Event Planning Guide

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Introduction

Mid Murray Council values community events and the contribution they make to the community, and there are many great areas within the Mid Murray in which to host events.

As Council is bound by the requirements of the LGA Mutual Liability Scheme, it has been determined an Event Permit Application must be lodged (and approved) for any event to be held on Mid Murray Council land or land under Council's Care and Control.

Organising any event requires a lot of hard work, planning and communication. This guide aims to help event organisers navigate a range of issues to be considered and information available to help make our events safe, enjoyable and successful.

This document is designed to be used to streamline your approach to planning by outlining the responsibilities of Mid Murray Council and external bodies, as well as identifying appropriate resources to assist with event planning. It can be used as a guide when completing a Major Event Application and provides handy tips and advice along the way.

SECTION 1: This Document

Working With Mid Murray Council

Mid Murray Council can provide many types of assistance in the staging of the event. These include:

- Event development and delivery advice;
- Hiring and booking of recreation reserves, public reserves, parks or areas of open space;
- Food safety advice;
- Grants through the *Community Grants Program*;
- Local advice;
- Traffic management and road closures (limited to Mid Murray Council roads); and
- Waste management advice.

Mid Murray Mayor and/or Councillor Involvement

You may wish to have a representative from Mid Murray Council attend the event. To extend an invitation to the Mayor or councillor/s, please forward a request in writing to Mid Murray Council.

Mid Murray Visitor Information Centres

Staff at these centres can promote the event to visitors passing through the region. The Visitor Information Centre can display an A4 poster and/or brochures promoting your upcoming event.

Feel free to chat to the friendly staff and let them know about the event.

SECTION 2: Planning Your Event

Programs and Performers

Event Organisers need to define clearly the reason for hosting the event giving careful consideration to your target audience. The program content should be selected to support the concept underpinning the event. Activities should be tailored to meet these requirements. A range of performers to keep people interested from the event's start to finish should be chosen to complement activities. If the event is targeted at children, remember to also cater for parents and carers in the programming.

It can be challenging to source appropriate performers that fit into the event's theme. You can use the services of agencies to assist you in locating these performers.

Recognition of Indigenous Land Owners

An Acknowledgement of Country is a means by which all people can show respect for Aboriginal culture and heritage and the ongoing relationship the traditional custodians have with their land. An Acknowledgement of Country would be used at minor functions such as public speeches, seminars and meetings. On such occasions, a chair or speaker may begin by acknowledging that the meeting is taking place in the country of the traditional custodians. For example:

"I would like to acknowledge the traditional custodians of the land. I would also like to pay respect to the Elders both past and present and extend that respect to other Indigenous Australians who are present".

At major functions such as conferences, naming and/or opening ceremonies, major exhibitions and other functions where official guests and dignitaries are in attendance, it may be appropriate that an Elder be asked to conduct the 'Welcome'. In addition, other welcoming activities such as music and dance may be used under the direction of the Elder.

Program Schedule/Run Sheet

Events should have a run sheet which sets the timing and sequence of activities so everyone knows what is happening and when. A good run sheet includes a timeline of the event schedule including set up right through to event conclusion and pack up, event timings, locations and other relevant details.

Audio Visual

If the event requires audio visual, take the time to consider the type of equipment you will need, along with:

- Requirements of performers (performers will often provide technical specifications for this);
- The venue size;
- Green room (change room with mirror and water);
- If the event is held indoors or outdoors;
- The anticipated size of the audience;
- Time of day;

- Proximity to residential areas;
- Access to power;
- Stage and staging (for example, access to the stage, stage surface)
- Rigging points for lights;
- Lead covers;
- Microphone and lectern for speeches; and
- Crowd barriers.

Make sure all equipment is tested before the event commences.

Event Planning - Some Things to Consider

Event Purpose and Description

Defining the purpose and concept of the event is an essential starting point of the event management process, to ensure the event's success. You and the event committee should brainstorm some aims and objectives of the event and ensure these are specific, measurable, achievable, and realistic and have a time frame.

Develop an Event Management Plan

Planning is the most important part of running a successful event, and includes all associated activities and issues and how to plan for them. A good Event Management Plan includes all of the following important information:

- Key objectives and measures;
- Project plan, and/ or task list listing all the tasks required to deliver the event;
- Project budget;
- Program schedule or run sheet (including contact list);
- Site plan and other details about the venue;
- Traffic management plan;
- Security brief;
- Contracts with suppliers and entertainers;
- Event promotion / marketing;
- Waste management plan;
- Emergency management plan, including map of evacuation;
- Risk management plan;
- Public liability insurance;
- Wet (or extreme) weather / contingency plan;
- First aid; and
- Infrastructure and equipment list.

IMPORTANT: For events that are held annually, Council highly recommends developing an Event Management Plan and reviewing / updating over time as the event evolves and grows – this can save a lot of time completing new documentation each year. Council can assist with this process, just ask!

Organising Group/Planning Committee

It is important to establish a team with identified roles and responsibilities, or share the workload with professional (hired) staff. Dependent on the nature and scope of the event, you may seek the services of a company to help in the planning and management of the event, or some components of the event (fees may apply). Using an external organisation to manage or partly manage the event does not diminish your responsibility to fulfil obligations outlined in this guide.

Budget

In order to successfully plan the event, it is recommended that an accurate and comprehensive budget is developed and documented.

Sponsorship

Sponsorship can contribute to the success of the event. Seeking sponsorship from businesses and organisations can be time consuming and frustrating if you are not strategic in your approach. When short listing potential sponsors, make sure their philosophy matches with the event concept and target audience.

By researching their priorities and guidelines for sponsorship in advance, you can align your approach and submissions to their goals. It is recommended that you contact the appropriate manager in person to give your sponsorship request maximum impact. A face-to-face meeting is often the most effective way to sell the event.

Mid Murray Council Funding Programs

Mid Murray Council values the contribution that arts, culture, festivals and events make to a dynamic, diverse and holistic community. These aspects are documented the Mid Murray Council Community Plan 2016-2020.

For more information about applying for these funding programs, please visit the council's website or phone the Council's Events Coordinator on +61 8 8569 0100

SECTION 3: The Application Process

1
- Submit an appropriate Event Management Plan OR
- Complete and submit the Event Permit Application; AND
- Associated Forms / Documents

2
- Council staff will assess the Application, request further information if required.

3
- Site Visits and Meetings will be arranged as required, to work with you toward ensuring all application criteria is met.

4
- Permit Approval & Notification (provided all criteria is met)

Do I need a Permit?

Depending on the size and nature of the event, an Event Permit may be required. An Event Permit assists Council and event organisers to check that all activities comply with Council requirements, legislation and are undertaken in a safe manner. It also helps ensure that all aspects of running a successful event have been considered.

The time it takes to process and approve the Event Permit will depend on the complexity of the event. A Major Event may take months to assess and permit, whereas a Minor Event may take a couple of weeks.

An event permit is required if the answer is YES to any of the following:

- Will there be a large group of people attending?
- Will there be a formal ceremony?
- Will there be and stall holders or other businesses involved?

- Is there an entry fee?
- Is vehicle access required?
- Will road closures be required?
- Will there be fireworks planned?

Event Categories

No Permit Required

Where the event does not require an Event Permit, there is no requirement to contact Council. It should be noted however, that all parks and open spaces within the Mid Murray Council area are public space. It is therefore recommended that you check with Council's Customer Service team to check for event bookings or works happening in the area that you are planning to use.

An example of an event where there is No Permit Required may include a family BBQ or social gathering, a group of friends meeting for a picnic, day of boating / aquatic activities.

Minor Event: requires a Minor Event Permit and fits within the following guidelines:
- has an estimated attendance of up to 50 people; and / or
- includes a formal ceremony; and / or
- intends to provide (not sell) food or beverages (including alcohol); and / or
- requires amplified sound (music, pa etc.)

Examples of a Minor Event may include a Club Gathering, Wedding, Exhibition or Display, or other 'formal' social gathering.

Major Event: require a Major Event Permit, Risk Assessment and Emergency Management Plan and fits within the following guidelines:
- has an estimated attendance of >50 people; and / or
- include a formal ceremony; and / or
- includes additional stall holders / businesses (inc. the sale of food / beverages / alcohol; and / or
- requires amplified sound (music, pa etc.) and / or
- requires vehicle or pedestrian access signage, and / or
- requires additional infrastructure (e.g. staging, large marquees, etc.); and / or
- involves road closures or speed reductions; and / or
- involves Volunteers; and / or
- involves an activity Council deems as potentially dangerous or high risk. E.g. amusement structures, large temporary structures, fireworks etc.

Examples of a Major Event may include a Club Gathering (with market type stalls), Market, Fair, Festival, Community Event, Events with Fireworks, and Events with Complex Traffic Management Requirements etc.

How Much Notice is required to submit an Application?

Depending on the size and requirements of the event will determine when an application and supporting documentation will need to be lodged with Council.

Mid Murray Council reserves the right to decline an application if insufficient notice is given.

To ensure adequate time is provided to assess applications, the following timeframes are mandatory:

- Minor Event Permit Applications must be lodged with Council at least **30 days** prior to the event.
- Major Event Permit Applications where road closures are **not** required must be lodged with Council as least **60 days** prior to the event.
- Major Event Permit Applications where road closures **are** required, must be lodged with Council **90 days or more** prior to the event

Note: The submission of an application does not imply the booking / event is confirmed – it is a registration of interest only. This also applies for events that have previously happened on an annual basis.

The Application is a 'working document' and Council will endeavour to work with Event Organisers to ensure all criteria has been met and supporting documentation is verified prior to approval (or otherwise).

Essential Application Requirements

When lodging an Event Permit Application, there is essential information which MUST be provided.

Please note that Council is unable to consider applications without a current Public Liability Insurance Certificate of Currency for a minimum sum of ten million dollars ($10,000,000) attached, under any circumstances.

All events held within the Mid Murray Council area must be run in accordance with the Event Permit Terms & Conditions.

Permits and Licensing

Event Organisers have a responsibility to ensure that all necessary permits are obtained. Some of the permits that may be required include (but are not limited to):

Mid Murray Council

Permit Type	Description	
Event Permit	▪ For an event to be held on Mid Murray Council land or land under Council's care and control.	
Environmental Health	▪ Notification of Intent to Conduct a Temporary Food Premises	
Traffic Management	▪ Road Closures ▪ River Closures ▪ Boat Ramp Closures	▪ Temporary Parking Controls ▪ Signage ▪ Busking Permit
Development & Building	▪ Building structures (including large temporary structures) ▪ Signage	
Special Requests	▪ Stall Holder / Exhibitors Permits ▪ Fireworks Display	

External Bodies

Permit Type	Description
SA Police	▪ Approvals, permits and road orders for events requiring a road closure
Department of Planning, Transport & Infrastructure (DPTI)	▪ Consent to use or close DPTI declared roads
Consumer & Business Services	▪ Liquor Licensing
SafeWork SA	▪ Inspections and approvals - fireworks, amusement structures and inflatables
Country Fire Services	▪ Schedule 9 or Schedule 10 Permit for lighting of fires (BBQs and pizza ovens) on Total Fire Ban days

The Major Event Permit Application & Associated Forms

The following information is designed to assist Event Organisers complete Event Permit Documentation.

Section 1: Event Details

Where organisations are involved, a representative of the organisation needs to be nominated as the contact person for the Event.

Provide details of the Event, including the name, description, dates, times and proposed location.

Section 2: Event (Public Liability) Insurance

Public liability insurance is mandatory for all events with a minimum of $10 million cover. You may also need to ensure that there is adequate insurance cover for any volunteers. Various insurance companies offer a community group insurance scheme with cover available for most community events, celebrations and festivals.

All contractors, performers, food vendors and other suppliers at the event should supply you with a current Certificate of Currency (with a minimum of $10 million cover) prior to their participation at the event. Please note a tax invoice or insurance schedule is not a certificate of currency and cannot be accepted as a certificate of currency.

Please note: Event Organisers are responsible for the safety of event participants and spectators. Council does 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.

For other insurance enquiries, please contact Council.

Section 3: The Venue / Location

Venue Selection

The right venue is a critical success factor for an event. Consideration needs to be given to:

- Indoor/outdoor requirements;
- Location and approximate travel time to get there;
- Proximity to adequate car parking;
- Catering facilities and liquor licensing;
- Heating and air conditioning;
- High visibility to attract passing traffic;
- Cost of using the venue;
- Services supplied. For example, power, water, toilets, lighting and shelter from weather;
- Access for the disabled, heavy equipment;
- Site layout;
- Wet (or extreme) weather options; and
- Audio visual options.

Mid Murray Council has a range of potential venues, both indoor and outdoor. For further information, visit Mid Murray Council's website or contact the Council's Customer Service Team.

Site Plan

A site plan will help for the layout of the event and check that adequate space has been provided / allowed for all of the elements. The site plan must identify the location of all aspects of the events, including: equipment, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access and so on.

A detailed site plan must be provided for Major Events.

Tick all the items below that are required for the event and include them on your site plan.

Directional signage location		Pedestrian routes	
Disabled access		Performance/entertainment locations	
Drinking water sites		Power supply (single or three phase)	
Emergency access and exit points		Registration area	
Entry and exit points		Restricted areas	
Event management area		Roads or paths	
First aid posts		Rubbish bins	
Fire extinguishers		Seating and /or shade (natural or built)	
Greens Rooms for performers		Security location	
Information booth/s		Staff / back of house area	
IT Equipment – PC's, IT connection, projectors, screens		Stages and marquees	
Kitchen or catering facilities		Structures (permanent and temporary)	
Liquor licence / wet and dry areas		Water (inc. for fire appliances) / gas control / generators)	
Location of temporary and/or permanent toilets (inc. disabled)		Vehicle access routes	
Lost property / lost children			
Media area			
Parking (inc. disabled parking)			

Section 3.2   Power

Details of power requirements must be provided.

In many cases, power is a crucial utility required for events. It comes in two forms; single-phase power and three-phase power. Single-phase power involves a 240kw power outlet. Most domestic loads are single phase. Three-phase systems allow you to power larger motors and other devices such as generators. If using a portable power source for audio, power must be earthed.

Most events usually only require access to single-phase power; although, some such as food vendor vans, audio or concert lighting set-ups require a three-phase power supply. It is important when planning the event that you consider the needs of the groups attending the event to ensure that you have adequate resources and a sufficient power supply.

Safety issues must be carefully considered when dealing with power. All power leads must be tagged and tested and must be covered with approved safety pads to prevent damage by both pedestrian and motorised traffic.

Potential hazards relating to power must be addressed and included in your risk management plan. As a preventative measure, it is worthwhile consulting with the venue and users to confirm specific details with respect to supply and demand.

Event Organisers, in conjunction with Council must make every effort to ensure that all contractors are made aware of their legal obligation and that all safety precautions regarding power supply and power cords are taken (as per AS/NZS 3002:2008 Electrical Installations – Shows and Carnivals and AS 3533 – Amusement Rides and Devices) or the current replacement standards as they are updated.

Section 3.2   Facilities / Equipment Requested from Council

Council may be able to assist with the provision of facilities and / or equipment in some cases. Requests for assistance can be included in this section, and will be assessed on a case by case basis.

Requests may include (but not limited to) assistance with:

- Chairs / Tables
- Signage
- Portaloos
- Bunting

- Star Droppers and Caps
- T Tops / Witches Hats
- Additional Bins
- Temporary Fencing

Section 3.3   Community & Public Consultation

It is important to advise residents and local businesses in close proximity to the event venue, that the event will be taking place. You can notify residents by conducting a letterbox drop in the surrounding areas, including the following information:
- Name and purpose of the event;
- Number of participants;
- Any disruptions to residents and businesses; including road closures; and
- Event organiser contact name and number.

You should also include a copy of any notification with the application.

Section 3.4   Vacating the Site

Details of arrangements for vacating the site must be provided.

Event Organisers must make appropriate arrangements to ensure the Venue / Site is left in a clean and tidy state. Any site damage must be reported to Council within 24 hours of conclusion of the event.

Event Promotion

Consider how the public will hear about the event. What promotional opportunities will be used for the event? Who is responsible for each promotional activity or item and the proposed date for completion? It is important to ensure that any commitments made to sponsors regarding advertising and promotion is incorporated into your promotional plans.

Section 3.5   Signage

Details of required or proposed signage must be provided.

If you choose to promote the event using signage, be aware that some signs will require a planning permit (such as large, moving or flashing signs). Please check with Mid Murray Council's Event Coordinator to allow sufficient time for approval of permit requests.

Appropriate signage can be used to promote the event and direct people to amenities/locations at the event. Signs should be installed to provide safe, easy access and movement at the event. Directional signage that indicates where toilets, exits and information booths are located is strongly recommended.

Sponsor's requirements should be taken into consideration when hanging signage. Signs may be required to provide information about:

- Ambulance / First Aid locations
- Camping areas and facilities;
- Drinking water;
- Emergency services;
- Entrances and exits;
- Information centre;
- Lost and found;
- No smoking/alcohol consumption (if appropriate);

- Pedestrian / Wheelchair access.
- Parking;
- Police;
- Public phones;
- Public transport pick-up and drop-off;
- Security;
- Toilets;

Remember to remove / return any signage at the end of the event.

More Ideas

Advertising
- Local Newspapers
- Progress Association Newsletters
- Radio

- Local Newsletters
- Social Media
-

Noticeboards
Many local cafes and businesses around Mid Murray have noticeboards where you can place a promotional poster or information about the event. Please check with the café / business owner before putting up the poster.

If the event is a sporting event, local sporting facilities may also have a noticeboard where you can display a poster and information about the event.

Section 4   Public Health

Section 4.1   Noise
Reasonable actions must be taken to ensure minimal disturbance to residents or businesses within the surrounding area.

Section 4.2   Liquor Licensing & Alcohol Consumption
A limited liquor license is required if the service or supply of liquor is intended as part of the event (refer Liquor Licensing Act 1997). Limited Licence application must be approved by Consumer & Business Services.

Licensed areas must be fenced and manned by appropriate personnel to ensure that no alcohol can be carried in or out of the licensed area.

Drinks must not be served in glass.

Section 4.3   Toilet Facilities
Toilet facilities must be able to cater adequately for the number of patrons attending the event.

The table below outlines the number of toilet facilities required for events. Disabled access to toilets must be provided as well. It is essential that these facilities be maintained in a clean state throughout the entire event.

If the event is held in a venue such as a park or reserve with existing public toilets and if the appropriate booking system has been applied, Mid Murray Council will ensure that the toilets are cleaned prior to the event.

The Event Organiser (in conjunction with Mid Murray Council in some cases) will be responsible for maintaining their cleanliness during the event. It is recommended that toilets be cleaned every two to three hours, depending upon volume. If the venue does not offer an adequate number of toilets, portable toilets will need to be hired. Ensure toilets are located away from food storage and food service areas.

All facilities must be well lit to avoid security and safety hazards, provided with hand washing and drying facilities and ensure adequate stock of consumables is available for the duration of the event.

Guide to Toilet Facilities According to Patronage:

Alcohol Free Events

Patrons	Male Toilets	Urinals	Hand basins	Female Toilets	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

Alcohol-available Events

Patrons	Male Toilets	Urinals	Hand basins	Female Toilets	Hand basins
<500	3	8	2	12	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

Further information available from SafeWork SA

Section 4.4   Waste Management
Council may be able to assist with waste management in some cases. Request for assistance with Waste Management can be included in this section, and Council's Waste Management Coordinator will assess requests on a case by case basis.

Mid Murray Council has a responsibility to consider the impact of events on the environment and amenity of townships where events are held.

The event site must be left in a clean and tidy condition.

Section 4.5   Food Outlets
If the event intends to sell food and / or beverages – each food / beverage business must notify Council of their intent to operate. Event organisers are responsible and must ensure that each food and beverage vendor completes and submits an **"Intention to Conduct a Temporary Food Premises" Application** (with a copy of Public Liability Insurance (Certificate of Currency) for the minimum sum of $10 million; and other applicable licences); with Council at least 14 days PRIOR to the event by EACH participant. This also applies to temporary food outlets conducted by resident businesses within the Mid Murray Council area.

Council encourages local businesses be given the opportunity to support events wherever possible.

It is worth noting that an inspection of food outlets at the event may be conducted by the Mid Murray Environmental Health Team.

Form: located on Council's Website (www.mid-murray.sa.gov.au)

- **MMC-SPE-FOM-003 Intention to Conduct a Temporary Food Premises**

Section 5   Other Participating Organisations / Businesses / Groups

If the event intends to involves other (non food related) Stall Holders, Individuals, Exhibitors and / or other organisations - the event organiser must provide a copy of their Public Liability Insurance (Certificate of Currency) for the minimum sum of $10 million; and any other applicable licences for each participant to Council, at least 14 days prior to the event

Council encourages local businesses be given the opportunity to support events wherever possible.

Section 6   Risk Assessment & Control

All events have risks, regardless of the nature or size.

Prior to the event, it is vital that Event Organisers make an informed assessment of all possible risks and opportunities associated with the event. Through careful analysis, identify any potential hazards that could pose a risk to anyone involved in the event. It is important to include others in this process including emergency services, venue managers and risk assessment officers where possible.

It is the Event Organiser's responsibility to identify and manage risks associated with any event through a Risk Assessment process. Hazards / Risks must be identified and assessed and appropriate controls put in place to minimise and manage them.

Hazards / Risks may include (but not limited to):

- Electrical Incidents
- Bomb Threats / Explosion / Fire
- Structural Collapse
- Slips / Trips / Falls
- Inclement Weather
- Food Poisoning
- Drugs & Alcohol
- Crime / Crowd Control / Unauthorised Access
- Dust, Pollens or other Allergens
- Hazardous Substances
- Dangerous Substances (LPG cylinders, flammable liquids such as Petrol)
- Fireworks
- Use of Forklift
- Moving vehicles in the event space
- Working at Heights

For larger events, Council may assist with the risk assessment process or encourage event organisers to liaise with emergency services. A pre-event meeting should be held to discuss event details, including the provision of the risk assessment process. Additional meetings may be schedule as required in order to have an accurate risk assessment and plan for the event. Where the event is an annual or ongoing event, a meeting to review the risk assessment is recommended.

The Risk Assessment must be documented and submitted to Council prior to approval of the Event.

There is a template, located on Council's Website (www.mid-murray.sa.gov.au) to assist: **MMC-SPE-FORM-005 Risk Assessment**

Work Health & Safety (WHS) – General Information

Event Organisers and Council have a duty of care to all event staff and attendees, and the following needs to be considered as an integral part of the event preparations:

Heavy Lifting

Advise (and train) all event staff and volunteers to demonstrate safe lifting and carrying techniques when setting up and packing down equipment at the event.

Safety Walk-Through

It is strongly advised that the main Event Organiser and/or a WHS representative at the event conduct a walk through 30 to 60 minutes prior to the event commencing. This process will assist in ensuring the team has an opportunity to identify and rectify any final potential hazards.

Team Briefing (prior to event)

Hold a briefing session for everybody involved with the event to go through the program schedule/run sheet. In addition, explore the contingency plan that you have in place so other members of the team are briefed of the duties and responsibilities in case of any mishaps.

Section 7   Traffic & Pedestrian Management

If the event, or part of, is to be conducted on a road, footpath or road reserve, the event organiser will need to liaise with Council to ensure the relevant approvals are in place.

Road Closures

Council must declare any event which Road Traffic Act 1961 s.33 applies, and under s.33(s) makes the relevant ancillary orders (with or without conditions). Any application for temporary road closures is required to go to a meeting of Council and be approved.

Requests for road closures or traffic management for the event must be made using **MMC-SPE-FORM-004 Temporary Road Closure Application,** located on Council's Website (www.mid-murray.sa.gov.au)

To allow time to meet all road closure requirements, this form must be lodged **90 days or more** prior to the required road closure.

There is a fee applicable for administration of road closure; which includes - notification to SAPOL, DPTI, CFS, SES, and SA Ambulance; and cost of advertisement notices of the road closure in local newspapers.

Council will assist the event organiser to produce and circulate a Council approved advanced notice to relevant Emergency Services, local residents and businesses.

Traffic Control Devices and Signage

Installation and removal of road closure signage must be undertaken by a competent person with a Work Zone Traffic Management (WZTM) ticket.

Traffic Management Plan

A traffic management plan must be developed for Major Events, and discussed in detail with Council. Agreement must be reached regarding traffic management prior to the event. Guidance can be provided by Council if required. Provision for the Traffic Management Plan is included in **MMC-SPE-FORM-004 Temporary Road Closure Application**

River Closure (will require an Aquatic Activity Licence)

Applications must be submitted at least four weeks prior to the event. An aquatic activity licence is required for events where:

- exclusive use of a designated area of waterway is required for an aquatic sport or activity - e.g. regattas and swimming events
- an exemption is required from the *Harbors and Navigation Act 1993* or *Harbors and Navigation Regulations 2009* - e.g. exemption from wearing personal flotation devices in an area where rescue boats are present.

How to apply

You will need to provide:

- details of activities that you'll be undertaking in your application.
- duty vessels during the event to advise water users not participating in the event about the closed area, particularly if high-speed activity is underway.

Organise insurance

You will need to provide a Public Liability Insurance Certificate of Currency for the minimum sum of ten million dollars ($10,000,000), to cater for any claim of personal injury or damage to property.

Submit application

Submit an application for an aquatic activity licence (31.1 KB PDF).

Return the completed application to:

Manager, Recreational Boating Unit
Transport Safety Regulation
Department of Planning, Transport and Infrastructure
GPO Box 1533
Adelaide SA 5001
email: dpti.recreationalboatingunit@sa.gov.au

Public notice

If your application is approved, you must place a public notice about the activity, at your expense, in specified newspapers or publications.

Special conditions

Special conditions that may also apply include:

- speed restrictions
- crowd control
- marker buoys
- safety equipment
- access restrictions
- duty boats.

During the approved aquatic sport or activity duty vessels must be in place to advise other vessels, not participating in the event about passing the closed area. In many cases this could involve a short wait to allow a high speed activity to conclude, so that the safety of all persons and vessels is maintained.

Section 8   Public Safety

Section 8.1   Security

The main responsibilities of security personnel are likely to include crowd management, asset protection and managing missing persons or belongings. The type and size of the event will determine they type of security required.

Section 8.2   Amusement Structures

Details of all Amusement Structures must be provided

Amusement structures include any equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go round etc.

Events involving amusement structures are required to adhere to the SafeWork SA requirements. A copy of these requirements is available at www.safework.sa.gov.au or 1300 365 255.

Event organisers must ensure that the proprietor provides current evidence of SafeWork SA accreditation, compliance and any associated engineering reports in addition, a current Public Liability Insurance Certificate of Currency for the minimum sum of ten million dollars ($10,000,000) prior to the event.

If the event involves the use of amusement structures (including jumping castles), it is **recommended** SafeWork SA be advised by completing the SafeWork SA Public events – Assessment checklist available: https://www.safework.sa.gov.au/uploaded_files/PublicEventsNotification.pdf

Section 8.3   Animals

If animals are being displayed or for the purpose of rides or entertainment by the event organiser or a third party they must provide to Council current Public Liability Insurance Certificate of Currency for the minimum sum of ten million dollars ($10,000,000) prior to the event.

Events involving animals (e.g. petting zoo, animal nursery, pony rides) must comply with all RSPCA recommendations and standards as a minimum to minimise or prevent harm or distress to the animals; and appropriate considerations should also be demonstrated for:

• 　　　Transport, Handling and Containment of Animals
• 　　　Waste Removal, Handwashing and Sanitation requirements.

It is the responsibility of the event organiser and third parties to ensure waste control and disposal of, and provide hand washing / drying facilities for all parties (including event attendees)

Section 8.4   Fireworks

All requests for fireworks displays will be assessed on a case by case basis, and will only be considered where the display is being conducted by a licensed pyro-technician. The pyro technician will be required to provide a Public Liability Insurance Certificate of Currency for the minimum sum of ten million dollars ($10,000,000), licenses and SafeWork SA Workplace Services application and permit.

If the event involves the use of fireworks, it is **recommended** SafeWork SA is advised by completing the SafeWork SA Public events – Assessment checklist available: https://www.safework.sa.gov.au/uploaded_files/PublicEventsNotification.pdf

Section 8.5   Temporary Structures and Changes to Existing Facilities

Details of all temporary structures and / or changes to existing facilities must be provided. Event Organisers will be required to ensure SafeWork SA certification requirements and current Public Liability Insurance Certificate of Currency for the minimum sum of ten million dollars ($10,000,000) are provided to Council prior to the event.

There are guidelines regarding the use of or intent to erect temporary structures as part of events. A temporary structure includes:

- A booth, tent or marquee or other temporary structure with a floor area more > 100m^2;
- A seating stand (whether enclosed or not) for more than 20 people;
- Stage or platforms (inc. sky borders and sky wings) exceeding 150m^2 floor area; and
- Pre-fabricated buildings more than 100m^2.

Development approval may be required for a change in the use of land or building work, which may include the temporary use of a building for a performance or exhibition space, a bar, banner signs on buildings or fences or erecting other temporary buildings or structures.

A certificate from a qualified installer or engineer confirming temporary structures have been erected in accordance with appropriate specifications may also be required prior to the event.

For further enquiries on temporary structures, please contact Mid Murray Council's building and planning team.

If the event involves the use of large temporary structures such as tents and stages, it is **recommended** SafeWork SA is advised by completing the SafeWork SA Public events – Assessment checklist available: https://www.safework.sa.gov.au/uploaded_files/PublicEventsNotification.pdf

Section 8.6   Volunteers

Details of volunteer roles, insurance, management procedures, training, induction and compliance with the Volunteer Protection Act 2001 must be provided.

Event organisers are responsible for all volunteers engaged to work at any Event. Council encourages event organisers and their associated committees / incorporated bodies etc. to take out and hold volunteers insurance.

The recruitment of volunteers can be vital to the success of the event. The Mid Murray Volunteer Register, Progress & Community Organisations may be able to provide assistance in the sourcing of volunteers.

As part of your volunteer screening process, it is recommended that any volunteers aged over 18 years who are recruited, agree to a police check to ensure the protection of all fellow staff and event patrons (fees may apply). Further information can be obtained via the South Australia Police website at https://www.police.sa.gov.au/

Volunteers working with children in a one-on-one environment (for example, supervising children's art activities), may also be required to obtain a Working with Children Check (fees apply)

Event organisers must ensure that any volunteer involved with the event has been provided all appropriate information relating to the event, such as:
- Emergency Contact Details
- Emergency Assembly Points
- Emergency Service Locations

Section 9   Incident Management & Emergency Response

The provision of first aid facilities and emergency services is the responsibility of the event organiser. Event organisers as a minimum must ensure that first aid kits are available at the event and that members of a Committee and / volunteers have appropriate senior first aid training.

Major Events require an Emergency Management Plan (refer MMC-SPE-FORM-005 Emergency Management Plan) to be submitted with Event Permit Applications. If you require assistance, please contact Council

Form: located on Council's Website (www.mid-murray.sa.gov.au)

- **MMC-SPE-FORM-006 Emergency Management Plan (Template)**

Guidance Notes for MMC-SPE-FORM-006 Emergency Management Plan

Training Requirements

All personnel normally working in any of the areas identified in the Emergency Management Plan shall be trained in the following emergency management information:

- The general information contained within the Event Application Documentation
- The key personnel and their roles and responsibilities
- Emergency exit locations and paths
- Assembly point locations
- Firefighting equipment locations
- First Aid equipment locations
- Any applicable Emergency Management written procedures

List of Contacts

A detailed List of Contacts must be provided. The list should contain details of all the people who will be required to take action should something not go to plan, or in the case of an emergency.

Emergency Equipment

Emergency equipment and its location must be provided.

Emergency Team Roles & Responsibilities

Identify appropriate people and their roles and responsibilities in the event of an emergency. A template and examples are provided in the MMC-SPE-FORM-006 Emergency Management Plan (Template)

Emergency Response Procedures

Emergency Response Procedures must be identified and included in the Emergency Management Plan for Major, and may include:

- Fire & Explosion
- Bomb Threat
- Medical Emergencies
- Hazardous Material Spills / Gas Leaks

- Armed or Dangerous Intruders
- Electrical Failure
- Lost Child / Missing Persons
- Unruly Behaviour

Event organisers must consider and document how emergencies will be managed, including:

- Possible emergency interruptions;
- Evacuation procedures (including evacuation points);
- Personnel responsible in emergencies and evacuations;
- Emergency services meeting points;
- Ambulance and emergency vehicle loading areas;
- An incident control centre;
- Arrangements for additional emergency services personnel; and
- Lines of communication in order of authority; and

People involved in the event must be familiar with emergency response procedures, equipment and their roles and responsibilities.

Evacuation Plan

An evacuation plan must be developed, documented and included in the Emergency Management Plan. People involved with the event must be familiar with the contents of the Evacuation Plan.

Section 9.1   First Aid Facilities

For Major Events (particularly of 500 or more expected attendees, or extreme sports) event organisers should engage the services of a registered first aid provider. For all other events, there should be a complete first aid kit on site and an event staff member who has been trained in first aid.

First aiders need to have access to a facility in which they can work and maintain patient confidentiality and dignity which may require a dedicated room or marquee.

St John Ambulance or the Red Cross can be contracted for basic first aid requirements. Serious injuries will require Ambulance South Australia.

Section 9.2   Emergency Services Notification

Details of Emergency Services Notification must be provided.

Depending on the location, timing, size and make-up of the event, event organisers will need to inform the Country Fire Service (CFS), State Emergency Service (SES), ambulance service as well as the South Australia Police who, if requested, may attend and provide a presence at the event.

It is important to identify and record details of local emergency services even if they are not necessarily attending the event. The CFS, police and ambulance should be informed about the event either by letter or phone.

Post Event Review

Evaluation

A thorough assessment to measure whether you have achieved the event's purpose is highly recommended. Aspects of the event that are successful need to be documented along with areas that need greater work. Feedback should be sought from both patrons and staff in an effort to make an informed assessment of the event's overall impact. Evaluation questions should determine the success of the event's aims and objectives. These could include:

- Overall satisfaction or enjoyment of the event. Did it meet expectations?
- Any suggestions for improving the event
- Other questions should relate to the actual staging of the event.

These could include:
- Please rate the parking ease and availability?
- How did you find out about this event?
- How do you think we could improve promotion?
- Did you find the program enjoyable?
- Please rate the catering for this event?

Feedback methods need to be quick and easy for participants to access and answer. They also need to be measurable and useful for event organisers. Suitable methods could include feedback surveys, roving evaluators talking to participants and collection of hard data such as attendance numbers.

Debriefing

After the event is over, organise a debriefing to review all aspects of the experience.

Debriefing is a process whereby the event stakeholders have the opportunity to discuss what worked, what didn't, why it didn't work and how it could be improved.

All stakeholders should be involved in this forum including the Mid Murray Council Events Coordinator, sponsors, volunteers, security, vendors, performers and staff. It should be viewed as a worthwhile experience with recommendations greatly assisting the planning for your next event.

Some points to discuss in the debrief:

- List what you thought was successful or worked well in the area you were responsible for;
- List what you thought was not successful or did not work well in the area you were responsible for;
- List your recommendations for the area you were responsible for; and
- List your recommendations for the whole event.

Council will conduct an internal debrief of the event from a service provision perspective, and where appropriate provide feedback to the Event Organiser.

Showing Appreciation

It is important to acknowledge the hard work of all those involved in the event. Regardless of the extent of their contribution, it is essential to let staff and volunteers know that their efforts are appreciated. It is a good idea to plan an informal gathering for staff, to give them the opportunity to talk about the event in a social setting, and in turn give you the opportunity to facilitate a feedback forum. Don't forget to budget for some catering at your debrief as a sign of your appreciation.

If you have obtained grants or sponsorship for the event, remember to send out a letter or certificate of appreciation with some event photos.

Other Helpful Hints for the Day

The success of the event can rely upon the realisation of the following helpful hints.

- **Be on time.** Get to the event venue early to ensure all aspects of the event are running on-time and according to plan.
- **Carry your contact list.** Make sure you have your contact list of all staff and external authorities handy.
- **Be well briefed.** Make sure you and your staff are available to answer any queries that may arise before or during the event (a frequently asked questions and answer sheet at your information tent can be very handy).
- **Check logistics.** Ensure you have all your logistical requirements and equipment (like maps and mobile phones) at the ready or with the people delegated to operate or manage them.
- **Be Sun Smart** As the event organiser, you must protect the health of the event employees, volunteers and patrons. To minimise exposure to harmful UV rays, you should consider:
  - Programming activities so that they are not during peak UV radiation times between 11am and 3pm;
  - Taking advantage of existing natural shade provided by buildings, trees and other structures and knowing where the shade falls during the time of the event;
  - Using portable shade structures where there is no shade;
  - Locating key activities such as eating areas in shaded spots;
  - Encouraging staff and patrons to wear sun protective clothing including sunglasses and hats; and
  - Providing staff and patrons access to SPF 30 plus broad spectrum sunscreen for use at the event.
- **Relax and enjoy the day.** This should be fun for you too.

Contacts Mid Murray Council

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