

Festivals and Events Organiser Toolkit



Purpose

This Festivals and Events Organiser Toolkit is a one-stop-shop of considerations for those people tasked with developing or managing a festival or event in the Adelaide Hills Council district.

The contents of this toolkit will not be relevant for all event organisers, but they will give important examples of good practice that will put your event in the best possible position to be safe and successful.

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FESTIVALS AND EVENTS OVERVIEW

This overview is to be read in conjunction with Council's Festivals and Events Policy.

The Adelaide Hills Council (AHC) recognises that festivals and events form part of the fabric of life in a region and can:

- Build community spirit, increase local interest and participation, strengthen local values and tradition and encourage volunteerism.
- Provide opportunities for recreation, fun, entertainment, celebration and education.
- Enhance the local economy by attracting and keeping visitors in the region longer.
- Build on and profile local attractions, products, history, culture and the environment.
- Be important to tourism development and improve destination awareness.
- Contribute to a positive external image of the Adelaide Hills Council communities.

The Council may introduce events and encourage them to expand their financial support base so that they can become self-sustaining over time. Council equally expects that events conducted by other organisations will be well organised, well managed and financially sound.

FESTIVAL AND EVENT APPLICATIONS

All applications will be assessed in the first instance by the Events Officer and approval will be determined either by, or through, that staff member.

To ensure suitable time for processing requests and working through any necessary elements, it is requested that applications are submitted to Council **no less than three months prior to the festival or event** in question.

Applications that include exceptional elements - such as road closures - may require earlier notice and may be referred to Council for decision via a Council report (See the 'Additional Requirements' section below).

ELIGIBILITY FOR COUNCIL SUPPORT

Council support (financial or in-kind) may be available under either of the following circumstances.

- The event is established, supported, organised, financed and/or managed by the Council.
- The event is proposed by non-Council groups and is not for commercial gain, or private or exclusive interest.

ORGANISING AN EVENT IN THE ADELAIDE HILLS COUNCIL DISTRICT

Council's Events Officer is able to assess and organise support for events in the Adelaide Hills Council district. In addition to providing practical support through Council resources, the Events Officer is able to provide event organisers with comprehensive and helpful instruction as to preparing event proposals that impact on the region.

IN-KIND SUPPORT

Council is able to offer in-kind support in the following ways. Eligible events may request any of the following for consideration; Council's ability to provide in-kind support may be limited by the number of requests and size of events in the area at the same time.

Council Facilities

Council owns a number of facilities around the district, including halls and ovals. If your event takes place on Council property Council may be able to assist with lawn mowing and lawn marking (for safety if pegging for marquees etc.).

Waste Management

For community events, Council may be able to assist with the supply of 240L event bins. There are two types of bins available: waste bins and Beverage Container Recycling Bins (BCRBs).

Waste bins are for general waste and will be emptied by East Waste by truck prior to Council collecting the bins.

BCRBs are for bottles and cans only and must be emptied by the event organiser prior to Council collecting the bins. The event organiser (or a community group they are working with) can therefore benefit from the recycling refund at a collection depot.

Event Equipment

Council may be able to assist with weighted orange markers (stick-shaped, known as 'candles'), and orange plastic mesh for events needing to create a temporary barrier or safety zone. Alternatively, candles may be used alone to mark a path or event boundary.

Further to this, Council may be able to provide roadside signage indicating "Community Event Ahead, Please Slow Down" to alert passers-by of possible increased pedestrians in the area.

Promotion

All events supported in some way by Council will have the opportunity to be promoted through Council-owned mediums. This includes social media, Council's website (as a 'featured event') and on tourism website adelaidehills.org.au.

COUNCIL ASSISTANCE

In addition to in-kind support for eligible groups, Council staff can assist all event organisers with ensuring they meet necessary by-laws and legislation around:

- Temporary signage
- Fire permits
- Liquor Licencing
- Roadside trading
- Fireworks or Pyrotechnics
- Development Approval
- Animal Management
- Amplified music or speeches
- Supply or sale of food
- Road restrictions or closures

FIREWORKS

Fireworks are regulated by the State Government through Safework SA, for more information visit safework.sa.gov.au. If applying to launch fireworks from Council land we may request an itemised fireworks report, and a copy of the administering Pyrotechnician's licence. Council supports the use of Low Noise Effect (LNE) fireworks in the Adelaide Hills Council district and encourages all event organisers to consider the wellbeing of pets, livestock and wildlife in the area by notifying residents in the area prior to a display.

DEVELOPMENT APPROVAL

Development approval is required for public events that are held on private land. In cases where development approval is required, an event organiser must liaise with Council's Team Leader Statutory Planning, Development and Compliance in the first instance. Development approval may take up to six months to be completed and this timeframe should be considered during planning.

ROAD CLOSURES

Approval for road closures must be sought for any event that intends to fully or partially close a road as a part of their activities. This may include street parties, parades or motoring events. For certain events, public consultation may be required as part of the application process.

Motoring Events

Motoring Events which involve road closures must provide notice of intention to run the event to Council at least 6 months prior to the proposed event date. A Motoring Event Application must be

submitted at least 3 months prior to the event date, along with a Consultation Report. Road closures for Competitive Motoring Events will be subject to a formal Council decision on every occasion.

Organisers of motoring events wishing to close a road must undertake public consultation with all affected businesses and residents* to demonstrate that the section of road to be closed has a low impact on the community, or that there is a high level of support (or low level of opposition) to the proposed road closures. Council will provide the event organiser with a template consultation letter, and the postal addresses of all properties affected. All feedback received during the consultation period, as well as any measures taken to mitigate concerns raised, must be detailed and submitted as a report for Council consideration.

When considering a road closure application, Council administration will take into account any previous years' consultation results and any negative or positive feedback received during and post event. Based on this feedback, organisers may be asked to review their proposed routes.

If approved, organisers must notify residents of the event and road closures via letter and must arrange for advanced notice signage to be installed along the route at least two full weeks prior to the event. Council must approve the size and content of these signs at least three full weeks prior to the event. Route and traffic detour maps must be made available online to Council and the public. Organisers are encouraged to employ additional methods of resident notification such as SMS and email reminders wherever possible.

PROCEEDING WITH AN APPROVED EVENT

Once an event organiser has sufficient approvals from Council, they must take responsibility for the safety and success of their event. Council has created a helpful list of considerations for event organisers in this toolkit.

STEPS FOR EVENT ORGANISERS WORKING WITH COUNCIL

1. Consult Council's Festivals and Events Policy
2. Determine the scope and intention for your event
3. Contact Council's Events Officer to discuss the event concept and how Council may be able to support you (recommended for new events)
4. Consult Council's Festivals and Events Organisers Toolkit for helpful event planning documents and considerations (Council's Events Officer may be able to help you with these documents)
5. Complete Council's Festivals and Events Application Form, or Motoring Event Application Form and submit to Council for processing (along with any other relevant forms)
 - A Council Application Form MUST be completed by all Event Organisers and submitted to Council
 - Other Council forms must only be submitted IF RELEVANT to your event
 - The Event Planning Checklist is for EVENT ORGANISER USE ONLY.
6. Address any questions or concerns raised by Council's Events Officer
7. Proceed if and when approval is given

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Festival / Event Application

**Council's Festival and Events Policy requests at least three months' notice is provided for events. Where an event arises within three months, please call Council to discuss and expedite assistance if possible.*

Applicant and Event Details

Organisation							
Postal Address							
Responsible Person and Title							
Contact Details	Phone						
	Email						
Event Day Contact (if different from above)	Name						
	Phone						
Event Name							
Event Date/s							
Event Location (including address)					<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both		
Event Times	Start			Access to Venue	Start		
	Finish				Finish		
Event Type (festival, exhibition, sports carnival etc)							
Expected attendance	<input type="checkbox"/> Under 50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100-400 <input type="checkbox"/> 400-1000 <input type="checkbox"/> Over 1000						
Council Facilities only							
Request for lawn mowing (Y/N)							
Request to peg lawns for marquees or activities (Y/N)							
<i>If yes, contract of a services locator may be required. Please contact Council's Events Officer to discuss.</i>							
Requests for equipment (note that requests are not guaranteed)							
Event bins	No. waste (orange) requested						
	No. 10c beverage container (yellow) requested						
<i>Note that beverage container bins <u>must</u> be emptied by the event organiser on the day of the event. Event organisers, or subsequent community groups, can then benefit from the 10c recycling funds.</i>							
Additional waste collection for multiple-day events (Y/N)							
Orange markers (stick shaped)	No. requested						
Orange plastic mesh bunting	Approximate metres requested						
Community event signs	No. requested						
Preferred delivery/collection location for any approved items (please give detailed description)							
<i>Event equipment, if approved, is delivered to one location only. The event organiser is responsible for distributing items around their venue and returning them to the collection point once the event is concluded.</i>							

Marketing and Promotion

Council's Communications Team may be able to help promote your event through their online and social media platforms. If you prefer not to receive marketing assistance, please check this box.

Brief description of event and activities on offer (max 100 words)

Key points of interest to highlight (max three)

Website, booking page or Facebook event

Ticket cost

Activities requiring further information or approvals

Please indicate below if your event will involve any of the following activities and refer to the AHC Event Terms and Conditions for instruction on what is be required.

Activity	Applicable (Y/N)	Requirements/Advice
Temporary signage (A-frames, banners etc)		→ By-laws apply
Use of community/Council land		→ By-laws apply
Electrical connection on community/Council land		→ Regulations may apply
Fires, BBQs etc		→ Permit required during fire danger season (see CFS)
Liquor		→ Liquor licence required
Fireworks/pyrotechnics		→ State legislation applies
Animals for display or handling		→ Inspection of animal management practises may be required
Amplified music / speeches		→ Regulations may apply
Supply or Sale of Food		→ Food handling regulations apply
Roadside Trading		→ A Roadside Trading Permit is required when public road verges are being used for business purposes.

Activity	Applicable (Y/N)	Requirements/Advice
Development Approval see <i>Festivals and Events Procedure to clarify when Development Approval is required</i>		→ Development Approval is required for events on private land <i>Note: this may be an involved process, allow up to six months</i>
Road restrictions or road closures		→ Council consent is required → Community consultation may be required → Professional traffic management is required

SA Police Crowded Places Assessment

Due to heightened concerns around rogue vehicle attacks, all outdoor events are asked to complete the SA Police Crowded Places Assessment available via the SAPOL website. Please advise Council of your final score to least two weeks prior to your event commencement.
<https://www.police.sa.gov.au/online-services/mass-gatherings>

Statement of understanding

I, _____, acknowledge that the Event Application submitted herein is subject to the consideration and approval of authorised Officers of Adelaide Hills Council.

I authorise for the information contained in the Event Application and attached to the Event Application to be circulated and reviewed by Adelaide Hills Council Officers and their advisers. I acknowledge that personal information provided by me on this form will be used by Council or its agents and can be accessed by me and may also be available to third parties in accordance with the *Freedom of Information Act SA (1991)*.

I acknowledge that it is the responsibility of the Event Organiser to ensure that the event meets all necessary by-law, policy, standards, and legislative requirements.

I acknowledge that I have read and agreed to the AHC Event Terms and Conditions.

I acknowledge that it is the responsibility of the Event Organiser to ensure that all other parties involved in the event have the appropriate level of Public Liability Insurance (to be retained by the Event Organiser).

I am aware that the Event Application will be considered in accordance with the information provided on the Event Application, and any relevant attached documents requested, and will not be valid until evidence has been provided of **Public Liability Insurance with a cover of \$20 million (minimum)**.

The Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and indemnifies each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made claimed against them or any of them arising out of or in relation to the issuing of the permit. Any undisclosed alterations to the said event or non-compliance with the general and special conditions of the permit, once issued, may result in the permit being revoked pursuant to Section 225 of the *Local Government Act SA (1999)*.

I have attached evidence of Public Liability Insurance (\$20 million minimum)

Signed		Signed	
Applicant Name		Council Officer	
Date		Date	

Send completed application to:

Events Officer
events@ahc.sa.gov.au

Adelaide Hills Council
 PO Box 44
 Woodside SA 5244

AHC Festivals and Events Terms & Conditions

These Terms and Conditions are informed by, and should be read in conjunction with, the AHC [Festival and Events Policy](#) and the attached **AHC Festival and Event Application**.

To hold an event within the Adelaide Hills Council, a Festival and Event Application form must be completed and submitted at least **three months** prior to the event date or approval may be denied. **Six months'** notice is required for major events or if road closures are required. In the case where a festival or event has arisen with less than 3 months' notice, Event Organisers should call the Council in the first instance to discuss plans and expedite assistance if possible. We endeavour to support all requests from eligible events, but in some instances the proposed activity/event may not be deemed appropriate and therefore may not be approved. As council land is for public use, we cannot always guarantee exclusivity.

As per our Festivals and Events Policy, events that are eligible for Council support (financial or in-kind) are those that are:

- initiated, supported, organised, financed and/or managed by the Council
- proposed by non-Council groups and are not for commercial gain, or private or exclusive interest

Additionally, applications will be also assessed according to potential community, economic, environmental and timing impacts. More information is available in the Policy.

The Festival and Event Application form can be downloaded, completed and returned via:

- Email to events@ahc.sa.gov.au
- Delivery to any Council Service Centre
- Post to PO Box 44, Woodside SA 5244

Event Applications for events on council land within the Adelaide Hills Council and/or events which request the assistance of Council in any way, will only be considered where these Terms and Conditions have been signed and agreed to, and only where the necessary application forms, details of insurance and appropriate permit requests have been submitted with all details completed. By signing the Festival and Event Application form the Event Organiser states they have read and agree to these Terms and Conditions.

Definitions

"AHC" means the Adelaide Hills Council

"Council" means the elected members of the Adelaide Hills Council

"Application form" means the Festival and Event Application form

"Community Festivals and Events" means those festivals or events that create and foster a positive community spirit through participation, volunteering and co-operation. They may provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or remember significant events or to fundraise for community initiatives or charitable purposes.

"Community-Council Collaborative Festivals and Events" means those festivals or events that 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.

“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.

“Council operated event” means an event initiated and managed by the Council.

“Event Organiser” means the individual or group responsible for the planning and execution of an event. This person 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 on a case by case basis. When residents are not directly impacted, **support** from the community may be able to be inferred from past experience and feedback. A street closure affecting local traffic might require proof of at least 75% support (or no more than 25% opposition) from those affected residents (depending on factors such as time, duration and extent of impact) to be deemed to have **support**.

“Private Festivals or Events on Council or Community Land” means events held for private purposes that generate no revenue to the Event Organiser. The event is generally not granted or guaranteed exclusive use of any public area. Examples: wedding ceremony, family picnic, birthday celebration.

“Public Festivals or Events on Private Land” means events open to the public (with or without an admission charge) that are held entirely on private land.

“Community Land” is defined under Section 193(1) of the *Local Government Act 1999*. All local government land (except roads) that is owned by council or under council’s care, control and management at the commencement of this section (the *commencement date*) is taken to have been classified as community land unless –

- a) The council resolves to exclude the land from classification as community land within three years after the commencement date; and
- b) The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.

“Competitive Motoring Events” means a motoring or ‘motorsport’ event that is licensed by a national governing body.

“Non-Competitive Motoring Events” means motoring events that are not licensed by a national governing body.

Public liability insurance and indemnification

The Event Organiser agrees to indemnify and to keep indemnified the Adelaide Hills Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the conduct of the activity caused by the Event Organiser’s negligence.

The Event Organiser shall take out and keep current a public liability insurance policy to a minimum of \$20 million in respect of injury or loss occurring on the land for the duration of the event. Evidence of the public liability insurance must be attached to the Application form.

The Event Organiser shall not commence any activity until evidence of such a public liability insurance policy is given to AHC. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the Event Organiser. This permit will not come into operation until proof of the insurance has been provided to AHC.

The Event Organiser must not allow any activity outside of the remit of the event whereby any insurance cover in respect of the land or the use may be vitiated or rendered void or voidable.

Risk and Emergency Management

A detailed Risk and Emergency Management Plan must be provided as an attachment to the Application form. The plan must demonstrate that all potential risks have been considered and attempts have been made to mitigate them. A template is available on Council's Events webpage <http://www.ahc.sa.gov.au/council/events-and-venue-hire>.

Fires and Barbeques

If your event requires any use of fire including for cooking, display or comfort, you must indicate this on your Application as restrictions may apply and permits may be required. The Events Officer will discuss the details with you.

Bushfires and Fire Danger Season

The Adelaide Hills are a part of the Mount Lofty Ranges CFS district. The South Australian Fire Danger Season generally runs from November – April each year, although the season is often extended due to seasonal conditions. The exact dates are announced by the SA Country Fire Service (CFS) in the months leading up to November. During the Season there are a number of activities which become prohibited or require a permit due to the increased risk.

The CFS maintains a forecast of predicted Fire Danger ratings at all times based on how dangerous a bushfire could be if it were to occur. The Event Organiser must keep track of the predicted fire danger rating for their event day in the lead up to the event via www.cfs.sa.gov.au.

If your event falls within Fire Danger Season, Council requires in writing your position or plan should the forecasted rating for your event day be severe, extreme or catastrophic. Festivals or events on Council or community land must automatically be cancelled on catastrophic fire days.

Hostile vehicle mitigation

South Australia Police (SAPOL) have suggested that Event Organisers should consider hostile vehicle mitigation as a part of their risk management plan when planning an event. This is of particular importance if your event involves large crowds or requires a traffic management plan. For more information, please visit the SAPOL website and complete the crowded places self-assessment and/or security audit tools on that page via <https://www.police.sa.gov.au/your-safety/crowded-places>.

Permits and licences

If your event is to be held on council land, you are required to make a booking using either the Festival and Event Application form, or the Casual Land Use Application form for small private events such as birthdays and wedding ceremonies. Exclusivity of Council land cannot be guaranteed for casual use.

Large festivals or events may require the issue of a property licence for exclusive use of public land, depending on the format of your event and at the discretion of the Property Department. A permit fee may also apply.

AHC has the right to decline an application requesting use of Council land if:

- the proposed activity or event would violate any Council by-laws
- inadequate information regarding the event has been provided (including insurances)
- insufficient notice has been given to allow for the processing of the application
- there is a likelihood of undesirable impact on, and likely inconvenience caused to the public and local residents
- the Event Organiser has not satisfied the AHC they have the resources and necessary experience to suitably manage the event
- the event/activity requires the approval of the elected member body via a Council report

Commercial usage

Council land is not to be used for any commercial purposes without specific approval being granted following full disclosure of all financial particulars.

Development Approval

Please note that events on private land may require Development approval to proceed. This may be a significant process so please allow up to six months processing time. For more information contact Council's Duty Planner on 8408 0400.

Notification of event

The Event Organiser is required to notify the Emergency Services (SAPOL, SA Ambulance, Fire, St Johns) of the event and comply with all their requirements i.e., safety risks to event participants and other land users, crowd and traffic control.

If your event will impact on local residents or local businesses, public consultation may be required at the responsibility of the Event Organiser. The Events Officer will discuss this with you. Advertising of the event should not occur before approval is obtained.

Cancellation of event

If a festival or event is cancelled for unavoidable reasons such as inclement weather, the Event Organiser is responsible for the notification to Council and the general public. The Event Organiser will be responsible for any costs attributed to the cancellation of the festival or event. Festivals or events on Council or community land must automatically be cancelled on days rated a catastrophic fire danger by the CFS.

Environmental protection

The Adelaide Hills are renowned for our stunning natural beauty and diverse wildlife. Council is committed to protecting our environment and encouraging sustainable activities. Event Organisers are asked to consider the impact of their activities and work to minimise their footprint. Single use plastics such as plastic cutlery, straws and balloons are discouraged as they are not-recyclable and there is a high risk of accidental littering causing significant harm to wildlife and waterways.

Noise control

The Event Organiser is responsible for control of noise at their event and will be responsible for dealing with any complaints received during the staging of the event. All reasonable measures must be taken to ensure minimal disturbance of residents. Event Organisers must be aware of and comply with the Environment Protection Act provisions applicable to noise (i.e. maximum decibel limit permitted from amplification). Further information can be found on the Environment Protection Authority website <http://www.epa.sa.gov.au/>

- No music system or amplified sound is to be used by any Event Organiser without prior approval from AHC
- Any direction given by an authorised officer of AHC must be complied with

Site plan

A detailed site plan may be requested for events on Council land showing the positioning of marquees, food vans, stalls, vehicle access, portable toilets, road closures, additional waste bins drop off/pick up, fireworks display, animals, amusement rides and native vegetation locations. The site plan must be clear and easy to read and understand.

Site clean up

It is the responsibility of the Event Organiser to ensure all rubbish and equipment is removed from the event site at the conclusion of the event. The Event Organiser is responsible for any damage caused to public property that occurs as a consequence of their festival or event. The costs associated with repairing such damage will be the responsibility of the Event Organiser; however repair work should be undertaken in consultation with Council. If the Event Organiser does not remediate to our satisfaction AHC may remediate and pass the costs on to the Event Organiser.

Security

The Event Organiser is responsible to provide security patrols if considered necessary. If event infrastructure and/or equipment is going to be set up out of event operating hours, approved and licensed security is a prerequisite.

Temporary signs and banners

Signage is to be no more than 2m², anything larger will require development approval. Please provide information on any signage you wish to install on roadsides with the Events Officer at time of your application.

Advertising

Advertising is not permitted on Council property without written permission from the Adelaide Hills Council.

Stall holders

If any organisations apart from the Event Organiser's organisation are participating in this event, the Event Organiser is required to provide their insurance details and what products are being sold. The sale of any goods on Council land is not permitted without the permission of AHC.

Food vendors

Temporary food premises are structures set up for a specific, occasional event such as a fete, fair or festival. The sale of food or drink on Council land is not permitted without AHC approval. If you are

selling or distributing food you are required to complete an Environmental Health Form containing the details of all food vendors. This form can be downloaded from Council's Events webpage.

All food and drink stalls must comply with the provisions of the *Food Act 2001* and the *Public and Environmental Health Act*. The Event Organiser is responsible to fully acquaint the sub- contractors with the regulations.

Vehicle access

Support or promotional vehicles are not to be driven on or parked on any Council land unless a permit is issued by AHC.

Electrical supply

Electrical supply is not available at all sites and AHC does not provide generators. Electrical supply must be requested on the Application form which will be assessed and availability determined. Some facilities require key access to the power box and arrangements will be made for key collection prior to the event.

All electrical equipment used at events that are held on AHC land must be tagged and tested to the Australian Electrical Standard AS/NZS 3760:2010 for the safety of spectators and participants. There is a limit of one electrical appliance per powerpoint, and these must be directly connected without the use of any extension cords or powerboards. If you require any use of power beyond this limit, such as the use of power boards and extension cords, a licenced electrician is required to inspect, issue a certificate of compliance and provide this certificate to Council prior to the public opening of the event. The Events Officer will be able to help you with the coordination of this inspection.

Liquor sales and consumption

The consumption, carry or possession of liquor on Council land requires prior permission from AHC.

A liquor licence is required if alcohol is to be supplied or consumed at any event. If your application with the Liquor Licence Commission requires a letter of support from AHC, please contact the Events Officer.

Marquees and irrigation marking

The use of pegs is not permitted on Council parks and reserves. Only above-ground weights are to be used to secure marquees, structures, stalls, bouncy castles, amusements, etc. The use of pegs must be discussed and approved by AHC, and if approved, a contractor must be organised to mark out the irrigation and underground supply lines before any installation can begin.

Amusements

Amusement rides can be used at major community events with prior written approval from AHC. All Safework SA certificates and a copy of public liability insurance are to be attached to the Application form <https://www.safework.sa.gov.au/>.

Fireworks and pyrotechnics

It is prohibited to ignite or discharge fireworks on Council land without prior written permission from AHC. Evidence of SafeWork SA approval must be provided, along with the details of the licenced pyrotechnician proposed to conduct the display: <https://www.safework.sa.gov.au/>. Nearby residents

will need to be notified of the fireworks display via a letter box drop at the responsibility of the Event Organiser.

Animals

See Guideline No.3 of Council's *Festivals and Events Policy*.

If your event will involve the display or handling of animals this must be indicated in your Application and the contact details of the supplier or person responsible for these animals must be provided to the Events Officer. A member of Council's Environmental Health team will be in contact with them to discuss the requirements of the *South Australian Public Health Act 2011*.

Road closures and traffic management

See Guideline No. 1 & 2 of Council's *Festivals and Events Policy* if your event is a competitive or non-competitive motoring event.

All requests for event road closures must be submitted with the Application form at least **3 months** prior to the commencement of the event.

For an event where any part of the closure will occur on a road under the care, control and management of the Department for Infrastructure and Transport (DIT), please contact Senior Sergeant Chris Holland - Traffic Planning Coordinator, Emergency and Major Events section SA Police on 7322 4261 or email chris.holland@police.sa.gov.au The AHC can only approve events being held solely on roads under its care, control and management.

Note that if an event includes a speed component - i.e. a car rally - the AHC has no authority to exempt motorists from the speed limit. Approval for the event will be required initially from AHC then a speed exemption must be sought from SAPOL. We are unable to provide speed reduction signs for community events.

Traffic Management on South Australian Roads may only be conducted by persons qualified in Work Zone Traffic Management. In most instances it is necessary to hire a professional traffic management company. We are unable to provide traffic management signage for community events.

Traffic management support is available from AHC only in limited circumstances, where the event represents a significant community benefit and would otherwise not be possible, or would pose safety risks for attendees, pedestrians and vehicle traffic. Please discuss your requirements with the Events Officer before progressing your plans. AHC does not offer this support in-house but through the engagement of a professional traffic management company.

Parking controls

AHC may be able to assist you with temporary parking controls for your event. This must be requested on your Application form. Parking controls on public roads may only be installed by AHC Officers. For parking control within a property, Event Organisers are able to request the loan of portable bollards to which barrier tape or signage can be attached.

Motoring Events (Competitive and Non-Competitive)

See Guideline No.1 and Guideline No.2 of the *Festivals and Events Policy*.

Waste management

All litter is to be removed after the event. Events eligible for in-kind support are able to request the loan of general waste and 10c beverage container recycling bins. Delivery and collection details must be included on the Application form and marked on the site plan. If your event is on a weekend, the bins will be dropped off on Friday and collected on Monday. The number of bins supplied will be based on the Event Organisers request as well as the anticipated number of attendees and at the discretion of our Waste Management staff and resource availability. All bins must be returned to the location which they were delivered at the end of your event for collection. General waste bins will be emptied by Council's waste contractor. Beverage container bins must be emptied by the Event Organiser on the day of the event. Event Organisers, or a community group they arrange, are then welcome to redeem the containers for 10 cent recycling return as an additional form of fundraising.

AHC are not responsible for the removal of any items that would be classified as 'hard waste' ie. timber, furniture, stalls, signage etc.

Equipment loan

The AHC equipment listed on the Application form is available for use and hire for 'not for profit' community events and Adelaide Hills Council supported events. The amount of equipment supplied will be assessed in terms of quantity, timing and resource availability. In most instances this equipment will be delivered to the event site location specified in your Application and will be collected after your event. Please return all equipment to the location it was dropped for collection at the end of the event day. If your event is on the weekend, equipment will be delivered on Friday and collected on Monday.

Provision of portable toilets

If your event is to be held on a Council property with existing toilet facilities, Council will look to provide additional stock and cleaning proportionate to the expected size of your event. If the existing facilities will be insufficient for the number of attendees expected at your event, it will be the responsibility of the Event Organiser to arrange additional temporary toilet facilities. Please include any portable toilets on your site plan and attach the site plan to your Application form.

Checklist and attachments

Please ensure that all relevant documentation is submitted with the Application form.

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Motoring Event Application

**Council's Festivals and Events Policy requests at least six months' notice is provided for motoring events requiring road closures. Where an event arises within this time, please call Council to discuss.*

Applicant and Event Details

Organisation		
Postal Address		
Key Contact	Name	
	Phone	
Event Day Contact <i>(if different from above)</i>	Name	
	Phone	
Event Name		
Event Day/s and Date/s		
Event Location/s		
Event Time/s		
Expected attendance		
Public Entry fee (if any)		
Is this a Competitive Motoring Event <i>Licensed by a governing body such as CAMS</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Governing body <i>Please attach a letter of support</i>		

Marketing and Promotion

Website	
Social Media Accounts and hashtags	
Brief description of event and activities on offer:	

Road Closures

Does this event involve full or partial road closures? Yes No - skip to next section

Motoring events requiring road closures will be subject to a Council decision on every occasion.

Consultation	All affected businesses and residents must be consulted. Council will provide a template consultation letter and address list for affected properties. Council must approve consultation letter before distribution. A Consultation Report is due to Council no later than three months prior to the event for Council review and decision.
Notification of Road Closures	If road closures are approved, all affected businesses and residents must be notified of closure dates and times via letter. Advanced notice signage must be installed around the route for at least two full weeks prior to event. Council must approve the size and content of these signs at least three full weeks prior to the event. Route and traffic detour maps must be made available online to Council and the public.
Conditions of Road Closure Approval	Organisers are required to meet any conditions imposed by Council in relation to road closure approval.
Traffic Management Company <i>Including key contact details</i>	
URL of closure and detour maps	
Please provide details of resident notification and communication activities planned:	
Advanced notice signage	Please attach a proof of the planned signage

Activities requiring further information or approvals

Fires, BBQs etc		→ Permit required during fire danger season (see CFS)	Permission may be required from Council's Regulatory Services. Discuss with the Events Officer.
Liquor		→ Liquor licence required	Contact Consumer and Business Services via cbs.sa.gov.au and request a letter of support from the Events Officer.
Fireworks/pyrotechnics		→ State legislation applies	A licenced pyrotechnician must be employed. Visit safework.sa.gov.au for more information. Council may request additional documentation.
Animals for display or handling		→ Inspection of animal management practises may be required	Refer to Appendix 3 of Council's Festivals and Events Policy and discuss with the Events Officer.
Amplified music / speeches		→ Regulations may apply	Discuss with Events Officer.

Supply or Sale of Food		→ Food handling regulations apply	Council's Health Officers may need to conduct routine checks. Provide a list of all suppliers and caterers including contact details to the Events Officer.
Roadside Trading		→ A Roadside Trading Permit is required when public road verges are being used for business purposes.	Request an Application for Trading on Council Land
Development Approval		→ Development Approval is required for events on private land <i>Note: this may be an involved process, allow up to six months</i>	Contact Council's Team Leader Statutory Planning on 8408 0567, or Duty Planner Development Services on 8408 0400
SA Police Crowded Places Assessment	Due to heightened concerns around rogue vehicle attacks, SA Police are asking all outdoor events to complete a Crowded Places Assessment, visit police.sa.gov.au/online-services/mass-gatherings . Please provide a copy of your final score to the Events Officer at least two weeks prior to your event date.		

Statement of understanding

I, _____, acknowledge that the Motoring Event Application submitted herein is subject to the consideration and approval of authorised Officers of Adelaide Hills Council.

I authorise for the information contained in and attached to the Application to be circulated and reviewed by Adelaide Hills Council Officers and their advisers. I acknowledge that personal information provided by me on this form will be used by Council or its agents and can be accessed by me and may also be available to third parties in accordance with the *Freedom of Information Act SA (1991)*.

I confirm that I have read Council's *Festivals and Events Policy* and understand that this application may be refused if the requirements of the Policy, Application or AHC staff are not met.

I acknowledge that it is the responsibility of the Event Organiser to ensure that the event meets all necessary by-law, policy, standards, and legislative requirements.

I acknowledge that it is the responsibility of the Event Organiser to ensure that all other parties involved in the event have the appropriate level of Public Liability Insurance (to be retained by the Event Manager).

I am aware that this Application will not be valid until evidence has been provided of **Public Liability Insurance with a cover of \$20 million (minimum)**.

The Event Organiser agrees that any and all damage to the road surface or road furniture caused by the running of the event must be repaired at the cost of the Event, to the satisfaction of Council.

The Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and indemnifies each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made claimed against them or any of them arising out of or in relation to the issuing of the permit. Any undisclosed alterations to the said event or non-compliance with the general and special conditions of the permit, once issued, may result in the permit being revoked pursuant to Section 225 of the *Local Government Act SA (1999)*.

I have attached evidence of Public Liability Insurance (\$20 million minimum)

Applicant Name		Council Officer	
Signed		Signed	
Date		Date	

Send completed application to:

Events Officer
events@ahc.sa.gov.au

Adelaide Hills Council
PO Box 44
Woodside SA 5244

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APPLICATION FOR COUNCIL APPROVAL FOR A SHORT TERM LICENCE where alcohol is being sold and served

To the Attention of:
 Executive Assistant
 Development & Regulatory Services

Fax: 8389 7440
 E-mail: mail@ahc.sa.gov.au
 Post: Adelaide Hills Council
 PO Box 44
 WOODSIDE SA 5244

Instructions: fill in all spaces using clearly readable block letters

Applicant:

I, *(in block letters please)*

on behalf of:

On this date:/...../ 20.....

The Event:

seek written approval from Council for:

event to be held on:/...../ 20..... Day of Week:

at: *(venue address)*

site plan required: Yes/No – *(refer to Note 1 overleaf)*.....

to start at: am/pm and finish at:.....am/pm

maximum number of guests:

description of music/live entertainment to be provided: (e.g., concert, band, singer, etc)
(State whether this will be amplified or acoustic – refer to Note 2 overleaf)

number of toilet facilities at venue and provision of additional toilets: M F Disabled Portable *(refer to Note 3 overleaf)*

Type of Short Term Licence *(tick one only)*

- the sale of alcohol
- temporary extension of trading rights under current licence
- consumption of or supply of alcohol on regulated premises (with no sale of alcohol)

Keep South Australian Vines Safe
refer to Note 4 overleaf

Please forward Council approval direct to the Liquor Licensing Commission.

Applicant Contact details:

Telephone: Home: Work:

Mobile: Fax:

Address:

E-mail:

Applicant's Signature:

NOTES

Note 1 Site Plan

A site plan will need to be provided where an event requires additional car parking and structures to be erected (e.g., stage, marquee, toilets, etc) in order for Council to assess the possible impacts of the event on neighbouring properties.

Note 2 Music/Entertainment

If the music/entertainment is to be amplified, please provide a plan showing the location of the stage and direction of the speakers.

Note 3 Provision of Toilets

If there are insufficient toilets on site for the number of guests expected to attend, there will be a requirement for additional toilets to be hired. Please contact the Executive Assistant, Development & Regulatory Services, for clarification.

Note 4 Biosecurity – Keep South Australian Vines Safe

South Australia has some of the oldest winegrape vines in the world. Shoes, clothing and vehicle tyres can pick up and spread harmful pests and diseases, including phylloxera. When planning your event, please consider biosecurity risks. Please don't allow visitors to walk amongst vines. Help protect South Australia's \$2.35 billion wine industry. For more information about vineyard biosecurity visit www.vinehealth.com.au



Application for Trading on Council Land

For business purposes

Please complete all spaces using clearly readable block letters

Section 222 of the Local Government Act 1999 outlines that 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.**

In order to meet the requirements of the Local Government Act 1999, Council have introduced a permit and licence system to govern the use of roadside verges by either adjacent businesses or other persons wishing to sell goods. This permit and licence system is not a right, but a privilege, to be granted only where there is no adverse impact on pedestrian and other road users safety and where the amenity of the locality can be preserved. Please complete the form below when applying to use roadside verges for business purposes.

Applicant	
I,	(in block letters please)
for and on behalf of:
of	(address)
phone	(daytime) (mobile).....
Hereby make application to the Adelaide Hills Council requesting the use of:	
Detail location
On date/s (dd/mm/yyyy):
between the hours ofam/pm andam/pm

Details of proposed activity
<p>Please complete the ‘Activity Summary’ section of this application form and provide Council with a separate layout plan of your activities. Please give full details of your proposed activity, including:</p> <ul style="list-style-type: none"> • Produce/items for sale and how they will be displayed • Address and area/township that you propose to be operating from (attach site map/plan) • Name of person in charge of activity (if different from the applicant) • Details of any vehicle being used as part of the activity (e.g. to display goods), including registration number • Proposed days of business (e.g. weekends only, specific weekdays, public holidays etc) • Proposed times that the activity will be undertaken <p>In order for Council to consider an application requesting use of the road verge, the following items must be attached to this form:</p> <ul style="list-style-type: none"> • Site map clearly indicating the specific land to be used. Note: street directory maps are only acceptable for mobile vendor applicants. All other applicants are required to submit a detailed site map. • Written approval and full contact details from adjacent land owner/s for your proposed site, where the land is not situated in front of the property on which you reside or operate a business. • Details of any proposed signage to be displayed (dimensions, content etc). If you are to display any signs, please include the location of these on your site plan.

Activity Summary

In the space below, please provide a summary of your proposed activity. Your summary will be used as the basis for the information distributed to relevant Council departments for the purpose of assessing your application. *(If the space provided below is insufficient, please attach a separate page)*

Description of produce/items to be sold:

Address, area/township of proposed activity: *(attach site map/plan)*

Name of person in charge of activity:

Description and registration of vehicles used as part of activities:

Date/s of activity (dd/mm/yyyy):

Hours of activity:am/pm untilam/pm

Any other relevant details:

The issuing of a permit is subject to the permit holder:

- Agreeing to the general conditions of the permit as contained herein.
- Agreeing to any special conditions which the Adelaide Hills Council may determine from time to time.
- Agreeing to all directions that the Adelaide Hills Council may determine from time to time.
- Paying the prescribed fees as set out in the general conditions of the permit as contained herein.

I certify that the above information is true and correct and furthermore, in making this application, I acknowledge that I have read, understood and agree to be bound by the permit conditions including payment of any applicable fee.

In making this application for a permit/licence I agree, upon the Adelaide Hills Council issuing a permit to me, to:

- Indemnify the Adelaide Hills Council against any claim for loss, damage or injury however arising from the operation of the roadside trading area; and
- Not claim from the Adelaide Hills Council or any person acting on their behalf, for any loss, damage or injury however arising from any public work on the public place.

Signed: Date: / /

Animal Management

If your event will include animals for display or handling, please complete the following and contact Council's Environmental Health Officer to arrange an inspection.

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

Supply or Sale of Food

If food will be served or sold at your event, please complete the following and contact Council's Environmental Health Officer, who will liaise with your suppliers/caterers.

Type of Food	Facilities being used/required	Supplier/Caterer Details	
		Name	
		Phone	
		Email	
		Name	
		Phone	
		Email	
		Name	
		Phone	
		Email	

If more than three suppliers, please add separate sheet with details

If your event requires changes to normal operation of public roads, you may need to apply for road restrictions or road closures.

Road restrictions include changes to speed limits, parking, and traffic flow (e.g. 25km/hr zones, no parking areas or no left-hand turns).

Council is able to assess the feasibility of these requests for local roads only. For roads under the jurisdiction of the Department of Transport and Infrastructure (DPTI), these requests must be made to that department. Council's Communications and Events Officer can assist you in identifying who manages the road/s being considered for restrictions.

Road closures apply when part or all of a public road is entirely closed to traffic (e.g. for street parades or sporting events).

Under Section 33 of the Road Traffic Act, road closure orders are made by the Superintendent of the Police, however this order cannot be made without first receiving consent from the relevant local Council. If you intend to request a road closure as part of your event, please note the following requirements:

Council's Communications and Events Officer will submit a report to Council on your behalf to request consent for a road closure. If consent is granted by Council, the Officer will send notification of the closure to SA Police for an order to be raised.

To complete the necessary report, the Officer will require:

- A description of the section of road to be closed
- The timeframe for the closure
- The purpose for the closure
- Information on the accredited traffic management company that will manage traffic management plans and detours
- Information on the proposed community consultation/notification in relation to the disruption to regular local traffic

Reports to Council take additional time and event organisers should allow at least two months for this process to be completed.



Event Planning Checklist

Essential considerations for all Event Organisers

The following considerations are recommended by Council for a safe and successful event.

This form is a checklist for event organiser use and does not need to be submitted; however Event Organisers may be asked to provide evidence of these steps for Council's consideration when assessing an application.

<p>Accessibility</p> <p>All Event Organisers should consider accessibility for people with disabilities. This may include, for example, assessing availability of ramps, disabled toilets, high-vis signage and large print maps.</p>		
<p>Have you considered accessibility to all services and facilities at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Additional Toilets</p> <p>Additional toilet arrangements must be in accordance with any liquor licence approval. You may also need to supply additional portable toilets/toilet blocks to cater for expected attendance at your event. It is the Event Organisers responsibility to ensure that an approved plumber and electrician are used to complete the installation of any additional toilet blocks.</p>		
<p>Will you be supplying additional portable toilets or toilet blocks?</p>	<p><input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Disabled</p>	<p>Organiser Notes:</p>
<p>Amusement Rides</p> <p>It is the Event Organisers responsibility to ensure that the correct South Australian accreditation paperwork has been supplied along with a copy of the operators' public liability insurance.</p>		
<p>Do you have the correct accreditation paperwork and public liability insurance certificate from service operators?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>

<p>Emergency Services</p> <p>It is recommended that all Event Organisers contact South Australian Police, CFS and SA Ambulance with information about events that could require additional services.</p>		
<p>Have you advised Emergency Services of your event?</p>	<p><input type="checkbox"/> SAPOL <input type="checkbox"/> CFS</p> <p><input type="checkbox"/> Ambulance <input type="checkbox"/> Other</p>	<p>Organiser Notes:</p>
<p>Event Management, Risk Assessment and Emergency Response Plans</p> <p>Event Organisers should develop comprehensive plans exploring responsibilities, risk aversion and contingencies well in advance of their event to help ensure the safest possible outcome for organisers and participants. Templates for these plans can be found in this Toolkit.</p>		
<p>Have you developed the appropriate plans for your event?</p>	<p><input type="checkbox"/> Event Management Plan</p> <p><input type="checkbox"/> Risk Assessment Plan</p> <p><input type="checkbox"/> Emergency Response Plan</p>	<p>Organiser Notes:</p>
<p>First Aid</p> <p>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).</p>		
<p>Will First Aid be available at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Indigenous Relations</p> <p>The Adelaide Hills Council region lies across the traditional lands of the Kurna and Peramangk people. When planning an event, organisers should consider how it may be appropriate to involve indigenous leaders from the community in planning, and/or acknowledge traditional owners of the land during formalities.</p>		
<p>Have you considered ways in which to involve and/or acknowledge the indigenous community in your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>

<p>Licenced Music Playing licenced music at a public event requires an appropriate licence. Refer to www.apra-amcos.com.au for information on using licenced music.</p>		
<p>Have you considered that you may require an APRA Licence to use or play licenced music?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Lighting and power All electric appliances used at the event should be tagged and tested; 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.</p>		
<p>Have you confirmed that all electrical appliances are tagged and tested?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Have you assessed trip hazards and determined how to minimise these?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	
<p>Personal Protective Equipment (PPE) 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.</p>		
<p>Have you arranged appropriate PPE for event staff and volunteers?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Promotions and 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.</p>		
<p>What are the featured “selling points” of your event? <i>These are the things media will want to know up front.</i></p>	<p>1)</p> <p>2)</p> <p>3)</p>	<p>Organiser Notes:</p>
<p>Have you identified your target audience? (e.g. families, 18yrs+, car enthusiasts etc) <i>This will help you identify where to place your messaging</i></p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	

<p>Public Communications Public communications ensure that you are able to contact others in the event of an emergency and can include mobile phones, PA system, two-way radios etc.</p>		
<p>Have you organised public communications for staff and/or volunteers at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>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, traffic etc)</p>		
<p>Have you advised surrounding residents and businesses of your event and the potential impacts on them?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Public Transport 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.</p>		
<p>Will your event create the need for extra public transport or affect the current public transport system?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>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.</p>		
<p>Will you have qualified security personnel in attendance at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>

<p>Temporary Structures</p> <p>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.</p>		
Will you have any structures in place for over 30 days?	<input type="checkbox"/> Y <input type="checkbox"/> N	Organiser Notes:
Have you identified any temporary structures over one metre in height?	<input type="checkbox"/> Y <input type="checkbox"/> N	
<p>Working with children</p> <p>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 police checks.</p>		
Do staff and volunteers working with children have the appropriate accreditation?	<input type="checkbox"/> Y <input type="checkbox"/> N	Organiser Notes:
<p>Volunteers</p> <p>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.</p>		
Are you in compliance with the Volunteer Protection Act SA 2001 and Regulations?	<input type="checkbox"/> Y <input type="checkbox"/> N	Organiser Notes:

Useful Contacts and Templates

The following are contacts and websites that may be useful for event organisers.

Australasian Performing Rights Association	www.apraamcos.com.au	(08) 8239 2222
Consumer Business Services	www.cbs.sa.gov.au	131 882
Country Fire Service (CFS) Region 1 – Mt Lofty Ranges	www.cfs.sa.gov.au	(08) 8391 1866
CFS Fire Ban Hotline	-	1300 362 361
Department of Planning, Transport & Infrastructure (DPTI)	www.dpti.sa.gov.au	1300 872 677
Environment Protection Authority	www.epa.sa.gov.au	(08) 8204 2004
ZeroWaste	www.zerowaste.sa.gov.au	1300 137 118
Food Safety	www.health.sa.gov.au/pehs	(08) 8226 7107
SA Ambulance	www.saambulance.com.au	1300 136 272
SafeWork SA	www.safework.sa.gov.au	1300 365 255
SA Police (Awards, Marketing & Events)	www.sapolice.sa.gov.au	(08) 7322 4368
SA Police (Hills & Fleurieu Local Service Area)	www.sapolice.sa.gov.au	(08) 8398 1700
SA Police (Licensing Enforcement)	www.sapolice.sa.gov.au	(08) 7322 3342

As part of your risk management strategy, it is also good practice to undertake a safety assessment of crowded places with South Australia Police: www.police.sa.gov.au/online-services/mass-gatherings

Event Management Templates

On the following pages you will find a selection of example templates for various event management processes. These are not Council documents, but are highly recommended for all event organisers to ensure their event is conducted in the most efficient and safe way possible.

For assistance with how to best use these sorts of templates, please contact Council's Communications and Events Officer on (08) 8408 0427.

Example Risk Assessment Template

Process:

Use the matrix provided below to judge the likely risk of activities and hazards at your event. Where possible, identify ways to minimise that risk through the addition of actions or control measures.

Examples:

Hazard	Risk Ranking	Actions / Control	Responsibility
Power cords to catering are a trip hazard	8 – Moderate risk	Power cords to be elevated above the walkway	Catering Manager
Staff or volunteers practise improper manual handling	4 – Low risk	All staff and volunteers to be provided with manual handling training	Event Coordinator

0-5 = Low risk 6-10 = Moderate risk 11-15 = High risk 16-25 = Extremely high, unacceptable risk		Severity of the potential injury or damage				
		1 Insignificant damage to property, equipment or minor injury	2 Non-reportable injury, minor loss of process or slight damage to property	3 Reportable injury, moderate loss of process or limited damage to property	4 Major injury, single fatality, critical loss of process/damage to property	5 Multiple fatalities, catastrophic loss of business
Likelihood of the hazard occurring	5 Almost certain	5	10	15	20	25
	4 Will probably occur	4	8	12	16	20
	3 Will possibly occur	3	6	7	12	15
	2 Remote possibility	2	4	6	8	10
	1 Extremely unlikely	1	2	3	4	5

Event Name:

Event Location:

Event Date: Expected attendance:

Start Date/Time: Finish Date/Time:

Event Coordinator:

Risk Manager:

Hazard	Risk Ranking	Actions / Control	Responsibility

Example Event Emergency Response Plan Template

Event Name:

Event Location:

Event Date: Expected attendance:

Start Date/Time: Finish Date/Time:

Event Coordinator:

General description of activities being undertaken:

Who / What	Details
Chief Safety Warden	<ul style="list-style-type: none"> • <name> (typically the event organiser)
First Aiders	<ul style="list-style-type: none"> • <name> • <name> • <name>
Medical HQ / sick bay	<ul style="list-style-type: none"> • <location>
Fire Marshalls	<ul style="list-style-type: none"> • <name> • <name>
Fire extinguishers, fire blankets, hose reels	<ul style="list-style-type: none"> • <location> • <location> • <location>
All staff and volunteers	To follow instructions of the response plan (below) and direction from the Chief Safety Warden and Emergency Services.

Emergency situations that may occur and require response:

- a) Medical emergency
- b) Fire
- c) Bomb threat
- d) _____ <event specific situation>

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

Example:

Emergency	Response Actions
Medical Emergency <i>e.g. serious injury, allergic reaction</i>	First on scene: apply first aid if trained; radio for first aid assistance Chief Safety Warden: assess level of medical emergency, call 000, meet and guide emergency service staff to location of emergency First Aiders: respond to call for first aid assistance; treatment on scene to level of training

Emergency	Response Actions
<p>a) Medical Emergency <i>e.g. serious injury, allergic reaction</i></p>	<p>First on scene: Chief Safety Warden: First Aiders: Other:</p>
<p>b) Fire <i>e.g. building fire, bush fire</i></p>	<p>First on scene: Chief Safety Warden: Fire Marshalls: Other:</p>
<p>c) Bomb Threat</p>	<p>First on scene: Chief Safety Warden: Other:</p>
<p>d) Event specific situation <i>e.g. amusement ride collapse, race car accident</i></p>	<p>First on scene: Chief Safety Warden: Other:</p>

Training required for 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)

Example Event Run Sheet Template

Event Name:

Event Location:

Event Date: Expected attendance:

Start Date/Time: Finish Date/Time:

Event Coordinator:

Time	Action	Responsible Persons

Example Event Contacts Template

Event Name:

Event Location:

Event Date: Expected attendance:

Start Date/Time: Finish Date/Time:

Event Coordinator:

Name	Organisation / Role	Phone Number
<i>e.g. Jane Citizen</i>	<i>Event Coordinator</i>	<i>0407 xxx xxx</i>
<i>e.g. John Smith</i>	<i>Vanity Hire (toilets)</i>	<i>0407 xxx xxx</i>