



City of  
Mount Gambier

# Running your own event

Event information kit

**A guide for event organisers**



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The City of Mount Gambier acknowledges the Boandik Peoples as the traditional custodians of the land Mount Gambier (Berrin) sits upon today. We respect their spiritual relationship with the land and the feelings of attachment our First Nations Peoples have with the land. We pay our respects to Elders past, present and emerging.



# Introduction

Our event planning toolkit has been designed to assist event organisers in planning and delivering successful, safe events. We encourage you to explore this toolkit to increase your knowledge and competency to run events.

The Community Events Team is available to support and guide members of the community to conduct events in the City of Mount Gambier.

## Disclaimer


This information has been made available for general personal use only and is provided as a guide only. Use of the information is at the user's own risk.

City of Mount Gambier accepts no responsibility for the outcomes of any actions taken as a result of the information. You should not rely solely on this material or any part of it.

City of Mount Gambier disclaims all and any liability and responsibility regarding any person in respect to the consequences of actions taken and is not liable for any direct or indirect loss by the event.

## City of Mount Gambier contacts

### Community Events Team

 08 8721 2475

 [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)

 [mountgambier.sa.gov.au](http://mountgambier.sa.gov.au)

# Special Event Permit Application Checklist



- 1 Refer to the [‘Use of Community Spaces’](#) page on the City of Mount Gambier website to determine if you require a Special Event Permit ([link](#))
- 2 Read through the [A-Z planning guide](#) for tips and tricks on how to plan a safe and successful event
- 3 Make sure that you understand the Special Event Permit terms and conditions
- 4 Complete the [Special Event Permit Application](#) and email it to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) along with the requirements on the Application Checklist
- 5 Council staff will assess your application and request any further information required
- 6 Assuming you have met all of the approval criteria you will be issued an invoice for any applicable fees and permit approval
- 7 Stage your event!



[mountgambier.sa.gov.au](http://mountgambier.sa.gov.au)

# Initial planning

## Event objective

It is essential to be clear about the objective of your event i.e. to identify your target audience, the outcome (e.g. profit, awareness), and key stakeholder/s.

Consider; what do you want to achieve by holding this event? How will you define your success? This will help you for future events and to gain sponsorship if required.

## Planning

The success of an event depends on good planning, starting well before the date of the event. An event manager should be identified, and a small working party established to ensure that key tasks are assigned, and deadlines are set and achieved. A task list or checklist should be created.

It is important to identify tasks that will require approval and ensure that approvals are sought well in advance, as well as providing a valuable resource or reference for future events.

It is critical to develop a budget, program and ensure there is effective communication with key stakeholders and logistical staff, and all requirements are adhered to.

### Successful events involve:

- Advanced planning.
- Attention to detail.
- A contingency plan to manage unforeseen circumstances.
- Risk management.
- Public liability insurance.
- Event budget (income, expenditure, profit and loss).
- Site plan.
- Contingency plan (wet/hot weather alternatives).
- Reputable contractors/suppliers.





# Location

## Events on Council land

There are many picturesque spaces available to be accessed by the community, which could provide the location for your next community event or special occasion.

- Archery Park.
- Blue Lake Sports Park.
- Blue Lake/Warwar surrounds.
- Cave Garden/Thugi.
- Engelbrecht Cave Reserve.
- Elizabeth Knight Reserve (Old Laundry building).
- Frew Park.
- Hastings Cunningham Reserve.
- Leg of Mutton Lake/Yatton Loo.
- Marist Park.
- Old Hospital Reserve/grounds.
- Railway Lands.
- Umpherston Sinkhole/Balumbul Gardens (upper and lower level).
- Valley Lake/Ketla Malpi (including Browne Lake/Kroweratwari).
- Vansittart Park Gardens (including rotunda).
- Vansittart Park Oval.
- Mount Gambier Visitor Information Centre surrounds.

## Special Event Permit

Some events and activities on Council land require a Special Event Permit to be issued by Council. A Special Event Permit is required to ensure public safety at events is appropriately managed.

The Special Event Permit allows Council to monitor activity at community spaces. Authorisation does not grant exclusive use of the area and Council or the applicant cannot restrict the public in any way.

Major events, on occasion, will have restrictions in place such as road closures or licensed areas allowing limited access.

### The following activities require a Special Event Permit:

- Events conducted for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit or any commercial activity.
- Catering of food.
- Serving of alcohol.
- Amusement rides.
- Showing of animals.
- Marquees.

- Jumping castles.
- Access to Council provided services (power and water).
- Event (ticketed/non ticketed).
- 100+ attendance.

A Special Events Permit must be submitted by an incorporated body or community organisation. An event for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit, will incur a site fee and bond – please visit [www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges](http://www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges)

For more information on holding events on Council land or to download a Special Event Permit application, please visit [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

The Special Event Permit must be sent to: [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) Att: Community Events - four months prior to the event date.

When lodging a Special Event Permit application, it is essential that you also provide the compulsory information outlined in the Application Checklist.

We have provided templates and examples in the Appendix/links of this guide to assist you with your planning, and more information can also be found in the A-Z Planning Guide.

Please note that application forms will not be considered under any circumstances unless they are accompanied by a copy of your current Public Liability Insurance Certificate of Currency.

## Event 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 the elements.

### A detailed site plan of your event should include the following:

- Main entrance and exit locations for foot traffic.
- Access routes for emergency vehicles.
- Access to accessible drop off/collection.
- Toilets.
- Infrastructure - food stalls, temporary structures, furniture, activities.
- First aid stations.
- Stages including sound/AV equipment locations (e.g. speaker locations).
- Liquor license areas (if not the whole site).
- Security locations.
- Car parking for patrons and staff.
- Electrical supply/generator locations.

Example event site maps can be download from Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Risk assessment and emergency evacuation plan

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

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

You can download a Risk Assessment template and an Emergency and Evacuation Plan template from Council's website to assist you in developing appropriate risk mitigation strategies.



# Indemnities and insurance

## Public liability insurance

Council requires the event organiser to provide a copy of their public liability insurance to a minimum value of \$20 million (\$20,000,000) in the legal organisation name or governing body.

The event organiser must ensure that the insurance provides coverage with a geographical limit of Australia and/or worldwide.

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.

## Insurance claims

Please notify Council in writing, giving full details, if you become aware of a possible claim as a result of your event.

## Indemnity clause

The following indemnity clause applies to all permits issued by the City of Mount Gambier:

The permit holder indemnifies and releases City of Mount Gambier from all liability arising from or in connection with, the use or occupation of the defined area or the conduct of the permit holder's business by the permit holder or any of the permit holder's agents, including:

- Any claim made by any person for injury, loss or damage arising in any manner.
- Any loss or damage to any property belonging to the permit holder or other persons located in the vicinity of the defined area caused by the permit holder or the permit holder's agents.
- Any loss, damage, injury, or illness sustained or incurred by the permit holder or any of the permit holders' agents.





# A-Z planning guide

## Accessibility

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



Consider the following aspects at your event:

- The event layout provides ease of access and mobility.
- Ensure the location of stalls or performance areas do not block kerb ramps or access points.
- Provide parking spaces and drop off points close to the event for people with disabilities.
- Provide adequate accessible toilet facilities.

## Acknowledgement of Country

The City of Mount Gambier respects and recognises the traditional ownership and spiritual connection the Boandik people have to the land and we encourage you also to acknowledge the traditional landowners at your event.

An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander people to Country.

An Acknowledgement of Country can be offered by any person and like a Welcome to Country, is given at the beginning of a meeting, speech or event. There is no specific wording for an Acknowledgement of Country.

Suggested wording could include:

- I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.
- I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the (people) of the (nation) and pay my respects to Elders past and present.

- We acknowledge the Boandik Peoples as the traditional custodians of the land where we meet today.
- We respect their spiritual relationship with the land and recognise the deep feelings of attachment our indigenous peoples have with this land.

## Animals

Approval must be sought from Council regarding any animals at your event. If you have organised for animal rides, an animal nursery or petting zoo at your event, you will be required to provide a copy of public liability insurance (minimum \$20 million) in the name of the organisation and valid for the time of the event to Council. All animals must be kept in a pen and all waste must be removed prior to the site being vacated.

## Amusement

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

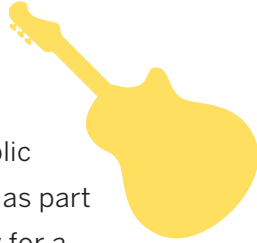


If you intend to have an amusement device at your event, you are required to adhere to the SafeWork SA requirements which state that amusement devices must not be used or operated unless a current certificate of plant registration issued by SafeWork SA is provided (please note that interstate plant registrations are not acceptable in South Australia). Please visit [www.safework.sa.au/industry/recreationandevents/inflatable-amusement-devices](http://www.safework.sa.au/industry/recreationandevents/inflatable-amusement-devices)

You will be required to provide a copy of the organisation's public liability insurance (minimum \$20 million) to Council at least 14 days prior to your event.

## 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, no fees apply.



A Busking Permit issued by Council only allows you to busk on Council land. If you wish to busk at Coles, Woolworths, ALDI, Marketplace, Mount Gambier Central or other privately owned properties, permission must be sought from store/centre management.

No permit will be granted to a child under the age of 12 years. If you are between the ages of 12 and 15, written consent from a parent or guardian must be submitted to Council with your application and also kept with you while performing.

The [Busking Permit application](http://www.mountgambier.sa.gov.au/docs/Busking-Application-Fillable-Form.pdf) can be found on Council's website [www.mountgambier.sa.gov.au/docs/Busking-Application-Fillable-Form.pdf](http://www.mountgambier.sa.gov.au/docs/Busking-Application-Fillable-Form.pdf)

## Cancellation of event

Notification of a cancelled event must be received in writing to Council at [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) no later than 14 days prior to the scheduled event start date.

If an event is cancelled less than 14 days prior to the approved and scheduled date, any fees already paid may be forfeited.

## Non-approval of event

Council has the right to refuse the hire/use of any Council land at its discretion.



Such circumstances may include, but not limited to:

- Inadequate information or lead time to assess the application.
- Undesirable impacts on, and likely inconvenience to the general public, residents and businesses.

- Concerns from Council that the application /event organiser does not have the resources and necessary experience to suitably manage the activity/event.
- Unpredictable and/or controversial aspects of a proposed event.
- Conflicts with other events already approved for the area.

Council reserves the right to cancel or postpone an event if the continuation of the event in extreme weather conditions is likely to cause significant damage to the event area or has potential to pose a risk to public safety.

## 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. This list could also include all your suppliers, staff, volunteers, entertainers and emergency contact details.

A contact list will help you to manage any unexpected incidents on the day by ensuring you have all the details you need at your fingertips. A modified version can be given to people involved on the day of the event.

## Crowded places

For larger events it is recommended the crowded places self-assessment form be completed.

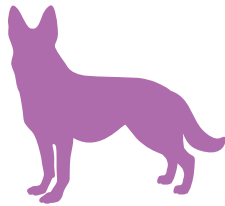
[www.police.sa.gov.au/online-services/crowded-places](http://www.police.sa.gov.au/online-services/crowded-places)

The purpose of the assessment tool is to assist you in identifying the attractiveness of your event/location to a terrorist attack. The local police will be notified.



## Dogs

Different restrictions apply to each Council site and signage regarding on and off leash areas must always be obeyed.



## Development approval

Development approval is required for a change in the use of land or building work within the City of Mount Gambier. This could include the temporary use of a building for a performance or exhibition space, a bar, or for placing a banner sign on a building or fence.

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.

All Development Applications are now lodged on line through the State Government's ePlanning Portal at [www.plan.sa.gov.au](http://www.plan.sa.gov.au)

Timeframes and fees for the assessment of applications vary. Generally the maximum time frames for Development Applications are 25 days for Planning Consent, 25 days for Building Consent and five days for full Development Approval.

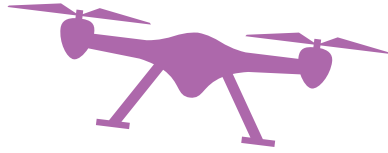
This is provided all of the information required to assess an application has been submitted. These time frames are inclusive of the five day verification process. Fees also vary, depending on the type of Development Application.

### The base fees include:

- Lodgement fee: From \$92.50.
- Deemed to Satisfy Planning Consent fee: from \$142.00.
- Performance Assessed fee: from \$235.00.
- Building Assessment fee: from \$145.00.
- Compliance fee: from \$89.50.

*\*\*Note: the Assessment time frames and fees are indicative only and are subject to change depending on the type of development the application is for.*

## Drones



In accordance with *By-Law 2 – Local Government Land*, individuals wishing to fly a drone on or over Council land must apply for a permit through City of Mount Gambier.

To make an application please visit [www.mountgambier.sa.gov.au/council/governance/council-by-laws](http://www.mountgambier.sa.gov.au/council/governance/council-by-laws)

Drone usage is regulated by Australian Government Civil Aviation Safety Authority. Rules and requirements can be found at [www.casa.gov.au](http://www.casa.gov.au)

Drone usage over the Blue Lake requires consultation with SA Water.

## Duty of care

The law requires a person or organisation who exercises, or is in a position to exercise, management or control over a workplace to ensure that, so far as is reasonably practicable, any person at the workplace is safe from injury and risks to health.

Organisers of public events need to be aware of this duty. A breach of this duty may result in prosecution. The involvement of contractors and sub-contractors will not remove the duty but will make compliance more difficult.

### You should note:

- Imposing contract responsibilities on a contractor will not remove your duty of care.
- More than one party at a time may have a responsibility for health and safety.
- It is not an excuse to say that other parties have compromised your ability to adequately address health and safety.
- It is not enough to simply rely on someone else to cater for health and safety.

## Elected Members invitation protocol

If you wish to invite the Mayor or Elected Member to your event, please complete the Request for Attendance form available on Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

A current list of Council members is available at [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Electrical

Up-to-date testing and tagging of all electrical items must be completed prior to the event to ensure the safety of all event patrons, staff, and suppliers.



## Emergency services

Public safety is the key priority of any event and it is vital that SA Police and the Metropolitan Fire Service are notified of any large scale/high risk events occurring with the City of Mount Gambier. Your site map must account for access and egress by emergency services.

## Equipment

Council offers a limited range of event equipment which may be available for use at City of Mount Gambier sponsored events through Council's Grants and Sponsorships program. For further information visit [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Event sponsorship

City of Mount Gambier offers a range of funding opportunities for organisations and community groups to assist with enhancing our city, particularly in supporting delivery of events.

For further information or to download an application form, visit Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Fire safety

Fire prevention is essential at any event. It is also important to ensure the correct type of extinguisher is provided for different applications (e.g. CO2, chemical, water, fire blanket).



In case of a fire, ensure the event site layout includes ample room and access points for emergency services vehicles to have continual access and movement around the site.

It is recommended that the event organiser contacts the Metropolitan Fire Service for advice on fire safety at events and all staff and volunteers are briefed on general fire safety principles.

## Fireworks

Licensed pyrotechnicians may conduct public fireworks displays providing they have a Schedule 9 Permit from CFS and hold a pyrotechnicians licence or work under the direct supervision of a licensed pyrotechnician to use fireworks.

A By-Law permit is required to hold fireworks display on Council land. Each application 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 and they will need to provide copy of a Schedule 9 Permit form CFS.

The pyrotechnician will also be required to provide evidence of their current public liability policy (minimum \$20 million).

The By-law Permit Application can be found on Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Fines of up to \$5000.00 (enforced by SafeWork SA) apply for possessing or using fireworks without a license. For further information please visit the SafeWork SA website.

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)



## First Aid

The nature of your event and anticipated attendance numbers will help you to determine whether you will require the services of a first aid organisation. First aid location points should be clearly marked so that the public can easily find them.

Your Risk Management Plan will help you to identify the risks of your event and how to best mitigate them. Depending on the risk profile of the event, e.g. BMX, motor sports, the Mount Gambier Hospital should be notified of the event.

## Food safety

If you are serving any kind of food at your event, it is imperative that all food safety practices are adhered to in accordance with the *Food Act 2001*. All parties involved in the serving of food – both the event organisers and individual stall proprietors – are responsible for complying with these legislative requirements.

All organisers conducting events (which include food activities) in the City of Mount Gambier are required to complete and return a Temporary Event Food Notification Form prior to their event. The temporary event notification requests each food vendor's SA Food Business Notification (FBN) number in the event of a food poisoning outbreak.

If the number is unknown, follow up with the operator. The FBN number also gives the organiser confidence that the food operator has met their minimum lawful requirement of notification.

If no SA FBN number can be provided, or if the operator is not willing to apply for one, then reconsider if a non-complying operator should be involved with the event.

The below forms are available on Council website under Services – Food & Health – Food Safety

- Food business notification (FBN) form – to get your FBN number to cover South Australia.



- Temporary event food notification – to be completed by event coordinator.
- Mobile food vendor notification form – to be completed by the food operator.

Council's Environmental Health Officer can provide resources and practical advice for managing food safety at events.

### Requirements include:

- Provision of hand washing and other facilities at events.
- Provision of appropriate stalls for serving food.
- Complying with food handling best practice.
- Complying with food temperature control guidelines.
- Approved food storage, display and transportation.
- Cleaning of work areas and equipment.

Contact the City of Mount Gambier Environmental Health Officer for more detailed information about food safety at your event or visit the Food Safety section on the website.

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Gas

It is the event organisers responsibility to adhere to the requirements set out in the [Gas Safety at Festivals & Events](#) booklet released by the Office of the Technical Regulator (OTR) and to submit a completed '[Gas Safety: event details form](#)' to the OTR four weeks prior to the event.

For access to both documents visit [www.sa.gov.au](http://www.sa.gov.au)

## Infrastructure

If installing any type of infrastructure (marquee, staging, jumping castle, inflatable structure or any other type of equipment) held on a community space, you must apply for a Special Event Permit. Permit can be found on Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

There is to be no pegging into the ground under any circumstances, as many of our open spaces have underground irrigation systems. All structures must be weighted to ensure that underground services are not damaged.

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 2008*.

## Key collection



You will be notified if you are required to collect any keys to access the space where you are holding your event. Keys can be collected from the Community Events office, Town Hall Building.

Please note, failure to return keys will result in a deduction from your bond, or you will be issued an invoice.

[www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges](http://www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges)



## Liquor licensing

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 an event.

The office of Consumer and Business Affairs have recently changed the process for the application of Short-Term Liquor Licences and now require a form to be submitted with your application in lieu of a letter from Council.

Please email form to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au) Att: Manager Development Services to complete and return it to you, which you can then submit with your application for the liquor licence.

All licensed areas must be fully fenced and staffed by a licensed security guard to ensure that no alcohol can be carried in or out of the licensed area. Adequate security personnel will need to be employed to manage the entry/exit points of the consumption area.

All drinks must be served in plastic shatter-proof cups that are ideally compostable.

### Mount Gambier has designated the following Dry Zone Areas:

- Area 1 (Township).
- Area 2 (Vansittart Park).
- Area 3 (Vansittart Park Oval).
- Area 4 (Dimjalla Skate Park).
- Area 5 (A F Sutton Park).



## Marketing

### Marketing plan:

Establishing and implementing a marketing plan for your event is critical to your success. It will help you increase brand awareness, drive ticket sales and conversions, help acquire event sponsors, maximise event attendance and create a connection between your event and your target audience.

### Promotion:

If your event would be of value to visitors of Mount Gambier (tourism) and/or is a recipient of a City of Mount Gambier Grants and Sponsorship payment.

Please register your event on Australian Tourism Data Warehouse [www.atdw.com.au](http://www.atdw.com.au)

This will automatically list your event on the following websites [www.visitmountgambier.com.au](http://www.visitmountgambier.com.au) and [www.southaustralia.com.au](http://www.southaustralia.com.au)

### Branding:

If the City of Mount Gambier is sponsoring your event, the City of Mount Gambier logo must be included on all printed and electronic promotional material.

The Style Guide must be adhered to ([link](#)).

The Media and Communications team must approve all material prior to publishing. (*Please allow a three to five day turnaround for approval*).





## Mobile food vans

Please complete this section of the [Special Event Permit](#) if you will have mobile food vans at your event.

All food businesses including charities, fundraising events and mobile food vendors (MFV) must notify Council of their contact details and the nature of their food business on the [Food Business Notification Form](#) and/or [MFV Notification](#) prior to commencing food handling operations.

Please ensure your food business notification details are kept up to date with Council.

The food legislation requires food businesses to complete a notification process. MFVs must notify each Council that they are based in, additionally they must advise all Council's that they choose to operate or trade in each time this activity occurs.

MFVs operating in SA for the first time must notify with the Council in which they operate. If operating in the City of Mount Gambier, a FBN number will be required and planning permits may be needed. See Council's website for the MFV location rules.

A Mobile Food Vendor Notification Form must be completed by the food operator and returned to Council prior to the event.

A permit may also be required to use mobile food van on public road or footpath, please refer to the mobile food van operating guidelines on Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Music licensing

If there will be live or recorded music of any kind performed at your event by a musician who was not the original artist, please complete the music section of the special event permit application.

The City of Mount Gambier holds a OneMusic license. A OneMusic license simplifies the process and removes the need to deal directly with the composers, songwriters, music publishers, recording artists and record labels who own the rights to the music you wish to use.



## Noise control

Event organisers need to consider the amenity of the surrounding area when organising events in reserves and open spaces.

Any sound amplification or sound/equipment at your event should not exceed 72 decibels.

Event organisers may need to apply for an exemption from the provisions of the Environment Protection (Industrial Noise) Policy, directly for the Environment Protection agency. Three to four weeks notice should be allowed for the application.

For concerts that finish before midnight, it is not expected that noise exemptions from the Environment Protection Agency are required. However it is recommended that the event organiser liaise with the EPA to ensure any requirements are met and guidelines followed.

[www.epa.sa.gov.au](http://www.epa.sa.gov.au)

You are required to distribute a notification letter to surrounding properties at least one week prior to your event, which includes a mobile phone number for the event organiser.

Please provide copy of notification letter to:  
[city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)

Att: *Community Events.*



## Notifying residents and 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, you must produce and circulate an approved resident and business notification letter to surrounding local residents and businesses.

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 bump in and bump out times).
- The purpose of the event.
- The expected number of participants.
- Activities being conducted as part of the event.
- Any likely disruptions to residents and businesses with respect to noise, transport, fireworks, road closures and parking restrictions.
- A contact number for further information or queries.

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

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Blue Lake Carols



## Parking

It is imperative that sufficient parking is provided at any major event. Parking should be clearly identified with signage and/or parking marshals.

Council can provide additional temporary parking signage and traffic management solutions for your event if necessary.

If parking is not available at the event site, signage should be erected that directs patrons to other nearby parking facilities. Allocate priority parking for disability parking permit holders, VIPs and event staff, where applicable.



## Plastic straws

Non-plastic straws should be used at your event e.g. those made from paper or other emerging sources.



## Risk management planning

Developing thorough risk management and event management plans for each event is crucial to safe planning and conduct. Planning is required to ensure event organisers have foreseen all the possible risks associated with their event and then taken the appropriate and necessary action to ensure these risks are minimised.

Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety. The principles and guidelines for risk management are set out by SafeWork SA.

### There are several steps in developing a risk management plan:

- Identify the risks involved.
- Assess the severity/impact of each risk.
- Develop an action plan for managing and reducing the risks.
- Constantly review your risk management plan to feed into your event management plans, checklists and procedures.

## Risk control

In order to control the risk, you need to work out the best method of handling the risk. Look at the following methods, which are referred to as the “hierarchy of controls”, to see if you can eliminate or reduce the risk.

- **Elimination** – by removing the hazard entirely through new design or implementing a new process.
- **Substitution** – by replacing hazardous materials or methods with less hazardous alternatives.
- **Engineering** – by isolating, enclosing or containing the hazard or through design improvements.
- **Administrative** – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace.
- **Personal Protective Equipment** – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc are available.

### Step one: Identifying the risks

First, identify the risks/hazards associated with operating your event. These risks can take many forms including:

- A situation that causes harm to a person or animal.
- A situation that causes loss or damage to property or equipment.
- A situation that compromises the reputation or success of the event and/or the organising body.

Those at risk include event patrons (general public), staff, contractors, participants, exhibitors, residents, animals and wildlife. The event itself (and/or the organising body) can also be at risk.

Create a “Risk Identification Table” to record the risks you have identified as applicable to your event. It is useful to brainstorm and record potential hazards according to various categories.

Some examples:

### Health Risks

- Loss or absence of key event staff or your key contractor/service provider/performer.
- Sickness or injury to staff or the public.
- Public disturbance – fight or riot.
- Death or injury to native wildlife.

### Property Risks

- Damage to event venue – vandalism, flooding, fire.
- Damage to or loss of event infrastructure – theft or damage to equipment.
- Damage to private property – nearby houses, buildings, facilities, car parks.
- Loss of personal property.

### Financial Risks

- Loss of sponsorship.
- Cancellation of event or refund of tickets.
- Power failure.
- Cash theft.

### Environmental Risks

- Severe weather.
- Environment Protection Authority restrictions.
- Damage to natural or built heritage.
- Ground impact.

### Public Safety Risks

- Injury to audience members.
- Fire, explosion, or spill of hazardous material.
- Electrocuting/electric shock from cables.
- Public disturbance/assault.
- Trips and falls.
- Food stalls gas cylinders explosions/BBQ explosions.

## Step two: Assessing the risks

It is important and useful to assess the extent or severity of each risk you identify for your event. It is useful to follow a system of classification that measures the likelihood of the risk against the consequences of the risk.

## Step three: Developing a Risk Action Plan

The Risk Action Plan relates directly to the Risk Identification Table and provides a detailed strategy for dealing with each risk you have identified.

The Risk Action Plan is a vital tool for dealing with situations promptly during event planning and most importantly, during the event.

For each risk, create a sheet that details:

- The risk and risk category.
- The consequences and level of risk.
- Preventative action required.
- Responsive action required.

An example of an [Event Risk Management Plan](#) template can be found on Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

## Step four: Review your Risk Assessment

The nature of the risk identified is often likely to change over the course of your event planning. Furthermore, new risks may be identified, and others may no longer be applicable as the scope and shape of an event changes over time.

Therefore, an Event Risk Management Plan is a dynamic, living document – there will never be a definitive version of it. Event organisers need to constantly re-visit and update their risk planning.

It is recommended that you pass your Risk Management Plan around to the various event stakeholders for their feedback, including:

- Council.
- Police.
- Fire – MFS or CFS.
- St John Ambulance.
- Security.
- Your insurance company.
- All staff involved with running the event.



## Step five: During the event

The Risk Management process should continue during the event. Event organisers need to remain vigilant during their event and keep a close eye on event safety. Some strategies for managing risk during events include:

### Event Management Plan

A comprehensive Event Management Plan (including an Emergency Response Plan) is a vital tool for managing events.

- Include contact details of all relevant staff/contractors/stakeholders/emergency services.
- Include a detailed timetable for your event.
- Ensure all event staff and stakeholders receive a copy well in advance of the event.
- Include key risk management strategies as identified in the Risk Management Plan.
- Include detailed and accurate site map (evacuation points, first aid locations).
- Include emergency evacuation procedures.
- Ensure emergency services are briefed and included in Management Plan.

### Record all incidents and issues

- Have Incident Report Forms ready and accessible by all event staff.
- Write down as much as you can about what goes on at the event.
- Incident reporting will help planning and improvement for your next event.

### 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.

## Security

Safety is of paramount importance to Council. The nature of your event and anticipated crowd numbers will determine the type of security you require.



The main responsibilities of security staff are likely to include crowd management, asset protection and managing lost children.

If event infrastructure and/or equipment remains on site overnight, Council suggests that you engage a security guard to prevent theft or vandalism.

Depending on the size and scope of your event, volunteer event marshals may be used in place of security.

If you are serving alcohol, you must engage a licensed security guard who has the relevant endorsements in relation to responsible service of alcohol and crowd control.

### Staff, volunteer and contractor information

Ensure all staff and volunteers are adequately inducted and trained about the event and venue, specifying safety and evacuation procedures.

It is the role of the event manager/volunteer coordinator to outline to your volunteers a checklist for orientation and a volunteer information sheet.

Providing a copy of their role description is also a good idea so everybody is clear about their obligations/responsibilities.

Please have the event manager keep copies of applications and memos. Ensure contractors are given a relevant site-specific induction regarding the event.

Contractors must provide detailed information on their safe operating procedures and their Certificate of Currency to the events team.

## Sun Smart

When organising an outdoor event, it is essential to meet the work health and safety requirements by protecting participants, visitors, staff and volunteers from exposure to U.V. light.

Information and daily UV forecasts can be obtained from the Bureau of Meteorology.

### Simple Sun Smart tips for event planners:

- Consider developing a sun protection policy as part of your overall event safety/risk management plan.
- Provide effective and sufficient shade in the form of umbrellas, marquees and by using existing shade structures.
- Provide/sell sunscreen to event participants.
- Include sun protection reminder messages in pre-event publicity so visitors come prepared.
- Use public announcements during the event to promote sun protection.

## Temporary closure of roads

Temporary road closures ensure the safety of event participants by legally preventing vehicular traffic from using a nominated roadway (or a section of a roadway) for the duration of the event.

All requests for road closures or traffic management in relation to your event must be included in the Special Event Permit application/ Temporary Road Closure application.

Forms can be found on Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Temporary road closures have specific times of operation and conditions and will be implemented in accordance with Section 33 of the *Road Traffic Act*.

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.

Council will arrange approval from SAPOL, the Department for Infrastructure and Transport (DIT) where required.

It is the responsibility of the event organiser to produce and circulate an advance notice to local residents and businesses.

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.

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

Council will post Road Closure notifications on Council's website and social media platforms.

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)



Fantasy Medieval Fair

## Toilets

The majority of our spaces have permanent toilets, however, depending on the event, including the number of people expected and the food and beverages on offer, you may need to hire temporary toilets.

Council toilets are cleaned regularly however, the event organiser will be responsible for maintaining these throughout the event.

It is recommended that a toilet facility is cleaned every two hours and that there is always adequate cleaning staff and supplies at all times during the event.

Should Council's public toilet facilities be left in an untidy manner and require special attention following your event, a cleaning fee will be deducted from your bond or you will be issued with an invoice. See schedule of fees for charges:

[www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges](http://www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges)

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

Toilet facility requirements for events where alcohol is not available:

Patrons	Male WC	Male 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
<3000	6	15	10	18	10
<5000	8	25	17	30	17



Toilet facility requirements for events where alcohol is available:

Patrons	Male WC	Male 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
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for shorter duration events as follows:

DURATION OF EVENT	QUANTITY REQUIRED
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

## Venues

An event can be held in a temporary or fixed venue, can be held indoors or outdoors and may occur regularly as a one-off or an ongoing basis.

It is important to ensure that the capacity of the venue is suitable for the number of people likely to attend the event.

The venue should reflect the nature of the event. Some things to consider are hire costs, the image and atmosphere, whether the venue provides catering or has preferred supplier arrangements, noise restrictions and disability access.

## Waste management and cleaning



It is important that event organisers effectively manage all types of waste at their events. Event organisers are expected to provide sufficient waste and recycling bins for the convenience of patrons to help minimise litter surrounding the event site.

Event organisers may choose to discuss waste management services with the City of Mount Gambier. If services are required from Council please complete the Grants and Sponsorships application from Council's website

[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

Alternatively, event organisers may choose to use local waste disposal contractors at the event. The release of items and/or materials that can pollute the environment and harm wildlife are banned on Council managed spaces.

These may include items such as helium filled balloons, sky lanterns, etc. All waste must be removed from the site within 24 hours of event.

If any additional cleaning is required to be undertaken by Council, charges will apply.

[www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges](http://www.mountgambier.sa.gov.au/council/financial/schedule-of-fees-and-charges)

## Work health and safety (WHS)

There are numerous Occupational Health and Safety laws that apply to the conduct and running of events in South Australia.

Council requires that event organisers adhere to all occupational health and safety procedures throughout the duration of the event – from bump-in to bump-out.

Whilst the WHS Act places a duty of care on event management staff to protect themselves, their staff, volunteers, and visitors, it needs to be understood that if a client or visitor is injured and requests a claim for compensation, this becomes a public liability claim.

## Event organisers must consider all relevant Occupational Health and Safety aspects for their event including:

- SafeWork SA requirements.
- Amusement structures (including inflatable structures) require a current Certificate of Registration issued by SafeWork SA. Interstate registrations are not acceptable in South Australia.
- Safety checks of all plant and equipment used at the event. Current compliance tags are required on electrical equipment, gas bottles and fire extinguishers, and must be in date.
- Use of only licensed tradespeople/contractors.
- Crowd safety provisions e.g. security, fencing.
- Evacuation points.
- Safe food handling practices.
- First aid station/s.
- Disability access.
- Responsible service and control of liquor serving, including appropriate liquor licences in place.
- Consideration of various insurance policies to cover your event.

We suggest you incorporate WHS and public safety practices into all event management documentation and risk management planning. We recommend you notify your insurer of the steps you have taken regarding public safety.

Contact SafeWork SA should you require help or advice about your WHS obligations.

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)







City of  
Mount Gambier