



# **EVENT MANAGEMENT KIT**

**INCLUDES  
EVENT APPLICATION FORM**

\*Please note that information contained within this kit is correct as of \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Please note that the onus is on the applicant to check that all references are current.

## **FOREWORD**

The District Council of the Copper Coast is a vibrant and progressive area made up of many diverse communities.

Events are a way in which the community can express, celebrate and share their unique qualities and raise awareness of their community and the district in a broader sense.

A public event is an event in a certain place during a particular interval of time for public attendance. For the purposes of this Event Management Kit, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events and occurs regularly, as a once only event or on an irregular basis.

In South Australia the number of public events is increasing. They provide enjoyment and entertainment and are often designed to attract large numbers of people.

There are many aspects of an event which 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 safe 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 minimize health and safety risks.

This Event Management Kit 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 very 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.

The District Council of the Copper Coast recognises the importance of community events and wishes to encourage and support event organisers and managers.

## **ACKNOWLEDGEMENTS**

Town of Gawler, September 2004, [Event Resource Kit](#)

City of Whyalla, April 2005, [Event Management Guideline](#)

The Barossa Council, October 2008, [Event Management Guidelines](#)

The District Council of the Yorke Peninsula, [Special Events Kit](#)

## Definitions

|                              |   |
|------------------------------|---|
| Environmental Health Officer | Officers employed by Council to administer the provisions of the Food Act and the Public and Environmental Health Act in conjunction with the State Government.   |
| Event organiser(s)           | Includes any persons or bodies, or agencies responsible for the organisation, coordination, promotion, operation or management of a public event.   |
| Food business                | A business, enterprise or activity that involves the handling of food for sale, or the sale of food. This is regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature.   |
| Food premises                | Any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons and/or any other place declared by the relevant health authority to be a premises under the Food Act kept or used for the handling of food for sale, regardless of whether those premises are owned by the proprietor. These include premises used principally as a private dwelling, but does not include food vending machines or vehicles used only to transport food. |
| Public area or place         | A place to which the public ordinarily has access (whether an admission fee is charged or not).   |
| Potable water                | Water that is acceptable for human consumption.   |
| Potentially hazardous food   | Food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food.  |
| Premises                     | Any land, building or place (including a public place, or movable building or structure) including vehicles.  |
| Public event                 | An event in a certain place during a particular interval of time for public attendance. For the purposes of this guideline, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events and occurs on a regular, once only or irregular basis.  |
| Relevant agency              | The authority, agency or body vested with the responsibility to administer applicable legislation, or the party or agency that has the care, control or authority and is responsible to deal with, address or handle the particular function or issue, e.g. South Australian Metropolitan Fire Services (SAMFS), Country Fire Service (CFS), State Emergency Service (SES), South Australia Police, (SAPOL).  |
| Relevant health authority    | The authority responsible for the administration of health legislation. In this case, the District Council of the Copper Coast.   |
| Stakeholder                  | Any person, agency or authority that has a direct responsibility for any aspect of an event or may be affected by the event.  |
| Vermin                       | Small animals collectively, especially insects and rodents that are troublesome to humans and/or domestic animals and may include (but not limited to) lice, fleas, mites, rats, mice, cockroaches, mosquitoes and flies, etc.  |

## 1. The Application Process

- Step 1 Complete an Event Application form, (may be done in consultation with the Council Property and Projects Officer). Forms are available from any of Council's three offices located at:
- |          |   |   |
|----------|---|---|
| Kadina   | – | 51 Taylor Street                                |
| Wallaroo | – | 5 John Terrace                                  |
| Moonta   | – | Blanche Terrace, (old railway station building) |
- or copies can be downloaded from [www.coppercoast.sa.gov.au](http://www.coppercoast.sa.gov.au)
- Step 2 Return your completed Event Application Form to Council. Your application form will be circulated amongst relevant Council departments in order to draft the general and specific conditions of the Event Permit.
- Step 3 Provide all requested documentation by the due dates as stated on your Event Application Form to the Property and Projects Officer.
- Step 4 Ensure any fees, charges or bonds are paid by the due dates as required.
- Step 5 Site Inspections will be necessary. The Event Application Form will identify which Council departments and/or authorities will be contacted regarding your event. You will be contacted in advance for an inspection as required.

## 2. Schedule of Fees

Fees for the hire of Council facilities are available by contacting Council on 8821 1600. Please note that the schedule of fees may be reviewed without notice at any time.

## 3. Completing the Event Application Form

The information contained in this section of the Event Management Kit has been designed to assist event organisers complete an Event Application Form for the District Council of the Copper Coast. Each heading relates to a question or section of the Event Application Form.

### **Event Organisers (Question 1)**

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 for the event and their details are required on the Event Application Form. Please ensure that all telephone numbers provided will be valid in the lead up to the event, during the event and after the event.

### **Event Details (Question 2)**

The details of your event will be used to consider the general and special conditions of the Event Permit.

Be sure to inform Council's Property and Projects Officer if any changes occur during the planning stages of your event so that your application can be amended.

### **Site Preparation and Vacating**

- The event dates will also need to consider the time it takes to prepare and vacate the site. It is important to allocate enough time in your application for this component of your event.
- 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 Council's Property and Projects Officer may be able to assist you in selecting an alternative location.

### Site Plan (Question 3)

A site plan is a map detailing the layout of facilities and activities of the event. The site plan must be easy to interpret. The site plan should be distributed to relevant stakeholders as part of the planning process. It will be useful during set up of the event, is invaluable in an emergency and should be posted strategically around the site for use by patrons. Council may be able to provide plans of some Council venues.

### Insurance (Question 4)

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.

The minimum cover that is required is \$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 request 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 Council can provide contact details for Local Government Risk Services who may be able to assist with obtaining insurance.

Any events held on Council land require public liability insurance coverage. The cover that is provided to the District Council of the Copper Coast **can not** be extended to cover other parties.

### Stall Holders (Question 5)

Stall holders are individuals and / or organisations which may be participating in the event.

Each stall not operated by the event organiser, (not covered by the event organisers insurance), will need to apply for a Stall Holder/Exhibitor Permit and attach copies of their insurance and any other applicable documents as outlined in the Stall Holder/Exhibitor Permit Application Form.

Additional copies of Stall Holder / Exhibitor Permit Application Forms are available by contacting Council's Property and Projects Officer.

### Noise (Question 6)

For public events, especially outdoor events, event organisers may need to apply to the Environment Protection Authority 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.

You may need to contact the Environmental Protection Authority for information on their Environmental Noise Policy. This 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 Policy can be used as a guide by event organisers carrying out self-assessment using a hand-held sound-level metre.

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

## **Road Closures, Restrictions and Traffic Control (Question 7)**

If it is proposed that the event or part of it is to be conducted on a road or road reserve the event organisers will need to liaise with Council to ensure that the relevant approvals are gained.

Event organisers will need to provide an Application for Temporary Road Closure to Council at least six weeks in advance of the event.

Advertising and traffic control will be managed by Council.

Costs for Public Notices and staffing may be incurred.

## **Alcohol and Licensing (Question 8)**

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

You will be required to provide Council with information relating to your liquor license application as they will be required to provide their approval.

For further information regarding licensing it is recommended that you contact the Liquor and Gambling Commissioner directly.

## **Food Service (Question 9)**

Food businesses must notify the 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 is a business, enterprise or activity (other than primary food production) that involves:

- the handling of food intended for sale; or
- the sale of food.

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

You are required to complete the table in the Event Application Form if food will be provided at your event.

The District Council of the Copper Coast, Environmental Health Officer may contact you regarding an inspection to ensure compliance with the Food Regulations 2002 and Food Act 2001.

## **Toilets and Ablutions Facilities (Question 10)**

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

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

If you are unsure as to your responsibilities when providing additional toilet facilities contact Safework SA for advice.

## **Waste Management (Question 11)**

Your event may require additional waste management services. If Council is unable to assist with your request you will need to make the appropriate arrangements for waste collection and removal. A fee may be imposed for this service. Council supports Zero Waste Events.

## **Emergency Services (Question 12)**

All Emergency Services, (Fire Police, Ambulance), must be notified about your event. They may require a copy of your Event Application Form to obtain details about the event. It is recommended that you provide emergency services with as much notice about your event as possible.

## **First Aid Facilities**

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 the St John Ambulance Service to discuss what is required. This service is free, however donations are greatly encouraged.

First aid officers should be provided with communication devices (i.e. radio, mobile phone) to enable consultation with ambulance services, event organisers, security and police to ensure that there is an effective and efficient service to the patrons.

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 license to ensure that the health, safety and welfare of all persons attending the event are safeguarded. First aid posts should be clearly shown on the site layout plan and handout material.

## **Animals (Question 14)**

If you are having animals at your event Council's General Inspector may contact you.

Any animals being used at the event must be kept away at all times, from any food stalls or where food is offered for sale. Generally 10 metres would suffice but this distance is also dependant on the weather conditions at the time of the event in respects to dust generated or other potential forms of contamination.

All measures must be considered in order of preventing any cross-contamination and protecting food from physical and/or bacteriological forms of contamination.

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 Property and Projects Officer.

## **Amusement Structures (Question 15)**

If you are having amusement rides at your event the owner will need to provide evidence of current amusement ride accreditation. The Event Manager 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.

Evidence of appropriate Public Liability Insurance must be produced by the owner and a copy provided to the Property and Projects Officer.

## **Fireworks and Pyrotechnics (Question 16)**

Regulations apply to having fireworks and pyrotechnic displays at events. Council will only issue permits to community organisations for a properly organised community event or function, or a private function that involves a fully qualified Pyrotechnician. For all information regarding such displays you will need to contact Safework SA and Council's Fire Prevention Officer.

## **Security Personnel (Question 17)**

Depending on the nature, size and activities of the event you are proposing you may require professional security personnel.

For advice regarding security personnel requirements it is advised that you contact your nearest Police Station. For large scale events you should notify the Emergency and Major Events Section of SA Police.

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 are safeguarded by requiring that security personnel are engaged.

## **Building and Structure Requirements (Question 18)**

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 at your event.

Safework SA may receive notification about your event by the Property and Projects Officer – this is to ensure that Safework SA is aware of the event occurring not the provision of the structural specification for your event.

Temporary structures include:

- Marquees
- Staging
- Trussing
- Rigging
- Scaffolding
- Tiered Seating
- Shade Sails
- Temporary fencing
- Amusement Rides

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 a District Council of the Copper Coast Officer.

Events having temporary structures must undergo a pre-event site inspection by Council in order for the underground services to be identified to minimise the chance of damage occurring. You will be contacted by a District Council of the Copper Coast Officer to arrange an inspection time. If damage to underground services occurs as a result of your event, costs may be recovered by the District Council of the Copper Coast.

## **Volunteers (Question 19)**

Volunteers are used extensively throughout the community in many forms. 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.

## **Signs and Advertising (Questions 20)**

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
- Camping areas and facilities
- Drinking water
- Entrances / exits
- First aid
- Food vendors
- Hazardous areas
- Information stations
- Parking
- Entrances / exits for persons with a disability
- Emergency services, e.g. police, ambulance, fire
- Public transport
- Security
- Smoking / non smoking
- Telephones
- 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 and appropriate contacts.

## **Risk Assessment (Question 21)**

Risk Assessments 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
- Structure collapse, falls from structures
- Vehicles (i.e. crashing against council barriers, other accidents)
- Fireworks (including interference)
- Occupational lifting
- Slips/trips
- Falls into water
- Medical (Trauma injuries, minor and major medical, forgotten medication)
- Extremes of temperature and UV index
- Food poisoning
- Drug/alcohol related incidents
- Bomb threats
- Crime
- Crowd control

- Demonstrations/riots
- Vandalism
- Access to unauthorised areas
- Public health pests and other animals such as mosquitoes, flies, snakes, spiders, bees and wasps which may pose a risk to health
- Poisonous plants, dust, pollen and other allergens
- Proximity to transport routes and major roads
- Chemicals stored on site

For larger events, this process can be undertaken with 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.

### **Emergency Response Plan (Question 21)**

The risk assessment that has been completed will form the basis of your Event Management 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.

### **Vacating the Site (Question 22)**

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.

## **4. Your Event Permit**

The official permit will be issued upon the Property and Projects Officer receiving all of 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 Property and Projects Officer and the event organiser. The permit will not be valid without an initialled event management plan.

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

## **5. Your Responsibilities**

It is the event organiser's responsibility to:

- Ensure that all documentation required to process the event application is forwarded to the Council by the due dates stated on the application form,
- Acquire the appropriate public liability insurance,
- Develop and then notify Council of any changes to the event management plan,
- Meet all requirements of the general and special conditions of the event permit,
- Comply with all Acts of Parliament, Ordinances, Regulations, Standards, Licences or By-Laws relating to the activities of the event,
- Acquire the appropriate licences and approvals,
- Develop and implement risk assessment and emergency response plans for the event,
- Where required notify Safework SA and other authorities about the event,
- Notify emergency services about the event,
- Pay all site hire fees and bonds due prior to the event,
- Meet all requirements of the pre and post event site inspections,
- Attend all scheduled meetings and inspections,
- Maintain all necessary records.

### **Staff and Volunteer Briefings**

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

### **Safety Provisions**

Within premises that are enclosed and in use outside daylight hours, illuminated exit signs and emergency lighting is essential to allow safe evacuation of the occupants from the premises 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 markers 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 South Australian Metropolitan Fire Service and Country Fire Service operational crews or other support agencies to combat any fire situation that may arise.

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

Complete evacuation to a pre-determined 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 service and other relevant agencies to ensure that their fire safety requirements are met.

During the Fire Danger Season, restrictions apply throughout South Australia. Wood fires and gas barbecues may be permitted, subject to certain provisions.

During Total Fire Ban periods, all fires, including barbecues, campfires, burning off, incinerators, welders and other gas fired appliances are not permitted

If you have any doubts about lighting a fire during the Fire Danger Season contact the District Council of the Copper Coast's Fire Prevention Officer.

## 6. Deadlines

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 15 working days prior to the event for its processing of the application unless otherwise state below.

| Organisation                                   | Event Characteristics   | Notification Time  |
|--|---|--|
| Council  | Road Closures (Council Roads)<br><br>Sale of Food & Amenities<br><br>Temporary Structures | Council requires at least <b>6 weeks</b> notice where events impact on roads and road reserves.<br>Council requires at least <b>2 weeks</b> notice for health and hygiene requirements relating to food and amenities.<br>Council can require <b>4 months</b> notice for applications for temporary structures that require Development Approval.                                |
| Country Fire Service                           | Remote Area   | If the event is in a rural or remote area, contact the closest Country Fire Service 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 Country Fire Service may need at least <b>6 months</b> notice.  |
| Environment Protection Authority               | Noise   | Contact the Environment Protection Authority at least <b>6 weeks</b> in advance.<br>Exemptions under the Environment Protection (Industrial Noise) Policy, (if required), take 4 to 6 weeks to process.  |
| Office of the Liquor and Gambling Commissioner | Alcohol and Licensing   | If the 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> |
| South Australian Metropolitan Fire Service     | General notification of especially high risk events                                       | Contact the South Australian Metropolitan Fire Service 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.<br>Other public events, e.g. food / wine fairs, picnics, which do not have a particular fire risk require several weeks notice.                  |

|   |  |   |
|---|--|---|
| South Australian Ambulance Service                      | General notification especially for high risk events             | Contact the South Australian Ambulance Service as soon as possible for planning purposes especially for high risk events.   |
| South Australia Police                                  | General notification   | The South Australian Police require <b>3 months</b> pre-event notice for planning purposes.   |
| State Emergency Service                                 | General notification   | The State Emergency Service require <b>3 months</b> notice.   |
| St John Ambulance Australia                             | General notification   | St John Ambulance requires at least <b>4 weeks</b> notice.  |
| Safework SA   | Fireworks (paperwork to be organised by licensed pyrotechnician) | Within normal regulation hours <b>5 working days</b><br>Outside normal regulation hours <b>10 working days</b><br>During Fireban season <b>20 working days</b>  |
| Department of Transport, Environment and Infrastructure | Road Closure (other than Council road)                           | The Department of Transport, Environment and Infrastructure require 6 weeks notice where events impact on public transport services. If an event impacts on road users, approval must be sought from the Department of Transport, Environment and Infrastructure. If unsure whether the road in question comes under the care, control and management of the Department of Transport, Environment and Infrastructure or other parties, contact the Department of Transport, Environment and Infrastructure. |

## 7. Industry Contacts

Country Fire Service  
Level 7  
60 Waymouth Street  
ADELAIDE SA 5000  
Phone: 8463 4200  
Fax: 8463 4234  
Email: [cfshq@cfs.org.au](mailto:cfshq@cfs.org.au)

Country Fire Service – Regional Headquarters  
Region 2  
Mount Lofty Ranges, Lower North & Yorke Peninsula  
8 Redbanks Road  
WILLASTON SA 5118  
Phone: 8522 6088  
Fax: 8522 6404  
Email: [crsr2@cfs.org.au](mailto:crsr2@cfs.org.au)

Disability Information and Resource Centre Inc  
195 Gilles Street  
ADELAIDE SA 5001  
Phone: 1800 182 179  
Website: [www.enable.net.au](http://www.enable.net.au)

Human Rights and Equal Opportunity Commission  
133 Castlereagh Street  
SYDNEY NSW 2000  
Phone: 1300 369 711  
Website: [www.hreoc.gov.au](http://www.hreoc.gov.au)

Liquor and Gambling Commissioner  
50 Grenfell Street  
ADELAIDE SA 5000  
Phone: 8228 8473  
Fax: 8226 8457  
Email: [olgc@agd.sa.gov.au](mailto:olgc@agd.sa.gov.au)  
[eric.sa.gov.au](http://eric.sa.gov.au)

Office for Volunteers  
GPO Box 2343  
ADELAIDE SA 5001  
Phone: 8463 4490  
Fax: 8463 4400  
Email: [ofv@saugov.sa.gov.au](mailto:ofv@saugov.sa.gov.au)  
Website: [www.ofv.sa.gov.au](http://www.ofv.sa.gov.au)

Police South Australia  
SA Police Emergency & Major Events  
GPO Box 1539  
ADELAIDE SA 5001  
Phone: 8207 4014  
Fax: 8207 4079  
Local Government Association Risk Services  
16 Hutt Street  
ADELAIDE SA 5000  
Phone: 8235 6444  
Fax: 8235 6448  
Website: [www.lga.sa.gov.au](http://www.lga.sa.gov.au)

South Australian Ambulance  
GPO Box 3  
ADELAIDE SA 5001  
216 Greenhill Road  
EASTWOOD SA 5063

Phone: 136 272  
Website: [www.saambulance.com.au](http://www.saambulance.com.au)

St John Ambulance SA Inc  
85 Edmund Avenue  
UNLEY SA 5061  
Phone: 8306 6999  
Fax: 8306 6995  
Email: [stjohn@stjohnsa.com.au](mailto:stjohn@stjohnsa.com.au)  
Website: [www.stjohnsa.com.au](http://www.stjohnsa.com.au)

Standards Australia  
63 Greenhill Road  
WAYVILLE SA 5034  
Phone: 1300 654 646  
Fax: 1300 654 949  
Website: [www.standards.com.au](http://www.standards.com.au)

State Emergency Service  
Level 7  
60 Waymouth Street  
ADELAIDE SA 5000  
Phone: 8463 4171  
Fax: 8410 3115  
Email: [state-hq@sessa.asn.au](mailto:state-hq@sessa.asn.au)  
Website: [www.sessa.asn.au](http://www.sessa.asn.au)

Safework SA  
Level 3  
1 Richmond Road  
KESWICK SA 5035  
GPO Box 465  
ADELAIDE SA 5001  
Phone: 8303 0400  
Fax: 8303 0423

Department of Transport, Environment and Infrastructure  
Phone: 08 8343 2735

## 8. Helpful Websites

- Safework SA – Fireworks web page\* <http://www.eric.sa.gov.au>, (click on Licensing and select Fireworks)
- Volunteer Protection Act 2001 – Office for Volunteers web page\* <http://ofv.sa.gov.au>, (click on Policy and Legislation)
- Limited Liquor Licence Brochure (a guide for people interested in hosting an event where liquor will be sold) – Office of the Liquor and Gambling Commissioner web page\* <http://www.olgc.sa.gov.au>, (click on limited licence)
- Zero Waste Events – [www.zerowaste.sa.gov.au](http://www.zerowaste.sa.gov.au)
- Keep South Australia Beautiful, Zero Waste Brochure – [www.kesab.asn.au](http://www.kesab.asn.au)
- Department of Transport, Environment and Infrastructure – [www.dtei.sa.gov.au](http://www.dtei.sa.gov.au)
- District Council of the Copper Coast – [www.copercoast.sa.gov.au](http://www.copercoast.sa.gov.au)
- Jo Barrie – Regional Tourism Officer [rmm@yorkepeninsula.com.au](mailto:rmm@yorkepeninsula.com.au)
- Yorke Peninsula Country Times – [editorial@ypct.com.au](mailto:editorial@ypct.com.au)

## 9. Local Contact Numbers

### COUNCIL

|   |                              |              |
|---|------------------------------|--------------|
| Greg Munzer                             | Maintenance Supervisor       | 0418 816 128 |
| Jan Trutter                             | Environmental Health Officer | 0417 813 911 |
| Moonta Council Office                   |                              | 88252622     |
| Wallaroo Council Office                 |                              | 88232023     |
| Kadina Council Office                   |                              | 88211600     |
| General Inspector                       | Gary Oliver                  | 0418 859 685 |
| Projects & Property Officer – Andy West |                              | 0418 859 646 |

### LOCAL SERVICE NUMBERS

|               |                             |              |
|---------------|-----------------------------|--------------|
| Andy Wardle   | Council Rubbish Contractors | 0418 846 456 |
| MFS Kadina    |                             | 88211000     |
| CFS Kadina    |                             | 88211500     |
| MFS Moonta    |                             | 88252000     |
| MFS Wallaroo  |                             | 88232000     |
| Police Kadina |                             | 88281100     |

## 9. Additional Information.

### 1. Code of Hygiene Practice for Temporary Food Stalls

**NOTE: Food is presumed to be sold even when it is given away as a promotional activity.**

Food, irrespective of its nature or form must be properly handled by caterers before service to consumers. The standard of food care required in the Food Act 2001, does not vary with the style or type of premises from which sales of food are made and there are principles of food care, which apply to all food handlers. These principles, through regard for cleanliness and temperature seek to ensure the satisfactory reception, storage, preparation, display and sale of food.

Although food is usually stored, prepared and sold from premises or vehicles, neither is essential for proper food care. However, it is essential for food to be properly protected prior to preparation and sale when necessary; this can be achieved with appropriately designed and constructed buildings, vehicles, receptacles, containers or appliances.

#### 1. Reception and Storage

##### **Packaged Food**

- Cartons of food not requiring refrigeration must be stored off the ground in cool, dry conditions and in a manner that ensures food is free from contamination by dust, dirt, flies, vermin, animals and refuse.

##### **Un-packaged Food – (Particularly Bakers' Goods in Trays)**

- These foods should be stored in well constructed and appropriate, enclosed containers and all food must be covered and protected from contamination during transportation. It is often necessary to provide additional storage to ensure peak deliveries are properly stored free of contamination.

##### **Refrigeration**

- All foods requiring refrigeration must be correctly stored *promptly* after reception. Cool rooms or refrigerators should be constructed of impervious material and capable of holding goods under 5°C. Shelving should be 'open' so cold air can circulate and not be made of wood. Cold storages must be kept in good repair and maintained in a clean condition. To aid refrigeration, products should not be stored on the floor. Cold storage becomes inadequate when it is overloaded, or goods are stacked close together. It is necessary therefore, that caterers provide additional cold storages that will ensure peak loads of product are appropriately stored at correct temperatures.
- Ensure raw food is stored separately from cooked or finished food, and cover all foods to prevent contamination.
- Ensure large stocks of drinks, whether alcoholic or not, are refrigerated separately from food.
- Ensure whole fruit and vegetables are stored free of contamination and in the coolest conditions.
- Avoid refrigeration of small 'left-over' quantities of food as it is preferable to dispose of all 'left overs'.

##### **Bulk Storage of Perishable Foods**

- These should be in refrigerated vans parked on-site or in non-mobile refrigerators in approved locations.

##### **Storage of Non-Perishable Items**

- Ensure food delivery trays are not used improperly and are stored in a clean and proper manner for return.
- Ensure take away food containers and their lids, straws, eating and drinking utensils, ice-cream cones and food promotional items are correctly protected from contamination.

- Ensure clothes, shoes and personal belongings not required for the purpose of work are correctly stored so there is no chance they may contaminate food, utensils, or work surfaces.

### **Storage of Unwrapped Perishable Foods**

- While awaiting further preparation or sale unwrapped food must be protected from contamination by suitable means such as covered receptacles.

## **2. Preparation and Hygiene**

Food should be prepared on moisture resistant surfaces, capable of easy cleaning. Tools, equipment and appliances must be clean and before use, shall be stored free from contamination by dust, dirt, flies, vermin, animals and refuse. The use of wood should be restricted to a minimum.

Ensure vending machines (particularly soft ices and fruit drinks) are frequently cleaned and sterilised.

### **Hand Washing**

Hand washing is essential to proper hygiene practice, particularly after toilet breaks and where unwrapped food is prepared or sold. Disposable gloves may be worn but must be changed regularly and should be used for only one task. *A hand basin must be in close proximity to food preparation areas and supplied with a sufficient supply of soap, potable water and single use paper towels. The waste water must be disposed to the sewer.*

### **Utensils**

- Access to a dedicated facility for cleaning pots, pans and other food handling utensils is required.

### **Utensils Used in Common**

- Multi-use utensils, including glasses, used in common by the public, must be cleaned in dish and/or glass washing machines or in a single unit double bowl, stainless steel sinks.

### **Dust Control**

- The ground covered by temporary food premises and its surrounding area needs such treatment as will prevent dust arising from the movement of staff and patrons. Materials such as ground sheets, gravel, damp shell grit, woodchips or sawdust should be used.

## **3. Display for Sale and Serving.**

Food and serving vessels, cutlery and drinking straws, must be protected prior to sale. Food must be kept at its appropriate serving temperature. Potentially hazardous food must be kept under temperature control; i.e. refrigerated food must be stored and displayed below 5°C and hot food must be stored and displayed above 60°C. Alternatively the two-hour/four-hour rule may be used. A digital probe thermometer is required where potentially hazardous food is handled to ensure food is maintained under temperature control. Food may not be packaged, but it can be protected by other means, which include various styles of physical barriers, e.g. sneeze guards and display cabinets.

It is essential for sales staff to wear clean and appropriate clothing; to wash their hands in clean facilities and to serve food *not* with their fingers but with clean utensils or tools of trade. Disposable gloves may be worn but must be changed regularly, particularly after toilet breaks and should be used for one type of task only.

A food handler who may be suffering from food-borne disease must not engage in any handling of food where there is a likelihood of food contamination.

Food displayed at smorgasbords must be kept cool by refrigeration or ice in small capacity vessels. Refilling of vessels is to be avoided and bulk food supplies must be correctly refrigerated and frequently replenished.

Utensils, crockery, cutlery and straws, including single-use equipment, such as paper or plastic cups and plates, must be protected from contamination prior to use.

#### **4. Refuse and Waste Control**

Remove from the site, before starting operations, all refuse and material not required for the proper conduct of business.

Arrangements must be made for the correct storage prior to disposal of cartons, packaging and food waste so all is kept dry and does not attract vermin and insects. Removal of waste must be sufficiently frequent as to prevent offensive accumulation. Food waste must be packaged or wrapped in such a manner as to ensure it does not foul refuse bins or containers.

#### **5. Food Stalls, Kiosks and Vehicles**

The name and contact number of proprietor(s) must be available on the premises. Please be aware Council's Environmental Health Officer's may conduct inspections during the event.

The foregoing does not seek to advise all caterers on every aspect of food safety. Particular food services present their own problems and enquiries should be made to the District Council of the Copper Coast Environmental Health Section.

(Attached is a quick checklist to assist you to ensure that the appropriate food hygiene measures are addressed.)

### **TEMPORARY FOOD PREMISES CHECKLIST**

#### **HAVE YOU ADDRESSED THE FOLLOWING ISSUES?**

##### **ITEM**

##### **FOOD STORAGE:**

|                                |               |
|--------------------------------|---------------|
| Safe storage practices         | <b>YES/NO</b> |
| Separation of raw/cooked foods | <b>YES/NO</b> |
| Protection from contamination  | <b>YES/NO</b> |
| Temperature control            | <b>YES/NO</b> |

##### **FOOD QUALITY/PREPARATION:**

|                                       |               |
|---------------------------------------|---------------|
| Sound unspoiled food                  | <b>YES/NO</b> |
| Protection during preparation         | <b>YES/NO</b> |
| Bare hand contact with food minimised | <b>YES/NO</b> |
| Separation: raw/cooked food           | <b>YES/NO</b> |
| Safe temperature                      | <b>YES/NO</b> |
| Chemical use, storage                 | <b>YES/NO</b> |

##### **PERSONAL HYGIENE:**

|                           |               |
|---------------------------|---------------|
| Clean person and habits   | <b>YES/NO</b> |
| Clean attire              | <b>YES/NO</b> |
| No smoking in food areas  | <b>YES/NO</b> |
| Protective clothing       | <b>YES/NO</b> |
| Illness, cuts, sores etc. | <b>YES/NO</b> |

##### **CLEANING PREMISES/EQUIPMENT:**

|                               |               |
|-------------------------------|---------------|
| Adequate methods              | <b>YES/NO</b> |
| Condition: food contact items | <b>YES/NO</b> |
| Condition: non contact items  | <b>YES/NO</b> |

**GENERAL STRUCTURE:**

|                         |        |
|-------------------------|--------|
| Floors, walls, ceilings | YES/NO |
| Vermin proof            | YES/NO |
| Area/work flow patterns | YES/NO |
| Ventilation             | YES/NO |

**FIXTURES/EQUIPMENT, SERVICES:**

|                                     |        |
|-------------------------------------|--------|
| Facilities: adequate number, type   | YES/NO |
| Facilities: sound condition         | YES/NO |
| Facilities: suitable materials      | YES/NO |
| Water: adequate and potable         | YES/NO |
| Refuse storage and disposal         | YES/NO |
| Liquid disposal: to sewer           | YES/NO |
| Utensils: storage soundness         | YES/NO |
| Lighting adequate                   | YES/NO |
| Access for cleaning                 | YES/NO |
| Hand washing facilities             | YES/NO |
| Adequate storage facilities: food   | YES/NO |
| Adequate storage: packing/equipment | YES/NO |
| Adequate storage: personal effects  | YES/NO |
| Pest management programme           | YES/NO |
| General housekeeping                | YES/NO |

**OTHER:**

|   |        |
|---|--------|
| Staff clothing/belongings appropriately and securely stored | YES/NO |
|---|--------|

**If you are not able to “YES” to every item above, work is required as a matter of priority before setting up your temporary food premises.**

**QUALITY ASSURANCE (*The following are strongly recommended*):**

|                                      |        |
|--------------------------------------|--------|
| Evidence of food safety plan         | YES/NO |
| Evidence of cleaning programme       | YES/NO |
| Receival of wholesale food monitored | YES/NO |
| Record of food storage temperatures  | YES/NO |
| Staff training – food hygiene        | YES/NO |

## 2. Noise Levels

| Description of area in which the noise source is situated  | Maximum Noise Levels dB(A)* |              |
|--|-----------------------------|--------------|
|  | 7 am – 10 pm                | 10 pm – 7 am |
| Rural or predominantly 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           |
| Predominantly commercial   | 65                          | 60           |
| Predominantly 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).

### 3. Toilets

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

#### **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                  |

**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*.

#### **4. Needle-stick Injuries**

A small proportion of accidental exposures to blood via a needle-stick injury results in infection. For example, the risk of infection with HIV following one needle-stick exposure to blood from a person known to be infected with HIV has been reported as 0.3%. This risk may vary according to the stage of infection of the source individual.

In the case of a needle-stick injury, i.e. where a used sharp accidentally penetrates another person, the following procedure should be followed:

1. Wash the area with soap and running water as soon as possible. An alcohol based hand rinse or foam (60 – 90% alcohol by weight) should be used where water is unavailable. Apply an antiseptic and sterile dressing.
2. If blood gets on the skin, irrespective of whether there are cuts or abrasions, wash well with soap and water.
3. If the eyes are contaminated, rinse the area gently but thoroughly with tap water or saline solution, while the eyes are open.
4. if blood gets in the mouth, spit it out and rinse mouth thoroughly a number of times
5. Contact a local doctor or hospital emergency department as soon as possible. Organise for blood to be taken from the individual to be tested for:
  - HIV antibody
  - Hepatitis B surface antigen (HbsAg)
  - Hepatitis C antibody (Anti-HCV)
6. Reassure the person that only a small proportion of accidental exposure to blood results in infection.

A record of the incident should be kept, stating date, time and details of the incident, how the incident occurred, nature of exposure e.g. whether the affected person had been stabbed by a syringe or other sharp or been splashed in the eye or other mucosal contact and name of source individual (if known). Incidents should be reported to the person's doctor or the Emergency Casualty department of the nearest hospital. The District Council of the Copper Coast should be notified of the incident as soon as practicable.

If possible, the sharp should be kept for testing, (Adapted from *Infection Control in the Health Care Setting*. Commonwealth of Australia, Department of Health and Ageing, 1998).

#### **Safe Collection and Disposal of discarded needles and syringes**

Event organisers should ensure that support staff are adequately trained to deal with the collection and disposal of discarded needles and syringes and follow the procedure as indicated.

There is no need to be alarmed.

- Avoid touching the needle with your fingers or hands
- Pick up the used needle or syringe by the blunt end, away from the point. When doing this it is preferable to wear gardening gloves or to use a brush and pan or tongs.
- Never attempt to replace the protective cover of the needle if the needle is exposed
- Put the needle or syringe in a container with a well secured lid. Rigid plastic containers with lids are best (available through The District Council of the Copper Coast). Do not use glass, which may shatter or aluminium cans, which may be squashed.

- Make sure the container is tightly sealed.
- Put the sealed container in a rubbish bin.

For further information contact the Communicable Disease Control Branch of the Department of Human Services.

(Adapted from *Infection Control in the Health Care Setting*. Commonwealth of Australia, Department of Health and Ageing, 1998).

## **5. Large Events that may Include Overnight Activities**

### **Infrastructure and Facilities**

Where events are spread over a large area, or where a large proportion of patrons are expected to camp out prior to and during the event, it may be necessary to provide appropriate facilities adjacent to the venue.

In the case of high-energy crowd activities, event organisers need to ensure that adequate safety and comfort measures are in place to deal with injury, trauma or hysteria associated with unruly crowd activities. In hot weather conditions, comfort facilities such as shade and water need to be available in the immediate activity area.

In static or temporary enclosed facilities it may be necessary to provide mechanical ventilation to ensure that appropriate comfort conditions are met. This includes specific requirements for high energy activities for entertainers and patrons.

### **Water Supply**

An adequate supply of water must be provided at public events, the quantity and quality appropriate to the intended use. All water for drinking and use within food premises must be potable quality, that is, it must be suitable for human consumption. The quantity of water supplied will depend on a range of factors including:

- The nature of the event and crowd activities
- Event duration
- Location of event and the time of the year
- Environmental conditions such as temperature, wind, rain, etc
- Number of people attending the event
- Proportion of persons (patrons, performers and other staff) on the site
- Flush toilets and other ablutions
- Food handling arrangements
- Dust control

Event organisers should refer to the NHMRC/ARMCANZ Australian Drinking Water Guidelines for information in relation to microbiological and chemical standards for drinking water.

The Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*, recommends twenty litres of potable water per person per day, of which four litres is the drinking water component.

Event duration, location and expected ambient temperatures should be considered in determining the quantity of drinking water required.

Non-potable water supplies should be used for toilet flushing, fire fighting or dust suppression. Where camping is permitted, water for showers need to be bacteriologically safe although not necessarily of potable quality. Non-potable supplies, including piped outlets, are to be clearly identified as not suitable for drinking.

The water supply must be constant and at sufficient pressure to withstand peak demands at all outlets. Water should be readily accessible at all food premises, toilets, ablutions, laundry facilities, designated standpipes for patron use, fire fighting and first aid posts.

It is recommended that a recognised water authority be used where available. Where this is not available event organisers will need to obtain supplies from a known safe source or undertake treatment to ensure that the water is safe for human consumption. In most cases, water from natural water bodies will need to be tested for microbial and chemical composition to determine treatment and suitability for potable use.

Advice on the requirements for treatment of water from natural water bodies to render it suitable for potable or human use may be obtained from the Environmental Health Service of the Department of Human Services or the SA Water Australian Water Quality Centre.

All pipes, valves, fittings, storage tanks and tankers used to cart drinking water shall be constructed of suitable materials and be maintained and operated in such a manner to prevent contamination of drinking water. Drinking water outlets should be separate from sanitary facilities and standpipes should be anchored to posts securely embedded in the ground.

It is strongly recommended that potable drinking water be available at the crash barrier in 'mash pits'. Signage should be provided to direct patrons to drinking water supplies. This could be included in site maps that are provided with tickets to the event and at the information centres. Reticulated drinking water supplies should be sited to allow easy patron access and movement and have drainage to prevent localised flooding or muddy conditions around the standpipes.

### **Electrical and Gas Requirement**

Event organisers need to ensure that an adequate and safe supply of electric power and gas is available for the duration of the event. This may require consultation with the relevant supply authority to determine if the capacity of the existing supply infrastructure is adequate for the event.

Where it is necessary for on-site generation of power, the plant is to be safe and suitable for the needs of the event and not cause nuisance and / or offensive noise conditions. Suitable back up facilities may be required as appropriate.

Event organisers are responsible for ensuring that lighting is provided throughout the event so there is adequate illumination of the event area for the safe movement of patrons, entertainers and support service personnel.

Auxiliary power including battery backup may be required to meet emergency power needs in the event of a power outage. Any emergency backup system shall enable operation of lighting for emergency evacuation and operation of a public address system and other equipment to enable safe evacuation. Event organisers should consult with the power supply authority concerning the potential for power outage in the area where the event is to be held. In some cases power supply may be cut where the bushfire risk is high or extreme therefore event organisers should also consult with the appropriate utility and fire service regarding the issue.

All works on the provisions of power supplies for the event need to be carried out to meet the requirements of the supply authorities and comply with Australian Standard / New Zealand Standard 3000 – Electrical installations, and must be carried out by appropriately licensed electrical contractors and certified accordingly.

All gas installations must be in accordance with Australian Standard / New Zealand Standard 1596 – the Storage and Handling of LP Gas and or Australian Standard 5601 (AG 601) – Gas Installations and must be carried out by appropriately licensed gas fitting contractors and certified accordingly.

### **Shelter**

Shelter and shaded areas should be available wherever patrons or staff and volunteers may be located for an extended period of time and where weather conditions are adverse. Areas requiring shelter may include:

- Transport pick up and set down areas

- Spectator and official viewing areas
- Seated eating areas
- Pedestrian thoroughfares
- First aid posts and medical centres
- Competitor and officials marshalling areas
- Entrances and ticketing areas
- Optional areas for patrons when needed

## **6. Event Safety Checklist**

### **ACCESS AND EGRESS**

- Entry and exit areas are clear and easily accessible for staff and expected crowd numbers
- Entry and exit areas are adequate for emergency exit and emergency services
- Thoroughfares are well defined and clearly marked

### **TRAFFIC FLOW**

- Clearly defined areas for traffic which are separated from pedestrian areas
- Provisions for safe passage of emergency and other vehicles through pedestrian traffic
- Controlled traffic flow and adequate signage for directions

### **AMENITIES**

- Adequate provision of toilets and hand washing facilities
- Availability of clean fresh water for both staff and attendees
- Adequate catering facilities, including clean up and food preparation areas

### **SIGNAGE**

- Adequate signage for entries, exits, toilet facilities etc.
- Signage for any hazardous areas or substances
- Clearly signed first aid and fire extinguisher locations

### **MAINTENANCE**

- Qualified and competent maintenance personnel available to undertake any repairs required
- Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them
- Records of any maintenance undertaken kept for future Reference

### **FIRE PREVENTION**

- Suitable fire extinguishers (e.g. CO2, water, chemical) and fire blankets are in appropriate areas, tested and in date
- Personnel are trained in extinguisher and fire blanket use
- Ignition source areas are kept clear at all times and easily accessible

### **EMERGENCY PROCEDURES**

- Emergency response plan in place
- Emergency response team trained to carry out plan
- Current site maps available to all staff, emergency services and other relevant parties

### **FIRST AID**

- First aid stations are suitably located, clearly signed and easily accessible for everyone
- First aid facilities are adequate for the type of event being held
- Good means of communication provided between event personnel and first aid stations

### **STAFF, VOLUNTEER AND CONTRACTOR TRAINING**

- Staff and volunteers are adequately inducted and trained about the event (site specific)
- Copies of applications, memos and any training records are kept
- Contractors are given a relevant, site specific induction regarding the event
- Contractors provide detailed information on safe operating procedures and a current certificate of currency

### **UTILITIES/SITE SERVICES**

- Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified
- Relevant maintenance and event personnel have maps and are aware of locations

## **ELECTRICAL**

- Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools
- All portable electrical equipment including leads are tested (6 or 12 months in accordance with *AS/NZS 3000:2000 Electrical Installations*, known as the *Wiring Rules*, and *AS 3533 – Amusement Rides and Devices*). Tagging is also recommended
- Adequate protection of the public from electric shock and any trip hazards from cords are minimised
- All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)
- Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)

## **PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)**

- Fireworks are only provided and used by pyrotechnicians licensed by SafeWork SA
- LPG/dangerous goods storage
- Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators
- Scaffolding more than four metres in height erected and dismantled by a person certified to do so
- Liquor licenses

## **FUELS, FIREWORKS OR PYROTECHNICS**

- Refer to Permits, Licensing and Registration

## **LIGHTING**

- Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event
- Portable lighting is tested and in date
- Suitable emergency lighting is available

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- All tasks undertaken by staff and volunteers are checked for the PPE required
- PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order
- Personnel are trained in using, maintaining and storing PPE

## **LADDERS**

- Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)
- Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)
- Assistance of a second person is provided where required

## **WORK AT HEIGHTS**

- Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)
- Only certified operators are used if cranes or elevated work platforms (EWPs) are required
- Evidence of compliance can be provided upon request from an authorised person (e.g. log books and certificate of competency)

## **MANUAL HANDLING**

- All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying
- Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks)
- Light, small loads and physical aids (assistance from second person or team lift where needed) are used
- Staff and volunteers are trained in and use the S-M-A-R-T Lifting technique where possible and appropriate

**S** – size up the load

**M** – move in close

**A** – always bend the knees

**R** – raise object using your legs

**T** – turn using your feet

## **STAGING AND PLATFORMS**

- All seating, corporate boxes, over-passes, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met
- A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding) in order to erect and dismantle (refer to Permits, Licensing and Registration)
- Platforms are continuously monitored, particularly in extreme weather conditions
- Adequate access and egress around all staging and platforms for event patrons and emergency services

## **AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES\*)**

- Amusement structures are not used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in SA.
- All structures have current certificate of inspection issued by a professional engineer and qualified electrician
- Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons
- There is appropriate fencing surrounding rides
- There is appropriate soft-fall area for inflatable structures

## **INFLATABLE STRUCTURES\* (IN ADDITION TO THE ABOVE REQUIREMENTS)**

- A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)
- All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing
- Operator monitors prevailing wind conditions

## **LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS**

- Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter

- LPG cylinders are secured to increase stability
- LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with *AS/NZS 1596:2002 - the Storage and Handling of LP Gas*
- All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date
- Compliance with *AS/NZS 1596:2002 - the Storage and Handling of LP Gas*
- A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks

## **WEATHER CONDITIONS**

- Use current Australian Bureau of Meteorology information to ascertain weather conditions [www.bom.gov.au](http://www.bom.gov.au)
- Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non slip mats for wet conditions, and shade, sunscreen and water provisions for heat
- Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)

## **OTHER CONSIDERATIONS**

This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organisers. Other general event issues to consider as part of overall event preparation include:

- general security and crowd control
- traffic control and road usage considerations
- communication channels between parties
- site maps of area, highlighting specific services and utilities
- vendor/exhibitor general information
- noise levels
- alcohol and food requirements
- animal displays and requirements



## EVENT APPLICATION FORM

### 1. Event Organiser Details

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

After Hours: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Event Mobile: \_\_\_\_\_

### 2. Event Details

Event Name: \_\_\_\_\_

Event Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Days: \_\_\_\_\_

Event Times: Start: \_\_\_\_\_ am / pm Finish: \_\_\_\_\_ am / pm

Estimated daily attendance: \_\_\_\_\_ Overall attendance (events longer than 1 day) \_\_\_\_\_

Proposed Venue: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Venue / Site Preparation Start Date: \_\_\_\_\_ Venue / Site Preparation Vacated Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

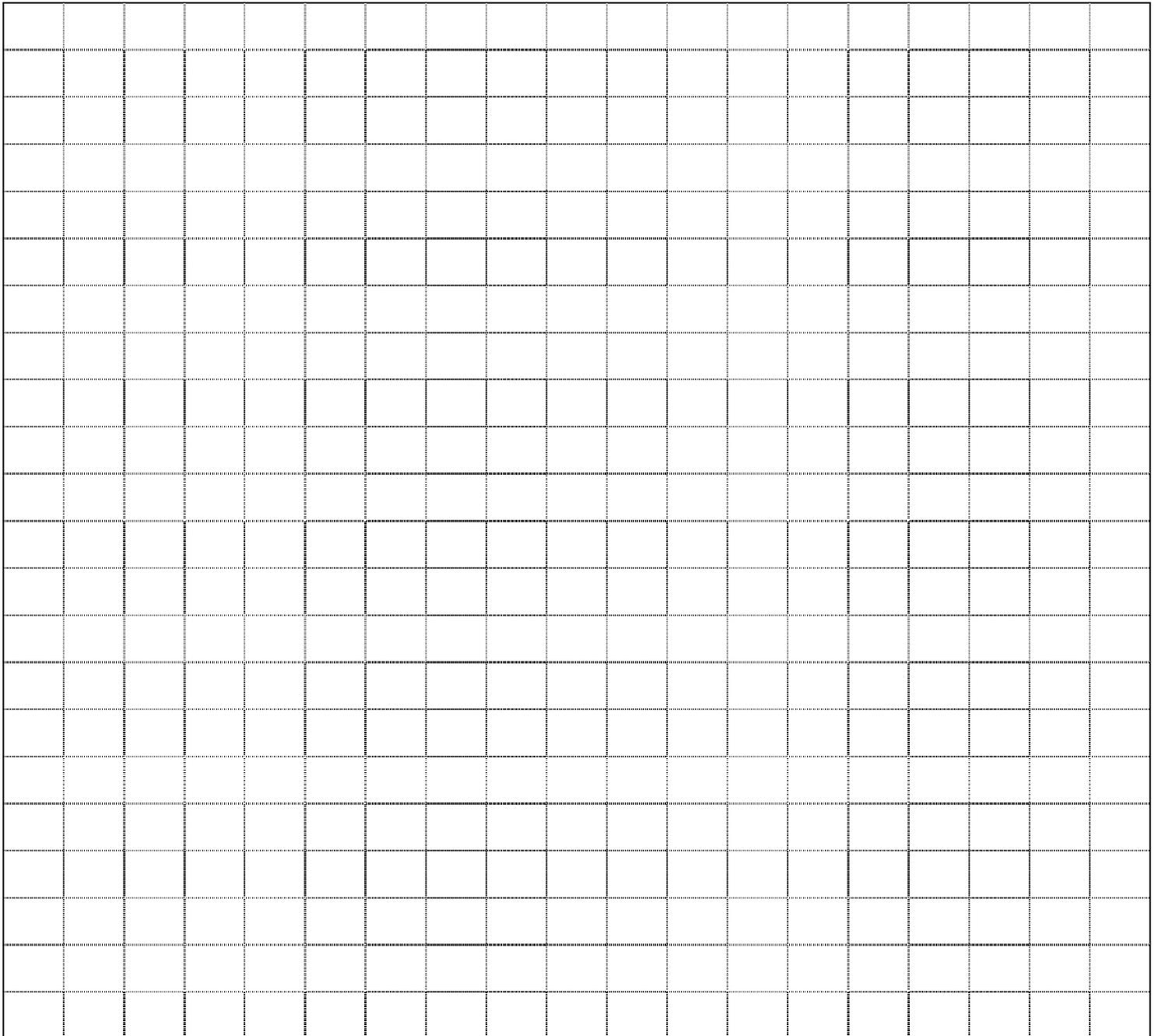
\_\_\_\_\_

\_\_\_\_\_

### 3. Site Plan

Detail location of facilities and activities of the event on the grid provided below. The following information is a guide only of what should be included on the site plan:

- Access and egress points for vehicles and people
- Activities / entertainment areas
- Camping areas
- Emergency services
- First aid posts
- Food stalls
- Hazards
- Parking
- Public telephones
- Restricted or prohibited areas
- Toilets



#### 4. Insurance

Do the event organisers have public liability and professional indemnity insurance (\$10 million) to cover the event?

Yes  No

Please provide a copy of the certificate of currency.

#### 5. Stall Holders

Are there any organisations apart from the event organiser, participating in this event?

Yes  No

If YES, please list.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Note: A stall holders application and copies of certificate of currency of public liability insurance and any other licences must be attached to this application for each participant.

#### 6. Noise

Will your event include amplified music or speeches, etc?

Yes  No

If YES, please provide details including what will be amplified, volume and times.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: It may be necessary to obtain a permit from the Environment Protection Authority for excessive noise.

#### 7. Road Closures

Will it be necessary to close any roads for the event?

Yes  No

|                              |             |                        |       |
|------------------------------|-------------|------------------------|-------|
| Name of road / street: _____ | Date: _____ | Time of closure: _____ | am/pm |
| Re-opening: _____            | Date: _____ | Time _____             | am/pm |
| Name of road / street: _____ | Date: _____ | Time of closure: _____ | am/pm |
| Re-opening: _____            | Date: _____ | Time _____             | am/pm |
| Name of road / street: _____ | Date: _____ | Time of closure: _____ | am/pm |
| Re-opening: _____            | Date: _____ | Time _____             | am/pm |

## 8. Alcohol

Will alcohol be provided?

Yes  No

If YES, has an application for a Liquor Licence been made and on what date?

Yes  No

Date: \_\_\_\_\_

Has it been approved and issued? (Please provide a copy)

Yes  No

## 9. Food

Will food be served at your event?

Yes  No

List the food businesses and type of food (including alcohol and other beverages) being provided at the event:

| Type of Food | Facilities Required / Utilised | Supplier / Caterer | Contact Details |  |
|--------------|--------------------------------|--------------------|-----------------|--|
|              |                                |                    | Name            |  |
|              |                                |                    | Address         |  |
|              |                                |                    |                 |  |
|              |                                |                    | Phone           |  |
|              |                                |                    | Name            |  |
|              |                                |                    | Address         |  |
|              |                                |                    |                 |  |
|              |                                |                    | Phone           |  |
|              |                                |                    | Name            |  |
|              |                                |                    | Address         |  |
|              |                                |                    |                 |  |
|              |                                |                    | Phone           |  |
|              |                                |                    | Name            |  |
|              |                                |                    | Address         |  |
|              |                                |                    |                 |  |
|              |                                |                    | Phone           |  |
|              |                                |                    | Name            |  |
|              |                                |                    | Address         |  |
|              |                                |                    |                 |  |
|              |                                |                    | Phone           |  |

## 10. Toilets and Ablutions Facilities

Number of facilities:

|             |         |       |      |       |
|-------------|---------|-------|------|-------|
| Toilets     | Female: | _____ | Male | _____ |
| Urinals     |         |       | Male | _____ |
| Hand basins | Female  | _____ | Male | _____ |
| Showers     | Female  | _____ | Male | _____ |

Number of facilities for persons with a disability:

Toilets (including hand basins) \_\_\_\_\_  
Showers: \_\_\_\_\_

Ref: Disability Discrimination Act Commonwealth 1992

## 11. Waste Management

Will your event require assistance with waste management?

Yes  No

If YES, please provide details, Council may be able to assist:

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## 12. Emergency Services

Have emergency services been notified of the event details and consulted as to their recommendations / requirements?

Yes  No

**POLICE**

Date of Notification

Branch Name:

\_\_\_\_\_

Branch Location:

\_\_\_\_\_

Contact Officer:

\_\_\_\_\_

Requirements:

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Fulfilled:

Yes  No

**FIRE AUTHORITY**

Date of Notification

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

**AMBULANCE SERVICES**

Date of Notification

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

**LOCAL HOSPITAL / HEALTH SERVICE**

Date of Notification

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

### 13. First Aid Facilities

Will first aid services be available at your event?

Yes  No

If NO, please give details as to why First Aid is not needed at your event.

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If YES, who will be providing this service?

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### 14. Animals

Does the event involve the use of animals?

Yes  No

If YES, what arrangements will be necessary for their management, care and well-being?

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Will the public be handling the animals?

Yes  No

If YES, what provisions will be made to minimise transmission of zoonotic (animal to human) disease (refer to Petting Zoo Infection Control Guideline, Department of Human Services, 2002).

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What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

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Have adjoining property owners / occupiers been advised or public notices been placed in local print media (particularly where fireworks are to be used)?

Yes  No

## 15. Amusement Structures

Will there be any amusement structures operating at the event?

Yes

No

If YES, please provide details:

Proprietor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Structure Type:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reg. No:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Copy of Workplace Services Certificate of Amusement Structure Registration for each structure and public liability insurance certificate of currency needs to be provided.

## 16. Fireworks

Will there be any fireworks or other pyrotechnics at the event?

Yes

No

If YES, please provide details:

Name of Company managing / undertaking fireworks program

\_\_\_\_\_

Technician:

\_\_\_\_\_

Permit Number:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Copy of Technicians current pyrotechnics licences and Workplace Services application / permit to be supplied.

Identify areas patrons are restricted from entering (public exclusion zones) on the site plan.

Detail how public exclusion zones will be managed:

\_\_\_\_\_  
\_\_\_\_\_

Ref: Explosives Act SA 1936

## 17. Security

Will there be qualified security personnel in attendance?

Yes

No

If NO, please give details as to why Security is not needed at your event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If YES, please provide details:

Name of Company: \_\_\_\_\_

Licence details: \_\_\_\_\_

Responsible for: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_

Phone / Mobile: \_\_\_\_\_

Number of security personnel at event: \_\_\_\_\_

Event security will commence on: \_\_\_\_\_

and conclude at: \_\_\_\_\_

### 18. Building and Structure Requirements

Will the event include any of the following temporary structures?

- Stages or platforms
- Break away stage skirts
- Seating stands
- Marques / tents
- Pre-fabricated buildings
- Other
- 
- 
- 

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

\*Please note – if development approval is required assessment for both Planning and Building may take up to 16 weeks.

Have approvals been obtained from Council for temporary structures or changes to existing facilities?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

### 19. Volunteers

Will volunteers be used at the event?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If YES, please provide details of volunteer roles, insurance, management procedures, training, induction and compliance with the Volunteer Protection Act SA 2001.

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## 20. Signage

Will your event require temporary signage?

Yes  No

What signage, including those required under the provision of the Liquor Licensing Act, will need to be developed?

For example:

|   |   |
|---|---|
| <input type="checkbox"/> Ambulance locations              | <input type="checkbox"/> Promotional / sponsorship                  |
| <input type="checkbox"/> Camping areas and facilities     | <input type="checkbox"/> Public transport pick up / set down points |
| <input type="checkbox"/> Drinking water                   | <input type="checkbox"/> Shaded areas                               |
| <input type="checkbox"/> First aid posts                  | <input type="checkbox"/> Telephones                                 |
| <input type="checkbox"/> Fire fighting posts              | <input type="checkbox"/> Tobacco products                           |
| <input type="checkbox"/> Food outlets                     | <input type="checkbox"/> Toilets and ablutions                      |
| <input type="checkbox"/> Information centre (s)           | Others:   |
| <input type="checkbox"/> Liquor licensing                 | <input type="checkbox"/>  |
| <input type="checkbox"/> Lost and found / stolen property | <input type="checkbox"/>  |
| <input type="checkbox"/> Lost children                    | <input type="checkbox"/>  |
| <input type="checkbox"/> Parking                          | <input type="checkbox"/>  |
| <input type="checkbox"/> Police                           | <input type="checkbox"/>  |

Will any signage be larger than 2m<sup>2</sup>?

Yes  No

If YES, approval is required from Council.  
Has this approval been obtained?

Yes  No

## 21. Risk Assessment and Response

Have all possible risks been identified and ranked?

Yes  No

Note: A Risk Register and a Risk Control Plan template are provided for use.

Have control measures been established for each risk?

Yes  No

Have control measures been implemented for each risk?

Yes  No



## 22. Vacating the Site

Arrangements for site clean up:

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Arrangements for clean up of surrounds:

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## 23. General Conditions

1. The event organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The event organiser shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10,000,000.00) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event organiser or any other participant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
4. The permit is not transferable.
5. The event organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
6. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
7. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

**Signed for and on behalf of the event organiser:**

Name \_\_\_\_\_

Date: \_\_\_\_\_

Position \_\_\_\_\_

Signature: \_\_\_\_\_

