



## ***District Council of Loxton Waikerie***

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# **Event Permit Guidelines**

## **INTRODUCTION**

The District Council of Loxton Waikerie recognises the importance of community events and wishes to encourage and support event organisers and managers. The 'Event Management Guidelines' have been developed to assist groups, organisations, and individuals wishing to stage events in the Loxton Waikerie district. It explains the application process, including how to complete an 'Event Permit Application'.

The definition of an event includes any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced area that will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during or after the event.

Many aspects of an event can be potentially hazardous to the general public if not planned and managed correctly. For an event to be successful, it is essential that event organisers provide access and egress points at venues, which do not put the health and safety of the public at risk or cause environmental harm.

Event organisers and participants need to understand the health and safety implications of staging a public event and be aware of the precautions that must be taken to minimise health and safety risks.

This event management toolkit addresses ways in which event organisers, participants and relevant agencies can reduce risks to health and safety. It explains the application process and how to complete an event application. It also provides useful information regarding industry contacts, risk assessment, event management plans and promotional opportunities.

It is important that event organisers consult with all stakeholders associated with planning and staging of the event including those agencies involved with emergency and other community or private services.

Please ensure that the relevant documents and information are attached. Council staff are available to assist if you require assistance.

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The information contained in this section of the Event Management Guidelines has been designed to assist event organisers complete an Event Permit Application for the District Council of Loxton Waikerie. Each heading relates to a question or section of the Event Permit Application.

## **Question 1 - Event Organisers**

The section involves completing contact details for the applicant and their organisation. Where organisations are involved, a representative of the organisation needs to be nominated as the contact point for the event and their details are to be included on the application form. Please ensure that all telephone numbers provided are valid in the lead up to the event, during the event and after the event.

Council will only liaise with the contact person provided on the application, unless otherwise specified in writing.

It is the Event Organiser responsibility to:

- Ensure that all documentation required to process the event application is forwarded to the District Council of Loxton Waikerie by the due date.
- Acquire the appropriate public liability insurance
- Notify of any changes to the event management plan
- Fulfil the obligations of the event permit if the event is approved
- Ensure the event complies with legislation, regulations and standards
- Acquire the appropriate licences and approvals
- Develop and implement risk assessment and emergency response plans for the event
- Pay all site hire fees and bond, where applicable, no later than one week prior to the event
- Leave the event site in an acceptable standard

## **Question 2 - Event Details**

The details of your event will be used to consider the general and special conditions of the Permit. Be sure to inform the District Council of Loxton Waikerie if any changes occur in the planning stages of your event so that your application can be amended.

### Site Preparation and Vacating

- Site preparation and departure will need to be taken into account as a part of event planning so as to ensure that adequate time has been allowed to meet the timeframes agreed in the approved application.
- Event times should be noted as start and finish times.

### Location and Dates

- The proposed location and dates that you have selected to hold your event will need to be checked for availability. If the site you require is unavailable the District Council of Loxton Waikerie may be able to assist you in selecting alternative location/dates.

The event organiser shall ensure that all electrical equipment being used at the permit site has been (current) tagged and tested in accordance with Australian Standard AS3760.

If the equipment is not tagged or is found to be faulty by a Council representative, Council reserves the right to close the event, (or to request that the item be disconnected/removed) until the hazard has been rectified.

The District Council of Loxton Waikerie has some great reserves/riverfront/parks and garden areas to conduct wedding ceremonies and parties. However, as these areas are open to the public, exclusive use cannot be guaranteed. Please contact the Community Development Officer for further information.

### Question 3 - Site Plan

The aim of this section is to help you formulate a comprehensive map or plan of the site. You will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Some considerations to get you on the right track include:

- Where are the designated evacuation points?
- Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested (note they should be tested every 6 months).
- Are gas bottles tagged appropriately and when were they last serviced?

A site plan is a map detailing the layout of facilities and activities of the event. The site plan must be easy to interpret. As part of the planning process, you should ensure that the site plan is distributed to relevant stakeholders and also posted strategically around the site for use by patrons. The site plan will be useful during set up of the event and will be invaluable in the case of an emergency.

Use the checklist below to determine what must be shown on the site map. Use a simple grid format and include surrounding streets and landmarks. Entrances, exits, event coordination centre, emergency coordination centre, vendor locations, first aid posts, toilets, phones, security and licensed areas should be highlighted.

• Event and Incident co-ordination centre	• First Aid posts	• Main Power/water/gas control
• Non-alcohol areas	• Licensed liquor consumption areas	• Picnic/quiet areas
• Entrances & exits	• Information centre	• Taxi & Bus stops
• Entertainment sites	• Toilets and Toilet Blocks - state whether mobile	• Stage location
• Pedestrian route including emergency egress routes	• Restricted Areas	• Liquor outlets
• Lost children/property	• Public telephones	• Rubbish bins
• Security locations	• Seating	• Drainage pits
• Food/vendors/stalls	• Media	• Sharps Containers
• Drinking water sites	• Vehicle access routes ➢ Emergency access & egress routes – emergency vehicles Parking	• Fire fighting equipment ➢ Fire Extinguishers ➢ Fire Blankets ➢ Hose Reels ➢ Hydrants

#### Smoking legislation

Council aims to encourage the community to support healthy communities and facilitate a proactive approach to healthy and safe activities or pursuits within our district. Changes to the Tobacco Products Regulations Act 1997 came into force from 31 May 2012. For further information please

<http://www.legislation.sa.gov.au/LZ/C/R/TOBACCO%20PRODUCTS%20REGULATIONS%202004/CURRENT/2004.243.UN.PDF>

## Question 4 - Insurance

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is mandatory that the organisation that is running the event have comprehensive public liability insurance. Insurance cover should also include property and equipment.

Council requires evidence of adequate and appropriate public liability cover to be produced. A copy of the Certificate of Currency will need to be provided with the application.

All events must have public liability insurance of at least \$10,000,000 (ten million dollars). In some cases, Council may review the activities being undertaken at the event and request coverage in excess of this amount. This information will be conveyed to the event organisers.

Where there is more than one event organiser and / or third parties involved, it is a requirement that the event organiser provides evidence that all parties are protected.

In cases where parties are not covered for insurance for not-for-profit community organisations please visit [www.communityinsurance.com.au](http://www.communityinsurance.com.au) who will be able to assist with obtaining an insurance package.

Any event held on Council land requires public liability insurance coverage. The cover that is provided to the District Council of Loxton Waikerie **cannot** be extended to cover other parties.

## Question 5 – Other Stakeholders / Stall Holders

Stall holders are individuals and / or organisations which may be participating in the event. Each stall holder will need to complete a General Permit Application and attach copies of their insurance and any other applicable documents as outlined in the previous section.

If street stalls and raffle ticket sellers intend to set up outside a business they are required to verbally ask prior to their event and that no tape, posters or stick notices etc are to be taped on the wall of any buildings.

Copies of General Permit Application are available by accessing the District Council of Loxton Waikerie website on <http://www.loxtonwaikerie.sa.gov.au/page.aspx?u=915>

## Question 6 – Noise

For public events, especially outdoor events, event organisers may need to apply to the Environment Protection Authority (EPA) for an exemption from the provisions of the Environment Protection (Machine Noise) Policy. This policy provides measures for the regulation of noise emitted from a range of sources.

A Broadcasting licence may also be required and event organisers will need to liaise directly with the EPA to ensure that the relevant approvals are gained.

Appendix 1 of this guideline outlines maximum noise levels typically allowed at the boundary from the nearest private dwelling in the vicinity of the source of the noise. Other variables can affect noise levels however the table can be used as a guide by event organisers carrying out self-assessment using a hand-held sound-level metre.

Allow four to six weeks for an application to be processed (during that time the application is advertised in the newspaper public notices for comment and objections). Information required for the application includes the location, time, duration and sound equipment at the event.

Event organisers may need to consult an acoustic consultant on the impact of loud noise from the event on adjoining property.

The Australasian Performing Right Association (APRA) collects and distributes licence fees for the public performances and communication of musical works. The Australasian Mechanical Copyright Owners Society (AMCOS) collects and distributes mechanical royalties for the reproduction of musical works. For further enquires please telephone (08) 8239 2222.

## **Question 7 – Road Closures, Restrictions and Traffic Control**

Will there be any road closures for the event? What roads will be closed for the event?

If so, the development of a traffic management plan will be required to Council, approval and advertising may be essential Note: Council has to advertise major changes to traffic conditions and road closures in the public notice section of the newspaper two week prior to any event. Therefore it is vital that you liaise closely with Council in regards to this.

On lodgement of the information, Council officers will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event.

Information to be provided:

- The date, time and nature of the event and extent of any road closures or restrictions
- Detailed plans of the event site, the location, traffic routes and proposed temporary road closures or restrictions

Traffic control will be managed by Council unless advised otherwise by the event organiser.

Event organisers are responsible for ensuring effective measures are in place to prevent vehicles of stakeholders and patrons causing undue disturbance to the occupiers of neighbouring properties and livestock, or causing undue environmental damage.

### **Traffic Management Plan**

Aim of plan: To outline the strategy whereby the traffic associated with the event will be efficiently managed to reduce congestion on the main feeder roads surrounding the event site. Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Event organisers must make arrangements for the following:

- Adequate car parking space, including over-flow parking
- Access for people with disabilities
- Preferred access routes to the venue
- Adequate lighting
- Shuttle buses where venue/activity covers a large area

## Question 8 – Alcohol Licensing

If you wish to have alcohol at your event you will need to apply to the Liquor and Gambling Commissioner for a Limited Licence. If you are providing alcohol for consumption purposes only (not for sale) you will need to apply for a consumption only license.

Council must be notified of your license application. You will be required to provide information relating to your liquor licence. Approval is required by Council and Murray Mallee Police in the first instance - this is done by completing a Limited Liquor Licence Notification Form which is located on Council's website <http://www.loxtonwaikerie.sa.gov.au/page.aspx?u=915>. Once this form has been completed by the event organiser and submitted to Council – approval is then required by Council and Murray Mallee Police the approved notification form will need to be included with your Limited Liquor Licence application to the Office of the Liquor and Gambling Commissioner

- Contact details can be found on page 16 “Useful Contact Numbers for Further Advice”
- It is also important to allow enough time for a Limited Licence to be issued. Please refer page 15 “Time Frames”.

For further information regarding Limited Liquor Licensing it is recommended that you contact the Liquor and Gambling Commissioner directly on 131 882 or <http://www.olgc.sa.gov.au/splash.shtml>

The consumption of alcohol in certain Loxton and Waikerie reserves, riverside and township areas are prohibited and have been declared a “Dry Area”. Applications must be approved by the Liquor Licence Commission in discussion with Council and the SA Police for dry area exemption to occur.

## Question 9 – Food Services

### Food

Food businesses must notify their local Council of their existence. Notification applies to every food business in Australia whether the activities undertaken are for charity or community purposes, commercial ventures or “once-only” projects that involve the handling and sale of food.

The definition of a food business is:

A food business means a business, enterprise or activity (other than primary food production) that involves:

- A) The handling of food intended for sale; or
- B) The sale of food.

Notification is needed to make sure enforcement agencies know about food businesses in their areas and how to contact them for inspection purposes, and to provide guidance on the food safety risks associated with their business.

Any enquires can be directed to the District Council of Loxton Waikerie Environmental Health Officer on 8584 8000.

Event coordinators are responsible to fully acquaint sub contractors with the Temporary Food Premises Forms and regulations and then submit forms to Council seven (7) days prior to the event. Forms can be located on Council's website <http://www.loxtonwaikerie.sa.gov.au/page.aspx?u=915>



## **Water**

Events must have sufficient supply of freely available potable water and clear directional signage to water.

Outdoor events that expose patrons to the elements must take due care for their health and comfort. At outdoor events, organisers must provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A wash basin does not constitute a drinking fountain or tap.

How will extra water be supplied to patrons on very hot days if needed?

What is the source of water?

## **Question 10 – Toilet Amenities**

Additional toilet facilities will be dependent on whether alcohol is available at your event, the venue, the duration of the event, existing facilities and number of people attending the event.

If you require alcohol to be provided at your event the conditions of the Limited Licence will stipulate how many toilets will be required.

- Contact details for Workplace Services can be found page 16 “Useful Contact Numbers for Further Advice”
- Please refer to Appendix 2 for additional information

If you are unsure as to your responsibilities when providing additional toilet facilities at a community event please visit <http://www.health.sa.gov.au/pehs/publications/ema-mass-gatherings-manual.pdf> (Page 32 & 33)

## **Question 11 – Waste Management**

Waste management should be considered.

What arrangements have been made for extra bins for the event?

What arrangements have been made for rubbish to be appropriately removed?

The numbers of bins required will depend upon the type of event, for example a food based event might require more bins than a sporting event, and the number of bins will also depend upon how many existing bins are already in the venue. As a rough guide, there should be a ratio of 1 bin per 150 people and two general waste bins.

Council can arrange delivery and pick up of additional bins for events conducted on Council land. Yellow bins for recycling and red bins for food waste and/or skip bins for large events. Skip bins can be organised through Riverland Litter on 8588 2882.

All waste generated by food vendors must be considered when developing your waste requirements. At the conclusion of your event all displays and promotional material, and equipment associated with the event is to be removed from the site.

Please visit Zero Waste SA for more information <http://www.zerowaste.sa.gov.au/at-work/business-recycling-resources/reducing-waste-events-venues>



## Question 12 – Emergency Services - Response Plan

Once the risk assessment that has been completed this will form the basis of your Event Emergency Response Plan.

For each identified risk you will need to have a procedure in the event that an incident occurs. For larger events, the procedures should be developed at a scheduled meeting with the core event group and emergency services representatives who attended the risk assessment meetings.

The identified risks and procedures will need to be formed into a document and distributed to event management and staff and included into the induction process for all staff and volunteers. A notification procedure in the event of an incident occurring must also be determined and included in the Event Management Plan.

## Question 13 – First Aid

The provision of first aid is an important component of any event. It is the responsibility of event organisers to arrange this. The number and type of first aid facilities required will depend on the size and nature of the event. Event organisers should contact a first aid provider such as the St John Ambulance, to discuss what is required. St John Ambulance provides a free service, however donations are encouraged.

Patrons should be informed and encouraged to access the first aid services. The Office of the Liquor and Gambling Commissioner may impose conditions on a liquor licence to ensure that the health, safety and welfare of all persons attending the event is safeguarded. First aid posts should be clearly shown on the site layout plan and handout material.

- Please refer to page 16 “Useful Contact Numbers for Further Advice”
- Please refer to page 15 “Time Frames”

Bookings to St John Ambulance Australia SA Inc. need to be made in writing six (6) weeks prior to your event. For further information and booking enquiries please visit the website on <http://stjohnsa.com.au/requestfirstaidatevents/> or email [operations@stjohnsa.com.au](mailto:operations@stjohnsa.com.au) or call 8306 6935.

## Question 14 – Animals

If you are having animals at your event the Environmental Health Officer may contact you.

If the animals are being supplied by a third party for the purpose of rides or entertainment evidence of appropriate Public Liability Insurance must be produced by the owner and a copy provided to the District Council of Loxton Waikerie.

## Question 15 – Amusement Structures

If you are having amusement rides at your event the proprietor will need to provide evidence for each amusement being a copy of their **current amusement ride engineers report**, copy of **current registration for the amusement ride** (annual) and a copy of the company's **Certificate of Currency for Public Liability Insurance**. The event organiser will be responsible for ensuring that the serial numbers appearing on the Certificate of Accreditation directly correspond with those appearing on the amusement ride.

Council, as a courtesy, will notify Safework SA of the presence of amusement structures in the area.

## Question 16 – Fireworks and Pyrotechnics

All firework displays must be carried out in accordance with Australian Standards AS2187, Explosives Act 1936 and its guidelines.

If fireworks are to be used as part of the event, please organise/provide the items listed below:  
A copy of the company's Safework SA accreditation for Pyrotechnics and a copy of the company's Certificate of Currency for Public Liability Insurance. Provisions must be made for fire safety equipment and trained staff to be on site for the duration. The fireworks must be ignited by someone suitably accredited by Safework SA Authority. Notification of the fireworks display is given to surrounding residents, so that they can make appropriate arrangements for animals that may be disturbed by the activity.

In the event of a Total Fire Ban – It is the hirer's responsibility to obtain the relevant permits and check the fire ban status and liaise with the local MFS or CFS and it will be at their discretion if the event will continue.

For all information regarding having fireworks and pyrotechnic displays at your event you will need to contact Safework SA, Berri on 8595 2199 or visit their website at <http://www.safework.sa.gov.au/>

Helpful references and documents

- Workplace Services – Fireworks web page\* <http://www.eric.sa.gov.au>, (click on Licensing and select Fireworks)

## Question 17 – Security Personnel

Depending on the nature, size and activities of the event you are proposing you may require professional security personnel. No hirer shall cause nuisance or allow nuisance to be caused to any person. If event equipment is going to be set up on site the day prior to an event, security overnight is a prerequisite to approval.

For advice regarding security personnel requirements it is advised that you contact the nearest Police Station.

For large scale events you should notify the Emergency and Major Events Section (EMES) Department of SAPOL.

- Contact details can be found page 16 "Useful Contact Numbers for Further Advice"

### Lighting and Power

Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them. Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system. The latter may permit directions to be given to spectators in a power failure, thereby alleviating panic.

As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency. The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies.

Do you have emergency power & lighting?

Describe emergency power and lighting systems.

It is recommended that an electrician be available for the event.

## Question 18 – Temporary Structures

If you are planning to have temporary structures of any kind at your event Safework SA may wish to conduct a site inspection.

It is your responsibility to notify Safework SA, Berri on 8595 2199 or visit their website at <http://www.safework.sa.gov.au/> regarding your event and the structures of your event.

Safework SA will receive notification about your event from the District Council of Loxton Waikerie – this is to ensure that Safework SA are aware that the event is taking place and record the provision of the structural specification for your event.

Temporary structures include:

- |                   |                  |               |           |
|-------------------|------------------|---------------|-----------|
| * Marquees        | * Staging        | * Trussing    | * Rigging |
| * Scaffolding     | * Tiered seating | * Shade sails | * Fencing |
| * Amusement Rides | * Booths         | * Tents       | * Gazebos |

If the temporary structures for your event will be onsite for 30 days or more development approval may be required. Should your event require development approval you will be contacted by Councils Building Surveyor.

- Please refer to the Section 221 of the Local Government Act if you are planning to erect structures
- Please refer to page 15 “Time Frames”

Events using temporary structures may require a pre-event site inspection by Council in order for the underground services to be identified to minimise the chance of damage occurring. Many lawned areas in Loxton have subsurface irrigation installed. Pegs and spikes are not allowed in these areas and alternative tethering will need to be sourced. You may be contacted by a Council Officer to arrange an inspection time. If damage to underground services occurs as a result of your event, costs may be extended to the event organisation.

## Question 19 – Volunteers

Volunteers are utilised extensively throughout the community. Event organisers need to ensure that all volunteers have been given appropriate information and training to work safely and in accordance with the Volunteer Protection Act SA 2001.

Safe Work Australia and Volunteering Australia have developed a volunteer assistance package to provide information, guidance and support to volunteers and volunteer organisations who may be affected by the new work health and safety (WHS) laws.

The link below provides more details about the package which includes a hotline and a web page with fact sheets, FAQs and contacts.

<http://www.safeworkaustralia.gov.au/Legislation/volunteers/Pages/Volunteers.aspx>

Helpful reference and documents

- Volunteer Protection Act 2001 – Office for Volunteers web page <http://ofv.sa.gov.au> (click on Policy and Legislation)

## Question 20 – Signs and Advertising

Event organisers should ensure that appropriate signage is provided at the venue to prevent crowd confusion and congestion. Signs for the following should be considered:

- \* Alcohol / no alcohol permitted
- \* Drinking water
- \* First aid
- \* Hazardous areas such as cliffs, water holes
- \* Parking
- \* Access / facilities for persons with a disability
- \* Emergency services, e.g. police, ambulance, fire
- \* Telephones
- \* Camping areas and facilities
- \* Entrances / exits
- \* Food vendors
- \* Information centre
- \* Public transport
- \* Security
- \* Smoking / no smoking
- \* Toilets / showers

Any large (over 2m<sup>2</sup>) or permanent signage must comply with the Local Government Act and the Development Act. When it is proposed to erect signage, event organisers should consult with Council as to suitable locations.

## Question 21 – Risk Assessment

A risk assessment must be applied to all event activities. The risks must be clearly identified and examined and arrangements made for managing the identified risks. Hazards may include:

• Electrical Incidents	• Explosion
• Terrain – small holes that can twist ankles	• Bushfire potential
• High winds	• Chemicals stored on site
• Structure Collapse, Falls from structures	• Slips/Trips and falls
• Vehicles (i.e. crashing against council barriers, other accidents)	• Falls into lakes/rivers/ponds/pools
• Fireworks (including interference)	• Extremes of temperature and UV index
• Occupational Lifting	• Food Poisoning
• Medical (Trauma injuries, minor and major medical, forgotten medication)	• Bomb Threats
• Drug/Alcohol related incidents	• Crime
• Vandalism	• Crowd Control
• Public health pests and other animals such as mosquitoes, flies, snakes, spiders, bees and wasps which may pose a risk to health	• Demonstrations/Riots
• Poisonous plants, dust, pollen and other allergens	• Access to unauthorised areas
• Proximity to transport routes & major roads	

This list is not exhaustive. The event organiser must ensure that all hazards appropriate to the event have been addressed. List the identified hazards at the selected site and the action taken to minimise the risk. (Please see template on page 24)

For larger events, this process can be undertaken by the core group organising the event and a representative from each of the emergency services. A preliminary meeting can be held to discuss the event details. Additional meetings should be scheduled to address any changes to the event and event activities in order to have an accurate risk assessment for the event.

If your event is annual/ongoing a post event meeting to review the risk assessment is recommended.

Information and resources on risk management planning are available on Safework SA website [www.safework.sa.gov.au/show\\_page.jsp?id=5852](http://www.safework.sa.gov.au/show_page.jsp?id=5852)

If you require further information in calculating the number of people per floor area please contact council on 8484 8000. Eg theatre or public hall equals 1 person per m<sup>2</sup> .

### **Question 22 – Vacating the Site**

Event organisers must ensure that event planning provides for a clean-up of the site after the event. This includes collection and removal of all waste and litter including the removal of all temporary structures and signage and all signs used to promote the event outside the event site. All waste removal must be completed within 24 hours of the event's conclusion, and all remaining waste, litter or other matter as quickly as practical after the event's conclusion.

It is the responsibility of event organisers to make appropriate arrangements for the clean-up and restoration at their expense.

### **Question 24 – Useful Contact numbers**

It may be useful to supply a collated list of contact details and to consider some additional contacts that may be useful on the day.

### **Question 25 – SAcommunity – Connecting Up website?**

SAcommunity is a free online database of community groups and organisations.

SAcommunity is provided by Connecting Up (formerly Community Information Strategies Australia Inc., CISA), a not-for-profit, non-government organisation. They work to support the non-profit sector throughout Australia.

Information about state, regional and local services is collected and maintained by Connecting Up Inc. in collaboration with local government and specialist community information services. This forms a comprehensive community information resource for the state.

**Council strongly recommends that your organisation registers online at [www.sacommunity.org](http://www.sacommunity.org). Please advise if you would like council staff to register on your behalf.**

The official permit will be issued by the District Council of Loxton Waikerie subject to receiving all the required documents as stated in the Application Form by their due dates. Your event management plan will be attached to the permit and initialled by the District Council of Loxton Waikerie and the Event Organiser. The permit will not be valid without Council Authorisation or for any undisclosed activities.

The Permit is not transferable and is only valid for the event dates appearing on the permit.

## EVENT ORGANISERS SAFETY OFFICER RESPONSIBILITIES

### Staff and Volunteer Briefings

All staff and volunteers involved with organising and running an event should have an induction / briefing session detailing emergency procedures, identified risks and procedures, communication and any other general information about the event prior to the event occurring.

### Safety Provisions

Within premises that are enclosed and in use or are used outside daylight hours, illuminated exit signs and emergency lighting is essential to allow safe evacuation of the occupants from a site in the event of a power failure or other emergency.

Portable fire extinguishers and other appropriate fire fighting equipment suitable for the foreseeable risks must be installed in every building or structure, as necessary to allow effective initial attack on a fire by trained staff and / or occupants. Fire extinguishers with the appropriate identification and location marker provided should be situated adjacent to the risk areas and as well as along normal paths of travel and near exit signs.

Clear access to all buildings, structures and sites, used for public entertainment, should be made available for fire fighting personnel and equipment if an emergency occurs.

Adequate water supplies shall be available at any public event to allow the SAMFS and CFS operational crews or other support agency to combat any fire situation that may arise.

Directions and plans showing main escape routes and alternative routes in the event of the primary / main route being blocked and assembly points should be displayed around the site.

Complete evacuation to a predetermined assembly point should be carried out on the confirmation of an emergency and all staff should be thoroughly conversant with the provisions of the emergency plan.

### Fire Safety

Event organisers need to consult with the relevant emergency and other agencies to ensure that their fire safety requirements are met.

During the Fire Danger Season, restrictions apply throughout South Australia. Wood fires and gas barbeques may be permitted, subject to certain provisions (refer to Appendix 5). A permit from Council is required to burn off grass, scrub, stubble or rubbish.

During Total Fire Ban periods, all fires, including BBQ's, campfires, burning off, incinerators, welders and other gas fired appliances are not permitted. Within National Parks, gas and electric BBQ's may be used on days other than on days of total fire bans providing:

- The BBQ is within 15m of a dwelling or on coastal foreshore
- An area of 4 metres around and above the BBQ is cleared of all flammable material
- A responsible person is in attendance while the BBQ is a light and has sufficient water or other extinguishing agent on hand to put it out.

Refer to Appendix 5 for further information on fire restrictions during the Fire Danger Season and on Total Fire Ban days.

The South Australian National Parks and Wildlife Service has strict regulations on the use of BBQ's and campfires in their reserves. During the fire danger season all solid fuel fires and wood fires are prohibited in all reserves. Gas fires are permitted other than on days of total fire bans. Outside of the fire danger season, fires are only allowed in those reserves which have signs at entrances stating that fires are permitted. If the fire is permitted the following conditions apply:

- The fire must be lit in a designated area especially set aside for this purpose
- An area of 4 metres around and above the BBQ or campfire must be cleared of all flammable material
- A responsible person must be in attendance while the BBQ or campfire is a light and have sufficient water or other extinguishing agent on hand to put it out.

During Total Fire Ban periods, gas fires, solid fuel fires and wood fires are completely banned. For further advice on the use of fires in national parks contact the National Parks and Wildlife Service. National Parks and Wildlife Restrictions are published in the Government Gazette.

If you have any doubts about lighting a fire during the Fire Danger Season contact the CFS.



## TIME FRAMES

The following table provides information on the time frames that various organisations require to go through their planning and authorisation stages. Council requires all of this information at least 6 weeks prior to the event for its processing of the application unless otherwise state below. Larger events will require a minimum of six months planning period.

Event Characteristics	Organisation	Notification Time
<ul style="list-style-type: none"> <li>• Road Closures (Council Road)</li> <li>• Sale of Food &amp; Amenities</li> <li>• Temporary Structures</li> </ul>	Council	<ul style="list-style-type: none"> <li>• Council requires a minimum of <b>6 weeks</b> notice where events impact on roads and road reserves.</li> <li>• Council requires at least <b>5 days</b> notice for health and hygiene requirements relating to food and amenities.</li> <li>• Council can require <b>6 weeks</b> notice for applications for temporary structures.</li> </ul>
Remote Area	Country Fire Service (CFS)	If the event is in a rural or remote area, contact the closest CFS as soon as possible before the event. Depending on the size of the event, the remoteness of the event and the amount of traffic restrictions the CFS may need at least <b>6 months</b> notice.
Noise	Environment Protection Authority (EPA)	Contact the EPA at least <b>6 weeks</b> in advance. Exemptions under the Environment Protection (Industrial Noise) Policy (if required) take 4 to 6 weeks to process.
Alcohol and Licensing	Office of the Liquor and Gambling Commissioner	If premises will be supplying alcohol, a liquor licence will need to be issued by the Office of the Liquor and Gambling Commissioner under the Liquor Licensing Act. <b>For an event lasting more than 3 days, at least 60 days notice is required before the first day of the event. In any other case, allow 14 days before the function for the licence to be issued.</b>
General notification especially high risk events	South Australian Metropolitan Fire Service (SAMFS)	Contact SAMFS as soon as details of the event have been finalised. High-risk events such as automobile racing would require staff on standby and need to be planned months in advance. Other public events, e.g. food / wine fairs, picnics, which do not have a particular fire risk require several weeks notice.
General notification especially high risk events	South Australian Ambulance Service (SAAS)	Contact SAAS as soon as possible for planning purposes especially for high risk events.
General notification	South Australia Police	SAPOL requires <b>4 weeks</b> pre-event notice for planning purposes.
General notification	State Emergency Service (SES)	SES requires <b>4 weeks</b> notice.
General notification	St John Ambulance Australia	St John Ambulance requires at least <b>4 weeks</b> notice.
Fireworks (paperwork organised by licensed pyrotechnician)	Workplace Services	Within normal regulation hours <b>5 working days</b> outside normal regulation hours <b>10 working days</b> during fire ban season <b>20 working days</b>
Development Approval	Council	Temporary structures on site for 30 days <b>Up to 6 weeks</b>
Road Closure (Department Planning Transport and Infrastructure (DPTI) road)	Department Planning Transport and Infrastructure (DPTI)	DPTI requires <b>8 weeks</b> notice where event impact on public transport services. If an event impacts on road users, approval must be sought from DPTI. If unsure whether the road in question comes under the care, control and management of DPTI SA or other parties, contact Department Planning Transport and Infrastructure (DPTI)



## USEFUL CONTACTS

Organisation Name	Location	Telephone Number(s)	Internet Details
Australian Circus Federation		07 3378 0479	email john@aladdins.com.au
Country Fire Service	Level 7, 60 Waymouth St, GPO Box 2468, Adelaide, SA 5001	8463 4200	<a href="http://www.cfs.org.au">http://www.cfs.org.au</a>
Department for Environment and Heritage	77 Grenfell St GPO Box 1047, Adelaide, SA 5001	8204 9000	<a href="http://www.environment.sa.gov.au">http://www.environment.sa.gov.au</a>
Disability Information and Resource Centre Inc	195 Gilles Street Adelaide SA 5000	1800 182 179	<a href="http://www.enable.net.au">http://www.enable.net.au</a>
Environment Protection Authority	Level 5, 77 Grenfell St, Adelaide, SA 5000	8204 2000 Freecall 1800 623 445	<a href="http://www.epa.sa.gov.au">http://www.epa.sa.gov.au</a>
Human Rights and Equal Opportunity Commission	133 Castlereagh Street Sydney 2000	1300 369 711	<a href="http://www.hreoc.gov.au">http://www.hreoc.gov.au</a>
Office of the Liquor and Gambling Commissioner	Consumer and Business Services GPO Box 2169 ADELAIDE SA 5001	131 882	<a href="http://www.olgc.sa.gov.au">http://www.olgc.sa.gov.au</a>
Primary Industries and Resources SA	Head Office – Grenfell Centre, 25 Grenfell St, Adelaide, Sa 5001	8226 0222	<a href="http://www.pir.sa.gov.au">http://www.pir.sa.gov.au</a>
RSPCA SA Inc	172 Morphett St, Adelaide SA 5000	8231 6931	<a href="http://www.rspcasa.asn.au">http://www.rspcasa.asn.au</a>
SA Ambulance Service	Head Office 216 Greenhill Road Eastwood 5063 GPO Box 3, Adelaide 5001	13 6272	<a href="http://www.saambulance.com.au">http://www.saambulance.com.au</a>
SA Metropolitan Fire Service	99 Wakefield Street Adelaide SA 5000	8204 3600	<a href="http://www.samfs.sa.gov.au">http://www.samfs.sa.gov.au</a>
SA Water	77 Grenfell St, Adelaide, SA 5001	1300 650 950	<a href="http://www.sawater.com.au">http://www.sawater.com.au</a>
SA Police Emergency and Major Event Section (EMES)	Police Barracks GPO Box 1539 Thebarton, SA 5031	8207 4014	<a href="http://www.sapolice.sa.gov.au">http://www.sapolice.sa.gov.au</a>
St John Ambulance Australia, SA Inc	85 Edmund Avenue Unley SA 5061	8306 6999	<a href="http://www.stjohnsa.com.au">http://www.stjohnsa.com.au</a>
State Emergency Service	Level 7, 60 Waymouth Street Adelaide 5000	8204 3600	<a href="http://www.sessa.asn.au">http://www.sessa.asn.au</a>
Office of Volunteers	GPO Box 2343, Adelaide 5001	8463 4490	<a href="http://www.ofv.sa.gov.au">http://www.ofv.sa.gov.au</a>
Workplace Services	Level 3, 1 Richmond Road Keswick SA 5035 GPO Box 465 Adelaide SA 5001	8303 0400	<a href="http://www.eric.sa.gov.au">http://www.eric.sa.gov.au</a>

## APPENDIX 1 – NOISE LEVELS

Description of area in which the noise source is situated	Maximum Noise Levels dB(A)	
	7.00am-10.00pm	10.00pm-7.00am
Rural or predominately rural	47	40
Urban residential	52	45
Urban residential with some commerce, or with a school, hospital or the like	55	45
Urban residential with some manufacturing industry or with some place of public entertainment or place of public assembly or licensed premises	58	50
Predominately commercial	65	60
Predominately industrial	70	70

- Measured at any place, other than the premises from which the noise emanates, where a person lives or works.

(Source: *Environmental Noise*, EPA Information Sheet, Environment Protection Agency, 2002).

## APPENDIX 2 – TOILETS

### Toilet facilities for events where alcohol is not available:

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

### Toilet facilities for events where alcohol is available:

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

The tables are provided from the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*.

### Depending on the duration of the event, the number of toilet facilities can be reduced proportionally as follows:

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

These figures differ from the specifications provided by the *Building Code of Australia*, which are more stringent. For requirements, the relevant health authority or other relevant agencies should be contacted, e.g. Office of the Liquor and Gambling Commissioner.

### Toilets and ablutions for persons with a disability

It is recommended that at least 1 unisex toilet (including hand basin) for persons with disability be provided for every 100 WCs or part thereof.

Specific requirements for unisex access toilets and ablutions facilities are stipulated in *Australian Standard 1428.2 – Design for access and mobility – Enhanced and additional requirements – Buildings and facilities*, and in the *Building Code of Australia*.

## APPENDIX 3 – RESTRICTIONS DURING FIRE DANGER SEASON AND ON TOTAL FIRE BAN DAYS

	Fire Danger Season	Total Fire Ban
Wood or solid fuel BBQ's	<p>YES, providing:</p> <ul style="list-style-type: none"> <li>The fire is contained in a BBQ or cooker</li> <li>An area of 4m around and above the BBQ is cleared of all flammable material</li> <li>A responsible person is in attendance while the BBQ is alight and has sufficient water or other extinguishing agent on hand to put it out.</li> </ul>	<p>NO,</p> <ul style="list-style-type: none"> <li>All BBQs which use solid fuel such as wood, heat beads, charcoal or briquettes are banned (this includes closed oven or kettle type appliances)</li> </ul>
Gas or electric BBQ	<p>YES, providing:</p> <ul style="list-style-type: none"> <li>An area of 4m around and above the BBQ is cleared of all flammable material • A responsible person is in attendance while the BBQ is alight and has sufficient water or other extinguishing agent on hand to put it out.</li> </ul>	<p>YES, providing:</p> <ul style="list-style-type: none"> <li>The BBQ is within 15m of a dwelling or on coastal foreshore</li> <li>An area of 4m around and above the BBQ is cleared of all flammable material</li> <li>A responsible person is in attendance while the BBQ is alight and has sufficient water or other extinguishing agent on hand to put it out</li> </ul>
Campfires	<p>YES, providing:</p> <ul style="list-style-type: none"> <li>The fire is contained in a properly constructed fire place or a 30 cm deep trench, not more than 1 sqm in area</li> <li>An area of 4m around and above the campfire is cleared of all flammable material</li> <li>A responsible person is in attendance while the campfire is alight and has sufficient water or other extinguishing agent on hand to put it out.</li> </ul>	<p>NO,</p> <ul style="list-style-type: none"> <li>Campfires are banned</li> </ul>
Welders and other gas-fired appliances	<p>YES, providing:</p> <ul style="list-style-type: none"> <li>An area of 4m around and above the operator is cleared of all flammable material</li> <li>The operator has sufficient water or other extinguishing agent on hand to put it out.</li> </ul>	<p>NO,</p> <ul style="list-style-type: none"> <li>Electric welders, mechanical cutting tools, oxy welders and other gas-fired appliances are banned</li> </ul>

(Source: Country Fire Service and South Australian National Parks and Wildlife Service)

## APPENDIX 4 – RISK MANAGEMENT INFORMATION

### Rationale for Managing Risks

Risk is the chance of something happening that will have an impact upon what you set out to achieve. Risk may arise from an action or from a lack of action. Taking risks is a normal, unavoidable part of our everyday lives. We need to take risks to achieve benefits, however taking controlled and informed risks is of utmost importance. Risk management is about having a plan in place to ensure losses can be controlled/kept to a minimum, rather than eliminating risk altogether.

The following *risk management matrix* (see below) is useful in assessing the risks to be managed for a particular event. The objective is to separate the minor risks from the major risks and then to determine what needs to be done to control any possible losses. Risk assessment is the process of determining the likelihood of a risk occurring, combined with assessing the severity of the consequence if it were to happen. The risk can then be classified as either *extreme, high, moderate* or *low*.

### Example of how a risk may be assessed

Function/Activity: Food Service

The Risk What can happen and how it could happen?	Chances of an Incident Happening		RISK LEVEL
	LIKELIHOOD	CONSEQUENCE	
Food becomes contaminated	Possible	Major	MAJOR

Use *Table 1* and *Table 2* to determine the likelihood of the risk occurring and the consequence if it did. Then, use the consequence and likelihood ratings to determine the level of risk in *Table 3*.

Table 1 - Measures of Consequence or Impact

Level	Description	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, minor impact, medium financial loss
3	Moderate	Medical treatment required, moderate impact, high financial loss
4	Major	Extensive injuries, loss of production capability, major impact, major financial loss
5	Catastrophic	Death, detrimental effect, huge financial loss

Table 2 - Measures of Likelihood

Level	Description	Example detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table 3 – Risk Analysis Matrix – Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

### Legend

**E** - Extreme risk; immediate action required

**H** - High risk; senior management attention needed

**M** - Moderate risk; management responsibility must be specified

**L** - Low risk; manage by routine procedures

## Examples of how to Measure Consequence

E X A M P L E S						
<b><u>MEASURE</u></b>	<b>Financial Loss</b>	<b>Information/Records are destroyed</b>	<b>Damaged to Property</b>	<b>Injury to person(s)</b>	<b>Failure to deliver service</b>	<b>Breach of legislation/licence (ie Harm to the environment)</b>
<b>Insignificant</b>	Low financial loss (eg< 1% of revenue or budget)	Negligible loss of or damage to IT and communications. No loss of data.	Negligible damage to or loss of assets.	No significant injuries. Nor significant impact on personnel	Short term, localised interruption. Negligible impact.	Minor breach. Negligible impact on environment.
<b>Minor</b>	Minor financial loss (eg 1 – 2% of revenue or budget)	Minor loss / damage to IT and communications. Some catch up required.	Minor loss / damage. Some repairs may be required.	Small numbers of injuries; first aid or out patients treatment required. Some inconvenience to personnel	Minor, temporary disruptions – minor inconvenience to client(s). May cause some complaints.	Minor localised impact; one-off situation easily remedied.
<b>Moderate</b>	High financial loss ( eg 2 – 5% of revenue or budget )	Moderate to high loss / damage to IT and communications. Data lost.	Moderate to high damage requiring special / contractor equipment to repair or replace.	A number of injuries requiring hospitalization and long term treatment. Moderate disruption to work schedules.	Some serious disruption; significant complaints, some adverse publicity.	Moderate impact, no long term or irreversible damage. May occur cautionary notice or infringement.
<b>Major</b>	Major financial loss ( eg 5 – 10% of revenue or budget )	High risk of loss, data corrupt. Significant catch up required. Business continuity plan implemented.	Significant / permanent damage to assets and / or infrastructure.	Major disruption to work routines and practices. Additional resources required. Significant number of injuries requiring hospitalization and long term treatment.	Major, long term disruption. Serious repercussions. Adverse media publicity. Embarrassments to organisation.	Severe impact requiring remedial action and review of processes to prevent reoccurrence. Penalties and / or direction or compliance order incurred.
<b>Catastrophic</b>	Huge financial loss ( eg 10% of revenue or budget )	Extensive loss / damage to IT and communications assets and infrastructure. Permanent loss of data. Widespread disruption to the business	Widespread substantial / permanent damage to assets and / or infrastructure.	Long term disruption to work practices and routines. Impact on wellbeing of personnel. Extensive life-threatening impact; potentially large numbers of serious injuries and fatalities.	Long term / irreversible impact. Widespread, ongoing national and international media attention. Severe embarrassment of the organisation. Viability or organisation in current form questionable	Long term, large scale damage. Serious / repeated breach. Cancellation of license and / or prosecution.



Example of how to Develop Register					
Function/Activity: Food Service					
The Risk What can happen and how it could happen?	Chances of an Incident Happening		RISK LEVEL	How do we Manage the risk now?	Risk Priority (eg. 1,2,3)
	LIKELIHOOD	CONSEQUENCE			
	Possible	Major	MAJOR	Rely upon supplier/catered to ensure compliance with legislation.	1

### Risk Control Plan

Risk Priority (eg 1,2,3)	How Could the risk be reduced? List possible options	Referred Option (ie. Avoid the risk manage better transfer)	Has the risk level now changed?	Result of Analysis: Accept/Reject the risk	Persons responsible for control option	Timetable for implementation	How will risk and control options be monitored?
1	A. Do not serve food at the event  B. Dedicated resource assigned to ensure compliance with Food Regulations 2002 and food Act 2001. Internal inspections of food outlets to be carried out periodically throughout the event.	B	High	Accept	Name of person	✓ Inspection schedule, checklist and procedure for non-compliance to be developed no later than one month prior to the event.  ✓ Inspection schedule, checklist and procedure for non-compliance to be finalised no later than 1 week prior to event.	✓ Inspection checklist to be completed daily by "person" upon inspection of food supplier/caterer.  ✓ Non-compliance issues to be addressed immediately in line with procedures.

# RISK ASSESSMENT TEMPLATE

[illegible]

**(Additional information may be attached)**