

# Assessable Events Rule

This rule was made under section 35(3) of the *Events Local Law 2022*



*Dedicated to a better Brisbane*

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## Part 1: Introduction

The Assessable Events Rule sets out the information Brisbane City Council (Council) may require to support an application for an assessable event permit under the *Events Local Law 2022* (the local law). It also identifies the types of conditions that Council may impose to achieve a high level of patron safety, minimise adverse impacts on public health and safety, and the amenity of the surrounding area.

## Part 2: Supporting information for an assessable event permit application

To support an assessable event permit application, certain mandatory information is required. Additionally, Council may also require other documentation to be submitted.

### 1. Mandatory information

All applications for an assessable event permit require the following documents to be submitted.

#### (a) Emergency response and evacuation plan

Section 9(2)(b)(v) of the local law requires the applicant to provide an emergency response and evacuation plan developed or endorsed by an appropriately qualified person detailing how potential emergencies, such as medical, weather or security incidents, will be managed and communicated to ensure the safety and security of all event patrons, residents and local businesses.

The plan must:

- take into consideration the anticipated number of patrons, and provide sufficient detail of the processes and procedures to be implemented should any of the emergencies occur;
- detail staff roles and responsibilities in relation to the plan and whether external specialist contractors will be engaged to perform these services (e.g. first-aid, medical or security);
- address how an emergency will be communicated including responsibilities for postponing or cancelling the event if necessary, and which event staff make this decision and the criteria that must be considered;
- consider any necessary training required for event staff.

The plan must detail:

- expected number of patrons;
- number of staff including all paid, volunteer and contract staff;
- staff training requirements;
- communication protocols, including appropriate chain of command and escalation triggers;
- emergency and disaster planning and preparedness;
- hazard identification and mitigation;
- emergency response procedures;
- procedures, routes and triggers for evacuation;
- procedures for emergency vehicle access;
- first-aid requirements, including the provision of specialist first-aid or medical services;

- locations of nearby medical facilities and contact numbers;
- inclement weather procedures, including extreme heat, sun/UV protection, rain, storm and high winds;
- event cancellation or postponement decision making process.

**Appropriately qualified person** for section 9(2)(b)(v) of the local law means a person with either a qualification in a relevant area, such as emergency or disaster response or workplace health and safety; or someone with demonstrated experience in developing effective emergency response plans.

### **(b) Public liability insurance**

Section 9(2)(b)(ix) of the local law requires the applicant to provide a certificate of currency for public liability insurance, in the same name as the assessable event permit holder, for an aggregate amount of at least \$20 million (or other agreed amount) for the duration of the event. Where an event is held on Council land, the certificate of currency must note Council as an interested party.

### **(c) Site plan**

Section 9(2)(b)(i) of the local law requires the applicant to provide a plan of the location or place where the assessable event is to be undertaken and details and drawings of building, layout and other structure elements, including temporary structures.

A site plan must include:

- entry and exit points from the event and adjoining buildings;
- emergency services designated areas and access points;
- location and arrangement of noise sources;
- location and arrangement of light sources;
- method of proposed ventilation (for any indoor event);
- location and number of bins;
- location and number of toilets;
- location of food and drink stalls including potable water supply source.

## **2. Additional documentation that may be required**

Additional documentation that may be required for the event is dependent on the activities undertaken at the event. This would generally include music festivals and large-scale events with a number of assessable risk features. This documentation may include:

### **(a) Event risk assessment and management plan**

Section 9(3) of the local law requires the applicant to provide an event risk assessment and an event risk management plan if requested.

An event risk assessment is a systematic process of identifying and evaluating the likelihood and consequence of risks that could occur during the event and assigning appropriate resources or controls to manage the identified risks as far as reasonably practicable.

The event risk assessment should be undertaken in accordance with a best practice approach, such as *ISO 31000:2018 – Risk Management Guidelines* and *ISO 31010:2019 – Risk Management Risk Assessment Techniques*.

When developing an event risk assessment, the context of the event must be taken into consideration to inform potential risks, including crowd size and

demographic, time of day or year, length of the event, location, or whether alcohol is available.

An event risk assessment must contain the following five step process and must be documented in the form of a risk management plan:

1. Identify the hazard.
  - What is the hazard that needs to be addressed?
2. Determine who may be affected and assess the risk.
  - Are there specific people who may be affected?
  - What is the likelihood of the hazard occurring?
  - What are the consequences if the hazard did occur?
3. Identify controls or corrective actions.
  - Can the hazard be avoided?
  - Are there any processes or physical controls that would reduce the risk?
  - Can the risk be managed internally or are specialist services required?
4. Document the assessment.
5. Develop a review process for the risk assessment, corrective actions and controls.

An event risk management plan is a comprehensive document that brings together all the documented event risk assessments and their associated controls, and the assigned responsibility for identified controls. An event risk management plan must be specific for each event and include:

- human resources/staffing (e.g. staff illness, training deficiencies);
- public relations/reputational risks (e.g. inadequate public information, adverse media attention);
- health and safety risks (e.g. injury to the public or property during bump-in and bump-out);
- crowd safety and security risks (e.g. injury during event, unacceptable behaviour, congestion, access to stage);
- weather/environmental risks (e.g. weather impacts);
- communication risks (e.g. system failure, key contacts unavailable);
- financial risks (e.g. insufficient ticket sales, budget overspend);
- traffic and transport risks (e.g. congestion, vehicle and foot traffic impacts, insufficient parking, public transport impacts);
- bump-in and bump-out details and procedures;
- waste and sanitary management plan;
- community and stakeholder engagement plan.

## **(b) Noise management plan**

Section 9(2)(b)(x) of the local law requires the applicant to provide a noise management plan for assessable events involving a firearm activity or a motorsport activity or an outdoor musical performance where the sound pressure level is expected to exceed 95dBC when measured 15m from any speaker.

Council requires a site-specific noise management plan to be lodged with an application in accordance with section 11 of the local law.

A noise management plan must include the following:

**(i) For an outdoor musical performance:**

- the expected sound pressure level needed to practically conduct the assessable event. The expected sound pressure level must be identified using LAeq and LCEq descriptors with five-minute intervals;
- a measurement monitoring point located at the event, so that the permitted sound pressure levels can be confirmed during the performance. This is typically a point in front of the stage, 15m to 30m away from the speakers. This can often be done at the sound mixing desk / front of house, for operational practicality;
- identify forecast sound pressure levels at the nearest noise sensitive place;
- forecast sound pressure levels must be developed or endorsed by a suitably qualified person. Any noise sensitive place forecast to experience noise levels exceeding 70dBA LAeq,5min must be clearly identified.

**(ii) For a motorsport activity or firearm activity:**

- the expected sound pressure level needed to practically conduct the assessable event;
- a measurement monitoring point located at the event so that the permitted sound pressure levels can be confirmed during the event;
- the monitoring point is to be located at the event at a position where sound can be readily measured;
- identify forecast sound pressure levels at the nearest noise sensitive place.

A **suitably qualified person** for section 9(2)(b)(x) of the local law means a person eligible for membership at a level no less than the grade “Member” of the Australian Acoustical Society.

A **noise sensitive place** is a childcare centre, a community care centre, a community residence, a detention facility, a dual occupancy, a dwelling house, a dwelling unit, an educational establishment, a health care service, a hospital, a hotel, (to the extent the hotel provides accommodation for tourists or travellers), a multiple dwelling, a relocatable home park, a residential care facility, a resort complex, a retirement facility, rooming accommodation, rural workers' accommodation, short-term accommodation or a tourist park.

The definitions of these terms can be found in the Brisbane City Plan 2014 and the *Planning Regulation 2017*.

**(c) Traffic management plan**

If traffic flow is likely to be impacted (consider impact on road operations, the safety of road users, event participants, patrons, spectators and event staff) a traffic management plan will be required. Section 9(2)(b)(vi) of the local law requires the applicant to provide a traffic management plan prepared or endorsed by an appropriately qualified person. Council requires the traffic management plan to be prepared in accordance with the Queensland Government's Department of Transport and Main Roads – *Event Traffic Management Design Guidelines*.

**Appropriately qualified person** for section 9(2)(b)(vi) of the local law means a qualified traffic management designer (TMD).

To find a qualified TMD visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au), search and select 'traffic management at special events', scroll down to section 'planning for traffic impacts' and select 'TMD qualified individuals'. The TMD may also be able to provide an assessment of the event and advise what, if any, traffic management is required.

## Part 3: Assessable event permit conditions

A permit may be granted with one or more conditions including:

### 1. Attendees

You must ensure that the maximum number of people permitted at the event over the duration of the event, or at any one time, is not exceeded.

### 2. Duration and hours of operation

You must ensure that the event is not undertaken beyond the permissible hours of operation.

This may include restrictions on:

- the days of the week the event can be undertaken;
- the permissible hours of operation for each day of the week; and
- the maximum number of days the event can be undertaken.

### 3. Dust

You must undertake dust suppression activities (such as the use of water trucks) to ensure the event activities do not create health, safety or amenity issues for patrons or surrounding residents and businesses.

### 4. Emergency management

You must comply with the emergency response and evacuation plan agreed with Council.

You must undertake all appropriate action to ensure the health and safety of all event patrons, staff, volunteers and members of the public.

### 5. Environmental protection

You must implement and comply with any processes and procedures relating to the protection of certain areas, such as trees, waterways or natural areas or to minimise the potential for water pollution to occur.

### 6. Event management plan

You must comply with the event risk management plan agreed with Council.

You must comply with all requirements to manage site specific risks, including:

- the provision of safety barriers;
- the provision of ramps or other safety and accessibility structures.

### 7. Light

You must ensure lighting is provided and maintained in a way that:

- is adequate to ensure the safety and security of all patrons;
- does not intrude on the amenity of occupiers of surrounding properties;
- does not negatively impact traffic or cause unsafe conditions;
- complies with any relevant Australian Standards.

You must notify patrons prior to the event of the use of any strobe lighting via advertising, erection of signs and/or announcements.

## 8. Noise

### (a) Where music is expected to exceed 95dBC measured 15m from any speaker

You must comply with the noise management plan agreed with Council.

You must only allow permissible noise to occur during the hours specified in the permit.

You must ensure that any stages and speakers are located and orientated in accordance with the agreed plans.

You must ensure the maximum noise levels set by Council, measured using the LAeq and LCEq descriptors, are not exceeded at the indicated measurement position.

You must engage the services of a suitably qualified person to measure and record noise levels during the event (including sound checks and rehearsals) to monitor compliance with the permitted noise levels. The recorded noise levels must be retained and provided to Council upon request.

A **suitably qualified person** means a person eligible for membership at a level no less than the grade "Member" of the Australian Acoustical Society.

### (b) Where music is not expected to exceed 95dBC measured 15m from any speaker

You must ensure that the following noise levels are not exceeded:

Distance from speakers to nearest noise sensitive place*	Permissible Amplified Music Level, measured 15m in front of speakers, Leq,5min
>15m to 25m	80 dBC
>25m to 35m	84 dBC
>35m to 50m	87 dBC
>50m to 65m	90 dBC
>65m to 80m	93 dBC
>80m	95 dBC

\* Outdoor musical performances closer than 15m from a noise sensitive place are **not** permitted.

A **noise sensitive place** is a childcare centre, a community care centre, a community residence, a detention facility, a dual occupancy, a dwelling house, a dwelling unit, an educational establishment, a health care service, a hospital, a hotel, (to the extent the hotel provides accommodation for tourists or travellers), a multiple dwelling, a relocatable home park, a residential care facility, a resort complex, a retirement facility, rooming accommodation, rural workers' accommodation, short-term accommodation or a tourist park.

The definitions of these terms can be found in the Brisbane City Plan 2014 and the *Planning Regulation 2017*.

### (c) Public Address Systems

You must set the public address system at a suitable level for the locality and proximity of your event to noise sensitive places.

You must manage the location, direction and operation of any public address



system to prevent or minimise the impact to noise sensitive places.

A **noise sensitive place** is a childcare centre, a community care centre, a community residence, a detention facility, a dual occupancy, a dwelling house, a dwelling unit, an educational establishment, a health care service, a hospital, a hotel, (to the extent the hotel provides accommodation for tourists or travellers), a multiple dwelling, a relocatable home park, a residential care facility, a resort complex, a retirement facility, rooming accommodation, rural workers' accommodation, short-term accommodation or a tourist park.

The definitions of these terms can be found in the Brisbane City Plan 2014 and the *Planning Regulation 2017*.

## 9. Odour

You must ensure odour management activities are undertaken to minimise the impact on the amenity of the site and surrounding properties, including:

- the cleaning of certain areas in the site, such as animal housing or enclosures;
- storing of materials in a manner as to minimise the release of odours, such as storing horse manure in covered waste receptacles or storing chemicals in a designated, ventilated room;
- ensuring that waste materials are removed from site on a regular basis and disposed of at an approved waste facility.

## 10. Public health

If animals are present at the event, such as petting zoos, you must have:

- suitable hand washing facilities including running water, soap and paper towel, in proximity to the animal enclosure;
- animal petting areas and food outlets and eating areas adequately separated;
- animal waste and other contaminated material removed at regular intervals and disposed of in a safe manner into an appropriate/suitable waste container.

## 11. Public liability insurance

The public liability insurance must be current for the duration of the assessable event.

The certificate of currency for public liability insurance must be available for inspection by a Council officer for the duration of the event. A copy of the public liability insurance policy must also be available or accessible to view by the Council officer upon request.

## 12. Safety, security and crowd control

You must provide:

- an adequate number of suitably qualified staff at the event to ensure the safety of the public and to supervise the activities being undertaken;
- adequate ingress and egress points to ensure the safe entry and exit of event patrons;
- an appropriate communications system and equipment to manage emerging issues, including emergencies.

For events covering a large area, such as fun-runs, marathons or cycle races, you must provide suitably qualified staff at regular intervals along the length of the event route.



### 13. Toilet facilities

You must comply with any sanitary management plan agreed with Council.

For events without a sanitary management plan agreed with Council, the number of toilet facilities will be set by Council on a case-by-case basis, taking into consideration:

- the duration of the event;
- the number of people expected to attend at the event;
- the footprint of the event space;
- the nature of the event;
- the number of unisex disability access toilets required;
- whether food or drink will be available at the event.

Separate toilet and handwashing facilities must be made available for food handlers.

All toilet facilities must be maintained and in good working order for the duration of the assessable event.

All toilet facilities must be cleaned and restocked at regular intervals throughout the duration of the assessable event.

You must provide at least one unisex disability access toilet.

### 14. Site plan

You must comply with the agreed site plan.

You must apply to Council for prior approval for any changes to the agreed site plan.

### 15. Approved activities

You must ensure the event involves only those activities approved in the permit.

### 16. Stakeholder notification

You must comply with any stakeholder notification plan agreed with Council.

You must notify relevant stakeholders in reasonable time prior to the date of the assessable event. This could be in the form of:

- emails to identified relevant stakeholders, including
  - [Queensland Ambulance Service](#)
  - [Queensland Police Service](#)
  - [Queensland Fire and Emergency Services](#)
  - [the local Councillor](#)
  - [Translink](#)
- letter drops to all residents and businesses within a 1 km radius of the event;
- focused community engagement in areas forecast to experience elevated noise levels;
- regular updates on websites and social media advising of all upcoming events.

You must provide an event hotline number for community questions or complaints.

A complaints register must be kept outlining any details of complaints received and how they were addressed. This register must be retained and provided to Council officers upon request.

## 17. Sustainability

You must incorporate sustainable principles into your event (for example: limit bringing plastics straws, balloons, single use plastic drink bottles and plastic bags into the event).

## 18. Traffic, transport parking and pedestrian management

### (a) Where there is no impact on road users or the public transport network

You must comply with any advice received from an appropriately qualified person advising what actions, if any, are required to comply with the requirements of the Department of Transport and Main Roads – [Event Traffic Management Design Guidelines](#).

### (b) Where there is minor impact on road users or the public transport network, but a traffic management plan is not required

You must comply with any information or recommendations contained within a risk assessment undertaken into the public transport and traffic management requirements of the event and agreed with Council.

### (c) Where there is a high impact on road users or the public transport network.

You must comply with the requirements of the traffic management plan developed or endorsed by a registered [Traffic Management Designer](#) advising what actions, if any, are required to comply with the requirements of the Queensland Department of Transport and Main Roads – [Event Traffic Management Design Guidelines](#).

## 19. General

You must ensure that event patrons can access, enter and exit the event safely.

You must ensure that the ingress and egress of patrons to or from the event does not restrict access for road users (including vehicle traffic, public transport users, cyclists or pedestrians) or unduly impede access to neighbouring business or properties.

## 20. Waste and litter

You must comply with any waste management plan agreed with Council.

For events without a waste management plan agreed with Council, the number of waste facilities will be set by Council on a case-by-case basis, taking into consideration:

- the duration of the event;
- the number of people expected to attend at the event;
- the footprint of the event space;
- the nature of the event;
- whether food or drink will be available at the event;
- the types and quantity of waste expected to be generated at the event.

For assessable events involving animals you must provide appropriate equipment and sealed bags or containers for the immediate collection and disposal of any animal waste.

You must ensure that all waste and litter generated from the event is removed and appropriately disposed of.

You must implement documented processes and procedures that manage waste and litter. These must be available for inspection by a Council Officer upon request. The required documents must include:

- sustainability practices (e.g. use of recyclable or compostable packaging);
- details of waste management provider;
- types and locations of waste receptacles;
- drop-off and collection procedures for bins;
- procedures for checking and emptying bins during the event;
- post-event clean up.

## 21. Water supply

You must ensure that an adequate supply of drinking water is available. All drinking water provided must be potable water suitable for human consumption that meets the requirements of the *Australian Drinking Water Guidelines*.

## 22. First-aid and medical services

You must comply with any first-aid and medical services plan agreed with Council.

For events without a first-aid and medical services plan agreed with Council the table below provides guidance on the number of first-aid services that may be required. Council will assess the event to determine the appropriate condition for the provision of first-aid and medical services.

Attendees (at the busiest time)	First-Aid Personnel	First-Aid Posts
< 1000	4	1
< 2000	6	1
< 5000	8	2
< 10,000	12	2
< 20,000	22+	4

All first-aid posts must be clearly signed and identified by illuminated sign at night. Posts should be clearly marked on the event layout map and easily accessible to patrons and emergency personnel.

For events that only require first-aid personnel, all first-aid personnel must have a minimum qualification of 'Provide First Aid' from a nationally accredited training course or an equivalent level of training.

## 23. Advisory note for assessable events

You must ensure that any other legislative requirements are met and that all relevant licences, permits or approvals are obtained, including:

- obtaining any relevant filming or photography permits;
- complying with any CASA requirements when flying drones;
- having all electrical equipment appropriately certified;
- ensuring all temporary structures are appropriately certified, including obtaining the Queensland Building and Construction Commission Form 30 for structures such as tents or marquees over 100m<sup>2</sup>;
- obtaining the relevant liquor licence;
- ensuring all requirements for firework displays are met;
- obtaining relevant road closure permits and documentation.

## Part 4: Resources

### Useful links, standards and documents

#### Queensland Government

- Queensland Government's *Events in Queensland – Best practice guidelines for event delivery in Queensland*
- Department of Transport and Main Roads – *Queensland Guide to Temporary Traffic Management*
- Department of Transport and Main Roads – *Event Traffic Management Design Guidelines*
- Queensland Health's *Animal Contact Guidelines – Reducing the risk to human health 2014*

#### Other

- ISO 31000:2018 – Risk Management
- ISO 31010:2019 – Risk Management Risk Assessment Techniques
- ISO Guide 73:2009 Risk Management Vocabulary
- NHMRC / ARMCANZ *Australian Drinking Water Guidelines*
- Australian Acoustical Society – [www.acoustics.org.au](http://www.acoustics.org.au)
- Safe Work Australia *Emergency Plans Fact Sheet*  
<https://www.safeworkaustralia.gov.au/doc/emergency-plans-fact-sheet>

#### Qualified persons

- To find a qualified Traffic Management Designer (TMD) visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au), search and select 'traffic management at special events', scroll down to select 'planning for traffic impacts' and select 'TMD qualified individuals'.
- A suitably qualified person means a person eligible for membership at a level no less than the grade "Member" of the Australian Acoustical Society and can be found at <https://www.acoustics.org.au/membership/find-a-member/>