



Event Planning Toolkit



DISCLAIMER

The District Council of Yankalilla Event Planning Toolkit is to be used as a guide only. It is the responsibility of an event organiser to ensure that all laws are complied with including obtaining any necessary permits. The District Council of Yankalilla accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the Toolkit.

District Council of Yankalilla, October 2015

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Welcome to the District Council of Yankalilla Event Planning Toolkit

Our Event Planning Kit has been designed to assist event organisers in planning successful events and festivals within the District Council of Yankalilla. In this toolkit, you will find a comprehensive A-Z Event Planning Guide, and other supporting material to assist you along the way and ensure that your event runs smoothly and safely.

The Toolkit outlines key responsibilities and any permits or legislative requirements that you may need to be aware of, ensures the sustainable management of our local parks, reserves, roads and public places. Please be mindful that this is a guide only and that there may be additional information or requirements that are not necessarily listed in this document.

We encourage you to explore this toolkit and recommend that you take advantage of the support available through the Yankalilla Visitor Information Centre and Council's Economic and Tourism Development Leader.



EVENTS AND THE DISTRICT COUNCIL OF YANKALILLA

Our District is renowned for its stunning landscape and natural charms, supportive communities, proud heritage and superb lifestyle. Over many years, community groups of interest have come together to celebrate, compete, socialise, educate and do business - weaving the District's social fabric.

Many of our residents are enthusiastic participants in social and recreational activities and enjoy being active and involved in our community. Year by year the range of sporting, cultural and community events and activities on offer is growing and people are finding innovative ways to use the District's network of community owned and operated venues, open spaces and public places.

Facilitating and promoting a vibrant calendar of events will be key in Council's commitment to community and economic development and is vital for raising the District's profile and visitor appeal. Strategies for place making have been identified in the Council's Strategic Plan for the first time in 2015 and Council has a Community Grants Program that is open to event organisers to apply for small grants.

We encourage and support community groups and event organisers to hold their own events within the District, helping to grow the calendar of events on offer to our residents and visitors.

EVENTS AND FLEURIEU PENINSULA TOURISM

The Fleurieu Peninsula is South Australia's premier tourist destination with the highest visitation outside of Adelaide.

Fleurieu Peninsula Tourism (FPT) is the Fleurieu Peninsula's regional tourism organisation that provides leadership for the industry, drives

promotional initiatives and helps to build industry capacity.

FPT's Executive Officer can assist event organisers and provide a connection to the South Australian Tourism Commission (SATC). Contact can be made on

0407 335 543 or email mirandal@rdahc.com.au

EVENTS AND THE AUSTRALIAN TOURISM DATA WAREHOUSE

MyATDW: Promote your product for Free!

The Australian Tourism Data Warehouse (ATDW) is the national platform for Australian digital tourism information. This content is compiled in a nationally agreed format and electronically accessible by tourism business owners (operators), wholesalers, retailers and distributors for use in their websites and booking systems.

To register and manage your own myATDW account online go to:

<http://tourism.sa.gov.au/industry/my-atdw.aspx>

You can also contact the South Australian Tourism Commission (SATC) Online Services team on (08) 8463 4560 or onlineSATC@tourism.sa.com

FLEUREIU COAST: MADE BY NATURE

Council encourages event organisers to align their event with the district's place brand *Fleurieu Coast: Made by Nature*. The Brand Style Guide outlines how you can make the best use of the brand in your event's marketing and promotional material. You will need to register to use the brand.

For more information about how to align your event with the *Fleurieu Coast: Made by Nature* brand contact Council's Economic and Tourism Development Leader on (08) 8558 0200 or email council@yankalilla.sa.gov.au OR visit www.yankalilla.sa.gov.au/dobusinessfleurieucoast

Values

Friendly rural community

We all know each other, and we look out for each other.

Environmentally conscientious

We use our land to produce things, and we take care of it in return.

Irreverence and quirk

We're different and happy to be that way, and we like that our day-to-day experiences are remarkable to others.

Individuality

We reject profiteering commercialism in favour of ethical and sustainable local business and local characters.

Untouched rugged beauty

Our place is clean and unpolluted. Our beaches are amongst the best in the world, and love that they are uncrowded. The coastline is rugged, the air is clear, nature is abounding.

Space

We have space to move and think. There is a sense of peace and it is relaxing to be here.

Pride

We love our region, and are proud of this place being our home.



DISTRICT COUNCIL OF YANKALILLA EVENT SUPPORT STAFF

The Yankalilla Visitor Information Centre offers support in events promotions and ticketing and can assist in developing food and accommodation packages. The Economic and Tourism Development Leader can assist in connecting event organisers to the business community as well as facilitating the process of obtaining the necessary permits through Council. The Visitor Information Centre Coordinator and the Economic and Tourism Development Leader can be contacted on (08) 8558 0240 from Monday to Friday during business hours.

Our Customer Service team is also available to assist with general enquiries and support for staging small scale events in our parks and reserves and for bookings of the Yankalilla Council Chambers. They can be contacted on (08) 8558 0200 from Monday to Friday during business hours.

If you intend to hold an event at The Community Centre, bookings can be made directly with the Community Development Team on (08) 8558 0264 from Monday to Thursday during Business Hours.

Planning Your Event

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



DO I NEED A PERMIT?

Depending on the size and nature of the event you wish to stage, you may require an Event Permit and, in the case of medium to large-scale public events, site and risk management, traffic management and emergency plans may also be required. For small-scale events you may wish to notify Council in order to take advantage of the promotions available through the Yankalilla Visitor Information Centre.

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

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

An Event Permit IS required if you answer YES to any of the following questions:

- Will there be 50 attendees or more?
- Do you plan to install any type of infrastructure? (pop-up tents, marquees, staging, jumping castle, etc.)
- Are you charging a fee for attendance?
- Do you require vehicle access to drop off equipment?
- Do you require exclusive use of a road, footpath or other public space?

If you answered no to all of the above questions, an event permit is not required, but we suggest you submit the Event Notification Form and Event Checklist from page 32 to let the Yankalilla Visitor Information Centre know about your event.



EVENT CATEGORIES

Where your event does not require an Event Permit, there is no requirement to contact Council and there are no fees applicable. However, it should be noted that all parks and open spaces within the District Council of Yankalilla are public places and you cannot be guaranteed exclusive use of any space or facility including shelters, barbecues and play equipment. Groups who do not require an Event Permit must share the public facilities and occupy a space based on a 'first come first served' basis.

It is therefore advisable that you contact our Customer Service team to check that there are no other event bookings or maintenance works happening in the area that you are planning on using.

SMALL SCALE EVENTS

Small scale events require an Event Permit and are events that:

- Have an estimated attendance of between 50 and 200 people; or
- Have an estimated attendance of less than 50 people, but include infrastructure and/or vehicle access.

Examples of small scale events may include a birthday party, wedding or social club gathering.

Fees may apply.

MEDIUM SCALE EVENTS:

Medium scale events require an Event Permit and are events that:

- Have an estimated attendance of between 200 and 1000 people.

Examples of medium scale events include a community market or small fair.

Fees may apply.

LARGE SCALE EVENTS:

Large scale events require an Event Permit and are events that:

- Have 1000 or more people; and/or
- Have significant impact on stakeholders; and/or
- Involve road closures or speed reductions; and/or
- Impact on public transport; and/ or
- Involve an activity that Council deems as potentially dangerous or high risk.

Examples of large scale events may include a large festival or public event or a motorsport rally.

Fees may apply.

TICKETED EVENTS AND EXCLUSIVE USE OF COMMUNITY LAND

If your event is ticketed and needs to be fully fenced, you must liaise with Council to obtain a license (in addition to your Event Permit) which grants you

exclusive use of Council land for a nominated period of time as per Section 202 of the Local Government Act 1999. An additional license fee may apply.

WHERE CAN I HOLD MY EVENT?

The District Council of Yankalilla's parks and open spaces provide a wonderful setting to host your event. Many of our parks have a range of features including toilets, play equipment, BBQs, picnic tables and

shelters. Some parks and open spaces are able to support medium to large-scale event activity whereas other small parks are more suited for casual, public use.

HOW MUCH NOTICE DO I NEED TO GIVE?

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

To ensure the success of your event, applications for small events must be received no later than one

month prior to the proposed event date, medium scale events must be received three months prior to the event date and large scale / high risk event applications must be received four months prior. If you wish to submit an application at short notice, please contact our Customer Service team to discuss if your application can be accepted.



Preparing Your Application and Event Plan



EVENT NOTIFICATION STEPS

Step One

Read through the A-Z Planning Guide for tips and tricks on how to plan a safe and successful event.

Step Two

Begin planning your event. Contact the relevant Council staff on page 6 to discuss your event proposal.

Step Three

Complete the **Event Notification Form** and **Event Checklist** from page 32 and submit to Council staff who will determine whether you require an Event Permit.

IF YOU REQUIRE AN EVENT PERMIT...

Step Four

Complete the **Event Permit Application** and submit it to Council staff along with any required information.

Make sure that you understand the **Event Permit Terms and Conditions**.

Step Five

Council staff will assess your application and request any further information required.

Large Scale / High Risk Events

If you're planning to stage a large scale or high risk event you may be asked to present your event concept to Elected Members at a Council Forum.

Large Scale / High Risk events may also trigger the need for pre and post event community engagement and reporting to Council if there is deemed to be a significant impact on stakeholders. You will need to factor this into planning and preparation timeframes for the event.

Step Six

Assuming you have met all of the approval criteria, you will be issued an invoice for any applicable fees.

Your **Event Permit** will be issued upon payment of your invoice and is final confirmation that all steps required have been completed in preparation for your event.

NOTE: An invoice may be issued after the staging of the event for any additional fees and charges incurred.

Step Seven

STAGE YOUR EVENT!

Step Eight

Debrief on the event's success and changes for the future.



APPLICATION REQUIREMENTS

Once you have lodged your Event Notification Form and discussed your event with Council staff you will be issued with an Event Permit Application. When lodging an Event Permit Application, it is essential that you also provide the compulsory information outlined

in the Application Checklist. More information can also be found in the A-Z Planning Guide. All Events held within the District Council of Yankalilla must be run in accordance with the Event Permit Conditions.

NON APPROVAL OF EVENT PERMIT

Council has the right to refuse the hire of any community facility or public space under care and control of Council. Such circumstances may include:

- Submission of an incomplete or misleading and incorrect Event Permit Application.
- Insufficient prior notice provided for Council to assess an application and review required licenses, permits, certificates etc.
- Inability of event organiser to provide required licenses, permits, certificates, etc.
- Impacts on the general public, local residents and businesses.
- Conflicts with other events already approved for the area; and
- Submission of an application to hold an event that is not consistent with Council's objectives and brand values.

FEES & CHARGES

A range of fees and charges apply to activities and events conducted in the District. To determine the Council fees and charges you may incur as part of your event, please discuss with Council staff. Please note, our fees are updated annually as part of Council's budget process.

Subject to successful completion of the Event Permit Application and meeting all necessary requirements,

Council will issue your Event Permit upon payment of any applicable Fees and Charges.

The event organiser will be responsible for any misuse, damage or excessive rubbish on Council property which results during the period of the event or facility hire. A notice will be issued advising of the cost to repair the incurred damage and you will be issued an invoice.



CANCELLATION

If you need to cancel your event, please notify Council no later than 10 business days prior to the scheduled event set up date. If an event is cancelled less than 5 business days prior to the approved and scheduled date, any hire fees incurred may be forfeited.

If an event is cancelled due to extreme weather, all hire fees will be refunded. A refund will not apply where the event was deemed to have commenced prior to cancellation. Extreme weather will be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature as per the table below.

Weather Condition	Extreme Weather Determinant
Ambient temperature	>36 degrees Celsius
Temperature in shade	>30 degrees Celsius
Apparent temperature (wind chill)	<2 degrees Celsius
Wind Speed	>40km per hour
Rainfall	>80mm within 24 hours

The District Council of Yankalilla reserves the right to revoke an Event Permit or cancel or postpone an event if Council staff determine that:

- The continuation of the event in adverse weather conditions is likely to cause significant damage to the event area or has the potential to pose a risk to public safety; or
- The event is not consistent with Council's objectives and brand values.

You will be consulted prior to any determination being made by District Council of Yankalilla to revoke the Event Permit or cancel or postpone your event.

PUBLIC LIABILITY, INSURANCE & RISK ASSESSMENT

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

Council requires you have Public Liability insurance to a minimum value of **twenty million dollars (\$20,000,000)** in the legal organisation name or governing body. The event organiser must ensure that the insurance provides coverage for the specific event location.

If you plan to have any animals, fireworks or amusements at your event, you will also be required to provide Council with a copy of a current Public

Liability Insurance Certificate of Currency to a minimum of **twenty million dollars (\$20,000,000)** for the company you have engaged to provide these services.

A copy of all relevant Public Liability Insurance Certificates of Currency must accompany a completed Risk Assessment and be lodged prior to the event start.

Please note

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

PERMITS & LICENSING

It is the responsibility of the event organiser to ensure that all laws are complied with including obtaining any necessary permits.

Further information about permits can be found in the A-Z Planning Guide and fees may apply.

Council's Economic and Tourism Development Leader can provide Council permit forms, advice and assistance as needed.

RISK ASSESSMENT & EMERGENCY PLAN

Any event regardless of size, will have risks associated with it so it is important that you consider all potential risks and importantly, the measures that will help mitigate risk.

The District Council of Yankalilla requires all events to undertake a risk assessment to ensure that you manage and control the risks posed by your event. A

Risk Assessment Example and Checklist can be found in the Appendices to assist you in developing appropriate risk mitigation strategies.

An Emergency Plan will be required for all large scale / high risk events to ensure that you have an appropriate plan in place in the event of an emergency.

RUN SHEET

All events should have a run sheet which sets the timing and sequence of activities so that you and other key stakeholders know what is happening and

when. A good run sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

SITE MAP

Producing a site map will assist you to form the layout of your event and ensure that you have allowed adequate space for all of the elements. Your site map must identify the location of all aspects of the event including; equipment, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access and so on.

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

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

A detailed site map must be provided for medium and large scale / high risk events and will be reviewed for approval by the Council staff prior to placement or installation of any equipment or infrastructure on Council property. The Economic and Tourism Development Leader can provide maps which can be used to assist you with your site planning.

CONTACT LIST

It is a good idea to create a Contact list to have on hand on the day of your event. The Contact List should have details of all of the people that you may need to contact on the day (preferably mobile numbers) should something not go to plan. List all of your suppliers, staff, volunteers, entertainers, directly affected stakeholders and emergency contact details.

A Contact List will help you manage any unexpected incidents on the day by ensuring you have all of the details you need at your fingertips!

A-Z Event Planning Guide

ABORIGINAL ACKNOWLEDGEMENT

ACCESSIBILITY

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ANIMALS

BBQ'S & FIRES

BUSKING

DEVELOPMENT APPROVAL

DOGS

EMERGENCY SERVICES

ENTERTAINMENT

FIREWORKS

FIRST AID

FOOD SAFETY & CATERING

FOOTPATH PROMOTIONS & DISPLAY OF GOODS

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KEY COLLECTION

LIQUOR LICENSING & CONSUMPTION OF ALCOHOL

MARKETING & PROMOTION

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NOISE

NOTIFYING RESIDENTS & TRADERS

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TRADER INVOLVEMENT

USE OF COUNCIL BUILDINGS & STRUCTURES

VEHICLE ACCESS

WASTE MANAGEMENT & RECYCLING

WATER WEATHER



ABORIGINAL ACKNOWLEDGEMENT

The District Council of Yankalilla respects and recognises the traditional ownership and spiritual connection that the Kurna people of the Adelaide plains have to the District and we encourage you also to acknowledge the traditional land owners at your event by reading the following statement:

“We acknowledge that the land we meet on today is the traditional land of the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge that the Kurna people are the custodians of the region and that their cultural and heritage beliefs are still important to the living Kurna people today”

ACCESSIBILITY

The District Council of Yankalilla has an ongoing commitment to facilitate and promote a vibrant events calendar.

We ask that you carefully consider accessibility at your event for people of all ages and particularly those with a disability to ensure that all members of the community can attend and enjoy activities.

Below is a list of just some aspects of your event that you should consider:

- Ensuring that event layout provides for ease of access and mobility.
- Ensuring the location of stalls or performance areas do not block kerb ramps or access points.
- Providing parking spaces close to the event for people with disabilities.
- Installation of portable accessible toilet facilities and marquees.

AMUSEMENTS

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

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

ANIMALS & LIVESTOCK

The District Council of Yankalilla is a rural Council with the townships enveloped by farm land. Our vast open landscape means life in the country constantly interacts with animals, wildlife and livestock.

If the location of your event poses risks associated with wildlife and livestock (such as motorsport rallies and adventure sport) you will need to consider appropriate risk mitigation strategies within your Risk Assessment and/or Emergency Management Plan.

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

BBQ'S & FIRES

Open fires of any kind (including pizza ovens and kettles BBQ's) are not permitted on days when a total fire ban is declared for the Mount Lofty Ranges unless you have obtained a Schedule 9 or 10 permit from the Country Fire Service (CFS) as per the Fire and Emergency Services Act 2005. Please ensure that all gas BBQ's are kept well clear of any flammable

sources, are in good working order and operated by a competent adult at all times. BBQ's should be left in a clean and tidy condition with all waste disposed of in the appropriate bin. For more information regarding the use of BBQ's and flames phone the CFS Fire Ban Hotline on 1300 362 361.

BUSKING

If you are planning on having musicians play music in a public place for voluntary donations as part of your event, they must apply for a Busking Permit from Council.

Please note that amplification is not permitted by buskers. Further information and the Busking Permit Applications Form can be found on the Council's website www.yankalilla.sa.gov.au . Fees may apply.

DEVELOPMENT APPROVAL

Development approval is required for a change in the use of land or for building work within the District Council of Yankalilla. This could include temporary use of a building or property for an event. If your event requires any changes to the use of a building or land, alterations to a building, erection of temporary

buildings or structures or the installation of signage, then development approval may be required. Council's Economic and Tourism Development Leader will facilitate communications with our Development Team to seek any necessary approvals.

DOGS

Dogs are welcome in all District Council of Yankalilla parks and open spaces however different restrictions apply to each site and signage regarding on and off-

leash areas must be obeyed at all times. For more information please visit Council's website.

EMERGENCY SERVICES

Public safety is the key of any event and it is vital that SA Police and the Country Fire Service are notified of any large scale / high risk events occurring within the District. Your site map must account for access and egress by emergency services, for example, this may

mean the inclusion of a dedicated emergency lane within a road closure. You will be required to notify emergency services and ensure a quick and effective response in the event of an emergency.

ENTERTAINMENT

Please ensure that you have engaged family-friendly entertainment for your event. Our parks and reserves are public places and we ask that you respect

neighbours and other users by refraining from engaging any entertainment that could be deemed inappropriate or offensive.

FIREWORKS

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

be required to provide evidence of their current public liability policy (\$20 million). Fines of up to \$5,000 (enforced by the State Government) apply for possessing or using fireworks without a license.

FIRST AID

It is recommended for all medium and large scale / high risk events that you have First Aid in attendance. First aiders need to have access to a facility which they can work and maintain patient confidentiality and dignity which may require you to provide a dedicated room or marquee for them at your event.

St John volunteers are able to provide First Aid response and pre-hospital care at your events to ensure that it is a safe experience for all.

There is a fee for St John services based on the size of your event (number of attendees). The first stage of booking their first aid service is to request a quote.

www.stjohnsa.com.au/how-we-help/event-first-aid

A minimum of 6 weeks notice is required. Once you have accepted the quote they will be able to proceed with the booking.

FOOD SAFETY & CATERING

As the event organiser, it is your responsibility to ensure that all food and beverage vendors comply with food safety practices, as determined by the District Council of Yankalilla's Environmental Health Team, in line with the Food Act 2001.

You must complete and return the Temporary Food Stall Notification Form to the Council's Environmental Health Officer prior to the start of the event. This also applies to temporary food outlets trading on private land. An inspection of the catering facilities at the event may be conducted by the District Council of Yankalilla's Environmental Health team.

Mobile food trucks and catering vans must stay on formal paths or hard surfaces wherever possible.

During times of vulnerable ground conditions, Council will discuss any extra restrictions that may need to apply.

We encourage you wherever possible to consider using local businesses to support your event. The District Council of Yankalilla is home to some great producers, bakeries, cafes and restaurants, many of whom are able to cater for small or large scale events. The Council's Economic and Tourism Development Leader or Visitor Information Centre Coordinator will be able to suggest several local businesses and service clubs that would appreciate the opportunity to partner with you.

INFRASTRUCTURE

If you are planning on installing any type of infrastructure at your event (tent stall, marquee, staging, jumping castle, inflatable structure or any other type of equipment) you must apply for an Event Permit.

There is to be no pegging in to the ground under any circumstances, as many of our parks and open spaces have underground irrigation systems that use recycled water. All structures must be weighted according to SafeWork SA standards.

Depending on the size and nature of infrastructure relating to the event, development approval may be required prior to erection of any infrastructure or advertising display as per the Development Regulations.

The Council's Economic and Tourism Development Leader will discuss this process with you to ensure that all guidelines and policies are met. A certificate from a qualified installer or engineer confirming that the temporary structures have been erected in accordance with appropriate specifications may also be required prior to the start of the event.

KEY COLLECTION

You will be notified if you are required to collect any keys to access the park or any facilities where you are holding your event. Keys can be collected from our Customer Service team at the Council Chambers

during business hours. Arrangements can also be made for key collection at the Visitor Information Centre during normal business hours on weekdays and between 10:00am and 4:00pm on weekends.

LIQUOR LICENSING & CONSUMPTION OF ALCOHOL

As outlined in the Liquor Licensing Act 1997, a Limited Liquor Licence is required if the service or supply of liquor is intended as part of your event. Limited Licence applications must be approved by Consumer & Business Services in conjunction with Council's Planning team and the South Australian Police.

Council's Environmental Health department will need to issue a letter of support that will accompany your application to Consumer & Business Services. Except within designated 'Dry Zones', people may bring their own alcohol for consumption at small, private gatherings in parks and open spaces.

MARKETING & PROMOTION

Event promotion and marketing is one of the most important aspects of planning your event. It is important to get event information out to your target audience well in advance.

You will need to consider the most effective way to advertise and promote your event while keeping in mind your budget. Common forms of media include local newspapers and radio, posters, flyers, letter box

drops, websites, social media and direct mail including email.

You may like to develop a Marketing Plan which outlines your target audience, the type of media promotion you will carry out, when it will happen, and how much it will cost. This will help to guide you marketing and ensure you stay within your budget.

MUSIC LICENSING

If there will be live music performed at your event by a musician who was not the original artist, you must apply for an APRA (Australian Performing Right Association Ltd) licence. This is to cover the copyright in the songs (lyrics, composition, etc.) A PCCA (Phonographic Performance Company of Australia

Limited) licence is required for the broadcast, communication or public playing of recorded music (e.g. CDs, records and digital downloads) or music videos.

It is the responsibility of the event organiser to obtain the relevant music licences.

NOISE

As the event organiser, it is your responsibility to control noise levels at your event. All reasonable measures must be taken to ensure minimal disturbance to residents or businesses within the surrounding area, and adhere to the Environment Protection Authority (EPA) guidelines applicable to noise. The maximum noise level of amplified music should not exceed 90 decibels.

Generators, amusement rides, amplified music or public address systems must not be used before

8.30am Monday – Saturday, and before 10.00am on Sundays and Public Holidays. Event set up may occur from 7.00am Monday – Saturday, and from 9.00am on Sundays and Public Holidays.

If your event includes amplified music or entertainment an approved resident and business notification letter will need to be distributed a minimum of one week prior to the event to the affected residents and businesses.

NOTIFYING RESIDENTS & TRADERS

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

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

Your letter must include

- The name, date and location of your event (including set up and pack down times)
- The purpose of the event
- The expected number of participants
- Activities being conducted as part of the event
- Any likely disruptions to residents and businesses with respect to noise, transport, road closures & parking restrictions
- A contact number for further information or queries; and
- The Council's Economic and Tourism Development Leader's details as a secondary contact.

PARKS & OPEN SPACE

The District Council of Yankalilla is committed to maintaining its parks and open spaces to a high standard including trees, garden beds, shrubs, turf and facilities. This level of amenity must be protected at all times. The following strategies may help to reduce damage to the turf:

- Protective boards/flooring
- Raising infrastructure from the turf (e.g. containers)
- Minimising vehicle movements
- Avoiding areas of boggy/wet ground

Trees are susceptible to damage over time if appropriate event management plans are not adopted. Root damage is the most common cause of damage to trees on event sites. The siting of car parks and vehicle access should be carefully considered to avoid damage to the root zone of a tree as:

- Vehicle tyres can damage the surface roots of trees
- Sub-surface roots can be damaged over time due to soil compaction
- Vehicle movements can result in damage to tree canopies

Nails, screws or other fixtures are not permitted to be used on any part of a tree. No signage or event infrastructure can be affixed to trees at any time. The

digging of holes or trenches in parks and reserves is strictly prohibited. No pruning is permitted by event organisers. Any queries relating to trees within the event site should be directed to the Economic and Tourism Development Leader.

Where remediation of a park or reserve is required as a result of event activity, this remediation can occur in one of two ways:

- Event organiser remediates according to Council's instructions and the satisfaction of Council within agreed time frames:
OR
- Event organiser pays Council to remediate the site.

Remediation will be charged to event organisers on the basis of the direct cost to the District Council of Yankalilla, including all labour, materials and out-of-pocket expenses. Adequate rest period between events is essential to ensure our parks and open spaces can be maintained to an acceptable and sustainable standard.

Please Note

You are responsible for all costs associated with remediating the site to its pre-event condition and this responsibility extends to all event staff, contractors and attendees.

POWER & ELECTRICAL CABLING

Electrical equipment used at your event must be tagged and tested for the safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or is found to be faulty by a Council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified.

Power cords must not be run along the ground uncovered. They must either be protected by cable trays or raised 2.75m above walking areas (including grassed areas) and 5m above roads (or places where vehicles are likely to traverse). It is the responsibility of the event organiser to ensure that all contractors

are made aware of their legal obligations and that all safety precautions regarding power supply and power cords are taken (as per AS/NZS 3002:2008 Electrical installations – Shows and Carnivals and AS 3533 – Amusement Rides and Devices or the current replacement standards).

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the event organiser to coordinate an alternative supply using generators.

Fees may apply for use of power in public spaces.

PUBLIC ACCESS

Whilst large-scale events add to the vibrancy of the District they also have the potential to temporarily exclude the community from public spaces for their normal use. Event organisers are permitted reasonable timeframes for building and dismantling event infrastructure. In the interests of protecting the community's on-going use of public spaces, and to

reduce the length of time that event infrastructure remains on site, we ask that you minimise build and dismantle timeframes as much as possible. Public access must be provided during build and dismantle, except where safety or security necessitates closing part, or all, of the site.

REGULAR EVENTS

Many events are staged annually or on a regular basis and often build on iconic locations to grow the event. The regularity of an event may become an issue for some stakeholders (e.g. road closure or environmental concerns) and event organisers may be asked to consider alternative routes, locations and/or arrangements under their Event Permit conditions.

The consecutive use of designated routes and locations will be dependent on demonstrated community support for the event as well as the event organisers ability to address the concerns of stakeholders.

ROAD CLOSURES & TRAFFIC MANAGEMENT

All requests for road closures or traffic management in relation to your event must be included in the Event Permit Application. Temporary road closures have specific times of operation and conditions and will be implemented in accordance with Section 33 of the Road Traffic Act. Temporary road closures must be advertised in a newspaper and depending on the size of the event, this may be The Victor Harbor Times. Fees will apply for the advertising, implementation and supervision (if required) of traffic management and/or temporary road closures. A quote will be provided once your application is received and has been assessed.

It is the responsibility of the event organiser to produce and circulate a Council approved advance

notice to local residents and businesses. The Council's Economic and Tourism Development Leader will supply you with a distribution map. Notices must be delivered a minimum of one week prior to the event. It is the applicant's responsibility to ensure that adequate stakeholder notification is conducted.

If your event is held on a road, you will be required to ensure that the area is left clean and free of debris before that road is reopened to traffic.

Should your event require reserved parking or parking restrictions, arrangements can be made via Council's Economic and Tourism Development Leader. Temporary Parking Permits may be issued to the event organiser. Failure to display this permit may result in a fine being issued.

SECURITY

Safety is of paramount importance to the District Council of Yankalilla. The nature of your event and anticipated crowd numbers will determine the type of security you require. The main responsibilities of security staff are likely to include crowd management, asset protection and managing lost children. If event

infrastructure and/or equipment remains on site overnight Council suggests that you engage a security guard to prevent theft or vandalism. Depending on the size and scope of your event, volunteer event marshals may be used in place of security.

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 dictate that it is required.

This may include:

- Transport pick up and set down areas
- Spectator and official viewing areas
- Seated eating areas
- Pedestrian thoroughfares
- First Aid areas
- Competitor and official marshalling areas
- Entertainment change rooms
- Entrances and ticketing areas: and
- Optional area for patrons when needed

SIGNAGE

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

Development approval may be required for large, moving or flashing signs. Council's Economic and

Tourism Development Leader will be available to assist you with the process.

You are not able to use Council's logo or the Fleurieu Coast brandmark without permission. Applications for use of the logo must be made in writing to Council at council@yankalilla.sa.gov.au.

SIGNIFICANT SITES & MEMORIALS

Event organisers are asked to respect significant sites and memorial structures within the District Council of Yankalilla's parks and open spaces by ensuring that

any event infrastructure is kept well clear and event patrons are not allowed to interfere or climb on structures.

SMOKE-FREE EVENTS

The District Council of Yankalilla encourages event organisers to hold smoke free events. By applying to make your outdoor event smoke-free you can directly improve the health of our community and patrons. At the same time you will be promoting a positive health message and creating a cleaner, safer environment.

Legislation under the Tobacco Products Regulation Act 1997 allows Local Government and other incorporated bodies, to identify and apply to have a particular outdoor area or a specific event, declared

smoke-free. 'Declared' smoke-free areas are public outdoor spaces where smoking has been banned. These areas can be created to address a passive smoking risk or to support the management of smoking at an event. As enforcement of a smoke-free area is likely to require the support of Council, please contact the Council's Economic and Tourism Development Leader if you would like to discuss applying to make your event smoke-free. Further information can also be found on the Heart Foundation website.

SPECIAL REQUESTS

From time to time event organisers may have special requests such as hot air balloon or helicopter landings. Council's Economic and Tourism Development Leader will manage all special requests

on a case by case basis and will liaise with the relevant Council departments to seek approval of such activities.

SPONSORSHIP & GRANTS

The District Council of Yankalilla recognises that events play an important part in the District's wellbeing and cultural diversity by helping to activate public spaces, raise the District's profile, increase visitation, assist in building relationship, deliver economic benefit and enliven the District. The District Council of Yankalilla has a Community Grants Program

to help community organisations fund small projects. Applications will be considered for festivals and events that demonstrate social, environmental, economic and cultural benefits for the District Council of Yankalilla. Please visit Council's website for further information. www.yankalilla.sa.gov.au

TOILETS

It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event.

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

Council's public toilet facilities are unlocked at all times and cleaned on a daily basis (excluding Christmas Day and Good Friday). If you require additional toilet cleaning outside of the normal service provision this can be arranged and fees may apply. Should the toilets be left in an untidy manner and require special attention following your event, an additional cleaning fee will be charged and you will be issued with an invoice.

If you are unsure as to your responsibilities when providing additional toilet facilities, please contact SafeWork SA for advice. The following guidelines can be used to determine the number of toilets required at your event:

Alcohol-free Events					
Patrons	Male WC	Urinals	Hand Basins	Female WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
Alcohol-available events					
Patrons	Male WC	Urinals	Hand Basins	Female WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

TRADER INVOLVEMENT

The people of the District Council of Yankalilla produce premium food, products and artistic works with passion and we encourage you to tap into these resources when you are planning your event.

The District Council of Yankalilla's economy is underpinned by the two main street precincts of Yankalilla and Normanville and supported by the surrounding townships of Myponga, Inman Valley, Second Valley, Delamere and Cape Jervis. These towns are the lifeblood of the local communities surrounding them, providing essential goods and services, meeting

places, attractions for visitors, as well as linkages to the greater Fleurieu Peninsula, Adelaide and the southern suburbs and Kangaroo Island. They are home to approximately 800 businesses, many of which are unique, independent operators.

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

USE OF COUNCIL BUILDINGS & STRUCTURES

Access to any Council buildings or facilities must be discussed with the Council's Economic and Tourism Development Officer. This will be assessed on a case by case basis and may not always be possible due to security and access issues. Additional fees may apply.

Within Council buildings and structures please do not attach or hang anything of significant weight from any shelter, handrail, building or structure, this includes the use of such facilities for fitness activities such as pull-ups and chin-ups etc.

VEHICLE ACCESS

As vehicles are the single biggest cause of damage to turf and trees during events the restriction of vehicle movements is imperative to protect our parks and open spaces.

Permission is granted for vehicles to access the event site, as required, for the specific purpose of conveying goods and equipment – unloading and loading only. Once a vehicle is unloaded/loaded it must be driven off site and into allocated public parking areas. The only vehicles allowed to remain on the event site are

those that are physically required to such as catering vans and food trucks. It is the responsibility of the event organiser to ensure that all persons attending the event are made aware of the above conditions regarding parking.

Vehicles must stay on formal paths or hard surfaces wherever possible. During times of vulnerable ground conditions, such as after heavy rain, Council will discuss with you any extra restrictions that may need to apply.

WASTE MANAGEMENT & RECYCLING

The District Council of Yankalilla has a responsibility to consider the impact that events have on the environment and it is a requirement of Council that you provide both general waste bins and recycling bins at your event.

The Fleurieu Regional Waste Authority (FRWA) is able to arrange the supply of bins for low and medium scale events. Large scale / high risk events that anticipate attendance greater than 1000 may need to engage an external waste management contractor to supply bins and manage waste disposal to Council's require standard. Fees may apply for the provision of FRWA bins at your event .

If you are required to set up a waste management compound on or adjacent to the event site for larger skip bins, this area must be surrounded by temporary

fencing covered in black plastic or hessian to shield the area from the general public for aesthetic and safety reasons.

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

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

WATER

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

The Council's Economic and Tourism Development Leader will be able to advise the location of the outlets and you must liaise with them for access to a potable water supply. In areas where there is no access to potable water, you must supply your own.

WEATHER

In some of the District Council of Yankalilla's public places events will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. Planning for a public street parade will differ from a private corporate function within a park, however all events should consider contingency plans for weather and ensure that this is part of your risk management planning. We recommend that you monitor long range forecasts on the Bureau of Meteorology website in the lead up to your event.

The District Council of Yankalilla reserves the right to revoke an Event Permit or cancel or postpone an event if Council staff determine that the continuation of the event in adverse weather conditions is likely to cause significant damage to the event area or has the potential to pose a risk to public safety. You will be consulted prior to a determination being made by Council to revoke the Event Permit or cancel or postpone the event.

Appendices

EVENT NOTIFICATION FORM

EVENT CHECKLIST

EVENT RISK ASSESSMENT TEMPLATE

EVENT RISK ASSESSMENT CHECKLIST



Event Notification Form

Event name:

Proposed date(s):



EVENT NOTIFICATION

Company / organisation name: _____

Contact name: _____ Signature: _____ Date: _____

Postal Address: _____

Email Address: _____

Telephone number: _____ Mobile Number: _____

Is there a website from which further information about the event may be obtained? Yes No

If yes, website address: _____

Do you have any promotional material you'd like to attach with this form: Yes, it's attached No

EVENT OVERVIEW

Type of event: Free community event Ticketed Event Private Event

Is this expected to be a 'one-off' or recurring event? One-off Recurring

Name of event: _____

Proposed venue/locality: _____

Anticipated attendance: _____

Single-day event: Date: _____ from: _____ am/pm to: _____ am/pm

Multi-day event: Date range: from (dd/mm/yy): _____ to (dd/mm/yy): _____

Event aims and description:

OFFICE USE ONLY

Received by: _____ Date: _____

Customer service request #: ICS _____ Signed: _____

Event Scale: SMALL MEDIUM LARGE SCALE / HIGH RISK Event Permit Required: YES NO

EVENT CHECKLIST

There are a number of things that determine the approval requirements of an event. This checklist will help us determine whether you need to apply for an Event Permit.

Event Element	Checklist
Type of Event	<input type="checkbox"/> Public – free of charge <input type="checkbox"/> Public – ticketed <input type="checkbox"/> Private – free of charge <input type="checkbox"/> Private – ticked
Event Location	<input type="checkbox"/> Public place or space <input type="checkbox"/> Community venue <input type="checkbox"/> Private property
Regularity of Event	<input type="checkbox"/> One-off <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-annually
Event Activities	<input type="checkbox"/> Liquor sales <input type="checkbox"/> Food sales <input type="checkbox"/> Animals; petting zoo; livestock <input type="checkbox"/> Fire; fireworks <input type="checkbox"/> Live entertainment <input type="checkbox"/> Public art <input type="checkbox"/> OTHER: _____
Event Logistics	<input type="checkbox"/> Temporary signage <input type="checkbox"/> Temporary road closure <input type="checkbox"/> Temporary infrastructure (stages, Marquees, etc) <input type="checkbox"/> Vehicle access <input type="checkbox"/> OTHER: _____
Council Support Requested	<input type="checkbox"/> Financial support <input type="checkbox"/> Ticket sales <input type="checkbox"/> Promotions <input type="checkbox"/> Brand alignment – Fleurieu Coast: Made by Nature <input type="checkbox"/> Connection to contacts and third part partnerships <input type="checkbox"/> Equipment and infrastructure hire <input type="checkbox"/> Waste Management <input type="checkbox"/> Risk management <input type="checkbox"/> OTHER: _____

Initials: _____ Date: _____

Risk Management



EVENT RISK ASSESSMENTS

No matter the nature or size of your event, your event will have risks. It is your responsibility as the event organiser, to identify and manage these risks.

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

Why does an event need to manage risks?

Event sites and activities are considered to be places of work and there are industry acts, regulations standards and guidelines that event organisers should be developing their procedures in accordance with these documents. There are also high penalties for failure to comply with the regulations and the risk of an event site being shut down by Safework SA for non compliance.

And of course, no one wants to see anyone hurt or have a bad experience at their event. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided.

The meaning of key terms?

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk Assessment means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

HOW TO DO A RISK ASSESSMENT

FIND IT

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template

Use experts or experienced people to advise you on your risk assessment.

ASSESS IT

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

FIX IT

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control** table to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

RISK RANKING MATRIX

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

LIKELIHOOD

How likely is it to occur?

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

CONSEQUENCE

What is likely to be the impact?

Level	Descriptor	Example Detail Description
1	Insignificant	<ul style="list-style-type: none"> No injuries Low financial loss
2	Minor	<ul style="list-style-type: none"> First aid treatment On-site release of chemical immediately contained Temporary halt of event Medium financial loss
3	Moderate	<ul style="list-style-type: none"> Medical treatment required On-site release of chemical contained with outside assistance Temporary halt of event requiring outside assistance (e.g. specialised maintenance, fire, police) High financial loss
4	Major	<ul style="list-style-type: none"> Extensive injuries Loss of production capability Off-site release of chemical with no detrimental effects Halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, SafeWork SA) Major financial loss
5	Catastrophe	<ul style="list-style-type: none"> Death Toxic release off-site with detrimental effect Halt of production with investigation and potential prosecution (e.g. fire, police, ambulance, SafeWork SA) Catastrophic financial loss

RATINGS

E = Extreme risk:	Immediate action required
H = High risk:	Consider hazard could occur and controls needed before event
M = Moderate risk:	Incidents or hazards have occurred infrequently in the past
L = Low risk:	Manage by routine procedures, very few known incidents of occurrence

How to control hazards.

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then:</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

EXAMPLE RISK ASSESSMENT

The information provided in this example template document provides you with hazards and controls that are typical of an event.

Solutions to reduce or remove the risks have also been provided. Each event is different and pose their own 'special' risks so it important that the event organiser thinks outside the list of examples provided in this document and considers what the 'other' risks may be that are unique to your event.

EVENT RISK ASSESSMENT – EXAMPLE

RISK ASSESSMENT EXAMPLE			
Name of Event: Yankalilla Festival		Risk Management Team: Festival Committee	John & Jill Smith
Date of Event: 30 June 2015		Site Supervisor: Event Organisation	John & Jill Smith
Location of Event: Skate Park, Yankalilla		Site Supervisor: Deliveries & Set Up	Jack Young
Hazards	Risk rank	Control / Actions	Responsibility
Event located near cliffs or bodies of water and person falls.	H3	Engineering control position temporary fencing and warning signage prior to the site being accessed and the addition of trained lifeguards.	Site supervisor
Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway.	H3	Eliminate the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage.	Site Supervisor
Vehicles driving on public areas causing damage to the site or a collision with a person.	H3	Administrative control advise the contractors that they will be met on site by the supervisor, that they are to drive at walking pace with hazard lights on. Delivery schedule developed and communicated to contractors. Vehicle path designated with witches hats and signage	Site supervisor
Damage to the asset from the delivery of heavy equipment i.e generators, temporary toilets.	M2	Administrative control pre advice to the contractors that they will be met on site by the supervisor. Event to ensure that there is rubber matting, ply boards or terra track available on site to assist in the deposit of heavy equipment.	Event Organiser Site Supervisor
Erection of temporary marquee causes an injury to contractor or member of the public.	H3	Engineer the hazard by cordoning off the area with bollards and hazard tape. Site supervisor/s to monitor the area and ensure that the public are not entering the work space. Contractors to abide by the Victorian Construction Regulations and work in accordance with Safe Working Method Statements.	Site Supervisor Contractor

Hazards	Risk rank	Control / Actions	Responsibility
Power source is overloaded and fails. Unsafe leads or damaged leads causing electrocution or damage to equipment	H3	Eliminate the hazard by engaging a licensed electrician makes changes to the existing power supply Administer and ensure that power requirements are identified in the planning phase and adequate supply is provided and that vendors//contractors have been pre advised that all leads and equipment must be tested and tagged. Engineer the hazard by using cantilevers for wet ground areas or use rubber matting or cable traps for 'dry' ground areas.	Event Organiser Electrician
Gas bottle leak or explosion	H3	Administer this control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. Site inspection to ensure compliance.	Site Supervisor
Member of the public injured by accessing equipment such as machinery, generators	M3	Engineer the hazard by making these areas inaccessible to the public using equipment such as pedestrian barriers, hazard tape, bollards, para webbing and warning signage. Keep equipment locked.	Site Supervisor
Staking into the grassed areas and damaging a water pipe, gas main or electrical conduit. Injured contractor.	M3	Administer this control by ensuring that the underground services are identified on the site plan before the equipment is positioned. Dial before you Dig and transfer the information to your site plan. Arrange to have the underground services marked on the asset prior to bump in..	Event staff Site designer Site Supervisor
Noise complaints	L2	Administrate this control by doing a pre event assessment of what could generate noise and the development of a Noise Management Plan that is compliant with the Environmental Protection Act. Plan has been provided to site manager.	Event staff
Bins overflowing and litter on the ground.	L2	Administrate this control by developing a Waste Management Plan, monitor the bins and the cleaners during the event.	Event organiser Cleaner Site Supervisor

Hazards	Risk rank	Control / Actions	Responsibility
Inadequate public toilets causing queuing and complaints	M2	Administer this control by doing a pre event assessment of the amount of toilets required.	Event organiser
Inadequate free drinking water supply causing dehydration	L2	Administer this control by doing a pre event assessment of the amount of water available on or close to the site. Order a drinking fountain or arrange to give bottled water away for free.	Event organiser
Temporary infrastructure blows away and causes injury to person or equipment	M3	Eliminate this risk by ensuring that all light weigh equipment is adequately weighted or harnessed. Administer the control by monitoring the wind speeds prior to and during the event.	Event organiser Site supervisor
Inflatable rides become unstable in high winds and injures a person.	M3	Eliminate this risk by checking that the provider has adequately pegged and weighted the equipment in accordance with the structures safety management plan.	Site Supervisor Air Castle operator
Animal nursery causes gastro or another similar infectious disease.	M3	Eliminate this risk by ensuring that the contractor has agreed to abide by the State Government Department of Health Guidelines. Check that the provider has provided adequate hand washing facilities.	Animal Nursery Site Supervisor
A mechanical ride causes a person to be injured on a hazardous object.	M3	Eliminate the risk by checking the ride set up prior to public use. Shut down any unsafe rides and do not permit operation until the hazard has been rectified. Continue to monitor the rides throughout the event.	Site supervisor
Performer unable to access a stage due to accessibility issue.	L2	Eliminate the risk by requesting that a ramp is provided with the stage and that it is compliant with the Building Code of Australia.	Staging Company
Performer injures themselves when walking down stairs or ramp from stage	M2	Eliminate the risk by installing a handrail.	Staging Company

Hazards	Risk rank	Control / Actions	Responsibility
Person contracts food poisoning at the event.	M2	Administrate this control by ensuring that prior to the event; all food vendors have relevant food vendor permits from the City of Greater Geelong Health Unit. During the event, do spot checks to ensure that they are complying with the permits requirements. .	Site Supervisor
Public or staff member receives sun burn, heat stroke or dehydration.	M2	Administrate this control by developing an Extreme Weather Policy and Contingency plan. Control the hazard by providing sun screen and making shade available. Monitor the weather and plan for work to be conducted in the early or late hours of the day.	Site Supervisor
Child is separated from their guardian.	L1	Administrate this control by setting up a Lost Children's area and policy.	Site Supervisor
Crowd crush injury if site was evacuated in an emergency.	M3	Administrate this control by developing and communication and evacuation plan.	Security Safety Officer
Person on site requires an ambulance but the ambulance is not able to access the site.	M3	Administrate this control by identifying an emergency vehicle access path onto the site and ensuring that it stays clear of objects during the event.	Safety Officer Site Supervisor
Person receives a minor injury on site	M2	Administrate this control by ensuring there are adequate qualified first aiders on site during the event.	First Aid Site Supervisor
Small fire on site causes damage to equipment	M2	Administrate this control by ensuring there are adequate fire extinguishers on the right site. Eliminate the risk of a larger fire by ensuring staff are trained in using fire extinguishers and that a Fire Management Plan and Emergency Response has been developed and approved by the CFA.	Safety Officer
Inappropriate behaviour from intoxicated person	L2	Administrate this control by ensuring responsible service of alcohol and security on site.	Alcohol Provide Security

EVENT SAFETY CHECKLIST & INFORMATION SHEET

(SMALL TO MEDIUM SIZED COMMUNITY EVENTS)

PLANNING AND PREPARATION

Planning is an essential part of event success. When planning your event it is important to remember that each event is different, from the type and number of people attending to the nature of the event.

The Event Safety Checklist is a guide to many of the issues that must be considered when planning an event. Depending on the nature of your event some of these issues may require more detailed attention.



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 coordinator) 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 blankets are in appropriate areas, tested and in date
- Personnel are trained in extinguisher and 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

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 pyro technicians 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

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

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

STAGING AND PLATFORMS

- All seating, corporate boxes, overpasses, 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

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

AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES – SEE NEXT SECTION)

- 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 AMUSEMENT STRUCTURES – SEE ABOVE)

- 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

FUELS, FIREWORKS OR PYROTECHNICS

- Refer to Permits, Licensing and Registration

WEATHER CONDITIONS

- Use current Australian Bureau of Meteorology information to ascertain weather conditions 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)

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

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.

Further information may be provided by:

- South Australia Police (SAPol)
- Environment Protection Authority (EPA)
- Office of the Technical Regulator (OTR)
- Office of the Liquor and Gambling Commissioner
- District Council of Yankalilla.

DISCLAIMER

This publication contains information regarding work, health and safety. It includes some of your obligations under the Work, Health and Safety legislation.

To ensure you comply with your legal obligations you must refer to the WHS Act 2012 & WHS Regulations 2012

This publication may refer to legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws.

Reference: <http://www.safework.sa.gov.au/>