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The event organiser is to provide the Shire of Wyndham - East Kimberley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Wyndham - East Kimberley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements.

Additionally, a Risk Management Plan may also be required should the event attract a large number of people. Further information on this matter can be obtained from [http://www.riskcover.wa.gov.au/riskmanagement/riskcover\\_riskmanagement\\_faq.shtml](http://www.riskcover.wa.gov.au/riskmanagement/riskcover_riskmanagement_faq.shtml) .

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Shire staff members are to be afforded access to the whole venue prior to and for the duration of the event. Authority cards can be made up for staff members that require access for compliance purposes only.

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The Shire of Wyndham - East Kimberley requires public liability insurance be provided for all events to a minimum value of \$5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

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Application for the event must be lodged on the Form 1 – Application for Planning Consent and Health Approval contained in this package.

Under the Health (Public Building) Regulations 1992, outdoor events are considered public buildings. The following are requirements under the above regulations:

- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5, appendix 2), must be completed and lodged with the Shire prior to commencement of the event.
- exit signs are to be provided
- fire equipment and adequate communications are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the Health (Food Hygiene) Regulations 1993. Applications to sell food at the event should be lodged with the Shire's Health Department at least 2 weeks prior to the event.

Under the Environmental Protection (Noise) Regulations 1997, noise levels are to comply with the levels set out in those regulations. If the Shire of Wyndham - East Kimberley deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.











































































































