

GUIDE TO EVENTS

The Shire of Mundaring “Guide to Events” is designed to assist you in the planning and implementation of your successful event.

INTRODUCTION

You need to send your completed application form to the Shire's Bookings Officer at least **four weeks prior** to your event. ***Your booking will not be confirmed until the application form has been returned.***

The Shire classifies large events as being 50 persons or more, which includes concerts. For large events an application form must be received no less than **three months prior** to the event.

Any event applications submitted outside of these times may not be able to be processed. The time allocation allows the relevant officers to assess the extent of your event.

Once the assessment has been completed, the fees applicable for holding your event are determined and a City officer will advise you of the fees applicable.

The Shire of Mundaring's Event's Guide is designed to assist you in the planning and implementation of your successful event.

GENERAL INFORMATION

The Shire's events package provides a step-by-step guide for staging an event within the Shire of Mundaring to enable the necessary approval information for the event to be given and to assist you, the event organiser produce a successful event.

Application Procedure

As the event organiser you are required to complete the event application ensuring all questions in the package are answered.

As several parties and departments are involved in the events approval process, the first point of contact for events on Shire owned/managed land is the Shire's Bookings Officer, who administers the events package (Events Guide and Application Form) and who is able to determine whether the venue for your proposed event is suitable and available. Once this information has been determined then the event application form needs to be completed and returned to the Bookings Officer within **14 days** to confirm your booking and to assess your application.

The Shire's Booking Officer is the first point of contact for you and will direct your application to the relevant departments.

The event application form is specific in nature and endeavours to ask all of the relevant questions in order for a decision to be made on whether the event obtains approval or not, and if any further questions and information are required.

If necessary due to the nature and size of the event, you will be invited to a meeting along with other relevant department representatives to ensure the necessary approvals are obtained in order for your event to proceed.

The event application is to be sent to:

Shire of Mundaring
ATT: Bookings Officer
7000 Great Eastern Highway
MUNDARING WA 6073

ACCESS FOR PEOPLE WITH DISABILITIES

The Department for Communities (Disability Services) have published guidelines, *Creating Accessible Events*, which can be obtained from their website www.disability.wa.gov.au. These guidelines should be considered when planning your event.

To enable your event to be as inclusive as possible it should be accessible to people with disabilities. In addition to wheelchair accessibility, it is helpful to provide:

- Hearing loops and Auslan (sign language) interpreters for people with hearing impairment.
- Public or private transport to and from your event.
- Special parking areas for people with disabilities.
- Accessible facilities such as toilets and food and drink counters.
- Special viewing areas for people with disabilities.
- Regular resting spots along entrance and exit paths.
- Information in large print and/or Braille for people with sight impairment.
- Drinking water and shade for guide dogs.
- Ticket pricing that includes admission for people with disabilities and their carers.

ACCESS FOR PERFORMERS AND STAFF

When planning your event, consideration should be given to access and bump-in times for all contractors, staff, performers and entertainers. Special car parking arrangements may need to be made for these people as well as earlier access times than the general public. Similarly, pack down and bump out times should be clearly communicated to all.

ALCOHOL

Occasional licenses are intended for people who want to sell liquor, but do not already hold a valid liquor licence.

The DRGL requires a written approval from the landowners (the Shire of Mundaring) to be submitted with your application and will also forward the application to the Western Australian Police when determining if the license will be granted.

Some of the DRGL requirements to obtain a liquor license are as follows;

- That there is a variety of non-alcoholic beverages and potable water available at the event
- That there is in place a written procedure for assisting intoxicated persons and written directions for bar staff regarding their obligations in relation to the serving of alcohol
- That all bar staff shall have completed the 'Responsible Service of Alcohol' Course

DEFINITIONS

Sale to agree or attempt to sell; offer or expose for the purpose of selling, send, forward or deliver for sale or on sale; barter or exchange; dispose of by lot, chance or auction; supply, offer or agree or attempt to supply in circumstances in which the supplier derives, or would be likely to derive, a direct or indirect pecuniary benefit or to gratuitously, but with a view to gaining or maintaining custom or other commercial advantage; or authorise, direct, cause or permit to be done any act referred to in this definition, and includes, in relation to a club, supply to or to the order of members otherwise than by way of sale, but does not in relation to any class of licence include the provision of a free sample authorised by this Act. (e.g. *Liquor supplied at a function where an "entry fee" is charged to a person attending, where a limousine is hired out and includes liquor as part of the cost, where a glass of champagne is offered (free or otherwise) as part of a service being provided*).

APPLICATIONS

A liquor license application may be obtained from the DRGL and must be submitted in accordance with the following;

- up to 500 people – at least **14 days before the event**
- between 501 and 5000 people – at least **30 days before the event**
- over 5000 – at least **60 days before the event**

If you obtain a license from the DRGL a copy must be forwarded to the Shire's Bookings Officer prior to the commencement of the event.

If you intend to supply alcohol, you will be required to submit an application to obtain "Approval to Consume Alcohol"

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Department of Racing Gaming and Liquor	1st Floor, 87 Adelaide Tce East Perth WA 6004	9425 1888 rql@rql.wa.gov.au www.rql.wa.gov.au
Shire of Mundaring	7000 Great Eastern HWY MUNDARING WA 6073	9290 6666 (Bookings) shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

AMUSEMENT AND MECHANICAL RIDES

There is a high risk factor associated with amusement rides and there have been a number of incidents in the past where people have fallen from amusement structures while the ride is in motion. Amusement rides must comply with the *Occupational Safety and Health Regulations 1996, regulation 4.52, Amusement structures*. These regulations are administered by Worksafe Western Australia.

It is in the interest of the event organiser to sight a copy of the owner / operator's Risk Assessment or Risk Management Plan as well as their Public Liability Insurance and Professional Indemnity Insurance.

APPLICATIONS

The amusement and mechanical rides will also be required to obtain a Stallholder Permit from the Shire's Health Service and it will need to be noted whether or not pegs will be placed in the ground and if so, their location (the location of these rides may require approval in order to avoid reticulation lines etc.)

Applications for stallholder permits and the required fee are to be submitted to the Shire at least 14 days before the event.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Worksafe – Construction, Plant and Primary Industries Branch		1300 307 877 www.commerce.wa.gov.au/WorkSafe
Shire of Mundaring – Health	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au shire@mundaring.wa.gov.au

BOOKING AND SELECTING A VENUE

To host an event in a facility or on land owned or managed by the Shire of Mundaring requires a facility booking. The first point of contact should be the Shire's Facility Booking Officer.

A full listing of Shire facilities and venues can be found at the Shire's website and information on other facilities and venues in the Shire of Mundaring may be located at Mundaring Visitor Centre.

APPLICATIONS

To book a Shire facility you will need to contact the Shire's Facility Bookings Officer as soon as possible to ensure that you are able to use the desired facility. Please be aware that there are fees associated with the hire of a Shire facility and these depend on its proposed use.

In order to book a non-Shire facility you will need to contact the property owners.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring - Bookings	7000 Great Eastern HWY MUNDARING WA 6056	9290 6666 – Bookings Officer bookings@mundaring.wa.gov.au www.mundaring.wa.gov.au
Mundaring Visitor Centre	7225 Great Eastern HWY MUNDARING WA 6073	9290 6645 visitorcentre@mundaring.wa.gov.au www.mundaringtourism.com.au

CAMPING

The *Caravan Parks and Camping Grounds Regulations 1997* require local government to approve the regulation requirements for designated camping areas. The main aspects to be considered are effluent and rubbish disposal, however it is asked that you discuss your proposal with the Shire's Health Service as additional items may be required.

Please note these regulations apply to private property as well.

APPLICATIONS

Where camping facilities are required on a temporary basis (up to 3 nights) for an event such as a festival, approval needs to be sought from the Shire's Health Services. An application should be made 3 months prior to the event.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring	7000 Great Eastern HWY MUNDARING WA 6073	9290 6666 (Health) shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

CARPARKING

It is the event organiser's responsibility to ensure that adequate parking is in place for the event. A parking management plan should be prepared to operate in conjunction with the traffic management plan.

Directional signage to parking should be clear and placed on roadsides in strategic positions (check with the Shire of Mundaring first on sign placement/if approval is required to put sign up).

Where possible, marshalls should be used to direct traffic within the site itself. Security arrangements may need to be put into place for the safeguard of cars whilst unattended.

Promotional material for the event should include information on the availability and location of car parking areas.

COMMUNICATIONS FOR A LARGE EVENT

Event Organisers and Staff

For large events all event organisers and staff should be in contact via an information hub. Event organisers may have a separate representative at the information hub to facilitate the provision and dissemination of public information.

The communication system should not rely on one single system and it should have its own backup power supply. In the event plan, ensure that the name and contact details of the person who is responsible for the communication system is provided.

Public Communication

Event organisers must be able to communicate with the crowd both for public announcements and in emergencies. Consideration should be given to the style and content of announcements.

Most emergency vehicles have communication systems that can be used in an emergency if public address systems cannot be placed inside the venue. Another option available for event organisers is the use of closed circuit television to provide visual information to the public, particularly to cater for people with hearing impairment.

Telephones

It is strongly recommended that event organisers have a landline telephone or other reliable means of communication readily available at the venue to contact police, emergency services, maintenance and other support services.

Temporary additional support to the mobile network may be required at remote public events, or at very large events.

CRISIS COMMUNICATION & MEDIA

A crisis communication plan should be developed to minimise any negative media that the event or Shire may receive in the case of an emergency or disaster.

The media may be inclined to publish more negative stories when they feel that they are not being kept properly informed or that information is being withheld from them.

If the event and the Shire are to be seen to be pro-active and efficient in both emergency management and crisis communications then the media may report more favourably on the emergency response efforts and the situation. This approach can also assist in minimising the length of time that negative aspects of the event remain in the news.

An important rule to remember in crisis communications is to “tell it all, tell it fast and tell the truth.” This will assist in minimising the effects of the situation.

When considering a crisis communication plan the following stages should be followed;

1. Appoint a single designated spokesperson who will officially release statements and participate in interviews with the media during the crisis. The designated spokesperson may choose representatives of relevant agencies such as the fire brigade to comment on technical topics where appropriate. This strategy will ensure that the correct message is communicated at all times, guaranteeing a united and coordinated approach to all media enquiries.
2. Select a media centre. This centre can be co-located with the emergency operations centre but make sure that the presence of the media will not hinder the response operations. If it is considered that the media presence is not desirable at the emergency operations centre then the media centre should be located somewhere that is easily accessible with access to communications networks such as internet and telephone facilities. Once the media centre location has been set don't change it, the media will need to know how to access the point and may not react favourably if the centre location is changed.

When releasing media statements or addressing the media always address issues in the following order:

1. Ensure that the human aspect of the event is addressed in the first instance. State any fatalities or casualties and your sorrow at these occurrences. Never release the personal details of the affected people before their next of kin have been informed.
2. Next, address the cause of the emergency, the current situation and any remaining actions such as evacuations and shutdowns that still need to occur. Try not to assign any blame without hard facts. Remember, the media is a tool for communicating with the relevant audiences so tell the media anything the community should be made aware of.
3. Address any losses, including financial last and only after the above two criteria have been addressed.

EMERGENCY MANAGEMENT

An emergency management plan will provide a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery. This plan will ensure that all relevant parties know their roles and responsibilities in the case of an emergency.

The development of an emergency management plan will involve the following steps;

1. Define all priorities in the case of an emergency
2. Assign responsibilities (i.e. Emergency Director, Emergency Management Group)

3. Assign an Emergency Operations Centre.

It is important that all parties are familiar with the emergency management plan and the assigned responsibilities. A useful way of communicating this information is to distribute a copy of the plan and brief all event personnel during the event briefing session.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Emergency Management Australia		6256 4600 ema@ema.gov.au

ENTRY AND EXIT POINTS

To ensure entrances and exits are efficient they must be designed to cater for the type of crowd, number of patrons and various situations that arise throughout the life of an event.

They should:

- Provide clear exit and escape routes;
- Have separate vehicular and pedestrian access;
- Be kept clear of all other activities;
- Provide for supervision;
- Marshalling and directing of crowds;
- Provide access for emergency services and their vehicles;
- Provide access for wheelchairs;
- Stagger entry times by timetabling entertainment;
- Have sufficient and appropriate barriers, fences, gates and/or turnstiles;
- Locate ticket sales in the vicinity of but separate from entrances;
- Provide sufficient and appropriately trained staff;
- Have control points for searching for prohibited items (glass, weapons, alcohol, drugs);
- Have barriers that don't impede entrance or exit to the event by crowds;
- Provide a secure area for storage of confiscated goods;
- Have toilets and site maps located nearby;
- Have clear, well-lit entrance and exit signs; and
- Provide separate entrances and exits for entertainers and staff.

For all events:

- Exit widths must comply with the *Building Code of Australia*;
- Exits for outdoor events should be evenly distributed around the event site; and
- Paths of travel to exit doors must be kept clear of obstructions and electrical equipment.

For events within buildings:

- Numbers of exits and distance of travel to a road or open space must comply with *Section D of the Building Code of Australia*; and
- Exit signs must be provided to comply with AS2293 and be illuminated and clearly visible.

EVENT CANCELLATIONS

Factors resulting in event cancellation may include:

- Weather;
- Poor ticket sales;
- Venue damage/availability;
- Star performer sickness/substitution; and
- Lack of sponsors.

When the event is cancelled just prior to the anticipated start time, crowd control becomes critical, especially if large numbers of patrons are already present and/or are awaiting entry. Part of the crowd may become disorderly and cause property damage or injuries. Event organisers should establish contingency plans to deal with the need to cancel, cut short or postpone a public event.

FIREWORKS AND PYROTECHNICS

Fireworks Event Permits are issued by Resources Safety for outdoor fireworks displays and are required for each display or for a group of consecutive displays at the same venue where the intervening time is not greater than 48 hours.

There are several requirements that must be met by the event organiser / fireworks operator prior to a permit being granted. These steps are as follows;

1. Check the limitations of the Fireworks Operator Licence – there are four categories of licence and the category endorsements will dictate the type of fireworks that can be conducted. They are: Ground Outdoor Fireworks; Restricted Outdoor Fireworks (Level 1); Restricted Outdoor Fireworks (Level 2); Unrestricted Outdoor Fireworks.
2. Ensure that safety precautions are in place and that adequate clearance distances (in accordance with Australian Standards 2187.4 – 1998 (m) Explosives – Storage, transport and use Part 4: Pyrotechnics – Outdoor Displays) have been allowed for.
3. Prior to lodging the application for a Fireworks Event Permit, the fireworks contractor must lodge a Fireworks Event Notice (a pre-requisite) with FESA, WA Police and the Shire of Mundaring.

Applications should be submitted to the Shire of Mundaring at least 28 days prior to the event for comment prior to submitting the application to Resources Safety at least 14 days before the event.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Department of Mines and Petroleum	Level 2, 303 Sevenoaks Street CANNINGTON WA 6017	9358 8079 www.dmp.wa.gov.au

FIRST AID

The provision of First Aid for the event is to be in consultation with an event first aid provider such as St John Ambulance or Royal Lifesaving. The First Aid arrangements for the event should also be incorporated into and support the Risk Management plan.

First Aid Posts must be appropriately equipped and easy to find, therefore the event organiser should ensure the location is adequately sign-posted. The number of First Aid Posts required depends on the size of the event; however the table below can be used as a guide. The event organiser will need to ensure First Aid providers are given adequate notice.

First Aid rooms must be provided to the satisfaction of the First Aid Provider. At a minimum, the rooms must be fitted with:

- Chairs and tables;
- Easily identified signage that is visible at night; and
- Power and running water and adequate lighting.

The figures below were suggested by St John's Ambulance Australia to the Health Department of Western Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22 +	4

Where large numbers at concerts gather close to the stage or a mosh pit has the potential to develop, a First Aid Post should be established behind the stage barrier.

APPLICATIONS

It is up to the event organiser to book a first aid facility and liaise with the provider. Most first aid providers require a minimum of 6 months notice (large event). The costs for this service is to be discussed and decided upon between the provider and the event organiser.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
St John Ambulance	209 Great Eastern Highway BELMONT WA 6104	9334 1222 info@stjohnambulance.com.au www.stjohnwa.com.au
Royal Life Saving Society	McGillivray Road MOUNT CLAREMONT WA 6010	9383 8200 milloy@rlsswa.com.au www.lifesavingwa.com.au

FOOD

There are two different types of food business that generally trade at events within the Shire of Mundaring, **Temporary Food Businesses** and **Mobile Food Business**. Temporary Food Business are premises that are erected for that particular event, while Mobile Food Businesses are moveable (ie. coffee van). Each of these types of businesses are required to obtain relevant approvals from the Shire's Health Service.

Food businesses requirements:

- Obtain a **Stallholder (Food) Permit** for the operation of a food business at an event, regardless of whether the event is on public or private land.
- With the application for a Stallholder Permit, provide evidence of Food Business Registration with the Local Government Authority in which they are based (unless it is a fundraising stall producing low risk foods)
- With the application for a Stallholder Permit, provide a copy of their public liability insurance policy (for events on Shire land only)

Event organisers and food businesses should consult with Local Government to determine the specific requirements for the range of food that will be available. Different regulations govern different venue types and food types.

All food stallholders are required to obtain a Stallholder Permit regardless of whether they are not-for-profit or commercial, registered with another local government or approved by the Shire of Mundaring for another event.

APPLICATIONS

Individual food stallholders must complete and submit an Application for Stallholder's Permit to the Shire of Mundaring. The form should be directed to the Shire of Mundaring's Health Services (unless otherwise advised) at least 14 days prior to the event. Permit fees vary depending on the length of the event; you can contact the Shire's Health Service for more information.

CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

GAMBLING

Under the *Gaming and Wagering Commission Act 1987*, any community based organisation, sporting body or charitable group wanting to raise funds from gaming related activities is required to obtain a permit from the Department of Racing, Gaming and Liquor.

APPLICATIONS

Full permit details and applications can be obtained from the Department of Racing, Gaming and Liquor website, www.rgl.wa.gov.au and go to Gaming. It should be noted that all permits are only issued to an organisation on the proviso that the purpose of raising funds is not for private gain or commercial undertaking. An applicant must be able to satisfy the Gaming and Wagering Commission that the organisation is a genuine club, society, institution, association or other body of persons.

The fees associated with these applications vary depending on the type of permit required. Please see www.rgl.wa.gov.au for more information.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Department of Racing, Gaming and Liquor	1 st Floor Hyatt Centre 87 Adelaide Terrace EAST PERTH WA 6004	9425 1888 rgl@rgl.wa.gov.au www.rgl.wa.gov.au

INFORMATION CENTRES

An information booth, desk or office should be set up at the event to provide the following:

- Emergency co-ordination centre;
- First aid posts and public communication;
- Communication with event organisers and staff;
- Maps of the site for patrons, sponsors and key stakeholders;
- Detailed information about the event and its activities; and
- Staff knowledgeable in all aspects of the event.

The information centre is where information about any aspect of the event during its operation can be gained and where consultation occurs in relation to major decisions before being executed.

The information centre staff will know how to contact the event manager at all times. At a small event, this may be by mobile phone [if range permits], two-way radio or loud hailer. Make sure that the information centre is marked on the event site plan.

INSURANCE

All events should have insurance cover to protect the public, paid staff and volunteers. Insurance is necessary to reduce or eliminate risks to your organisation for accidents caused to your visitors, or your staff.

A copy of the applicant's Public Liability Policy with a cover of not less than \$10 million should be provided to the Shire of Mundaring at least seven (7) days prior to the event.

All stall holders, suppliers, performers and contractors should provide certificates of currency for public liability and Worker's Compensation, if applicable, to the event organiser.

All insurance is the responsibility of the event organiser.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring - Bookings	7000 Great Eastern Highway MUNDARING WA 6073	9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au
Australian Prudential Regulatory Authority		9481 8266 contactapra@apra.gov.au www.apra.gov.au

LEGAL CONTRACTS

In today's world we are surrounded by examples of people in litigation because of perceived non-performance of contractual obligations, or worse.

To ensure that your organisation reduces its vulnerability to litigation, you should have access to a lawyer to clear your agreements with sponsors, contractors, service providers and your interaction with the public. Even better, include a lawyer in your Organising Committee.

WHEN IN DOUBT, CONSULT YOUR LAWYER

MARQUEES AND STAGES

The *Health Act 1911* and the *Health (Public Building) Regulations 1992* define any place of assembly as a public building. That includes outdoor concerts and events whether enclosed or not. The approval authority for public buildings is the Local Government, i.e. the Shire of Mundaring.

Tents, marquees and stages are classified as public buildings. For the safeguard of all, the structural integrity of all erected buildings must be observed.

For each type of structure, the manufacturer's details or structural certification must be submitted to the Shire of Mundaring.

APPLICATIONS

A Certificate of Structural Integrity for a Temporary Structure / Stage / Marquee form must be completed and returned to the Shire once constructed, but prior to the event.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

NOISE REGULATIONS

Music amplifiers, fireworks, generators, and crowds are all factors in which events contribute to noise levels being much higher than normal. It is important that the level of noise produced by the event is monitored to minimise disruption to local residents, businesses and ensure compliance with regulations.

Ear protection must be provided at events where noise levels are very high, such as rock concerts, air shows and motor racing, and where employees are exposed to high noise levels for prolonged periods. The audience should also be warned of the dangers posed and advised of measures to protect their hearing.

Noise pollution from events often results in complaints to authorities from the surrounding community. Event organisers must advise local residents in writing, of noise levels before the event and provide written evidence and any responses to Shire of Mundaring officers if requested.

An Event Plan should list activities or mechanisms that are likely to create high noise levels at the event, actions outlining how the noise will be managed and monitored. This Plan should also outline the exact times that the noise will be occurring. Fireworks are a good example.

Noise regulations in Western Australia are governed by the *Department of Environmental Protection under the Environmental Protection (Noise) Regulations – 1997*. The power of this regulation is delegated to the Chief Executive Officer of the Shire of Mundaring.

The regulations make provision for special cases, such as events, to allow for reasonable amounts of activities that benefit the community. These activities have had special noise conditions assigned that they must comply with as opposed to complying with the standard assigned noise levels.

Special cases include outdoor concerts and community activities.

Outdoor Concerts

The regulation allows for the local community to approve up to two (possibly more) concerts or similar events at a venue in any 12 month period, under certain conditions.

Community Activities

The regulations sets out noise management procedures for certain listed activities and exempt these listed events from standard assigned noise levels. Listed activities include;

- Noise emitted by spectators at an organised sporting activity;
- Noise emitted by participants and spectators at a meeting or procession which has been authorised under the Public Meetings and Processions Act 1984;
- Noise emitted from church services where the worship takes place on land which is exempt from rates

- Noise emitted from church services where the worship takes place on land which is exempt from rates because of its religious use;
- Noise emitted from a recreational or educational activity on educational premises under control of the principal. The activity may use musical instruments but not mechanical equipment; and
- Noise emitted from agricultural shows, fairs, fêtes, exhibitions and similar events.

Ear protection must be provided at events where noise levels are very high, such as rock concerts, air shows and motor racing, and where employees are exposed to high noise levels for prolonged periods. The audience should also be warned of the dangers posed and advised of measures to protect their hearing.

For more information regarding noise regulations and approvals in Western Australia refer to the *Environmental Protection (Noise) Regulations 1997*. This document can be obtained via the Department of Water and Environmental Regulation website, www.der.wa.gov.au.

If live music is planned, you must provide advice from an Acoustic Consultant as to the level of noise that will potentially be emitted, when received at the nearest noise sensitive premise (residential premises).

If the noise level at your event is likely to exceed the assigned noise levels as stated in the *Environmental Protection (Noise) Regulations 1997*, you must obtain a non-complying event approval from the Shire of Mundaring.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Department of Water and Environmental Regulation	168 St Georges Terrace PERTH WA 6000	364 7000 www.der.wa.gov.au
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

PARKS AND GARDENS

Underground reticulation and power lines must not be damaged as a result of the event. Timers on automatic sprinklers and/or lighting may have to be adjusted by the Shire of Mundaring. These issues would generally arise when temporary items / structures such as marquees are erected or stakes put into the ground to mark boundaries, guide traffic flow etc.

APPLICATIONS

As already stated with marquees and stages, a Certificate of Structural Integrity for a Temporary Structure / Stage / Marquee form must be completed and returned to the Shire. Where an event is to be held on a reserve or park, you would need to submit a site plan indicating where stakes or pegs are to be driven into the ground and advise of access required for heavy machinery, large trucks etc.

Precautions must be taken to ensure that underground reticulation pipe work or other installations are not damaged. If you are responsible for damaging the reticulation system you will be liable for the cost of repairing the damage.

A representative from the Shire of Mundaring is available to meet on site to discuss this matter.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Operations/Parks	7000 Great Eastern Highway MUNDARING WA 6073	9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

PLANNING APPROVAL

All events to be held on Local Reserves are to be conducted in accordance with the requirements of the Shire's Local Planning Scheme No. 4, which means that the event requires planning approval.

Planning approval may not be required for a single event which is to take place on private property and will not detrimentally affect amenity or prejudice orderly or proper planning.

Discussion with the Shire of Mundaring **early in the planning stage** is required to determine:

- Whether a planning approval is required
- The fee and other details required to be supplied with the planning application
- If public consultation is required
- The length of time to determine a planning application

Applicants are encouraged to discuss their proposals to surrounding residents/businesses or any other affected parties prior to the lodgment of planning application

Issues commonly relevant to the assessment of a planning application include:

- Number of customers and staff
- Hours of operation
- Noise control measures
- Parking availability
- On-site security provisions
- Types of delivery vehicles and their times of operation
- Types and location of signage to be used e.g. for: promotional signage, parking, entry and exits, phones, rules relating to alcohol consumption, toilets, lost and found, water, public transport pick up and set down locations, first aid posts, security, smoking/no smoking, camping areas and facilities, ticket sales prices, disability facilities and access, fire extinguishers and any dangers etc.

Substantial penalties exist for operating without a planning approval or for breaching of conditions which appear on permits (e.g. patron numbers, hours of operation, control of music levels).

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Planning Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6740 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

PUBLIC BUILDINGS

The *Health Act 1911* and the *Health (Public Building) Regulations 1992* define any place of assembly as a public building. That includes outdoor concerts and events whether enclosed or not.

A public building will only be approved once all health and safety related issues including but not necessarily limited to those covered within these guidelines have been adequately addressed.

Specific matters to be addressed to enable approval include the following:

- Floor Area and Maximum Accommodation Number
- Toilet Facilities (type, number)
- Exits (size, number and signage)
- Lighting/Emergency Lighting
- Area Lighting
- Emergency Lighting
- Safety Lighting
- Exit Signs
- Fire Safety
- Electrical Safety
- Structural Adequacy
- Emergency Evacuation
- Risk Management Plan

APPLICATIONS

The following applications must be submitted to the Shire's Health Service within the outlined time periods;

- A Certificate of Approval (Public Building Form 2) must be held by the event organiser **(60 days before event)**
- An Application to Construct, Extend or Alter a Public Building (Public Building Form 1) to be completed if there are any proposed changes to an existing structure **(60 days before event)**
- A Certificate of Electrical Compliance (electrical safety) must be completed after the event set up has occurred **(immediately upon completion of set-up for event)**
- A Certificate of Structural Integrity for a Temporary Structure / Stage / Marquee must be completed after set up has occurred **(immediately upon completion of set-up for event).**

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

RISK MANAGEMENT PLAN

Risk assessment is extremely important for all events large and small. This importance is demonstrated by the stance that insurance companies take in regard to risk management, with many loading premiums or refusing cover where a risk management plan has not been developed. Insurance is a contract covering risk and having a Risk Management Plan can assist to lower premiums or secure cover.

Risk management is the process of anticipating, preventing or minimising potential costs, losses or problems for an event. As defined by The Australian Standards;

Risk assessment and management involves the following steps;

- Identifying potential risks;
- Assessing each potential risk;
- Treating each potential risk; and
- Ongoing monitoring and review.

All events are different, but some common factors to be considered in risk management include:

- Crowd behaviour;
- Security and crowd control;
- Noise levels;
- Alcohol and associated management;
- Potential hazards;
- Fire risks; and
- Weather.

All people involved in the development of the event should be involved in the risk identification process through a brainstorming session to ensure that all risks are identified. Past experiences of both the event in question, other events and throughout the industry should also be analysed to assist with identifying risks and drawing on past experience to identify and manage all risks.

Assessing Potential Risks

It is important to document the risks identified and to assess or map the likelihood of any risk. There are many different methods that can be used for risk assessment mapping, and at the end of this section is an example of a commonly used mapping tool.

Treating Potential Risks

All risk assessments should be contained in a table that states the event, the potential risks, and the likelihood of the risks occurring, the consequences of the risks occurring, the level of risk and the controls that have been implemented to manage the risks: a risk management plan.

A risk management plan is essential for all major events, outdoor events and events in the Shire's facilities where liquor is being consumed. A template similar to the one that follows at the end of this section should be used when assessing and developing a management plan for identified risks.

Prioritise risks to determine which ones have to be dealt with, the probability of occurrence and potential severity of each. Formulate strategies to prevent or reduce their likelihood or impacts. Set performance objectives by formulating an action plan, induct and train appropriate staff and volunteers and rehearse operations.

The action plan ensures that all actions regarding potential risks are pre-emptive where possible instead of reactive; reducing the effects of risks on the event.

Risk Management Action Plan

- The Risk/s - Identify in order
- The Action - What Action/options are to be taken? Set Tasks
- When - set timeline for completion
- Who - allocate responsibility
- Comments/recommendations - How will the risk be monitored?

Emergency Response

To ensure staff and volunteers respond promptly to emergency situations a written Action Plan should be made available. Instructions should be posted in appropriate areas so everyone has access to emergency telephone numbers, to fire extinguishers, first aid and reference to emergency exits.

Event holders should have a journal or book centrally available at the event to record any hazardous situations and/or accidents. Record the name, address and phone number of any injured person and describe the situation and/or cause. If appropriate, photograph the situation in case of legal action at a later date.

Event Accident Report Form

This form must be completed after any incident including hazards, near misses and suspicious behaviour. The aim is to establish the sequence of events which actually took place and to determine preventative outcomes.

At the end of this section is an example accident/ incident report form. This form should be completed in full within 24 hours after the incident.

APPLICATIONS

Public Liability Insurance is required and needs to be held by the event organiser / organisation running the event. A detailed Risk Management Plan (RMP) is required to be completed by the event organiser / committee.

At least 1 month prior to the event – submit risk management plan to the Shire of Mundaring
14 days prior to the event – submit Public Liability Insurance / Certificate of Currency

ROAD CLOSURE

There are particular legal frameworks within which roads are closed and/or traffic is controlled at events.

It is necessary that events be categorised in order that the different processes for approval and determination of traffic management requirements under the Code of Practice can take place in compliance with the appropriate legal processes.

Event organisers wishing to apply for road closures are well advised to go to the Main Roads Western Australia website and then find Using Roads / Road and Traffic Information / Traffic Management / Events and then download the **Traffic Management for Events - Code of Practice document**. There is a section in there devoted to road closures.

There are currently six categories of events for which road closures or controls on traffic movements are required (see below table). Categories 1 to 4 are those that require the full closure of the road to normal traffic operations at the location of the event, while Category 5 and 6 events do not require such a formal road closure but are subject to other legal controls on traffic movements.

Category	Description	Features
1	An event which involves large public participation	<ul style="list-style-type: none">• Involves full road closures at the location of the event.• May involve full and partial road closures for traffic management purposes in the vicinity of the event.• Likely to impact on roads under the control of both Main Roads Western Australia and Local Governments.• Likely to require extensive control of traffic and/or adjustments to regulatory signing and traffic signal controls.
2	An event which involves the racing of motor vehicles and does not involve large public participation	<ul style="list-style-type: none">• Involves full road closures at the location of the event.• Requires temporary suspension of traffic regulations.• Impacts on roads predominantly under the control of Local Governments.
3	An event which involves the racing of non-motorized vehicles, an athletic event or any other event, other than a locality or street event, which does not involve large public participation	<ul style="list-style-type: none">• Involves full road closures at the location of the event.• May involve full and partial road closures for traffic management purposes in the vicinity of the event.• Likely to impact on roads under the control of both Main Roads Western Australia and Local Governments.• May require temporary suspension of traffic regulations.• Likely to require control of traffic and/or adjustments to regulatory signing and traffic signal controls.
4	A locality or street event which does not fall within categories 1, 2 or 3	<ul style="list-style-type: none">• Involves full road closures at the location of the event.• Impacts on roads under the control of Local Governments.
5	A public meeting that impacts on a road, or a procession comprising three or more persons	<ul style="list-style-type: none">• Involves traffic control coordinated by Police.• Involves escort by Police or pilot vehicles.• Impacts on roads predominantly under the control of Local Governments.
6	Specifically an on-road race meeting or speed test that does not require road closure	<ul style="list-style-type: none">• Requires temporary suspension of traffic regulations.• May involve partial road closures for traffic management purposes in the vicinity of the event.• Likely to impact on roads under the control of both Main Roads Western Australia and Local Governments.• Likely to require control of traffic and/or adjustments to regulatory signing and traffic signal controls.

APPLICATIONS

As part of regulations under the Road Traffic Act, an 'Application for an Order for a Road Closure' form is to be completed by the event organiser. It can be obtained online at www.police.wa.gov.au and going to Online Forms, then Other Traffic Forms or a hard copy obtained from the local or district police station. The application form is required to be signed by the Police, the local government and where applicable, by the Commissioner of Main Roads. Note, Main Roads WA only need to be included in the process if a main road such as Great Eastern Highway is affected.

There are particular legal frameworks within which roads are closed and/or traffic is controlled at events.

It is important to note that under the *Road Traffic (Events on Roads) Regulations 1991*, the Shire of Mundaring is authorised to erect banners, 'Road Closed' signs, barriers, posts, rails and other devices necessary in order to effect the road closure.

Where a major road closure is to occur, a Traffic Management Plan will be required. See also the section, Traffic Management in this document.

Road traffic regulations require applications for Category 1 to 4 events under the Regulations to be submitted at least within the following time periods prior to the proposed date of the event.

Event Category 1:	6 months
Event Category 2:	3 months
Event Category 3:	1 month
Event Category 4:	1 month

No fee payable to Main Roads or the Shire of Mundaring. Fees are payable to the police and are dependent upon the extent of the event road closure.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Infrastructure	7000 Great Eastern Highway MUNDARING WA 6073	9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au
Mundaring Police Station	7250 Great Eastern Highway MUNDARING WA 6073	9290 1900 www.police.wa.gov.au
Midland Police Station	32 Spring Road MIDLAND WA 6056	9250 0333 www.police.wa.gov.au
Main Roads Western Australia	Waterloo Crescent EAST PERTH WA 6004	138 138 enquiries@mainroads.wa.gov.au www.mainroads.wa.gov.au

SALE OF FOOD ITEMS

1. Be appropriate for the activities for which the stall is used; and
2. Provide adequate space for the activities to be conducted at the stall and for the fixtures, fittings and equipment used for those activities.

Typically at a fair, market or community celebration there would be a mix of food stalls and market stalls (art and craft stalls). The design and construction of a stall or marquee must -

from any fees payable to the Shire.

APPLICATIONS

The event organiser must ensure that all stallholders submit their individual Application for Stallholder's Permit to the Shire in advance of the event.

Stallholder Application forms must be submitted at least 14 days prior to the event

Daily permit	\$40
Weekend permit	\$55
Weekly permit	\$90
Monthly permit	\$120
Annual permit	\$520
Charitable organisation	Nil

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

SECURITY AND CROWD CONTROL

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types and combinations of security.

Security Officers employed by the event organiser should be licensed as required under the *Security and Related Activities (Control) Act 1996* be experienced in crowd control and be from a reputable company. The event organiser should ensure that at least some security officers are female for appropriate access to female toilets, dressing areas and for venue access.

According to the Western Australian Department of Health for concerts with alcohol, a ratio of one crowd controller/100 patrons has been required (as a guide) and for lower risk events one per 200.

Although the Act is administered by the Police, the Shire of Mundaring is responsible for ensuring the crowd control plan is adequate.

Security Officers should remain on duty until the conclusion of the event and the orderly dispersion of the patrons. Security should be extended to other nearby properties likely to be affected by the operation of the event i.e. local business premises and community facilities. Security to protect the stage, mixing desk and/or lighting scaffolding should be considered by the event organiser to ensure patrons do not climb on such structures, resulting in injury or damage to equipment.

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons.

The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

To enable security personnel to perform their duties effectively, it is vital that they be briefed appropriately prior to the event. This briefing must provide security personnel with:

- Details of the venue layout, including coordination centre, entrances, exits, first aid posts;
- Any potential hazards;
- Clear direction on the management of unacceptable behaviour;
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures; and
- Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.

Additionally, security personnel must:

- Be able to communicate with each other and first aid personnel;
- Be able to communicate with other security providers; and
- Each company that provides security or crowd control functions at the event must be a part of the planning for the event and be licensed under the *Private Agents Act 1966*. This includes security for performers.

These agencies should attend briefing meetings with police and other emergency services.

Other roles and responsibilities of security personnel may include:

- Control of access to stage or performance area;
- Security control at entrances and exits;
- Minimising risk of fire by patrolling areas;
- Control of vehicle traffic and marshalling;
- Searches for alcohol, drugs and weapons; and
- Assist emergency services if necessary.

APPLICATIONS

Local Police should be notified at least 30 days prior to the event to allow them to plan for additional presence should they see it necessary.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Mundaring Police Station	7250 Great Eastern Highway MUNDARING WA 6073	9290 1900 www.police.wa.gov.au
Midland Police Station	32 Spring Road MIDLAND WA 6056	9250 0333 www.police.wa.gov.au
DFES – North East Office	91 Leake Street BELMONT WA 6104	9478 8300 www.dfes.wa.gov.au
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

SIGNAGE

Approval for signage from the Shire's Planning Service or Main Roads may be required depending on the types and location of signage to be used e.g. for: promotional signage, parking, entry and exits, phones, rules relating to alcohol consumption, toilets, lost and found, water, public transport pick up and set down locations, first aid posts, security, smoking/no smoking, camping areas and facilities, ticket sales prices, disability facilities and access, fire extinguishers and any dangers etc.

APPLICATIONS

It is the responsibility of the event organiser to follow up that event signage and directional signage is formalised on a plan and that any required approvals are obtained from the Shire's Planning Service.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Main Roads Western Australia	Waterloo Crescent EAST PERTH WA 6004	138 138 enquiries@mainroads.wa.gov.au www.mainroads.wa.gov.au
Shire of Mundaring – Planning	7000 Great Eastern Highway MUNDARING WA 6073	9290 6740 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

SITE PLAN

A site plan assists with approvals and minimises any confusion when discussing the location of the event and associated infrastructure.

The site plan must be as simple and informative as possible to minimise any confusion about what is contained within the event and exactly where it is located. The site plan should be posted throughout the event at entrances, exits and the central command centre.

It is often useful to have copies of the site plan distributed throughout the community (via the local paper or a mail drop) and with promotional packs or tickets to ensure both event attendants and the general community are aware of the event set-up. This will assist in minimising the adverse effects that the event may have on the local community by allowing them to forward-plan and accommodate any inconveniences such as road closures.

In order for a site plan to be useful to stakeholders it is essential that it covers every aspect of the event however, a spectator site plan may be simplified, showing only essential directions and main attractions.

Site Plan Checklist

Venue Features		Amenities and Services		Activities and attractions	
Entry and Exit points		Headquarters/Control centre		Stage location	
Pedestrian route		Security		Stores	
Vehicle access		First aid posts		Liquor outlets	
Parking, drop-off areas etc.		Information centre		Entertainment sites	
Vehicle access		Media centre		Food/vendor stalls	
Disabled Parking		Telephones		Start/finish lines	
Restricted areas		Toilets/baby change facilities		Fireworks area	
Main power, water, gas etc.		Rubbish bins			
Standby generators		Licensed/Unlicensed areas			
Picnic and quiet areas		Lost property and children centre			
Firefighting equipment		Drinking water			
Emergency access and exit routes		Seating			
Triage centres		Shelter/Shade			
		Ticket sales			

TOILETS

Additional portable units must be made available if existing facilities are not adequate. Toilet facilities must be:

- Well lit so as not to provide a security and safety hazard;
- Provided with soap and hand drying equipment;
- Cleaned and re-stocked regularly and odour free;
- Located away from food storage and food service areas;
- Accessible for people with disabilities;
- Provided with nappy changing facilities;
- Provide with sharps disposal facilities;
- Supplied with condoms at some events; and
- Appropriate for wet weather.

Portable toilets, where the event is longer than four hours, must be located so they can be pumped out during the event.

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly and de-sludged as often as necessary.

The Site Map should indicate the number of toilets and specify the breakdown for male, female and disabled.

The contact details of the person responsible for cleaning toilets should be provided.

Toilets for Temporary Events

The table below details the number of toilets required for an 8 hour event where alcohol is available. Where there is no alcohol the numbers of toilets quoted within the table can be reduced by 50%.

For events of durations less than 8 hours, the toilet numbers within the table can be reduced as per the percentage amounts listed following the table.

Total Attendance	Male Facilities		Female Facilities WC's	Hand Basins	
	WC's	Urinals Trough Wall Hung		Male	Female
1,000	2	1.5m 3	5	1	1
1,000-2,000	3	3m 6	10	2	2
2,000-3,000	4	4.5m 9	15	3	3
3,000-4,000	5	6m 12	20	4	4
4,000-5,000	6	7.5m 15	25	5	5
5,000-6,000	7	9m 18	30	5	6
6,000-7,000	8	10.5m 21	35	6	7
7,000-8,000	9	12m 24	40	7	8
8,000-9,000	10	13.5m 27	45	8	9
9,000-10,000	11	15m 30	50	9	10

Duration of event

- More than 8 hours
- 6 hours but less than 8 hours
- 4 hours but less than 6 hours
- Less than 4 hours

Percentage of the table numbers

- 100%
- 80%
- 75%
- 70%

The Shire of Mundaring Health Services will review the requirements of the above table relative to the event proposed and may vary the toilet numbers required accordingly.

APPLICATIONS

A site plan indicating location and numbers of toilets would need to be submitted to the Shire of Mundaring's Health Services at least 28 days before the event.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Health Services	7000 Great Eastern Highway MUNDARING WA 6073	9290 6742 health@mundaring.wa.gov.au www.mundaring.wa.gov.au

TRAFFIC MANGEMENT

Any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the roadway, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a traffic management plan is prepared that adequately provides for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

Traffic Management Plans needs to be prepared by a person holding current Advanced Worksite Traffic Management accreditation.

APPLICATIONS

For major events where road closures are taking place or additional traffic control is required, timelines of six months may be necessary in order to obtain approval from Main Roads, the Police and the Shire of Mundaring. The Shire requires a minimum of 30 days to sight the plan and prepare accordingly. The traffic management company would charge a fee for the traffic management plan, but there are no fees for Shire notification.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Main Roads Western Australia	Waterloo Crescent EAST PERTH WA 6004	138 138 enquiries@mainroads.wa.gov.au www.mainraods.wa.gov.au
Shire of Mundaring – Infrastructure	7000 Great Eastern Highway MUNDARING WA 6073	9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au
Mundaring Police Station	7250 Great Eastern Highway MUNDARING WA 6073	9290 1900 www.police.wa.gov.au
Midland Police Station	32 Spring Road MIDLAND WA 6056	9250 0333 www.police.wa.gov.au

VOLUNTEERS AND STAFF

The size of your event may necessitate looking beyond your available staffing resources. The event organiser may need to secure volunteers to help out on the day with a variety of tasks and assignments. It is imperative that as an event organiser, you plan this element well. There are numerous community groups who are often willing to help and through the nature of their club or organisation or their area of expertise, may be well suited to a particular activity.

The following steps should be undertaken in planning the volunteer and additional staffing component:

1. List activities that require additional manpower (potential volunteer activities).
2. Create a shortlist of groups to target for filling the activities.
3. Approach the groups to ascertain their willingness.
4. Once secured, ensure a team leader is identified. Communicate ideally with that one contact.
5. Hold volunteer group meetings and briefings to ensure all members are kept informed, understand their duties and obligations.
6. Copy team leaders with event plans, running sheets and all documentation (including risk management plans) that is relevant for their carrying out their duties.
7. Ensure all volunteers and additional staff understand the event's objectives and fulfilment of sponsorship obligations.
8. Provide all volunteers and event staff with safety vests and / or appropriate uniform and ID tags.
9. Make arrangements for meals and refreshment breaks for all volunteers.
10. Ensure that post event the volunteers are acknowledged with the appropriate means; this may include letters of thanks, facilitation fees, reward certificates, official thank you function, mementos and more.

WASTE MANAGEMENT

The event organiser is responsible for ensuring that adequate arrangements are made for rubbish collection, removal and disposal during and after the event. This includes disposal of litter from the venue, public areas and surrounding streets.

Event organisers shall ensure that:

- Toilet facilities are provided in accordance with the Building Code of Australia and Health Department Guidelines (see separate section on Toilets).

- Adequate sanitary conveniences authorised by the Local Government and sanitary facilities are provided to service the operation of a temporary event.
- Waste containers and toilet facilities utilised at temporary public events are regularly cleaned and maintained in a sanitary and hygienic condition.
- Directional signage to toilets must be provided and visible.

Recycling should always be considered within the overall waste management plan. The event may be suitable for promotion as a regional “Waste Wise” event, the Eastern Metropolitan Regional Council’s Waste Education Coordinator and the Shire of Mundaring Health Services will be able to assist in this regard.

The Shire’s waste management and recycling contractors can be contacted in relation to the supply, emptying and removal of waste and recycling bins.

APPLICATIONS

The Shire of Mundaring needs the event organiser’s assurance that a waste management plan is in place for the event. Details of this plan should be finalised and submitted to the Shire of Mundaring at least 14 days before the event.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Shire of Mundaring – Waste and Recycling	7000 Great Eastern Highway MUNDARING WA 6073	9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au
Volich Waste Contractors	6470 Phillips Road MUNDARING WA 6073	9295 1176
Cleanaway (recycling)	171 Camboon Road MALAGA WA 6090	9449 3333

WEATHER

The impact of weather on your event will depend on the activities you are coordinating. It is very important to carefully consider potential weather impacts and to include them in your risk assessment. You should also have in place arrangements to deal with conditions such as:

- Heat—provision of shelter, water, first aid, sun cream, mosquito repellent;
- Wind—provision of shelter, and ensuring structures and dangerous items are secure;
- Rain—provision of shelter, and protecting leads and wiring;
- Hail—provision of shelter; and
- Cold—provision of shelter and warmth.

In the case of extreme weather it may be necessary to cancel or postpone your event to ensure the safety and security of those present. So, before the event, you should establish:

- Conditions for cancellation/postponement;
- Who is responsible for deciding to cancel/postpone;
- At what time you need to make a decision about cancelling/postponing an event;

- How you will advise staff, volunteers, performers and people planning to attend the event of the cancellation/postponement; and
- Contingency plans if the event is still able to go ahead.

This information should be included in your pre-event staff and volunteer briefings as well as in your event documentation.

If you are running an event to generate income you might consider insurance that will protect you against loss in the case of cancellation. It is advisable to monitor weather forecasts in the lead-up to your event so you can plan for the predicted weather conditions. The Bureau of Meteorology can provide you with long and short-range forecasts.

KEY CONTACTS

Organisation	Address	Phone/Email/Website
Bureau of Meteorology	1 Ord Street WEST PERTH WA 6876	9263 2222 www.bom.gov.au