



Shire of East Pilbara
Public Events Application
Fact Sheet

Event Planning Essential Information

Requirements and advice

The following information is provided to assist individuals and groups who are planning and organising events and activities within the Shire of East Pilbara. Our desired outcome is that events are both safe and successful for the community and visitors to enjoy. The Shire of East Pilbara recognises that public events bring many benefits to the community and has adopted an Events Strategy to support existing and new events. Council has a responsibility to ensure that any public events are managed in an appropriate manner and that they comply with all relevant statutory requirements

Do I need a permit or approval?

If the event is to be held on a park or reserve that is vested with the Shire, a permit must be obtained. Public events that are held on private property such as celebrations, concerts or markets also require approvals from the Shire. Activities held solely within Shire halls may not require event permits, public gatherings, functions and activities are permitted when conducted within the venue's maximum capacity. Depending on the nature and scale of the activity, other approvals such as a variation to capacity, permit to consume alcohol or Trading in a Public Place permit may be required. A Planning Approval may be required for events depending on the location and the duration of the event.

Large events on private land are generally not supported unless the proposed event complies with the land use zone requirements and a Planning Approval has been issued for the event, or if the Shire determines that the event is exempt from the need for Planning Approval.

It is an offence to operate an event without a valid licence, permit or approval. Both Local Government and Police are empowered to close events that do not comply with the conditions of permits and approvals issued by the Shire of East Pilbara

How to apply for an event permit

To apply to host public event in the Shire of East Pilbara, you must submit a public events application form. These forms can be collected from the Shire Administration office on the Corner of Kalgan and Newman Drive or on Francis Street in Marble Bar, alternatively please check the Shire website for an electronic version at www.eastpilbara.wa.gov.au – search for 'Public Events. To apply refer to the relevant links in that section.

It is recommended that all event organisers contact the Shire prior to lodging an application to discuss the proposed event and obtain guidance for the application process. Once you have completed the application form it can be returned to the shire office or e-mailed to events@eastpilbara.wa.gov.au. Should you have any queries regarding completion of the form or any issues about holding an event in the shire contact the **Events Officer at 08 9175 8000**

Once your application has been lodged, you will receive an acknowledgement and your event will be assessed by the Shire's Public Events Team (PET). The PET comprises shire officers from a number of different departments who will assess your application to establish that it complies with all legislative requirements. When reviewing your application the Shire will consider the likely impacts on residents and

the wider community, taking into account capacity of the proposed area, community safety, noise or nuisance, alcohol consumption, number of patrons and any additional factors.

When assessing proposed events the Shire is guided by regulations and policies which include the following:

- Health (Miscellaneous Provisions) Act 1911
- Health (Public Building) Regulations 1992
- Building Code of Australia
- Electricity (Licensing) Regulations 1991
- Environmental Protection (Noise) Regulations 1997
- Food Act 2008
- Australia New Zealand Food Standards
- Road Traffic Act 1974
- Shire of East Pilbara Policies
- Local Laws (Local Government Property Local Law 2013 and Activities in Thoroughfares & Trading in Public Places 2010)
- Guidelines for Concerts Events and Mass Gatherings (Department of Health 2009)

The time it takes to process and approve your event will depend on the complexity and your ability to submit plans that meet the Shire of East Pilbara event approval criteria. A high risk event may take many months to assess and permit, whereas a low risk event may only take a couple of weeks. The Events Officer will work closely with you throughout the planning process to ensure that the event approval process is as smooth as possible.

For any public event held within the Shire you will be required to provide Public Liability Insurance, this is compulsory and not negotiable.

Any or all of the following information may be required following your application:

- Detailed Site Plan and Floor Plan
- Risk Management Plan
- Traffic Management Plan
- Public Building Approval/Variation application
- Temporary Food Premise or provision of food details
- Approvals from external agencies (Department of Racing Gaming and Liquor, Department of Parks and Wildlife, Department of Transport, Main Roads, etc)
- A detailed list of required information is supplied with each application.

Applications relating to small scale or non-complex events must be submitted to the Shire at least **8 weeks PRIOR** to the event. For larger and more complex events a minimum of **3 months PRIOR to the event** is a requirement. Early applications are appreciated, timeframes can be found within the Public Events Application Document.

Factsheets:

The Shire has developed the following Factsheets which give applicants essential information on what is required to organise an event and can be found at the Shire of East Pilbara Website.

- Factsheet 1 – How to develop an Event Plan
- Factsheet 2 – How to develop a Risk Management Plan
- Factsheet 3 – How to develop a Waste Management Plan
- Factsheet 4 – Events with food and beverages
- Factsheet 5 – Events with music
- Factsheet 6 – Holding an event on Shire of East Pilbara property or public open space.

Once you have met all the relevant assessment criteria and the PET has deemed your application successful, you will receive your event permit. The event permit is final confirmation that all steps required have been completed in preparation for your event. Once you have received your event permit you will need to have a copy of the permit on site with you at all times, available for presentation upon request.

Please note that there are many other requirements that you may need to consider and submit depending on the size and type of the event you are holding. Once you begin the event application process the Shire's Event Officer will be able to outline these requirements for you.

What fees are payable?

Once your application has been finalised you will receive an invoice for any permits and approvals along with any other additional charges for conducting your event (power, cleaning, line marking, etc). If your event is on Shire Property a bond may also be payable prior to the event if requested. In some cases, Shire may waive a percentage of fees associated with events. Restrictions apply and fees are required to be paid up front. If a waiver is approved 50% of the fee will be refunded. For information please refer to Waiver of Fees and Charges Guidelines and Application form.

Frequently requested information**First Aid**

Event organisers should provide first aid facilities irrespective of the size of the event or expected patronage. Every event should have at least one qualified first aid officer who is dedicated to this role and is present for the duration of the event. This person can be a certified volunteer. Appropriate signage should indicate the location of available first aid. Larger or high risk events may be required to supply a medical plan. These events may need to provide onsite Doctors in addition to first aid posts / onsite ambulance.

Department of Health Notification

In order to adequately allocate resources for unexpected medical emergencies which may occur as a result of public events, the State Health Department requires notification of all events being held within the Shire of East Pilbara. It is the event holder's responsibility to forward details of the event and onsite First Aid provisions to East Pilbara Hospitals.

Local Police

Local Police should in most cases be notified regarding the details of your event in particular where roads are to be used, alcohol sold or a large number of attendees/participants are anticipated. Cited event management and risk management plans may be required.

Emergency Services

Event organisers are encouraged to contact emergency services located within the Shire regarding the details of their event. Ambulance, Emergency Fire and Rescue, Local Bushfire Brigades and SES benefit from knowing the location and potential impacts of all events. This may include having appropriate vehicles and volunteers on standby should the need arise.

Access and Amenities for Disabled Persons

It is important that people with disabilities have the same opportunities as other community members to access and participate in public meetings, functions and events. A guiding document called Creating Accessible Events is available from the Government of Western Australia's Disability Services Commission. The Shire is also happy to provide you with a copy.

Note: Where temporary amenities are to be imported for the event, the Event Organiser must provide access and appropriate toilet facilities for disabled persons.

Insurance

Events on Shire property must be insured for:

- Public Liability (at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims)
- Workers Compensation or Personal Accident Insurance Cover (where required by law) for all employees, subcontractors or volunteers engaged by the Event Organiser
- Property Insurance for goods/property/plant/equipment owned by the Organiser that require insurance for damage or theft

Shire's Casual Hirers Insurance policy covers private individuals and groups for activities such as Wedding ceremonies, parties and private meetings. Shire's Casual Hirers Insurance policy does not cover (regardless of type of use of facilities) Incorporated Bodies, Sporting Clubs, Associations and meetings for organisations such as Weight Watchers, Ratepayer Associations, etc. These types of organisations must purchase Public Liability Insurance. Shire's insurer offers reduced rates for community events held on Shire land. Please visit www.localcommunityinsurance.com.au for more details. Local Community Insurance may also be contacted on free call number: 1300 853 800

Risk Management

A Risk Management Plan is an invaluable tool for organisers planning a safe event. Most event applications are required by the Shire to include a Risk Management Plan.

Events on Roads and Traffic Management

Applicants who wish to hold events on roads must address traffic management and safety issues. In most cases a Traffic Management Plan prepared by an accredited person will be required. Plans must then be

reviewed by Local Government, Police and also reviewed and approved by Main Roads WA where appropriate. Please contact the Shire to discuss the traffic management requirements of your event.

Temporary Buildings at Events

Any temporary structure installed onsite (including marquees, stages and movie screens) which is greater than 20m² in area will require details be submitted on a temporary structure notification form. Structures larger than 55m² will be required to complete the notification form, submit structural drawings and submit a certificate of structural certification provided by a practising structural engineer who has conducted an onsite inspection of the structure. All temporary structures regardless of size are to be noted on the event site plan.

Inflatable Structures

The event organiser is required to provide the relevant documentation for all Inflatable Structures at least 14 days before an event. The event organizer is required to provide a WorkSafe Certificate for all inflatable amusements such as bouncy castles and amusement rides etc. If the inflatable structure is classified as a class 1 inflatable and therefore exempt from certification a letter is required from WorkSafe that states this. If the event organizer is leasing this equipment from a supplier it is recommended that certification is obtained from the supplier prior to the goods being booked to avoid complications. Some bouncy castles and amusement rides might require a maintenance log to be provided that will be requested prior to the event. If you have any further enquiries please contact WorkSafe or the Shire's Health Department.

Temporary Food Premises

All food vendors/caterers proposing to trade/serve food at events must be registered as a Food Business with their Local Government Authority who will provide them with a risk rating and registration certificate. Community or Charity groups are required to "Notify" their Local Government Authority and will receive a "Verification of Notification" certificate. Certificates should be provided to event organisers and be available for inspection onsite at the event. Event organisers are required to advise the Shire who will be selling or serving food at their event via the "food vendor details form". All food Vendors must comply with the Food Act 2008 and Australia New Zealand Food Standards. A Shire Environmental Health Officer may inspect vendors/caterers onsite at the event. Please refer to Shire's Temporary Food Premises information sheet for additional information relating to requirements.

Alcohol

If alcohol is to be consumed at an event on Shire property, prior approval / permit may need to be obtained from the Shire. Please contact Shire's Events Officer to request an Application for a Permit to Consume Alcohol on Shire Property. (This form will be included in your Event Application if required) If alcohol is to be sold at an event, further approval must be obtained from the Department of Racing, Gaming and Liquor. Most applications are now required to be lodged online well in advance of the event date. The event must have an "Approved Manager" onsite at all times. Licence exemptions may apply for some small scale events of a short duration.

Waste Management

Event organisers are to ensure adequate arrangements are in place for collection and removal of all litter generated as a result of their event. Shire property is to be kept left litter free at all times. It should not be assumed bins provided by the Shire on Reserves may be solely utilized to cater for litter generated by an

event. The event organiser is responsible for providing additional bins and waste collection for events on Shire Reserves. Please contact Shire's Environmental Health Services or refer to *Fact Sheet 3* for additional detailed information on requirements for events.

Shire of East Pilbara Department Contacts

- Events Officer – 91758000 (Event Application Packages)
- Facility Bookings – 91758000 (Facilities Bookings)
- Community Wellbeing Administration Officer - 9175 8000 (Fee Waivers/Shire Contributions)
- Environmental Health Officer - 9175 8000

External Agencies and Departments

- Dept. of Fire and Emergency Services (DFES) - www.dfes.wa.gov.au
- Dept. of Health - www.health.wa.gov.au
- Dept. of Mines and Petroleum (Fireworks permits) - www.dmp.wa.gov.au
- Dept. of Lands 1800 734 735 - www.lands.wa.gov.au (Free call for country WA)
- Dept. of Racing Gaming and Liquor 9425 1888 - www.rgl.wa.gov.au
- Dept. of Transport - www.transporti.wa.gov.au
- Disability Services Commission 1800 998 214 - www.disability.wa.gov.au (Free call for country WA)