



Events A – Z

Information

Guide



Contents

Introduction	3
Legend.....	3
Contact.....	3
Accessibility.....	4
Acknowledgment of traditional custodians of lands and waters	4
Amusement Rides	4
Animals.....	5
Balloons.....	5
Copyright Music	5
Council Logo.....	6
Council Reserves	6
COVID-19.....	6
Development Applications.....	7
Emergency Services	7
Equipment for Use	7
Event Application Permits	7
Fire Prevention/Permits.....	8
Fireworks.....	8
First Aid	9
Food Safety	9
Insurance.....	9
Noise Management.....	10
Power	10
Promotion of the Event.....	11
Risk Assessments and Emergency Management Planning.....	11
Signage	12
Site Clean Up	12
Site Plan.....	12
Stall Holders	13
Temporary Liquor Licence.....	13
Temporary Road Closures	14
Toilet Facilities	14
Waste Management.....	15
Water Activities.....	15

Introduction

Festivals and events play an integral role in shaping and building our communities, attracting new visitors to the region and promoting our towns as high quality tourism destinations.

The Events A – Z Information Guide exists to assist organisations, individuals and community groups, in planning events in the Mid Murray Council region. The Events A – Z Information Guide touches on aspects of the event planning process and includes information on how Mid Murray Council can assist with your event, event permits and requirements.

The Events A – Z Information Guide is a guide only and provides a useful reference; it is by no means a definitive source, as each event has its own specific requirements with varying needs. It is recommended that this be read in conjunction with Council's Event Management Policy and that professional advice be sought where appropriate.

The information is listed alphabetically and includes icons for easy navigation as a reference for organising events in the Mid Murray Council region.

Legend



Email contact



Telephone contact



Download/online available



Delivery Address



Further information



Postal Address

Contact



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100

Accessibility

Event Organisers have a legal responsibility under State and Federal laws to avoid discrimination and when barriers exist, to remove them. Event Organisers should consider accessibility in event planning to ensure these obligations are met.

What to do:

- Seek further information and include accessibility in Event plans



[Meetings & Events Australia Accessible Events Guide](#)

Acknowledgment of traditional custodians of lands and waters

The Nganguraku, Ngarrindjeri, Peramangk, Ngaiawang, and Ngarkat people are recognised as the traditional custodians of the lands and waters within the Mid Murray Council region. Event Organisers are encouraged to acknowledge the traditional custodians of the event site in their formal speeches.

What to do:

- Consider using the following statement when acknowledging traditional custodians:

'Before we begin the proceedings, I would like to acknowledge and pay respect to the Traditional Owners of the land on which we stand, the (entre name of appropriate people) People of the Mid Murray lands and waters. We pay respect to Elders past and present. We respect their spiritual beliefs and connections to land and water which are of continuing importance to the living (entre name of appropriate people) people of today. We further acknowledge the contributions and important role that Aboriginal people continue to play within our shared community. We also pay respect to the cultural authority of Aboriginal and Torres Strait Islander peoples visiting or attending from other areas of South Australia and Australia'

- For further information, contact the Mannum Aboriginal Community Association Inc.



ivy.campbell12@gmail.com



4030 Hunter Road, NILDOTTIE SA 5238



0475 914 632

Amusement Rides

All amusement rides contracted to the event are required to be registered with SafeWork SA and meet a range of safety compliance criteria. Event Organisers should sight the amusement operator's current SafeWork SA plant registration certificate and risk management plans. It is essential for amusement ride operators to have current Public Liability Insurance.

What to do:

- Ensure there is sufficient clearance for tall amusements prior to the event (i.e. power lines, trees).
- Check that the amusement operator's SafeWork SA registration certificate is current and the serial number relates to the actual amusement *before* the equipment is activated at the event site.

- Ensure the operator has current Public Liability Insurance in place – ask to see a certificate of currency.
- Provide details of any amusement providers as part of the Event Management Plan.



[SafeWork SA](#)



1300 365 255

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 a copy of their current Public Liability Insurance.

Events involving animals (e.g. petting zoo, animal nursery, pony rides) must comply with all RSPCA recommendations and standards to minimise or prevent harm or distress to the animals. Appropriate considerations are to be demonstrated for:

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

It is the responsibility of the Event Organiser and/or third parties to ensure animal waste and bedding is managed and disposed of appropriately. Adequate hand washing and drying facilities for all parties (including event attendees) are to be provided by the Event Organiser and/or third parties.

Balloons

In order to protect wildlife Council discourages the use of balloons at outdoor events. Event Organisers should seek alternative and/or reusable decorations for example; bubbles, bunting, flags and/or banners. The risks posed to wildlife by balloons and also suggestions for balloon alternatives are provided online by [Zoos Victoria](#).

What to do:

- Research options for event theming.

Copyright Music

Music is a vital component of many public events, and music composers require payment for the use of their work under the Australian Copyright Act. Event Organisers must have an [Australasian Performing Right Association](#) (APRA) licence in place in order to play copyrighted music, even if the event is free to the public. A licence is also required when the event features live music performance.

APRA AMCOS is a non-profit member organisation with more than 87,000 members who are songwriters, composers and music publishers. APRA AMCOS licenses organisations to play, perform, copy, record or make available its members' music. They then distribute the royalties paid under those licenses to their members and affiliate societies.

PPCA

PPCA is a non-profit member organisation that provides licenses to Australian businesses to play recorded music in public. PPCA offers blanket licenses that cover thousands of record labels and millions of recordings across a vast range of genres. Each year all of PPCA's net licence fees are distributed back to the record labels and Australian artists who created the recordings, so that they can continue to create recordings for us all to enjoy.

What to do:

- Contact APRA for current licensing requirements and application forms.



sa@apra.com.au



(02) 9935 7900



[APRA](#) [Australian Copyright Council](#)

Council Logo

Event Organisers can acknowledge Council's support on Event promotional material by showing the Council logo. This is encouraged for all Mid Murray Council supported events. There are strict guidelines for using the Council logo on any publication. Event Organisers need to ensure that the guidelines and conditions provided to them are met when producing promotional material.

Council's logo files and conditions are available from Council's Event Coordinator and will be emailed on request.

What to do:

- Request Council's logo files from the Events Coordinator.



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100

Council Reserves

Council offers a range of reserves suitable for staging events. Event Organisers wishing to conduct an event on one of Council's public reserves or on a road must first seek approval from Council. Events may not be conducted on Council property without approval. Public reserves may also be Crown Land under Council care and control and will generally require Crown Lands consent as well as Council consent. Public access is to be maintained at all times on reserves unless specific approval is given by Council. An Event Permit from Council is required when using Council reserves and can be found on Council's website.

What to do:

- Contact Council's Event Coordinator to check availability and book the reserve.



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100

The Event Coordinator will make a tentative reserve booking, subject to completion of the necessary forms.

COVID-19

Major and Minor Event Applications require a COVIDSafe Plan or Management Plan upon submission. Council encourages all applicants to familiarise themselves with the current Emergency Management Direction on Public Activities, as well as the latest information on the official South Australian Government's website.

What to do

- Ensure that you keep up to date with all relevant COVID restrictions leading up to and on the day of your event as set out by all Government Authorities.



Development Applications

If your event includes temporary structures or altering existing facilities Development Approval may be required. If Development Approval is required, assessment for both Planning and Building may take up to 16 weeks.

What to do:

- Liaise with the Events Coordinator in relation to the specific details and requirements of your event.



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100

Emergency Services

It is essential that Event Organisers notify emergency services of the event to assist in their planning for response to an emergency.

What to do:

- Advise the South Australian Country Fire Service.
- Advise the local South Australia Police.
- Advise the local South Australian Ambulance Service.
- Advise the local hospital.

Equipment for Use

Council offers a limited range of equipment such as bunting, bollards, traffic cones and star droppers which can be made available on request. All equipment is subject to availability. Applications detailing specific requirements is to be made by submitting the Major Event Application Form **no later than 90 business days prior** to the event.

What to do:



[Major Event Application Form](#) and return via email or post



postbox@mid-murray.sa.gov.au



(08) 8569 0100



Mid Murray Council
PO Box 28, MANNUM SA 5238

Event Application Permits

When an event is to be held on public property and/or road related area, Event Organisers must apply to Council for an Event Permit **no later than 90 business days prior to the event**.

What to do:

- Contact Mid Murray Councils Event Coordinator to discuss the event and permit.



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100



[Event and Stall Holder Applications](#)

Fire Prevention/Permits

Event Organisers must ensure that reasonable action is taken to protect property from fire and to prevent or inhibit the outbreak or spread of fire during the Event.

A permit is required during fire danger season from the Council's authorised Bushfire Prevention Officer for any activity involving the use of naked flame (including cooking). Application for a fire permit must be received **no later than 7 business days prior to the event.**

Event Organisers must consider the potential impact of the Event falling on a Total Fire Ban day. Approval from Council's Delegated Officer is required for fireworks.

What to do:

- Contact Council's Bushfire Prevention Officer to discuss the fire permit process.



postbox@mid-murray.sa.gov.au



(08) 8564 6020



[South Australian Country Fire Service](#)

Fireworks

Pyro technicians are licensed through SafeWork SA. Only licensed pyrotechnic providers are to be engaged to provide fireworks displays. You must seek approval before proceeding with any fireworks displays. Council issues permits for fireworks released on Council property only. If you are releasing fireworks on other property (e.g. State Government or private property), you need to seek approval from the property owner and apply for a permit from the Department for Administrative and Information services. Application for a fireworks permit from Council must be received **no later than 90 business days prior to the event.**

Venue types and ownership:

[Crown Land](#) – reserves, parklands, halls, beaches, car parks, sports centres, public property

[Transport SA](#) – jetties, wharves, roads

Private property - houses, farms, business's, and privately owned property

What to do:

- Request a copy of the pyrotechnic companies current SafeWork SA pyrotechnics licence and insurance policy.
- Request approval from relevant State Government Department (listed above).
- Requests to release fireworks on Council property or letters of support are to be made in writing.



postbox@mid-murray.sa.gov.au



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- When contracting the services of a pyrotechnics company, all notifications and permissions should be undertaken by them.

First Aid

The provision of first aid services is critical for any event. Event Organisers must engage the services of a reputable and licensed first aid organisation to assist with the event. The first aid services provided should be incorporated into all event plans and communication networks. First aid posts should be clearly marked so that the public can easily find them.

What to do:

- Contact a licensed first aid provider to discuss the first aid requirements of your event. Licensed first aid providers include (but are not limited to):



[St John Ambulance Australia](#) [Australian Red Cross SA First Care Medical](#)

- Ensure the first aid operator has current Public Liability Insurance.

Food Safety

When serving any kind of food at events, it is essential 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. Event Organisers are responsible for notifying Council of any food being served at the event.

A Temporary Food Business Notification Form must be completed and returned to Council prior to the event. Environmental Health Officers may carry out inspections of temporary food stalls during the event. Council's Environmental Health Team can provide resources and practical advice for managing food safety at events.

What to do:

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



[Temporary Food Business](#) and return via email or post



postbox@mid-murray.sa.gov.au



(08) 8564 6020



Mid Murray Council
PO Box 28, MANNUM SA 5238

- This form must be returned to Council **no later than 14 business days** prior to the event.

Insurance

The organising body of an event being held on Council property must hold a current Public Liability Insurance policy to the value of \$10 million coverage or higher. This is an industry minimum standard based on the level of risk for an average event.

What to do:

- To determine the most appropriate cover for your event consult your insurer. Event Organisers must ensure

their Public Liability cover is appropriate and identifies the event and its location.

- All groups participating in the event must also be covered by their own Public Liability Insurance, including amusements, entertainers, caterers, volunteer groups and volunteers.
- Provide evidence of Public Liability Insurance to Council for the proposed event.

Noise Management

Event Organisers are responsible for ensuring that all reasonable and practical measures are taken to minimise the noise impact to neighbours. Organisers of outdoor events should develop a noise management plan, which should include site planning, public notification, acoustic monitoring and complaints management.

[Environmental Protection Authority South Australia](#) (EPA) does not set noise limits for outdoor events; rather it provides useful information for Event Organisers in relation to managing noise from events. The EPA Information Sheet *Noise Management for Outdoor Events* provides a useful and practical guide for developing a noise management plan and covers many relevant issues and considerations including the EPA's regulatory role in outdoor events.

What to do:



[EPA Information Sheet Noise Management for Outdoor Events](#)

- Advise neighbouring properties of your event and activities three months prior and respond to enquiries and feedback.
- Keep a noise complaints register for the event and respond to any complaints.

Power

In many cases, power is a crucial utility required for events, with power requirements varying based on the equipment type. The most common power requirements include 240V single phase in 10amp, 15amp and 20amp variants, and 415V three phase in 15amp, 32amp & 50amp variants. Most domestic equipment loads won't exceed a single phase, 15amp supply, with larger commercial equipment requiring three phase, not exceeding 32amps in most cases. If using a portable power source, such as a mobile generator, it must be earthed by a licensed electrician, with the installation meeting the minimum requirements of AS3000.

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.

Promotion of the Event

Mid Murray Council encourages and supports public events, festivals, activities and exhibitions in the Mid Murray Council region. We can assist in promoting these events through Council's Event Calendar located on our webpage.

Risk Assessments and Emergency Management Planning

It is the responsibility of the Event Organiser to manage work health and safety risks. Good planning and organisation is essential to keep you, your workers and the public safe. The level of detail in planning depends on the size and complexity of the event. Event Organisers must identify and manage hazards. Managing the risks is key to putting on an event that is both safe and enjoyable.

It is the responsibility of the Event Organiser to manage the process before, during and after the event to make sure that all is going smoothly. Communication with event workers is a great way to confirm all risks have been thought of.

Talk to the contractors if the event including catering, amusement rides, fireworks, or construction such as staging and tents. Check that workers can carry out the work safely, especially when it comes to:

- electrical equipment, lights and leads,
- Liquid Petroleum Gas (LPG) containers and stoves,
- manual tasks, especially for bump in/bump out,
- operation and supervision of rides, and
- relevant training, permissions and licences.

Other things that may need to be considered include:

- getting crowds and equipment in and out of the event safely,
- signage and traffic flow,
- safety zones and restricted areas,
- how you communicate at the event, such as phones, two-way radio, loudspeaker, and
- regular inspections of the event site.

SafeWork SA has information on risk assessments that can be used by Event Organisers planning to stage events on Council owned or managed property. The plan must be **received no later than 30 business days prior** to the event for approval from Council's Work Health Safety and Risk Management Coordinator.

What to do:

- Complete and return the risk assessment **no later than 30 business days prior to the Event.**



[SafeWork SA – Event Safety](#)



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100



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PO Box 28, MANNUM SA 5238

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.

What to do:

- Contact Council's Events Coordinator for advice and information.



CommunityEvents@mid-murray.sa.gov.au



(08) 8569 0100

Site Clean Up

Event Organisers are responsible for restoring the event site to its natural state **within 24 hours** of the final pack down of the event. Any damage to Council's reserves or failure to clean the site may result in the Event Organisers being held responsible for any costs incurred.

What to do:

- Incorporate the final site clean-up in the event plan.

Site Plan

Event Organisers are required to provide a detailed site plan of the area in order to manage the site safely and determine, in the planning stages, the best location for the event services and equipment. A good site plan will assist in positioning equipment and help communicate with contractors, suppliers, performers, participants and spectators.

A user friendly version of the site plan can also be used in promotional information and made available at the event site. It can also be used to communicate with emergency service providers during planning phases, as well as, during the event.

The map should show the immediate area surrounding the event and include the names of main roads or streets, as well as, surrounding pathways, roadways, buildings and fences.

What to do:

- Create and submit a detailed site plan with relevant information.



[SAPPA - SA Property and Planning Atlas](#)

- Provide the following information on the event site plan:
 - o Access and egress
 - o Stall holder and food vendor locations
 - o Emergency exits/assembly points
 - o Vehicle access routes including emergency services

- | | |
|--------------------------------------|--------------------------------------|
| o Car parking areas | o Rubbish bins |
| o Liquor licence - wet and dry areas | o Stages and marquees |
| o Power supplies/generators | o Permanent and temporary structures |
| o Permanent and temporary toilets | o First aid locations |

Stall Holders

If the event intends to involve other (non-food related) Stall Holders, Individuals, Exhibitors and/or other organisations, the Event Organiser must provide a copy of their Public Liability Insurance and any other applicable licences for each participant to Council.

A Stall Holder Permit Application Form must be completed and returned to Council prior to the event. Council encourages local businesses be given the opportunity to support events wherever possible.

What to do:

- Contact Council's Events Coordinator for advice and relevant information.



[Stall Holder Permit Application](#) and return via email or post



postbox@mid-murray.sa.gov.au



(08) 8569 0100



Mid Murray Council
PO Box 28, MANNUM SA 5238

- This form must be returned to Council **no later than 10 business days** prior to the event.

Temporary Liquor Licence

Events held in the Council area intending on selling alcohol require a temporary liquor licence obtained from Consumer and Business Services. This will require the consent of the Council for final approval. Request for consent from Council is to be made **no later than 3 months prior** to the event. It is also important to note that in most cases, a secure area is required under the permit, requiring the area to be temporarily fenced or similar.

What to do:

- Contact [Consumer and Business Services](#) to obtain an application for a Limited Liquor Licence.



olgc@agd.sa.gov.au



(08) 8226 8410

- Requests for Council to support Liquor Licences are to be made in writing to:



postbox@mid-murray.sa.gov.au



Mid Murray Council
PO Box 28, MANNUM SA 5238

- Provide the following information in the request for support:

- | | | | |
|---|---|---|---|
| o | Name of your organisation | o | Estimated event attendances |
| o | Event date and location | o | Event description to give overall concept |
| o | Time period of sale of liquor | o | Details of security present at event |
| o | A site plan showing the proposed licensed | o | Details of dry area exemption (if applicable) |

- On receipt of the request and with criteria being met, a Letter of Support will be issued by Council.

Temporary Road Closures

A temporary road closure (TRC) is required for marches, street parties or other events that will take place on a road or spill over from private property on to Council or Department of Infrastructure and Transport (DIT) property, namely footpaths or roadways. A TRC ensures 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.

TRC's are covered by Section 33 of the [Road Traffic Act 1961](#) which stipulates that the road must be formally closed and participants indemnified from specific Australian Road Rules. If the Event requires a TRC, Council, or in some cases DIT, need to review and formally approve such requests. As such, a formal application is required to be submitted **no later than 90 business days prior** to the Event.

Where the Event requires a TRC, the Event Organisers must comply with all conditions outlined in Council's Road Closure Policy, complete the TRC application form and comply with the conditions outlined in the TRC application form. There are many traffic management companies in South Australia who can provide assistance with the event TRC planning and service for a reasonable fee.

What to do:

- Contact Council's Events Coordinator to discuss the proposed closure.



[Temporary Road Closure](#) and return via email or post



postbox@mid-murray.sa.gov.au



(08) 8569 0100



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- Engage a traffic management company.
- Ensure the traffic management company has current Public Liability Insurance and the appropriate qualifications.

Toilet Facilities

Event Organisers need to consider the type and duration of the event, crowd behaviour patterns, expected crowd numbers and consumption of food and alcohol when planning public toilet facilities at the event. Toilets must be provided with adequate privacy and facilities. If you are unsure as to your responsibilities when providing additional toilet facilities please contact [SafeWork SA](#) for advice.

What to do:

- Provide sufficient toilets for your event by engaging a toilet hire contractor.

- Ensure toilets are cleaned regularly, stocked with toilet paper, soap and have running water throughout the event including during set up and pack down.

Waste Management

It is imperative Event Organisers effectively manage all types of waste at the event. Event Organisers are expected to provide sufficient waste and recycling bins for the duration of the event and the convenience of patrons to minimise litter at the event site and its surrounds. Please specify on your event application if you require assistance.

Water Activities

When conducting activities on the River Murray, Event Organisers must obtain permission from the [Department for Infrastructure and Transport \(Marine Safety\)](#) and support from Council.

What to do

- Requests for support from Council must be made in writing to:



postbox@mid-murray.sa.gov.au



Mid Murray Council

PO Box 28, MANNUM SA 5238

- Provide the following information in the request for support:

o Name of your organisation	o Time period of water activities
o Event name, date and location	o Estimated event attendances
o Event description to give overall concept	o A site plan of the proposed area
o Environmental controls	o Waste Management Plan
o Risk Management and proof of Public Liability Insurance	o Site clean-up plan