Events Assessment

Local Planning Policy 9

February 2011

This Policy was adopted by Council to give guidance as to how discretion under a town planning scheme or other regulatory instrument may be exercised. It also serves to help proponents, landowners and the community understand how decisions are likely to be reached.

Authority

The purpose of this Policy is to provide guidance for the assessment of events on both public and private land. In particular, it sets out provisions to ensure that events are properly managed to provide a safe environment for patrons whilst minimising impacts on adjoining properties and the surrounding land. This policy is created under the provisions of Clause 2.2 of Local Planning Scheme No. 1.

Interpretation

For the purpose of this Policy terms used have the following meaning:

'Deed of Agreement' means the terms and conditions agreed by Council and a person, that apply to and under which an event is to be held at a designated site.

'Designated Site' means any building or place or part of a building or place designated by Council for the holding of an event.

'Event' means a concert, festival, fair, function, sporting, cultural or entertainment event and may include any other organised gathering or activity prescribed by Council.

'Exempt Classes of Development' means classes of development 'exempt from the need for planning approval', identified in Local Planning Scheme No. 1.

'License' means a permit granted to a person to temporarily occupy a site for the holding of event.

'Non – Complying Event' means an event that is open to the public and likely to result in the emission of noise in contravention the standard prescribed under the Environmental Protection (Noise) Regulations 1997; and would lose its character or usefulness if the event were required to comply with that standard.

'Outdoor Event' means a place where people, not being employees, administrators or volunteers, are gathered outside a building and not under a structure that requires a building license approval.

'Public Building' means a building or place or part of a building or place where persons may assemble for:

i. civic, theatrical, social, political or religious purposes;

ii. educational purposes;
iii. entertainment, recreational or sporting purposes; and
iv. business purposes.

It includes any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers of persons are usually or occasionally assembled but does not include a hospital.

Objectives

1. To establish base criteria from which application guidelines can be developed relevant to the variety and type of events that occur within the Shire.

2. To assist organisers and promoters of events by providing a clear and consistent event application, assessment and approval process.

3. To establish an event assessment criterion that requires event organisers to assess the risks associated with the holding of an event and to implement risk management measures for the safety of persons attending events.

4. To detail circumstances which would predispose Council against approval of an event.

Application

5. This Policy shall apply to the holding of an event on or within any building or place or part of a building or place, within the Shire under the management and control of the Shire Council or under private ownership.

Policy

Designated Sites

6. Council may designate a site for the holding of an event and set the terms and conditions under which the event is to occur at the Designated Site. The terms and conditions may be in addition to the requirements of this policy and may be in the form of a 'License' or 'Deed of Agreement'.

7. Events for which Council may designate a site and require a 'license' or 'Deed of Agreement' includes, but is not limited to:
   i. Concerts;
   ii. Events that require a Town Planning approval (exceeding 4 events);
   iii. Events requiring the temporary closure of any road for more than 12 hours; or
   iv. Any event where in the opinion of the Chief Executive Officer the event may create conditions which:
      - Cause or could cause undue disturbance or annoyance to the community or other persons not connected with the use;
      - Adversely affect or could adversely affect property not connected with the use; or
      - Cause or could cause hazards to persons or property not connected with the use.

8. Except where Council grants approval for use of land as a 'designated site' for the holding of event(s), large concerts or large events will generally not be supported on land zoned Priority or General Agriculture unless they are connected with a current operating land use right, the event is complimentary to that existing use and is connected with the name and marketing strategy of an established rural business and are held on the property of such a business or consist of agricultural field days or the like.

9. Applications to Council for approval to designate a site for holding a large concert or large event on any land zoned Priority or General Agriculture are required to address and comply with all legislative requirements relevant to the event, the requirements of this Policy, include a fire management plan, emergency management plan, risk management plan, traffic management plan, consultation including written comment from adjoining land owners and local emergency services and any other requirement Council considers appropriate to the event.

10. Where it is determined that the proposed use of land for a large concert or large event is not consistent with the objectives of the particular zone under provisions Local Planning Scheme No. 1, Council may refuse the application.

Event Fee Structure

11. Council may impose fees and charges for holding an Event under the following two (2) categories:
    i. Application/approval service fee and charge; or
    ii. Community amenity charge.

Application/approval service fee and charge

12. The purpose of Application/approval service fees and charges is to recover administrative and incidental costs to Council, associated with processing of Event applications. Application /approval service fees and charges are identified within Council's Schedule of Fees and Charges, and reviewed annually by Council.

13. Schedule 1, identifies the types of approval required for the holding of an event, fee categories and the time required to process the event application.

Community Amenity Charge

14. A community amenity charge may be imposed by Council to recover miscellaneous costs to Council incurred during or following the holding of an Event. Miscellaneous expenditure may be incurred due to additional refuse removal or street cleaning, site remediation, staff resources and any other cash or in kind expenditure as a result of the event.

15. In the case where interests of Council, Corporations, groups or individual are of a commercial nature or have elements of a commercial nature, Council's aim is toward the full commercial economic return on Council's asset. Council may impose a rate per person attending the event as indicated in Schedule 2.

Exemption from Fees and Charges

16. Authority to exempt fees is delegated to the Chief Executive Officer. The Chief Executive Officer may exempt the payment of fees for goods, services or hire charges under event categories 'Community events with admittance charge' and for 'Commercial Events' listed in Schedule 2. The Chief Executive Officer may exempt the payment of fees where the applicant/promoter of the event can demonstrate that the event will not result in any gain or reward to the event applicant/promoter or affiliated body/organisation other than an approved community organisation.

17. The Chief Executive Officer's authority to grant an exemption does not extend to statutory charges.

Event Application Process

18. The event application process should where possible align legislative and Council requirements applicable to the holding of an event into a single Event application process.

19. An applicant/promoter of an Event may be required to submit an application to Council for approval under one (1) or more of the following categories:

Planning Application

20. An applicant/promoter may be required to submit an application for Planning Approval for an event which is not exempted under Local Planning Scheme No. 1.

Public Building Application

21. An applicant/promoter of an Event may be required to submit an application to construct, alter or extend a public building for the purpose of holding or conducting an event in or on any public building.

22. Public Building approval is generally required for all events held within the Shire of Augusta Margaret River. The applicant/promoter shall submit with the application to construct, extend or alter a Public Building, plans and details as required in accordance with the *Health (Public Buildings) Regulations 1992,* together with the prescribed fee.

Building License Application

23. An applicant/promoter of an Event may be required to submit an application for Building License to erect temporary structures (greater in area than 9 metres) including tents/marquees, grandstand or tiered seating, stages, lighting towers, scaffolding and the like.

24. The applicant/promoter shall submit, at the time of application for a building licence, documentation in compliance with the *Building Regulations 1989* and the *Building Code of Australia 2004.*

Temporary Food Stall Application

25. An applicant/promoter of an Event may be required to submit an application for approval to prepare, store or sell food from a temporary food stall at an event.Food preparation, storage and processing areas shall comply with the requirements of the, *Shire of Augusta Margaret River Health Local Laws 1999* and *the Food Act 2008 .*

Application for Council Land/Buildings Use Permit

26. An applicant/promoter of an Event may be required to submit an application for a permit to organise, arrange or take part in an Event, function or activity on a reserve or foreshore in accordance with the, *Shire of Augusta-Margaret River Local Law Relating to Parks, Reserves and Foreshores 1997.*

27. No person shall organise, arrange or take part in any function or activity on a reserve or foreshore unless a permit to hold or organise that function has been granted by Council or the lessee of the ground.

Application to Consume or Sell Alcohol

28. An applicant/promoter of an Event may be required to submit an application for approval to consume or sell alcohol on a Park, Reserve or Foreshores under the control of Council in accordance with the *Shire of Augusta-Margaret River Local Law Relating to Parks, Reserves and Foreshores 1997.*

Application for an Order for a Temporary Road Closure

29. An applicant/promoter of an Event may be required to submit an Application for an 'Order for a Road Closure' or 'Temporary Suspension of Road Traffic Act/Regulations' in the appropriate form prescribed under the *Road Traffic Act 1974*.

30. Applications for Temporary Closure of a Road and Temporary Suspension of Road Regulations may require the submission of a traffic management plan.

Application for a Fireworks Display Permit

31. An applicant /promoter of an Event may be required to submit an application for a Fireworks Display Permit. The application shall be endorsed by Council in consultation with the local

area Chief Bush Fire Control Officer and is subject to compliance with the *Bush Fires Regulations 1954.*

32. Fire works are prohibited during the Prohibited Bushfire Season, or during times of Very High or Extreme Fire Danger.

Information to be Submitted with Application

33. Applications for approval to hold or run an Event shall be submitted to Council in writing and (where applicable) include the following information:
    i. Applicant details.
    ii. Description of land on which the event is proposed.
    iii. Land owner details.
    iv. A description of function/event.
    v. Estimated number of attendees, competitors or patrons.
    vi. Date and time of event.
    vii. The applicant's previous experience in similar events.
    viii. A site plan detailing existing buildings, proposed temporary structures, services, entry/exits, stages, lighting, security, food outlets, amenities, licensed areas, display areas, car parking and all other features associated with the holding of the event.
    ix. Details of temporary food premises at the event.
    x. Details relating to event promotion and communication plan.
    xi. Details of alcohol sales/consumption and information relating to the management of alcohol and other drugs.
    xii. Details of patron and public safety measures.
    xiii. Details of event access/egress, proposed road closure and traffic management plan.
    xiv. Details of fire management plan.
    xv. Details of laser light or pyrotechnics displays.
    xvi. Details of noise management plan for amplified music or public address systems at the event.
    xvii. Emergency procedures (where applicable)
    xviii. A risk management plan for the venue at which the event is to be held.
    xix. Details of insurance cover for the event.
    xx. Restoration of site and surrounds after the event.

Assessment of Event Applications

34. The level of assessment and specific conditions of approval that Council may impose on an application for approval to hold or run an Event will be influenced by a number of factors including location, nature and duration of the Event.

35. The assessment of event applications must consider the likely impact the event will have on Shire infrastructure, neighborhood amenity (noise/nuisance), the number of Events held at a site in a 12-month period, the nature of the proposed Event, risk assessment and the "community minded" attitude of the Event applicant/promoter.

36. Applications to Council for approval to hold an Event shall be assessed in accordance with the criteria and specifications detailed as follows:

Insurance

37. All insurance is the responsibility of the applicant/promoter. An Event shall not be approved unless the Event applicant/promoter has the appropriate level of insurance cover.

38. Casual Hirer's Public Liability Insurance cover for non-incorporated groups may be available through Council. Casual Hirer's Public Liability Insurance will not be available to commercial businesses/enterprises.

39. An applicant/promoter of an Event shall provide insurance cover for:
    i. Public liability; and

ii. Workers compensation cover for all persons engaged by the person authorised by Council to hold or run an Event.

40. The amount and type of insurance cover will be amended by Council from time to time and will be determined based on advice from Council's insurers. Commercial business/enterprises shall submit details of cover in the form of a "Certificate of Currency" with their application for approval to hold an Event.

Consumption of Alcohol at Council Recreation Facilities and Reserves

The approval of Events on land, recreation facilities and Reserves under the control of Council shall address Council Policy relevant to alcohol consumption on council recreation reserves and facilities:

i. The consumption of alcohol within Council recreation reserves and buildings is only permitted subject to prior approval from the Chief Executive Officer.
ii. Alcohol consumption is prohibited before 10.30am or after 11.00pm unless approved by the CEO and only in the case of special Events.
iii. Glass containers are prohibited on recreation reserves unless approved by the CEO and only for special Events where additional conditions will be placed on the hirer.
iv. Consumption of alcohol may only take place in the area identified in the approval.
v. Council reserves the right to withdraw permission to store alcohol on its premise at any time.

Sale of Alcohol

41. Applicants/promoters wishing to sell alcohol either directly or indirectly must apply to Council in writing for approval. Approval will be considered only on the condition that the applicant /promoter apply for and receives an Occasional License from the Department of Racing, Gaming and Liquor (DRGL). The restrictions on the sale of alcohol do not apply to recreation reserves, or portions thereof, which are leased from Council by an incorporated body that has a Club or Club Restricted License.

Liquor License

42. The applicant /promoter shall forward to Council, a copy of the DRGL approved license and conditions to sell alcohol, at least one month prior to the Event. The following responsibilities shall be accepted by the licensee:
    i. The availability of alcohol at the Event shall be ancillary to the Event and not the main reason for it.
    ii. The applicant/promoter shall promote the consumption of non-alcoholic beverages. Coffee, tea, drinking water and soft drinks should be available for the duration of the Event. The bar or bars must be closed if for any reason low alcohol beverages and/or tea and coffee become unavailable.
    iii. Competitions that involve the actual consumption of alcohol are prohibited.
    iv. The applicant/promoter must ensure that the licensee and staff serving alcohol have a full understanding of their responsibilities and obligations in the serving of alcohol.
    v. The applicant/promoter should have a procedure for addressing problems such as how to assist intoxicated patrons.
    vi. The Event Liquor License shall be for the same or lesser period as approved by Council. Applications for Liquor Licenses are likely to be opposed by Council if they are greater than 8 hours duration or apply after the conclusion of the Event.
    vii. Council may insist on a requirement for the licensee to incorporate a period where liquor sales are suspended to enable patrons to consume food or other refreshments.
    viii. The issue of pass-outs is the prerogative of the applicant/promoter; however, Council would prefer that no pass-outs be issued for Events that have a Liquor License, or for Events of more than 4 hours duration.
    ix. At any Event open to all ages and where alcohol is available, the applicant/promoter shall ensure that there is adequate separation between "alcohol" areas and "non-alcohol" areas.

x. At any Event where alcohol is available, the serving of alcohol shall cease half an hour before the conclusion of the Event.

Noise Control

43. Council may grant an approval for a non-complying event in accordance with the *Environmental Protection (Noise) Regulations 1997, (*regulation 18) for a sporting, cultural or entertainment Event at a venue that is open to the public and likely to result in the emission of noise in contravention of the standard prescribed under regulation 7; and would lose its character or usefulness if it were required to comply with that standard.

Application for Approval of Non Complying Event

44. An application for approval for non complying Event must be made to Council at least 60 days before the Event. The application must be accompanied by the fee specified in the regulations. The specified fee may be reduced or waived if the application for approval of a non complying event is made by an organisation licensed under the *Charitable Collections Act 1946.*

Conditions of Approval for Non Complying Event

45. The following conditions may apply to a non complying Event approval:
    i. An applicant/promoter shall engage the services of an approved independent noise consultant to carry out noise measurements during the concert and provide a noise report to Council after the conclusion of the Event.
    ii. Stage location and speaker layout must be approved by Council seven (7) days prior to the Event.
    iii. The applicant/promoter must provide to Council a list of bands, acts, and attractions appearing at the Event at least 28 days prior to the Event.
    iv. The starting, completion and duration of practice and rehearsal sessions, sound system tests.
    v. The time during which facilities such as stages, temporary seating and lighting towers can be erected and dismantled.
    vi. Maximum allowable noise levels, considered necessary to maintain the impact of noise emissions on other premises at an acceptable level.
    vii. The nomination of a liaison person/s responsible for noise control who may be contacted at any time during the concert and set up period, and for that person of authority to direct the mixer operator or other persons to reduce the noise levels to comply with the terms of Council's conditions.
    viii. A system of communication shall be provided by the promoter for use by Council's Noise Officer for liaison with other staff members and mixer/sound level concert staff.
    ix. Pamphlets advising residents in proximity to the venue shall be distributed by the promoter at least seven (7) days prior to the Event. The pamphlet must offer clear information concerning the duration of the Event, complaint procedure and mobile phone contact number. Prior to distribution the pamphlet shall be submitted to Council for vetting and approval.
    x. The applicant/promoter shall not advertise the Event by the use of aircraft flying over the municipality at any time.
    xi. Any other condition that Council considers necessary to maintain the impact of noise emissions on other premises at an acceptable level.

Sanitary Facilities

46. The number of toilet facilities required at an event is detailed in Schedule 3.

Security

47. Security at events will be determined based on the following criteria:
    i. The type of event and music (opera, rock)
    ii. The number and type of patron attending, their age and expected behavior
    iii. The availability of alcohol
    iv. The use of ushers in addition to security staff

v. Seated or standing patrons.

Concert Security

48. Crowd controllers, licensed under the *Securities and Related Activities (Control) Act 1996*, must be employed at a ratio of two (2) crowd controllers for the first 100 patrons, and one crowd controller for each additional 100 patrons or part thereof. Security personnel and Crowd controllers (licensed under the *Securities and Related Activities (Control) Act 1996*, must be present to monitor the licensed premises and the behavior of patrons arriving and departing the premises from the time of opening the premises until at least one (1) hour after Event.

49. The applicant/promoter shall ensure that adequate numbers of male and female security officers are available to ensure appropriate gender access to toilet facilities and dressing areas.

50. The applicant/promoter shall comply with the following requirements:
    i. Security officers shall remain on duty at the conclusion of the Event to supervise the orderly dispersion of patrons.
    ii. The name of the security company/s and their contacts details including out of hours to be engaged shall be made known to Council at the time of application.
    iii. Security for artists/performers is not patron security.
    iv. Security to stage, mixing desk or lighting scaffolding shall be provided so as to ensure that patrons and other members of the public do not climb on such structures.
    v. The applicant/promoter shall liaise with the Margaret River Police Service. Police officers on duty at/near the concert are not to be regarded as security personnel.
    vi. Security staff must be briefed by the applicant/promoter on the location of emergency exits and venue evacuation.
    vii. The applicant/promoter shall ensure that security officers assist in the orderly dispersion of the crowd on conclusion of the Event and while leaving the venue, and regularly check the immediate exterior areas of the venue during the Event.
    viii. Use of security dogs is prohibited.

Provision Of Water

51. A potable water supply shall be freely available and accessible to event patrons. Council may require water tankers to be provided by the applicant/promoter for wet areas where a scheme supply is not readily available. Misting of patrons is recommended for events held in the summer months. Misting shall not occur around stage areas and should be located in quiet areas close to shade.

Number of Patrons

52. The number of patrons attending an Event shall not exceed the attendance numbers approved by Council. The counting of patrons entering or leaving the Event shall be conducted by an independent person/s. These persons shall be paid by the promoter of the Event prior to the conclusion of the Event. The counting method shall be approved by Council prior to the event. Patron numbers shall be provided to Council staff when requested.

Protection of Public Parks and Gardens

53. Applicants promoters will need to ensure that underground reticulation and power lines are not damaged. Parks and Garden staff may have to adjust timers on automatic sprinklers and/or lighting where an Event is held on Council land or buildings.

Litter

54. The applicants/promoters shall be responsible for the collection, removal and disposal of litter from streets and public areas as well as from the venue itself and leave neat and tidy after event finished.

55. The applicants/promoters shall not advertise the Event by means of bill posters and other means that are contrary to the *Litter Act.* All other signs must be approved by the Council and removed within 48 hours of the conclusion of the Event.

Parking (Public Vehicles) and Transport

56. The applicant/promoter shall submit details of parking arrangements with the application for Council approval to hold or organise an Event. The applicant/promoter must actively encourage use of public transport and liaise with local transport companies in relation to provision of additional public transport for Event patrons.

Closure of Streets

57. The applicants/promoters shall submit an application to Council and provide a traffic management plan for temporary closure of any street. The application must be endorsed by Council before an approval will be granted by police.

Venue Access

58. The applicants/promoters shall ensure that all Council employees assisting or monitoring the Event have ready access to the whole venue before, during and after. Authority cards carried by Council staff shall be sufficient evidence for the applicant/promoter to provide access.

Access for Disabled Persons

59. Council requires the applicants/promoters to provide access, appropriate toilet facilities for disabled persons.

Offensive Language

60. The applicant will ensure that offensive language is not used by any performer at the Event. A penalty will apply for any breach of this clause.

Fire Protection at Events

61. A Type 2 Bushfire Hazard Assessment shall be supplied with applications for an outside event, and accompanied by a Fire Management Plan, either independently or as part of the Emergency Management Plan and Arrangements for that Event. Bushfire Brigade vehicle or vehicles, trained crews and a Bushfire Control Officer or Brigade Captain, shall be in attendance at each Event during the Restricted and Prohibited Bushfire Seasons, and at other Events where fire is necessary to that Event. FESA Fire and Rescue Service in the nearest Gazetted Fire District shall be notified of any Event where susceptible buildings are contained in the area.

62. A Fireworks Display Permit must be obtained and will require the specific approvals of the Department of Minerals and Energy, Police and Council. Council shall consider an application for Fireworks Display Permit in consultation with the local area Chief Bush Fire Control Officer and may impose conditions of approval in accordance with the 'Augusta Margaret River Bush Fire Risk Management Strategy' and any other Council Policy relevant to fire protection at events. Proposals for fireworks shall, under section 27A(1)(a)(ii) of the *Bushfires Act 1954* follow procedures described in section 39E of *Bush Fire Regulations.* Fire works shall not be permitted during the Prohibited Bushfire Season, or during times of Very High or Extreme Fire Danger.

63. No outside fires for any purpose shall be permitted during the Prohibited Bushfire Season, or during times of Very High or Extreme Fire Danger. The sale of sparklers or any other device or object of a similar type by vendor or the Event organiser/promoter is prohibited.

Lighting

64. The Event venue shall be provided with area lighting for illumination after sunset to the satisfaction of Council.

Fencing and Barriers

65. Temporary fencing provided at an Event for screening or security shall be constructed or installed such that the fence or screen is free of hazards to patrons.

66. The applicant/promoter shall provide details of barrier construction and shall be responsible for ensuring that barriers are installed in such a way that patrons cannot be crushed against the stage and that barriers are placed in front of the loudspeakers so that patrons are kept at least 1 (one) metre clear of all loudspeakers.

Provision of First Aid

67. The requirement for first aid facilities for Events with less than 1,000 attendance will depend on the nature and type of Event. For events with greater than 1,000 attendance, first aid facilities shall be provided as follows:
    i. Two qualified first aid staff and one first aid post or room equipped with a minimum of three (3) beds for the first 1,000 patrons;
    ii. Additional one (1) qualified First Aid staff per 1,000; and
    iii. One additional first aid post with three (3) beds for every 5,000 patrons.

68. Extra first aid posts may be required, depending on the type of Event and number of patrons. The applicant/promoter is to provide vehicular access for emergency vehicles.

Communication – Police

69. Police are responsible for maintaining law and order in and about the Event. Although not directly responsible for Event approvals they must be consulted by the applicant/promoter to ensure that any policing issues are addressed.

70. Police are not responsible for security or crowd control issues but in the event of a failure they become involved. They are a key stakeholder and must be an integral part of risk management decision-making processes.

Notification of Emergency Services

71. The Event applicant/promoter shall be required to provide written confirmation and acknowledgment that the following services have been consulted:
    i. Police
    ii. Fire and Rescue
    iii. Bush Fire Service
    iv. S.E.S
    v. Volunteer Marine Rescue
    vi. St Johns Ambulance
    vii. Hospital.

72. These services must be provided with Event details, emergency contacts and venue access requirements. The requirement to contact all or some of the above services shall depend on the nature and type of Event.

Briefing Meeting

73. A briefing/debriefing meeting with all key stakeholders shall be held for all large or unusual Events. For large Events a briefing meeting shall be held to clarify issues and requirements preferably 3 months prior to the Event and within one week after the Event. For small Events it shall be sufficient for the Council staff to meet with the applicant/promoter prior to the granting of an Event approval. The following Event key stakeholders shall be invited to attend briefing and debriefing meetings:

    i. Event applicant/promoter and deputies
    ii. Chief security officer
    iii. Police – general duties and liquor and gaming representatives if liquor is to be consumed at the Event
    iv. Council representatives

v. Transport operator
vi. Noise pollution officers
vii. Parking controller
viii. Fire Brigade representative
ix. First aid representative
x. Ground controller
xi. Representatives from major neighbouring developments that may be adversely affected by the event
xii. Any other person involve in the organisation of the Event

Emergency Evacuation Plan

74. The applicant/promoter shall be responsible for public safety at an Event and shall provide a written emergency evacuation plan to Council for the following Events:

Outdoor Event where:
(i) The event area is physically fenced off to control the ingress or egress of patrons; or
(ii) The Event is a concert with more than 1,000 patrons attending.

Indoor event where:
(i) People are assembled in a building or under a structure for any purpose, including but not limited to, listening to a concert or attending a circus;

An emergency plan shall;
(i) satisfy the relevant requirements of Australian Standard AS 3745:1995 – Emergency Control Organization and Procedures for Buildings; and
(ii) When required by the Health (Public Buildings) Regulations 1992 incorporate a risk management plan that has been developed in accordance with AS/NZS 4360.

The Event emergency plan and in particular venue evacuation plan shall be distributed and explained to all key personnel involved with the event.

Risk Management Plan

75. A key objective of this policy is to raise the level of awareness of risk and to incorporate a risk identification, assessment, analysis, evaluation and monitoring process into the Event application and approval process. Australian Standard AS 4360 – 1999 sets out the process and provides a generic guide for the establishment and implementation of risk management.

76. Applicants /promoters of Events shall:
i. where required under the *Health (Public Buildings) Regulations 1992;*
ii. where the Event area is physically fenced off to control the ingress or egress of patrons; or
iii. where the Event is a concert or event with more than 1,000 patrons and held after sunset; or
iv. for any other event considered appropriate by Council.

submit to Council for approval, a Risk Management Plan in accordance with the requirements of Australian Standard AS 4360 – 1999.

Document and version control table			
Responsible Directorate	Development and Infrastructure		
Contact officer	Planning Department		
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1.0	9 February 2011	OM1102/015	Initial Adoption
2.0			

SCHEDULE 1

Table 1: Application Fee Category and Processing Time

APPROVAL TYPE	FEE/CHARGE CATERGORY	PROCESSING TIME
Planning Approval	Fee identified in Council's Schedule of Fees and Charges	12 weeks
Public Building Approval	Fee identified in Council's Schedule of Fees and Charges **Category 1** Non major risk < 1,000 people **Category 2** Major Risk 1000 people	 *6 Weeks* *12 Weeks*
Building Approval	Fee identified in Council's Schedule of Fees and Charges Category 1 Category 2	 *21 Days* *6 Weeks*
Temporary Food Stall Approval	Fee identified in Council's Schedule of Fees and Charges	*14 Days*
Council land/Buildings Use Permit	* Fee identified in Council's Schedule of Fees and Charges *(refer foot note) Category 1 Category 2	 *6 Weeks* *12 Weeks*
Traffic Management Plan or Road Closure Approval	Fee identified in Council's Schedule of Fees and Charges *Small events* *Large Events*	 *8 Weeks* *6 Months*
Approval to consume or sell Alcohol	Fee identified in Council's Schedule of Fees and Charges	*28 Days*
Approval of Non Complying Event (Noise)	Fee identified in *Environmental Protection (Noise) Regulations 1997*.	*60 Days*
Fire Works Display Permit	Fee identified in Council's Schedule of Fees and Charges	*42 Days*

Foot Note:

Parks, Reserves, foreshores and building hire charges may be applicable to Events held on or within any building or place or part of a building or place under the control of Council. Council may require payment of Ground and building hire charges to a facility management committee.

SCHEDULE 2

Table 2: Community Amenity Charge Table

	< 500	**500–1,000**	**1,000–2,500**	**2,500–5,000**	**5,000-8,000**	**8,000-12,000**
Benefit or charity event	Nil	Nil	Nil	Nil	Nil	Nil
Community event:- without an admittance charge	Nil	Nil	Nil	Nil	Nil	Nil
Community event:- with an admittance charge	*	*	*	*	*	*
Commercial events	**Fee	**Fee	**Fee	**Fee	**Fee	**Fee

*Note 1: * Indicates – fee may be applicable based on commercial nature of the Event and where the event applicant/promoter intends to hold an event for personal reward or gain. Fee identified in Council's Schedule of Fees and Charges.*

*Note 2: ** Indicates – fee identified in Council's Schedule of Fees and Charges.*

SCHEDULE 3

Table 1 - Toilet Facilities for events with Alcohol

Total Attendance	Male Facilities			Female WC's	Hand Basins	
	WC's	Urinals Trough or wall hung			Male	Female
1 – 500	1	1.5 Metres	1	2	1	1
500 – 1,000	2	1.5 Metres	3	5	1	1
1,000 – 2,000	3	3 Metres	6	10	2	2
2,000 – 3,000	4	4.5 Metres	9	15	3	3
3,000 – 4,000	5	6 Metres	12	20	4	4
4,000 – 5,000	6	7.5 Metres	15	25	5	5
5,000 – 6,000	7	9 Metres	18	30	5	6
6,000 – 7,000	8	10.5 Metres	21	35	6	7
7,000 – 8,000	9	12 Metres	24	40	7	8
8,000 – 9,000	10	13.5 Metres	27	45	8	9
9,000 – 10,000	11	15 Metres	30	50	9	10

The number of toilet facilities required may be reduced by the value specified in the table below for events where alcohol is not available or provided for patrons. The values in the table bleow do not apply to Events of less than 500 attendances.

Table 2 - Toilet Facilities for Events without Alcohol

Duration of event	Percentage of Table 1 Values
More than 8 hours	100%
6 hours but less than 8 hours	80%
4 hours but less than 6 hours	75%
Less than 4 hours	70%
If no alcohol then reduce the above table by	50%

The provision of toilets and emergency exits are key factors in limiting patron numbers. The numbers of toilets may be adjusted if the Event has unusual characteristics i.e. a large proportion of patrons leaving the venue for a considerable time span. The applicant/promoter shall provide details concerning numbers and their location. When additional temporary toilet facilities are required then satisfactory arrangements are to be made for their servicing.

During the hours of darkness, toilet facilities be provided with adequate lighting (torches or kerosene lamps are not approved). It is mandatory that the exits are adequately illuminated until the conclusion of the Event. Directional signs indicating toilet facilities must be provided.

Provision of adequate toilet facilities for the disabled are also required.