

Public Event Guidelines



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The City of Bunbury acknowledges the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

Introduction

Welcome to the City of Bunbury!

Events play an important role in the cultural fabric of the community and provide significant cultural, economic and social benefit. They act to bring people together and foster a shared sense of place for the region, celebrating the diversity of our people, place and experiences. As a catalyst for tourism and economic development, events raise the profile and reputation of places and deliver economic benefit through local spend and repeat visitation. They encourage social wellbeing and connectedness, facilitating community participation and pride. They also act to foster creativity and innovation.

Whether it's a small event or a large-scale long-standing event, this guide aims to provide an understanding of the City of Bunbury's approval process, the Event Organisers obligations, and any legislative requirements, to ensure all events delivered in Bunbury are safe and successful.

The role of the City of Bunbury as the approving body for public events is to ensure all reasonable and practical precautions are taken by the Event Organiser/s to protect the health and safety of patrons and the amenity of surrounding stakeholders.

The City of Bunbury is committed to ensuring the community and visitors have the opportunity to experience and participate in a range of high quality and exciting events.

We look forward to hosting events in our beautiful City.



When does a Public Event Application Form need to be completed?

Refer to the Event Impact Classification Matrix to ascertain if a Public Event Application needs to be completed.

Event/Activity Impact Matrix

Use this matrix to ascertain the approvals required and the impact your event/activity will have to surrounding stakeholders and the general public.

Factors	Private Gathering	Low Impact Event	Medium Impact Event	High Impact Event
Notification period	No notification required	Require 10 business days prior to the event	Require 3-6 months notice	Require 6-12 months notice
Number of attendees	Less than 50 people permitted	Less than 1000 people permitted	1000-5000 people permitted	5000+ people permitted
Temporary structures (tables, chairs, marquees, stage, bouncy castle, portable grandstands, amusement rides)	Tables, chairs, marquee no greater than 3x3m, small bouncy castles permitted. Other structures not permitted	Tables, chairs, marquee no greater than 3x3m and small bouncy castles permitted. Approvals required for other temporary infrastructure	Tables, chairs, marquee no greater than 3x3m and small bouncy castles permitted. Approvals required for other temporary infrastructure	Tables, chairs, marquee no greater than 3x3m and small bouncy castles permitted. Approvals required for other temporary infrastructure
Public building (enclosed space, fencing, marquee greater than 3x3m)	Public buildings not permitted	Public buildings permitted with approval	Public buildings permitted with approval	Public buildings permitted with approval
Road closures	No road closures permitted	No road closures permitted	Low impact on roads and minor closures permitted with approval	High impact to roads, and/or multiple closures permitted with approval
City services (water, power)	No access to City owned water and power	Use of City owned water and power permitted with approval	Use of City owned water and power permitted with approval	Use of City owned water and power permitted with approval
Waste management	Use of existing bins in the area or remove rubbish	Use of existing bins in the area or remove rubbish	Additional bins required	Additional bins required
Alcohol (sale, supply)	Alcohol sale not permitted, alcohol consumption permitted with approval	Alcohol sale permitted with licensing approval	Alcohol sale permitted with licensing approval	Alcohol sale permitted with licensing approval
Food (sale, supply)	Food supply permitted, food sale not permitted	Food sale or supply permitted with approval	Food sale or supply permitted with approval	Food sale or supply permitted with approval
Noise / amplified music	Low noise levels permitted	Low noise levels permitted	Noise and amplified music permitted with approval	Noise and amplified music permitted with approval
Impact to general public (surrounding residences, businesses and people)	No impact to general public	Low impact to general public, no notification requirements	Medium impact to general public, requiring notifications	High impact to general public, requiring notifications
Reticulation	No reticulation requirements.	No reticulation requirements	Reticulation to be turned off/on, marked	Reticulation to be turned off/on, marked.
Toilets	No additional toilets	No additional toilets	Additional toilets may be required	Additional toilets will be required
Site plan	Site plan not required	Site plan required	Site plan required	Site plan required
Risk management plan	Risk management plan not required	Risk management plan not required	Risk management plan required	Risk management plan required
Approval	Event permit not required	Event Permit required	Event Permit required	Event Permit required
Examples of activities / events	Birthday party, corporate events, family BBQ, picnics, celebrations.	Community events/activities, markets, festivals, fun fair, rally.	Music concerts, community events, markets, festivals, major sporting events, fun fair, events on roads, rally.	Music concerts, community events, markets, festivals, major sporting events, fun fair, events on roads.

Application Process

Read the City of Bunbury Public Event Guidelines

It also means any disruption to stakeholders is minimal and parties that may be impacted are notified beforehand.



Reserve the event venue

If the preferred venue for the event is owned by the City of Bunbury, contact the City's Events Team on (08) 9792 7000 and tentatively reserve the venue for the event. Bookings are not confirmed until a Public Event Application has been received by the City and the permit has been granted and any applicable fees have been paid.



Submit the Public Event Application

The Public Event Application should be submitted in advance. Refer to the Event Impact Classification Matrix to determine the appropriate notification periods. Incomplete and late applications will not be accepted, and additionally applications without a detailed site map attached, will not be accepted.

Due to the time involved in assessing the Event Application, a late fee will apply for applications submitted less than 10 working days prior to an event.



Event assessment

The Public Event Application will be distributed to relevant internal departments of the City, for assessment. The process times are dependent on the timely submission of required documentation and the impact the event has on the venue and the community.



Event Permit distributed, requirements and fees

An Event Permit will be provided to the applicant, outlining the terms and conditions of the event. If any fees are applicable, an invoice will be sent with the permit. Ensure all sections of the permit are read and carry out any actions required to meet the permit conditions or remain in contact with the City's Events Team until all necessary information and documents are obtained. Ensure any invoices are paid in full, and any keys for gates, power boxes or the venue are collected prior to the



Conduct the event

It is the event organisers responsibility to adhere to the conditional requirements leading up to, during and following the event.



Post event

If a litter/damage bond was paid, this will be returned pending a post-event site check by the City's relevant departments.

Site Plan

A detailed site plan is an integral part of demonstrating each event element and how that space will be used. As part of the City of Bunbury's Event Permit process, a site plan is a mandatory document that needs to be submitted and will be used by all relevant departments within the City to assess the event.

The site plan needs to illustrate the proposed event layout, that is of reasonable scale and quality.

The plan should include, and not limited to:

- Food/market stalls
- Entertainment
- Stage
- Generators and electrical cables
- Lighting equipment
- Toilets (including number, location, accessible, existing and portable toilets)
- Seating
- Marquees/tents
- First aid posts
- Security posts
- Bin locations
- Entry/exit locations and dimensions
- Emergency exits
- Fire equipment
- Licensed areas
- Fencing
- Emergency assembly area
- Amusement rides (specify type)
- Vehicle access points, including emergency vehicles
- Event parking area
- Restricted areas
- And any other facilities or significant infrastructure relevant to the application



Public Building

If an event is being held in a privately owned building, this must be approved as a Public Building under the provisions of the Health (Public Buildings) Regulations 1992 and a Certificate of Approval as a Public Building which nominates maximum capacities is issued by the City of Bunbury. An Event Permit is not required, but a Certificate of Approval is required to be displayed for public viewing and will only be issued where the venue complies with above regulations.

If the event is to be an extension of an existing approved public building (e.g.: carpark of a licensed premises, one off request for an increase in patron numbers) then an Event Permit is required. Conditional approval for the event will be issued by the City, if the application complies with the Health (Public Buildings) Regulations 1992.

Temporary Food Vendor

Events that intend to sell or serve food, via a food truck, food stall or catering company, must comply with the Environmental Health Guideline Temporary Food Business [here](#), and provide the following relevant supporting documentation for approval.

- A Food Act Registration Certificate
- A current Public Liability Insurance Certificate

Community groups and charities are permitted to sell low risk foods, such as a sausage sizzle or cake stall, however, must comply with the requirements of the Food Act 2008.

An application for Food Act Notification can be found [here](#) and must be completed and submitted to the City of Bunbury Environmental Health services 14 days prior to the event.

Events with several food vendors must compile a list of participating food vendors, collecting the following information:

- Contact details of the food vendor (business name, email address, phone number)
- A copy of the menu, the food vendor intends to supply at the event
- A current Public Liability Insurance
- Current Certificate of Food Act Registration

This information will need to be supplied to the City for approval, a minimum of 14 days prior to the event. The City of Bunbury Environmental Health Team may also conduct an inspection of the food stall or vehicle prior to the event or on the day of the event.

Event organisers are also encouraged to provide healthy food options at events.

Animals and Petting zoos

Animals and petting zoos are permitted at events, subject to:

- Implementing good hygiene practices such as locating hand washing facilities and hand sanitizing stations on entrance to the animal area.
- Locating the animal area away from where food is being prepared, stored, or sold.
- Supervising the animals at all times
- Cleaning up after the animal, and ensuring no waste is left behind.

Please see the WA Department of Health Website for a very comprehensive Petting Zoo Guideline at [Petting Zoo Guideline \(health.wa.gov.au\)](http://health.wa.gov.au)

Noise

Noise from events such as amplified music can create vibrancy and excitement at events. Monitoring of noise is a national requirement and the City is required to regulate any event which may include live or recorded music, commentary and construction noise.

If the noise from the event is likely to exceed the assigned noise levels as set out by the Environmental Protection Agency, an application for a 'Non Complying Event' under Regulation 18 of the Environmental Protection (Noise) Regulations 1997, must be submitted. The approval is granted by the City of Bunbury. An application for approval must be made at least 60 days prior to the event and be accompanied by a \$1,000 application fee. This application must be made, along with the submission of a Noise Management Plan, developed by a qualified Acoustic Consultant, providing sound engineering details.

Please see **Guideline 29** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](https://www.health.wa.gov.au) for more information

Electrical Safety

If on-site power is not available, temporary power supply such as portable generators can be brought on to the venue. A licensed electrical contractor must check all electrical installations and complete a Form 5 'Certificate of Electrical Compliance' prior to the commencement of the event.

For safety reasons:

- All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be properly and safely secured
- No cables are to lie on the ground unless adequately protected
- Residual current devices and circuit breakers must be used to protect electrical outlets and appliances and
- All leads or portable outlets must have been tagged and tested within 6 months by a licensed electrician.

Please see **Guideline 36** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](https://www.health.wa.gov.au) for more information

Alcohol

If alcohol is intended to be consumed and not sold at the event, a Consent to Consume Liquor on a Park or Reserve form must be completed and submitted to the City a minimum of 10 business days prior to the event. Click [here](#) to view the Consent to Consume Liquor form.

If alcohol is intended to be sold at the event either directly or indirectly (e.g. through purchase of event tickets which includes alcohol), the event organiser must obtain approval from the Department of Racing, Gaming and Liquor, no later than 60 days prior the event. For more information click [here](#).

It is recommended that non-alcoholic drinks and free drinking water be made available for patrons at the event.

Security / Crowd Control

It is recommended that all events have personnel dedicated to security. This may be a licensed security officer/company or a volunteer at the event. This person/s should have the skills in communicating, dealing with people and contacts for higher security authorities, or the police.

Licensed options can include security guards or crowd controllers. Below is a breakdown showing the difference between the two.

- Security personnel must have skills in communicating and should be debriefed on escalation protocols, evacuation plans and risk management plans. A security guard is defined by a person who watches, guards or protects property or infrastructure at the event.
- Crowd control personnel control, monitor behaviour, and screen people seeking entry into an event or removes people from the event for behavioural reasons.

As per the policy 'Security at Licensed Premises' under the Department of Racing Gaming and Liquor, any event that involves liquor sales or consumption should adhere to the ratio of 2 crowd controllers for the first 100 patrons, and 1 crowd controller for each additional 100 patrons or part thereof.

Depending on the nature of the event, additional crowd controllers may be required;

- For large high-risk events, Police attendance may be required. Contact the local Police Station to discuss the event, a minimum of 12 weeks prior;
- For minor events where there is no sale or consumption of liquor or any major infrastructure, volunteer personnel may assist with security during the event;
- Security personnel are to remain on duty at the conclusion of the event until the orderly dispersion of patrons has occurred; For fenced events, all entry and exit points are to be marshalled, as well as external roaming crowd control officers;
- Police Officers or City of Bunbury Staff are not security personnel; and Event Organisers are required to provide the contact details, including mobile phone numbers, of the responsible person who will be in attendance at and over the course of the event.

Risk Management Plan

It is essential that all event patrons experience a safe and secure event. Events of any size or nature will have risks. It is the responsibility of the Event Organiser to identify and effectively manage these risks by putting preventative controls in place to reduce the likelihood of risks occurring.

This process is called risk management and in order to know what risks need to be managed, a risk assessment needs to be conducted. A Risk Management Plan is a legislative requirement for all public events with over 1,000 people in attendance, and that are classified as medium to high-risk.

Risk Management Plans must be developed in accordance with AS/NZS 31000, be easy to follow and include, but not limited to:

- Stakeholder list with contacts, roles, and responsibilities
- Emergency assembly areas and an evacuation plan
- Procedure for following lost and found children
- Risk assessment and adequate control measures

The City has developed an Events Risk Management Plan template, which can be found here [Risk-Management-Plan-Template-for-Events.pdf \(bunbury.wa.gov.au\)](https://www.bunbury.wa.gov.au/Assets/Events/Risk-Management-Plan-Template-for-Events.pdf)

Please see **Guideline 4** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](https://www.health.wa.gov.au/Assets/Events/Health-Guidelines-for-Events.pdf) for more information

First Aid

The City recommends that all events have first aid. The level of first aid can range from a basic first aid kit for low-risks events, to significant first aid posts manned by qualified first aiders or paramedics for high-risk events.

It is recommended that each event should have at least one qualified first aid officer dedicated to this role and be present for the duration of the event. First aid should be increased when alcohol is available at the event, or when patrons are taking part in physical activity.

An event must have at least one qualified First Aid Officer. This can be a certified volunteer, paid employee or an organisation such as St John or Royal Life Saving. The below table is a suggested guide for when planning first aid resources at an event. However, the City's Environmental Health Department may suggest different numbers in accordance with the specific event.

Event Size (# of patrons)	First Aid Posts	First Aid Staff
500	1	2
1000	1	4
2000	1	6
3000	1	7
4000	1	8
5000	2	10
6000	2	11
7000	2	12
8000	2	13
9000	2	14
10000+	To be determined by the City's Environmental Health	

Please see **Guideline 7** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](http://health.wa.gov.au) for more information



Toilets

Adequate number of toilets at an event is a crucial factor. For example, patrons waiting in large queues may become agitated or annoyed and this may lead to problematic behaviour at the event.

The number of toilets at an event will depend on the following:

- Anticipated crowd numbers
- Event duration
- If alcohol is available
- Gender of patrons

Existing or additional toilet facilities must:

- Be accessible for people with disability
- Be cleaned and re-stocked regularly
- Be located away from food
- Be protected from the weather
- Be well lit so as to not provide a security or safety risk
- Provide soap and hand drying facilities

Toilets must be checked regularly throughout the event to ensure cleanliness and to restock amenities.

The below table shows toilet figures for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Ratio for events with alcohol = 1/85							
Capacity	Males Facilities				Females Facilities		UAT
	WC's	urinals / additional WC's	Urinal Meters	Hand Basins	WC's	Hand Basins	
< 1000	1	4	2.6	4	6	4	1
1001- 2000	3	9	5.3	5	12	5	1
2001 -3000	4	13	7.9	7	18	7	1
3001 - 4000	6	18	10.6	9	24	9	1
4001 - 5000	7	22	13.2	12	29	12	1
5001 - 6000	9	26	15.9	14	35	14	2
6001 - 7000	10	31	18.5	16	41	16	2
7001 - 8000	12	35	21.2	19	47	19	2
9001 - 9000	13	40	23.8	21	53	21	2
9001 - 10 000	15	44	26.5	24	59	24	3

Please see **Supporting Tool 22** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](https://www.health.wa.gov.au) for more information

Public Liability Insurance

All events held on City of Bunbury owned parks and reserves must obtain public liability cover from an Australian Prudential Regulation Authority (APRA) approved insurer, of no less than \$20 million for high-risk events, or \$10 million for medium to low-risk events. Adequate insurance coverage is also required for event staff, volunteers, stallholders, entertainers and all contractors.

Private gatherings on City of Bunbury owned parks and reserves do not require public liability insurance.

Music and Sound Recordings

Events with live music or sound recordings must obtain a music license, to ensure music creators are getting compensated for their work so that events can continue to benefit from playing their music in a public setting. Permissions can be sought from One Music, a joint initiative of PPCA and APRA/AMCOS. Click [here](#) for more information.

Fireworks / Pyrotechnics

All fireworks and pyrotechnic displays must obtain the relevant approvals from the Department of Mines and Petroleum, who determine safety requirements, including the handling, storage and safe clearance distances require for the displays.

Further information and application forms can be downloaded from www.dmp.wa.gov.au , this should be submitted at least 8 weeks prior to the event.

Please see **Guideline 30** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](http://health.wa.gov.au) for more information.

Parks and Reserves

Permission must be sought for all infrastructure being installed on site or pierced in the ground, to avoid damaging the turf and reticulation. The City may request that the reticulation is marked and turned off prior to event commencement.

No infrastructure is to be tied to, or attached to any part of a tree, or existing City infrastructure. Additionally, trees, gardens and flowers shall not be cut.

Pandemic

To prepare for situations such as a global pandemic, Event Organisers are encouraged to include actions in their risk management and emergency plans to include the following:

- Provision of additional safety and cleaning requirements
- Insurance for event postponement or cancellation
- A communication plan to cascade information quickly to patrons, should there be additional changes to the event, as a result of a pandemic

Please see **Guideline 8** of the [Guideline for concerts events and organised gatherings \(health.wa.gov.au\)](http://health.wa.gov.au) for more information

Parking

Sufficient parking ensures patrons can plan and access events smoothly, with minimal impact to surrounding properties and roadways.

A medium to high impact event will need to demonstrate that options for parking, have been considered. This can be done by creating a parking plan that outlines the following:

- -Event details (date, time, venue, expected patron numbers, purpose of event)
- -Existing and temporary overflow parking areas
- -Patron and car park entry and exit points
- -Parking bays for ACROD holders
- -How parking will be managed during the event
- -How patrons will be notified of parking options
- -Location of directional signage and barriers
- -Number of parking marshals provided
- -Alternative transport options (e.g., bus, taxi, shuttle bus)

Parking bays can be reserved for event organisers, particularly for dignitaries and VIP guests that need to park close to the event area. Fees may apply.

Parking Rules and Laws

The City of Bunbury Parking Local Law 2023 located [here](#) contains all the applicable parking restrictions and conditions that must be observed at all times. During any event, these laws and associated parking signage must be adhered to at all times, unless a permit has been provided or written permission provided on an Event Application.

Some of the most common restrictions and laws are listed below. Penalties may apply should any of these conditions be breached and appropriate permissions have not been provided or authorised.

- No parking on footpaths
- No parking contrary to the flow of traffic
- Do not obstruct driveways or entrances to car parks or other facilities.
- No parking or driving on reserves or parks without permission
- No parking on median strips
- Parking signs must be observed at all times
- Fees and restrictions are applicable unless a permit has been issued
- No parking on verges without the consent of the property occupier
- No parking in loading zones or ACROD bays
- No reserving or blocking bays without consent
- Vehicles left unattended for more than 24 hrs will be considered abandoned unless permission has been given to remain longer than the time permitted.

Road Closures and Traffic Management

Any event which may potentially create a traffic or pedestrian hazard (i.e. road closures, large volumes of traffic or pedestrians, footpath closures/blockage) will be required to submit a Traffic Management Plan which is to be completed and implemented by an accredited traffic management company. This will need to be approved by the City, WA Police, and/or Main Roads.

A Traffic Management Plan is required when submitting a road closure application to the WA Police.

The Traffic Management Plan should include:

- Alternative routes to be taken by traffic
- Parking arrangements
- Speed limits
- Parking for people with disability
- Variable message boards
- Public transport arrangements (if applicable)
- Signage
- Notifying local taxi and public transport providers of road closures or alternative services

It is the responsibility of the Event Organiser to determine what type of road closure form is required for the event, by visiting the WA Police website [here](#).



Access and Inclusion

The City is working towards making Bunbury the Most Accessible Regional City in Australia. The City has developed its Disability Access and Inclusion Plan (DAIP) 2023-2028 to identify the strategies, improvements and projects which will be undertaken over the next five years to continually improve accessibility and inclusion across Bunbury for people with disability. Click [here](#). to view the DAIP.

When planning an event, consideration should be given to a range of issues, which includes but not limited to the following:

- Accessible paths, ramps, and entries/exits for people with mobility aids, prams etc
- Accessible seating and designated areas for people with mobility aids, prams etc
- Accessible toilets
- Accessible parking bays and drop off/pick up zones
- Site set-up and clear access ways
- Staff and volunteers to assist where required
- AUSLAN interpreters or screens showing subtitles if needed
- Information available in a range of formats (online, print, phone etc)
- Sound amplification, hearing loops and quiet zones (for the hard of hearing)
- Public transport access
- Marketing, signage design and positioning (font style, size, colour etc.)
- Access information included in communications and marketing material (including a contact number for more information) and promoting the event as accessible
- Information available in a range of formats (or available on request)
- Events maps that include symbols of different areas and accessible specific zones/amenities/viewing spaces

A useful guide called Creating Accessible Events Checklist and can be found by clicking [here](#). The Checklist has been designed to help event organisers understand the importance in the planning and implementation of accessibility and inclusion at events.

An Accessible Events Trailer is available for hire from [Enable WA](#), to help event organisers create an event that is accessible for people with a disability.

Please consider the importance of helping events in Bunbury be as accessible and inclusive for everyone.



Waste Management

The City encourages all event organisers to be more sustainable by reducing or eliminating single use plastics and facilitating correct recycling and waste disposal practices.

Event organisers are responsible for coordinating waste management resources within the event area, including the perimeter, over the course of the event. Collection, removal and disposal of litter from the venue and surrounding areas during and immediately after the event will be required. The number of bins required will depend on the type of event being planned, existing bins and the duration of the event.

Public bins are permitted for use, for private and low impact events, however, should not be used for medium to high impact events.

For medium to high impact events, it is encouraged to produce and implement a waste management plan, outlining the following:

- Event details (date, time, venue, expected patron numbers, purpose of event)
- Number, type, size of waste bins provided
- Location of waste bins
- Number of volunteers managing waste bins
- Collection and removal of waste details

It is recommended there is one 240L bin per 100 people. Bins can be hired from the City or a private waste management contractor.

Sustainable Events

The City of Bunbury offers a wide range of free educational services, designed to complement the Waste Avoidance and Resource Recovery (WARR) initiative.

The City aims to become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste. Things to consider at community events which contribute towards sustainable initiatives and waste reduction include:

- The use, provision or sale of single use plastics items (including coffee cups and lids, cutlery, bowls, plates and containers) as per WA Plastic Ban stage 1 and 2 Timeframes [Banned Items | WA Plastics Ban \(plasticsbanwa.com.au\)](https://www.plasticsbanwa.com.au)
- Prohibiting the sale of balloons and use of confetti or glitter outside
- Clearly labelled bin stations
- Encouraging patrons to bring their own cutlery, plates and cups
- Engaging a wash station, where patrons can wash their own cutlery, plates and cups
- Provision of drinking fountains or portable water stations to refill water bottles

Images

Images of individuals in photographs or videos are treated as personal information under the Privacy Act 1988.

Signage should be erected to inform patrons that the event is being photographed and the photographer should be identifiable. For images where a person is not 'reasonably identifiable', such as crowd images at an event, there is no requirement to gain express consent.

Where a person is 'reasonably identifiable' express consent must be obtained to take and use an image. Event Organisers should seek express consent through having an Image Consent Form signed after telling the person, in as much detail as possible, about what their image will be used for and who will be able to see it. Where a person is under 15 years of age a parent or guardian should provide consent.

Stakeholder Notification

Events with road closures and/or exceeds the assigned noise levels under Regulation 18 of the Environmental Protection (Noise) Regulations 1997, should notify the following authorities to ensure awareness and relevant resourcing:

- Local Police
- Department Fire and Emergency Services
- Main Roads WA
- Bunbury Regional Hospital
- Trans Bunbury
- Local Taxi's and Ride Shares (Uber)
- Department of Health (Event Registration)

Refer to the useful contacts section of this document, for further details.

The following event details should be included in the communication:

- Event name, location, type (music concert, Fun Fair, Street Parade etc), start and finish time (including bump in and bump out times)
- Purpose of the event and activities being conducted at the event
- Expected number of attendees
- Expected disruptions to residents and businesses, such as noise, transport, road closures etc
- If alcohol will be sold at the event
- Event organiser contact details on the day of the event
- Details of a complaints centre / contact

Should a road closure take place in the CBD, an Event Acknowledgement form must be completed prior to the event, demonstrating that consultation has been undertaken with the affected businesses/stakeholders, to help minimise impact and prepare businesses for additional resourcing.

It is the Event Organisers responsibility to ensure that adequate stakeholder notification is conducted. This may include multiple communications, especially events with road closures.

City of Bunbury Services

The City of Bunbury offers a range of assistance to help Event Organisers run a safe and successful event.

Events Calendar

Community events can be added to the [Visit Bunbury Geographe](#) online events calendar, by following this link [Add an Event - Visit Bunbury Geographe](#)

Events of the following nature will NOT be permitted on the event calendar.

- Exclude or offend minority community groups
- Could present a hazard to the community or environment
- Political in nature or incorporate political activities
- Religious events
- Private functions

Community Billboard Hire

Event organisers have the option to hire the City's community billboards which are located at the following locations:

- Ocean Drive (Corner of Ocean Drive and Scott Street)
- Koombana Drive (Near George Baxter Boardwalk)
- Picton Road (near Bunbury Machinery, opposite Henley Drive)
- The Community Billboard Booking form can be found by clicking [here](#).

Victoria Street Banner Hire

- The City has two locations in the CBD where banners advertising events can be hired:
- Victoria Street (near Wellington Street)
- Victoria Street (near Symmons Street)
- The Victoria Street Banner booking form can be found by clicking [here](#).

Free Advertising locations

The City permits signs advertising community events on the specific locations as per below:

- Koombana Drive – on the south side of Koombana drive, between the caravan park and the new roundabout
- Ocean Drive and Symmons Street – west side of the cricket nets, not to be facing the roundabout
- Ocean Drive and Hudson Road – west side of Ocean Drive, a minimum of 3 metres from the edge of the road
- Blair Street and Halsey Street – Hands Oval south east corner only
- Sandridge Road and King Road – about 50 metres east of the traffic lights on the north side of Sandridge Road

Signage Conditions

- Signs can only be displayed 14 days before the event and must be removed one day after the event
- Signs are to be clearly labelled with contact details
- Signs are to be checked regularly
- Signs placed at any other locations may be impounded

Grant Program

The City conducts an annual grant program which aims to activate Bunbury as a premier destination of culture and creativity for people to connect. The program categories align with the key themes that make up the City's Strategic Community Plan. For more information about the Grant Funding Program click [here](#).

Useful resources

[Planning an event in Bunbury](#)

[WA Department of Health Guidelines for concerts, events and organised gatherings](#)

[Policing major events \(WA Police\)](#)

[Information Sheet- Overview of Explosives Regulations \(Department of Mines, Industry Regulation & Safety\)](#)

[Applying for a fireworks event permit \(dmp.wa.gov.au\)](#)

[Traffic management for events code of practise \(Main Roads WA\)](#)

[Notification of event \(Main Roads WA\)](#)

[Event traffic management plan \(Main Roads WA\)](#)

[Liquor licensing forms and checklists \(DLGSC\)](#)

[Insurance for community groups.](#)

[How to Hold an Accessible Event.pdf \(pwdwa.org\)](#)

[One Music Home | OneMusic Australia](#)

Thank you for reading the City of Bunbury's Public Event Guidelines. For further information or clarification, please contact the City's Events Team on (08) 9792 7000 or email info@bunbury.wa.gov.au

Useful contacts

Contacts	Contact Number	Website	Contact Email
City of Bunbury	(08) 9792 7000	www.bunbury.wa.gov.au	info@bunbury.wa.gov.au
Department of Local Government, Sport and Cultural Industries Liquor Licensing Information	(08) 6551 4888	dlgsc.wa.gov.au Liquor Licensing (dlgsc.wa.gov.au)	rgl@dlgsc.wa.gov.au
Department of Mines, Industry Regulation and Safety Fireworks Information	(08) 6251 2300	dmp.wa.gov.au Applying for a fireworks event permit (dmp.wa.gov.au)	cso@dmirs.wa.gov.au
Department of Fire and Emergency Services	DFES Bunbury (08) 9780 1900	dfes.wa.gov.au	
Department of Health Events	(08) 9222 2000	health.wa.gov.au Event registration (health.wa.gov.au)	public.events@health.wa.gov.au
Main Roads WA Events on Roads	138 138	mainroads.wa.gov.au Working on roads Main Roads Western Australia	enquiries@mainroads.wa.gov.au
Dial Before You Dig	1100 <u>or</u> (03) 8877 6600	byda.com.au Home Before You Dig Australia (BYDA)	
Trans Bunbury	1300 662 205	transwa.wa.gov.au TransWA	info@transwa.wa.gov.au
WA Police Force	(08) 9222 1972	police.wa.gov.au Policing Major Events Western Australia Police Force	Major.Events.Coordination.Unit@police.wa.gov.au
Bunbury Police	(08) 9722 2111	police.wa.gov.au Bunbury Western Australia Police Force	
Enable WA	(08) 9792 7500	For HIRE Accessible Events Trailer Enable WA	reception@enablewa.org.au

For more information, contact the Events Team



08 9792 7000



info@bunbury.wa.gov.au



<https://www.bunbury.wa.gov.au>



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