COUNCIL POLICY

Events

Policy Objective

The Shire of Broome manages and coordinates events held in public places, ensuring that events provide a wide variety of community and economic benefits for residents, as well as additional attractions for visitors. Further, the Shire is governed by a range of legislation and regulations which it must comply with when managing and coordinating events held in public places.

This policy further sets out the principles and rules that must be followed by the Shire to ensure that events comply with regulatory requirements and standards, protect the health and safety of people attending events and minimise any adverse impacts which may be associated with the event.

With this policy, the Shire aims to provide an application and approval process for events that is clear, efficient, consistent and timely. The Shire also acknowledges the significant social, economic and community capacity building benefits of events.

Policy Scope

This policy applies to all events held in public places within the Shire of Broome, with the exception of those held in:

a. Educational premises including primary, secondary and tertiary educational facilities, where the event is hosted by the educational facility;
b. Religious centres including churches and worship centres, where the event is hosted by the religious facility;
c. A public park or reserve and is an activity considered to be general recreation, such as a private family gathering or social gathering.
d. Private property; provided that there is no variation to existing approvals including but not limited to;
    - Conditions associated with a Development Approval under the Shire of Broome Local Planning Scheme No. 7 (Planning Scheme); and
    - Event Approvals required in accordance with the *Health (Miscellaneous Provisions) Act 1911* and associated regulations.

An event permit application in the prescribed form is required for all events other than those outlined in the exceptions above.

In order to be considered an ‘event’ for the purposes of this Policy, the occurrence must take place on a single, non-recurring basis. Activities which do not meet this requirement include:

- Commercial activities which takes place in the same or in multiple locations within a public place, on multiple occasions, and involves no permanent infrastructure. This type of activity would require a Trading Licence.

- Commercial activities in the form of a market, which means a collection of stalls set up or conducted for the purposes of trading. This type of activity would require a Market Licence.
- Commercial activities which takes place in the same location within a public place on multiple occasions, or for one occurrence lasting more than 120 continuous hours (5 days) in duration, and/or involves the erection of permanent or semi-permanent infrastructure, and/or the establishment of an exclusive area that cannot be accessed by the general public.

These types of activities would require a Development Approval under the Planning Scheme and potentially a lease or licence to secure land tenure under the *Land Administration Act 1997.*

Definitions

For the purposes of this Policy and associated Management Procedures the following definitions apply:

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

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

'Public Place' means:
- any thoroughfare or local government property; or
- any place which the public is allowed to use, whether the place is or is not on private land, including park lands, squares, reserves, beaches, the intertidal zone and other land designated as being for the use and enjoyment of the public.

Policy Statement

Classification of Events

Events shall be classified into one of five categories for assessment purposes. Further detail on each category is in the Event Impact Classification Matrix **(Appendix 1).**

In order to be considered a 'Social Gathering' event, an event must not include any of the following elements:

a) Changes to Shire infrastructure over and above any services that are available to the general public (e.g. utilisation of power or water supply beyond the use of a public water tap);
b) Erection of any structures that exceed 5m x 5m, unless the structure is hired from an operator that holds a valid Trading Licence and the structure is erected or used in accordance with the Trading Licence;
c) Supply or installation of electrical equipment including generators, cabling, extension cords, switches, fuses, AV equipment, etc;
d) Temporary road closure or suspension of ordinary traffic movement;
e) Fireworks or the use of laser lights;
f) Sale or consumption of alcohol;
g) Use of amplified sound equipment or extraordinary vehicle noise;
h) Preparation or sale of food to the public;
i) Selling or hiring of goods, wares or merchandise;
j) Large animals (e.g. camels);

k) Erection of event signage;
l) Additional toilet facilities;
m) Crowd control or other measures to ensure public safety or security; or
n) For events that occur on private property, attendance in excess of any established accommodation numbers or activities which differ in nature to any approvals already in place.

Events which propose any elements from the list above shall be classified as 'Low to Major Impact,' depending upon the number of patrons and other factors, as set out in the Event Impact Classification Matrix.

Risk Management

Considering and managing risk is an integral part of planning for any event. Event Applicants proposing 'Low to Major Impact' events are required to assess the potential level of risk as part of their event permit application.

Event organisers are to ensure that they hold the required level of Public liability insurance as determined by the Shire's Event Impact Classification Matrix.

Referral to Other Authorities

Where the proposed event is to take place on land that is jointly or solely managed by authorities other than the Shire of Broome, approval from such authorities is required before the Shire can determine the event permit application.

Assessment of Applications

Applications for 'Social Gathering' events shall be assessed by officers and approved under Delegated Authority, subject to any relevant conditions.

Applications for 'Medium to Major Impact' events shall be referred to the Development Control Unit (DCU) for assessment.

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 shall be referred to Council for decision.

Timeframe for Assessment of Applications

The assessment of an event permit application begins upon receipt of a complete application and payment of the event permit fee.

The Shire shall determine event permit applications within the timeframes established in the Event Impact Classification Matrix.

Event Fees

Fees are payable upon application as per the Shire of Broome's Schedule of Fees and Charges.

Venue hire fees may be discounted for eligible organisations such as charitable and not for profit organisations, in accordance with Councils' endorsed Fees and Charges schedule.

Damages and Non-Compliance with Permit Conditions

The event organiser is responsible for the costs of repairs, restoration or reinstatement of any damage to Shire property arising from the event activities or caused by event attendees.

Such repair, restoration and reinstatement of damage must be carried out as directed by the Shire and to the Shire's satisfaction. Alternatively, the Shire will seek quotations to repair damages and an invoice will be sent to the organiser as per the Schedule of Fees and Charges.

Non-compliance with any condition of an event permit will incur a penalty fee and an invoice will be sent to the organiser post event, as per the Schedule of Fees and Charges.

Annual Major Events

Events that have been endorsed by the Shire in advance through a Memorandum of Understanding **(MOU)** or Council resolution are entitled to reserve dates and / or Shire venues or reserves for future events. Approved annual major events are entitled to get multi-year event permit approval.

Special Locations

Broome has locations that are not ordinarily event locations, or may be reserved for limited use due to their sensitive nature or public access requirements. Therefore, up to four events may be approved to be held on the Town Beach Groyne per calendar year. Events held on the Town Beach Groyne shall comply with *Health (Public Building) Regulations 1992*.

Gantheaume Point and Reddell Beach shall only be used for social gatherings.

Traffic Management

A Traffic Management Plan **(TMP)** is required to be submitted when road closures or modified road arrangements are part of the event.

Other Approvals to Use Road Reserve

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. Adherence with the conditions of any and all such approvals is a condition of event approval.

Signage

The Shire has set out signage requirements beyond what is legislated to ensure that signage is erected in a safe manner that does not impact amenity or cause damage to the environment.

Document Control Box			
Document Responsibilities:			
Owner:	Director Development Services	Owner Business Unit:	Development Services
Reviewer:	Manager Health, Emergency & Rangers	Decision Maker:	Council
Compliance Requirements:			
Legislation:	Property and Public Places Local Law 2016 Trading, Outdoor Dining and Street Entertainment Local Law 2016 Health Local Law 2006 Local Government Act 1995 *Health (Public Building) Regulations 1992*		

	- Liquor licensing - Occupational safety and health regulations 1996 - Environmental Protection (Noise) regulations 1997 - Health Public Building Code - Traffic management
Industry:	
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2.	12 December 2019	Review and converted to new Policy Template
3.	28 March 2024	Council Policy Review – Minute No. C0324/007
4.	28 October 2026	Reviewed. Adopted by Council OMC 28 October 2026 Resolution C/1026/008

APPENDIX 1 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	Event application and space booking
Noise/amplified sound	Low levels of noise, must comply with noise regulations and not impact ammenity of surrounding area	Low levels of noise, must comply with noise regulations and not impact ammenity of surrounding area	Low levels of noise, must comply with noise regulations and not impact ammenity 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 infastructure, such as tables, chairs small marquee less than 5x5m	Low level infastructure	Medium level infastructure requiring certification and installion sign-off	High level infastructure requiring certification and installion sign-off	High level infastructure requiring certification and installion 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 (enlcosed 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 req	Public building as part of the event, building approvals and certification req	Public building as part of the event, building approvals and certification req
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 mangememt plan to be provided	Additional bins required. Waste mangememt 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 mangement plan	Managed vehicle access during the event. Vehicle access permit required and risk mangement plan	Managed vehicle access during the event. Vehicle access permit required and risk mangement 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 not 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

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