

2026

Event Approval Guidelines



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1 DO I NEED EVENT APPROVAL?

You may need to submit an Event Approval Application if your event is open to the public, held on Shire-managed land, involves food or alcohol, uses temporary infrastructure, includes amplified sound, or impacts traffic, parking, cyclists or pedestrians.

Why is Event Approval Required?

- The event approval process helps the Shire of Wyndham East Kimberley to:
- Ensure events are safe and compliant with relevant legislation.
- Protect attendees, volunteers, staff and the wider community.
- Manage impacts on public spaces, traffic, residents and businesses.
- Coordinate the use of Shire facilities and infrastructure.
- Support the successful delivery of events across the region.

Event Approval Application Timeframes

All event organisers must submit an Event Approval Application before their event.

Minimum application timeframes:

- Small Events: At least 4 weeks prior to the event.
- Large Events: At least 12 weeks prior to the event.

Applications submitted outside these timeframes may not be approved.

How We Can Help?

The Shire of Wyndham East Kimberley is committed to supporting the delivery of safe, successful and memorable events across the region.

Our Events and Activation Team works with relevant Shire departments, including Environmental Health, Building Services, Planning, Infrastructure, Communications and Facility Management, to assist organisers through the event approval process.

The Shire's designated Event Officer will:

- Assist with event applications and approvals
- Coordinate internal assessments and referrals

2 EVENT APPROVAL REQUIREMENTS

When submitting an Event Approval Application, organisers may be required to provide supporting documentation, including:

- Event Application Form
- Public Liability Insurance

- Site Plan
- Risk Management Plan
- Food vendor and stallholder information (if applicable)
- Traffic Management Plan (if applicable)
- Relevant permits, licences and approvals
- Where an event involves land, waterways, roads, reserves, facilities or infrastructure not managed by the Shire of Wyndham East Kimberley, the event organiser is responsible for identifying and obtaining any approvals, permits, licences or permissions legally required for the specific activity and location. Evidence of any required approvals must be provided to the Shire's Event Officer before final approval is issued. Failure to obtain or provide evidence of required approvals may result in the application being delayed, refused or revoked.
- Where an event involves the use of Crown land, the organiser is responsible for obtaining all required approvals, permits, licences, leases, or other authorisations from the relevant authority prior to the event. Organisers should submit applications well in advance and allow a minimum of six (6) months for assessment and approval processes. Additional time may be required where consultation with key stakeholders, Traditional Owner groups, or other interest holders is necessary.

Providing complete and accurate information will assist the Shire in assessing your application and support the safe and successful delivery of your event.

3 BENEFITS OF THE EVENT APPROVAL PROCESS

The Shire works collaboratively with organisers to support successful community events.

The event approval process helps organisers to:

- Meet legislative and safety requirements
- Identify and manage risks
- Improve event planning and preparedness
- Coordinate with relevant Shire departments
- Enhance safety for attendees, volunteers, staff and contractors

Tools and Resources

The Shire provides information, templates and guidance materials to assist organisers with event planning, risk management and approval requirements. Our Team is available to provide assistance throughout the planning and approval process, including advice on applications, permits, risk management and event operations. Early consultation is encouraged.

Event Promotion

Where appropriate, approved community events may be promoted through Shire communication channels, including:

- Shire website
- Social media platforms
- Community event calendars

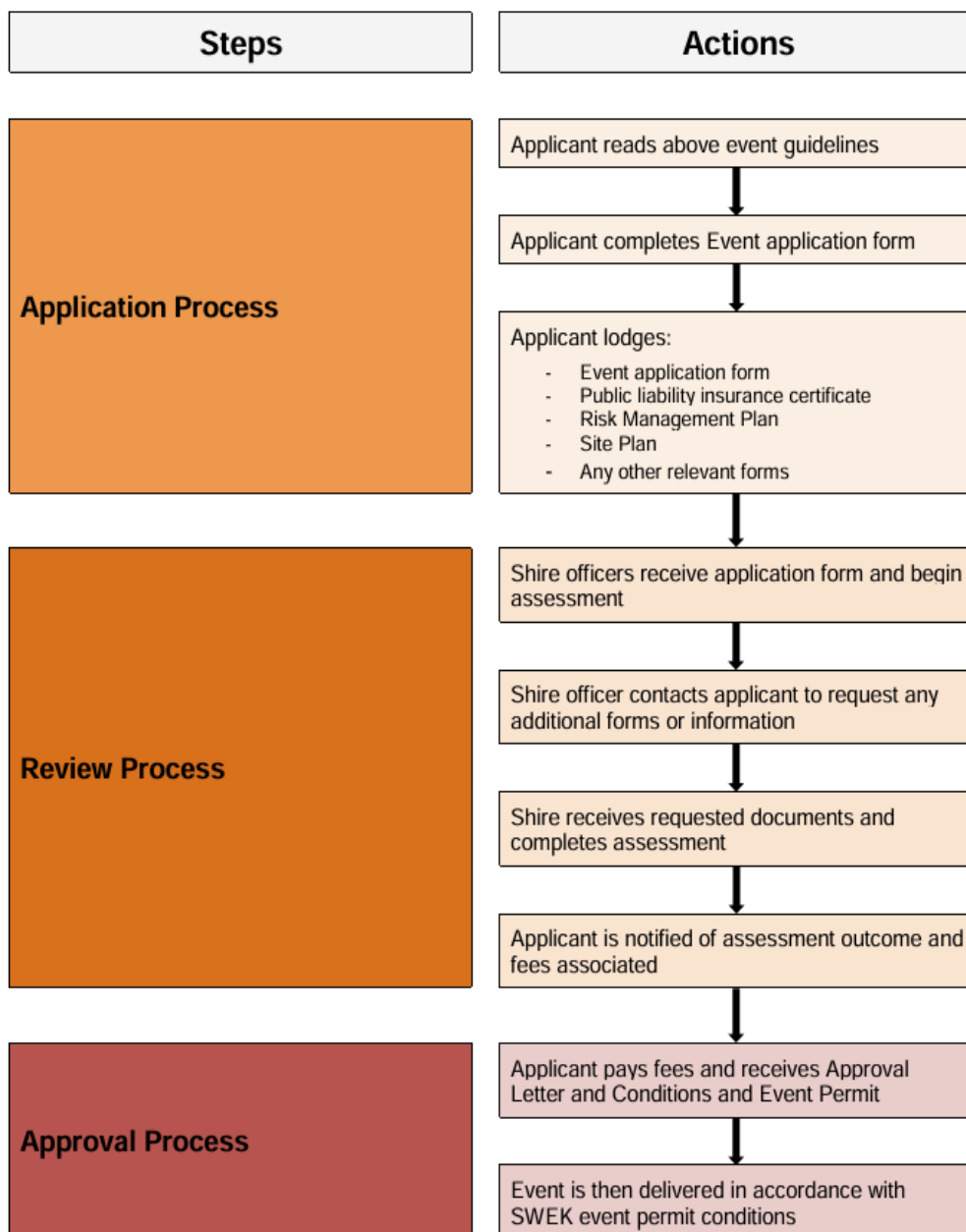
Venues and Public Spaces

The Shire manages a range of parks, recreation facilities and community venues suitable for events of varying sizes and types. For venue bookings and availability, contact:

Phone: (08) 9168 2120

Email: recreation@swek.wa.gov.au

The Leisure Centre Team can assist with venue selection, booking requirements and applicable fees.



4 ACCESSIBLE EVENTS

The Shire of Wyndham East Kimberley encourages event organisers to create inclusive and accessible events that can be enjoyed by all members of the community.

- When planning your event, consider:
- Accessible parking and pathways.
- Accessible toilets and amenities.
- Clear signage and event information.
- Seating and rest areas.
- Venue accessibility for people using mobility aids.
- Staff and volunteers who can assist attendees with accessibility needs.

Incorporating accessibility into event planning helps create a welcoming and inclusive experience for everyone.

5 FOOD VENDORS AND CATERING REQUIREMENTS

Event organisers are responsible for ensuring all food vendors comply with the Food Act 2008, Food Regulations 2009, and relevant food safety standards.

Organisers must:

- Provide a list of all food vendors and stallholders attending the event.
- Ensure vendors are appropriately registered or approved to operate.
- Include vendor details in the Event Application.
- Provide adequate waste disposal, drinking water and sanitation facilities.
- Ensure food vendors comply with all applicable food safety requirements.
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Food vendors may be required to provide business registration details, public liability insurance, food safety information and relevant compliance certificates.

All food operators must ensure food is stored, prepared and served safely, appropriate hygiene measures are in place, and waste is managed responsibly.

For further information, contact the Shire's Environmental Health Team on (08) 9168 4100.

6 SITE PLAN REQUIREMENTS

A Site Plan must be submitted with all Event Approval Applications and should clearly show the proposed event layout.

When selecting a venue, organisers should consider:

- Expected attendance and site capacity.
- Access to power, water and essential services.
- Toilet facilities and accessibility.
- Parking and traffic impacts.

- Emergency vehicle access.
- Environmental impacts and protection of public assets.
- Accessibility for people of all abilities.

The Site Plan should clearly identify:

- Entrances and exits.
- Emergency access and evacuation routes.
- First aid locations.
- Toilets and accessible facilities.
- Food vendors and drinking water stations.
- Waste stations.
- Parking areas.
- Stages, activity areas and temporary structures.
- Generators, lighting and power infrastructure.
- Security, event operations and information points.
- Any road closures or traffic management measures.
- Emergency access routes must remain clear and unobstructed at all times.

The Shire may request a site inspection or planning meeting to review the proposed layout and ensure all safety and operational requirements are met. A final approved site plan must be available on-site during the event.

7 INFRASTRUCTURE AND TEMPORARY STRUCTURES

All infrastructure and facilities used at an event must be shown on the site plan, including stages, marquees, fencing, signage, generators, toilets, food stalls, lighting and amusement devices.

Organisers must ensure infrastructure is safely positioned to support crowd movement, emergency access and site safety. Details such as dimensions, footprint and load ratings may be required.

Temporary structures, including large stages, marquees, grandstands, scaffolding and inflatables, must be identified in the Event Approval Application. Depending on the structure, organisers may be required to provide:

- Structural certifications and engineering documentation
- Manufacturer specifications
- Installation and dismantling procedures
- Wind loading and anchoring details
- Public liability insurance documentation

Where structures are supplied by a contractor, organisers should obtain all relevant compliance documentation before the event to avoid approval delays.

8 TOILET FACILITIES

Event organisers are responsible for providing an adequate number of safe, accessible and well-maintained toilet facilities for patrons, staff, volunteers and contractors.

Toilet facilities must:

- Be clearly identified, accessible and regularly serviced throughout the event.
- Be supplied with toilet paper, handwashing facilities, soap or hand sanitiser, and hand-drying facilities.
- Include accessible toilets and adequate lighting for night-time events.
- Be located away from food preparation and service areas.
- Be positioned to minimise queues and maintain safe access.

Organisers should also provide hygiene and nappy disposal bins where appropriate and ensure portable toilets do not obstruct emergency access routes, footpaths or evacuation pathways. The number of toilets provided should be appropriate to the expected attendance, event duration and event activities.

Toilet Facility Requirements

The following guide outlines the minimum number of toilet facilities recommended for events where alcohol is not served.

Recommended Minimum Toilet Numbers

Expected Attendance	Female WC	Male WC	Male Urinals	Accessible Toilets
0-500	2	1	2	1
501-1,000	5	2	3	1
1,001-2,000	10	3	5	1
2,001-3,000	12	4	8	2
3,001-5,000	20	7	14	3
For every additional 2,000 patrons over 5,000	+2	+1	+2	+1

Events Serving Alcohol

Where alcohol is available for consumption, toilet requirements should be increased to reflect higher usage rates. As a general guide, organisers should provide double the minimum facilities listed above when alcohol is being served.

Additional facilities may be required for licensed events with extended operating hours.

Adjusting Toilet Numbers for Event Duration

Where the event duration is less than eight (8) hours, toilet numbers may be adjusted using the guide below.

Event Duration	Percentage of Recommended Toilet Numbers
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Accessibility Considerations

At least one accessible toilet must be provided at all public events, with additional accessible facilities required proportionate to event size and expected attendance.

Accessible toilets should:

- Be located on accessible pathways.
- Be clearly signposted.
- Remain unobstructed and available throughout the event.
- Be located as close as practical to key event areas.

Event organisers should consider the needs of patrons with disabilities, families with young children, older persons and those with mobility limitations when determining toilet locations and quantities.

9 POWER, ELECTRICAL SAFETY AND LIGHTING

Event organisers must outline all power and lighting requirements in their Event Application, including power sources, electrical equipment, and any licensed contractors engaged.

- All electrical equipment must be tested and tagged by a licensed electrician.
- Cables must be secured and protected to prevent trip hazards.
- Generators must be safely operated and accompanied by a suitable fire extinguisher.
- Power and generator locations must be shown on the site plan.
- Organisers are responsible for ensuring adequate power supply throughout the event.

10 FIRST AID

Event organisers must provide appropriate first aid services based on the size, nature and risk level of the event.

- First aid arrangements must be detailed in the Event Application.
- A qualified first aider must be available during the event.
- Suitable first aid equipment and supplies must be provided.
- First aid locations should be clearly identified and shown on the site plan.
- Additional medical services may be required for larger or higher-risk events

11 FOOD & BEVERAGE REQUIREMENTS (ENVIRONMENTAL HEALTH)

All food and beverage vendors operating at an event must comply with the Food Act 2008 and relevant food safety regulations.

Event organisers are responsible for:

- Providing a list of all food and beverage vendors and their locations on the event site plan.
- Ensuring all food vendors are registered with their local government authority.
- Submitting vendor details to the Shire at least 14 days prior to the event.
- Ensuring vendors understand and comply with all food safety requirements.

Applications for mobile food businesses should be submitted at least 60 days before the event to allow sufficient time for assessment and approval.

The Shire's Environmental Health team may inspect food vendors to ensure compliance with food safety legislation.

12 NOISE MANAGEMENT AND MUSIC

Event organisers must manage noise impacts to minimise disruption to nearby residents, businesses and the community, and comply with all relevant environmental noise regulations.

- Consider noise from music, announcements, vehicles, equipment and patrons during event planning.
- Include noise management strategies in the Event Application, such as speaker placement, event timing and crowd management measures.
- Additional monitoring requirements or fees may apply for some events.

Music Licensing

If live or recorded music is played at an event, organisers may be required to obtain the appropriate music licences, including APRA AMCOS and/or PPCA licences.

Event organisers are responsible for ensuring any required music licensing is obtained prior to the event.

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13 SECURITY, NOTIFICATIONS AND WEATHER PLANNING

Security and Crowd Management

Event organisers are responsible for providing appropriate security and crowd management measures based on the size, nature and risk level of the event.

- Security personnel may be required for larger events, licensed events, or events expecting significant patron attendance.
- Security staff should be suitably trained, briefed on event procedures, and positioned in key areas such as entrances, exits, stages, licensed areas and amenities.
- Security arrangements must remain in place until patrons have safely dispersed from the event site.
- Details of all security and crowd management arrangements must be included in the Event Application.

Notification of Relevant Authorities

Event organisers are responsible for notifying any relevant authorities, stakeholders or service providers whose operations may be affected by the event, including emergency services where required.

Weather Contingency Planning

All events must have appropriate weather contingency measures in place as part of their risk management planning.

- Organisers should consider the potential impacts of extreme heat, wind, rain, storms, flooding and other weather conditions.
 - Weather management procedures should be outlined in the Event Application and Risk Management Plan.
 - Organisers are encouraged to monitor weather forecasts in the lead up to the event and be prepared to implement contingency arrangements where necessary
- The Shire reserves the right to require event modifications, postponement or cancellation where weather conditions present an unacceptable risk to public safety.

14 TRAFFIC MANAGEMENT AND ROAD CLOSURES

Event organisers are responsible for ensuring safe and efficient traffic management for events that impact roads, parking areas, pedestrian access, or traffic flow.

- A Traffic Management Plan (TMP) may be required where road closures, traffic diversions, increased traffic volumes, or pedestrian management measures are necessary.
- TMPs must be prepared by an appropriately qualified traffic management provider and approved prior to the event.
- Plans should detail road closures, detours, traffic control devices, signage, pedestrian access, emergency vehicle access, and any required traffic controllers.
- Event organisers must allow sufficient time for approvals and consultation with relevant authorities where road closures are proposed.
- Public transport providers, emergency services, affected businesses, residents and other stakeholders may need to be notified of traffic impacts.

15 PUBLIC NOTIFICATION

Where an event impacts public roads, transport routes or access to local properties, organisers may be required to notify affected stakeholders and advertise road closures prior to the event.

All traffic management arrangements must be included in the Event Application and clearly shown on the event site and traffic management plans.

16 CONTACT

Shire of Wyndham East Kimberley

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