



Port Pirie Regional Council

COMMUNITY EVENT KIT

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APPLICATION TO HOLD AN EVENT ON COUNCIL LAND

Community events are an important part of the Port Pirie Regional Council area, with many major events providing the region with cultural, social, health, and economic benefits. In 2013 the Port Pirie Regional Council created an events strategy, providing a strategic direction in the planning and administration of events within the region.

Part of this strategy included the development of guidelines entailing all facets of community events, to streamline the application and approval of community events.

Application process

Any event held on land and or facilities owned by the Port Pirie Regional Council must first be approved by an authorised staff member. The standard event application process is as follows;

1. Completion of a parks and reserves hire form
2. Completion of a Special Event permit
3. Submission of an Event Management Plan
4. Completion of a Risk Assessment Checklist AND a Risk Management Plan if applicable or requested by Council
5. Submission of a proposed Site Plan for the event
6. Copy of the organisers certificate of Public Liability Insurance

The application will be processed through various Council departments, with the **Community Development Coordinator** being the primary contact during this time. A signed and approved copy of the Special Event Permit will be given to the listed event contact following a successful application. If a fee is applicable to the event, an invoice will be raised by Council for the hire of the park or reserve.

Submission of an application does not guarantee approval, and must satisfy the necessary Council requirements, policies, procedures and conditions.

Special Event Permit

A Special Event Permit is required for Council approval for any event conducted on Council land. The permit contains a number of conditions relating to Council, the event, and its organiser, with the permit holder being held to these conditions once completed.

Once the event and its documentation has been approved by staff and management, the permit will be signed by an authorised Council officer, with a copy given to the event organiser for full final approval of the event.

Event Management Plans

Event management plans are an important part of every event, detailing the logistics of all areas of the proposed event. Not only do event management plans allow event organisers to document all functions of their event, how they will be managed, responsibilities of different areas, in one main document, but it provides Council with a plan of how the organisation will manage the event. Council staff are then able to identify any areas requiring further attention or assistance, and if sufficient approve the event.

Event organisers are able to create and submit an event management plan in their own preferred format, as each event and the preferences of its organisers are different. A standard event management plan can also be provided by Council at request (Appendix 3).

The main areas to be covered in an Event Management Plan include;

- Event details (*time, location, description etc.*)
- Contact details
- Set up / Pack up details
- Targeted audience
- Running sheet
- Emergency plan & contacts
- Insurance details
- Site plan
- Communications
- Cancellation plan
- Road closures (*if applicable*)
- Alcohol management (*if applicable*)
- Entertainment details (*if applicable*)
- Food, drink & water
- Toilets
- Lighting & Power

Risk Management

Risk management is a vital area of any event, and must be applied to all event activities and functions. A risk assessment aims to identify any potential risks or hazards before the event, ensuring that plans are put in place to reduce or eliminate these risks. This is particularly important to reduce the impacts to the event, or likelihood of injuries, accidents, and incidents of a negative nature.

Conducting a risk assessment protects both event organisers, and the Port Pirie Regional Council, as well as event participants and stakeholders.

An example risk assessment is included at Appendix 1, and should be completed in addition to the council risk assessment checklist.

Hazards involved in the event may include;

- Access & Egress
- Confined or Enclosed Spaces
- Dangerous Goods
- Vehicles & Traffic Management
- Poor Behaviour / Violence / Threats /
- Crime

- Electrical
- Explosion
- Falling objects
- Fire / Flooding / Temperature Extremes
- Food Poisoning
- Medical & Injuries
- Crowd Control
- Drug and Alcohol Incidents
- Machine & Equipment Operation
- Manual Handling (Lifting, Carrying, Shifting etc)
- Trips / Slips / Falls
- Vermin & Animals (Bees, Snakes, Mozzies etc)
- Lighting

Event Accessibility

Council have a duty to ensure that all community activities are accessible to all people of abilities, which links to Council's Disability Access and Inclusion Plan. Event Organisers will be asked to consider how their event will cater for the needs of people with disability. This may be in the form of ensuring there is appropriate Universal design principles, such as ground surfaces for people in wheel chairs, their event has disability car parking and toilets. They may even like to consider their venue of choice has ramps and lifts, instead of stairs. The event might benefit from having more visual than sound components. There are many factors that can support an event if a little extra planning is considered. Promotion of accessible routes and parking options will be included as part of the event permit checklist requirements.

Insurance

All event organisers must possess the appropriate and adequate level of public liability cover. Insurance protects the event organiser, its participants, and the Council as property owner, from losses, claims and law suits due to injury or damages caused by the event and its stakeholders. The minimum level of cover required is \$20,000,000. In certain circumstances, for low risk or small events, \$10,000,000 cover may be acceptable.

Events with third parties involved must ensure that these parties also hold appropriate and adequate cover. Examples of these parties could include stallholders, entertainers, and contractors.

Temporary public liability insurance can be purchased through a number of insurers, with 'Local Community Insurance Services' a common temporary insurer for local events.

ROAD CLOSURES

All full road closures or activities on roads for events must receive the appropriate approvals from Council, SAPOL, or DPTI, depending on the roads to be used.

Council Roads

- Complete temporary road closure form
- Request approved by CEO or Director
- Request forwarded to SAPOL traffic & events section for SAPOL approval
- Official road closure notice sent to PPRC staff for implementation & advertisement preparation
- Organiser to notify local emergency services of closure - Police, MFS/CFS, SES, SA Ambulance

Note – Community event organisers must complete a Community Assistance Fund application if they do not wish to be charged for the closure of roads. If successful, Council will fund the cost of these closures via its Community Assistance Fund. Community Assistance Applications are available on a quarterly basis, therefore the event organiser must be submitting at least 3 months prior to their event.

DPTI Roads

- Advise Council of intentions
- Contact DPTI re. planning of closure
- Report outcome back to Council for implementation
- Organiser to notify local emergency services of closure – Police, MFS/CFS, SES, SA Ambulance

Note – DPTI may refer the physical implementation of the road closure back to Council, thus organisers will need to factor this traffic management cost into their event budget, or include it in a Community Assistance Fund Application at least 3 months prior to the event. Alternatively, the organiser can seek a third party contractor to implement the road closure.

Part Closures

For events where the road is only partly closed, e.g. a rolling road closure lead by police, the following process should be followed;

- Complete temporary road closure form
- Request approved by CEO or Director
- Request forwarded to SAPOL traffic & events section for SAPOL approval
- Organiser to work with local police re. logistics of the closure
- Organiser to notify other local emergency services of closure - MFS/CFS, SES, SA Ambulance

STALLHOLDERS

Stallholders or exhibitors are a common part of most events, ranging from food & drink stalls, arts and crafts, or businesses with product and equipment displays.

Any stallholder participating in an event must have, or be covered by Public Liability Insurance. While most stallholder participating in events regularly will have their own cover, there are those which do not, and thus in order to participate must either take out temporary cover themselves, or have a temporary cover taken for them on behalf of the event organiser. The recommended minimum cover is \$20,000,000.

General stallholder

Event organisers should request the following from stallholders to participate in an event;

- Copy of public liability insurance
- Completion of a Stallholder Permit for the event (containing conditions for participation at the event – Council generic form can be used if organisers don't wish to create their own)
- Event organiser to inspect and approve of stall & set up before operation commences

Food stallholder

The following are required for events with food stallholders;

- Completion of stallholder permit
- Copy of public liability insurance
- Completion of temporary events notification form - stallholder

Event organiser

- Completion of temporary events notification form – organiser
- Distribution of food handling guidelines document to all stallholders
- Event organiser to inspect and approve of stall & set up before operation commences

Note – A Council Health Officer may inspect food stallholders for their compliance with health and food safety practices. The guideline to safe practices for food stallholders will be given to the event organiser to forward on to all stallholders .

Stallholder on Council property – non-event

If a business or organisation wish to have stall on Council property, not associated with an event, the following is required;

- Completion of Application to use Council Road or Footpath form
- Copy of Public Liability Insurance
- Submission of a site plan for the stall & activity

Note – fee applies

Council event stallholder

The following are required to participate in a Council event as a stallholder or exhibitor;

- Completion of standard stallholder permit
- Completion of event stallholder permit
- Copy of public liability insurance
- Payment of stallholder site fee if applicable

If a food stallholder (*in addition to above requirements*)

- Completion of temporary events notification form

Uninsured stallholders

There are a few options to temporarily cover an uninsured stallholder or exhibitor for an event;

- Event organisers should always encourage stallholders to purchase full Public Liability Insurance, as it ensures they are covered all year round, and can participate in a higher number of events without the risk of being personally liable
- Stallholder purchases temporary cover from an insurer – while this can be expensive, in some circumstances may be only method of gaining insurance to ensure participation
- For certain events there may be a number of uninsured stallholders, thus the event organiser may be able to purchase a temporary policy on behalf of a number of stallholders, allowing this cost to be divided between those which require cover
- For regular events with uninsured stallholders, event organisers may be able to purchase a policy covering these uninsured stallholders for every event, forwarding on this extra cost to those requiring cover
- The Council **cannot** cover any stallholders or organisers under Council Public Liability Insurance

VENUES

There are a number of parks and ovals owned by the Port Pirie Regional Council which can be booked for community events. All events to be held at these venues require documentation and Council approval as per mentioned previously within this document. To book one of the below venues, the 'hire of parks or reserves' form at Appendix 4 must be completed. A brief description of the parks and ovals commonly used for events are as follows;

Flinders View Park

Park located in main street, regularly used for public & community events, markets, and gatherings

- Power – 1x10amp power point, 2x 3 phase power points (each requires splitter box from BH Club)
- Toilets – toilet block on site
- Lighting – automatic

- Parking – car park adjacent to Park, as well as on street parking
- Availability – predominantly used for weekend events throughout the year, with more bookings through the summer and spring months

Memorial Park

Located adjacent to the Northern Festival Centre, the park is popular with major community events, including New Years Eve, Tarpari Day, and the Smelters Picnic to name a few

- Power – 5x 3 phase power points (each requires splitter box from BH Club), 4 x 10amp on Northern Festival Centre wall, 2x 10amp in BBQ area, various in smelter shed area, 2x10amp under rotunda
- Toilets – can be unlocked for events if necessary
- Lighting – automatic
- Parking – parking available at venue car park, memorial oval if available, and in surrounding streets
- Availability – predominantly used for community events & weddings, generally available

Memorial Oval

Port Pirie's premier oval, utilised extensively throughout the year for a number of community sports, major sporting competitions, and major events

- Power – 4x 3 phase power points (each requires splitter box from BH Club), multiple power points near grandstand & canteen area
- Toilets – 3 different toilet block locations around Oval
- Lighting – surrounding lighting automatic, further lighting can be utilised through request at a cost to the user
- Parking – extensive parking within venue and on streets surrounding venue
- Availability – limited due to regular use by summer & winter sports over weekends for matches, and weeknights for trainings

Senate Road Complex

A large rectangular field, the complex is used for junior soccer and cricket, while also the primary venue for large special events such as Circus events.

- Power – limited
- Toilets – limited
- Lighting – surrounding lighting automatic
- Parking – on street available
- Availability – predominantly used on weekends for sport, relatively available week days

Globe Oval

Oval predominantly used for cricket during summer, and Football during winter, occasionally utilised for events as an alternative to Memorial Oval

- Power – limited around changerooms area, nil around Oval
- Toilets – available in North East corner of venue

- Lighting – surrounding lighting automatic, further lighting can be utilised through request at a cost to the user
- Availability – relatively available apart from cricket and football bookings

Solomontown Beach / Plaza

Open community space able to be utilised for a range of events, as was demonstrated at the official opening with markets, skate park competition, show and shine, and beach activities

- Power – 3 phase outlets (require splitter boxes from BH Club), number of 10amp power points in various locations
- Lighting – automatic
- Toilets –available at Solomontown Beach, toilets at boat ramp to be constructed during 14/15
- Availability – readily available, however regularly used by general public

ENTERTAINMENT & ACTIVITIES

Amusement Rides

Amusement rides are permitted on Council land at major community events, however they require an increased amount of documentation and careful planning, due to the increased risks they create. The event organiser, amusement operator/owner, and Council must all ensure all rides are certified and safe before their operation.

The following is required to receive Council approval for an amusement ride to be operated on Council land;

- Copy of amusement ride owner's public liability insurance (minimum \$20,000,000)
- SafeWork SA registration certificate for each ride
- Certificate of inspection by engineer / technician for each ride
- Appropriate location with adequate size and space utilised, with fencing where necessary
- Amusement ride checklist completed by organiser **BEFORE** operation of each ride commences

**Note - By providing the amusement ride checklist to organisers, Council expects that organisers will comply with the requirements of completing the checklist before operation of each ride*

Inflatable Amusements

Inflatable amusements, such as 'bouncing' or 'jumping' castles, are a popular form of children's entertainment at community events. They do however significantly increase the risk of injuries or accidents at events without careful management, and must be closely monitored by event organisers. The following is required to receive Council approval for an inflatable amusement to be operated on Council land;

- Copy of owner's public liability insurance (minimum \$20,000,000)
- SafeWork SA registration certificate for each amusement
- Appropriate location, adequate space, operated in soft fall area (grass, sand, padding etc)
- Anchor points, ropes & ballast utilised and inspected
- Weather permits the safe use of amusement (wind, heat, rain considered)
- Inflatable amusement checklist completed by organiser **BEFORE** operation of each amusement commences

**Note - By providing the inflatable amusement checklist to organisers, Council expects that organisers will comply with the requirements of completing the checklist before operation of each amusement*

**Note - Land-borne inflatable amusement devices do not require plant registration with SafeWork SA unless the device:*

- *relies on a continuous supply of air pressure to maintain its shape (such as a fan attachment), **and***
- *has a platform height of 3 metres or more.*

The platform height of an inflatable amusement device is measured without anyone on the device, and from the surface supporting the device to the highest point designed to support a person.

Entertainers (bands, roving performers, face painting etc)

All third parties involved in entertainment at an event should hold public liability insurance of \$20,000,000, particularly those which interact with the public and children, such as face painters, roving performers, workshop instructors etc. If the entertainers or third parties do not hold public liability insurance it is recommended that an alternative entertainer or third party is chosen instead, or that temporary insurance is purchased by the event organiser on behalf of the individuals / company, as touched on earlier in the public liability insurance section (page 3).

Music performances or concerts must comply with the guidelines as set by the Environment Protection Authority (EPA), which relate to maximum noise levels. The EPA may attend any event to monitor these levels. Event organisers must ensure notification letters are distributed to all surrounding premises or residences, possibly undertake acoustic monitoring, and maintain a complaint register.

Area noise source is situated	Maximum Noise Level dB(A)	
	7am – 10pm	10pm – 7am
Rural or predominantly rural	47	40
Urban residential	52	45
Urban residential with some commerce / school / hospital etc.	55	45
Urban residential with some manufacturing / industry, or with some public place of entertainment or assembly	58	50
Predominantly commercial	65	60
Predominantly industrial	70	70

**Measured at any place other than the premises from which the noise emanates.*

Buskers associated with an event must complete a Council busking permit before performing. Individual buskers performing on an irregular basis (for a special event/s) do not require public liability insurance, however regular buskers (weekly) or bands comprised of many individuals may require insurance.

All entertainment & activities involved in the event should be outlined in the event management plan to ensure Council are aware of all arrangements.

Fireworks

In order to be issued with the 9th or 10th schedule permit required to undertake a fireworks display, an application must be completed, and local MFS or CFS advised of display with attendance requested.

An official letter to Council's **Community Development Coordinator** requesting approval for a fireworks display should be submitted in the first instance. A fireworks application can then be issued to the organiser to start the approval process.

Liquor licencing

Events involving alcohol must comply with regulations set by the Office of Liquor Gambling Commission (OLGC), relating to the sale and or provision of alcohol. If the event is held on Council property, the liquor licence must also be approved by Council, with an added application if the venue is within a dry zone (outlined below).

Limited Liquor Licence

The majority of events generally require a limited liquor licence, meaning a 'once off' licence. Limited liquor licence applications can be completed online via the Consumer & Business Services website.

www.cbs.sa.gov.au/wcm/licensing-and-registration/liquor/

If alcohol will be sold at an event, but not consumed, only the 'seller' is required to hold a licence.

If alcohol will be both sold and consumed at an event, both the 'seller', and 'event organiser', are required to hold licences.

If alcohol will only be consumed at an event, such as BYO, the 'event organiser' is required to hold a licence.

If alcohol is provided at an event, at a private venue, and or where guests pay a cover charge, the 'event organiser' is required to hold a licence.

Note – depending on the nature of the event, a licence fee may apply as an addition to the application fee, in relation to event type, location, times, and expected attendance. More information can be found in the fees section of the LGO – Liquor and Gambling Online website.

Dry Zone Exemption

Any event held on Council property within a dry zone area where alcohol is to be sold or provided, must complete a dry zone exemption application through Council, as well as a limited liquor licence application through OLGC. The local dry areas working party, comprised of local stakeholders, Council and police, take the application to a meeting for approval or decline, subject to particular conditions depending on the event.

The process is as follows;

- Completion of dry zone exemption application form
- Application to *LGO* for limited liquor licence
- Adherence to conditions set by dry areas working party and *LGO* in relation to security, toilets, and any other conditions
- Notification to local police of event and liquor licence details

SAFETY

First Aid

First aid officers may be required to attend, depending on its type and nature. The need for first aid is directly link with risk management, and is an important area in ensuring participants or attendees are safe at events. The following factors should be considered to ascertain whether first officers and units should attend the event;

- Type of event (*venue, location, nature of event considered*)
- Activities at the event (*risks involved, alcohol etc.*)
- Attendance and demographics (*higher attendance = higher chances of injury, demographics and behaviours of crowd*)
- Weather and temperature (*extreme temperatures or weather may result in injuries such as heat stroke, hyperthermia, slips and falls etc*)

Council's **Community Development Coordinator** can provide advice on whether first aid involvement is required. St Johns Ambulance SA are commonly used for community events, and attend upon request via their website. St Johns now charge event organisers for attendance; thus organisations need to allow for these costs.

Security

Security may be required to attend an event, depending on its nature and activities. These requirements generally set by the liquor licencing commission if alcohol is involved, with local police also providing recommendations for events at request.

If security is not required, it remains good practice to notify local police of the event and its details, to allow a quick response if required, as well as patrols throughout the event if they wish.

Emergency Plan

All events should have an emergency plan, which is usually generated out of the risk management plan. The plan should entail emergency procedures, emergency contacts, evacuation plan / map, and any other necessary information. These details can then be passed on to local emergency services, however as a bare minimum all emergency services must be notified of any event.

An emergency plan can be a stand-alone document or plan, or can be incorporated into an event management plan, and is up to the discretion of the organisation or event organiser.

Facilities & Amenities

- Water
 - Drinking water (minimum Australian standards quality) available either via event staff, drinking facilities at venue, or stallholders
 - Water supply for toilets / showers / stallholders etc may be required
- Power
 - Power supply must be safe and suitable for use
 - All power leads should be tested and tagged
 - Events requiring power from 3 phase outlets must contact Graham Nichols at the BH Club to arrange 'splitter boxes' to convert to 10amp and 15amp power points
- Lighting
 - Adequate venue lighting available for entire venue
 - Portable lighting used if required
- Shelter

- Shelter / Shade / Marquees utilised for protection from weather where required (during summer / winter etc.)
- Waste management
 - Sufficient number of rubbish bins for estimated attendance, ensuring bins are changed regularly and don't overflow
- Toilets

Without Alcohol

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

With Alcohol

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

Duration of event	Quantity required
> 8 hours	100%
6 – 8 hours	80%
4 – 6 hours	75%
< 4 hours	70%

** Tables as per the Emergency Management Australia Manual ; Safe and Healthy Mass Gatherings **

COUNCIL SUPPORT

Council are able to support organisations in various areas of event management, depending on the nature and type of event.

Community Development Coordinator

Council's Community Development Coordinator is able to assist event organisers in the following functions at request;

- Assistance with completion of Council documentation and permits
- Act as Council contact person for the purpose of the event
- Assistance with local contacts and stakeholders
- Process road closure requests for official SAPOL and Council approval
- Provide advice on
 - Liquor Licencing
 - Road Closures

- Community Assistance Fund applications
- Sponsorship proposals
- Site plans
- Risk management plans
- Promotion & advertising

Community Assistance Fund

Council receives many requests from Community organisations for financial assistance, subsidies, interest free loans and in-kind assistance to undertake a wide variety of activities, events and projects. Council also organises and provides financial and in-kind assistance for various Community events in the Council region, pending the organisation or projects eligibility.

Grant funding of up to a maximum of \$4,000 is available for financial and/or in-kind assistance per application, per organisation, per year. Funding is offered 4 times a year. Applicants may submit one application per funding round.

Copies of Community Assistance Fund Policy, Guidelines and Application form is available for viewing at www.pirie.sa.gov.au within the documents section, or upon request from the Council administration office.

OTHER

Deadlines

Organisation	Function	Notification Time Required
Port Pirie Regional Council (PPRC)	Event application	4 weeks
	Road Closure	4-6 weeks
	Community Assistance Fund	Quarterly – refer to guidelines
	Dry zone exemption	3 months
St Johns Ambulance	First Aid Attendance	6 weeks
South Australian Metropolitan Fire Service (SAMFS)	Attendance required at events (fireworks)	4 weeks
South Australia Police (SAPOL)	Event notification / attendance	2 months
	Road Closure assistance	4 weeks
Environmental Protection Agency (EPA)	Noise exemptions / notification	6 weeks for exemption

Office of Liquor and Gambling Commissioner (OLGC)	Limited liquor licence	Small event – 14 days Major event – 60 days
Department Planning Transport Infrastructure (DPTI)	DPTI Road Closure	6 weeks

Contacts

Port Pirie Regional Council – Community Development Coordinator. 3 Mary Elie St PORT PIRIE SA 5540 8633 8727 events@pirie.sa.gov.au	Port Pirie Regional Council - Administration 115 Ellen Street PORT PIRIE SA 5540 8633 9777 council@pirie.sa.gov.au
South Australian Metropolitan Fire Service Grey Terrace PORT PIRIE SA 5540 8633 0046	St John Ambulance SA 85 Edmund Avenue UNLEY SA 5061 8306 6999 stjohn@stjohnsa.com.au
Country Fire Service – Crystal Brook 39 Railway Terrace CRYSTAL BROOK SA 5523 8636 2688	State Emergency Service – Port Pirie PO Box 167 PORT PIRIE SA 5540 8632 2834
Country Fire Service - Redhill PO Box 12 REDHILL SA 5521 8636 7166	Office Liquor Gambling Commissioner 50 Grenfell Street ADELAIDE SA 5000 8228 8473
Country Fire Service - Napperby PO Box 649 PORT PIRIE SA 5540 86344143	Local Government Risk Services 16 Hutt Street ADELAIDE SA 5000 8235 6444 www.lga.sa.gov.au
SAPOL Emergency & Major Events Section GPO Box 1539 ADELAIDE SA 5001 8207 4014	SA Ambulance Grey Terrace Port Pirie 132 962 www.saambulance.com.au
SAPOL – Port Pirie 18 Main Road PORT PIRIE SA 5540 8638 4000	
SafeWork SA – Port Pirie 32 Ellen St / PO Box 462 PORT PIRIE SA 5540 8638 4777 www.safework.sa.gov.au	

Appendix 1. – Example Risk Assessment

STEP 2: Identify the hazards and rate the risks

1. A task may be divided into steps. For each step identify the hazards
2. List existing controls and determine a risk rating using the attached Risk matrix. Insert the Likelihood (L) the Consequence (C) and calculate the Risk Rating (RR).
3. Additional risk controls may be required to achieve an acceptable level of risk. Apply the Hierarchy of Controls.
4. Re-rate the risk if additional risk controls required.

Task Step	Hazard (include when and where hazard is present)	Existing risk controls				Additional risk controls			
		What is in place now? (how do you eliminate or reduce the risk?)	Risk rating			Any required? (can any other controls be implemented to eliminate or reduce the risk?)	Revised Risk Rating		
			C	L	RR		C	L	RR
Fireworks (example)	Fire – Injury to public, damage to property	Appropriate permits acquired, MFS in attendance, crowd to be restricted to designated area	4	2	8	Weather to be monitored during lead up, security to manage public and keep in designated area, fireworks used are appropriate for conditions (low shot if windy etc)	4	1	4
Stallholders (example)	Food poisoning – incorrect serving of food products	All stallholders require public liability insurance to participate, must be certified for particular products, temporary food stallholder form completed and given to Council	1	3	6	Stallholders to monitor temperatures and serve appropriate foods, stallholders to comply with inspections by Council if required	1	3	6
During Event (example)	Poor behaviour / Violence – disruptive behaviour and unwanted disturbances	Police to be notified of event and attendance requested, Security hired if required	2	3	6	Security & Police to patrol potential problem areas of event, Police contact details immediately available to organiser and called before escalation	2	2	4

RISK MATRIX		Consequence – how severely could someone be hurt?			
Likelihood – how likely are those consequences?	1 Insignificant Injury not requiring first aid	2 Minor first aid required	3 Moderate medical treatment	4 Major extensive medical treatment and/or hospitalisation	5 Catastrophic death or permanent disability
1 Remote rare, may occur every 5-30 years	1	2	3	4	5
2 Uncommon unlikely, could occur at some time in 2 – 5 years	2	4	6	8	10
3 Occasional possibly occur – may happen in 1-2 years	3	6	9	12	15
4 Probable likely to occur – may be several x year	4	8	12	16	20
5 Frequent almost certain to occur - most weeks or months	5	10	15	20	25


Consequence x Likelihood = Risk Rating

Extreme risk:	<p>Operation of item or task should not be allowed to continue until the risk level has been reduced</p> <p>Is not an acceptable level of risk</p> <p>Immediate action should be taken</p> <p>May include both short term and long term control measures</p>
High risk:	<p>Reduce the risk rating ALARP*</p> <p>Is only an acceptable level of risk for 'Major' or 'Catastrophic' consequences</p> <p>Senior management attention required.</p>
Medium risk:	<p>Reduce the risk rating ALARP*</p> <p>May be an acceptable level of risk</p> <p>Management responsibility must be specified</p>
Low risk:	<p>Reduce the risk rating ALARP*</p> <p>Is an acceptable level of risk</p> <p>Manage by routine procedures</p>

**ALARP = as low as reasonably practicable*

1 to 4 = low risk	5 to 8 = medium risk	9 to 12 = high risk	15 to 25 = extreme risk
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Hierarchy of controls

- 
- | | |
|--|--|
| 1 Eliminate | Wherever possible, the risk shall be eliminated by either removing it or designing it out at the design or redesign stage |
| 2 Substitute | Wherever possible, replace the hazard with something that does the same job but with a lower level of risk |
| 3 Isolation | Remove the person from the hazardous environment or the hazardous environment from the person. |
| 4 Engineering | Wherever possible, make modifications to design or modifications to plant or the physical working environment |
| 5 Administrative | Establish policies, procedures and work practices, provide training, provide signage |
| 6 Personal Protective Equipment (PPE) | Used when protection from contact with the hazard is required. PPE shall be supplied as a means of minimising risk until a higher order control has been provided or as a supplement to a higher control measure |



Port Pirie Regional Council

SPECIAL EVENT PERMIT

I _____ for and on
 (Name)
 behalf of _____ (hereinafter called the permit holder)
 (Organisation, Business, Group)
 of Address _____
 of Telephone _____ Of Email _____

Hereby make application to the Port Pirie Regional Council for the

_____ (Name of the Event)
 to be held at _____ on _____
 (Location) (Date/s)
 between the hours of _____ and _____

Please indicate if you will have any of the following elements at your event and provide details.

Details			Details/Description
Road Closure	No	Yes	
Alcohol	No	Yes	
Food / Drinks	No	Yes	
Music /Live Entertainment	No	Yes	
Rides /Jumping Castles	No	Yes	
Marquees/ Additional infrastructure to be used	No	Yes	
Power required	No	Yes	
Stall Holders	No	Yes	
Use of Council Park or Reserve	No	Yes	

The issuing of this permit is subject to:

- The permit holder agreeing to the General Conditions of the permit as contained herein.
- The permit holder agreeing to all Special Conditions which the Council may determine.
- The permit holder paying the prescribed fee.
- The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

General Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
12. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
13. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Final Event Checklist

Before submitting application please ensure all required documents have been included. If you are not sure what is compulsory please consult the event guidelines or contact Council.

Documents	Attached
Use of Council Park or Reserve Permit Completed (if applicable)	
Basic Site Map (<i>include where additional infrastructure will be placed, accessibility routes and parking option</i>)	
Certificate of Currency for Public Liability Insurance (minimum \$20,000,000)	
Liquor License Approval or request for support from Council (if applicable)	
List of Stall Holders – <i>as event organiser you will be required to have all stall holders complete stall holder permits and provide their own insurance. See event guidelines for stall holder and insurance requirements</i> (if applicable)	
Event Management Plan	
Risk Assessment	
Copy of Approvals from other organisations (if applicable)	
Copy of the Public Liability insurance of any sub-contractors (Amusements) (if applicable)	
Road Closure Request (if applicable)	
Request to use Council Power (if applicable)	
Stakeholder Correspondence i.e. letter to notify nearby residents/business of road closures, noise, promotion etc (if applicable)	

Signed for and on behalf of the permit holder

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions

Name: _____

Position: _____

Signature: _____ Date: _____

Office Use Only - Signed for and on behalf of the Council

Approved / Not Approved Fee: \$

Name:

Position:

Signature: _____ Date: _____



Event Name: _____

Event Date(s): _____

Event Organiser: _____

Location: _____

Event Management Plan

1.0 Event Details

- 1.1 Event Details**
- 1.2 Event Coordinator**
- 1.3 Event Concept**
- 1.4 Running Sheet**
- 1.5 Bump in & Handover**
- 1.6 Audience Details**

2.0 Event Logistics & Planning

- 2.1 Site Plan**
- 2.2 Communications**
- 2.3 Public Liability Insurance**
- 2.4 Cancellation Plan**
- 2.5 Road Closure**
- 2.6 Lighting & Power**
- 2.7 Toilets**
- 2.8 Event Promotion**
- 2.9 Food & Water**
- 2.10 Sponsorship**
- 2.11 Weather**

3.0 Stakeholders

3.1 Key Stakeholders Register

3.2 Emergency Contacts

3.3 Briefings

3.4 Debriefs

4.0 Emergency & Risk Management

4.1 Emergency Services Involvement

4.2 Security

4.3 Emergency Procedures / Emergency Plan

4.4 Risk Management

5.0 Entertainment

5.1 Alcohol

5.2 Music

5.3 Performances / Entertainment / Activities / Displays

5.4 Stallholders

6.0 Attachments / Additional Information

1. EVENT DETAILS

1.1 Event Details

Name	
Date	
Time	
Event type	
Venue	
Address of Venue	
Nature of Venue	
Capacity of Venue	
Event Contact	

1.2 Event Coordinator

Event Manager	
Organisation	
Position Title	
Address	
Telephone (Work)	
Telephone (Home)	
Telephone (Mobile)	
Fax	
Email	

1.3 Event Concept

--

1.4 Running Sheet

Time	Task/Activity	Person Responsible

1.5 Bump in & Handover

Set Up

Time	Set Up Details (what is arriving etc)

Pack Up

Time	Pack Up Details (what is being removed etc)

1.6 Audience details

- Target audience

Estimate total attendance	
0-18 years	% of total attendance
18-25 years	% of total attendance
25-40 years	% of total attendance
40 + years	% of total attendance

2. Event Logistics & Planning

2.1 Site Plan *(Attach)*

2.2 Communications

- ☐ Handheld radio
- ☐ Mobile phone
- ☐ Public Address (PA) system
- ☐ Other

2.3 Public Liability Insurance

--

2.4 Cancellation Plan

--

2.5 Road Closures

Date	
Time (<i>start & finish</i>)	
Neighbouring businesses / residents notified?	
Roads (<i>Include from & to e.g. close Smith St, from George St to First St</i>)	

2.6 Lighting and power

--

2.7 Toilets

--

2.8 Event Promotion

- ☐ Television
- ☐ Radio
- ☐ Print
- ☐ Flyers
- ☐ Social media
- ☐ Online
- ☐ Other

2.9 Food & Water

--

2.10 Sponsorship

- ☐ Local businesses
- ☐ Corporate
- ☐ Grant
- ☐ Port Pirie Regional Council
- ☐ Other

--

2.11 Weather forecast / expected weather

--

3. Stakeholders

3.1 Key Stakeholders Register

STAKEHOLDER	CONTACT	TELEPHONE	EMAIL ADDRESS

3.2 Emergency Contacts

STAKEHOLDER	CONTACT	TELEPHONE	ADDRESS

3.3 Briefings

--

3.4 Debriefs

--

4. Emergency Planning & Risk Management

4.1 Emergency Services Involvement

Service	Notified		Attending Event	
	Yes	No	Yes	No
Police				
SA / St Johns Ambulance				
Fire service – MFS/CFS				
State Emergency Service				

4.2 Security

Security guards hired?

☐ No

☐ Yes Number of Guards _____ From _____ to _____

4.3 Emergency procedures / Emergency plan (Attach if have a separate plan)

4.4 Risk Management

NOTE: An adequate risk management plan / assessment / analysis must be completed for the event, depending on its nature. This will be an extensive separate document for larger or high risk events. This document is of great importance to Council, and will be assessed in high detail. Please attach this document with your Event Management Plan

Risk	How the risk is being reduced	Response to the risk occurring

5.0 Entertainment

5.1 Alcohol

- ☐ No
- ☐ Yes
 - ☐ Liquor licence application completed?
 - ☐ Dry zone exemption application completed?
 - ☐ No glass permitted?
 - ☐ Security hired?

5.2 Music

--

REF NO.

.....

Email

[illegible][illegible]

.....

APPROVAL SECTION

TO BE COMPLETED BY FRONT COUNTER

APPLICATION RECEIVED BY:
(Name of Council Employee)

DATE RECEIVED: RECORDED IN BOOKING DIARY: ☐

TO BE COMPLETED BY PARKS AND RECREATION SUPERVISOR OR DELEGATE

REF NO: HAS BEEN: **APPROVED / DECLINED**
(Please circle one)

COUNCIL OFFICER'S NAME:

SIGNATURE: DATE:

NOTES FOR APPLICANT:

.....

.....

.....

.....

☐ Copy provided to Events Coordinator

☐ Copy provided to Applicant

CONTACT INFORMATION

For further information, please contact:-

PORT PIRIE REGIONAL COUNCIL
115 Ellen Street (PO Box 45), Port Pirie SA 5540
Ph: (08) 8633 9777

Email: council@pirie.sa.gov.au

Website: www.pirie.sa.gov.au

GENERAL CONDITIONS OF USE

1. APPLICATION APPROVAL

The proposed activity as stated within this application must be approved by Council prior to its commencement.

The applicant where appropriate shall ensure that they are licensed or registered by relevant authorities to carry out the activity specified within this application.

2. COMPLIANCE

The applicant shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-Law relating to the activity.

The applicant must comply with the general conditions of use at all times. If at any time Council deems the applicant has breached any of the said conditions, Council will request immediate rectification of any aspect of the proposed activity that does not meet Council's requirements, or approval may be revoked.

3. FOOD & ALCOHOL

The applicant shall notify the Council at the time of the application (by including it in the section marked "Additional Information" within this application) if alcohol is to be served at or during the specified activity. All dry zones must be adhered to at all times (unless otherwise approved by Council and the Liquor Licensing Commission). A liquor licence must be obtained by the applicant if alcohol is to be sold.

The use of glass beverage containers is not permitted in Council's parks or reserves.

If food is to be sold at the event, there are specific requirements that need to be adhered to with regards to safe food handling practices.

4. CONDITION OF PARK/RESERVE PRIOR TO ACTIVITY

The condition of the park/reserve at the time of application will remain the same unless Council has programmed maintenance works scheduled prior to the activity; or vandalism has occurred which may compromise public safety.

Council will not carry out an unscheduled clean up of the area prior to the activity. Each park/reserve has a programmed maintenance routine and Council will not carry out an unscheduled clean up just because it has been requested by the applicant.

5. USE OF VEHICLES IN PARK/RESERVE

Council does not allow vehicles to enter any of its parks or reserves unless approval has been obtained by the Parks and Recreation Supervisor. Any vehicles that have been approved must only drive on the designated paths within the park/reserve and at no time is a vehicle permitted to drive onto a grassed area.

6. ERECTION OF STRUCTURES IN PARK/RESERVE

Council does not allow the erection of any structures in its parks/reserves unless prior approval has been obtained by the Parks and Recreation Supervisor to ensure that any underground services present will not be damaged.

7. AMENITIES

Not all locations have public amenities available for use.

8. NOISE

In the interest of nearby residents, noise must be controlled in line with the Environment Protection Act. Use of public address systems or amplified music is not permitted without approval from Council.

GENERAL CONDITIONS OF USE (Cont'd)

9 EQUIPMENT

Council does not lend out any equipment that may be required for the specified activity. All bollards, bunting etc must be acquired by the applicant from a source other than Council (unless covered under a Council Community Assistance Fund Application).

10. EVENT MANAGEMENT

Your application may be given to Council's Events Coordinator who may require further documentation from you, such as a risk assessment, public liability insurance etc, depending on the nature of the event or activity. You will be notified as soon as practicably possible if there is a need for further documentation.

11. FEES

Some activities and sites have fees associated with them. If you are required to pay a hire fee, Council's Events Coordinator will advise of this. An invoice will be generated by Council's Finance Department and payment will be required prior to commencement of the activity. If payment is not made prior to the activity, Council may revoke your approval.

12. SECURITY OF PROPERTY

Council is not responsible for the security or safe keeping of any items the applicant places on site.

13. CLEAN UP

After the completion of the activity, the area where the activity was held must be left in a condition deemed satisfactory to Council, with all rubbish removed and the area left in a neat and tidy condition.

14. APPLICANT TO PAY REPAIRS

The applicant must bear the full cost of any repairs carried out by Council or its nominated person/s within the defined area of the activity including the area immediately adjacent, which in the opinion of Council have been caused by the activity as defined within this application.

15. CANCELLATION OR VARIATION TO APPROVAL

Council has the authority to revoke this approval or vary the conditions at any time, by providing the applicant written notification advising of the cancellation or variation at least 24 hours prior to commencement of said cancellation or variation. Any breach of Council's conditions may result in immediate cancellation where 24 hours notice is not required.

IMPORTANT NOTES FOR THE APPLICANT

- All Council parks and reserves are public spaces and cannot be exclusively booked for a private event/function. This application only gives you permission to use the park/reserve for the prescribed activity, it does not give you private use of the area. Members of the public are still allowed to access and use the area during this time.
- Parks and reserves within the rural area will be CLOSED on Severe, Extreme and Catastrophic Fire Danger Days and all bookings will be cancelled.
- The applicant is responsible for ensuring COVID-19 requirements are adhered to at all times. Please refer to www.covid-19.sa.gov.au for current South Australian restrictions and requirements with regards to activities and gatherings.