



Light
Regional
Council

Event Management Handbook

Guidelines for Event Organisers



Revised April 2023

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If you require further assistance with event planning, please contact Light Regional Council on **phone (08) 8525 3200** during business hours, or **email events@light.sa.gov.au**

Light Regional Council

Event Management Handbook

Acknowledgement of Country

Light Regional Council acknowledges and respects Aboriginal people as our region's first people. We pay respect to the Elders, past, present, and emerging, and recognise their traditional relationship with Country.

We acknowledge that the spiritual, social, cultural and economic practices of Aboriginal people come from their traditional lands and waters, and that their cultural and heritage beliefs, languages, and laws remain important today.



Young Ngadjuri performers at the official opening of Kapunda Town Square, March 2019

Planning successful events

Successful events involve:

- Advance planning
- Attention to detail
- Strategies to ensure the event is accessible and inclusive
- A contingency plan to manage unforeseen circumstances

It is vital for all who live, work, or visit our region to feel welcome and be able to contribute and participate in conventional activities.

The purpose of this handbook is to provide Event Organisers with helpful instruction to assist the development of event or festival proposals that are safe, accessible, inclusive, and well-managed and that present a positive image of the Light Regional Council communities as well as provide economic benefit to the region.

This handbook should be read in conjunction with Council's Event Management Policy.

Celebrating our diversity with Inclusive-of-all events

Supporting participation of people living with disability

Event Organisers have a legal responsibility under State and Federal legislation to avoid discrimination of any person with a disability, or their relative, friend, or carer. All persons with a disability have the right to participate in all aspects of community life, which includes attending events.

Event Organisers must consider accessibility of the event venue and provision of suitable amenities in the early planning stages to ensure these obligations are met. If any barriers (physical, communication, and attitudinal) are identified, these must wherever possible be removed. Consider involving people with a disability, their relatives or carers, and/or disability service providers when planning the event, on how best to support the participation by persons with a disability.

Please refer to the *Barossa, Light and Lower Northern Accessible and Inclusive Events checklist* for suggestions to support people with a disability to participate in your event

[BLLN-Accessible-Inclusive-Events-brochure.pdf \(light.sa.gov.au\)](#)

For more information see the resources on the Inclusive SA website

[Inclusive SA - Resources](#)

Aboriginal and Torres Strait Islander Relations

The Light Regional Council is located upon the traditional lands of the Kurna and Ngadjuri peoples. When planning an event, organisers should consider how they can involve Aboriginal and Torres Strait Islander elders and leaders in planning, and/or acknowledgement of the traditional owners of the land during formalities.

For information about Acknowledgement of Country or Welcome to Country protocols, please see the Reconciliation SA website <https://reconciliationsa.org.au/welcome-and-acknowledgement-of-country/>

Ngadjuri Nation Aboriginal Corporation website <http://www.ngadjuri.com.au/index.html>
Chairperson Quenten Agius mobile 0429 367 121

Kuma Kaaru (Kurna) website [Home - Kuma Kaaru](#)
Principal: Jack Buckskin (contact form on website)

Multicultural events

Australia is a vibrant, multicultural country, home to the world's oldest continuous cultures, as well as Australians who identify with more than 270 ancestries. This rich, cultural diversity is one of our greatest strengths and is central to our national identity.

Light Regional Council encourages Event Organisers to ensure all participants attending their event do not experience prejudice and unfair treatment because of their gender, ethnicity, or appearance.

Providing safe environments for children and adults at risk

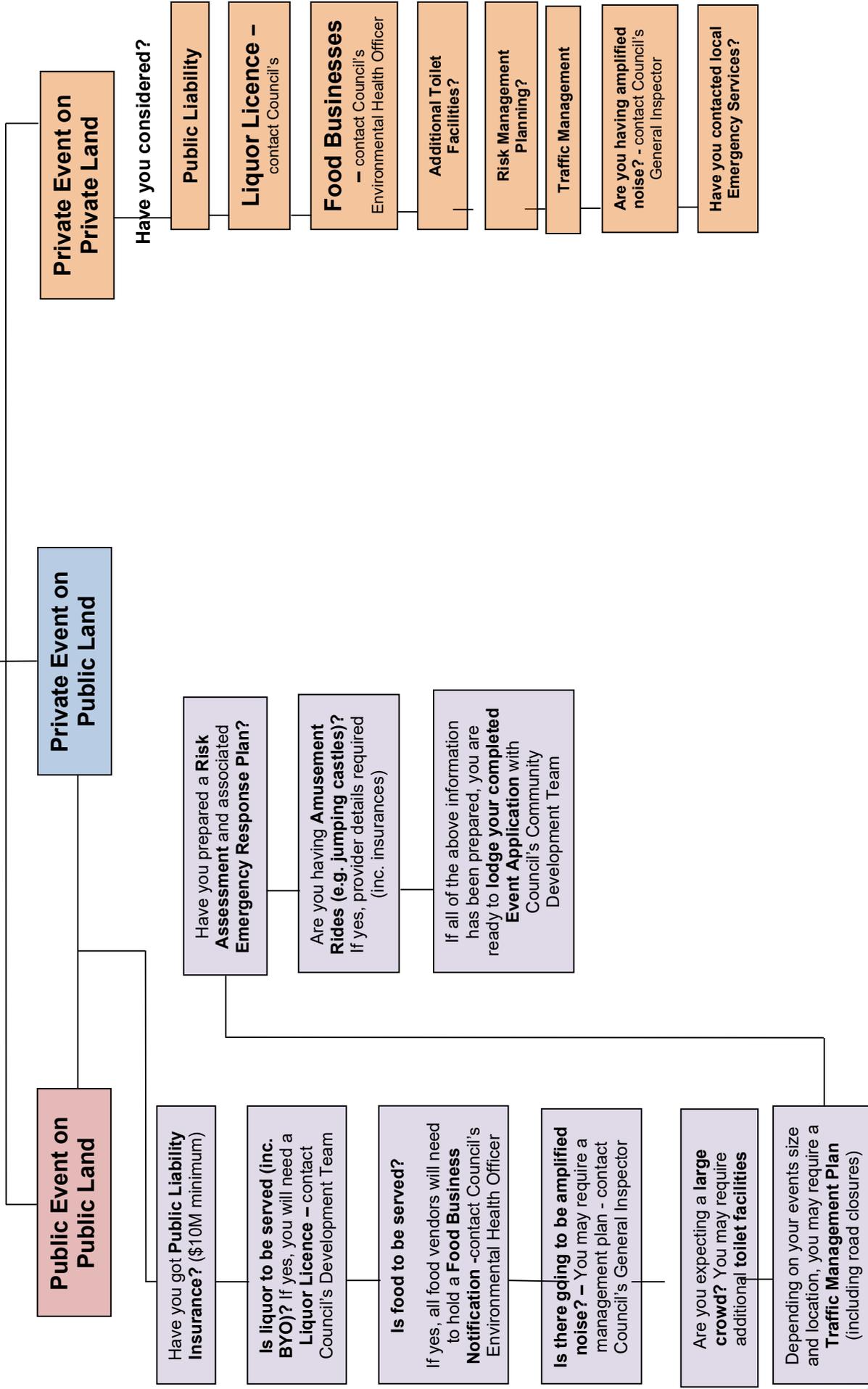
Light Regional Council is committed to the safety and wellbeing of children, young people and adults identified as 'at risk', and supports the rights of all persons to live and participate within a safe environment.

For the purpose of establishing or maintaining safe environments, Council encourages Event Organisers planning an event that will be attended by children, young people, or other persons identified as 'at risk' to ensure that a criminal history screening and/or Working with Children Check is sighted from all persons engaged in either a voluntary or paid capacity that may be in contact with these 'at risk' groups at the event.

For more information about the Working with Children Check process see the SA Department of Child Protection website

<https://www.childprotection.sa.gov.au/carers/how-dcp-works/working-with-children-checks>

Events



Showcasing the Light Region

Light Regional Council recognises and values the important role that festivals and events play in the life and vitality of the region, and the contribution they make in terms of fostering a sense of community belonging, strength, pride, and cultural connection. Importantly, events also provide a vehicle for promoting local industries and an opportunity to showcase the varied attractions and experiences the region offers.

This handbook provides a reference for Event Organisers outlining Council's approach to all events within the region, irrespective of whether the event is held on Council Land (including community managed public facilities such as halls and recreation grounds) or private premises. It is not a definitive resource; each event will have its own specific requirements which need to be considered by the Event Organisers.



The event permit process

Under the *Local Government Act, 1999*, Council is responsible for approval of activities that occur on public land. All Event Organisers seeking to hold an event must submit their request for a permit (Under the Local Government Land By-law) using an Event Application.

Event Organisers are encouraged to contact Council during their initial event planning processes to allow time for formal assessment of the Event Application. Event Organisers are strongly encouraged to meet with Council staff for a 'pre-lodgement' discussion as they work through the Event Application. Refer to the specific event timeframes below to ensure sufficient time is allowed for the assessment of Event Application requests and associated processes.

Event application – assessment timeframes

Event Applications will be assessed, with different departments assessing specific aspects of the event as required. In some cases the request may be referred to Council's Elected Body for decision. Event Organisers may attend the relevant Council meeting to provide further information which may assist Council in its decision-making process.

Council will endeavour to administer an Event Permit in a timely manner, provided all supporting documents are submitted as needed within the required timeframe.

- For **smaller-scale events** (including but not limited to street stalls, filming, busking and/or collections by Charitable Organisations) the completed Event Application must be submitted to Council no less than **four (4) weeks prior to the event**, with a certificate of currency for Public Liability Insurance.
- For **medium to larger-scale events** (including all events requiring a road closure) the completed Event Application must be submitted Council no less than **eight (8) weeks prior to the event**, with a certificate of currency for Public Liability Insurance and other documentation as applicable for the event.

In the case that an Event Application is to be submitted with less than eight weeks' notice, Event Organisers should contact Council staff to discuss plans and expedite assistance if possible. Support cannot be guaranteed if enough notice is not provided, however Council will endeavour to work with Event Organisers to achieve the best possible outcomes.



Event Organisers are advised that if the proposed event is to be held over three (3) or more days, Development Approval may be required if it is considered a 'change in land use', and suitable time must be considered to allow this process to occur independent of the Event Application process. All costs associated with a Development Application are the responsibility of the Event Organiser. Contact Council's Development Team for more information.

Activities requiring further information or approvals

Event Organisers are responsible to ensure that all relevant external permits and Council approvals have been issued prior to holding their event. The following table provides reference of possible external permits.

Activity	Requirements	Action
Amplified music or speeches	<i>Local Nuisance and Litter Control Act, 2016</i> applies	Contact Council's Compliance Team to request exemption
Amusement devices & rides	Copy of Provider's SafeWork SA registration required for each item Copy of Provider's current Public Liability Insurance Policy (minimum \$20million)	Contact Safework SA for requirements
Animals for display or handling	Inspection of animal management practices may be required	Contact Council's Environmental Health Officer
Event duration over 3+ days	Development Approval may be required	Contact Council's Development Services Team
Fires and BBQ's	Permits required for outdoor cooking during Fire Danger Season (refer to Council's website Fire Prevention Light Regional Council)	Contact Council's Fire Prevention Officer, or CFS Region 2 staff
Fireworks & pyrotechnics	Refer to CFS – fire permit required during Fire Danger Season. Pyrotechnician's Licences and SafeWork SA approval required https://www.safework.sa.gov.au/uploaded_files/FwkNotification.pdf	Contact Council's Compliance Team
Public toilet facilities (including disability access)	<i>Public Health Act, 2011</i> applies Refer SA Health for guidelines www.sahealth.sa.gov.au	Contact Council's Environmental Health Officer
Road closures, speed limit reductions	*Council consent required *Professional Traffic Management required *Community consultation/ public notification required	Contact Council's Infrastructure Administration Officer
Supply or sale of food	<i>Food Act, 2001</i> applies - refer SA Health www.sahealth.sa.gov.au Single-use plastics and polystyrene products are prohibited from use in SA. Refer Food and Hospitality (replacethewaste.sa.gov.au)	Contact Council's Environmental Health Officer
Supply or sale of liquor	Refer to Consumer and Business Services for conditions https://www.cbs.sa.gov.au/licensing-and-registration/liquor/limited-licence/	Contact Council's Development Services Team to request letter of support
Temporary promotional signs	Council By-laws apply (refer to Council's website By-laws and Order Making Policy Light Regional Council)	Contact Council's Development Services Team

Event Applications – Documents required

When submitting an Event Application it must be accompanied by:

- a Public Liability Insurance Certificate of Currency (minimum \$10 million cover) in the name of the organising body and providing coverage for the activity proposed, which does not expire prior to the event, and which covers the event's activities and location;
- a Risk Assessment and Management Plan;
- an Emergency Response Action Plan;
- a Site Map and Plan (layout of event venue);
- a Traffic Management Plan (if applicable); and
- a Site Nuisance Management Plan (if applicable);
- an Animal Management Plan (if applicable); and
- all required external licences and approvals (Liquor licence, CFS Schedule 10 Permit for outdoor fires and/or cooking)

If the event will be held at a community-managed public facility (such as a hall, institute or recreation ground) the Event Organiser must supply confirmation of approval from the venue manager to use the facility.



Along with the Event Organiser, all individuals and groups (third parties) participating in the event must be covered by their own Public Liability Insurance (minimum \$10 million cover). For the most appropriate insurance cover for your event (including personal accident and injury insurance for volunteers) please consult with your insurance provider.

Not-for-profit community groups can access a range of insurance products through Local Community Insurance Services (LCIS) – for information about the range of products refer to their website <https://www.localcommunityinsurance.com.au/>.

Event Applications – Assessment criteria

The criteria used by Council to assess Event Applications are based around the following considerations:

(i) Public Health

- Hygiene principles will be applied to all accessible areas
- Food and beverage service (safe food handling and storage)
- Sufficient toilets and ablutions facilities for expected attendance

(ii) Community impact

- accessibility for all
- impacts on community (e.g. amplified noise, nuisance, safety, number of patrons, availability and consumption of alcohol, road closures and parking)
- where applicable, commitment to undertake a pre-event public notification process to seek community feedback about potential impacts from medium to large-scale events (e.g. amplified noise, road closures, parking)

(iii) Economic impact

- potential for significant fundraising opportunities within community
- potential for additional visitors and economic activity within the region

(iv) Environmental impact

- minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices (refer to the *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020*)

(v) Timing

- proposed timing of the event in relation to existing events and the availability of tourism resources, accommodation etc.
- potential to schedule events during low tourism seasons (May to September)

(vi) Public Safety

- is the industry minimum standard of Public Liability Insurance cover in place?
- is capacity of venue suitable for expected crowd?
- evidence provided outlining safety and security arrangements and risk management processes undertaken for all events, including appropriate licencing in place, and safety checks of all equipment.

Council Support for Events

Council will consider supporting events that align with the priorities, needs and expectations of the community (as reflected in Council's Strategic Plan) that can:

- deliver significant economic benefits to the Light Regional Council area as well as social, cultural and other benefits to the resident and business communities;
- demonstrate wide community support; and
- enhance the profile and reputation of the region.

Council support for events will generally be offered when Event Organisers can demonstrate that all Event Application assessment criteria have been met. Events that fall under exceptional categories must also meet all relevant guidelines for their type of event.

Where a community consultation process is required (for example in the case of feedback on the potential impact of a road closure), Council may insist on the Event Organiser providing detail about the method of community engagement (pre- or post-event), so that they are satisfied that a balanced and comprehensive approach was undertaken.

Financial Support of Events

Council provides financial sponsorship for events, through two competitive annual funding rounds within its Grant Funding Program. All requests by Event Organisers for event funding must be submitted on the designated Event Sponsorship Program (ESP) Application within the prescribed annual funding rounds. Refer to Council's website <https://www.light.sa.gov.au/live/sponsorships-and-grants>

Applications for Event Sponsorship funding will be assessed based on eligibility criteria as contained in Council's 9.01 Grant Funding Policy, and the *Sponsorships Grants and Incentives Scheme Guidelines*. Late or non-conforming applications and/or non-provision of required documentation will be considered ineligible. Contact Council staff for information and advice.

A condition of the agreement is that successful ESP applicants must acknowledge Council's support in all promotional activity and reports for public information. Approval to place Council's logo on promotional materials and programs to promote an event must be sought from the Chief Executive Officer (or delegate).

ESP funding will be released to successful applicants once an Event Permit has been issued.

All successful ESP applicants must submit an ESP acquittal to Council within four (4) weeks of the completion of their event.

In-kind Support of Events

Separately, Council may provide 'in-kind' support which may include:

- event planning advice;
- publicity and promotion (through Council's website and Facebook page, Events Calendar, and Visitor Information Centre);
- installation of road speed reduction signage; and
- rubbish removal.

Please note: Event Organisers may need to directly engage external Traffic Management Providers to conduct road closures for their event (at Event Organiser's own cost) if Council is not able to provide requested traffic management services.

Where Council supports an event through the provision of subsidised 'in-kind' support, it is expected Event Organisers will arrange appropriate marketing and communications that will ensure Council's involvement is acknowledged and publicised.

The provision of 'in-kind' support is independent of any financial support provided to Event Organisers through the Event Sponsorship Program. When allocating 'in-kind' support, Council will give priority to:

- incorporated 'not-for-profit' organisations, community groups or voluntary associations;
- unincorporated groups auspiced by an appropriate incorporated body; and
- in the case of commercial operations, applicants that demonstrate that the event will achieve substantial social and economic benefits to the wider community.

Fees for in-kind support will generally not apply to community events, however Council reserves the right to charge an administration fee for commercial events, commensurate with the scale of the event and time required to assess the application.

Specific fees and charges are applicable to in-kind event support, which may include:

- fees for the provision of waste bins and waste removal;
- fees for provision and/or installation of event-related signage (community event ahead, speed reduction if applicable);
- fees for public notices for road closures for events;
- fees for cleaning public toilet facilities; and
- application fees for commercial events.

Fees for event support services

Events may be eligible for a waiver or reduction of these fees. Event Organisers are requested to make a timely written request for consideration. The following principles will guide Council in deciding which events will be eligible for a waiver/reduction in the costs associated with the provision of 'in-kind' support.

An event must:

- preferably offer free entry to the general public;
- encourage community involvement in, and the ownership of events;
- nurture local talent, businesses, and community groups;
- promote the Light Regional Council area to audiences outside the region;
- stimulate the local economy through community and business partnerships and involvement;
- increase visitation and length of stay from audiences outside the region, particularly during low visitation periods;
- demonstrate sound business principles and planning; and
- demonstrate sound environmental practices to protect our natural areas.

Use of community land for events

All Light Regional Council community land (parks, gardens and infrastructure) are for the use of residents, ratepayers and visitors. They cannot be privately booked and must remain accessible to the public at all times.

Use of public playgrounds and parks for celebrations are permitted under certain conditions. Please note that use of amusement devices (such as jumping castles) or animals (such as pony rides or petting zoo) will not be permitted at private functions held on public parks and reserves.

If shade structures will be installed on lawn areas, permission must be obtained from Council's Horticulture team to avoid damage to under-surface irrigation equipment.

Use of amusement devices (such as jumping castles) on public space as part of a community event – prior to the event all amusement operators must supply:

- a copy of their Public Liability Insurance Certificate of Currency (minimum \$10 million cover) valid at time of the event;
- a copy of the providers SafeWork SA registration certificate or engineering certificate for each item of equipment; and
- a copy of the annual inspection certificate for each item of equipment.

Tips for hosting a safer event

The Event Organiser is responsible for the safety of event participants at all times. Light Regional Council will not accept liability for any personal injury, loss or damage that may occur to participants or other third parties or their property as a result of staging the event.

SafeWork SA offers a free Advisory Service and resources that can assist with safe event planning. Refer to the website <https://www.safework.sa.gov.au/about-us/advisory-service>

If an event will have fireworks, amusement devices, large marquees or stages, Event Organisers are required to complete a Public Event Notification checklist and submit to Safework SA at least 4 weeks prior to the event.

[Event-safety-Public-event-notification.pdf \(safework.sa.gov.au\)](#)

Risk Assessment and Management Plan

There are risks associated with any event. Under the *Work Health and Safety Act, 2012*, an Event Organiser that is planning, setting up or conducting a public or community event has legal responsibilities to ensure the safety of everyone attending or working at the event. If a client or visitor is injured at your event, this could result in a public liability claim for compensation.

Event Organisers have a duty of care to ensure they have assessed and managed any potential health and safety risk at their event. When risks are identified, Event Organisers must do whatever possible to eliminate or minimise them and document this within a Risk Assessment and Management Plan.

Emergency Response Action Plan

Preparing an action plan outlining how specific issues or incidents will be dealt with and by whom will ensure that roles and responsibilities are clearly defined to all stakeholders and volunteers and that an appropriately coordinated response can be activated immediately. This includes having an accessible emergency contact list and appropriately qualified first aid personnel and equipment onsite.

Potential incidents could include (but are not limited to):

- extreme weather (especially if event is held outdoors);
- injury and/or medical emergency;
- fire; and/or
- electrical hazards.

Site Plan

Site plans should detail the location of all activities at the event, including:

- Entry/exit points for venue;
- Parking;
- Access and egress routes for emergency services;
- Location of public amenities (permanent and temporary);
- First aid facility;
- Food stalls, amusements and rides, other activities;
- Liquor stall, consumption area(s); and
- Security controls.

Assessment of event venue

Event Organisers are encouraged to assess the capacity of the event venue and its suitability for the number of people expected to attend. Will sufficient amenities be available and accessible? For outdoor events – is there shelter or an alternative venue in case of extreme weather?

You will need to know the measurements of the venue when submitting the Covid-Safe Plan or Covid Management Plan online.

Electrical or Gas Equipment - safety considerations

Event Organisers, amusement providers, food vendors and stallholders are responsible to ensure that all electrical equipment is safe for users and the general public. Prior to the event, electrical installations must be tested and verified as safe by a licenced technician, to comply with the *Australian Standard AS/NZS3002 – shows and carnivals*.

A certificate of compliance issued by the licenced electrician is required as evidence of safety. All electrical equipment is to be tagged and tested, and in approved cable covers. Power cables and leads should be safely installed away from pedestrian traffic, tree canopies and water.

Amusement ride and stall operators should use their own generators or battery power.

Refer to Office of the Technical Regulator's website for obligations to ensure electrical and gas safety at events <https://www.sa.gov.au/topics/energy-and-environment/using-electricity-and-gas-safely/catering-at-outdoor-events>

Security at Events

The nature of an event and anticipated crowd numbers will determine if security is required. The responsibilities of security staff will include crowd management and asset protection.

Places of mass gathering incorporate a diverse range of facilities including, but not limited to, significant one-off events or recurrent major events at sporting venues, shopping and business precincts, tourism and entertainment venues/attractions, and hotels and community centres. A mass gathering is characterised by having a large concentration of people on a predictable basis which often have limited security controls present. Places of mass gathering pose a broad range of security challenges for Event Organisers.

Refer to the SA Police website for the Crowded Places assessment tool <https://www.police.sa.gov.au/your-safety/crowded-places>

Event Organisers are encouraged to:

- maintain an awareness of their operating environment;
- provide adequate security for their assets, based on threat and risk;
- actively apply risk management techniques to their planning processes;
- conduct regular reviews of risk assessments and security, emergency and contingency plans; and
- conduct training with employees and volunteers, and practice the security, emergency and contingency plans.

Catering and Food Safety

If food and/or beverages will be supplied or sold at an event, Event Organisers must provide details of all food businesses* operating at or supplying food for the event. Event Organisers must provide evidence of a Public Liability Insurance Certificate of Currency (minimum \$10 million cover) in the name of each food business, which does not expire prior to the event and which covers activities at the event location.

**A food business is any business, enterprise or activity that involves the handling or sale of food in a commercial, charitable, or community nature regardless of whether it involves the handling or sale of food on one occasion only.*

Under the *Food Act, 2001*, all food businesses are required to complete a Food Business Notification (FBN) with their local council, which is registered with SA Health. Caterers and mobile food businesses should notify the council area relating to their base of operation.

All persons involved in the handling of food are responsible to comply with the National Food Safety Standards. It is recommended that all food handlers undertake Covid-Safe Food Safety Training.

For information about food safety, refer to the Safe Work SA booklet *Food catering sites; keeping community events safe*.

Avoid single-use plastic and polystyrene products for food service

In September 2020, the South Australian parliament passed the *Single-Use and Other Plastic Products (Waste Avoidance) Act 2020*. The legislation prohibits the sale, supply or distribution of single-use plastic straws, beverage stirrers and cutlery. Single-use plastic products are designed to be used once, or for a limited number of times, often away from home, and thrown away after a brief use.

From 1 March 2021, single-use plastic straws, cutlery and stirrers were prohibited from sale, supply, or distribution in South Australia. From 1 March 2022, expanded polystyrene cups, bowls, plates and clamshell containers were prohibited from sale, supply or distribution in South Australia.

Event managers must offer reusable or compostable alternatives to single-use plastic food service items. Refer to the Replace the Waste website for further information [Event Management \(replacethewaste.sa.gov.au\)](https://replacethewaste.sa.gov.au)

Effective waste management

There are five main components to a successful and effective waste management strategy at your event or venue

- 1. Avoid waste by reducing the number of unnecessary items brought to the event and the amount of waste created during the event**
As well as reducing the potential for littering and contamination of recycling systems, this cuts the cost of waste management
- 2. Incorporate an organic recycling stream**
Require vendors to only use reusable or compostable service ware, contract specialist providers to take material to a commercial composting facility and, where practical, partner with food rescue organisations to collect quality surplus food.
- 3. Have a comprehensive waste bin system for the public and vendors**
Ensure you have co-located bin stations in the right places and that event staff or volunteers regularly monitor bin stations to assist with correct disposal of waste. Service providers can help with planning.

4. **Use clear and effective signage**

A good bin system is ineffective if it's not clear what goes where. People who want to do the right thing need to know how.

5. **Collect and evaluate waste and recycling data**

Understanding what did and didn't work can help in developing better and more cost-effective strategies for future events.

Download the **Zero Waste Guide for Events and Venues** [Zero Waste Guide for Events and Venues \(greenindustries.sa.gov.au\)](https://greenindustries.sa.gov.au) for practical advice, tools, examples and tips on how to reduce your event or venue's carbon footprint and reduce waste to save costs.

Local Nuisance and Litter Control Act 2016

Under the *Local Nuisance and Litter Control Act, 2016* Event Organisers must ensure that event activities or the presence of animals producing noise, odour, smoke, fumes or dust do not adversely affect the amenity of the site. An exemption request for these activities at the event must be submitted to Council, accompanied by a Site Nuisance Management Plan.

At the conclusion of the event, Event Organisers are responsible to ensure that the event site is left in a clean and tidy state with all displays, promotional material and rubbish removed from the site.

Additional rubbish bins can be arranged through Light Regional Council (fees may be applicable for event support). Additional cleaning or removal of rubbish and other materials by Council will result in additional cost to Event Organisers.

Street stalls (food or fundraisers, markets)

When submitting an Event Application, Event Organisers must supply a copy of all food stall operators Food Business Notification (FBN) and Public Liability Insurance Certificate of Currency (PLI-CoC minimum \$10 million cover) in the name of the business, which is current for the event date(s).

Event Organisers must also ensure that a copy of all non-food stalls' PLI-CoC (minimum \$10 million cover) is included in the application documentation. All stallholders need to provide confirmation from business owners to set up the stall in front of their business. All persons involved in the handling of food are responsible to comply with the National Food Safety Standards. It is recommended that all food handlers have undertaken Covid-Safe Food Safety Training.

Mobile food vendors (roadside trading)

A person must not use a public road for business purposes* without a permit. *'Business purposes' include the use of land even if it is not intended to make a profit.

A **mobile food vending** business requires a permit under section 222 of the Local Government Act 1999 to operate a business on a public road in the Council area. A fee is applicable for the permit.

Refer to Council's Mobile Food Vendors – Location Rules Policy for the rules associated with selling food on or by a public road [Environmental Services | Light Regional Council](#)
For more information contact Council's Environmental Health Officer.

Alcohol service at events (liquor licence)

Under the [Liquor Licensing Act 1997](#) if alcohol is supplied or sold at an event, Event Organisers need to obtain a short-term liquor licence from Consumer and Business Services (Office of Liquor and Gambling Commissioner). Please refer to the website <https://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term>

If you are organising or hosting a party, function or event where alcohol will be sold, you must apply online for a short-term liquor licence. Events held at 'regulated premises' (a public place or facility such as a Hall or Institute) where BYO (Bring Your Own) alcohol is a feature also requires a licence. All applications for a licence must be lodged **online** at least **60 days before** the event. An application fee is applicable, and a site plan must be provided.

Toilet and ablution facility requirements for events

Event Organisers are responsible for ensuring an adequate number of suitable toilets, handwashing facilities and any ablution blocks are conveniently located for patrons at the event. Hand sanitization stations are also recommended. Disabled toilet facilities must be provided at an event. Where existing toilets facilities are inadequate, portable toilets (preferably unisex) must be supplied. The number of toilets for the event and placement at the venue should be included on the Site Plan diagram.

All toilet facilities must:

- be placed at distance from food preparation and food serving areas;
- have the necessary provisions for the collection, treatment and disposal of sewerage and wastewater;
- be operated and maintained in a clean & tidy manner so that insanitary conditions are prevented;
- be water flush and have hand basins connected to a cold-water supply, with soap or hand sanitiser provided.

There is no uniform standard when calculating the number of toilets required for an event. The tables below are a guide, with the minimum standard taken to be for up to 500 event patrons.

For more information contact Council's Environmental Health Officer.

Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Duration of event	Quantity required
8hrs +	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Smoke-Free events (Tobacco smoking regulations)

The health effects of passive smoking have become well known in recent years. Community support for smoke-free, safe, and healthy environments is very high and as a result, many South Australian public areas have become smoke-free over the past decade, including all indoor events and at outdoor events in public spaces. Event Organisers are encouraged to promote which areas of the event venue are smoke-free to minimise the effect passive smoking has on the health of others.

Road closures, road restrictions and management of parking

Where possible Event Organisers should encourage the use of alternative transport options and include parking considerations in their event planning (include in a Traffic Management Plan) especially where road closures have been requested. Event Organisers are encouraged to liaise with local SA Police traffic management teams to discuss their Traffic Management Plan.

Event Organisers are responsible to cover all costs associated with closing a road for an event, including engagement of an external traffic management providers and publishing of public notices in local newspapers at least one week prior to an event.

If an event requires any full or partial road closures, or road restrictions (changes to speed limits, traffic flow or parking), Event Organisers are required to submit their request for Council's consideration a minimum of 8 weeks (2 months) prior to the event.

If the event requires multiple road closures across more than one Council region, it is the Event Organiser's responsibility to liaise with all relevant Councils. Road closure or restriction requests should include:

- A description of the section of road to be closed;
- Timeframe for the closure;
- Purpose of the closure;
- Information on the Traffic Management Company managing traffic management plans and detours; and
- Written evidence of consultation processes undertaken with residents and businesses that may be impacted by the road closure;

All road closure requests must be accompanied by:

- Traffic Management Plan;
- A Road Impact Summary (including date, locations and times of road closure, times of event, and alternative arrangements for vehicle access);
- Agreement to cover all costs associated with public notices published in local newspapers (e.g. Gawler Bunyip, Barossa Leader) up to 7 days prior to the event;
- Certificate of Currency of Public Liability Insurance (minimum \$10 million).

Following Council's approval of a road closure, South Australian Police will issue a closure order. A full road closure means no-one is permitted to drive a vehicle on the closed section of road during the designated times.

Noise control for events

Event Organisers are encouraged to consider the amenity of the surrounding areas when organising events in public reserves and open spaces. Managing noise levels ensures Light Regional Council remains an amenable supportive environment for all.

Event Organisers are required to request an exemption under the *Local Nuisance and Litter Control Act, 2016* from Council's Compliance Team for their event. Please supply the following details with your request:

- Location of event;
- Date, time and duration of event;
- Activities that may impact and cause a local nuisance (eg) amplified noise, odour, smoke, fumes, dust;
- A Site Nuisance Management Plan for the event (Refer Appendix 6).

Event Promotional Signage (public and private property)

Under Council's By-Law No. 2 – Moveable Signs, approval must be sought from Council's Compliance Team **before** installing any event promotional signage and/or banners on public or private property within Light Regional Council. Event promotional signage must not be displayed more than one month prior an event and displayed no more than one week after the event.

Placement of signage on road reserves must not present a hazard or obstruction of vision. Signage must not be affixed to existing signs or road infrastructure. For signage installed on private property, written confirmation must be provided from the property owner. This includes signs displayed on electricity or lighting poles.

For more information contact Council's Development Team.

Fireworks and pyrotechnics

The release of fireworks in South Australia can only be conducted under permit by licenced pyro-technicians. For all requests to release fireworks, either within public space or on private property, an Event Organiser needs to supply the following documents in order to meet legislative requirements:

- Evidence of an adequate community consultation process at least 4 weeks prior the event (including provision of the RSPCA's suggestions for keeping pets safe during fireworks to local residents <https://www.rspcasa.org.au/pets-in-fireworks/>);
- Written approval by the landowner to conduct the fireworks display;
- Copy of the pyrotechnician's licence, and their Public Liability Insurance Certificate of Currency;
- Licenced pyro-technician) to complete a Notification of Fireworks Display and lodgement with SafeWork SA at least 7 days prior to the event;
- Schedule 9 Permit issued by Country Fire Service (CFS) to a licenced pyro-technician for fireworks release during the fire danger season.

Fire safety and awareness

For any event using fire displays or other fire-related equipment (e.g. blacksmith works, wood fired pizza ovens), or outdoor cooking such as BBQ's the Event Organiser must contact their closest CFS brigade directly for advice and permission, especially for events held during the fire danger season.

See the CFS website for information and process to arrange 'permits to burn' [cfs fact sheet 414 burningoff \(1\).pdf \(safecom-files-v8.s3.amazonaws.com\)](https://www.cfs.sa.gov.au/files/2018/04/cfs_fact_sheet_414_burningoff_(1).pdf)

Additional to CFS permission, Event Organisers must also seek permission from Council's Fire Prevention Officer. Assessment of fire risk and emergency response actions should include access to fire extinguishers and trained operators.

If your event will be held during the designated fire season (October to April annually), you need to consider how you will manage fire safety concerns if the day is declared a total fire ban with a severe, extreme or catastrophic rating.

Your proposed actions should be documented in the Emergency Response Plan for the event (e.g. process for event cancellation, additional precautions).

For more information about Fire Danger Ratings please refer to the online resources on the CFS website www.cfs.sa.gov.au

Amplified speeches and music performances

Under the *Local Nuisance and Litter Control Act, 2016* Event Organisers must ensure that amplified noise (via speeches and/or music) will not adversely affect the amenity of the site or impact on local residents and businesses.

An exemption request for these activities at the event must be submitted to Council, accompanied by a Site Nuisance Management Plan for the activity. Contact Council's Compliance Team for information and advice.

Event Organisers playing music (recorded or live performances) in public will need to obtain a licence prior to the event from One Music Australia (formerly APRA AMCOS and PPCA). A fee is payable for the One Music licence based on the type of music performance. For further information refer to the One Music website [One Music Home | OneMusic Australia](#)

Screening of movies in public

Event Organisers can be liable for substantial penalties if a film is screened in public* without the permission of the copyright owner.

Event Organisers wishing to screen a film in public must obtain permission from the copyright owner and pay a licence fee. A *Single Title Screening Licence* can be issued on a title-by-title basis. This allows the licence holder (Event Organiser) to screen specific films in either commercial (paid audience) or non-commercial (free of charge) environments, as well as promote the screening outside of the venue itself.

For more information on public screening of movies refer to the Roadshow Public Performance Licencing website

<https://roadshowppl.com.au/wpLicence/PublicScreening.aspx>

**for the purposes of copyright in Australia, a screening of a film outside the home is generally regarded as 'in public'.*

Rides and amusements

For all events with amusement rides (including, but not limited to, jumping castles, rock climbing walls and merry-go-rounds), Event Organisers are responsible to ensure all amusement operators supply:

- a copy of their Public Liability Insurance Certificate of Currency (minimum \$10 million cover) valid at time of the event;
- a copy of the provider's SafeWork SA registration certificate or engineering certificate for each item of equipment; and
- a copy of the annual inspection certificate for each item of equipment.

All amusement structures must be registered in South Australia (interstate registration certificates are not valid). Amusement ride operators should use their own generators or battery power to operate their equipment and ensure all electrical items have been tested and tagged for compliance. Please consider rides and amusements in your Risk Assessment and Emergency Response Plans.

For more information about safe provision of amusements refer to the SafeWork SA website <https://www.safework.sa.gov.au/industry/recreation-and-events>

Safe animal management at events

Animals in South Australia must be treated in accordance with the *Animal Welfare Act 1985* and the *Animal Welfare Regulations 2012*. The Act applies equally to all animals regardless of their value or status (ie threatened or pest species). Compliance with the requirements of the Act is mandatory.

Approval must be sought from Council regarding any animals to be present at an event. Please include the following details in the event application:

- Type of animals in attendance
- Purpose of attendance
- Management of animal containment
- Waste disposal arrangements
- Hand washing facilities

Event Organisers are responsible to ensure all animal ride and/or petting zoo operators supply a copy of their Public Liability Insurance Certificate of Currency (minimum \$10 million cover) valid at time of the event.

When preparing an Event Animal Management Plan, please refer to the SA Health *Animal Contact Guidelines 2015*. All animals must be kept in an appropriate pen with water available and all waste removed prior to the site being vacated. Event Organisers must ensure appropriate hand sanitiser is available at all locations where public access to animals is permitted.

Contact Council's Environmental Health Officer for information and advice.

Use of structures at events

Events may require structures such as seating stalls, stages, large marquees (over 50 square metres) and amusements. It is the Event Organiser's responsibility to ensure that all temporary structures, entertainment and amusements meet legislative requirements.

If stages above a certain height and/or large structures are a component of an event, the Event Organiser is required to submit a Development Application to Council at least 12 weeks prior to the event. In considering the appropriateness of the structure, Council will consider elements such as loading. As such, details and plans from a structural engineer are required prior to the structure being erected. Upon completion, the structural engineer must issue a certificate to certify the structure meets the Australian Building Codes Board checklist of safety requirements for temporary structures.

Contact Council's Development Team for information and advice.

Filming in Light Regional Council

Event Organisers are to submit an Event Application accompanied by a copy of the Public Liability Insurance Certificate of Currency (minimum \$10 million cover) for all filming events in the region. Council requests that timely delivery of an information letter be made to all residents and businesses in the areas to be filmed notifying them of the activity to prevent any unnecessary concerns by residents.

Event Organisers are requested to provide the following details in relation to any proposed filming activity:

- Production Details (including a short description of the production, date/time shooting to start and finish, contact person during the shoot, location of shoots)
- Brief description of any equipment that will be set-up, and number of personnel involved in the shoot
- Emergency Response Plan and Traffic Management Plan (should the filming be occurring on roadside verges or roadways).

Separate approval is to be sought from any other private enterprises you will be filming. People should not be filmed without their knowledge and/or consent. Council encourages Event Organisers to send a courtesy email or phone call to local emergency services, so they are aware of the filming activity.

The Event Organiser occupies and uses the filming area at the permit holder's own risk. Council is not liable for any claims for loss or damage sustained or incurred to any person or property due to the use or occupation of the filming area; conduct of the filming activity; or the granting of a permit.

The film site(s) set up must comply with the SafeWork SA Code of Practice. All parks, gardens and Council infrastructure must remain accessible to the public. Access to the film site must be maintained at all times for emergency vehicles, owners or tenants of nearby or adjoining properties requiring access and pedestrians.

The Event Organiser must comply with reasonable requests or directions given by Authorised Officers of the Council. The reinstatement of the filming area is the responsibility of the permit holder. If the permit holder fails to comply with this condition, the Council may carry out the necessary works, at the permit holders cost and the permit holder indemnifies and agrees to reimburse the Council for all expenses incurred in carrying out such works.

Use of Unmanned Aerial Vehicles (drones) for filming

Additional to the conditions for filming within Light Regional Council, the use of unmanned aerial vehicles (UAV or drone) or Remotely Piloted Aircraft (RPA) for filming requires Event Organisers to provide additional documentation to Council. This includes:

- a copy of Public Liability Insurance Certificates of Currency valid for date of filming both from the Event Organiser and UAV operator; and
- a copy of the UAV operators current Civil Aviation Safety Authority (CASA) licences (e.g. Remotely Piloted Aircraft Operator's Certificate (ReOC)).

For more information about the requirements for the commercial use of drones refer to the CASA website <https://www.casa.gov.au/drones>

Hire of public facilities within Light Regional Council

Public and community facilities within the Light Regional Council area are managed by local community groups and available to community members for hire and use. Please directly contact the community groups listed below to arrange hire.

Dutton Park – Montefiore St, Kapunda

Contact Tom (Dutton Park Management Committee) Phone: 0409 285 160

Freeling Community Recreation Park – Hanson St Freeling

Contact Mr Andy Brimer Phone: 0431 171 082 or 8525 2810

Freeling (FARM) Multipurpose Centre – Hanson St Freeling

Contact Mr Ross Sharer Phone: 8525 2149 or mobile 0447 699 725

Website: <https://www.thefarmcentre.com.au/>

Freeling Institute – Clarke St, Freeling

Contact Ms Sam Lewis Phone: 0408 520 378

Greenock Centenary Park – Martin St, Greenock

Contact Mr Geoff Saegenschnitter Phone: 0409 177 657

Greenock Institute – Cnr Greenock Rd & Konke St, Greenock

Contact Mr Geoff Saegenschnitter Phone: 0409 177 657

Hewett Community Centre – 28 Kingfisher Dve, Hewett

Contact Reception Phone: 8523 0057 or email: mquinn@belgravialeisure.com.au

Website: <http://www.hewettcentre.com.au/>

Kapunda Soldiers Memorial Hall – Hill St, Kapunda

Contact Light Regional Council – Kapunda Library Phone: 08 8525 3200

Email: light@light.sa.gov.au

Kapunda Swimming Pool – Beck St Kapunda

Contact Kapunda Swimming Pool Committee email: kapundaswimmingpool@gmail.com

Wasleys Institute

Contact Wasleys Community Group Committee

Email: wasleyscommunitygroupinc@gmail.com

Wasleys Recreation Park

Contact Light Regional Council – Freeling Depot Phone: 08 8525 3200

Email: light@light.sa.gov.au

Definitions

'Council-facilitated Events' means those events initiated or facilitated by Council to celebrate or acknowledge significant events, and provide opportunities for recreation, entertainment, and education across the region. Council carries the full responsibility and risk management for these events. Examples include Citizenship Ceremonies, National Volunteer Week celebrations, SA Youth Week events.

'Community Events' means those events which create and foster a positive community spirit through participation, co-operation, and volunteerism, and provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or acknowledge significant events, or to fundraise for community initiatives or charitable purposes. Examples include ANZAC and Remembrance Day Memorial Services, Christmas Street Parties, Christmas Carols.

'Community-Council Collaborative Events' means those events which are a collaboration of community groups and Council, working together to create an event for the benefit of the broader community. The events may be recurrent in nature and may be reviewed annually by a Council Committee and/or as part of Council's budget deliberations. Examples: Australia Day events, National Youth Week activities.

'Commercial Events' means events conducted for the purpose of marketing, promoting, or selling a service or product, or for providing entertainment for profit. Examples: live performance or concert, trade show, product promotion, mobile food vendors (including Rodeo, Agricultural Show).

'Private Events on Council or Community Land' means events held for private purposes that generate no revenue to the organiser. The event will not be granted or guaranteed exclusive use of any public area. Examples include: wedding ceremony, family picnic, birthday celebration at parks or reserves across the region. Certain additional requirements will be necessary in some cases.

'Public Events on Private Land' means events open to the public (with or without an admission charge) that are held entirely on private land. These events may require the organisers to advise Council for development approval under State Development Laws, a Liquor Licence, evidence of public liability insurance currency, food business notification (FBN) registration with Council/SA Health, a Pyrotechnics Licence, and/or a Roadside Trading Permit in certain cases.

'Event Organiser' means the individual or group responsible for the planning and execution of an event. This person(s) will be the main contact for Council in relation to the event.

'Level of Support' means the level of support for the event in the community. It is assessed by Council and will depend upon the event. For example, when residents are not directly impacted (e.g. where their driveways are not blocked) a high level of support from the community may be able to be inferred from past experience and feedback. Conversely, a street closure affecting local access might require proof of at least 75% support (or no more than 25% opposition) from those affected locals depending on factors such as time, duration and extent of impact to be deemed to have a high level of support.

'Risk Management' means that the potential for specific risks occurring at an event has been assessed, with processes put in place to either prevent the potential risk occurring, or to manage the risk if it does occur during the event.

'Council Approval' means that under the Local Government Act, Council is responsible for either issuing a permit; or otherwise providing support for any event that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues and sports grounds). This includes, but is not limited to, the following events:

- Street Stall Permit;
- Event Permit;
- Busking Permit;
- Filming Permit;
- Collections by Charitable Organisations Permit;
- Any other unclassified event ('Special Event');
- Food Business Notification Number;
- Liquor Licence requests; and
- Planning consent (special events that run for three or more days require a Development Approval – the costs associated with this application are the responsibility of the Event Organiser).

EXAMPLE Event Planning Checklist

This checklist outlines some essential considerations for Event Organisers when planning their event - recommended by Council for a safe and successful event.

Event name:

Event date(s):

Event Times: Start am pm

Finish am pm

No. of people expected to attend:

ACCESSIBILITY and INCLUSION

Event organisers need to consider accessibility of their event for people with disabilities. This may include disabled toilets, availability of ramps, large print signage and maps.

Refer to the *Barossa, Light and Lower Northern Accessible and Inclusive Events* checklist for suggestions to support people with a disability to participate in your event https://www.light.sa.gov.au/_data/assets/pdf_file/0023/502484/BLLN-Accessible-Inclusive-Events-brochure.pdf

Have you considered accessibility to all services and facilities at your event?

YES NO

Details:

AMUSEMENT DEVICES AND RIDES

It is the Event Organisers' responsibility to ensure that the correct **South Australian** accreditation paperwork has been supplied, along with a certificate of currency for the amusement operators' public liability insurance.

Will there be any amusement devices or rides at your event? (e.g. jumping castles)

YES NO

If YES, do you have the correct accreditation paperwork and public liability insurance certificate from amusement operators? (e.g. SafeWork SA) YES NO

Details:

ANIMALS AT YOUR EVENT

Event Organisers are responsible to ensure all animals are kept in an appropriate pen with water available and all waste removed prior to the site being vacated.

Event Organisers must ensure appropriate hand sanitiser is available at all locations where public access to animals is permitted.

Type(s) of animals in attendance at this event.

Details:

How will animals be contained at your event?

Details:

How will waste from animals (including surplus feed) be managed at your event?

Details:

What hand washing facilities will be available at your event?

Details:

EMERGENCY SERVICES

It is recommended that all Event Organisers contact South Australian Police, CFS and SA Ambulance with information about events that could require additional services.

Which Emergency Services will need to be advised about your event?

SA Police CFS (Fire) Ambulance Hospital

Details:

FIRST AID

Event Organisers will need to conduct their own risk assessment to determine whether First Aid is required (e.g. for small events it may be determined by Event Organisers that a First Aid Kit is sufficient; for larger events an official First Aid presence may be required).

Will First Aid be available at your event? YES NO

Details:

ABORIGINAL and TORRES STRAIT ISLANDER RELATIONS

The Light Regional Council is located within the traditional lands of the Kurna and Ngadjuri peoples. When planning an event, organisers should consider how it may be appropriate to involve Aboriginal leaders from the community in planning, and/or acknowledge traditional owners of the land during formalities.

Have you considered ways in which to involve and/or acknowledge the indigenous community in your event? YES NO

Details:

LICENCED MUSIC

Playing licenced music at a public event requires an appropriate licence. Refer to One Music Australia [One Music Home | OneMusic Australia](#) for information on using licenced music.

Will you require a One Music Australia Licence to use or play licenced music?
 YES NO

Details:

LIGHTING & POWER

All electric appliances used at the event should be tagged and tested, and an electrical certificate of compliance issued by a registered operator. It is the Event Organisers responsibility to ensure all suppliers also comply. Power cords crossing an access, footpath or road should be covered by a ramp or other safety device to prevent trip hazards.

Have you ensured that all electrical appliances are tagged and tested? YES NO

Details:

Have you assessed trip hazards and how to minimise these? YES NO

Details:

Refer to [SA.GOV.AU - Electrical and gas safety at festivals and outdoor events \(www.sa.gov.au\)](http://www.sa.gov.au)

LOCAL NUISANCE CONDITIONS

Will your event include any of the following types of nuisance?

Amplified noise Odour Smoke Fumes Dust

OTHER.....

What measures will you undertake to reduce the level of nuisance from your event?

MANAGING VOLUNTEERS

It is the Event Organisers responsibility to ensure that volunteers are covered by insurance and receive adequate training and induction for their role, and that you are in compliance with the Volunteer Protection Act SA 2001 and Regulations.

Do you have procedures in place to support volunteers in order to be compliant with the Volunteer Protection Act SA 2001 and Regulations? YES NO

Details:

PERSONAL PROTECTIVE EQUIPMENT

All staff and volunteers should be provided with PPE relative to the event and their role. Examples of PPE include hats, sunscreen, sunglasses, drinking water, safety jackets, adequate clothing coverage.

Will conditions at your event require appropriate PPE for event staff and volunteers? YES NO

Details:

PROMOTION & PUBLICITY

Event Organisers are responsible (with their committees/teams) for the promotion and publicity of their event.

Consider media releases to state and local media, as well as utilising local newsletters and social media platforms like Facebook and Twitter.

Who are the target audience for your event? *This will help you identify where to place your messaging.*

Details: (e.g. families, 18yrs+, car enthusiasts etc.)

What are the featured “selling points” of your event? *These are the things media will want to know up front.*

Details:

What options are available to assist in promoting your event?

Details:

PUBLIC COMMUNICATIONS

Public communications ensure that you are able to contact others in the event of an emergency or an event cancellation - and can include mobile phones, PA system, two-way radios etc.

What systems could you put in place to organise public communications for staff and/or volunteers at your event?

Details:

PUBLIC MOVIE SCREENING

Screening a movie at a public event requires an appropriate licence. Refer to the Roadshow Public Performance Licencing website

<https://roadshowppl.com.au/wpLicence/PublicScreening.aspx>

Will you require a licence to screen a movie at your event?

YES

NO

Details:

PUBLIC CONSULTATION

It is the Event Organisers responsibility to ensure that surrounding residents and businesses have been advised of the event and any potential impacts (e.g. noise, road closures or restrictions, increased traffic etc)

How could you advise surrounding residents and businesses of your event and the potential impacts on them?

Details:

RISK MANAGEMENT & EMERGENCY RESPONSE PLANS

Event Organisers need to develop comprehensive plans exploring responsibilities, assessing risk and contingencies well in advance of their event to help ensure the safest possible outcome for organisers and participants.

Have you developed comprehensive plans for your event?

YES

NO

Details:

Risk Assessment

Emergency Response

Event Management

Will your event be held during the Fire Danger Season? YES NO

Will fireworks or pyrotechnics be used at your event? YES NO

What contingencies will you implement during a declared Total Fire Ban?

What contingencies will you implement during extreme weather conditions?

Have Covid Marshals been trained for your event? YES NO

ROAD CLOSURES OR RESTRICTIONS

Event Organisers need to consider parking and alternative transport options when planning an event.

Will road closures be required for your event? YES NO

Details:

Will any changes to traffic conditions be required for your event? YES NO

Details:

Have you sourced quotes for qualified personnel to conduct road closures (Work Zone Traffic Management-qualified persons only)

Details:

SECURITY

You may need to supply security for your event. Security arrangements must be in accordance with your liquor licence approval. It is the Event Organisers responsibility to ensure that security personnel have the relevant qualifications.

Will you require qualified security personnel in attendance at your event? YES NO

Details:

TEMPORARY STRUCTURES

Temporary structures include portable staging, marquees, amusement rides or other constructions that will be erected for less than 30 days. If the structure will be in place for longer than 30 days, you will require Development Approval.

If you are using staging and rigging structures over one metre high, you will need to notify SafeWork SA. Refer to www.safework.sa.gov.au for more information.

Have you identified any temporary structures over one metre in height? YES NO

Will you have any structures in place for over 30 days? YES NO

Details:

TOILET FACILITIES

You may need to supply additional portable toilets to cater for expected attendance at your event. If alcohol will be served or sold having sufficient toilet facilities may be a condition of the limited licence.

Will you supply additional toilet facilities at your event? YES NO

Details: Male Female Disabled

TRAFFIC MANAGEMENT & TRANSPORT OPTIONS

If your event is likely to affect public transport routes or timing, the Event Organiser should contact the relevant public transport providers with information so they can adapt as required.

Will your event create the need for extra public transport or affect the current public transport system? YES NO

What transport options are available to people wanting to attend your event?

Details:

Will you need to prepare a Traffic Management Plan?

YES NO

WASTE MANAGEMENT

Event Organisers are responsible to ensure that the event site is left in a clean and tidy state with all displays, promotional material and rubbish removed from the site.

What measures will you undertake to manage waste associated from your event?

WORKING WITH CHILDREN

It is the Event Organisers responsibility to ensure that all staff and volunteers who will be involved in activities or facilities for children have undergone the necessary accreditation and Working with Children checks.

Do all staff and volunteers working with children have the appropriate accreditation?

YES NO

Details:

EXAMPLE Risk Assessment & Management Plan

Under the *Work Health and Safety Act, 2012*, Event Organisers have a duty of care to ensure they have assessed and managed any potential health and safety risks that may occur at their event. When risks are identified, Event Organisers must do whatever possible to eliminate or minimise them and document this within a Risk Assessment and Management Plan.

Event name:

Event Organiser:

Contact Telephone:

Email:

Event date(s):

Event Times: Start am pm

Finish am pm

No. of people expected to attend event:

Responsible Person: (if different)

Ranking risk situations

Likelihood of hazard occurring	Consequences of hazard occurring - severity				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	11 Moderate	16 High	20 High	23 Extreme	25 Extreme
Likely	7 Low	12 Moderate	17 High	21 Extreme	24 Extreme
Possible	4 Low	8 Low	13 Moderate	18 High	22 Extreme
Unlikely	2 Low	5 Low	9 Low	14 Moderate	19 High
Rare	1 Low	3 Low	6 Low	10 Moderate	15 High

How to assess risk situations

Likelihood Descriptor	Description
Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

Consequence Descriptor	Description
Insignificant	<p>No injury/Minor injury not requiring first aid treatment</p> <p>Low financial loss (Less than \$20,000)</p> <p>Nil Environment/Political/Community impact</p> <p>Nil Reputation impact</p> <p>Nil Legal/Regulatory impact</p> <p>Minor interruption to service provision capability e.g. less than 4 hours.</p>
Minor	<p>Injury requiring minor medical attention/first aid treatment</p> <p>Unexpected/unplanned absence of a staff member</p> <p>Medium financial loss (\$20,001 to \$100,000)</p> <p>Minor short-term environment, political or community issue (Onsite release immediately contained)</p> <p>Minor media interest</p> <p>Minor legal, regulatory or internal policy failure</p> <p>Limited disruption to service provision requiring altered operational arrangements for a short period e.g. up to 1 day.</p>

<p>Moderate</p>	<p>Injury requiring medical treatment (doctor/physiotherapist)</p> <p>Unexpected/unplanned absence of a key staff member</p> <p>High financial loss (\$100,001 to \$500,000)</p> <p>Environment, conservation, political or community incident requiring intervention (On site release contained with outside assistance)</p> <p>Moderate media interest</p> <p>Limited legal, regulatory or internal policy failure</p> <p>Some disruption to service provision capability requiring altered operational arrangements e.g. between 1 day and 1 week.</p>
<p>Major</p>	<p>Injury resulting in hospitalisation/dangerous near miss</p> <p>Unexpected/unplanned absence of several key staff members from a single area (Loss of production capability)</p> <p>Major financial loss (\$500,001 to \$1,000,000)</p> <p>Medium-term issue with major environment, conservation, political or community impact (Off-site release with no detrimental effects)</p> <p>High media interest</p> <p>Major legal, regulatory or internal policy failure</p> <p>Significant impairment of service provision (capability or period) e.g. between 1 week and 1 month.</p>
<p>Catastrophic</p>	<p>Injury resulting in single or multiple deaths/critical injury to worker</p> <p>Unexpected/unplanned absence of a significant number of staff e.g. during a pandemic</p> <p>Huge financial loss (More than \$1,000,000)</p> <p>Long-term issue with major environment, conservation, political or community impact (Toxic release off-site with detrimental effect)</p> <p>Public censure or government inquiry</p> <p>Critical legal, regulatory or internal policy failure</p> <p>Total loss of service provision capability for extended period e.g. more than 1 month.</p>

EXAMPLE Risk Assessment Template

The Hazard	The Risk	The possibility of an incident happening		Risk level	How can this risk be managed or reduced?	Details of Risk Management
What can happen and how could it happen?	What can happen and how could it happen?	Likelihood what is the chance of it happening? Almost certain Likely Possible Unlikely Rare	Consequence what would be consequence if it occurred? Insignificant Minor Moderate Major Catastrophic	What is the level of risk? Extreme High Risk Moderate Low Risk	Describe additional controls to manage or reduce risk	Provide details of person responsible for controlling risk, date and time risk management strategies will be implemented and details of whether the risk will be reviewed
EXAMPLE Poor hygiene, improper food handling	People could become ill from eating food that has become contaminated	Possible	Major	High	All persons handling food to have relevant food safety training. All food handlers to implement preferred hand hygiene practices and/or wear gloves.	Event organisers to check documentation from all food vendors - all food vendors to have a food business notification (FBN) number and current Public Liability Insurance Event Organiser to provide training in food safety to all volunteers handling food at the event.
Medical Emergency	Risk of fainting, heart attack, stroke,	Might occur	Moderate to Major	Moderate	Trained first Aid Officer (eg St Johns Ambulance)	Follow prescribed actions as per Emergency Response Plan – phone 000 as required.

	asthma or respiratory distress				<p>and first aid kit onsite.</p> <p>Ensure a fully charged mobile phone available.</p> <p>Observation of symptoms or behaviours that indicates impaired health.</p>	<p>Ensure affected persons receive immediate first aid support.</p> <p>Complete incident report as required</p> <p>Trained First Aid Officer and first aid vehicle/kit onsite</p>
EXAMPLE Trips/Slips/ Falls	Large crowd with potential for spilt drinks, trips on electrical cords or on stairs.	Likely	Minor	High	<p>Designated clean-up response by event committee for any spills during event. Bin facilities provided for all plates & cups.</p> <p>Ensure walkways are clearly marked with a bollard or high-visibility tape.</p> <p>Ensure electrical leads and equipment not positioned in walkways</p>	<p>Event committee members to be responsible for regularly checking site.</p> <p>First Aid Officer and first aid kit onsite, including ice packs.</p>

					Designated First Aid Officer at event.	
EXAMPLE Extreme Weather	Event held at specific times of year may have increased risk of hot or wet/windy weather.	Possible	Moderate	High	Monitor weather forecast prior to event. If hot, water and sunscreen to be available at event. First aid officer available at event.	Reduce risk of overheating by limiting exposure to sun, and supply of bottled water available without cost.
EXAMPLE Electrical hazards	Faulty equipment, inappropriate set-up of equipment may result in electrocution, fire or trips & falls.	Possible	Moderate	Moderate	Event Organiser to inspect all cables and setup of electrical equipment on site (ensuring all cords/cables are appropriately taped or suspended). All equipment to be tested & tagged by a qualified person (issue a certificate of electrical compliance)	Up to one hour prior to event, Responsible Person to inspect all cables and electrical equipment e.g. taped all electrical cords down on floor or suspended, put orange safety cones near leads located in walkways.

<p>EXAMPLE</p> <p>Fire danger (fire in region before or during event)</p>	<p>Fire impact from surrounding area may impact on access & egress to & from event venue</p> <p>Fire Ban rating may prevent outdoor cooking (e.g. BBQs).</p>	<p>Possible</p>	<p>Major</p>	<p>High</p>	<p>Event organiser to monitor CFS website and fire ban rating for Mid-North region, provide updates under Public Communications Strategy.</p>	<p>Event Organiser to prepare emergency response action plan including an evacuation procedure.</p> <p>Designated officer to monitor weather conditions and fire ban ratings on CFS website and Bureau of Meteorology websites</p> <p>Consider alternative cooking options (avoid outdoor BBQ's if declared total fire ban or obtain Schedule 10 permit from CFS).</p> <p>Prepare emergency response action plan including an evacuation procedure</p>
<p>EXAMPLE</p> <p>Hazardous manual tasks</p>	<p>Lifting and moving heavy equipment) may cause injury to event organisers or volunteers.</p>	<p>Possible</p>	<p>Moderate</p>	<p>Moderate</p>	<p>Committee to ensure appropriate techniques implemented when lifting heavy items.</p> <p>Ensure all staff & volunteers made aware of correct manual handling techniques</p>	<p>Event organiser to observe volunteers manual handling, reduce number of boxes or equipment carried at one time and ensure rest breaks taken to avoid constant activity for long periods.</p>
<p>EXAMPLE</p> <p>Drug and/or alcohol</p>	<p>Patrons may be affected by alcohol consumed</p>	<p>Rare</p>			<p>Alcohol not provided at event.</p>	<p>Event organiser to observe/monitor guest behaviour and seek SA Police support in need. Event organiser(s) to seek</p>

related hazards	prior to the event.					alternative transport options for guests impaired by alcohol consumption (even if consumed prior to the event)
EXAMPLE Covid-Safe Plan	Compliance with event-specific requirements for SA Health & SA Police, as per Covid-19 related Emergency Directions current at time of event	Likely	Major	Monitor at time of writing An increase in local Covid-19 cases could escalate to High or Extreme level	Closely follow the obligations and recommendations within the Covid-Safe Plan - potential fines for non-compliance	Designated officer (Covid Marshal?) to monitor requirements as per conditions/restrictions current at time of event
ADD additional rows for identified risks as required						

Will your event be taking place in other Local Government Areas, if so which ones?

Yes No

Parking:

Please attach a Site Map of the event, showing:

- a. Access and egress points for
 - (1) emergency services
 - (2) vehicles, and
 - (3) people (including persons with a disability)
- b. Proposed parking areas for the event, including direction of traffic flow

Alternate routes and transport options:

Please provide details of alternative transport options to and from the event.

Where the road closure will block access to property, please provide details on how locals are able to gain access during the event.

Please provide details of traffic detours in the vicinity of the event site that may be implemented during the event to ensure that inconvenience to local residents is kept to a minimum.

Traffic marshals:

Traffic Control Devices must be installed by persons with relevant experience and knowledge in Traffic Management - ideally individuals with a Work Zone Traffic Management Certificate, in accordance with the Australian Standard (AS 1906.4).

Please provide details on where marshals will be positioned for this event:

Please provide the names of the officials involved with installing and/or monitoring traffic control devices at this event.

NAME	ROLE(S)

Dealing with a vehicle accident

Please provide details of the steps that will be taken in the event of a vehicle accident occurring that is associated with your event.

Signage

Will advance warning signage be installed for this event? Yes No

If Yes, please provide details of location(s) and installation dates:

Public consultation and notification:

Please provide details of any public consultation that you have undertaken in relation to this event, in particular any communication that has occurred with residents and business owners that will be directly affected by road closures and/or restrictions.

Please provide the details of the nominated person that will be responsible for this consultation:

Recording Complaints

Please outline the proposed process for recording details about complaints received in relation to this event, including:

- If, as a result of the event, a resident's property is damaged. Please provide detail on the steps that will be taken to repair any damage caused, including time frames.

EXAMPLE Site Nuisance Management Plan

For the purposes of section 19(2)(a) of the *Local Nuisance and Litter Control Act* a Site Nuisance Assessment and Management Plan must be submitted in conjunction with an Event Application and Site Map.

Event name:

Event Organiser/Responsible Person:

Contact Telephone:

Email:

Event date(s):

Event Times: Start am pm

Finish am pm

No. of people expected to attend:

Will this event include any of the following types of nuisance?

(Please tick all that may apply)

Amplified noise Odour Smoke Fumes Dust

OTHER:

What measures will you undertake to reduce the level of nuisance from your event?

Will animals be involved at your event? Yes No

If YES, please provide details:

Please provide details how waste from your event will be managed:

Event Site Map

Please estimate how many residents and/or local businesses could be impacted by the nuisance(s) at this event:

Please attach a Site Map of the event, showing:

- a. the proposed location of the activity and the likely fixed sources of local nuisance (example - in the case of a concert, location and orientation of stages and speakers);
- b. the location of premises occupied by potentially affected persons; and
- c. the distance of the premises from those sources of local nuisance

Public consultation and notification:

Please outline the proposed communication strategy for communicating with potentially affected persons.

Please provide details of any public consultation that you will undertake or have undertaken in relation to this event, in particular any communication that has occurred with residents and business owners that will be directly affected by nuisance(s) at your event.

This includes a copy of any communication materials proposed to be given to those affected persons to notify them of the activity, which must include the following details:

- the nature of the proposed activity;
- the start and finish dates for the activity;
- the daily start and finish times for the activity;
- the anticipated sources of local nuisance generated by the activity;
- the proposed measures to be implemented to minimise the local nuisance;
- the name and contact details of the person who may be contacted by potentially affected persons regarding concerns or complaints in relation to the activity;
- such other details as the relevant council may require;

Recording Complaints

Please outline the proposed process for recording details about complaints received in relation to this event, including-

- contact details for each complainant; and
- the date and time of the complaint; and
- a description of the complaint; and
- the nature of the activity giving rise to the complaint; and
- any action taken to address the complaint.

EXAMPLE Animal Management Plan

For the purposes of human and animal health & safety, an Animal Management Action Plan must be submitted in conjunction with an Event Application and Site Map

Event name:

Event Organiser/Responsible Person:

Contact Telephone:

Email:

Event date(s):

Event Times: Start am pm

Finish am pm

No. of people expected to attend:

Type(s) of animals in attendance at this event? (Tick all that apply)

Horses Cattle Pigs Sheep Birds Dogs Cats Wildlife

OTHER:

What arrangements will be necessary for the management, care and well-being of animals at this event? How will the animals be contained at the event?

What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

If the public will be handling the animals, what provisions will be made to minimise transmission of zoonotic (animal to human) disease? (Refer to *Animal Contact Guidelines*, SA Health, 2015).

Are handwashing facilities available at this event, located in close proximity to the animal enclosures?

EXAMPLE Emergency Response Action Plan

Under the *Work Health and Safety Act, 2012*, Event Organisers conducting a public or community event have legal responsibilities to ensure the safety of everyone attending or working at the event. The procedures documented in this plan are guidelines to be used to address any unanticipated emergencies during the event.

Event name:

Event Organiser/Responsible Person:

Contact Telephone:

Email:

Event date(s):

Event Times: Start am pm

Finish am pm

No. of people expected to attend event:

Description of activities being undertaken at event:

Has a Risk Assessment & Management Plan been prepared for this event? Yes No

ROLES & RESPONSIBILITIES	NAME or LOCATION
Chief Safety Warden	(Event Organiser)
First Aid Officers	
First Aid Kit	Located
Fire Warden/Marshalls	
All employees & volunteers	To follow instructions of the emergency response plan and direction from the Chief Safety Warden and Emergency Services personnel as required.
Emergency Exit routes	Located
Assembly Points	Located

Training - required for event staff and volunteers in line with their responsibilities:

- First Aid Training (first aiders, Chief Safety Warden)
- Fire Marshall Training (fire marshals, Chief Safety Warden)
- Evacuation Plan Training (all staff and volunteers)
- Emergency Response Training (all staff and volunteers)

Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area.

EMERGENCY SITUATION	RESPONSE ACTIONS
<p>EXAMPLE - Medical Emergency <i>e.g. serious injury, allergic reaction</i></p>	<p>First on scene: apply first aid if trained; radio for first aid assistance</p> <p>Chief Safety Warden: assess level of medical emergency, call 000, meet and guide emergency service staff to location of emergency</p> <p>First Aiders: respond to call for first aid assistance; treatment on scene to level of training</p> <p>Other:</p>
<p>EXAMPLE - Fire <i>e.g. building fire, bush fire</i></p>	<p>First on scene:</p> <p>Chief Safety Warden:</p> <p>Fire Marshalls:</p> <p>Other:</p>
<p>EXAMPLE - Bomb Threat</p>	<p>First on scene:</p> <p>Chief Safety Warden:</p> <p>Other:</p>
<p>EXAMPLE - Event specific situation <i>e.g. amusement ride collapse</i></p>	<p>First on scene:</p> <p>Chief Safety Warden:</p> <p>Other:</p>
<p>EXAMPLE - Event specific situation <i>e.g. vehicle accident</i></p>	<p>First on scene:</p> <p>Chief Safety Warden:</p> <p>Other:</p>

<p>EXAMPLE – Event specific situation <i>e.g. explosion</i></p>	<p>First on scene: Chief Safety Warden: Fire Marshalls: Other:</p>
<p>EXAMPLE – Event specific situation <i>e.g. hazardous material spill</i></p>	<p>First on scene: Chief Safety Warden: Fire Marshalls: Other:</p>
<p>EXAMPLE – Event specific situation <i>e.g. gas leak</i></p>	<p>First on scene: Chief Safety Warden: Fire Marshalls: Other:</p>
<p>EXAMPLE – Event specific situation <i>e.g. electrical failure</i></p>	<p>First on scene: Chief Safety Warden: Other:</p>
<p>EXAMPLE – Event specific situation <i>e.g. armed or dangerous persons</i></p>	<p>First on scene: Chief Safety Warden: Other:</p>
<p>EXAMPLE – Event specific situation <i>e.g. missing child or person(s)</i></p>	<p>First on scene: Chief Safety Warden: Other:</p>
<p>EXAMPLE – Event specific situation ADD as required</p>	<p>First on scene: Chief Safety Warden: Other:</p>

Emergency Contacts List

Organisation Name	Contact Name	Phone number
ALL Emergencies	-	000
Police:	-	
Fire (CFS):	-	
Fire (MFS):		
SAAS Ambulance:	-	
St John's Ambulance		
State Emergency Service		
Hospital:		
SA Power Networks	-	
Plumber	Name	Phone Number
Electrician	Name	Phone Number
Equipment Hire	Name	Phone Number
Red Cross		

Emergency Equipment List

Equipment	Location	Other Information
Fire Extinguisher(s)		
Fire Hose Reels		
Fire Blankets		
First Aid Kit(s)		
Other		

Emergency Team Roles and Responsibilities

Role	Details of responsibilities	Person responsible (Print Name)	Signature <i>Sign only when you have read and understood your responsibilities</i>	✓ Details in list of contacts are correct
Chief Warden	<ul style="list-style-type: none"> • Attend relevant training. • Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff). 			
Fire Warden/ Marshalls	<ul style="list-style-type: none"> • Attend relevant training. • Assist in evacuating staff according to evacuation procedures (including collecting emergency kit and resilience and recovery documentation). • Assume Chief Warden duties when required. • Contact emergency services if required 			
First Aid Officers	<ul style="list-style-type: none"> • Undertake relevant training. • Administer first aid in an emergency situation 			
Covid Marshals	<ul style="list-style-type: none"> • Undertake relevant online training. • Assist in managing staff and event attendees to adhere to Covid-Safe principles including contact tracing, hygiene, and physical distancing behaviours 			

Emergency Response Procedures

Attach a copy of the detailed emergency procedures and Site Map with location of emergency exits, emergency kit, and safety equipment clearly marked.

The emergency procedures should also include a map of evacuation locations for all emergencies

Emergency	Procedure	Evacuation Point	Reference
Fire & Explosion	<ol style="list-style-type: none"> 1. Raise the alarm and contact relevant emergency services. 2. Chief Warden to evacuate all public to the Emergency Assembly point (EAP). 3. Warden If trained and it is safe to do so attempt to extinguish the fire. If unable to do so then to evacuate as per the Evacuation Plan. 	<i>Name site e.g. Carpark</i>	<i>Attachment Evacuation Plan</i>
Bomb Threat	<ol style="list-style-type: none"> 1. Keep caller talking. Attract committee member to call 000. 2. DO NOT HANG UP (call may be traced). 3. Write down as much information as possible and record it (Att 2: Bomb Threat Check List). <p>Follow all instructions given by (ADD name of person elected as being in charge).</p>	<i>Name site e.g. Carpark</i>	Bomb Threat Checklist <i>(Australian Federal Police)</i>
Medical Emergency	<ol style="list-style-type: none"> 1. Notify the (ADD name of person in charge) . 2. Assess the situation and provide First Aid if able to do so if unable call Emergency Services – 000 and request and ambulance. 3. Provide assistance to the injured person until emergency services arrive. 4. Organise for a staff member to meet the ambulance outside the event and take them to the medical emergency. 5. Fill in First Aid Report Form and submit to the Event Organiser. 	<i>Name site e.g. Foyer</i>	First Aid Report Form

Emergency	Procedure	Evacuation Point	Reference
Hazardous Material Spill/Gas Leak	<ol style="list-style-type: none"> 1. Notify the (ADD name of person in charge) immediately. 2. Chief Warden is to assess the situation and evacuate the event if necessary. 3. If safe to do so isolate the spill / gas leak. 4. If necessary contact Emergency Services – 000. 	<i>Name site e.g. Carpark</i>	<i>Attachment Evacuation Plan</i>
Armed or Dangerous Persons	<ol style="list-style-type: none"> 1. Contact (ADD name of person in charge) immediately and Security/Police. 2. Chief Warden is to assess the situation and evacuate the event if necessary. 3. Follow all directions given by Security / Police. 	<i>Name site e.g. Foyer</i>	<i>Attachment Evacuation Plan</i>
Electrical Failure	<ol style="list-style-type: none"> 1. Notify the (ADD name of person in charge). 2. Arrange emergency lighting where possible. 3. Chief Warden to assess the situation and evacuate the event if necessary. 4. Contact SA Power Networks. 5. Contact electrician. 6. Close the event if unable to provide adequate emergency lighting. 	N/A	<i>Attachment Evacuation Plan</i>
Lost Child / Missing Persons	<ol style="list-style-type: none"> 1. Contact (ADD name of person in charge) and advise you have found a lost child or missing person. 2. Take the lost child/person to the First Aid post as determined in the Risk Control Plan. 3. Notification of lost child / missing person over the PA system. 4. Staff or volunteer with police check/DCSI clearance to stay with the child/person until appropriate parent/relative/friend has collected. 5. Advise (ADD name of person in charge) of updated status. 	N/A	N/A

Emergency	Procedure	Evacuation Point	Reference
Aggressive or unruly Behaviour	<ol style="list-style-type: none"> 1. Notify (ADD name of person in charge). 2. Notify Security if onsite. 3. Chief Warden to determine if Police need to be called and call if necessary. 4. Event staff to diffuse situation if possible or until security/police arrive. 	N/A	N/A