



# **CITY OF VINCENT**

## **CONCERTS AND EVENTS**

### **POLICY NO. 3.8.3**

**(Adopted at the Ordinary Meeting of Council held on 18 April 1996)**

**(Amended and Re-adopted 11 March 2014)**

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**CONCERTS AND EVENTS**

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**POLICY NO: 3.8.3**

**CONCERTS AND EVENTS**

**OBJECTIVES**

To provide guidance for the planning, assessment, approval and compliance of concerts and events with prescribed statutory requirements, standards, guidelines and industry best practice.

**POLICY STATEMENT**

1. The City is committed to preserving the reasonable amenity of residents and businesses surrounding popular event venues, whilst ensuring that the reasonable community expectations for a vibrant inner city environment are met.
2. The City requires Event Organisers to take all reasonable precautions with regard to public safety, health and the appropriate and sustainable use of the venues (where relevant).
3. All events shall comply with the Policy Procedures and Guidelines.

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Date Adopted:</b>        | <b>18 April 1996</b>                  |
| <b>Date Amended:</b>        | <b>23 September 2008, 11 May 2010</b> |
| <b>Date Reviewed:</b>       | <b>24 June 2008, 11 March 2014</b>    |
| <b>Date of Next Review:</b> | <b>June 2018</b>                      |

## **GUIDELINES AND POLICY PROCEDURES RELATING TO CONCERTS AND EVENTS POLICY NO. 3.8.3**

The City of Vincent promotes a quality living and working environment and has many venues ideal for facilitating concerts and events.

It is essential that persons considering holding an event within the City, liaise with the City's Officers in relation to compliance with the attached event procedure and legislation. Most concerts and events will require some form of approval, dependent on the event profile and risk. Following receipt of an application, a Risk Assessment will be undertaken to determine approval of the event and relevant conditions (see Appendix 1).

The following publications have been used as references in the development of these guidelines:

- *'Guidelines for Concerts, Events and Organised Gatherings' (September 2004) [Department of Health WA];*
- *'Guidelines on the Application of the Health (Public Buildings) Regulations 1992' (2002) [Department of Health WA];*
- *Australian Standard 4360.2004 Risk Management;*
- *Health (Public Buildings) Regulations 1992; and*
- *Environmental Protection (Noise) Regulations 1997.*

### **1. APPLICATIONS**

Prior approval must be obtained from the City for any organised event where people assemble for a common purpose, whether or not it occurs on privately owned land or on City owned property. This policy is not intended to capture events such as religious ceremonies or weddings.

- 1.1 Applications shall be submitted to the City, where possible a minimum of three (3) months prior to an event, to allow for thorough assessment and approvals to be arranged. If the event is proposed to be held on City owned property, the applicant should firstly contact the City's Halls and Reserves Bookings Officer to discuss the venue's availability and conditions of hire.

Confirmation of the availability of a venue, and/or payment of venue hire does not imply approval of the event, nor consent to proceed without providing full application details as per clause 1.2 below, and receiving formal approval. Applicants shall acknowledge that the responsibility to lodge an application, and relevant supporting documentation/application forms and fees with the City, is solely the responsibility of the applicant.

These timeframes are put in place to allow for a thorough risk assessment to be undertaken, and relevant approval condition to be identified at an acceptable time. Failure to comply may result in an application being rejected, as the City is in no way obliged to accept risk associated with insufficient assessment/consideration and non-compliance with timeframes.

- 1.2 Applications are to be submitted in writing, detailing the following information.
- 1.2.1 Applicant/Promoter name, contact details, mailing address, ABN number etc.;
  - 1.2.2 Time, date, duration of proposed event;
  - 1.2.3 Venue of proposed event, and where applicable, written consent from the owner/lessee of the venue;
  - 1.2.4 The nature and purpose of the proposed event, i.e. include details of music or entertainment to be provided, and whether the event is for a charitable organisation or commercial gain, etc.;
  - 1.2.5 Number of patrons expected, and an estimated percentage breakdown of age groups likely to attend (e.g. 0-17yrs; 18-24yrs; 25-34yrs);
  - 1.2.6 Previous event management experience (if applicable);
  - 1.2.7 Food and liquor provision;
  - 1.2.8 Whether vehicular access onto a park/reserve is required for set up/deliveries (details of vehicles and vehicle weights will be required);
  - 1.2.9 Plan detailing the proposed layout of the event, which is to include the location of stages/temporary structures/marquees, first aid facilities, speakers, food vendors, liquor outlets and proposed liquor licensed area, sanitary facilities, generators, emergency exits etc.;
  - 1.2.10 Number of crowd controllers and security personnel, and the name of the proposed licensed provider;
  - 1.2.11 Number of sanitary facilities, including temporary sanitary facilities (if applicable);
  - 1.2.12 Predicted noise levels, speaker locations, direction of speakers in relation to surrounding properties (N.B if event approval is received for an event with amplified music a noise modelling report is to be provided by an Acoustic Consultant/Engineer);
  - 1.2.13 Details of other entertainment, such as climbing walls, animals on site, fireworks, pyrotechnics, rides, jumping castles, mechanical equipment; and;
  - 1.2.14 Other relevant information required to assess the application.

Applicants should also refer to the relevant clauses in this Policy for more detailed guidance with respect to the above requirements, and are advised that the City will not approve events that promote smoking, alcohol, any use of illicit substances and/or adult “R” rated entertainment.

All concerts and events approved by the City are to be ‘smoke-free events’, and must not endorse advertising from tobacco companies. The applicant/promoter must ensure that crowd controllers and event staff enforce a strict ‘no smoking’ policy within the boundaries of both indoor and outdoor concerts and events.

## **2.0 APPROVAL PROCESS AND CONDITIONING**

Upon receipt of an application that meets all the requirements of Clause 1.0, the City’s Concerts and Events Working Group will assess the application for compliance with the relevant legislative provisions, risk management principles and Council Policies. Conditions of approval will be issued, and the relevant supporting information and fees (including bonds), will need to be submitted to the City within specified timeframes. Failure to comply will result in the event approval being withdrawn. In this instance, application fees will not be refunded.

The Concerts and Events Working Group shall consist of a representative from the following sections, as a minimum:

- Community Development Services (main point of contact)
- Ranger and Community Safety Services;
- Health Services;
- Parks Services (where required);
- Engineering and Design Services (where required); and
- Engineering Operations Services (where required).

As deemed necessary by the Concerts and Events Working Group the following representatives shall also be engaged/involved as members of the working group, during the approvals process, pre-event or post-event briefing meetings:

- Applicant/Event Organisers/Promoter;
- Venue Manager (if applicable);
- Department of Health;
- WA Police - Public Events Branch, Liquor Enforcement;
- Fire and Emergency Services Authority;
- Crowd Control Contractor;
- Traffic Management Contractors; and
- First Aid Provider.

## **2.1 Legislation**

The event is to comply with the requirements of the following legislation:

- *Health Act 1911;*
- *Health (Public Buildings) Regulations 1992;*
- *Food Act 2008 and FSANZ Food Safety Standards;*
- *Food Regulations 2009;*
- *AS/NZS 4360*
- *Building Act 2011*
- *Building Act 2012*
- *National Construction Code*
- *City of Vincent Health Local Law 2004;*
- *City of Vincent Local Government Property Local Law 2008;*
- *Metropolitan Water Supply, Sewerage and Drainage By-Laws 1981;*
- *Environmental Protection Act 1986;*
- *Environmental Protection (Noise) Regulations 1997; and*
- *Liquor Control Act 1988.*

## 2.2 Insurance

- 2.2.1 The applicant/promoter must obtain a comprehensive Public Liability Insurance policy for the building or grounds the event is held on. \$10 million is the minimum acceptable public liability insurance for low to medium risk events. High risk events, and other events as specified by the Chief Executive Officer, shall provide a minimum \$20 million public liability insurance.
- 2.2.2 Policy holders shall ensure that their policy conditions cover the relevant type of event and the promoter shall indemnify and keep indemnified the City of Vincent and the City of Vincent employees against all claims, demands, costs, expenses and liabilities arising out of any injury or death of any person and damage to or destruction of any property caused during the setting up or for the duration of the event.
- 2.2.3 A copy of the Certificate of Currency, detailing the level of cover, and the policy expiry date is to be submitted to the City a minimum of fourteen (14) days prior to the event.

## 2.3 Bond and Fee Charges

It is recommended that persons proposing to hold an event, investigate the full bond and fee charges relevant to the event, prior to committing the organisation of an event, as fees and charges may affect the viability of an event.

- 2.3.1 The City will impose bond fees and charges on all concerts, festivals or events, in accordance with the relevant fees and charges adopted by Council for that Financial Year. The fee payment scale is based on the number of patrons expected and the nature (i.e. charity, community, or commercial) and the duration of the concert or event. Requests for fees to be varied/waived, must be made in accordance with *Council Policy 1.1.5 – Donations, Sponsorship and Waiving of Fees and Charges*. For events of longer than two days duration, fee and bond charges will be determined by Council.

Service based fees are imposed to ensure that reasonable costs incurred by the City for document preparation, administration and monitoring costs, are recoverable. The City's Chief Executive Officer may consider forfeiture of any bond or part thereof paid by the promoter should any condition imposed by the City not be complied with.

NOTE: In relation to venue hire, this clause is not applicable to NIB Stadium (Perth Oval).

- 2.3.2 Bond and fee monies are to be paid to the City in full, at least twenty one (21) days prior to the event.
- 2.3.3 Definitions relevant to fee payments:

'Charity' event - means all profits benefit a registered charity;  
'Community' event - means the event is to be non-profit; and  
'Commercial' - means the event is intended to gain a profit.

## **2.4 Sale or Supply of Liquor**

- 2.4.1 If the applicant/promoter proposes to sell or supply liquor at the event, an application, including plans, is to be made to the Department of Racing, Gaming and Liquor, and a copy of the application is to be submitted to the City, and WA Police for consideration and comments, no later than twenty one (21) days prior to the event.
- 2.4.2 The City will assess the application in accordance with *Council Policy No. 2.1.7 – Parks, Reserves and Hall Facilities – Conditions of Hire and Use*, also taking into consideration harm minimisation principles, and the responsible service of alcohol.
- 2.4.3 Once approval has been granted by the Department of Racing, Gaming and Liquor, a copy is to be provided to the City (preferably a minimum of fourteen (14) days prior to the event).

## **2.5 Temporary Food Premises**

- 2.5.1 Details of all food service must be forwarded to Health Services for approval at least fourteen (14) days prior to the event.
- 2.5.2 All food vehicles or premises are to be approved prior to operation. Persons wishing to sell food at the event are to obtain from Health Services the relevant application forms, and submit with the fee, as specified in the Fees and Charges, as adopted by Council (for the relevant Financial Year). If more than five (5) individual food service outlets are proposed, the applicant/promoter will be required to coordinate the collection and submission of application forms.
- 2.5.3 If an application to sell food is approved, a Special Events Permit will be issued to the operator. All conditions of approval must be strictly complied with, and an Environmental Health Officer may refuse to permit the sale of food or seize certain food items in the case of non-compliance, pre-event or on the day.

## **2.6 Noise Control**

Where it is determined that noise from an event will impact on surrounding properties, the applicant/promoter must comply with the *Environmental Protection (Noise) Regulations 1997* (i.e. amplified music, bump in/bump out). The applicant/promoter is to liaise with the City's Health Services in relation to which noise exemption applications will need to be submitted and approved prior to the event.

- 2.6.1 A 'Regulation 18' application for amplified music/machinery noise (e.g. vehicles/stunt bikes) must be submitted to the City's Health Services a minimum of sixty (60) days prior to the event, accompanied by the relevant fee, and a Noise Management Plan compiled by a reputable/qualified Acoustic Consultant.
- 2.6.2 Should an event satisfy the criteria of 'Regulation 16' and 'Schedule 2' of the Regulations (i.e. sporting event, community fair, fete etc.), which deems and event to be exempt from complying with the 'assigned levels' of the Regulations, noise levels shall remain reasonable in keeping with the relevant type of event, nearby residents shall be notified of the event, and issues concerning noise management should be discussed with the City's Health Services.



- 2.6.3 A 'Regulation 13' application for bump-in/bump-out/construction noise (i.e. set up/dismantling stage equipment), must be submitted to the City's Health Services a minimum of fourteen (14) days prior to the event, accompanied by the relevant fee, and a Noise Management Plan that addresses prescribed criteria. The prescribed criteria can be obtained by contacting the City's Health Services.

Should the City's Chief Executive Officer approve a 'Regulation 18' or 'Regulation 13' application, some, or all of the following conditions will be applied:

- 2.6.4 The applicant/promoter or nominated person(s) responsible for noise levels emitted from the event shall provide their mobile contact details to the City's Health Services, and be available and contactable at all times during the event and at the bump in/bump out period. They must have full responsibility at the event to control noise levels so that they comply with the conditions of approval. Failure to do so will result in forfeiture of the bond. Enforcement action may be taken against the responsible person/ under the Environmental Protection Act 1986 or during the event. The letter is to be provided to the City's Health Services for approval, prior to distribution.

Where deemed appropriate the City's Chief Executive Officer may approve alternate means of notifying potentially affected property owners (e.g. local newspaper articles), by the applicant/promoter/venue management.

- 2.6.5 Noise levels permitted to be emitted from the venue, and received at affected residential properties will be specified in the 'Regulation 18' approval,
- 2.6.6 Amplified music shall cease at 10.30pm, however, consideration may be given to extending events which rely on audio visual effects, to 11.30pm. This decision is at the sole discretion of the City's Chief Executive Officer.
- 2.6.7 Pre-event sound checks may be undertaken between 9.00am – 7.00pm for a maximum of 60 minutes prior to the event day, and between 11.00am and 7.00pm on the event day, for a maximum of 60 minutes. All 'pre-event sound checks' are to be approved by the City.
- 2.6.8 During all 'Regulation 18' events, an Acoustic Consultant/Engineer shall remain on-site or in the immediate vicinity of the event, to monitor sound levels for the duration of the event (unless otherwise approved by the Chief Executive Officer). In the event that an Environmental Health Officer, WA Police Officer or and Officer from the Department of Environment Regulation requires the noise levels to be reduced, the applicant/promoter/responsible person is to comply immediately. Failure to do so will result in forfeiture of the bond. The responsible person may also be issued with an Infringement Notice or be prosecuted.
- 2.6.9 A verbal report detailing any noise complaints received, is to be made to the City's Health Services on the next working day after an event. The formal noise monitoring report (compiled by the Acoustic Consultant/Engineer) is to be submitted to the City as soon as practicable, but no later than fourteen (14) days after the event.

## 2.7 Toilet Requirements

- 2.7.1 Toilets are to be provided in accordance with Appendix 7A – Recommended Toilet Facilities for Temporary Events, as detailed in the Department of Health ‘*Guidelines on the Application of the Health (Public Buildings) Regulations 1992*’. This publication can be viewed online at [www.health.wa.gov.au](http://www.health.wa.gov.au), or you may contact Health Services for further information. The number of toilets to be provided depends on the proposed number of patrons, the duration of the event and whether alcohol is to be provided. A minimum of one unisex disabled toilet facility shall be provided at an event.
- 2.7.2 Toilets shall be provided with adequate lighting, signage, sanitary disposal bins in female toilets, and be cleaned regularly throughout an event. A licensed plumber, and/or the toilet hire company shall be on standby for the duration of the event.
- 2.7.3 Where portable toilet facilities are provided for a venue that hosts regular events, all facilities shall be connected to sewer.

## 2.8 Public Building Requirements

- 2.8.1 All venues, whether indoor or outdoor, shall be approved as a Public Building for entertainment purposes, and be able to accommodate the number of people expected to attend. The number of people that the venue can hold is determined by a number of factors, including:
- (i) The total floor area;
  - (ii) Number of toilet facilities;
  - (iii) Number of exits and distance of travel to an exit; and
  - (iv) Ventilation requirements (for indoor venues).
- 2.8.2 The following approvals are essential in order for an event to proceed. Subject to compliance with all conditions of approval, a Temporary Public Building approval will be issued in accordance with the *Health (Public Building) Regulations 1992*. Application forms are available from Health Services.
- (a) *Application to Construct, Extend or Alter a Public Building* (Form 1) is to be submitted with the City’s Health Services a minimum of sixty (60) days prior to the event, with supporting information (i.e. Certificate of Design for stages, plan of area), and the relevant fee. Thereafter, approval conditions will be issued by the City;
  - (b) *Application for Certificate of Approval* (Form 2) – to be submitted prior to the event (usually the day prior, or the day of the event), once all conditions of the *Form 1* approval have been met, including a copy of relevant structural certification (i.e. stages, marquees, towers); and
  - (c) *Certificate of Electrical Compliance* (Form 5) – to be submitted prior to the event in relation to all temporary wiring and devices, once installed.

- 2.8.3 The venue must have emergency lighting or power that will operate if the main electrical source fails. For buildings, this must comply with *Australian Standard AS 2293*, and for high risk outdoor venues there must be an alternative power supply which is automatically activated in the case of power failure. Lighting levels throughout the concert/event are to be sufficient that steps are visible to patrons, and that exit locations and hazards are visible.
- 2.8.4 Temporary electrical installations in all public buildings and outdoor venues shall be certified by the certified electrical contractor/installer by providing a Certificate of Electrical Compliance (Form 5) to the City, in accordance with the *Health (Public Buildings) Regulations 1992*.
- 2.8.5 Exit signs for indoor venues shall be installed in compliance with *AS 2293* and the *Health (Public Buildings) Regulations 1992* and be illuminated and clearly visible whenever the venue is occupied by the public.
- 2.8.6 All stages, medium and large marquees, and lighting rigs must be certified structurally sound. A Structural Engineer's Certificate of Compliance is required by the City from a practicing structural engineer. Suspended lighting rigs must have a secondary safety support system and any lighting effect suspended above the audience must have safety chains. Drapes, curtains or any other effects must be of flame-retardant material.
- 2.8.7 Generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be safely secured at all times. Where cabling is run along the ground in a public access area, it must be securely covered/encased to prevent trip hazards. Generators shall be located so noise or vibration levels do not impact on patrons or occupants of surrounding properties.
- 2.8.8 For events of 5000 patrons or more, the applicant/promoter is to prepare an emergency evacuation plan which complies with Australian Standard *AS 3745 Emergency Control Organisation and Procedures for Buildings*, and the Fire and Emergency Services Authority requirements. Details shall include all aspects of safe evacuation during an emergency, directions for occupant escape, communications, rescue and fire control procedures. The emergency evacuation plan is to be distributed and explained to all key personnel (wardens).

## **2.9 Emergency Services**

- 2.9.1 Emergency Services, WA Police Services, Fire and Emergency Services Authority (FESA) and first aid providers shall be notified at least thirty (30) days prior to events of less than 5000 patrons, with events of more than 5000 patrons to have a representative from each emergency service provider available at the Concert and Event Working Group Meetings (a minimum of sixty (60) days prior to the event).
- 2.9.2 The promoter shall liaise with all emergency services, to enable for suitable patrols and traffic control in the area, in the case of an emergency.

- 2.9.3 Fire fighting equipment such as extinguishers, hydrants, etc. are to be provided at locations, and in numbers, in accordance with the requirements and guidance of FESA.
- 2.9.4 First aid providers such as St. John's Ambulance and/or the Red Cross are to be arranged/contracted for the event at minimum 30 days prior to the event, for the provision of first aid. These organisations shall be contacted to determine how many first aiders and first aid posts/rooms need to be provided.

## **2.10 Crowd Control & Security**

- 2.10.1 The promoter is to ensure that a suitable level of crowd control and security is provided at the venue. Crowd control personnel are to be qualified and suitably experienced in maintaining the order and control of the anticipated crowd size and type. Security and crowd control personnel are to remain on duty at the conclusion of the event to supervise the orderly dispersion of patrons. Police Officers on duty at, or near the venue are not to be construed as being a replacement or interchangeable with security or crowd control personnel. Crowd control personnel are also to be provided for maintaining a presence in surrounding areas pre and post event, to assist in crowd dispersal and minimising antisocial behaviour.
- 2.10.2 Security personnel are to ensure that patrons are screened for the possession of alcohol, banned and illegal substances prior to gaining entry to the event venue, and in the case of alcohol, to alcohol-free areas. The promoter shall direct security personnel to examine bags, containers and eskies of persons prior to entry into the event venue and alcohol-free zones, as far as practicable (traffic flow into the venue and specific areas within the venue shall not be unreasonably hindered). Any alcohol, banned and/or illegal substance shall be confiscated prior to entry into the event venue or alcohol-free zone, where applicable. Any personal item confiscated and detained shall be secured for collection by the owner of the goods for a period of 24 hours following the event, except in the case of illegal substances. Illegal substances shall be reported and provided to the WA Police.
- 2.10.3 The number/ratio of crowd control personnel to patrons that shall be provided is subject to the nature, intended audience, availability of alcohol and overall risk rating of the event (Appendix 1). Numbers/ratios are generally determined as follows:
- (a) Liquor Licensed and BYO (Bring Your Own) Concerts and Events  
To be specified by the Department of Racing, Gaming, and Liquor (recommend approximately 2 crowd controllers for the first 100 patrons and thereafter 1 crowd controller for each 100 patrons).
  - (b) Non- Liquor Licensed Concerts and Events  
To be specified by the City's Health Services (approximately 2 crowd controllers for the first 100 patrons and thereafter approximately 1 crowd controller per 150+ patrons).

## 2.11 Additional Requirements

2.11.1 Parking: Adequate parking is to be made available when required by the City, to minimise the inconvenience to neighbouring properties for the duration of the event. Parking arrangements are to be made with the City's Ranger and Community Safety Services at least sixty (60) days prior to the event. For events where greater than 10,000 patrons are proposed, the promoter is to encourage and advertise the use of public transport via joint ticketing with the WA Public Transport Authority (Transperth), and arrange for the provision of additional public transport facilities and overflow parking areas, as per direction of the City's Ranger and Community Safety Services.

2.11.2 Water: The promoter shall ensure that an adequate supply of water is available for fire fighting, hygiene purposes, etc. A free supply of potable water is to be available for patrons as an alternative to bottled water (i.e. water fountains/tank supplied by Mains Water), and the use of refillable bottles is to be actively promoted.

### 2.11.3 Communication

- (a) Letter drop: If not already required by the City in accordance with Clause 2.6.5, a letter drop must be undertaken by the applicant/promoter no later than seven (7) days prior to the event, and no earlier than twenty one (21) days prior to the event. The letter drop shall be undertaken within a 200 metre radius (or to a zones as specified by the City), to provide surrounding premises with details of the event and a mobile telephone number for complaints (must be operational for the duration of the event). A draft letter shall be provided to the City's Health Services for approval prior to the letter drop being undertaken;
- (b) Key Contact List: A list of key personnel involved in the event shall be submitted to the City prior to the event; and
- (c) Briefings: The applicant/promoter is to attend all pre and post event briefing sessions stipulated by the City's Concert and Events Working Group. Dependant on the scale of the event, more than one pre-event briefing meeting may be required. A post-event debrief shall be undertaken, approximately seven (7) to fourteen (14) days after the event.

2.11.4 City owned Parks and Reserves/properties: Where vehicular access to a City owned park/reserve is required, prior approval is required from the City's Parks Services, at which stage payment of a bond may be requested. If a vehicle over 5 Tonnes is permitted to access a park/reserve for delivery of goods etc., at no time shall that vehicle be permitted to remain on the City park/reserve, following delivery/pick up. The promoter is to ensure that underground reticulation and power lines are not damaged, and that the parks and gardens are not vandalised or abused by patrons. In certain weather conditions (i.e. heavy rain), requests for vehicular access to a park/reserve may be denied, regardless of whether approval has previously been granted.

- 2.11.5 **Rubbish Removal:** The promoter is to be responsible for the collection, removal and disposal of all rubbish generated at the event, and from streets and other public areas around the venue. Rubbish may need to be collected several times during the event, and shall be completed within 24 hours of the event conclusion. The collection of refuse must not be undertaken prior to 7.00am Monday – Saturday, 9.00am Sundays and Public Holidays, and not after 7.00pm, in accordance with the *Environmental Protection (Noise) Regulations 1997*. Additional City refuse and recycling bins may be obtained for an event, by contacting the City’s Waste Management Section. Cleaning staff shall be provided with sharps containers for the disposal of inappropriately discarded syringes.
- 2.11.6 **Security Fencing:** Fencing shall be designed so that there are sufficient exits for safe evacuation of all patrons throughout the venue in the case of an emergency. Where potential hazards exist with groups of people loitering external to the event venue (for example, concerts at Members Equity Stadium), screening is to be placed on see through fencing to minimise the risk associated with uncontrolled gathering. Screening of a hessian type material is permitted, so long as it is not highly flammable.
- 2.11.7 **Fire Hazards:** Combustible material such as accumulated cardboard, dry grass and leaves, are to be cleared from the site prior to the event so as not to create a fire hazard.
- 2.11.8 **Road Closures:** Events and/or concerts requiring either the full or partial closure of any Road or Right of Way within the City will require the prior approval of the City, the WA Police and the Commissioner of Main Roads.

The applicant/organiser shall engage, at their expense, a Main Roads WA accredited Traffic Management Company to submit a Road Closure Application and prepare and implement a traffic management plan (TMP) in accordance with AS 1742.3 - 2002. The TMP shall be submitted to the City at least seven (7) days prior to the event.

Once the TMP has been assessed and approved by Technical Services the applicant shall pay an application fee (in accordance with the adopted Council fees and charges) and obtain a permit from the City’s Ranger and Community Safety Services for the approval to be validated.

Approval, if granted, shall be granted in accordance with the Road Traffic (Events on Roads) Regulations 1991, whereby the applicant shall carry out the following:

- (a) Temporary Road Closure for Events (Section 81A):
- (i) The applicant must obtain from the WA Police an “Application for an Order for a Road Closure”. The completed form must be signed by the Chief Executive Officer (or nominee) and lodged by the applicant at the Police Station nearest to where the event is to be conducted; and
  - (ii) Where the event involves a street or locality event which does not involve large public participation, i.e. less than 500 people, the applicant must obtain and record the consent of not less than two thirds of the occupiers of land immediately adjacent to the road it is proposed to close.

(b) Suspension of Road Rules [Section 83(1)]:

- (i) The applicant must also obtain from the WA Police an "Application for Temporary Suspension of the Road Traffic Act/Regulations – Section 83 Road Traffic Act. The completed form must be signed the Director Technical Services and lodged by the applicant at the Police Station nearest to where the event is to be conducted.

2.11.9 Venue Access: The applicant/promoter is to ensure that relevant City Officers have ready access to the venue for monitoring and surveillance purposes (i.e. Rangers, Environmental Health Officers, Technical Services). Authority cards shall be sufficient evidence for the promoter/security and crowd control personnel to provide such access. The applicant/promoters shall also ensure that disabled access is provided.

## **CONTACT LIST**

City of Vincent

Ph: 9273 6000      Web: [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au)

E-mail: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

Department of Environmental Regulation

Ph: 6364 6500      Web: [www.der.wa.gov.au](http://www.der.wa.gov.au)

Department of Mines and Petroleum (Fireworks and Pyrotechnics approvals)

Ph: 9358 8002      Web: [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)

Fire and Emergency Services Authority (FESA)

Ph: 9323 9300      Web: [www.fesa.wa.gov.au](http://www.fesa.wa.gov.au)

Department of Health (Environmental Health Branch) WA

Ph: 9388 4999      Web: [www.public.health.wa.gov.au](http://www.public.health.wa.gov.au)

Department of Racing, Gaming and Liquor - Liquor Licensing Division

Ph: 9425 1888      Web: [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

WA Police Service (Public Events Branch)

Ph: 9222 1111      Web: [www.police.wa.gov.au](http://www.police.wa.gov.au)



**APPENDIX 1**

**CITY OF VINCENT  
 RISK CLASSIFICATION FOR CONCERTS AND EVENTS**

| <b>Number of Patrons Attending</b>   |    |  |
|--|----|--|
| More Than 10,000   | 40 |  |
| 5000 - 10000   | 30 |  |
| 1000 – 5000  | 20 |  |
| 500 to 1000 persons  | 15 |  |
| 200 to 500 persons   | 5  |  |
| 100 to 200 persons   | 2  |  |
| Less than 100 persons  | 1  |  |
| Less than 50   | 0  |  |
| <b>Entry Restrictions</b>  |    |  |
| Open to general public; free or prior numbers not known, general admission                         | 4  |  |
| Function for select membership – non-related persons pre sold tickets & allocated seating          | 2  |  |
| Private function (family, business)  | 1  |  |
| <b>Crowd Dynamics</b>  |    |  |
| Harsh environment crowd pushing and competition almost always occurs                               | 15 |  |
| Hostile elements – reasonable possibility of crowd pressures at some stage (Sporting fixtures etc) | 7  |  |
| Elderly, mobility impaired, require assistance and close supervision                               | 4  |  |
| Young children require close supervision   | 2  |  |
| Healthy, predominantly good mobility – static crowd  | 0  |  |
| <b>Lighting</b>  |    |  |
| Lighting dimmed or extinguished  | 10 |  |
| Normal lighting  | 2  |  |
| Held during the day (daylight hours) – open air or building with windows                           | 1  |  |
| <b>Duration</b>  |    |  |
| Greater than eight hours   | 10 |  |
| Between four and eight hours   | 4  |  |
| Between two and four hours   | 2  |  |
| Between one and two hours  | 1  |  |
| Up to one hour   | 0  |  |
| <b>Structures</b>  |    |  |
| Spectator stand Temporary (score per stand)  | 10 |  |
| Temporary facilities or one off event  | 5  |  |
| Stage and support system - temporary - complex (score per stage)                                   | 4  |  |
| Stage permanent or temporary simple  | 2  |  |
| Marquee - Large area greater than 200m <sup>2</sup> (multiply score by No. of marquees)            | 4  |  |
| Marquee - Medium 55m <sup>2</sup> to 200m <sup>2</sup> (multiply score by No. of marquees)         | 2  |  |
| Marquee or stall - Small Less than 55m <sup>2</sup> in area (multiply score by No. of marquees)    | 1  |  |
| <b>Egress Difficulty</b>   |    |  |
| Multi storey building or basement with only stair access to open space                             | 10 |  |
| 2 storey building  | 6  |  |
| Complex single storey building, multiple areas   | 4  |  |
| Simple single storey building – one area   | 1  |  |
| Open Air   | 0  |  |

**CITY OF VINCENT**

**RISK CLASSIFICATION FOR PUBLIC BUILDINGS (continued)**

| <b>Type of Use</b>  |       |  |
|---|-------|--|
| Pyrotechnical display (fireworks)   | 10    |  |
| Entertainment with amplified music  | 10    |  |
| High Risk activities – crowd interaction  | 2     |  |
| Medium Risk activities  | 1     |  |
| Low risk activities   | 0     |  |
| <b>TOTAL</b>  |       |  |
| <b>Alcohol or Drugs - Multiplier – Multiply above TOTAL</b>   |       |  |
| BYO Alcohol; Alcohol is sold / provided & or illicit drug use likely. <u>Where in the opinion of the City's Chief Executive Officer, the predominant age group &lt;30 years of age [the x factor may be reduced to 1.5 in case of experienced venue/event management - subject to discretion of the City]</u> | x 2   |  |
| BYO Alcohol; Alcohol is sold / provided & or illicit drug use likely. <u>Where in the opinion of the City's Chief Executive Officer, the predominant age group &gt;30 years of age</u>  | x 1.5 |  |
| Alcohol banned or traditionally consumed in moderation  | x 1   |  |
| <b>SCORE</b>  |       |  |

**FACTOR x**

Regardless of the above score there are often overriding factors that dictate the level of involvement. Some of these factors include but are not limited to the following examples.

- Proximity of toxic substances to a temporary event etc.
- Experience of public building operators or managers.
- Previous experiences from similar events or operators.

| <b>Risk Rating</b> | <b>Score</b> | <b>Likelihood</b>  | <b>Approval</b>   | <b>Surveillance Frequency</b>   |
|--------------------|--------------|--|---|---|
| Low risk           | 0 – 47       | Potential for serious incident unlikely  | Relevant approvals outlined in the policy to be issued (e.g. temporary food permits).   | <ul style="list-style-type: none"> <li>• Generally not necessary;</li> <li>• Occasionally if regularly occurring</li> </ul> |
| Medium Risk        | 48 - 89      | Moderate increase in the potential for serious incident  | Assess the event application. Approval to be issued as per the relevant policy requirements. Assess the venue pre-event prior to issuing formal approval.         | Every event for limited duration - merely to ensure compliance with public health standards and conditions.                 |
| High Risk          | 90 - 149     | Potential for serious incidents likely if the risks are not identified and contingencies plans implemented | Formal approval required. Approval to be issued as per all policy requirements. High level of risk management and organisation scrutiny required for these events | Every Event for the event duration  |
| Extreme            | 150 - 200    | Extremely high likelihood of serious incidents occurring   | Refuse application and require applicant to reassess risks/revise and resubmit  | N/A   |