



# EVENT INFORMATION PACK



Shire of  
**Bridgetown-Greenbushes**  
*The heart and soul of the South West*

## Disclaimer

The information contained within this package has been provided as a guide for event applicants only. Additional information or approvals may be identified during the application process as required from other agencies.

It is the responsibility of the Applicant, not the Shire, to ensure all relevant approvals and information are obtained and evidenced (where applicable) to the Shire prior to the commencement of each particular event.

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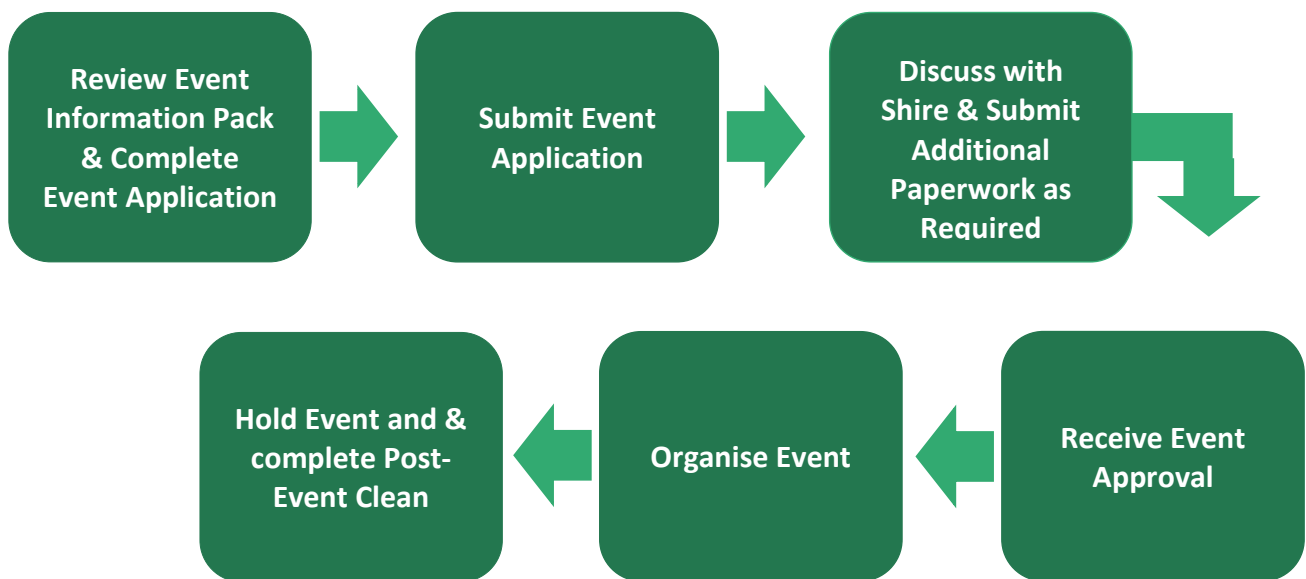
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# 1. Introduction & Process

This document has been created by the Shire of Bridgetown-Greenbushes (herein referred to as the Shire) as a guide to assist community members to understand their responsibilities and obligations when organising an event. While this document does not need to be submitted, it must be read, understood and complied with. **All events occurring on shire-managed land, property or facilities must complete the Event Application and relevant documentation.**

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Bridgetown-Greenbushes, to ensure all relevant approvals and information are obtained in relation to each particular event.

## 1.1 Application & Approval Process



### STAGE 1: Event Application

- Step 1:** Event organiser **reviews the Events Information Pack** and **completes the Event Application.**
- Step 2:** Event organiser **submits the Event Application** to the Shire via email or hard copy to the Administration Building. Applications must be submitted **eight weeks** prior to your event to ensure approval can be provided on time. We recommend that you submit your application as early as possible. The application is distributed to relevant Shire Officers for assessment.
- Step 3:** The nominated Events Administration Officer will liaise with the event organiser and send the applicant any relevant forms that are required to be completed based on the answers included in the Events Application.

## STAGE 2: Event Registration & Documentation

- Step 4:** Once all event paperwork is complete relevant officers will review the forms and provide feedback/approval.
- Step 4:** The Events Administration Officer will issue the event approval letter (outlining specific conditions, noise, electrical, etc.) via email or mail to event organiser.
- Step 5:** Event organiser **arranges event** in accordance with event conditions and other applicable requirements. Event organiser **submits any additional documents and forms required** based on officer feedback and stated in the event conditions such as electrical compliance and marquee erection in advance of event date.
- Step 6:** The event organiser completes and submits a **post-event review form** (Form 12.1) and submits it to the Shire.

**Note:** Applications and approvals for an event are not transferable; the organiser cannot transfer approval for an event to an alternative venue, date, or time, without re-negotiating with the Shire.

**Other Resource:** Tourism WA Event Resources [www.tourism.wa.gov.au/industry-support-and-events/resources-for-event-holders/Pages/Event-resources.aspx#/](http://www.tourism.wa.gov.au/industry-support-and-events/resources-for-event-holders/Pages/Event-resources.aspx#/)

## 2. Event Insurance & Risk Management

### 2.1 Insurance

#### Public Liability Insurance

If your event is to be held in a Shire venue you **must** arrange Public Liability Insurance to cover your event. For events at other locations you are encouraged to arrange Public Liability Insurance to cover your event. When speaking with an insurance provider, ensure that you are specific in the type of event (e.g. outdoor) and the type of activities that will be taking place (e.g. performances, art workshops, etc.).

As a guide, Public Liability Insurance to the value of at least \$20 million is required for events, however, this will vary according to the size of the event and the risks involved. Your Certificate of Currency **must** be provided to the Shire with your event application, **at least eight weeks prior** to the event. A cover note will not be sufficient.



#### Quick Tip

Obtain public liability insurance for at least \$20 million and provide Certificate of Currency to the Shire

#### Other Insurance

As the event organiser, you must investigate and arrange other appropriate insurance to cover your event. Examples of other insurances that may need to be provided are:

- Workers Compensation Insurance
- Volunteers' Insurance
- Motor Vehicle Insurance

- Public Liability Insurance of any sub-contractor
- Public Liability Insurance and (where relevant) contact details for event participants
- Property Insurance



#### Quick Tip

Speak to an insurance provider regarding other cover you may require.

## 2.2 Risk Management

A Risk Management Plan is recommended for all events to ensure safety of participants.

**Why do we have to manage risk?** On-site safety at the event is very important – your public expects to be able to enjoy your event in safe and secure surrounds – and event organisers need to identify potential hazards during the planning of, and on site at, the event to work to implement solutions.

### Risk Management Forms Required:



It is recommended that a **Risk Management Plan (Example - Form 2EX)** is prepared for all events, to ensure the safety of participants.



Under health legislation it is mandatory for events of more than 5,000 people to develop a Risk Management Plan with consultation from relevant stakeholders involved in the event, for example: SES, Police and Ambulance. The Shire requires that a Risk Management Plan be completed for any event to be held on Shire property. In either instance a **Risk Management Plan (Form 2A/2B)** must be submitted by the applicant to the Shire, **no less than eight weeks** prior to the event for assessment and approval.



The Shire will then review this plan according to the criteria outlined in the **Criteria for a Risk Management Plan (Attachment 13)**.

## 2.3 Risk Management Process

Based on *Australian New Zealand Standard: Risk Management – Principles and Guidelines (AS/NZS ISO 31000:2009)* the Risk Management process has been applied to identify, assess and treat risks for an event.

### Step 1: Establishing the Context

- Identify event details
- Identify event stakeholders
- Identify event objectives and deliverables
- Define risk management process
- Determine risk assessment and acceptance criteria



## Step 2: Identify Risks

- Identify potential material risks
- Log risks on a risk register

## Step 3: Analyse Risks

- Identify existing controls in place to manage the risks
- Determine overall control rating
- Determine consequence category and level of consequence (Insignificant to Catastrophic) if risk eventuates
- Determine likelihood (Rare to Almost Certain) of the risk eventuating to the determined level of consequence

## Step 4: Evaluate Risks

- Identify level of risk
- Assign risk owner
- Make risk acceptance decision based on existing control rating, level of risk and event objectives

## Step 5: Treat Risks

- For unacceptable risks identify risk treatment options to avoid, reduce or transfer the risk
- Develop and implement suitable risk treatment plans
- Re-analyse and evaluate the risk to ensure the risk is acceptable

The following are examples of common problems at events you would note in the 'Risk Identification' stage of the risk management process. These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised:

- Holes in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls
- Alcohol affected behaviour
- Water hazards

***For further information regarding risk management see:***

WA Department of Health – Risk Management and Special Events  
([ww2.health.wa.gov.au/Articles/N\\_R/Risk-management-and-special-events](http://ww2.health.wa.gov.au/Articles/N_R/Risk-management-and-special-events))

Tourism WA – An Introduction to Risk Management for Event Holders in Western Australia ([www.tourism.wa.gov.au/events/Event-sponsorship/Pages/Resources-for-event-holders.aspx#/](http://www.tourism.wa.gov.au/events/Event-sponsorship/Pages/Resources-for-event-holders.aspx#/))

## 3. Shire Venue Bookings

### 3.1 Shire Facility & Reserve Hire Bookings

The Shire currently operates a number of facilities available to the Bridgetown and Greenbushes community for event use. Before proceeding with your application it is important to determine if the reserve or facility is available for your event. A list of halls available for hire is located here: <https://www.bridgetown.wa.gov.au/community/hall-hire.aspx>. Hire fees may apply.



#### Form Required

To book a reserve or facility complete a Hall Hire Form, available from the Shire website, administration building or via email: [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au).

### 3.2 Fees & Bonds

A hire fee and bond charge is applicable to the hire of a Shire of Bridgetown-Greenbushes facility. For current fees, refer to the Shire website: <https://www.bridgetown.wa.gov.au/community/hall-hire.aspx>

## 4. Trading in a Public Place & Food Vending

### 4.1 Sale of Goods, Wares & Merchandise

Any trading in a public place (this may include private land) that is associated with an event is to be in accordance with the Shire's Local Laws relating to trading in public places. This includes sale of any goods or wares, merchandise, service provisions or food.



#### Form Required

Submit a Trading Permit Application (**Form 4A/4B**) if selling any goods or food.

### 4.2 Catering & Sale of Food

#### Food Vendors

All food vendors are required to notify or be registered with the Shire and must display their Certificate of Registration endorsement of notification in a conspicuous location at all times.

All food is to be prepared in an approved commercial kitchen or at an approved temporary food stall. No food is to be prepared in a domestic residential kitchen unless it is for a community/charitable event or has been registered with the Shire.

Please be aware it is an offence in accordance with Section 109 of the *Food Act 2008* for a proprietor of a food business to conduct the food business at any premises unless it is registered. All food stall/van operators are to comply with the *Food Act 2008*, the *Food Regulations 2009* and the *Australia and New Zealand Food Standards Code*.



*All food and drink outlets at the venue are to be approved in writing by the Shire at least **14 working days** prior to the event and must comply with the Food Act 2008 and local laws.*

A food business based in a Local Government other than the Shire must provide a copy of their Certificate of Registration (issued by the Local Government from which they are based) in accordance with section 110 of the *Food Act 2008* to the event organisers. Temporary food premise/stall fees may be charged.

Event organisers must forward a list of all food businesses operating at the event to the Shire prior to the event with a copy of their food businesses Registration Certificate.

The **Temporary Food Stall Application (Form 4B)** must be completed by all food stall/van owners and submitted to the event organiser. The event organiser may approve stalls and return the paperwork to the business so that they can forward their fee payable (*see current Schedule Fees & Charges – Addendum 1*), a copy of the Certificate of Registration and approved stall paperwork to the Shire.

The sale of potentially hazardous foods which are pre-cooked elsewhere are not permitted (unless authorised). For more information speak to the Shire’s Environmental Health Officer.

### 4.3 Requirements for Food Stalls

Potentially Hazardous Food – means food that is capable of supporting rapid growth of infectious or toxigenic micro-organisms (eg; meat, poultry, seafood, cooked rice, egg or dairy based products).

Transport of food – keep food protected at all times and potentially hazardous foods must be kept either below 5° C or above 60°C - use insulated containers.

Cross Contamination – means transferring infectious or toxigenic micro-organisms from raw product to ready to eat product or from a person to food.

Potable water/ice – ‘drinking water’- water that has been treated to eliminate contamination (normal scheme water).

Sale of Potentially Hazardous Foods - which are pre-cooked (i.e.; not at the stall) is not permitted unless authorised.

Preparing food for Sale in a Residential Premises - requires to be a Registered Food Business, with the approval from the Shire; they are limited to ‘Low Risk’ foods, such as:

- Jams (preserves),
- Cakes, biscuits, scones, muffins & flour products which do not contain potentially hazardous foods;
- Pickled onions.
- Packaged products – require labelling - See Fact Sheets 3 for Charity and Community Organisations or 3A for others. All packaging and containers must not have been previously used.

## Design and Structure

The design and structure of a temporary food stall must:

- Be appropriate for the activities for which the stall is used;
- Provide adequate space for the activities to be conducted at the stall and for the fixtures, fittings and equipment used for those activities;
- Permit the food stall to be effectively cleaned and if necessary, sanitised; to the extent that is practicable.
- exclude dirt, dust, fumes, smoke and other contaminants;
- not permit the entry of pests;
- not provide harbourage for pests;
- All food containers, utensils and supporting equipment must be stored above ground/floor level. Only disposable eating & drinking utensils shall be used.

Food Processing, Handling and Hygiene:

- All food handlers to wear -
- Clean protective clothing (aprons when preparing/handling food);
- Clean hair covering to prevent hair from coming into contact with food or food contact surfaces;
- If disposable gloves are used they must be changed when moving from raw (uncooked product) to ready to eat product and whenever the gloves may become a source of contamination. The use of tongs or similar implements must be used to minimise the handling of food.
- One or more attendants must be designated as money handlers;
- Hand washing/cleaning – should warm water not be available a 20 litre container with a tap at its base filled with potable water with washing bowl, single use paper towels, sanitiser for hand washing hands and detergent must be provided.
- Potentially Hazardous foods must at all times be maintained at a temperature of below 5°C or above 60°C using suitable cooling and/or heating equipment. When eskies or similar containers are used an adequate supply of potable ice must be available.
- Sale of Potentially Hazardous Foods which are pre-cooked is not permitted (unless authorised).
- No attendants are to be involved in the activities should they be suffering from symptoms of disease/infection.
- A sealable rubbish container must be provided inside the stall.
- All attendants are to be clean of habits and have a reasonable knowledge of food safety/hygiene.
- All utensils that are made available with products are to be of a disposable variety.

- All sauces and other condiments shall be stored in single use packs or squeeze type dispensers.
- These Guidelines may be altered to the satisfaction of the Shire's Environmental Health Officer as he/she sees fit.
- Refuse Collection
- All refuse must be contained on the site in an approved rubbish receptacle.

## Food Vans

All food vans and vehicles are to comply with the *Food Act 2008*, the *Food Regulations 2009* and the *Australia and New Zealand Food Standards Code*. Food vans and vehicles must be inspected by an Environmental Health Officer prior to the event or at the event. All food must be prepared in an approved facility.

Refer to **Temporary Food Stall Application (Form 4B)**

### 4.4 Liquor Consumption & Sale of Alcohol

If it is intended that liquor is to be supplied and sold at the event then a liquor licence, or a variation to an existing licence, approved by the Director of Liquor Licensing, must be obtained from the Department of Local Government, Sport and Cultural Industries.

A permit to sell, serve or supply alcohol should be sought from the Department of Racing, Gaming and Liquor with applications to be submitted at least 14 days prior to the event. Please contact the Department for further information on 1800 634 541 or [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

For an event proposed to be held on Shire property, approval from the Shire must be granted prior to application to Department of Local Government, Sport and Cultural Industries. Contact the Environmental Health Officer to arrange this.

**Note:** requirements for water and ablution supply vary when alcohol is sold or supplied. Refer to sections **5.5 Toilet Facilities** and **section 5.6 Water Supply** of this document.

Other relevant approvals should also be obtained from relevant organisations or individuals such as:

- Local Government Authority
- Clerk of Courts
- Police
- Owner of the premises

## 5. Event Management & Facilities

### 5.1 Emergency Services & First Aid

#### Western Australian Police Force Notification

Event organisers must notify and obtain comments from the Police for events with over 300 people. A form may be required – contact the local Police Station for details.

## Emergency Services Notification

You may need to notify agencies such as the SES, Fire Brigade and St John Ambulance depending on the type of event you are holding. Please call the following to discuss your event;

- St John Ambulance – 9761 1049
- SES Bridgetown – 9761 1877
- Bridgetown Police-9715 8130

## First Aid

The nature of any event can be unpredictable. Event organisers must provide sufficient first aid to ensure that any case of injury or illness can be dealt with appropriately. The provision of first aid for the event is to be in consultation with St John Ambulance Australia. The suggested number of first aiders and first aid posts is as follows:

PATRONS	FIRST AIDERS	FIRST AID POSTS
500	2	1
1000	4	1
2000	6	1
5000	8	2
10,000	12	2
20,000	22+	4



### Quick Tip

Large event need first aid posts. Contact St John Ambulance Australia for assistance coordinating.

## 5.2 Access and Inclusion

Access and inclusion across the community is essential to generate a sense of community where all people feel they belong and can enjoy equal opportunity in every facet of life. To best understand if your event is considerate of all community members with diverse abilities, refer to the Access and Inclusion Checklist.

[ADD MORE TEXT HERE ABOUT LEGAL REQUIREMENTS]



### Form Suggested

Submit an Accessibility Checklist (Form 5A) to verify that your event is accessible

### 5.3 Temporary Structures

Depending on your event and its venue, the Shire may require you to submit forms that apply.

These include:

Construct, Extend or Alter a Public Building Application (Form 5B)

Certificate of Approval Application (Form 5F)

#### Tents, Marquees & Stages

Tents, marquees and stages are classified as public building structures and require approval for construction.



#### Form Required

A completed Construct, Extend or Alter a Public Building Application (Form 5B) is required for the construction of any structure for an event.

For marquees (or similar) used at an event, including hired structures, a current copy of the 'Certification Certificate' must accompany the application, or be provided once the event is approved, and before the marquee is erected. If the supplier is unable to provide this report they are required to provide a Certificate of Structural Integrity for a Temporary Structure (Form 5D).

If the applicant is erecting a privately owned tent they should follow the Marquee Checklist (Form 5E) and complete a checklist for each separate structure.

For each marquee, applicants should follow the Marquee Checklist (Form 5E) or, for other structures, the Certificate of Structural Integrity for a Temporary Structure (Form 5D) and complete a checklist for each separate structure.

If alterations are required to an approved structure, you must submit a Variation to Certificate of Approval Application (Form 5G).

#### Ground Markings & Placing Stakes/Pickets Into The Ground

If you would like to erect a marquee, tent or any other structure on a Shire Reserve which requires pegs or posts to be driven into the ground, you will need to contact Dial Before you Dig on 1100 to discuss your requirements with the Shire. Pegs and posts have the potential to damage the underground reticulation system and cause serious damage. Representatives from the Shire of Bridgetown-Greenbushes are available to meet you on site to discuss your requirements. *Please note that if you are responsible for damaging the reticulation system you will be liable for the cost of repairing the damage.*



#### Quick Tip

Dial-Before-You-Dig on 1100 and call the Shire before putting posts into the ground.

### 5.4 Crowd Control & Security

The ultimate responsibility to ensure patron safety rests with the event organisers. If security personnel and/or crowd controllers are required, they are to be in accordance with figures provided

by the WA Department of Health: Two crowd controllers for the first 100 attendees, plus one crowd controller per every additional 100 attendees

Organisers must ensure that:

- They develop a pre-arranged crowd control plan, standing orders and procedures.
- They hire sufficient personnel to allow relief for meal breaks, illness, etc.
- There is gender diversity among the Security and/or Crowd Control personnel to ensure access to all areas of the event.
- Security/Crowd Control personnel are adequately briefed prior to the event and are experienced in crowd control matters.
- Security/Crowd Control personnel remain on duty at the conclusion of the event until the orderly dispersion of the patrons has occurred.
- Security/Crowd Control personnel are present specifically at entry and exit points, stages, concession areas, toilets and on crowd control barriers to ensure there are no disturbances in these areas.
- Security/Crowd Controllers are on site at least one hour before venue is open to the public.
- Security/Crowd controllers are easily identifiable and, depending on the type of event, may need to have communication equipment, a torch and personal protective equipment.



#### Quick Tip

Hire two Crowd controllers for the first 100 attendees, plus one crowd controller per every additional 100 attendees.

### 5.5 Toilet Facilities

Event organisers are responsible for the provision of adequate ablution facilities for attendees in accordance with the Department of Health and the Shire local laws. Ablution (toilet) facilities for the event will need to be provided in accordance with the following table. If projected attendance numbers for your event exceed 10,000 people, please consult the Shire's Environmental Health Officer to discuss requirements.

TOTAL ATTENDANCE NUMBERS	MALE TOILET	MALE URINAL	MALE HAND BASIN	FEMALE TOILET	FEMALE HAND BASIN
0 – 1000	2	1.5m	1	5	1
1000 - 2000	3	3m	2	10	2
2000 – 3000	4	4.5m	3	15	3
3000 – 4000	5	6m	4	20	4



4000 – 5000	6	7.5m	5	25	5
5000 - 6000	7	9m	6	30	6
6000 – 7000	8	10.5m	7	35	7
7000 – 8000	9	12m	8	40	8
8000 – 9000	10	13.5m	9	45	9
9000 – 10,000	11	15m	10	50	10

The number of facilities provided according to the table above can be altered according to the table below.

DURATION OF EVENT	% OF ABOVE TABLE VALUES
More than 8 hours	100% of table values
6 hours, but less than 8 hours	80% of table values
4 hours, but less than 6 hours	75% of table values
Less than 4 hours	70% of table values
If the event is alcohol free	50% of table values

Applicants will also need to ensure:

- Disabled toilets are provided
- Adequate gender signage is displayed on all additional toilets provided
- Lighting is supplied to toilets if your event is held from 6pm onwards

### 5.6 Water Supply

Quantities of potable water must be made available for drinking, hygiene and cooling purposes especially during summer events. It is preferable that scheme water is used. Non-scheme water supplies should be tested for compliance with the National Health and Medical Research Council *Australian Drinking Water Guidelines*.

For an event longer than two hours in duration a minimum of two litres of free potable drinking water must be available per person. One free water outlet is to be provided per 500 people. If alcohol is being served, under the *Liquor Control Act 1988*, it is mandatory for a licensee to provide free drinking water to patrons.



#### Quick Tip

Have drinkable (potable) water available during your event if longer than two hours

## 5.7 Electricity

The event organiser is responsible for arranging the supply and installation of electricity for the event. Power access and requirements should be discussed with the property manager of the venue, or with the Shire for public facilities.

All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be properly and safely secured. Electrical cables should be laid either UNDERGROUND or OVERHEAD in compliance with all necessary legislation. No cables are to lie on the ground, unless adequately protected to the satisfaction of the Shire as they can present a serious hazard. All electrical equipment must be appropriately tagged and comply with all legislative requirements.



### Quick Tip

Electrical cables should be laid either UNDERGROUND or OVERHEAD in compliance with all necessary legislation. No cables are to lie on the ground, unless adequately protected to the satisfaction of the Shire



### Form Required

A licensed electrical contractor is required to certify any electrical installations and complete a Certificate of Electrical Compliance (Form 5H) which must be provided to the Shire along with event documentation.

## 5.8 Rubbish

Event organisers are responsible for the cleaning arrangements during and after the event. All premises used for events, including parks, reserves and halls, are to be left completely free of rubbish and debris. If rubbish is left after the event, the Shire will charge the event organisers for the cost of cleaning and disposal.

It is the organiser's responsibility to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of correctly. Should you need to obtain additional bins, please contact the Shire for assistance. The Shire may also be able to provide rubbish collection for a fee.



### Quick Tip

Tidy up after your event to avoid fees! Contact the Shire to obtain additional bins.

## 5.9 Noise

### Minimising Disturbance to Others

If any amplified equipment such as stereos, musical instruments, PA systems or similar are to be used in the running of your event, consideration must be given to compliance with the *Environmental Protection (Noise) Regulations 1997*, to minimise disturbance of surrounding residents. It is recommended that if noise is to be created, residents should be notified of the event in writing, at least seven days prior to the event.

When notifying residents ensure that you include a contact number for the organiser so any noise complaints can be brought to their attention. As a general condition, Council reserves the right to require the use of amplified equipment to cease where the level of noise generated is considered likely to constitute a nuisance to others.



### Quick Tip

If you expect noise at your event, notify close by residents at least seven days prior to the event and include the contact number for the event organiser

## Exceeding Assigned Noise Levels

Generally, noise emitted from any premises must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*. If an event were to lose its character or useful by abiding by the assigned noise levels, *Noise Regulation 18* allows the Chief Executive Officer of the local government to approve the event. In this circumstance a Noise Management Plan may be required.

If significant noise is to be created the applicant may be required to apply for approval of a "Non-Complying Event", which can be granted by the Shire's Chief Executive Officer and Department of Environmental Protection. An application must be made to the local government at least 60 days before the event and be accompanied by a \$1,000 application fee.



### Quick Tip

Have an event that's going to be loud? You may need to apply to the Shire 60 days prior to the event with a \$1000 application fee.

## 5.10 Camping

Approval is required from the Shire for camping.

The event organiser must make arrangements for waste water, toilets, showers, disposal of rubbish and potable water access in accordance with local laws and the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*. Further information can be obtained from the relevant Acts.

All other requirements will be set in accordance with the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*. The licence you receive will contain specific requirements that must be complied with relating to the temporary caravan park or camping ground. The Environmental Health Officer will consult with the applicant prior to setting the conditions on the licence.



### Form Required

A completed Temporary Camping Licence Application (Form 5I) is to be submitted with your event application.

Water is to be provided in accordance with the Department of Health guidelines:

TOTAL CAMPERS	POTABLE WATER LITRES	NON-POTABLE WATER LITRES	TOTAL LITRES
0 – 250	500	2,500	3,000
251 – 500	1,000	5,000	6,000
501 – 1,000	2,000	10,000	12,000
1,001 – 2,000	4,000	20,000	24,000

2,001 – 5,000	10,000	50,000	60,000
5,001 – 10,000	20,000	100,000	120,000

### 5.11 Amusement Rides & Structures

Amusement rides must comply with *Australian Standard AS3533* they must be inspected and maintained by a competent person. Yearly inspections of structures and regular maintenance should be recorded in a logbook. The applicant should ensure each operator has an up to date logbook. Amusement rides must be registered with WorkSafe in the current owner's name. Event organisers should ensure that operators have their rides registered with WorkSafe. Operators should also have an installation checklist that is completed after each installation.

### 5.12 Fireworks

If you intend to conduct fireworks at your event, specific State regulations must be complied with. You must obtain a relevant application form from the Department of Mines, Industry Regulation and Safety [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au). The application form requires signed approval from the Police Department, Fire and Emergency Services and the Shire. Approval by the Shire may be subject to an application fee. Please submit copies of Department documents to the Shire prior to the event.

### 5.13 Events Held on Water

If events are held in navigable waters beyond the low water mark, approval is required from the Department of Planning, Lands and Heritage. For more information see [www.transport.wa.gov.au](http://www.transport.wa.gov.au).

The Department of Planning, Lands and Heritage must be contacted if you are using vessels for hire or reward – this includes people hiring canoes or people paying to enter a fair or show where they can use boats on the water.

### 5.14 Use of Airspace

Contact the Civil Aviation Safety Authority regarding use of airspace and air-site facilities, including drones, or visit [www.casa.gov.au](http://www.casa.gov.au).

## 6. Parking & Traffic Management

### 6.1 Parking Requirements

If parking problems may occur at (or because of) your event, please contact the Shire to determine any additional parking options. A Parking Management Plan will need to be included, incorporating how the plan will be implemented and managed. Disabled access must be provided and the use of shared or public transport is encouraged.

Temporary road closure is required for major events where the road needs to be closed to traffic for a significant length of time. Contact the Western Australian Police (WAPOL) or the local Police Station for relevant form(s).



#### Form Required

Parking Management Plan submitted to Shire



#### Form Required

A “Permit to Hold a Public Meeting and/or Conduct a Procession” is required when the group comprises three or more persons communicating, expressing or obtaining a view, and where members of the public are invited, induced or permitted to attend.

**Contact WAPOL or the local Police Station for relevant form(s).**

Depending on the type of event, the applicant may be required to complete more than one application form. The following table outlines the application form(s) required for each event – but event organisers must consult with the local Police Station to confirm their arrangements:

EVENT	ROAD CLOSURE FORM	SUSPENSION OF REGULATIONS	PERMIT FOR PROCESSION/ PUBLIC MEETING
Street Party	✓		
Cycle Race – On Road		✓	
Cycle Race – Track Circuit	✓	✓	
Vehicle Race (e.g. Rally)	✓	✓	
Market Stalls	✓		
Procession		✓	✓
Public Meeting	✓		✓
Sporting Event	✓		

Community Festival	✓		
Marathon/Triathlon		✓	

If the usual flow of traffic will be affected, the applicant may also be required to submit a Traffic Management Plan to the Shire to ensure public safety.



#### Quick Tip

The event must also be advertised in the local newspapers and with appropriate signage, for a minimum of two weeks before the event.

### Categories & Timing for Applications

Please be aware that WAPOL has prescribed time periods varying from one to six months to assess your application, depending on the nature of the event. Fees apply. Please contact WAPOL for further information. Following approval from the Shire and Main Roads WA (if required), the event organiser is to submit the completed form(s) to the local Police Station for approval and payment of the any associated fees.

For a temporary road closure where the event involves a street or locality event, which does not involve large public participation, the applicant must obtain and record the consent of not less than two thirds of the occupiers of land immediately adjacent to the road it is proposing to close.

#### 6.2 Traffic Management

Event promotional material is to include car parking and directional information. All parking must occur in allocated bays or areas. A fine may be imposed on any vehicles parked outside allocated parking bays.

#### Approvals Required

Organisers seeking to hold an event on a road such as a street party, vehicle race, athletic competition or race, public meeting or procession are required to seek approval from the Shire and WAPOL. If the event is to be held on main roads or highways, the applicant must also seek the approval of Main Roads WA.

Applicants must firstly obtain the appropriate form(s) from their local Police Station. The forms may include some or all of the following:

If usual flow of traffic is expected to be affected by the event, the Shire and/or Main Roads WA requires a Traffic Management Plan to be submitted showing detours, closures, local access points, signs and marshals being provided (including the provision for road safety cones and the erection of appropriate signage at cost to your organisation)

The Traffic Management Plan must conform to *Australian Standard AS 1742.3* and to the Traffic Management for Work on Roads Code of Practice and must be prepared by a suitably qualified person. Inadequate traffic management plans have liability implications for the Shire and your organisation. Further information can be obtained from the Main Roads WA website at [www.mrwa.wa.gov.au](http://www.mrwa.wa.gov.au).



Accreditation details for field personnel responsible for erecting and maintaining signage and undertaking traffic control duties must also be provided to the Shire as part of the Traffic Management Plan. The Shire may be able to assist with the loan or hire of traffic signs. Please contact the Shire for details.

### Provided Transport

If transport is being provided, the driver(s) must hold the correct licence level to provide the service for paying or non-paying passengers (as applicable). If passengers are paying, the vehicle is classified as a charter vehicle and must have a charter vehicle licence attached to that vehicle registration. For more information, refer to the Department of Transport website: [www.transport.wa.gov.au](http://www.transport.wa.gov.au).

## 6.3 Traffic Management Plans

### Why is traffic management required?

The Shire's road network provides the opportunity for organisations and community groups to stage events on roads for the benefit of the public at large. Such events need to be managed in a way that ensures the safety of all involved, and minimises disruptions to the normal daily usage and function of our road network. The impact of events that do not occur on roads but impact on the safety and efficiency of the surrounding road network also need to be taken into account

### When is traffic management required?

Any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the roadway; or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a Traffic Management Plan is prepared that adequately provides for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

### What traffic management is required?

Traffic Management Plans shall be prepared as per the requirements in the Traffic Management for Works on Roads Code of Practice. The current version of the Traffic Management for Works on Roads Code of Practice can be obtained by searching the Main Roads WA website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au).

It should be noted that event organisers are not be permitted to prepare a Traffic Management Plan or implement a Traffic Management Plan unless they hold the appropriate accreditation. Accreditation is covered in the Code of Practice and should be referenced for exact requirements but in general:

- All Traffic Management Plans shall be prepared by a person holding Main Roads accreditation in Advanced Worksite Traffic Management (AWTM).
- Selection of a site appropriate generic approved Traffic Management Plan (such as those provided in the Code of practice) shall be by a person holding Main Roads accreditation in Basic Worksite Traffic Management (BWTM).
- Implementation of traffic signs and devices according to an approved Traffic Management Plan shall be by a person holding Main Roads accreditation in Basic Worksite Traffic

Management (BWTM) or an Event Traffic Controller (ETC) under the conditions stated in the Code of practice.

- Operation of a stop-Slow bat shall be by a person holding Main Roads accreditation is a Traffic Controller (TC) or an Event Traffic Controller (ETC) under the conditions stated in the Code of practice.

### What traffic management approvals do I need?

Traffic Management Plans need to be reviewed and approved by the road authority on which they will be implemented. Usually this will be the Shire but may be Main Roads WA or both.

Roads under the authority of Main Roads WA within the Shire of Bridgetown-Greenbushes are:

- Southwest Highway/Hampton Street
- Steere St from Hampton St to Gifford Road
- Bridgetown Boyup Brook Rd/Gifford Road

For events impacting these roads, approval will need to be sought directly from Main Roads WA.

### What fees apply?

The Shire charges fees for the evaluation of traffic managements plans with plans requiring evaluation within 28 days attract a higher fee. These fees are specified in the current fees and charges available from the Shire website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au).

## 7. Promotion & Signage

If any signage advertising the event is proposed, approval may be required from the Shire. Approval will require details such as sign size, number, location, fastening details, construction materials. To discuss your event signage, contact the Shire's Senior Planner. You may need to arrange a meeting to discuss your signage.



#### Quick Tip

Consider where you will put your signs to advertise your event leading up to the event and signage within the actual event area. All signs on main roads must need Main Roads WA approval, which must to be sent to the Shire.



#### Form Required

Event Signage

**Note:** If the sign is to be placed on a main road or highway, all documentation and Shire approval must be sent to the local office of Main Roads WA seeking their approval. Once Main Roads approval has been given, a copy must be provided to the Shire.

**END OF DOCUMENT**