

The following information may be of assistance to individuals and groups planning to host events and activities within the Shire of Augusta–Margaret River.

If the event is to be held on a park, reserve or foreshore that is vested with the Shire, a permit must be obtained. Public events that are held on private property, such as concerts or markets at wineries, also require approvals from the Shire.

Events held within Shire halls do not require event permits as the halls are already licensed for public gatherings, although other approvals, such as a permit to consume alcohol, may apply.

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

The following event application packages are available on request from Shire's Environmental Health Services, and can be downloaded from Shire's website at www.amrsc.wa.gov.au:

- 'Event on Private Property' application package
- 'General Event on Shire Reserve' application package
- 'Water-based Event' application package
- 'Wedding Ceremony' application package

When reviewing your 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 and any additional factors. When assessing proposed events, the Shire is guided by regulations and policies which include the following:

- *Health Act 1911*
- *Health (Public Building) Regulations 1992*
- *Building Code of Australia*
- *Electricity (Licensing) Regulations 1991*
- *Environmental Protection (Noise) Regulations 1997*
- *Road Traffic Act 1974*
- *Shire Policies PE 44 Events Assessment Policy & PE 13 Surfing Policy*
- *Local Law (Parks, Reserves and Foreshores) 1997*

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

Applicants should contact Shire's Environmental Health Services to find out whether the event will require Planning Approval, and will be directed to Shire's Planning & Development Services if Planning Approval is required.

Note: Planning Applications may need to be advertised to surrounding landowners or the wider community depending on the potential impact of the use, and the approval of the elected Council may be required.

Planning Applications relating to events must be submitted at least **3 months PRIOR** to the event. All other applications (including Health permits) relating to events must be submitted at least **6 weeks PRIOR** to the event.

Some events will require several different application forms (and corresponding fees) for different Shire permits and approvals. **Once you have submitted your initial application to hold an event, the Shire will contact you to let you know what further information and/or forms are required.** Shire's Environmental Health Services will then co-ordinate the distribution of the application forms to the correct departments. The relevant fees will be collated and Shire will contact the applicant to arrange one payment of the total outstanding fees prior to releasing any permits.

Please note that in cases where the provision of Shire services is required, the event organiser must undertake to pay the cost of these Shire services.

After initial assessment, any or all of the following may also be required:

- Detailed Site Plan
- Event Details Form
- Risk Management Plan
- Traffic Management Plan
- Public Building Licence/Variation application
- Temporary Food Premise Permit
- Banner Licence
- Evidence of adequate insurance being held by applicant for the event

It is recommended that all event organisers contact the Shire prior to lodging an application, to discuss the proposed event and obtain guidance for the application process. Contact Shire's Environmental Health Services on 9780 5209.

Event applications should be addressed to:

**Environmental Health Services
Shire of Augusta - Margaret River
PO Box 61
MARGARET RIVER WA 6285**

Fax: 9757 2512

Email: amrsc@amrsc.wa.gov.au

Upon your submission of the event application, provided you have met all the requirements, Shire's Environmental Service will issue applicable Certificates of Approval allowing you to proceed with your event.

Event permits and approvals issued by the Shire will include conditions relating to public health and safety, insurance requirements, environmental protection and fees payable to the Shire.

Relevant fees are payable before the release of any event approvals. Fees may vary according to the size and type of event. Please contact Shire's Environmental Health Services on 9780 5209 to discuss the likely cost of your permits and approvals.

FURTHER INFORMATION

First Aid

The event organiser should provide first aid facilities irrespective of the size of event or expected patronage. Contact the St John Ambulance Association on 9757 3333 to discuss adequate first aid facilities at your event.

Margaret River/Augusta Police

The Margaret River Police Service (9757 2222) need to be notified if the following is applicable:

- Approximately 200 people or more are anticipated
- If alcohol will be on sale or consumed at the event
- To obtain a Temporary Road Closure or Temporary Suspension of the Road Traffic Act/Regulations application form
- To sign an application for a fireworks display permit obtained from the Department of Consumer and Employment Protection

Notification of Health Department

In order to adequately allocate resources for unexpected medical emergencies which may occur at public events, the State Health Department requires notification of all events being held within the Shire of Augusta-Margaret River. Please contact Chris Davey (Emergency Management Coordinator) at Margaret River Hospital on 9758 7488 to register your event.

Access and Amenities for Disabled Persons

It is important that people with disabilities have the same opportunities as other community members to access and participate in public meetings, consultations, functions and events. A guiding document called *Creating Accessible Events* is available from the Government of Western Australia's Disability Services Commission. Please call Shire's Environmental Health Services on 9780 5209 if you would like a copy.

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

Insurance

Events must be insured for:

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

A Casual Hirers Insurance policy is held by the Shire. This policy provides cover to the Hirer of a Council facility for any damage to another person's property or personal injury to another person, if the Hirer has been negligent. Shire may require a Casual Hirers Contribution fee to be paid by users of Shire facilities who are covered by the policy.

Shire's Casual Hirers Insurance policy covers private individuals and groups for the following types of activities:

- Wedding ceremonies
- Parties
- Private meetings

Shire's Casual Hirers Insurance policy does not cover (regardless of type of use of facilities):

- Incorporated Bodies
- Sporting Clubs
- Associations
- Political Parties
- Meetings for organisations such as Weight Watchers, Ratepayer Associations, etc

These types of organisations must purchase Public Liability Insurance. Shire's insurer offers reduced rates for community events held on Shire land. Please visit www.localcommunityinsurance.com.au for more details. *Local Community Insurance* may also be contacted on free call number: 1300 853 800

Risk Management

A Risk Management Plan is an invaluable tool for organisers planning a safe event. Most event applications are required by Shire to include a Risk Management Plan, and Shire provides guidelines to help event organisers to construct a Risk Management Plan that conforms to Australian Standards. Please contact Shire's Environmental Health Services on 9780 5209 to request a copy of the guidelines and assistance if necessary.

Smart Events

Smart Events is a government funded festivals and events project in the South West. Smart Events provides support, advice and equipment for volunteers in the South West involved in the organisation and management of community festivals and events. Visit the Smart Events website at www.smartevents.com.au or telephone 9758 7772 for more information.

Fee Exemption

In some cases, Shire may waive fees associated with events. If your event is a free community event and all workers are volunteers, or the event is not-for-profit and being held for fundraising purposes, you may apply to have the fees waived using a *Request for Exemption from Payment of Fee form*, and Shire will assess whether the fees can be waived. Please contact Shire's Environmental Health Services on 9780 5209 to request a copy of the application form.

Fireworks at Events

Fireworks permits are issued by the Department of Mines and Petroleum. Applicants are required to obtain Local Government, Police and Fire Services approval as part of the application process. Visit www.dmp.wa.gov.au for further information.

Events on Roads and Traffic Management

Applicants who wish to hold events on roads must address traffic management and safety issues. In most cases, a Traffic Management Plan will be required which must then be approved by Local Government, Police and Main Roads if appropriate. Please contact Shire's Environmental Health Services on 9780 5209 to discuss the traffic management requirements of your event.

Temporary Buildings at Events

Any structure (including marquees, stages and movie screens) greater than 9 m² in area requires a Temporary Building Licence. Please contact Shire's Building Services on 9780 5214 to discuss requirements before submitting your application.

Temporary Food Premises

All food stalls proposing to trade at events must apply to the Shire for a Temporary Food Premise approval. Please contact Shire's Environmental Health Services on 9780 5209 for further information.

Alcohol

If alcohol is to be consumed at an event on Shire land, prior approval must be obtained from the Shire. Please contact Shire's Environmental Health Services on 9780 5245 or visit the Shire website to obtain an Application to Consume Alcohol on Shire Land. If alcohol is to be sold at an event, further approval must be obtained from the Department of Racing, Gaming and Liquor.

Shire Of Augusta-Margaret River Department Contacts

Environmental Health Services	9780 5245
Planning and Development	9780 5265
Infrastructure Services	9780 5280
Building Services	9780 5214
Parks & Reserves	9780 5647
Sports & Recreation	9780 5620
Community Development	9780 5233

Agencies And Departments Of Interest

Dept of Agriculture www.agric.wa.gov.au	9368 3333
Dept for Communities www.community.wa.gov.au	6217 8700
DEC (ex CALM) Busselton office www.dec.wa.gov.au	9752 5555
Dept of Consumer and Employment Protection www.docep.wa.gov.au	9358 8002 (Resources Safety)
Culture and Arts www.cultureandarts.wa.gov.au	1800 199 090 (Free call for country WA)
Disability Services Commission www.dsc.wa.gov.au	1800 998 214 (Free call for country WA)
Education and Training www.eddept.wa.edu.au	9264 4111
Fire and Emergency Services www.fesa.wa.gov.au	9323 9300 (Local Bush Fire Brigade)
Fisheries www.fish.wa.gov.au	9482 7333
Dept of Health www.health.wa.gov.au	9222 4222
Housing and Works www.dhw.wa.gov.au	9222 4666
Indigenous Affairs www.dia.wa.gov.au	9235 8000
Industry and Resources www.doir.wa.gov.au	9222 3333
Justice www.justice.wa.gov.au	9264 1711
Land Administration www.dola.wa.gov.au	9273 7373

Local Govt and Regional Development www.dlgrd.wa.gov.au	9217 1500
Planning and Infrastructure www.dpi.wa.gov.au	9216 8999
Police www.police.wa.gov.au	9757 2222 (Margaret River Police Station)
Premier and Cabinet www.dpc.wa.gov.au	9222 9888
Racing Gaming and Liquor www.orgl.wa.gov.au	9425 1888
Sport and Recreation www.dsr.wa.gov.au	9387 9700
Tourism www.tourism.wa.gov.au	9220 1700
Treasury and Finance www.treasury.wa.gov.au	9222 9222
Dept of Water www.wrc.wa.gov.au	6364 7600
Fitness WA www.fitnesswa.asn.au	9383 7734
Leisure Institute of WA – Aquatics www.liwaaquatics.net.au	9771 6196
WA Council of Social Services www.wacoss.org.au	9420 7222
WA Sports Federation www.wasportsfed.asn.au	9387 8100
Volunteering WA www.volunteer.org.au	9482 4333