

# Festivals and Events Organiser Toolkit



**Adelaide Hills**  
COUNCIL

# Purpose

The 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.

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 Events Officer on (08) 8408 0441.

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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 the region and can:

- Build community spirit, increase local interest and participation, strengthen local values and tradition, and encourage volunteering.
- Provide opportunities for recreation, fun, entertainment, celebration and education.
- Contribute to a positive external image of the Adelaide Hills Council communities.
- Provide economic benefit to the community.

## 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. Festivals or events that fall under exceptional categories are listed in the Policy appendices. These appendices should be consulted for specific deadlines as they may be longer than three months.

In the case that a festival or event has arisen with less than three months' notice, event organisers should call the Council in the first instance to discuss plans and expedite assistance if possible. Applications that include any of the following elements may be referred to a Council Meeting for consideration.

- Potential to attract a large crowd e.g., outdoor concerts
- Potential for significant sensitivity, controversy or opposition to be generated
- Requirement for road closures
- Request for significant Council sponsorship (financial or in-kind).

## Eligibility for Council Support

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

- The event is initiated, 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.

Support for festivals and events will be assessed around the following considerations, with the Council administration needing to be satisfied that the benefits outweigh the detriments: Community Impact, Economic Impact, Environmental Impact and Timing.

Festivals or events that are open to the public on Council or community land must provide evidence of minimum \$20 million Public Liability insurance before they can be approved.

## In-Kind Support

Council support for events is generally in the form of in-kind support by way of event management support or advice, use of council land or facilities, waste management, signage and equipment, and promotion. Financial support is usually gained through applications to Council's Community Grants program for seed funding or for equipment supporting the sustainability of the event.

Council will consider requests for support as part of the festivals and events application process on a case-by-case basis. 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, parks and ovals. If your event takes place on Council property, Council may be able to assist with lawn mowing or additional cleaning and stocking of Council managed public toilets.

### *Waste Management*

For community events, Council may be able to assist with the supply of 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 bollards (stick-shaped), and plastic mesh or bunting for events needing to create a temporary barrier or safety zone. Alternatively, bollards may be used alone to mark a path or event boundary.

Further to this, Council may be able to provide roadside "Event Ahead" signage 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 and Council's website as an event listing.

## 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:

- Electrical connections on Council land
- 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](https://safework.sa.gov.au). If applying to launch fireworks from Council land we may request a copy of the SafeWork SA permit application and 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 Duty Planner 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. See page 25 for further information on road closures and consultation requirements.

## Approved Events

Once an event organiser has provided all required documentation to Council, they will be issued with an Event Permit. This notes their agreement to the terms and conditions in their Event Application, any conditions of approval, and detail on the event support being provided.

The event organiser 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. Contact Council's Events Officer to discuss the event concept and how Council may be able to support you (recommended for new events)
3. Consult Council's Festivals and Events Organiser Toolkit for helpful event planning documents and considerations (Council's Events Officer may be able to help you with these documents)
4. Complete a Festival / Event Application Form, or Motoring Event Application Form, and submit to Council for processing (along with any other relevant documents)

A Council Application Form **MUST** be completed by all Event Organisers and submitted to Council.



# Festival / Event Application

## Eligibility

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.

Support for festivals and events will be assessed around the following considerations, with the Council administration needing to be satisfied that the benefits outweigh the detriments: Community Impact, Economic Impact, Environmental Impact and Timing. Further information is available in the *Festivals and Events Policy*.

Festivals or events that are open to the public on Council or community land must provide evidence of minimum \$20 million Public Liability insurance before they can be approved.

Once an event organiser has provided all required documentation to Council, they will be issued with an **Event Permit**. This notes any conditions of approval, and detail on the event support being provided.

*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				Title	
Contact Details	Phone				
	Email				
Event Day Contact (if different from above)	Name				
	Phone				
<b>Event Name</b>					
<b>Event Date/s</b>					
Event Location	Venue				
	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, sporting event, civic event 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				

**Benefits of Event**

Please include detail on the community, economic, environmental and timing benefits of the event. *This is essential to allow Council to assess your application and determine the level of support that can be provided.*

**Council Facilities only**

Request for lawn mowing (Y/N)	
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Request to peg lawns for marquees or activities (Y/N)	
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*If yes, a service locator contractor may be required. Please contact Council's Events Officer to discuss.*

**Requests for Equipment (note that requests are not guaranteed)**

Event bins	No. waste (orange) requested	
	No. 10c beverage container (yellow) requested	

Additional waste collection for multiple-day events (Y/N)	
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*Note that beverage container bins must 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.*

*General waste bins must be placed on the curb for collection following the event.*

Orange bollards (stick shaped)	No. requested	
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Bunting	Approximate metres requested	
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Event Ahead signs	No. requested	
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Delivery/collection location for any approved items	
---	--

*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. Please note limited equipment is available. Refer to Terms and Conditions for conditions of use.*

## 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 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 may be 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.
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>
Road restrictions or road closures			→ Council consent is required → Community consultation may be required → Professional traffic management is required
<b>SA Police Crowded Places Assessment</b>	Due to heightened concerns around rogue vehicle attacks, all large outdoor events are asked to complete the SA Police Crowded Places Assessment available via the SAPOL website. <a href="https://www.police.sa.gov.au/online-services/mass-gatherings">https://www.police.sa.gov.au/online-services/mass-gatherings</a>		
	Assessment Score		

Marketing and Promotion	
<input type="checkbox"/>	<p><i>Council's Communications Team may be able to help promote your event through their online and social media platforms.</i></p> <p><i>If you would like your event listed on Adelaide Hills Councils website, please check this box.</i></p>
Brief description of event and activities on offer	
Website, booking page or Facebook event	
Ticket cost	
Statement of Understanding	
<p>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 <i>Freedom of Information Act SA (1991)</i>.</p> <p>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 confirm that I have read Council's <i>Festivals and Events Policy</i> and understand that this application may be refused if the requirements of the Policy, Application or AHC staff are not met. I also acknowledge that I have read and agreed to the <u>AHC Festivals and Events Terms and Conditions</u>.</p> <p>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).</p> <p>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 <b>Public Liability Insurance with a cover of \$20 million (minimum)</b>.</p> <p>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 conditions of the permit, once issued, may result in the permit being revoked pursuant to Section 225 of the <i>Local Government Act SA (1999)</i>.</p>	
<input type="checkbox"/>	<b>I have attached evidence of Public Liability Insurance (\$20 million minimum)</b>
Signed	
Applicant Name	
Date	

**Send completed application to:**

Events Officer  
[events@ahc.sa.gov.au](mailto:events@ahc.sa.gov.au)  
 8408 0441

Adelaide Hills Council  
 63 Mount Barker Road  
 Stirling SA 5152



# Motoring Event Application

## Requirements

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, with a Motoring Event Application and Consultation Report to be received with a minimum of three months' notice. For events with modified traffic conditions or a soft closure only, notification of intention to run the event and a Motoring Event Application is to be received with a minimum of three months' notice.

Support for festivals and events will be assessed around the following considerations, with the Council administration needing to be satisfied that the benefits outweigh the detriments: Community Impact, Economic Impact, Environmental Impact and Timing. Further information is available in the *Festivals and Events Policy*.

Festivals or events on Council or community land must provide evidence of minimum \$20 million Public Liability insurance before they can be approved.

Once an event organiser has provided all required documentation to Council, they will be issued with an **Event Permit**. This notes any conditions of approval, and detail on the event support being provided.

## Applicant and Event Details

Organisation					
Postal Address					
Responsible Person			Title		
Contact Details	Phone				
	Email				
Event Day Contact (if different from above)	Name				
	Phone				
<b>Event Name</b>					
<b>Event Date/s</b>					
Event Location	Venue				
	Address				
Event Times	Start		Access to Venue	Start	
	Finish			Finish	
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				
Is this a Competitive Motoring Event <i>Licenced by a governing body such as Motorsport Australia</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Road Closures		
Does this event involve road closures? <i>Please attach a copy of the proposed routes and road closure times.</i> <i>Motoring events requiring road closures will be subject to a Council decision.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this event involve modified traffic conditions or a soft closure only?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultation <i>Only required for events with full road closures</i>	All affected businesses and residents must be consulted. Council will provide a template consultation letter and address list for affected properties. Council must approve the consultation letter before distribution. A Consultation Report is due to Council administration a minimum of three months ahead of the event for Council review and decision.	
Notification of Road Closures	Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the event route for a minimum of two weeks before the event date. Council must review the size and content of these signs at least three weeks before the event occurs. Organisers must also make traffic detour information (including maps) available online for Council and the community a minimum of two weeks before the event date.	
Conditions of Road Closure Approval	Organisers are required to meet any conditions imposed by Council in relation to road closure approval.	
Advance notice signage	Please attach a proof of the planned signage	
Traffic Management Company	Contact Name	
	Phone	
	Email	
Please provide details of resident notification and communication activities planned		
<div style="height: 150px;"></div>		

**Benefits of Event**

Please include detail on the community, economic, environmental and timing benefits of the event. *This is essential to allow Council to assess your application and determine the level of support that can be provided.*

**Council Facilities only**

Request for lawn mowing (Y/N)	
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Request to peg lawns for marquees or activities (Y/N)	
---	--

*If yes, a service locator contractor may be required. Please contact Council's Events Officer to discuss.*

**Requests for Equipment (note that requests are not guaranteed)**

Event bins	No. waste (orange) requested	
	No. 10c beverage container (yellow) requested	
Additional waste collection for multiple-day events (Y/N)		

*Note that beverage container bins must 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.*

*General waste bins must be placed on the curb for collection following the event.*

Orange bollards (stick shaped)	No. requested	
Bunting	Approximate metres requested	
Event Ahead signs	No. requested	
Delivery/collection location for any approved items		

*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. Please note limited equipment is available. Refer to Terms and Conditions for conditions of use.*

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 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 may be 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.
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>
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 large outdoor events are asked to complete the SA Police Crowded Places Assessment available via the SAPOL website. <a href="https://www.police.sa.gov.au/online-services/mass-gatherings">https://www.police.sa.gov.au/online-services/mass-gatherings</a>	
	Assessment Score	

Marketing and Promotion	
<input type="checkbox"/>	<p><i>Council's Communications Team may be able to help promote your event through their online and social media platforms.</i></p> <p><i>If you would like your event listed on Adelaide Hills Councils website, please check this box.</i></p>
Brief description of event and activities on offer	
Website, booking page or Facebook event	
Ticket cost	
Statement of Understanding	
<p>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 the Motoring Event Application and attached 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 <i>Freedom of Information Act SA (1991)</i>.</p> <p>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 confirm that I have read Council's <i>Festivals and Events Policy</i> and understand that this application may be refused if the requirements of the Policy, Application or AHC staff are not met. I also acknowledge that I have read and agreed to the <u><a href="#">AHC Festivals and Events Terms and Conditions</a></u>.</p> <p>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).</p> <p>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.</p> <p>I am aware that the Motoring Event Application will be considered in accordance with the information provided on the Application, and any relevant attached documents requested, and will not be valid until evidence has been provided of <b>Public Liability Insurance with a cover of \$20 million (minimum)</b>.</p> <p>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 conditions of the permit, once issued, may result in the permit being revoked pursuant to Section 225 of the <i>Local Government Act SA (1999)</i>.</p>	
<input type="checkbox"/>	<b>I have attached evidence of Public Liability Insurance (\$20 million minimum)</b>
Signed	
Applicant Name	
Date	

**Send completed application to:**

Events Officer  
[events@ahc.sa.gov.au](mailto:events@ahc.sa.gov.au)  
 8408 0441

Adelaide Hills Council  
 63 Mount Barker Road  
 Stirling SA 5152



## 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](mailto: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](http://www.vinehealth.com.au)



# Liquor Licensing Application for Council approval

For an event where alcohol is served without charge or entry fee

**For the Attention of**  
Executive Assistant  
Development & Regulatory Services

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

## Applicant:

I (name): .....

on behalf of (organisation if applicable): .....

Apply on (date): ...../...../.....

## The Event:

Seeking written approval from Council for (event name):

To be held on (event date): MON TUE WED THU FRI SAT SUN ...../...../.....

At (venue address): .....

To start at: ..... AM PM And finish at: ..... AM PM

Maximum number of guests: .....

Description of entertainment (refer to Note 1, overleaf):

Music (Recorded)

Music (Live – acoustic)

Music (Live – amplified)

Other (please give description): .....

Number of toilet facilities at venue: Male Female Disabled/Accessible

Provision of additional toilets: Portable (refer to Note 2, overleaf)

**I advise that there will be no sale of alcohol at this function and no exchange of monies has taken place or will take place, and that all information I have provided on this form is accurate.**

## Applicant Contact details:

Main phone: ..... Alternate phone: .....

Address: .....

Email: .....

Applicant signature: .....

## **NOTES**

Note 1

### **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 2

### **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.



# Environmental Health Requirements

## Animal Management

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

Business	
Contact Name	
Phone	
Email	
Type of animals in attendance	
Purpose of attendance	
Management containment	
Waste disposal arrangements	
Hand washing facilities	

### Send completed forms to:

Adelaide Hills Council Environmental Health Unit

[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

8408 0400

63 Mount Barker Road

Stirling SA 5152

*Please return with a copy of the businesses Public Liability Insurance (\$20 million minimum).*

# Environmental Health Requirements

## 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	
		Business	
		Contact Name	
		Phone	
		Email	
		Food Business Number	
		Council caterer is registered with	
		Business	
		Contact Name	
		Phone	
		Email	
		Food Business Number	
		Council caterer is registered with	
		Business	
		Contact Name	
		Phone	
		Email	
		Food Business Number	
		Council caterer is registered with	

*If more than three suppliers, please add another sheet with details.*

### Send completed forms to:

Adelaide Hills Council Environmental Health Unit

[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

8408 0400

63 Mount Barker Road

Stirling SA 5152



# Temporary Food Stall Notification Form

This Temporary Food Stall Notification Form is designed for not-for-profit community organisations that may hold occasional events such as sausage sizzles, Devonshire tea or bake sales within Adelaide Hills Council. This form is not to be used by caterers or commercial food providers who must have notified as such.

You will need to complete a new form for each event held by the organisation/group. This must be provided to council prior to the event. Please note that Environmental Health Officers will periodically inspect such events to ensure compliance with relevant legislation.

Should you have any questions, concerns or require clarification on any aspect of this form please contact the Adelaide Hills Council Environmental Health Unit via [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au) or 8408 0400.

## Part 1 – Contact Details of Organisation and Responsible Person

Organisation / Group			
Postal Address			
Suburb / Town		Post Code	
Responsible Person		Title	
Contact Details	Business Phone		
	Mobile		
	Email		

*A natural person must be nominated to act as the contact for this stall. This person will be responsible for providing all required information to allow Council assessment of the stall and must also be present at the stall for the majority of the operating period.*

## Part 2 – Details of Stall Trading

Location of Stall <i>This must allow Council staff to locate the stall</i>				
Date of Stall				
Time of Stall	Start		Finish	

### Part 3 – Foodstuffs for Sale

<p>List ALL Foodstuffs provided</p> <p><i>This includes beverages and condiments</i></p>	
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### Part 4 – Food Safety Information

<p>Details of stallholder food handler training (if any)</p> <p><i>i.e. previous business owner, Tafe SA course, certificate, I'm alert, prior experience, Food Safety Supervisor</i></p>	
<p>Where is food sourced from?</p> <p><i>i.e. supermarket, supplier, home kitchens (if so, please list names of those supplying)</i></p>	
<p>Temperature Control</p> <p><i>Detail how potentially hazardous foods are to be kept under temperature control from the point of purchase to sale. i.e. esky with ice, fridge, heat packs and regular temperature checks using available thermometer.</i></p>	
<p>Prevention of Contamination</p> <p><i>Detail how you will prevent contamination of food by food handlers and other sources. i.e. gloves, tongs, covers for food, pre-wrapped food, sneeze guards etc.</i></p>	
<p>Describe the hand washing facilities provided at the stall</p> <p><i>Unless ALL foods are pre-wrapped, it is essential that hand washing facilities are provided and available at all times.</i></p>	
<p>Cleaning / Sanitising</p> <p><i>Detail methods used to ensure surfaces (including crockery/cutlery) are cleaned and sanitised. i.e. disinfectant and sanitiser present, supply of disposable wipes, disposable crockery used, dishes placed in container for washing in kitchen etc.</i></p>	

**Please note that Environmental Health Officers may inspect stalls** to ensure compliance with regulations and statements made above. **Officers have the power to prevent the ongoing sale of food** where a risk is found to exist and/or relevant legislation has been breached.

Date Notification Submitted \_\_\_\_\_

Signed \_\_\_\_\_

---

For Office Use Only	
Notification received by	
Date notification received	

**Send completed forms to:**

Adelaide Hills Council Environmental Health Unit  
[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)  
8408 0400

63 Mount Barker Road  
Stirling SA 5152

# Road Restrictions and Road Closure Requirements

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

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

## Competitive Motoring Events

### *Council Decision*

Competitive Motoring ("Motorsport") Events that involve full or partial road closures will be subject to a formal Council decision on every occasion. The Council may, however, provide inprinciple support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

### *Road Closure Applications*

Each Motoring Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. The applicant must demonstrate that the section of road to be closed has a low impact on the community, or low level of opposition in relation to a road closure through consultation with all affected residents. The results of this consultation must be compiled in a Consultation Report to be provided to Council administration no less than three months prior to the event date for consideration.

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

Event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. For all events held on state roads, event organisers will need to provide evidence of support from the South Australia Police and the Department of Infrastructure and Transport.

### *Planning and Notice of Road Closures*

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, with a Motoring Event Application and Consultation Report to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs and provide Council with evidence of this occurrence.

Advanced warning and detour signage must be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must review the size and content of these signs at least three weeks before the event occurs. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted.

### *Consultation with Affected Residents and Businesses*

Event organisers must undertake consultation with all affected residents and businesses\* and supply the results of this consultation to Council administration in a Consultation Report at least three months prior to the event before a final decision will be made.

Contact information (excluding identifying data) of all affected residents and a model resident consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motorsport event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

## **Non-Competitive Motoring Events**

### *Council Decision*

Non-Competitive Motoring Events (car shows, classic car convoys etc.) that involve road closures require a formal Council decision on every occasion. The Council may, however, provide inprinciple support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

Events requiring road closures where local resident access is maintained (soft closure), do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO.

Events with modified traffic conditions, such as lane closures and one-way traffic restrictions, do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO for Council roads only.

Events with speed restrictions do not require approval by Council or the CEO, however Council administration must be notified and consulted before approval is granted by the South Australia Police.

For all Non-Competitive Motoring Events with any of the above conditions, event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. For all events held on state roads, event organisers will need to provide evidence of support from the South Australia Police and the Department of Infrastructure and Transport.

### *Road Closure Applications*

Each Motoring Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. When considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous year's events. Based on this feedback, event organisers may be asked to review their proposed closures.

## *Planning and Notice of Road Closures*

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice\*\*, and a Motoring Event Application is to be received with a minimum of three months' notice. If repeated closure of the road has not already been approved by Council a Consultation Report will also be required at the time of application. For events with modified traffic conditions or a soft closure only, notification of intention to run the event and a Motoring Event Application is to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the event route for a minimum of two weeks before the event date. Council must review the size and content of these signs at least three weeks before the event occurs. Organisers must also make traffic detour information (including maps) available online for Council and the community a minimum of two weeks before the event date.

## *Consultation with Affected Residents and Businesses*

Event organisers must undertake consultation with all affected residents and businesses\* and supply the results of this consultation to Council administration in a Consultation Report before a final decision will be made.

Contact information of all affected residents (excluding identifying data) and a model consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motoring event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

## **Sporting Events**

### *Council Decision*

Events that involve road closures without resident access are required to undertake community consultation and provide a Consultation Report, and may be subject to a formal decision by Council. Events requiring road closures where local resident access is maintained (soft closure), do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO.

Events with modified traffic conditions, such as lane closures and one-way traffic restrictions, do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO for Council roads only. Events that involve speed restrictions without road closures do not require approval by Council or the CEO, however Council administration must be notified and consulted before approval is granted by the South Australia Police.

For all sporting events with any of the above conditions, event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. If using any part of a state road, event organisers will

also need to provide evidence of support from the South Australian Police and the Department of Infrastructure and Transport.

### *Road Closure Applications*

Each Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. When considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous year's events. Based on this feedback, event organisers may be asked to review their proposed closures.

### *Planning and Notice of Road Closures*

For events requiring road closures or modified traffic conditions, notice of intention to run the event along with a Festival and Event Application must be received by Council administration with a minimum of three months' notice. Events with speed restrictions who are not seeking Council support for other aspects of the event, are not required to submit a Festival and Event Application.

Event organisers that receive consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must review the size and content of these signs at least three weeks before the event occurs. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted.

### *Consultation with Affected Residents and Businesses*

Event organisers may be required to undertake consultation with all affected residents and businesses\* of proposed road closures and supply the results of this consultation to Council administration in a Consultation Report before a final decision will be made. Council Event staff will work with event organisers if consultation is required.

Contact information (excluding identifying data) of all affected residents and a model resident letter will be supplied to the event organiser if consultation is required. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

\*For the purposes of resident consultation in relation to road closures, an "affected resident" includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the competition route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event

\*\* Events that are unable to meet this timeframe due to reasonable causes may have their event considered as an exception to this requirement on a case-by-case basis.

# 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](http://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:

# Risk Assessment Template

## Process

Use the matrix provided below to judge the likely risk of activities and hazards at your event. Identify ways to minimise that risk through actions or control measures, and detail who will be responsible for these actions or controls.

## Example

Hazard	Risk Ranking	Actions / Control	Responsibility
Power cords to catering are a trip hazard	2B – High	Cable covers to be used to prevent trip hazard	Catering Manager
Staff or volunteers practise improper manual handling	2C – Medium	All staff and volunteers to be provided with manual handling training	Event Coordinator

## Risk Matrix

		Severity of the potential injury or damage (consequence)				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood of the hazard occurring	A Almost certain	Medium	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	Medium	High	Extreme
	D Unlikely	Low	Low	Medium	Medium	High
	E Rare	Low	Low	Low	Medium	High

## Likelihood Criteria

Rating	Description
A – Almost Certain	Is expected to occur in most circumstances. Greater than 90% chance that the event will occur in situations that the risk is present.
B – Likely	Will probably occur in most circumstances. About 30 - 90% chance that the event will occur in situations that the risk is present.
C – Possible	Might occur at some time. About 10 - 30% chance that the event will occur in situations that the risk is present.
D – Unlikely	Could occur at some time. About 3 - 10% chance that the event will occur in situations that the risk is present.
E – Rare	May occur in exceptional circumstances. Less than 3% chance that the event will occur in situations where risk is present.

## Consequence Criteria

Rating	Description
1 – Insignificant	No injury, insignificant damage to property, equipment, budget. No environmental damage.
2 – Minor	Minor injury (first aid treatment only), minor loss of process or slight damage to property or budget. Minor environmental damage.
3 – Moderate	Reportable injury (medical treatment required), moderate loss of process, damage to property or budget. Localised media attention. Moderate local impact on or off site requiring long term clean-up.
4 – Major	Major injury, major loss of process, damage to property and major financial loss. Significant adverse media event. Major but reversible environmental damage.
5 – Catastrophic	Fatality related to event incident. High financial exposure/impact, catastrophic loss of business. Significant sustained adverse media attention. Catastrophic environmental damage.

# Event Risk Assessment

Event Details		
Event Name		
Event Date		
Event Location		
Organisation		
Event Coordinator	Name	
	Phone	
	Email	
Risk Manager	Name	
	Phone	
	Email	

Assessment Conducted By	
Assessment Date	

Hazard	Risk Ranking	Actions / Control	Responsibility

[illegible]

# Emergency Response Plan Template

## Process

An Emergency Response Plan is written to ensure that a response to any incident during the event is dealt with satisfactorily. It is intended for use by all event staff, volunteers and contractors in the case of a serious incident or emergency. The Emergency Response Plan is to be distributed to relevant personnel prior to the event.

Use the template on the following page to identify who will perform the key safety roles at your event. Include key contacts who should be contacted in the event of an incident in the table provided, such as SA Police, CFS, SA Ambulance, St John, Security and Traffic Management.

Next, consider the emergencies that could arise at your event and fill out the response actions. Emergency situations that may occur and require a response include, for example, medical emergencies, bushfires, bomb threats or lost/found children. Add additional emergencies to the table as relevant to your event.

## Example

Emergency	Response Actions
<b>Medical Emergency</b> <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.

# Event Emergency Response Plan

Event Details		
Event Name		
Event Date		
Event Location		
Organisation		
Event Coordinator	Name	
	Phone	
	Email	
General description of event / activities		

Who / What	Details			
Chief Safety Warden <i>Usually the event organiser</i>	Name			
	Phone			
First Aid Officers (trained personnel)	Name		Name	
	Phone		Phone	
Fire Marshalls	Name		Name	
	Phone		Phone	
Medical HQ / First Aid Tent	Location			
Fire extinguishers, fire blankets, hose reels	Location			

Incident Management Critical Contact List		
Company	Contact Name	Phone Number

All staff, volunteers and contractors are to follow instructions of the Emergency Response Plan (below) and direction from the Chief Safety Warden and Emergency Services.



Emergency	Response Actions
<b>Cancellation of event</b> Due to Catastrophic fire danger or other extreme weather	Chief Safety Warden:  Notification to the Public:  Other Actions:
<b>Hostile Vehicle</b>	Chief Safety Warden:  Other Actions:
<b>Vehicle Accident</b>	Chief Safety Warden:  Other Actions:
<b>Lost Child / Missing Person</b>	First on scene:  Chief Safety Warden:  Other Actions:

Emergency	Response Actions

# Event Run Sheet Template

Event Details			
Event Name			
Event Date			
Event Location			
Start Date/Time		Finish Date/Time	
Organisation			
Event Coordinator	Name		
	Phone		
	Email		

[illegible]

# Event Contacts Template

Event Details		
Event Name		
Event Date		
Event Location		
Organisation		
Event Coordinator	Name	
	Phone	
	Email	

See below a list of key event contacts.

*Note: Include event staff, contractors, suppliers and emergency services.*

[illegible]



08 8408 0400  
mail@ahc.sa.gov.au

**ahc.sa.gov.au**



**Adelaide Hills**  
COUNCIL