

Commercial Event Training Program

Information for Commercial Event Operators

Please read this presentation to assist in completing the training questionnaire in your online commercial event application via the Commercial Operator Licensing System.

Training and Information

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1. DBCA-managed land

DBCA manage land as defined in the *Conservation and Land Management Act 1984* (CALM Act), also known as CALM Act land.

This includes:

- National Parks
- Marine Parks
- Nature Reserves
- Conservation Reserves
- State Forest
- Timber Reserves

2. Commercial operations licences

To operate on CALM Act land you need a commercial operations licence from DBCA. DBCA issue licences in accordance with Part VIII of the CALM Act, and Part 7 of the CALM Regulations.

Licences to conduct a commercial event can be applied for online via the Commercial Operator Licensing System.

<https://cols.dbca.wa.gov.au/>

Buying or selling a business

A licence cannot be bought, sold or transferred. When selling a business, operators should disclose this to prospective buyers. Operators are required to notify DBCA **within 21 days** of change in business ownership.

Parks and activities

A commercial operations licence to conduct a commercial event will list the event name, event date and parks and activities that you are permitted to operate. If a park or activity is not listed on the licence, you will need to apply to have them added.

Accessibility

Your licence must be on hand, either electronically or hardcopy, when operating on CALM Act land. Please ensure your employee, agent or contractor has a copy of the licence on hand before entering the park. DBCA staff may ask to see your licence before allowing you into the park.

2. Commercial operations licences

Commercial Operator Handbook

The Commercial Operator Handbook is the official manual which contains licence conditions that apply to **ALL** licenced commercial operators.

Section **7.1 Commercial events** outlines the general conditions that apply to commercial events on CALM Act land.

The conditions in the handbook are legal and enforceable.

The handbook must be on hand (either electronically or in hardcopy) when you are operating on CALM Act land.

The handbook is available online and can be downloaded onto your phone or tablet and is accessible on the department website at:

<https://www.dbca.wa.gov.au/parks-and-wildlife-service/for-business/commercial-operator-handbook>



2. Commercial operations licences

Compliance with laws

A licenced operator must comply with all laws relating to the conduct of the operations which includes, but not limited to the following:

- [Conservation and Land Management Act 1984](#);
- [Conservation and Land Management Regulations 2002](#);
- [Biodiversity Conservation Act 2016](#);
- [Biodiversity Conservation Regulations 2018](#);
- legislation administered by the Department of Transport and the Department of Water and Environmental Regulation; and
- any other Act, Regulation or By-laws.

The Director General of DBCA may cancel, suspend or refuse to renew a licence on the grounds that an operator is convicted of an offence against the CALM Act and Regulations or the BC Act and Regulations.

3. Commercial events

Consultation with DBCA

Please speak with DBCA and its relevant district office when planning an event. This will assist you in selecting appropriate locations for your event and to identify additional considerations for your application.

DBCA Offices and contact details:

<https://www.dbca.wa.gov.au/contact-us/office-locations>

Park Finder:

<https://exploreparks.dbca.wa.gov.au/park-finder-map>

3. Commercial events

Application requirements

Event applications should contain all supporting information and documentation to allow DBCA to properly assess an application including but not limited to:

- Public liability insurance certificate of currency
- Georeferenced maps of the proposed event course/location
- Event management plan
- Risk management plan
- Emergency response plan (including bushfire and emergency evacuation plan)
- Traffic management plan
- Environmental policy

[Commercial events | Department of Biodiversity, Conservation and Attractions](#)

3. Commercial events

Events in Public Drinking Water Source Areas

To conduct an event within a Public Drinking Water Source Area (PDWSA) requires approval from the Department of Water and Environmental Regulation (DWER). To protect drinking water quality, recreation events need to comply with DWER's [Operational policy 13 - Recreation in public drinking water source areas on Crown land](#)

To check if your proposed event is within a PDWSA, DWER's website provides an interactive atlas, which is available at www.water.wa.gov.au.

Alternatively, you can contact DWER at drinkingwater@water.wa.gov.au.

3. Commercial events

Additional approvals and community consultation

Events may require approval from multiple relevant authorities including but not limited to local government, WA Police Force, Department of Water and Environmental Regulation, Forest Products Commission and Main Roads WA.

It is the responsibility of the event organiser to ensure all relevant approvals have been obtained for the event.

Notification should also be provided to relevant community stakeholders such as the Bibbulmun Track Foundation and Munda Biddi Trail Foundation.

3. Commercial events

Advertising an event

Operators need to be granted a commercial operations licence by DBCA prior to advertising an event on CALM Act land. This is a legislative requirement under the CALM Regulations.

Use of mobile food vendors

Where licensed to run a commercial event, Operators can apply to provide mobile food vending services under the licence and may engage the services of external mobile food vendor(s) to service the event under a subcontract arrangement. Subcontracting of the mobile food vendor operations must be approved by the department (see Section 5.19), and the subcontractor must adhere to all conditions of the licence under which it is operating. Where not engaged under an approved subcontracting arrangement, food vendors engaged by an Operator for a specific event must apply for their own commercial operations licence (see Section 6.8).

3. Commercial events

The relevant DBCA district manager or his/her delegate has full on-site control of an event while within CALM Act land and may alter the activities at any time if deemed necessary by the Department.

Licensed Operators must contact the relevant DBCA District contact prior to an event to discuss any issues which may affect the event being held as planned.

Events may need to be postponed/cancelled in the event of extreme weather such as bush fires, high temperatures or heavy rainfall.

4. Fees and charges

Application Fee

There is a non-refundable application fee of \$117 payable on submission of a commercial event licence application.

Application fee waiver

If an organisation submits multiple online commercial event applications for events that commence within the same calendar year, only one application fee for the year will be charged. This waiver will be automatically applied through the Commercial Operations Licensing System (COLS) when an application is submitted that meets the waiver criteria.

Please note, this waiver is applied at the discretion of the department and will be reviewed annually.

4. Fees and charges

Per Participant Event Licence charge

- A \$7.00 per participant licence charge is payable by an operator for each approved commercial event conducted on lands and waters managed by the department.
- The fee allows event operators and participants to contribute towards the management and maintenance of park facilities and the environment impacted by an event and assists DBCA to recover more of the costs involved in assessing, licensing and managing events.
- The licence charge is not payable for child participants aged 16 years or under, reflecting the value in fostering youth appreciation of and access to parks and the environment.
- Operators will receive a notification from the licensing system when payment of the per participant licence charge is due. Operators can then login to their account to complete the requirement by providing a record of the event participants and making payment.

4. Fees and charges

Other fees and charges

Other fees such as parks entry fees, camping fees and attraction fees may apply. Park visitor fees go towards management of the park and improvement of park infrastructure.

A daily park entry fee is payable by commercial event operators for each passenger of its vehicle/s or commercial tour accessing a park with entry fees. If applicable, park entry fees can be paid by completing a commercial operator docket and submitting to the park gatekeeper or honour box. Park entry fees are separate to and payable in addition to the per participant licence charge for commercial events.

The local [DBCA office](#) can also be contacted prior to an event to arrange payment of other fees and charges as applicable.

Event licence holders, their employees and contractors do not have to pay entry fees to parks where entry fees apply.

Participants and spectators are still required to pay entry fees as per normal public charges.

Event licence holders, their employees, contractors, event participants and spectators are required to pay camping fees as per normal public charges.

5. Public liability insurance

All operators must have a policy for public liability insurance that covers the areas and operations permitted in the licence.

This policy must cover a sum of at least AU \$10 million per event throughout the period of the licence.

A current certificate for insurance is required when applying for a commercial operations licence to conduct a commercial event.

6. Employees, agents and contractors

Licenced operators must ensure that all employees, agents and contractors conduct themselves in accordance with customer service standards. These standards are set out the Commercial Operator Handbook.

The licensee is required to fully inform all employees, agents, contractors AND passengers/participants of the commercial operations licence conditions, including those listed in the Commercial Operator Handbook.

The licensee is responsible and liable for the conduct of their employees, agents, contractors AND passengers/participants. If there is a breach of licence conditions the operator will be held accountable.

Operators must comply with all verbal and written directions issued to them by an authorised officer. An authorised officer is appointed pursuant to section 46 of the CALM Act and means a wildlife officer, forest officer, ranger, and a conservation and land management officer.

7. Customer safety and visitor satisfaction

An operator's top priority should be the safety of their passengers/participants.

An operator must ensure that all marshals, race officials, and support crew, carry adequate and functioning communication equipment at all times while on CALM Act land; and are briefed on the emergency response plan prior to the event, including how to georeference their location in case of an emergency.

Operators must report incidents to the nearest DBCA office **within 48 hours** if:

- emergency services were contacted; or
- the safety of passengers/participants was at risk.

[Commercial operations licensing | Department of Biodiversity, Conservation and Attractions](#)

8. Property damage and injury

Operators must report to the nearest DBCA office if there is damage to DBCA property caused by the operator, employees, contractors or passengers/participants.

A list of office contact numbers are accessible in the Commercial Operator Handbook and the DBCA website here:

[Office locations | Department of Biodiversity, Conservation and Attractions](#)

Contact details should also be available at park gates.

9. Respect for DBCA managed lands, and Aboriginal communities and registered sites

Operators and participants should respect CALM Act land and other park visitors. Please make sure you and your participants:

- remove their rubbish;
- leave native vegetation and animals alone;
- do not disturb other park visitors or impede their access to the park;
- are polite and respectful to others; and
- keep vehicles on designated tracks, roads and use appropriate parking areas. Creating new tracks is not permitted.

9. Respect for DBCA managed lands, and Aboriginal communities and registered sites

The department acknowledges the right of Aboriginal people to express and maintain their culture and it both engages and partners with Aboriginal people to help protect, conserve and enhance cultural values across the State.

Sites and landscapes of Aboriginal cultural and heritage value may include (but are not limited to) mythological places, fish traps, artefact sites, middens, scar trees or sites where Aboriginal people have painted or engraved surfaces. Landscape features which possibly contain Aboriginal sites include (but are not limited to) rock outcrops, caves, foreshores and coastal dunes or semi-permanent and permanent waterholes, natural springs and watercourses.

It is an offence under the *Aboriginal Heritage Act 1972* to excavate, destroy, damage, conceal or alter an Aboriginal site. Operators are not permitted to enter any areas occupied by Aboriginal communities without consent from the community.

10. Declared rare flora and fauna

Operators must not take or disturb native flora and fauna without authority. It is an offence under the *Biodiversity Conservation Act 2016* to do so.

All native flora and fauna in WA are protected under the *Biodiversity Conservation Act 2016*. This includes all living plants, or parts of plants (including seeds), and all or part of any animal living or dead (including eggs, carcass, skin, plumage, shell and bones).

11. Closure of parks and reserves

DBCA-managed land may be subject to full or partial closure. When closures are enacted an alert is sent out to operators as an email. To subscribe to these alerts please go to the DBCA website here:

<https://alerts.dbca.wa.gov.au/>

Closures can be due to environmental factors such as flooding, to allow for road works and fire control, to limit the spread of diseases such as the plant pathogen *Phytophthora cinnamomi*; or to protect animal species at vulnerable periods such as nesting.

You are ready to complete the
training questionnaire in your online
application.