

Information Guide for Event Organisers

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This Information Guide is intended to assist in guiding Event Organisers through the application process, the relevant legislation and requirements possibly required when hosting an event in the City of Mandurah.

It is essential that this document is read prior to, and during completion of a City of Mandurah event application.



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Event venues

The City's unique natural landscape and unrivalled waterway system, foreshores, existing public open spaces, sporting amenities and built infrastructure provides a versatile destination to deliver your next event.

The dedicated City of Mandurah Events Team has a wealth of experience working within the event industry to support and assist in the delivery of professional and successful events. The City is committed to providing great event options, community activations and demonstrating why our beautiful coastal city is the perfect location for a memorable event experience.

To view these unique locations, please download the online events prospectus. For further information on the City of Mandurah hire Facilities, please download the relative forms by visiting the [City of Mandurah venue hire](#) webpage.

Event bookings

The City of Mandurah is proud to host numerous types of events ranging from sport and recreation, music and entertainment, arts and culture, special interest and hobbies, and community events.

If the Event Organiser requires hiring a Council Facility and/or Reserve for the purpose of hosting an event, they will be required to complete an Event Application form. Download the online [events application form](#) or please contact the Events Team either by email or phone.

Please note:

- Event Applicants must be over 18 years of age to apply for an event.
- Upon event submission, Applicants are required to read, sign and submit the Events Terms and Conditions detailed in the Event Application form.

Event equipment

Until an event application is approved, the Event Organiser must be aware that no structures, stages, marquees or tents are to be erected at any facility, reserve or public open space area without obtaining prior consent from the City.

This also applies to ensuring no stakes and/or pickets are to be placed into any part of the ground without written consent from the City. The Event Organiser must be aware of the City's underground services prior to erection of any equipment at the chosen location. This is to mitigate the risk of hitting any underground power, gas or water services which could lead to severe injury, death and/or damage to underground services.

It is the responsibility of the Event Organiser to ensure that all underground services have been located and marked prior to setup of the event. If the event is taking place on private



land, consider if underground services are present and consult the landowner for considerations.

For the safety of the Event Organiser and all staff/volunteers working on behalf of the Event Organiser, a detailed site plan must be submitted with the event application form. For further information, please see the [Site Plan section](#) of this guide.

The Events Team will work with the Event Organiser to ensure risk mitigation of striking underground services as a result of setting up and packing down your event. It is the responsibility of the Event Organiser to adhere to the site plan as approved by the City.

Large structures/stages/ marquees/ gazebos and tents

Small marquees, such as 3mx3m and 6mx3m and small pop-up style tents will need to complete an on-site checklist once erected to ensure the structure has been set up according to the manufacturer's instructions.

Large structures and stages that are over 55m² require a structural certificate from the installer. The installer will need to ensure the structure has been deemed structurally sound and is fit for purpose according to the manufacturer's instructions.

The Event Organiser will receive an on-site check list from the Health Services team to complete, ensuring the structure is ready for use.

Should the structure also require the use of stakes larger than 300mm, there is a risk that the Event Organiser may hit underground services; causing injury, death and/or expensive damage. Please view the below [Underground Services section](#) in this guide for further information.

Underground services

The City's Events Team will work with the Event Organiser to obtain underground service maps for the proposed location (subject to availability). Unfortunately, not all City of Mandurah public reserves have current underground service maps available. In this instance, the Event Organiser will be required to install weighted infrastructure instead of staking into the ground, or sourcing a cable locator company to scan and mark the reserve for the Event Organiser.



Vehicle access

Vehicle access to the reserve is subject to an access/egress plan being submitted to the City.

The following information is required in order to obtain written approval from the City to access the reserve whether it is to assist set up, pack down, or involved in event operations (i.e. food vans):

- Vehicle entry
- Vehicle exit
- Speed limit of vehicles accessing site
- Vehicle access times (restricted to setup and pack down only)
- Signage placement (if applicable)

The Event Organiser will need to develop a plan to ensure vehicles are entering the reserve safely, are driving at a low speed, and aren't moving around whilst the event is in operation.

Road closures

Road closures and on-road events (i.e. cycling and triathlon events) require significant coordination with multiple authorities.

The Event Organiser will need to engage a registered traffic management organisation to create a traffic management plan. This registered traffic management organisation will be able to advise the Event Organiser on closure locations, appropriate barriers, reduced speed, advance notice and warning systems, etc.

The City of Mandurah and the WA Police will need to be made aware of any road closures, and receive a copy of the Event Organiser's traffic management plan. Some roads will also require Main Roads involvement.

Please note, the City of Mandurah is unable to provide Traffic Management services for events.

Event parking/ reserved spaces

Many events require the closure of individual parking spaces and or, entire parking lots in order to safely and efficiently run. This includes reserving parking bays for honoured guests, entertainers, stall holders etc.

For any event, the Event Organiser must provide adequate parking for event guests, as well as nearby local businesses and their patrons.



Approval Process:

- The Event Organiser will need to provide a detailed parking map of the proposed parking closures and the reason they are required.
- The parking request which will be assessed and appropriate approvals will be sourced from the City of Mandurah departments.

Considerations to be noted in the parking map:

- In the case of closing a small number of spaces under the management of the City of Mandurah (including off-street parking), the Event Organiser will need to advise the City of how many spaces the event requires to close and why this is necessary.
- In the case of closure of entire or significant proportions of parking lots that are under the management of the City of Mandurah, the Event Organiser will need to liaise with the City. Please contact the Events team to further discuss.
- The Event Organiser will need to provide consideration to local businesses and residents who may utilise those spaces and consider offering alternative location parking and prior written notice.
- The Event Organiser may need to identify alternative temporary parking locations, and organise for these to be managed during the event.
- Any ACROD spaces that need to be closed should be replaced with Temporary ACROD spaces in a comparable and accessible area.
- If the Event Organiser wishes to close down private parking, they will need to liaise with the landowner. Please ensure adequate alternative parking is available, emergency vehicle access isn't restricted, and businesses and residents are able to access to their own property as needed.

Night time events

Evening and nighttime events have unique requirements, with significant consideration to lighting and safety.

In most public spaces, existing street and reserve lighting are not always sufficient for event purposes, and the use of temporary lighting towers or flood lights (subject to location availability) may be required.

The Event Organiser will also need to consider the positioning of any infrastructure and lighting sources to ensure they aren't blocked, with stallholders also requiring additional stall lighting. Lighting depending the area may vary from a light switch to SMS activation.

The Event Organiser is responsible for ensuring all areas that may attract anti-social behavior (eg: car parking, toilets) are well lit.

Set up and pack down activities in low-light times/areas are required to wear high visibility, reflective clothing to ensure staff safety.



Amplified noise

Loud noise can be disruptive to local residents, businesses and even the environment. All events must comply with the Environmental Protection (Noise) Regulations 1997. The regulations specify permitted noise emissions depending on the type of surrounding land use i.e. residential or commercial and also the time of the day, etc.

If the event intends to hold a non-conforming noise event i.e. amplified music with regards to concerts and/or after-hours event (7pm onwards), the Event Organiser will be required to apply to the CEO of the City of Mandurah using the relevant application form to hold a non-conforming noise event.

The City's Health Services teams are able to assist this process, with the following details required prior to application:

- Details of the event noise including PA systems, musical instruments, stereos, loud machinery etc;
- A map outlining the location and direction of the noise source(s) and maximum decibel levels.

Please note as at August 2020, the cost to submit an application to hold a non-conforming noise event is \$1000 + GST. Download the [online application form](#).

Fireworks

All firework displays must be delivered by a licensed operator with the relevant licenses and approvals. Firework displays need to be registered with the [Department of Mines and Petroleum](#). The contracted operator will be responsible for submitting this application.

The Event Organiser will need to give consideration to the following:

- Launch point of the fireworks, including a review of all buildings within the exclusion zone and any flammables that may be stored within
- Security of the exclusion zone(s) including installation of temporary fencing and security guards to prevent pedestrian access
- Additional risks that must be incorporated into the events risk management plan
- Written notice to residents and noise-sensitive areas with details on the date and time of the display, and a contact number for the Event Organiser

The City of Mandurah must be informed of any intended pyrotechnic displays and view the appropriate approvals.

Note: Most fireworks displays will also be considered a non-conforming noise event. Please see the [Amplified Noise](#) section for more information.



Communications

Upon formal acknowledgement of your event approval, the City of Mandurah will endeavor to work with you on the following areas:

Advertising

To increase your potential audience, it is encouraged to use a range of advertising platforms, including:

- Print
- Digital
- Social media
- Website

Marketing

The City of Mandurah offers a detailed Marketing Toolkit to assist Event Organisers in event promotion. Download the events marketing toolkit.

Signage

A request to erect signage or advertising at a Council Facility and/or Reserve will require prior written approval from the Events team or Ranger Services.

Please contact the City's [Events Team](#) to further discuss your signage requests.

Public interest signs

Public Interest Signs are known as temporary signs that advertise events within the City of Mandurah.

To classify the sign as being of 'public interest' it must advertise an event that is of interest to a large portion of the community as a whole.

The following are typical examples of 'public interest' events:

- Church fetes
- Arts and crafts workshops
- Car shows
- Major sporting events
- Festivals
- Community markets (for charity)

An 'event' that is primarily for commercial gain does not constitute as 'public interest', for example, a house auction or a stock clearance sale.

Site plan/ layout of the event

A site plan is a map of the event and is essential for event planning and management. All key stakeholders can use it as part of the planning process, with consultation as to its final layout.



The site plan must be easy to interpret and be posted strategically around the site for use by patrons. The site plan can be distributed for setting up the event and is also invaluable in an emergency.

When designing a plan, please use a simple grid format and include surrounding streets and landmarks. Please use the checklist below to determine what must be shown on the site map.

- Entrance & Exit points
- First aid posts
- Food/vendors/stalls.
- Entertainment sites /stage locations.
- Licensed liquor consumption areas / liquor outlets.
- Non-alcohol areas / picnic / quiet areas / seating.
- Toilets and toilet blocks (state whether mobile/portable).
- Restricted areas.
- Vehicle access routes / emergency access and egress routes – emergency vehicles.
- Pedestrian route including emergency egress routes.
- Rubbish bins.
- Security locations.
- Firefighting equipment (fire extinguishers, fire blankets, hose reels, hydrants).
- Bus and Taxi stops.

The below graphic is an example site plan; this is to be used as a guide only.



Environmental health services assessment fee

A City of Mandurah Health Services event assessment fee is applicable to all events, as outlined in the City of Mandurah's Events Fees and Charges Schedule. Download the online [Events Fees and Charges Schedule](#).

Food sales

The sale of food and drinks is governed by the Food Act 2008 and Food Standards Code. Any food or drink stall that will be operating at the event must obtain approval from the City's Health Services team. Without approval, the Event Organiser will be operating a food stall illegally.

If the Event Organiser intends to sell food themselves without engaging a food business, they are required to complete a Temporary Food Stall Application. Download the [online application form](#). An application form and the relevant information of all registered food and drink stalls are to be forwarded to Health Services no later than 30 days prior to the event.

Please note: Food businesses that are registered within the City of Mandurah will only be required to send an email notification to the [City's Health Services Team](#); all other food vendors are to complete the Temporary Food Stall Application.

Electricity

The Event Organiser is responsible for arranging the supply and installation of electricity for the event. All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and properly and safely secured. The use of cable covers, and hanging leads overhead where possible are recommended. Generators should not contribute unduly to noise, vibration levels or odour.

All electrical installations and equipment must be appropriately tagged (within 12 months) and comply with all legislative requirements. A licensed electrical contractor may be required to certify the electrical installation depending upon the size and nature of the work undertaken.

The City will advise the Event Organiser if a Form 5 Electrical Certification is to be completed by a licensed electrician prior to the commencement of the event.

Smoking

Smoking is strictly prohibited within five meters of all City of Mandurah facilities. Smoking must be restricted to outdoor areas and any discarded butts disposed of appropriately.



Amenities

The Event Organiser is responsible for the provision of adequate ablution and sanitary facilities for participants/patrons. Some sites have existing toilets, but further portable toilets may still be required depending on the expected number of patrons.

With reference to the Guidelines on the [Application of the Health \(Public Buildings\) Regulations 1992](#), Event Organisers need to ensure:

- Accessible toilets are provided.
- All rooms containing sanitary conveniences shall be provided with appropriate signs to indicate gender.
- Sufficient lighting is supplied to toilets if the event is held after sunset.
- Servicing arrangements have been made e.g. cleaning, re-stocking supplies.

For an accurate assessment of the number of toilet facilities please review the following table. Please note this is a guide only and toilet numbers are subject to Health approval.

Table 18. The number of toilets required for temporary events.

Total Attendance	Male Facilities			Female Facilities	Hand Basins	
	WC's	Urinal Metres	Urinals	WCs	Male	Female
1,000	2	1.5	3	5	1	1
1,000 – 2,000	3	3	6	10	2	2
2,000 – 3,000	4	4.5	9	15	3	3
3,000 – 4,000	5	6	12	20	4	4
4,000 – 5,000	6	7.5	15	25	5	5
5,000 – 6,000	7	9	18	30	5	6
6,000 – 7,000	8	10.5	21	35	6	7
7,000 – 8,000	9	12	24	40	7	8
8,000 – 9,000	10	13.5	27	45	8	9
9,000 – 10,000	11	15	30	50	9	10
10,000 – 11,000	12	16.5	33	55	9	11
11,000 – 12,000	13	18	36	60	10	12
12,000 – 13,000	14	19.5	39	65	11	13
13,000 – 14,000	15	21	42	70	12	14
14,000 – 15,000	16	22.5	45	75	13	15
15,000 – 16,000	17	24	48	80	13	16
16,000 – 17,000	18	25.5	51	85	14	17
17,000 – 18,000	19	27	54	90	15	18
18,000 – 19,000	20	28.5	57	95	16	19
19,000 – 20,000	21	30	60	100	17	20
20,000 – 21,000	22	31.5	63	105	17	21
21,000 – 22,000	23	33	66	110	18	22
22,000 – 23,000	24	34.5	69	115	19	23
23,000 – 24,000	25	36	72	120	20	24
24,000 – 25,000	26	37.5	75	125	21	25
25,000 – 26,000	27	39	78	130	21	26
26,000 – 27,000	28	40.5	81	135	22	27
27,000 – 28,000	29	42	84	140	23	28
28,000 – 29,000	30	43.5	87	145	24	29
29,000 – 30,000	31	45	90	150	25	30



Waste disposal

The Event Organiser is responsible for ensuring that the collection and removal of waste is adequate for the proposed event. It is recommended that consideration be given to:

- Recycling options
- Requirements of emptying and servicing bins throughout the event.
- Collection of food waste and packaging (the amount of waste can be considerable for prolonged events).
- The general clean up both within and external to the venue must be completed as quickly as possible after the event by the Event Organiser.
- Consideration may also be required for the disposal of needles and syringes.

All cleaning staff should be briefed on the dangers associated with syringes and sharps containers must be used for collecting used syringes.

In most circumstances a waste management plan will be required describing how waste will be managed on the event site. [Download the online plan.](#)

The City's Events Team can assist with ordering additional bins to be delivered to the event location, and the cost will be on charged to the Event Organiser following the event.

Children friendly activities

For all other activities such as face painting, craft activities and petting zoos etc. the City recommends obtaining a copy of the suppliers Public Liability, Product Liability, Worker's Compensation Insurances Certificates of Currency, and Working with Children cards.

Amusement rides/ bouncy castles

Amusement Rides must comply with Australian Standard AS 3533-2009 and be inspected and maintained by a competent person. Yearly inspections of structures, and regular maintenance, should be recorded in a log book.

The Event Organiser should ensure each operator has an up to date log book and plant registration with [Worksafe](#), which are able to be provided to the City upon request.

If the Event Organiser arranges amusement rides, the following items are required to be submitted to the City:

- 'Plant Registration' (from Worksafe) is required for all rides. Should a specific ride/structure not require 'Plant Registration', please provide confirmation from Worksafe or a qualified Engineer;
- A log book of maintenance and or a signed statement from the operator to the effect that 'all rides are operated, maintained and inspected with records kept in accordance with the requirements of the Regulation 4.52 of the Occupation Safety and Health Requirements 1996. Operators must be aware of these regulations;



- Current Public Liability Insurance;
- Current photograph of each amusement ride;
- Working with Children cards for individuals responsible for operating the ride/structure.

Aquatic events

All events that take place on the water have risks and considerations that are different to land-based events. Water bodies that are open (i.e. ocean/beach), or connect to them (i.e. rivers, estuaries) are under the control of the [Department of Transport](#), regardless of which Local Government area they fall into.

The Event Organiser will need to complete an [Application to Hold an Aquatic Event](#), and lodge it with the Department of Transport including any additional information. The City's Event Team will need to see a copy of the application sent to the Department of Transport, as well as the approval once received.

As part of the Risk Management Plan for the event, regardless of its size, the Event Organiser is responsible for identifying and mitigating all water-based risks, including but not limited to shark mitigation measures as part of this process. For example: Drowning is a risk associated with an aquatic event, and the risk mitigation could be to have registered lifeguards on duty and/or designated rescue vessels.

Please view the [Risk Management section](#) for more information on the Risk Management Plan process.

Security/ crowd control

A Security Officer is defined as a person who watches, guards or protects any property. A crowd controller is defined as a person who performs one of the following functions:

- Controls or monitors behaviour;
- Screens people seeking entry;
- Removes people for behavioural reasons.

Crowd controllers and Security Officers may be dual licensed, but when determining requirements, the two responsibilities must be clearly separated.

The Security and Related Activities (Control) Act 1996 requires Crowd Controllers and Security Officers to be licensed and to be under the control of a security or crowd control agent. Police administer the Act and conduct surveillance to ensure that security/crowd control personnel operate in accordance with the Act.



Liquor licensed area/ venue

Liquor consumption or intended sale in a Council Facility and/or on a Reserve or public open space is strictly prohibited without the approval of the following applications:

1. Consumption of Alcohol whether the Event Organiser is selling or consuming alcohol at the event is required to complete an ['Application to Consume Alcohol at a Council Facility'](#) form from the City of Mandurah.
 - Download the online permit or please visit the Clerk of Courts' office at 333 Pinjarra Road or by contacting (08) 9583 1100. This permit is only permitted if anticipated attendance is <500 people. For attendance >500, please apply for the Occasional Liquor License.
 - The cost of this permit is \$30.00.
2. In conjunction to the above permit, should the Event Organiser also intend to sell alcohol, they are required to apply for an [Occasional Liquor License](#) from the Clerk of Courts or the Department of Racing, Gaming and Liquor.
 - An Occasional Liquor License section 59 of the Act is granted for an event that cannot be covered under another type of license. An occasional license allows an individual, a group of people, a company or an incorporated association the ability to supply and sell liquor to people attending an event.
 - Applications must be lodged online via the [Department of Racing, Gaming and Liquor website](#). Please allow a minimum of 30 days depending on the size of the event.
 - Once a license to sell liquor is approved, the Licensee should ensure that a copy of the license is forwarded to the [Events Team](#).

Please be aware additional requirements within a licensed premise may require the following information to be included in submission of a detailed site plan:

- The liquor license boundary
- Total number of persons allowed in the licensed area at one time
- Number of crowd controllers and their locations
- Location of food outlets and amenities
- Entry/ exit locations
- Emergency evacuation points

Working with local business

The City of Mandurah continues its push to develop stronger relationships with local businesses as it plays a vital role in creating or building economic benefits for the entire community.

Events are extremely important to Mandurah as they bring economic benefits to our local businesses and tourism industry and strengthen the fabric of our community.



As a City we are committed to procuring local business and encourage all Event Organisers hosting an event within the City to also procure from our local businesses, where possible, as it displays a commitment to our community.

Compliance with local laws

The Event Organiser must ensure compliance with the City of Mandurah's Local Laws, please see a list of laws related to events:

1. All Activities and equipment on local government property requires prior written consent.
2. Consumption of alcohol during an event requires a Council permit and possible liquor licensing regulations.
3. Dogs are strictly prohibited at major events.
4. Noise Regulations must be adhered to.
5. Provision of adequate ablution and sanitary facilities require Waste Management Plans.
6. Risk Management and Evacuation Plans along with an Event Risk Register are a requirement for all events.
7. Selling or supply of food requires Council permits.
8. Smoking is strictly prohibited within five meters of all City of Mandurah facilities.
9. Vehicle Access/ Parking require prior written consent.

In conjunction to the above, the following information should be read:

- [Guidelines for concerts, events and organised gatherings](#)
- [Department of Mines, Industry Regulation and Safety – Worksafe](#)
- [Main Roads Traffic Management for Events](#)
- [Australian Safety for Protecting Crowded Places from Terror Attack 2017](#)

Compliance with legislation

The Event Organiser must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997.

The Event Organiser acknowledges any breach of the Environmental Protection Act 1986 may result in enforcement action by Police or Environmental Health Officers including the issuing of a Noise Abatement Direction, which can in the event of non-compliance, lead to a maximum penalty of \$25,000, Infringement Notices range from \$250 - \$500 and/ or the seizure of noisy equipment.



Personal accident cover

Volunteers may be involved in the running and coordination of the event. Consideration must be given to these persons being protected/covered by a personal accident policy should they suffer a personal injury (i.e. similar to Workers' Compensation cover, but for volunteers).

Building and contents insurance for non-owned city facilities

The application should include evidence that the external building or venue has been insured under a Buildings Policy (if applicable). A Certificate of Currency detailing the building sum insured should be sufficient to cover the cost of rebuilding the structure in the event of a total loss situation such as a fire.

The certificate should be checked to ensure the sum insured is adequate and that the policy period (dates) cover the date of the event. Similarly, evidence of contents or property insurance should be obtained.

Workers' compensation

Events may include persons who are 'working' such as Security Guards, Promoters and/or Sponsors. As per legal requirements, the Employers of these individuals are required to have in place Workers' Compensation Cover. A Certificate of Currency should be obtained by the Event Organiser as evidence of appropriate insurance cover.

Motor vehicle insurance

All vehicles should be registered as per legislation. In some instances, the Event Organiser may feel it necessary to ensure:

- All motor vehicles are covered by a fully comprehensive motor vehicle policy in case of damage caused by those vehicles on-site;
- All drivers are licensed appropriately.

Risk management

Risk management is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function or process. Please download the



City of Mandurah’s Event Risk Guide to further assist your planning should this be applicable to your event.

Effective risk management is essential for the success of any public event.

WHAT IS RISK MANAGEMENT?
Ensuring Safety
Balancing benefits and risks, with a focus on reducing real risks
Enabling innovation and learning
Ensuring that those who create risks manage them responsibly
Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Risk management plan

Developing a risk management plan in accordance with AS/NZS 4360 (Diagram 2) is mandatory for events of more than 1,000 people at any one time.

Risk Management AS/NZS 4360

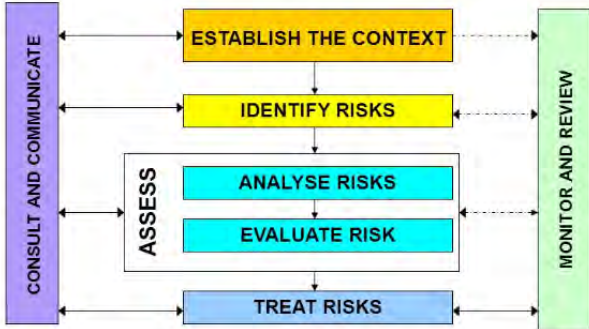


Diagram 2. The Risk Management Process Model (AS/NZ 4360).

To establish and implement a risk management plan, the model outlines steps which, when taken in sequence, will enable continual improvement in decision making.

The Event Organiser is responsible for preparing the plans which must be submitted for approval to Local Government. Plans should be owned by the Event Organiser and treated as confidential by other stakeholders.

The risk management plan should include:



- Event details
- Stakeholders
- Risk and Hazard Identification
- Assessment – the consequence and likelihood of a hazard;
- The risk matrix analysis;
- Treatment;
- Action response plans, which should include the initial and treated risk descriptors.
- Development of an event risk register;

Please note, Liquor licensing and Local Government also has discretion to require plans for other medium and high-risk events.

During the event, it is important to monitor event risks and log any inappropriate treatments (which will show as injuries or disruption to plans). In response to any logged incidents, changes should be made to the risk management plan and its implementation as the event progresses, with emergency evacuation being the worst-case scenario.

Please contact the [City's Health Services Team](#) to further discuss your event risk management plan.

For further information on the City's Risk Management Plan and Risk Register Template for Events, download the online [Risk Management Plan](#).

Submitting the risk management plan

Risk management plans should be submitted 12 weeks prior to the event to assist in the approval process and remain as a working document until the final briefing. This will assist in identifying critical issues where amendments may be necessary, such as infrastructure.

All risk management plans must be treated and stored as highly confidential documents.

It is unacceptable to submit the documentation immediately prior to an event. A well-prepared plan submitted early in the approval process is an indication of the Event Organiser's knowledge of the process and potential issues associated with the event.

Evacuation plans

The Event Organiser may also be required to formulate an Evacuation Plan as per the Health (Public Building) Regulations 1992. All staff must be made aware of the Evacuation Plan and have knowledge of the evacuation procedures.

For further information on the City's Emergency Evacuation Plan for Events, please review the online [Risk Management Plan](#).



Event accessibility

People with disabilities comprise over 20% of the WA population which means approximately one (1) in five (5) people in WA have a disability.

Whether the event is specifically targeted at a section of the population or is designed for the general public, the likelihood of people with disabilities attending is high.

Events that accommodate the needs of everyone in the community will be the most successful in terms of attendance, participation, public relations and safety.

Facilities should be designed to comply with AS 1428.1 Design for Access and mobility. The Department of Disability Services has published guidelines, 'Creating Accessible Events'.

The City offers Event Organisers a guideline to assist their accessibility planning, [download the online Access and Inclusion Plan](#) or alternatively access them via the [Department of Communities Disabilities Services](#).

These guidelines should be considered when planning any event. Some of the main points have been summarised below:

Guidelines for Concerts, Events and Organised Gatherings:

1. Promotional material should include the following advice:
 - Wheelchair access;
 - Accessible facilities parking and or set down areas;
 - Details of ramp access.
2. For outdoor events establish viewing areas for mobility impaired people close to the mixer desk as this is usually the only structure front of house and it usually has reasonable access via the restricted viewing at the rear of the mixer.
3. Ramps for people with mobility issues must be:
 - Minimum one (1) meter wide;
 - Gradient no steeper than 1:14;
 - Landings at no more than nine (9) meter intervals (greater distances are permitted where gradients are flatter);
 - Hand rails on both sides;
 - Non-slip.

Post event

After the event a review of the risk management plan should be carried out by the Event Organiser. At the debriefing, improvements for future events are identified and successful elements should also be identified. The review process should be completed prior to when the stakeholders gather to plan the next event.



City of Mandurah Events

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