

# Economic Development

5.1.113.4

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<b>TITLE:</b>	<b>EVENTS</b>
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<b>ASSOCIATED LEGISLATION:</b>	<p><del>Shire of Broome</del> Local Government Property and Public Places <a href="#">Amendment</a> Local Law 20127</p> <p>Trading, Outdoor Dining and Street Entertainment <a href="#">Amendment</a> Local Law 200317</p> <p>Building Code of Australia</p> <p>Electricity (Licensing Regulations) 1991</p> <p>Environmental Protection (Noises) Regulations 1997</p> <p>Health (Public Building) Regulations 1992</p> <p>Health Act 1911</p> <p>Health Local Laws 2006</p> <p>Liquor Control Act 1988</p> <p>Local Government Act 1995</p> <p>Road Traffic Act 1974</p>
<b>ASSOCIATED DOCUMENTS:</b>	<p><del>Policy 3.1.20 Traffic Management for Events</del></p> <p>Policy <del>4.2.13.1.5</del> <a href="#">Private and Community and Private Works</a></p> <p>Policy <del>4.2.123.3.6</del> <a href="#">Trading in Public Places</a></p> <p><del>Policy 4.2.3 Street Entertainment/Busking</del></p> <p>Policy <del>3.3.74.5.2</del> <a href="#">Horses on Cable Beach</a></p> <p>Policy <del>5.2.3.5.14</del> <a href="#">BRAC – Non Sporting Special Events</a></p> <p><del>Policy 5.1.3 Commercial Activities on Cable Beach</del></p> <p>Policy <del>5.1.83.4.4</del> <a href="#">Hire of Promotional Banners Sites</a></p>
<b>REVIEW RESPONSIBILITY:</b>	<del>Deputy Chief Executive Officer</del> <a href="#">Manager Community and Economic Development</a>
<b>DELEGATION:</b>	<a href="#">LGA1 – Activities Requiring Approval Approval to authorise events on local government property and in public places</a>

## Part A

### **Objective:**

The Shire of Broome To provide a framework for the management and coordination of events held on local government property and in public places within the Shire of Broome. To facilitate events to drive activation, economic and community development within the Shire of Broome, ensuring that events provide a wide variety of community and economic benefits for residents, as well as additional attractions for visitors.

The Shire seeks to ensure that events are undertaken in a manner that complies with regulatory requirements and standards, protects the health and safety of persons attending the event, and minimises any adverse impacts which may be associated with the event. It endeavours to provide an application and approval process for events that is clear, efficient, consistent and timely.

### **Guiding Principles:**

The purpose of this policy is to;

- (a) Promote and encourage events that provide a wide variety of community and economic benefits for residents and value add tourism attraction for visitors to the Shire of Broome;
- (b) Provide guidance on the appropriate location, type and number of events that take place on Shire and jointly vested reserves
- (c) Protect the health and safety of persons attending events in the Shire of Broome;
- (d) Provide an application and approval process that is clear, efficient, consistent and timely;
- (e) Ensure compliance with regulatory requirements and standards;
- (f) Minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties

### **Definitions:**

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

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

**Event:** means an An-occurrence held within the Shire of Broome on private or public land, 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 circus~~es~~, carnivals, and other customised venue based events;
- (e) Festivals, exhibitions and expos; and
- ~~(f)~~ (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, excluding the Shire of Broome, who is responsible for organising an event and who makes application to the Shire of Broome for approval to stage an event.

**Event Exclusive Use:** means an event / occurrence held within the Shire of Broome on ~~private or~~ public land, where the area is to be used for this event is unavailable to all other activities ~~the exclusion of all other activities~~ for the duration of the event

~~(a)~~

**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 is being undertaken

**Public Place:** ~~includes means:~~

- ~~(a) any thoroughfare, area or local government property; or~~
- ~~(b) any place which the public are allowed to use, whether the thoroughfare or place is or is not on private property and includes parklands land, including park lands, squares, reserves, beaches, the intertidal zone and other lands set apart land designated as being for the use and enjoyment of the public; including all land and property which belongs any thoroughfare, area or place which the public are allowed to use, whether the thoroughfare or place is or is not on private property and includes parklands, squares, reserves, beaches and other lands set apart for the use of the public, including all land which belongs to or of which the Local Government is the management body under the Land Administration Act 1997 or which is an "otherwise unvested facility" within section 3.53 of the Act;~~

~~— Premises on private property from which trading is lawfully conducted under a written law and;~~

~~(a) Local Government property~~

**Local Government Property** means anything:

- ~~(a) which belongs to, or is owned by or is under the care, control and management of a Local Government authority;~~
- ~~(b) which is an "otherwise unvested facility" within section 3.53 of the Act; or~~
- ~~(c) of which the local government is the management or joint management body under the Land Administration Act 1997; but does not include a thoroughfare.~~

Trading Licence: A licence to or of which the Local Government istrade in a public place issued by the management body under Shire of Broome in accordance with the Land Administration Act 1997 or which is an "otherwise unvested facility" within section 3.53 of the Act, Shire's Trading, Outdoor Dining and Street Entertainment Local Law 2016.

For the purpose of this policy;

- (a) Cable Beach Reserve boundaries include the raised grass and paved areas adjacent to south and west of Zanders Cafe excluding the Cable Beach Amphitheatre and Broome Surf Life Saving Club Leased area
- (b) Cable Beach the beachfront / foreshore area of Cable Beach excluding the patrolled beach life guard / flagged operational zone

Cable Beach Amphitheatre includes the grass area directly in front of the Cable Beach Club Resort and adjacent tiered amphitheatre seating area

## Policy

1. 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;
  - (b) Religious centres including churches and worship centres;
  - (c) Private property; provided that there is no variation to existing approvals including but not limited to:
    - i. Conditions associated with a Development Approval under the Shire of Broome Local Planning Scheme No. 6 (Planning Scheme); and
    - ii. Approvals required in accordance with the Health Act 1911 and associated regulations; and
  - (d) Parks and reserves that are being used for general recreation where the proposed activity:
    - i. Does not involve a ceremony; or
    - ii. Does not include any elements set out in Clause 3 of the Management Procedures below; or
    - iii. Is not open to the public.
2. An event permit application in the prescribed form is required for all events other than those outlined in the exceptions above.
3. Event permit applications shall be determined under delegated authority, unless the proposed event is considered by the Development Control Unit to present a sufficient risk to reputation, public safety or amenity, in which case it shall be determined by Council.
4. Applications for events on land that is managed by an entity other than the Shire, including but not limited to the Yawuru Registered Native Title Body Corporate (Yawuru RNTBC) and the Kimberley Ports Authority, require a further approval from that entity before the Shire can issue an event permit for the event.

5. An event that is proposed to occur frequently over a period of time does not fall within this policy and may require a Trading Licence or market licence under the Shire of Broome Trading, Outdoor Dining and Street Entertainment Local Law 2016 (the Trading Local Law) or a Development Approval as a land use under the Planning Scheme.

## Part B

### Management Procedures:

#### 1. POLICY:

##### CLASSIFICATION OF EVENTS

~~This policy applies to all Shire controlled Public places, reserves and facilities.~~

~~Applications for events that occur at the following three (3) locations Cable Beach Reserve, Cable Beach Amphitheatre and Cable Beach Foreshore, must meet additional criteria to be considered a Non-Exclusive Event refer section 1.2.~~

1. In order to be considered an 'event' for the purposes of this Policy and Procedures, the occurrence must take place on a single, non-recurring basis.

Activities which do not meet this requirement include:

(a) Commercial activity 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.

(a) Commercial activity 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 under the Trading Local Law. It is noted that venue hire and other associated charges may apply to a market in accordance with the Shire of Broome Schedule of Fees and Charges.

(b)

(c) Commercial activity which takes place in the same location within a public place on multiple occasions or for one occurrence lasting more than 120 contiguous hours (5 days) in duration, and/or involves the erection or permanent or semi-permanent infrastructure, and/or the establishment of an exclusive area that cannot be accessed by the general public. This type of activity would require Development Approval under the Planning Scheme and potentially a lease or licence to secure land tenure under the *Land Administration Act 1997*.

2. An event application is required for all events other than those outlined in the, Policy Exclusions, section of this policy

1.1. Events shall be classified into one of seven categories for assessment purposes. The categories are further described in Schedule 1 of these Procedures. They include: there are two categories of event Exclusive use and Non-exclusive use.

(a) Category 1 (1- 120 patrons, where no elements in clause 3 of the Procedure are required);

(b) Category 2 (1 -120 patrons, where any elements in clause 3 of the Procedure are required);

(c) Category 3 (121 – 500 patrons);

(d) Category 4 (501 – 1,000 patrons);

(e) Category 5 (1,001 – 2,500 patrons);

(f) Category 6 (2,501 – 5,000 patrons); and

(g) Category 7 (5,001 or more patrons)

2.3. ~~In order to be considered a 'Category 1' event, an event must not include any of the following elements. An event requires formal Shire of Broome approval if it includes one or more of the following and a detail Detailed Event Application will need to be completed:~~

- ~~(a) Changes to Shire infrastructure are required over and above any services that are available to the general public i.e. use of a public water tap and may include other services e.g. (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; Erection of marquees (that exceed 3x3m), stages, risers and other structures~~
- ~~(c) Supply or installation of electrical equipment including generators, cabling, extension cords, switches, fuses, AV equipment etc;~~
- ~~• Amusement structures will be erected or utilised~~
- ~~(d) Temporary road closure or suspension of ordinary traffic movement; is required or if the event affects the flow of traffic on any road for any reason~~
- ~~(e) Fireworks or the use of laser lights; are proposed~~
- ~~(f) Sale or consumption of alcohol is proposed. (Note this will also require Liquor Licence approval from the Department of Racing, Gaming and Liquor)~~
- ~~(g) Use of amplified equipment or extraordinary vehicle noise; is proposed~~
- ~~(h) Preparation or sale of food to the public;~~
- ~~(i) Selling or hiring of goods, wares, or merchandise; for single event occurrence~~
- ~~• Trading in Public Places as a one off occurrence is proposed including the selling or hiring of goods, wares or merchandise in a public space~~
- ~~(j) The event involves large animals (i.e. camels);  
The event is commercial in nature i.e. a ticketed event or fundraising activity is occurring~~
- ~~(k) Erection of Event signage; is proposed to be erected~~
- ~~(l) Additional toilet facilities; are required~~
- ~~(m) Crowd control or other measures to ensure, public safety or security; may be an issue~~
- ~~(n) If the proposed event For events that occur on private property,  
attendance in excess of t exceeds any established accommodation numbers or activities which differs in nature to any approvals already in place, then an event approval is required and the requirements of this Policy apply.~~

~~Events which propose any elements from the list above shall be classified as Categories 2-7, depending upon the number of patrons.~~

~~If the proposed event does not include any of the above items, then an "Event in a public place application" form is required.~~

~~2.1. Cable Beach Reserve, Cable Beach Amphitheatre and Cable Beach Foreshore Additional criteria~~

- ~~The event organiser applies for and expects no greater than 120 number of participants;~~
- ~~The event is low impact in nature;~~
- ~~Has minimal infrastructure requirements;~~
- ~~Must not affect access to public amenities; including public vehicle ramps or pedestrian pathways;~~
- ~~Must not require road closures or road modifications~~
- ~~Must not impede or effect existing licensed traders~~

~~Applications that do not meet this criteria will be assessed under the relevant Exclusive Use Category 1-5' and application, venue hire fees and associated event charges will be applied.~~

## ~~2.2. Categories~~

~~For the purpose of assessing the event application in regards to potential Health, Safety and Environmental risks, community and public impact five categories have been established.~~

- ~~Category 1 Event (100-500 patrons)~~
- ~~Category 2 Event (500-2500 patrons)~~
- ~~Category 3 Event (2,500-5000 patrons)~~
- ~~Category 4 Event (8000-8000 patrons)~~
- ~~Category 5 Event (8000-12,000 patrons)~~

~~Refer to Appendix 1 for further details and clarification on these categories.~~

## ~~3. POLICY EXCLUSIONS:~~

~~This policy does not apply to events held at;~~

- ~~Educational premises including primary, secondary and tertiary centres;~~
- ~~(a) Religious centres including churches and worship centres;~~
- ~~(b) Private property; provided that there is no variation to existing approvals including but not limited to:
 
  - ~~i. Conditions associated with a Development Approval under the Shire of Broome Local Planning Scheme.~~
  - ~~ii. Approvals required in accordance with the Health Act 1911 and associated regulations.~~~~
- ~~(c) Parks and reserves being utilised for general recreation that do not involve commercial activity~~
- ~~(d) Parks and reserves being utilised for general recreation that do not involve infrastructure (i.e. low scale community gatherings, children's birthday parties, private BBQ's etc)~~

~~Where an event is proposed to occur frequently over a period of time, it would be a land use that would require Development Approval and potentially a licence or lease to secure tenure under the Land Administration Act 1997 which shall be determined by the Chief Executive Officer.~~

## RISK MANAGEMENT

4. Considering and managing risk is an integral part of planning for any event. Event Applicants proposing Category 2-7 events are to assess the potential level of risk as part of their event permit application, using the Event Risk Classification Tool in Schedule 2 of these Procedures.
5. Event Applicants must include the relevant risk management information with their event permit application, based on the level of risk identified using the Event Risk Classification Tool in Schedule 2 of these Procedures.

#### **REFERRAL TO OTHER AUTHORITIES**

6. 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.
7. Advice is provided in the Event Guidelines regarding the existing process for referral to other authorities.

#### **ASSESSMENT OF APPLICATIONS:**

8. Applications for Category 1 events shall be assessed by officers and approved under Delegated Authority, subject to any relevant conditions.
9. Applications for Category 2-7 events shall be referred to the Development Control Unit (DCU) for assessment.
10. When ~~reviewing~~ ~~assessing~~ an ~~Event Application~~ event permit application, the Shire will consider the likely impact on residents and the wider community, taking into account noise or nuisance, alcohol consumption, number of patrons, infrastructure and any additional factors, in accordance with any - ~~When assessing proposed events, the Shire is guided by the~~ relevant legislation, regulations, Local ~~L~~aws and Shire policies.
11. The DCU will make one of the following three decisions regarding an event permit application:
  - (a) **No objection.** This means that the proposed event can be approved under Delegated Authority, subject to any relevant conditions.
  - (b) **Further Information.** This means that the Event Applicant has not provided all relevant information to enable the DCU to make a decision. The Event Applicant will be contacted to provide the required documentation. Once provided, the event permit application will be reconsidered by the DCU.
  - (c) **Referral to Council.** This means that the proposed event is considered to present a sufficient level of risk to the Shire, either reputational or to property and public safety, to warrant consideration by Council.
12. Details of upcoming events will be recorded in the Council Information Bulletin.

#### **TIMEFRAME FOR ASSESSMENT OF APPLICATIONS**

## ~~5. ASSESSMENT BY DEVELOPMENT CONTROL UNIT/COUNCIL:~~

~~Category 2-5 events may be referred /assessed by the Development Control Unit (DCU) in accordance with the conditions of Addendum 1 to this Policy. The DCU may consist of Officers from the following Shire departments;~~

- ~~• Health Services~~
- ~~• Parks & Gardens~~
- ~~• Engineering Operations~~
- ~~• Planning~~
- ~~• Events~~
- ~~• Community Development~~
- ~~• Building Services~~
- ~~• Compliance and Law Enforcement (Ranger Services)~~

~~Where an event is deemed by the DCU to be Category 2 to 5 events in accordance with Appendix 1 of this Policy, Council approval may be required. All other approvals will be delegated to the Chief Executive Officer and in accordance with the Shire's Instrument of Delegations of Authority.~~

## ~~4. ASSESSMENT:~~

- ~~13. The assessment of an event permit application begins upon receipt of Applications for events will be assesses upon a complete application and event permit fee. and full payment of fees.~~
- ~~5. Fees for events will be endorsed by Council through the annual budget process and may change from year to year. Some events will require several different application forms (and corresponding fees) for different Shire permits and approvals.~~
- ~~14. The Shire shall determine event permit applications within the timeframes established in Schedule 1 of these Procedures.~~
- ~~15. Should further information be requested, Once the applicant has submitted their initial application to hold an event, the Shire may request further information and or completed forms., the unexpired portions of the timeframe for determining the event permit application shall cease to run until such time as the additional information has been received by the Shire or the Event Applicant has refused to provide the required information. Incomplete or partially lodged applications are considered 'pending' until such time that they are completed, fees paid in full and a permit issued.~~
- ~~16. Where further information has been requested and not provided by the Event Applicant seven working days prior to the Event, the event permit application may be refused.~~
- ~~17. The Shire may at its discretion refuse to accept event permit applications where any portion of the timeframe for approval in Schedule 1 has elapsed when the application is lodged.~~

## EVENT FEES:

18. All events will attract an application fee in accordance with the Shire of Broome Schedule of Fees and Charges.
19. Where the event is a Category 2 or above, venue hire charges shall apply in accordance with the Shire of Broome Schedule of Fees and Charges, unless the event takes place on a beach and does not propose exclusive use of any area of the beach.
20. Other fees or charges may apply, including but not limited to those associated with public building approvals, noise assessments, food permits and waste removal which shall be levied in accordance with the Shire of Broome Schedule of Fees and Charges.
21. Charitable, non-profit and community organisations based in the Shire of Broome may obtain a reduction on venue hire fees (not including bonds or services) for all Shire venues, excluding the Broome Recreation & Aquatic Centre and Broome Civic Centre. The request must be made at the time of lodgement of the event permit application and cannot be applied post-event. Event Applicants must submit a certificate of incorporation or proof of Broome residence with their request. Reductions will be considered as follows:
- (a) Where the event has free entry, a 50% reduction may be applied; and
  - (b) Where an entry fee is charged, a 25% reduction may be applied.
22. Should an event permit application be submitted when more than 50% of the timeframe for approval in Schedule 1 has elapsed (i.e. the application is submitted 14 days before an event with a 30 days timeframe for approval) a penalty fee of 100% of the application fee shall be applied.

#### **BONDS FOR EVENTS:**

23. Bonds for events will apply in accordance with the Shire of Broome Schedule of Fees and Charges.
24. Bonds will be refunded in full following the successful completion of the conditions of approval outlined in the event permit.
25. Failure to comply with any of the conditions specified in the event permit may result in all or part of the bond money not being refunded to the applicant.

#### **6.—DEVELOPMENT APPLICATIONS:**

~~For events that involve large scale infrastructure which will exceed five days in duration and therefore not considered temporary a Development Application may be required to, refer to Local Planning Policy 8.30—Minor development for clarification on what constitutes and exempt event.~~

#### **ANNUAL MAJOR EVENTS:**

- ~~7.—26. Events that hold a current have been endorsed by the Shire—Shire MOU, Sponsorship Agreement in advance through a Memorandum of Understanding or Council resolution—or can be considered to be a core annual event—are the~~

~~only events that are~~ entitled to ~~place hold/reserve~~ dates and / or ~~tentative reserve~~ Shire venues or reserves for future events. ~~Should dates coincide with an existing booking or event, and a suitable alternative can not be found the Shire reserves the right to request the use of the venue if deemed necessary.~~

### **EVENT SIGNAGE:**

27. \_\_\_\_\_ If signage is proposed in association with an event the Event Applicant is to submit details of the signage including; proposed location, types of signage dimensions and proposed method of erecting.

~~28. As per Local Planning Policy 8.17~~ Signs cannot involve any advertising ~~devises which are inflatable, or~~ devices which are inflatable, or illuminated with pulsating, flashing or moveable electronic writing or animation.

29. Signs must not pose threat to public safety or health, obstruct sightlines of vehicles, cyclists or pedestrians and must not obstruct pedestrian movement. ~~i.~~ This includes~~including~~ placing signs on ~~the~~ footpaths, median strips, and roundabouts.

30. Signs ~~near Schools, Aged Care Facilities, Hospitals,~~ 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.

31. Signs must not be placed over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.7m.

32. Signs must be placed more than 0.5m from the kerb.

33. 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.

34. Signs must:

(a) relate only to the ~~business~~ activity described on the event permit application;

(b) Not be affixed to trees or other natural features; and

(c) Not use star pickets or other infrastructure that may damage parks and reserves, irrigation ~~etc~~ or turf.

35. Signs are not to be placed on any private property without the permission of the property owner and ~~in line with~~ must be consistent with the event signage requirements in these Procedures.

36. Signs must not be ~~placed over~~ erected ~~t~~ before in excess of 14 days before the event and must be removed within 2 days after of the event. Failure to do so will result in the signs being removed by the Shire, ~~and with the removal~~ charged to the event organiser as private works in accordance with Shire Policy 3.1.54.2.1 Private and Community and Private Works.

~~(a) In any other location where, in the opinion of the local government or an authorised person, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare.~~

### **TRAFFIC MANAGEMENT FOR EVENTS PLANS:**

37. A Traffic Management Plan (TMP) is required for all events held on roads in the Shire of Broome.

38. A TMP is required for all off-road events where any of the following criteria are met:

(a) the event is expected to adversely impact traffic routes and cause disruption to the persons not involved in or attending the event;

- (b) projected ticket sales exceed four times the number of formal public car parking spaces available within 400m of the entertainment venue;
- (c) Larger numbers of patrons (over 500) are expected;
- (d) Significant numbers of pedestrians are expected in the traffic mix;
- (e) uncontrolled parking on the verge and/or footpath is expected;
- (f) the event conflicts with other road activities occurring at the same time (e.g. road works); or
- (g) any other situation where it is considered justified at the discretion of the Chief Executive Officer.

3935. A TMP shall be prepared and certified by a person holding a current Advanced Worksite Traffic Management Accreditation; and shall be in accordance with the Main Roads WA Traffic Management for Works on Roads Code of Practice, the Main Roads WA Traffic Management for Events Code of Practice-2011, and Australian Standard 1742.3-1985: Traffic Control Devices for Works on Roads.

40. 36. Where the proposed A TMP shall be submitted to the Shire as early as possible but no later than eight (8) weeks prior to the event is to take place.

41. A TMP shall adequately provide for the safety of the Event Applicants, users and the public while maintaining an adequate level of service to road users; and shall examine all the hazards associated with traffic and road activities generated or impacted by the event and document the most appropriate plan for managing the risks arising. This may or may not require road closures and/or traffic detours.

42. Adequate and managed car parking, including over-flow parking, shall be provided for and identified in a road reserve, the the TMP.

#### **OTHER APPROVALS TO USE ROAD RESERVE**

43. The Event Applicant is responsible for obtaining all necessary approvals and notifications for use of the a road reserve. In addition to- from the Shire and/or Main Roads and the preparation WA Police. These may include an Order for a Road Closure; Approval for Temporary Suspension of a the Road Traffic Management Plan, the Act/Regulations; and/or a Permit to Hold a Public Meeting and/or Conduct a Procession.

44. Event Applicant may also require the notification or approval of an Applicants seeking to close a road must obtain the written consent of not less than two thirds of adjacent land-owners prior to submitting the Application for an Order for a Road Closure from the Shire and/or Main Roads and the WA Police together with notifications to the public, adjoining landholders and emergency services. to the Shire of Broome.

45. The CEO 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.
46. 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 (2) 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.

#### **IMPLEMENTATION OF TRAFFIC CONTROL MEASURES**

47. Where required the Event applicant shall implement the TMP using qualified staff with Event Traffic Controller Accreditation and/or Basic Worksite Traffic Management Accreditation in accordance with the requirements of the Main Roads WA Traffic Management for Events Code of Practice.
48. Where required the Event Applicant shall supply, install and then post-event remove any temporary barriers to adjacent verge areas to assist in the management of uncontrolled parking on road verges.

Clause 7.1 of the Traffic Management for Events Code of Practice March 2011, produced by Main Roads Western Australia, requires that:

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

~~A Traffic Management Plan may be required in accordance with Shire Policy 3.1.20 Traffic Management for Events and will be at the cost of the applicant. This may require submission to both Main Roads WA and the Shire of Broome, where the applicant develops the TMP they will be responsible for submitting it Main Roads WA for approval.~~

#### ~~41. EVENT FEES:~~

- ~~42. — All events will attract an application fee in accordance with the Shire of Broome Schedule of Fees and Charges.~~
- ~~43. — Larger Events will attract separate fees in accordance with the "Events category" in the Shire of Broome Schedule of Fees and Charges.~~
- ~~44. — Venue hire charges may apply in accordance with the Shire of Broome Schedule of Fees and Charges.~~
- ~~45. — Other approval charges may apply including but not limited to public buildings, noise assessments, food permits, waste removal etc which shall be in accordance with the Shire of Broome Schedule of Fees and Charges.~~
- ~~46. — The Shire may apply up to a 50% reduction on venue hire charges (not including bonds or services) for all Shire venues, excluding the Broome Recreation & Aquatic Centre and Broome Civic Centre. The request must be made at time of application for event approval and cannot be applied post event. Event applicants must submit a certificate of incorporation with their request.~~

#### ~~47. BONDS FOR EVENTS:~~

- ~~48. — Bonds for events will apply in accordance with the Shire of Broome Schedule of Fees and Charges.~~
- ~~49. — Bonds will be refunded in full following the successful completion of the conditions of approval outlined in the Shire's approval letter/permit.~~
- ~~50. — Failure to comply with any of the conditions specified in Council's approval letter may result in all or part of the bond money not being refunded to the applicant.~~

**APENDIX SCHEDULE 24**

Category	Approval	Infrastructure	Numbers	Area Permitted	Type	Alcohol / Food	Trading	Closure of public vehicle / boat access facilities or requires Traffic Management	Timeframe for Approval
<b>Non-Exclusive Use Category 1</b>	Under delegation	<u>Not to exceed 5m x 5m</u>	0001-120 patrons	All reserves & facilities—  With special consideration Cable Beach Reserve & Cable Beach	I.e.: Weddings, Ceremonies, low impact sporting events  E.g.: Zumba in the park	<u>Permitted if not for sale and required approvals met</u>  <i>(i.e.: Health, Dept. Racing Gaming &amp; Liquor, WA Police)</i>	Not-permitted  <i>(Required to apply for Exclusive Use-Cat 1)</i>	Not permitted  <i>(Required to apply for Exclusive Use Cat 1 or above)</i>	<u>30 days from receipt of completed application</u>
<b>Category 2</b>	<u>Under delegation unless otherwise determined by DCU</u>	<u>Permitted</u>	<u>1-120 patrons</u>			<u>Permitted if required approvals met</u>  <i>(i.e.: Health, Dept. Racing Gaming &amp; Liquor WA Police)</i>	<u>Permitted</u>	<u>Permitted if deemed necessary for public or participant safety</u>	<u>30 days from receipt of completed application</u>
<b>Exclusive Use Category 3</b>	<u>Under delegation unless otherwise determined by DCU</u> <u>Under delegation</u>	<u>Permitted</u>	1201-500 patrons	All Reserves & Facilities	I.e.: Weddings, receptions, sporting/charity event	<u>Permitted if required approvals met</u>  <i>(i.e.: Health, Dept. Racing Gaming &amp; Liquor, WA Police)</i>	Permitted	Permitted if deemed necessary for public or participant safety	<u>60 days from receipt of completed application</u>

APENDIX SCHEDULE 24

					<p>Private dinners</p> <p>E.g.: Master Builders/ Shinju Matsuri Dinner, Kyle Andrews Walk, Cable Beach Triathlon</p>				
<p><b>Exclusive Use Category-24</b></p>	<p><u>Under delegation unless otherwise determined by DCU</u> <u>Under delegation</u>  (if considered high risk can be referred to Council)</p>	<p><u>Permitted</u></p>	<p>5001-21,5000 patrons</p>	<p>All Reserves &amp; Facilities</p>	<p><u>Large Medium scale events/sports events</u></p> <p>E.g.: Beach Polo, Cable Sounds Concert, Shinju Matsuri, Closing</p>	<p><u>Permitted if required approvals met</u></p> <p><i>(i.e.: Health, Dept. Racing &amp; Gaming &amp; Liquor, WA Police)</i></p>	<p>Permitted</p>	<p>Permitted</p>	<p><u>90 days from receipt of completed application</u></p>

**APENDIX SCHEDULE 24**

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<b>Exclusive Use Category 35 to 75</b>	<u>Under delegation unless otherwise determined by DCU Council approval</u>	<u>Permitted</u>	<u>251,000-12000 patrons and above</u>	<u>All Reserves &amp; Facilities</u>	<u>Large scale events/sporting events</u>	<u>Permitted if required approvals met (i.e.: Health Dept. Racing Gaming &amp; Liquor, WA Police</u>	Permitted	Permitted	<u>120 days from receipt of completed application</u>
<b>Filming Permit</b>	<u>Under Delegation</u>		<u>N/A</u>	<u>All Reserves &amp; Facilities</u>			<u>Not-permitted</u>	<u>Not-permitted (Required to apply for Exclusive Use Cat 1 or above)</u>	
<b>Fireworks Application</b>	<u>Under Delegation</u>		<u>N/A</u>	<u>Cable Beach/ Town Beach/ Male Oval</u>			<u>Not-permitted</u>	<u>Permitted if deemed necessary for public or participant safety</u>	



EVENT RISK CLASSIFICATION TOOL

EVENT DETAILS	SCORE
<i>Number of Patrons Attending</i>	
More than 5,000	40
2,501 – 5,000	30
1,001 – 2,500	20
501 – 1,000	15
121 – 500	5
Less than 120 persons	1
Less than 50	0
<i>Entry Restrictions</i>	
Open to general public; free or prior numbers not known, general admission	4
Function for select membership – non-related persons (pre-sold tickets & allocated seating)	2
Private ‘family’ function (i.e. Birthday, Wedding, attended by mostly related persons)	1
<i>Crowd Dynamics</i>	
Harsh environment – crowd pushing and competition almost always occurs	15
Hostile elements – reasonable possibility of crowd pressures at some stage (i.e. Sporting fixtures)	7
Elderly, mobility impaired, require assistance and close supervision	4
Young children requiring close supervision	2
Healthy, predominantly good mobility – static crowd	0
<i>Lighting</i>	
Lighting dimmed or extinguished, Impaired by smoke haze	10
Normal Lighting	2
Held during the day (daylight hours) – open air or building with windows	1
<i>Duration</i>	
Greater than eight hours	10
Between four and eight hours	4
Between two and four hours	2
Between one and two hours	1
Up to one hour	0
<i>Structures (score all which apply)</i>	
Spectator stand Temporary (score per stand)	10
Temporary facilities or one off event	5
Stage and support system – temporary – complex (score per stage)	4
Stage permanent or temporary – simple	2
Marquee – large area greater than 200m <sup>2</sup> (multiply score by No. of marquees)	4
Marquee – Medium 55m <sup>2</sup> to 200m <sup>2</sup> (multiply score by No. of marquees)	2
Marquee or stall – Small Less than 55m <sup>2</sup> in area (multiply score by No. of marquees)	1
<i>Egress Difficulty</i>	
Multi storey building or basement with only stair access to open space	10
2 storey building	6
Complex single storey building, multiple areas	4
Simple single storey building – one area	1
Open Air	0
<i>Type of Use</i>	
Pyrotechnical display (fireworks)	10
Entertainment with amplified music	10

## APENDIX SCHEDULE 21

<u>High risk activities – crowd interaction</u>	<u>2</u>
<u>Medium Risk Activities</u>	<u>1</u>
<u>Low Risk Activities</u>	<u>0</u>
<b>TOTAL</b>	
<u>Drugs &amp; Alcohol – Multiplier – Multiply Above TOTAL</u>	
<u>BYO Alcohol; Alcohol is sold / provided &amp; or illicit drug use likely</u>	<u>X 2</u>
<u>Alcohol banned or traditionally consumed in moderation</u>	<u>X 1</u>
<b>SCORE</b>	

<u>RISK RATING</u>	<u>SCORE</u>	<u>LIKELIHOOD</u>	<u>REQUIREMENTS</u>
<u>Low Risk</u>	<u>0 – 11</u>	<u>Serious incident unlikely</u>	<u>Minimum \$10 million Public Liability Insurance for commercial events</u>
<u>Medium Risk</u>	<u>11 – 50</u>	<u>Serious incident will occur at some time</u>	<u>Risk Management Plan and minimum \$10 million Public Liability Insurance</u>  <u>Workers’ Compensation, Comprehensive Vehicle Insurance and Building Contents Insurance may be Applied</u>
<u>High Risk</u>	<u>50 – 100</u>	<u>Serious incidents often occur</u>	<u>Audited Risk Management Plan and minimum \$20 million Public Liability Insurance.</u>  <u>Workers’ Compensation, Comprehensive Vehicle Insurance and Building Contents Insurance may be Applied</u>

Adapted from the Department of Health’s Guidelines for Concerts, Events and Organised Gatherings 2009.

