



WESTERN AUSTRALIA



Resource for Events in Western Australia To assist in safe and efficient event planning and conduct

A division of Tourism Western Australia

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All printed copies are uncontrolled

Events
Tourism Western Australia
Version 5

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Introduction

The Events Division of Tourism Western Australia (Tourism WA) provides the following information, contact details and advice as an aid to Event Holders planning to hold an event in Western Australia. It is important to note that this advice does not take into account any objectives, financial situation or needs of individuals, groups or Event Holders who intend and/or seek to use this resource. Individuals, groups and Event Holders should consider the appropriateness of the advice as they are solely responsible for the management, conduct and promotion of their Event.

There are two distinctive parts of this resource, Part 1 informs potential event holders of the relevant permissions, plans, policies and timelines for Tourism WA and Royalties for Regions processes and approvals. Part 2 identifies a range of stakeholder groups, departments and agencies that event holders are encouraged to contact to assist in safe and efficient event planning and conduct.

Tourism WA thank the stakeholder groups, departments and agencies who have contributed to information in this resource.

We wish users of this resource the best in delivering successful, safe and efficient events in Western Australia.

Disclaimer

The Western Australian Tourism Commission ("Tourism WA") has prepared & compiled this publication in good faith & by way of general assistance to actual or potential event holders, & others. This publication is a general guide only & the content must be independently verified & tested by the reader to ascertain whether it suits or is helpful to or in respect of the reader, the reader's particular circumstances & the proposed event. Neither Tourism WA nor the State of Western Australia ("State") nor any officer, employee or contractor of either Tourism WA or the State shall be liable, in negligence or howsoever, for any loss, damage, injury or liability incurred or sustained by anyone reading or relying upon any aspect of this publication or its content which is or is held to be inaccurate, unreliable, incomplete, misleading, deceptive or otherwise deficient. In the preceding provisions of this disclaimer, "content" includes expressed or implied, & actual or alleged, facts, information, advice, statements, projections, representations & opinions

PART 1

1. Purpose

To inform potential event holders of the relevant permissions, plans and policies required in the event of a successful funding agreement; additionally advising on relevant timelines for Tourism WA and Royalties for Regions processes and approvals.

Tourism WA administers three funding areas: Major Events (Perth metro), Regional Events Program and Regional Events Scheme (follow the link for specific Regional Event Scheme requirements and process:

<http://www.tourism.wa.gov.au/events/Event-sponsorship/Pages/Regional-Events-Scheme.aspx>.

2. Events Division Requirements

Events supported by the Tourism WA require relevant permissions, approvals, licenses, plans and policies, including those below:

1. Insurance:
 - general liability which must provide indemnity cover of \$20,000,000 for any one occurrence;
 - workers compensation/employers indemnity insurance in accordance with the provisions of the Workers Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount not less than \$50,000,000 for any one event in respect of workers of the Event Holder.
 - personal accident insurance for persons engaged by the Event Holder on a voluntary basis; and
 - cancellation and abandonment insurance for no less than the amount expended by the Event Holder on the Event.

Additional insurances may be required based on specific activities within the event and/or coverage of the Event Holders and Proponents.

2. Risk Management Plan:
 - which adopts the Australian standard on risk management as per AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines (“The Standard”);
 - written confirmation from an independent risk management specialist that the Risk Management Plan complies with The Standard; and
 - The Events Division requires written confirmation to be provided to Tourism WA that the Event Holder has provided the Risk Management Plan to:
 - the Western Australia Police (Event Risk Management Plans sent to WA Police at wapolice.events@police.wa.gov.au);
 - the relevant local government(s) for the Event;
 - the Western Australian Department of Fire and Emergency Services;
 - all other relevant authorities (Event Holders should consider the stakeholders in this resource as a starting point in identifying other relevant authorities to the Event).
 - all permissions, approvals, plans and policies required to be sighted or confirmed by all other relevant authorities.
3. Suitable authority to hold the Event on land not owned by the event holder. In the case of Crown land, this may include a licence under section 91 of the *Land Administration Act 1997*.
4. Information pertaining to the financial and organisational health of the Event Holder and their capacity to safely and effectively deliver the proposed event will be required as is a completed Event Holder Disclosure Form.

In the event of successful funding, requirements and essential terms are detailed in full within the sponsorship agreement.

3. Event Sponsorship Cycle

The Events Division of Tourism WA's mission to identify, develop and deliver world class events that promote and enrich Western Australia is achieved through a process for event development that broadly consists of six stages:

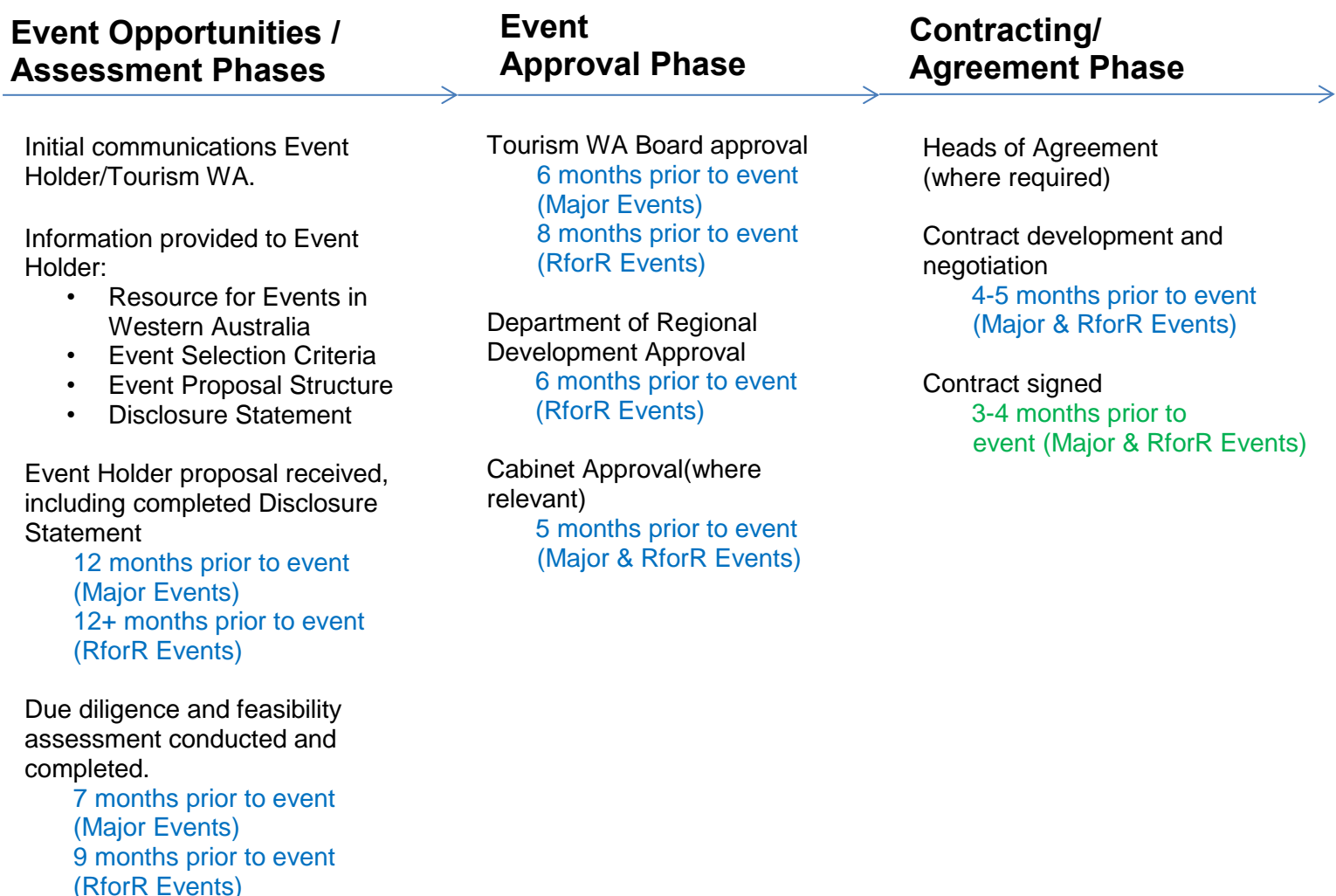
1. *Event Opportunities* – Opportunities for event sponsorship are identified through a number of sources including proactively scanning the national and international major event environment; proposals presented by Event Holders or Event Managers; calls for bids or expressions of interest from event owners; working closely with local stakeholders to identify existing events that have elevation potential; or competitive schemes such as the Regional Events Scheme.
2. *Event Assessment* – A preliminary Assessment is carried out on the identified event opportunities and those that display potential are then taken through a full feasibility assessment including investigations into the event holder and previous events managed by them as part of a risk management and due diligence process.
3. *Event Approvals* – A formal recommendation will be made based on the Feasibility Assessment seeking approval (or otherwise) of an event proposal or bid. Approvals are made through the executive of Events, Tourism WA Chief Executive Officer, Tourism WA Board, and progressed to the Department of Regional Development and/or Cabinet if required.
4. *Event Contract Negotiation/Development of Sponsorship Agreement* – Event Holders are advised of key terms early in the feasibility process. Once an event has been approved, Tourism WA will enter into negotiations with the event holder to develop the Sponsorship Agreement. This agreement will set out the terms and conditions of the sponsorship; the obligations of both parties as well as the Milestone Payments to be made subject to delivery of agreed outcomes. Once the agreement is executed it is handed over to the contract management team, who work with the event holder through the delivery of the event.
5. *Event Delivery* – The Contract Management team takes over the management of the contract once both parties have executed it. A Contract Manager will be assigned to each event and will work with the event holder through to the completion of the event including the post event review process. The Contract Managers work closely with the event holder to ensure that the contract is followed, the milestones are achieved and that Tourism WA's objectives are met.
6. *Post Event Evaluation* – following an event, a full evaluation process is conducted by Tourism WA. The evaluation will identify key details of the event as well as assessment information such as attendance, achievement of milestones, independent research (economic, media and social impact) and overall evaluation. This process completes the 'governance cycle' on event sponsorship.

4. Sponsorship Timeline

Tourism WA works towards a preferred timeframe, below, for all events to ensure a strong and robust Event Sponsorship Cycle. In applying for sponsorship from Tourism WA, please take into consideration these timings for the assessment, approvals, and if successful, contracting phase of the event development process.

Post contracting phase, other timings apply to the provision of documentation towards milestone payments and essential terms as set out in sponsorship agreements. These timings are managed with sponsored events.

Major Events and Regional Events Program



For certain tactical opportunities and bids, Tourism WA may fast-track the assessment and approval process. While Tourism WA aims for this ideal timeframe, processes may take longer in circumstances outside of our direct control.

PART 2

1. Purpose

To identify relevant authorities within Western Australia and their roles. This resource identifies a range of stakeholder groups, departments and agencies that event holders are encouraged to contact to assist in safe and efficient event planning and conduct.

2. Stakeholders

Regardless of the size and nature of events, there are a large number of external stakeholders involved in providing event permissions, approvals, support and advice. Stakeholders are any individuals, entities or groups that have a legitimate interest in the outcomes of events.

This list is not exhaustive and it is recommended that event holders spend time identifying and analysing stakeholders specific to their event including audiences and communities in which they operate.

Broadly speaking the stakeholders fall into the following categories:

- **Western Australian Government Departments and Agencies** – there are a range of government departments and agencies that have an interest in events. These departments and agencies have many roles including provision of approvals and licenses, facilitation, promotion and local support for events.
- **Emergency Response** – a number of agencies are involved in planning and delivering any emergency responses including the Western Australia Police, Department of Fire and Emergency Services and St John Ambulance.
- **Local Government** – Local Government is particularly important in the delivery of events, on ground facilitation and the provision of some approvals.
- **Error! Reference source not found.** – agencies can be involved in the events, and in some cases provide funding and approvals for events.
- **Indigenous Land and Sea Councils** – representative councils for traditional custodians representing peoples in different regions and areas of native title.
- **Industry Bodies** – this includes peak sporting bodies that may be involved in the management and delivery of sporting events and other bodies such as the Events Industry Association (EIA).
- **Interest Groups** – these groups will have a strong interest and involvement in the delivery of relevant events. They can also be an effective tool to communicate with relevant niche audiences.
- **Professional Event Managers** – event owners will often engage a professional event manager/event management company who will work through the delivery phase of the event and needs to be familiar with safe and efficient event planning and conduct.
- **Audience and Community** – each event will have its own target market, audience and participants. Engaging and communicating with those in the community who are not active in the event but are affected by closures, crowds etc, can be done through local resident groups, rate payer associations, direct mail drops, community meetings and community groups.
- **Land owners** - if the event is held on land (whether freehold or Crown land) that is not owned, leased or managed by the event holder, the event holder must obtain and have in place for the duration of the event an agreement or suitable authority to hold the event on that land.
- **Venue managers** – rules and regulations applying to and activities allowed on the site/venue can be dictated by the relevant venue managers. Although venues have emergency, crowd, waste, risk, food and safety plans, these are not substitutes for the event's plans and should be known by the event holder, staff and contractors and integrated into the overall event plans.

3. Roles and Contact Details

Event holders are encouraged to contact the following relevant authorities within Western Australia to assist in safe and efficient event planning and conduct.

3.1 Western Australian Government Departments and Agencies

The Events Division of Tourism Western Australia

Level 9, 2 Mill Street, PERTH WA 6000

GPO Box X2261, PERTH WA 6847

Telephone: 9262 1700

Facsimile: 9262 1787

Email: events@westernaustralia.com

Web: www.tourism.wa.gov.au (corporate)
www.westernaustralia.com (consumer)

Organisation type: The Western Australian Tourism Commission operating as Tourism WA is a Western Australian Government agency (Statutory Authority) that promotes a sustainable tourism industry by marketing the State as an attractive destination; developing, attracting and promoting major events; and supporting significant tourism infrastructure development. Events is a division of Tourism WA.

Role in event permissions, approvals, support and/or advice:

- is the Western Australian Government's event sponsorship agency;
- implements Tourism WA's event strategy which includes the identification, assessment, securing and funding of major events for the State as well as the development of signature events that are anchored in WA;
- monitors the planning and delivery of events it sponsors to ensure the event organisers meet the contractual obligations of sponsorship;
- requires relevant permissions, approvals, plans and policies to be prepared and provided by the events it sponsors; and
- reports on sponsored event outcomes for the State.

Department of Biodiversity, Conservation and Attractions

Locked Bag 104, BENTLEY DELIVERY CENTRE WA 6983

Attention: Licensing Officer

Telephone: (08) 9219 9000

Email: enquiries@dbca.wa.gov.au

Web: www.dpaw.wa.gov.au

Organisation type: Western Australian Government department. Department of Biodiversity, Conservation and Attractions (DBCA) manages WA's conservation reserves that include national, conservation and marine parks, nature reserves and State forest.

Role in event permissions, approvals, support and/or advice:

- Legislation governing the management of public land requires that consent of the land manager (DBCA) is required before advertising to conduct an event on public land. Please see the website for more details - <https://parks.dpaw.wa.gov.au/for-business/conducting-commercial-events>

Department of Planning, Lands and Heritage

Perth Head Office

Gordon Stephenson House, Level 2, 140 William Street, PERTH WA 6000

PO Box 1221, WEST PERTH WA 6872

Telephone: (08) 6551 8002

Facsimile: (08) 6552 4417

Email: info@dplh.wa.gov.au

Organisation type: Western Australian Government Department. The department administers Western Australia's Crown land estate under the Land Administration Act 1997.

Role in event permissions, approvals, support and/or advice:

- ensures that State (Crown) land is administered in accordance with the provisions of the [Land Administration Act 1997](#);
- has delegated powers from the Minister for Lands to issue licences permitting access to unmanaged reserves and unallocated Crown land for events or other activities;
- has delegated powers from the Minister for Lands to issue licences permitting access to Crown land pastoral leases (when those activities are not pastoral-related) for events or other activities;
- reviews applications for the grant of a licence for events or other activities in respect of the Crown land mentioned above and consults with relevant local and State Government agencies, interest holders and other stakeholders prior to approving the grant of the licence. Proponents and Event Holders should note that this consultation is limited to the grant of the licence and Proponents and Event Holders are responsible for consulting all other relevant Stakeholders as to their requirements for the event or proposed activity, and to obtain all licences, permits and approvals as are required to hold the event or undertake the proposed activity; and
- lead times can be long (several months) due to the requirement for [Department of Planning, Lands and Heritage](#) to consult with a range of stakeholders to assess applications for licences.

Department of Local Government, Sport and Cultural Industries

Sport

Head Office, 246 Vincent Street, LEEDERVILLE WA 6007

PO Box 329, LEEDERVILLE WA 6903

Telephone: (08) 9492 9700

Facsimile: (08) 9492 9711

Email: info@dsr.wa.gov.au

Web: www.dsr.wa.gov.au

Organisation type: Western Australian Government department which provides many services to the sport and recreation industry of Western Australia.

Role in event permissions, approvals, support and/or advice:

- Provides leadership, advice and funding for the sport and recreation industry (including events) in Western Australia. Event organisers can seek guidance and advice from department staff in assisting planning for their event.

Regional office contact details are:

Gascoyne Office – Carnarvon

4 Francis Street, CARNARVON WA 6701

PO Box 140, CARNARVON WA 6701

Telephone: (08) 9941 0900

Email: gascoyne@dlgsc.wa.gov.au

Goldfields Office – Kalgoorlie
Suite 1, 349-353 Hannan Street, KALGOORLIE WA 6430
PO Box 1036, KALGOORLIE WA 6430
Telephone: (08) 9022 5800
Email: goldfields@dlgsc.wa.gov.au

Great Southern Office – Albany
22 Collie Street, ALBANY WA 6330
Telephone: (08) 9892 0100
Email: greatsouthern@dlgsc.wa.gov.au

Kimberley Office - Kununurra
Cnr Konkerberry Drive and Messmate Drive, KUNUNURRA WA 6743
PO Box 1127, KUNUNURRA WA 6743
Telephone: (08) 9195 5750
Facsimile: (08) 9166 4999
Email: kimberley@dlgsc.wa.gov.au

Kimberley Office – Broome
Unit 2, 23 Coghlan Street, BROOME WA 6725
PO Box 1127, KUNUNURRA WA 6743
Telephone: (08) 9195 5750
Email: kimberley@dlgsc.wa.gov.au

Pilbara Office – Karratha
Karratha Leisureplex, Dampier Highway, KARRATHA WA 6714
PO Box 941, KARRATHA WA 6714
Telephone: (08) 9182 2100
Email: Pilbara@dsr.wa.gov.au

Mid West Office- Geraldton
Level 1, 268-270 Foreshore Drive, GERALDTON WA 6530
PO Box 135, GERALDTON WA 6531
Telephone: (08) 9956 2100
Email: midwest@dlgsc.wa.gov.au

Peel Office – Mandurah
Suite 94, 16 Dolphin Drive, MANDURAH, WA 6210
PO Box 1445, MANDURAH WA 6210
Telephone: (08) 9550 3100
Email: peel@dlgsc.wa.gov.au

South West Office – Bunbury
80A Blair Street, BUNBURY WA 6230
PO Box 2662, BUNBURY WA 6231
Telephone: (08) 9792 6900
Email: southwest@dlgsc.wa.gov.au

Wheatbelt – Northam
298 Fitzgerald Street, NORTHAM WA 6401
PO Box 55, NORTHAM WA 6401
Telephone: (08) 9690 2400
Email: wheatbelt@dlgsc.wa.gov.au

Wheatbelt – Narrogin
Government Offices 50 Clayton Road, NARROGIN WA 6312
Telephone: 0429 881 369
Email: wheatbelt@dlgsc.wa.gov.au

Department of Health
189 Royal Street, EAST PERTH WA 6004
PO Box 8172, PERTH BUSINESS CENTRE WA 6849
Web: www.health.wa.gov.au

Organisation type: Western Australian Government department responsible for the delivery of public health care services, minimising health and safety risks through legislation and risk management processes related to public health and issues that may affect health.

Role in event permissions, approvals, support and/or advice:

- health-related risk management and environmental health for events.

Environmental Health Directorate

The *Health Act 1911*, Part VI Public Buildings is the principal legislation controlling events in WA. The legislation's intent is to protect health and safety at places of assembly which captures all events. The legislation is administered by local government.

The Directorate monitors events and emerging trends and innovations to maintain the effectiveness of the legislation and guidelines and to ensure provision of up to date advice to local government and event organisers.

The Environmental Health Directorate publication "*Guidelines for Concerts, Events and Organised Gatherings*" is an online document available at the link below.

<http://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/Environmental%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf>

The purpose of the Guidelines is to identify Western Australian standards and safety measures for event organisers which are necessary to satisfy authorities such as Local Government, Police, Department of the Environment and Emergency Service organisations. The guidelines are intended to prescribe requirements for events and concerts to ensure that events and venues are safe for patrons, do not disturb neighbouring properties and provide uniformity throughout WA.

The guidelines provide advice on issues that are not covered by formal legislation and contain information to assist the interpretation of prescribed legislation such as the Building Code of Australia and the Health (Public Buildings) Regulations 1992. It is important to note that even though a venue may comply with all prescribed legislation, it does not mean that all necessary health or safety aspects have been addressed.

The Guidelines are particularly relevant to events that are of a temporary nature, but are also relevant to events that occur on a regular basis.

The Directorate maintains a calendar of all WA events to assist EHD, DPMU (see below) and Local Government processes and to aid in identification of cumulative risks. Every event in WA should be included on the EHD events calendar.

Contact details: Environmental Health Directorate events calendar
Telephone: (08) 9388 4999
Email: public.events@health.wa.gov.au

Event first aid and medical planning

As part of event planning, organisers should consider first aid and medical care that may be required.

One to two percent of a crowd at an event may require first aid or medical care. This can include:

- worsening of existing medical conditions not related to the event;
- minor injuries (e.g. assault, sunburn, dehydration); or
- major injuries (e.g. falls, alcohol or drugs, sports injuries).

This is dependent on the event type, location, numbers, nature of the crowd, weather, presence of drugs or alcohol and other factors. Requirements increase with high risk activities at the event.

Organisers of large and / or high risk events should plan for and put arrangements into place to provide for the expected first aid and medical requirements. This should account for minor and major medical attention, or even transport to hospital, based on the identified risks associated with the event.

Special consideration should be given to events in regional and rural Western Australia, where medical and hospital facilities are fewer or access requires further travel.

The *Guidelines for Concerts, Events and Organised Gatherings* provided by WA Health contain information on medical and first aid considerations for events. The Guideline contains a medical risk classification tool to assist with planning for the likely level of medical service necessary for different events.

Contact details: Further information on medical risk classification and medical planning for events can be obtained from the Disaster Preparedness and Management Unit
Telephone: (08) 9222 2437
Email: DPMU@health.wa.gov.au

Visiting overseas health professionals

For some events, such as elite or international level sporting events, participants or organisers may wish to use overseas health professionals to provide some of the first aid and medical requirements.

Health care and health professionals are closely regulated in Western Australia. This includes restrictions on most types of health professionals (such as medical doctors, physiotherapists, etc) as well as on access to x-ray equipment for diagnosis, admissions to hospitals, therapeutic substances and medications.

A visiting overseas health professional may not practice unless registered according to Australian standards. However avenues exist to gain a legal exemption, for specified persons, for the duration of a special event.

Contact details: Event organisers should contact the Disaster Preparedness and Management Unit for more information
Telephone: (08) 9222 2437
Email: DPMU@health.wa.gov.au

Main Roads Western Australia

Waterloo Crescent, EAST PERTH WA 6004

PO Box 6202, EAST PERTH WA 6892

Telephone: 138 138

Email: enquiries@mainroads.wa.gov.au

Web: www.mainroads.wa.gov.au

Organisation type: Western Australian Government department responsible for Western Australia's highways and main roads which represents almost 30% of the State's total assets. Main Roads is one of the largest geographically spread road agencies in the world, covering 2.5 million square kilometres.

Role in event permissions, approvals, support and/or advice:

- The Traffic Management for Events Advisory Group provides a forum for discussion of Main Roads' requirements for traffic management for events with representatives from Event Administrators, Event Organisers, Local Government, Police and Sporting Associations;
- promotes safe and consistent traffic management for events on roads in accordance with legal obligations and appropriate standards;
- outlines the training and accreditation requirements for persons responsible for designing traffic management schemes, or controlling traffic and/or people at events;
- The Traffic Management for Events Code of Practice aims to:
 - Ensure the safety of all road users including event participants and event organisers;
 - Minimise the disruption and inconvenience to all road users resulting from events, and;
 - Establish uniform procedures for traffic management at events that can be easily recognised and understood by road users.

The Traffic Management for Events Code of Practice and information on the advisory group can be downloaded from:

[https://www.mainroads.wa.gov.au/Documents/Traffic Management for Events Code of Practice March 2011.RCN-D14^23214327.PDF](https://www.mainroads.wa.gov.au/Documents/Traffic%20Management%20for%20Events%20Code%20of%20Practice%20March%202011.RCN-D14^23214327.PDF)

Public Transport Authority

PO Box 8125, PERTH BUSINESS CENTRE WA 6849

Telephone: (08) 9326 2000

Email: enquiries@pta.wa.gov.au

Web: www.pta.wa.gov.au

Organisation type: A State Government agency and statutory authority responsible for the operation of all bus, train and ferry public transport services in the greater metropolitan area under the Transperth brand. It also operates public transport services in regional centres, operates road coach and rail passenger services to regional areas under the Transwa brand and administers and manages school bus services.

Role in event permissions, approvals, support and/or advice:

- As Perth's public transport provider, the Public Transport Authority (PTA), through Transperth, works with event organisers to provide additional (and sufficient) public transport services for large-scale events. The PTA also works to minimise the impact of an event on standard timetabled services (eg. road closures affecting bus services).
- An effective transport management plan, which includes a thorough public transport component, has a beneficial impact on the running of a special event. In addition to providing an adequate public transport service for event patrons, it helps to alleviate both traffic and parking congestion (a benefit for non-users of public transport to an event) as well as reduce large crowds (and the associated noise and possible antisocial behaviour) from a venue that is often in a residential area.

- As the PTA's current level of funding is dedicated to the provision of scheduled timetabled services, it does not allow for extra public transport to support special events. As such, it is the position of the State Government, that where extra public transport is required for special events, the event organiser contributes towards the cost of providing those services.
- Event organisers are encouraged to discuss special event services with Transperth as early as possible, so that the event can be appropriately serviced.
- More information can be obtained by contacting the Public Transport Authority.

Department of Communities, Disability Services

146-160 Colin Street, WEST PERTH WA 6005

Telephone: (08) 9426 9200

Facsimile: (08) 9226 2306

TTY: (08) 9426 9315

Email: dsc@dsc.wa.gov.au

Web: www.disability.wa.gov.au

Organisation type: State Government agency responsible for advancing opportunities, community participation and quality of life for people with disabilities

Role in event permissions, approvals, support and/or advice:

- Provide information about disability services in the community;
- Advice and guidance on developing Disability Access and Inclusion Plans (DAIPs) - <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/steps-for-developing-a-daip/>
- Guidelines for creating accessible events - <http://www.disability.wa.gov.au/aud/planningbetteraccess/accessibilityevents.html> .

Department of Transport

Marine Safety Unit

PO Box 402, FREMANTLE WA 6959

Email: navigational.safety@transport.wa.gov.au

Web: www.transport.wa.gov.au

Organisation type: Western Australian Government department responsible for marine safety, marine environment protection and coastal facilities including promoting the safe and sustainable use of Western Australian waterways.

Role in event permissions, approvals, support and/or advice:

- Aquatic Event evaluation and approval
- Legislative Framework and Scope
 - *Western Australian Marine Act 1982*
 - *Navigable Waters Regulations 1958*
- An event application form is required to be submitted and can be obtained from: https://www.transport.wa.gov.au/mediaFiles/marine/MAC_F_AquaticEvents.pdf
 - Completed applications to the relevant Department of Transport Regional Office or to the Coordinator Safety and Compliance.

Regulation 51C of the Navigable Waters Regulations 1958 (Regulations) provides:

A person shall not organize, promote or conduct a race, display or regatta for vessels of any description or an exhibition of any form of aquatic sport, including water skiing, in any navigable waters, unless permission therefor has first been granted by the Chief Executive Officer.

It is an offence under regulation 51C of the Regulations for an event to be conducted in navigable waters without prior approval from the Chief Executive Officer (CEO) of the Department; penalty \$500.00. The powers and duties of the CEO under regulation 51C (and 52CA) have been delegated to relevant officers of the Marine Safety and Regional Services Business Units of the Department.

This means that the conducting of all aquatic events on navigable waters within the State is subject to conditional approval from the CEO or his/her delegates. This approval relates to marine safety aspects of the event only – an event organiser may also require approval from other relevant authorities.

Applications for approval - relevant factors

All aquatic events applications are to be evaluated by officers of the Department solely from a marine safety perspective and conditions of operation are often imposed. Two key factors are taken into account in event evaluation:

1. Area suitability; and
2. Safety arrangements

Event applications are to be submitted to the department no less than six weeks prior to the event date, applications that are sent after this time period may not be approved.

Department of Communities, Child Protection and Family Support

Working with Children Screening Unit
PO Box 1262, WEST PERTH WA 6872
Telephone: (08) 6217 8100
Facsimile: (08) 9221 6345
Email: checkquery@cpfs.wa.gov.au
Web: www.dcp.wa.gov.au
www.checkwwc.wa.gov.au

Organisation type: Western Australian Government department which provides a range of child safety and family support services to Western Australian individuals, children and their families, from the Kimberley to the Great Southern regions of the State. Also responsible for legislation governing the *Working with Children Check (Criminal Record Checking) Act 2004 (WA)*.

Role in event permissions, approvals, support and/or advice:

- Oversees Working with Children Checks that aim to protect children under 18 in Western Australia and Christmas and Cocos (Keeling) Islands by –
 - deterring people from working with children where they have criminal records that indicate they may harm children; and
 - preventing people with such records who do apply for work with children from working in a paid or unpaid capacity.
- Employers and volunteer organisations should consider advising the person that permanent or continuous employment in child-related work is dependent on a successful Working with Children Check. Further details can be found at:
<https://workingwithchildren.wa.gov.au/employers-organisations>

Department of Local Government, Sport and Cultural Industries

Racing Gaming and Liquor

PO Box 6119, EAST PERTH WA 6892

Telephone: (08) 6551 4888

Facsimile: (08) 9325 1041

Email: rql@rql.wa.gov.au

Web: www.rql.wa.gov.au

Organisation type: Western Australian Government department responsible for regulating and maintaining the integrity of lawful racing, gambling and liquor activities in Western Australia.

Role in event permissions, approvals, support and/or advice:

- A selection of forms and application kits relevant to racing:
<http://www.rql.wa.gov.au/racing>
- Permits for raising funds through gaming activities, including but not limited to bingo, raffles, football tipping, Two-Up, etc. Forms and application kits available:
<http://www.rql.wa.gov.au/gaming>; and
- Occasional liquor licences allowing an individual, a group of people, a company or an incorporated association the ability to supply and sell liquor to people attending an event. Applications available: <http://www.rql.wa.gov.au/liquor>

3.2 Emergency Response

Department of Fire and Emergency Services

GPO Box P1174, PERTH WA 6844

Telephone: (08) 9395 9300

Facsimile: (08) 9395 9384

Email: dfes@dfes.wa.gov.au

Web: www.dfes.wa.gov.au

Organisation type: Western Australian Government department is Western Australia's leading hazard management agency and performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Role in event support and/or advice:

- The DFES website www.dfes.wa.gov.au provides alerts and warnings where there is a possible threat to lives or homes and is refreshed every five minutes. The website also provides information on Fire Danger Ratings and areas with Total Fire Bans.
- Hazard Management Agency:
 - Structure fire as well as rural and urban bushfires in Gazetted Fire Districts;
 - Hazmat incidents involving chemical, biological and radiological materials;
 - Flood, cyclone, storm, earthquake, tsunami, collapse landform and structures;
- Combat Agency and or Support Services:
 - Marine search and rescue;
 - Land search;
 - Air search and rescue including; emergency casualty transport;
 - Urban Search and Rescue (USAR);
 - Cliff, cave and confined space rescue;
 - Road transport emergencies including Road Accident Rescue;
 - Rail transport emergencies; and
 - Animal disease outbreaks.

Western Australia Police Force

Major Event Coordination Unit (for both metropolitan and regional events)

Address: 2 Adelaide Terrace, Perth, WA 6004

Telephone: (08) 9222 1801

Email: wapolice.events@police.wa.gov.au (please send event Risk Management Plans to Western Australia Police at this email address)

Web: www.police.wa.gov.au

Organisation Type: The Western Australia Police Force is responsible for law enforcement. Their mission is to 'Enhance the quality of life and well-being of all people in Western Australia by contributing to making the State of WA a safe and secure place'. The Western Australia Police Force is one of eight police jurisdictions in Australia and is responsible for policing the world's largest single police jurisdiction covering 2.5 million square kilometres.

Role in event attendance, permissions, approvals, support and/or advice:

- Policing and law enforcement;
- Traffic Management;
- Licence Enforcement/compliance advice for licensed premises;
- Emergency Response Plans (West Plans etc.); and
- Resourcing Major Events under 'Policing Major Events Legislation'.

Policing Major Events:

The Western Australia Police Force provides most policing services free of charge to the community but there are times when some services go beyond these responsibilities and clients are charged fees for the policing services provided. These services help industry meet their business needs and their responsibilities to the community. Recovering costs from industry makes more police available for duty and helps ensure normal policing services to the community are maintained.

Upon request from event organisers, the Western Australia Police Force can supply police officers to provide policing services at major sporting or entertainment events. For further information and access to the Western Australia Police Force Policing Major Events policy and application forms visit the WA Police Internet Site - <https://www.police.wa.gov.au/Our-Community/Policing-Major-Events>

St John Ambulance Western Australia

209 Great Eastern Highway, BELMONT WA 6104

PO Box 183, BELMONT WA 6984

Attention: Mr Alan Clyne, General Manager Event Health Services

Telephone: 9334 1311 (24 hours)

Web: www.stjohnambulance.com.au

Organisation type: State Ambulance Service Provider. St John Ambulance Australia is a self-funding charitable organisation active in all states and territories, dedicated to helping people in sickness, distress, suffering or danger. St John is Australia's leading provider of first aid training, first aid services at public events and supplier of first aid kits and equipment. St John runs the ambulance services in Western Australia and Northern Territory. St John provides a range of community services and youth development programs.

Role in event permissions, approvals, support and/or advice:

- Provision of ambulance services at major events;
- Provision of medical and first aid services at major events;

- Implementation of the Ambulance Emergency Management Plan (AMBPLAN – WA) during mass casualty incidents;
- Medical risk assessments for major events based on Department of Health guidelines;
- Provide advice on medical personnel staffing level based on the Department of Health guidelines;
- Medical support agency for several state emergency management plans (WESTPLAN's);
- Review ambulance resourcing for increased workload due to events and post event in the surrounding areas; and
- Manage ambulance workload to ensure an even distribution of patients throughout the metropolitan hospital network.

3.3 Local Government

Department of Local Government, Sport and Cultural Industries

Local Government

Gordon Stephenson House, 140 William Street, PERTH WA 6000

GPO Box R1250, PERTH WA 6844

Telephone: (08) 6552 1500

Facsimile: (08) 6552 1555

Web: www.dlgsc.wa.gov.au

Organisation type: Western Australian Government department responsible for promoting and supporting a strong and sustainable local government sector in Western Australia. Every part of WA has a local governing council, Local Government.

Role in event permissions, approvals, support and/or advice:

- The local government area where an event is conducted is often the major stakeholder as a land and venue manager, waste, road, power, emergency access and approvals manager amongst other roles. Follow the internet gateway to determine the appropriate Local Government area to contact:

<https://www.dlgc.wa.gov.au/AdviceSupport/Pages/Local%20Government%20Directory.aspx>

- Involved in logistical and stakeholder meetings well in advance of an event;
- Contributes to and requires copies of management plans for events prior to assessing and/or approving licences and permissions; and
- Liaises with other stakeholders including government agencies, departments, local businesses and communities to ensure adequate planning and communication of information.

Local governments are the local health authority for a district and are responsible for the enforcement of the provisions of health legislation including the *Health Act 1911*. Local governments play a key role for all events and must be an integral part of risk management assessment. They are responsible for ensuring that events cause minimum inconvenience and harm to communities. They are responsible for the administration of a number of pieces of legislation.

3.4 National Agencies and Authorities

Civil Aviation Safety Authority

Building 2, 130 Fauntleroy Avenue, PERTH AIRPORT WA 6104

GPO Box 2005, CANBERRA ACT 2601

Telephone: 131 757

Facsimile: (08) 9366 2820

Email: west@casa.gov.au

Web: <http://www.casa.gov.au>

Organisation type: The Civil Aviation Safety Authority (CASA) was established on 6 July 1995 as an independent statutory authority. Under section 8 of the, *Civil Aviation Act 1988*, CASA is a body corporate separate from the Commonwealth. CASA has a number of aviation safety-related functions including the regulation of civil air operations in Australia and promoting the safe use of Australian-administered airspace.

The Western Region office is located at Perth and is responsible for all general aviation operations within Western Australia but excluding the north eastern corner of the Kimberley.

Role in event permissions, approvals, support and/or advice:

- Assesses approval requests for the conduct of air displays and for flights over public gatherings.
- Organises approvals and notices to airmen for activities that may pose an aviation safety hazard: firework displays, laser/searchlight displays, helium balloon releases (when more than 100 small helium-filled balloons, or any number of larger sized balloons), UAV operations, kite flying events and launching of model rockets and aircraft; and
- Depending on the height, scope and location of the activity, CASA approval may be required – by contacting CASA at the details below, we can assess if a formal approval is required and provide appropriate notice of activities to the aviation community.

Bureau of Meteorology

PO Box 1370, WEST PERTH WA 6872

Telephone: (08) 9263 2222

Web: <http://www.bom.gov.au/wa/>

Organisation type: Australian Government department and is Australia's weather, climate and water agency.

Role in event permissions, approvals, support and/or advice:

- forecasts, warnings, monitoring and advice spanning the Australian region and Antarctic territory; and
- assists with predictions and advice on drought, floods, fires, storms, tsunamis and tropical cyclones.
- To contact a local meteorological centre for weather conditions, advice and safety information visit <http://www.bom.gov.au/inside/offices/>

Work Cover WA

2 Bedbrook Place, SHENTON PARK WA 6008

Telephone: (08) 9388 5555

Facsimile: (08) 9388 5550

Organisation type: Government Agency responsible for overseeing the workers' compensation and injury management system in Western Australia.

Role in event permissions, approvals, support and/or advice:

- Employers must provide workers' compensation for anyone you employ who the legislation defines as a 'worker', in accordance with the provisions of the Workers Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount not less than \$50,000,000 for any one event; and
- Provides guides and template forms for employers, workers, health providers, service providers including but not limited to rights, compensation, arbitration, injury management and insurance:
<http://www.workcover.wa.gov.au/Publications+And+Forms/Publications/Default.htm>.

3.5 Indigenous Land and Sea Councils

Indigenous Land and Sea Councils

Organisation type: Indigenous Australians

Role in event permissions, approvals, support and/or advice:

- identify the Traditional Custodian group;
- requests for Welcome to Country ceremony;
- land access or special land use permissions on areas of native title; and
- identification of sacred sites and protocols.

Contact details:

Please contact the relevant organisation(s) to determine the appropriate Traditional Custodians to talk to.

Goldfields Land & Sea Council (Kalgoorlie-Boulder)

PO Box 10006, KALGOORLIE WA 6430

Telephone: (08) 9091 1661

Facsimile: (08) 9091 1662

Email: reception@glc.com.au

Web: www.glc.com.au

Goldfields Land & Sea Council (Perth Office)

PO Box 7206 Cloisters Square, PERTH WA 6850

Telephone: (08) 9263 8700

Facsimile: (08) 9218 9449

Kimberley Land Council (Broome)

PO Box 2145, BROOME WA 6725

Telephone: (08) 9194 0100

Facsimile: (08) 9193 6279

Email: klc@klc.org.au

Web: www.klc.org.au

Kimberley Land Council (Kununurra)

PO Box 821, KUNUNURRA WA 6725

Telephone: (08) 9194 0190

Facsimile: (08) 9168 1509

Email: klc@klc.org.au

Web: www.klc.org.au

Kimberley Land Council (Derby)

PO Box 377, DERBY WA 6728

Telephone: (08) 9194 0175

Facsimile: (08) 9193 1163

Email: klc@klc.org.au

Web: www.klc.org.au

South West Aboriginal Land & Sea Council (Perth)

HomeTown Centre, 1490 Albany Highway, CANNINGTON WA 6107

Telephone: (08) 9358 7400

Facsimile: (08) 9358 7499

Email: reception1@noongar.org.au

Web: www.noongar.org.au

Yamatji Marlpa Aboriginal Corporation (Geraldton, Karratha, Tom Price, South Hedland)
PO Box 3072, East Perth WA 6892
Telephone: (08) 9268 7000
Facsimile: (08) 9225 4633
Email: info@ymac.org.au
Web: www.ymac.org.au

Central Desert Native Title Services
76 Wittenoom Street EAST PERTH WA 6004
Telephone: (08) 9425 2000
Facsimile: (08) 9425 2001
Email: reception@centraldesert.org.au
Web: www.centraldesert.org.au

3.6 Industry Bodies

Events Industry Association Western Australia
PO Box 3132, MYAREE WA 6154
Email: admin@eia.com.au
Email: president@eia.com.au
Web: <http://www.eia.com.au/>

Organisation type: Peak body for the events industry in Western Australia. Members include a wide cross section of event managers, suppliers and consultants. Provides a resource for event holders to contact reliable and well regarded suppliers to the industry.

Australian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA)
Australian Performing Rights Association
Telephone: 1300 852 388
Web: <http://apraamcos.com.au/music-customers/>

Phonographic Performance Company of Australia
Telephone: (02) 8569 1111
Web: <http://www.pcca.com.au/>

Organisation type: separate not for profit organisations - music licencing and royalties

Established venues may have a licence in place covering all events held on the premises. Check with the venue before contacting either organisation.

Australian Sports Commission
PO Box 176, BELCONNEN ACT 2617
Telephone: (02) 6214 1111
Web: www.ausport.gov.au

Organisation type: The Australian Sports Commission is the Australian Government agency that develops, supports and invests in sport at all levels (Statutory Authority). It was established in 1985 and operates under the *Australian Sports Commission Act 1989*. The Commission's national leadership role is achieved through three operational areas: the Australian Institute of Sport, Sports Development, and Corporate Operations. The Australian Sports Commission forms part of the Australian Government's Health portfolio.

Online portal the *Australian Sports Directory* containing contact details of national sporting organisations and federations - http://www.ausport.gov.au/about/australian_sports_directory

Sport Accord

Maison du Sport International
Avenue de Rhodanie 54, Building D – 4th Floor
1007 Lausanne Switzerland
Telephone: + 41 (0) 21 612 3070
Facsimile: + 41 (0) 21 612 30 71
E-mail: info@sportaccordconvention.com

Organisation type: umbrella organisation for both Olympic and non-Olympic international sports federations as well as organisers of international sporting events.

Western Australian Indigenous Tourism Operators Council (WAITOC)

PO Box 7689, Cloisters Square, PERTH WA 6850
Web: <https://www.waitoc.com/about-us>

Organisation type: peak not for profit Association representing Indigenous tourism in WA.

Volunteering WA

City West Lotteries House, 2 Delhi Street, WEST PERTH WA 6005
Telephone: (08) 9482 4333
Facsimile: (08) 9482 4334
Web: www.volunteeringwa.org.au

Organisation type: not for profit member-based service provider supporting organisations in volunteer management. Please follow the link to find out how to list your event:
<https://volunteeringwa.org.au/agencies/become-a-member>

Creative Partnerships Australia

Level 32, Exchange Plaza, 2 The Esplanade, PERTH WA 6000
Telephone: (08) 9366 8005
Facsimile: (08) 9366 8111
Email: wa@creativepartnershipaustralia.org.au
Web: <http://www.creativepartnershipaustralia.org.au>

Organisation type: amalgamation of the Australia Business Arts Foundation (AbaF) and Artsupport to promote, encourage and facilitate business, philanthropic and donor support for the arts.

Sustainable Event Alliance

Email: info@sustainable-event-alliance.com
Web: <http://sustainable-event-alliance.org/>

Organisation type: not for profit member-based association for sustainable event practice, management and accreditation.

Arts Law Centre of Australia

Telephone: (02) 9356 2566
Facsimile: (02) 9358 6475
Email: artslaw@artslaw.com.au
Web: www.artslaw.com.au

Organisation type: not for profit limited by guarantee - national community legal center for the arts.

4. Management Plans

Many of the stakeholders listed above require copies of management plans for events prior to assessing and/or approving licences and permissions. Australian Standards are set in legislation and case law to enforce and inform levels of safety, sustainability and professionalism. Event Holders will often find that stakeholders will require copies of management plans to be prepared in line with an Australian Standard and confirmation from an independent specialist that the management plan complies with requirements. Although not an exhaustive list, Event Holders should consider developing, with independent specialised assistance, the following management plans:

- Emergency Management;
- Environmental Management;
- Risk Management;
- Security and Crowd Management;
- Site, Staging and Infrastructure Management;
- Traffic Management;
- Waste Management;
- Crisis Communications; and
- Disability Access and Inclusion.

5. Insurance and Risk

When planning a safe and efficient event, Event Holders may find assistance through contacting independent insurance brokers and risk management specialists.

5.1 Insurance

According to the National Insurance Brokers Association of Australia:

“The traditional role of insurance brokers is to:

- *assist customers to assess and manage their risks, and provide advice on what insurance is appropriate for the customer's needs;*
- *assist customers to arrange and acquire insurance; and*
- *assist the customer in relation to any claim that may be made by them under the insurance.*
- *In doing the above the insurance broker acts on behalf of the customer as their agent.*

Insurance brokers offer many benefits to customers and consumers:

- *assistance with selecting and arranging appropriate, tailored insurance policies and packages;*
- *detailed technical expertise including knowledge of prices, terms and conditions;*
- *benefits and pitfalls of the wide range of insurance policies on the market;*
- *assistance in interpreting, arranging and completing insurance documentation;*
- *experience in predicting, managing and reducing risks; and*
- *assistance with claims and a higher success rate with settlements (about 10 per cent higher than claims made without a broker).”*

For further information on insurance and brokers, their roles and accreditation see the Australian Prudential Regulation Authority (APRA) website - www.apra.gov.au/

5.2 Risk Management

For information on risk management specialists, their roles and accreditation see the Risk Management Institute of Australia (RMIA) website - <http://www.rmia.org.au/>