

Responsible Department:	Technical Services
Responsible Business Unit:	Principal Environment Health Officer
Date of Review:	18 June 2025
Council Resolution:	040625

1. OBJECTIVE

To support the planning, development and delivery of events throughout the Shire to ensure they are conducted in a safe manner and in compliance with all statutory requirements and associated guidelines.

2. SCOPE

This Policy applies to all public events planned to be held within the Shire of Chittering.

3. DEFINITIONS

Small Event means any single, one-off event, either indoor or outdoor, conforming to the following:

- less than 100 patrons;
- provides for social and cultural wellbeing of the community; and
- primarily for community benefit and is consistent with the accepted use of the nominated Shire facility.

Medium Event means any single, one-off event, either indoor or outdoor, conforming to the following:

- between 100 and 1,000 patrons (inclusive);
- does not involve excessive noise impacts or significant road closures;
- has community benefit and may have some tourism and/or economic benefit; and
- may include minor temporary infrastructure (i.e. small marquees etc).

Large Event means any single, one-off event, either indoor or outdoor, conforming to the following:

- between 1,001 and 5,000 patrons (inclusive);
- has community benefit and may have some tourism or economic benefit; and
- may include temporary infrastructure installed (i.e. stage, large marquee, rides and other structures etc.).

Major Event means any single, one-off event indoor or outdoor, conforming to the following:

- more than 5,000 patrons;
- includes potential social or community impact such as noise and road closures; and
- may include significant temporary infrastructure installed (i.e. stage, large marquee(s), laser pyrotechnics and other special effects etc.)

Public Event is a non-exclusive gathering that is either open to the public free of charge, or at a cost (ticketed). 'Public Events' includes events such as concerts, rodeos, agricultural shows, car racing events, community group events etc.

Private Event is an exclusive gathering that is not open to the general public and can be conducted on private property or Shire property. 'Private Events' includes events such as birthdays, weddings, private parties etc.

Civic Event are Activities or functions hosted by the President or Elected Members on behalf of the Shire of Chittering to commemorate special occasions and honour individuals. Examples include citizenship ceremonies and official openings of Shire buildings.

Certificate of Approval is an approval granted by the Shire of Chittering for the holding of a 'Public Event' under the *Health (Miscellaneous Provisions) Act 1911* and *Health (Public Buildings) Regulations 1992*, with the identified event space regarded as a temporary public building.

4. POLICY STATEMENT

Consistent with our Strategic Community Plan, the Shire will support and encourage:

- Events that promote all abilities participation by residents, groups and visitors;
- Events that provide opportunities for connection within localised communities and the wider Chittering community.
- Events that promote cultural and artistic displays and/or training opportunities; and
- Events that encourage participation in recreational activities or sporting pursuits.

Policy

Approval Requirements

1. A Private Event or Civic Event does not require any approval from the Shire of Chittering.
2. A Public Event requires the approval of the Shire of Chittering pursuant to the *Health (Miscellaneous Provisions) Act 1911* (the Act) and the *Health (Public Buildings) Regulations 1992*. A Public Event is regarded as a temporary public building in accordance with the Act and requires a Certificate of Approval before it can be held.
3. A Public Event on private property is also required to comply with the *Planning and Development (Local Planning Schemes) Regulation 2015* (Planning Regulations) in addition to the approval requirements of this Policy. The Planning Regulations permit a temporary land use (i.e. event) to exist for no more than 48 hours (or longer period as agreed by the Shire of Chittering), once in every 12-month period. As such, one Public Event can be held on a private property every 12 months without needing Development Approval under the Planning Regulations. (N.B. a Certificate of Approval will still be required). Two or more Public Events held on the same private property within a 12-month period will first require Development Approval from the Shire of Chittering before a Certificate of Approval will be considered.

4. A Public Event that has been granted a Certificate of Approval may be required to submit the following additional approvals/certificates to the Shire, with relevance to the circumstances of the Public Event, and on the instruction from the Shire, prior to the commencement of the event:
- A 'Form 5 - Electrical Certification' in accordance with the *Health (Public Buildings) Regulations 1992*;
 - A Traffic Management Plan for approval by the Shire (and Main Roads WA should traffic management measures extend to a road under the management of Main Roads WA);
 - Copies of relevant Food Business Registration Certificates for Public Events that are offering food to the patrons, including the offering of food from mobile food vendors;
 - Certificate of Structural Sufficiency for Public Events that have temporary structures requiring engineering certification (i.e. large marquees, spectating stands etc.);
 - Noise emission exemption (Regulation 18 of the *Environmental Health (Noise) Regulations 1997*; and
 - A copy of a suitable level of public liability insurance to indemnify the applicant and the Shire against any claim made associated with the Public Event

Bushfire Restrictions

5. A Public Event proposed outside of a Townsite will not be approved by the Shire between the Bushfire High Threat Period, normally 1st November to 30th April (inclusive), unless exceptional circumstances are present and the Shire is satisfied with proposed measures to mitigate the risks. This is due to the risk of bushfire on the patrons of the event, and the broader community.
6. All approved Public Events proposed outside of a Townsite will be subject to a condition that requires the event to be cancelled should the Fire Behaviour Index as determined by the Bureau of Meteorology reaches or exceeds 50, at anytime during the course of the event.

Advertising Signage

7. All event signage shall comply with the Shire's Local Planning Framework and the *Shire of Chittering Local Government Property and Public Places Local Law 2023*. Temporary event signage placed on public property can be considered and approved through an event application.

Camping Restrictions

8. A Public Event may include camping of patrons on the site for the duration of the event (pursuant to the Caravan Parks and Camping Grounds Regulations 1997). The approval for patrons to camp at the Public Event is required to be included in the Certificate of Approval, and will be subject to the following restrictions:
- Caravan or vehicle parking shall be in a separate area to tent camping (both to be designated on a site plan within a submitted application);
 - Adequate illumination of access ways and paths within designated camping area(s);
 - First aid shall be made available on-site to all campers at all times;
 - Free potable water shall be made available to all campers at all times;

- No open fires shall be permitted at any times; and
- The event organiser shall be responsible for ensuring all campers are aware of the camping restrictions prior to the campers attending the event.

The approval for camping at a Public Event is at the discretion of the Shire after consideration of available facilities, suitability of the site and safety of the patrons and the surrounding community.

Conditions of Approval

A Certificate of Approval can be approved subject to conditions, applied at the discretion of the Shire of Chittering. Conditions of approval shall be applied to ensure the safety of the patrons attending the event, the safety of the broader community, and to ensure compliance with relevant legislation. Conditions may relate, but not limited to the following:

- Bushfire safety and mitigation works, and the provision of fire-fighting appliances on-site during the event;
- Implementation of emergency evacuation, risk management and associated management plan(s);
- Restrictions on the sale of food and drinks/alcohol;
- Provision of accessible toilets and other amenity facilities;
- Adequate lighting of the event space;
- Duration of the event and anytime restrictions on any particular activities of the event; and
- Timing for the placement and removal of advertising and traffic management signage.

The Shire may also issue 'advice notes' included with a Certificate of Approval relating to noise emissions from any event. Any approved Public Event or Private Event is required to comply with the *Environmental Health (Noise) Regulations 1997* at all times, unless a specific 'Regulation 18 – Noise Exemption' has been issued by the Shire of Chittering.

Application Procedure:

1. An application for a Public Event shall be submitted to the Shire with all necessary information (including required fee) at least 60 calendar days prior to the starting date of the event. Applications submitted with less than 60 days until the scheduled event date will only be accepted at the discretion of the Shire.
2. The additional details to be submitted with an application for a Public Event will be dependent on the scale of the event. Events will be classified into one of the following categories dependent on its scale:
 - Small Event;
 - Medium Event;
 - Large Event; or
 - Major Event.

The required additional details to be supplied with any application for a Public Event will be determined by the Shire and are provided with the application form.

3. The Shire may refer a complete application to relevant government agencies (i.e. WA Police, Department of Health, Department of Racing, Gaming and Liquor etc.), relevant groups (bushfire brigades, St. John Ambulance etc.) or members of the community for comment and/or advice, as the Shire deems necessary. Any comments received as part of this process can be given regard by the Shire and inform the determination of the application.
4. Upon receipt of an application, the Shire will undertake an assessment of the application to determine the scale of the event and it’s compliance with this Policy. Pursuant to the *Health (Miscellaneous Provisions) Act 1911*, the Shire’s Environmental Health Officers have delegated authority to determine applications made under this Policy.
5. Applications for a Public Event can either be approved, approved with conditions or refused.
6. An application for a re-occurring Public Event (i.e. farmers market occurring once a month) can be submitted to the Shire and approved for a maximum period of 12 months. Following completion of an approved 12-month period, a further application will need to be submitted to the Shire for any further events

5. ROLES AND RESPONSIBILITIES

The following roles are responsible for the implementation of the policy:

- Principal Environmental Health Officer
- Executive Manager Development Services
- Community Development Officer
- Community Development and Grants Coordinator

6. COMPLIANCE

Legislation	<i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Public Buildings) Regulations 1992</i> <i>Caravan Parks and Camping Grounds Regulation 1997</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Industry	Department of Health
Organisational Documents	
Strategic Alignment	Community Events

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	June 2028
Policy Owner	Principal Environmental Health Officer		
Version	Decision Ref	Date	Change
1.0		16/05/2012	Initial adoption
2.0	040625	18/06/2025	Review