

Event Information Pack

Prepared by the Place and Events team
01/07/2024





Welcome to the Shire of Murray!

We are an event friendly Shire, that recognises the vital role events play in making the Murray Region a great place to live, work and visit and in achieving the Murray Region's economic and social ambitions.

Events, particularly events that draw tourists, have the ability to draw outside investment and financial resources into local communities. This leads to positive economic benefits that may sustain rural communities, increase visitation in the region, increase the length of stay, and bring in new visitors.

Events provide an opportunity for community members to come together and celebrate their shared customs, beliefs, and values, passing them down from one generation to the next. Strengthening social bonds and fostering a sense of unity and togetherness within the community.

The Shire of Murray is strategically located in the Perth metropolitan peri-urban zone. Being just over an hour from Perth and Bunbury, and 20 minutes from Mandurah, it is ideally located for a day trip or short break destination. We host many significant regional events including the Pinjarra Festival, Dwellingup 100 and Mighty Jarrah Trail Run, and over 100 smaller events, markets and trail rides.

This guide has been developed as a reference tool to assist individuals, community groups, and event organisers planning events and activities within the Shire of Murray. The Shire of Murray events team have extensive knowledge and expertise to further support you and complement the step-by-step process. The guidelines aim to provide event organisers and community groups with information and links to resources for events, information for operational procedure, statutory and legal requirements, as well as event management requirements.

Should you need any assistance or would like to discuss your idea, please contact the Shire of Murray Place and Events team on 9531 7777 or mailbag@murray.wa.gov

We acknowledge the Bindjareb and Wilman peoples of the Noongar nation as the tradition owners of the land on which the Shire of Murray stands. We acknowledge their connection to land, sea and country and pay our respects to their elders, past, present and emerging.

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Places and Spaces

The Shire of Murray has a wide range of venues, parks and reserves to suit all event sizes and types. With over 30 various places and spaces available for hire, the Shire of Murray is well placed to host your next special event.

For a list of our venues and public open spaces available for hire, and to check availability head to our online booking platform - [SpacetoCo](#)

Prior to booking your space online, please call the events team on (08) 9531 7777 or email mailbag@murray.wa.gov.au to make sure the venue or site is suitable for your type of event.

Please note if your event is on Shire of Murray land, or in a Council owned facility you must comply with the [terms and conditions](#).

Events held in a public open space require a more comprehensive process due to the impact events may have. The Shire's events team aim to streamline the procedure for prospective event organisers, to make the process as easy as possible. Our parks and gardens team may have specific requirements associated with maintenance or reserves, these can be discussed through the application process. A meeting between the event organiser, the Place and Events team and Parks and Gardens team may be required.

The following conditions must be adhered to, unless prior permission is granted.

- All structures are to be stabilized by weights and there are no stakes to be used on Shire of Murray owned parks or reserves
- No infrastructure must block roads, designated walkways, and a distance of 1.5m left to enable pedestrian movement
- No trees, gardens or flowers shall be cut damaged or used
- No vehicles on grass, including food trucks (dependent on the location vehicle access to reserves for bump-in and out purposes can be approved)
- Vehicle movements within a reserve are to be kept to a bare minimum and drivers must adhere to the designated entry and exit points
- Large trucks or vehicles must stay on the gravel or hardstand at all times
- During event times there are to be no vehicle movements within the event site

Public Open Space

Parks and reserves within the Shire of Murray are classified as public open space, it is not possible to have exclusive use of the area, however by booking the area, the Shire will endeavour not to approve events which clash.

Key Collection and Return

Where applicable, keys are available for collection from the Shire of Murray's Administration Building, 1915 Pinjarra Road, Pinjarra between 8.30am and 4.30pm weekdays. Keys may be collected on the day of your booking or one working day prior to your booking. Keys must be returned on the first working day following your function.

Special Event Application

Why do you need an event permit?

An event permit ensures that the event is held in accordance with State Legislation and the Shire's Local Laws. It also means any disruption to stakeholders is minimal and parties that may be impacted are notified beforehand. The role of the Shire of Murray as the approving body for public events is to ensure all reasonable and practical precautions are taken by event organiser (s) to protect the health and safety of patrons and the amenity of surrounding residents. One of the Shire's top priorities is the safety of residents, visitors and the general public when hosting events.

How do I know I need to submit a special event application?

- Is your event open to the public?
- Do you expect an attendance of over 50 people? Invitation only parties exempt i.e. birthdays on private land.
- Will you have food available for purchase?
- Will you have amusements at your event?
- Will you have animals at your event? i.e. Petting zoo.
- Will there be camping at your event?
- Will there be amplified music at your event?
- Will there be generators at your event?
- Will there be alcohol at your event - sale and/or BYO?
- Is your event being held on Shire land or in a Shire owned facility?
If a private event by invitation only, submit a [facility or reserve booking](#) enquiry, not a Special Event Application.

If none of the above apply, enjoy your party! Don't forget to register your event with the Western Australian Police Force: [Register here](#)





Sarah Coote Photography

Social Gatherings

If your gathering is being held on one of Murray's many reserves and public open spaces there is no need to submit a special event application if you have;

- less than 50 people in attendance
- not open to the public (invite only)
- no temporary structures
- no amusements, bouncy castles or similar
- no external food or drink supply

We do ask that you notify the Shire of Murray of your intended gathering, this assists the Events Team to avoid multiple social gatherings in certain places. It is also advised to check your relevant venue via [Spacetoco.com/Murray](https://spacetoco.com/Murray) to make sure there are no large events scheduled on your proposed date and location.

Email information regarding your social gathering to mailbag@murray.wa.gov.au. Notification should include;

- Organisers Contact Details
- Purpose of gathering (i.e. family picnic)
- Venue
- Date
- Time (start and finish times, including set up)

How long does an event approval take to process?

The event approval process times are dependent on the impact your event has on the venue and the community. Once a special event application is submitted you will receive a notification, and if there are no concerns approval should be received within 5-7 business days.

Key dates

Special Event Application submitted

No later than 12 weeks prior to event - Major events – 5000+ participants, or deemed medium to high risk

No later than 8 weeks prior to event – all other events – up to 4999 participants

No later than 4 weeks prior to event – Accompanying/supporting documents (may include)

- Risk Management Plan
- Traffic Management Plan
- Emergency Evacuation Plan
- Emergency Management Plan
- Event Management Plan
- Permit to Consume Alcohol or similar; Occasional Liquor Licence
- Copy of event insurance which cover event dates
- Certificate of Incorporation
- Certificate of Currency for Public Liability
- List of temporary food vendors
- Details of temporary structures, including sizes - i.e. tents marquees, stages
- Detailed site plan
- List of Contacts
- Any other permissions or licences required, under the conditions of the event approval.

We understand that sometimes supporting documentation, final site maps etc. are not finalised when initially submitting your special event application, the events team will contact you prior to the event if any of the above relevant documents required have not been received.

Large Scale and High Risk Events

Major event organisers may be asked to provide further and more detailed documentation which may include, but is not limited to;

- Communication Plan
- Noise Management Plan
- Production schedule and run sheets
- Hostile Vehicle Management
- Fireworks
- Police Department approvals
- Other department approvals i.e. Department of Biodiversity, Conservation and Attractions

Fees and Charges

We will process your application, and following approval will issue an invoice for payment. This invoice will arrive separately to your special event approval.

[Fees and Charges](#)

Certificate of Incorporation

Not for Profit organisations, Registered Charities and Community Groups that have a valid Certificate of Incorporation may be eligible for reduced fees and charges in relation to your application. A copy of the Certificate of Incorporation number must be provided to receive concessions.



Welcome To Country

Your event is going to be held on the lands of the Bindjareb and Wilman Nyungar people.

Incorporating Acknowledgement of Country and Welcome to Country into meetings, gatherings, and events shows respect by upholding Aboriginal and Torres Strait Islander cultural protocols.

Taking the time to Acknowledge Country, or including a Welcome to Country at an event, reminds us that every day we live, work, and dream on Aboriginal and Torres Strait Islander lands.

Welcome To Country

Protocols for welcoming visitors to Country have always been a part of Aboriginal and Torres Strait Islander cultures. Boundaries were clear, and crossing into another group's Country required a request for permission to enter. When permission was granted the hosting group would welcome the visitors, offering them safe passage and protection of their spiritual being during the journey. Visitors had to respect the protocols and rules of the land owner group while on their Country. Welcome to Country occurs at the beginning of a formal event and can take many forms including singing, dancing, smoking ceremonies, and/or a speech.

Acknowledgement of Country

An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. An Acknowledgement of Country can be offered by any person and like a Welcome to Country, is given at the beginning of a meeting, speech or event. Today, while these protocols have been adapted to contemporary circumstances, the essential elements remain: welcoming visitors and respect for Country.

Suggested wording could include:

"I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects respect to their Elders, past, present and emerging."

"I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the (people) of the (nation) and pay my respects to Elders past and present."

The best source for additional information regarding Aboriginal Cultural practices is the [Southwest Land and Sea Council](#).

Local contacts:

Pinjarra: Murray Districts Aboriginal Association

[Bindjareb Park](#)

Dwellingup: [Kaarak Dreaming](#)

Planning Your Event

As the event organiser you are responsible for providing all relevant and up-to-date information regarding your event. Low impact events generally require less detailed information while, medium and high impact events require extensive professional documentation. It is advised to contact the Events Team to determine the types of approvals you may need prior to finalising the details of your event or advertising.

Site Plan

If your event is being held on Shire of Murray property or public open space, we must have a detailed site map submitted with your special event application. A draft site plan is acceptable during the early planning stages of the event.

Your site map should include, but is not limited to, items such as;

- Toilets (including all accessible toilets)
- Marquees and structures
- Stages, dancefloors, speaker locations
- Temporary fencing (including type and height)
- Fire safety equipment locations
- Food stalls
- Bars and licensed areas
- Market stall Vendors
- First aid posts
- Additional lighting
- VIP areas
- Generators
- Entries and exits (with dimensions in metres)
Emergency exit sign locations
- Accessible parking locations
- Muster Points

Public Liability Insurance

Public liability insurance is compulsory for all events. The public liability policy should have a minimum insured sum of at least \$10 million, progressing upward to reflect the risk. The Shire of Murray will let you know if you require higher cover than you provide. The event must have in place a public liability policy with an [Australian Prudential Regulation Authority \(APRA\)](#) approved insurer. There may be other stakeholders involved in the event who need public liability cover. Contractors who install semi-permanent structures, electrical devices or provide services to your event should hold the appropriate insurance to cover their activities for the event. The event team may request copies of insurances related to any contractors, amusement hire companies and so forth.

You will be required to provide a copy of your public liability covering your event dates prior to your event going ahead.

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

Security and Crowd Management

Depending on the size of your event, security guards, crowd controllers or both may be required.

Funding agreements, liquor licencing or insurance requirements may regulate the security requirements. Police attendance may be required for high risk events and this should be discussed with the [WA Police Force – Major Events](#) team in the early planning stages. Where alcohol is being served or consumed you will be required to adhere to the conditions on your liquor licence in regards to crowd control ratios. A security guard or crowd controller with event experience can provide invaluable knowledge to help management potential risks to the event.

The ultimate responsibility to ensure patron safety rest with the event organiser.

Environmental Hazards and Weather

For outdoor events, environmental hazards must be considered. Although the weather in Western Australia is reasonably predictable, there are periods of severe conditions. A variety of people will be attracted to events and many will not be familiar with local weather issues that arise. Common hazards in Murray may be mosquitoes, flies, and snakes.

Electrical storms and hail whilst rare, do occur and therefore the likelihood must be considered, and appropriate action plans developed. While hailstorms are less likely to occur, it is of note that disasters have occurred when people have sought protection. In hot weather, dehydration and sunburn are common issues. Prior to the event it is harder to detect hailstorms than electrical storms, however, an emergency management plan should contain a contingency plan for patrons who will seek refuge in the event of a hailstorm. Although harder to detect than electrical storms, an emergency management plan should contain a contingency for patrons seeking refuge from hailstorms. High winds can create dangerous situations at an event and should be monitored at all times. For exposed events, shade must be provided to allow some relief from hot sun.

First Aid

The Shire of Murray recommends that all events have first aid. Professional First Aid services i.e. St John's Ambulance are generally not required for low risk events, smaller than 500 patrons held near central ambulance/hospital services. For small events without a recognised first aid provider event managers should, through their duty of care, ensure that at least one person on the team running the event holds nationally recognised qualification for the provision of first aid.

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

First Aid Officers are not to hold dual roles, or if they do their first priority is to be able to provide first aid, not continue with another role.

Emergency services vehicles must be able to access the site, and be clear for all first aid vehicles.

All first aid posts must be clearly signed and enable patients to be treated in privacy

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 number of first aid personnel and first aid posts will vary with the type of event but as a guide for a low to medium risk event the figures below can be used as a guide.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	4

For a comprehensive guide on the requirements of first aiders and larger events, refer to the [WA Dept of Health | Event Guidelines 2022](#).

Noise Management

The Shire of Murray understands that the nature of events will come with a certain level of noise, however it is important to be mindful of how noise affects surrounding residents. All events must comply with the [Environmental Protection \(Noise\) Regulations 1997](#), this provides set levels that need to be adhered to, to ensure noise sensitive premises such as residential properties, hospitals and schools are not exposed to high levels of noise.

If noise emissions from an event are likely to exceed assigned noise levels, and the event would lose its character or usefulness if it had to meet the assigned levels, the Shire's Chief Executive Officer may issue an approval and set conditions for a non-complying event. An application must be made at least 8 weeks prior to the event and be accompanied by a \$550 application fee

[Noise Regulation 18: Application for an Event – Noise Exemption](#)

Community events include sporting activities, agricultural fairs, school fetes, carnivals and exhibitions. Noise from these events is considered 'Community Noise' and is exempt from the requirement to comply with the assigned noise level in the following situations:

- Noise emitted by spectators at a sporting activity;
- Noise from people at a meeting or procession;
- Noise from recreational or educational activities at premises occupied for educational purposes;
- Noise emitted from agricultural shows, fairs, fetes, exhibitions and like events; and
- Noise emitted by people during a meeting convened solely for the purpose of divine worship.

Waste Management and Sustainability

Waste Management

The event organisers shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed immediately after the event and until such times as all patrons have left the area.

You may require additional bins to be delivered for the duration of the event and subsequently additional refuse services at the end of the event. The special events application form will ask you if you will require extra bins, or alternatively you can fill in the Special Event Bins Order Request.

Number of Event Bins Guide

Number of Event Attendees	Minimum number of Bins
0-100	4 x 240lt bins
101-300	6 x 240lt bins
301-500	8 x 240lt bins
Per 200 persons thereafter	2 x 240lt bins

For events over 1000 patrons please contact the events team for assistance; bulk waste, recycling options, Containers for Change in our region etc.

Toilets

The provision of toilets is the responsibility of the event organiser. Dependant on the size and scale of the event, additional toilets may be required. During the event, organisers must ensure all toilets are clean, well-stocked with soap and paper hand towels. It is imperative to maintain toilets in a sanitary and operational condition. [Regulation 21 of the Health \(Public Buildings\) Regulations 1992](#), requires that all equipment be maintained in a proper state of repair and sanitary condition.

Some locations in the Shire of Murray have existing toilets at the site and can be taken into account in determining the number of toilets required. These toilets, like additional toilets are the responsibility of the event organiser to be maintained throughout the event. Adequate lighting is to be provided for toilets during the hours of darkness. Directional signage to toilets must be provided and signage must be visible at all times.

The Shire of Murray recommends that event organisers make sure there are adequate toilet facilities available for all abilities patrons. See the [Creating Accessible Events Guide](#).

The following is a guide to the number of toilet facilities that must be provided. For events with alcohol in service please double these numbers.

Patrons	Male Facilities			Female Facilities	
	WCs	Urinals	Handbasins	WCs	Handbasins
1-100	1	0	1	1	1
101-250	1	1	1	2	1
251-500	1	2	1	3	1
501-1000	2	2	1	4	1
1001-2000	2	5	3	7	3
2001-3000	3	8	4	10	4
3001-4000	3	10	5	13	5
4001-5000	4	13	7	17	7
5001-6000	5	15	8	20	8

For more detailed information see the [Guidelines for concerts, events and organised gatherings 2022](#)

Temporary Structures

In Western Australia, every time a tent, marquee or spectator stand is erected it requires local government approval either as a public building under the Health Act or as a temporary building under the Building Regulations. If you plan to install infrastructure at your event, you will need to submit detailed information as part of the special event approval process. A temporary structure is any structure including but not limited to marquees, tents, stages, movie screens and spectator stands. The Shire of Murray will assess to ensure that appropriate levels of safety and health are achieved, and maintained. The Shire's parks and gardens department may have specific requirements associated with maintenance or reserves, these will be discussed through the application process.

If an event is to be held in a fenced area, tent and/or marquee, the area may be defined as a 'temporary public building'. If the area is considered a public building, there are certain requirements and conditions that must be met.

The type of documentation required is dependent on the size of structures people its purpose.

For marquees less than 10m²;

- The structure must comply with manufacturer's installation instructions and are to be braced and fixed to withstand the current wind conditions, and use is to be nominated in the application for the event

For marquees between 11m² and 55m²

- Certification from the erector that the structure has been erected in accordance with the manufacturers or structural engineers' recommendations, and Temporary

structures less than 55m2 completed and submitted to the Shire of Murray Events Team.

For marquees over 55m2

- Provide a Certificate for installation of temporary structure, signed by a competent/ licensed person responsible for the installation. The Certification of Structural Integrity for a Temporary Structure must be completed and submitted to the Shire of Murray Events Team.

If required, these forms will be forwarded during the special event approval process.

Temporary Food Vendors

The sale of food and drinks is governed by the [Shire of Murray Consolidated Local Laws, Food Act 2008](#) and [Food Standards Code 2001](#). Therefore if you are holding an event with food stalls or food trucks you will need to ensure all vendors:

- Hold a current Food Act Registration Certificate from their local government (in accordance with the Food Act 2001)
- Have Public Liability Insurance which covers the event dates

Please note: A list of all food vendors at your event must be submitted to the events team no less than 7 days prior to your event. Food vendors at Shire approved special events are not required to have a separate Temporary Food Vendor Permit.

The Shire of Murray may conduct an inspection of food stalls or vehicles prior to the event or on the day of the event. It is the event organisers responsibility to have copies of the above documents available upon request.



Alcohol

If alcohol is intended to be sold or supplied at your event, then the necessary approvals need to be obtained. In some circumstances there may be exemptions to the [Liquor Control Act 1988](#) for certain events. It is recommended for event organisers to refer to the [RGL website](#) for detailed information. If you are intending to sell or supply alcohol at your event, even if not on Shire owned venues or reserves you must indicate this on your special event application.

Where a liquor licence is required for the event, the event organiser must provide details of the proposed liquor licence to the Shire of Murray for consideration. Copies of the licence shall be provided to the Shire of Murray no later than two weeks prior to the event.

The event organiser shall promote the consumption of non-alcoholic beverages, coffee, tea, soft drinks, water, low-alcohol beverages and food shall be available for the duration of the event. If the supplies of non-alcoholic and low alcohol beverages and food run out, the sale of alcoholic beverages shall cease immediately. [Section 115A of the Liquor Control Act 1988](#) requires that the licensee must ensure that water suitable for drinking is provided, free of charge, at all times when liquor is sold.

Permit to Consume Alcohol on Shire Property

Event organisers utilising Council reserves and venues must make written application to the Shire if they wish to consume alcohol at a function or event on that property. The application will detail the date, time, approximate number of persons and reason for the function in accordance with Shire of Murray [Policy C4 Consumption of Liquor on Council Property by Outside Bodies](#).

Application to [Consume Alcohol on Council property](#) shall be submitted during the special event process and approvals shall be granted in accordance with Delegation 6.20 and will be subject to the [Permit to Consume Alcohol – Conditions of Approval](#)

Responsible service of alcohol

The responsible service of alcohol means that liquor will be sold and consumed in a responsible manner. Responsible service of alcohol can prevent the supply of liquor to juveniles and intoxicated patrons.

Traffic Management and Parking

Traffic Management

The events team will work closely with event organisers to determine the level of impact of your event to nearby residents and businesses.

For events, traffic management should be in accordance with the [Main Roads WA Code of Practice for Traffic Management for Events](#)

It is the event manager's responsibility to liaise with local government to ensure that adequate parking and traffic control measures are in place for all phases of the event – bump in, event, and bump out.

For all events that take place on a road, or change the current road rules (i.e. street parade, bike race, drop in speed limits) the organiser is required to submit an [Application for an order for a road closure](#), this form is to be completed and lodged at the police station nearest to the proposed event location.

Further information on road closures and events can be found at [Main Roads WA](#). Fees and charges may apply to road closures.

Parking

It is important that the event organiser provides sufficient parking for people attending and working the event. It is your responsibility to ensure that adequate parking and traffic control measures are in place for all phases of the event – bump in, event, and bump out. You will need to demonstrate that there is adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue, and a parking layout should be included in your site plan. Large events should have parking options advertised on tickets, website, social media and wherever possible.

If you wish to utilise Shire of Murray reserves for additional parking the event team can assist with finding suitable areas to use.



Stakeholder Requirements

Events may impact on the day to day activities of local residents and businesses. It is important that all relevant stakeholders are notified, and provided with information on your event. For large scale events or those with a high impact you will need to arrange a meeting with the event team prior to your event. At this meeting it can be determined what level of community consultation and stakeholder notification will be required.

Stakeholder notifications for traffic

Communication and notification of road closures is a requirement from Main Roads WA, WA Police Force, and the Shire of Murray. A minimum seven days prior to the road closures being put in place, formal notification must be sent to all stakeholders. The Shire of Murray can assist with this via our various social media platforms.

The notification must include the following items:

- Event name
- Event dates and times
- Bump-in and out times
- Map with road closures and times
- Event organisers contact details, pre, during and post event

Stakeholder notifications for noise

If your event is exceeding the noise regulations, then notification to local residents and businesses must be undertaken.

The notification must include the following items:

- Event name
- Event dates and times
- Bump-in and out times
- Schedule of all noise, including soundchecks, and any other related noise
- Event organisers contact details, pre, during and post event

Community Consultation

When the impact of your event is considered to be significant, the Shire of Murray will consult and support event organisers on stakeholder communication to be actioned. Based on the level of event impact, the stakeholder communication may include items such as:

- Pre-event notifications, meeting, letter or email
- Stakeholder information meetings
- Event signage installed on site
- Print media notifications
- Online platform notifications
- Contact Lists provided to relevant members of the community

Electrical Works

An electrical contractor must certify that all temporary electrical installations comply with the Health (Public Buildings) Regulations 1992, by submitting Form 5 to the local government.

The Shire of Murray may also request a completed Electrical Checklist for Events.

All electrical installations must comply with the [Supply Authority or Office of Energy requirements, AS/NZS 3000, AS/NZS 3002](#) plus any special requirements of other legislation such as the Health (Public Buildings) Regulations 1992.

- All electrical outlets and supplies must have circuit breakers to protect against overload. All final sub circuits must have RCD protection
- all power leads and extension cords must be tested and tagged within the past twelve months
- temporary electrical leads must be flexible cables, multicore cables intended for use in fixed installations are not appropriate
- electrical cables must not be accessible to members of the public. When they are in public areas they must be either covered with appropriate covers or suspended so that they are out of reach to members of the public

Amusements

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. Show amusement rides, including bouncy castles, must comply with [Subdivision 2 of the Work Health and Safety \(General\) Regulations 2022](#).

The following documentation will need to be submitted, no less than 4 weeks prior to your event

- 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, Circuses and Petting Zoos

Any animals or petting zoos included in your event must be included in your special event application, and have approval from the Shire of Murray.

Good hygiene practices must be implemented, such as hand washing facilities on entrance to the animal area and hand sanitizing 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

All circuses must comply with the [Code of Practice for the Conduct of Circuses in Western Australia](#).

Fireworks, Pyrotechnics and Lasers

Pyrotechnic displays have the potential to cause fires and personal injuries to members of the public. They are regulated by the Department of Mines, Industry Regulation and Safety under the [Dangerous Goods Safety \(Explosives\) Regulations 2007](#) (the explosives regulations).

Theatrical Fireworks may be used indoors or outdoors and must be operated in accordance with the Safe use of close proxy fireworks in Western Australia.

Outdoor fireworks are only for outdoor use and must be approved in accordance with the Department of Mines and Petroleum Resources Safety's Safe use of outdoor fireworks in Western Australia.

Everyone with access to the fireworks must have a Dangerous Goods Security Card (DGSC).

- If pyrotechnics are planned, an application must be approved by self-certified operators.
- Police and local government must have input into the approval process.
- The use of pyrotechnics and associated hazards must be considered in the risk assessment process and be incorporated into the risk management plan.
- The limiting parameters, wind strength, wind direction, local fire weather warnings and exclusion zones must be clearly defined well in advance of the event.
- Interstate theatrical fireworks license holders must apply for a Western Australian license

Lasers

In Western Australia any laser, regardless of the application must comply with the [Radiation Safety Act 1975](#) and the [Radiation Safety \(General\) Regulations 1983](#). The regulations require compliance with AS/NZS 2211, 'Laser safety'. Event organisers must specify if you intend to use lasers and identify the class of laser to be used and confirm that they will operate in accordance with the Radiation Safety Act.

Event Promotion

Once you have received special event approval, your event will be listed on the Shire of Murray's website, if you do not wish to be on the website please let us know in the special event application. The Shire may also assist by including your event in newsletters and via the Shire's social media platforms.

There are also other ways in which you can promote your event locally, the Events Team can assist you with this.

Camping

Some events in Western Australia include short term camping. The [Local Government Caravan Parks and Camping Grounds Regulations 1997](#) allow local government to approve camping areas and short-term use of sites not previously designated as camping grounds.

Should you wish to provide camping for patrons at your event please note that the following requirements apply:

- Areas must be planned so that camping sites are orderly and provide easy access for patrons, service vehicles and emergency vehicles
- Caravan or vehicle camping should be in a separate area to tents
- Only light weight camping equipment should be permitted, after all this style of camping is for a very limited period
- Access paths must be adequately illuminated
- The area must have defined lanes or pathways designed to allow for firefighting and other emergency vehicle access
- Harm reduction strategies should carry over to any camping grounds, including the provision of first aid, food and free water must be available whilst the camp site is available to patrons
- Food should also be available whilst the area is available to campers
- Patrons must be advised of relevant camping restrictions or rules

For a full list of requirements, water availability rations and so forth see [Guidelines for concerts, events and organised gatherings 2022](#)

Water

An adequate supply of water must always be available for hygiene purposes, firefighting, drinking, and for cooling heated patrons during summer events. It is important that water is provided free of charge if;

- You are expecting large crowds
- The weather is likely to be hot
- Participants are required to walk long distances
- There is a chance participant will overheat
- There is alcohol served

If the nature of the event is such that water is being sold, then it must be;

- a plentiful supply
- easily accessible
- at a reasonable cost



Daniela Tommasi Photography



Shire of Murray

Administration Office
1915 Pinjarra Road, Pinjarra WA 6208
PO Box 21 Pinjarra WA 6208

T: (08) 9531 7777
E: mailbag@murray.wa.gov.au
   @ShireofMurray

murray.wa.gov.au