Part B
Guidelines

Section 11
Amenities

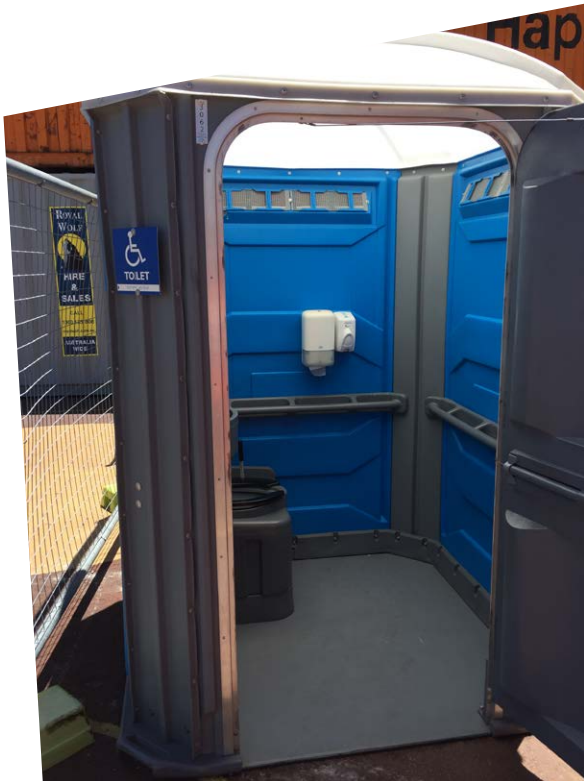
Guideline 33: Toilets and cleaning

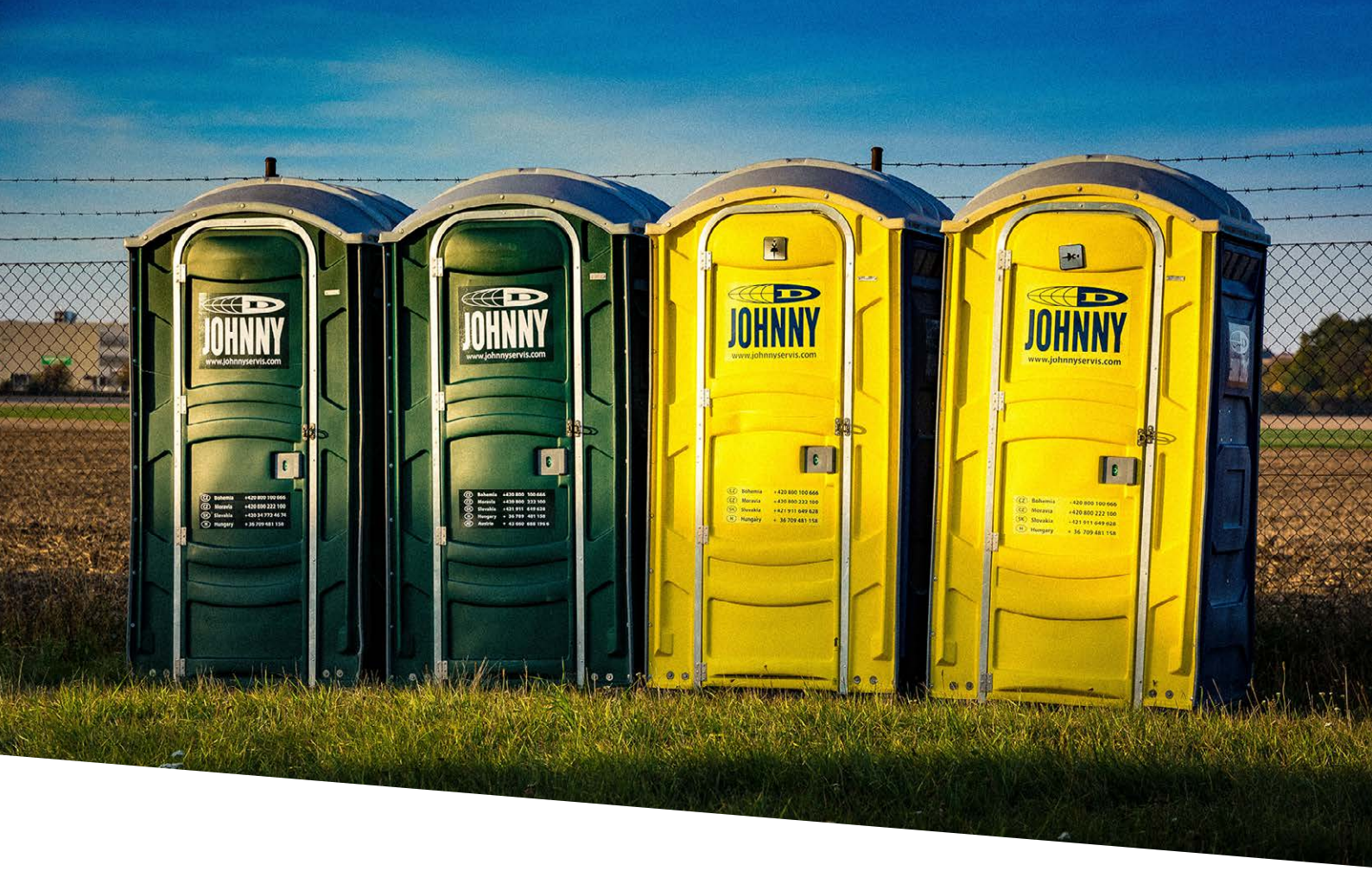
Background

- The adequacy of toilets at an event is a critical factor that event managers must address. For example, in addition to health-related issues, patrons waiting in large queues may become agitated and annoyed and this may lead to problems and unrest at the event.
- The determination of how many toilets are required is not an exact science as there are several variables that require consideration.
- It is imperative that toilets are maintained in a clean and workable condition, and fully stocked with toilet paper, soap and paper towels.
- *Health (Public Buildings) Regulations 1992*, Reg 20(1) requires toilets in accordance with the building regulations, it does however allow local government discretion to vary these requirements. The building regulations requirements are for traditional buildings and do not apply to events that are not in buildings constructed in compliance with building legislation.

Guidelines

- There are several factors that need to be considered including:
  - the type and duration of the event
  - number of patrons
  - the availability of alcohol
  - the weather.
- Tables have been developed to help event managers identify the ratio of toilets required at their event. This can be found in the temporary toilets section on page 143.
- Facilities are also required for staff, service operators, performers and food handlers. For events where patrons will be expected to queue for entry or travel, facilities must be available to service these people. This is often achieved by placing temporary facilities outside the venue.
- One of the critical issues for toilets on large sites is to maintain an adequate water supply. An accurate assessment of water pressure must be made with all facilities in use prior to the event.
- All wastewater products must be disposed to sewer, septic tanks/leach drain, holding tank or other local government approved method.
- Lighting – minimum level must be 40 lux; enough to allow any operational instructions to be read.



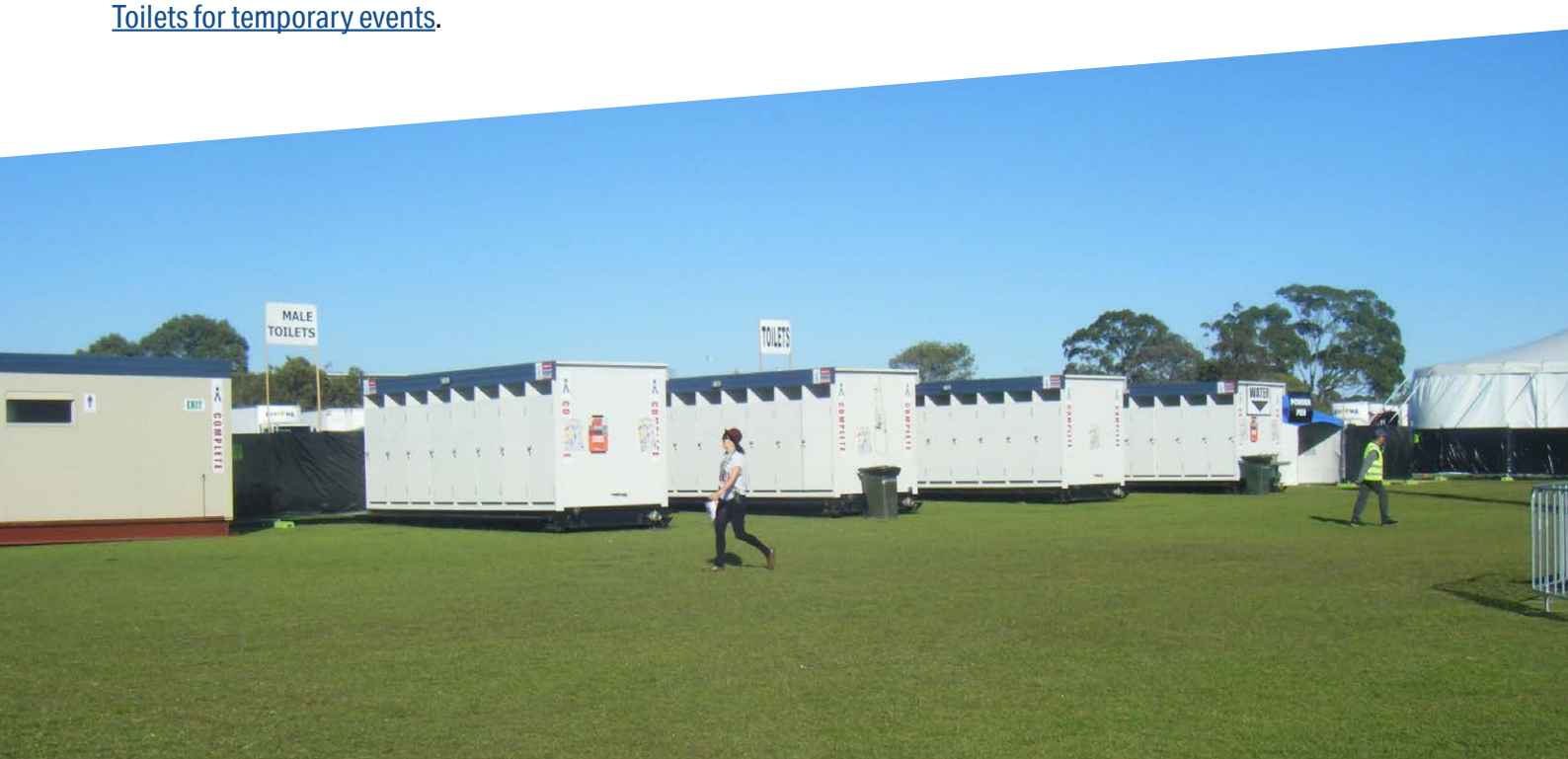


Cleaning – servicing

- It is imperative to maintain toilets in a sanitary and operational condition. Regulation 21 of the Health (Public Buildings) Regulations 1992, requires that all equipment be maintained in a proper state of repair and sanitary condition.
- Cleaning should take place at 2 hourly intervals, or more frequently as required.
- Facilities are required to be plumbed, and plumbers should be in attendance for all major events.
- For smaller events, a plumber should be on call and available within a reasonable time.

Support tools

Toilets for temporary events.



Guideline 34: Water

Background

An adequate supply of water must always be available for hygiene purposes, firefighting, drinking, and for cooling heated patrons during summer events.

Guidelines

- Under the Liquor Control Act, it is mandatory for licensees to provide free, cool drinking water to patrons.
- For events where patrons are prohibited from bringing their own food or drinks, it is recommended that patrons be permitted to bring proprietary brand water in clear plastic bottles with unbroken manufacturers seals or empty plastic containers.
- In instances where patrons have queued for an extended period, they should be permitted entry with bottles with broken seals where it is likely that the seals have been broken during the queuing period.

Water supplies and requirements

In instances where potable water supplies are limited, it is acceptable to use non-potable water for flushing toilets etc.

Suggested requirements per person vary up to 20 litres per day with 4 litres for drinking.

Overnight events

For overnight camping, the following minimum quantities should be available. These requirements may vary depending on previous experiences and weather.

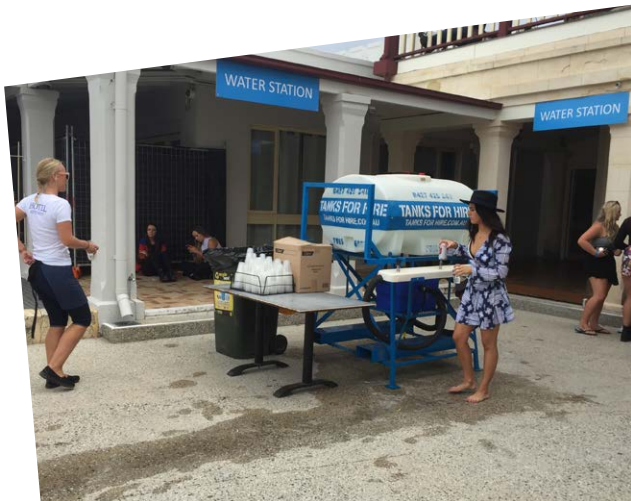
Water supplies and requirements for overnight events

Patrons	Potable water	Non-potable water	Total
5,000	10,000 litres	50,000 litres	60,000 litres
6,000	12,000 litres	60,000 litres	72,000 litres
7,000	14,000 litres	70,000 litres	84,000 litres
8,000	16,000 litres	80,000 litres	96,000 litres
9,000	18,000 litres	90,000 litres	108,000 litres
10,000	20,000 litres	100,000 litres	120,000 litres

Day events

For day events there should be:

- a minimum of 2 litres of free drinking water available per person or a rate calculated at 500 mL/hour, whichever is the greater
- one water outlet per 1000 people.



Guideline 35: Temporary food stalls at events

Background

The following legislation is applicable to all food premises, proprietors and events:

- *Food Act 2008*
- Australia New Zealand Food Standards Code 2009
- *Food Regulations 2009*

It is important to have access to these documents and follow the specific guidelines set.

Guidelines

Food and drink

For events longer than 4 hours, food and drinks must be available to patrons.

Food and drink providers must comply with chapter 3 of the *Food Standards Code and the Environmental Protection (Prohibited Plastics and Balloons) Regulations 2018*.

There should be at least one food vendor per 1,000 patrons. Food vendors must be able to produce enough food to ensure queuing is not more than 10 minutes.

Food requirements

Information on food requirements including vehicles is available in the guide to the Food Safety Standards at Safe Food Australia - A guide to the Food Safety Standards (foodstandards.gov.au)

Note

The guide to the Food Safety Standards, Appendix 9 is general in nature and it is advisable for proponents to contact their local government to see if there are any more-specific food-related activities which may be covered under other legislation, namely Local Laws which are unique to that local government area.

Guideline 36: Electrical installations

Guidelines

- All electrical installations must comply with the Supply Authority or Office of Energy requirements, AS/NZS 3000, AS/NZS 3002 plus any special requirements of other legislation such as the Health (Public Buildings) Regulations 1992.

AS / NZS 3760 – Clarification of terms

Hire: A hire situation is created when the hirer provides electrical equipment, to a person or entity external to the hirer's organisation, which passes out of the control of the hirer.

A situation where equipment is supplied and operated by the hirer is not considered to constitute a hire.

Hiree: The person or business, which receives the equipment from the hirer.

Hirer: The person or business which offers the equipment for hire.

Competent person: A competent person is one who has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly undertake the tasks prescribed by this standard.

A competent person is not required to be a registered or licensed electrical practitioner.

Competency levels may need to be updated following technological advances in both the testing instrumentation available and the equipment being examined.

It is expected that the competent person shall:

a) be able to use test equipment safely and effectively

b) understand the dangers of electricity, leading to an appreciation of the need for inspection and testing

c) understand the construction of Class I and Class II equipment, and of the terms, basic, reinforced and double insulation, protective earth and earth continuity, insulation resistance and earth leakage current

d) understand the application and requirements of this standard

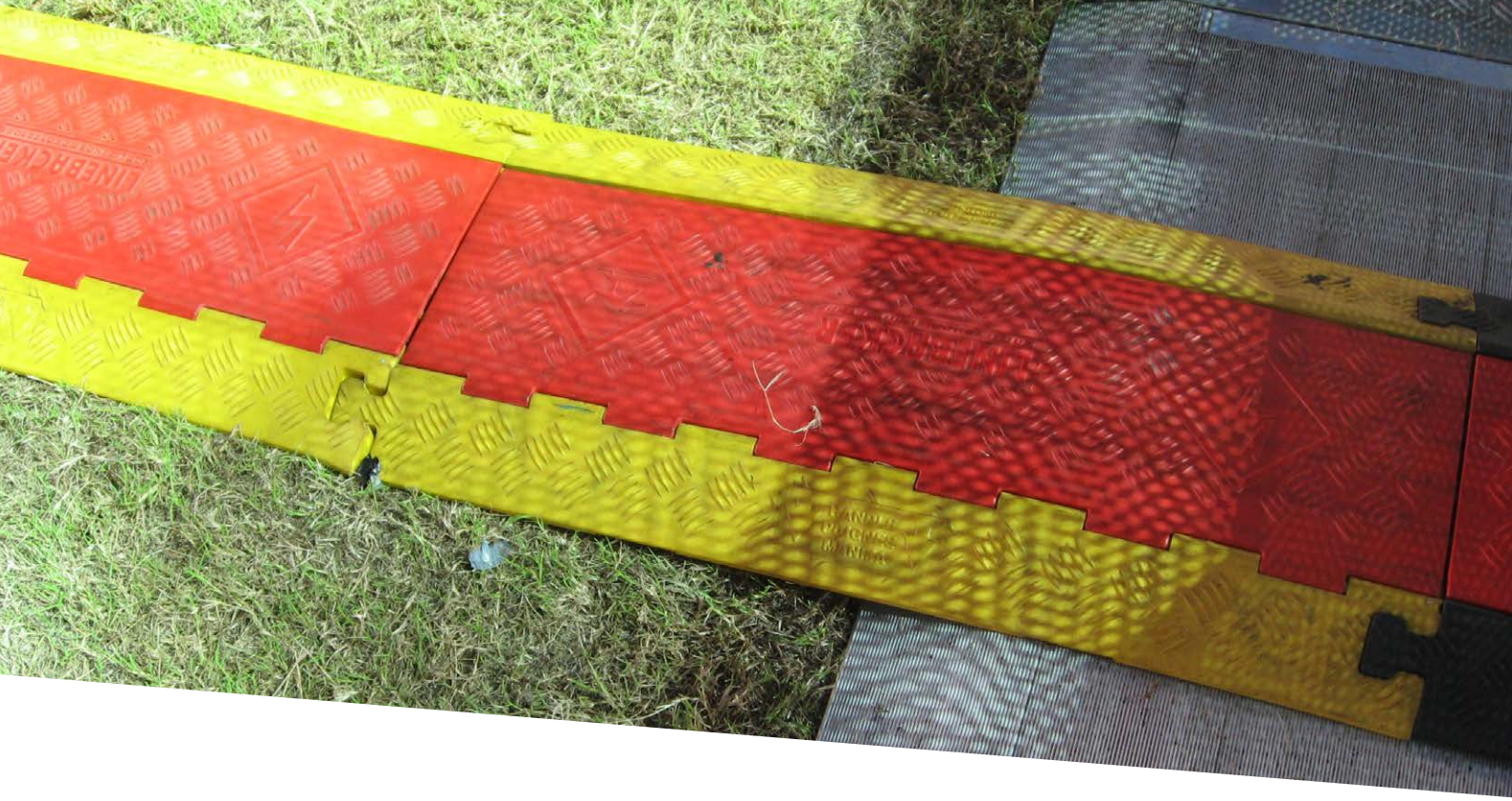
e) understand the relevant legislative requirements appropriate for the jurisdiction they are operating within.

- An electrical contractor must certify that permanent and temporary electrical installations comply with the *Health (Public Buildings) Regulations 1992*, by submitting Form 5 to the local government (included in the forms section). Form 5 certification is not intended to address portable equipment or cords supplied by end users.
- It is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user is safe. The protection thereafter relies upon the quality of the equipment provided by the end user, the purpose for having portable equipment and leads tested and tagged at least every twelve months (AS/NZS 3760).

Requirements to achieve the basic principles

For RCDs to be effective, the neutral and earth conductors must be bonded together at the point of supply. AS/NZS 3010.1 Electricity generating sets requires neutral connections to be earthed at the generator frame. It is recommended that this connection be made via a removable link.

All electrical outlets and supplies must have circuit breakers to protect against overload. All final sub circuits must have RCD protection.



Recommendations for typical installations

(submains, sub boards and cord extension sets)

- Outlets at generators that are specifically for tools and appliances must have RCD protection.
- Outlets that are solely for connection of submains should only have over-current protection.
- RCD protection of final sub circuits should only be provided at the switchboard where those final sub circuits originate.

Note

A Form 5 is only intended to include installations up to and including general purpose outlets. Equipment that is plugged into the outlets is not intended to be certified but should be subject to testing and tagging requirements as prescribed in AS / NZS3760.

Residual Current Devices – RCDs

- The preferred leakage tripping current is 30 milliamps.
- The RCD operational trip time must be tested every 12 months and the manual push button test should be done each time the RCD is placed in service (each event)

Electrical cables

- Because cables are continually being rolled up and moved, they must be flexible. Multicore cables intended for use in fixed installations are not appropriate.
- Electrical cables must not be accessible to members of the public. When they must be in public areas they must be either buried or suspended so that they are out of reach to members of the public.

Electrical supplies

- Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from a supply authority or on-site generators.
- Hazardous situations have been caused by small single-phase generators and these are not recommended.
- The Health (Public Buildings) Regulations 1992 require electrical contractors to certify electrical installations by completing a Form 5. Reticulated supplies installed and/or connected by electrical contractors must be certified.

Luminaires

Luminaires must not be placed in areas where heat may ignite adjacent materials and must also be out of reach of people.

Extra low voltage equipment

- AS/NZS 3000, clause 1.5.7(a) defines Extra Low Voltage (ELV) as voltage not exceeding 50VAC or 120V ripple-free DC.
- Extra low voltage devices must be clearly identified and have plug tops and bases that cannot be inadvertently connected to higher voltage supplies.

Testing cords and RCDs

The testing of electrical extension cords and RCDs used in circuses, travelling shows and other temporary installations is a requirement of the Health (Public Buildings) Regulations 1992.

The intention of the regulation is to have portable electrical equipment tested and tagged at 12-month intervals in accordance with AS/NZS 3760 In Service Safety Inspections and Testing of Electrical Equipment.

Once a test has been carried out a tag should be fixed to the device. The tag should identify who carried out the tests and when they were done.

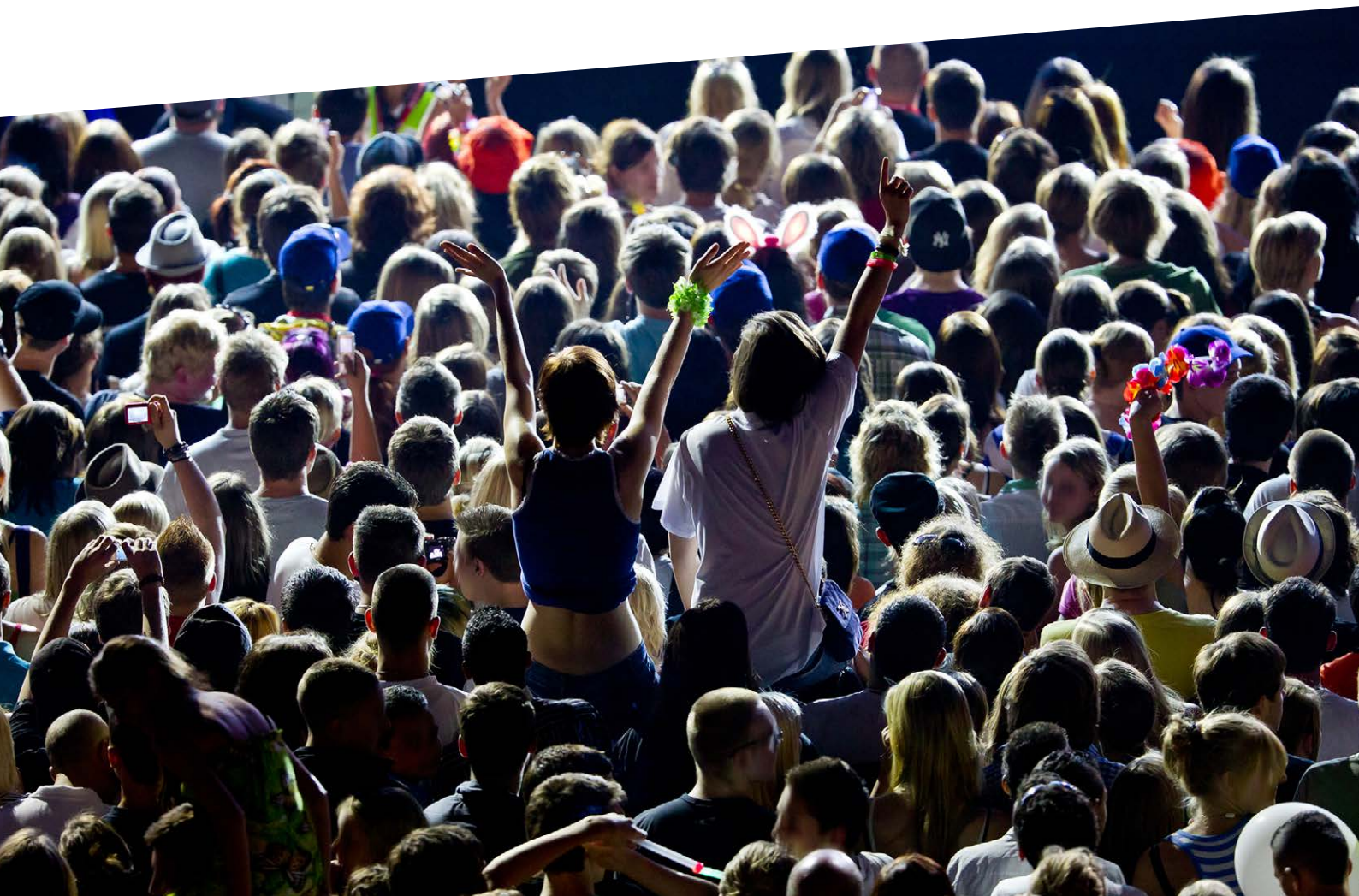
Electrical checklist for events	
☐	There should not be any single-phase generators 10 kva or smaller.
☐	Electrical equipment should be supplied from reticulated supplies originating at supply authority mains or large generators.
☐	Electrical leads must not create trip hazards.
☐	Electrical outlets must be protected by residual current devices (RCDs).
☐	Leads and RCDs must be tested and tagged every twelve months.
☐	Joints and connections must not be accessible to the public or in damp conditions.
☐	Installations must comply with AS/NZS 3002 Electrical Installations for Shows and Carnivals.
☐	A tag to identify the item, test date and the competent tester should be fixed to tested equipment.
☐	Double adaptors or piggyback plugs are not permitted, although those on existing stage lighting effects are generally accepted by relevant authorities.
☐	New equipment requires a tag to define when it was brought into service.
☐	Installations and generators must comply with all relevant Australian Standards.

Switchboard checklist	
☐	Switchboards located outdoors must be in weatherproof enclosures.
☐	Switchboards must not have access to live parts.
☐	Switchboards must have doors that are able to be fully closed and locked with all cables connected or be located so that they are only accessible to authorised persons.
☐	Switchboards must have a main switch.
☐	Submains must have over-current circuit breaker protection.
☐	Final sub-circuits must have overcurrent and RCD protection.
☐	Components and their functions must be clearly identified.
☐	There should be a tie bar to allow electrical cords to be secured to prevent tension on the electrical outlet.

Required tests

Extension cords (single and 3 phase):

1. Check that the insulation is in good order.
2. Check that the plug sockets and plug tops attached to the cord are the correct rating.
3. Check the continuity of each conductor.
4. Check that the conductors have the correct polarity.



Guideline 37: Lighting for events

Guidelines

All venues and exit paths must be able to be illuminated to reasonable level. A reasonable level is that which provides a safe environment and allows trip hazards to be identified. Approximately 40 lux achieves this.

Lighting should:

- Be independent of the event production lights.
- Be able to reach the required illumination within 3 seconds of being energised.
- Be supplied from the supply authority mains or a generator.
- Not be a glare hazard.

Note: bare lamps must not be able to be touched by the public.

Area lighting

- Areas available to the public at night should always be illuminated.
- For general areas, illumination should be enough to allow trip hazards to be identified with levels less than 5 lux being acceptable.
- Lighting should be energised prior to sunset.

Emergency lighting

- Enclosed venues must have emergency lighting that will operate automatically if the main electrical source fails.
- For events inside buildings, lighting must comply with AS/NZS 2293, or for outdoor venues there must be at least 2 alternative power supplies.
- Two generators or a supply authority plus another generator are acceptable alternatives provided that the venue lighting supplies are distributed between both. Generally, for large temporary events there is enough diversity from multiple generators to guarantee adequate lighting if one generator or supply fails.

Safety lighting

- For events where lighting will be dimmed or extinguished, stairs, ramps and exit paths must be illuminated by safety lighting.
- Safety lighting must be a separate supply to normal or emergency lighting and must not be dimmed or modulated.
- For permanent facilities, the safety and emergency lighting must be interconnected so that in the event of a failure of the safety lighting circuit, the emergency lighting will be automatically energised.
- For outdoor events, standard signs are rarely adequate and larger purpose-built signs are required.

Exit signs

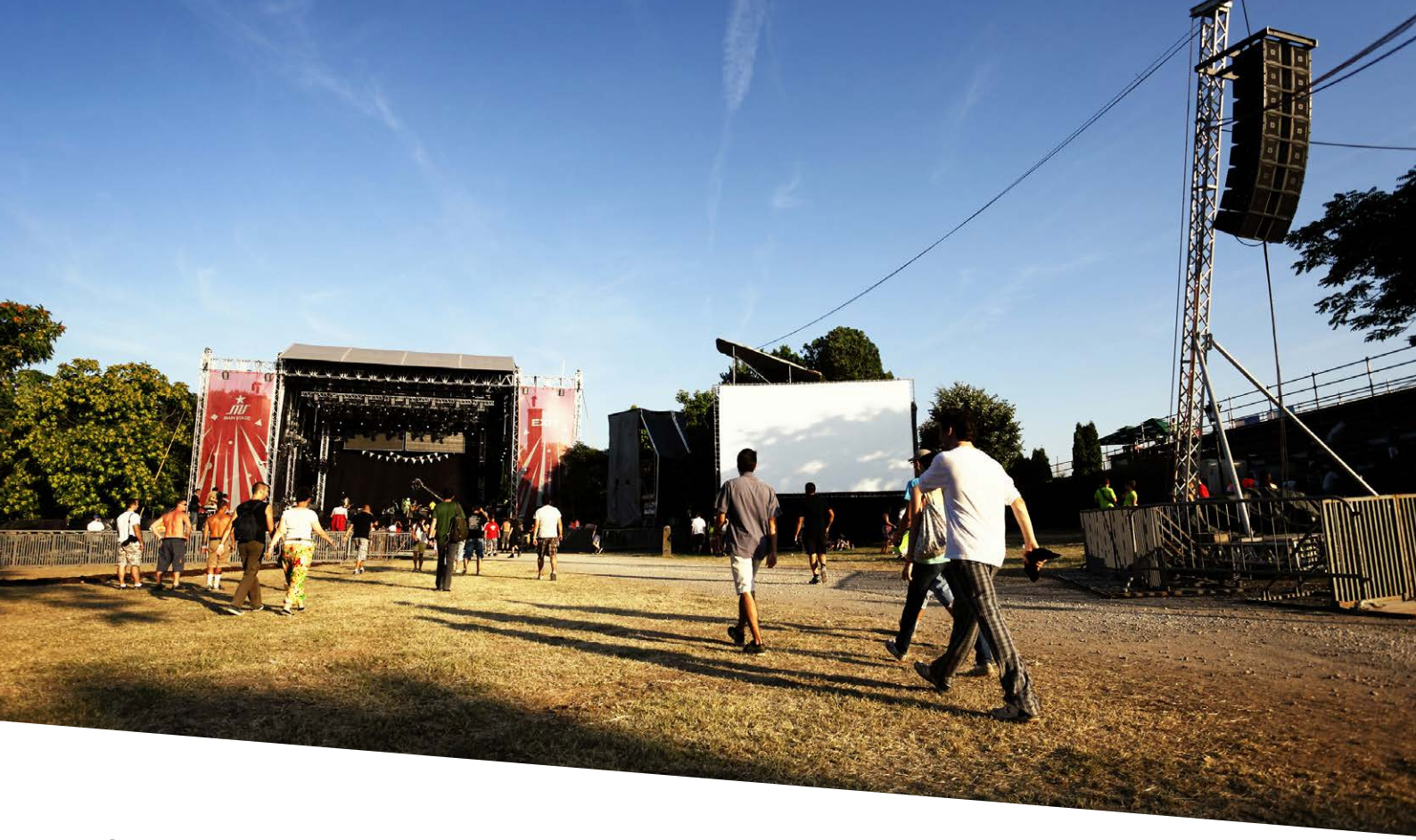
Exit signs must be installed in compliance with AS/NZS 2293 and be illuminated and clearly visible whenever the venue is occupied by the public.

- For outdoor events, standard signs are rarely adequate and larger purpose-built signs are required.
- Signs illuminated by 2 light sources and large enough to make the exit location obvious to patrons wishing to exit the area must be used.
- AS/NZS 2293 Part 1 defines exit sign requirements. In 2005, the requirements changed from the word EXIT to pictorial elements. The word EXIT remains acceptable, but this requirement may change.

Exit signs – How big should they be?

Viewing Distance	Height of pictorial element/letters
6 Metres	100 mm (standard sign)
24 Metres	150 mm
32 Metres	200 mm
50 Metres	300 mm
75 Metres	450 mm
100 Metres	600 mm
125 Metres	750 mm
150 Metres	900 mm
200 Metres	1200 mm

Acceptable exit signs



Other signs

Symbols should be 15 mm per metre of viewing distance.

Letters.

- Upper case – 5 mm per metre of viewing distance.
- Lower case – 4 mm per metre of viewing distance.

First aid signs should comply with AS 1319 – 1994 which requires the sign as set out below.

Colour

Green to AS 2700 – G21 – Jade (PMS 349c, 348u).

Stage and theatrical lighting

- Suspended lighting rigs should have a secondary safety support system and any lighting effect suspended above the audience must have safety chains.
- There are no other specific regulatory requirements for these structures.

Guideline 38: Camping

Some events in Western Australia include short term camping. The local government Caravan Parks and Camping Grounds Regulations 1997 allow local government to approve camping areas and short-term use of sites not previously designated as camping grounds.

Guidelines

- Areas must be planned so that camping sites are orderly and provide easy access for patrons, service vehicles and emergency vehicles.
- Caravan or vehicle camping should be in a separate area to tents.
- Only light weight camping equipment should be permitted, after all this style of camping is for a very limited period.
- Access paths must be adequately illuminated.
- The area must have defined lanes or pathways designed to allow for firefighting and other emergency vehicle access.
- Harm reduction strategies should carry over to any camping grounds, including the provision of first aid, food and free water must be available whilst the camp site is available to patrons.
- Food should also be available whilst the area is available to campers.
- Patrons must be advised of relevant camping restrictions or rules.

Facilities

Facilities must be provided to allow the necessities such as sanitation, cooking, first aid and security.

Basic camping sanitary facilities

Sex	WC	Urinals	Basins	Showers
Male	1 per 50	1 per 100	1 per 75	1 per 100
Female	1 per 50	N/A	1 per 75	1 per 100

Where on site cooking is permitted, communal cooking areas should be provided so that any hazards are contained within designated areas.

Fires

In situations where fires are not banned under the Bushfire Regulations, they should only be permitted in designated controlled areas that have fire extinguishers and firefighting equipment readily available.