



**GUIDELINES  
for  
APPLYING TO CONDUCT AN EVENT  
WITHIN THE BOUNDARY OF  
FREMANTLE PORTS**



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## INTRODUCTION

This information package is provided to assist individuals and/or organisations wanting to apply to hold an event, either within Fremantle Ports' boundaries or in conjunction with other non-port events such as festivals, street parades, and concerts that are held near the port and may impact on its operations or the port tenants or stakeholders.

The information package is provided only as guidelines to outline Fremantle Ports' requirements. Some planned events may be unique and require specialised information.

**Fremantle Ports will consider approving events and activities within its boundary. Please be aware, however, that port operations always take priority, and event dates and times are subject to change at short notice.**

## APPLICATION TO CONDUCT AN EVENT

Please phone Fremantle Ports External Affairs branch on telephone 9430 3555 at Fremantle Ports to discuss your event proposal *before preparing an Event Application* and you will be advised if the event can be accommodated.

Any event or activity held within the port boundary requires the written approval of Fremantle Ports. A minimum of 60 days' notice is required to process an event application.

The Port Authorities Act 1999 and Port Authorities Regulations 2001 apply to all events approved by Fremantle Ports.

Fremantle Ports may grant "in principle" approval for an event to proceed but reserves the right to cancel or limit the event because of port operational requirements, or the operational requirements of Fremantle Ports' tenants or stakeholders around the time of the event.,

The Event Organiser/s must clearly understand that any involvement of Fremantle Ports, or its assets, will incur charges payable by the Organisers to ensure the event is cost neutral to Fremantle Ports. This includes, but is not limited to, the use of Fremantle Ports' staff, infrastructure and equipment.

Event Organiser/s may be required to attend a meeting to discuss the potential impact of the event on port operations and other stakeholders. The applicant will be formally advised if the application requires amending, or if it has been approved or rejected.

If the event is approved, the Event Organiser may be required to attend a debriefing within 7 days of completion of the event.

Please submit the application 60 days prior to the proposed event to:-  
The Event Manager  
External Affairs  
Fremantle Ports  
PO Box 95  
FREMANTLE WA 6959

## EVENT DESCRIPTION

### **Land-Based Event**

A general overview of the proposed event is to be provided for example a cycling event, triathlon, fun run or walkathon including the events objectives.

### **Water-Based Event**

A general overview of the proposed event is to be provided eg swim, paddle, yacht/boat race and the event objectives.

The Harbour Master will assess all applications for water events based on their potential to impact on commercial shipping and port operations.

### **Water-Based and Land-Based Activity**

If an event has water-based and land-based activities, the application will be assessed at two levels. The Event Manager will assess the land-based activities, and approval to conduct water-based activities will be approved/declined by the Harbour Master.

## COMPULSORY EVENT DETAILS REQUIRED

**Event applications must be in writing and include the following information:-**

- Organiser's name
- Organiser's full contact details
- Event Manager's details for event day
- History of event (if any)
- Indication if organisation/beneficiary is a 'not for profit' or otherwise
- Names and details of event sponsors and beneficiaries
- Certificate of Currency of Public Liability Insurance
- Appendix One - Event Application cover page
- Appendix Two - Application checklist
- Fremantle Ports' signed original Indemnity Form (Appendix Five)
- Day, date, time and duration (including bump-in and bump-out details)
- Distance/time for each part of the event
- Venue/Area/Course layout and/or route and map of the event
- Program of activities that includes details about lighting, pyrotechnics, entertainment, animals, air/sea exercises
- Estimated number of officials, competitors and spectators
- Road closure or restriction to vehicular traffic both within and around the Port's boundaries
- Confirmation of approval by other organisations
- **Risk Management Plans** including Safety and Environment Plan, Emergency Plan (linked to Port's Emergency Plan), Traffic and Parking Management Plan,
- Details of provision of trained First Aid personnel
- Other Details (*please read each section of these guidelines to determine additional information required by the Fremantle Ports*)

**For assessment, your application must include all of the above details, and any additional information as outlined in these guidelines.**

## WATER-BASED EVENTS

**Applications for water-based events are to be in writing and must include the Compulsory Event Details Required outlined on page 6 and additional information set out below.**

Water-based events may be approved, provided they do not interfere with commercial shipping movements and port operations.

Organisers must comply with conditions as set down by the Harbour Master who has overall control of the event. These conditions being, but not limited to:

- a) The Harbour Master will determine that commercial shipping needs have priority and that start and finish times of activities may be altered on the day of the event to accommodate port operations.
- b) The Organisers of the event are responsible for conducting the event and are required to have sufficient staff available for the manning of marshall and rescue boats, etc.
- c) The Organisers must identify the number and type of vessels participating 60 days prior to the event.
- d) The number of activities and their duration are to be included in the application. The total duration of the event shall not exceed two hours except with international events where finishing times span several hours. The Harbour Master's decision will be final in this matter.
- e) A drawing showing the event course must be provided with the application and cannot be altered after approval.
- f) At the discretion of the Harbour Master, all activities must cease and the area cleared for the reasonable movement of commercial vessels within the port.
- g) Racing vessels must keep clear of all commercial vessels in the harbour.
- h) Starting/finishing/turning/rounding buoys or markers are to be removed for commercial vessels and/or tug movements.

- i) Access by ferries and Fremantle Ports' small craft is to remain unimpeded during the activities and must be allowed reasonable movement, as normal, within the port.
- j) The Department of Transport - Marine Division is to control and escort all private craft through the harbour, both downstream and upstream while the event takes place. It is the proponent's responsibility to co-ordinate this direct with the Department of Transport..
- k) Racing craft not competing, if required, will be directed to proceed to whichever berth or jetty the Harbour Master so indicates.
- l) Organisers of the event are to adhere to any and all directions or orders issued by or on behalf of the Harbour Master, and are to cease activities and clear the area immediately, if so directed.
- m) Any request by the Organisers or others for allocation of wharf space or land area must be made at the time of application. Approval/refusal may be given depending upon the location and Port needs.
- n) Official control craft must be properly and adequately marked for easy identification and be contactable by radio on a frequency nominated by the Harbour Master. All craft must remain available and contactable at all times for the duration of the event.
- o) If the Harbour Master decrees because of weather or other conditions or port needs, or for any other reason, that the activities are to be suspended or cancelled, then the order must be adhered to immediately.
- p) Events are not to interfere with the safe navigation, or the equipment necessary for the safe navigation, of vessels in the approaches to or within the boundary of Fremantle Ports.
- q) It should not be assumed that any areas would be allocated exclusively to the event.
- r) It is the Organiser's responsibility to ensure that the flow of small craft will be restricted so as not to interfere with the particular activity, by ensuring that the movement of these craft will be under the joint control of the Department of Transport - Marine Division and the WA Water Police.
- s) Organisers are required to place a Public Notice in *The West Australian* newspaper with advice for small craft owners.



## RISK MANAGEMENT PLANS

Prior to approval being granted, the Event Organiser is required to have conducted an assessment to establish all safety, health and environmental risks associated with the proposed event. Such an assessment needs to be conducted by competent personnel and submitted in a Risk Management Plan.

The Risk Management Plans must detail loss exposures associated with the event and the control measures which are to be implemented to manage these loss exposures. In respect to implementing the control measures, the Organiser must outline in detail what steps are to be undertaken, by whom and at what point during the event, and to what standard.

If your event impacts on traffic and/or parking, you will be required to submit a Traffic and Parking Management Plan detailing control measures for the event that includes placement of signage, barricades and trained and approved traffic controllers at your expense.

Details on how you intend to manage the competitors and spectators and ensure their safety in all circumstances are required. **Who** and **how** this will be undertaken and **communicated** is important.

### **Safety and Environment Plan**

Fremantle Ports is a safety and environmentally aware organisation operating under an AS4801 certified Safety Management System and an ISO14001 Environmental Management System. Users of any port facilities and infrastructure must acknowledge their responsibility in preserving human safety and protecting the environment.

Event Organisers must be mindful that Fremantle Port is a working port, and as such, has a duty of care to ensure that safety provisions are undertaken at all times. As such, unimpeded access and egress by emergency vehicles and personnel takes priority. Any equipment or structure being part of an event that obstructs port safety requirements may also be removed. The wharf apron on Victoria Quay must also be kept free of vehicles or any structure at all times. All construction must be undertaken in accordance with WorkSafe regulations.

## **Safety and Environmental Risk Assessment**

Your Risk Management Plan should include details to all the questions below to which you answer “yes”:

1. Does the event involve the storage, handling or transport of hazardous materials? If yes please provide quantity and types and information on how it will be managed. **YES/NO**
2. Does the event intend to involve the use of explosives or pyrotechnics? Please note that Fremantle Ports does not allow pyrotechnics in or near the Inner Harbour in Fremantle. **YES/NO**
3. Will the event attract crowds greater than 2000 people? If yes, give estimate of numbers, average duration of attendance and details regarding crowd control and management. Details of Security companies and Police Services assistance are required. **YES/NO**
4. Does the event require special approvals/licenses? If yes, please obtain and provide copies. **YES/NO**
5. Does the event require the introduction of heavy equipment/vehicles into the port area? **YES/NO**
6. What first aid provisions will be in place for the duration of the event? \_\_\_\_\_
7. Has an Emergency Plan been prepared which integrates into Fremantle Ports’ Emergency Plan? Fremantle Ports’ requirements will be outlined at a meeting. **YES/NO**
8. Will the event involve equipment or activities that generate excessive noise prior, during or after the event? **YES/NO** Detail noise management measures.
9. Is dust likely to be generated prior, during or after the event? **YES/NO** Detail dust management measures.
10. Will any artificial outdoor lighting be introduced into the port area? **YES/NO**
11. Will there be any large structure or equipment with highly reflective surfaces introduced into the port area? **YES/NO**

12. Are there any objectionable odours, noxious fumes or smoke associated with the event? **YES/NO**
13. Is there potential for spillage of any materials (e.g. oil, toxins) that may enter storm water drains or port waters? **YES/NO** Detail spill management measures.
14. Will the event impact on Port Operations, Tenants, port users, stakeholders or the public? **YES/NO**

## EMERGENCY PLAN

Some events or activities will require a detailed Emergency Plan that is linked to Fremantle Ports' Emergency Plan. Fremantle Ports' plan and the required link will be discussed with you prior to the event and must be outlined in the Risk Management Plan.

All personnel involved in an event including organisers, competitors, and volunteers need to be well-briefed on the Emergency Plan with hardcopies of emergency telephone numbers, evacuation procedures and emergency assembly areas.

In some instances, your Emergency Plan should also be given to the Police Service. Organisers also have a duty of care to notify nearby hospitals about their event.

Organisers must also take responsibility to place appropriate Public Notices in newspapers advising any road closures or changes to parking or traffic movement.

## TRAFFIC AND PARKING MANAGEMENT PLAN/S

### **Traffic and Parking Management and Public Transport**

If your event has the potential to attract large numbers of spectators to the Port area, you are required to address traffic and/or parking management as a separate item in your Risk Management Plan.

Due to the limited parking facilities available in and around Fremantle Port, organisers are requested to promote the use of public transport and the City of Fremantle's free CATbus service.

In the Inner Harbour in Fremantle, patrons can take advantage of the ferry services that operate from O'Connor Landing on Victoria Quay. Victoria Quay is a short walking distance from the Fremantle Railway Station which provides both suburban rail and bus services.

**Public Transport** information can be obtained from this website [www.freofocus.com/gettingaround](http://www.freofocus.com/gettingaround)

Ferries to and from Perth and Fremantle

- Rottnest Express - Tel. 1300 467 688 [www.rottnestexpress.com.au](http://www.rottnestexpress.com.au)
- Captain Cook - Tel. 9325 3341 [www.captaincookcruises.com.au](http://www.captaincookcruises.com.au)

**Parking on Victoria Quay** has time limits and City of Fremantle parking fees apply. Event Organisers will be charged for loss of parking revenue to Fremantle Ports as a direct result of the event.

### **Special/VIP/ Reserved Parking Bays**

Fremantle Ports is unable to provide reserved parking bays. Applications to reserve parking bays must be made to City of Fremantle which has a schedule of fees for reserving parking bays.

Parking bays for disabled are available in several locations on Victoria Quay.

### **Bus/Coach Parking**

There are several short-term parking bays on Victoria Quay for buses and coaches.

## ENTERTAINMENT, FOOD AND DRINKS

- 1. In accordance with Port Authorities Regulations 2001, Fremantle Ports reserves the right to refuse an application for the sale of any items including liquor, on its premises.**

### **Sale and Consumption of Alcohol**

The Organisers are required to obtain the appropriate Liquor Licence for the sale and consumption of alcohol and Fremantle Ports' approval is also required. Details of the proposed sale and consumption of alcohol at an event held within Fremantle Port's boundaries are to be included in the application.

- 2. Sale of Food**

Events/activities that include enterprises that are in direct conflict with businesses located within Fremantle Ports' boundaries will need the approval of those stakeholders eg food vending, souvenirs, tours etc

In addition, the sale of food in a public space requires written approval from the City of Fremantle and/or the Health Department.

- 3. Promotions**

The application is to include details of any activities that are expected to be included in the event, such as:

- All entertainment (live performance etc)
- Sound and stage
- Amusements
- Exhibitions
- Transport to event and

Full details of:-

- Advertising
- Signage/banners and
- Sponsor's details are also required

*NB A detailed timeline showing bump-in and bump-out for all activities must be included in the application.*

## **4. The Venue**

### **Refuse/Litter**

Management of refuse/litter is the responsibility of the Organiser.

Details of arrangements to manage refuse/litter and its disposal from the occupied area within 24-hours of event completion, including footpaths and roadways where applicable, are to be provided in the application.

### **Toilets (including disabled facilities)**

In keeping within the Health Department's guidelines, an adequate number of portable toilets and signage must be installed on-site by the organiser.

### **Vacating the Area**

When vacating the site, all refuse including advertising signage and banners must be removed to the satisfaction of Fremantle Ports and the area must be left in a clean and tidy condition. Failure to comply with this condition will result in a charge to the Organiser for any necessary work being undertaken to make good the area.

## SERVICES

The application is to include details of other services that may be required for the event such as:

### **Fremantle Ports Excavation Permit (compulsory)**

Where approval has been granted for an activity that requires the breaking of the ground i.e. installation of marquees, tents etc an Excavation Permit is required from Fremantle Ports and must be clearly marked on a venue map with the proposed layout of tents/equipment. The timing of this work must be included in the application (see page 14 Vacating the Area).

### **Electrical Services**

Details identifying electrical service requirements are to be included with the application. Charges apply for the provision of Fremantle Ports' staff in relation to advice and assistance with power usage and for the use of any Port power. *Electrical work cannot be undertaken on Port land without prior approval of the Electrical Manager and this includes the use of generators.*

### **Water and Sewerage Connections**

Water and sewerage connections are not available and cannot be provided by Fremantle Port. Any equipment requiring either water or sewerage or both is to be self-contained and all waste is to be disposed off-site. Please supply full details.

### **Additional Facilities**

As a working port, Fremantle Ports has limited public amenity facilities. The Event Organiser is responsible for the provision of additional portable toilet facilities and therefore must liaise with the relevant authority eg City of Fremantle, Health Department in relation to the number of toilets, including toilets for disabled. The placement of portable facilities needs to be discussed and agreed with Fremantle Ports. Please show proposed sites for toilets on the venue map and include information from the relevant authorities.

### **Heritage Approval**

Breaking ground or affixing anything to buildings that are within the Heritage Precinct of Victoria Quay requires Heritage Council approval. Details must be included in the application.

## OTHER DETAILS...Insurance, Indemnity, Venue Plan

### **Plan of the Area**

A detailed plan of the course, route, road closures, placement of marshals and other requirements is to be included with the application.

Activities that require a plan or course eg triathlon, marathon, walkathon, yacht race or parade will not be processed if a plan is not included with the application.

A detailed layout of marquees, stages, toilets etc is required.

### **Indemnity**

Fremantle Ports requires an indemnity to be signed by the Event Organiser or a person duly authorised on behalf of their organisation. The indemnity extends to contractors and others engaged by the Event Organiser.

*The attached indemnity form is to be signed and the original submitted with the Application.*

### **Public/Product Liability Insurance**

Fremantle Ports requires a copy of the Certificate of Currency for Public/Product Liability Insurance Cover. Insurance details are to include:

- Organiser's details
- Event date
- Event name and type (eg Triathlon)

Event Organisers are required to discuss appropriate insurance requirements with Fremantle Ports *prior to* the Event being approved as the amount of insurance required differs for each event.

Note:

- a) Product Liability Insurance is required if the event has enterprises where consumables are sold.
- b) Insurer's Statement or invoice is not sufficient.



## **Advertising (Public Notices, websites, media)**

Road closures that affect entry and exits to and from Fremantle Port are to be agreed and advertised prior to the event. The advertising schedule is to include a public notice for small craft if water activities are included. (Details are available from Fremantle Ports).

Advertising is to include a plan or map indicating the closed roads and details of parking and public transport available.

All advertising costs must be covered by the Applicant.

## **Signage**

Small directional 'A' frame signs are permitted leading into Fremantle Port on the day of the event, if the City of Fremantle and Main Roads Western Australia approvals have been granted. They must be securely anchored and removed on the last day of the event by the Organiser. Fremantle Ports may approve the placement of additional signage within the port boundary however; this needs to be clearly defined and marked on venue maps that accompany your application. The cost of signage must be covered by the Applicant.

**Fremantle Ports reserves the right to remove and dispose of any obstructive, inappropriate or undeclared signage prior to, during or after an event.**

## **Barricades**

Barricades are not provided by Fremantle Ports.

Fremantle Ports may allow the use of barricades depending on their proposed location, the type of event, the number of expected attendees and port operational requirements. Provision, positioning and removal of the barricades are the responsibility of the Organiser. Details of areas requiring barricades are to be included in the application and indicated on the venue plan.

**NB: Barricading of port roadways in and around North Quay and Rous Head Business Park is not permitted. Requests to barricade roadways or parking bays on Victoria Quay must be outlined in the application and this request will only be considered in relation to Port and Stakeholder requirements. Please refer to the Traffic Management section for further details.**

## **Pyrotechnics**

The use of fireworks is not permitted within Fremantle Ports' boundary.

## **Physical Details**

The Organiser is to include relevant information of physical factors if the event includes vehicles other than motor vehicles. Dimensions (height and width and weight) of trucks, cranes and festival-type floats are required. Dimensions of banners, tents, fencing, marquees, lighting and sound equipment must be supplied.

Details of any other hire equipment must be supplied including the name of the Hire Company

*Note:-* Drop-off and pickup times of hire equipment must be listed in the bump-in and bump-out schedule that forms part of the event programme.

## **Approvals**

Copies of other approvals (Local or State Government agencies or private organisations and event beneficiaries) are to be included in the application. Applications cannot be processed until all approvals have been submitted.

## CONTACT DETAILS

In the Application the **contact details** of each person who has a major responsibility in organising the event should be submitted and that includes:

- name
- position and area of authority (eg traffic management)
- mobile telephone (for the duration of the event)
- contact telephone numbers
- facsimile number
- email address

**Contact details of the personnel responsible for the event Risk Management Plan and the overall Event Manager on the day of the event is essential.**

## WEBSITE INFORMATION

Fremantle Port's website [www.fremantleports.com.au](http://www.fremantleports.com.au) has information on the Cruise Ship schedule. Additional information can be found on the City of Fremantle's website [www.freofocus.com](http://www.freofocus.com)

Please refer to these websites when proposing an Event to ensure that it does not conflict with other major events being held in and around Fremantle at that time.