

Event Impact Classification Matrix

	Social gathering	Low Impact	Medium	High	Major
Number of attendees	<100	<100	100 - 1000	1001 - 5000	5000+
Notification period	5 days	30 days	90 days	120 days	120 days
Application process	Space booking only	Event application and space booking	Event application and space booking	Event application and space booking	Event application and space booking
Noise/amplified sound	Low levels of noise, must comply with noise regulations and not impact amenity of surrounding area	Low levels of noise, must comply with noise regulations and not impact amenity of surrounding area	Low levels of noise, must comply with noise regulations and not impact amenity of surrounding area	May have noise outside of noise regulations (noise management applicable for Reg 13, 16 or 18)	May have noise outside of noise regulations (noise management applicable for Reg 13, 16 or 18)
Temporary Structures	Limited to ground level infrastructure, such as tables, chairs small marquee less than 5x5m	Low level infrastructure	Medium level infrastructure requiring certification and installation sign-off	High level infrastructure requiring certification and installation sign-off	High level infrastructure requiring certification and installation sign-off
Alcohol sale or supply	Not supported	Discretionary with licensing requirements and Alcohol Management Policy	Discretionary with licensing requirements and Alcohol Management Policy	Discretionary with licensing requirements and Alcohol Management Policy	Discretionary with licensing requirements and Alcohol Management Policy
Type of Event	Private only, non commercial, must be limited to a gathering of associated, known or related people	Private or public event	Private or public event	Private or public event	Private or public event
Location ownership	Shire of Broome Public venues	Private or Shire managed land. Seek landowners permission/approvals first	Private or Shire managed land. Seek landowners permission/approvals first	Private or Shire managed land. Seek landowners permission/approvals first	Private or Shire managed land. Seek landowners permission/approvals first
Duration of Event	1 calendar day event max	Discretionary	Discretionary	Discretionary	Discretionary
Public building (enclosed event area such as fences or structures)	No public building	No public building (only low, lightweight fencing approved)	Public building as part of the event, building approvals and certification required	Public building as part of the event, building approvals and certification required	Public building as part of the event, building approvals and certification required
Food vendors	No mobile food vendors or sale of food permitted	Food sale or supply permitted. Food vendors must comply with licensing	Food sale or supply permitted. Food vendors must comply with licensing	Food sale or supply permitted. Food vendors must comply with licensing	Food sale or supply permitted. Food vendors must comply with licensing
Waste management	Use of area bins or remove rubbish	Use of area bins or remove rubbish	Additional bins required. Can be hired from the Shire or privately.	Additional bins required. Waste management plan to be provided	Additional bins required. Waste management plan to be provided.
Vehicle access	No vehicle access at any time.	Vehicle access for bump-in/bump out only. Vehicle access permit required.	Managed vehicle access during the event. Vehicle access permit required and risk management plan.	Managed vehicle access during the event. Vehicle access permit required and risk management plan.	Managed vehicle access during the event. Vehicle access permit required and risk management plan.
Road Closures or changes to traffic movement	No road closures as part of the event	No road closures as part of the event	Low impact on road network, minor closures	High impact on road network and/or multiple road closures	High impact on road network and/or multiple road closures
Camping	No camping	Discretionary, subject to application	Discretionary, subject to application	Discretionary, subject to application	Discretionary, subject to application
Impact on residences and businesses	No impact on residences and businesses	Low/No impact on residences and businesses	Medium impact on residences and businesses requiring some notifications	High impact on residences and businesses with early notification required	High impact on residences and businesses with communication plan required
Utility needs	No shire power can be used	Low level power can be used or a small generator	Shire power can be used or generator use	Shire power can be used or generator use. Electrical sign off	Shire power can be used or generator use. Electrical sign off
Exclusive use	Exclusive use not permitted	Exclusive use of event area permitted	Exclusive use of event area permitted	Exclusive use of event area permitted	Exclusive use of event area permitted
On approval	Confirmation email	Event approval permit with terms and conditions	Event approval permit with terms and conditions	Event approval permit with terms and conditions. May require a deed of agreement	Event approval permit with terms and conditions. May require a deed of agreement
Examples	Family picnic, staff gathering, birthday parties or celebrations	Corporate events, promotional marketing, open day, sundowner, community events	Community concerts, school holiday activities, corporate functions, large rallies	Festivals, sporting events, multi day community events, large rallies	Festivals, sporting events, multi day community events

Note. This is a guide and the Shire reserves the right to adjust the risk category.