



Jalaru Photography

# Event Guidelines

## 2024





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# Broome Event Guidelines

## Message from our Shire President



Broome's climate, culture, and lifestyle make it an ideal event location. Events of all sizes go hand in hand with the town's world-class tourism facilities and natural attractions, which are the envy of other regional centres across Australia.

Events offer communities the chance to have enjoyable and significant experiences. Broome hosts a diverse range of cultural, economic, sporting, and artistic events, which enriches the lives of locals and enhances the experiences of visitors.

Broome hosts a vast range of events and activities, ranging from intimate private functions to multi-day festivals, and few places as remote as our town can boast as many international performances, cultural celebrations, and sporting fixtures.

The Shire of Broome is committed to ensuring all events adhere to relevant regulations, maintain community safety, and minimise the impacts on our pristine environment.

We welcome all events to our beautiful town and extend our collaborative services to ensure their success.

**Cr Chris Mitchell**

Shire President

## Acknowledgement of Country

The Shire of Broome acknowledges the Yawuru people as the native title holders of the lands and waters in and around Rubibi (the town of Broome) together with all native title holders throughout the Shire.

We pay respect to the Elders, past, present, and emerging, of the Yawuru people and extend that respect to all Aboriginal Australians living within the Shire of Broome.





# Welcome to the Shire of Broome Event Guidelines

## What is this guide about?

The Shire of Broome attracts significant and varying styles of events, of diverse size, which have different impacts to the Shire environment and community. The Shire understands the positive impact a successful event has on our community, creating sustained tourism and economic growth. We aim to attract and retain events that bring visitors to Broome, enrich the experience of those already visiting in Broome, and connect with the community creating a vibrant atmosphere.

**Whether you are planning your first event or are a seasoned professional, this guide will provide an understanding of the Shire's approval process and your obligations.**



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## Disclaimer

While we have taken every precaution to ensure that the content of this guideline is both current and accurate, errors can occur. The information provided does not supersede any Local, State, Commonwealth or other Authorities', regulations, Legislation, or Acts. It is the responsibility of the user to determine best practice in all circumstances.

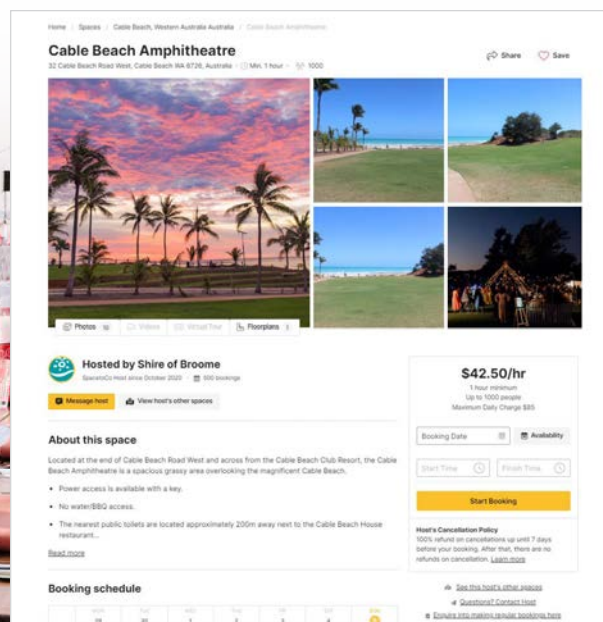


# Public event spaces for hire



## Beaches, Parks, Gardens and Open Spaces

Broome has many beautiful locations from red cliffs and white sandy beaches to grassed areas with stunning sea views. Shire-managed public venue spaces can be booked via [SpacetoCo](#), which provides a geographical overview of the venue locations.



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Some public spaces in Broome are jointly managed by both the Shire and the Yawuru people, while certain beaches are under the care and control of the Kimberley Ports Authority. When using [SpacetoCo](#), carefully read the instructions to know from which authority approvals are needed. If you would like to hold an event in a location that is jointly or solely managed by an authority that is not the Shire, you will need approval from that authority as well as from the Shire.

- **Kimberley Ports Authority (KPA):** The KPA has its own Event Permit application form. Once you have received a decision from the KPA, please forward it to the Shire.
- **Yawuru Registered Native Title Body Corporate (Yawuru RNTBC):** Shire officers will refer the Event Permit Application to the Yawuru RNTBC.

If your desired event location is not listed in SpacetoCo, submit an event application as early as possible. Other locations may be approved on a case-by-case basis – in some cases the application may be referred to Council for approval.

Booking a venue on Space to Co is not an Event Permit. Carefully read the section **"Do I need an event permit?"** to know what else may be required.





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## Roads and Footpaths

Footpaths and roads are sometimes used as an extension to an existing venue or are closed off as part of the event. To ensure the safety of patrons, footpaths and roads may be closed, for example fun runs and parades or may be closed around events on parks and reserves.

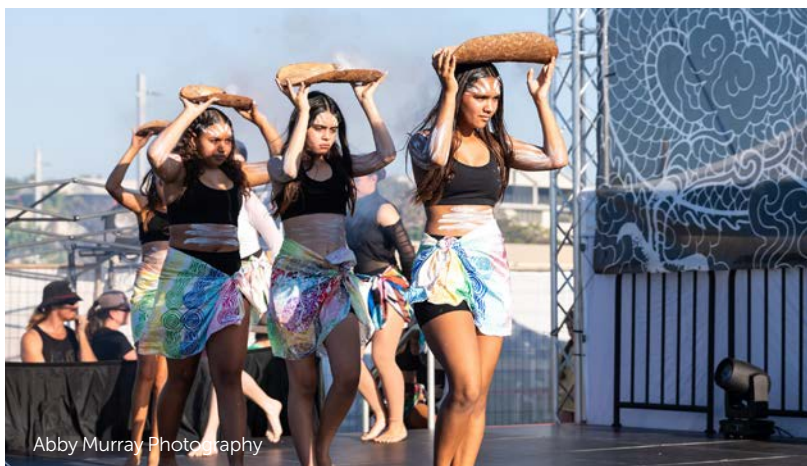
Further detail on road closures and the requirements for road and footpath usage and closures is provided on page 24.



Theatre Kimberley's use of Town Beach to perform Shorebird Quest. Image: Feral Films



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## Indoor Functions and Events

### Broome Recreation and Aquatic Centre

The Broome Recreation and Aquatic Centre (BRAC) holds a diverse range of annual events such as Sandfly Circus performances and the Kimberley Cup regional sports carnival. With two ovals and a large undercover pavilion, it is an ideal venue for large events such as concerts, exhibitions, conferences.

BRAC features landscaped, shaded entertainment areas, toilets, disability access, kiosk facilities, ample parking and the option to hire whole or half a stadium.



### Broome Civic Centre

From conferences to community meetings and fundraisers to performances, the Broome Civic Centre has a space to suit events of all sizes. This iconic Broome landmark has been cleverly refurbished and includes electronic presentation equipment, technical support staff, catering facilities, a fully operational bar and great air-conditioning.



### Private venues within the Shire

There are plenty of bookable spaces in Broome to hold private events.

Depending on the type and size of your event, a permit with both the Shire and the owner or land manager of the space might be required. Further details about private property event spaces in Broome can be found on the [Visit Broome website](#).



Notre Dame University Hall



## Event Promotion



### Event Calendar

All events coming up in Broome can be listed on the Visit [Broome Events Calendar](#).

Event organisers can create and maintain their own event listings. Your event can be submitted for free to gain exposure to a sizeable, engaged audience

Community events that meet the guidelines can also be listed on the [Shire of Broome Events Calendar](#), subject to guidelines.

## Sponsorship and Grants



The Shire supports events that deliver long term social or economic benefits to the local community.

The **Community Development Fund (CDF)**. Funding is available for organisations that meet CDF objectives and have secured 50 per cent of the project costs from other sources.

The **Quick Response Grants Program** supports small community opportunities or projects that arise at short notice with up to \$1,000 in funding. The program supports immediate needs that arise where the activity is unable to be planned for or supported as part of the annual Community Development Fund (CDF). Applications for Shire of Broome Quick Response Grants are accepted all year round. It is recommended that applications be submitted at least four weeks prior to the commencement of the project.

Applicants are strongly encouraged to contact the Shire to discuss their project prior to submitting an application on 9191 3456.

Further information on the Shire funding programs can be found on the [Community Funding Program](#) page on the Shire website.

**Approval for Shire funding does not guarantee event approval. The event organiser still needs to get a permit well in advance of the event.**





# Is an Event Permit required?



## Why an event permit is required

A permit ensures the event is held in accordance with State Legislation and the Shire's Local Laws. A permit is required if you are holding an event in a public place. A public place includes Shire reserves, beaches, parks, roads, road reserves and other areas generally open for use by the public. A public place can also be privately owned land, if the public is allowed to use the land for the event.

It is an offence to operate an event without a valid approval and a valid permit, and the Shire can take enforcement action should this occur. Any conditions applicable to your event will be outlined in your Event Permit issued by the Shire.

## When an event permit is not required

Your event will not require a permit if it is held:

- at an educational premises, including primary, secondary, and tertiary educational facilities, where hosted by the educational facility;
- at a religious centre, including a church and worship centre, where the event is hosted by the religious facility; or
- in a public park or reserve and is an activity considered to be general recreation, such as a private family gathering and party.

You may find that your event does not require an event permit, but you may still decide to apply for one, for example if you would like to request exclusive use of an area.



Image: Damian Kelly



# The Application Process



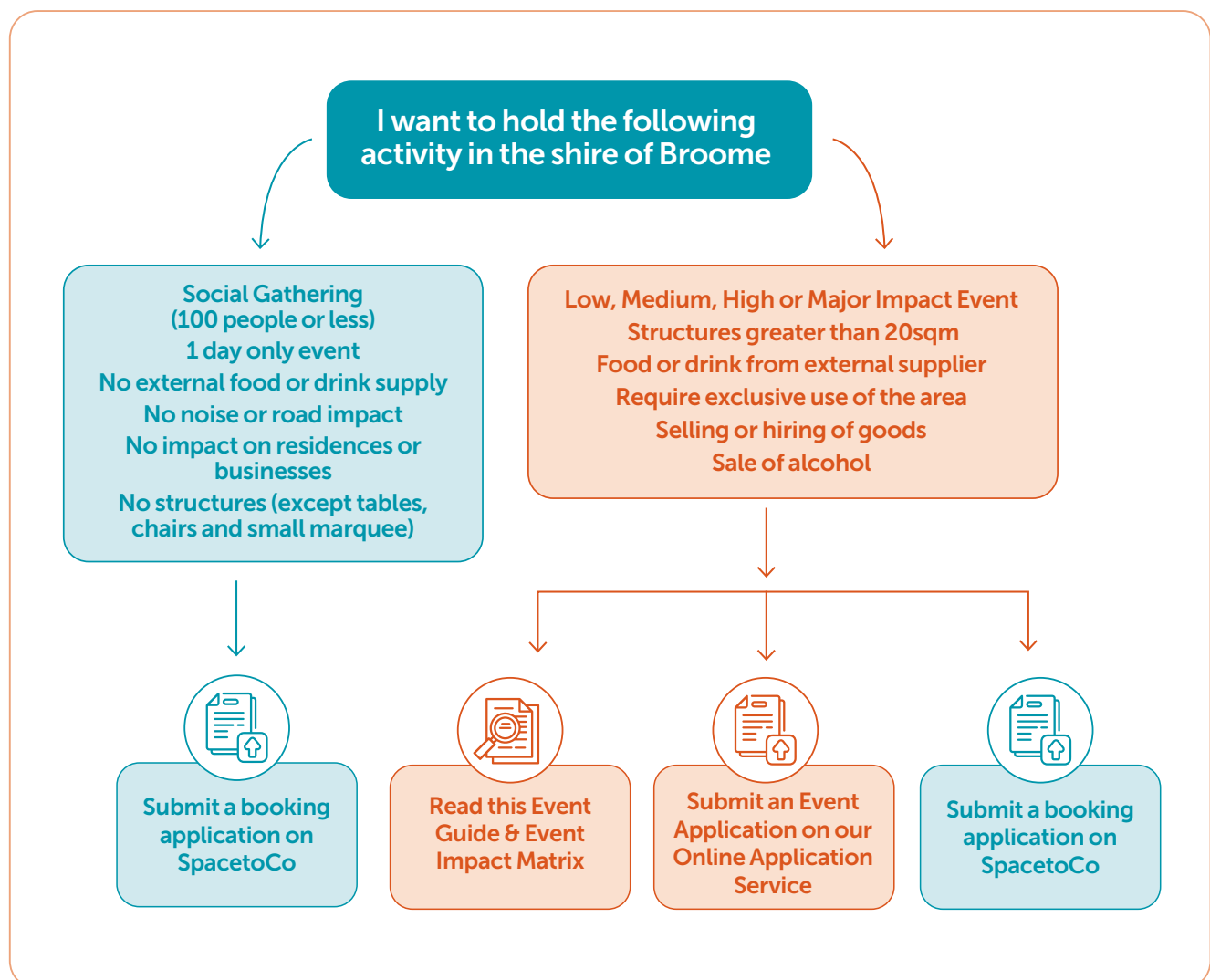
The event permit process is dependent on the impact your event has on the venue and the community.

The Event Impact Classification Matrix (EICM) ([page 11](#)) will help to determine what category your event falls under. The EICM stipulates how many days prior you need to submit a complete application. For example, a complete application for a Medium Impact event must be submitted three months before the event.

When assessing an event permit application, the Shire will consider the likely impact on residents and the wider community, taking into account the nature or purpose of the event, noise or nuisance, alcohol consumption, number of patrons, required or requested infrastructure and any additional factors, in accordance with any relevant legislation, regulations, Local Laws and Shire policies.

If the proposed event is considered to present a sufficient level of risk to the Shire, either reputational or to property and public safety, it may be referred to Council for consideration.

When the Shire requests more information, the application is considered incomplete until that additional information is received. If the requested information is not received by the Shire within the requested timeframe, a decision will be made based on the information provided.





# 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.





Image: Damian Kelly

## How to Apply

**Broome has an online application service.** Before submitting your application, please make sure you have read this guide, then call the Customer Service Team or check SpacetoCo to find out if the event space is available. Remember to include the total time that you will need the space in your calculation, including the set up and pack down time.

You can assess your event against the Event Impact Classification Matrix to determine what the requirements for your event will be, and when you need to have a complete application. However, your event may be reclassified to a different category by the Shire based on the information available.

### **All applications will incur a non-refundable processing fee**

Once the event application (or booking) is received and has been paid, your application will be further assessed by Shire officers against the Event Impact Classification Matrix. Within ten business days you will receive an introductory email with information regarding what will be done to progress your application.

At this stage, your requested venue will be held for you. The venue will be held as long as you keep to the timeframes as outlined in the introductory email and the checklist.

The introductory email includes requests and deadlines for detailed information. If information requested is late or not sufficient, then delays may occur and in some cases events may need to be cancelled.



### **Late application fee**

If an event permit application is submitted after more than half of the approval timeframe has elapsed (for instance, 14 days before an event with a 30-day approval process) a late application fee equal to the full application fee will apply.



## Cancellations or Changes

Event applications and approvals are not transferable. If you need to change the event organiser, venue, date, time, or other details, you must formally request a variation to the approval in writing, and additional fees may be applicable. While some changes or cancellations are allowed under certain circumstances, the event permit application fees are non-refundable.

## Event fees and charges

The Shire's Fees and Charges are reviewed and updated every financial year. The Shire's fees and charges are available [here](#).

Additional fees may be required for your event such as inspection fees, assessment of traffic management plan, and marking of reticulation and electricity. You will be provided with an estimate of these costs once your event application has been received.

Venue hire fees may be discounted for eligible organisations such as charitable and not for profit organisations, in accordance with the fees and charges. Different venue hire fees may apply dependent on whether your event is a ticketed or a free event.

The request for a discount may be made at the time of the lodgement of the event permit application. Event applicants must submit evidence of incorporation and proof of Broome residence with their request.

## Damages and Non-Compliance with Event Permit

The event organiser is responsible for the costs of repairs, restoration or reinstatement of any damage to Shire property arising from the event. This includes damage caused by attendees. Fees for damages will be charged as per the schedule of Fees and Charges.

The organizer must also comply with any condition of an event permit, or risks incurring a fee.







Image: Damian Kelly

### Exclusive Use of Reserves

It is important to note that there is no exclusive use of any area for bookings considered social gatherings under the Event Impact Classification Matrix. If exclusive use of the area is desired by the event organiser, then a full Event Application (for a low to major impact event – depending on the elements of the event) must be submitted and the associated fees paid.

Even with an event application, it is still the responsibility of the event organiser to ensure that the area is designated and separated for exclusive use, either through temporary fencing, security or other forms of barrier. The Shire of Broome is not responsible for ensuring an event organiser has exclusive use of an area. Please be aware that where your event includes sale or supply of alcohol, exclusive use will be required by the Shire.





## Planning your event



As the event organiser you are responsible for providing all relevant and up-to-date information regarding your event. Every event is different, and the quality of planning and delivery must be consistent according to the event's Impact Classification. Low-impact events generally require little detailed information, while high and major-impact events require extensive professional documentation.

### Professional event organisers

Should you need additional support to meet your event requirements, it may be worth enlisting the help of a professional event planner. Engaging an organisation with experienced staff can help streamline and coordinate the process whilst minimising your liability.

### Event Management Plan

Your Event Management Plan (EMP) is an overview and summary of the event and operations. The greater the risk and impact, the greater the detail that will need to be provided.

The plan should include:

- Event name, key personnel and contact numbers (Event Contact List).
- Event locations – site location or route.
- A description of your event – what your event is about and what types of activities you will have at your event.
- Event times and dates – including bump-in and bump-out.
- The purpose of your event (eg. a music festival engaging local musician and targeted at musicians and enthusiasts, or a community event celebrating the diverse cultures of WA).
- Nature of attendance and reasonable expected or estimated attendance figures (eg. public or private event, ticketed or non-ticketed).
- An overview of your event's key entertainment and activities (eg. runsheet with key timings of performances).
- Target demographic audience (eg. families, all ages).
- How the event is being promoted (eg. mainstream media social media, Radio, TV, Flyers).
- A description of event operations and logistics.
- Event cancellation procedures.

The Shire may make an adjustment to the expected number of attendees if the assessing officers have a reasonable expectation that attendance numbers may have been underestimated at previous similar events.

Annexures or references to other management plans within the EMP can be included as well. This includes (where required) your risk management plan, noise management plan, waste management plan, medical and emergency management plan, disability access and inclusion plan, security and evacuation plans as well as your bump-in and bump-out time, or production schedules.





### Site layout plan

A crucial item in your event application is a detailed site plan. The Shire has an online mapping tool which might be useful: [Online Mapping \(Intramaps\) Shire of Broome](#)

A draft site plan is acceptable during the early planning stages of the event. The site plan should be clear, drawn to scale with the scale noted, and should contain a legend to identify all structures and components of the event.

This includes, but is not limited to, items such as;

- Entries and exits (with dimensions in meters)
- Nearest road or landmark
- Emergency exit sign locations
- Toilets
- Generators and cable tray runs
- Stages, stage barriers, dancefloors, mixing desks, speaker locations
- Marquees and structures
- Shipping containers
- Front of house and back of house areas
- Fencing (including height and type)
- Fire safety equipment locations
- Amusement rides
- Food stalls
- Bars and licensed areas
- First aid posts
- Lighting
- Site Offices
- VIP areas

You may also be asked to provide a separate evacuation plan that highlight the safest and shortest pedestrian evacuation routes. This plan should also outline the muster points outside of the event space.

### Public Liability Insurance

The Event Impact Classification Matrix will determine the level of public liability insurance you require for an event. The Public liability insurance certificate must have valid dates for the event.

Social gatherings on Shire reserves and parks do not require public liability insurance.

	Social gathering	Low Impact	Medium	High	Major
Public Liability Insurance Required	Not generally required.	Minimum \$10 million.	Minimum \$10 million.	Minimum \$20 Million	Minimum \$20 Million

## Risk Management Plan

A Risk Management Plan (RMP) should outline how risks, that are specific to your type of event, will be assessed and controlled. Further information about risk management is available from Tourism WA [An Introduction to Risk Management For Event Holders in Western Australia](#).

If your event is classified as high or major impact, you will be required to have your risk management plan audited by an accredited risk assessor.

WA Police Force, Department of Fire and Emergency Services (DFES), St John Ambulance and Broome Hospital should be notified of the event and provided the most up-to-date version of the RMP and allowed to provide feedback.

## Emergency Management Plan (EMP)

An Emergency Management Plan is required to address any unforeseen occurrences leading to injuries, death, damage to physical facilities or the environment.

Unforeseen events include but are not limited to the following:

- Fire
- Cyclones and flash flooding
- Severe weather such as risk of thunderstorm
- Crowd dynamics
- Effects of extreme heat (and cold)
- Terror or criminal events
- Structural failure (temporary or permanent as applicable)
- Electrical failure
- Pandemics and health emergencies

Emergency plans are a risk-based process designed to reduce loss of life and damage to physical facilities. It needs to be action-based, and all applicable staff should be familiar with the emergency processes.

## Emergency evacuation plans

You should be able to demonstrate appropriate responses to different scenarios according to how the site needs to be evacuated. This would include preparation of full evacuation, partial evacuation, phased evacuation or invacuation (lockdown of the site).

An evacuation plan and muster point map will need to be provided as part of the emergency plans.

For larger events or those in isolated areas, it is essential to have wardens present with assigned roles. They are there to help emergency services vehicles and personnel safely and promptly access the event location in case of an emergency.

## Safety, Security and crowd management

One of the Shire's top priorities is the safety of patrons, visitors and the general public. You will need to consider and address security, crowded places, hostility and counter-terrorism issues to ensure your site is well-protected and as safe as possible for your staff and your event attendees.

Australian National Security has helpful resources for event organisers to use; for example the [Hostile Vehicle Guidelines for Crowded Places](#) and the [crowded places self-assessment tool](#).

## Security

Depending on the size of your event, security can be provided by a licensed security company or qualified volunteers. Security personnel may be responsible for crowd management and the protection of property and infrastructure.

Where alcohol is being served or consumed you will be required to adhere to the conditions on your liquor licence regarding crowd control ratios.





**\*\* Please note:** Liquor restrictions apply in the Kimberley region.

Liquor Restrictions apply. To check current purchase limits please visit the Department of Local Government, Sport and Cultural Industries website via the link below:

[Liquor restrictions | DLGSC](#)

Please see below an outline of the process to purchase liquor over the restricted limits:

- Visit a liquor store in Broome and request a bulk purchase exemption, 72 hours' notice is required for bulk purchases.
- The liquor store will complete a form that outlines the amount/type of liquor to be purchased, the date/time, and for what reason.
- The liquor store will then send the form to the Broome Police Station who will review and sign off on the purchase
- You will then be able to collect your bulk purchase on the date/time specified

If you have any questions, please contact the Broome WA Police on (08) 9194 0200

### Crowd management

Under the *Security and Related Activities (Control) Act 1996* crowd controllers employed by an event organiser must be provided by a licensed crowd control agent. Crowd controllers may screen people seeking entry to a venue, monitor and control behaviour and remove people where necessary.

### Crowd management plan

The event organiser should have a basic understanding of crowd management and crowd dynamics. Failure to do so may result in serious injuries or incidents crushing, overcrowding and unruly behaviour. Patron safety is the event organiser's responsibility. A Crowd Management Plan (CMP) addresses issues such as crowd control, entry to and exit from an event, undesirable conduct, crowd density and flow rates, and prevention of death and injuries.

CMPs are often written and produced by the security company appointed to manage crowd and asset protection for your event.

### Medical plans

The Shire recommends that all events have first aid. Events with more than 1,000 attendees may be required to submit a medical plan as part of the event application. A medical plan can be supplied to you by your First Aid provider.

On event day please make sure of the following for first aid:

- First Aid Officers are not to hold dual roles e.g. crowd controller and first aid provider.
- All dedicated first aid posts must be clearly signed and enable patients to be treated in privacy.
- Emergency services pathways should be clear for all first aid vehicles.
- First aid should be available to patrons prior to the event (during queueing etc), during the event and post event until patrons have left the venue.



## Noise management

If your event will have speakers, live bands, loud machinery, out-of-hours set up/pack down activities (i.e. before 7am or after 7pm), you will be required to submit a noise management plan. A noise management plan will ensure that noise sensitive premises such as residential properties, hospitals and school will not be exposed to unreasonable and excessive levels of noise. You may be required to seek further approval if your event will generate noise that does not comply with the requirements of Environmental Protection (Noise) Regulations 1997. Fees apply.

A Noise Management Plan must include the following:

- Name and contact details of the person responsible for noise control during the event
- Nature of noise (e.g. DJ/acoustic/dance music)
- A site plan outlining the location of any equipment/ structures that are associated with noise e.g. stage, speakers, audio systems
- Bump in and bump out (i.e set up/take down) times for the event
- List of performances and time schedule
- Steps that will be taken to minimise the impact of noise on surrounding residences
- How noise will be monitored during the event
- Complaint response process
- Details of how the affected surrounding community will be notified of the event (e.g. letter drop to include complaint line number, start/finish times, venue, etc).



### Stakeholder notifications for noise

If your event is exceeding the noise regulations, then notification to noise sensitive premises must be undertaken.

A minimum notification period of seven days is required prior to the noisy event taking place. A formal notification must be sent to all stakeholders. The notification must outline all key factors to help minimise any impact on the surrounding stakeholders.

The notification must include the following items:

- Event name.
- Event dates and timings.
- Bump-in and bump out timings.
- Schedule of all noise, including soundchecks and any other related noise.
- Event complaint hotline for pre-and during event.

### Camping

If your event will include camping, please indicate this on the Event Permit Application form. Additional information should be provided regarding the camping duration, the anticipated number of campers, and how they will be accommodated in terms of ablution facilities and waste disposal.

### Request to drive on Shire Property

Only authorised Shire of Broome vehicles or emergency services vehicles are permitted to drive on Shire parks and reserves. Should you need to drive a vehicle onto Shire property as part of your event, this information should be included in your Event Permit Application form. If approved, vehicle access will be subject to conditions like maintaining a speed limit of 15 kilometres per hour and avoiding reticulation infrastructure.

There are sections of Cable Beach where vehicles are prohibited. If you wish to take a vehicle on these parts of Cable Beach you will need to obtain an additional permit for this purpose.

More information and the application form can be found here: [Vehicles-Illegal-Camping](#)



## Beach Access and Boat Ramps

Events located at the Cable Beach Foreshore Reserve, Gantheaume Point Beach or Town Beach Reserve may require boat ramp or beach access closure to ensure public safety in these areas. Closure of the Cable Beach Access Ramp and Town Beach boat ramp will not occur as part of the hire of these venues. However, if their closure is requested, the request will be assessed based on the nature of the event. If a boat ramp or beach access closure is required and approved for your event, it may be a condition of approval in your Event Permit that the public be notified of the closure, including by signage, on social media and/or a public notice in the *Broome Advertiser*.

## Waste management and sustainability

The event organiser is responsible for all cleaning arrangements during and after the event. All areas used for the event and areas outside of your event perimeter are to be left completely free of rubbish and debris, and be left in the same condition in which the venue was found. The event organiser is responsible for ensuring that there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of properly. Public space rubbish and recycling bins should not be used.

The Shire is committed to implementing circular economy principles, delivering zero waste events, and eliminating the use of single-use plastics.

Event organisers can request the Shire to arrange and provide extra bins for a fee. Bins are only dropped off and collected on weekdays.

## Container Deposit Scheme

The Shire is involved in the container deposit scheme, Containers for Change, where you can return certain accepted containers and obtain a refund.

More information of the scheme can be found at the [Containers for Change](#) website.

## Sustainable / Plastic free events

The Council is supportive of initiatives that contribute to the sustainable future of the Shire of Broome. Things to consider at your event, which contribute towards sustainable initiatives and waste reduction, include:

- Food vendors avoiding the use of single-use plastics including straws, cutlery, cups, bottles, plates, and cling wrap.
- Providing reusable cutlery, cups, napkins and plates or products that are made from 100% plant material or are biodegradable.
- Excluding/prohibiting/discouraging the distribution or sale of balloons and confetti (unless biodegradable) - confetti is forbidden at any of our Parks and Reserves.
- Providing clearly labelled bin stations with recycling and landfill bins.
- Minimising printed promotional material in favour of digital marketing.
- Providing and promoting alternative transport options to driving to the event, such as walking, buses, bicycles, and carpooling.

## Toilet facilities

The adequacy of toilets at an event is a critical factor that all event organisers must address in their application. The number of toilets at your event will need to be included on your event management plan and your site plan. More information is available with the [Department of Health Event Guidelines](#).

Toilet facilities must be kept clean and in good condition, easily accessible and internally illuminated from sunset. They should be well lit to avoid security and safety hazards. Toilet facilities also need to be provided with toilet paper, soap and hand drying equipment and must be cleaned and re-stocked regularly. Bins must be provided for nappies and feminine hygiene products. Toilets must be located away from food storage and food services areas

Most of the Shire's public toilets close at 7pm. If you wish to use public toilets after this time, you must contact the cleaning contractor and security and arrange this at your own cost. There is no exclusive use of the amenities.

There are a limited number of suppliers providing temporary toilets in Broome. It is highly recommended that you book temporary toilets well in advance.

## Care of public space

Event organisers must take care that all activity on public space does not have a disruptive or damaging effect on a venue. The following best practice conditions must be adhered to:

- Unless otherwise agreed to by the Shire, all structures are to be stabilised by weights and not staked
- All fencing must be erected a minimum of 700mm from the kerb
- No infrastructure is to be tied to, or attached to any part of a tree, or existing Shire infrastructure
- No trees, gardens or flowers shall be cut, damaged, or used
- Structures must not be installed within the dripline of any tree canopy.

If damage occurs, the event organiser will be charged for remediation to return the infrastructure to its former condition as quickly as possible. Remediation works can include soft landscape items such as plants, turf, ground surface levels, etc. or infrastructure items such as reticulation, garden edging, playground equipment, shade structures, table and seats/benches, bins, water fountains, etc.

Some sites have a higher expectation for the quality of the turf and environment therefore, additional charges may be expected on these sites.

To minimise remediation costs to event organisers, rest and remediation periods will be programmed for the parks and reserves in the event booking schedule.

## Temporary Infrastructure

If your event includes the erection of any temporary structures, such as staging and marquees of more than 25 square metres, temporary toilets, bouncy castles, etc, you will need to provide Engineering Structural Certification for the structure as erected.

If this is not available, a Certificate of Temporary Structure form downloaded from [here](#) must be provided, indemnifying the Shire from any claims arising out of injuries from inadequate construction and confirming that the structures will be erected in a safe manner.





## Public Building Approval and Events

There are a range of public health requirements for concerts and events. Under the *Health (Public Building) Regulations 1992*, outdoor events are considered public buildings. The following are required under the above regulations:

- Toilet facilities relevant to the expected attendance;
- Provisions for universal access (disabled access, for both the event grounds in general and toilet facilities);
- Evacuation plan, emergency lighting and exit signs are to be provided;
- General lighting for evening and night events;
- All electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed and lodged with the Shire prior to commencement of the event;
- Fire-fighting equipment and adequate communications are to be supplied;
- Waste disposal;
- Noise levels required to comply with the Environmental Protection (Noise) Regulations 1997;
- Food all preparation and sales are required to comply with the Food Act 2008 and be registered with the Shire Temporary Food Permit for more information please see our food safety section.

Event approval must be obtained from the Shire for events held on public land, or on private land where the event purpose is not the primary/approved land use.

### Electrical

Some venues have mains power available for use during events. SpacetoCo will detail whether a venue has power and how it is accessed (e.g. by key).

All electrical appliances including extension leads must be Tested and Tagged less than 12 months prior to the event.

If modifications to or direct wiring into a power source of electrical equipment is being undertaken, all temporary electrical installations must be certified by a licensed electrical contractor.

A **Form 5 - Certification of Electrical Compliance** will need to be completed by a certified electrician following the inspection of the electrical installation.

All electrical installations must comply with the Supply Authority or Office of Energy Safety requirements AS 3000, AS 3002 plus any specific requirements of the *Health (Public Buildings) Regulations 1992*:

- All electrical outlets must be protected by a residual current device.
- All power leads and extension cords must be tested and tagged within the past six months in accordance with AS 3760
- Temporary electrical leads must be flexible cables, Thermoplastic-Sheathed (TPS) cables are not permitted.
- Leads must not be placed on the ground in trafficable areas, without appropriate covers
- Cord junctions shall not be exposed to the weather or placed in damp situations.

## Food vendors

The Shire requires information on all food that will be supplied to event attendees. This includes food stalls, food trucks, or when food or drink samples are provided to event attendees or provided free of charge.

You will need to ensure all vendors:

- Hold a current Food Act Registration Certificate with the Shire of Broome (in accordance with the *Food Act 2008*).
- Lodge a Temporary [Food Vendor Permit form](#), with a site plan to demonstrate the layout of your equipment and pay the applicable fee.
- Comply with the Environmental Health Guideline Temporary Food Business.



The Shire may conduct an inspection of your food stall or vehicle prior to the event or on the day of the event. The Temporary Food Vendor Permit must be submitted at least three weeks prior to your event.

## Road closures

If your event is going to take place on a road or requires a portion of a road to be closed for any reason you will need to get approval from the WA Police as well as the Shire and adjacent landowners. If the road involved is under the care and control of Main Roads WA, you will also require approval from them. In Broome, Port Drive (portion only), Gubinge Road and Broome Road are under the care and control of Main Roads WA.

If your event will include a procession on a road of three or more persons, you will need to get approval from the WA Police. To obtain approval from WA Police, you need to complete several forms, which may be subject to change at any time.

- To close a road: Application for an Order for a Road Closure
- If you need to suspend traffic regulations to hold your event: Application for Temporary Suspension of the Road Traffic Act/Regulations
- If you are holding a procession: Notice Applying for a Permit to Hold a Public Meeting and/or Conduct a Procession.

You must complete the relevant form and submit it to the Shire for approval before the WA Police will consider your application. Please be aware that the Police have prescribed time periods varying from one to six months to assess your application, depending on the nature of the event. A copy of the approval from the WA Police will be required as a condition of your Event Permit.

## Stakeholder notifications for traffic

Communication and notification of road closures is a requirement from the Shire, Main Roads WA, and WA Police Force.

Formal notification must be sent to all stakeholders a minimum seven days prior to the road closures being put in place. The notification must outline all key factors to help minimise any impact on the surrounding stakeholders.

The notification must include the following items:

- Event name
- Event dates and timings
- Bump-in and out timings
- Map with road closures and timings
- Event hotline pre-and during event.





### Traffic Management Plan

A Traffic Management Plan (TMP) must be submitted when you intend to have road closures or modified road arrangements at your event. TMPs are also required for events over 1,000 people, which may generate significantly increased pedestrians and vehicles in a particular location. All companies engaged in traffic management on Shire roads must have current registration in Main Roads WA's State Road Traffic Management Company Registration Scheme.

The Shire, Main Roads WA and the WA Police Force are your key stakeholders who should be involved in all stages of planning and implementing road closures. Fees and charges will apply.

Events that require a TMP generally require longer processing times, which can be up to six to 12 months.

Main Roads WA has created a Traffic Management for Events Code of Practice, which is a helpful resource for information.

There are a limited number of companies providing traffic management services in Broome. It is highly recommended that you book traffic management well in advance of your event.

### Traffic Signs for Not For Profits

The Shire has an inventory of traffic signs available for not-for-profit event organisers in Broome to use to build an appropriate and approved Traffic Management Plan. Once the TMP is approved, the Shire will lend the signs for free for a set period of time. Speak to an officer about using our signage when you submit an application form. Signs are limited and not guaranteed especially during busy event periods.





### Chinatown / Public Access / Footpath Closures/Parking Space Closures

The Event Applicant is responsible for obtaining all necessary approvals for use of a road reserve from the Shire and/or Main Roads and the [WA Police](#). These may include an Order for a Road Closure, Approval for Temporary Suspension of the Road Traffic Act/Regulations and/or a Permit to Hold a Public Meeting and/or Conduct a Procession.

Event Applicants seeking to close a road must obtain the written consent of not less than two thirds of adjacent landowners prior to submitting the Application for an Order for a Road Closure to the Shire of Broome.

The Shire Chief Executive Officer is authorised to approve (subject to conditions) or refuse any event on a local road in the Shire of Broome and is authorised to facilitate and liaise with community groups, organisations, individuals, or businesses who wish to hold an event on a local road in the Shire.

Should a temporary road closure be approved by all relevant parties, it is required to be advertised in a newspaper circulating in the local Broome area two weeks prior to the event, or as otherwise approved by the CEO. The Shire of Broome will advertise the proposed closure at the expense of the Event Applicant.

### Commercial Filming in a Public Places

If you are planning to film as part of your event, this information needs to be included on your Event Permit Application form. The Shire does not require a specific filming permit. However, if the filming process will include staging or other equipment, then additional information will be required, and additional fees may apply for venue hire.

Depending on where the filming is taking place, a permit may be required by Nyamba Buru Yaruwu and/or the Kimberley Ports Authority.

If the filming includes the use of an Unmanned Aerial Vehicle (Drone/ UAS) additional approvals will apply from Airservices Australia and/or the Civil Aviation Safety Authority, and evidence that these approvals have been obtained will be required including the license to operate. Please contact Air Service Australia for further information on gaining approval.



## Fire safety

If you intend to light a fire at your event you must have permission [from the Shire](#). If you wish to have fire dancing, open fire pits, pyrotechnics or other fire-related activities at your event please consult the Department of Fire and Emergency Services for any approvals.

Conditions will be applied to suit your circumstances.

## Accessible events

Whether your event is specifically targeted at a section of the population or is designed for the whole community, the likelihood of people with disabilities attending your event is high. The [Department of Communities accessible events checklist](#) can be used by applicants to measure and improve the accessibility of their events.

Major impact events will be required to provide a Disability, Access and Inclusion Plan as part of the event documentation.

## Amusement rides, inflatables, water slides, petting zoos and circuses

If you are having amusement rides, water slides, bouncy castles or inflatables at your event, you need to ensure the safety of the attendees and ride users.

The following documentation should be submitted to the Shire:

- Annual Certificate of Inspection of the amusement structure by a competent person
- Copy of the Work Safe plant registration
- Copy of Public Liability Insurance
- If applicable, for Class 1 amusement structures, an assessment or certification letter from a competent person

Safe Work Australia provides helpful guidelines.

Some water slides or inflatables may be classed as an aquatic facility, which may need to be approved by the Department of Health. You can find more information about aquatic facilities at the Department of Health.

## Animals and petting zoos

If you are planning to have animals or a petting zoo at your event, you will need to adhere to the Shire's Local Laws, which include supervision of the animals at all times, cleaning up after the animals, and ensuring no waste is left behind.

Please consider good hygiene practices by implementing measures such as hand washing facilities on entrance to the animal area and hand sanitising stations. In addition, animals should be kept away from areas where food is being prepared, stored, or sold. These mitigation tools can be detailed to in your Risk or Event Management Plan.

For further information regarding animals and petting zoos please refer to the petting zoo guidelines at the Department of Health.

## Circuses and the Use of Performing Animals

The Shire may approve the use of performing animals subject to:

- The use of non-wild domestic animals with a good working relationship with humans.
- The circus complying with the relevant Animal Welfare Act - Code of Practice.

The use of wild or non-domestic animals such as the big cats (e.g. tigers, lions, leopards, pumas, cougars), bears, buffalo, elephants, hippopotamus, and primates will not be permitted.

## Other Permits, Bookings and Licences

The Shire manages and issues a broad range of permits. There are some activities that you may not be aware require a permit. The information below will help you navigate your way to accessing the appropriate permits.

### Marches and rallies

If you are hosting a march or a rally, you must fill out an event application form, including details of any traffic management requirements.

## Non-Shire issued permits

### Liquor Licence

For the sale or supply of liquor a licence is to be obtained from the Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor). The sale of alcohol to patrons of the event is to be carried out strictly in accordance with conditions detailed on your Liquor Licence.

The Licensee is to ensure that sufficient facilities and expertise are available during the event to enable the License to be operated in a proper manner.

### Fireworks & Light Shows

If you intend to conduct fireworks at your event, you will need to complete an additional application form from the [Department of Energy, Mines, Industry Regulation and Safety](#).

A completed firework permit application form must be received by Resources Safety no less than 14 days before the display date.

For any events that will be held within the vicinity of the airstrip that may affect their operations (e.g. a live concert with lighting show, or a drone show) approval from Broome International Airport may be required.







### One Music

If you are putting on a concert, festival or other event with live music or sound recordings, you will likely require a music licence from OneMusic, which is a joint initiative to ensure artists receive royalties when their music is played.

Further information can be found at [One Music](#).

### Signs

The Shire has set out several requirements to ensure that signage is erected in a safe manner that does not impact local amenity or cause damage to the environment. The requirements include:

- Signs cannot involve any advertising devices which are inflatable, or illuminated with pulsating, flashing, or moveable electronic writing or animation.
- Signs must not pose threat to public safety or health, obstruct sightlines of vehicles, cyclists or pedestrians and must not obstruct pedestrian movement. This includes placing signs on footpaths, median strips and roundabouts.
- Signs erected in areas immediately abutting schools, aged care facilities and hospitals should not be placed in such a way or be of such a size to be a safety risk.
- Signs must not be placed over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.7m.
- Signs must be placed more than 0.5m from the kerb.
- Signs must not be placed on any natural feature, (including a rock or tree), walls, buildings, on a thoroughfare, or on any bridge or the structural approaches to a bridge.
- Signs must not be installed in a way that may damage irrigation or turf within parks and reserves.
- Signs must only relate to the activity described on the Event Permit Application form.

### Banner hire

The Shire of Broome overhead banner frame on Hamersley Street and various smaller pole banner sites are available for hire to publicise events considered appropriate by the Shire. Not for profit community organisations are able to access a reduced fee for banner hire.

Events should promote Broome or the Broome lifestyle and be a significant sporting, cultural, recreational, educational, community or tourism-related activity.

The form [Section 9 - Banner Hire](#) needs to be completed to hire a banner site.



## Issuing of Event Permit

On completion of the Event Permit Application process, the Shire will decide whether or not to issue the Event Permit to the Applicant. If an Event Permit is issued for the event, it is the Applicant's responsibility to be aware of the conditions of the Permit and ensure they are adhered to at all times.

### Event day requirements

A final inspection of the site may be booked in prior to the commencement of the event, with relevant stakeholders and event staff to complete the approval. Some certificates, such as the Electrical Form 5 and the certificate of structures form may be required to be completed on the day and given to a Shire officer. It is important to understand that your Event Permit is only valid if all Certificates and Approvals have been obtained by the Shire, and that all conditions on your permit are always adhered to.

## You have held the event Congratulations!

### Debrief analysis

An essential part of event planning is the reconciliation and debrief after your event. This is the time to reflect on what worked well, what did not and what was missing from your planning.





# Useful Contacts

This is a list of potential stakeholders to contact regarding your event, as well as useful links to external websites, and Shire guides.

Shire of Broome - (08) 9191 3456 | [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au) | [www.broome.a.gov.au](http://www.broome.a.gov.au)

- Environmental Health Guideline Temporary Food Business
- *Thoroughfares and Public Places Local Law 2017*
- *Public Trading Local Law 2005*
- *Special Events Local Law 2007*

Department of Fire and Emergency Services (DFES) - 13 3337 | [dfes.wa.gov.au](http://dfes.wa.gov.au)

Department of Health, Environmental Health Directorate - (08) 9222 2000 | [public.events@health.wa.gov.au](mailto:public.events@health.wa.gov.au) | [healthywa.wa.gov.au/Contact-us](http://healthywa.wa.gov.au/Contact-us)

Broome Hospital - [broome.executiveassistant@health.wa.gov.au](mailto:broome.executiveassistant@health.wa.gov.au)

Broome Police - [broome.police.station@police.wa.gov.au](mailto:broome.police.station@police.wa.gov.au)

WA Department of Health - Events registration ([health.wa.gov.au](http://health.wa.gov.au))

[Broome International Airport](#)

**AS ISO 31000:2018 Risk Management Principles and Guidelines**

*Security and Related Activities (Control) Regulations 1997 Working with Children Act 2004*



# Glossary

**Activation** refers to a small activity usually run to promote or market a company, organisation, group or product. It also refers to small performances, installations or displays.

**Activity** refers to anything that a person, or group does in the Shire of Broome that is outside the normal day-to-day operations of the Shire. Activities include; personal training, promotions, filming, public trading, casual or seasonal sports, charity collection, weddings, private functions, marches, protests, gatherings and events.

**AS** refers to 'Australian Standards' documents setting out specifications and procedures to establish a minimum set of requirements which define quality and safety criteria. It is usually the prefix to a title for example AS ISO 31000:2018 Risk Management Guidelines.

**Beach** means the coastal area located between the high-water mark and the low water mark.

**Bump-in** refers to the process of setting up prior to any activities starting. This may include site marking, deliveries of equipment/stock, setting up any infrastructure and vehicle access to event venue.

**Bump-out** refers to the process of removal of all elements after your activity has finished.

**Busker/Busking** refers to a person or persons performing; with an instrument or multiple instruments, live performance including but not limited to- singing, dancing, mime, clowning, juggling, puppetry, comedy, magic or living statue act, performing a Circle Act and creating visual art (excluding aerosol art).

**Certificate of Currency** is a document confirming that an insurance policy is current and includes details of the sums insured, the policy type as well as the policy expiry date.

**Shire** (upper case) refers to the Shire of Broome organisation, or its employees.

**shire** (lower case) refers to the local government area of the Shire of Broome.

**Drone** is a remote-controlled pilotless aircraft used for aerial photography or filming. Permits are required for use of drones and are available by submitting an online application.

**Event** means an occurrence held within the shire of Broome by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes, and shall include but is not limited to:

- a) Concerts and events run as a commercial activity;
- b) Ceremonies and processions;
- c) Sporting and competitor events – marathons, triathlons, organised swims, and other similar events;
- d) Shows and fairs including circuses, carnivals, and other customised venue-based events;
- e) Festivals, exhibitions and expos; and
- f) Community events and fundraisers.

This does not include an occurrence which is held over multiple times and in multiple venues.

**Event Applicant'** means the person, company or organisation who is responsible for organising an event and who makes an application to the Shire of Broome for approval to stage an event.

**'Exclusive Use'** means an event / occurrence held within the Shire of Broome on public land where the area to be used for the event is unavailable to all other activities for the duration of the event.

**'Non-Exclusive Use'** means an event / occurrence held within the Shire of Broome on private or public land, where the area is available to be used for other activities for the duration of the event.



**Filming** refers to the recording of images, including but not limited to; film, video, digital or electronically for the purposes of exhibition and/or broadcast (television, cinema, internet, etc) and includes photography and photo shoots.

**Fundraising activity** refers to any activity which aims to collect money for, or on behalf of a Registered Charity Organisation.

**Green Room** refers to a space away from public access, specifically set aside for organisers and/or performers to store equipment, prepare, change and shower.

**Infrastructure** refers to any object that is installed, erected, or otherwise; in relation to an approved activity in the shire of Broome. Infrastructure may include, but is not limited to – marquees, scaffold, fence, lighting, stage, PA, tables, seating (tiered or otherwise), umbrellas, signage, amusement rides or inflatables.

**Impact** refers to the amount in which an event or activity affects the surrounds in which it is in. This includes; environmental, social and physical context.

**Legislation** refers to laws and rules made by the government. It may refer to either State (WA), or Federal (Australia) laws and rules.

**Liability** refers to a thing for which someone is legally responsible.

**Licensee** refers to the holder of a licence, particularly to sell alcoholic drinks.

**Local Law** refers to governance of activities on land that is owned or managed by the Shire of Broome, as well as certain activities conducted on private land within the shire. These local laws have the status of legislation and are enforceable by the Shire. The Shire may authorise Officers to enforce the local laws on its behalf. The Shire is required to review its local laws once every eight years.

**Marquee** refers to a large tent or canopy structure, installed temporarily at an event or gathering.

**Muster point** refers to a place or gathering point where everyone is ordered to go when there is an emergency. May also be referred to as 'evacuation point'.

**Pax** refers to a figurative amount of people or occupants.

**Policies** refers to Shire of Broome, or other entities, guidelines over a range of issues. Policies are not binding but provide a basis for the Shire in determining individual applications or requests. Policies also enable the community to be aware of the reasoning behind decisions. Please refer to the Shire of Broome website for further details.

**Public place/realm** refers to any space that is free and open to everyone, and any thoroughfare or local government property. This guide generally refers to the public realm as an outdoor space; including streets, squares, parks, reserves, beaches, the intertidal zone and open spaces. However, it can also include space within buildings that is publicly accessible.

**Trading Licence** is a licence to trade in a public place issued by the Shire of Broome in accordance with the Shire's Trading, Outdoor Dining and Street Entertainment Local Law 2016.

**Regulations** refers to rules made by a government or other authority to control the way something is done, or the way people behave.

**Risk** refers to the probability and consequences of occurrence of injury or illness and the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

**Stakeholders** refers to any person, organisation, group, or society at large that has an interest in the activity taking place. Stakeholders can be internal or external to a company or place.



## FEEDBACK

If you have a comment or questions about these Projects here's how to contact us

Web: [www.broome.wa.gov.au](http://www.broome.wa.gov.au)

Email: [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)

Telephone: **08 9191 3456**