

EVENTS INFORMATION KIT

A guide for Event Organisers



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Introduction

The City of Charles Sturt Events Information Kit has been prepared to assist organisations, individuals and community groups in planning events in the City of Charles Sturt.

The Kit touches on key aspects of the event planning process, noting important factors that are sometimes overlooked and assist you with Council's requirements and procedures.

The City of Charles Sturt is situated in the western suburbs of Adelaide and boasts 11.5kms of coastline, approximately 300 parks and reserves, numerous buildings including halls, community centres and major sporting and entertainment venues. The City is fast becoming popular for staging events and is a strong tourist attraction.

This kit is only a guide to provide a reference; it is by no means a definitive resource as each event has its own specific requirements with varying needs.

Planning

The success of an event depends on good planning, starting well before the date of the event.

An event manager should be identified and a small working party established to ensure that key tasks are assigned and deadlines are set and achieved. A task list should be created (**see attached template**). It is important to identify tasks that will require approval and ensure that approvals are sought well in advance.

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

Successful events involve

- Advance planning
- Attention to detail
- A contingency plan to manage unforeseen circumstances

Purpose

It is important to determine if an event is the best response to an identified need. Things that need to be considered include:

- Rationale for the event
- Stakeholders
- Objectives
- Risks
- Time frames
- Costs

If it is decided that an event is required, it is important to define the purpose, objectives and outcomes of the event and to identify the person who is ultimately responsible for the event and event team. Identify the target audience, scope out what size and type of event will best reach this audience.

Risk Management

There are risks associated with any event. We have clear legal and moral responsibilities in relation to managing events, specifically in our duty of care for paid and unpaid staff and health and safety issues for those who attend.

Careful planning will minimise risk but it is also necessary to consider strategies if something goes wrong. The most useful method of risk planning is to develop a comprehensive 'Risk Management Plan' (**see attached risk assessment**).

Venues

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

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

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

Outside Events

Our open spaces provide a wide range of activities for everyone to enjoy with plenty of things to do and local places to visit. Our objectives are to manage the provision of event facilities and encourage events and festivals, while ensuring the safety of all stakeholders and maintaining the general amenity of our public spaces.

If the event is to be held outside, you will need to develop a hot weather/wet weather/ wind contingency plan. Check the location has shade or shelter, amenities and disability access.

If the event is on a Council Reserve contact council.

Applying to Council

If you intend to use a Council Reserve or facility to stage your event you should;

- Contact Council's Administration Officer – External Events on 8408 1127 to discuss your proposal and determine availability of the venue
- Place a tentative booking for the venue you intend to use
- Complete and submit an Application for Event Permit – Parks, Gardens and Reserves, a minimum of 3 months before your event.
All application forms are available from council's website
www.charlessturt.sa.gov.au
- If required, Council's Administration Officer – External Events will liaise with you during the application process regarding any additional requirements or permits
- Upon approval you will receive written confirmation from Council regarding your event

Completed applications can be returned to Council's via the following:

Email: council@charlessturt.sa.gov.au

Fax: 8408 1122

Post: **PO BOX 1,
WOODVILLE SA 5011**

Cancellation of Event

Notification of your cancelled event must be received by the Administration Officer – External Events no later than 14 days prior to the scheduled event start date. If an event is cancelled less than 14 days prior to the approved and scheduled date, any hire fees already paid may be forfeited.

Non Approval of Event

Council has the right to refuse the hire of any Council reserve or foreshore area at its discretion. Such circumstances may include, but not be limited to:

- inadequate information or lead time to assess the application
- Undesirable impacts on and likely inconvenience to the general public, local residents and businesses
- Concerns from Council's Event Coordinators that the applicant/Event organiser does not have the resources and necessary experience to suitably manage the activity
- Unpredictable and/or controversial aspects of a proposed event
- Conflicts with other events already approved for the area

Insurances

The organising body of an event being held on Council land must hold a public liability insurance policy to the value of at least \$20 million (\$20,000,000) coverage or higher for the date of the event. A copy of the Certificate of Currency in the name of the organisation and valid for the time of the event must be provided to Council as part of the application. This is an industry minimum standard based on the level of risk for an average event.

All groups (third parties) participating in the event must be covered by their own Public Liability Insurance eg: entertainers, amusements, caterers, volunteer groups, staging technicians, etc.

Other suggested policies are Personal Accident and Inclement Weather Insurance. To determine the most appropriate insurance for your event, consult your insurance provider.

To determine the most appropriate cover for your event, please consult your insurer.

Not for Profit / Community Groups

To support not for profit groups in the community, Local Government has taken an active role in developing a specialist insurance scheme in South Australia that meets the real needs of community groups.

A new council supported scheme, Local Community Insurance Services (LCIS), has been developed by Local Government Risk Services following over 15 years experience with the community and not for profit sectors.

LCIS provides an extensive range of insurance products tailored to community and not for profit groups including;

- Public Liability Insurance
- Associations Liability Insurance
- Personal Accident (Volunteer) Insurance
- Business Package Insurance

LCIS can cover Community and Not for Profit groups who;

- Provide services to the broader community
- Have annual turnover/funding less than \$5 million
- Do not distribute profits to its members
- Comprised mainly of volunteers
- Provide a public benefit or serve a charitable purpose

Refer to “Useful Contacts” section for details – section 5.

Occupational Health & Safety/Public Safety

There are numerous Occupational Health and Safety laws that apply to the conduct of events in South Australia. Council requires that event organisers adhere to all occupational health and safety procedures throughout the duration of the event – from bump-in to bump-out.

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

- Event Organisers must consider all relevant Occupational Health and Safety aspect for their event including:
 - SafeWork SA Requirements (please refer to useful contacts section 5)
 - Registration and Engineering certificates for Amusements/Jumping Castles as per requirement from SafeWork SA
 - Ensure all equipment used at any events have undergone safety checks
 - Tradespeople/contractors used are licensed
 - Responsible control of liquor serving, including appropriate liquor licences in place
 - Crowd safety provision (i.e. security officers)
 - Safe food handling practices are in place
 - Electricity
- Incorporate OH&S and public safety practices into all event management documentation and risk management planning
- Contact SafeWork SA if you are unsure of or require advice about your OH&S obligations

Fire Safety

Fire prevention is essential at any event. Event organisers must ensure suitable fire extinguishers are provided in appropriate areas, such as around electrical equipment and (especially) caterers. It is also important to ensure the correct type of extinguisher is provided for different applications (i.e. CO2, chemical, water). All event staff should be trained in the use of fire extinguishers.

It is also imperative that flammable materials are kept well away from ignition sources. In the case of a fire, ensure event site layout includes ample room and access points for emergency services.

It is recommended that the Event Organiser contacts the Metropolitan Fire Services for advice on fire safety at events, and that all staff and volunteers are briefed on general fire safety principles.

First Aid

The nature of your event and anticipated crowd numbers will determine if qualified First Aid Staff or Volunteers should be present at your event. First Aid posts should be clearly identifiable so that the public can easily find them.

4 Critical things to consider before booking your event's First Aid and Medical Provider.

With more and more companies and organisations now providing medical and first aid at events it's time for promoters and managers to really investigate who is protecting their event's patrons and reputations! Is your event at risk?

Will they turn up?

Will the first aiders sign a contract to guarantee attendance?

This is a very basic thing but there have been times that First aid and medical volunteers have not turned up and the event has been left with little or no medical first aid.

Are their staff trained?

Are their staff real? Demand to see staff qualifications. Are they experienced Paramedics, Nurses and Medics? Will some of their medical staff be underage children?

Are they equipped?

Are items like HeartStart AEDs and cardiac Defibrillators, Oxygen Resuscitators and emergency drugs standard for all events they cover or optional extras? Are they licensed to carry emergency medications?

Are they insured?

Check the companies insurance (request to see their cover note) are they insured as first aid/Emergency medical providers or as a "nursing association/agency" Then ask are you hiring nurse assistants or Paramedics / Medics?

Accessibility

Event Organisers have a legal responsibility under State and Federal laws to avoid discrimination and when barriers exist, to remove them. The Federal Disability discrimination Act 1992 (DDA) aims to ensure that people with disabilities are not treated less favourably than people who do not have a disability. Event organisers should think about accessibility in the early event planning stage to ensure these obligations are met.

We suggest to involve people with disabilities when planning your event and contacting local groups or voluntary organisations for information and advice.

Food Safety

All food businesses* wishing to sell food at temporary events must notify Council of their operations at least 14 days prior to the event.

If food and/or beverages are being sold at an event, the Event Co-ordinator is responsible for completing and submitting a 'Food Notification Form for Event Co-ordinators' that details the business name and contact information for each food stall holder attending the event.

Once this form has been received a Food Safety Information Kit will be provided to the Event Co-ordinator. The Kit details important food safety and hygiene requirements and also contains a copy of a 'Food Event Notification Form'. Event co-ordinators should ensure a copy of the 'Food Event Notification form' is made available to all food stall holders for them to submit to Council. It is a requirement that all food stall holders complete and submit a 'Food Event Notification form'.

Everyone involved in handling food is responsible for complying with the requirements of the Food Act and the National Food Safety Standards. It may be necessary for Event Co-ordinators to provide some facilities to food stall holders in order for them to meet these requirements.

If the event is being held on a re-occurring basis (i.e. quarterly), the Event Co-ordinator must submit a form for each event. However, food stall holders regularly attending re-occurring events are only required to re-submit a 'Food Event Notification form' if any of their contact details change.

Please be aware failure to submit a notification form by the required timeframe may result in an expiration of \$300 for a natural person or \$1,500 for a body corporate being issued.

**Food business - any business, enterprise or activity that involves the handling of the sale of food in a commercial, charitable or community nature, regardless of whether it involves the handling or sale of food on one occasion only.*

Smoke Free

Have you considered making your event smoke-free? The health effects of second hand smoke are well known, so what better way to protect the health of your patrons than by restricting smoking at your event!

Council can provide smoke-free signs as part of your bond fee to use during your event. Formal applications can also be made by Council to the State Government to have your event formally declared as a smoke free event, which legally restricts smoking at your event.

In order to have your event formally declared as smoke-free you will need to contact Council 12 weeks prior to the date of your event, for events of 3 days or less; or 6 months prior to the date of your event, for event longer than 3 days. Please contact Council for further information.

Temporary Occupation of Council Land

If fencing, cones, barriers, portable toilets etc, are going to be a part of your event, an Application for Permit – Occupation of Council Land is required to be submitted to Council.

When you return this application form and pay any associated fees, the following information must be included:

- A site plan showing the layout
- Event details including the date and duration of time that council land will be occupied
- Nature of activity requiring the occupation of Council land
- Specific details of what is to occur
- A copy of your Public Liability Insurance Certificate for twenty million dollars (\$20,000,000.00) in the name of the organisation and valid for the time of the event.

(Refer to the Application for permit)

SKIP BINS/SHIPPING CONTAINERS

If you require a skip bin or shipping container to be placed on Council land as part of your event for the removal of rubbish etc, an Application for Permit – Skip Bin/Shipping Container on Council Land must be completed and submitted to Council and any associated fees paid.

The following information must also be included with your application;

- A site plan showing the layout
- Event details including the date and duration of time that council land will be occupied
- Nature of activity requiring the Skip Bin/Shipping Container on Council land
Specific details of what is to occur
- A copy of your Public Liability Insurance Certificate for twenty million dollars (\$20,000,000.00) in the name of the organisation and valid for the time of the event.

(Refer to the Application for permit – Skip bins / shipping containers)

Site Plans

Where requested, a site plan must be submitted to Council at least 4 weeks before your event. This plan should outline everything that is taking place at your event including;

- All entry/exit points for your event
- Access and egress routes for emergency services
- Location of permanent public amenities
- Food stalls/amusement/ activities etc
- Lost children/property
- Marquees – eg Registration, food, seating etc
- First Aid stand
- Stage/s locations
- Liquor outlets/consumption areas
- Location of temporary / portable public amenities
- Security controls/placement etc
- Parking

Alcohol – Dry Area Exemptions Dry Zones

If you intend to sell or supply alcohol at your event then you may be required to obtain a liquor licence from the Liquor Licensing Commission.

The consumption of alcohol is prohibited in designated Dry Areas, however in certain circumstances council may support an application for a Temporary Liquor License. Please contact Council in the first instance.

A limited licence may only be granted for a special occasion, or a series of special occasions.

For further information please contact the Office of the Liquor and Gambling Commissioner;

Consumer and Business Services
 Chesters House,
 91-97 Grenfell Street
ADELAIDE SA 5000

Phone: 8226 8410
 Fax: 8226 8512
 Web: www.olg.sa.gov.au
 Email: olg@agd.sa.gov.au

If the Office of the Liquor and Gambling Commissioner requests a letter of support from Council, you must forward a written request to Council with the following details:

- Name of your organisation
- Date & location of your event
- Time period for sale of liquor
- Details of Dry Area (if applicable)
- Estimated number of attendees
- Event description
- Details of security present at event
- Site plan highlighting the area where the licence is required
- Public liability details
- Number of toilets to be provided
- Type of entertainment

The request must be sent to Council's Administration Officer – External Events. Refer to "Contacts and Notifications" section for details.

Security

The nature of your event and anticipated crowd numbers will determine if security is required. The responsibilities of security staff will include crowd management, asset protection, managing lost children and handling confiscated items.

Structures, Entertainment and Amusements

Structures

Events may involve structures such as seating stalls, staging, large marquees, amusements etc. It is the responsibility of the Event Organiser to ensure that all structures, entertainment and amusements meet legislative requirements.

If structures are a component of an event, the Event Organiser is required to submit a Development Application to Council, at least 12 weeks before the event.

In regards to loading, details and plans from a Structural Engineer are required prior to the structure being erected and, on completion of the structure the Structural Engineer must provide a Certificate certifying the structure.

If a Development Officer determines that development approval is not required, the Event Organiser is required to provide Council with the following within the specified time frames:

- Prior to occupancy, certification from a practicing structural engineer confirming that the design of the temporary structure is structurally safe (under the requirements of Part B1 of the Building Code of Australia). This Certification must be submitted to Council one month prior to the event.
- A site plan showing the location of temporary structures (including marquees). This must be submitted to Council one month prior to the event.
- A certificate to be submitted to Council by a qualified installer that the temporary structure has been erected in accordance with the submitted details after the structure has been erected.

Please note, in regard to marquees, certification is only required for marquees over 50 square metres in size.

Amusements

If you intend to have any amusement structures at your event including jumping castles, merry-go rounds etc, you must ensure that the amusement operator is registered with SafeWork SA and has Public Liability Insurance for twenty million dollars (\$20,000,000.00) in the name of the organisation and valid for the time of the event. Copies of this documentation and the Engineering report must be provided to Council as part of the application.

Please note that these structures must be registered in South Australia as interstate registrations are not acceptable.

Animals

Approval must be sought from Council regarding any animals at your event.

If you have organised for animal rides (ponies, camels, etc) for your event, evidence of Public Liability Insurance for twenty million dollars (\$20,000,000.00) in the name of the organisation and valid for the time of the event must be provided to Council.

All animals must be kept in a pen, with appropriate flooring to protect lawn areas and all waste must be removed prior to the site being vacated.

Toilets

Event organisers are responsible for ensuring toilet, hand washing facilities and any ablution blocks are adequate in number, conveniently located and suitable for the event. It is also imperative that Disabled toilets are provided at an event.

Toilet facilities must:

- have the necessary provisions for the collection, treatment and disposal or sewerage and wastewater
- be operated and maintained in a clean and tidy manner so that insanitary conditions do not occur
- be water flush and have hand basins connected to a cold water supply and provided with soap or hand sanitiser
- be placed appropriately and not around food serving or food preparation areas

Portable toilets must be provided when existing toilet facilities are inadequate.

Calculating the number of toilets required for an event is a matter for conjecture and there is no uniform Australian Standard. Where local laws or regulations do exist these must be applied. Better management of events can be achieved by providing additional facilities. Assume 50/50 male/female split unless otherwise advised. The following tables should only be taken as a guide.

Toilet facilities for events where alcohol is not available

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

Toilet facilities for events where alcohol is available

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

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

Duration of event Quantity required

8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

What you need to do?

- Details, including the number of toilets available and their location, must be forwarded to Council within 28 working days of your event.
- Toilets must be in line with the requirements of the Public and Environmental Health Act, Hygiene and Sanitation and any Liquor Licensing requirements.

Transport

To alleviate the demand on car parking, event organisers should investigate and promote alternatives, such as public transport, cycling and shuttle buses. It is recommended that the Event Organiser contact the Office of Public Transport to request additional services or larger buses to cope with the additional demand. This is a legal requirement for any events that over 5,000 participants are expected to attend. More information can be found in the “Special Event Kit – Planning of Public Transport Services” which is also available on our website.

If you are intending to promote cycling consideration should be given to cycling routes to the event and a bike racks and lockup area should be provided.

Road Closures

If your event requires any road closures that impact on any road or public transport you are required to inform Council a minimum of 12 weeks prior to the event. Council’s Traffic Management Officer is responsible for actioning/approving road closures.

STATIONARY ROAD CLOSURE:

The Event Organiser must complete /provide the following information:

- A Traffic Management Plan, completed by a registered organisation
- A covering letter informing of the following information:
 - The date of the event
 - Time of the event
 - Confirmation of commencement and end times of temporary road closures (this may differ from the actual event times)
 - Location
 - Details of any infrastructure on the roads
 - Whether there is amplification for the event
 - Security Provisions
 - Liquor License Details
- Provide a copy of current public liability insurance noting the City Of Charles Sturt as an interested party, to the value of twenty million (\$20,000,000.00) dollars.
- A report will be submitted to Council seeking approval of the Temporary Road Closure
- If approved, you are required to place an advert in the Local Messenger and The Advertiser a minimum of 14 days prior to the event to allow for consultation to take place. The advertisement must include the name, date and location of the event, and the name and contact number of the organiser. Road closure locations, opening and closing times, impact on public transport routes and suggested alternative arrangements for vehicle access and parking must also be included.
- Council must be provided with written proof of public consultation with all residents and /or business operators who may be affected by the temporary road closure. This may be in the form of a notice identifying the consulted person/s, property address, name and signature of approval.
- A letter informing business operators/residents within a 1km radius from the event location of the event may be required to be sent a minimum 14 days prior to the event
- Payment of all fees associated with your road closure; including application fees, road closure notices, public consultation, labour, equipment etc.

The Event Organiser is responsible for the safety of event participants at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or other third parties or their property as a result of the staging of the event.

If your event requires “multi-Council” closures (ie involves the City of Charles Sturt, Port Adelaide Enfield, West Torrens etc), it is the Event Organiser’s responsibility to liaise with all Councils involved. In some instances, where the City of Charles Sturt is involved, staff will assist where possible to ensure a coordinated approach.

Temporary Parking Controls (TPC)

Temporary Parking controls are used to prohibit, restrict or set aside a section of parking to assist with special events. Temporary controls may impact on traffic safety and traffic management in which case Council’s Traffic Management Officer will need to be consulted.

Some temporary controls may require issuing of a permit specific to what is required for the event.

If you require Temporary Parking Zones or restrictions, Council requires a minimum of 4 weeks notice.

The following information should be provided in your request:

- Location
- Type of Control requested
- Duration of temporary parking control
- Explanation of the control; reason behind you needing it etc
- A Temporary Parking Control plan, to be developed by a registered organisation
- Installation instructions

No advertising, public consultation or Council reports are required for Temporary Parking Controls, however there may be associated costs if Council provides bunting, cones, mesh etc. for the implementation of the parking control. This permit may be subject to fees and charges as set out in the City of Charles Sturt Fees and Charges Register.

There is no need to notify Emergency Services or Office of Public Transport, unless the TPC imposes on a bus or taxi zone – appropriate Council staff will then notify the Public Transport Board.

All authorisations and permits must be on display or available for checking on the day if requested by a Compliance Officer.

Temporary Parking Controls may be denied if it is believed that there is sufficient parking in the area or if it is believed that the Temporary Parking Controls will impact on surrounding residents, visitors or businesses in the area.

Vehicle Access

Vehicle Access to Council Reserves / Foreshore

As a general rule Council does not encourage car parking on reserves. However, Council may issue vehicle access to reserve permits for loading & unloading purposes only. If council has approved parking on a reserve, Traffic Marshals must coordinate parking and ensure appropriate equipment is in used eg: light reflecting vests etc.

If a vehicle access to a reserve is required, an Application for Permit – Vehicle Access to Council Reserve, must be completed and submitted to Council's Compliance Section a minimum of 10 working days prior to your event along with any relevant documentation.

If you require a large number of vehicles to access or park on a reserve eg; more than 10 cars, please discuss this with the Permits Officer at Council as permission will be required from Council or the relevant manager.

This permit is subject to fees and charges as set out in the City of Charles Sturt Fees and Charges Register.

Noise Control

Event Organisers need to consider the amenity of the surrounding area when organising events in reserves and open spaces. Managing noise levels is an important part of the City of Charles Sturt's commitment to providing a liveable, supportive environment for all.

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

Event Organisers may need to apply for an exemption from the provisions of the Environment Protection (Industrial Noise) Policy, directly from the Environment Protection Agency. Three to four weeks notice should be allowed for the application to be processed (advertising for public consultation is also included in this time). Information required for the application includes the location, time, duration and sound equipment at the event.

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

Environment Protection Authority

Level 5, 77 Grenfell Street (SA Water House)
Adelaide SA 5000

GPO Box 2607
Adelaide SA 5001

General enquiries

Telephone: (618) 8204 2000
Free call: 1800 623 445 (South Australia non-metropolitan callers only)
Fax: (61 8) 8204 2020

Vendors

If you intend to organise vendors to be a part of your event, eg Coke van, ice-cream van, donut van etc, you are required to have the person in control of the van complete an Application for Permit – Mobile Vending and provide any required documentation.

This permit is subject to fees and charges as set out in the City of Charles Sturt Fees and Charges Register.

Please note that Permit Officers or Environmental Health Officers may liaise with vendors as part of the event.

Community Consultation

Depending on your event you may be required to advise the community of your upcoming event. This requires a letterbox drop to residents and businesses within 1km radius of your event at least one week prior to your event.

The letter must include:

- The name and date of the event
- The event purpose
- Number of participants or anticipated audience numbers
- Any disruptions to residents and businesses
- Road closures
- Contact name and number.

A copy of this letter should be sent to the Administration Officer - Events Officer for approval
- **2 weeks prior to** -
an event. Staff can help you identify the areas and streets to be included in your distribution.

Banners & Signage

Port Road Banners

If you would like to promote your community event by using one of the Port Road Banner frames, you will need to complete a Port Road Community Banner application.

Port Road banners are available for promotional use by community groups and non-profit organisations in the City of Charles Sturt.

Specific conditions regarding the banners are outlined on the application form. Fees relating to the use of banners on Port Road are outlined in the City of Charles Sturt Fees and Charges Register.

Signage & Banners on Private or Public Property

If you intend on placing signage on Private property approval is required from the property owner and a discussion must be undertaken with appropriate Council staff to ensure that the signage falls in line with the Local Government Act. Please note that signage may be removed by staff if it is believed that it does not fall in line with relevant legislation, by-laws and policy of Council.

If the signage is to be placed on Public Property, reserves, footpaths etc, approval is required from the City of Charles Sturt and an Application for Permit – Temporary Advertising Signage will need to be completed and all associated fees paid.

If you would like signage placed on electricity or light poles throughout the City of Charles Sturt, approval must be obtained from ETSA Utilities prior to a request to the City of Charles Sturt (Council will still be required to give permission).

Development approval is not required for temporary signs announcing a local event of a religious, educational, cultural, political, social or recreational character, but they must meet the following conditions:

- The total advertisement area of all signs of this kind on one building or site is not more than 2m².
- The sign is displayed for a period not exceeding one month prior to the event and for one week after the conclusion of the event.
- The sign:
 - does not move
 - does not flash
 - does not reflect light
 - is not internally illuminated

Please refer to the Development Information Sheet – Signage for further information or contact the Planning and Development Team on 8408 1111.

Roving Sales

If you intend to have roving sales at your event, you will be required to obtain a permit. Any person selling constitutes a stall and will require approval. One of the following permits will need to be submitted depending on the activity;

- Application for Permit – On Street Activities
- Application for Permit – Mobile Vending

Please discuss your proposal with Permit and Licensing Coordinator on 8408 1111. The requirements of these permits may vary.

Active Shooter Guidelines

The Australia-New Zealand Counter-Terrorism Committee launched a set of guidelines for Government and business to help protect Australians from firearm attacks in places of mass gathering.

The Guidelines outline the threat that the active shooter incidents pose to places of mass gathering. It also provides initial action advice for owner/operators of places of mass gathering, and individuals who may find themselves caught in the unlikely situation of an active shooter incident.

For more information, including a copy of the Active Shooter Guidelines for Places of Mass Gathering visit www.nationalsecurity.gov.au

Fireworks and Fire

Fireworks

The release of fireworks in South Australia must be done under permit and can only be carried out by licensed pyrotechnics.

The Department for Administrative and Information Services is responsible for the issuing of fireworks permits.

Please contact Council in the first instance for approval. Any requests to release fireworks on Council land need to be made in writing by a licensed pyrotechnical and include details such as the dates, times and location of the event at least 7 days prior to the event. Proof of adequate community consultation will also be required.

If your event requires the use of fireworks on State Government or private property, you will need to seek approval from the property owner and apply for a permit from the Department for Administrative and Information Services.

The Event Organiser is also required to contact the Metropolitan Fire Services (MFS) directly to advise of the activity requiring fireworks.

Fire

For any event using fire displays such as drums, fire sculptures etc, the Event Organiser must contact the MFS directly for their advice and permission. As a minimum the MFS will require the provision of fire extinguishers (matching the hazardous substances), along with trained persons to prevent hazards and operate extinguishers if necessary.

Music or Films at Your Event

If you decide that your event will incorporate entertainment such as music or film, you will be required to organise a license from APRA (Australasian Performing Right Association).

Music and films are protected by copyright law and a license is required for any public performance.

For more information on copyright law, visit the Australian Copyright Council website at www.copyright.org.au

Power

Council has recently installed power supply to several of its popular reserves. Access to power may be arranged through your application request. All electrical fittings and equipment are to comply with Council regulations.

Electrical equipment used at events must be tagged and tested. 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 that the item be disconnected or removed until the

hazard has been rectified or the event will be shut down. All electrical equipment must comply with the Work Safe Code of Practice.

Amusement ride and stall operators should use their own generators or battery power. Power cables and leads should be safely installed, and away from hazards of pedestrian movement, tree canopies and water sources.

Cleaning & Waste Management

At the conclusion of your event it is your responsibility to ensure the reserve or park is left in a clean and tidy state and that all displays, promotional material and excess rubbish is removed. Bins are located on most reserves, however additional bins can be organised at a cost through Council Administration Officer – External Events.

If the City of Charles Sturt is required to undertake any additional cleaning or removal of rubbish or other materials, part of your bond monies may be withheld.

Water Activities

West Lakes Lake

If you require the use of West Lakes Lake for your event, you are required to complete the following forms and associated documentation; Application for Permit – Aquatic Activities and Application - West Lakes Reservation. In conjunction with this permit a booking must be placed for the Lake through the Permit Officer.

Any activity happening on West Lakes Lake must comply with the Harbours and Navigations Act 1996. Clarification regarding lake activity can be sought from the Transport Services Division.

All activities on West Lakes are subject to Water Quality testing and if the conditions are not safe then the activity must be cancelled.

Foreshore & Ocean (Semaphore Park, Grange, Tennyson, Henley Beach, West Beach)

If your event requires the use of any of the foreshore, you are required to submit an Application for Event Permit – Parks, Gardens and Reserves.

Information contained on the application form should include;

- The date, time and location of the event
- Specific event details including activities taking place, the reason for the event, security provisions, food and beverage stalls etc

The City of Charles Sturt Council does not have responsibility of the water along the coast. Council's jurisdiction over the foreshore ends where the low waters edge meets the sand (this will vary depending on a high or low tide).

Any activity happening on the water needs to comply with the Harbours and Navigations Act 1996. It is up to the Event Organiser to contact the Department Planning, Transport and Infrastructure (DPTI) – Coasts and Marine directly and to let us know the outcome. An event cannot be approved without this assurance.