

Event Matrix Classification Tool

Click on the matrix to make it larger or view it on the Shire website.

Use this tool to assess the classification of your event based on the impact on the location, attendees and the general public.

This gives you an idea of how long you'll need to prepare and the documentation required.

Gatherings of under 30 people with no alcohol or temporary structures (such as marquees over 10m2, stage, seating, speakers etc.), do not require a permit or an application form.

Please refer to the Shire of Esperance Event Application Guide for further information and resources.

Event Impact factor	Social Gathering	Low Impact Event	Medium Impact Event	High Impact Event	Major Event
Notification period	5 business days	10 business days	2 months	6 months	6 - 12 months
Application process	Use of Local Government Property form - Shire Property	Event Application	Event Application	Event Application	Event Application
Maximum number of attendees	30 - 50 people	50 - 500	500 - 1000	1000 - 5000	5000 plus
Pre-event meeting with Events Team	Not required	Discretionary / on request	Required	Required	Required
Type of event	Non-commercial Gathering of associated, known or related people	Private or public event	Private or public event	Private or public event	Private or public event
Duration of the event	Less than 5 hours	1 calendar day only	1 - 2 days	Discretionary	Discretionary
Venue location	Shire managed land: Use of Local Government Form Private land: Seek land owner's permission/approval Crown land: Application to Access Crown Land	Shire property: Use of Local Gov Form / Event Application Private land: Shire approval required Crown land: Application to Access Crown Land	Shire property: Event application Private land: Seek land owner's approval Crown land: Application to Access Crown land	Shire property: Event application Private land: Seek land owner's approval Crown land: Application to Access Crown land	Shire property: Event application Private land: Seek land owner's approval Crown land: Application to Access Crown land
Physical size of event	Non-exclusive site use	Exclusive use of allocated site area	Exclusive use of allocated event area	Exclusive use of allocated event area	Exclusive use of allocated event area
Debrief with Events Team	Not required	Discretionary	Requested	Requested	Requested
Approval / Permit	Permit required	Permit required	Permit required	Permit required	Permit required
Fee	Class 5: Minimal impact on space. No Fee.	Class 3: Moderate use & impact on space, low impact on other groups. Fees apply.	Class 2: Moderate use & impact of space. Commercial / moderate scale presence. Requires multiple assessments. Fees apply.	Class 1: Most complex use & largest impact of space. Commercial / large scale presence. Multiple aspects requiring assessment. Fees apply.	Class 1: Most complex use & largest impact of space. Commercial / large scale presence. Multiple aspects requiring assessment. Fees apply.
Contact list	Main contact required	Required	Required	Required	Required
Event plan or overview	Not required	Basic plan	Detailed plan	Detailed plan	Detailed plan
Impact on residences and businesses	No impact on residents or businesses	Low impact / no public notifications requirements	Medium impact requiring some notifications	High impact with early notification required	High impact with early notification required
Site map	Mud map	Detailed	Detailed	Detailed to scale	Detailed to scale
Public liability insurance	Discretionary	Required (\$10 million)	Required (\$20 million)	Required (\$20 million)	Required (\$20 million)
Alcohol sale or supply	Not supported	Discretionary licensing with requirements	Licensing approval required	Licensing approval required	Licensing approval required
Food vendors	Discretionary	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.	Food sale or supply permitted. Food vendors must comply with licensing. List of food vendors must be provided.
Noise and amplified sound	Low noise level must comply with noise regulations	Low noise levels must comply with noise regulation	May have noise outside of noise regulations (noise management applicable for Noise Regulation 18, Reg 16, or Reg 13)	May have noise outside of noise regulations (noise management applicable for Reg 18, Reg 16, or Reg 13)	May have noise outside of noise regulations (noise management applicable for Reg 18, Reg 16, or Reg 13)
Temporary structures	Limited to ground level infrastructure such as a table, chairs, and shade structures under 3 x 3m.	Temporary infrastructure requires certification and installation sign-off	Temporary infrastructure requires certification and installation sign-off	Temporary infrastructure requires certification and installation sign-off	Temporary infrastructure requires certification and installation sign-off
Road closures	No road closures as part of event	No road closures as part of the event	Low impact on road network, minor closures	High impact to road network, and/or multiple closures	High impact to road network, and/or multiple closures
Traffic management plan	Not required	Not required	Traffic Management Plan required (template)	Traffic Management Plan required from a traffic company	Traffic Management Plan required from a traffic company
Vehicle access during event (site dependent)	Vehicle access on request.	Vehicle access for bump-in/out only	Managed vehicle access during event	Managed vehicle access during event	Managed vehicle access during event
Waste management	Use of area bins or remove own rubbish	Waste Management Plan required. Shire of Esperance bins available for hire	Waste Management Plan required. Shire of Esperance bins available for hire	Waste Management Plan required. Shire of Esperance bins available for hire	Waste Management Plan required. Shire of Esperance bins available for hire
Risk management plan	Not required	Not required	Required	Required	Required
Emergency plan / Evacuation diagram	Not required	Required for public area	Required	Required	Required
First aid	Not required	First aid post with senior first aid certificate officer required	St John's Ambulance required	St John's Ambulance required	St John's Ambulance required
Public building approval (enclosed spaces/event area or marquee)	No public building approval required	No public building approval required	Public building certification is required	Public building certification is required	Public building certification is required
Power requirements	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.	Shire power site dependent. All electrics must be tested and tagged and certificate sign off.
Examples of applicable events	Family / staff function, sports day, not-for-profit gathering, birthday party or celebrations.	Promotional marketing activities, community group exercise, sundowners, small rally, small corporate functions, Christmas parties.	Outdoor cinema, community concert, corporate functions, school holiday programs, small food & retail markets, community fetes.	Large food fairs or concert, multi-day community events, multi-day/site arts festivals, parades / sporting events on roads.	Large multi-day festivals, culturally or socially significant events, parades/sporting events on roads.