Port Augusta
CITY COUNCIL

Port Augusta City Council

EVENT PLANNING INFORMATION



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Guidelines for Event Organisers

Please ensure you have read this information and are aware of all the requirements and conditions before submitting an Event Application for Council's consideration.

Updated April 2026

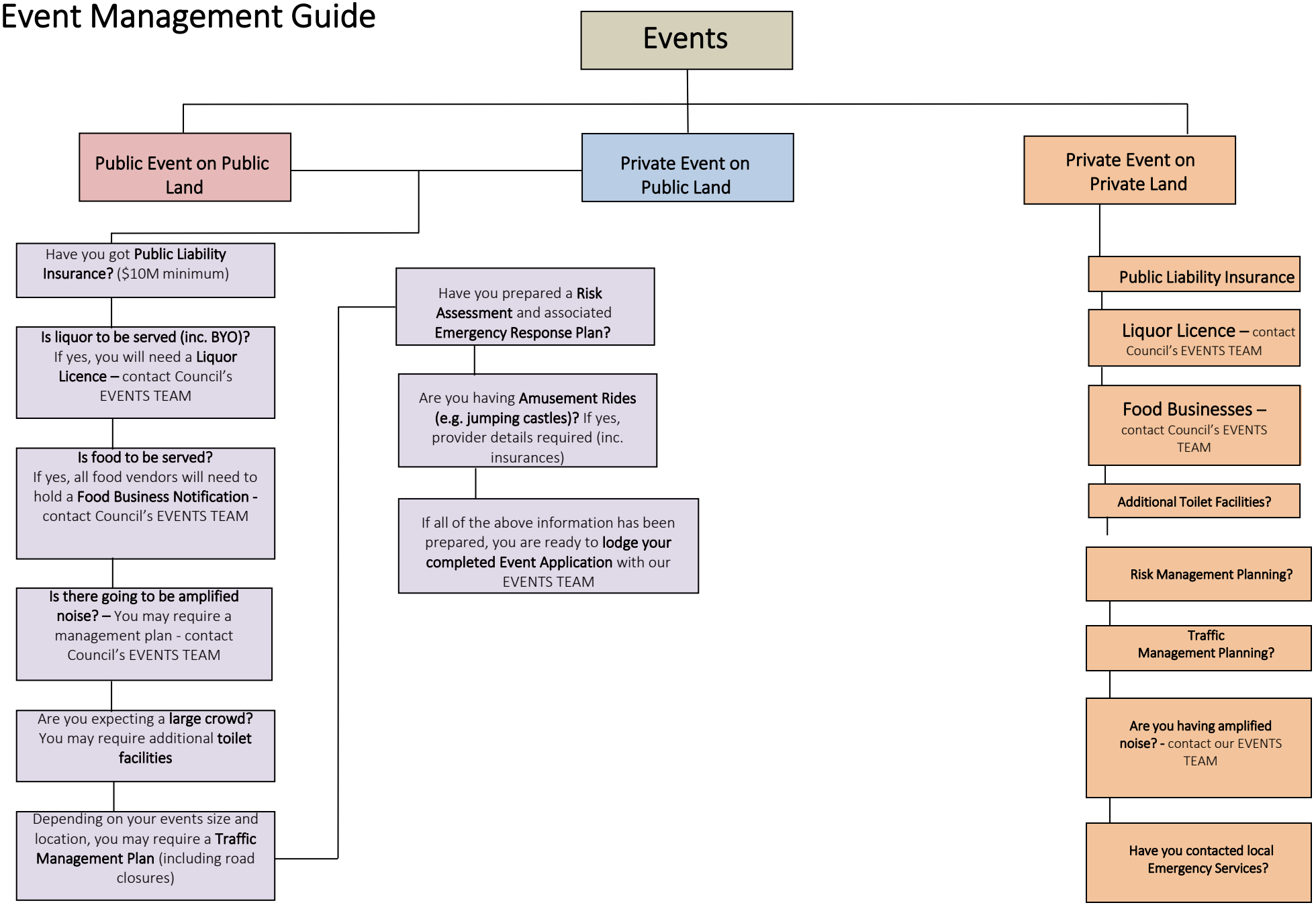
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Purpose

The purpose of this handbook is to provide Event Organisers with guidelines to assist the development of event or festival proposals that are safe, accessible, inclusive, and well-managed and that present a positive image of the Port Augusta community as well as provide economic benefit to the region.

This information guide should be read in conjunction with Council's Event Management Policy

Event Management Guide



1. Introduction

Port Augusta City Council recognises and values the important role that events and festivals play in the life and vitality of the region, and the contribution they make in terms of fostering a sense of community belonging, strength, pride, and cultural connection. Importantly, events also provide a vehicle for promoting local industries and an opportunity to showcasethe varied attractions and experiences the region offers.

This handbook provides a reference for Event Organisers outlining Council's approach to all events within the region, irrespective of whether the event is held on Council Land (including community managed public facilities such as halls and recreation grounds) or private premises. It is not a definitive resource and each event will have its own specific requirements which need to be considered by the Event Organisers.

2. Organising an Event in the Port Augusta City Council Zone

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

Event Organisers are encouraged to contact Council during their initial event planning processes to allow time for formal assessment of the Event Application. Event Organisers are strongly encouraged to meet with Council's Events Team for a 'pre-lodgement' discussion as they work through the Event Application. Refer to the specific event timeframes below to ensure sufficient time is allowed for the assessment of Event Application requests and associated processes.

Event Applications will be assessed in the first instance by our Events Team, with other departments assessing specific aspects of the event as required. In some cases, the request may be referred to Council's Elected Body for decision. Event Organisers may attend the relevant Council meeting to provide further information which may assist Council in its decision-making process.

Council will endeavour to administer an Event Permit in a timely manner, provided all supporting documents are submitted as needed within the required timeframe.

3. Event Application – Assessment Timeframes

- For **smaller-scale events** (including but not limited to street stalls, filming, busking and/or collections by Charitable Organisations) the completed Event Application must be submitted to Council no less than **four (4) weeks prior to the event.**
- For **medium to larger-scale events** (including those requiring a road closure) the completed Event Application must be submitted Council no less than **three (3) months prior to the event.**

In the case that an Event Application is to be submitted with less than three months' notice, Event Organisers should contact Council's Events Team to discuss plans and expedite assistance if possible. Support cannot be guaranteed if enough notice is not provided, however Council will endeavour to work with Event Organisers to achieve the best possible outcomes.

Event Organisers are advised that if the proposed event is to be held over three (3) or more days, Development Approval may be required, and suitable time must be considered to allow this process to occur independent of the Event Application process All costs associated with a Development Application are the responsibility of the Event Organiser. Contact Council's Events Team for more information.

4. Activities Requiring Further Information or Approvals

Event Organisers are responsible to ensure that all relevant external permits and Council approvals have been issued prior to holding their event.

The following table provides reference of possible external permits.

Activity	Applicable Y/N	Requirements	Action
Amplified music or speeches		*Local Nuisance and Litter Control Act, 2016* applies	Contact our **Events Team** to request exemption
Amusement devices and rides		Copy of Provider's SafeWorkSA registration required for each item. Copy of Provider's current Public Liability Insurance Policy (minimum $10million)	Contact Council's **Events Team**
Animals for display or handling		Inspection of animal management practices may be required	Contact our **Events Team** who will connect you with Council's Environmental Health Officer
Event duration over 3+ days		Development Approval may be required	Contact our **Events Team**
Fires and BBQ's		Permits required during Fire Danger Season (refer to Council's website https://www.portaugusta.sa.gov.au/enquiries/fire-prevention	Contact our **Events Team** who will connect you with Councils WHS Officers.
Fireworks & pyrotechnics		Refer to CFS – fire permit required during Fire Danger Season. Pyrotechnician's Licences and SafeWork SA approval required https://www.safework.sa.gov.au/notify/firework-display	Contact our **Events Team** who will connect you with Councils WHS Officers.
Public toilet facilities (including disability access)		*Public Health Act, 2011* applies Refer SA Health forguidelines www.sahealth.sa.gov.au	Contact our **Events Team** who will connect you with Council's Environmental Health Officer
Road closures		*Council consent required *Professional Traffic Management required *Community consultation/ public notification required	Contact our **Events Team** who will connect you with our Infrastructure Team
Supply or sale of food		*Food Act, 2001* applies – refer to SA Health	Contact our Events Team who will connect you to Council's Environmental Health Officer
Supply or sale of liquor		Refer to Consumer and Business Services **Port Augusta/Stirling North is subject to a total 'Dry Zone' as from the 1st December 2005, therefore the consumption or sale of alcohol in all public places is prohibited.**	Contact Council's **Events Team to** request letter of support

5. Event Applications – Required Documentation

When submitting an Event Application, it must be accompanied by:

- A Public Liability Insurance Certificate of Currency (minimum $10 million cover)in the name of the organising body and providing coverage for the activity proposed, which does not expire prior to the event and which covers the event'sactivities and location;
- A Risk Assessment and Management Plan (refer Appendix 3);
- An Emergency Response Action Plan (refer Appendix 4);
- A Site Map and Plan (layout of event venue);
- A Traffic Management Plan (if applicable - refer Appendix 5); and
- A Site Nuisance Management Plan (if applicable - refer Appendix 6).
- All required licences and approvals.

If the event will be held at a community-managed public facility (such as a hall, institute or recreation ground) the Event Organiser must supply confirmation of approval from the venue manager to use the facility.

Along with the Event Organiser, all individuals and groups (third parties) participating in the event must be covered by their own Public Liability Insurance (minimum $10 million cover). For the most appropriate insurance cover for your event (including personal accident and injury insurance for volunteers) please consult with your insurance provider.

Not-for-profit community groups are able to access a range of insurance products through Local Community Insurance Services (LCIS) – for information about the range of products refer to their website https://www.localcommunityinsurance.com.au/.

6. Event Applications – Assessment Criteria

The criteria used by Council to assess Event Applications are based around the following considerations:

(i) Public Health

- Approval by SA Health that Covid-Safe Density and Distancing principles will be applied to all accessible areas

(ii) Community impact

- impacts on community (e.g. amplified noise, nuisance, safety, number of patrons, availability and consumption of alcohol, and road closures)
- accessibility for all
- where applicable, commitment to undertake a pre-event public notification process to seek community feedback about potential impacts from mediumto large-scale events (e.g. amplified noise, road closures, parking)

(iii) Economic impact

- potential for significant fundraising opportunities within community
- potential for additional visitors and economic activity within the region

(iv) Environmental impact

- minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices

(v) Timing

- proposed timing of the event in relation to existing events and the availability of tourism resources, accommodation etc.
- scheduling of events during low tourism seasons (November to March)

(vi) Public Safety

- is the industry minimum standard of Public Liability Insurance cover in place?
- is capacity of venue suitable for expected crowd?
- evidence provided outlining safety and security arrangements and risk management processes undertaken for all events, including appropriate licencing in place, and safety checks of all equipment.

7. Council Support for Events

Council will consider supporting events that align with the priorities, needs and expectations of the community (as reflected in Council's Strategic Directions Plan) that can:

- deliver significant economic benefits to the Port Augusta city Council area as well as social, cultural and other benefits to the resident and business communities;
- demonstrate wide community support; and
- enhance the profile and reputation of the region.

Council support for events will generally be offered when Event Organisers can demonstrate that all Event Application assessment criteria have been met. Events that fall under exceptional categories must also meet all relevant guidelines for their type of event. Where a community consultation process is required, for example in the case of feedback on the potential impact of a road closure, Council may insist on the Event Organiser providing detail about the method of community engagement (pre- or post-event), so that they are satisfied that a balanced and comprehensive approach was undertaken.

7.1 Financial support of events

Council provides financial sponsorship for events within its Community Sponsorship Program. All requests by Event Organisers for event funding must be submitted on the designated Event Sponsorship Program (ESP) Application within the prescribed annual funding rounds.

Refer to Council's website https://www.portaugusta.sa.gov.au/community/sponsorship

Applications for Event Sponsorship funding will be assessed based on eligibility criteria as outlined in our *Sponsorship Program Guidelines*. Late or non-conforming applications and/or non-provision of requireddocumentation will be considered ineligible. Contact Council's Event Team for information and advice.

A condition of the agreement is that successful applicants must acknowledge Council's support in all promotional activity and reports for public information. Approval to place Council's logo on promotional materials and programs to promote an event must be sought from the Chief Executive Officer (or nominee).

All successful applicants must submit an acquittal to Council within four (4) weeks of the completion of the event.

7.2 In-kind support of events

Separately, Council may also provide assistance to Event Organisers in the form of 'in-kind'support. Where Council supports an event through the provision of subsidised 'in-kind' support, it is expected Event Organisers will arrange appropriate marketing and communications that will ensure Council's involvement is acknowledged and publicised.

The provision of 'in-kind' support is independent to any financial support provided to Event Organisers through the *Community Sponsorship Program*. When allocating 'in-kind' support, Council will give priority to:

- incorporated 'not-for-profit' organisations, community groups or voluntary associations;
- unincorporated groups auspiced by an appropriate incorporated body; and
- in the case of commercial operations, applicants that demonstrate that the eventwill achieve substantial social and economic benefits to the wider community.

Fees for in-kind support will generally not apply to community events, however Council reserves the right to charge an administration fee for commercial events, commensurate with the scale of the event and time required to assess the application.

Specific fees and charges are applicable to in-kind event support, which may include:

- fees for the provision of waste bins and waste removal;
- fees for closing roads;
- fees for cleaning public toilet facilities; and
- application fees for commercial events.

Events may be eligible for a waiver or reduction of these fees. The following principles will guide Council in deciding which events will be eligible for a waiver/reduction in the costs associated with the provision of 'in-kind' support.

Events must:

- encourage community involvement in, and the ownership of events;
- nurture local talent, businesses and community groups;
- promote the Port Augusta City Council area to audiences outside the region;
- stimulate the local economy through community and business partnerships and involvement;
- increase visitation and length of stay from audiences outside the region,particularly during low visitation periods;

- demonstrate sound business principles and planning; and
- demonstrate sound environmental practices to protect our natural areas.

8. Tips for Hosting a Safer Event

The Event Organiser is responsible for the safety of event participants at all times. Port Augusta City Council will not accept liability for any personal injury, loss or damage that may occur to participants or other third parties or their property as a result of staging the event.

SafeWork SA offers a free Advisory Service and resources that can assist with safe event planning. Refer to the website https://www.safework.sa.gov.au/about-us/advisory-service

If an event has certain elements, Event Organisers are required to complete a Public Event Notification checklist and submit to Safework SA at least 4 weeks prior to the event. https://safework.sa.gov.au/__data/assets/pdf_file/0019/143920/Event-safety-Public-event-notification.pdf

8.1 Risk Assessment and Management Plan

There are risks associated with any event. Under the *Work Health and Safety Act, 2012*, an Event Organiser that is planning, setting up or conducting a public or community event has legal responsibilities to ensure the safety of everyone attending or working at the event.If a client or visitor is injured at your event, this could result in a public liability claim for compensation.

Event Organisers have a duty of care to ensure they have assessed and managed any potential health and safety risk at their event. When risks are identified, Event Organisers must do whatever possible to eliminate or minimise them, and document this within a Risk Assessment and Management Plan (Refer Appendix 3).

8.2 Emergency Response Action Plan

Preparing an action plan outlining how specific issues or incidents will be dealt with and by whom will ensure that roles and responsibilities are clearly defined to all stakeholders and volunteers and that an appropriately coordinated response can be activated immediately. This includes having an accessible emergency contact list and appropriately qualified firstaid personnel and equipment onsite.

Potential incidents could include (but are not limited to):

- extreme weather (especially if event is held outdoors);
- injury and/or medical emergency;
- fire; and/or
- electrical hazards.

Refer to Appendix 4 for an example action plan. Refer to Appendix 2 for useful websites and reference documents (e.g. https://www.sa.gov.au/topics/energy-and-environment/using-electricity-and-gas-

safely/catering-at-outdoor-events).

8.3 Site Plan

Site plans should detail the location of all activities at the event, including:

- Entry/exit points for venue;
- Parking;
- Access and egress routes for emergency services;
- Location of public amenities (permanent and temporary);
- First aid facility;
- Food stalls, amusements and rides, other activities;
- Liquor stall, consumption area(s); and
- Security controls.

8.4 Assessment of Event Venue

Event Organisers are encouraged to assess the capacity of the event venue and its suitability for the number of people expected to attend. Will sufficient amenities be available and accessible? For outdoor events – is there shelter or an alternative venue in case of extreme weather? Refer Appendix 2 – Event Planning Checklist.

8.5 Electrical or Gas Equipment – Safety Considerations

Event Organisers, amusement providers, food vendors and stallholders are responsible to ensure that all electrical equipment is safe for users and the general public. Prior to the event, electrical installations must be tested and verified as safe by a licenced technician, to comply with the *Australian Standard AS/NZS3002 – shows and carnivals.*

A certificate of compliance issued by the licenced electrician is required as evidence of safety. All electrical equipment is to be tagged and tested, and in approved cable covers. Power cables and leads should be safely installed away from pedestrian traffic, tree canopies and water.

Amusement ride and stall operators should use their own generators or battery power.

Refer to Office of the Technical Regulator's website for obligations to ensure electrical andgas safety at events https://www.sa.gov.au/topics/energy-and-environment/using-electricity-and-gas-safely/catering-at-outdoor-events

8.6 Security at Events

The nature of an event and anticipated crowd numbers will determine if security is required. The responsibilities of security staff will include crowd management and asset protection.

Places of mass gathering incorporate a diverse range of facilities including, but not limited to,

significant one off events or recurrent major events at sporting venues, shopping and business precincts, tourism and entertainment venues/attractions, and hotels and community centres. A mass gathering is characterised by having a large concentration of people on a predictable basis which often have limited security controls present. Places of mass gathering pose a broad range of security challenges for Event Organisers.

Refer to the SA Police website for the Crowded Places assessment tool https://www.police.sa.gov.au/your-safety/crowded-places

Event Organisers are encouraged to:

- maintain an awareness of their operating environment;
- provide adequate security for their assets, based on threat and risk;
- actively apply risk management techniques to their planning processes;
- conduct regular reviews of risk assessments and security, emergency and contingency plans; and
- conduct training with employees and volunteers, and practice the security, emergency and contingency plans.

8.7 Catering and Food Safety

If food and/or beverages will be supplied or sold at an event, Event Organisers must provide details of all food businesses* operating at or supplying food for the event. Event Organisers must provide evidence of a Public Liability Insurance Certificate of Currency (minimum $10 million cover) in the name of each food business, which does not expire prior to the event and which covers activities at the event location.

**A food business is any business, enterprise or activity that involves the handling or sale of food in a commercial, charitable, or community nature regardless of whether it involvesthe handling or sale of food on one occasion only.*

Under the *Food Act, 2001*, all food businesses are required to complete a Food BusinessNotification (FBN) with their local council, which is registered with SA Health. Caterers and mobile food businesses should notify the council area relating to their base of operation. All persons involved in the handling of food are responsible to comply with the National Food Safety Standards. It is recommended that all food handlers undertake Covid-Safe Food Safety Training.
For information about food safety, refer to the Safe Work SA booklet *Food catering sites; keeping community events safe* *https://www.safework.sa.gov.au/industry/hospitality/food-catering-events*

Download Council's Food Notification Form and submit:
https://www.portaugusta.sa.gov.au/__data/assets/pdf_file/0028/824095/Temporary-Food-Stall-Notification-Form-V1.pdf

8.8 Street stalls (food and/or fundraiser stalls, markets)

When submitting an Event Application, Event Organisers must supply a copy of all food stall operators Food Business Notification (FBN) and Public Liability Insurance Certificate of Currency

(PLI-CoC minimum $10 million cover) in the name of the business, which is current for the event date(s). Event Organisers must also ensure that a copy of all non-food stalls' PLI-CoC (minimum $10 million cover) is included in the application documentation.

All stallholders need to provide confirmation from business owners to set up the stall in front of their business. All persons involved in the handling of food are responsible to comply with the National Food Safety Standards.

Street Stall application Form: https://www.portaugusta.sa.gov.au/__data/assets/pdf_file/0021/223914/Form-Application-for-Street-Stall.pdf

A **mobile food vending** business requires a permit under section 222 of the Local Government Act 1999 to operate a business on a public road in the Council area. A fee is applicable for the permit. Refer to Council's Mobile Food Vendors – Location Rules Policy for the rules associated with selling food on or by a public road.
https://www.portaugusta.sa.gov.au/__data/assets/pdf_file/0038/707897/Guidelines-Mobile-Vendor-Permits.pdf For more information contact Council's Events Team.

8.9 Alcohol at Events (Liquor Licence)

Under the *Liquor Licensing Act 1997* if alcohol is supplied or sold at an event, Event Organisers need to obtain a **short-term liquor licence** from Consumer and Business Services (Office of Liquor and Gambling Commissioner). Please refer to the website https://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term

If you are organising or hosting a party, function or event where alcohol will be sold, you must apply online for a short-term liquor licence. Events held at 'regulated premises' (A public place or facility such as a Hall or Institute) where BYO (Bring Your Own) is a feature also requiring a licence. All applications for a licence must be lodged **online** up to **60 days before** the event. An application fee will be applicable, and a site plan must be provided.

Dry Zone

Port Augusta/Stirling North is subject to a total 'Dry Zone' as from the 1st December 2005, therefore the consumption or sale of alcohol in all public places is prohibited. If the consumption of alcohol is anticipated at your event a Limited Licence from the Liquor Licencing Commission must be sought.

8.10 Toilets and Ablution requirements for events

Event Organisers are responsible for ensuring an adequate number of suitable toilets, handwashing facilities and any ablution blocks are conveniently located for patrons at theevent. Hand sanitization stations are also recommended. Disabled toilet facilities must beprovided at an event. Where existing toilets facilities are inadequate, portable toilets (preferably unisex) must be supplied. The number of toilets for the event and placement atthe venue should be included on the Site Plan diagram.

All toilet facilities must:

- be placed appropriately and at distance from food preparation and food serving areas;
- have the necessary provisions for the collection, treatment and disposal of sewerage and waste water;
- be operated and maintained on a clean & tidy manner so that insanitary conditions are prevented;
- be water flush and have hand basins connected to a cold-water supply, withsoap or hand sanitiser provided.

There is no uniform standard when calculating the number of toilets required for an event.

The tables below are a guide, with the minimum standard taken to be for up to 500 event patrons.

Toilet facilities for events where alcohol is not available

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

Toilet facilities for events where alcohol is available

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

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

8.11 Noise Control for Events

Event Organisers are encouraged to consider the amenity of the surrounding areas when organising events in public reserves and open spaces. Managing noise levels ensures Port Augusta City Council remains an amenable supportive environment for all.

Event Organisers are required to request an exemption under the *Local Nuisance and Litter Control Act, 2016* from Council's Compliance Team for their event. Please supply the following details with your request:

- Location of event;
- Date, time and duration of event;
- Activities that may impact and cause a local nuisance (eg) amplified noise, odour, smoke, fumes, dust;
- A Site Nuisance Management Plan for the event (Refer Appendix 6).

8.12 Smoke-Free Events (Tobacco smoking regulations)

The health effects of passive smoking have become well known in recent years. Community support for smoke-free, safe and healthy environments is very high and as a result, many South Australian public areas have become smoke-free over the past decade, including all indoor events and at outdoor events in public spaces. Event Organisers are encouraged to promote which areas of the event venue are smoke-free to minimise the effect passive smoking has on the health of others.

8.13 Road closures, road restrictions, and management of parking

Where possible Event Organisers should encourage the use of alternative transport options, and include parking considerations in their event planning, especially where road closures have been requested. Event Organisers are encouraged to liaise with local SA Police traffic management teams to discuss their Traffic Management Plan.

Event Organisers are responsible to cover all costs associated with closing a road for an event, including engagement of external traffic management providers and publishing of public notices.

If an event requires any full or partial road closures, or road restrictions (changes to speedlimits, traffic flow or parking), Event Organisers are required to submit their request for Council's consideration a minimum of 12 weeks (3 months) prior to the event. If the event requires multiple road closures across more than one Council region, it is the Event Organiser's responsibility to liaise with all relevant Councils. Road closure or restriction requests should include:

- A description of the section of road to be closed;
- Timeframe for the closure;
- Purpose of the closure;

- Information on the Traffic Management Company managing traffic management plans and detours; and

Written evidence of consultation processes undertaken with residents andbusinesses that may be impacted by the road closure;

8.14 Event Promotional Signage (public and private property)

Contact Council's Events Team to discuss access to various public signage locations across Port Augusta.

8.15 Fireworks and Pyrotechnics

The release of fireworks in South Australia can only be conducted under permit by licenced pyro-technicians. For all requests to release fireworks, either within public space or on private property, an Event Organiser needs to supply the following documents in order to meet legislative requirements:

- Evidence of an adequate community consultation process at least 4 weeks prior to the event (including provision of the RSPCA's suggestions for keeping pets safe during fireworks to local residents https://www.rspca.org.au/blog/2020/caring-your-pets-during-fireworks-displays
- Written approval by the land owner to conduct the fireworks display;
- Copy of the pyrotechnician's licence, and their Public Liability Insurance Certificate of Currency;
- Licenced pyro-technician) to complete a Notification of Fireworks Display and lodgement with SafeWork SA at least 7 days prior to the event;
- Schedule 9 Permit issued by Country Fire Service (CFS) or Councils General Inspectors to a licenced pyro-technician for fireworks release during the fire danger season.

8.16 Fire Safety and Awareness

For any event using fire displays or other fire-related equipment (e.g. blacksmith works, wood fired pizza ovens) the Event Organiser must contact the closest CFS brigade directly for advice and permission, especially for events held during the fire danger season.

Additional to CFS permission, Event Organisers must also seek permission from Council's Fire Prevention Officer. Assessment of fire risk and emergency response actions should include access to fire extinguishers and trained operators.

If your event will be held during fire season (October to April annually), you need to consider how you will manage fire safety concerns if the day is declared a total fire ban with a severe, extreme or catastrophic rating. Your proposed actions must be documented in the Emergency Response Plan

(refer Appendix 4) for the event (e.g. event cancellation, additional precautions). For more information about Fire Danger Ratings please refer to Fact Sheet 2.03.1 Fire Danger Days and Ratings on the CFS website https://www.cfs.sa.gov.au/bans-and-ratings/more-about-fire-danger-ratings/

8.17 Amplified speeches, music performances

Under the *Local Nuisance and Litter Control Act, 2016* Event Organisers must ensure that amplified noise (via speeches and/or music) will not adversely affect the amenity of the site or impact on local residents and businesses. An exemption request for these activities at the event must be submitted to Council, accompanied by a Site Nuisance Management Plan for the activity (refer Appendix 6). Contact Council's Events Team for information and advice.

Event Organisers playing music (recorded or live performances) in public will need to obtain a licence prior to the event from APRA AMCOS (Australasian Performing Rights Association – Australasian Mechanical Copyright Owners Society), or PPCA (Phonographic Performance Company of Australia). A fee is payable for the APRA- AMCOS licence based on the type of event. For further information refer to the APRA AMCOS website https://www.apraamcos.com.au/music-licences/select-a-licence

8.18 Screening of Movies in Public

Event Organisers can be liable for substantial penalties if a film is screened in public* without the permission of the copyright owner.

*for the purposes of copyright in Australia, a screening of a film outside the home is generally regarded as 'in public'.

Event Organisers wishing to screen a film in public must obtain permission from the copyright owner and pay a licence fee. A *Single Title Screening Licence* can be issued ona title-by-title basis. This allows the licence holder (Event Organiser) to screen specific films in either commercial (paid audience) or non-commercial (free of charge) environments, as well as promote the screening outside of the venue itself.

For more information on Public Screening refer to the Roadshow Public Performance Licencing website https://ppl.roadshow.com.au/

8.19 Rides & Amusements

For all events with amusement rides (including, but not limited to, jumping castles, rock climbing walls and merry-go-rounds), Event Organisers are responsible to ensure all amusement operators supply:

- a copy of their Public Liability Insurance Certificate of Currency (minimum $10 million cover) valid at time of the event; a copy of the provider's SafeWork SA registration certificate or engineering certificate for each item of equipment; and
- a copy of the annual inspection certificate for each item of equipment.

All structures must be registered in South Australia as interstate registration certificates are not valid. Amusement ride operators should use their own generators or battery powerto operate their equipment, and ensure all electrical items have been tested and tagged for compliance. Please consider rides and amusements in your Risk Assessment and Emergency Response Plans (refer Appendix 3 and 4). For more information refer to the SafeWork SA website https://www.safework.sa.gov.au/industry/recreation-and-events

8.20 Animals at Events

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

Approval must be sought from Council regarding any animals to be present at an event.Please include the following details in the event application:

- Type of animals in attendance
- Purpose of attendance
- Management of animal containment
- Waste disposal arrangements
- Hand washing facilities

Event Organisers are responsible to ensure all animal ride and/or petting zoo operators supply a copy of their Public Liability Insurance Certificate of Currency (minimum $10 million cover) valid at time of the event.

When preparing an Event Animal Management Plan (refer Appendix 7) – please refer to the SA Health *Animal Contact Guidelines 2015*. All animals must be kept in an appropriate pen with water available and all waste removed prior to the site being vacated. Event Organisers must ensure appropriate hand sanitiser is available at all locations where publicaccess to animals is permitted.

Contact Council's Environmental Health Officer for information and advice.

8.21 Structures used at Events

Events may require structures such as seating stalls, stages, large marquees (over 50 square metres) and amusements. It is the responsibility of the Event Organiser to ensure that all temporary structures, entertainment and amusements meet legislative requirements.

If large structures are a component of an event, the Event Organiser is required to submit a Development Application to Council at least 12 weeks prior to the event. In considering the appropriateness of the structure, Council will consider elements such as loading. As such, details and plans from a structural engineer are required prior to the structure being erected. Upon completion, the structural engineer must issue a certificate to certify the structure meets the Australian Building Codes Board checklist of safety requirements for temporary structures.

Contact Council's Events Team for information and advice.

8.22 Roadside Trading

Under Section 222 of the *Local Government Act, 1999* a person must not use a public road for business purposes* without a permit.

*'Business purposes' include the use of land even if it is not intended to make a profit.

Refer to Council's Mobile Food Vendors – Location Rules Policy for the rules associated with selling food on or by a public road.
https://www.portaugusta.sa.gov.au/__data/assets/pdf_file/0021/224238/MobileFoodVendors-LocationRules.pdf

8.23 Waste Management

Under the *Local Nuisance and Litter Control Act, 2016* Event Organisers must ensure that event activities or the presence of animals producing noise, odour, smoke, fumes or dust do not adversely affect the amenity of the site. An exemption request for these activities at the event must be submitted to Council, accompanied by a Site Nuisance Management Plan (Refer Appendix 6).

At the conclusion of the event, Event Organisers are responsible to ensure that the eventsite is left in a clean and tidy state with all displays, promotional material and rubbish removed from the site. Additional rubbish bins can be arranged through Port Augusta City Council (fees are applicable for event support – refer to this handbook, or the event application). Additional cleaning or removal of rubbish and other materials by Council will result in additional cost to Event Organisers.

8.24 Filming in and around Port Augusta

Film, TV crews and Photographers are required to fill out a Filming and Photography application form which can be sourced from Council's Media and Communications officer.
Crews are requested to provide the following details in relation to any proposed filming activities.

- Applicants must provide a copy of their Public Liability Insurance if the activity is for business purposes.
- Activity or filming on Council roads is not permitted unless the necessary traffic management plans, assessment and approval processes are undertaken. Council will need to be notified if

traffic management will be required.

Separate approval is to be sought from any other private enterprises you will be filming. People should not be filmed without their knowledge and/or consent. Council encourages production crews to send a courtesy email or phone call to local emergency services so they are aware of the filming activity.

The Event Organiser occupies and uses the filming area at the permit holder's own risk. Council is not liable for any claims for loss or damage sustained or incurred to any person or property due to the use or occupation of the filming area; conduct of the filming activity;or the granting of a permit. The film site(s) set up must comply with the SafeWork SA Code of Practice. All parks, gardens and Council infrastructure must remain accessible to the public. Access to the film site must be maintained at all times for emergency vehicles, owners or tenants of nearby or adjoining properties requiring access and pedestrians.

The Event Organiser must comply with reasonable requests or directions given by Authorised Officers of the Council. The reinstatement of the filming area is the responsibility of the permit holder. If the permit holder fails to comply with this condition, the Council may carry out the necessary works, at the permit holders cost and the permit holder indemnifies and agrees to reimburse the Council for all expenses incurred in carrying out such works.

8.25 Use of Unmanned Aerial Vehicles (drones) for filming

Additional to the conditions outlined above for filming within Port Augusta City Council, the use of unmanned aerial vehicles (UAV or drone) or Remotely Piloted Aircraft (RPA) for filming requires Event Organisers to provide additional documentation to Council. This includes:

- a copy of Public Liability Insurance Certificates of Currency valid for date of filming both from the Event Organiser and UAV operator; and
- a copy of the UAV operators current Civil Aviation Safety Authority (CASA) licences (e.g. Remotely Piloted Aircraft Operator's Certificate (ReOC).

For more information about the requirements for the commercial use of drones refer to theCASA website https://www.casa.gov.au/drones

8.26 Use of Community Land within Port Augusta City Council for events

All Port Augusta City Council community land (parks, gardens and infrastructure) are for the use of residents, ratepayers and visitors therefore cannot be privately booked and must remain accessible to the public.
Use of public playgrounds and parks for celebrations are permitted under certain conditions. If shade structures will be installed on lawn areas, permission must be obtained from Council's Events Team to avoid damage to under-surface irrigation equipment.

Use of amusement devices (such as jumping castles) on public space – prior to event all amusement operators must supply:

- a copy of their Public Liability Insurance Certificate of Currency (minimum $10million cover) valid at time of the event;

- a copy of the providers SafeWork SA registration certificate or engineering certificate for each item of equipment; and
- a copy of the annual inspection certificate for each item of equipment.

See the full list of Council's Parks and Gardens on our website
: https://www.portaugusta.sa.gov.au/attractions/parks-and-gardens

8.27 Hire of Public Facilities within Port Augusta

Public and community facilities within the Port Augusta City Council area are managed by local community groups and available to community members for hire and use. Please directly contact the community groups listed below to arrange hire.

Apex Park
Flinders Terrace / Stirling Road
Port Augusta SA 5700

Arboretum Park
Flinders Terrace
Port Augusta SA 5700

Central Oval
Augusta Terrace
Port Augusta SA 5700

East Side Foreshore
Wharflands Esplanade
Port Augusta SA 5700

Gladstone Square
Marryatt Street
Port Augusta SA 5700

Keith Jones Memorial Park
Seaview Road / Elsie Street
Port Augusta SA 5700

Lions Jubilee Park
Victoria Parade / Tottenham Road
Port Augusta SA 5700

Northey Crescent
Northey Crescent
Port Augusta West SA 5700

Robert 'Bert' McKenzie Memorial Parkland
Progress Avenue
Stirling North SA 5700

Rotary Park
Mitchell Terrace

Port Augusta West SA 5700

Sid Welk Park
McSporran Crescent
Port Augusta West SA 5700

Skate Park
Wharflands Esplanade
Port Augusta SA 5700

Volunteer Park
Tassie Street / Daniel terrace
Port Augusta SA 5700

West Side Foreshore
Port Augusta West SA 5700

9. Tips for Hosting Accessible and Inclusive Events

9.1 Supporting people with a disability

Event Organisers have a legal responsibility under State and Federal legislation to avoid discrimination of any person with a disability, or their relative, friend, or carer. All persons with a disability have the right to participate in all aspects of community life, which includes attending events.

Event Organisers must consider accessibility of the event venue and provision of suitable amenities in the early planning stages to ensure these obligations are met. If any barriers (physical, communication, and attitudinal) are identified, these must wherever possible be removed. Consider involving people with a disability, their relatives or carers, and/or disability service providers when planning the event, on how best to support the participation by persons with a disability.

Please refer to the Port Augusta City Council *Sponsorship Program Guidelines and the Planning for Accessible Events information tool* for suggestions on how to support people with a disability to participate in your event.

9.2 Multicultural events and diversity

Australia is a vibrant, multicultural country, home to the world's oldest continuous cultures,as well as Australians who identify with more than 270 ancestries. This rich, cultural diversity is one of our greatest strengths and is central to our national identity.

Port Augusta City Council encourages Event Organisers to aim to prevent all participants attending their event from experiencing prejudice and unfair treatment because of their gender,

ethnicity, or appearance (how they look or where they come from).

9.3 Aboriginal Relations

Port Augusta City Council is home to many traditional owners, however native title is yet to be declared in the community. When planning an event, organisers should consider how it may be appropriate to involve indigenous leaders from the community in planning, and/or acknowledgement of country during formalities.

For information about Welcome to Country protocols, please see the Reconciliation SA website https://reconciliationsa.org.au/welcome-and-acknowledgement-of-country/

9.4 Providing safe environments for children and vulnerable persons

Port Augusta City Council is committed to the safety and wellbeing of children, young people and other vulnerable people, and supports the rights of the child and vulnerable persons inthe community to live and participate within a safe environment.

For the purpose of establishing or maintaining safe environments, Council encourages Event Organisers planning an event that will be attended by children, young people, or other vulnerable persons to consider seeking a criminal history screening from all persons engaged in either a voluntary or paid capacity that may be in contact with these groups at the event.

People working or volunteering with children in South Australia must, by law, have a Working with Children Check. Visit the Department of Human Services website apply for a screen check. https://screening.sa.gov.au/types-of-check/working-with-children-check

APPENDIX 1
Definitions

'Council-facilitated Events' means those events initiated or facilitated by Council to celebrate or acknowledge significant events, and provide opportunities for recreation,entertainment, and education across the region. Council carries the full responsibility and risk management for these events. Examples include Citizenship Ceremonies, National Volunteer Week celebrations, Ageing Expos.

'Community Events' means those events which create and foster a positive community spirit through participation, cooperation and volunteerism, and provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or acknowledge significant events, or to fundraise for community initiatives or charitable purposes. Examples include ANZAC and Remembrance Day Memorial Services, Christmas Street Parties, Christmas Carols.

'Community-Council Collaborative Events' means those events which are a collaboration of community groups and Council, working together to create an event for the benefit of the broader community. The events may be recurrent in nature, and may be reviewed annually by a Council Committee and/or as part of Council's budget deliberations. Examples: Australia Day events, National Youth Week activities.

'Commercial Events' means events conducted for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit. Examples: live performance or concert, trade show, product promotion, mobile food vendors.

'Private Events on Council or Community Land' means events held for private purposes that generate no revenue to the organiser. The event will not be granted or guaranteed exclusive use of any public area. Examples include: wedding ceremony, family picnic, birthday celebration at parks or reserves across the region. Certain additional requirements will be necessary in some cases; for example use of an inflatable amusement device such as a jumping castle in a public place. The amusement provider is required to have current public liability insurance cover and certification from Safe Work SA.

'Public Events on Private Land' means events open to the public (with or without an admission charge) that are held entirely on private land. These events may require the organisers to advise Council for development approval under State Development Laws, a Liquor Licence, evidence of public liability insurance currency, food business notification registration with Council/SA Health, a Pyrotechnics Licence, and/or a Roadside Trading Permit in certain cases.

'Event Organiser' means the individual or group responsible for the planning and execution of an event. This person(s) will be the main contact for Council in relation to the event.

'Level of Support' means the level of support for the event in the community. It is assessed by Council and will depend upon the event. For example, when residents are not directly impacted (e.g. where their driveways are not blocked) a high level of support from the community may be able to be inferred from past experience and feedback. Conversely, a street closure affecting local access might require proof of at least 75% support (or no more than 25% opposition) from those affected locals depending on factors such as time, duration and extent of impact to be deemed to have a high level of support.

'Risk Management' means that the potential for specific risks occurring at an event has been assessed, with processes put in place to either prevent the potential risk occurring, or to manage the risk if it does occur during the event.

'Council Approval' means that under the Local Government Act, Council is responsible for either issuing a permit; or otherwise providing support for any event that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues and sports grounds). This includes, but is not limited to, the following events:

- Street Stall Permit;
- Event Permit;
- Busking Permit;
- Filming Permit;
- Collections by Charitable Organisations Permit;
- Any other unclassified event ('Special Event');
- Food Business Notification Number;
- Liquor Licence requests; and
- Planning consent (special events that run for three or more days require a Development Approval – the costs associated with this application are the responsibility of the Event Organiser).

APPENDIX 2

Event Planning Checklist

This checklist outlines some essential considerations for Event Organisers when planning their event - recommended by Council for a safe and successful event.

Event name: ……

Event date(s): ……..

Event Times: Start …… ☐ am ☐ pm

Finish …… ☐ am ☐ pm

No. of people expected to attend: ……..

ACCESSIBILITY and INCLUSION

Event organisers need to consider accessibility of their event for people with disabilities.This may include: disabled toilets, availability of ramps, large print signage and maps.

Refer to the *Port Augusta City Council Sponsorship Program Guidelines for* suggestions to support people with a disability to participate in your event.
Have you considered accessibility to all services and facilities at your event?

☐ YES ☐ NO

Details:

AMUSEMENT DEVICES AND RIDES

It is the Event Organisers responsibility to ensure that the correct South Australian accreditation paperwork has been supplied, along with a certificate of currency for the amusement operators' public liability insurance.
Will there be any amusement devices or rides at your event? (e.g. jumping castles)

☐ YES ☐ NO

Details:

ANIMALS AT YOUR EVENT

Event Organisers are responsible to ensure all animals are kept in an appropriate pen with water available and all waste removed prior to the site being vacated.
Event Organisers must ensure appropriate hand sanitiser is available at all locations where public access to animals is permitted.

Type(s) of animals in attendance at this event.
Details:

How will animals be contained at your event?
Details:

How will waste from animals (including surplus feed) be managed at your event?
Details:

What hand washing facilities will be available at your event?
Details:

EMERGENCY SERVICES

It is recommended that all Event Organisers contact South Australian Police, CFS and SA Ambulance with information about events that could require additional services.

Which Emergency Services will need to be advised about your event?

☐ SA Police ☐ CFS (Fire) ☐ Ambulance ☐ Hospital

Details:

FIRST AID

Event Organisers will need to conduct their own risk assessment to determine whether First Aid is required (e.g. for small events it may be determined by Event Organisers that a First Aid Kit is sufficient; for larger events an official First Aid presence may be required).

Will First Aid be available at your event? ☐ YES ☐ NO
Details:

ABORIGINAL RELATIONS

Port Augusta City Council is home to many traditional owners, however native title is yet to be declared in the community. When planning an event, organisers should consider how it may be appropriate to involve indigenous leaders from the community in planning, and/or acknowledgement of country during formalities.

Have you considered ways in which to involve and/or acknowledge the indigenous community in your event? ☐ YES ☐ NO

Details:

LICENCED MUSIC

Playing licenced music at a public event requires an appropriate licence. Refer to https://www.apraamcos.com.au/ for information on using licenced music.

Will you require an APRA Licence to use or play licenced music? ☐ YES ☐ NO

Details:

LIGHTING & POWER

All electric appliances used at the event should be tagged and tested; it is the Event Organisers responsibility to ensure all suppliers also comply. Power cords crossing an access, footpath or road should be covered by a ramp or other safety device to prevent trip hazards.

Have you ensured that all electrical appliances are tagged and tested? ☐ YES ☐ NO

Details:

Have you assessed trip hazards and how to minimise these? ☐ YES ☐ NO

Details:

LOCAL NUISANCE CONDITIONS

Will your event include any of the following types of nuisance?

☐ Amplified noise ☐ Odour ☐ Smoke ☐ Fumes ☐ Dust

☐ OTHER……

What measures will you undertake to reduce the level of nuisance from your event?

Details:

MANAGING VOLUNTEERS

It is the Event Organisers responsibility to ensure that volunteers are covered by insurance and receive adequate training and induction for their role, and that you are in compliance with the Volunteer Protection Act SA 2001 and Regulations.

Do you have procedures in place to support volunteers in order to be compliant with the Volunteer Protection Act SA 2001 and Regulations? ☐ YES ☐ NO

Details:

PERSONAL PROTECTIVE EQUIPMENT

All staff and volunteers should be provided with PPE relative to the event and their role. Examples of PPE include hats, sunscreen, sunglasses, drinking water, safety jackets, facemasks, adequate clothing coverage.

Will conditions at your event require appropriate PPE for event staff and volunteers? ☐ YES ☐ NO

Details:

PUBLIC COMMUNICATIONS

Public communications ensure that you are able to contact others in the event of an emergency or an event cancellation - and can include mobile phones, PA system, two-way radios etc.

What systems could you put in place to organise public communications for staff and/or volunteers at your event?

Details:

PUBLIC MOVIE SCREENING

Screening a movie at a public event requires an appropriate licence. Refer to the Roadshow Public Performance Licencing website https://ppl.roadshow.com.au/

Will you require a licence to screen a movie at your event? ☐ YES ☐ NO

Details:

PROMOTION & PUBLICITY

Event Organisers are responsible (with their committees/teams) for the promotion and publicity of their event.
Consider media releases to state and local media, as well as utilising local newsletters and social media platforms like Facebook and Twitter.
Who are the target audience for your event? *This will help you identify where to place your messaging.*
Details: *(e.g. families, 18yrs+, car enthusiasts etc.)*

What are the featured "selling points" of your event? *These are the things media will want to know up front.*
Details:

What options are available to assist in promoting your event?
Details:

PUBLIC CONSULTATION

It is the Event Organisers responsibility to ensure that surrounding residents and businesses have been advised of the event and any potential impacts (e.g. noise, roadclosures or restrictions, increased traffic etc)

How could you advise surrounding residents and businesses of your event and the potential impacts on them?
Details:

RISK MANAGEMENT & EMERGENCY RESPONSE PLANS

Event Organisers need to develop comprehensive plans exploring responsibilities, assessing risk and contingencies well in advance of their event to help ensure the safest possible outcome for organisers and participants.

Have you developed comprehensive plans for your event? ☐ YES ☐ NO

Details:
- ☐ Risk Assessment
- ☐ Emergency Response
- ☐ Event Management
- ☐ Insurances (e.g. Extreme Weather)

Will your event be held during the Fire Danger Season? ☐ YES ☐ NO
Will fireworks or pyrotechnics be used at your event? ☐ YES ☐ NO

What contingencies will you implement during a declared Total Fire Ban?

What contingencies will you implement during extreme weather conditions?
Details:

ROAD CLOSURES OR RESTRICTIONS

Event Organisers need to consider parking and alternative transport options when planning an event.

Will road closures be required for your event? ☐ YES ☐ NO
Details:

Will any changes to traffic conditions be required for your event?
Details:

☐ YES ☐ NO

Will you hire qualified personnel to conduct road closures?
Details:

☐ YES ☐ NO

SECURITY

You may need to supply security for your event. Security arrangements must be in accordance with your liquor licence approval. It is the Event Organisers responsibility toensure that security personnel have the relevant qualifications.

Will you require qualified security personnel in attendance at your event? ☐ YES ☐ NO

Details:

TEMPORARY STRUCTURES

Temporary structures include portable staging, marquees, amusement rides or other constructions that will be erected for less than 30 days. If the structure will be in place for longer than 30 days, you will require Development Approval.

If you are using staging and rigging structures over one metre high, you will need to notify SafeWork SA. Refer to www.safework.sa.gov.au for more information.

Have you identified any temporary structures over one metre in height? ☐ YES ☐ NO

Will you have any structures in place for over 30 days? ☐ YES ☐ NO
Details:

TOILET FACILITIES

You may need to supply additional portable toilets to cater for expected attendance at your event. If alcohol will be served or sold having sufficient toilet facilities may be a condition of the limited licence.

Will you supply additional toilet facilities at your event? ☐ YES ☐ NO

Details: ☐ Male ☐ Female ☐ Disabled

TRAFFIC MANAGEMENT & TRANSPORT OPTIONS

If your event is likely to affect public transport routes or timing, the Event Organiser should contact the relevant public transport providers with information so they can adapt as required.

Will your event create the need for extra public transport or affect the current public transport system? ☐ YES ☐ NO

What transport options are available to people wanting to attend your event?

Details:

Will you need to prepare a Traffic Management Plan? ☐ YES ☐ NO

Details:

WASTE MANAGEMENT

Event Organisers are responsible to ensure that the event site is left in a clean and tidy state with all displays, promotional material and rubbish removed from the site.

What measures will you undertake to manage waste associated from your event?

Details:

WORKING WITH CHILDREN

It is the Event Organisers responsibility to ensure that all staff and volunteers who will be involved in activities or facilities for children have undergone the necessary accreditation and police/DHS checks.

Do all staff and volunteers working with children have the appropriate accreditation? ☐ YES ☐ NO

Details:

APPENDIX 3

Example Risk Assessment & Management Plan

Under the *Work Health and Safety Act, 2012*, Event Organisers have a duty of care to ensure they have assessed and managed any potential health and safety risks that may occur at their event. When risks are identified, Event Organisers must do whatever possible to eliminate or minimise them, and document this within a Risk Assessment and Management Plan.

Event name: .....
Event Organiser: .....
Contact Telephone: .....
Email: .....
Event date(s): .....

Event Times: Start ..... ☐ am ☐ pm
Finish ..... ☐ am ☐ pm

No. of people expected to attend event: .....

Responsible Person: (if different) .....

Ranking risk situations

Likelihood of hazard occurring	Consequences of hazard occurring - severity				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	11 Moderate	16 High	20 High	23 Extreme	25 Extreme
Likely	7 Low	12 Moderate	17 High	21 Extreme	24 Extreme
Possible	4 Low	8 Low	13 Moderate	18 High	22 Extreme
Unlikely	2 Low	5 Low	9 Low	14 Moderate	19 High
Rare	1 Low	3 Low	6 Low	10 Moderate	15 High

How to assess risk situations

Likelihood Descriptor	Description
Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

Consequence Descriptor	Description
Insignificant	No injury/Minor injury not requiring first aid treatment Low financial loss (Less than $20,000) Nil Environment/Political/Community impactNil Reputation impact Nil Legal/Regulatory impact Minor interruption to service provision capability e.g.less than 4 hours.
Minor	Injury requiring minor medical attention/first aid treatment Unexpected/unplanned absence of a staff member Medium financial loss ($20,001 to $100,000) Minor short-term environment, political or community issue (Onsite release immediately contained) Minor media interest Minor legal, regulatory or internal policy failure Limited disruption to service provision requiring altered operational arrangements for a short period e.g. up to 1 day.
Moderate	Injury requiring medical treatment (doctor/physiotherapist) Unexpected/unplanned absence of a key staff member High financial loss ($100,001 to $500,000) Environment, conservation, political or community incident requiring intervention (On site release contained with outside assistance) Moderate media interest

	Limited legal, regulatory or internal policy failure Some disruption to service provision capability requiring altered operational arrangements e.g.between 1 day and 1 week.
Major	Injury resulting in hospitalisation / dangerous near miss Unexpected/unplanned absence of several key staff members from a single area (Loss of production capability) Major financial loss ($500,001 to $1,000,000) Medium-term issue with major environment, conservation, political or community impact (Off-site release with no detrimental effects) High media interest Major legal, regulatory or internal policy failure Significant impairment of service provision (capability or period) e.g. between 1 week and 1 month.
Catastrophic	Injury resulting in single or multiple deaths/critical injury to worker Unexpected/unplanned absence of a significant number of staff e.g. during a pandemic Huge financial loss (More than $1,000,000) Long-term issue with major environment,conservation, political or community impact (Toxic release off-site with detrimental effect) Public censure or government inquiry Critical legal, regulatory or internal policy failure Total loss of service provision capability for extended period e.g. more than 1 month.

Event Risk Assessment Template

The Hazard	The Risk	The possibility of an incident happening		Risk level	How can this riskbe managed or reduced?	Details of Risk Management
What can happen and how could it happen?	What can happen and how could it happen?	**Likelihood** what are the chances of it happening? Almost certain Likely Possible Unlikely Rare	**Consequence** what would be consequence ifit occurred? Insignificant Minor Moderate Major Catastrophic	What is the level of risk? Extreme High Risk Moderate Low Risk	Describe additional controls to manage or reduce risk	Provide details of person responsiblefor controlling risk, date and time risk management strategies will be implemented and details of whetherthe risk will be reviewed
EXAMPLE Poor hygiene, improper food handling	People could become ill from eating food that has become contaminated	Possible	Major	High	All persons handling food to have relevant food safety training. All food handlers to implement preferred hand hygiene practices and/or wear gloves.	Event organisers to check documentation from all food vendors - all food vendors to have a food business notification (FBN) number and current Public Liability Insurance Event Organiser to provide training in food safety to all volunteers handling food at the event.
EXAMPLE Trips/Slips/ Falls	Large crowd with potential for spilt drinks, tripson electrical cords or on stairs.	Likely	Minor	High	Designated clean-up response by event committee for any spills during event. Bin facilities provided for all plates &cups.	Event committee members to be responsible for regularly checking site. First Aid Officer and first aid kit onsite, including ice packs.

					Ensure walkways are clearly marked with a bollard or high-visibility tape. Ensure electrical leads and equipment not positioned in walkways Designated First Aid Officer at event.	
EXAMPLE Extreme Weather	Event held at specific times of year may have increased risk of hot or wet/windy weather.	Possible	Moderate	High	Monitor weather forecast prior to event. If hot, water and sunscreen to be available at event. First aid officer available at event.	Reduce risk of overheating by limiting exposure to sun, and supply of bottled water available without cost.
EXAMPLE Electrical hazards	Faulty equipment, inappropriate set-up of equipment may result in electrocution, fire or trips & falls.	Possible	Moderate	Moderate	Event Organiser to inspect all cables and setup of electrical equipment on site (ensuring all cords/cables are appropriately taped or suspended). All equipment to be tested & tagged by a qualified person.	Up to one hour prior to event, Responsible Person to inspect all cables and electrical equipment e.g. taped all electrical cords down on floor or suspended, putorange safety cones near leads located in walkways.

EXAMPLE Fire danger (fire in region before or during event)	Fire impact from surrounding area may impact on access/egress to & from event venue Fire Ban rating may prevent outdoor cooking (e.g. BBQs).	Possible	Major	High	Event organiser to monitor CFS website and fire ban rating for Mid-North region, provide updates under Public Communications Strategy.	Event Organiser to prepare emergency response action plan including an evacuation procedure. Consider alternative cooking options (avoid outdoor BBQ's if declared total fire ban or obtain Schedule 10 permit from CFS).
EXAMPLE Hazardous manual tasks	Lifting and moving heavy equipment) may cause injury to event organisers or volunteers.	Possible	Moderate	Moderate	Committee to ensure appropriate techniques implemented when lifting heavy items. Ensure all staff & volunteers made aware of correct manual handling techniques	Event organiser to observe volunteers manual handling, reduce number of boxes or equipment carried at one time and ensure rest breaks taken to avoid constant activity for long periods.
EXAMPLE Drug and/or alcohol related hazards	Patrons may be affected by alcohol consumed prior to the event.	Rare				
ADD additional rows as required						

Port Augusta City Council Use Only

This Event Risk Assessment Template has been reviewed by:

NAME SIGNATURE DATE

APPENDIX 4

Example Emergency Response Action Plan

Under the *Work Health and Safety Act, 2012*, Event Organisers conducting a public or community event have legal responsibilities to ensure the safety of everyone attending or working at the event. The procedures documented in this plan are guidelines to be used to address any unanticipated emergencies during the event.

Event name: ……
Event Organiser/Responsible Person: ……
Contact Telephone: ……
Email: ……
Event date(s): ……

Event Times: Start …… ☐ am ☐ pm
Finish …… ☐ am ☐ pm

No. of people expected to attend event: ……..
Description of activities being undertaken at event:

Has a Risk Assessment & Management Plan been prepared for this event? ☐ Yes ☐ No

ROLES & RESPONSIBILITIES	NAME or LOCATION
Chief Safety Warden	(Event Organiser)
First Aid Officers	
First Aid Kit	Located:
Fire Warden/Marshalls	
All employees & volunteers	To follow instructions of the emergency response plan and direction from the Chief Safety Warden and Emergency Services personnel as required.
Emergency Exit routes	Located:
Assembly Points	Located:

Training - required for event staff and volunteers in line with their responsibilities:

- First Aid Training (first aiders, Chief Safety Warden)
- Fire Marshall Training (fire marshals, Chief Safety Warden)
- Evacuation Plan Training (all staff and volunteers)
- Emergency Response Training (all staff and volunteers)

Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area.

EMERGENCY SITUATION	RESPONSE ACTIONS
EXAMPLE - Medical Emergency *e.g. serious injury, allergic reaction*	First on scene: apply first aid if trained;radio for first aid assistance Chief Safety Warden: assess level of medical emergency, Call 000, meet and guide emergency service staff to location of emergency First Aiders: respond to call for first aid assistance; treatment on scene to level of training Other:
EXAMPLE - Fire *e.g. building fire, bush fire*	First on scene: Chief Safety Warden:Fire Marshalls: Other:
EXAMPLE - Bomb Threat	First on scene: Chief Safety Warden: Other:
EXAMPLE - Event specific situation *e.g. amusement ride collapse*	First on scene: Chief Safety Warden: Other:
EXAMPLE - Event specific situation *e.g. car accident*	First on scene: Chief Safety Warden: Other:
EXAMPLE – Event specific situation *e.g. explosion*	First on scene: Chief Safety Warden:Fire Marshalls: Other:
EXAMPLE – Event specific situation *e.g. hazardous material spill*	First on scene: Chief Safety Warden:Fire Marshalls: Other:
EXAMPLE – Event specific situation *e.g. gas leak*	First on scene: Chief Safety Warden:Fire Marshalls: Other:
EXAMPLE – Event specific situation *e.g. electrical failure*	First on scene: Chief Safety Warden: Other:
EXAMPLE – Event specific situation *e.g. armed or dangerous persons*	First on scene: Chief Safety Warden: Other:
EXAMPLE – Event specific situation *e.g. missing child or person(s)*	First on scene: Chief Safety Warden: Other:
EXAMPLE – Event specific situation ADD as required	First on scene: Chief Safety Warden: Other:

Emergency Contacts List

Organisation Name	Contact Name	Phone number
ALL Emergencies	-	000
Police:	-	
Fire (CFS):	-	
Fire (MFS):		
SAAS Ambulance:	-	
St John's Ambulance		
State Emergency Service		
Hospital:		
SA Power Networks	-	
Plumber		
Electrician		
Equipment Hire		
Red Cross		

Emergency Equipment List

Equipment	Location	Other Information
Fire Extinguisher(s)		
Fire Hose Reels		
Fire Blankets		
First Aid Kit(s)		
Other		

Emergency Team Roles and Responsibilities

Role	Details of responsibilities	Person responsible (Print Name)	Signature *Sign only when you have read and understood your responsibilities*	✓ Details in list of contacts are correct
Chief Warden	• Attend relevant training. • Administer first aid support in an emergency situation. • Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff).			
Fire Warden/ Marshalls	• Attend relevant training. • Assist in evacuating staff according to evacuation procedures (including collecting emergency kit and resilience and recovery documentation). • Assume Chief Warden duties when required. • Contact emergency services if required			
First Aid Officers				

Emergency Response Procedures

Attach a copy of the detailed emergency procedures and Site Map with location of emergency exits, emergency kit and safety equipment clearly marked. The emergency procedures should also include a map of evacuation locations for all emergencies

Emergency	Procedure	Evacuation Point	Reference
Fire & Explosion	1. Raise the alarm and contact relevant emergency services. 2. Chief Warden to evacuate all public to the Emergency Assembly point (EAP). 3. Warden **If trained** and it is **safe to do so** attempt to extinguish the fire. If unable to do so then to evacuate as perthe Evacuation Plan.	*Name site e.g. Carpark*	*Attachment Evacuation Plan*
Bomb Threat	1. Keep caller talking. Attract committee member to call 000. 2. DO NOT HANG UP (call may be traced). 3. Write down as much information as possible and record it (Att 2: Bomb Threat Check List). Follow all instructions given by (ADD name of person elected asbeing in charge).	*Name site e.g. Carpark*	**Bomb Threat Checklist** *(Australian Federal Police)*
Medical Emergency	1. Notify the (ADD name of person in charge) . 2. Assess the situation and provide First Aid if able to do so if unable call Emergency Services – 000 and request and ambulance. 3. Provide assistance to the injured person until emergency services arrive. 4. Organise for a staff member to meet the ambulance outsidethe event and take them to the medical emergency. 5. Fill in First Aid Report Form and submit to the Event Organiser.	*Name site e.g. Foyer*	**First Aid Report Form**

Emergency	Procedure	Evacuation Point	Reference
Hazardous Material Spill/Gas Leak	1. Notify the (ADD name of person in charge) immediately. 2. Chief Warden is to assess the situation and evacuate theevent if necessary. 3. If safe to do so isolate the spill / gas leak. 4. If necessary contact Emergency Services – 000.	*Name site e.g. Carpark*	*Attachment Evacuation Plan*
Armed or Dangerous Persons	1. Contact (ADD name of person in charge) immediately and Security/Police. 2. Chief Warden is to assess the situation and evacuate theevent if necessary. 3. Follow all directions given by Security / Police.	*Name site e.g. Foyer*	*Attachment Evacuation Plan*
Electrical Failure	1. Notify the (ADD name of person in charge). 2. Arrange emergency lighting where possible. 3. Chief Warden to assess the situation and evacuate the eventif necessary. 4. Contact SA Power Networks. 5. Contact electrician. 6. Close the event if unable to provide adequate emergency lighting.	N/A	*Attachment Evacuation Plan*
Lost Child / Missing Persons	1. Contact (ADD name of person in charge) and advise you have found a lost child or missing person. 2. Take the lost child/person to the First Aid post as determinedin the Risk Control Plan. 3. Notification of lost child / missing person over the PA system. 4. Staff or volunteer with police check/DCSI clearance to staywith the child/person until appropriate parent/relative/friend has collected. 5. Advise (ADD name of person in charge) of updated status.	N/A	*N/A*

Emergency	Procedure	Evacuation Point	Reference
Aggressiveor unruly Behaviour	1. Notify (ADD name of person in charge). 2. Notify Security if onsite. 3. Chief Warden to determine if Police need to be called andcall if necessary. 4. Event staff to diffuse situation if possible or until security/police arrive.	N/A	*N/A*
EXAMPLE – ADD as required			

Port Augusta City Council Use Only

This Event Emergency Response Action Plan has been reviewed by:

NAME SIGNATURE DATE

APPENDIX 5

Example Traffic Management Plan

For events requiring road closures or restrictions, a Traffic Management Plan andSite Map must be submitted in conjunction with an Event Application.

Event name: ……
Event Organiser: …… Telephone no.: ……..
Event date(s): ……
Event Times: Start …… ☐ am ☐ pm
Finish …… ☐ am ☐ pm

Estimated number of people expected to attend this event: ……

Road closure and/or restriction details:

Road Name	From intersection with	To intersection with
Time	From AM / PM	To AM / PM

Road Name	From intersection with	To intersection with
Time	From AM / PM	To AM / PM

Road Name	From intersection with	To intersection with
Time	From AM / PM	To AM / PM

Do the roads requested for closure adjoin roads that are owned or under the control of another Government Authority (either State or Local Government)? Yes ☐ No ☐

Have you notified the neighbouring Government Authority of your intentions to close the above-mentioned roads? Yes ☐ No ☐

Will your event be taking place in other Local Government Areas, if so which ones?
Yes ☐ No ☐

Parking:

Please attach a Site Map of the event, showing:

a. Access and egress points for
   (1) emergency services
   (2) vehicles, and
   (3) people (including persons with a disability)
b. Proposed parking areas for the event, including direction of traffic flow

Alternate routes and transport options:

Please provide details of alternative transport options to and from the event.

Where the road closure blocks access to property, please provide details on how locals are able to gain access during the event.

Please provide details of traffic detours in the vicinity of the event site that may be implemented during the event to ensure that inconvenience to local residents is kept to aminimum.

Traffic Marshals:

Traffic Control Devices must be installed by persons with relevant experience and knowledge in Traffic Management - ideally individuals with a Work Zone Traffic Management Certificate, in accordance with the Australian Standard (AS 1906.4).

Please provide details on where marshals will be positioned for this event:

Please provide the names of the officials involved with installing and/or monitoring trafficcontrol devices at this event.

NAME	ROLE(S)

Dealing with a vehicle accident

Please provide details of the steps that will be taken in the event of a vehicle accident occurring that is associated with your event.

Signage

Will advance warning signage be installed for this event? Yes ☐ No ☐

If Yes, please provide details of location(s) and installation dates:

Public consultation and notification:

Please provide details of any public consultation that you have undertaken in relation to this event, in particular any communication that has occurred with residents and business owners that will be directly affected by road closures and/or restrictions.

Please provide the details of the nominated person that will be responsible for this consultation:

Recording Complaints

Please outline the proposed process for recording details about complaints received inrelation to this event, including:

- If, as a result of the event, a resident's property is damaged. Please provide detailon the steps that will be taken to repair any damage caused, including time frames.

Port Augusta City Council Use Only

This Traffic Management Plan has been reviewed by:

NAME SIGNATURE DATE

APPENDIX 6

Example Site Nuisance Management Plan

For the purposes of section 19(2)(a) of the *Local Nuisance and Litter Control Act*a Site Nuisance Assessment and Management Plan must be submitted in conjunction with an Event Application and Site Map.

Event name: ……
Event Organiser/Responsible Person: ……
Contact Telephone: ……
Email: ……
Event date(s): ……
Event Times: Start …… ☐ am ☐ pm
Finish …… ☐ am ☐ pm
No. of people expected to attend: ……..

Will this event include any of the following types of nuisance?
(Please tick all that may apply)

☐ Amplified noise ☐ Odour ☐ Smoke ☐ Fumes ☐ Dust

☐ OTHER: ……

What measures will you undertake to reduce the level of nuisance from your event?

Will animals be involved at your event? ☐ Yes ☐ No

If YES, please provide details:

Please provide details how waste from your event will be managed:

Event Site Map

Please estimate how many residents and/or local businesses could be impacted by the nuisance(s) at this event: ……

Please attach a Site Map of the event, showing:

a. the proposed location of the activity and the likely fixed sources of local nuisance(for example, in the case of a concert, location and orientation of stages and speakers);
b. the location of premises occupied by potentially affected persons; and
c. the distance of the premises from those sources of local nuisance

Public consultation and notification:

Please outline the proposed communication strategy for communicating with potentially affected persons.

Please provide details of any public consultation that you will undertake or have undertaken in relation to this event, in particular any communication that has occurred with residents and business owners that will be directly affected by nuisance(s) at your event.

This includes a copy of any communication materials proposed to be given to those affected persons to notify them of the activity, which must include the following details:

- the nature of the proposed activity;
- the start and finish dates for the activity;
- the daily start and finish times for the activity;
- the anticipated sources of local nuisance generated by the activity;
- the proposed measures to be implemented to minimise the local nuisance;
- the name and contact details of the person who may be contacted by potentially affected persons regarding concerns or complaints in relation to the activity;
- such other details as the relevant council may require;

Recording Complaints

Please outline the proposed process for recording details about complaints received inrelation to this event, including-

- contact details for each complainant; and
- the date and time of the complaint; and
- a description of the complaint; and
- the nature of the activity giving rise to the complaint; and
- any action taken to address the complaint.

Port Augusta City Council Use Only

This Site Nuisance Assessment and Management Plan has been reviewed by:

NAME: SIGNATURE: DATE:

APPENDIX 7

Example Animal Management Plan

For the purposes of human and animal health & safety, an Animal Management Action Plan must be submitted in conjunction with an Event Application and Site Map

Event name: ……
Event Organiser/Responsible Person: ……
Contact Telephone: ……
Email: ……
Event date(s): ……
Event Times: Start …… ☐ am ☐ pm
Finish …… ☐ am ☐ pm
No. of people expected to attend: ……..

Type(s) of animals in attendance at this event? (Tick all that apply)
☐ Horses ☐ Cattle ☐ Pigs ☐ Sheep ☐ Birds ☐ Dogs ☐ Cats ☐ Wildlife

☐ OTHER: ……

What arrangements will be necessary for the management, care and well-being of animals at this event? How will the animals be contained at the event?

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

If the public will be handling the animals, what provisions will be made to minimise transmission of zoonotic (animal to human) disease? (Refer to *Animal Contact Guidelines*, SA Health, 2015).

Are handwashing facilities available at this event, located in close proximity to the animal enclosures?

Port Augusta City Council Use Only

This Animal Management Action Plan has been reviewed by:

NAME: SIGNATURE: DATE: