



69 Bashford Street, Jurien Bay  
PO Box 676, Jurien Bay, WA 6516

Ph: 9652 0800, Fax: 9652 1310  
Email: [records@dandaragan.wa.gov.au](mailto:records@dandaragan.wa.gov.au)

## Public Events support information

Organising a public event requires significant time and effort and only careful planning will allow the event to run smoothly. Organising the event should commence as early as possible to ensure that all the necessary arrangements and approvals can be facilitated.

There are a number of considerations for public events to ensure public safety and fairness to commercial operators in the area a number of approvals are required from local government and other agencies.

This guide provides some valuable information for event organisers.

### Public Safety Issues

#### Public Building Requirements

The *Health (Public Building) Regulations 1992* defines a public building as

*“ 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,”*

This definition includes outdoor events such as a concert, circus or fair. It is a requirement to obtain approval from the local authority for these events.

- *First Aid*  
The number of First Aid personnel and posts will vary with the type of event. St John Ambulance Australia have suggested the following formulation.

Patrons	Personnel	Posts
500	2	1
1000	4	1
2000	6	1
5000	8	1
10000	12	2
20000	22+	4

Note: the event organiser may consider additional first aid personnel if alcohol is being served at the event.

- *Fire Safety*

Appropriate fire safety equipment must be located at specific locations around the event grounds including:

A 4.5kg B(E) dry powder type extinguisher at each:

- Electrical Switchboard;
- Electrical Generator;
- Flammable liquids or gas containers; and
- Food cooking areas.

All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1.

- *Electrical Compliance*

- Temporary wiring shall not be laid on the ground or be accessible to the public unless it is adequately protected or positioned in such a manner not to be a hazard.

- All leads or portable outlets used by stalls or otherwise must have been tagged and tested within six months by an electrical contractor. No piggyback leads or double adaptors.

- Generators are to be installed in accordance with all relevant standards and are to be appropriately earthed. Wherever possible, generators and power sources should be positioned so that they are supervised or that access to them is restricted.

- *Lighting*

Areas available to the public at night, including concert areas, should always be illuminated.

### **Public Liability Insurance**

The event organiser will need to provide a copy of a current public liability insurance certificate of between \$5 million and \$15 million depending on the event. The public liability policy must be from an APRA (Australian Prudential Regulation Authority) approved insurer.

### **Noise**

The Environmental Protection (Noise) Regulations 1997 set the permitted levels of noise. Generally, the noise associated with crowds at community events is exempt from noise legislation however concerts etc., are not.

Organisers need to ensure noise from the event does not exceed the permitted levels. If it is expected that the noise level will not be contained below the permitted level it will be necessary to seek a noise exemption for the event.

Applications for noise exemption need to be lodged with the Shire's Manager Environmental Health at least 60 days prior to the event.

## Toilets

Public Toilets must be provided, with the facilities adequate for the number of people who may attend the 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 toilet for use by the people with disability is required for each venue. Accessible facilities are required to cater for the people with disability, elderly or less able bodied. Care and consideration should be given to the suitable location of accessible facilities.

<b>RECOMMENDED TOILET FACILITIES FOR TEMPORARY EVENTS</b>					
<b>Total Attendance</b>	<b>Male Facilities</b>		<b>Female WCs</b>	<b>Hand Basins</b>	
	<b>WCs</b>	<b>Urinals Trough or wall hung</b>		<b>Male</b>	<b>Female</b>
Up to 1000	1.5 Metres	3	5	1	1
1000-2000	3 Metres	6	10	2	2
2000-3000	4.5 Metres	9	15	3	3
3000-4000	6 Metres	12	20	4	4
4000-5000	7.5 Metres	15	25	5	5
5000-6000	9 Metres	18	30	5	6
6000-7000	10.5 Metres	21	35	6	7
7000-8000	12 Metres	24	40	7	8
8000-9000	13.5 Metres	27	45	8	9
9000-10000	15 Metres	30	50	9	10
10000-11000	16.5 Metres	33	55	9	11
11000-12000	18 Metres	36	60	10	12
12000-13000	19.5 Metres	39	65	11	13
13000-14000	21 Metres	42	70	12	14
14000-15000	22.5 Metres	45	75	13	15
15000-16000	24 Metres	48	80	13	16
16000-17000	25.5 Metres	51	85	14	17
17000-18000	27 Metres	54	90	15	18
18000-19000	28.5 Metres	57	95	16	19
19000-20000	30 Metres	60	100	17	20

*Guidelines on the Application of the Health (Public Buildings) Regulations*

Note:

Females increase at the rate of 1 WC per 100 females.

Males increase at the rate of 1 WC per 500 males plus 1.5 metres urinal or 3 urinals per 500 males (this table uses 500mm as 1 urinal space).

Hand wash basins 1 per 5 WCs or urinals.

These figures are for events where alcohol is available.

<b>Duration of event</b>	<b>Percentage of the table values</b>
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%

Be flexible - utilise experience to ascertain the relevance of this table to your events.

### **Amusement Structures**

Show amusement rides must comply with the Occupational Safety and Health Regulations 1996, regulation 4.52 amusement structures. These regulations are administered by WorkSafe Western Australia. They should be contacted if additional information is required.

### **Waste Disposal and Clean Up**

Large amounts of people generally results in large amounts of waste being produced. Provisions must be put in place to handle the waste generated during the event. A number of rubbish bins are located in public parks and community facilities however if your event is expected to generate additional rubbish, you will need to consider how to address this issue and how you will meet the cost. If you are applying for funding from the Shire, Lotterywest or other bodies may we suggest your application include a costing for this expense, however a request can be made to the Shire for additional rubbish and recycling bins to be present at the event.

Please ensure that adequate waste receptacles are located onsite to hold the waste generated and that a clean-up operation is planned for after the event. The event organiser is responsible leaving the event location in a clean condition during and after the event. It is suggested that organisers arrange for their own collection service (i.e. bulk bins) however please be mindful of where they may be located in relation to public and vehicle access.

### **Food**

All food stalls operating within the Shire of Dandaragan are required to be registered under the Food Act 2008 (unless exempt) and are required to comply the requirements of the Australian New Zealand Food Standards Code.

### **Other things to consider**

- **Liquor Licensing**

If your event is selling or providing alcohol, you will need to apply for a liquor licence from the Department of Racing Gaming and Liquor, and a Consumption of Alcohol permit from the Shire of Dandaragan. Please make sure that you give yourself enough time for this process. Please see [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) for more information. Occasional

liquor licences can be applied for at the Moora Clerk of Courts. Please note that you will be required to provide the landowners permission to the Clerk of Courts prior to them issuing a licence.

If your event is a BYO event, you will need to apply for a Consumption of Alcohol permit through the Shire of Dandaragan as part of your event application process.

- **Crowd Controllers/Security**  
If you have large numbers of people attending and/or alcohol is going to be consumed you may want to consider crowd control measures.
- **Parking/Traffic Management and Road Closures**  
Please include any requirements for road closures or traffic management that you may request from the Shire in your initial application. Providing this information with the initial application will ensure no delays are encountered in the approval process.
- **Use of Public Parks**  
Please include information about where you intend to set up marquees etc. A basic layout plan submitted with your application is suggested which outlines the locations of the main items of infrastructure that your using i.e. marquees, stalls, toilets, electrical equipment etc. Please note that these areas are often reticulated by automatic means. Therefore providing adequate detail about your event in your application will ensure your event is not interrupted by unexpected watering.
- **Signage**  
All signage must comply with the Shire's Local Planning Scheme or local laws. If you intended to place any signage or advertising within the town sites please contact the Shire. Signage in the vicinity of a main road requires approval by Main Roads Western Australia. Signage applications should include detail about the content and size of signs as well as their locations.

If you would like your event to be displayed on the Jurien Bay Information Noticeboard, please request a form as part of your application process.

- **Maximum Occupancy**  
The public Buildings Regulations 1992 stipulate that a maximum occupancy is a condition to the Event Application form which must be signed and dated by the Event Organiser and the Officer servicing the approval permit.
- **Other Agencies**  
Do you need to contact any other agencies i.e. fire brigade, police, hospitals, Department of Environmental and Conservation or Department Mines and Petroleum (fireworks approvals)?

### **Further Information**

If you require any further information please don't hesitate to contact the Shire's Community Development Officer by phone on 08 9652 0800 or email [cdo@dandaragan.wa.gov.au](mailto:cdo@dandaragan.wa.gov.au).