



## GUIDELINES FOR COMMUNITY EVENTS

The Shire's Environmental Health Officer is available to provide advice and guidance to community groups on complying with the law and minimising risk in organising a large public event for the community.

The Shire's Environmental Health Officer applies the *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008*, *Health (Public Buildings) Regulations 1992*, *Environmental Protection Act 1986*, *Environmental Protection (Noise) Regulations 1997* and all relevant local laws to community events to protect the health and safety of the public. *Please retain this guide for future reference.*

**There are a number of areas that must be considered to ensure the safety and health of the public attending community events and fairs, some of which are outlined below:**

- **Food Safety and Hygiene Practices** during preparation, storage, heating and sale of food for community events must comply with the requirements of the *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008* and Chapter 3 of the Australia New Zealand Food Standards Code (Australia Only).

**All temporary food premises require permits from the Shire to operate.** Applications must be made to the Shire at least 2 weeks prior to the event.

**All food vehicles operating must have a current Food Business Registration** and comply with the provisions of the *Food Act 2008* and Chapter 3 of the Australia New Zealand Food Standards Code (Australia Only).



Please refer to the “*Artists Impression – Minimum Standards for the operation of a temporary food stall*” that illustrates minimum food stall requirements.

- **Venue Safety** is controlled by the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992*. Under this legislation the area within which the event is held, indoor or out, is considered a “public building” under the Act, for the duration of the event.
- An “**Application to Construct, Alter or Extend a Public Building**”, with a **plan of all areas used for the event must be submitted at least ONE MONTH prior to the event.** The plan of the venue submitted to the Shire's Environmental Health Officer is to include details on:
  - all other areas available to the public;
  - stages and detail on stage lighting;
  - exit areas, parking areas;
  - the locations of fire safety equipment;
  - food stalls;
  - structural information on any spectator stands or tents/marquees in excess of 24m<sup>2</sup>.



The number of public toilets available must comply with the *Shire of Kojonup Health Local-Laws 2000* (refer to public toilet section).

- **Fire Safety** equipment and fire prevention precautions are necessary to protect the safety of patrons, employees and volunteers at these events.

**REMEMBER:** Extinguishers are only suitable for use on small fires, and should always be used in a manner that does not put the user at risk of harm or injury.

*It is very important to use the correct fire extinguisher for the fire source. Some extinguisher types are designed for use in specialist situations, and not all extinguishers are suitable for use on live electrical equipment.*

Extinguishers are divided into groups depending on the source of the fire and the type of extinguisher.	
There are five different classes of fires, including:	The five common types of fire extinguishers include:
<b>Class A</b> - carbonaceous solids, e.g. wood, paper and plastics	<b>Water</b> - normally in a capacity of 9 litres
<b>Class B</b> - flammable and combustible liquids	<b>Foam</b> - in 4.5 and 9 litre capacities
<b>Class C</b> - flammable gases	<b>Dry Chemical Powder</b> - in capacities ranging from 1 to 9kgs (Different types of powder are also available)
<b>Class (E)</b> - fire involving live electrical equipment	<b>Carbon Dioxide</b> - in capacities from 2 to 5kgs
<b>Class F</b> - fire involving cooking oils and fats	<b>Wet Chemical</b> - in 3.4 and 7 litre capacities

*Further detail on extinguisher types and the suitability of their applications may be obtained from fire safety consultants.*

**All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This standard requires extinguishers to be tested at least every 6 months and the test dates clearly identified on each extinguisher.**

Large-scale events may be subject to additional requirements from the Department of Fire and Emergency Services (DFES).

- As a *minimal* fire safety requirement, at least one **4.5 kg B (E) dry chemical powder extinguisher** should be located within 2-4 metres of:



- ✓ any electrical generator or switchboards
- ✓ any flammable liquid or gas containers
- ✓ any food preparation/cooking area
- ✓ backstage

Each extinguisher should be positioned on a hook or bracket located no more than 1200 mm above the adjacent floor, with the base more than 100 mm above the floor.

- **Electrical Safety** issues may exist where additional power supplies or light sources are required. Power may be required in areas where there is no access to mains power. Similarly, additional lighting may be required to ensure sufficient lighting for safe use of the facilities and for people to safely leave the area and must be provided in the case of an emergency.

- **Any temporary wiring shall not be laid on the ground, accessible to the public unless it is adequately protected or positioned in such a manner not to be a hazard.**
- Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas available to the public. All leads or portable outlets used by stalls or otherwise must have been tagged and tested within six months by an electrical contractor. No Piggyback leads or double adaptors!



- Generators are to be installed in accordance with all relevant standards and are to be appropriately earthed. Wherever possible, generators and power sources should be positioned so that they are supervised or that access to them is restricted.

**For temporary electrical installations an Electrical Contractor is required to provide to the Shire with a Certificate of Electrical Compliance completed on the day of the event. For smaller events, Organisers must ensure that only tagged and tested leads and appliances are used.**

- **Public Toilets** must be provided, with the facilities adequate for the number of people who may attend the event. The toilets must be checked and serviced throughout the event. The number of toilets provided, must comply with the minimum facility numbers outlined in the table below.

**At least one unisex accessible toilet for use by the disabled is required for each venue.** Accessible facilities are required to cater for the disabled, elderly or less able bodied. Care and consideration should be given to the suitable location of accessible facilities.



**When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.**

**Events where no more than 20,000 people are expected to attend**

Patrons	Males			Females	
300	1 WC	3 Urinals	3 Hand Basins	4 WC	3 Hand Basins
500	2 WC	5 Urinals	5 Hand Basins	7 WC	5 Hand Basins
1000	4 WC	8 Urinals	7 Hand Basins	10 WC	7 Hand Basins
1500	5 WC	10 Urinals	8 Hand Basins	12 WC	8 Hand Basins
2000	6 WC	13 Urinals	9 Hand Basins	15 WC	9 Hand Basins
2500	7 WC	15 Urinals	10 Hand Basins	17 WC	10 Hand Basins
3000	9 WC	18 Urinals	12 Hand Basins	20 WC	12 Hand Basins
3500	10 WC	20 Urinals	13 Hand Basins	22 WC	13 Hand Basins
4000	11 WC	23 Urinals	14 Hand Basins	25 WC	14 Hand Basins
5000	14 WC	28 Urinals	17 Hand basins	30 WC	17 Hand Basins

**The organiser of an outdoor festival expecting more than 20,000 people to attend shall provide facilities of a number as directed by the Shire's Environmental Health Officer.**

- **Noise Emissions** from community events may result in noise being received in nearby homes. Generally, the noise associated with crowds at community events is exempt from noise legislation. However, noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of day when received at neighbours homes.



**As a courtesy to surrounding residents,** it is suggested that a sign be erected at all entrances to the event detailing the nature of the noise, finishing times, and a contact number of someone available at the event to record any noise complaints received.

**The Shire may approve the use of loud speakers and events with rock bands exceeding permitted noise where a formal application to do so is made.**

For events such as these which may result in the emission of noise levels exceeding the permitted level of noise for nearby receiving properties, please contact the Shire for advice on applying for a Non-Complying Event Approval.

**Please note all Non-Complying Event Approval applications must be made AT LEAST 60 DAYS prior to the event.**

- **Insurance and Public Liability Insurance** is required for public events. Copies of Certificates of Currency from all participants and service providers will be required, to illustrate that they have Product and Public Liability Insurance of \$20 million each.

**Please also ensure that any additional requirements imposed by your insurer with particular regard to public liability are complied with.**

- **An Emergency Evacuation Plan** incorporating a risk management plan must be submitted to the Shire with the Application to Construct, Extend or Alter a Public Building **at least one month prior** to the event where it is anticipated that 5000 or more people will attend OR where alcohol is to be served.



- *If the event is expecting 5000 people to attend, but is NOT serving alcohol, a risk management plan may not be required, at the discretion of the Environmental Health Officer.*
- Information on risk management is available from the Tourism WA website including the publication “An introduction to Risk Management for Event Holders”: [https://www.tourism.wa.gov.au/Publications%20Library/Events/An introduction to Risk Management for Event Holders June 2020.pdf](https://www.tourism.wa.gov.au/Publications%20Library/Events/An%20introduction%20to%20Risk%20Management%20for%20Event%20Holders%20June%202020.pdf)
- The risk management plan, where required, must be prepared in accordance with Australian Standard 4360.

- **Operating during COVID-19** – the Closure and Restriction (Limit the Spread) Directions prohibit all gatherings, public or private, unless 2 square meters per person can be achieved. For events greater than 500 people there are additional requirements under the Directions requiring the submission of a COVID Event Plan. If the event is deemed high risk, then will be required to be referred to the State Department of Health at least 3 weeks prior to the event. More information is available from: <https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>

- **Consumption of Alcohol** – the consumption of alcohol on Shire land requires approval under the Shire’s Local Laws. This is a delegation undertaken at an officer level and able to be considered at the time of application.

The provision of alcohol is managed at a State government level through the Department of Government, Sport and Cultural Industries. Some caterers have special facility licences that would cover the consumption of alcohol if they are engaged to provide the alcohol as part of their catering package. Alternatively an occasional licence could be obtained. More information about occasional licences is available from: <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-applications/online-lodgement-guide/online-lodgement-guides/occasional-liquor-licence-lodgement-guide> There are licensing exemptions for small functions and these are outlined on the Department’s website: <https://www.dlgsc.wa.gov.au/department/publications/publication/exemptions-to-the-liquor-control-act-1988-policy>





## Ready to Go?

- In the interests of ensuring that all runs smoothly, the Shire should be provided with the office and emergency contact details for the organising committee. Nominating one person to deal with the Shire and organise the necessary approvals can ensure that all jobs are done, and loose ends are tied.

### THINGS TO DO

- Have I submitted the **Application to Construct a Public Building** with all the necessary information and my office hours contact details?
- Have I made sure that all the **food stalls** have current **permits** for the event?
- Am I erecting any spectator stands, tents, marquees or stages that require approval?
- Do I have enough **public toilets**?
- Have I organised an electrician for the **Electrical Compliance Certificate**?
- Have I organised the **fire safety equipment**?
- Do I need a **COVID Event Plan**?
- Have the **police** been advised of the event (more than 1000 people)?
- Is there adequate parking? Do I need signs directing people where to park?
- Is there **unobstructed emergency ambulance access** to the area – just in case?
- Is it likely 5000 or more people might attend – do I need a **risk management plan**?
- Will security personnel be required? Do I have a **First Aid Post**?
- Do I need a **noise exemption** for this event?
- Do I need a **liquor licence**?

**FOR FURTHER INFORMATION: PLEASE CONTACT THE SHIRE'S ENVIRONMENTAL HEALTH OFFICER ON 9831 2400.**

Disclaimer: This document is a guide only. It is not a legal document, for full details refer to the *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008*, the Australia New Zealand Food Standards Code, *Health (Public Buildings) Regulations 1992*, *Environmental Protection Act 1986*, the *Environmental Protection (Noise) Regulations 1997*, the *Shire of Kojonup Health Local-Laws 2000* and *Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*.