



# Part A

## Background and administrative considerations



# Section 1

## Background

### Introduction

The *Guidelines for Concerts, Events and Organised Gatherings 2022* prescribes requirements for concerts, events and organised gatherings to ensure that places are safe for patrons, do not disturb neighbouring people and provide uniformity throughout WA.

The Guideline replaces the 2009 version, identifying basic standards and safety measures for event managers to satisfy authorities including local government, police and emergency response organisations.

The Guideline was updated in collaboration with the Public and Aboriginal Health Division of the WA Department of Health, WA Police and Mental Health Commission.

Risk management plans are now an integral part of the event development process and this document is intended to reinforce the requirement for event organisations to have a culture of risk assessment and management using the process outlined in the Standard AS/NZS ISO 31000:2009.

A risk management plan should be prepared for every medium and high-risk event. At the Hillsborough disaster memorial service, the Archbishop of York said 'Crowd disasters do not usually happen for a single reason, nor is it possible to blame one scapegoat. Disasters happen because of a whole series of mistakes, misjudgements and mischance happens to come together in deadly combinations.'

This statement remains valid as in recent times we have seen a substantial increase in the numbers of events and as a result a corresponding number of potentially disastrous situations. The risk management process when correctly applied in accordance with AS NZS 31 000 will reduce the risk of a disaster.

### Comments may be forwarded at any time to: -

Environmental Health Directorate  
Department of Health  
PO Box 8172  
Perth Business Centre WA 6849  
[Public.Events@health.wa.gov.au](mailto:Public.Events@health.wa.gov.au)

### About this resource

#### Who is this resource for?

The primary target group for this resource is event managers. However, it is also a useful tool for local governments, police and other government agencies.

#### What does it aim to do?

The purpose of this resource is to provide information to make events safer, identify basic standards necessary to satisfy authorities and provide a consistent statewide approach to concerts, events and organised gatherings.

When using the guidelines, the size and complexity of the event must be considered to ensure that appropriate information is used. Care needs to be taken to selectively determine appropriate controls for the identified risks.

The guidelines provide advice on issues that may not be covered by formal legislation and contain information to assist the interpretation of prescribed legislation such as the National Construction Code and the *Health (Public Buildings) Regulations 1992*.

It is important to note that even though a venue or facility may comply with all prescribed legislation, it does not mean that all health or safety aspects have been addressed.

Whilst this guide is not a legislative document, it could be considered a best practice guideline.

## Event definition

A gathering of people brought together for a common purpose by some prearrangement. The guidelines are applicable to events that are of a temporary nature but are also relevant to recurring events.

## Is this resource relevant to both big and small events?

These guidelines focus on risk. For example, the size and complexity of an event relate to its risk level, with larger events tending to be higher risk.

A considerable amount of information in the guidelines is relevant to major events and concerts. However, the document has been arranged so that for smaller, lower risk events the pertinent requirements can be easily defined.

## Types of events

Type of event (examples)	Definition
Electronic Dance Music (EDM) festival	A rave party is typically an all-night dance event where DJs and other performers play electronic dance music.
Sporting Events	A professional or community event, usually attracting spectators where the focus is on observing individuals or teams who participate in sports
Concerts	A concert is a performance of musical entertainment.
*Large Capacity Event	An event is classified as large if more than 5,000 patrons attend.
*Medium Capacity Event	An event is classified as medium if 2,000 – 5,000 patrons attend.
*Small Capacity Event	An event is classified as small if less than 2,000 patrons attend.

\*Not to be confused with high, medium or low risk events

The *Guidelines for Concerts, Events and Organised Gatherings* contains information for all types of events.

This resource includes:

- roles and responsibilities for government agencies and key personnel associated with events
- general information about events
- forms and support tools to complete when holding an event.



### Read

It is important to read all the information provided in this resource when planning events to determine the parts that are applicable to your event. Refer to the [Summary of approvals and plans required before an event](#).



## Approvals/applications

### What approvals are necessary?

Each event is different, and the specific approvals required will depend on the type of event. The approvals below apply to most events.

Event managers must consult with the relevant local government(s) to determine the required approvals for their district(s).

### How to apply

Refer to the specific sections within this resource on how to apply for each approval.

### When do I need to apply?

For almost every event different types of approvals may be required. If your event is in a permanent venue (e.g. a bar or theatre) that has existing approvals, then a new formal approval may not be required. However, risk management and other matters outlined within these guidelines still need to be addressed.

### Local government approval

Local government, often referred to as the 'Local Council', is the key organisation as far as events are concerned, it is the only organisation that is involved with every event. They have several statutory responsibilities across a variety of legislation.

Local government should be the first organisation contacted.

If your event is going to be held in a facility that is not approved for the type of use or capacity that you are planning for your event, then a new application must be submitted to local government or the relevant authority. Local government should advise of specific information and the types of approvals that will apply to the event. The local government will initially be involved at the planning stage with how your event may adversely affect the neighbouring community.

If you are unsure what is required, refer to the local government where the event will be held. Following are examples of approvals that may be required for events. Some local governments may have unique local laws that also require consideration.

**Public building approval** – *Health (Miscellaneous Provisions) Act 1911* 'Approval to conduct an event'

A certificate of approval is required whenever there is a prearranged gathering of people regardless of whether there is any other approval in place.

This approval is intended to address public health and safety issues and it is the only approval applicable to almost every event. The certificate of approval links venue suitability with capacity. Sometimes individual approvals are required for specific areas within buildings, or areas, spectator stands or marquees and other temporary structures.

**Planning approval** – Approval to vary land use

If the event that is to be held is not congruent with town planning requirements for that site, then local government may require planning approval before a public building approval can be considered. A planning approval application should be determined when the initial application is lodged. Most local governments do not require a formal planning application.

**Liquor licence** (*Liquor Control Act 1988*) – Approval to sell or supply alcohol

If it is intended that liquor is to be sold or supplied then a liquor licence, or a variation to an existing licence, approved by the Director of Liquor Licensing, must be obtained from the Department of Local Government, Sport & Culture (Racing, Gaming and Liquor) RGL. More information regarding liquor licences can be found in Section 8 – Management of alcohol.

**Noise Regulation 18 Approval** – Approval for a non-complying event

If noise emissions are likely to exceed assigned noise levels and the event would lose its character or usefulness if it had to meet the assigned levels, a local government can issue an approval and set conditions for a non-complying event. An application must be made to a local government at least 60 days before the event and be accompanied by an application fee.

Noise from 'agricultural shows, fairs, fetes, exhibitions and alike' is 'exempt noise' that is not required to meet allowable noise limits. A noise regulation 18 approval is therefore not required.

**Application for food and drink outlets** – *Food Act 2008* and any local government laws

All food vendors are required to notify or be registered with their enforcement agency or local government and must display their certificate of registration endorsement of notification in a conspicuous location.

All food and beverage outlets are to be approved in writing by local government 14 working days prior to the event and must comply with the Food Act and any local government local laws: refer to information at [Safe Food Australia](#).

Specific requirements for food and an application form to sell food from a temporary food premises are contained in [Appendix 9: Temporary and mobile food premises](#).

Generally, it is the food vendor's responsibility to seek approval individually. It is the event manager's responsibility to ensure that the relevant vendors have obtained appropriate approvals.

**Camping approval** – specific approval must be obtained from the local government.



# Summary of approvals and plans required before an event

Checklist for event managers			
Approvals/applications	Does it apply to your event?	Authority to submit the application to:	Form/approval complete
<input type="checkbox"/> Public Building approval (Event Application)		Local government	
<input type="checkbox"/> Planning approval		Local government	
<input type="checkbox"/> Liquor licence		RGL/Local government/ WA Police (WAPOL)	
<input type="checkbox"/> Noise Regulation 18 approval		Local government	
<input type="checkbox"/> Application for food and drink outlets		Local government	
<input type="checkbox"/> Approval of temporary structures (tents and marquees)		Local government	
Plans required	Does it apply to your event?	Authority to submit the application to:	Tick when plan is complete
<input type="checkbox"/> Risk Management Plan (AS/NZS 31000)		Local government	
<input type="checkbox"/> Emergency Management Plan (AS 3745) (no. of patrons >1000 or local government requirement)		Local government	
<input type="checkbox"/> Operational Plan Summary of key timings/procedures		Not required to be submitted – for internal, or restricted use only*	

Checklist for first aid providers			
Plans required	Does it apply to your event?	Authority to submit the application to:	Tick when plan is complete
<input type="checkbox"/> Medical comms plan		Department of Health; St John Ambulance (SJA), Local Hospital	Communication

\*Operational plans often contain confidential information such as stakeholder contact details and counter-terrorist measures which should only be released on a need to know basis.

## References

*Health (Miscellaneous Provisions) Act 1911*, Government of Western Australia

*Food Act 2008*, Government of Western Australia

*Liquor Control Act 1988*, Government of Western Australia