

**PRINCIPAL OFFICE:**  
8 Elizabeth Street, Maitland  
Telephone (08) 8832 0000

**ALL CORRESPONDENCE TO:**  
PO Box 57, MAITLAND, SA 5573  
Fax (08) 8853 2494  
Email: admin@yorke.sa.gov.au  
Website: www.yorke.sa.gov.au



<b>SPECIAL EVENT APPLICATION</b>		<b>Form No:</b>	SF162
		<b>Version No:</b>	6
		<b>Issued:</b>	26/08/2020
<b>Responsible Person:</b>	Manager – Business & Public Relations	<b>Next Review Date:</b>	26/08/2024

## 1 DO I NEED A SPECIAL EVENT PERMIT

Depending on the nature of the event within the Yorke Peninsula Council (Council) area, a Special Event Permit may be required.

A Special Event Permit ensures all activities comply with the necessary requirements, legislation and are undertaken in a safe manner. A permit also clarifies responsibility and liabilities, secures the facility and/or space and minimises disruption and impact on other users of public spaces.

To determine if you require a Special Event Permit, please refer to the guide below:

If you answered **YES** to **any** of the questions below, a Special Event Permit is required.

If you answered **NO** to **all** of the questions below, a Special Event Permit is not required.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Do you plan to install any type of infrastructure (large scale marquees, staging, jumping castles)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Are you charging a fee for attendance?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you require vehicle access to Council land?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Is your event being held on Council land or infrastructure?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## 2 HOW MUCH NOTICE DO I NEED TO GIVE?

Applications **shall** be received no later than 30 days prior to the proposed event date and if your event is a large scale Special Event Applications **shall** be submitted at least 60 days prior.

If the event requires a temporary closure of a road, applications **shall** be submitted at least 50 days prior to the proposed event.

**Note:** Submission of an application does not imply the booking is confirmed – it is a registration of interest only. This also applies for events that have previously occurred on an annual basis.

### 3 APPLICATION PROCESS

- Determine if a Special Event Permit is required.
- Ensure the Event Terms and Conditions have been read and understood (Terms and Conditions Section 1).
- Select the venue and check with Council to ensure there are no other bookings.
- Complete Special Event Application and return to Council including attachments (refer Application Checklist Section 24).
- Council will assess the application and request any further information (if required).
- The Event Owner will be notified, in writing, of the outcome of the application.
- If approved, the event can proceed.

**Note:** Invoice(s) may be issued to the Event Owner for any additional fees and charges incurred (if applicable).

#### 3.1 How to Complete This Form

Ensure the Terms and Conditions have been read and all fields have been completed correctly. Should you have any queries, please contact Council on 8832 0000.

Once completed, the application can be submitted via:

- Email: admin@yorke.sa.gov.au
- Mail: Yorke Peninsula Council PO Box 57, Maitland SA 5573
- In Person:
 

Maitland Office	8 Elizabeth Street	Maitland SA 5573	Tel: 8832 0000
Minlaton Office	18 Main Street	Minlaton SA 5575	
Yorketown Office	15 Edithburgh Road	Yorketown SA 5576	

Fields on this form marked with an \* are mandatory and must be completed.

### 4 APPLICANT DETAILS

Company/Organisation Name
* Contact Name
* Address
* Contact Telephone Number
* Email Address

### 5 EVENT OVERVIEW

* Type of Event
-----------------

<input type="checkbox"/> Free Community Event <input type="checkbox"/> Ticketed Event <input type="checkbox"/> Private Event	* Name of Event
	* Proposed venue

* Anticipated number attending	* Event date	* Event set-up date	* Event set-up start time
* Event start time	* Event finish time	* Event pack-up date	* Event pack-up finish time

* Event Description
* Aims/objectives of event

**6 INDEMNITIES AND INSURANCES**

A copy of a current Public Liability Insurance Certificate of Currency must accompany the Special Event Application. The insurance requirements are stipulated in the Terms and Conditions, Section 18.

**Note:** Applications will not be considered or approved unless they are accompanied by a copy of a current Public Liability Insurance Certificate of Currency.

<input type="checkbox"/> <b>Compulsory</b> Copy of Public Liability Insurance Certificate of Currency <small>(minimum \$10 million and minimum \$20 million for amusement structures and fireworks)</small>
--

**7 SITE MAP**

The site map shall identify the location of all aspects of the event including; equipment, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access, etc.

For further information regarding Site Maps refer to Terms and Conditions Section 17.1.

<input type="checkbox"/> <b>Compulsory</b> Detailed Site Map Completed
--

**8 COVID SAFE MANAGEMENT**

* Has a COVID Safe Plan for the event been completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* Has a Contract Tracing Record Attendance Sheet been prepared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* I acknowledge that I must submit a Contact Tracing Sheet to Council after the event	<input type="checkbox"/> Yes	

**9 RISK ASSESSMENT**

A risk assessment is the process of identifying what could happen and what is the likelihood that it will happen of which there is the potential to have a harmful effect to people, property and/or the environment.

Refer to Appendix 3 for Risk Assessment Template.

<b>Compulsory Risk Assessment Completed</b>
COVID Safe Plan considerations have been included

## 10 EMERGENCY RESPONSE PLAN

Council suggests an Emergency Response Plan be put in place with relevant strategies to ensure, in the unlikely event of an emergency at your event, the response from both the Event Owner, Permit Holder(s) and Emergency Services is effective and efficient. For large scale events within the Council area, the Event Owner shall notify Emergency Services (SA Ambulance, SA Police (SAPOL) and Country Fire Service (CFS)) of the Event.

### 10.1 Large Scale Event - Emergency Response Plan

The large scale event site map shall account for access and egress by Emergency Services, for example, this may mean the inclusion of a dedicated emergency lane within a road closure.

<input type="checkbox"/> Emergency Response Plan
--

### 10.2 First Aid

* Will First Aid be provided at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

All events require the Event Owner to provide First Aid facilities. It is recommended a professional first aider be in attendance for all medium and large scale events (approximately more than 200 people) (i.e. St Johns)

If YES - please provide details:
----------------------------------

For full details on requirements to provide First Aid Facilities refer to Terms and Conditions Section 19.4.

## 11 ALCOHOL

* Will alcohol be available/served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<small>If NO move to next Section</small>		
* Will liquor be sold at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* Will there be a cover charge to enter the Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* Has CBS been contacted to see if a licence is required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* Will Security be in attendance at Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES - please provide details:		

If YES:

Check if your event is being held in a Dry Zone by referring to Terms and Conditions Section 19.1.

A Limited Liquor Licence may be required if the service or supply of liquor is intended as part of your event. Contact Consumer and Business Services (CBS) on 131 882 or visit [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) to find out if the event requires a Limited Liquor Licence. If a Limited Liquor Licence is required an application can be completed on the CBS website.

* Is a Limited Liquor Licence required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* Is a letter of support required from Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If YES:

Attach a copy of the Limited Liquor Licence issued from CBS to this application.

### 12 AMUSEMENT STRUCTURES

<b>* Will there be amusement structures at the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<small>If NO move to next Section</small>	

If **YES** please attach a separate document outlining the following requirements:

- Description of amusement structure
- Name of supplying contractor
- Copy of current registration Certificate for Class 2-5 Amusement Devices (If applicable)
- Current evidence (no greater than 12 months prior to the date of the proposed event) of inspection by a competent person and statement it is safe to use or operate for Class 1 Amusement Devices provided:

**Note:** Amusement Structures (classified as Class 2-5) cannot be used or operated unless a current certificate of registration issued by SafeWork SA or an interstate WorkSafe Authority can be provided (where applicable).

If the amusement structure is classified as Class 1, evidence shall be provided by the Event Owner that the amusement structure does not require registration.

All amusement structures must also have:

- appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons;
- appropriate fencing surrounding rides; and
- appropriate soft-fall area for inflatable structures.

### 13 ANIMALS

<b>* Will the event include the use of animals?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<small>If NO move to next Section</small>	

If **YES**:

If an animal nursery, petting zoo or display is planned for the event, ensure animal faeces are removed immediately so no health risks or inconveniences arise. To ensure good hygiene, full hand washing facilities shall be provided. A buffer zone shall be put in place between animals and any stalls selling food and beverages.

### 14 Refer to 'Animal Contact Guidelines' and the 'Contact with Animals and Your Health' brochure issued by SA Health [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au) or contact Councils Environmental Health Officer for further information. BUILDING AND STRUCTURE REQUIREMENTS

<b>* Will marquees, tents, temporary fencing and/or stalls be installed at the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<small>If NO move to next Question</small>	

<b>* Size</b>
<b>* Number of Structures</b>

<b>* Description and Purpose</b>
<b>* Name of supplying contractor/installer</b>

<b>* Will staging be installed at the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<small>If NO move to next Section</small>	

* Size	* Description and Purpose
* Number of Structures	* Name of supplying contractor/installer

For further information on requirements and approvals (if applicable) refer to Terms and Conditions Section 17.9.

### 15 ENTERTAINMENT

* Will a public address system or amplified music be used at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Will there be live music performed at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If NO move to next Section

The Permit Holder shall exercise all reasonable care and ensure disturbance to residents or other occupiers of the area, by way of noise or other activities, is minimal.

**Note:** Generators, amusement rides, amplified music or public address systems shall not be used before 8.30am Monday to Saturday, and before 10.00am on Sundays and Public Holidays.

- The Council shall, at its discretion, determine whether such disturbance has exceeded minimal standards in line with the Environmental Protection (Noise) Policy, available at the Environmental Protection Authority (EPA) South Australia (SA) website [www.epa.sa.gov.au](http://www.epa.sa.gov.au).

## 16 FIREWORKS

* Will there be a fireworks display at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If NO move to next Section</small>
* Will the fireworks display be held over water?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If NO move to next Section</small>

Note: If your event includes a fireworks display over water, please note that DPTI rules require that the event organiser, e.g. Progress Association, is required to apply for the Aquatic Activity Licence to control water traffic during fireworks over water. This ensures the event organiser is responsible for the licence conditions including publication of the prescribed notice and provision of duty boats to facilitate water traffic control. Application forms can be downloaded at [www.sa.gov.au/boatingmarine](http://www.sa.gov.au/boatingmarine) and must be lodged with DPTI. It is recommended that this procedure is completed prior to submitting your event application to ensure inclusion with your event application to Council. Please allow 4 weeks for DPTI application.

If **YES**:

Provide the following information/documents:

<input type="checkbox"/> Name and Contact Number of Pyrotechnician:
<input type="checkbox"/> Copy of Pyrotechnicians licence.
<input type="checkbox"/> Copy of Certificate of Currency for Public Liability Insurance (minimum \$20 million).
<input type="checkbox"/> Schedule 9 Permit issued by South Australian County Fire Service (CFS) Headquarters (if applicable during the period November – April).
<input type="checkbox"/> Schedule 10 Permit issued from CFS Headquarters (only applicable on a declared Total Fire Ban Day).
<input type="checkbox"/> Risk Assessment provided by Pyrotechnician for display.
<input type="checkbox"/> Detailed Site and Management Plan including buffer zones.
<input type="checkbox"/> Aquatic Activities Licence issued from Department Planning Transport and Infrastructure (required if the exclusion zone extends over the water).

A request will not be considered unless the display is being conducted by a licenced pyrotechnician.

Fines of up to \$5000 (enforced by the State Government) apply for possessing or using fireworks without a licence. Requests to hold a fireworks display at approved events will be assessed on a case by case basis. Please contact SafeWork SA on 1300 365 255 or visit [www.safework.sa.gov.au](http://www.safework.sa.gov.au) for further information.

## 17 FOOD AND BEVERAGE

* Will there be food and beverage stalls at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If NO move to next Section</small>
--	---

The Event Owner is responsible for ensuring all food and beverage vendors comply with food safety practices as per Australian Food Safety Standards and the current SA Food Act. An inspection of the catering facilities at the event may be conducted by Councils Environmental Health Officer.

Food safety information can be found on the websites:

- SA Health - [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)
- Foods Standards Australian and New Zealand - [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

**18 POWER**

\* Will access to Councils power facilities be required?

Yes  No

If YES - Will all cables be in approved cable trays or strung above ground:

If NO - please provide details of how cables will be managed during the event (risk assessment):

For full details on the provision of Power and Electrical Cabling refer to Terms and Conditions Section 19.6.

**19 ROAD CLOSURES**

\* Will a road closure be required?

Yes  No

If NO move to next Section

If YES:

Application for Request for Temporary Road Closure Approval (SF105) shall be completed and remain attached to this application.

**Note:** Applications for temporary road closures shall be received 50 days prior to the event due to external approval requirements and advertising of the closure as per the current SA Road Traffic Act. Failure to provide this application 50 days prior to the event may result in the application being delayed or declined.

Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements.

**20 SIGNAGE AND PROMOTION**

\* Will signage or promotional material be displayed at the event?

Yes  No

If NO move to next Section

If YES - please provide details (size, location, advertisement details, etc.):

**Note:** Advertising is not permitted on Council property or Road Reserves without written permission by Council. Council logo(s) cannot be used without Councils permission. Applications for use of Council logos must be made in writing and approved before it can be used.

Approved advertising is displayed at the risk of the Event Owner. Development approval may be required for large, moving or flashing signs. Council staff will be available to assist you with the process, if required.

**21 STALL HOLDERS**

\* Are there other stall holders apart from the Event Owner involved in the event?

Yes  No

If NO move to next Section

If YES:

- A Stall Holder/Exhibitor Permit (SF160) is to be completed for each and every stall holder. A copy of their Public Liability Insurance Certificate of Currency shall accompany the completed SF160 Form.
- The Event Owner shall complete Stall Holder Permit Holders List – Appendix 4.
- The Event Owner shall submit copies of the Participant Permit and Public Liability Insurance Certificate of Currency and Stall Holder Permit Holders List with the Special Event Application Form.



## 22 TOILETS

<b>* Will additional toilet facilities be provided?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If NO move to next Section
---	------------------------------	-----------------------------	----------------------------

The event site map shall show the location and number of public toilets and disabled facilities being provided at the event.

Details on the Event Owners responsibly to provide adequate toilet facilities refer to Terms and Conditions Section 19.8.

## 23 WASTE MANAGEMENT AND CLEANING

<b>* Will assistance be required with waste management?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES – what assistance will be required for waste management?		
If NO - please provide details of what measures will be in place to manage waste for the duration of the event:		

For full details on the waste bins available from Council refer to Terms and Conditions Section 19.9. Note: A fee may be charged for the provision of extra waste bins at an event.

## 24 APPLICATION CHECK LIST

When lodging a Special Event Application, compulsory information shall be provided. The following checklist will assist with checking all information required (if applicable) for the Event is attached to the application.

- Site Map
- Risk Assessment
- Emergency Management Plan On Site Map (if applicable)
- Limited Liquor Licence (including letter of support from Council)
- Registration Certificates or Evidence for Amusement Devices
- Approved Building/Structure Development Application
- Copy of Pyrotechnicians Licence, risk assessment, site map, managment plan, etc.
- Stall Holder Permit Holders List (Appendix 4)
- Stall Holder/Exhibitor Permits Forms – SF160 for all Stall Holders/Exhibitors
- Copy of Certificates of Currency Public Liability Insurance for all Stall Holders/Exhibitors
- Request for Temporary Road Closure Approval (SF107A )
- COVID Safe Plan

## 25 APPLICANT DECLARATION

I declare the information provided in this application is to the best of my knowledge, true and correct. I understand that if the information is incomplete, more information may be requested and therefore the application may be delayed or rejected. I acknowledge that if the information provided is misleading, any approval granted may be void and any costs incurred by Council may be recovered. I understand that once I have submitted the application, a refundable bond may be payable.

<input type="checkbox"/>	* I acknowledge that I have read and agree to abide by the Special Event Permit Terms and Conditions.		
<b>Name:</b>	please print name	<b>Date:</b>	

<b>Position/ Organisation:</b>	<small>please print</small>	<b>Signature:</b>	
------------------------------------	-----------------------------	-------------------	--

<b>COUNCIL AUTHORISATION</b>		
<b>Insurance CoC Attached:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Permit:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<b>Authorised Officer:</b>	_____ <small>Please print name</small>	<b>Signature:</b> _____ <b>Date:</b> _____

## Terms and Conditions Table of Contents

<b>1</b>	<b>TERMS AND CONDITIONS.....</b>	<b>13</b>
<b>2</b>	<b>DISCLAIMER.....</b>	<b>13</b>
<b>3</b>	<b>WHO CAN APPLY FOR A SPECIAL EVENT? .....</b>	<b>13</b>
<b>4</b>	<b>WHERE CAN I HOLD MY EVENT? .....</b>	<b>13</b>
<b>5</b>	<b>NO PERMIT REQUIRED.....</b>	<b>13</b>
<b>6</b>	<b>NON APPROVAL OF PERMIT APPLICATION.....</b>	<b>13</b>
<b>7</b>	<b>CANCELLATION.....</b>	<b>13</b>
<b>8</b>	<b>ABORIGINAL ACKNOWLEDGEMENT .....</b>	<b>14</b>
<b>9</b>	<b>NOTIFYING RESIDENTS AND TRADERS .....</b>	<b>14</b>
<b>10</b>	<b>CONTACT LIST.....</b>	<b>14</b>
<b>11</b>	<b>TICKETED EVENTS AND EXCLUSIVE USE OF COMMUNITY LAND .....</b>	<b>14</b>
<b>12</b>	<b>VOLUNTEERS .....</b>	<b>14</b>
	<b>13.1 Volunteers Protection Act.....</b>	<b>14</b>
	<b>13.2 Volunteer Organisations – WHS Act .....</b>	<b>14</b>
	<b>13.3 Risk Management.....</b>	<b>14</b>
<b>13</b>	<b>SAFETY .....</b>	<b>14</b>
<b>14</b>	<b>SPECIAL REQUIREMENTS .....</b>	<b>15</b>
<b>15</b>	<b>GENERAL .....</b>	<b>15</b>
<b>16</b>	<b>LAND AND FACILITIES .....</b>	<b>15</b>
	<b>16.1 Event Site Map.....</b>	<b>15</b>
	<b>16.2 Accessibility.....</b>	<b>15</b>
	<b>16.3 Key Collection .....</b>	<b>15</b>
	<b>16.4 Vehicle Access .....</b>	<b>15</b>
	<b>16.5 Parks and Open Spaces.....</b>	<b>16</b>
	<b>16.6 Significant Sites and Memorials.....</b>	<b>16</b>
	<b>16.7 Damage to Council Property.....</b>	<b>16</b>
	<b>16.8 Remediation of Council Grounds and Facilities .....</b>	<b>16</b>
	<b>16.9 Installation of Infrastructure .....</b>	<b>16</b>
	<b>16.10 Shelter.....</b>	<b>16</b>
<b>17</b>	<b>INDEMNITIES AND INSURANCES .....</b>	<b>17</b>
	<b>17.1 Public Liability Insurance .....</b>	<b>17</b>
	<b>17.2 Public Liability Insurance Certificate .....</b>	<b>17</b>
	<b>17.3 Insurance Claims .....</b>	<b>17</b>
	<b>17.4 Limits on Councils Liability.....</b>	<b>18</b>
<b>18</b>	<b>EVENT CATEGORIES.....</b>	<b>18</b>
	<b>18.1 Alcohol Dry Zones.....</b>	<b>18</b>
	<b>18.2 Barbeques (BBQs) and Fires.....</b>	<b>18</b>
	<b>18.3 Face Painting.....</b>	<b>18</b>
	<b>18.4 First Aid Facilities .....</b>	<b>18</b>
	<b>18.5 Music and Movies .....</b>	<b>19</b>
	<b>18.6 Power and Electrical Cabling.....</b>	<b>19</b>
	<b>18.7 Security.....</b>	<b>19</b>
	<b>18.8 Toilet Facilities .....</b>	<b>19</b>

---

18.9	Waste Management.....	20
19	APPENDIX 1 – REFERENCES AND CONTACTS .....	21
19.1	Documents: .....	21
19.2	Useful Contacts.....	21
20	APPENDIX 2 – RISK ASSESSMENT TEMPLATE.....	22
20.1	Risk Assessment .....	22
20.2	Why Does an Event Need to Manage Risks? .....	22
20.3	How to Complete a Risk Assessment: .....	22
21	APPENDIX 3 - LIST OF STALL HOLDER PERMIT HOLDERS .....	26

## **1 TERMS AND CONDITIONS**

## **2 DISCLAIMER**

Information contained in the Special Event Application Form (SF162) is to be used as a guide only. It is incumbent on an Event Owner to ensure all laws are complied with including obtaining any necessary permits and/or licences. The Yorke Peninsula Council accepts no liability for any loss or damage incurred by an Event Owner or third party from relying on the Special Event Application.

## **3 WHO CAN APPLY FOR A SPECIAL EVENT?**

The Special Event Application shall be signed by persons over 18 years of age as the Event Owner and responsible person for the Event. The person who signs the Special Event Application Form (SF162), shall be deemed as taking ownership and responsibility for the event and any associated costs.

## **4 WHERE CAN I HOLD MY EVENT?**

Council parks and open spaces provide a wonderful setting to host an event. Many of the parks have a range of features including public toilets, play equipment, barbeques (BBQs), picnic tables and shelters. Some parks and open spaces are able to support medium to large-scale event activity whereas other small parks are more suited for casual, public use.

## **5 NO PERMIT REQUIRED**

Where the event does not require a Special Event Permit, there is no requirement to contact Council and there are no fees applicable. However, it should be noted that all parks and open spaces within the Yorke Peninsula Council are public space and exclusive use of any space or facility including shelters, barbecues and play equipment cannot be guaranteed.

Groups who do not require a Special Event Permit shall share the public facilities and occupy a space based on a 'first in first served' basis. Council can be contacted to check if an event bookings or maintenance works have been scheduled in the area planned to be used.

## **6 NON APPROVAL OF PERMIT APPLICATION**

Council has the right to refuse the use of any of its land/property at its discretion. Such circumstances may include:

- submission of an incomplete, misleading and/or incorrect Special Event Permit Application;
- insufficient prior notice provided to Council for assessing an application and reviewing required licences, permits, certificates, etc.;
- inability of Event Owner to provide required licences, permits, certificates, etc.;
- impacts on the general public, local residents and businesses;
- conflicts with other events already approved for the area; and
- submission of an application to hold an event that is not consistent with Councils values and objectives.

## **7 CANCELLATION**

If the event needs to be cancelled please notify Council (8832 0000) no later than 10 business days prior to the scheduled event set up date.

If an event is cancelled due to extreme weather, all hire fees will be refunded (if applicable). Extreme weather will be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature.

A refund, if applicable, will not apply where the event was deemed to have commenced prior to cancellation.

## 8 ABORIGINAL ACKNOWLEDGEMENT

Council respects and recognises the traditional ownership and spiritual connection the Narungga people of Yorke Peninsula have to the area and we encourage Permit Holders to acknowledge the traditional land owners at the event by reading the following statement:

*'We acknowledge the land we meet on today is the traditional land of the Narungga people (Traditionally spelled Nharungga) and pay respect to past, present and future Elders. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge that they are of continuing importance to the Narungga people living here today.'*

## 9 NOTIFYING RESIDENTS AND TRADERS

To minimise any impact on surrounding stakeholders, Council recommends notifying surrounding residents and businesses of the dates and the nature of the event.

## 10 CONTACT LIST

A Contact List should be on hand on the day of the event. The Contact List should have details of mobile numbers for all the people that may need to be contacted on the day. It is suggested all suppliers, staff, volunteers, entertainers and emergency contact details be listed.

## 11 TICKETED EVENTS AND EXCLUSIVE USE OF COMMUNITY LAND

If the event is ticketed and needs to be fully fenced, Council shall be contacted to obtain a licence (in addition to the Special Event Permit) which grants exclusive use of Council land for a nominated period of time as per Section 202 of the SA Local Government Act. An additional licence fee may apply.

## 12 VOLUNTEERS

If the event is using volunteers the following should be considered:

### 12.1 Volunteers Protection Act

The current Volunteers Protection Act effectively gives legal protection from personal liability to people undertaking community work on a voluntary basis for community organisations. The Act, in effect, transfers liability from the individual to the community organisation, however, there are some exclusions and tests on how the protection is applied.

### 12.2 Volunteer Organisations – WHS Act

Under the WHS Act a volunteer organisation is defined as a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteer, employs any person to carry out work for the volunteer organisation and the laws under this Act do not apply to the organisation. However, if the organisation or its members do employ any persons then it will need to comply with the WHS laws regarding workers, including volunteers.

### 12.3 Risk Management

Both volunteers and recipients of voluntary services are entitled to safe and healthy environments and thus the organisation has a responsibility to monitor and manage risks effectively.

For further information, refer to the Office for Volunteers ([www.ofv.sa.gov.au](http://www.ofv.sa.gov.au)).

## 13 SAFETY

All non-fixed items (umbrellas, displays, signage, etc.) shall be suitably anchored to prevent 'wind lift off' and be in a safe condition.

Use of sporting equipment (such as javelins, discus, hammers, golf balls, etc.) that may injure other open space users is prohibited.

It is the responsibility of the Event Owner to ensure all contractors are made aware of their legal obligations as per relevant Acts, Regulations and Standards.

## 14 SPECIAL REQUIREMENTS

From time to time Event Owners may have special requests such as hot air balloons or helicopter landings. Council staff will manage all special requests on a case by case basis and will liaise with the relevant Council departments to seek approval for such activities.

## 15 GENERAL

The Stall Holder/Exhibitor Permit is not transferrable.

The Permit Holder, where applicable, shall ensure they are licenced or registered to carry out the activity authorised by the issuing of the Special Event Permit.

Whilst the Special Event Permit allows Permit Holders to use a designated space or facility for a specific purpose, the Permit Holder shall not prevent other people from using areas surrounding the approved event site.

The Permit Holder shall comply with and give all notices required by any Legislation, Regulation or By-Law relating to the activity. In particular, participants agree to comply with the current Food Act (SA) and Food Safety Standards, Liquor Licensing Act (SA), Fire and Emergency Services Act (SA), Work Health Safety Act (SA) and Work Health Safety Regulations.

The Event Owner shall, at all times, ensure they have sufficient numbers of persons (over the age of 18 years) available to properly supervise and manage all activities at the event site and/or facilities (including amenities buildings).

## 16 LAND AND FACILITIES

### 16.1 Event Site Map

The Special Event Application will be approved based on the site map accompanying the Special Event Application. If the event site layout map requires alterations, the Permit Holder must first seek approval from Council.

The site selected shall match expectations of size, location and available facilities. Consideration should be given to existing Council infrastructure and park features such as waterways, fencing and buildings.

### 16.2 Accessibility

Careful consideration should be given to accessibility of the event for people of all ages, particularly those with a disability to ensure all members of the community can attend and enjoy the activities.

When planning the Event, the following should be considered:

- Does the event layout provide for ease of access and mobility?
- Does the location of stalls or performance areas block kerb ramps or access points?
- Are there parking spaces provided close to the event for people with disabilities?

### 16.3 Key Collection

The Event Owner will be notified if keys are required to access parks or power facilities and where the keys can be collected from. Where the event falls outside of Monday to Friday 8:30am – 5:00pm or on a weekend, keys can be collected after 3:00pm on the business day prior (unless other arrangements are made with Council).

**Note:** Key Bond applies. Failure to return keys may result in bond not being refunded (if applicable).

### 16.4 Vehicle Access

Vehicles, especially after rain, can cause damage to turf and trees during events. Vehicle movements on the event site should be minimised at all times to protect parks and open spaces. Vehicle access to the event site should only be for the specific purpose of conveying goods and equipment – unloading and loading only. Once a vehicle is unloaded/loaded it should be driven off-site unless the vehicle is physically required for catering purposes or they are catering vans and food trucks. Vehicle movement or parking within the root zone of trees is not permitted. It is the responsibility of the Event Owner to ensure all persons attending the event are aware of the above conditions regarding parking.

## 16.5 Parks and Open Spaces

The Event Owner shall ensure the site or sites are left in the same condition at the end of the event as they were at handover on the agreed event set up date. Failure to do so may result in cleaning fees and remediation costs being charged (refer Terms and Conditions Section 11).

The Event Owner shall ensure there is no damage to any area of the event site including all grassed and/or paved areas, footpaths and kerbs.

Under no circumstances should anything of significant weight be attached or hung from any shelter, handrail, building or structure, this includes the use of such facilities for fitness activities such as pull-ups and chin-ups etc.

To ensure buried services (i.e. irrigation pipes, etc.) are not damaged, pegging in to the ground is not permitted under any circumstances and all structures shall be weighted and made safe taking the weather and environment (e.g. wind conditions, etc.) into consideration.

The use of nails, screws or other fixtures to affix signage or event infrastructure to any part of a tree is prohibited. No tree pruning is permitted by the Event Owner or Permit Holders.

## 16.6 Significant Sites and Memorials

Event Owners are asked to respect significant sites and memorial structures within Councils parks and open spaces by ensuring any event infrastructure is kept well clear and event patrons are not allowed to interfere or climb on structures.

## 16.7 Damage to Council Property

The Event Owner shall be responsible for any damage caused to Council property during the event period. A notice will be issued to the Event Owner advising of the costs to repair the incurred damage. The designated amount will be issued by invoice to the Event Owner.

## 16.8 Remediation of Council Grounds and Facilities

Where remediation of an event site is required as a result of event activity, the remediation can occur by:

- The Event Owner remediating the event site in accordance with instructions issued by Council and to the satisfaction of Council within agreed time frames; or
- The Event Owner paying Council to remediate the site.

Remediation costs will be charged to the Event Owner on the basis of the direct cost to Council, including all labour, materials and out-of-pocket expenses. The Event Owner is responsible for all costs associated with remediating the site to its original condition. This responsibility extends to all event staff, contractors and attendees.

## 16.9 Installation of Infrastructure

If installing infrastructure (e.g. tent, stall, marquee, staging, jumping castle, inflatable structure or any other type of equipment) is planned for the event, a Development Application may be required before an Event Permit can be issued. A certificate from a qualified installer or engineer confirming the temporary structures have been erected in accordance with appropriate specifications may be required prior to the start of the event. Notification should be received by Council ensuring enough time for the development application to be processed.

## 16.10 Shelter

Shelter and shaded areas should be available wherever patrons, staff and/or volunteers may be located for an extended period of time and when weather conditions dictate that it is required.

This may include:

- transport pick up and set down areas;
- spectator and official viewing areas;
- seated eating areas;
- pedestrian thoroughfares;
- First Aid areas;
- competitor and official marshalling areas;



- entertainment change rooms;
- entrances and ticketing areas; and
- optional areas for patrons when needed.

## **17 INDEMNITIES AND INSURANCES**

### **17.1 Public Liability Insurance**

The permit holder shall obtain and keep current during the period of the permit, a general Public Liability Insurance Policy insuring for a minimum sum of ten (10) million dollars, or 20 million dollars for amusement structures and firework permit holders, for the specific event location.

A copy of a current Public Liability Insurance Certificate of Currency must accompany the Special Event Application for each stall holder.

A Certificate of Currency is ONLY issued by your insurance company or broker upon request.

A Certificate of Currency is NOT a copy of your public liability policy.

A Certificate of Currency is NOT the tax invoice for your policy.

A Certificate of Currency is NOT a Policy Endorsement of your policy.

### **17.2 Public Liability Insurance Certificate**

The Public Liability Insurance Certificate of Currency or Certificate of Insurance shall include the following information:

- Certificate states it is a “Certificate of Currency” or “Certificate of Insurance”
- Name of Insurance Company
- Type/class of Public Liability Cover (e.g. Public, Products, Participants, etc.)
- Policy Number
- The name of the insured (including additional group(s), individual(s), etc. to be covered by the insured)
- Period of Cover
- Summary of Cover
- Situation of risk (where cover applies i.e. worldwide, within the Commonwealth of Australia, specified event, etc.)
- Limit of Liability - minimum \$10,000,000 or minimum \$20,000,000 for Amusement Structures and Fireworks

### **17.3 Insurance Claims**

The permit holder shall notify Council in writing, giving full details, whenever the permit holder becomes aware of a possible claim under any insurance required for an Event.

### 17.4 Limits on Councils Liability

The permit holder will occupy and use the event site at the risk of the permit holder.

The permit holder agrees to indemnify Council from any costs and/or loss arising from any damages, accidents or injury occurring on the event site except where such accident, damage or injury results from any wilful or negligent act or omission of Council.

Council is not responsible for any loss of or damage to any fixtures, fittings or personal property of the permit holder.

## 18 EVENT CATEGORIES

### 18.1 Alcohol Dry Zones

Dry Zones are set up throughout the Council area. These zones may prohibit the serving or supplying of liquor in specific areas at certain times, unless a Limited Liquor Licence is obtained.

Dry zones times are:

- |  |                |
|--|----------------|
| • Maitland Town Centre                         | 24 hours       |
| • Port Victoria Foreshore/Main Street/Jetty    | 10:00pm-8:00am |
| • Edithburgh Foreshore/Main Street/Town Centre | 10:00pm-8:00am |
| • Port Vincent Foreshore/Town Centre           | 10:00pm-8:00am |
| • Ardrossan Foreshore/Town Centre/Jetty        | 10:00pm-8:00am |
| • Stansbury - New Year Eve ONLY                | 10:00pm-8:00am |

### 18.2 Barbeques (BBQs) and Fires

Open fires of any kind (including pizza ovens and kettle BBQs) are not permitted on days when a total fire ban is declared for the Yorke Peninsula area unless you have obtained a Schedule nine (9) or 10 Permit from the CFS as per the current SA Fire and Emergency Services Act.

All gas BBQs are to be kept well clear of any flammable sources, are in good working order and operated by a competent adult at all times.

Council BBQs shall be left in a clean and tidy condition with all waste disposed of in an appropriate bin. More information regarding the use of BBQs and flames can be found on the CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au) or by telephoning the CFS Fire Ban Hotline on 1300 362 361.

### 18.3 Face Painting

In order to present a professional approach, and reduce the risk of transferring infections from one client to another, sensible hygiene procedures shall be employed. Guidelines for face painting can be found at [www.facepaintingschool.com.au/guidelines](http://www.facepaintingschool.com.au/guidelines).

### 18.4 First Aid Facilities

For small scale/low risk events, the Event Owner should provide basic First Aid facilities and have a designated First Aider to provide the necessary care to event goers should the need arise.

It is recommended for all medium and large scale events that First Aid is in attendance. St Johns volunteers are able to provide First Aid response and pre-hospital care at an event. 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 to be provided at the event.

St Johns do not charge for attending events; however they are a charitable not-for-profit organisation that is dependent on community support. In order to continue to assist the community they ask for a contribution for their service. You can book their services via their website [www.stjohnssa.com.au](http://www.stjohnssa.com.au).

### **18.5 Music and Movies**

The Permit Holder shall exercise all reasonable care to ensure disturbance to residents or other occupiers of the area, by way of noise or other activities, is minimal.

Generators, amusement rides, amplified music or public address systems shall not be used before 8.30am Monday to Saturday, and before 10.00am on Sundays and Public Holidays.

Event set up may occur from 7.00am Monday to Saturday, and from 9.00am on Sundays and Public Holidays.

All events shall conclude by sunset unless written consent has been obtained from Council.

Council shall at its discretion determine whether such disturbance has exceeded minimal standards in line with the Environmental Protection (Noise) Policy.

It is the responsibility of the Event Owner to obtain the relevant music and/or movie licences. To find which licence is right for the event, visit [www.apraamcos.com.au](http://www.apraamcos.com.au) and/or [www.roadshowppl.com.au](http://www.roadshowppl.com.au). Copies of the licences shall be made available to Council if requested.

### **18.6 Power and Electrical Cabling**

Power cords must not be run along the ground uncovered. They shall be either placed in cable trays or raised 2.75 metres above walking areas (including grassed areas) and 5 metres above roads (or in places where vehicles are likely to traverse).

All electrical equipment should have a current test tag, which has been conducted by a qualified technician. If the equipment is not tagged, not in approved cable covers or is found to be faulty by a Council representative, Council reserves the right to request the item be disconnected or removed until the hazard has been rectified.

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the Event Owner to coordinate an alternative supply of power.

Council will be able to advise if power and/or 3 phase power is available at the event site. Fees may apply for use of power in public spaces.

### **18.7 Security**

The nature of the event and anticipated crowd numbers will determine the type of security requires, if any. The main responsibilities of security staff are likely to include crowd management, asset protection and managing lost children.

Council recommends that Event Owners consider the use of security staff if a liquor licence is required for the event.

If event infrastructure and/or equipment remain on site overnight, Council suggests a security guard be engaged to prevent theft or vandalism. Depending on the size and scope of the event, volunteer event marshals may be used in place of security.

### **18.8 Toilet Facilities**

The number of toilets you will need to provide will depend on anticipated crowd numbers and patron gender (women generally require more facilities than men). It is the Event Owners responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean condition, provide soap and hand drying equipment. They shall be cleaned and re-stocked regularly during the event. Accessible facilities (including disabled access) must be available and well-lit to avoid security and safety hazards. Toilets must be located away from food storage and service areas.

If the event site does not have adequate toilet facilities it is the responsibility of the Event Owner to provide additional toilets and stock at the Event Owners cost. Should the public toilets be left in an untidy manner and require special attention following the event, an additional cleaning fee ,may result in the Event Owner being issued an invoice.

A Limited Liquor Licence will stipulate the number of toilets required under the conditions of the licence. It is the licence holder's responsibility to comply with these conditions. Heavy penalties can apply if the licence holder does not comply.

If you are unsure as to your responsibilities for providing additional toilet facilities, please contact SafeWork SA on 1300 365 255 or visit [www.safework.sa.gov.au](http://www.safework.sa.gov.au) for advice.

## **18.9 Waste Management**

Council may be able to supply six (6) maroon waste bins for the duration of the event. Council will deliver these bins to the event site and collect after the bins are emptied by Councils Waste Management contractor. It is a requirement of Council that the bins are placed out for collection by the Event Owner.

A fee may be incurred for the provision of extra waste bins at the discretion of the Chief Executive Officer (CEO). Each request will be assess on a case by case basis by the Director Assets and Infrastructure Services and then passed on to the CEO for a determination.

The event site must be left in a clean and tidy condition and all debris, especially cable ties, bottle caps, ice cream sticks and food scraps, etc., shall be removed immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean the site, the cost of which will be recovered from the Event Owner.

Existing Council bins in the parks and open spaces are designed for on-going general public use and not event waste. The Event Owner shall ensure rubbish is completely removed from the event site, so existing Council bins are available for public use.

If the Event Owner deems the 6 bins Council has agreed to provide to be insufficient, the Event Owner will need to engage a local waste contractor to provide waste bin facilities and remove rubbish.

## 19 APPENDIX 1 – REFERENCES AND CONTACTS

### 19.1 Documents:

Stall Holder/Exhibitor Permit (SF160)

Animal Contact Guidelines – South Australian (SA) Health

Face Painting Guidelines - [www.facepaintingschool.com.au/guidelines](http://www.facepaintingschool.com.au/guidelines)

SA Development Regulations

SA Environmental Protection (Noise) Policy

SA Fire and Emergency Services Act

SA Food Act

SA Liquor Licensing Act

SA Work Health Safety Act

SA Work Health Safety Regulations

### 19.2 Useful Contacts

<b>ORGANISATION</b>	<b>TELEPHONE</b>	<b>WEBSITE</b>
Emergency (Police, Fire, Ambulance)	000	
Australasian Performing Rights Association (APRA)	(08) 8239 2222	<a href="http://www.apaamcos.com.au">www.apaamcos.com.au</a>
CFS Headquarters	(08) 8463 4063	<a href="http://www.cfs.sa.gov.au">www.cfs.sa.gov.au</a>
CFS Fire Ban Hotline	1300 362 361	
Consumer & Business Services – Liquor Licensing	131 882	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>
Department of Planning Transport & Infrastructure (DPTI)	1300 872 677	<a href="http://www.dpti.sa.gov.au">www.dpti.sa.gov.au</a>
Aquatics Activities Licence (DPTI)	(08) 8260 0303	
Environment Protection Authority (EPA)	(08) 8204 2004	<a href="http://www.epa.sa.gov.au">www.epa.sa.gov.au</a>
Foods Standards Australian and New Zealand	(02) 6271 2222	<a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>
SA Health	(08) 8226 6000	<a href="http://www.sahealth.sa.gov.au">www.sahealth.sa.gov.au</a>
SafeWork SA	1300 365 255	<a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a>
St John Ambulance	1300 360 455	<a href="http://www.stjohnsa.com.au">www.stjohnsa.com.au</a>
SA Office for Volunteers	1300 014 712	<a href="http://www.ofv.sa.gov.au">www.ofv.sa.gov.au</a>
Yorke Peninsula Council	(08) 8832 0000	<a href="http://www.yorke.sa.gov.au">www.yorke.sa.gov.au</a>
Roadshow (Movies in public Licence)	(02) 9552 8685	<a href="http://www.roadshowppl.com.au">www.roadshowppl.com.au</a>

## 20 APPENDIX 2 – RISK ASSESSMENT TEMPLATE

### 20.1 Risk Assessment

No matter the nature or size of your event, it will have risks. It is the responsibility of the Event Owner, to identify and manage these risks (Risk Management Plan).

### 20.2 Why Does an Event Need to Manage Risks?

Event sites and activities are considered to be places of work and there are industry acts, regulations, standards and guidelines that Event Owners need to be aware of and adhere to. There are high penalties for failure to comply with the regulations and the risk of an event site being shut down by SafeWork SA for non-compliance (refer SafeWork SA - [www.safework.sa.gov.au](http://www.safework.sa.gov.au)).

### 20.3 How to Complete a Risk Assessment:

#### Step 1 - Identify the risk (What could happen?)

List all of the hazards or possible situations associated with the event/activity that may have the potential to harm people, property or the environment to potential injury, illness, damage, etc.

It is useful to ask the following questions:

- What can happen, where and when?
- Why and how can it happen? (consider possible causes and scenarios)

#### Step 2 – Analyse the risk (How likely is it that it will happen?)

To help decide the best approach for addressing the risk:

- Evaluate the controls that are already in place and consider their effectiveness.
- Examine the risk in terms of “consequence” (what could happen as a result of something occurring)
- Examine the risk in terms of “likelihood” (the probability of something happening).
- This will help when making the decision about treating the risk (refer risk matrix).

#### Step 3 – Evaluate the risks

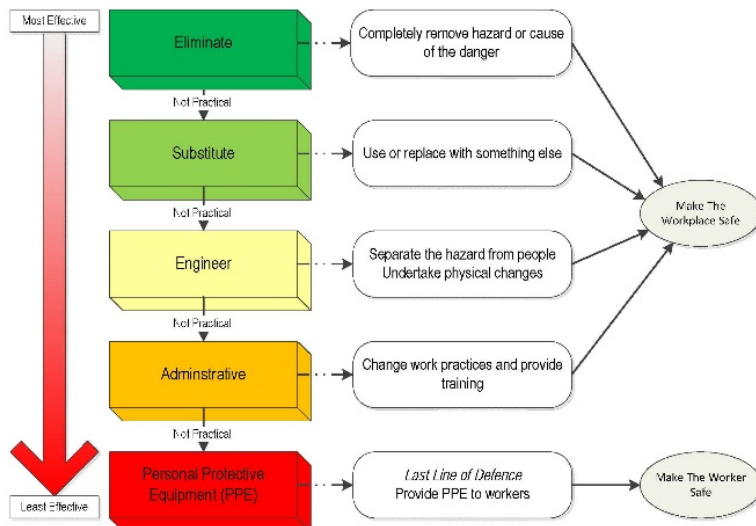
Use the information in Step two (2) to decide on how to treat the risk. Identify what practical measures (controls) could be put in place to eliminate or reduce the likelihood of the risk occurring. Different risks will require different controls to treat the different levels of risk.

#### Step 4 – Treating the risk (What controls are required to be put in place to mitigate the risk?)

There are a range of options for treating risk. Identify the options for treatment (controls), these may include:

- Eliminating or avoiding the risk where possible
- Reducing the likelihood of the risk by putting measures (controls) in place
- Implement the treatment/controls.

The Hierarchy of Control table can be used as a guide as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.



### Measure the Likelihood

Likelihood Rating Table			
Likelihood	Description	Past Occurrences	Likelihood %
<b>Almost Certain</b>	Expected to occur in most circumstances	Has occurred at least once within the past year	95% or greater chance
<b>Likely</b>	Will probably occur in most circumstances	Has occurred at least once within the past two years	75% to <95% Chance
<b>Possible</b>	Not expected to occur but could under specific circumstances	Has occurred at least once within the past two to five years	25% to <75% Chance
<b>Unlikely</b>	Not expected to occur and no previous occurrences	Has occurred at least once within the past five to ten years	5% to <25% Chance
<b>Rare</b>	Expected to occur only in exceptional circumstances	Has not occurred within the past ten years	<5% Chance

Consequence Rating Table							
Description	Safety	Reputation	Legal & Regulatory	Environmental	Financial	IT/Records	Service Delivery
<b>Catastrophic</b>	Death. Critically life threatening injury/ illness.	State-wide negative media coverage for 2 years or greater. Insolvency.	Criminal charges/ prosecution/ fines >\$2mil.	Irreversible extensive, detrimental environmental damage/loss of environmental amenity.	>\$2mil	Irreversible, extensive loss/ damage/ access to IT infrastructure/ data.	Complete loss of Critical Business Functions (as defined in BCP).
<b>Major</b>	Severe, potentially life threatening injury/illness i.e. loss of limb.	State-wide negative media coverage for 12 months up to 2 years. Council dismissed.	Criminal charges/ prosecution/ fines \$1mil to <\$2mil.	Extensive, detrimental environmental damage/loss of environmental amenity for >12mths.	>\$1mil to <\$2mil	Extensive loss/ damage/access to IT infrastructure/ data >3mths.	Loss of Critical Business Functions (as defined in BCP) >3mths.
<b>Moderate</b>	Non-life threatening injury/illness requiring hospitalisation.	State-wide negative media coverage for up to 12 months. Council dismissed.	Prosecution/ fines \$250k to <\$1mil.	Extensive, detrimental environmental damage/loss of environmental amenity for >1mth and <12mths.	>\$250k to <\$1mil	Extensive loss/ damage/access to IT infrastructure/ data <3mths.	Loss of Critical Business Functions (as defined in BCP) >1mth and <3mths.
<b>Minor</b>	Non-life threatening injury/illness requiring medical treatment by a doctor. No hospitalisation.	Extensive local media coverage.	Prosecution/ fines \$100k to <\$250k.	Limited environmental damage/loss of environmental amenity for <1mth.	>\$100k to <\$250k	Partial Loss/ damage/access to IT infrastructure/data	Loss of Critical Business Functions (as defined in BCP) <1mth.
<b>Insignificant</b>	Non-life threatening injury requiring first aid treatment.	Some local media coverage.	Prosecution/ fines <\$100k.	Containable incident with minimal environmental damage/loss of environmental amenity.	<\$100k	Minimal Loss/ damage/ access to IT infrastructure/data	Delayed or untimely service delivery to community.

### Rate the level of risk:

The level of risk is determined by the combination of the two tables above (Consequence Vs Likelihood)

Risk Matrix Consequence and Reporting Action						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
	<b>Likely</b>	Moderate	Moderate	High	Extreme	Extreme
	<b>Possible</b>	Low	Moderate	Moderate	Extreme	Extreme
	<b>Unlikely</b>	Low	Low	Moderate	High	Extreme
	<b>Rare</b>	Low	Low	Moderate	High	High

**Risk Assessment Example**

When developing a risk management plan for your event, please consider all of the possible risks. Seek help from experts or experienced people for advice and assistance to complete the risk assessment.

<i>Risk</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Level of Risk</i>	<i>Treatment/Controls</i>	<i>Responsible Person</i>
Bins overflowing and litter on the ground	Possible	Insignificant	Low	Monitor bins during events. Empty bins regularly during the event	Hirer of Hall
Inappropriate behaviour/ intoxicated person	Possible	Minor	Moderate	Ensure responsible service of alcohol. Security to monitor patron behaviours	Hirer of Hall and/or Security
Alcohol consumed outside Licenced Area	Possible	Insignificant	Low	Ensure event area is monitored by event staff or security (if applicable).	Hirer of Hall and/or Security
Hazardous chemical spill	Unlikely	Moderate	Moderate	Ensure Safety Data Sheets (SDS) are available where hazardous chemicals are handled and stored. Be aware of spill containment as per the SDS	Hirer of Hall
Community spread of COVID	Possible	Moderate	Moderate	COVID Safe Plan Comply with density requirement (1 person per 4 square metre rule) Physical distancing Hand Sanitiser Regularly clean equipment (after each use) Promote hand hygiene and cough etiquette.	Hirer of Hall
Electrical shock	Possible	Moderate	Moderate	All electrical equipment owned and supplied by hirer of hall to be tested and tagged and within currency date.	Hirer of Hall



**Risk Assessment**

Please complete the below Risk Assessment template for your event:  
 (If you require additional room please photocopy and attach extra sheets)

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
 Name of Organiser: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Risk Assessment Team:**

Date of Risk Assessment: \_\_\_\_\_

Name Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please print name

Name Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please print name

Name Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please print name

<i>Risk</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Level of Risk</i>	<i>Treatment/Controls</i>	<i>Responsible Person</i>

## 21 APPENDIX 3 - LIST OF STALL HOLDER PERMIT HOLDERS

List participants and the type of business they are conducting (ie selling/giving away - type of food, alcohol, beverages, products, etc.) at the Event.

Name of Participant	Insurance *CoC Supplied		Form SF160 Completed		Type of Stall (include if selling or giving way products)	Type of Food/Beverage (if applicable)	Food Supplier Caterer		Facilities Required/ to be Utilised	Official Use Only
	Yes	No	Yes	No			Name	Address		

\* CoC – Certificate of Currency