

**TOURISM
AND EVENTS**



**MOUNT BARKER
DISTRICT COUNCIL**

EVENTS KIT

A guide for event organisers



Updated August 2023

Contents

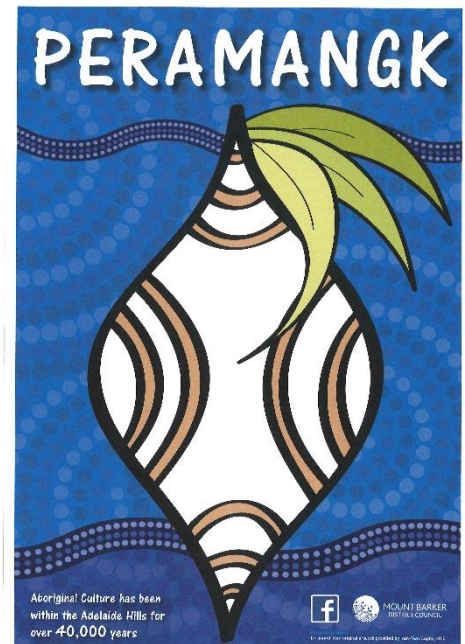
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Acknowledgement of Traditional Custodians of Land

Peramangk Land

We would like to acknowledge that the land we are on is the traditional lands for the Peramangk people and we respect their spiritual relationship with their Country as its traditional custodians.

We also acknowledge the Peramangk Elders and their cultural and spiritual beliefs that are still as important to the Peramangk people of today.



1. INTRODUCTION

The Mount Barker District Council events information kit has been prepared to assist organisations, individuals and community groups in planning events in the Mount Barker Council area.

This information is designed to be used as a guide only as every event has its own specific requirements that event organisers take responsibility for. Please contact the Council's Community Events Team to discuss the specifics of your event in more detail.

2. START BY PLANNING

If you fail to plan, you plan to fail!

In the early stages of an event, the following should be identified:

1. What is the purpose of your event?
 - a. Is it a social/community event, fundraiser, sport, music & arts, corporate, school, celebration?
 - b. Will it be entertainment, awareness raising, informative, educational?
 - c. Are you planning to make money, break even or can you support a financial loss?
2. What is your event design?
 - a. Rational for the event
 - b. Stakeholders
 - c. Objectives
 - d. Financial outcomes, income sources and costs
 - e. Risks and emergency procedures
 - f. Time Frames

The above information should be documented in an 'Event Management Plan' that can be provided to your event team and property owner.



3. EVENTS ON COUNCIL LAND

If you intend to use a Council reserve or facility to stage your event you will need to do the following:

- Apply for a permit to 'Conduct Activities on Council Land'
<https://mountbarker-265517.workflowcloud.com/forms/a0a44b91-c22e-473d-bdce-4ad86f3029f4>
- Compile the following documentation - depending on the type of event you may need to provide:
 - Public LiabilityEvent Management Plan that includes risk management, emergency procedures and a site plan.
 - Licenses/ Permits i.e. Liquor license, temporary food notification, fire permit
 - Amusement Procedure (Bouncy Castle)
 - Traffic Management Plan if your event will utilise or interrupt road traffic

Once Council has received your information, you will either receive written confirmation regarding your event. The Events Officer may contact with you to discuss the details of your event and assist with what is required.

Event Organisers must apply for a 'Conduct Activities on Council Land' permit no later than **21 days before your event**. Depending on your event you may need to apply for other licenses that you hadn't thought of (i.e. Traffic Management which takes 2 months) so the earlier you contact Council the more we can assist to ensure your Event Management Plan is correct.

If your event is in a Council owned and managed park, you may need to be involved in a pre and post site inspection. If you have any requests ie. Irrigation mark out, trees trimmed, grass mowed etc these requests need to be done at least 2 weeks before your event to ensure the works can be scheduled.

4. CREATING A SITE PLAN

A site plan is a map of your event layout containing information like the following:

- All entry/ Exit points
- Access/ egress routes for emergency services
- Assembly points
- Public amenities
- Power/ Water
- First aid
- Entertainment- stage
- Food/ Drink areas (alcohol licensed areas)
- Parking
- Information for attendees
- Lost children/ property
- Any other structures/ areas/ zones
- Stall holders
- Food area

Your site plan should be shared with your event staff/ volunteers before your event so everyone is aware of the layout. SAPOL and Council should also have a copy. If your event will be held on Council land, it is important to provide your site plan as early as possible. This way event staff can assist you with power availability, irrigation locations or any other points specific to that location.

5. EVENT MANAGEMENT PLAN

The Who, What, When, Where , How of your event!

An event management plan defines how an event will be executed and can be useful to unify event staff, providers and stakeholders. It addresses all the components of an event such as:

- Start and end dates
- Location of event
- Expected number of people
- Bump in/ out times
- Time of event
- Program of event
- Marketing plan
- Risk management plan
- Emergency response plan and procedures
- Supplier information including name & contact, service provision and details.

The scope and complexity of the event management plan will vary depending on the size of the event, but the fundamental information remains the same.

This document is a great way to not only map out your event but makes it easier to keep track of your planning.

The Event Management Plan is available on the events section of Council's website.

6. PERMITS/ LICENCES

What	Activity	Where to apply:
Council Permit- to Conduct Activities on Council Land:	Any Activity held on Council land	Council Website Permit to Conduct Activities on Council land
Fire Permit	You may need to apply for a fire permit if you have any naked flames at your event. ie. BBQ, Spit Roasts, Fire mural, demonstrations such as blacksmithing	Council Website: Application for a Permit to Light a Fire for an Event
Liquor License	<p>If you intend to have any form of Alcohol at your event you need to apply for a Liquor License. (eg, welcoming drinks, have a bar, opening event etc)</p> <p>If you are unsure if you require a liquor licence contact the Office of Business and Consumer affairs as there are huge fines if you don't have the correct license.</p>	<p>Consumer and Business Services: Short Term License</p> <p>https://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term</p> <p>Ph: 8226 8410 97 Grenfell Street Web: www.olgc.sa.gov.au Email: olgc@agd.sa.gov.au</p> <p>If the Office of the Liquor and Gambling Commissioner requests a letter of support from Council, you must forward a written request to Council with the following details:</p> <ul style="list-style-type: none"> • Name of your organisation • Date & location of your event • Time period for sale of liquor • Estimated number of attendees • Event description to give overall concept • Details of security present at event • Site plan highlighting the area where the licence is required • Number of toilets to be provided • Type of entertainment <p>Email to: council@mountbarker.sa.gov.au</p>

Music Licensing	<p>If you have any form of Music at your event- - Stage performance/ Entertainment Background Music Workshops</p> <p>You need to have a license to cover this due to Copy right laws</p> <p>APRA- Australasian Performing Rights Association AMCOS- Australasian Mechanical Copyright Owners Society PPCA- Phonographic Performance Company of Australia Ltd</p>	<p>Mount Barker District Council has a blanket Music Cover for its venues and Council run and Sponsored Events- to check if you are covered please contact Councils Events Department.</p> <p>To discuss music licensing please contact OneMusic Ph; 1300 162 162 Email hello@onemusic.com.au</p>
Public Screening (films, outdoor cinema etc)	<p>If you are showing a film/ movie in public you need to obtain written permission. Even if the organisation screening the film is non-profit permission from the Copyright holder is still required</p>	<p>Contact Roadshow Public Performance Licensing 07 3343 9361 roadshowppl@roadshow.co.nz</p> <p>Ensure communication is clear as to who is obtaining the license. (Community organisation or the supplier)</p>
Fireworks	<p>The release of fireworks in SA must be done under Permit and can only be carried out by licensed pyrotechnics.</p>	<p>Generally the Pyrotechnic company will apply and sort out all the required licensees.</p> <p>Council approval needs to be sought as there is a large consultative process that needs to be followed</p>
Sky Activities	<p>If you are having any sky activities such as kites o, model aircraft or drones you may need to get approval. Flying near crowds and Organised public events is not allowed no matter how high you are</p>	<p>CASA- Civil Aviation Safety Authority Contact 131 757 applications@casa.gov.au</p>

Noise Management	There are rules you need to follow if your event is going to have noise that could carry or loud music	Comply with the Environment Protection Act 1993 section 25 (EPA) Contact Mount Barker Councils Events team to discuss
Traffic Management	If your event is staged on or near a DPTI road, including speed reductions, road closing, VMS signs	Contact Mount Barker Councils Events Department. They will apply on your behalf
SAFE WORK SA	As an event's organiser it is your responsibility to manage work health and safety risks	Need to notify SAFE WORK SA for: <ul style="list-style-type: none"> -Registered amusement devices -Dangerous goods over the licensable quantities of LPG -Fireworks -Large Marquees over 6m in length -Stages or grandstands that require Scaffolding Need to complete the 'Public Events Assessment Checklist at least 4 weeks prior the event https://www.safework.sa.gov.au/_data/assets/pdf_file/0019/143920/Event-safety-Public-event-notification.pdf SAFEWORK SA Communityevents.safework@sa.gov.au
Amusement Rides	Any amusement rides ie. Show rides, bouncy castles you need to follow Councils Procedure. Ensure that any company that you use has its own Public Liability with a minimum of \$20million	Complete Mount Barker Councils Amusement Device Procedure
Temporary food stall notification form	A form needs to be completed for each event or for each stall holder at an event. This must be provided to council PRIOR to the event.	Council website: https://mountbarker-265517.workflowcloud.com/forms/c1d397e8-6d07-4d7b-9507-91df725fc272

7. INSURANCE

The organising body of an event being held on Council Land MUST hold public liability insurance policy to a value of at least \$20 million coverage or higher for the duration of the event. A Certificate of Currency must be provided which includes the name of the group, a date of which the policy is valid until and the amount the policy covers.

If your event is not on Council land but it involves the public coming onto your property it is important you get insurance to cover your event.

Any third parties attending your event (food vendors, stall holders, entertainers, volunteer groups etc) need to have their own public liability. It is important that you sight or retain a copy – ensuring that the date is current.

Other policies that may be appropriate to get cover for:

- Volunteer insurance
- Inclement weather insurance
- Product liability
- Event insurance

Consult your insurance provider who will be able to discuss the appropriate insurances for your event.

8. MANAGING EVENT RISKS

Identify — Evaluate — Control

As an event organiser, it is your responsibility to manage safety risks. Good planning and organisation is essential to keep you, your staff, volunteers and attendees safe. The level of detail in your planning depends on the size and complexity of your event.

Your risk assessment may include many or all of the following categories:

- | | |
|--------------------------------|-------------------------|
| • Administration | • Transport |
| • Marketing & Public relations | • Cancellation of event |
| • Health & Safety | • Infrastructure |
| • Crowd Management | • Environmental |
| • Security | |

A Risk Management Plan helps you to map out all of the potential hazards that could happen at your event. Once you have identified a hazard you assess the level of risk and Consequence and come up with steps to eliminate or control the hazard. (*See Hierarchy of Controls*).

You need to think about all aspects of your event and the ‘what if’ scenarios. Try and make your Risk Management plan as detailed as possible.

Once you have completed your Risk Management plan, this should be shared with all other volunteers, event staff who will be involved in your event. This document should be readily accessible at your event, should anything happen, everyone knows where to find it and be able to follow it.

Steps in risk management

- Planning- Complete a Risk Management Plan for your event
- Site Inspection- before your event starts, walk around and inspect the site. If there are any hazards, address these through the Hierarchy of Controls
- Update your Risk Management Plan
- Report any incidents that occur during your event window.

Components of a Risk Management Plan

The following **Definitions and Classifications** are designed to meet Australian Standard ISO 31000:2018

Establish context and identify risk

The context of the risk assessment is based upon identifying any foreseeable or credible risks to the event and the participants before, during and after the event's delivery. Invite as many people as possible involved with the event to identify potential risks.

Risks can include:

- medical emergencies, including drug and alcohol issues, injuries, severe allergic reactions, heat stroke or exhaustion, life-threatening events, and mass casualty incidents which could overwhelm local health resources
- emergencies requiring involvement of the police or fire brigades
- terrorism
- poor financial planning and/or budget forecasting
- security breach
- inadequate security
- non-arrival of performers or deliveries of goods
- equipment failure
- property damage or loss
- food poisoning
- lost children
- breach of noise restrictions
- money handling
- larger than expected crowds
- sun exposure or adverse/extreme weather
- damage or injury from fireworks
- inadequate insurance
- electricity outages or surges
- lack of care with hazardous materials
- Reputational risk and inadequate public messaging, including communications with event audience and non-event community.

Assess the risk

For each risk identified, use table 1 and table 2 to apply a likelihood of occurrence and a consequence if it did occur. These ratings are then applied to table 3 matrix in order to determine the level of risk. Table 4 then outlines the action and response required for the level of risk.

TABLE 1: Qualitative risk table – **Likelihood rating**

LIKELIHOOD descriptor	Description
Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might (or should) occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

TABLE 2: Qualitative risk table – **Consequence rating**

Note: Measures used should reflect the needs and nature of the organisation and event.

CONSEQUENCE descriptor	Description			
	Financial	Reputational	Safety	Property/ Natural
Insignificant	No financial impact	Unsubstantiated, low profile, no news item, issue resolved promptly	No injury	Inconsequential or no damage
Minor	1% of event budget	Substantiated, low news profile with negative coverage for several days	First Aid treatment	Minor damage
Moderate	Event contingency absorbed (4% of event budget)	Substantiated, public embarrassment, moderate news profile with negative coverage over several weeks	Medical treatment required	Localised damage rectified by routine arrangements
Major	Event budget incurs a financial loss.	Substantiated, public embarrassment, high widespread, multiple news profile. Third party action/ involvement	Extensive Injuries, hospital admission	Significant damage requiring external resources
Catastrophic	Result would impact on organisation savings and cause future unviability	Substantiated, public embarrassment, high widespread multiple news profile. Third party action/ involvement, public outcry consistently over weeks.	Death, multiple deaths or permanent disablements	Extensive damage requiring multiple external/internal resources

TABLE 3: Qualitative Risk Analysis Matrix – Level of risk

LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Low	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Moderate	Moderate

TABLE 4: Level of risk and possible courses of action

LEVEL OF RISK	POSSIBLE COURSES OF ACTION
Extreme	Must be dealt with immediately. Event cannot proceed until risk has been reduced.
High	Should be dealt with after attending to Extreme level risks. Event Organiser must review the risk assessment, approve the treatment and endorse the risk management plan prior to implementation.
Moderate	Can be dealt with by applying routine procedures.
Low	May be accepted but should be monitored periodically to ensure that rating does not change.

Treat the risk

Implement a combination of control measures may provide the highest level of protection that is reasonably practicable. When selecting and implementing a combination of control measures it's important to consider whether any new risks might be introduced as a result.

Level 1 – ELIMINATE the risk

- Remove the hazard completely, such as removing trip hazards on the floor or disposing of unwanted chemicals. This is the most effective control measure and must always be considered before anything else.

Level 2 – REDUCE the risk

- Substitute: Where possible, find a replacement with a less hazardous practice, such as replacing solvent-based paints with water-based paints.
- Isolate: As much as possible, separate the hazard or hazardous work practice from people by distance or using barriers, such as placing guards around moving parts of machinery.
- Engineering controls: These are physical control measures, such as using a trolley to lift heavy loads.

Level 3 – MANAGE the risk

- Administrative controls: These are work methods or procedures that are designed to minimise the exposure to a hazard, such as developing a procedure on how to operate machinery safely or using signs to warn people of a hazard.
- Personal protective equipment (PPE): Ear muffs, masks, gloves, protective eyewear and other forms of PPE should be a last option as they do nothing to change the hazard itself.

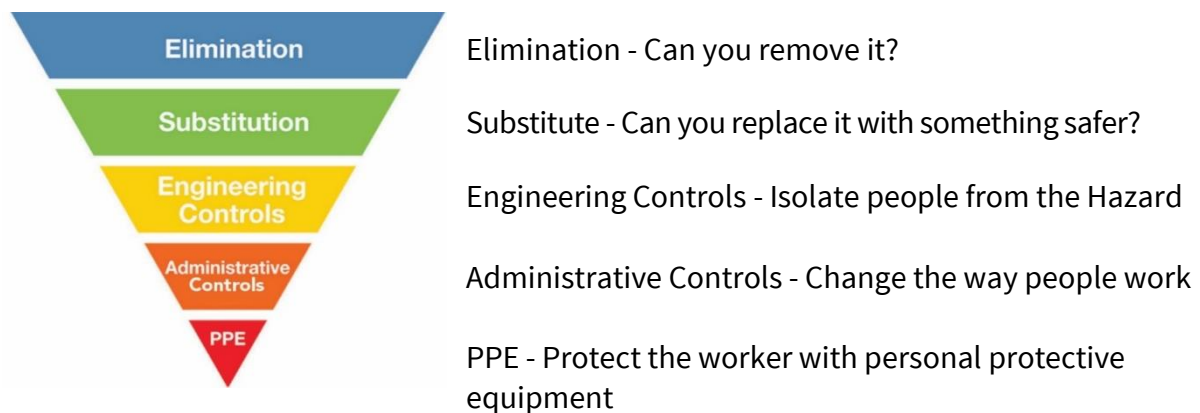
Monitor and review

Control measures that have been implemented must be reviewed and, if necessary, revised to make sure they work as planned.

Example:

Risk to Public Safety	Likelihood	Consequence	Level of Risk	Responsibility to reduce Risk	Action to treat
Slips Trips Falls	Likely	Minor	Moderate	Ensure	First Aid officer on site Call Ambulance if necessary
Infrastructure Collapse	Unlikely	Moderate	M	All Marquees will be securely anchored. Tables and chair checked before being used and erected correctly Large Pavilion erected by The Party Company	Clear area if any collapse occurs and administer first aid if required.

Hierarchy of Controls



Other Risk Management Resources

Safe Work SA- Event Safety Checklist:

[Event-safety-Checklist.pdf \(safework.sa.gov.au\)](https://safework.sa.gov.au/event-safety-checklist.pdf)

Local Community Insurance Services- Event Risk Management Checklist:

[LCIS_Community_Event_Risk_Management_Checklist.pdf \(localcommunityinsurance.com.au\)](https://localcommunityinsurance.com.au/LCIS_Community_Event_Risk_Management_Checklist.pdf)

9. EMERGENCY RESPONSE PLAN

An emergency response plan, is exactly that: if you have an emergency what is your response. The Risk Management Plan would have identified all your risks, hazards and measures you will take to avoid these eventuating. An Emergency Response Plan will identify;

- roles, assign people and list their contact details. This should also highlight a chain of command, control and coordination. (See also section 12 of this Events Kit)
- List of emergency control contacts i.e local police, SES
- responses for different emergencies i.e. evacuation, fire and explosion, bomb threat, medical emergency, hazardous chemical spill or leak.
- Assembly points, first aid kit locations, fire extinguisher locations
- Scheduled safety briefings

By mapping these out in a document you can share them with your organisation, volunteers, SAPOL, CFS, Ambulance, Council and other stake holders who might need to know what the plan is should something go wrong.

An example template can be found on Council's website [Events | Mount Barker District Council](#)

10. TRAFFIC MANAGEMENT

It is really important that you consider the traffic flowing around your event. Consider how many people are coming and how they will get to your event.

Parking

Ensure you have sufficient car parking. Think about accessibility parks- as well as an area for a 'drop off zone' or bus park. Promote where the best places to park are for your event in the lead up, this can be done via your social media platforms. If your event parking is in a reserve or on grass area ensure you have the permission to do so. If there has been wet weather in the lead up to an event, you may not be able to use it as parking due to damages, in this case ensure you have a contingency in place.

Speed Restrictions

If there are any major or busy road ways around your event location, it might be suitable to lower the speed limit to ensure safe pedestrian movement or slow traffic down to ensure there is slow traffic movement. This is a good idea if you have a volume of vendors or contractors driving in and out of the event site to lower the speed restriction to ensure safety of the increased traffic that might be moving where it's normally moving from.

To reduce the speed limit, you need to apply to Council minimum 90 days before your event, a traffic management plan needs to be drawn up and an S33 notice needs to be communicated appropriately. (Someone with a Workzone Traffic Management ticket

can put the signs out according to the Traffic Management Plan and a JSA needs to be completed and filed after the event. (There may be costs associated with this)

Road Closures

If your event requires a road closure, a similar procedure to reducing speed restrictions takes place:

1. Apply to Council (minimum 90 days before your event)
2. Traffic Management Plan
3. S33 notice (Referring to the road Traffic Act) needs to be signed (Council/ SAPOL)
4. S33 Notice needs to be Communicated (Council)
5. Workzone Traffic Management Personnel/ or Traffic Management Company identified who will be closing the road
6. If a DIT road is affected a Permit needs to be sought (Through Council)

S33 Notices

A S33 Notice refers to the Section 33 of the Road Traffic Act 1961 titled *Road closing and exemptions for certain events*. Typically a S33 notice is required when a road will be closed or a speed reduction is required for an event.

Council or SAPOL will write up the S33 Notice and have the prescribed officer (CEO) or SAPOL sign off under his/her delegation.

The following detail is required to complete the necessary report:

- A description of the section of road to be closed
- Time frame for the closure
- Purpose of the closure
- Information on the accredited traffic management company or name of persons who hold the WTZM card
- Information on the proposed community consultation/ notification in relation to the disruption to regular local traffic

Detours & Impacts on Community

When determining the traffic flow around your event through speed restrictions/ road closures/ detours, you need to be mindful of:

- Impact on resident access
- Type of roads you will be detouring traffic- are these suitable for all types of vehicles (Trucks/ Buses)
- Is it bin day (for residents along a road closure?)
- Will the public transport buses be effected?
- Are businesses effected? Do they have truck deliveries in the time the road is closed?

12. SAFETY MANAGEMENT

Who is ensuring what is listed in your Risk Management Plan is being implemented?

Appoint a Safety Manager

On the day of your event have someone check all aspects of your event from the eyes of an attendee. Walking through the gates, in and around your event.

Are path ways clear? Have all vehicles been removed off site by the designated time?

Have stall holders set up electricity correctly?

Electrical Safety

For electrical safety ensure that:

- all electrical leads and electrical equipment are inspected and tested
- appropriate electrical leads, equipment and connection points are protected from heat sources and wet weather
- appropriate electrical power boards are used (No office power boards outside!)
- electrical cables are protected to prevent damage and secured to prevent hazards such as tripping

Liquefied Petroleum Gas (LPG)

For LPG safety ensure that:

- all gas appliances are fit-for-purpose
- any connections from LPG cylinders to appliances are in good working order
- LPG cylinders, including spares, are: ##correctly stored outside in well ventilated areas and in date
- kept on a firm stable base and secured from falling, such as by chain restraints
- positioned so that pressure relief valves are facing away from catering vans, tents or other combustible materials
- kept clear of ignition sources, such as naked flames and electrical sockets
- plastic milk crates are not used to store LPG cylinders as this may cause static electricity to build up.
- Events which use more than a total of 250kg of LPG cylinders may require a license.
- Need to be clean and in-date (within 10years of date stamped)
- gas hoses need to be clean and in working order (no damage)
- appropriate fire extinguishers are available and are in date

Fire Prevention

For fire safety:

- maintain clearance distances between all ignition sources and combustible materials, such as vans, tent and marquee walls, overhanging trees etc
- use soapy water or detergent to check for leaks in LPG cylinders and fittings before use
- safely dispose of used cooking oil and coals, after they have cooled, and clean up excess grease and fat from grills etc

- fit your structure or van with appropriate, readily available and unobstructed fire-fighting equipment, ensuring that fire extinguishers are charged and within the test date.

Structures and Marquees

Ensure that:

- the structure or marquee has been properly erected
- access to underground services is not obstructed
- above and below-ground services, such as overhead power lines, are identified during installation and dismantling
- suitable anchor mechanisms are used (weights/stakes), taking into account adverse weather conditions, especially high winds (15KG-20KG PER LEG)
- anchor mechanisms are suitably protected against trips, impalement and traffic
- the ground is suitable for the anchor mechanisms
- all guy ropes are in a sound condition
- you have a safety procedure for severe weather conditions and all workers have been trained in this procedure
- suitable exits are available and kept clear of tripping hazards at all times
- adequate lighting is provided for workers and the public.

SAFE WORK SA

If you will have any of the following at your event you will need to complete SAFE WORK SA's Public Events Assessment Checklist (4 weeks prior):

- registered amusement devices
- dangerous goods over the licensable quantities, i.e. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol)
- fireworks
- large marquees, i.e. over 6m in length
- stages or grandstands that require scaffolding.

Public Events Assessment Checklist:

[Event-safety-Public-event-notification.pdf \(safework.sa.gov.au\)](https://www.safework.sa.gov.au/data/assets/pdf_file/0019/143920/Event-safety-Public-event-notification.pdf)

https://www.safework.sa.gov.au/data/assets/pdf_file/0019/143920/Event-safety-Public-event-notification.pdf

While SAFE WORK SA do not approve public events, they do have a FREE advisory service where you can organise a meeting to discuss your event's safety.

<https://www.safework.sa.gov.au/about-us/contact-us/contact-a-whs-advisor>

SAFEWORK SA Notifiable incidents

What is a SAFEWORK notifiable incident?

A 'notifiable incident' is:

- the death of a person.
- a 'serious injury or illness', or.
- a 'dangerous incident' arising out of the conduct of a business or undertaking at a workplace.

Failing to report a notifiable incident, is an offence.

Workplace incident notifications | SafeWork SA

https://www.safework.sa.gov.au/_data/assets/pdf_file/0019/143920/Event-safety-Public-event-notification.pdf

For more information

SAFE WORK SA- <https://www.safework.sa.gov.au/industry/recreation-and-events/event-safety>

13. CROWDED PLACES STRATEGY

Crowded places looks at major events or mass gatherings of people that could be attractive targets for terrorists.

‘Crowded places are locations which are easily accessible by large numbers of people on a predictable basis. Crowded places include shopping centers, pubs, clubs, places of worship, tourist attractions, movie theatres, civic spaces. A crowded place will not necessarily be crowded at all times; crowd densities may vary between day and night, by season and may be temporary as in the case of sporting events, festivals or one-off events.

It is important when planning for an event you look at all your access points and consider the following:

- Can large vehicles access the area easily and at speed?
- Can crowds disperse with an easy flow through access points?
 - Have event staff/ volunteers to watch out for during the event
 - Strange activity/ behavior
 - Left along bags
 - Suspicious objects
 - Traffic movement
 - Depending on the type of event should you have security present and/or have security checks with bags
- Restricting further vehicle access to the event site- bollards- gates- road closures (ensuring any barriers do not inhibit the evacuation of people or access by emergency services)
- Identify and establish a suitable perimeter for securing the location

Any community event run no matter how large or small needs to complete the Crowded Places Assessment:

<http://www.police.sa.gov.au/online-services/mass-gatherings>

This information will filter to the local SAPOL unit who will be in touch if your event needs to be discussed in more detail relating to protecting crowds.

If you would like more information on Australia's Strategy for Protecting Crowded Places from Terrorism:

<https://www.nationalsecurity.gov.au/protect-your-business/crowded-places>

14. HEALTH & WELLBEING

First Aid

The nature of your event and anticipated crowd numbers will determine if qualified staff or volunteers should be present at your event. A First aid station should be clearly marked on your site map and there should be sufficient signage and PA announcements at your event to ensure all event goers know where to go.

Remember that if there are any first aid instances at your event this should all be documented and filed accordingly.

Ensure that if you are using volunteers to be the First Aid Representatives at your event that they are appropriately trained and have access to a sufficient First Aid Kit. Depending on your location ensure they are aware where the nearest Defibrillator is located.

There are a number of First Aid/ Medical Providers that attend events, always confirm the booking a few days before your event to prevent any miscommunication, in the confirmation ensure they have a site map of the event and a run sheet of the day.

Accessibility

Ensuring your event is accessible can sometimes get overlooked. From the time your event attendees arrive:

- Parking (do you have sufficient accessible car parks available?). If you don't have a great deal of space for Disabled parking, can you create a 'drop off zone' close to the entrance?
- Path ways- uneven ground? Wide enough? Is there a good flow for pedestrian traffic
- Toilets- is there a disabled toilet available? If you are bringing in Portable toilets, ensure one of them is a disabled
- Can someone using a wheel chair or walking frame get to all areas of your event easily?
- Can people get to your event easily? Is it walking distance or can people get public transport?

[Events-Accessible-for-All.pdf \(mountbarker.sa.gov.au\)](#)

Sun Smart

If your event is during the warmer months, it's a good idea to have sunscreen available to event attendees. If you have a First Aid Provider attending they may do this already. You can welcome organisations such as 'Cancer Council SA' to attend your event that provide information to your attendees and give out free sunscreen.

If your event is looking like it will be held on a warm day with High UV, you do have a duty of care, it's in your best interest to ensure everyone at your event (volunteers, workers, and attendees) can access shade, sunscreen and water.

Smoke Free Areas

If you would like to make your event 'smoke free' or have Smoke free areas you need to consider:

- where will smokers move to?
- can smokers easily exit the area?
- providing sufficient signage
- provide shelter/ chairs for the smoking areas

To have an Official Declared Smoke Free event you need to apply through the Tobacco Control Unit Drug and Alcohol Services South Australia, SA Health.

By having an official declared smoke free event will allow the area or event's non-smoking status to be enforceable under the Act

<https://www.sahealth.sa.gov.au/wps/wcm/connect/7d48fc8043bd5cb7ac28eda226e71fb1/Declared+smoke+free+outdoor+areas+and+events+%2800538%29.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-7d48fc8043bd5cb7ac28eda226e71fb1-nKM50Ua>

15. ENVIRONMENTAL HEALTH

Food Safety

If food and/or beverages are being sold at an event the Event Coordinator is responsible for completing and submitting a 'Food Notification Form' that details the business name and contact for each food vendor at the event.

Once submitted the Food Notification form goes to Mount Barker Councils Environmental Health Officers (EHO) who give you written consent.

Everyone involved in handling food is responsible with complying with the Food Act and standards. If you are planning to have a non-food business supply food (i.e. school fete- Parents are assisting cooking food) it is a good idea to ensure all the relevant food safety standards has been communicated. Council can send out the Environmental Health Officers to help brief volunteers on safe food handling techniques.

The EHO's may attend the event and do spot checks on all food/ drink vendors to ensure they are complying with all the rules at your event.

<https://www.mountbarker.sa.gov.au/community/food-safety/foodsafety>

Animal Management

If your event will include animals for display or handling, ensure:

- Correct Hand washing facilities available
- Waste disposal
- Management containment (ensure animals cannot harm event attendees)

If you have a vendor who is bring animals, ensure they are following all the requirements.

For more info on Food Safety or Animal management – please contact Councils Environmental Health Team- 8391 7214

Waste Management

Event organisers are responsible to removing waste at events. Council has round 75L rubbish bins and large can and bottle recycling bin that event organisers can utilise at their event to help capture waste, however it's the event organisers responsibility of disposing waste correctly.

To assist waste management it is recommended that waste stations are set up to minimize waste and maximize recycling.

There are 3 different categories that waste can be separated in to:

- Recyclable- drink containers
- Biodegradable 'green products'- food scraps, paper cups, cardboard, paper
*ensure that the codes on containers confirm the products is biodegradable
- General waste- cable ties, plastic bags

You are welcome to contact Council and work with Solo, to drop off, collect and pick up rubbish at your event, however this does come at a cost.

For more information contact Council's events team.

Steps to becoming a 'Green Event':

- Brief vendors- give them as much lead time as possible to ensure they only sell or use products that are recyclable, biodegradable or reusable. You may like to provide a list of acceptable products along with product supplier details
- Provide different bins for the 3 categories
 - Identify key areas at your event that you can have a 'waste station'. This means less bins but encourages patrons to make better choices
 - Ensure there is sufficient signage to the stations as well as the bins are clearly identified

- Communicate this with the vendors and volunteers
- Consider extra bins for cigarette butts/ nappies
- Monitor bins stations , placing volunteers at bin stations can help reduce the mix-up of waste types
- Ensure vendors appropriate dispose of their liquid waste
- Monitor bins during event ensuring there are no over flows as this causes people to contaminate other bins
- Advertise to event patrons in the lead to your event that you are 'green event', you can encourage patrons to get on board. Visit WOMAdelaide for examples:
<https://www.womadelaide.com.au/about/green-global>

Events Waste Minimisation Guide:

[Waste Minimisation Event Guide \(mountbarker.sa.gov.au\)](https://www.mountbarker.sa.gov.au/Waste-Minimisation-Event-Guide)

Toilets

It is Event Organisers responsibility for ensuring there are adequate facilities in the event space. Toilet facilities must:

- Have the necessary provisions for the collection, treatment and disposal or sewerage and waste water.
- be operated and maintained in a clean and tidy manner so that insanitary conditions do not occur
- have flowing water and hand basins with soap/ hand sanitizer
- located appropriately, accessible (not around food preparation or food serving areas)
- Imperative that disabled/ accessible toilets are provided

Portable toilets must be provided when existing toilet facilities are inadequate.

As a general rule if an **event** lasts no longer than 6 hours, and no food or alcohol is served you should provide **1 portable toilet** unit for every 100 female guests expected and another for every 500 men, plus and an additional **portable** urinal unit for every 150 men

Suggested Toilet Facilities for events

Patrons	Males					Females		
	WC	(Alcohol Available)	Urinals	(Alcohol Available)	Hand Basins	WC	(Alcohol Available)	Hand Basins
<500	1	3	2	8	2	6	13	2
<1000	2	5	4	10	4	9	16	4
<2000	4	9	8	15	6	12	18	6
<3000	6	10	15	20	10	18	22	10
<5000	8	12	25	30	17	30	40	17

Council Owned Toilets

If you are utilising Council owned toilets within a public park/ reserve, the event is responsible for cleaning and maintaining the toilets. Depending on the reserve/ park

your event is taking place, the toilets may be scheduled to be cleaned once a day- contact Councils events officer to discuss further.

[Council Owned Toilets Cleaning Schedule](#)

16. VENDORS/ STALL HOLDERS

If your event has any stall holders or food vendors it's important to ensure you have communicated with them your safety expectations so there are no rude surprises on the day! You can communicate this through their booking form and then reminded in their confirmation in the lead up to the event.

- **Site Map**

Where will you be having your stall holders set up? Do they need access to power and water?

- **Public Liability**

It's essential you receive a 'Certificate of Currency' of their public liability for your files. Just in case anything happens and goes wrong you know they are insured.

- **Agreements**

Get your stall holders to complete an application form, listing all their details and what they require (or what you can offer them) this helps to make sure there are no surprises on the day. *i.e. Size of space available, How many power points/ 10amp or 15amp, costs of being involved, can they book marquee or table from you, will they be inside or outside?*

- **Confirmation**

It's recommended to always send confirmation to your stall holders before your event. This information will also include how you want them to access the event, where to park, reminding them of any rules, and confirming your expectation of the event. You may also include a list of other stall holders/ vendors that will be present on the day.

This will help take away any unexpected surprises on the day of your event.

Amusement Rides

Amusement rides/ bouncy castles are a common choice for event entertainment, however injuries or even fatalities can happen if they are incorrectly set up, anchored, operated or supervised. Before booking, ensure the company/ organisation is reputable and has its own Public Liability. It is so important to ensure these details- if an accident happens at your event it could be catastrophic.

The health and safety of the community and anyone in the vicinity must not be put at risk by the operation of an inflatable amusement device.

Land-borne inflatable amusement devices do not require plant registration with SAFE WORK SA unless the device:

- relies on a continuous supply of air pressure to maintain its shape (such as a fan attachment), and
- has a platform height of 3 meters or more.

The platform height of an inflatable amusement device is measured without anyone on the device, and from the surface supporting the device to the highest point designed to support a person.

When inflatable amusement devices are in operation you must ensure that:

- supervision is provided at all times by persons who are able to operate the device safely and know what to do in an emergency, such as in case of inclement weather
- operators or supervisors are not under the influence of or adversely affected by sleep deprivation, alcohol, narcotics or medication
- only the recommended maximum number of patrons and only those of a similar size and weight are on the device at the same time
- patrons are instructed in safe use of the equipment
- patrons are informed that some behavior (such as somersaults, flips) may put their safety and that of others at risk
- devices are evacuated then deflated when wind gusts exceed the manufacturer's guidelines or when wind gusts exceed 40 km per hour, whichever is the lower.

For More info:

[Guide for amusement devices / Safe Work Australia](#)

<https://www.safeworkaustralia.gov.au/doc/guide-amusement-devices>

17. ADVERTISING & PROMOTION

Council logo

The use of Council's logo on your promotional material is a requirement when supported by Council's Event Support Program. The application of the logo must follow Council's Corporate Style Guide and requires approval before you go to print. Council has vertical and horizontal logos available, please contact Council's Event Officer to access these.

(Please do not copy and paste logos from websites or Google as this reduces the quality.)

Promoting your event

If you fail to promote your event sufficiently, you risk not meeting your event's objectives. Adequate promotion to your target audience will underpin your event's



success. Consider who is likely to come, what will motivate them to attend, what channels will you advertise on and what frequency is required. *i.e. for a youth event you may use social media (Instagram, snapchat, facebook, YouTube) and printed posters. While a family event may use a mix of radio, social media and TV*

Ideas on where to promote your event locally:

- **Community Noticeboard** - Councils Website has a Community Noticeboard- Complete the Activity Form and Submit
<https://www.mountbarker.sa.gov.au/community/event-calendar>
- **Corflute signs** - Council has various Event Frames throughout Mount Barker that can be booked by event organisers that have an event in the District. The Event frames are 1200x900 (landscape). Events can be advertised up to 6 weeks before event date. Council is responsible for putting up and taking down signs. To book a space, contact Councils Events Officer.
- **Australian Tourism Data Ware House (ATDW)** is the national platform for digital tourism data, providing content to Tourism Operators/ Distributors and Media Outlets (ie SA Tourism, Whats on in Adelaide etc)
<https://www.atdw.com.au/>
- **Social Media** - Social media such as Facebook, Instagram are great platforms to promote your event cost effectively. By creating a 'Facebook event' you have a direct way of communicating any event updates to the event goers who are planning on attending your event. This can especially be beneficial should there be any cancellations or major changes to your event they need to be aware of. Check out Councils Facebook Page:
<https://www.facebook.com/mountbarkercouncil/>
- **Newspapers -**
The Courier – Mann St Mount Barker- ph 8391 1388
- **Radio -**
 1. Power FM - Mount Barker 8532 4455
 2. Lofty Community Media-88.9fm - PO Box 367 Littlehampton SA 5250
info@lofty.org.au

Community Consultation

Communication is the key!

It is always a good idea to communicate with any residential areas or businesses surrounding your event space with details of the event and what impact it may have on them.

Whether there will be traffic changes (Speed Restrictions or road closures), amplified music or entertainment, fireworks or just general increased traffic from event patrons

as an example, Communication is always the best way to help let people know your event is taking place, but gives an opportunity to solve any issues before your event day.

Your consultation plan may include:

- Letter to residents/ Businesses
- Large road signs with the advance notice
- Letter box drop/ door knock
- Email to businesses

18. VOLUNTEER MANAGEMENT

Volunteers are so important, without them events wouldn't happen!

Struggling to get volunteers?

Gone are the days you can put out a generic call to the community for people to line up at the door and help you at your event!

If you need volunteers think of your event like a business.

- **Target your recruitment**
- **Define roles and tasks that need to be undertaken and for how long for**
 - People are more likely to help if they know exactly what is expected of them and how long they are need for. Everyone is busy with sport, work, family life.
- **Think outside the square.**
 - Are they any other Community Groups you can partner with to get a workforce? If you need help with a specific job can you ask local TAFE/ UNI or School if there are students who are after some experience?
- **Look after your volunteers.**
 - *don't over staff/ understaff
 - *don't dish out all the yucky jobs
 - *thank you
 - Make sure there is someone assigned to looking out for the welfare of your volunteers. Are they getting breaks? Who can they talk to if there is an issue? Have they been thanked?

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 Act SA 2001 and regulations.

Voluntary Workers Personal Accident Insurance:

- Around Australia every State and Territory has legislated to protect paid workers. This legislation does not extend to volunteers

- This cover is to insure your volunteers whilst carrying out voluntary work on behalf of your organization
- Covers volunteers for accidental injury and death only (no sickness)
- No age limit however limitations may apply:
 - Volunteer must be able to take direction and work unsupervised
 - Over 65 yrs capped at 52 weeks for domestic home help
 - Over 65yrs excluded from permanent disability cover

To seek volunteers for your event register your event at:

Volunteer Connect: <https://app.betterimpact.com/PublicEnterprise/98fbe41c-6fe9-4c41-91c6-fec75124adc9>

Volunteering SA/NT: <https://www.volunteeringsa-nt.org.au/>

SEEK Volunteer: <https://www.volunteer.com.au/>

19. COUNCIL EVENT FUNDING

There is one round of funding to apply for in a financial year. The 'Event Support Program' opens approx. April and closes in May for the next financial year. Details of the Criteria and Expression of interest can be found on the [Councils Website](#).

Once budgets are finalized Events are allocated Provisional funding to event applicants. If you miss out on the Event Support Program round, contact Council's Events team, In-kind support may be available to assist you.

Council Events Infrastructure

Council can assist your event with in-kind support by loaning event infrastructure. Infrastructure such as- 3x3 marquees, traffic cones, bollards, bins etc

If you are a community event, have a chat to us about loaning equipment.

Council's events team have developed a wide range of event infrastructure that is available for Community events/ organisations to use. There is generally no cost involved to hire the equipment but there are replacement costs should equipment get damaged or get lost.

Equipment includes:

- Marquees
- traffic cones
- road signage
- cable covers
- bunting

To discuss event infrastructure please contact Councils Events Team.

20. UNDERSTANDING THE LIFECYCLE OF AN EVENT

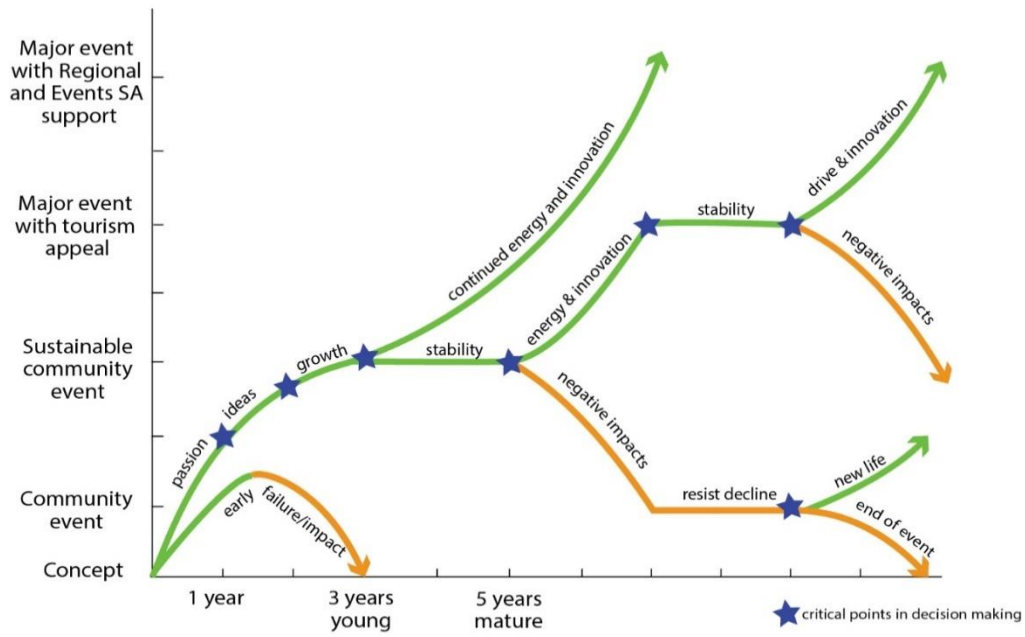
Whether an event is small or large, community or tourism focused it inevitably has cyclic challenges. The longer an event runs the harder it is to maintain enthusiasm, develop innovative and fresh ideas.

Most events managed under the MBDC Community Event Support Program are run by dedicated teams of volunteers representing their community and ambitious to deliver economic, social and environmental outcomes. Council staff have the opportunity to liaise with event organisers to maximise the potential life cycle of events in our district.

A typical life cycle can be summarized verbally and graphically as follows

Life Cycle	Impact
New event	Organisers full of enthusiasm and ideas, work within community and with Council staff to create the best event possible
Positive influence on life cycle Success of new event in the first year or two	Creates positivity and increases enthusiasm to do better among committee members which can last for a number of years. Naturally organisers look for innovation and appeal improvements.
Negative influence on life cycle Financial failure / poor attendance / inclement weather during the first year or two	Can dampen enthusiasm, cause losses to community and reduce local support for future events. Often early failure leads to immediate loss of young events.
Negative influence on life cycle Serious accident at an event (any year)	Places doubt in committee members minds, causes fear of recurrence, insurance issues and may detrimentally impact committee members personally. Often serious accidents leads to immediate loss of young events.
Three years young and all is well	Committee feels good and still keen to deliver the event. Community provides good local support and the event delivers the desired outcomes. The committee can choose to innovate the event or continue to deliver the same format as they already have for three years (caution) Grant funding maybe available through Events SA depending on the tourism appeal and success of the event.
Positive influence on life cycle Innovation	A great time to start if you have not already. Re-invigorates enthusiasm and

	<p>appeal, continues to provide points of difference for consumers to return.</p> <p>Causes a spike on the life cycle.</p>
<p>Negative influence on life cycle</p> <p>Doing nothing - Same old same old</p>	<p>Delivering the same old same old may be a trap, which can stereotype the event and reduce the enthusiasm of organisers and appeal for the consumers to attend. The event may take a dip in the lifecycle and without some intervention may destine the event to a premature demise over the next few years. It's never too late but consumers will remember the last time they attended!</p>
<p>Positive influence on life cycle</p> <p>New blood on the committee</p>	<p>Nothing worse for an event than the same people running it year after year. New blood is important to create change, innovation and appeal and naturally the life cycle spikes.</p>
<p>Negative influence on life cycle</p> <p>Too much new blood on the committee</p>	<p>This can have the exact opposite effect on the event as above. Change is great but too much may lose continuity and significantly impact the appeal from a consumer perspective.</p> <p>Recommendation to create a new event or brand if the majority of the committee changes at one time.</p>
<p>Negative influence on life cycle</p> <p>Serious accident at an event (any year)</p>	<p>Places doubt in committee members minds, causes fear of recurrence, insurance issues and may detrimentally impact committee members personally. Events may recover from reputational damage with a strong committee and community support</p>
<p>Five years mature – time to grow?</p>	<p>Council's desires to ensure events are safe and sustainable, but also to assist organisers take the next step into an event becoming a major community event or tourism event. Whilst this can happen at any stage, the additional motivations for extended Council support can lead to better results for the district and townships.</p>



Life Cycle of Community Events