



ELIZABETH
QUAY

Elizabeth Quay & Barrack Square Event Safety Guidelines

January 2025

contents

1. General	3	4.11 Noise	14	4.32 Lawn Installation Requirements.....	26
1.1 Introduction	3	4.11.1 Noise Management Plan	14	4.33 Event/Display Stands.....	27
2. Site Information.....	4	4.11.2 Regulation 18 Approval	15	4.34 Marquees	28
2.1 Site Overview.....	4	4.11.3 Regulation 16 Approval	15	4.35 Multiple Storey Stands.....	29
2.2 Site Location	4	4.11.4 Regulation 13 Approval	15	4.36 Floor Levels and Staging	29
3. Contact Information	5	4.12 Water	15	4.37 Scaffolding	30
4. Safety and Health	6	4.13 Waste Products	15	4.38 Rigging	30
4.1 Site Induction.....	6	4.14 Sustainable Events	16	4.39 Fire Elements	30
4.2 Risk and Emergency Procedures	6	4.15 Toilets	17	4.39.1 Smoking Ceremonies	30
4.2.1 Risk Management Plan/Assessment	6	4.16 Liquor License Application	18	4.39.2 Fire Cannons/Firecracker/Fireworks.....	30
4.2.2 Emergency Management Plan.....	7	4.17 Barriers.....	21	4.39.3 Fire Pits	31
4.2.3 Pandemics and Health Emergencies	7	4.17.1 Exclusion Zones	21	4.40 Temporary Food Vendor.....	31
4.2.4 Emergency Evacuation Plans	8	4.17.2 Crowd Barriers	21	4.40.1 Food Trucks	32
4.3 Your Safety and Health Responsibilities.....	8	4.18 Personal Protective Equipment (PPE)	21	4.41 Event Cleaning Cost Rates	32
4.4 Safety Inspections.....	9	4.19 Liquefied Petroleum Gas (LPG)	22		
4.5 Event Contractor Staffing Recommendation.....	9	4.20 Spill Kits.....	22	APPENDICES	
4.6 Security and Crowd Management.....	9	4.21 Hazardous Substances and Dangerous Goods..	22	Appendix 1: SITE INFRASTRUCTURE MAP	34
4.6.1 Security	9	4.21.1 Onsite Chemical Use	22	Appendix 2: EVACUATION ASSEMBLY AREAS	35
4.6.2 Crowd Management.....	10	4.22 Children	22	Appendix 3: INCIDENT REPORT FORM	36
4.6.3 Crowd Management Plan	10	4.23 Vehicles	23	Appendix 4: HAZARDOUS SUBSTANCES REGISTER	40
4.7 Incident Reporting	11	4.24 Plant and Equipment	23		
4.8 Alcohol and Drugs.....	11	4.25 Hand Tools and Portable Equipment	23		
4.9 Smoking/Vaping	12	4.26 Electrical Compliance.....	23		
4.10 First Aid	12	4.27 Deliveries and Storage	24		
4.10.1 Constable Care	13	4.28 Ladders.....	24		
4.10.2 Lifeguards	13	4.29 High Risk Work	25		
		4.30 Contractors.....	25		
		4.31 Water Installation Requirements	26		

welcome

1. General

1.1 Introduction

Welcome, and thank you for choosing Elizabeth Quay and/or Barrack Square for your event.

This document is the Safe Event Guide and forms part of the Event License. It is to be utilised by entities who hold a temporary licence to occupy certain areas within the Elizabeth Quay and/or Barrack Square site (Licensees) for the purpose of conducting an event. It details DevelopmentWA's rules and regulations, which have been developed to ensure the highest level of safety for Licensees and visitors. It also aims to ensure the protection of the site's heritage-listed buildings and equipment.

All Licensees and their contractors must abide by any relevant Legislation, Regulations, Standards, Codes of Practice and DevelopmentWA and Onsite Management rules and regulations.

DevelopmentWA reserves the right to alter the content of this guide due to any relevant Legislation, Regulations, Standards or Codes of Practice being introduced or amended, or DevelopmentWA receiving any notice or order requiring the site to be altered in any way.

DevelopmentWA Commercial Operations directorate in conjunction with our contract partners are responsible for maintaining Elizabeth Quay and Barrack Square in a safe manner through the implementation of safe systems of work and contractor management procedures.

DevelopmentWA's expectations for the duty of care for the public, tenants, and employees, is seen as integral to our key objectives in the delivery of services to the public and our clients. Consequently, it is everyone's priority to maintain high standards of health, safety and environment in the workplace.

Whilst undertaking work at Elizabeth Quay and Barrack Square, you are expected to respect our values.

You will need to read this document thoroughly before you or your employees are allowed on site. Please remember that it is your responsibility to pass this information to your employees, sub-contractors, and other people within your control before they visit the site.

Thank you for your assistance. If you have any enquiries in relation to the operation of Elizabeth Quay or Barrack Square, please contact the appropriate Event Site Manager. Elizabeth Quay and Barrack Square event spaces are managed and operated by CBRE on behalf of DevelopmentWA.

2. Site Information

2.1 Site Overview

Elizabeth Quay and Barrack Square event spaces are managed and operated by CBRE on behalf of DevelopmentWA.

DevelopmentWA uses a place management approach to activating, maintaining and funding our precincts. DevelopmentWA puts people first and activates spaces around their needs. Our vision for Elizabeth Quay and Barrack Square consists of four key themes:

1. To be a place that Western Australians are proud of;
2. To be a place that celebrates Western Australia;
3. To be a place where people can meet, connect and be entertained; and
4. To be a place that sustains excellence.

2.2 Site Location

The Elizabeth Quay site is the area bounded by the Esplanade to the north, Barrack Street to the east, William Street to the west and the Swan River to the south. The site comprises numerous commercial buildings, residential accommodation, hotels and extensive open space.

The Barrack Square site is the area bounded by the Barrack Square Ring Road to the east, south and west and Riverside Drive to the north. The site comprises numerous buildings and open spaces.

DevelopmentWA puts people first and activates spaces around their needs.

3. Contact Information

	CONTACT	EMAIL
Elizabeth Quay Facilities Officer Elizabeth Quay Security 24/7	(Site 24/7 mobile: 0401 105 897)	ElizabethQuay@cbre.com.au
Onsite Events Manager	0408 096 101	ElizabethQuay@cbre.com.au
Emergency	000	
Hospital – Royal Perth Hospital	08 9224 2244	
Police – Fitzgerald Street Police Station	08 9422 7111	
CCTV- City of Perth	08 9461 6622	
Western Power – Emergencies and Interruptions	13 13 51	

4. Safety and Health

4.1 Site Induction

The Event organisers' are responsible for ensuring the safety and health of everyone who enters the Elizabeth Quay and Barrack Square sites.

Before taking control of the licensed area, the Licensee, or a delegated Licensee's representative, must attend a site induction with the Onsite Event Manager. This induction forms part of the handover of control of the site from Onsite Event Manager to the Licensee for the duration of the Event License period.

It is the Licensee's responsibility to ensure that all event-related personnel, including but not limited to event staff, volunteers, contractors and exhibitors, are inducted to the site before any work commences. The site safety induction program includes a review of the site's health, safety and environment and emergency policies and procedures.

4.2 Risk and Emergency Procedures

All event organisers are required to carry out a comprehensive risk assessment prior to a licence being granted, considering the evacuation procedures of the site. If the risk assessment deems it necessary, then an inclusive emergency plan is to be produced.

4.2.1 Risk Management Plan/Assessment

Identifying possible hazards and putting a plan in place to minimise the risk of injury/harm to your attendees is highly recommended when planning your event. This can be achieved by writing a Risk Management Plan (RMP). Your RMP should outline risks, that are specific to your type of event, to be assessed and controlled.

A RMP will be requested by City of Perth for an event with 1000 people or more in attendance. The RMP must be developed under the Australian Standards requirements and needs to identify all relevant risks in a logical, systematic manner. When assessing the RMP, City of Perth Officers and the Onsite Event Manager are primarily interested in risk management measures regarding the health and safety of the public.

It is highly recommended that stakeholders such as WA Police Force, Department of Fire and Emergency Services (DFES) and first aid providers are supplied the most up to date version of your RMP and given the opportunity to provide feedback.

RMPs/Assessments must be submitted for feedback to the Onsite Event Manager no later than six (6) weeks out from the event. The Onsite Event Manager can provide feedback on the RMP but cannot approve it. It's the event organisers responsibility to ensure all aspects of the event are carefully considered to minimise risks before, during and after the event.

4.2.2 Emergency Management Plan

An Emergency Management Plan (EMP) is required to address any unforeseen occurrences leading to injuries, death or damage to physical facilities or the environment.

Unforeseen events include but are not limited to the following:

- Fire
- Flash flooding
- Severe weather
- Crowd dynamics
- Terror or criminal events
- Structural failure
- Electrical failure
- Pandemics and health emergencies

Emergency plans are a risk-based process designed to reduce loss of life and damages to physical facilities and the environment. It needs to be action-based and all applicable staff should be familiar with the emergency processes.

4.2.3 Pandemics and Health Emergencies

It is important to consider outside factors that may potentially affect your event such as global pandemics. To prepare for these situations, you may consider the following as part of your emergency planning:

- Integration with State emergency plans.
- Communication plans to push out information rapidly.
- Insurance for postponement or cancellation.
- Safety plans and strategies in place should an outbreak occur during your event.
- Implementation of safety standards at the event such as personal protective equipment, additional cleaning and additional medical services.

All pandemic and health emergencies plan templates are provided by the WA Health Department and event organisers will be required to submit a plan for approval if current procedures are in place by the WA Health Department ie Covid19 plans.

4.2.4 Emergency Evacuation Plans

You should be able to demonstrate appropriate responses to different scenarios according to how the site needs to be evacuated. This would include preparation of full evacuation, partial evacuation, phased evacuation or invacuation (lockdown of the site). Information detailing the full name and role of the person responsible for enacting the evacuation and communication procedures should be detailed in the plan.

An evacuation plan and muster point map are required. A copy of Elizabeth Quay and Barrack Square's evacuation locations can be viewed at the end of this document (Refer Appendix 2).

This aerial plan of your event site needs to include:

- Emergency rescue pathways for emergency services.
- Emergency pathways for patrons exiting the venue.
- Emergency exits clearly defined with gate width measurements (minimum of 3500mm).
- Numbered muster points outside of the site and pathways to these points.
- Zoned areas for evacuation/security purposes.

4.3 Your Safety and Health Responsibilities

As a Licensee, you are responsible for the safety and health of yourself, your employees, contractors, customers and visitors, to your licensed area and any other area on site that you are utilising. You are required to implement and maintain safety and health procedures that are appropriate to the type of event you are conducting.

The procedures are to be in the form of a Safety Manual and must adhere to the following:

- Occupational Safety & Health Act 1984
- Occupational Safety & Health Regulations 1996
- WorkSafe approved Codes of Practice
- Any Australian Standards or Industry Codes of Practice that are relevant to your business

A copy of your Safety Manual is to be provided to the Onsite Event Manager for approval prior to the commencement of your event. The Onsite Event Manager may utilise the services of an external consultant to review your Safety Manual. If the Onsite Event Manager requests changes to the manual, please ensure these are completed before commencement of the event.

4.4 Safety Inspections

The Onsite Management team and the Licensee will undertake a compliance inspection at the conclusion of the bump in period, and prior to the event opening to patrons. The Onsite Event Manager will also undertake ad-hoc safety inspections throughout the Event License period.

The Licensee is responsible for ensuring that any issues identified as part of these inspections are rectified immediately. The Onsite Management team maintains the right to halt, postpone or cancel any event, or any part of any event that it believes poses an unacceptable safety risk.

4.5 Event Contractor Staffing Recommendation

Depending on the size of your event, it is recommended to staff to the following amounts.

	Under 100	100-500	500 – 1000	1000-5000	5000+
Cleaners	1	2	2	3-5	8+
Security	0	1	1	2-4	8+
First Aid Responders	1	2	4	6-8	12-22+
Constable Care	0	0	0	1	2
Life Guards*	0	2	2	4-6	6+
Site Event Manager	1	1	1	1	1
Site Event Staff	0	1	2	3	5+

*If any part of the Swan River inlet is being utilised.

4.6 Security and Crowd Management

4.6.1 Security

Depending on the size of your event, security will need to be provided by a licensed security company or qualified volunteers at the event organiser's cost. The Onsite Event Manager can provide details of the current security contractor for Elizabeth Quay for a comparable quote.

All security personnel must have skills in communicating and should be debriefed on escalation protocols, evacuation plans and RMP's. Security personnel may be responsible for crowd management, and the protection of property and infrastructure.

Police attendance may be required for high-risk events and this should be discussed with the WA Police Force – Major Events team in the early planning stages. Where alcohol is being served or consumed, you will be required to adhere to the conditions on your liquor licence in regard to crowd control ratios.

4.6.1.1 Security Cost Rates

SITE SPECIFIC ADDITIONAL CHARGE RATES	M-F 6AM -6PM	M-F 6PM-6AM	SAT 24 HOURS	SUN 24 HOURS	P/H 24 HOURS
Adhoc Security Rates per hour	\$55.41	\$64.98	\$77.46	\$99.50	\$121.55

Additional Details:

- Rates exclude GST.
- Minimum four-hour shift.
- Prices are current as at 2024/25.

4.6.2 Crowd Management

Under the Security and Related Activities (Control) Act 1996 crowd controllers employed by an event organiser must be provided by a licensed crowd control agent. Crowd controllers may screen people seeking entry to a venue, monitor and control behaviour and remove people where necessary.

4.6.3 Crowd Management Plan

The event organiser should have a basic understanding of crowd management and crowd dynamics. Failure to do so may result in serious injury or incident such as crushing, overcrowding and unruly behaviour. Patron safety is ultimately the event organiser's responsibility.

Understanding the purpose of your event, combined with an understanding of crowd management, will provide direction on how best to set up the proposed venue and operational plans.

A Crowd Management Plan (CMP) addresses issues such as crowd control, entry to and exit from an event, undesirable conduct, crowd density and flow rates, and prevention of death and injuries.

The plan should also identify:

- Crowd demographics (age, low or high energy behaviour expected)
- A clear mandate to prevent problems and use of non-aggressive management techniques
- Probable areas of concern and responses to prevent problems
- Numbers and location of crowd controllers and/or security officers
- Start and finish time of crowd controllers and/or security officers

CMP's are often written and produced by the security company supplied to manage crowd and asset protection for your event.

4.6.4 Event Operations Centre

Event Criteria Impact

Event Criteria	Event should have wide appeal, not be libellous, defamatory, obscene, sexually, racially, culturally, ethnically, or otherwise generally offensive. Event should not be political or religious in nature
Charity / Community Events	Not for profit, sports groups, community groups, charities and welfare organisations Each group is permitted to utilise only 7 days in any 12-month financial year period, each booking can only be a maximum of 2 days. DevelopmentWA may request extended use in some circumstances (e.g. Youth Outreach at Yagan Square)
Commercial Event Low Impact	No infrastructure, minimal disruption E.g. hand out of flyers, raffles etc.
Commercial Event Medium Impact	Some infrastructure, some disturbance. E.g. short-term installation of marquees, food trucks
Commercial Event High Impact	Significant infrastructure, high level of disturbance or long-term duration. E.g. markets, concerts or festivals
State Government Sponsored Commercial Events	Event of a commercial nature where State Government has agreed support.

All medium or higher impact events should have an Event Operations Centre (EOC) on the day/s of their event. This centre is established for the purpose of dealing with emergency situations, and recording and communicating all incidents that may occur at the event.

The EOC is made up of people who, by their position, availability and/or training, are required to take control of any emergency situation. In this regard, they are responsible for deciding whether or not an evacuation is required and what actions should be taken.

4.7 Incident Reporting

You are responsible for reporting any incident involving personal injury or property damage (regardless of how minor) that occurs during the Event License period. A CBRE incident report form is to be completed by you or your representative and provided to the Onsite Event Manager immediately following the incident.

Note: Please refer to Appendix 3 – Incident Report Form

4.8 Alcohol and Drugs

The possession or consumption of alcohol or drugs of addiction is strictly prohibited at all time and in all locations on the site, except where there are licensed events taking place. Persons found under the influence of alcohol or drugs of addiction will not be permitted to commence or continue work under any circumstance and will be directed to leave the site.

4.9 Smoking/Vaping

Cigarette smoking and vaping is strictly prohibited inside any building on the site. Smoking and vaping is not permitted inside or within 5 metres of any entry/exit door.

Cigarette smoking and vaping is strictly prohibited while operating machinery such as forklifts and elevated work platforms.

Designated external smoking/vaping areas may be incorporated into the external event floor plan subject to approval by the Onsite Event Manager no less than seven days prior to the commencement of the Event License period.

The Onsite Event Manager reserves the right to:

- Refuse entry to any person smoking/vaping
- Remove any person found smoking/vaping inside a building on site
- Close down an event if breaches of smoking/vaping policy continue to occur.

4.10 First Aid

It is the responsibility of the Licensee to provide first aid services and appropriate equipment (including but not limited to a fully stocked first aid kit/s) for the full term of the Event License period. The Onsite Management Team does not supply a first aid kit or any other first aid equipment for use during the event.

The Licensee will provide qualified, skilled and approved first aid personnel throughout the Event License period. The Licensee must provide the Onsite Event Manager with a copy of relevant qualifications/certificates for all event first aid personnel no less than seven days prior to the commencement of the Event License period.

Events with a capacity of 1000 people or more may be required at the discretion of City of Perth to submit a medical plan as part of the event application. A medical plan can be supplied to you by your First Aid provider. City of Perth Environmental Health Officer will be the discretionary decider.

On event day, please ensure:

- First Aid Officers are not to hold dual roles e.g. crowd controller and first aid provider.
- All dedicated first aid posts must be clearly signed and enable patients to be treated in privacy.
- Emergency services pathways should be clear for all first aid vehicles.
- First aid should be available to patrons prior to the event (during queueing etc), during the event and post event until patrons have left the venue.

The Licensee is responsible for providing suitably qualified First Aid personnel for the duration of the Hire Licence Period, in accordance with the following Department of Health requirements.

Event Size (Patrons)	Number of First Aid Personnel	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

*Events smaller than 500 patrons - First aid services are generally not required for low-risk events as Elizabeth Quay and Barrack Square is located near central ambulance and hospital services.

**For small events without recognised first aiders, event managers should, through their duty of care, ensure that at least one person on the team running the event holds a recognised first aid certificate from an accredited provider.

4.10.1 Constable Care

Constable Care Foundation's Lost Child Services are a best-practice solution for creating safer public events in Western Australia. Our service increases community safety and reduces risk and trauma for children attending popular events.

Constable Care provides lost child stops and family meeting points, which act as a trusted meeting place and provide safe refuge for children who become lost. They are also a point for parents to collect free Constable Care safety wristbands to write their contact details on in case of an emergency.

Highly visible Family Meeting Points and Child Safety Stops are positioned at prominent locations near entrance gates and key event attractions. This best-practice approach is scalable to the size of an event and operates autonomously while integrating seamlessly into onsite event security and police presence.

This is recommended for any medium to high impact scale (5.6.4) family friendly event held at Elizabeth Quay and/or Barrack Square. Please discuss your event with Constable Care (<https://constablecare.com.au/>) for their recommendation.

4.10.2 Lifeguards

Royal Life Saving WA can provide highly trained professional lifeguards to supervise your public aquatic event to ensure you achieve safe supervision of your aquatic area. For events on the Swan River, it's recommended to have an appropriate number of trained safety professionals onsite. Consult with Royal Life Saving WA for their expert guidance.

4.11 Noise

The site is located within a residential area and is subject to noise level regulations, including between the hours of 11pm and 7am.

Balancing a need for entertainment with the community's right to enjoy reasonable quiet is a difficult task and noise pollution from concerts has historically been a challenge to manage.

DevelopmentWA applies a strict curfew on the closing times of all events:

- Sunday to Thursday – 10pm
- Friday & Saturday – 11pm

Events should generally be held at reasonable hours of the day such as from 9am to 11pm. Sound check, or practice times should also be limited to no more than 1 to 2 hours and not before 9am or after 10pm. Longer event duration and later hours may be acceptable if it is demonstrated the community does not object or specific noise amelioration measures are implemented.

DevelopmentWA and the Onsite Event Manager reserve the right to appoint a sound engineer at the Licensee's cost for the purpose of monitoring noise emissions to ensure adherence to Department of Environment Regulation and site regulations.

Events create vibrancy and unique experiences however it is important to be mindful of how they affect surrounding residents. The Environmental Protection (Noise) Regulations 1997, provides set levels that need to be adhered to, to ensure noise sensitive premises such as residential properties, hospitals and schools are not exposed to high levels of noise.

If you do not believe your event is able to comply with these levels, then Noise Regulation approvals may be applicable to your event. You will also need to consider and prepare a detailed Noise Management Plan (NMP).

4.11.1 Noise Management Plan

If required to complete an NMP, it should address the following:

- Name and contact details of the person responsible for noise control during the event.
- Nature of noise (e.G. Dj/acoustic/dance music).
- A site plan outlining the location of any equipment/structures that are associated with noise e.G. Stage, speakers, audio systems.
- List of performances and time schedule.
- Steps that will be taken to minimise the impact of noise on surrounding residences.
- Complaint response process.

4.11.2 Regulation 18 Approval

A Regulation 18 Approval allows an event, at the discretion of the CEO, to exceed [assigned levels](#) set out in Regulation 7 under the Noise Regulations.

Approvals are subject to conditions and limitations to minimise and manage impacts to the community as much as reasonably possible.

Venues within the city are limited to a set number of [Regulation 18](#) events that are allowed to be held within a 12-month period. Therefore, it is important to check with the Onsite Event Manager to see if your event type can be accommodated.

4.11.3 Regulation 16 Approval

Most community or cultural events are exempt from the prescribed noise levels. Please discuss this with the Onsite Event Manager to see whether your event falls under this category.

If exempt, you will still need to provide a noise management plan to address measures that will be taken to mitigate any unreasonable noise. Depending on your event type you may be issued with a Noise Control Notice with applicable conditions.

4.11.4 Regulation 13 Approval

Any noisy works such as building, dismantling, installation of structures as part of the bump in or bump-out of your event are to be done between the hours of 7am and 7pm, Monday - Saturday. Any works that are unable to be done within those time frames must apply for an out of hours approval (Regulation 13).

4.12 Water

Drinking water may only be drawn from designated safe outlets on site. Water for other use may be drawn from designated outlets approved by DevelopmentWA and the Onsite Event Manager within or adjacent to the area designated in the Event License. It is strictly prohibited to draw water from any fire hose or hydrant.

4.13 Waste Products

All waste products must be disposed of appropriately and strictly in accordance with environmental regulations and expectations. Commercial bins are provided for general waste and must not be utilised for dangerous, hazardous or flammable items.

Waste / excess fuels and chemicals, and any absorbent material utilised in association with these substances are to be removed from site and disposed of appropriately. On site drains must not be utilised for wastewater that contains contaminants.

For events that exceed 500 attendees, you will need to produce and implement a Waste Management Plan.

The plan must address the following:

- Waste generation rates.
- Waste reduction strategies.
- Event waste collection.
- Bin collection.
- Bin size and management.

You are responsible for coordinating waste management resources and facilities to areas affected by the event, inclusive of areas outside of your event perimeter. Engaging cleaners to conduct street sweeps outside your event perimeter during operation hours ensures debris and other waste is contained and cleared. Public bins should not be used during your event.

For smaller events, a waste management template has been created and is accessible on the [City of Perth website](#)

Applicants are encouraged to discuss their waste management plan and servicing requirements with City of Perth's Waste Management team, which can also provide bin hire, collection and waste removal. Please contact the Onsite Event Manager who will connect you with the Waste Management team.

4.14 Sustainable Events

Sustainable and innovative waste management techniques can result in improved cost efficiency by reducing post-event clean-up costs and the cost of disposing of waste in landfill. Considerations that contribute towards sustainable initiatives and waste reduction include:

- Providing reusable cutlery and plates or products that are made from 100% plant material or are bio-degradable.
- Excluding/prohibiting/discouraging the distribution or sale of balloons and confetti. Please note confetti is not allowed to be used.
- Providing clearly labelled bin stations that have recycling and landfill bins.
- Minimising printed promotional material by increasing digital marketing instead.
- Promote alternative transport options for attendees such as walking, buses, trains, bikes and carpooling.
- Enhancing sustainability and environmental responsibility strengthens relationships with City of Perth, which is dedicated to considering the environmental impact of your event.

Sustainability also helps to generate goodwill amongst the public and local community.

4.15 Toilets

The number of toilets at your event will need to be included on your event management plan and your site plan.

The recommended location for extra toilets is along Geoffrey Bolton Ave in front of the BHP Waterpark. Portable/VIP toilets may be connected to our sewage line (a plumber will be required to connect sewage pipes together and will be at the cost of the event manager).

Toilet facilities must be kept clean and in good condition, easily accessible, with sufficient signage to indicate their location, internally illuminated at night, and lockable for overnight/non-trading periods.

Toilet use, and demand varies greatly and depend on several factors including:

- Number of people.
- Alcohol availability.
- Weather.
- The type of event.

To determine the level of service the event requires, levels of service vary between about 1 WC per 100 people as a basic level. This could be extended to 1/150 as the female NCC requirement for churches or 1/85 for high profile events where the level of service becomes linked to the event's success. Remember many events are judged on the adequacy of the toilets.

Step 1 – determine the level of service ratio – for all patrons

Step 2 – apply the ratio to determine the number of facilities

Step 3 – determine gender allocation - 50 per cent ratio for each

Step 4 – determine female requirements:

WCs = 50 per cent of the number of facilities and hand wash basins = 20 per cent of the number of facilities

Step 5 – determine male requirements;

WCs = 25 per cent of the male allocation; urinals = 75 per cent of the male allocation – urinals can be transformed from units to a trough length by allowing 600 mm per urinal space.

Consider the recommended levels of service:

- events without alcohol – 1/150
- standard events with low levels of alcohol – 1/100
- high profile events with alcohol – 1/85.

These levels may be adapted to suit conditions and requirements. Proposed requirements and levels of service should be discussed with the City of Perth environmental health officer approving the event.

4.16 Liquor License Application

If it is intended to sell or supply alcohol at an event, then a liquor licence must be obtained from the Department of Local Government, Sport and Cultural Industries (DLGSC).

The following information is provided as a guideline. It is recommended that event managers refer to the [DLGSC](#) website for detailed information. If the event is to be catered under a permanent liquor licence, then a variation of licence conditions or extended trading permit may be required. Refer to the RGL website to download an application kit.

Before lodging an application for an occasional licence, applicants should refer to the policy title Exemptions to the Liquor Control Act 1988 to check whether the event or function falls within those situations whereby the sale, supply and consumption of liquor is exempt from the requirements that require the submission of an application.

Please note that non-member Extended Trading Permits for club licence holders must be referred to the Director of Liquor Licensing.

Once a liquor licence has been granted the holder of that licence (i.e. the licensee) is responsible for full compliance with all the conditions of that licence. It is an offence for a licensee to breach any of the licence terms and conditions. A conviction carries the following penalties:

- in the case of licensee or manager \$10,000
- in the case of an agent of employee \$4,000, or
- in any other person \$2,000.

Where a liquor licence is approved by the Director of Liquor Licensing, the licensee must also ensure that the details of the approved liquor licence are forwarded to the City of Perth.

The liquor licence will only apply for the same or a lesser period than the event duration.

Note - Failure to lodge the application within the specified timeframe may result in the application for a liquor license being refused.

4.16.1 Guidelines

Applications for an occasional licence or extended trading permit must be submitted according to the below requirements of the Liquor Control Act:

Events for:	Must lodge application forms:
Up to 500 persons	At least 14 days before the event
Between 501 and 5,000 persons	At least 60 days before the event
More than 5,000 persons	At least 90 days before the event

Licence submissions must include information and outline management practices to demonstrate that there will be:

- Enough facilities and expertise available to ensure that liquor will be sold and consumed in a responsible manner.
- Adequate measures taken to ensure that trading is not conducted in a manner detrimental to the public interest (e.g. there must be proper health and fire safety measures taken where necessary).
- Means to prevent the sale of liquor to juveniles and to prevent public disorder.
- Any other supporting information about the event that can be provided (brochures, advertisements etc.).

See the [DLGSC web page](#) for details on Responsible Service of Alcohol training and when it is required. In the case of an occasional licence, unless the Director determines otherwise, the licence holder and the person/s in charge of an event where there are less than 250 people, do not need to complete any form of training. Where there are more than 250 people they need to complete either:

- The national unit of competency – provide responsible service of alcohol as delivered by any one of the registered training organisations listed on the DGLSC website.
- The abridged, non-accredited course in responsible service of alcohol as delivered by Australian Hotels Association, Aragon and Clubs WA – refer to the DLGSC web page.

Unless otherwise determined by the Director of liquor licensing, the staff involved in the sale, supply or service of liquor at an event where there are:

- Less than 250 people, no training is required.
- Anticipated to be 251 to 300 people, the licensee/s must have completed the nationally accredited unit of competency - Provide Responsible Service of Alcohol Training.
- More than 300 people, the licensee/s, crowd controllers and all servers of liquor must complete either:
 - The national unit of competency – Provide Responsible Service of Alcohol as delivered by any one of the Registered Training Organisations listed on our website.
 - The abridged, non-accredited course in responsible service of alcohol delivered by Australian Hotels Association, Aragon and Clubs WA.

In addition to the above requirements, every occasional licence must be managed by the holder of a Restricted Managers Approval. To obtain this, the applicant must have completed the nationally accredited unit of competency – provide Responsible Service of Alcohol. Applications for approval as a manager can be lodged on the [DLGSC website](#).

Consultation with WA Police Force, City of Perth and DLGSC about the event should commence as early as possible.

Event managers and licensees are advised to consider the following conditions when submitting a liquor licence application for temporary event liquor licenses.

1. Provide low and no-alcohol drinks. Consider only selling low alcohol drinks.
2. Chilled water must be available (for sale) at the same location as alcohol sales.
3. Free water must be available.
4. Limit drink purchases.
5. Restrict access to alcohol to 1-hour pre-event and finish before the main event ends.
6. Pricing should reflect alcohol content.
7. Consider serving drinks in bamboo, natural, biodegradable or recyclable cups or cans.
8. No glass.
9. Bottled wine may be permitted in special circumstances, and subject to strict conditions on bottle collection etc.
10. Consumption areas – generally alcohol consumption is not recommended in seated auditoria or formal seating areas of concerts.
11. No mobile vending of alcohol products. Points of supply should be predetermined and approved as part of the site design so that crowd flows and queuing may be ascertained.
12. Bars and associated queuing must not obstruct general pedestrian movements.
13. Licensed service areas must have a general level of illumination no less than 10 lux.
14. Entry and serving points should be illuminated to 100 lux to assist patron identification.
15. Crowd control plans are required to identify duties and locations of crowd controllers.
16. Appropriate signage at entry and exits:
 - 18+ and ID which include:
 - a current Australian driver's license with a photograph.
 - current passport with a photograph; or
 - Western Australian Proof of Age Card.
 - No outlawed motorcycle gangs.
 - Leaving licensed area – No Alcohol Past This Point.

4.17 Barriers

4.17.1 Exclusion Zones

When working at Elizabeth Quay and Barrack Square, physical barriers must be used to define the workspace and should be outlined in the risk assessment as acceptable measures. You must establish the exclusion work zone area, and include appropriate pedestrian directional signage (if any exclusion zone impedes on footpaths) prior to commencing work. Barriers are to be removed upon completion of work after the work area has been cleared of any tools or debris and site is deemed safe.

4.17.2 Crowd Barriers

Barriers during events will need to be determined by the event organiser and the Onsite Event Manager, to delineate any safety concerns of the event setup.

Barriers might also be required if the event is held for more than one day and needs to remain secured overnight with static security guards. All barriers are to be organised by the event organiser; Elizabeth Quay and Barrack Square doesn't hold any onsite nor is there any storage onsite for barriers to be kept while the event is in operation.

4.18 Personal Protective Equipment (PPE)

Personal Protective Equipment must be worn during load in and load out and wherever mobile plant equipment is operating within the site. Safety vests must be fastened at all times.

It is the responsibility of the Licensee to ensure that all event related staff are provided with appropriate personal protective equipment during the Event License period, and outlines this in either their Risk Management Plan or SWMS document.

PPE will include, but is not limited to:

- Safety foot wear.
- Harness for working at heights.
- Safety vests.
- Ear and eye protection.
- Hat and sun screen.

PPE must conform to the appropriate Australian Standards at all times.

4.19 Liquefied Petroleum Gas (LPG)

The use and storage of LPG is strictly regulated by DevelopmentWA. All requests for the use and storage of LPG must be provided to the Onsite Event Manager seven days prior to commencement of the event.

4.20 Spill Kits

You are responsible for providing additional spill kits if hazardous or dangerous goods are utilised in your licensed area. Any use of a spill kit must be reported to the site.

4.21 Hazardous Substances and Dangerous Goods

In accordance with the relevant legislation and regulations, you are required to maintain a Hazardous Substances Register as per the template provided.

Note: Please refer to Appendix 4 - Hazardous Substances Register.

Hazardous Substances and Dangerous Goods are to be stored in approved cupboards or other storage places, with incompatible substances identified and stored separately.

4.21.1 Onsite Chemical Use

Chemical that are utilised on site for event purposes require approval from Onsite Event Manager, Swan River Trust and the City of Perth Environmental Team. This includes bubble mixture, snow liquid, cleaning products and any other chemical being used onsite.

- City of Perth Environmental Team
environmental.health@cityofperth.wa.gov.au
(08) 9461 3383.
- Swan River Trust
rivers.info@dbca.wa.gov.au
(08) 9278 0900.

4.22 Children

Children under the age of 16 are not permitted anywhere on-site during bump in and bump out periods unless under the strict supervision of a responsible adult who is aware of the site safety and emergency requirements.

4.23 Vehicles

City of Perth control the roads around Elizabeth Quay, DevelopmentWA has no parking available for contractor vehicles. A permit may be obtained by contacting City of Perth. Vehicles may be parked in the bays provided by City of Perth, but you must adhere to the parking instructions displayed.

Casual Permits can be applied for through City of Perth, permits can be applied for online on the day at <https://visitperth.com/getting-around/parking>
Select: Casual On-Street Permits and the application form can be accessed.

A 1.5m vehicle exclusion radius applies to all artworks installed at Elizabeth Quay including Spanda and First Contact . Only vehicles permitted to remain onsite during bump in/out period are those pertinent to the bump in/out operations. All other vehicles may drive onto site to drop off equipment and then park offsite.

All vehicles must be escorted onto site by a spotter. Vehicles must always have their hazard lights on when onsite and adhere to the 10km/hr site speed limit. Ensure pedestrians always have right of way.

4.24 Plant and Equipment

Mobile plant and equipment eg. forklifts are to be utilised only with the permission of the Onsite Event Manager. Your Safety Manual is required to address the safe operating procedures of any plant and equipment including relevant licensing/training of operators and any other requirements of relevant regulations and approved Codes of Practice. All licences and documentation; including Safe Work Method Statement (SWMS) must be provided to the Onsite Event Manager seven days prior to commencement of the event and prior to any plant and equipment being used.

4.25 Hand Tools and Portable Equipment

Hand tools and portable equipment are to be utilised strictly in accordance with the manufacturer's recommendations.

All hand tools and portable equipment are to be regularly checked and electrical wiring tested and tagged. A residual current device is required whenever portable equipment is utilised.

4.26 Electrical Compliance

Any electrical contractors working at the site must be qualified and licensed, and all electrical work must be carried out in accordance with the relevant Australian Standards.

All temporary power must be supplied through a switchboard equipped with an Earth Leakage Circuit Breaker. As work on each of the electrical switchboards is completed and energised, the electrician is required to complete an Electrical Safety Certificate ([Form 5](#)).

All temporary electrical installations must be protected by a residual current device (RCD).

Any connection of 15-amp devices to a 10-amp outlet must be carried out by a licenced electrician, and details included on the Electrical Safety Certificate.

All electrical cabling must be secured by taping, or covered by cable trays, reducing potential trip hazards. Cable trays must be utilised in front of emergency exit doors and in all external areas and must meet relevant Standards.

The Licensee is responsible for ensuring that all electrical equipment, including appliances, leads and power boards brought to the site are tested and tagged with current labels. Any equipment found without current labels must be removed from the site immediately. The only allowance is for a product purchased within three months where a receipt can be produced as evidence of the date of purchase.

Licensees may choose to arrange for a testing and tagging service for exhibitors' electrical equipment through the event's electrical contractor. If the Licensee does not comply with electrical compliance and test and tag procedures, the Onsite Event Manager reserves the right to delay or postpone the event until the exhibitors or contractors are deemed compliant.

No double adaptors are permitted.

All electrical cupboards must be always kept locked and clear.

All electrical display lighting and non-essential electrical appliances must be switched off overnight during the Event License period.

4.27 Deliveries and Storage

DevelopmentWA will not accept delivery of any goods on behalf of the Licensee or exhibitors. DevelopmentWA accepts no responsibility for any items delivered to the site in the absence of the Licensee.

Requests for limited short-term storage space outside the Event License period must be made in writing no less than seven days prior to the commencement of the Event License period. Storage is dependent on availability. Site hire charges apply.

It is the responsibility of the Licensee to ensure that all pallets are removed from the site prior to the conclusion of the Event License period. The Licensee will incur removal charges for any pallets remaining on site.

4.28 Ladders

Ladders must have an Industrial Rating with a minimum load rating of 120kg and meet the relevant Australian Standards. The use of ladders is to be in accordance with the guidelines set down by WorkSafe in the Prevention of Falls at Workplaces Code of Practice.

4.29 High Risk Work

You must not undertake any high risk work prior to consulting with the Onsite Event Manager. You will be required to complete the relevant forms provided and obtain the Onsite Event Manager's approval prior to commencing any high risk work.

High risk work includes:

- Excavation works.
- Working at height.
- Scaffolding.
- Rigging.
- Hot works.
- Electrical work.
- Work in confined spaces.

4.30 Contractors

All contractors and their workers must be inducted to site prior to commencement of any works. The Licensee is responsible for ensuring that all contractors are adequately qualified and insured to safely and expertly perform the work for which they have been contracted.

The Onsite Event Manager retains the right to refuse entry to any contractor, or request any contractor cease work if they believe the contractor is not operating or behaving in a safe or acceptable manner.

All contractors must provide the following documentation prior to commencing work:

- Safe Work Method Statement for all work being conducted at the site.
- Occupational Safety & Health Policy.
- Equipment Register.
- Workers Compensation Insurance certificate.
- Public & Products Liability Insurance certificate.
- Evidence of suitable induction process to the site for the contractor's workers.
- Relevant licences and work permits eg. plant, high risk work.

4.31 Water Installation Requirements

All water installations in the inlet/Swan River must be submitted to the Onsite Event Manager for DevelopmentWA approval no later than six weeks prior to the event. All installations must comply with the relevant codes and all relevant Australian Standards. The installation must:

- Have engineering certificate of approval.
- Utilise the correct Waterproof/Submersible connectors for all power connections.
 - Cables to run under jetties structure and not visible to public.
 - DB boxes to be fixed as to not be a trip hazard and visible reflective tape fitted.
- For mooring of structures; including boats and barges:
 - Only finger jetties and finger jetty pylons to be used.
 - No mooring or structures to be connected to walkway jetties.

4.32 Lawn Installation Requirements

Any lawn installation requirements must be submitted to the Onsite Event Manager for DevelopmentWA approval no later than six weeks prior to the event. Approval will be granted acceptable based on weight, duration, and impact to the lawn. Only passive activations over short periods of time will be approved.

For any event elements that wish to utilise the lawn area, the following restrictions are in place:

- No spike or pegs to penetrate the lawn.
- No large vehicle or structure that would cause excessive damage to the lawn.
- No installation that would require the reticulation to be turned off.

Any damages to the lawn will be on-charged to the licensee following the event.

4.33 Event/Display Stands

All stand designs including elevations must be submitted to the Onsite Event Manager for DevelopmentWA approval no later than 14 days prior to commencement of the exhibition build. All stands and temporary structures must comply with the relevant building codes and all relevant Australian Standards. The design and build of exhibition stands and temporary structures must:

- Be structurally sound.
- Include a means of exit.
- Comply with the requirements of the Disability Discrimination Act.
- Comply with the Department of Health Guidelines for concerts, events and organised gatherings 2022.

Fire equipment must always remain clear and accessible.

Materials used for construction or display purposes must be:

- Non-combustible.
- Made of self-extinguishing plastic (if applicable).
- Flame proof fabric.
- Rendered 'flame resistant' by an acceptable process of impregnation if manufactured from plywood, hardwood, pulp board or fiberboard.

Where possible, all corners on aisles and walkways must be rounded (no sharp corners) and tapered down from stand floor level to existing floor level to ensure that no trip hazard exists. A corner nosing is recommended for all corner edges.

Ramps and landings with drop-offs must all have edge protection, and shall have lips, walls, railings or projecting surfaces that prevent people from slipping off the edge.

All raised flooring must be clearly distinguishable from the surrounding floor area.

Stand edging is the responsibility of the stand owner and must be continually monitored during the event to ensure it remains in a safe condition.

All ramping must be incorporated within the stand floor and must not encroach into the aisle.

All aisles must remain clear from obstruction and fire exits must have direct and clear access. Sight lines for exit signs must not be compromised.

4.34 Temporary Structures

Note: Refer to [Appendix 1](#) for Weight Loading on Infrastructure Map.

If you plan to install infrastructure at your event, you will need to submit detailed information to City of Perth's Development Approval Unit (DAU) for assessment. The aim of the DAU team is to ensure that appropriate levels of safety, health and amenity are achieved and maintained. The type of documentation required is dependent on the size of structures and persons being housed within.

The following list is a quick reference to City of Perth requirements based on structure size or capacity. A Temporary Structures Guidelines can be found at the Events, Forms and Templates on the [City of Perth](#) website.

4.34.1 For marquees/tents not more than 20sqm:

The structure is to comply with manufacturer's installation instructions and the City of Perth's condition for tie-down. (Wind limitations apply). Recommended 18kg per leg of marquee for site.

4.34.2 For unenclosed (open-sided) marquees/tents between 20sqm and 750sqm:

Provide structural certification along with engineering details prior to installation.

Show adequate separation distance to existing buildings on the site plan.

Provide Certificate for Installation of Temporary Structure, signed by a competent/ licensed person responsible for the installation, upon completion and provided to the Onsite Event Manager prior to the event starting.

4.34.3 For enclosed marquees/tents between 20sqm and 750sqm:

As per above (5.34.2), plus provide details of fire hazard properties of the roof and wall coverings.

Consider provision for egress width, exit numbers, and exit travel distance.

[Provide a Certificate for Installation of Temporary Structure](#), signed by a competent/ licensed person responsible for the installation, upon completion and provided to Onsite Event Manager prior to the event starting.

4.34.4 For temporary structures over a single level, with not more than 50 people:

As per above (5.34.2), plus consider stair construction (handrails, stair risers and nosing), balustrade, accessible features to the applicable Australian Standards.

Consider wheelchair access and if you need an access consultant to assist.

[Provide a Certificate for Installation of Temporary Structure](#), signed by a competent/ licensed person responsible for the installation, upon completion

and provided to Onsite Event Manager prior to the event starting.

4.34.5 For Tiered seating or stage or elevated platform with no more than 50 people:

As per above (5.34.2), plus show dimensional requirements for tiered seating on the site plan.

[Provide a Certificate for installation of temporary structure](#), signed by a competent/ licensed person responsible for the installation, upon completion and provided to the Onsite Event Manager prior to the event starting.

4.34.6 For marquees/tents greater than 750sqm, or where there are 50 people or more for temporary structures over a single level, tiered seating, stage, or elevated platform:

As per above (5.34.2), plus provide a Letter of Substantial Compliance from a WA registered Building Surveyor that the installation is fit for purpose and meets City of Perth's Temporary Structures Guidelines.

4.35 Multiple Storey Stands

All multiple storey construction must be approved by DevelopmentWA a minimum of eight weeks prior to the commencement of the event. Submissions should include fully dimensioned plans and elevations and detail all features, including ingress/egress points and stairways, and certification from a structural engineer detailing the maximum allowable load capacity of the structure.

Once construction is complete, a structural engineer must certify the structure's compliance with the relevant building codes and Standards. A copy of this certification must be provided to the Onsite Event Manager before event commencement.

Any stand with a roof structure over 9m² may require additional fire protection equipment. The size and nature of such equipment will be dictated by DevelopmentWA consulting fire engineers, at the Licensee's cost.

4.36 Floor Levels and Staging

Slips, trips and falls are a major cause of potential litigation. It is therefore recommended that raised flooring be avoided wherever possible. Any change in floor level or surface is a potential tripping hazard. Where changing floor levels occur, every effort should be made to avoid an incident through the use of non-slip materials, contrasting colours, tactile indicators and effective lighting.

Where ramps are required, careful consideration should be given to the number and location of these ramps to ensure minimal inconvenience to users.

The construction of raised floors and ramps is subject to various Australian Standards, which are to be adhered to at all times by the Licensee and its contractors.

The construction of stages, risers and platforms is also subject to various Australian Standards. Compliance with such Standards is mandatory for all work carried out at the site.

4.37 Scaffolding

All scaffolding used at the site must be assembled / dismantled and approved by a licensed scaffolding rigger. Assembled scaffolding shall display an appropriate 'safe to use' card signed by the licensed rigger. All scaffolding must be stored away from public areas during the operational period of the event.

Proposals to use scaffolding must be submitted in writing to the Onsite Event Manager no later than 30 days prior to commencement of the Event License period.

4.38 Rigging

Event rigging plans must be submitted to the Onsite Event Manager for approval no less than 30 days prior to installation.

All event rigging must be installed and removed by a licensed approved rigger. Before commencement of work, copies of relevant rigging licenses are to be provided to the Onsite Event Manager.

4.39 Fire Elements

4.39.1 Smoking Ceremonies

Smoking ceremonies must be managed by a designated person to ensure safety of pedestrians and have a water/fire blanket close in case of emergencies.

4.39.2 Fire Cannons/Firecracker/Fireworks

Any Fire Cannons/Firecrackers/Fireworks applications must be submitted to the Onsite Event Manager for DevelopmentWA approval no later than six weeks prior to the event. A fireworks event permit is required from the Department of Mines, Industry Regulations and Safety (DMIRS) for aerial fireworks and if you are planning on having:

- A single firework event.
- A group of consecutive events at the same venue – where the time is not greater than 48 hours.

Applications can be made at [Fireworks Event Permit Application.pdf](#)

A permit is not required from Department of Mines, Industry Regulations and Safety for close proximity (rooftop/bridge) fireworks or fire-crackers however they must still be notified.

City of Perth will also need to approve, support and sign off on the fireworks application. Please contact the City of Perth's Activity Approvals team on (08) 9461 3333 or e-mail activity.approvals@cityofperth.wa.gov.au

4.39.3 Fire Pits

Any fire pit applications must be submitted to the Onsite Event Manager for DevelopmentWA approval no later than six weeks prior to the event. DFES/ Site Fire Contractor notification/approval may be required for medium to high-risk events. Events requesting the use of Firepits onsite for their event must adhere to the following:

- Fire pit situated in dedicated area fenced off to the public.
- Have a designated staff member whose sole responsibility is the safety of the area.
 - Staff member to hold current first aid certificate.
- First aid kits must be accessible with additional burns first aid equipment.
- Water, fire blanket and fire extinguisher must be accessible.

4.40 Temporary food vendor

If you are holding an event with food stalls or food trucks you will need to ensure all vendors:

- Hold a current Food Act Registration Certificate with the local government in which they are located (in accordance with the Food Act 2008).
- Lodge a Temporary Food Vendor Permit form or provide the food permit/s if already obtained, with a site plan to demonstrate the layout of your equipment and pay the applicable fee. ([Temporary Food Vendor Permit](#))
- Comply with the Environmental Health Guideline Temporary Food Business.

City of Perth may conduct an inspection of your food stall or vehicle prior to the event or on the day of the event. The Temporary Food Vendor Permit must be submitted at least three weeks prior to your event.

All documentation above must be provided to the Onsite Event Manager prior to event commencement as proof of registration and compliance.

4.40.1 Food Trucks

Food truck applications must be submitted to the Onsite Event Manager for DevelopmentWA approval no later than six weeks prior to the event food trucks can only utilise below areas of Elizabeth Quay and/or Barrack Square and be aligned to a specific event.

Barrack Square

- Paved or grass areas only maintaining a three-metre pedestrian access at the trading side.
- A maximum of four trucks for site.

Elizabeth Quay

- Paved area on The Landing along Geoffrey Bolton Avenue.
- A maximum of six trucks on site.
- Must be completely self-sufficient, no onsite power accessible to food vendors.
- Food trucks not to remain onsite post event unless approved by the Onsite Event Manager.

We may consider more than the recommended food trucks per site if additional elements are included such as road closures, number of estimated people etc.

Additional cleaning is required for any event that is utilising food trucks at an event. It is recommended having cleaners onsite for the duration of and for two hours post event.

Post event pressure cleaning is also required for all activation utilising Food Trucks.

4.41 Event Cleaning Cost Rates

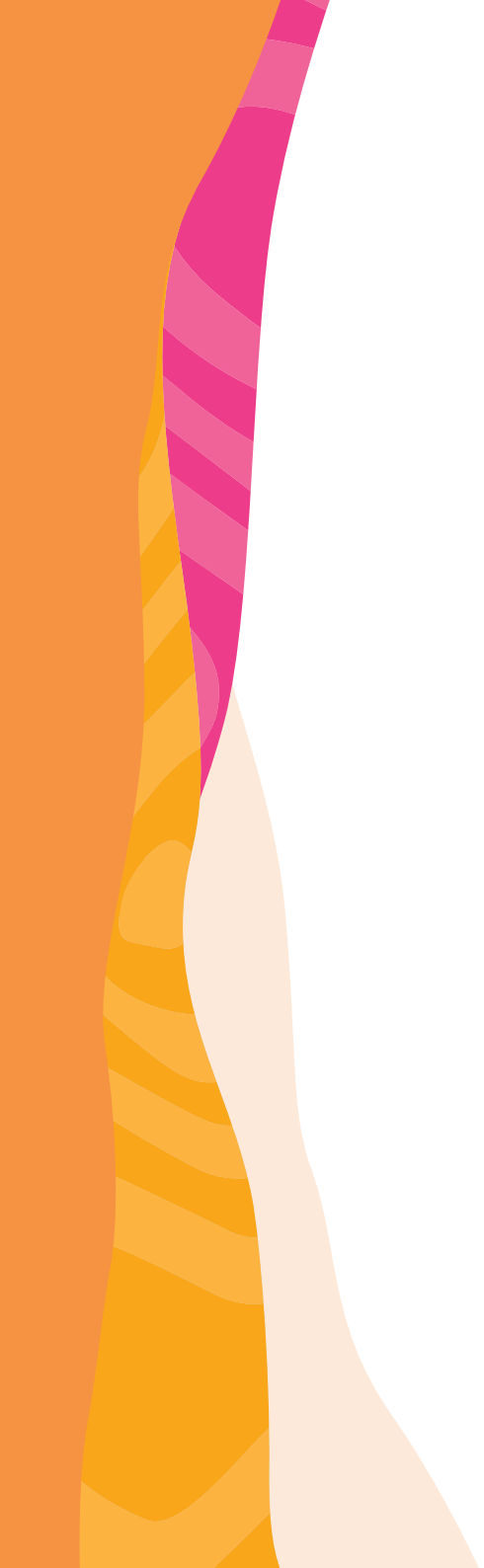
Post event pressure cleaning type will be determined by the Onsite Event Manager, based on the scale and type of event (even if not utilising Food Trucks).

	Under 100	100-500	500 - 1000	1000-5000	5000+
Cleaners	1	2	2	3-5	8+
SITE SPECIFIC ADDITIONAL CHARGE RATES	M-F 6AM -6PM	M-F 6PM-6AM	SAT 24 HOURS	SUN 24 HOURS	P/H 24 HOURS
Adhoc Cleaning Rates per hour (Cleaner)	\$49.12	\$55.54	\$70.49	\$91.85	\$113.22

Additional Details:

- Rates exclude GST.
- Minimum four-hour shift.

Type of post event pressure cleaning to be determined by the Onsite Event Manager. Prices from \$752.82-\$1,370.00 per day.



Appendices

APPENDIX 1: SITE INFRASTRUCTURE MAP

ELIZABETH QUAY

INFRASTRUCTURE MAP KEY

Precinct Details

ACCESS

- 1 Entry points
- 2 Closed lots
- 3 Public toilets
- 4 Entry gates

LANDMARKS AND PUBLIC ART

- 1 First Contact
- 2 Spanda
- 3 BHP Billiton Water Park
- 4 Ferry Terminal Canopy
- 5 Station Park
- 6 Bessie
- 7 Island Playground
- 8 Blade Walls
- 9 Lighting Edge
- 10 Signature Ring
- 11 Swans

Event Infrastructure

ACCESS

- 1 Parking
- 2 Cross Over

ELECTRICAL EVENT SERVICES

EVENT DB

- 1 200A Power Lock
- 2 2 x 50A Socket
- 3 2 x 32A Socket (3 Phase)
- 4 2 x 15A Socket (1 Phase)

IN BASE POLES

- 1 32A Socket (3 Phase)
- 2 15A Socket (1 Phase)

HYDRAULIC EVENT SERVICES

- 1 Sewer connection point for portable toilet block
- 2 Event water in-ground coupling via standard pipe, hydrant

PAVEMENT TYPE

- 1 Stone pavement loading criteria: UDL = 20kPA | 12 tonne axle
- 2 Stone pavement loading criteria: UDL = 10kPA | L = 45kN
- 3 Timber decking loading criteria: UDL = 5kPA | L = 4.5kN
- 4 CCTV camera location
- 5 Removeable bollards
- 6 3m clear zone
- 7 Vehicular movement

LOT SURFACE FINISHES

- 1 Lawn area: grass
- 2 Pathway: red asphalt
- 3 Drainage area

LIGHT POLE TYPES

- 1 Type 1: FN25 Light Pole 1
- 2 Type 2: FN 26 Light Pole 2
- 3 Type 3: FN27 Light Pole 3
- 4 Type 4: FN29 Light Pole 4
- 5 Type 5: FN30 Light Pole 5

TYPE AND QTY OF UMBRELLAS

- 1 CS32: QTY 19 (SQ 3.18m x 3.18m)
- 2 CS38: QTY 9 (SQ 3.75m x 3.75m)
- 3 CO50: QTY 8 (OCT 4.95m x 4.95m)
- 4 CO40: QTY 3 (OCT 4.05m x 4.05m)
- 5 10m umbrella



APPENDIX 2: EVACUATION ASSEMBLY AREAS

Assembly Area	Map	Notes
A		<p>A: 'Alpha'</p> <p>Supreme Court Gardens</p> <p>To be used in case of total precinct evacuation</p> <ul style="list-style-type: none"> • Unsuitable in inclement weather • Unsuitable in event of active armed offender incident
B		<p>B: 'Bravo'</p> <p>Green Space adjacent to Corner of Esplanade and William Street</p> <p>Can be used for smaller-scale precinct evacuations < 500 pax</p> <ul style="list-style-type: none"> • Unsuitable in inclement weather • Unsuitable in event of active armed offender incident

APPENDIX 3: INCIDENT REPORT FORM

1. Incident Type				
Injury/Illness	Near Miss	Property	Environment	Other
Site Address (incl. full address, suburb, postcode etc.):			Client/Owner:	
			Business Line:	
2. Injured Person Details (complete only if persons were injured/became ill)				
Surname:			First name:	
D.O.B:	Sex: Male	Female	Contact Ph:	
Employer (if applicable):			Job title (if applicable):	
CBRE employee	Tenant	Visitor/Public	Contractor	
3. Incident details				
Occurred: ___/___/___ at ___:___ AM / PM				
Reported: ___/___/___ at ___:___ AM / PM				
<i>Note: if Police or WorkCover has attended site in relation to this incident, contact a member of the CBRE HSE team via phone as soon as possible.</i>				
Injuries sustained: Yes		No	Injuries sustained: Yes	
Details:			No	
			Details:	
Description of incident:				

Incident captured on CCTV: Yes	No	If Yes, maintain a copy
Details of witnesses (if any)		
Name:	Position:	Ph:
Name:	Position:	Ph:
Location of incident		
Car Park / Access Road	Mall / Foyer	Lift / Escalator
Tenancy	Roof	Stairwell
Toilet / Welfare areas	Loading Area	Plant room
Food Court	Landscaped areas	Children's Play Area
other	if other provide details :	
Type of incident/cause:		
Fall from a height	Hitting object with body part	Flood
Property damage	Being hit by moving object	Stress/mental
Vehicle	Medical/illness	Fall from a height
Animal/insect	Manual handling/lifting	Other
Fire	Electric shock/electrocution	Biological

Assault/altercation	Slip, trip, fall If yes please select one: Foodstuffs Beverages Steps/Stairs Rainwater on floor Lack of barrier Slippery surface Uneven surface Tripped over object Poor lighting	Caught If yes, please select one: Automatic door Manual door Lift Plant/equipment Escalator/travelator Other
---------------------	---	---

4. Injury Details (if an injury has occurred):

Head	Neck	Internal
Face	Face	Shoulder
Eyes	Chest	Arm
Teeth	Abdominal	Wrist
Finger/Thumb	Leg	Knee
Ankle	Foot	Toe
Multiple/various	Unknown	Other

Injury Type

Contusion/bruising	Amputation	Fracture/dislocation
Burns	Fatality	Other
Illness	Cuts/Abrasions/laceration	Concussion / headache
Musculo-skeletal (strain/sprain)	Bites/Sting	Soreness, pain

Superficial Injury (inc abrasion, splinter,graze)

Treatment details, if any (i.e. first aid, ambulance etc.):

5. Corrective actions

Note: For Serious incidents, an investigation is to be completed with the assistance of the HSE Team.

For all other incidents, the Incident Investigation Report is to be completed at the Manager/Supervisors discretion.

Immediate (short term) actions taken following incident:

Date Completed:

Long term/planned actions:

Date Scheduled:

6. CBRE Employee Completing Form

Surname:

First Name:

Phone number:

Position:

Signature:

at ___: ___ AM / PM



ELIZABETH
QUAY

