



APPROVAL OF EVENTS HELD ON COUNCIL MANAGED OR OWNED PROPERTY

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1. OBJECTIVE

1. To provide a framework for the approval of community & sporting events conducted on Council controlled property (i.e. reserves, buildings, public open spaces etc.) to ensure that all statutory, legislative and council requirements are met.
2. To ensure the public safety of patrons and to minimise the impact on residents as a result of an event.
3. To assist individuals and community groups planning to host events within the City of Karratha via the development of an *Expression of Interest to Host an Event within the City of Karratha and an Events Information Guide*.

2. PRINCIPLES

2.1 Introduction

The Community & Sporting Events Information Guide has been developed to assist individuals, community and commercial groups obtaining the appropriate approvals required when hosting an event on Council owned or managed property, such as a reserve, building or public open space.

Council receives numerous enquiries and requests for the staging of events to be held within the municipality. A Special Event may include events such as fetes, fairs, sporting events, concerts, festivals, market stalls, fundraisers or any other organised gathering.

Given Council's legislative & statutory requirements and the ever-increasing issues of public liability and risk management, it is paramount that Council introduce a formalised approach to the approval of the staging of events conducted on City controlled property or facilities.

Furthermore, the Local Government Property Local Law 2003 details the necessity for groups and/or persons utilising Council property to obtain relevant permits. Where groups/persons may contravene conditions of permits, Council holds the right to fine the applicant accordingly.

2.2 Application Procedure

Individuals, community, sporting or commercial groups need to complete an Expression of Interest to Host an Event (EOI) before an event can take place on Council-controlled land. The EOI summarises the intention of the event and provides a checklist of event components that may require individual approvals before the event can take place.

The EOI must be completed and forwarded to the Recreation and Community Development Department as soon as possible in the early planning stages of an event.

Once the event organiser has identified what approvals maybe required using the EOI, an Events Information Guide has been developed to provide groups with the necessary contacts on how to obtain the required approvals and when certain approvals need to be lodged.

The onus is on the event coordinator to obtain the necessary approvals and permits. The Expression of Interest and the Events information Guide has been developed to provide the event coordinator with the necessary contacts to ensure the correct approvals are sought before an event takes place.

2.3 Event Guidelines

In consideration of the likely impact an event may have on residents and or patrons, there is a need to take into account the following issues, which will form the basis of the Events Information Guide to assist with the completion of the Application form:

2.4 Facility & Reserve Booking

All bookings for Councils reserves & facilities must be completed and signed by the applicant on an official "Application for Hire" form, with appropriate fees & bonds paid.

All bookings must adhere to the "Conditions of Hire" as outlined on the Application Form. Bookings that do not adhere to the Conditions of Hire will be dealt with via loss or part thereof of the bond fees paid, or in exceptional circumstances, will be referred to the Police Department WA.

2.5 Consumption of Alcohol

All bookings for Councils reserves & facilities must be completed and signed by the applicant on an official "Application for Hire" form, with appropriate fees & bonds paid.

Should alcohol be consumed at an event, including free family events, then, the following approvals must be adhered to:

If BYO Alcohol is to be consumed at the event:

- Approval from the City of Karratha for the consumption of Alcohol on a Council Premises
- The relevant Police Station must be notified that alcohol will be consumed at the event with approximate number of patrons attending

If alcohol will be sold or supplied at the event (including pre ticket sales / all-inclusive ticket sales)

- Approval from the City of Karratha for the consumption of Alcohol on a Council Premises;
- The relevant Police Station must be notified that alcohol will be consumed at your event with approx number of patrons at your event; and
- You must apply for a Liquor License from the local Clerk of Courts.

Council reserves the right to enforce the following responsibilities / conditions for the consumption of liquor on Councils reserves and facilities, including but not limited to:

- Providing low alcohol beverages;
- Making food and water available;
- Ensuring adequate numbers of qualified security personnel;
- Restricting alcohol to plastic containers and opened cans;
- Defined areas where liquor will be sold and consumed; and
- Adequate public toilet facilities are provided etc.

2.6 Public Liability Insurance

All insurance is to be the responsibility of the Applicant and no claim whatsoever, shall be made against the City of Karratha or its officers. A copy of the Applicants Public Liability Cover of not less than \$10 million must be provided to Council at least seven (7) days prior to the event.

2.7 Fireworks

The discharging of Fireworks (Pyrotechnics) will require the specific approval of the Department of Industry & Resources, Fire Authorities, Police and Council.

2.8 Public Buildings, Ovals and Open Public Space

The Applicant is responsible to ensure compliance with the Health (Public Building) regulations. Where necessary, Council will assist the Applicant to prepare a detailed Venue Evacuation Plan.

Council's facilities currently comply with minimum Public Building Standards. It is the responsibility of the Applicant to ensure additional compliance with Public Building Regulations, e.g. additional fire extinguishers or alternative entry/exit points, are met.

Applicants must ensure that the following are provided as a minimum:

Firefighting equipment to be provided in accordance with the requirements of the Chief Executive Officer of the Western Australian Fire Brigade (Standard in all Council facilities).

Security Staff must be briefed on the location of emergency exits and venue evacuation points; Doors & exit ways must remain clear of obstruction and never locked;

Exits to be illuminated in accordance with the *Health (Public Building) regulations 1992*.

The Applicant to provide to Council the following certificates no later than 24 hours prior to the event taking place:

- A practicing Structural Engineers Certificate of Compliance for all temporary stage and lighting grids or stations;
- A Certificate of Electrical Compliance in the form of Form 5 Schedule 2 of the *Health (Public Building) Regulation 1992*.

Council encourages provision of access for people with a disability.

2.9 Erection of Stakes/pickets for tents, marquees etc.

The use of stakes, pickets, posts etc for the erection of tents, marquees, stages, signage etc. should be discussed with the City of Karratha Supervisor Parks & Gardens, to minimise the risk of damage to reticulation systems and protection against injury to persons.

Should the Applicant fail to comply with directions from the City of Karratha and damage to the reticulation system or injury occurs as a result, then the Applicant will be liable for any associated costs.

Additionally, the Applicant is responsible for seeking assistance from relevant service authorities to locate underground services on the event site, such as gas, power, and water.

2.10 Stallholders

General Stallholders:

All individual Stallholders (including food stalls) must obtain a Permit for Stallholder from the Environmental Health Department. Fees may be payable for the permit.

Food Stalls:

The preparation and sale of food and drink to patrons must comply with the Australia New Zealand Food Standards Code and the City of Karratha Local Laws to ensure that food offered for sale is safe for human consumption.

2.11 Amusement / Mechanical Rides

The applicant is responsible to ensure that all owners/operators of amusement / mechanical rides operating at the event comply with Regulation 4.52 of the *Occupational Safety and Health Regulations 1996*.

2.12 Provision of Toilets

The provision of adequate toilet facilities is the responsibility of the applicant, in accordance with the City of Karratha Local Health Laws (2003).

Event organisers need to ensure:

Staff toilets are separate from patron toilets where food is prepared and sold; Toilets for people with disabilities are provided;

Adequate gender signage is displayed on all additional toilets provided;

During the hours of darkness, toilets are to be provided with adequate lighting, such as powered electrical lighting (torches or kerosene lamps are not approved).

Arrangements need to be made for the duration of the event regarding servicing such as the supply of additional toilet paper and cleaning.

2.13 Noise Regulations

All events must comply with the *Environmental Protection (Noise) Regulations 1997*.

Noise from amplified music, motors, refrigeration equipment, generators and patrons can create problems for local residents and businesses. Events that are likely to produce noise in excess of those prescribed in the Regulations, then a Noise License or an approval for a non-complying event must be applied for at least 6 weeks prior to the event.

2.14 Waste Management

The applicant is responsible for the cleaning arrangements during and after the event as per compliance with the requirements of the *Litter Act*.

This will include the collection and removal of all litter occurring at the venue and in the vicinity of the entry / exits to the venue.

2.15 Traffic Management and Parking

Ranger Services will need to be contacted where there will be on street parking at an event. For major events, a Traffic Management Plan will need to be submitted for assessment by Councils Engineering Department. The Traffic Management Plan should detail the following:

- Car parking arrangements;
- Public Notification;
- On the day car parking attendants;
- Signage; and
- Proposed traffic diversion routes etc.

Events that affect road reserves will need traffic management plans submitted in accordance with Main Roads WA Traffic Management Requirements for works on Roads (2002) and AS1742.3-2002.

If the event requires the closure of a public road, the approval of Council, Police and Main Roads WA is required.

2.16 Events on Roads

The applicant is responsible for obtaining the relevant permits for conducting events on roads, such as a Temporary Road Closure or a Temporary Suspension of the *Road Traffic Act / Regulations*.

2.17 Event Security

A risk assessment or management plan for the event will assist the applicant in determining the appropriate level and type of security required. Consideration should be given to:

Satisfactory security arrangements are to be made and enforced by the applicant for example Cash security; Asset protection; Crowd management; & Public safety.

Security Officers engaged by the applicant should be licensed Crowd Controllers / Security Officers. Where appropriate, at least one security officer engaged is to be female for appropriate access to female toilets, dressing areas etc.

Security by the applicant is to extend to other nearby property likely to be affected.

Security Officers are to remain on duty at the conclusion of the event until the orderly dispersion of the patrons.

2.18 Use of Waterways, foreshores, boat ramps etc

The applicant is responsible to ensure compliance with part VI section 51C from the WA Navigable Waters Regulations, should the event be held on waterways, foreshores, boat ramps etc. This could include events such as regattas; aquatic sport; water skiing etc.

2.19 Emergency Services

The Applicant is to liaise with the local Fire Brigade, St John Ambulance, Police and other emergency services for the specific provision of first aid facilities and/or first aid personnel; vehicular access for emergency vehicles etc.

2.20 Other

Obscene Language

Under no circumstances does Council tolerate obscene language used by any performer at a family event.

Illegal substances

Under no circumstances does Council tolerate any illegal substances to be permitted at events held within the City of Karratha. The Applicant is responsible for ensuring that the event is coordinated in a manner that clearly states that the event is to be free of any illegal substances.

Water provision

Council may require water tankers to be provided by the applicant, for the provision of wet areas" for patron comfort during events such as major concerts that could cause heat exhaustion.

The Applicant may also be requested to provide potable drinking water free of charge to patrons.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. REFERENCES TO RELATED DOCUMENTS

- Policy CS13 Insurance – Sporting Groups Utilising Council Facilities
- *City of Karratha Health Laws Local Laws 1996 (Part 2 – Sanitation)*
- *City of Karratha Local Government Property Local Law 2003*
- *Environmental Protection (Noise) Regulations 1997*
- *Health Public Building Code*
- *Occupational Safety and Health Regulations 1996*

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This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.