

Event Planning Checklist

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

This form is a checklist for Event Organisers 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.

Accessibility

All Event Organisers should consider making their event accessible and inclusive for people with disability. This may include, for example, assessing availability of ramps, disabled toilets, accessible viewing area and large print maps.

Some practical tips and checklists are available on the Adelaide Hills Council website. These resources are provided with permission from Purple Orange and are supported by Council for your use: [Support for Community Events • Adelaide Hills Council](#)

Have you considered
accessibility at your event?

☐ Y ☐ N

Organiser Notes:

Amusement Rides

It is the Event Organisers responsibility to ensure that they follow SafeWork SA guidelines for amusement devises at events. Further information can be found on the SafeWork SA website:

[Recreation & Events | SafeWork SA](#)

Have you reviewed the
SafeWork SA guidelines for
amusement devises at events?

☐ Y ☐ N

Organiser Notes:

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.

Due to heightened concerns around rogue vehicle attacks, all large outdoor events should also complete the SA Police Crowded Places Assessment available via the SAPOL website.

[SAPOL- Crowded places self-assessment](#)

Have you advised Emergency Services of your event?

- ☐ SAPOL
- ☐ CFS
- ☐ Ambulance
- ☐ Other

Have you completed the SA Police Crowded Places Assessment?

☐ Y ☐ N

Organiser Notes:

Event Management, Risk Assessment and Emergency Response Plans

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 the *Festivals and Events Organiser Toolkit*.

Have you developed the appropriate plans for your event?

- ☐ Event Management Plan
- ☐ Risk Assessment
- ☐ Emergency Response Plan

Organiser Notes:

Fire Danger Cancellation Plan

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

You should consider the following:

- Allocate someone to monitor fire danger conditions in the lead up to the event
- Determine a danger level you would decide to cancel
- Consider how you would advertise the cancellation

Have you created a Fire Danger Cancellation Plan?

☐ Y ☐ N

Organiser Notes:

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?

☐ Y ☐ N

Organiser Notes:

Indigenous Relations

The Adelaide Hills Council region lies across the traditional country of the Peramangk and Kaurna 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.

Have you considered ways in which to involve and/or acknowledge the indigenous community in your event?

☐ Y ☐ N

Organiser Notes:

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.

Have you considered that you may require a music licence and permission to play or perform songs publicly?

☐ Y ☐ N

Organiser Notes:

Lighting and Power

All electrical equipment used at events that are held on AHC land must be tagged and tested to the Australian Electrical Standard AS/NZS 3002:2021 Electrical Installations – Shows, Carnivals and Events, for the safety of spectators and participants. 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.

Power cords crossing an access, footpath or road should also be assessed and covered by a ramp or other safety device to prevent trip hazards.

Have you engaged an electrician to provide a Certificate of Compliance at your event?

☐ Y ☐ N

Organiser Notes:

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.

Have you arranged appropriate PPE for event staff and volunteers?

☐ Y ☐ N

Organiser Notes:

Promotions and Publicity

Event Organisers are responsible 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 Instagram. Influencer marketing can also be helpful to promote an event.

Adelaide Hills Council may be able to assist with listing your event on their website. Contact Councils Events Officer to discuss.

What are the featured “selling points” of your event?

These are the things media will want to know up front.

1)

2)

3)

Organiser Notes:

Have you identified your target audience? (e.g. families, 18yrs+, car enthusiasts etc)

This will help you identify where to place your messaging

☐ Y ☐ N

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.

Have you organised public communications for staff and/or volunteers at your event?

☐ Y ☐ N

Organiser Notes:

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).

Have you advised surrounding residents and businesses of your event and the potential impacts on them?

☐ Y ☐ N

Organiser Notes:

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.

Will your event create the need for extra public transport or affect the current public transport system?

☐ Y ☐ N

Have you notified the relevant public transport providers?

☐ Y ☐ N

Organiser Notes:

Security

You may need to engage 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 accreditations.

Will you have accredited security personnel in attendance at your event?

☐ Y ☐ N

Organiser Notes:

Toilets

It is the Event Organisers responsibility to assess the level of toilets required at their event. 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.

Have you assessed the need for additional toilets at your event?

☐ Y ☐ N

Will you be supplying additional portable toilets or toilet blocks?

☐ Y ☐ N

Organiser Notes:

Number of additional toilets provided:

☐ M ☐ F ☐ Disabled

Traffic Management

You will need to consider the impact of your event on parking and traffic. Depending how large the event is and the location, you may need to engage a Traffic Management Company to assess the event and provide and implement a Traffic Management Plan.

Have you considered the traffic management implications for your event?

☐ Y ☐ N

Organiser Notes:

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 police checks.

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

☐ Y ☐ N

Organiser Notes:

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.

Are you in compliance with the Volunteer Protection Act SA 2001 and Regulations?

☐ Y ☐ N

Organiser Notes: