

Code of practice for running safer dance parties



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Contents

Introduction	1
1. Planning, preparation and management	2
1.1 Venue assessment	2
1.2 Indoor events	2
1.3 Outdoor events	4
1.4 Authorities, professionals and experts to contact for approvals and advice	5
1.5 Event briefings	6
1.6 Security and crowd control	7
1.7 Communication systems	9
1.8 Event manager and establishing an event management centre	10
1.9 Signage	10
1.10 Public liability insurance	10
1.11 Event clean up	10
1.12 Summary—planning, preparation and management	11
2. Public health and safety	12
2.1 On-site first aid and medical care	12
2.2 Provision of drinking water	13
2.3 Overcrowding	14
2.4 Exposure and hypothermia	14
2.5 Noise	14
2.6 Food safety	15
2.7 Toilets	16
2.8 Waste management	17
2.9 Shelter	18
2.10 Strobe lighting, lasers and pyrotechnics	18
2.11 Fire safety	18
2.12 Emergency response plan	19
2.13 Summary—public health and safety	20
3. Harm reduction and education	21
3.1 Peer education and peer-based service providers	21
3.2 Dehydration and elevated body temperature	22
3.3 Chill out or cool down area	22
3.4 Drink spiking	22
3.5 Health promotion messages	23
3.6 Needle and syringe disposal	23
3.7 Summary—harm reduction	23

4. Legal issues	24
4.1 <i>The Building Act 1993</i> (Vic)	24
4.2 Fire safety	24
4.3 <i>Occupational Health and Safety Act 1985</i>	25
4.4 <i>Liquor Control Reform Act 1998</i> (Vic)—the service of liquor	25
4.5 <i>Food Act 1984</i>	25
4.6 Summary—legal issues	26
5. Under-18 events	27
5.1 Under-18 events	27
5.2 Summary—Under-18 events	27
Appendix 1 Event checklist	28
Appendix 2 Contact details	38
Appendix 3 Voluntary guidelines to provide free or low-cost drinking water on licensed premises	40
References	41

Introduction

The *Code of Practice for running safer dance parties* (referred to in this document as ‘the Code’), has been prepared to assist organisers of festivals and dance parties plan, run and manage events safely, and meet legal requirements, government standards and safety obligations. The Code is applicable to small and large events and sets a standard of practice for all individuals and organisations that run or participate in dance party events in Victoria. The Code includes both indoor and outdoor events.

There are several health risks particular to dance parties, both physical and environmental, including effects from continuous dancing, noise, raised body temperature and dehydration, and substance use. The weather, terrain or location of the dance party can also pose safety risks. Organisers need to prepare adequately for these risks, especially at outdoor events. Legal codes, building regulations and other guidelines apply to buildings, structures and equipment safety. Proper planning and management can help minimise safety hazards and the risk of litigation.

The Code of Practice covers four major areas:

- planning, preparation and management
- public health and safety
- harm reduction and education
- legal issues.

Legal obligations, current recommendations and standards from professional bodies, as well as valuable advice from a wide range of other people, underpin the Code. Each section ends with a summary of actions required and the event checklist at Appendix 1 will help organisers ensure that the major aspects of planning an event are covered.

The Code is designed to help organisers run a safer dance party and reduce health and safety risks to patrons. It will also improve partygoers’, and the wider community’s, confidence in dance events and festivals and in their capacity to continue to be viable. Ultimately, safer dance parties and events bring benefits to promoters and organisers—as well as the partygoers themselves.

For the purposes of this document, a dance party event is typically an event held at an entertainment venue (either indoor or outdoor) whereby party/event goers attend to enjoy continuous dancing to a diverse range of dance music. Nightclubs that hold regular dance events would be considered as part of the Code.

1. Planning, preparation and management

Thorough planning is essential for staging safe and successful festival and dance party events. To a large extent, this responsibility rests with event managers and promoters who need to be mindful of their 'duty of care' (the standard of treatment a person would expect while they are in the care of another) and minimise any potential risks associated with conducting dance events.

This section looks at some of the steps to take when planning a festival or dance event. Dealing with the necessary approvals, legal and management issues well in advance means fewer last minute or forgotten tasks.

1.1 Venue assessment

Wherever a dance party is held, all buildings and structures must be assessed and comply with the minimum standards set out in the *Building Code of Australia* (see section 4.). This applies regardless of the location and includes unusual venues, such as warehouses, vacant industrial buildings, train carriages and outdoor rural locations, as well as established nightclubs.

- Conduct a thorough assessment well before the event to identify any dangers associated with the location. You may discover that other services and amenities will be required.
- Consider the timing of the event and whether it will be affected by other events planned for the same time or at a nearby location.

1.2 Indoor events

Existing hotels and nightclubs should already be aware of local government authority regulations. However, managers and promoters of festivals and dance parties still need to ensure compliance with the specifications of the *Building Code of Australia* (see section 4.).



Table 1 Pre-event site assessment of indoor venues

Issue	Requirements
Services and utilities already at the venue	Buildings and structures, electricity connections, water supplies, toilets, telephones, food and liquor outlets—must be adequate for the numbers expected and meet legislative and regulatory standards.
Venue access and capacity	Ensure sufficient entrance and exit points for the numbers expected. Check the number of people the building is licensed for or the number that can reasonably fit into the space.
Public transport and traffic management	Consider the capacity of local infrastructure to meet public transport and traffic needs. Large events may need a Traffic Management Plan.
Patron parking, venue access	Ensure there are adequate, well signposted parking spaces and, where possible, designate pick-up and set-down areas. Consider muddy or rough terrain and double-parking issues.
Emergency services access	At all times the site must have clear, unobstructed access for emergency vehicles and personnel to all areas of the venue in case of injury, fire or other emergencies.
Fire safety precautions	Fire exit doors must be operational and unhindered and lead to an escape route. They must be clearly and correctly signposted. Escape routes must be free of obstructions.
Availability of fire-fighting equipment	Ensure adherence with local government authority regulations; including availability of, and training for, staff in emergency operations.
Fully functional emergency facilities and procedures	For larger events, an emergency response plan needs to be in place. At all events, exit signs need to be clearly visible at all times. Sound or lighting equipment must be positioned away from exits and the public.
Adequate ventilation system	Ventilation systems must be working and appropriate for the type of event and numbers expected.
Adequate electrical power and emergency lighting	Anticipate expected power usage. Emergency lighting must operate if the main electrical source fails. Back-up generators must be operational.
Number and adequacy of toilet facilities	Toilet facilities must be adequate and meet recommended numbers (see section 2.7 and Table 4). Make provision for maintenance and repairs during the event and ensure sufficient toilet paper and other consumables are provided and are replenished constantly during the event.
Impact on neighbouring residential areas and the environment	Consider and minimise the impact of the event on neighbours, including businesses, from noise, rubbish or patrons entering and exiting the event.
Other safety measures not covered under the <i>Building Code of Australia</i>	A first aid/medical site is essential (see section 2.1); access to free drinking water (see section 2.2), a chill out/cool down space, separate from dance area (see section 3.3).
Collection of Rubbish	Arrange for regular emptying of rubbish bins and rubbish removal throughout the event to make sure litter does not accumulate around the site (see section 1.11).

1.3 Outdoor events

Outdoor events require additional planning as it is likely that available resources will be well below the standards required for the safe conduct of a public event. Any prospective site will need to be assessed and a plan drawn up to minimise potential risks associated with the location.

Approval to use private or publicly owned land for outdoor events must be obtained from the owners and local government authority.

This process can be quite lengthy and may involve a number of interested parties. The Department of Environment and Primary Industries, through the Regional Forests Manager, for example, oversee approval for the use of land in State forests. Approvals are granted according to the policy of ensuring that the impact of events on the environment, neighbours, the local community and future users are managed appropriately.

Listed below in Table 2 are requirements that will need to be considered for outdoor events. Organisers of outdoor events will also need to take into account pre-event site assessment requirements for indoor events outlined in Table 1.

Table 2 Pre-event site assessment of outdoor venues

Issue	Requirements
Temporary accommodation and shelter	Adequate facilities should be available for partygoers who wish to camp overnight or stay in local accommodation. (Alcohol and drug affected people should be strongly discouraged from driving).
Shelter during the event	There must be provision for adequate temporary structures or shelters for wet or cold weather; protection against hot, dry or high-UV days. Dust and toxic or unpleasant conditions like factory smoke, chemicals, noise or pollution must be considered as well as chill out or quiet areas and gender-specific areas (if required).
Communications	Communication systems must be adequate between event managers, all staff, emergency services and external services at all times at all locations. Patrons must have access to telephones.
Maintenance of facilities	A contingency plan for contacting maintenance service providers.
Adequate all-weather access for all vehicles and emergency services	Ensure clear, unobstructed and well signposted access to entrances and exits for all vehicles (specifically emergency services) to all areas on site. Consider weather and terrain peculiarities that may affect road safety. Exit routes must be adequate to meet environmental needs and numbers of partygoers expected.
Appropriate clothing for weather conditions and the duration of events	Staff and patrons must be informed in advance of appropriate clothing needs for the length of the event, the terrain and all possible weather conditions (see section 2.4).
Impact of the event on the environment	Assess the potential environmental impact, in terms of vehicles and camping in bush areas and patrons wandering away from the site. Consider the impact on the natural environment, including wildlife, walking tracks, grazing fields, crops and farm animals.
Environmental hazards likely to be encountered by patrons at outdoor events	Inform partygoers of potential environmental hazards associated with the site including: <ul style="list-style-type: none"> • snakes, rodents, insects, spiders, dogs and noxious plants • proximity to water bodies, including marshes and watercourses, water depth, currents, water quality, temperature and clarity should be assessed and signage may be needed, including warnings • uncertain or dangerous terrain such as cliffs, gullies, steep inclines, reclaimed or unstable land, land subject to flooding swamps, quarries, landfill, trees that drop branches, chemicals and neighbouring land use, the potential for bushfires or floods.

1.4 Authorities, professionals and experts to contact for approvals and advice

Once a site assessment is completed, applications to relevant authorities will need to be submitted. Don't leave it until the last minute, as it takes time to process applications. You may have to make alternative arrangements if applications are not approved.

Some authorities deal with approvals or permits; others help run the event. There are also organisations that should be informed as a matter of courtesy. This section includes a comprehensive, but not complete, list of organisations that may need to be contacted prior to an event (for contact details see Appendix 2).

Approval needs to be sought from the relevant Council or local government authority prior to holding an event. The appropriate contact person or section of the Council will vary with each local government authority. For example, the Melbourne City Council has a Special Events Group that approves the staging of festival or dance events. Smaller councils may have a specific individual assigned to this task.

Table 3 Minimum notification times

Bodies/authority	Purpose	Time required
* Denotes authorities that must be notified. Note: small events are less than 3,000 participants; large events are more than 3,000 participants		
* Local government authority	Permission to conduct the event	First step: As soon as possible
* Local Police	Safety, liquor licensing and law enforcement issues	Minimum 1 month
* Metropolitan and rural ambulance services	Para-medical services, treatment and transporting patient	Minimum 1 month
* Metropolitan or country fire authorities	Fire safety regulations, fireworks notification, emergency response plans, permits to allow fires for heating and cooking on days of total fire ban	Minimum 1 month 2–3 months if road closures are required
* Local hospitals	Medical emergencies	Minimum 1 month
* Local landowners	To gain approval for the use of private land; liaise regarding possible impacts caused by the event	As soon as event is approved by council
* First aid and medical care providers	First aid and medical care	Small event 1 month Large event 6 months
Environmental health officer	Food safety, needle and syringe disposal, building regulations, including temporary structures, approval for the event, emergency response plan	Small event 1 month Large event 6 months
Victorian Work Cover Authority	Victorian regulations for staff employment health and safety issues. Submit notice of intention to discharge fireworks (see section 2.10.3)	1 month Minimum of 7 days for fireworks notifications
The Environment Protection Authority (EPA)	Noise regulations	1 month
Commercial and residential neighbours	Liaise regarding the impact of the event	1 month

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Table 3 Minimum notification times—continued

Bodies/authority	Purpose	Time required
* Denotes authorities that must be notified. Note: small events are less than 3,000 participants; large events are more than 3,000 participants		
Transport authorities, such as VicRoads, train, tram, bus companies	Ensure adequate public transport arrangements for patrons	1 month
Private security companies	Event security and crowd control	3 months
Peer education and community groups	Peer education health and harm reduction information	3 months
Centre Against Sexual Assault (CASA)	Education, resources and referral regarding sexual assault	2 weeks–1 month
Cleaning companies	During and post-event clean up	1 month
State Emergency Services	Emergency management or response plan	If required
Department of Sustainability, Environment and Primary Industries	Approval for events in state forests and fire safety in these locations	Small event 1 month Large event 6 months
Consumer Affairs Victoria, Liquor Licensing	Liquor licence for events with alcohol	Minimum 3 months (see section 4.4)
Environmental groups	Provide advice on reducing the environmental impact	If required
Ecorecycle Victoria	Advice about reducing event waste, waste management and recycling of waste	If required

1.5 Event briefings

Agencies and event organisers should consult regularly prior to the event to clarify functions and responsibilities as well as discuss and resolve any problems or changes to plans. Key issues for discussion include:

- overall event details and logistics
- communication equipment and processes, including contact numbers and radio frequencies/channels to be used during the event
- staffing arrangements
- an emergency response plan, which should include procedures for evacuation of patrons, managing larger than expected crowds, and anticipating circumstances where police will need to be involved
- first aid post details, including location and personnel (see section 2.1)
- conditions that may affect the event, including cancellation or postponement due to weather conditions, insufficient ticket sales or performer cancellations
- the authority and process for cancelling or postponing the event
- a venue grid plan
- access routes and venue facilities for emergency service personnel, vehicles and equipment
- time, date and location of pre and post-event briefings.

1.5.1. Pre-event briefing

Immediately before the event, organisers, key staff and area supervisors should meet on site for final clarification of roles and responsibilities. Casual staff, security, crowd controllers and cleaners must be included in pre-event briefings.

1.5.2. Post-event briefing

A debriefing should be held after the event. This helps to evaluate the success of the event and gives staff the opportunity to raise any problems that have occurred so they can be addressed at future events.

1.6 Security and crowd control

A close working relationship between security personnel and police needs to be established. The Officer In Charge of the local police station must be given notice of the event, its location and the number of people attending. This notice should be given at least one month before the event (see Table 3). Police should also be given relevant contact names and numbers including the designated event manager and the event management centre (see section 1.8).

1.6.1. Developing a security plan

Event managers should develop a security plan with the security provider. The plan should include briefings for the security staff before and after the event.

All security staff should be briefed with details of the venue layout, including entrances and exits, first aid points and potential hazards. They should be given clear direction on expectations regarding their own behaviour as well as the management of unacceptable patron behaviour. They should be made aware of emergency and evacuation plans, and always be in a position to communicate directly with event managers (see section 2.12).

Crowd controllers must at all times be aware of their responsibilities as set out in the *Private Agents Act 1966* and any other State or Federal enactment which relates to the operation of business.

Note: From March 2005, the *Private Security Act 2004* will replace the *Private Agents Act*.

Security firms are to abide by the Victoria Private Security Industry (VPSI) *Code of Practice* which sets out uniform standards for service and quality of employees operating in the patrol, guard and crowd control sections of the security industry (for contact details see Appendix 2).

The number of crowd controllers employed at the event will depend mainly on the type of event, the numbers attending and the location. The number of crowd controllers per patrons may be specified within the conditions of the liquor licence and/or Victoria Police specifications. For example, an estimated ratio of crowd controllers per patrons is:

- two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof.

Crowd controllers and security staff should not evict patrons who appear to be drug affected or at risk, until medical staff have been consulted. Venue managers and promoters should take responsibility for the care of drug affected patrons where health risk is imminent, until such patrons are assessed by suitably qualified medical staff or delivered into the care of ambulance officers (see section 4.4 for *Liquor Control Reform Act 1998* obligations).

Security firms sub-contracting for the provision of security services must only use sub-contract companies that are signatories to the VPSI *Code of Practice*.

Security industry operatives must satisfy the requirements of the industry regulators, legislation and the Victorian Private Security Industry Code of Practice

1.6.2. Patrolling areas of high risk

Event management will need to ensure that crowd controllers and security staff conduct regular patrols of car parks, toilets and other areas where it is likely that there could be activities associated with illicit drugs or other unlawful behaviour. Patrolling high-risk areas quickly, thoroughly and in an unobtrusive manner at regular intervals should limit the opportunity for illegal or anti-social behaviour.

1.6.3. Conditions of entering and remaining at an event

To limit the opportunity for anti-social behaviour, organisers should display an event 'conditions of entry' at all entrance and exit points and include information on the following:

- management of patrons who arrive intoxicated by alcohol or another drug
- advice that items with the potential to cause injury or intoxication such as glass, illicit drugs or alcohol will not be allowed into the venue
- the 'standard of conduct' that is expected
- venue policy on searching patrons
- event policy on patrons found possessing, selling, dealing or distributing an illicit drug
- policy on the action that will be taken if any person is found drug affected during the course of the dance event. (Drug affected patrons must not be evicted without prior assessment by a first aid, medical or para-medical officer).

1.6.4. Pass-outs

A ‘pass-out’ system allows partygoers to leave an event and return to that event at a later time. It can offer patrons some potential health benefits by providing an opportunity to leave the dance environment and rest. However, a pass-out system can also increase health risks and place additional demands on police, security staff and event organisers in ensuring that nearby areas, including car parks, are well patrolled. When determining a pass-out policy for the dance event, the following should be considered:

- Partygoers who are issued with pass-outs and return to the event must undergo the same stringent security checks required when first arriving at the venue.
- Time restrictions on pass-outs, for example pass-outs at large events conducted over a long period, should not be issued until three hours after the event has commenced. Patrons should also be advised that even if they have a pass-out, they will not be allowed to re-enter the venue two hours prior to the event concluding.
- A secured outside area could be set up for partygoers to rest from the dance environment, this may reduce the need for pass-outs and minimize the security risks that this presents.
- Patrolling in car parks and the event environs should be carried out thoroughly and at regular intervals to limit the opportunity for illegal activities related to illicit drugs (see section 1.6.2. Patrolling areas of high risk).
- A pass-out system may not always be feasible at smaller licensed venues and nightclubs.

1.6.5. Ticketing and event promotion

Event organisers can ensure crowd numbers do not exceed the venue’s legal crowd limit by selling tickets in advance. Any promotional material or tickets sold in advance could inform partygoers of an event hotline, website or any special conditions of entry or arrangements for the event, including parking and public transport availability. Outdoor events could also include information on accommodation, clothing, food and drink needs, sunscreen, shelter, alcohol restrictions and fire and other potential safety hazards, as well as health promotion messages.

1.7 Communication systems

Communication between management, patrons, staff and services is essential. Ideally, multiple systems should be established so that messages can be directed to different sections of the crowd, including crowds massed outside the venue. Emergency communication arrangements should be set up before the event. The communication system should be multi-modal (multi-channelled), and have its own back-up power supply. Reliable two-way communication is important, so that management can communicate with staff, security, patrons and members of the public inside and outside the venue.

1.8 Event manager and establishing an event management centre

A person must be nominated as the 'event manager' and remain at the event and be contactable at all times by emergency services and all individuals and organisations providing a service or working at the event.

An area must be designated as the event management centre and must be staffed for the duration of the event. The event management centre must be able to communicate with the event manager, emergency services and crowd controller supervisors at all times during the course of the event.

1.9 Signage

A further means of communicating with partygoers is to ensure there is adequate and appropriate signage to all facilities and amenities including:

- first aid
- toilets
- drinking water taps and fountains
- liquor licensing conditions (signs must be displayed in all licensed areas)
- conditions of entry
- parking
- chill-out site
- the use of strobe lighting
- entrances and exits
- event management centre.

1.10 Public liability insurance

Events must be covered by a comprehensive public liability insurance policy that covers the cost of any potential personal or venue damages, responses to emergencies and subsequent venue clean up. Policyholders must be sure the policy covers the type of event being conducted. Certificate of Currency should be sighted by the event manager before the event, and should name the event and show the venue owner as an interested party.

1.11 Event clean up

Litter must not be allowed to accumulate around the site. Provision must be made for regular pick-up of rubbish, emptying bins, cleaning of toilets and removal of rubbish during the event. A thorough clean up must be undertaken after the event. Good records of all service providers at the event should be retained, so that they can be traced if an outbreak of a notifiable disease occurs, or an injury or illness claim is made.

1.12 Summary—planning, preparation and management

Make sure you understand:

- pre-event site assessments for indoor and outdoor events
- special requirements of outdoor venues
- uninhibited access for emergency services
- approvals for the use of private and state-owned land
- compulsory notification of emergency services and hospitals
- approvals and permits required and notification times
- briefing and de-briefing staff
- security and crowd control; regular patrolling in areas of high risk
- the need to have conditions of entry and a pass-out policy
- communication systems for staff, management and partygoers
- event management centre and contacts
- public liability insurance
- rubbish collection during the event
- cleaning up after the event

2. Public health and safety

The safety of all partygoers is of the utmost importance and event organisers will need to assess any risk to public health and prepare adequately for health or medical related problems that may occur. Of particular concern are the ill effects partygoers might suffer from continuous dancing, noise, raised body temperature, dehydration, substance use and environmental hazards. To minimise these risks, the following health and safety measures should be considered and implemented.

2.1 On-site first aid and medical care

Organisers need to plan for on-site medical care, which should be accessible and within five minutes from all sections of the crowd.

All medical matters must be treated as soon as possible by trained medical, paramedic (which includes Mobile Intensive Care Paramedics, MICA) or first aid staff who have a recognised certificate in first aid from approved organisations (such as St John Ambulance Australia). Depending on the size of the event, it may also be appropriate to have an on-site medical facility staffed by qualified doctors and/or nurses.

At large events, organisers and on-site health care providers should liaise with local health and emergency services in developing a response plan for dealing with significant medical problems should they occur. Response plans should also include ways that seriously ill patrons will be transported to primary health care facilities and how on-site medical personnel will communicate with off-site medical staff.

There should be enough medical aid personnel to circulate throughout the crowd as well as to staff the first aid post. To assist in the planning of future events, medical aid personnel should document the number of people they see and the conditions they treat.

The appropriate number of qualified on-site first aid and medical personnel can be estimated using the following formula:

- one level 2 First Aid qualified person for events catering for less than 500 patrons
- and
- one level 2 First Aid qualified person (or higher) for each additional 1000 patrons.

At large event or events that are conducted over a long period of time, it may be desirable to supplement the medical team with additional



on-site paramedic cover. During the planning stages of the event, organisers should contact the relevant ambulance service for advice on the level of care that should be provided and the risk level of the event.

Security and other event personnel must be briefed on the location of first aid facilities.

The medical equipment and resourcing requirements at the medical site will depend on the dance party venue, the location, and the number of patrons expected. A suitable medical site must have:

- clear signposting to its location and be easily identified
- storage space for medical supplies
- appropriate accommodation, including an appropriate place for patients to lie down with privacy assured
- disposal facilities for medical waste sharps and used dressings and bandages
- power and running water
- adequate lighting
- clear access for paramedics or other emergency services.

2.2 Provision of drinking water

Drinking water is essential in the dance party environment to prevent heat exhaustion and dehydration, which is often associated with prolonged and vigorous dancing and the consumption of alcohol and other drugs. All venues have a responsibility to make drinking water accessible and available to patrons.

The following applies to the provision of drinking water:

- Drinking water should be free, easily accessible, clean and available at all times. Cold water supplies should never be cut off.
- All areas where drinking water is available should be well signposted.
- Signage should include the current recommended advice to sip rather than gulp water. (The amount that partygoers should drink depends on the activity but organisers should be prepared for each partygoer to consume 500 ml of water per hour when dancing).
- Disposable cups should be available from the bar or other suitable locations and patrons must be permitted to refill plastic bottles or cups with drinking water free of charge.
- If drinking taps or fountains are not available, drinkable water should be brought into the facility.
- Extra water requirements will be needed in very hot weather and multi-day outdoor events will need to budget for water for showering and washing.

The Victorian Government has developed voluntary guidelines on the provision of free or low cost drinking water, with support from the Australian Nightclub and Bar Association, the Australian Hotels Association and the Restaurant and Catering Association. A copy of *Voluntary guidelines to provide free or low-cost drinking water on licensed premises* can be found at Appendix 3.

Note: Under health regulations, a sink does not constitute a drinking tap. However there are no health regulations that prevent patrons from filling containers from water taps in bathrooms if they wish to do so.

2.3 Overcrowding

To avoid overcrowding, event organisers must have in place a reliable method of recording the number of patrons who enter a venue.

2.3.1. Indoor events

The *Building Code of Australia* sets out standards and specifications to prevent overcrowding at indoor events. The code stipulates the number of people allowed within any given venue; this is calculated on floor space and exit widths. The maximum capacity of a venue may also be nominated on the liquor licence and must not be exceeded.

2.3.2. Outdoor events

Overcrowding at outdoor events usually occurs because organisers fail to meet crowd requirements for facilities, amenities and resources, such as toilets, shelter and water. Ideally, crowd numbers should be anticipated through the pre-sale of tickets. If this is not possible, then contingency plans should be drawn up outlining how organisers and staff will handle greater-than-expected numbers.

2.4 Exposure and hypothermia

The risk of exposure and hypothermia is a major safety factor affecting outdoor events.

Partygoers will need to be advised in advance of expected weather conditions so they can wear appropriate clothing and bring blankets if needed. The most effective method is to include weather information in event advertising and at ticket purchase, or by setting up an event information hotline.

2.5 Noise

Noise levels at dance parties can reach up to 120 dB(A). Therefore, promoters have a legal responsibility under Victorian WorkCover legislation to protect staff from hearing damage.

The Victorian WorkCover Authority states:

The exposure standard (for hearing damage) is noise that exceeds an average of 85 dB(A) over an eight-hour working day or a peak noise of 140 dB(A) at any instant in time.

This means that employers must:

- Identify any risk of hearing loss to an employee from the level of noise in the workplace.
- Assess whether or not an employee's exposure to workplace noise is likely to exceed the exposure standard. If so, the employer must take the following action:
 - initiate engineering controls to reduce noise levels
 - initiate administrative controls that reduce the time of exposure (for example, place staff on half shifts or position them away from speakers)
 - provide hearing protection for staff and training in the correct use of these devices, as well as in recognising the signs and symptoms of hearing damage.

2.5.1. Protecting staff

Various hearing protection devices are available. Cheap foam earplugs can reduce high frequency noise, which is usually the most detrimental to hearing, however, they only reduce noise level by 10–15 dB(A). The more expensive musician's earplugs are moulded specifically for the individual and preserve more of the tonal effects while reducing noise by approximately 15–25 dB(A).

2.5.2. Protecting partygoers

A varied mix of music can help protect partygoers from the effects of excessive noise. This should include programming quiet times during multi-day events and providing quiet areas at all events (see section 3.3). Organisers could also consider providing information about hearing protection in pre-event advertising and ticketing.

2.5.3. Protecting neighbours

The impact of excessive noise on neighbouring communities also needs to be addressed. The Environment Protection Authority's Control of Music Noise Policy defines reasonable noise levels, but these vary depending on the venue and time. The policy aims to achieve a balance between enjoyment of entertainment and the right of people in the vicinity not to be disturbed by unreasonable noise levels.

Promoters should contact their local Environment Protection Authority regional manager to set up community consultation groups regarding forthcoming events (for contact details see Appendix 2).

2.6 Food safety

Unless proper sanitary measures are applied to food storage, preparation and distribution at mass gatherings, food can become contaminated and present a danger to public health where all food is sold. To prevent contamination, the National food safety standards must be observed at all times (for contact details see Appendix 2). All food premises must be registered with the environmental health officer of the local government authority prior to the event (see section 4.5). The environmental health officer will look at whether or not the correct procedures have been undertaken regarding:

- food transport
- food handling
- the integrity of food supplies
- refuse disposal
- hand washing facilities
- food storage.

As a further precaution, all food and drinks should be available only in unbreakable containers.

2.7 Toilets

The *Building Code of Australia* specifies the number of toilets that must be provided. The local government authority building inspector must also approve the facilities. The number of toilets is determined by the duration of the event, the number of people attending and the crowd split between males and females. Unisex portable toilets can be brought into fixed venues that cannot accommodate extra toilets and men's toilets can be converted to women's, and vice versa.

Table 4 Recommended numbers of toilets and washbasins

Facility	Minimum number	Requirements
Toilets for women	One toilet for every 60 female patrons or part thereof.	35 female patrons—one toilet 80 female patrons—two toilets 850 female patrons—15 toilets 2,290 female patrons—39 toilets
Toilets for men	One toilet or urinal for every 200 male patrons or part thereof, at least 30 per cent of which must be in the form of closet fixtures.	35 male patrons—one closet fixture 350 male patrons—one urinal and one closet fixture 850 male patrons—three urinals and two closet fixtures 2,290 male patrons—8 urinals and 4 closet fixtures
Staff toilets	Separate facilities may need to be provided for catering staff.	
Standards	<p>All toilet facilities must be:</p> <ul style="list-style-type: none"> • well lit, including the surrounding area • provided with waste receptacles for sanitary products and paper • contain soap and hand drying equipment • odour free • cleaned and regularly restocked throughout the event • fitted with syringe disposal units • located away from food storage and food service areas. 	
Washbasins	One washbasin for every 200 patrons or part thereof. Cold water supplies must not be cut off in bathroom taps.	



2.8 Waste management

A waste management plan is essential to prevent the build-up of waste on site, and to provide for its efficient and safe removal. Inadequate waste management can result in safety hazards, odours, attract animals and pests and promote the transmission of communicable diseases. Waste that needs to be correctly stored and removed includes:

- food waste
- hazardous waste, for example, needle and syringe units, as well as clinical waste from on-site medical and first aid facilities
- sewage and sullage
- general patron litter.

Recycling is an efficient means of disposal. Where possible, different bins should be provided for various recyclable products. A number of agencies offer advice regarding recycling. The publication from Ecorecycle, *The seven steps to waste wise events*, provides important information regarding recycling (for contact details see Appendix 2).

2.9 Shelter

Staff and partygoers need to be protected from exposure to the elements, especially at outdoor events. Shelter must be available for all weather conditions and wherever people are assembled for an extended period. In addition to dance areas, first aid posts and chill out areas, this includes entrances, seating areas, administrative areas, and any areas where crowds are expected to queue.

2.10 Strobe lighting, lasers and pyrotechnics

2.10.1. Strobes

The flickering effect of strobe lighting can induce epileptic seizures in some people. Industry recommendations advise using lights with a flicker rate of four flashes or less per second. Signage located outside dance areas should advise patrons of the use of strobe lighting.

2.10.2. Lasers

Lasers can only be used for a short period due to the potential damage to eyes and skin. Only trained and licensed personnel can operate lasers, and they need to follow Australian standards.

2.10.3. Pyrotechnics and fireworks

Only licensed persons can discharge fireworks. WorkCover issues pyrotechnician's licenses to people who demonstrate adequate experience in the safe discharge of fireworks. Pyrotechnician may only discharge the type of fireworks that appear on their licence. A notice of intention to discharge fire works must be submitted (by a licensed pyrotechnician) with an attached site plan to the Victorian Work Cover Authority a minimum of 7 days prior to the event. (for contact details see Appendix 2).

2.11 Fire safety

In the planning stages of an event, organisers need to consider the potential for fires, and liaise with the building surveyor and local fire authority. Fire prevention includes having adequate water supply for fire-fighting purposes, the correct equipment to respond to a fire, and an effective plan for the complete evacuation of all persons in the event of a fire. This applies to indoors or isolated rural locations. Staff will need to be instructed regarding the location of fire-fighting equipment and trained in its use.

The *Building Code of Australia* and the municipal building surveyor determine the correct fire safety requirements for buildings. The municipal building surveyor, in conjunction with the local fire authority, determines requirements for outdoor events.

Events must have an adequate number of functioning:

- fire hydrants
- hose reels
- portable fire extinguishers
- access and exit routes.

Organisers of outdoor events need to consider the possibility of total fire ban days and the impact this could have on the event. Permits can be obtained from the local fire authority for heating and cooking on total fire ban days.

2.12 Emergency response plan

All public events should have a formal, written emergency response plan that is developed in consultation with the authorities. The plan should include details regarding:

- arrangements for dealing with on-site emergencies that do not require outside help
- the notification of ambulance services, and the level of services available during the event
- the notification of local hospitals of the nature of the event, including expected patron profile, and possible medical problems
- contact details for the officer in charge of the local police station, fire and rescue services, and the services that might be required of them
- contact details of event managers, promoters and the event management centre
- the identification and availability of the types of heavy equipment that may be required in an emergency
- the road network, including access for vehicles to the first aid site
- the official parking areas set aside for emergency vehicles
- the provision of uninhibited entrance and exit routes from the site for emergency vehicles
- a grid-type venue and environs plan, which is made available to all emergency agencies as well as sector staff
- specific arrangements to hand over control to police and emergency services if required
- an evacuation plan.

Event management and staff need to be informed of how to communicate that an emergency has occurred, the chain of command, what their responsibilities are, and the role they may be required to play in evacuating patrons.

2.13 Summary—public health and safety

Make sure you understand:

- planning for on-site medical care, first aid and emergency support and access
- the need to promote public health and safety
- requirements to provide an adequate supply of cold, drinkable, easily accessible water that is free of charge
- the dangers of overcrowding at indoor and outdoor venues
- exposure and hypothermia
- noise levels that can damage hearing
- protecting staff, partygoers and neighbours from excessive noise
- food safety guidelines
- how to calculate the minimum numbers of toilets and washbasins required
- efficient management of waste
- providing shelter from the elements
- the dangers of lasers, pyrotechnics and fireworks
- required licences
- planning in the event of a fire
- developing an emergency response plan.

3. Harm reduction and education

It is acknowledged that licit and illicit drug misuse can occur in the festival and dance party culture. While this behaviour is not condoned, organisers need to be prepared to deal with the potentially serious health issues that may result.

The Victorian Government supports a harm reduction approach, which aims to eliminate or minimise illness or injury (which may result in death) associated with drug use, which may occur at dance party events. Event organisers and staff have a pivotal role in delivering health messages to partygoers and in promoting harm reduction practices and measures encouraging partygoers' safety (see section 3.5).

3.1 Peer education and peer-based service providers

Peer support and education groups provide a range of harm reduction resources, services and information on drug safety that will enhance the safety and wellbeing of partygoers. Peer educators also identify 'at risk' partygoers and provide support, intervention and referral to health services.

Event organisers are encouraged to invite groups committed to reducing risks associated with party drug misuse to participate in their events. The groups include RaveSafe, Pt' Chang, and Centres Against Sexual Assault (CASA) (for contact details see Appendix 2).

At some events, peer education teams can find themselves providing initial crisis intervention and support to distressed or injured and sometimes unconscious partygoers. Under these circumstances, peer educators must not undertake the role of medical or trained first aid personnel but should:

- render such assistance they believe necessary to make the partygoer comfortable
- immediately call for trained medical personnel to assess the partygoer's condition and provide medical care.



3.2 Dehydration and elevated body temperature

Partygoers who use drugs can suffer ill-effects caused by elevated body temperature. The combination of vigorous dancing and the heated environment of a dance party can lead to dehydration and hyperthermia. This problem can be exacerbated by party drug use. To combat these effects, partygoers need to take time out from dancing and consume adequate amounts of water. Five ways that such side effects can be reduced are:

- effectively operating ventilation systems in the venue
- playing a mix of the type of music
- providing a chill out area
- providing pass-outs that allow partygoers to leave the venue, and rest physically and mentally
- providing a range of food and snacks so that partygoers can replenish the essential nutrients lost during vigorous dancing.

3.3 Chill out or cool down area

Organisers must provide a quiet and restful area with some seating, where partygoers can go for relief from the stimulus of dancing and loud music. A chill out area should:

- be separate from the main dance area
- be easily accessible
- be well signposted
- be quiet, inviting, adequately ventilated, cool (but not cold), well lit and comfortable
- provide health and drug harm reduction messages and safer partying information.

3.4 Drink spiking

'Drink spiking' refers to the administering or attempt to administer any substance to a person, without their permission, which is capable of interfering with bodily functions. Some victims lose consciousness, suffer memory loss and there have also been reports of sexual assault associated with drink spiking at dance events and licensed venues. Warnings and information resources are available from the CASA House, but event organisers could also provide the following messages at events:

- Look out for your friends; check on them regularly.
- If you suspect that your drink, or any of your friends' drinks, has been spiked, report immediately to first aid, medical staff or event security or management.
- Do not accept drinks from anyone other than a bartender or waiter.
- Always open your own drinks and never leave drinks unattended.
- Do not drink anything that has a funny smell, colour or taste.
- Contact CASA House Sexual Assault Crisis Line (9344 2210) if you suspect that you or a friend has been a victim of sexual assault.

3.5 Health promotion messages

There are many ways promoters can reduce health risks at dance parties. Safe partying information can be printed on or provided with tickets. Posters and booklets can inform partygoers on risk reduction strategies and provide health and safety messages on hearing protection, safe sex, and awareness of sexual assault.

Information should also be available on the risks associated with drug use, including ecstasy, Gamma Hydroxy-Butyrate (GHB), drink spiking, and how to access drug and alcohol agencies, sexual assault centres and other health service providers. Day-after-party survival and 'check on your friend' messages are also highly recommended. Posters, signs and resources for all types of events are available from a number of sources including peer education groups.

3.6 Needle and syringe disposal

Promoters and venue managers can also reduce health risks by providing needle and syringe disposal units in toilets and other appropriate areas. Advice on disposal or disposal units can be obtained by contacting the Department of Human Services Health Protection, Needle and Syringe Program (for contact details see Appendix 2).

3.7 Summary—harm reduction

Make sure you understand:

- harm reduction issues and principles
- role of peer support and education groups
- strategies to avoid dehydration and hyperthermia
- requirements for chill out or cool down areas
- drink spiking
- displaying health promotion messages
- needle and syringe disposal units.

4. Legal issues

This section covers State and Federal Acts of Parliament as well as local government by-laws and regulations that apply to the staging of festivals and dance events. Since events vary so much in size, nature and budget, this section provides an overview of the authorities that may need to be consulted. It is the responsibility of promoters and organisers to ensure they understand and have complied with all relevant statute laws and local government by-laws and regulations pertaining to the conduct of a festival or dance party events.

Organisers can be found negligent if they fail to provide a safe environment and a foreseeable accident occurs that causes injury to partygoers, employees or someone else. Every reasonable step must be taken to provide a safe place for partygoers, workers and others in order to fulfil their duty of care as an organiser.

Victorian legislation is available on: www.dms.dpc.vic.gov.au (Victorian law today)

4.1 *The Building Act 1993* (Vic)

The Building Act, which incorporates the *Building Code of Australia*, contains technical details about the design and construction of buildings and other structures. This includes temporary structures such as scaffolding, stage and dance platforms and marquees, towers to house speakers and floodlights, and any part of a building or structure.

The Act contains standards that cover the construction and maintenance of a building, as well as improving the amenities of a building to protect the health and safety of people who use them for public entertainment. The Act also controls the maximum number of people allowed into a venue.

Construction and design of temporary structures should be done under the supervision of a local government inspector and conform to the local government building and engineering specifications. They should also be inspected frequently if events continue over a number of days.

The Building Code also covers fire resistance, entrances and exits, fire-fighting equipment, ventilation and certain aspects of health and amenity provision, for example, toilets, water outlets and shelter.

Check with a building surveyor to set site capacities and to advise of the minimum level of temporary facilities that need to be present for the event to meet requirements needed to issue a Temporary Building Licence.

4.2 Fire safety

The *Building Act 1993* contains standards that cover fire safety equipment and emergency exits. The local fire authority and local government authority monitor fire prevention and fire preparedness measures to make sure events meet the standards. These include the availability and appropriateness of fire-fighting equipment.

Contact the local government authority and the Metropolitan Fire Brigade or Country Fire Authority. For events held in State forests, also contact the Department of Sustainability, Environment and Primary Industries (for contact details see Appendix 2).

4.3 Occupational Health and Safety Act 1985

People employed to work at a festival or dance event must have a safe workplace. Employers must follow work safety guidelines and instructions, as well as provide training, resources, equipment and briefings for workers. Staff also need to be given adequate breaks.

Refer to and follow the Victorian WorkCover Authority guidelines, as well as any other employer regulations, such as taxation, awards and conditions (for contact details see Appendix 2).

4.4 Liquor Control Reform Act 1998 (Vic)—the service of liquor

If liquor is to be served at the event, organisers must hold the appropriate licence.

At an unlicensed venue, the event organisers must ensure:

- that application is made for the appropriate liquor licence to Consumer Affairs Victoria (CAV)—Liquor Licensing. (Please note that CAV Liquor Licensing strongly recommends that applications be lodged at least three months prior to the event and will likely request that a management plan accompany the application) (for contact details see Appendix 2)
- all conditions on the licence are understood and complied with.

At a licensed venue, the event organisers must ensure that:

- the current licence allows them to run the type of event they are planning and, if not, they will need to apply for a limited licence
- all conditions on the limited licence need to be understood and complied with.

Under Section 108 of the *Liquor Control Reform Act 1998*, ‘the Licensee must not permit drunk or disorderly persons to be on licensed premises or on any authorised premises’. However, as part of this Code, venue managers and event staff should not evict patrons who appear to be drug affected or at risk, until medical staff have been consulted and an assessment made.

4.5 Food Act 1984

The Food Act sets out standards for the hygienic and safe preparation and sale of food. Any food operations at a festival or dance event must be registered with the local government authority, and event organisers need to provide the council with details of caterers. An environmental health officer may inspect food premises at any time.

Notify the local government environmental health officer about any catering arrangements or food sales at the event.

4.6 Summary—legal issues

Make sure you understand:

- the legal and moral obligations of running a safe event
- the organisers' and promoters' duty of care
- the building regulation requirements
- the fire safety requirements in all venues
- requirements for providing a safe workplace for employees
- requirements for responsible alcohol sales
- requirements for hygienic and safe preparation and sale of food.



5. Under-18 events

5.1 Under-18 events

Unless approved by the local Licensing Police Inspector, all under-18 events are to be alcohol free. Pass-outs are not recommended for this age group, however, an outside area, still within the confines of the event, should be made available to allow for rest from excessive noise and heat.

A hotline or contact number should be made available for parents to communicate with event organisers regarding details of the event. Facilities for patrons to telephone from the event should also be made available.

To prevent drug related harms to under-18 partygoers, emphasis should be given to displaying health messages, such as drug prevention and harm minimisation. Peer education groups should also attend.

Exclusively under-18 events should finish at a time early enough for partygoers to get public transport home.

Under-18 events should be smoke free.

5.2 Summary—under-18 events

Make sure you understand the special needs of under-18 events:

- consult the local licensing police inspector
- provide information for parents
- display health promotion messages
- coordinate finish times with public transport
- provide health safety messages
- make it a smoke-free event.

Appendix 1 Event checklist

Planning preparation and management

Event name

Details (for example, entertainment and attractions)

Predicted crowd number

Date and duration

Location

Start date

Start time

Finish date

Finish time

Venue assessment

Identified hazards

Remedies/contingencies

Additional services/facilities required

Neighbours and potential impact

Ambulance service metropolitan/rural
Date _____ Contact details _____

St John Ambulance
Date _____ Contact details _____

Liquor licence
Date _____ Contact details _____

Workcover—Fireworks Notification
Date _____ Contact details _____

WorkCover Authority—Staffing
Date _____ Contact details _____

Local Public Hospitals (all public hospitals in the vicinity must be advised)

Hospital	Date	Contact
_____	_____	_____
Hospital	Date	Contact
_____	_____	_____
Hospital	Date	Contact
_____	_____	_____
Hospital	Date	Contact
_____	_____	_____

Public liability insurance
Date _____ Contact details _____

Briefings Dates

First _____

Second _____

Post Event _____

Site grid plan

Identify:

- event management centre
- entertainment areas
- entrance and exit routes
- chill out area
- medical post
- accommodation/shelter areas
- pedestrian access only areas
- toilets/amenities
- food and water areas
- parking

 Power sources

Emergency lighting

Back-up power provisions

 Maintenance

Date	Contact details

 Electrician

Date	Contact details

 Food outlets

Date	Contact details

Date	Contact details

Date	Contact details

 Catering companies

Date	Contact details

Date	Contact details

Date	Contact details

Communication

Communication means available _____

Provision for back-up communication sources _____

Nominate means by which communication will occur:

To patrons _____

To staff _____

To security personnel _____

To medical staff _____

To emergency personnel/police/fire authority/ _____

To outside emergency support _____

To community _____

Security firm and crowd controllers

Date _____ Contact details _____

Pass-out policy

No Yes

Monitored by _____

Ticketing

Advanced _____

Information regarding event/venue included on tickets _____

Health and safety messages included with tickets _____

Participants at stakeholder consultation**Local government authority**

Contact details	Department
-----------------	------------

Contact details	Department
-----------------	------------

Local community and adjoining commercial and residential neighbours

Contact details

Contact details

Contact details

Other

Contact details

 State Emergency Services

Date	Contact details
------	-----------------

 Department of Sustainability, Environment and Primary Industry

Date	Contact details
------	-----------------

 Environment Protection Authority

Date	Contact details
------	-----------------

 Environmental groups

Date	Contact details
------	-----------------

Date	Contact details
------	-----------------

 Cleaning companies

Date	Contact details
------	-----------------

Date	Contact details
------	-----------------

Transport authorities

VicRoads

Date _____ Contact details _____

Train companies

Date _____ Contact details _____

Tram companies

Date _____ Contact details _____

Bus companies

Date _____ Contact details _____

Public health and safety

Medical care providers

Company _____

Date _____ Contact details _____

Drinking water

Number of drinking fountains or taps available _____

Signage used _____

Additional water requirements

Drinking _____

Hygiene _____

Fire fighting _____

Chill out area _____

Monitored by _____

Building and site climate control and patron safety

Ventilation provisions

Cooling provisions

Heating provisions

Method of recording attendance numbers

Shelter provisions

Noise monitoring

Staff education and hearing protection devices available

 Toilets

Number

Additional number to be brought on site

Provisions for servicing/maintenance

Date

Contact details

 Waste disposal management

Food waste

General waste

Sewage/sullage

Recycling provisions

Company

Date

Contact details

Fire prevention and control

Fires for cooking and warmth safety precautions

Alternative arrangements for a total fire ban days

Fire fighting equipment available

Emergency response plan

Post-event

Clean up assessment

Stakeholder debriefing outcome

Additional considerations

Harm reduction and education

Peer education groups

RaveSafe

Date Contact details

Services/resources to be provided

Other

Organisation

Date Contact details

Services/resources to be provided

Centre Against Sexual Assault

Date _____ Contact details _____

Services/resources to be provided _____

Chill out or cool down area _____

Health promotion resources

Contact details _____

Contact details _____

Needle and syringe disposal units

Date _____ Contact details _____

Location of units _____

Number _____

Under 18 events

Smoke and alcohol free _____

Other special provisions _____

Appendix 2 Contact details

Australian Drug Foundation

409 King Street, West Melbourne 3003
Phone 9278 8100
www.adf.org.au

Centre Against Sexual Assault (CASA) House

270 Cardigan Street, Carlton 3053
Phone 9347 3066
24-hour telephone line 9344 2210
www.casa.org.au/casa

Country Fire Authority

8 Lakeside Drive, Burwood East 3151
Phone 9262 8444
www.cfa.vic.gov.au

Department of Human Services

Health Protection Services (Needle and Syringe Program)
Phone 9637 5560
www.dhs.vic.gov.au

Department of Sustainability, Environment and Primary Industry

240–250 Victoria Parade, East Melbourne 3002
Phone 9637 8000
www.vic.gov.au/victoriaonline

DirectLine

24 hour 7 days confidential alcohol and drug counselling and referral line
Phone 1800 888 236

Ecorecycle

Level 2, 478 Albert Street, East Melbourne 3002
Infoline 1800 353 233
Phone 9639 3322
www.ecorecycle.vic.gov.au

Environment Protection Authority

Herald and Weekly Times Tower, 40 City Road, Southbank 3006
Phone 9695 2700
www.epa.vic.gov.au

Food Safety Program Template

www.health.vic.gov.au/foodsafety

Liquor Licensing (Consumer Affairs Victoria)

Level 24 Nauru House, 80 Collins Street, Melbourne 3000
Phone 9655 6696
www.consumer.vic.gov.au

Metropolitan Ambulance Service

375 Manningham Road, Doncaster 3108
Phone 9840 3500
www.ambulance.vic.gov.au

Metropolitan Fire Board and Emergency Services

456 Albert Street, East Melbourne 3002
Phone 9662 2311
www.mfb.org.au

Pt'Chang Non-Violent Community Safety Group

PO Box MDC 2172 Fitzroy Vic 3065
Phone 9415 6642
ptchang@office.minihub.org

RaveSafe/Vivaids

275B Smith Street, Collingwood 3066
Phone 9419 3633

Rural Ambulance Service

Locked bag 9000, Ballarat Medical Centre, Victoria 3354
Phone 5338 5000
www.rav.vic.gov.au

St John Ambulance

98 York Street, South Melbourne 3205
Phone 8866 3455
www.sjaa.com.au

State Emergency Service

168 Sturt Street, Southbank 3006
Phone 9684 6666
www.ses.vic.gov.au

Syringe Disposal Helpline

Phone 1800 552 355

**Victorian legislation: www.dms.dpc.vic.gov.au
(Victorian law today)**

Victorian WorkCover Authority

Level 24, 222 Exhibition Street Melbourne 3000
Phone 9641 1555
Advisory Service 1800 136 089
www.workcover.vic.gov.au

Victoria Police

Drug and Alcohol Strategy Unit
637 Flinders Street, Melbourne
Phone 9247 6725
www.police.vic.gov.au

Victorian Private Security Industry

Code of Practice

www.police.vic.gov.au/ (search under Private Security)

Work Safe Advisory Service

Phone: 1800 136 089

Appendix 3 Voluntary guidelines to provide free or low-cost drinking water on licensed premises

Background

On 22 June 2003 the Victorian Government announced that Voluntary Guidelines to provide free or low-cost drinking water on licensed premises would be developed. This measure was considered necessary following recent concerns that the lack of available free or low cost water on some licensed premises has been impacting on the health and welfare of patrons in Victoria.

It is essential that drinking water is readily available in order to prevent dehydration, which is often associated with the consumption of alcohol and some illicit drugs. The drinking of water can also slow down alcohol consumption and minimise the potential for intoxication. While the Government does not in any way condone illicit drug use on licensed premises, all possible actions should be taken to minimise any health risks associated with licit or illicit drug use.

While many operators and owners of licensed premises are currently offering appropriate drinking water facilities, it is proposed that these Voluntary Guidelines will provide a standard framework for the provision of drinking water at all licensed premises.

The Guidelines have been developed by Government and industry stakeholders following a consultation process that included: the Department of Human Services, Liquor Licensing Victoria, the Victoria Police, and representatives from the industry including the Australian Hotels Association and the Nightclub Owners Association and Restaurant and Catering Victoria.

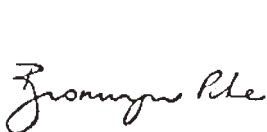
Guidelines for licensed premises owners and operators

It is the responsibility of operators and owners of licensed premises to make drinking water readily accessible to all patrons. It is therefore a requirement that operators and owners of licensed premises undertake the following:

- Free or reasonably priced drinking water will be available to patrons at all times on any premises where liquor is sold or supplied.
- Water should be sold or supplied at or near liquor service points, or by the same method that liquor is sold or supplied.
- When free drinking water is not feasible, a reasonable charge for drinking water will apply and must be less than the lowest price at which any alcoholic or non-alcoholic drink is sold on the premises.
- To comply with the Guidelines operators and owners of licensed premises can also choose from various options for providing drinking water including:
 - Water by the glass/carafe from the bar or by waiter service (to a dining table);
 - Bottled water; or
 - Using a water cooler.

For health and hygiene reasons, cold unadulterated water should be available in all bathrooms and toilets, however directing patrons to a venue's bathroom to obtain drinking water does not comply with these Guidelines.

These guidelines are agreed and endorsed by:



Hon Bronwyn Pike
Minister for Health



MP Peter Iwaniuk
President
Nightclub Owners
Association



Peter Burnett
State President
Australian Hotels
Association



Dur-e Dara
President
Restaurant and
Catering Victoria

References

Australasian Special Events Magazine

Provides news information and resources regarding for special events and festivals. Published in Earlwood NSW
www.specialevents.com.au

Connections

Publishing Connections. Published in Sydney, a monthly publication focusing on technology used by professional technicians in the entertainment industry, www.conpub.com.au

Australian emergency manual series (Part 3, vol 2) Manual 2 Safe and healthy mass gatherings

Emergency Management Australia, 1999 Commonwealth of Australia

Guidelines for dance parties, 1998

A guide to major and special events planning 1997

New South Wales Government, www.dlg.nsw.gov.au

Crowdsafe

An American website dedicated to improving crowd safety at music events: www.crowdsafe.com

Building Code of Australia

Australian Building Codes Board

Technical inquiries 1300 134631, www.abcb.gov.au

The National Drug Strategy—Australia's Integrated Drug Strategy 2004–2009

www.nationaldrugstrategy.gov.au/

