

GUIDELINES FOR PUBLIC EVENTS

What is a public event?

“A gathering of people brought together for a common purpose by some pre-arrangement – and which is open to the public” – therefore this does NOT include private events ie those by personal invitation only.

Why does the Town need notification of a public event?

The Health (Public Buildings) Regulations require Local Governments to approve public events. Further details can be found in the “Guidelines for Concerts and Organised Gatherings”, Section 1.4.

How much does public event approval cost?

Please refer to the Town’s Fees and Charges, noting that there is **no application fee** applicable for non-commercial, community and fundraising events.

Is your proposed public event a low, medium, high or extreme risk event?

Simply contact the Town’s Economic & Community Development Officer and answer some questions (relating to the event elements as listed below).

Phone: 9339 9342

Email: events@eastfremantle.wa.gov.au

Need more information?

Please do not hesitate to contact the Town’s Economic & Community Development Officer (contact details above) if you are unsure of any aspect of public event organisation.

Please notify the Town at least 6 weeks prior to your event.*

**Note, extreme risk events require a report to Council, therefore you should contact us at least 4-6 months prior*

Event Element	Details
ACCESSIBILITY:	Under State and Federal law it is a legal requirement to make events accessible for people with disabilities. Consider having: wheelchair/pram friendly walkways and parking; parent and disability friendly facilities; clear event signage and flyers. For more details see www.disability.wa.gov.au (type <i>accessible events</i> in the search tool).
ACTIVITIES / ENTERTAINMENT:	Activities / entertainment which include equipment and/or animals (such as bouncy castles, animal farms, pony rides and amusement rides) require the operator to supply relevant certification.
ALCOHOL:	The Department of Racing, Gaming and Liquor is responsible for regulating and maintaining the integrity of lawful liquor activities in WA. Refer to their “Occasional Licence Guide” and “Exemptions to the Liquor Control Act 1988” for more information. Contact: www.rgl.wa.gov.au
APRA:	The Australasian Performing Rights Association (APRA) may require you to apply for a licence if there will be live or pre-recorded music at your event. Generally professional entertainers supply their own APRA licence. Contact: http://apraamcos.com.au/music-customers/licence-types/event-licences/
ATTENDANCE:	If the event is in a public building this number cannot exceed the maximum accommodation number.

ELECTRICAL ITEMS:	You must request that suppliers / stallholders provide you with insurances and certification for these items, which must be tested and tagged. As the event organiser you must ensure that cables won't become trip hazards.															
FIRST AID:	The requirement will be dependent on the size and complexity of your event, ranging from having a senior first aider available to an onsite first aid post.															
FOOD:	Under the Food Act, if food is to be sold a temporary approval is required.															
INSURANCE:	If you, as the Organiser, do not hold appropriate public liability insurance (either personally, or via the organisation you are acting on behalf of) you may be held liable for any consequences that might arise through negligence, perceived or actual. If your suppliers/stallholders do not hold appropriate public liability insurance you, or the organisation that you are acting on behalf of, may be held liable for any consequences that might arise through negligence, perceived or actual.															
NOISE:	Please consider whether your event may have an effect of the amenity of others who are not attending the event.															
PARKING:	Adequate parking need to be available at/near the venue for the expected number of people attending. For larger events signage and parking attendants should be considered.															
POLICE:	Fremantle Police (9430 1222 / 88 High Street, Fremantle) should be advised if there is going to be alcohol served at your event and/or if you are expecting more than 1,000 people to attend.															
RISK MANAGEMENT PLAN:	Whilst only events that expect an attendance of more than 1,000 people require a Risk Management Plan, organisers of smaller events should still assess hazards and put appropriate measures in place. Below please find a list of issues that could be considered; <table border="0"> <tr> <td><i>Animal Incidents</i></td> <td><i>Food Poisoning</i></td> </tr> <tr> <td><i>Disability Access / Inclusion (lack of)</i></td> <td><i>Insurance (lack of)</i></td> </tr> <tr> <td><i>Electrical Cabling / Devices (unsafe)</i></td> <td><i>Medical Risk/s</i></td> </tr> <tr> <td><i>Emergency (communications)</i></td> <td><i>Parking (inadequate)</i></td> </tr> <tr> <td><i>Environment (heat / storm)</i></td> <td><i>Personal Injury</i></td> </tr> <tr> <td><i>Fight (or other altercation)</i></td> <td><i>Temporary Structure (collapse)</i></td> </tr> <tr> <td><i>Fire</i></td> <td><i>Toilets (inadequate)</i></td> </tr> </table> Consider whether the issue might be applicable to your event and what the 'worst case scenario' might be. Ascertain whether there is a way to minimise the chance of it happening and decide what actions will take place if it does happen.	<i>Animal Incidents</i>	<i>Food Poisoning</i>	<i>Disability Access / Inclusion (lack of)</i>	<i>Insurance (lack of)</i>	<i>Electrical Cabling / Devices (unsafe)</i>	<i>Medical Risk/s</i>	<i>Emergency (communications)</i>	<i>Parking (inadequate)</i>	<i>Environment (heat / storm)</i>	<i>Personal Injury</i>	<i>Fight (or other altercation)</i>	<i>Temporary Structure (collapse)</i>	<i>Fire</i>	<i>Toilets (inadequate)</i>	
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SECURITY:	Consider whether you will need either security or crowd control.															
SHELTER / LIGHTING:	If there isn't adequate shelter and lighting at the venue ensure that suitable infrastructure is organised.															
SITE PLAN:	Your site plan should include the locations of; <table border="0"> <tr> <td><i>Bins</i></td> <td><i>Lighting</i></td> <td><i>Security</i></td> </tr> <tr> <td><i>Entry / Exit Points</i></td> <td><i>Musters Area/s</i></td> <td><i>Smoking Area/s</i></td> </tr> <tr> <td><i>Event Information</i></td> <td><i>Parking</i></td> <td><i>Stalls / Food Vendors</i></td> </tr> <tr> <td><i>First Aid Post</i></td> <td><i>Power</i></td> <td><i>Toilets</i></td> </tr> <tr> <td><i>Infrastructure</i></td> <td><i>Seating / Shade</i></td> <td><i>Traffic Management</i></td> </tr> </table>	<i>Bins</i>	<i>Lighting</i>	<i>Security</i>	<i>Entry / Exit Points</i>	<i>Musters Area/s</i>	<i>Smoking Area/s</i>	<i>Event Information</i>	<i>Parking</i>	<i>Stalls / Food Vendors</i>	<i>First Aid Post</i>	<i>Power</i>	<i>Toilets</i>	<i>Infrastructure</i>	<i>Seating / Shade</i>	<i>Traffic Management</i>
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TEMPORARY STRUCTURES:	Marquees and stages larger than 55m ² require certification, ie a 3x3m (9m ²) or 6x3m (18m ²) does not require certification, however as the onus is on the organiser to ensure they are properly erected and secured you may want to limit the size of infrastructure allowed at the event.															
TOILETS:	As a guideline events up to 1,000 people require the following, noting that if no alcohol is to be served the figures can be halved. <table border="1"> <thead> <tr> <th colspan="2"><i>Male Facilities</i></th> <th colspan="2"><i>Female Facilities</i></th> </tr> </thead> <tbody> <tr> <td><i>2 x WC</i></td> <td><i>1.5m / 3 Urinals</i></td> <td><i>1 x Basin</i></td> <td><i>5 x WC</i></td> </tr> <tr> <td></td> <td></td> <td></td> <td><i>1 x Basin</i></td> </tr> </tbody> </table>	<i>Male Facilities</i>		<i>Female Facilities</i>		<i>2 x WC</i>	<i>1.5m / 3 Urinals</i>	<i>1 x Basin</i>	<i>5 x WC</i>				<i>1 x Basin</i>			
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TRAFFIC MANAGEMENT:	If you require the conditions of the road to be altered for any reason (ie slower speed, alternate route, parking, pedestrians) a Traffic Management Plan will be required – a process which can take up to four months, involving the Town and WA Police.															
WASTE REMOVAL:	It is a requirement that there are adequate rubbish disposal facilities.															
WATER:	Potable water should be available at the venue.															