

Event Information Guide





Overland Media

Welcome to the Shire of Murray!

We are proud to be an event friendly Shire, recognising the vital role that events play in making the Murray Region a great place to live, work and visit, while supporting our community's economic and social goals.

This guide has been created as a helpful reference tool for individuals, community groups and event organisers planning events and activities within the Shire of Murray. Our events team, with extensive knowledge and expertise, is here to support you through the step-by-step planning process.

The guidelines provide valuable information on event management, including operational procedures, statutory requirements and links to additional resources.

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

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

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Places and Spaces

The Shire of Murray offers a diverse range of venues, parks and reserves suitable for events of all sizes and types. With over 30 unique places and spaces available for hire, we are well placed to host your next special event.

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

Please note that if your event takes place on Shire of Murray land or in a Council-owned facility, you must adhere with our [terms and conditions](#).

Parks and reserves within the Shire of Murray are classified as public open spaces, and exclusive use of these areas cannot be guaranteed. However, by booking the space, the Shire will endeavour to avoid scheduling conflicting events in the same location.

Special Event Application

Why do you need an event permit?

An event permit ensures that the event complies with State Legislation and the Shire's Local Laws. It also helps minimise disruption to stakeholders and ensures that any potentially affected parties are notified in advance. As the approving authority for public events, the Shire's role is to ensure that event organisers take all reasonable and practical precautions to protect the health and safety of attendees, as well as the amenity of surrounding residents.

How do I know if I need to submit a Special Event Application?

- Is your event open to the public?
- Will the attendance exceed 50 people? (Private invitation-only events, such as birthdays on private land are exempt)
- Will food be available for purchase?
- Are there amusements or temporary structures at your event?
- Will there be animals at your event (e.g. a petting zoo)?
- Is camping allowed at your event?
- Will amplified music be played?
- Are generators being used?
- Will alcohol be present (sale and/or BYO)?
- Is your event being held on Shire land or in a Shire owned facility?

You are also encouraged to register your event with the Western Australian Police Force: [Register here](#)

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 Shire to determine the types of approvals you may need prior to finalising the details of your event or advertising.

Key Dates

Requirement	Deadline
Special Event Application	
Major events (5,000+ participants or medium to high risk events)	No later than 12 weeks prior to the event
All other events (up to 4,999 participants)	No later than 8 weeks prior to the event
Supporting Documents (may include)	No later than 4 weeks prior to the event
Site Plan	
Event Management Plan	
Risk Management Plan	
Traffic Management Plan	
Emergency Evacuation Plan	
Emergency Management Plan	
Permit to Consume Alcohol	
Copy of event insurance	
Certificate of Incorporation	
Certificate of Currency for Public Liability	
List of Temporary Food Vendors	
Details of Temporary Structures	
Any other required permissions of licenses	
List of Contacts	

Your Special Event Application should be submitted at least 60 days prior to your event. The approval process timeline may vary depending on the risk category of your event. For low-risk events, approval is typically granted within 5-7 business days. Please note that incomplete applications or delays in providing the required supporting documentation may extend the approval process.

Event Promotion

Once your Special Event Approval is granted, your event may be listed on the Shire of Murray's website. If you prefer not to be included, please indicate this in your Special Event Application. The Shire may also help promote your event through its newsletters and social media platforms.

Planning Your Event

Site Plan

If your event is being held on Shire of Murray property or public open space, a detailed site plan must be submitted with your Special Event Application.

Your site plan should include, but is not limited to, the following:

- Toilets (including accessible toilets)
- Marquees and structures
- Stages, dancefloors and 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
- Entry and exit points (with dimensions in metres)
- Emergency exit sign locations
- Accessible parking locations
- Muster points

Please keep the following in mind when planning your event:

- All structures must be stabilised by weights, with no stakes permitted on Shire-owned parks or reserves.
- Infrastructure must not block roads or designated walkways, and a minimum 1.5m distance must be maintained for pedestrian access.
- Trees, gardens and flowers must not be cut, damaged or used in any way.
- Vehicles, including food trucks, on grass need prior approval (including for bump-in).
- Vehicle movements within reserves to be kept to a minimum, with drivers using only designated entry and exit points.
- Large trucks or vehicles must remain on gravel or hardstand surfaces at all times.
- No vehicle movements are allowed within the event during the event.

Temporary Structures

In Western Australia, any 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 your event includes such infrastructure, detailed information must be submitted as part of the Special Event Application process.

A **temporary structure** includes, but is not limited to:

- Marquees
- Tents
- Stages
- Movie screens
- Spectator stands

The Shire of Murray will assess these structures to ensure that appropriate standards of safety and health are met. Specific requirements from the Shire's parks and gardens department may also apply, depending on the location.

If your event is held in a fenced area, tent or marquee, it may be classified as a **temporary public building**, with additional requirements to meet.

Size of Marquee	Requirements
Less than 10m ²	Must comply with manufacturer's installation instructions and be braced/fixed for wind conditions. Usage must be specified in the Special Event Application.
Between 11m ² and 55m ²	Certification from the erector confirming the structure complies with manufacturer or structural engineer recommendations. Must be submitted in the Special Event Application.
Over 55m ²	Provide a Certificate of Installation signed by a competent/licensed person. Must be submitted in the Special Event Application.

Temporary Food Vendors

The sale of food and drinks at events is governed by the [Shire of Murray Consolidated Local Laws, Food Act 2008](#) and [Food Standards Code 2001](#). If your event includes food stalls or food trucks, you must ensure that all vendors:

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

Note: A list of all food vendors must be submitted at least 7 days prior to your event. Vendors participating in Shire approved special events are not required to have a separate Temporary Food Vendor Permit.

The Shire of Murray may inspect food stalls or vehicles before or during event. It is the event organiser's responsibility to have copies of all relevant documents available upon request.

Public Liability Insurance

Public liability insurance is mandatory for all events. The policy should have a minimum coverage of \$10 million, with the amount increasing to reflect the level of risk. The Shire of Murray will inform you if a higher coverage amount is necessary. The policy must be held with an insurer approved by the [Australian Prudential Regulation Authority \(APRA\)](#).

Additionally, other stakeholders involved in your event may also require public liability coverage. For example, contractors who install semi-permanent structures, electrical equipment or provide services to your event must have appropriate insurance to cover their activities during the event. The Shire may request copies of insurance policies from contractors, amusement hire companies and other service providers.

A copy of your public liability, covering the event dates, must be provided before your event can proceed.

Electrical Works

An electrical contractor must certify that all temporary electrical installations comply with the Health (Public Buildings) Regulations 1992 by submitting a Form 5 to the local government. The Shire of Murray may also request a completed Electrical Checklist for Events.

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

Key requirements include:

- All electrical outlets and supplies must have circuit breakers to protect against overload and all final sub-circuits must have RCD protection.
- Power leads and extension cords must be tested and tagged within the past 12 months.
- Temporary electrical leads must be flexible cables; multicore cables intended for use in fixed installations are not suitable.
- Electrical cables must be inaccessible to the public. If they are in public areas, they must be covered with appropriate covers or suspended out of reach.

Security and Crowd Management

Depending on the size and nature of your event may determine the need for security guards, crowd controllers, or both. Security requirements can also be influenced by liquor licensing or insurance conditions. For high-risk events, police attendance may be necessary, and it is advisable to engage with the [WA Police Force – Major Events](#) team during the early planning stages. Ultimately, the responsibility for ensuring the safety of all patrons rests with the event organiser.

First Aid

The Shire of Murray strongly recommends that all events have first aid provisions in place. For low-risk events, held near central ambulance or hospital services, professional first aid services (e.g. St John's Ambulance) are generally not required. However, event managers should ensure, as part of their duty of care, that at least one team member holds a nationally recognised first aid qualification.

On the day of the event, please ensure the following regarding first aid:

- First Aid Officers should not hold dual roles; if they do, their first primary responsibility must be to provide first aid, not to fulfil other duties.
- Emergency services vehicles must have clear access to the site, with unobstructed paths for all first aid vehicles.
- First Aid Posts must be clearly marked and provide privacy for patients receiving treatment.
- First aid should be accessible to patrons before the event (during queueing etc), throughout the event and after the event until all patrons have departed.

The number of first aid personnel and posts will depend on the nature of the event. For low to medium-risk events, the following guidelines can serve as a reference.

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](#).

Water

A sufficient supply of water must always be available for drinking, hygiene, firefighting, and for cooling patrons during summer events. Water must be provided free of charge if:

- Large crowds are expected
- Hot weather is anticipated
- Participants are required to walk long distances
- There is risk of overheating
- Alcohol is being served

If water is being sold, it must be:

- Plentiful supply
- Easily accessible
- Reasonably priced

Environmental Hazards and Weather

For outdoor events, it is crucial to consider potential environmental hazards. While Western Australia's weather is generally predictable, there are times of severe conditions. Events can attract a diverse group of attendees, many of whom may be unfamiliar with local environmental challenges. Common hazards in the Murray region include mosquitoes, flies, and snakes.

Though rare, electrical storms and hailstorms do occur, and their possibility should not be overlooked. Proper contingency plans must be developed, especially since disasters have happened when people sought shelter during such events. While hailstorms are less frequent, it is important to have an emergency management plan that includes safe refuge options for patrons. High winds can also pose significant risks and should be monitored continuously.

In hot weather, dehydration and sunburn are common concerns, and providing adequate shade is essential for outdoor events. Monitoring weather conditions and having an emergency action plan for extreme weather, such as storms or high winds, is critical to ensuring the safety of all attendees.

Noise Management

The Shire of Murray acknowledges that events generate noise, but it's important to consider the impact on nearby residents. All events must comply with the [Environmental Protection \(Noise\) Regulations 1997](#), which set noise limits to protect noise sensitive premises such as homes, hospitals and schools.

Community events like sporting activities, school fetes and carnivals are categorised as 'Community Noise' and are exempt in specific cases, such as:

- Noise emitted by spectators at a sporting activity;
- Noise from a meeting or procession;
- Noise from recreational or educational activities at premises occupied for educational purposes;
- Noise emitted by people during a meeting convened solely for the purpose of divine worship.

If an event's noise is likely to exceed assigned levels but meeting these levels would compromise the event's character or purpose, the Shire's Chief Executive Officer may in certain cases grant an exemption with conditions. Applications for a Noise Regulation 18 exemption must be submitted at least 8 weeks before the event, along with a \$550 application fee. [Noise Regulation 18: Application for an Event – Noise Exemption](#)

Waste Management

Event organisers are responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter must be removed immediately after the event and continue to be managed until all patrons have left the area.

Additional bins may be required for the duration of the event, along with extra refuse services at its conclusion. The Special Event Application Form includes a section to request additional bins, or you can complete 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 1,000 patrons, bulk waste, recycling options, Containers for Change in our region etc, please contact the Shire for assistance.

Toilets

Event organisers are responsible for providing adequate toilets. Dependant on the event's size, additional toilets may be required. Event organisers must ensure all toilets remain clean, well-stocked with soap and paper hand towels and maintained in sanitary and operational condition throughout the event as required [by Regulation 21 of the Health \(Public Buildings\) Regulations 1992](#).

Some Shire of Murray locations have existing toilets, which can be included in your total. However, these, like additional toilets, must be properly maintained by the event organisers. Adequate lighting should be provided for toilets during hours of darkness and clear directional signage must be visible at all times.

The Shire of Murray encourages event organisers to ensure accessible toilet facilities are available for patrons of all abilities. Refer to 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](#)

Camping

Some events in Western Australia offer short-term camping. Under the [Local Government Caravan Parks and Camping Grounds Regulations 1997](#), local governments can approve temporary camping areas at sites not previously designated for camping.

If you would like to propose camping for patrons at your event, the following requirements apply:

- Camping sites must be orderly and allow easy access for patrons, service and emergency vehicles.
- Separate areas should be designated for caravan/vehicle camping and tents.
- Only lightweight camping equipment should be permitted.
- Access paths must be adequately illuminated.
- Defined lanes or pathways should be established to allow for firefighting and emergency vehicle access.
- Harm reduction strategies must extend to the camping area, with first aid, food and free water available while the campsite is open to patrons.
- Food must be available during camping hours.
- Patrons must be advised of relevant camping restrictions or rules

For a full list of requirements, including water availability ratios, refer to [Guidelines for concerts, events and organised gatherings 2022](#).

Amusements

If your event includes amusement rides, water slides, bouncy castles or inflatables, you must ensure the safety of the attendees and ride users. Amusements must comply with [Subdivision 2 of the Work Health and Safety \(General\) Regulations 2022](#).

The following documentation will need to be submitted with your Special Event Application:

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

For more details, [Safe Work Australia](#) offers useful guidelines.

Please note, some water slides or inflatables may be classified as aquatic facilities and may require approval from the Department of Health. More information on aquatic facilities can be found on the [Department of Health's website](#).

Animals, Circuses and Petting Zoos

If your event includes animals or a petting zoo, this must be included in your Special Event Application and approved by the Shire of Murray.

Proper hygiene practices must be implemented, including hand washing facilities at the entrance to the animal area and hand sanitising stations. Animals must also be kept away from areas where food is prepared, stored, or sold. These mitigation tools should be outlined in your Risk or Event Management Plan.

For further information regarding animals and petting zoos please refer to the petting zoo guidelines on [Department of Health's website](#).

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 can pose significant fire risks and personal injury hazards and are regulated by the Department of Mines, Industry Regulation and Safety under [the Dangerous Goods Safety \(Explosives\) Regulations 2007](#).

All individuals handling fireworks must hold a Dangerous Goods Security Card (DGSC).

Key considerations include:

- Applications must be approved by self-certified operators.
- Police and local government must be involved in the approval process.
- Pyrotechnics and associated hazards must 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 they 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.

Consumption of Alcohol

Liquor Licence

If alcohol is to be sold or supplied at your event, the necessary approvals must be obtained. Certain events may be exempt from the [Liquor Control Act 1988](#), so it is recommended that events organisers consult the [RGL website](#) for detailed information. Even if your event is not held on Shire-owned land, you must indicate the sale or supply of alcohol on your Special Event Application.

If a liquor licence is required, the event organiser must provide details of the proposed licence to the Shire of Murray for consideration. A copy of the licence must be submitted no later than two weeks before the event.

Event organisers are also responsible for promoting and providing non-alcoholic beverages throughout the event. If these supplies run out, the sale of alcohol must cease immediately. Under [Section 115A of the Liquor Control Act 1988](#), licensees are required to provide free drinking water whenever liquor is sold.

Permit to Consume Alcohol on Shire Property

Event organisers wishing to consume alcohol on Council land or venues must submit a written application. This application will detail the date, time, approximate number of persons and purpose of event in accordance with Shire of Murray [Policy C4 Consumption of Liquor on Council Property by Outside Bodies](#).

Application to [Consume Alcohol on Council property](#) should be submitted as part of the Special Event Application.

Responsible service of alcohol

The responsible service of alcohol ensures that liquor is sold and consumed in a safe and responsible manner. It helps prevent the supply alcohol to minors and intoxicated patrons, promoting a safe environment for patrons and nearby residents. It is the responsible of the event organiser.

Traffic Management and Parking

Traffic Management

The Shire will collaborate closely with event organisers to determine the level of impact of the event on nearby residents and businesses.

Traffic management for events must comply with the [Main Roads WA Code of Practice for Traffic Management for Events](#). It is the event organiser's responsibility to work with the Shire to ensure adequate parking and traffic control measures are in place for all phases of the event – set up (bump in), during the event, and pack-down (bump out).

For events held on a roads or those altering current road rules (e.g. street parade, bike races, temporary speed limit changes), organisers must submit an [Application for an order for a road closure](#). This form should be completed and lodged at the nearest police station nearest to the event location.

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

Parking

Event organisers must ensure provide sufficient parking for both attendees and staff. It is event organisers responsibility to implement adequate parking and traffic control measures for all event phases - bump in, the event itself, and bump out. You should demonstrate that parking provisions prevent disruption to neighbouring properties and include a parking layout in your site plan submitted with your Special Event Application.

For large events, parking options should be clearly communicated through tickets, website, social media and other platforms. If additional parking is needed on Shire reserves, please discuss with the Shire.

Stakeholder Requirements

Events can affect the day-to-day activities of local residents and businesses. It is essential to notify all relevant stakeholders and provided them with event details. For large-scale or high-impact events, a meeting with the Shire may be required beforehand to determine the necessary level of community consultation and stakeholder notification.

Stakeholder Notifications for Traffic

Communication and notification of road closures are required by Main Roads WA, WA Police Force, and the Shire of Murray. Formal notification must be sent to all stakeholders at least 7 days before road closures are implemented.

The notification should include:

- Event name
- Event dates and times
- Bump-in and bump-out times
- Map detailing road closures and timings

- Event organisers contact details for pre-event, during the event 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 bump-out times
- Schedule of all noise, including soundchecks and any other related noise
- Event organisers contact details for pre-event, during the event and post event

Community Consultation

For events with significant impact, the Shire of Murray will collaborate with event organisers to manage stakeholder communication. Depending on the event's impact, communication may include:

- Pre-event notifications, meetings, letters or emails
- Stakeholder information meetings
- On-site signage
- Print media announcements
- Online platform notifications
- Contact lists provided to relevant community members