City of Cockburn
GUIDE TO RUN A COMMUNITY EVENT

cockburn.wa.gov.au

GUIDE TO RUN A COMMUNITY EVENT

Contents

Introduction

This guide has been designed to help Cockburn community members run a successful event. It is a resource guide to help you through the planning and approval process. It has not been designed to cater for larger, commercial public events. Enquiries relating to these types of events, should be directed to the City on 08 9411 3444.

This guide and associated applications, are relevant to events that are of a temporary nature but also applicable to events that occur regularly such as weekend markets. Regardless of the number of events or frequency, there is a significant amount of planning needed to ensure it runs smoothly.

A public event is a gathering of people brought together for a common purpose by a pre-arrangement and includes but is not limited to, sporting events, fairs, festivals, craft shows, open days, celebrations, cultural performances, concerts, exhibitions, street parties and car boot sales. These events may occur on public or private property.

The area where the event is being held (indoor or out), will be deemed a 'public building' during your event under the Health Act 1911 and the Health (Public Buildings) Regulations 1992. It

is important that the organisers ensure that relevant guidelines are followed and approvals are obtained. The City categorises events based on risk, Low (Category A), Medium (Category B) and High (Category C). Please see pages 12 & 13.

A private event is a gathering such as an invite-only occasion where guests have a connection with the host, or all of those attending are involved with the same organisation. For example, birthday parties, work get-togethers or wedding ceremonies. None of the above occasions are considered a public event as they are typically invite-only.

The City does require notification from a resident when a private event is being held on public premises. When these types of activities occur, the organiser should advise the City's bookings staff so the use of the reserve or facility can be recorded or booked. A private event may require additional approvals if the activities include bouncy castles, alcohol consumption, loud music and the selling of food. Enquiries should be made to publiceventenquiry@cockburn.wa.gov.au

Step 1 *Ideas into Actions*

Events are often born from needs or issues in the community and as a result, a group of people get together to put their ideas into action. Many groups use a committee to coordinate the event by delegating tasks to members. The check list below will help you understand what needs to be organised.

Event planning checklist

5–8 months before your event
☐ Read the City's Guide to Community Events
☐ Form a committee
☐ Apply for funding (page 8).

2–5 months before your event
☐ Book your venue (page 14)
☐ Obtain any relevant Health, Planning and Traffic approvals (page 15-19)
☐ Contact the City's Waste Services to discuss your recycling needs (page 27)
☐ Finalise insurance (page 28)
☐ Book the community trailer and equipment needed (page 30).

1–2 months before your event
☐ Finalise City approvals
☐ Book community signs for promotion (page 10).

1 month before your event
☐ Notify Police, CoSafe and Department of Fire and Emergency (page 26)
☐ Book an electrical check for the day of your event
☐ Check insurance of entertainers and stall holders
☐ Confirm other requirements for your event including bins, lighting etc.
☐ Request event marketing through Community Development.

On the day of your event
☐ Submit Certificate of Electrical Compliance to the City
☐ Submit Statement of Construction to the City.

Define aims and objectives

To achieve a successful event, it is necessary to determine your aims and objectives. Is your event being held to increase awareness of your group or a particular issue? Celebrate a cultural day of importance, fundraise or sell artworks/craft products, build community spirit or entertain the public?

The purpose of the event will help determine many essential factors including:

✓ Time and date   ✓ Venue

✓ Target audience   ✓ Resources

✓ Format

It may be helpful to research similar events to determine what did and didn't work and what you may wish to try before you start to plan your event. This could mean attending other events, or talking to community groups and the general public to find out what worked for them.

Consider how you will evaluate your aims and objectives and measure if your goals were achieved. This will help you ensure each event is successful and achieves what it sets out to do.

Step 2 *Planning*

This step involves brainstorming to bring all ideas together, the following should be considered:

The theme of the event

- Who is the target audience? Is the event for local residents or local businesses? Is it specific to gender, age or cultural background?
- Where will the event be held?
- Is this venue suitable for the theme and target audience?

Event timing

- When will the event be held? What time of year and on what day of the week? How long will your event last?
- Are there other events happening in the area and what time and location are they in relation to yours?
- Will there be entertainment, music and performances, rides, activities, stalls or catering?

Event budget

- Is funding or sponsorship needed?
- How will the event be promoted?
- How many staff/volunteers are required to deliver the event?
- How much will insurance cost?
- How much will the cost of essential services be? *e.g. first aid equipment and services, security and electrical compliance certification.*

Resources

- Will you need specific facilities or equipment such as portable toilets or personnel such as security, parking attendants or traffic controllers?
- What are the main tasks involved in organising the event and who is responsible for each?
- What are the deadlines for each stage of the event management process?

Evaluating success

- How will you evaluate the event? What records will be kept?
- How will success be measured (attendance, participation, profits)?
- Who will evaluate the project?

Questions to consider when planning

Do you require event sponsorship? See page 8

Do you require a venue? See page 14

Will food/drinks be provided? See page 15-17

Will music be performed or played? See page 18

Will you be filming your event with the use of a drone? See page 18

Will you require road closures? See page 19

Have you got adequate parking? See page 19

Are you selling or providing alcohol? See page 19

Do you require power? See page 21

Will you have a marquee, stage, or food stall(s)? See page 23

Are you providing first aid services? See page 24

Will you need to provide toilets? See page 25

Will your event require security? See page 26

Have you got Public Liability Insurance? See page 28

What event equipment do you need? See page 30

Do you require a portable water station? See page 27

Develop your ideas into a plan

It is important to capture all information in one plan. See annexure 1 for an event plan template.

Event budget

Create and maintain a realistic budget throughout the event planning process. This is essential to ensure you do not overspend. Please see annexure 2 for a budget template.

When developing an event budget:

- Cost out all aspects of the event separately
- Confirm all funding/sponsorship in writing
- Stick to your budget – make cuts if necessary
- Keep records of all invoices and receipts.

Tip: Before locking in any contractors, be sure to get a couple of quotes and negotiate the pricing and services right for you. Many contractors will give community groups a special rate. Add up the costs from all contractors you want to engage to ensure they fit within your budget.

Funding your event

Sponsorship and other funding support is usually essential for a successful community event. Ensuring the financial viability of an event is particularly important if it is intended to conduct the event on an annual basis.

Event organisers should pursue several funding options as this will ensure the event can proceed if one source of funding becomes unavailable. Community groups that demonstrate resourcefulness and initiative in sourcing funds and support are viewed favourably by funding bodies.

Opportunities for support include:

- **Grants programs**
- **Sponsorship from local business**
- **Donations**
- **In-kind support.**

Grants and funding programs

Government departments and other organisations have various funding programs designed to support a range of events. Each funding program has its own eligibility criteria and conditions of funding, and it is important to consider these before submitting an application. Most grants and funding programs require applicant groups to be incorporated or 'auspiced' by an incorporated organisation (see page 28).

Grants from the City of Cockburn

The City of Cockburn has several funding programs that are designed to support local groups and not-for-profit organisations who provide services that benefit the Cockburn community. These include:

Small Events Sponsorship - Suitable for neighbourhood events such as movie nights, pop up events, Christmas carols and small fetes. Opportunities are open year-round.

Community Grants - Provides funds for "one-off" projects or events, pilot programs or establishment of a group or activity. A project will only be funded once. Applications are open each year in March and September for projects or events commencing a minimum of two months after the closing date.

Donations are a financial contribution towards a benevolent organisation's day-to-day running costs, not for a specific project or activity. Funding is open twice a year in March and September

Sponsorship is an arrangement where the City of Cockburn makes a financial contribution to a significant event, activity, service or endeavour and in return, the City receives public recognition for its contribution. Opportunities are available for groups to apply for funding twice a year in March and September. Individual applications that are for attending a significant event or activity at a National or International level, are open all year round.

Sustainability grants provide funding for not-for-profit and community groups for eligible projects within one of the grant themes including Giving Back, Protecting our Future Strong Communities, Water, Energy and Waste, TravelSmart and Healthy Lifestyles. Funding is open annually with applications closing at the end of March.

Cultural grants can be used for a range of purposes including but not restricted to, events, pilot programs, cultural and heritage programs and activities, workshops and residencies. Cultural grants need to embody one of the diverse art and cultural interests of the City of Cockburn through either Artist in the Community Program; Celebrating Community Program; Creative Community Program or Telling Community Stories Program. Funding is open twice a year in March and September.

Alcoa Cockburn Community Projects Fund is where the City has partnered with Alcoa to provide a fund to support community-driven projects. Applications are open all year round.

Fremantle Ports Cockburn Community Projects Fund is where the City has partnered with Fremantle Ports to deliver the Cockburn Community Projects Fund. This fund supports youth and environmental projects such as the Annual Youth Visual and Performing Arts Festival.

For more information about City of Cockburn grants, donations and sponsorship, visit cockburn.wa.gov.au/GrantsDonations

Useful resources

- www.fundingcentre.com.au
- www.philanthropy.org.au/seek-funding
- www.healthway.wa.gov.au
- www.lotterywest.wa.gov.au/grants

Advice for submitting funding applications

Be mindful that a funding organisation's assessment process for applications can take up to four months, and retrospective applications (seeking financial support for events already held) are ineligible.

Note the application deadline and plan a timeline to complete and submit your application. The need to gather supporting documentation may mean the application process is more time-consuming than expected.

Read the eligibility criteria and funding guidelines carefully and clarify any questions you have with the funding body well before the deadline.

Propose a realistic and carefully considered budget. Be as detailed about the event's income and expenditure as possible to ensure they add up correctly.

Ensure all sections of the application are completed and all required documentation is attached. Complete the application checklist if one is provided.

Obtaining sponsorship

A sponsor is an organisation or a business that supports your event either financially or in-kind in return for public recognition. This may include acknowledgement of support or logos on promotional material and publicity or signage at the event.

Ideally, your sponsors will share your organisation's values and objectives and have a target market similar to your organisation and event.

When approaching a potential sponsor, (usually by correspondence) describe the event and its aims, theme, date and other relevant details. Describe the support you are seeking and the potential benefits to the sponsor that will result from their contribution.

Marketing and promotion

Marketing and promoting your event correctly will help you to reach your target audience and encourage attendance on the day.

Depending on the event objectives and budget, the following methods of promotion will help create interest, and improve public awareness of the event:

Flyers

Flyers should have a simple and attractive design to catch people's eye. Ensure you distribute them to the appropriate audience (e.g. households surrounding the event area).

Posters

Posters can be displayed in cafés, local schools, shopping centres, City libraries, community and recreation centres and community notice boards. Ensure you ask relevant people for permission before putting up your poster.

Signage and banners

Before installing any signage (e.g. signs on verges) ensure you have approval from local authorities or owners.

The City of Cockburn has a number of community signs where banners can be displayed for free. For more information or to download a booking form please visit cockburn.wa.gov.au/notforprofit

Advertisements

These can include newspaper, television and radio (depending on your budget) Contact local papers and radio stations for more information.

Media releases

Inform your local newspaper about your event. Media releases can generate free publicity in the form of news articles.

Internet

Event information can also be submitted to other community websites such as:

www.enjoyperth.com.au	www.gumtree.com.au
www.communitynews.com.au	www.eventfinda.com.au
www.whatson.com.au	

Word-of-mouth

Don't underestimate the effectiveness of word-of-mouth promotion. Get people talking about your event.

Social Network Media

Promote your event on Facebook and share on other social media sites such as Twitter, Instagram, blogs and YouTube.

To have your event advertised on the Cockburn Community Groups Facebook page and the Cockburn Community e-newsletter, email details of your event to communitydevelopment@cockburn.wa.gov.au

Public event guidelines

Category A	
Attendance	<100
Characteristics of event	No grants required to run event No infrastructure No selling of food Promotion only to residents surrounding the venue
Example of event	Neighbourhood event
City of Cockburn departments involved in event	Recreation Services Waste Services
Time frame for approvals	Make contact 15 business days prior to the event
Forms required to be completed	Facility Booking Form Credit Card Authorisation Form
Time frame for approvals	15 business days

Category B	
Attendance	100-500
Characteristics of event	May need funding to run event Minor infrastructure (i.e. small marquee) Selling of food Promotion to one interest group or one to two suburbs
Example of event	Christmas carols Fundraising event School Fair Outdoor movie night Sport Carnival
City of Cockburn departments involved in event	Recreation Services Environmental Health Services Waste Services
Time frame for approvals	Submit forms at least two months prior to event
Forms required to be completed	Facility Booking Form Credit Card Authorisation Form Public Building Event Application Form (two months prior) Licence Application – Sell food from a temporary premises (two weeks prior) Grants and Donations Application Form

Category C	
Attendance	500+
Characteristics of event	Grant required to run event Promotion to the entire City Temporary road closures Major infrastructure required (i.e. stage, PA system, large marquee) Selling of food
Example of event	Community concert Triathlon race Festivals
City of Cockburn departments involved in event	Recreation Services Grants and Research Environmental Health Services Engineering Waste Services
Time frame for approvals	Make initial contact at least six months prior to the event
Forms required to be completed	Facility Booking Form Public Building Event Application Form (form required three months prior) Credit Card Authorisation Form Licence Application – Sell food from a Temporary Premises (two weeks prior) Grants and Donations Application Form Road Closure Form

Step 3 *Organising*

Organising your event requires good time management to ensure your event day runs smoothly. At this stage remember delegation is essential.

Choosing the right venue in the City of Cockburn

Matching the event with the best venue is a vital ingredient for success.

A fair, festival, craft show or open day might be best suited to an outdoor venue. The City of Cockburn has a vast range of beautiful outdoor settings including 21 active reserves (sporting ovals) and 168 passive reserves (parks) that provide a variety of settings and infrastructure for residents to participate in various types of activities.

For a full list of passive and active reserves visit cockburn.wa.gov.au/CockburnParks

Community centres

A cultural performance, concert or exhibition might be better suited to an indoor venue. The City of Cockburn has a wide range of indoor venues available for use across a number of our suburbs. Venues range from small, (50 person capacity) medium (100–140 person capacity) and large (150–180 person capacity) and some have multiple rooms to choose from. For a full list of available community centres visit cockburn.wa.gov.au/venuesforhire
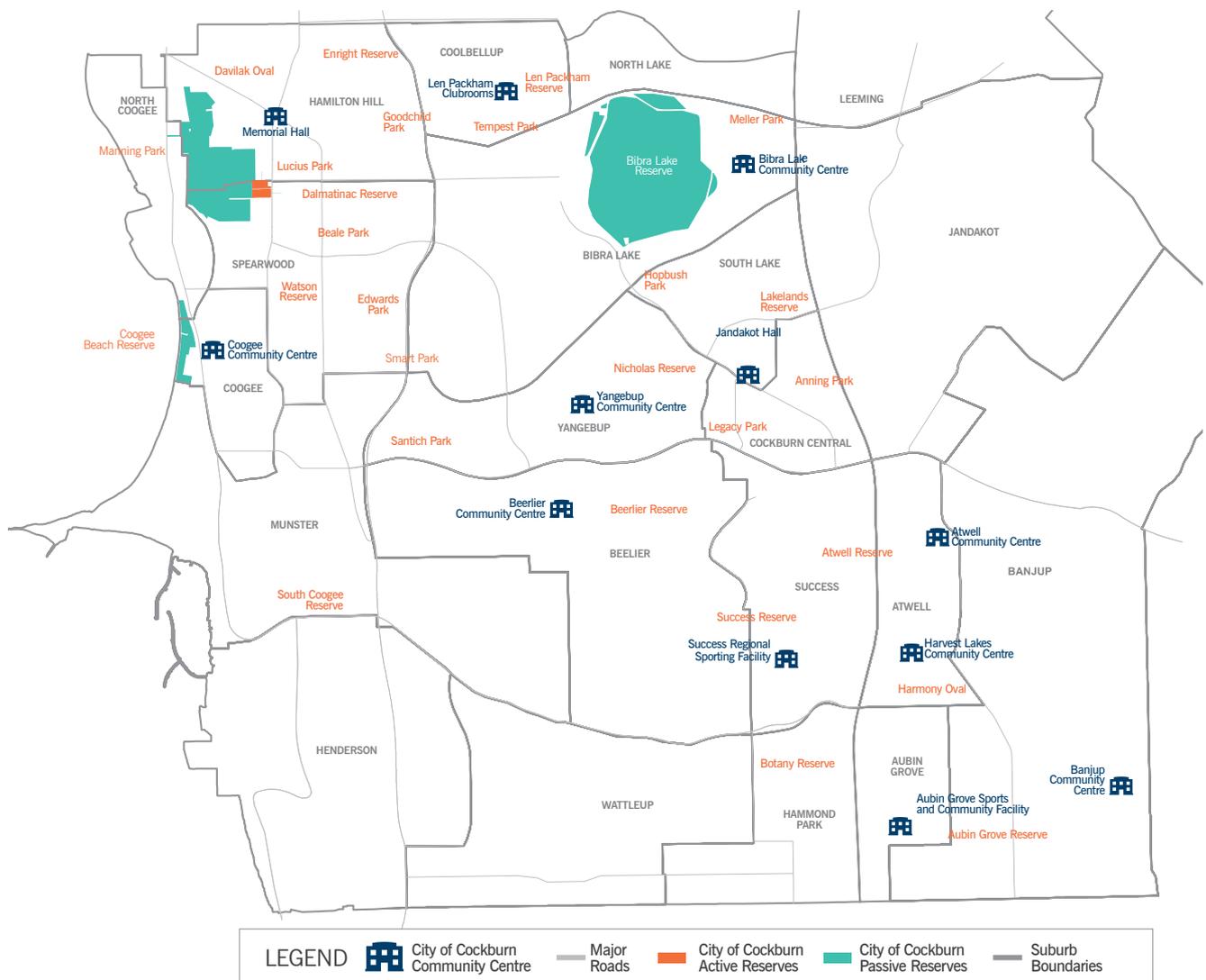
Booking a venue

Confirm the venue is available for your type of event and the dates you are planning.

Outdoor venue: reserves

You will need to complete a Public Event Application form and submit this with a proposed site plan and a copy of your group's public liability insurance (see page 28).

Events booking procedure

Confirm venue

↓

Obtain health and statutory permits

↓

Confirm extras such as toilets bins, light

↓

Collect keys and access cards

Indoor venue: halls or community buildings

You will need to complete a Community Centre Casual Hire Application form and submit this to bookings@cockburn.wa.gov.au

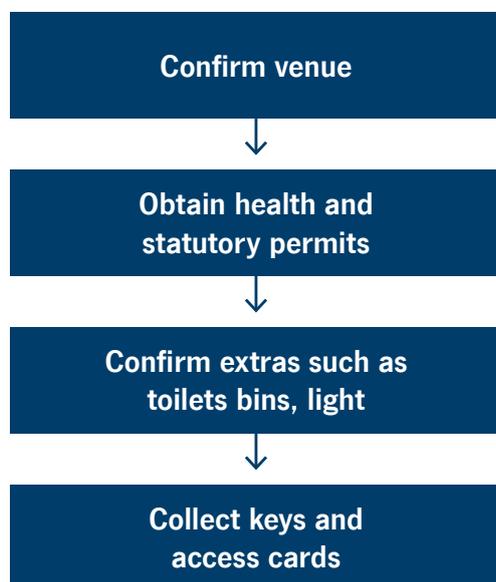Forms can be downloaded from cockburn.wa.gov.au/hallbookings or by contacting the City's Recreation Services Team on 08 9411 3444. Once submitted, your booking request will be assessed and you will be advised if there are other activities happening in the same venue on that day. A private event may require additional approvals if the activity includes bouncy castles, alcohol consumption, loud music and the selling of food. Enquiries should be made to publiceventenquiry@cockburn.wa.gov.au

Obtaining necessary approvals

Event approval

When you have confirmation of your venue booking, you must obtain approval for your event. A Public Building Event Application is required for all events over 100. Application forms are available on the City's website cockburn.wa.gov.au/publicbuildings

The City's Health Services Team can provide guidance and advice to groups on complying with the law and minimising risk in organising an event for the community.

Depending on the size of the event and time proposed, Development Applications may also be required. Please contact the City's Statutory Planning Services Team on 08 9411 3444 for further guidance.

Food stalls

If you intend to sell or give away food at your event this requires the vendor to obtain a Licence to Sell Food from a Temporary Premise to ensure you comply with the requirements of the Food Act 2008 and the Australia New Zealand Food Standards Code (Australia Only).

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

Guidelines for Temporary Food Premises and the Application to Sell Food from a Temporary Premises Form, can be downloaded from cockburn.wa.gov.au/health-and-safety/public-health/safe-food/temporary-food-stalls-stands **Minimum standards for the operation of a temporary food stall apply.** See overleaf for more information.

Tip: Consider offering healthy food options at your event.

Obtaining necessary approvals (continued)

Minimum standards for the operation of a temporary food stall

1. Enclosed stall (Roof and three sides)
    Please Note: Roofing may not be required where:

    - *Adequate roofing is provided when located within an existing structure; OR*

    - *All food product is prepackaged (no taste testing).*

2. Ensure a minimum distance of 10 metres that separates food operations and any areas that are accessed by animals

3. Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

4. Food display, food protection, taste testing – see page 17

5. Refuse Bin with lid and liner supplied

6. All food prepared inside stall. No food stored directly on ground. Overall clean condition

7. Hand washing facility – see page 17

8. Utensil washing facility – see page 17

9. Floor covering – easy to clean, impervious material. *Please Note: Must be provided if located on unsealed ground.*

10. Temperature control for potentially hazardous and perishable foods – see page 17

11. Dry chemical fire extinguisher

12. Food handler – see page 17

13. Cooking equipment located to protect food from contamination and ensure public safety.

Minimum hand washing facilities

20 litre water container with tap labelled **'Hand Washing Only'**

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled **'Waste Water Only'**. Disposed to sewer

Minimum utensil washing facilities

20 litre water container with tap labelled **'Utensil Washing Only'**

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled **'Waste Water Only'**. Disposed to sewer

Two containers of sufficient capacity are to be provided for adequate cleaning of utensils
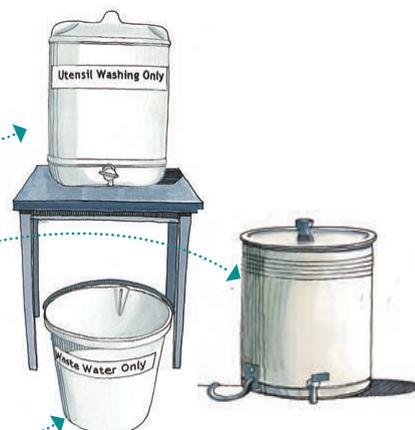
Food Handlers

Money and food handled separately

Utensils and gloves used to handle food

Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No smoking within temporary food stall

No cuts, illness, sores on food handlers

Food display, food protection, taste testing

Signage must be provided to all taste testing stating 'No double dipping, single serve only'

Provide appropriate sneeze barrier
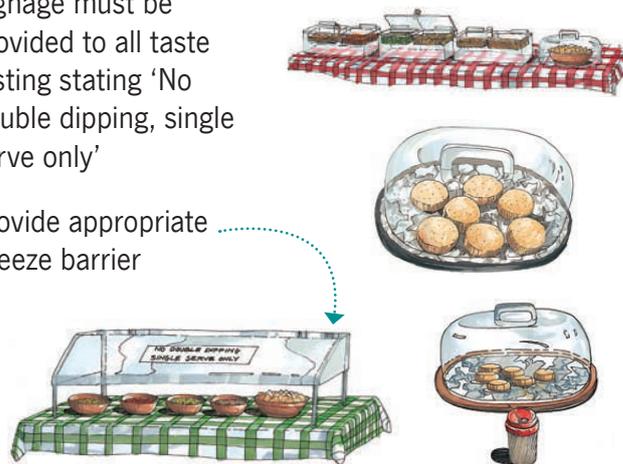
Sauces, condiments and single serve utensils

Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs
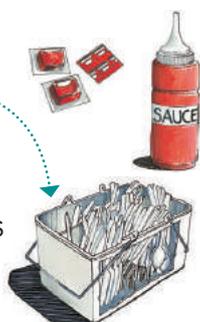
For further information on this topic, please contact the City's Environmental Health Team on 08 9411 3444 or email publiceventenquiry@cockburn.wa.gov.au

Temperature control of potentially hazardous food

Cold Food
ensure 5^{0}C or below

Hot Food
ensure 60^{0}C or above

Thermometer in use

Obtaining necessary approvals (continued)

Approval of fireworks

If you're interested in obtaining approval for holding fireworks at your event please contact the Department of Mines, Industry Regulation and Safety.

www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx

Laser light displays

If your event involves laser/s you must comply with the provision of Australian Standards 2211 "Laser Safety" and must be operated by a licensed Laser Safety Officer. For further information contact the Radiation Health Branch radiation.health@health.wa.gov.au. The City will require copies of all applicable licenses and laser registrations. Also refer to the Code of Practice for the safe use of lasers in the entertainment industry.

Drones

If you intend on using a drone or remotely piloted aircraft you should be aware that the legislation regarding drones/RPAs has changed.

Circuses

Event organisers proposing a circus should firstly familiarise themselves with the City's Policy "Approval to Conduct Circuses" cockburn.wa.gov.au/policies

Noise

Concerts, cultural and entertainment type events held in the City add vibrancy, provide commercial opportunities to local businesses and are a source of entertainment to local residents. Event organisers should give consideration to the impact of noise on the local community. The City can take action if it considers the noise to be unreasonable.

The Environmental Protection (Noise) Regulations 1997 determine manageable noise levels for specific areas and times. They also recognise that in some cases sporting, cultural or entertainment events would lose character or usefulness if required to comply with the lower assigned level. Regulation 18 allows an application for non-complying events subject to noise management plans and conditions. Further information is available on the City's website: cockburn.wa.gov.au/Health-and-Safety/Public-Health/Noise-Pollution

As a courtesy to surrounding residents and businesses, we suggest that signs be erected at all entrances to the event detailing the nature of the noise, finishing times and a contact number to record any noise complaints received. When setting up for the event, try to ensure sound systems face away from residents and in the direction of where it will have the least amount of impact. You can also write to nearby residents ahead of the event alerting them to the event/details.

Traffic management and parking

It is important to consider the following when it comes to traffic management:

- Is sufficient parking available at the venue? If not is there additional parking available nearby that will be satisfactory?

- Do patrons know where to park and where not to park? This is so the event does not cause unexpected congestion or safety issues for pedestrians. For further details see the City's parking guidelines

- Will a road closure be required? Road closures should be considered as a last resort and should be limited to times outside of peak periods.

If your event has the potential to effect traffic (vehicle or pedestrian) on a road or within a road reserve, the submission of a Traffic Management Plan (TMP) will be required for review and approval by the City. TMPs must be prepared by persons with current Main Roads WA accreditation and will require review and approval by the City before a road closure and the event application can be considered.

An event TMP outlines any proposed changes or impact on existing traffic conditions, including lane closures, change of speed limit, traffic detours, barrier requirements and traffic signage.

If a road closure is required, application must be made to the City's Engineering Department on 08 9411 3444, at least six weeks prior to the event to give sufficient time for processing by the City and community/stakeholder notification by the event organiser.

Depending on the level of impact of the road closure the City will direct what actions need to be taken. It will be a requirement to notify the general public by way of a letter drop to the affected residents/businesses a minimum of one week in advance of the event and it may be required to advertise the road closure in local newspapers to notify the general public.

Please consult the Main Roads WA website www.mainroads.wa.gov.au for further information about temporary traffic management for events.

The temporary closure or part closure of any of the City's roads will also require the submission of the WA Police 'Application for an order for a road closure' form for sign-off by the City and submission to the local Police with payment of the relevant fee. Similarly, an event involving a speed test or racing on road will require a WA Police 'Temporary Suspension of the Road Traffic Act/Regulations' form to be signed off by the City and submitted to the Police.

Processions

If you wish to hold a procession through the streets of the City you will need to complete an application for a Permit to hold a Public Meeting and/or Processions- Section 7 of the Public Order in Streets Act 1984. This application form is available from the Western Australian Police website and should be submitted to them.

Alcohol

Family events in parks including fund raisers are not permitted to have bars selling alcohol or BYO alcohol. The City's position is that there is no need for alcohol at family events because there are numerous venues in the City that have liquor licences with all of the necessary safeguards in place.

These safeguards are commonly applied as conditions to the liquor licences granted to numerous sporting club premises and ensure that children's access to alcohol is controlled.

Sale and consumption of alcohol at family events is not supported because it normalises alcohol in these environments and this goes against the principles of health and wellbeing and protection of children.

However if approved, the sale and consumption of alcohol is only permitted for certain enclosed events and a license to sell or supply alcohol must be obtained from the Department of Racing, Gaming and Liquor. The Department requires a letter of approval from the landowners to be submitted with your application.

Department of Racing, Gaming and Liquor may seek comment from WA police and the City when determining application.

A liquor license application may be obtained from: Department of Racing Gaming and Liquor 87 Adelaide Terrace Perth WA 6000 www.rgl.wa.gov.au

Public health and safety requirements

Emergency Management

Risk management plans

Risk management is the effective management of potential factors or hazards that may happen before or during your event that could negatively impact on the event, your organisation and its objectives.

If your event is 1,000 persons or more you will require a risk management plan in accordance with AS/NZS ISO 31000:2009 to be submitted with your event application.

Some examples of risks include: inclement weather, performers/suppliers/event organisers falling ill and injuries to attendees or technical faults. In your Risk management plan you must outline each risk, assess and rank it, determine the consequences, develop a strategy to manage each risk and assign a person to be responsible for the management of each risk.

Please see annexure 3 for a Risk Management templates in the appendix.

Evacuation plans

It is necessary for you to prepare and submit an evacuation diagram and or emergency management plan in accordance with the Health (Public Buildings) Regulations 1992. All staff and security personnel must be briefed in evacuation procedures prior to the event and evacuation plan should be displayed in key staff areas. Please see annexure 4 for an evacuation plan template.

Power

Power may be required in areas where there is no access to mains power, specifically for additional lighting of the facilities or in case of an emergency. Electrical outlets should only be supplied for a reticulated power supply. Supplies may originate from a supply authority or onsite generators. If onsite generators are proposed, each generator must be connected to its own earth electrode driven into the ground.

For events it is important that:

There are no single-phase generators 10kva or below
Electrical equipment is supplied for reticulated supplies originating at supply authority mains or large generators
Electrical leads do not create trip hazards
Electrical outlets are protected by residual current devices (RCDs)
Leads and RCDs are tested and tagged every six months
Joints and connections are not accessible to the public or exposed to damp conditions
Installations must comply with AS 3002 Electrical Installations for shows and carnivals
That you consider the placement of generators; Are they noisy? Are they kept clear of patrons?

The Health (Public Buildings) Regulations 1992 require that a licensed electrical contractor tests electrical leads and portable outlet devices (power boards) and items every six months. A tag to identify the item, date tested and the electrical contractor should be fixed to the tested equipment. New equipment requires a tag to define when it was brought into the service.

An electrical contractor must certify that permanent and temporary electrical installations comply with the Health (Public Buildings) Relegations 1992, by submitting a Form 5, Certificate of Electrical Compliance. Event organisers will receive a copy of this form with the event approval. It is intended to ensure that an installation from the point of supply to the final distribution outlet is available to the end user and is safe. The protection thereafter relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs, sockets and leads every twelve months in accordance with AS3760.

Lighting

Areas available to the public at night should be illuminated for the duration of the event and to facilitate people leaving the event. Lighting should be energised approximately one hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset.

In the event of an emergency, a system must be in place that provides lighting particularly for crowded areas and exit paths.

Public health and safety requirements (continued)

Fire safety

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

All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This standard requires extinguishers to be tested at least every six months and the test dates clearly identified on each extinguisher. Large-scale events may be subject to additional requirements from the Department of Fire and Emergency Services (DFES).

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

- Any electrical generator or switchboard
- Any flammable liquid or gas containers
- Any food preparation/cooking area and backstage area.

One 4.5kg AB E dry chemical extinguisher must be provided:

✕	**Within 10m of each exit (one) – If designated exits are provided and;**
🎭	**Backstage**

All firefighting equipment must be kept fully charged and maintained in accordance with Australia Standard AS185.1. This standard requires extinguishers to be tested at least every six months and the test dates to be clearly identified on each extinguisher.

Temporary structures and amusement rides

Your event may include structures such as stages, marquees, spectator seating or movie screens. When you submit your event application, you will be required to submit structural information if greater than 24m^2, any lighting tower, temporary movie screen (solid or air-curtain type), or stages greater than 12m^2 in area and/or greater than 300mm in height.

All temporary structures (marquees, stages, screens, amusements) must be erected, installed and utilised in accordance with the manufacturer's instructions, and once erected, the Statement of Construction (which is enclosed with your approval) must be signed by the installer. The Statement of Construction must be completed prior to use of the stage.

If your event involves a bouncy castle or amusement ride, you will need to supply a copy of the hirers public liability insurance with your application. If your event involves a mechanical amusement ride, you will also need to supply a copy of the Worksafe Plant Registration which confirms the ride complies with the Occupational Safety and Health Regulations and Australian Standards 3553.

Animals and petting zoos

Petting zoos include animal nurseries, mobile farms and animal show/s exhibits. Event organisers considering animals should familiarise themselves with the Department of Health WA Petting Zoo Guidelines. Important matters to consider include:

> **Live animals shall not be located within 30m of any food stall**

> **Alcohol-based hand sanitiser or hand wash basin with warm running water, liquid soap and paper hand towels must be provided for public use at the stall.**

Hand washing is one of the most important practices in preventing the spread of disease for visitors to petting zoos.

Face and body painting

Where face or body painting will be conducted at the event, the painters must be familiar with the Department of Health Guidelines for Face and Body Painting. Importantly:

- Brushes must be cleaned and disinfected after every client
- Artist should wash their hands or use wipes and hand sanitisers between clients
- Check with clients (or their parents) if they have any sensitives, allergies or reactions.

A copy of the guidelines can be found: www.health.wa.gov.au/Articles/F_I/Face-and-body-painting
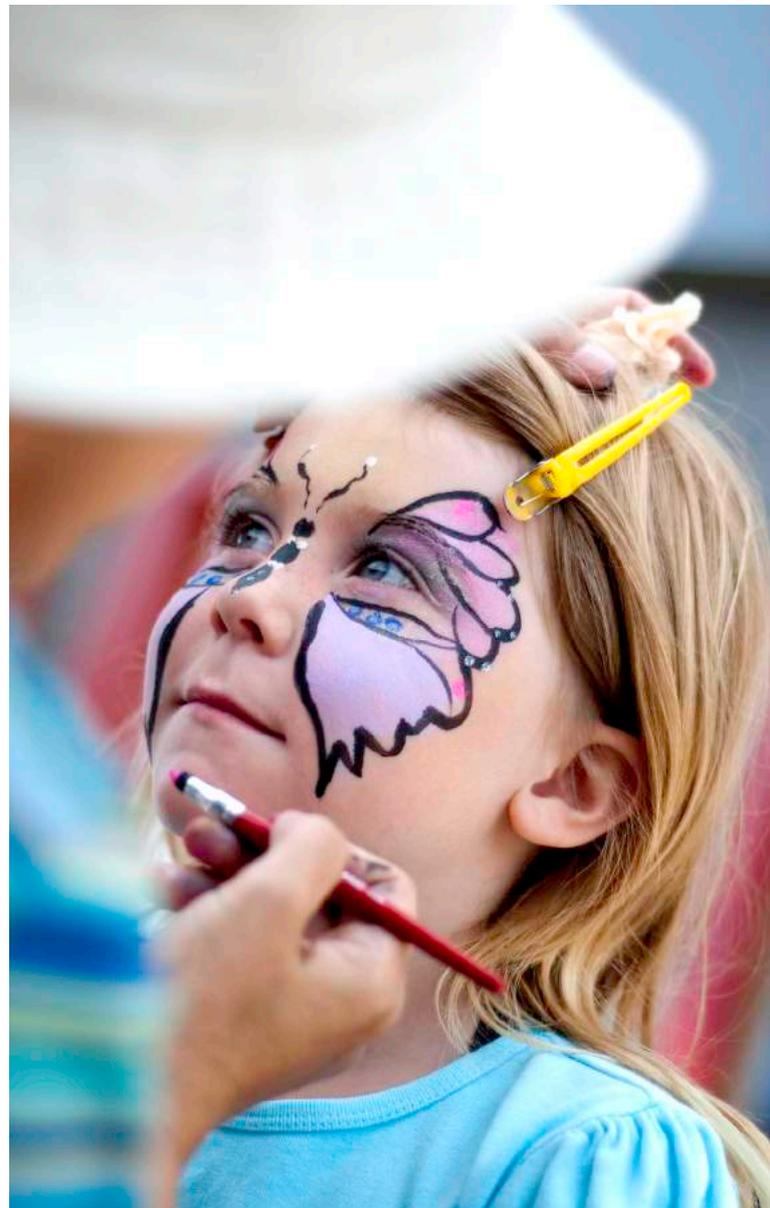
Public health and safety requirements (continued)

First aid

A first aid post is an essential safety requirement for any event. First Aid services can be booked through a number or organisations, including St John's Ambulance. It is also essential to ensure that there are unobstructed emergency ambulance access ways to the area.

The number of first aid personnel and first aid posts required vary with the type of event. As a guide the following can be used for low and medium risk events. Every event should have at least one dedicated, qualified first aid officer who is present for the duration of the event.

Number of persons (at any one time)	Qualified First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2

First Aid providers often use volunteers so it's best to get your booking in early to allow as much time as possible for them to recruit.

Gas safety

Energy Safety may carry out onsite gas safety inspection of gas appliances before and during use in public venues to ensure compliance with the Act, Regulations and Australian Standards. Energy Safety can request immediate correction of any unsafe condition.

It is recommended that the event organiser requests that food van and stall holders have been checked and tested by a licensed gas fitter in the last 12 months. If the cylinders are accessible by the public they are required to be protected to prevent tampering and accidental dislodgement.

Please refer to the Gas safety checklist for caterers, food outlets and other public venues available at the Department of Mines Industry Regulation and Safety's website: www.commerce.wa.gov.au
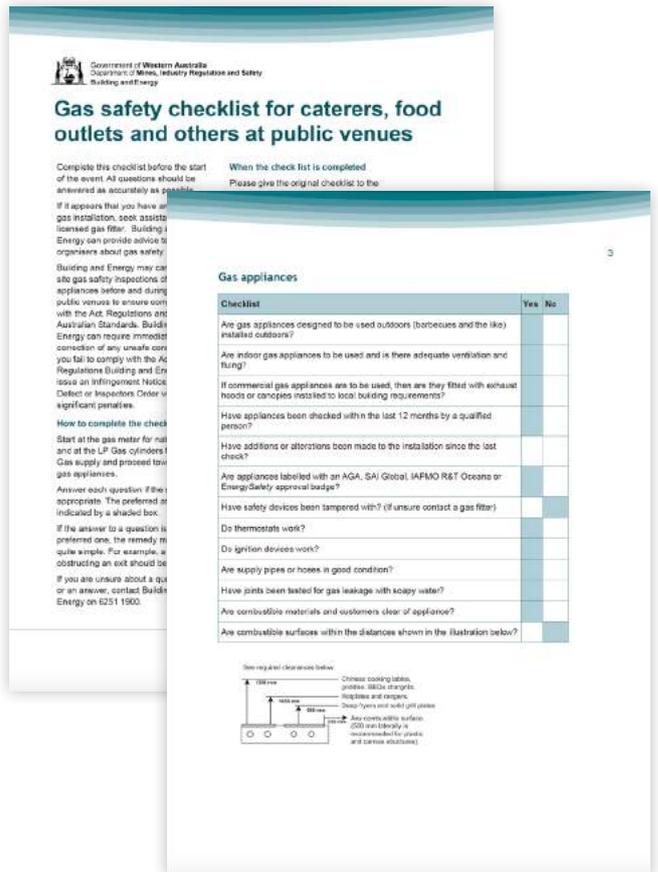
Public toilets

Public toilets must be provided with sufficient facilities for the number of people who may attend an event. The toilets must be checked and serviced throughout the event. The number of toilets provided must comply with the minimum facility numbers outlined in the tables below.

At least one unisex accessible toilet for use by people with a disability and the elderly is required for each venue. Care and consideration should be given to the suitable location of accessible facilities. When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be easily located so that they can be pumped out during the event.

The following tables are a guide for events of at least one day in duration. Reduced requirements may be considered by the Manager of Environmental Health Services for shorter length events.

This information applies to events where <5,000 people are expected to attend during the day and where alcohol is NOT available:

Patrons	Males			Females	
	WC	urinals	hand basins	WC	hand basins
500	1	2	2	6	2
1000	2	4	4	9	4
2000	3	8	6	12	6
3000	4	15	10	18	9
5000	5	25	17	30	15

This information applies to events that are licensed to sell alcohol and where < 5,000 people are expected to attend during the day:

Patrons	Males			Females	
	WC	urinals	hand basins	WC	hand basins
500	3	8	2	13	2
1000	5	10	4	16	4
2000	9	15	6	18	6
3000	10	18	10	20	10
5000	12	25	17	33	17

The organiser of an outdoor festival expecting >5,000 people to attend shall provide facilities of a number as directed by the City's Manager of Environmental Health Services.

Public health and safety requirements (continued)

Security

Security may be required for an event depending on a number of factors, including the type of event, expected number of patrons, and whether alcohol is provided. If security or crowd controllers are required, security arrangements are to be made and enforced by the event organiser. It is important that any security or crowd controllers are appropriately licensed under the Securities and Related Activities (Control) Act 1996, as well as ensuring there are both male and female security personnel on duty.

Where alcohol is being served at an event, there should be a minimum of two crowd controllers for the first hundred patrons, and one crowd controller for each additional one hundred patrons or part thereof. The number of crowd controllers to patrons for events where no liquor licence has been obtained, shall be as shown in the following table, based on Department of Health recommendations:

Number of Patrons	Crowd Controllers
<1,000	Minimum of 1-2
<2,000	Minimum of 2-4
<3,000	Minimum of 4-6
<4,000	Minimum of 6-8
<5,000	Minimum of 8-10

For events where there is no liquor licence, or major structures, the event organiser may use volunteer personnel to assist with running the event.

You also need to notify in writing:

Notify the police of the event if there are more than 5,000 people

The local fire and rescue services

CoSafe (the City of Cockburn's Security Service) of your event by calling 1300 267 233.

You will need to consider how attendees will be kept informed at the event, for example, where a child is lost. Refer to the Lost Child Procedure annexure 5 for more information.

There are two types of security: static security guards and crowd controllers. You need to ascertain which you may need, if any, for your event.

What's your plan B?

The weather is likely to be the most unpredictable factor of your event. You need to consider whether you will need shade or rain cover on the day. You will also need to consider how the event will proceed in case of rain and, if the event is to be cancelled, how volunteers, suppliers and attendees will be informed and at what time and who will make the decision to cancel the event.

Organising a sustainable event

The City is committed to minimising the impact of events – small, medium or large –and using events to promote sustainability.

The City's Wastewise Events Policy (available at cockburn.wa.gov.au) outlines what you need to do to make sure your event has minimal impact on the environment. Depending on the size of your event, this includes making sure you:

- Have enough bins
- Label your bins
- Don't sell or release balloons (intentionally or otherwise)
- Don't use beanbags
- Consider alternatives to single use plastics and
- Consider providing alternatives to bottled water.

There are a broad range of other sustainable practices that you can apply to your event to reduce its impact on the planet. You can choose sustainable products and suppliers and reduce energy and water. Every act of sustainability, no matter how large or small, contributes towards creating a healthy and environmentally friendly event.

A handy checklist is provided in annexure 6 to help you identify areas to consider when holding a community event. For further resources or advice, contact the City on customer@cockburn.wa.gov.au

Insurance and legal issues

It is important that groups running events have sufficient insurance that will cover them in case something goes wrong. If the event is not organised or 'auspiced' by an incorporated body, individual members of the organising group are at risk of being held legally responsible for any accidents.

Event insurance

Public liability insurance is required for public events. Copies of Certificates of Currency from all participants and service providers will be required to illustrate they have adequate Product and Public Liability Insurance. Also ensure that you comply with any additional requirements imposed by your insurer with particular regard to public liability.

> *For more information or advice on insurance for your group visit www.localcommunityinsurance.com.au*

Incorporation

Incorporation is the process of making your group a legally constituted organisation. By being incorporated, your group will be able to continue regardless of any changes to its membership.

An incorporated organisation is able to:

- Operate a bank account
- Sign contracts, hire venues and facilities
- Apply for funding and grants
- Sue or be sued
- Protect group members from being sued and limit the personal liability of individuals within the group.

Non-incorporated groups – auspicing

If your group is not incorporated and wants to run events or apply for funding it may be necessary to identify an auspice.

An auspice is an incorporated sponsoring organisation that is nominated by the organising group to act on their behalf to administer funds and take on legal responsibility for the event.

Your auspice should be an organisation that shares similar ideas and objectives to your group, for example:

- A sports active festival could be auspiced by a local football/netball club
- A community art project could be auspiced by a local arts group.

> *You may be eligible to receive financial assistance and Officer support to help you through the incorporation process. To enquire, email communitydevelopment@cockburn.wa.gov.au*

Organising an accessible and inclusive event

Event organisers are responsible for ensuring your event is accessible and inclusive for everyone. When event holders plan for accessibility, it has universal benefits for all attendees, including:

- People with disability

- Families with young children

- Seniors

- People with temporary impairment through injury or illness

- People with language barriers

- People with other access needs such as walkers and trolleys.

Accessible events include:

- Physical access; including the location of event in consideration to public transport and availability of suitable parking such as ACROD bays, drop-off/pick-up points and bus bays
- Availability of accessible toilets
- Continuous, level pathway to and around your event (e.g. ensure there is ramp access if there are stairs and that pathways are obstacle-free)
- Clear signage and good lighting
- Availability of seating and resting spots
- Sound amplification for speeches (such as microphone/speakers)
- Australian Sign Language (AUSLAN) interpreting and audio describing (requires planning in the event budget)
- Ensuring event staff are confident in assisting people with disability

A comprehensive 'Access to Events' checklist is available at http://universaldesignaustralia.net.au/wp-content/uploads/2018/04/Accessible-events-checklist-WA.pdf

Step 4 *Implementation*

If "Step 3: Organising" is carried out thoroughly, the event should run smoothly and without major incident. Every member of the event organising committee should have a clear understanding of the event, the program and their responsibilities.

Bring the following on the day:

- ✔ Runsheet
- ✔ Event program
- ✔ Emergency contact list and evacuation plan
- ✔ Risk management plan and remedies

- ✔ Volunteer brief
- ✔ Speeches
- ✔ Site map
- ✔ Traffic management plan (if applicable).

Some templates for the above mentioned documents can be found as an annexure. Remember to provide all event volunteers with their own copy of this information.

Event resources

Did you know that the City has a Community Trailer with a range of event equipment that can be used for free? Event equipment includes BBQs, bollards, safety vests, witches hats, tables, chairs and much more. A fully refundable bond of $100 is required for use of this equipment.

For bookings please download the application form cockburn.wa.gov.au/notforprofit or contact Friends of the Community on foc@cockburncommunity.asn.au for further information.

Put together an event tool kit stocked with all the things you may need on the day such as rope, hammer, sticky tape, glue, marker pens and blue tac.

Step 5 *Evaluation*

Evaluation is the final stage of the event management process. It is important to evaluate whether the event was successful, why it was or wasn't successful and to improve the event for the future.

Don't forget to review your objectives at the start of the planning process to ensure that you have considered how you will evaluate your objectives following the event. Some evaluation measures may include:

Attendance count	Survey of attendees	Survey of suppliers	General feedback

Be sure to review:

Feedback on the event from suppliers, attendees, participants and sponsors

Your achievements and the successes of the event.

Some questions to consider in your event evaluation are:

Was the event within budget? Do you need to apply for more funding or sponsorship next time or could the event be restructured to ensure it stays within budget?

How many people attended the event? Was this less or more than anticipated?

What were your achievements and successes?

Did you allow enough time to plan?

Did you reach your target audience?

Was the marketing plan successful? Why or why not?

Was sponsorship of the event successful? What benefits did your group and sponsors receive as a result of this partnership?

What promotion or media attention did you receive for the event?

Was sponsorship of the event successful? What benefits did your group and sponsors receive as a result of this partnership?

Was the theme and timing appropriate?

Was the venue and facilities adequate (e.g. parking, toilets, food)?

Was the event infrastructure adequate?

Were your suppliers and performer's professional, entertaining and value for money?

What improvements would you make next time?

An evaluation template is included in annexure 7

Remember to thank your sponsors and volunteers!

Funding acquittals

The final task that you may need to complete following your event, is acquitting your funding. Include some photos and describable outcomes from your event. Most funders have a set form of what reporting they require from the event. If you are unsure of how to do your acquittal, contact the relevant Grants Officer for assistance.

Keep clear records and receipts of your expenditure as you go to minimise the amount of work required to finalise your acquittal.

Quick contacts

T 08 9411 3444

Community Development Team – general event enquiries
communitydevelopment@cockburn.wa.gov.au
cockburn.wa.gov.au/commdev

Grants and Research – funding enquiries
communitygrants@cockburn.wa.gov.au
cockburn.wa.gov.au/communitygrants

Recreation Services – venue booking enquiries
recreation@cockburn.wa.gov.au
cockburn.wa.gov.au/venuesforhire

Environmental Health – permits and approval enquiries
publiceventenquiry@cockburn.wa.gov.au
cockburn.wa.gov.au/health

Waste Services
customer@cockburn.wa.gov.au
cockburn.wa.gov.au/waste

Sustainability
cockburn.wa.gov.au/sustainability

Engineering Services – Traffic management
customer@cockburn.wa.gov.au

Annexure:

1. Event Plan Assessment Plan Template – page 33
2. Event Budget Template – page 45
3. Risk Management Template – page 47
4. Emergency Evacuation Plan – page 51
5. Lost Child Procedure – page 65
6. Sustainable Events Checklist – page 66
7. Event Evaluation Report – page 67

Event Plan

This document assist in planning your event and is supplementary to an application.

Event Name	
Event date and time	

Table of Contents

Event Overview

Name

Event Name	

Date and Time

Event Date and Time		**Set Up and Pack Down**	
Date		Date	
Time		Time	

Location

Where is the event held?

Name	
Room (if required)	
Capacity	
Toilets	
Booking Confirmation ID	
Other	

Attendance

Who will attend

Number of people	
Target Audience	

Scope

Event Idea	

Objective

Reason for the event	

Stakeholders

Who is involved in the event?

Event Team

Role	Name	Phone number
Event Manager		
Logistics Officer		
VIP Officer		
Incident Officer		
Lost Persons Officer		
Stall/Vendor Officer		
Activities Officer		
Entertainment Officer		
Volunteer Officer		
Traffic Officer		
Finance Officer		
Cash Officer		

Insurance

Insurance Details	*NB: ATTACH Insurance Certificate to this document.*
Name of Insurance Broker	
Cert. of Currency Reference	
Insurance Class	
Policy Number	
Expiry Date	
Phone Number	
Liability Amount	
Name of Insurer	
Name of Insurance Broker	
Cert. of Currency Reference	
Insurance Class	
Policy Number	
Expiry Date	
Phone Number	
Name of Insurer	

Activities

Activity	Organisation	Details	Confirmed

Food Trucks – To Be Confirmed

Business	Contact	Confirmed	Docs Rec'd	Funds Rec'd

Entertainment

Organisation	Contact	Details	Confirmed

Special Guests List

Organisation	Contact	Contact Details	Confirmed

Information Stall invitations

Organisation	Contact	Confirmed	Contact Details

Public Safety

Incident Control

Incident Control	Arrangements/location
Event Headquarters (HQ)	
First Aid Post	
Emergency exit	
Evacuations Assembly Point	
Communication Devices	
Incident Report Form	

Mark Event HQ and Incident Control on SITE PLAN.

Incident Personal

Role	Name/location	Contact number
First Aid Officer #1		
Event Manager		
Incident Officer		
Lost Person's Officer		
Fire Extinguisher Trained		
Emergency	FIRE AMBULANCE POLICE	000
Cockburn Police	Cockburn Police Station 34 Linkage Ave, Cockburn Central	131 444, 6174 9666
Murdoch Fire and Rescue	126 Murdoch Drive, Murdoch WA 6154	08 9313 8177
Fremantle Fire and Rescue	20 Phillimore St, Fremantle WA 6164	08 9335 6262
Nearest Hospital	Fiona Stanley 11 Robin Warren Drive Murdoch	08 6152 2222
CoSafe	Direct line	1300267233
City of Cockburn	Office	08 9411 3444
Poison Information Line		13 11 26
SES Emergency Assistance		13 25 00
Emergency Information	Information only	13 33 37

NB: Notify Police and Fire and Rescue of event 3 weeks before, ATTACH a copy to the Planner.
Mark Emergency Service Entry on SITE PLAN

Fire Equipment

Fire Equipment on site?	Locations/notes
Equipment – Hand held extinguishers	
Equipment – Fire Blanket	
Equipment – Fire hose	
Equipment – Other	
Fire Danger Rating	

Disability Accessibility

Requirement:	Note
Parking	
Access	
Toilets	
Path ways	
Door ways	
Isles	
Complaint Procedures	Name and Mobile No. or Email

Traffic, Parking and Pedestrians

Requirement:	Location
Emergency Service Access	
Key Stake Holders	
Disabled Patrons	
General Parking	
Public Transport	
Other – i.e. Road closures	

Neighbour Notifications

Do you need to notify the adjoining properties/neighbours?	(Outline details)

EVENT NOTICE TO ALL NEARBY RESIDENTS

Signage

Promotion	QTY	Details
Event Promotion Banners		
A3 pop up signs		
No Smoking		
No Alcohol		
Lost and found		
Parking		
ACROD Parking		
HQ		
Toilets		
First Aid		
Water		
Lost Persons		
Security		

Security

Is SECURITY required? If YES:

Company	
Contact Details	
Licence Details	
Number of Security at event	
Contact on the day	

Noise

Will the event make NOISE? If YES:

Expected Level	
Name	
Contact Details	
Contact on the day	

Fencing

Is FENCING required? Give details

Supplier Details:

Company	
Name	
Contact Details	
Fencing Required	
Contact on the day	

Mark Fencing on SITE PLAN

Lighting & Power

Is Additional LIGHTING and POWER required? Give details

Supplier Details:

Company	
Name	
Contact Details	
Description	
Company	
Name	
Contact Details	
Description	

Mark Lighting control and mains power and generators on SITE PLAN

Structures

Will there be TEMPORARY STRUCTURES at the event?

Object	Size
Stages & Platforms More than 12m² in area or more than 300mm above ground	
Seating	
Marquees More than 24 m² in area	
Bouncy Castle	
Climbing Wall	
Temporary Cinema	
Amusement Rides	

Has a Building Surveyor been sought or sighted for temporary structures?

If YES:	
Name	
Number	
Permit Date	
Description of structure	
Building Surveyor	
Contact Details	

NB: Applications must be received one month prior to the event. Please attach a copy of your Building's Structural Certification. Mark Structures on SITE PLAN

Public Health

Food

Will FOOD be supplied/sold at the event? If YES:

FOOD Vendor	Contact	Food Type	Council Permit
Number Gas Cylinders			

NB: Council Permit and stall plan is required for all food supplied/sold. Min TWO weeks' notice.
Mark Food Service on SITE PLAN

Alcohol

Will ALCOHOL be at the event? If YES:

Will alcohol be sold or BYO?	
COC Permission	
Liquor Licence	
Contact at event	

Toilets

Number of Toilets	
Male	
Female	
Disabled	
Company (if required)	
Contact	
Cleaner	

Make sure toilets are booked in COC building's. Mark Toilets on SITE PLAN

Water

Drinking Water	
Location	
Source of Water	

Shelter

Shelter	
Location	
Sunscreen	

Mark Shelter on SITE PLAN

Bins

Are extra BIN required?	
Number of Bins	
Bin Removal	

Mark Bins on SITE PLAN

Marketing Plan

Promotion

Promotion	QTY	Distribution Plan
Flyers/Newsletters		
Posters		
Social Media		
Media Release		
Banners		

Banner (yet to be finalised and approved)

<Insert Banner Here>

Banner Locations

<Insert Map with Banner Locations Here>

Fill out Community Development sign application form if required

Flyer (yet to be finalised and approved)

<Insert Flyer Here>

Signs (Yet to be finalised and approved)

<Insert Sign Here>

Event Budget

Category	Projected Subtotal
Venue **Subtotal $**	
Location hire	
Equipment hire -Additional Tables / Chairs	
AV Equipment	
AV Staff	
Venue Tech Support	
Security	
Additional toilets	
Décor **Subtotal $**	
Lighting	
Additional Signage	
Additional Decorative Items	
Food/Beverage **Subtotal $**	
Food	
Beverage	
Catering Staff	
Bar staff	
Coffee Van	
Food / Beverage Trucks	
Event Programming **Subtotal $**	
Speakers	
Performers	
Interpreters / Auslan Interpreters	
Music / DJ	
Entertainment	
Event Documentation **Subtotal $**	
Photographer	
Videographer	
Public Relations **Subtotal $**	
Announcements	
Graphics	
Press Releases	
Marketing **Subtotal $**	
Banners	
Video Production	
Photography	
Printing - flyers	
Email	
Signage	

Event Budget

Category		Projected Subtotal
Social Media	**Subtotal $**	
Twitter		
Facebook		
Pinterest		
Instagram		
Google+		
LinkedIn		
Snapchat		
Advertising	**Subtotal $**	
Online		
Print		
Outdoor - Community Signs		
Radio		
Television		
Sponsors	**Subtotal $**	
Communication		
Complimentary Passes / Tickets		
Thank You Gifts		
Logistics	**Subtotal $**	
Insurance		
Permits		
First Aid		
Other	**Subtotal $**	
	PROJECTED TOTAL $	

Event Risk Assessment Template

How to do a risk assessment

Identify it - List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template

Assess it - Use the **Risk Ranking Matrix** to assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Fix it - Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the **Hierarchy of Control table** to guide you as to what type of controls you could put in place to minimise, manage or eliminate the hazards once you have assessed their risk level.

Code	Likelihood	Qualitative descriptor	Probability
5	Almost certain	This hazard is expected to occur in most circumstances	>50%
4	Likely	This hazard will probably occur in most circumstances	25 – 50%
3	Possible	This hazard might occur at some time	10 – 25%
2	Unlikely	This hazard could occur at some time	5 – 10%
1	Rare	This hazard may occur only in exceptional circumstances	<5%

Code	Consequences	OHS/Health/Injury/Well-being descriptor
1	Insignificant	No injuries
2	Minor	First aid treatment
3	Major	Medical treatment
4	Critical	Partial disablement or severe injury
5	Catastrophic	Death or permanent disablement

Hierarchy of control table

Likelihood		Consequence				
		1 **Minor**	**2** **Disruptive**	**3** **Serious**	**4** **Critical**	**5** **Catastrophic**
5	**Almost certain**	Moderate	Substantial	High	Extreme	Extreme
4	**Likely**	Low	Moderate	Substantial	High	Extreme
3	**Possible**	Low	Moderate	Moderate	Substantial	High
2	**Unlikely**	Low	Low	Moderate	Moderate	Substantial
1	**Rare**	Low	Low	Low	Low	Moderate

Risk Assessment Template

Name of Event	
Date of Event	
Location of Event	
Risk Management Team	
Site Supervisor Bump in and Bump out	
Site Supervisor	

Only complete if the hazard is applicable to your event

Hazards	Risk Rating	Control/Actions	Responsibility
Management			
Poorly designed event site			
Planning and scheduling conflicts			
Supply delays			
Inadequate/inappropriate staff training			
Loss of key staff			
Lack of policies/procedures for staff			
Problems with contractors			
Safety			
Performers/contractors legal liability			
Public liability claims			
Statutory breaches			
Unsafe food			
Overcrowding			
Structure collapse or blown over			
Inadequate first aid			
Criminal activity			
Illegal drugs or drinking in public areas			
Fire			
Adverse weather			
Fall injuries			
Trip hazards			
Theft/Burglary			

Hazards	Risk Rating	Control/Actions	Responsibility
Amenity			
Littering			
Disturbing near by residents/ businesses			
Toilets – blockage, breakdown, unclean			
Abusive language			
Consider individual risks associated with your event			

Additional notes

Template of Risk Action Plan - Treatment

If you have any risks that are considered high or extreme risks you will need to complete a treatment plan. Please fill in an action plan for each risk.

Risk Action Plan

Item	
Risk	
Location/Function	

Summary (Recommended Response and Impact)

6) Proposed Actions	
7) Resource Requirements	
8) Responsibilities	
9) Timing	
10) Reporting/Monitoring	

Template of Risk Action Plan - Treatment

If you have any risks that are considered high or extreme risks you will need to complete a treatment plan. Please fill in an action plan for each risk.

Risk Action Plan

Item	
Risk	
Location/Function	

Summary (Recommended Response and Impact)

6) Proposed Actions	
7) Resource Requirements	
8) Responsibilities	
9) Timing	
10) Reporting/Monitoring	

Emergency Evacuation Plan

Name of Event	
Date of Event	

This plan is based upon AS 3745 – Emergency Control Organisation and Procedures for Buildings

- This plan is to be used as a **guide only** and should not be taken that a copy of this plan will assure compliance with the relevant Australian Standards

- This guide was developed to assist persons develop an Emergency Evacuation Plan.

cockburn.gov.wa.au

Table of Contents

1.0 Evacuation Plan Objective

To clearly define the process to be followed in the event of an emergency situation occurring at the (venue/event name). The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies.

This plan will be used by the staff as a "living document" to set out the following;

- The potential emergencies that are applicable to the use

- The written procedures developed in response to the potential emergencies

- The staff members responsible for particular actions in an emergency situation

- The ongoing education and training proposed as part of the overall strategy.

2.0 Venue / Event Description

A detailed description of any buildings

The intended use of the buildings or venue

Operating hours

Description of Activities taking place at the venue/event

3.0 Scope

This plan applies to the (name of venue/name of event) relating to the following emergency event scenarios;

Potential emergencies in the areas specified, have been identified as follows:

A. General medical emergency

B. Critical medical emergency

C. Fire or explosion

D. Gas leak

E. Hazardous material spill

F. Bomb threat.

Other more specific potential emergencies may include:

G. Motor vehicle accident

H. Electrocution

I. Structure collapse.

3.3.1 Response Actions

The above-mentioned threats may require one or more of the following responses:

- Evacuation of the area (fire, bomb threat, hazardous material spill, power failure)

- Evasive action (explosion)

- Containment of threat (chemical spill, gas leak)

- First aid treatment (medical emergency).

4.0 Emergency Preparation and Testing

4.1 Training Requirements

All personnel normally working in any of the areas identified through this plan shall be trained in the following emergency management information:

• The general information contained within this document

• The key personnel roles and responsibilities

• Emergency exit locations and paths

• Assembly point locations

• Fire fighting equipment locations

• The written procedures applicable to this building or venue for the emergency evacuation.

All staff will be asked, at the completion of the training, to sign a statement advising that they have read the emergency evacuation procedures, understood the emergency evacuation procedures, had any questions they had answered adequately by the organisation/manager/event organiser, and understand their responsibilities and role, in the event of an emergency.

4.2.1 Exercise Drills (Delete what is not applicable)

Exercise drills will comprise of a walk through by the event organiser, who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

4.3 Maintenance and testing of equipment (Delete what is not applicable)

• Maintenance and testing of all Fire Detection Systems, smoke alarms and heat alarms, Fire Alarm Monitoring Systems, sound systems for emergency purposes and fire blankets to be conducted in accordance with AS 1851 – 2006 and be undertaken by a suitably qualified person (_____) at intervals as detailed within AS 1851 – 2006

• Log books will be kept of all testing and maintenance carried out

• The hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged, indicating its last service date.

4.4 Emergency Plan Review

A review of the Emergency Plan will be undertaken immediately after the event.

5.0 General Roles and Responsibilities

The roles and responsibilities of personnel working at the premises / event are listed below;

OH&S Emergency Planning Committee

The OH&S Emergency Planning Committee consists of the following personnel;

1.	
2.	
3.	

The OH&S Emergency Planning Committee will review the Emergency Plan, evaluate response to emergency drills, and will revise the plan as is required.

5.1 Chief Fire Warden (Normally Event Organiser)

Name	

- As required, evaluate the need for evacuation

- As required, initiate evacuation

- Activate security alarm if evacuation is required (if practicable)

- As required, contact Statutory Authorities, for example Fire, Ambulance and Police

- Account for all staff and patrons/customers in liaison with area wardens and the Emergency Services representative

- Evaluate, in conjunction with Emergency Services if building is safe prior to any staff or patrons/customers re-entering

- Document emergency situation, what happened, what was the outcome.

5.1.1 Area Warden/s (Normally Senior Staff)

1. Name	
2. Name	
3. Name	

- Receive directions from the Chief Fire Warden

- Check all toilets

- Ensure that all personnel have been alerted that an evacuation is in progress

- Inform staff of the situation.

5.1.2 Kitchen Warden

- Ensure staff are evacuated, including checking staff areas

- Shut off all gas lines and turn off all electrical equipment, if safe to do so.

5.1.3 First Aiders

- Collect first aid kit

- Administer first aid on evacuated personnel/patrons as is required.

5.1.4 All Staff

- Report their presence to Chief Fire Wardens at the assembly area

- Not to leave the assembly area unless directed by the Chief Fire Warden

- Carry out tasks as directed by the Chief Fire Warden

- Contribute to debriefing.

6.0 Emergency Response

The objective of the emergency response procedures is to:

- Decrease the level of risk to life and property

- Control an incident, and minimise its effect

- Provide the basis for training people who may be involved in a workplace emergency

An Emergency Procedure Flowchart is shown in Appendix 4

The response expected of staff and management to potential incidents covered by this plan, include the following:

6.1 Evacuation

The Chief Fire Warden will take the following issues into consideration when determining if and when to evacuate:

- The severity of the incident

- The likelihood of escalation

- The incident becoming uncontrollable beyond the resources available.

Generic process of evacuation is shown below:

1. Reason for evacuation realised

2. Appropriate staff assess situation

3. Notification given to staff and patrons to evacuate to assembly points

4. Staff to render assistance as required, under direction of event organiser

5. Emergency Services notified of emergency

6. Staff to ensure venue is vacated (public areas, toilets, etc)

7. Await Emergency Services Assessment.

6.2 Evacuation Incidents

The following emergency procedures shall be carried out in response to the specific emergencies of:

- Fire and explosion

- Medical emergency

- Hazardous material spill/leak

- Bomb threat.

6.3 Fire and Explosion

Should you discover smoke or fire;

- Assess the situation and the potential for evacuation

- Remove anyone in the immediate vicinity, if it is safe to do so

- If trained in the use of fire extinguishers, and if fire or smoke is localised endeavour to extinguish the fire

- Notify the Chief Fire Warden

- Chief Fire Warden to assess situation, and commence evacuation if deemed necessary

  - Notify all patrons to leave the venue calmly and assemble at evacuation points

  - Notify stall operators and amusement operators of evacuation

  - Notify emergency services via 000.

- If trained in the use of fire extinguishers, the Chief Fire Warden may endeavour to extinguish the fire, with the assistance of other staff under his or her direction, only if it is deemed safe to do so by the Chief Fire Warden

- Staff to ensure that all patrons are moved towards the assembly points

- Await for Emergency Services to arrive and assess

- Await for the "ok" from Emergency Services before re-entering the building

- If safe to do so, allow the entry of patrons into the venue. If not, ensure no patrons re-enter the building

- Should any personal belongings of the patrons be within the building, (after the Emergency Services "ok" has been given) re-enter the building and obtain personal belongings.

6.3.1 Location of fire extinguishers, fire blankets, hose reels

Fire extinguishers	
Fire blankets	
Hose reels	

(These locations should be shown on the building site plan or Event Site plan and be attached to this document)

6.4 Medical Emergency

Should a medical emergency occur, such as a heart attack, stroke, epileptic fit, seizure, burns etc:

• The first staff member on the scene should assess the situation and if they do not have first aid training, immediately notify the Manager, Event Organiser or Senior First Aid trained personnel

• Notify Emergency Services on 000, and request an ambulance

• Apply first aid as trained

  - A staff member to meet the Ambulance outside the venue, and take them to the medical emergency.

  - At least one staff member is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident

  - Complete an incident/accident report form.

6.5 Hazardous Material Spill/Leak

Hazardous substances stored on site, or that may come onto site for periods of time, consist of the following:

• Oils

• Gas

• Disinfectant/sanitiser/cleaning products

• Fuel (cars and service vehicles).

The procedure to be carried out must be as follows:

• Staff member who finds such a spill, or is notified by the public/patron of such a spill is to notify the Manager

• At the direction of the Manager, evacuate the building, if the nature of the spill warrants such an evacuation

• Identify the source and amount of any released materials and section off the area such that the public can't gain entry

• If necessary:

    - Notify DFES (Dept. of Fire & Emergency Services) - 1300 657 209

    - Evacuation of part all of the building

    - Stop any further spill

    - Turn off electrical equipment/gas within the area of the spill

    - Soak up material using mop or similar and contain spilled material for disposal to an appropriate landfill facility

    - Manager to complete an incident report.

6.6 Bomb Threat

• Record nature of threat, and as many details as possible about the caller that may assist the Police in identifying them

• Evacuate the building/event as per the procedures above

• Call 000 and ask for Police assistance

• Should the Police request a search of the premises, the Manager only is to search the building

• Any suspicious packages are to be reported to the Police, and not disturbed

• When the area is considered safe to enter, and the Police advise it is safe to do so, staff may re-enter the building.

Important issues to remember when dealing with a bomb threat:

• Keep calm

• Keep the caller on the telephone as long as possible

• Let the caller speak and endeavour to record as much detail as possible.

Appendix 1 List of Emergency Control Personnel

(Those staff at the event, ie. event organiser, stallholders, amusement operators that will be required to take actions in the case of an emergency).

Appendix 2 List of Emergency Contacts

Emergency Services	
Phone No.	
Emergency Services	
Phone No.	
Ambulance/Fire/Police	000
Local Police	131 444
City of Cockburn Rangers	08 9411 3444
Poisons Information	13 11 26
CoSafe	1300 267 233

Appendix 3 Floor Plan

(Event Site Plan) showing location of Assembly Points.

Appendix 4 Emergency Procedure Flowchart

1. Assess the situation/risk

2. Check for hazards/dangers.

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                    ┌─────────────────────┐
                    │                     │
                    │       Action        │
                    │                     │
                    └─────────────────────┘
                       ╱               ╲
                      ╱                 ╲
        ┌─────────────────────┐   ┌─────────────────────┐
        │ If by yourself when │   │ Two or more staff   │
        │ assessing situation │   │ when assessing      │
        │                     │   │ situation           │
        └─────────────────────┘   └─────────────────────┘
                 │                         │
        ┌─────────────────────┐   ┌─────────────────────┐
        │ Endeavour to summon │   │ One staff member    │
        │ help by: Whistle    │   │ should respond to   │
        │ Blasts, Assistance  │   │ the emergency, with │
        │ from a Bystander.   │   │ the other staff     │
        │ Provide EAR, CPR,   │   │ member summonsing   │
        │ Emergency care as   │   │ help. Provide EAR,  │
        │ required.           │   │ CPR, Emergency Care.│
        └─────────────────────┘   └─────────────────────┘
                      ╲                 ╱
                    ┌─────────────────────┐
                    │     Emergency       │
                    │ Authorities Arrive  │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Act on instructions │
                    │ of Emergency        │
                    │ Services            │
                    └─────────────────────┘
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Lost/Found Procedure Children

1. Get as many details as you can from the child i.e. their name, name of their parent/guardian/carers. Phone number and address (if possible). If you do get a phone number try contacting the person, and follow procedures 2 – 9

2. Do not announce child's name over the microphone

3. Give a brief description of child and what they are wearing

4. When parent/carer comes to claim child, ask child if they know this person

5. Ask to see claimant's identification. Driver's license with a photograph is preferable

6. Record name, address and phone number

7. If in doubt, inform the person that you cannot release the child into their care without police assistance and contact police immediately

8. Ensure that you have another ground person with you as a witness at all times

9. If a child is not claimed, notify police and let them deal with the situation from there on

10. In the case of a child being reported missing, a full description of the child is to be taken

11. The event coordinator will allocate search areas to ground staff and security

12. If the child has not been located at the end of this search, the police are to be notified

13. In the case that witnesses have reported suspicious circumstances the police are to be notified immediately.

Organising a Sustainable Event

The City is committed to ensuring community events have minimal environmental impact and promote sustainability.

Use this handy checklist for guidance on how to run a sustainable event:

Waste Prevention	
	Offer reusable cutlery, cups, plates, glasses etc OR provide compostable disposable options.
	Reduce single use plastics by discouraging plastic bags (including bin liners), straws, packaging, bottles etc.
	Ensure NO balloons or beanbags are used at the event by yourselves or others. The City does not support the use of balloons at events.
	Borrow the City's water-refill stations and water fountains to reduce the number of plastic bottles used at your event.
	Keep printed marketing materials to a minimum.
Waste Management	
	Contact the City's Waste Services team to discuss your waste management needs. The City will provide waste and recycling bins for a fee. It is compulsory to have sufficient bin volume to ensure they do not overflow, causing litter.
	Borrow the City's bin signage wraps to help attendees use bins correctly and promote recycling.
	Promote your event as a Wastewise event. The City has promotional materials that can be used for this, including our educational trailer which is available to hire.
	Ensure there is a plan in place for dealing with litter during and after the event.
Procurement	
	Choose local suppliers for services and products wherever possible.
	Source sustainable, recycled and environmentally responsible products wherever possible.
Energy and Emissions	
	Consider ways to reduce energy consumption before, during and after your event.
	Calculate the emissions generated by your event and purchase carbon offsets to minimise the environmental impact of your event.
Water	
	Increase water efficiency and minimise unnecessary water consumption.
Transport	
	Consider the location of your venue to ensure access to public transport.
	Encourage patrons to walk and cycle to the event wherever possible.
	Provide secure bike parking at your event.

Contact the City's Sustainability Officer or Waste Education Officer at customer@cockburn.wa.gov.au for more ideas and advice.

Event Evaluation Report

Event	
Date	
Time	
Venue	
Budget	
Attendance	

Summary of event costs

Expense item	Amount

Event brief

Negatives

Positives

Opportunities

Notes

9 Coleville Crescent, Spearwood WA 6163
PO Box 1215, Bibra Lake DC WA 6965
T 08 9411 3444   **F** 08 9411 3333

cockburn.wa.gov.au

This information is available in
alternative formats upon request

Paper from sustainable sources