR APPLICATION.





Do I need event approval?

If you are organising an event within the Shire of Ravensthorpe, you will need to complete an event approval application form if you answer yes to any of the following questions:

- Is your event open to the public?
- Is your event providing food to the public?
- Will your event have large infrastructure e.g. a marquee, portable toilets etc?
- Will your event impact on traffic or pedestrians?

Why you need event approval

The Shire of Ravensthorpe is required by legislation to ensure events comply with basic requirements to ensure public safety.

The Shire also aims to ensure that the community is well informed about events to maximise positive outcomes and minimise negative impact.

Application

The starting point of the approval process is the event approval application form.

This application will allow the Shire of Ravensthorpe to assess your event and any potential risks associated.

Forms can be found on the Shire website Ravensthorpe.wa.gov.au or by contacting the Shire in person or via phone: (08) 9839 0000 or email:

shire@ravensthorpe.wa.gov.au

Shire facilities

If you want to hold your event at any of the Shire's facilities, you will also need to complete the appropriate venue booking via spacetoco.com

There is a cost to hire these facilities.



Application process

There are many Shire of Ravensthorpe departments involved in the approval process, it takes time for each team to respond to your application.

The Shire requires your application **at least 30 days** prior to your event to allow sufficient time for the approval process to be completed.

Please see below the appropriate process to follow:

1. Event organiser reads the event planning guidelines and determines whether event approval is required.
2. **At least 30 days** before the event, the event organiser completes the events application for and submits it to the Shire of Ravensthorpe.
3. The Shire of Ravensthorpe assesses the application and provides feedback. The Shire may request more information from the event organiser, this process may take several weeks.
4. The Shire of Ravensthorpe may require a meeting with the event organiser to further discuss the logistics of the plan; they may also review the site plan.
5. Once all documentation has been approved the Shire of Ravensthorpe will get in touch with the event organiser to go over the Terms and Conditions.
6. Compliance inspections will be carried out during the event, if applicable.



Event approval application requirements

When lodging an event application, the following information may be required (if applicable) and will form part of your overall event application:

- Running sheet (including bump-in/bump-out and event timings)
- Public liability insurance
- Site plan
- List of approved food vendors
- Communications plan
- Traffic management plan
- Emergency management plan
- Risk management plan
- Evacuation plan

What is the definition of an event?

As defined in the 2009 [Department of Health Guidelines for Concerts, Events and Organised Gatherings](#), an event is any *“gathering of people brought together for a common purpose by some prearrangement”*.

It includes both regular and one-off events as well events which are public or private.

This definition is very general and there is no one-size-fits-all for events.

The next few pages detail items you will need to consider when completing your application.



Public liability insurance

Event organisers must show evidence of public liability insurance to the value of \$20 million.

A Certificate of Currency is required showing that the proposed event is fully covered. If you are contracting companies to provide services on your behalf, copies of sub-contractor insurance cover may also be requested.

Event running sheet

A running sheet/or rundown is a timeline of your event from start to finish, from the first peg in the ground to the last bag of rubbish put in the bin and everything in between.

Contact List

It is useful to put together a list of all your key contacts for your event, including your staff, volunteers, contractors, stakeholders, public, authorities and emergency services' details.

Site plan

You must provide the Shire of Ravensthorpe with your site plan as part of your event application. In the initial stages of planning, a draft site plan is acceptable. Your site plan should be a clear plan drawn to scale, with the scale noted and a key on the plan. The site plan must identify the location of all aspects of the event including:

- First aid
- Water
- Toilets
- Food/drink
- Parking
- Activities
- Infrastructure including marquees, signage & power
- Emergency service access to site



Public safety/emergency service access

Public safety is a key priority of any event and on your site map you must be able to demonstrate access for emergency vehicles (such as ambulances, fire trucks or police) is available at all times during your event.

Infrastructure and facilities

All infrastructure and facilities that are to be brought onsite for your event are to be included on your site plan. These would include: marquees, banners, barricades, site sheds, amusement rides, toilets, water facilities and stalls.

Careful placement of infrastructure needs to be considered to avoid creating crowd issues or damage to the site. Please also ensure that you include the dimensions and weight loadings where applicable.

Temporary structures

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 people;
- a prefabricated building with a floor area exceeding 55 square metres;
- Scaffolding + inflatable structures may also require approval.

You will need to include details of any temporary structures in the event and approval application and be able to provide manufacturer structural design certifications, if requested.

If the event organiser is leasing a temporary structure from a supplier, it is recommended that a copy of the Structural Certification is obtained from the supplier and confirmed with the Shire of Ravensthorpe prior to the goods being booked to avoid later complications.



Events operations centre/ event hub

It may be necessary for you to have some sort of onsite operations centre set aside as an area where your staff and volunteers can meet for debriefs and/or meetings, as well as run the operations of your event. This needs to be detailed on your site map.

The purpose of the operations centre is to have a representative of the event organisation present on site at all times. Those present must be able to immediately address and action any problems arising during the event.

The operations centre can also double as a first aid or lost child post, making communication during incidents efficient and easier. Consider signposting this area to make it clear to the public.

Toilet facilities

The event organiser is responsible for providing adequate toilet facilities for patrons. Toilet facilities should be well lit to avoid security and safety hazards, remembering that portaloos don't have inside lighting.

Toilet facilities also need to be provided with toilet tissue, soap and hand drying equipment and must be cleaned and re-stocked regularly. Hygiene bins and nappy bins should be made available. Toilets should also be located away from food storage and food services areas.



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 below.

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	5	1
2000-3000	12	4	8	2
3000-5000	20	7	14	3
For every 2000 people over 5000	2	1	2	1

Adjusting the Require 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%

Drinking water facilities and access

Events should cater for the health and comfort of patrons. Depending on the type of event, drinking water should be made freely available or if not feasible, at a cost lower than the lowest price of any other drink sold to patrons. The location of drinking water facilities should be clearly indicated via directional signage. For example, if you are having an event on a hot day, consider the provision of free water to your patrons for their health and safety.

First aid

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

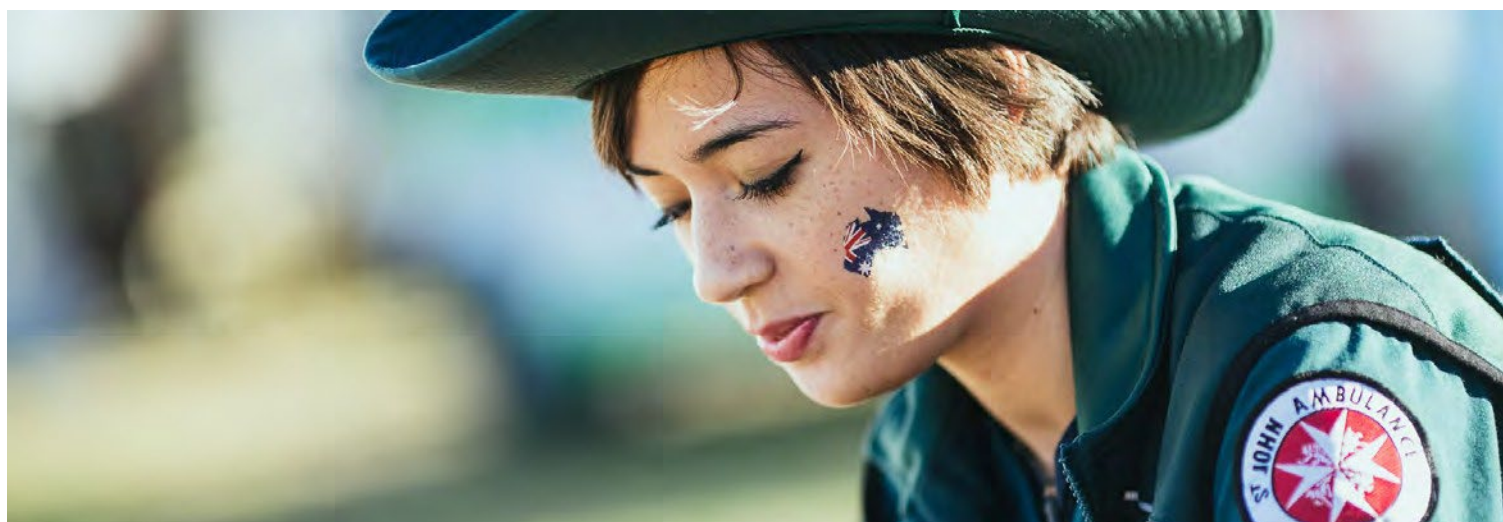


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first aid required can range from a well- stocked first aid kit up to a qualified paramedic and ambulance on site.

For most events, a qualified Senior First Aid officer and a well-equipped first aid kit will suffice. Event organisers need to complete the emergency section in the event application.

This section will require organisers to detail who will be responsible for providing first aid at the event. A copy of the Senior First Aid certificate will be required.



Food and beverages (Environmental Health Services)

The sale of food and drinks is governed by the Food Act 2008 and the Australian New Zealand Food Standards Code. It is the role of the Shire of Ravensthorpe'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 Ravensthorpe 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 of these, is intended to be sold or given away as part of a charity, service organisation, fundraising, sporting, promotional or commercial event.



The event organiser must provide details and registration of their food vendors as part of their event application. The Shire of Ravensthorpe can then ensure they meet all requirements of the Food Act 2008.

The role and responsibilities of an event organiser include:

➤ confirming all food businesses operating at the event by providing a list of food vendors and a site map of the event **at a minimum of 14 days before the event;**

➤ ensuring all food businesses are aware of the requirements to register and operate a food premises at an event.

Road closures

If your event involves a major road closure or impacts public transport, you will be required to advertise in printed press **after** gaining your permit.

The advertisement must include the name, date and location of the event, the name and contact number of the organiser, road closure locations and the opening and closing times of these road closures.

Please note that minor road closures may still require advertising.

Traffic Management Plan

For all manner of road closures or traffic stoppages the Shire of Ravensthorpe requires the submission of an approved traffic management plan.

Arranging for roads to be closed is a lengthy process, and requires the involvement of a traffic management company to write the traffic management plan.

If you are intending on closing a main road (such as Morgans Street), you will need to seek approval from the Shire of Ravensthorpe in the first instance and then the local police and fire station.

These organisations can take up to six weeks to sign off on your applications, so factor that into your planning.

Your traffic management plan will include:

➤ Locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals and police

➤ Positioning of variable message signs, if required



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- Time and date for installation and dismantle of infrastructure
- Timing of road closures and re-openings
- Implementation and management of closures and openings
- Affected public transport operators (for example, bus operators and taxi services)
- Details of the impact (where relevant), such as:
 - Service diversions (where to, how long for)
 - Changes to bus stops
 - Lists of extra services required (and additional staff required)
- Stakeholder notification

Stakeholder notification

In order to minimise any impact on surrounding stakeholders, communication is required and is vital to the success of your event.

A formal letter will need to be sent to all stakeholders within the event precinct if roads are being closed, noise levels will be high or for any other reason that impacts on general activity in the event area. This will include surrounding residents and businesses to notify them of the event.

The Shire of Ravensthorpe can assist with identifying the areas and streets to be included in your distribution.

It is the applicant's responsibility to ensure that adequate stakeholder notification is conducted and evidence of this will be required for large events where road closures are in place.

It is advised that the stakeholder notification letter be sent **at least two weeks prior to the event start date.** We encourage you to consider contacting businesses in the area to discuss ways to incorporate and/or accommodate them to reduce impacts on these businesses.

Alcohol and liquor licensing

Under local laws, the Shire of Ravensthorpe prohibits the possession and consumption of alcohol in thoroughfares and public places unless the person is doing so in accordance with a permit.



This is enforced 24 hours a day, 365 days of the year. Consumption of alcohol is controlled under the Shire of Ravensthorpe Local Government Property Local Law 2010.

There are some exceptions where, in accordance with a permit, alcohol consumption may be permitted within Ravensthorpe's CBD. An example would be where a liquor licence has been obtained and event plans have been approved by the Shire of Ravensthorpe.

Security personnel will be required and evidence of Responsible Service of Alcohol (RSA) certifications may be requested.

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.

The Shire of Ravensthorpe will need to see evidence of your liquor licence. 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 license.

Alcohol management plan

Major concerns with providing alcohol at events are preventing the sale or provision of liquor to minors, preventing unduly intoxicated/disorderly persons and preventing access by minors to licensed areas.

Your licensed areas should be clearly marked on your site plan, as well as any dry areas, and water and food 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
- 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
- Name, details and evidence of certification for your approved manager

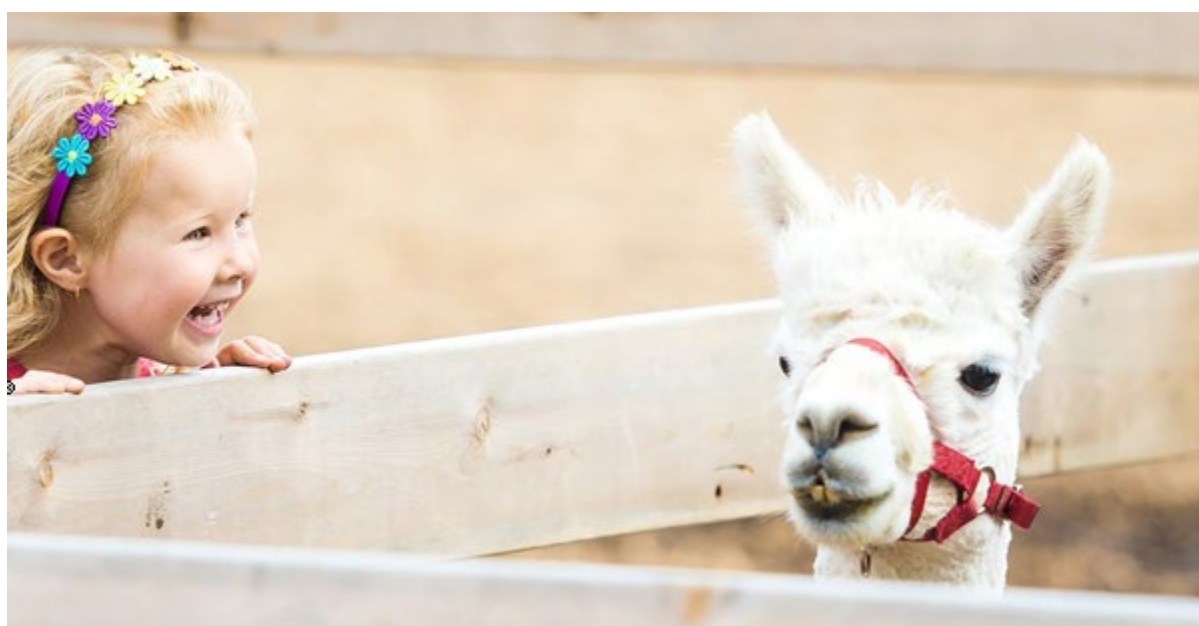
- The number of bar staff and evidence of Responsible Service of Alcohol (RSA) certification
- The proposed trading hours of the alcohol serving areas

Petting zoo

If the event involves farms, zoos and exhibits where patrons may interact with animals, please include this in your event application. You have a requirement to notify the Shire of Ravensthorpe so you can be provided with important hygiene practice information.

For the purpose of this guide, 'petting zoo' is the term used to encompass open farms or premises where animals are made available for direct or indirect contact with members of the public. They include:

- ☐ Animal nurseries
- ☐ Zoos
- ☐ Friendship farms
- ☐ Wildlife parks/sanctuaries
- ☐ Nature education centres
- ☐ Travelling farms, animal troupes and circuses
- ☐ Agricultural shows and field days
- ☐ Mini farms and animal nurseries at schools
- ☐ Animal exhibits at shopping centres





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Petting zoos are primarily for the enjoyment and education of children. However, there are risks associated with petting zoos.

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](#). Alternatively, you can contact the Shire of Ravensthorpe.

Thank you and good luck with your application

Thank you for your interest in holding an event in the Shire of Ravensthorpe.

The Shire looks forward to assisting you with your event application. Please don't hesitate to get in touch with any queries you have.