



# Event Management

## **EVENT PLANNING GUIDELINES**

### Guidelines for Event Organisers

Successful events involve  
Planning  
Attention to detail  
A contingency plan to manage unforeseen circumstances

#### **INTRODUCTION**

**Our Event Planning Guidelines has been designed to assist event organisers in planning successful, safe, accessible, inclusive, and well-managed events that present a positive image within our communities as well as provide economic benefit to the region.**

In these Guidelines, you will find a comprehensive planning guide, templates, checklists, examples and supporting material to assist you every step of the way in completing an application form and ensuring that your event runs smoothly and safely.

The Guidelines outlines key responsibilities and any permits or legislative requirements that you may need to be aware of and ensures the sustainable management of our local parks, halls, institutes, sporting grounds and reserves. Please be mindful that this is a guide only and is not a definitive resource as each event will have its own specific requirements which need to be considered by the Event Organisers.

We encourage you to explore these Guidelines and recommend that you take advantage of the support and services available through the District Council of Loxton Waikerie Event Team.

#### **EVENTS & THE DISTRICT COUNCIL OF LOXTON WAIKERIE**

Our district is recognised for its vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership.

Many of our residents are energetic participants in social and recreational activities and enjoy being active and involved in our community. For many years, our district has showcased a range of sporting, cultural and community events and activities within our public spaces for the benefit of the wider community.

Council has a [Community Support Application](#) Program that provides financial support for events and festivals. Council encourages and supports community groups to hold their own events within the district, helping to grow the diverse range of events on offer to our residents and visitors.

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## PLANNING YOUR EVENT

Planning is the most important part of running a successful event, and this often means starting well in advance. The most effective way to approach planning is to develop a detailed Event Plan, which includes a project plan and timetable of what needs to be done and when. Council staff will work closely with you throughout the planning process to ensure that it is as smooth and easy as possible.

Under the Local Government Act, 1999, Council is responsible for approval of activities that occur on public land. All event organisers seeking to hold an event must submit their request using an Event Application.

Many of our parks and open spaces have a range of features including toilets, play equipment, sport and fitness facilities, BBQ's, picnic tables and shelters. Some parks and open spaces are able to support medium to large-scale event activity whereas other small parks are more suited for casual, public use.

Park maps which show the layout and facilities for all our larger parks and open spaces can be used to assist you with your site planning can be found on councils [website](#).

### SPECIAL REQUESTS

From time to time event organisers may have special requests such as hot air balloon or helicopter landings. Council's Event Team will manage all special requests on a case by case basis and will liaise with the relevant Council departments to seek approval of such activities.

### BALLOONS

In order to protect our wildlife Council discourages the use of balloons at outdoor events. Event organisers should seek alternative and/or reusable decorations for example, bubbles, bunting and flags and banners.

### MAYOR AND ELECTED MEMBERS INVITATIONS

Event organisers are welcome to invite the Mayor and/or Elected Members of Council to attend as a guest or to make a presentation or speech at an event.

#### What to do:

- Refer to Mayor and Elected Members details on council's [website](https://www.loxtonwaikerie.sa.gov.au/)
- Prepare your invitation, including the following information:
  - Organisation Name
  - Event description
  - Event location, date and time
  - Estimated attendance
  - Contact person on the day – name and mobile number
  - Details of the Mayor/Elected Member involvement on the day – i.e. whether it is attendance only or a presentation/speech.

Invitations can be emailed or posted and should be received at Council 30 days prior to the event and attendance by the Mayor and Elected Members will be subject to their availability.

If you would like to discuss details of your event prior to sending the invitation, please contact Councils Executive Assistance on 8584 8000.

### EVENT CANCELLATION

If you need to cancel your event, please notify Council no later than 10 business days prior to the scheduled event set up date.

As the event organiser, it is your responsibility to monitor the weather conditions in the lead up and on the day of your event and make the determination whether it is safe for your event to proceed.

If an event is cancelled due to extreme weather, this may be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature.

## **EVENT CATEGORY APPLICATIONS – ASSESSMENT TIMEFRAMES**

Depending on the size and requirements of your event, sufficient notice is required to process your application. This will ensure all requirements are able to be addressed to deliver a safe and successful event. The District Council of Loxton Waikerie reserves the right to decline an application if insufficient notice is provided.

To ensure the success of your event the below table shows how much notice an application is required to be received prior to an event. If you wish to apply at short notice, please contact Council's Event Team to discuss if your application can be accepted.

*Please note: The submission of an application does not imply the booking is confirmed - it is a registration of interest only. This also applies for events that have previously happened on an annual basis.*

<b>Classification</b>	<b>Description</b>	<b>Minimum notice</b>
Small Event	Events with fewer than 100 people, minimal infrastructure, non-profit trade stalls.  Examples: street stalls, raffles, badge days, sausage sizzle, A frame signage and information stalls.	4 weeks' notice
Medium Event	An event of 100 to 1000 people, moderate infrastructure, liquor licensing and/or trade stalls. Examples: fun runs, music events, cultural celebrations.	8 weeks' notice
Large Event	Attendance over 1000 people, significant infrastructure, trade stalls, liquor licensing or amplified music. Examples: large music or cultural events, food & wine festivals, parades, large sporting events.	12 weeks' notice to 20 weeks' notice
Venue Hire	Used for council managed public facilities such as meeting rooms, halls and institutes	4 weeks' notice
Commercial Outdoor Fitness Activity	Provides the opportunity to conduct to plan and undertake outdoor fitness training activities on council open public space areas.	4 weeks' notice
Wedding/Funeral Ceremonies	Provides the opportunity to conduct a wedding or funeral ceremony on some council's parks, gardens or reserves.	4 weeks' notice
Busking	Provides the opportunity for an individual, club, group or company to perform in public in exchange for donations.	4 weeks' notice

Filming	To conduct film-related activity, includes stills photography and any form of image capturing that is for a commercial purpose/use.	4 weeks' notice
Temporary Road Closure	Temporary road closure for the purpose of holding an event of any size.	8 weeks' notice
Temporary Community Event Sign/Banner	Signage promoting community event or activity that is being held within the District Council of Loxton Waikerie and/or Riverland area. It is not the intention of this Authorisation for a commercial business to advertise goods for sale or product promotion.	4 weeks' notice

Depending on the size and nature of the event you wish to stage, you may require a “Medium to Large Event Permit” and, in the case of medium to large scale public events, site and event risk management and emergency plans may also be required.

A Medium to Large Event Permit ensures that all activities comply with the necessary requirements and legislation and are undertaken in a safe manner. A permit also clarifies responsibility and liabilities, secures the facility or space and minimises disruption and impact on other users of public spaces.

The time it takes to process and approve your Medium to Large Event Permit Application will depend on the complexity of the event and your ability to submit the required information. A large scale event may take several months to assess and permit, whereas a medium scale event may only take a couple of weeks.

**The information contained in this section of the Event Planning Guidelines has been designed to assist event organisers complete a Medium to Large Event Permit Application. Each heading relates to a question or section of the application and also refers to council’s other smaller event applications.**

## **SECTION 1 – ORGANISATION/APPLICANT DETAILS**

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 generally 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 an Event Risk Management Plan and emergency response plans for the event
- Pay all site hire fees and bond, where applicable, no later than one week after the event
- Leave the event site in an acceptable standard

## SECTION 2 – PRE-EVENT RISK ASSESSMENT

A Council representative will complete Section 1 of Event Management – Medium and Large Event Application Form with the Event Organiser or based on input provided by the Event Organiser.

1. Council Representative completes Step 1 with the Event Organiser to identify event hazards and determine event hazard rating.
2. Council Representative completes Step 2 with the Event Organiser to identify the estimated crowd numbers for the event hazard rating identified in Step 1. This will then identify what Event Assessment documents are required for the event.

If the Event Hazard Assessment identifies an Event Risk Management Plan is required then the Event Organiser MUST complete Section 7 and 30 when lodging the Medium and Large Event Application Form to Council.

In addition, Council requests the Event Organiser to complete all the required Sections in Medium and Large Event Application Form and return to Council for review with as many relevant attachments as possible.

## SECTION 3 – 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 Council Event Team if any changes are to 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 considered 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 Council's Event Team may be able to assist you in selecting alternative location/dates.

If your event is ticketed and needs to be fully fenced, you must liaise with Council's Event Team which grants you exclusive use of Council land for a nominated period of time as per Section 202 of the Local Government Act 1999. Additional fees and charges may apply.

## SECTION 4 – EVENT PUBLIC LIABILITY INSURANCE DETAILS

If someone is injured or their property is damaged during an event, legal action may be taken against the organising body to recover losses or for damages. Public Liability Insurance is designed to help protect you by ensuring that if this does happen, you have adequate cover to fund any successful claim.

Council requires all medium and large scale/high risk events to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body. The event organiser must ensure that the insurance provides coverage for the specific event location. A copy of a current Public Liability Insurance Certificate of Currency must accompany the application and final approval will not be given until it is received.

Smaller event/risk applications for between 50-200 people 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.

In cases where parties are not covered for insurance for not-for-profit community organisations please visit [Local Community Insurance Services](#) who will be able to assist with obtaining an insurance package

*Please note: You are responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.*

## SECTION 5 – OTHER PARTICIPATING ORGANISATIONS, BUSINESSES OR GROUPS

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 and/or the third parties are to provide their Public Liability Insurance of \$10,000,000 or \$20,000,000 and any other applicable licence documents as required.

## SECTION 6 – FIRST AID

First aid is an important component of any event. It is the responsibility of event organisers to arrange this service. It is recommended for all medium and large scale/high risk events that you have First Aid in attendance.

First aiders need to have access to a facility in which they can work and maintain patient confidentiality and dignity which may require you to provide a dedicated room or marquee for them at your event. You can book St John Services via their [website](#) or call 1300 78 5646.

## SECTION 7 – EVENT SITE PLAN

Producing a site map is mandatory and will assist you to form the layout of your event and ensure that you have allowed adequate space for all the elements. Your site map must identify potential hazards, access and egress of emergency services and the location of all aspects of the event. Some considerations to get you on the right track include - landmarks, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, toilet amenities, licensed areas, emergency access, evacuation points and so on.

Correct site selection is a critical success factor for an event. Be sure that the site you select matches your expectations of size, location and available facilities.

You should also consider existing Council infrastructure and park features such as waterways, fencing and buildings.

A detailed site map must be provided for all medium and large scale/high risk events and will be reviewed for approval by the Council's Event Team prior to placement or installation of any equipment or infrastructure on Council property.

## SECTION 8 – NOISE

As the event organiser, it is your responsibility to control noise levels at your event. The majority of noise complaints received during events are due to excessive low frequency bass music noise levels and noise that continues into the evening. All reasonable measures must be taken to ensure minimal disturbance to residents and businesses within the surrounding area of your event.

As a minimum, you will be required to distribute a notification letter to surrounding properties at least one week prior to your event that includes a mobile phone number for the event site manager. Some events may also need to apply for an exemption to the Local Nuisance and Litter Control Act 2016. Please refer to the [Factsheet](#) for further information relating to noise nuisance and exemptions.

As a guide, any event capable of causing noise nuisance that may adversely affect the health and wellbeing of the community will require the event organiser to submit a Nuisance Management Plan to Council to gain an exemption from the Act. Generally, this would be events with activity (in particular live music or public address) planned to occur before 7am or after 7pm.

Council will be able provide you with the necessary guidance and advice with regards to applying for and seeking an exemption.

*Please note failure to apply for an exemption for an event when required is a breach under the Act that may result in expiation or withdrawal of power supply.*

### MUSIC LICENSING

Music is a vital component of many public events, and music composers require payment for the use of their work under the Australian Copyright Act. Event organisers must have an Australasian Performing Right Association (APRA) licence in place to play copyrighted music, even if the event is free to the public. A licence is also required when the event features live music performance.

**APRA** AMCOS is a non-profit member organisation with more than 87,000 members who are songwriters, composers and music publishers. APRA AMCOS licenses organisations to play, perform, copy, record or make available its members' music. They then distribute the royalties paid under those licenses to their members and affiliate societies. Contact [APRA](#) for current licensing requirements and application forms

### PPCA

[PPCA](#) is a non-profit member organisation that provides licenses to Australian businesses to play recorded music in public. PPCA offers blanket licenses that cover thousands of record labels and millions of recordings across a vast range of genres. Each year all PPCA's net licence fees are distributed back to the record labels and Australian artists who created the recordings, so that they can continue to create recordings for us all to enjoy.

### NOTIFYING RESIDENTS & TRADERS

To minimise any impact on surrounding stakeholders, communication with nearby residents and businesses is vital to the success of your event.

Where advised by the Council's Event Team, you must produce and circulate an approved resident and business notification letter to surrounding local residents and businesses. The Council's Event Team will supply you with a distribution map. Notices must be delivered a minimum of two weeks prior to the event. It is your responsibility to ensure that adequate stakeholder notification is conducted.

Your letter must include:

- The name, date and location of your event (including set up and pack down times)
- The purpose of the event
- The expected number of participants
- Activities being conducted as part of the event



- Any likely disruptions to residents and businesses with respect to noise, transport, fireworks, road closures and parking restrictions
- A contact number for further information or queries
- The Council's Event Management Specialist details as a secondary contact.

You can download an [Event Stakeholder Notification Example Letter](#) from the Council's website that could be used for a letter box drop.

## SECTION 9 – ROAD RESTRICTIONS/CLOSURES & TRAFFIC MANAGEMENT

All requests for road closures, restrictions or traffic management in relation to your event must be included in the Medium to Large Event Application or Temporary Road Closure Application Form. Temporary road closures have specific times of operation and conditions and will be implemented in accordance with Section 33 of the Road Traffic Act.

Temporary road closures must be advertised in a local newspaper two (2) weeks prior to the event. Fees may apply for the advertising, implementation and supervision of traffic management and/or temporary road closures. A quote will be provided once your application is received and has been assessed by Council's Event Team.

*PLEASE NOTE: Traffic control can be managed by appropriately trained traffic management providers or managed by Council.*

It is the responsibility of the event organiser to produce and circulate a Council approved notice to local residents and businesses prior to the event. Council's Event Team can supply you with a distribution map. Notices should be delivered a minimum of two weeks prior to the event. It is the applicant's responsibility to ensure that adequate stakeholder notification is conducted.

You can download an [Event Stakeholder Notification Example Letter](#) from the Council's website that could be used for a letter box drop.

Should your event require reserved parking or parking restrictions arrangements these can be made via Council's Event Team.

### TRAFFIC MANAGEMENT PLAN

The aim of a Traffic Management Plan is 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 consider and 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

Event Organisers are encouraged to liaise with local SA Police traffic management teams to discuss their Traffic Management Plan. You can download a [Traffic Management Plan Template](#) from the Council's website.

## SECTION 10 – ALCOHOL

As outlined in the Liquor Licensing Act 1997, a Limited Liquor Licence is required if the service or supply of liquor is intended as part of your event. Limited Licence applications must be approved by Consumer & Business Services in conjunction with Council's Event Management Team and the South Australian Police. All licensed areas must be fully managed by a licensed security guard to ensure that no alcohol can be carried in or out of the licensed area. Adequate security personnel will need to be employed to manage the entry/exit points of the consumption area. All drinks must be served in plastic shatter-proof cups that are ideally fully compostable and wine must not be served for consumption by the bottle.

Where a liquor licence is in effect, the Office of the Liquor and Gambling Commissioner may specify additional security requirements as part of your licence conditions.

You will need to demonstrate to the Council's Event Team that you have all of these arrangements in place in order to be issued with a letter of support which will need to accompany your application to Consumer & Business Services.

In addition a [Limited Liquor Notification Form](#) is required which informs both Council and the Murray Mallee Police which is located on Council's website.

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.

## SECTION 11 – FOOD AND BEVERAGES DETAILS

It is the responsibility and requirement of all food vendors to comply with food safety practices, as determined by the District Council of Loxton Waikerie Environmental Health Officer, in line with the Food Act 2001 and Food Safety Standards. A detailed list of requirements can be found in the [Food Safety at Outdoor Events Fact Sheets](#) which relate to all food operations where any food or beverage is intended to be sold, according to the definition of 'sale' under the Act.

You must complete and return an [Event Temporary Food Stall Notification Form](#) if you have any more than (1) food vendor to Council's Event Team at least 14 days prior to your event. Please note that each food stall must be registered with their local Council to be able to legally operate a food business at an event. Inspections of food handling practices at food and beverage stalls may be conducted by the District Council of Loxton Waikerie Environmental Health Officer.

Event organisers are encouraged wherever possible to include and utilise businesses from within the region to help boost the local economy and support small business which helps to create a thriving and vibrant community.

## SECTION 12 – POWER/GENERATORS AND WATER

As the event organiser, it is your legal requirement to engage a licensed South Australian electrician to install, test and certify all electrical installations at your event. Only licensed electricians can do work on electrical installations in South Australia. If you do electrical work without a licence, you may receive a fine.

It can also be extremely dangerous for you and result in serious injury, or even death. Insurance companies may not cover fire or personal injury claims caused by do-it-yourself electrical work. If you do not engage a licensed South Australian electrician, Council reserves the right to shut down your event. Your electrician will provide you with an electrical certificate of compliance that must be forwarded to Council's Event Team within 48 hours of your event.

Council recommends that you contact the [Office of the Technical Regulator](#) for further information and assistance. Important information can also be found in the [Electrical Safety at Festivals and Events handbook](#).

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the event organiser to coordinate an alternative supply using generators. Council’s Event Team will be able to advise you if power is available at your event site.

## WATER

Most parks and open spaces are irrigated with recycled water. Under no circumstances are you permitted to plumb into irrigation or recycled water lines. Designated potable (drinkable) water outlets are available in some areas.

The Council’s Event Team will be able to advise the location of the outlets and you must liaise with them for access to a potable water supply.

## SECTION 13 – TOILETS AND ABLUTION FACILITIES

It is the event organiser’s responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event. Hand sanitization stations are also recommended in this COVID-19 environment.

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (*women generally require more facilities than men*) and whether there is service of alcohol and the event duration. Disabled toilets must be available, and all facilities must be well lit to avoid security and safety hazards, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly.

Council’s public toilet facilities are unlocked and cleaned on a daily basis (*excluding Christmas Day and Good Friday*) between 6am-8am. All public toilet facilities automatically lock at 11pm every evening. If you require the toilets to remain unlocked after 11pm, this must be arranged with the Council’s Event Team. If you require additional toilet cleaning outside of the normal service provision this can be arranged noting that charges may be applied.

The following guidelines can be used to determine the number of toilets required at your event.

Alcohol-free Events					
Patrons	MALE			FEMALE	
	WC	Urinals	Hand basins	WC	Hand basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Alcohol available Events					
<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 figures in the previous two tables may be reduced as follows for events of shorter duration:

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

## SECTION 14 – WASTE MANAGEMENT

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 50 people.

Council can arrange delivery and pick up of additional yellow event bins for events conducted on Council land. Skip bins can be organised through an external contractor.

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.

All events held in council reserves, roads or venues must be plastic straw free.

Council can supply bins for events with up to 2,000 people in attendance. Large scale events that anticipate attendance greater than 2,000 will need to engage an external waste management contractor to supply bins and manage waste disposal to Council's required standard.

Council can supply bins as follows:

- **101-300 attendees (6 bins)**
- **301-500 attendees (10 bins)**
- **501-1,000 attendees (20 bins)**
- **1001-2,000 attendees (35 bins)**

The event site must be left in a clean and tidy condition and all debris, especially cable ties, bottle caps, ice cream sticks and food scraps etc, must be removed immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the event organiser.

Existing Council bins in the parks and open spaces are designed for on-going general public use and not event waste. You must ensure that rubbish is completely removed from the event site, so that existing Council bins are available for public use.

## SECTION 15 – EMERGENCY NOTIFICATIONS

It is the responsibility of Event Organisers to arrange and notify emergency services of your event. This is recommended for all medium and large scale/high risk events to do this and form the basis of your Event Emergency Response Plan.

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

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 event staff and volunteers.

## SECTION 16 – ANIMALS

If you have an animal ride, nursery or petting zoo at your event, it is important to ensure that any animal faeces are removed immediately, so that no health risk or inconvenience arises. In the interest of good hygiene, full hand washing facilities must be provided. You or the third party contractor will be required to provide a copy of the organisation's Public Liability Insurance (minimum \$20 million) prior to the event.

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

Please refer to the [SA Health Animal Contact Guidelines 2015](#). All animals must be kept in an appropriate pen with water available and all waste removed prior to the site being vacated. Event Organisers must ensure appropriate hand sanitiser is available at all locations where public access to animals is permitted. Contact Council's Environmental Health Officer for information and advice.

## SECTION 17 – FIREWORKS & PYROTECHNICS

Requests to hold a fireworks display at approved events within the District Council of Loxton Waikerie will be assessed on a case by case basis. A request will not be considered unless the display is being conducted by a licensed pyrotechnician.

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
- A copy of the company's Certificate of Currency for Public Liability Insurance
- Risk Assessment
- Site Plan
- 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](#).

## SECTION 18 – AMUSEMENTS

Amusement devices include any powered equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go rounds and some inflatable amusement devices.

If you intend to have an amusement device at your event, you are required to adhere to the SafeWork SA requirements which state that amusement devices must not be used or operated unless a current certificate of plant registration issued by SafeWork SA is provided (please note that interstate plant registrations are not acceptable in South Australia).

All amusement devices must also have:

- Certificate of annual inspection issued by a professional engineer/qualified electrician for each item
- Appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons
- Adult supervision at all times
- Appropriate fencing surrounding rides
- Appropriate soft-fall area for inflatable structures
- Consideration of the location of overhead electric lines, overhanging trees, sloping ground and drainage;
- A risk assessment and emergency plan that covers the devices
- copy of the organisation's Public Liability insurance (minimum \$20 million) .

For more information refer to [SafeWork SA](#).

## SECTION 19 – SECURITY

The nature of your event and anticipated crowd numbers will determine the type of security you require. The main responsibilities of security staff are likely to include crowd management, asset protection and managing lost children. If event infrastructure and/or equipment remains on site overnight Council suggests that you engage a security guard to prevent theft or vandalism. Depending on the size and scope of your event, volunteer event marshals may be used in place of security.

If you are serving alcohol, you must engage a licensed security guard who has the relevant endorsements in relation to Responsible Service of Alcohol and Crowd Control.

A mass gathering is characterised by having a large concentration of people on a predictable basis which often have limited security controls present. Places of mass gatherings pose a broad range of security challenges for Event Organisers.

Refer to the SA Police website for the [Crowded Places Assessment Tool](#).

## SECTION 20 – 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 regarding your event and the structures of your event.

Temporary structures may 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.

Events using temporary structures may require a pre-event site inspection by Council 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.

A certificate from a qualified installer or engineer confirming that the temporary structures has been erected in accordance with appropriate specifications may also be required prior to the start of the event.

## SECTION 21 – WATER ACTIVITIES

If you require the use of the river for your event, you are required to complete an [Aquatic Activities and Application](#) in conjunction with councils event application.

## SECTION 22 – 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 2001](#) and Regulations.

## SECTION 23 – SIGNAGE

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

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

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.

## **SECTION 24 – EVENT PROMOTIONAL SIGNAGE**

Community event advertising is not permitted on Council property without written permission from the District Council of Loxton Waikerie. Approved advertising is displayed at the risk of the event organiser.

Development approval may be required for large, moving or flashing signs.

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

Placement of signage on road reserves must not present a hazard or obstruction of vision. Signage must not be affixed to existing signs or road infrastructure.

## **SECTION 25 – 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.

## **SECTION 26 – REQUESTS FOR KEYS/OTHER EQUIPMENT**

You will be notified if you are required to collect any keys to access the park or any facilities where you are holding your event. Keys can be collected from our Customer Service team at the Loxton or Waikerie Offices between 9:00am – 5:00pm Monday to Friday.

## **SECTION 27 – ONLINE EVENT REGISTRATION**

Council strongly recommends that your organisation registers online at

- [SAcommunity](#)
- [Destination Riverland](#)
- [Australian Tourism Data Warehouse](#) as all three are free online database platforms for community groups and organisations



## SECTION 28 – USEFUL EVENT CONTACT NUMBERS

It is a good idea to create a contact list to have on hand on the day of your event. The Contact list should have details of all of the people that you may need to contact on the day (preferably mobile numbers) should something not go to plan. List all of your suppliers, staff, volunteers, entertainers and emergency contact details. A contact list will help you manage any unexpected incidents on the day by ensuring you have all of the details you need at your fingertips.

## SECTION 29 – PLANNING FOR COVID SAFE EVENTS

It is the event organiser's responsibility to ensure any proposed event meets State Government requirements under the Emergency Management (Public Activities) Direction 2020 in relation to COVID-19.

Council may provide in principle approval of your event, however, for the event to proceed you will be required to meet SA Health requirements which may include an approved COVID Safe or COVID Management Plan.

Detailed information relating to State Government and SA Health COVID-19 requirements can be found on their [website](#). You will be required to provide Council with a copy of your COVID Safe or COVID Management Plan.

## SECTION 30 – RISK ASSESSMENT AND RESPONSE

Any event regardless of size, will have risks associated with it so it is important that you consider all potential risks and importantly, the measures that will help mitigate the risk. The District Council of Loxton Waikerie requires all medium to large events to undertake an Event Management Risk Plan to ensure that you manage and control the risks posed by your event.

An [Event Emergency and Evacuation Response Plan](#) will be required for all large scale/high risk events to ensure that you have an appropriate plan in place in the event of an emergency.

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.

## SECTION 31 – CHECKLIST

The issuing of council event permits is subject to the applicant submitting and answering all the questions in the application. The checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application process, please contact the Community Development Officer on 8584 8000.

## SECTION 32 – DECLARATION & ACKNOWLEDGEMENT

All event applications held within the District Council of Loxton Waikerie are run in accordance with the Terms & Conditions. Council asks that you sign and acknowledge that you have read them in detail prior to submitting your application.

Please visit Councils [Event Application](#) website page for more information or call 85848000 and talk to our Council Event Team