



# Staging an event in West Torrens

## A guide for event organisers





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## 1. Introduction

The City of West Torrens Events Information Guide has been prepared to assist organisations, individuals and community groups in planning events in the City of West Torrens (CWT).

The guide outlines the event planning process, noting important factors that can assist you with requirements and procedures.

This guide is by no means a definitive resource as each event has its own specific requirements with varying needs.





## 2. CWT contact

### Events Coordinator

Gordon Andersen

[gandersen@wtcc.sa.gov.au](mailto:gandersen@wtcc.sa.gov.au)

8416 6333

## 3. Useful contacts

### Adelaide Metro

[www.adelaidemetro.com.au](http://www.adelaidemetro.com.au)

8303 0900

### APRA (Australasian Performing Rights Association)

[www.apra.com.au](http://www.apra.com.au)

8239 2222

### Bureau of Meteorology – SA forecast and warning service

[www.bom.gov.au](http://www.bom.gov.au)

1300 659 215

### City of West Torrens

[www.westtorrens.sa.gov.au](http://www.westtorrens.sa.gov.au)

8416 6333

### Civil Aviation Safety Authority

[www.casa.gov.au](http://www.casa.gov.au)

131 757

### Consumer and Business Services

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

131 882

### Department for Environment, Water and Natural Resources

[www.environment.sa.gov.au](http://www.environment.sa.gov.au)

8204 9000

### Environmental Protection Agency (EPA)

[www.epa.sa.gov.au](http://www.epa.sa.gov.au)

8204 2004

### SA Health

[www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)

8226 6000

### SA Metro Fire Service – Event Support

[www.mfs.sa.gov.au](http://www.mfs.sa.gov.au)

8204 3522

### SA Power Networks - faults and emergencies

[www.sapowernetworks.com.au](http://www.sapowernetworks.com.au)

13 13 66

### SA Police – Sturt Police Station

8207 4700

### SA Police – Netley Police Station

8463 7200

### SA Tourism Commission

[www.tourism.sa.gov.au](http://www.tourism.sa.gov.au)

8463 4500

### SafeWork SA

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)

1300 365 255

### SA Water – report a fault

[www.sawater.com.au](http://www.sawater.com.au)

1300 883 121

### St John

[www.stjohnsa.com.au](http://www.stjohnsa.com.au)

8306 6999

### State Emergency Service

[www.ses.sa.gov.au](http://www.ses.sa.gov.au)

132 500



## 4. Funding and sponsorship

The CWT provides a range of 'in kind' services to community groups and businesses and is available to provide guidance and advice.

The CWT has several community funding programs, details of which can be found on the website [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au).

As is the case with all commercial sponsorship arrangements, the CWT expects that defined and measurable outcomes be obtained in exchange for its investment (Refer: [Grants, donations, rebates and sponsorships](#)). Requests for sponsorship should be submitted via the [Application page](#).

Please note:

- CWT will require up to 12 weeks to process a sponsorship request, depending on the schedule for the Civic Committee, which meets once every two (2) months to consider requests and make recommendations to Council.
- Events or activities that may be detrimental to Council's public image or offend particular groups will not be considered.
- Sponsorship that supports a specific team or individual in the city will not be considered.

## 5. Planning

The success of an event depends on good planning starting well before the date of the event. Where possible an event manager/coordinator should be identified and a small working party established to ensure that key tasks are assigned and deadlines are set and achieved. 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 and program and to 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.





## 6. Purpose

It is important to determine if an event is the best response to an identified need. Points 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 its purpose, objectives and outcomes 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.

## 7. Risk management

There are risks associated with any event. As an organiser you have responsibilities in relation to managing events, specifically with regard to duty of care for paid and unpaid staff and health and safety issues for those who attend. Some of these responsibilities are legal in nature.

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'.

Proactive Risk Management planning and an Event Management Plan for each event is imperative. Planning is required to ensure event organisers have foreseen all of the possible risks associated with their event and then taken the appropriate and necessary action to ensure these risks are minimised.

The principles and guidelines for Risk Management are set out in the Australian Standard AS/NZS ISO 31000:2018.

There are many steps in developing a Risk Management Plan:

- Identify the risks involved.
- Assess the severity/impact of each risk.
- Develop an action plan for managing and reducing the risks.
- Constantly review your Risk Management Plan to feed into your Event Management Plans, checklists, and procedures.



## **What to do:**

### **STEP ONE: Identify the risks**

The first part of the risk management process is identifying the risks/hazards associated with operating your event. Risks can take many forms, including:

- A situation that causes harm to a person or animal.
- A situation that causes loss or damage to property or equipment.
- A situation that compromises the reputation or success of the event and/or the organising body.

Those at risk include event patrons (general public), staff, contractors, participants, exhibitors, local residents, animals and wildlife. The event itself (and/or the organising body) can also be at risk.

Create a 'Risk Identification Table' to record the risks you have identified as applicable to your event. It is useful to brainstorm and record potential hazards according to various categories.

Here are some examples:

#### **Health risks**

- Loss/absence of key event staff or key contractor/service provider/performer.
- Sickness or injury to staff or public – collapse, fall, food poisoning, disease.
- Public disturbance – argument, fight or riot.
- Death or injury to native wildlife.

#### **Property risks**

- Damage to event venue – vandalism, graffiti, flooding.
- Damage to/loss of event infrastructure – theft or damage to equipment.
- Damage to private property – nearby houses, car parks.
- Loss of personal property – event patrons.

#### **Financial risks**

- Loss of sponsorship.
- Cancellation of event/refund of tickets.
- Power failure.
- Cash theft.





### **Environmental risks**

- Severe weather.
- Damage to natural or built heritage.

### **Event image risks**

- Bad publicity (including social media).
- Lack of community support.
- Poor event presentation.

### **Public safety risks**

- Injury to audience members.
- Fire, explosion or spill of hazardous material.
- Electrocution/electric shock.
- Public disturbance/assault.
- Trips and falls.
- Food stalls - gas cylinders explosions/barbecue explosions or fire.

Your 'Risk Identification Table' should effectively list the risks you have identified for your event. For each risk, provide the following information:

- What is the risk?
- Risk details – what can happen and how?
- Controls in place to manage risk.
- Likelihood and severity of the risk occurring and a 'risk rating' (see next section).
- Agencies/people responsible for managing the risk – both 'pre-emptive' and 'in response'.
- Brief strategies to help reduce the risk.
- A numerical reference to the relevant page in your Action Plan.

These risks may occur at different stages during the event and should be classified as 'pre-event', 'during event' or 'post-event'.



## STEP TWO: Assessing the risks

It is important and useful to assess the extent or severity of each risk you identify for your event. It is useful to follow a system of classification that measures the likelihood of the risk against the severity of the risk.

The **likelihood** of something occurring can be determined as follows:

Rating	% Chance of occurring	Description
Almost certain	> 95%	will almost certainly occur.
Likely	75-95%	very likely to occur.
Moderate	25-75%	medium chance of occurring.
Unlikely	5-25%	possible, though unlikely, to occur.
Rare	<5%	remote possibility of occurring.

The **impact** of something occurring can be determined as follows:

Descriptor	Description
Insignificant	little if any damage to reputation, minimal financial loss, bump or minor bruise requiring no treatment.
Minor	minor damage to reputation, some financial loss, injury requiring first aid treatment.
Moderate	some damage to reputation, high financial loss, injury requiring medical treatment.
Major	damaged reputation, major financial loss, limb loss, permanent disability, etc.
Catastrophic	significantly damaged reputation, huge financial loss, work related death.

Once you have classified each risk, use the risk matrix on the next page to give each risk a rating – extreme, high, moderate or low.

For example, the **likelihood** of a lightning strike is rare (<5%) but it would have a catastrophic **impact** on an event if it caused damage or injury. Using the matrix on the next page the risk would be classified as “moderate” requiring a management responsibility to be specified in the risk management plan.





Likelihood	Impact				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	moderate risk	moderate risk	high risk	extreme risk	extreme risk
Likely	low risk	moderate risk	high risk	extreme risk	extreme risk
Moderate	low risk	moderate risk	moderate risk	high risk	high risk
Unlikely	low risk	low risk	moderate risk	moderate risk	high risk
Rare	low risk	low risk	low risk	moderate risk	moderate risk

**Extreme risk** – immediate action required.

**High risk** – senior management attention needed.

**Moderate risk** – management responsibility must be specified.

**Low risk** – manage by routine procedures.

### STEP THREE: Developing a Risk Action Plan

The Risk Action Plan relates directly to the Risk Identification Table and provides a detailed strategy for dealing with each risk you have identified.

The Risk Action Plan is a vital tool for dealing with situations promptly during the event planning and, most importantly, during the course of the event.

Define the following for each risk:

- The risk and risk category.
- Responsible agencies/people – pre-emptive and response.
- Pre-emptive actions – what can be done to prevent the situation from occurring?
- Proposed response – how the responsible agencies should respond to the situation.
- Resource requirements.
- Time frame – what period is the risk 'current' for?
- Compiled/reviewed dates.

### STEP FOUR: Reviewing your risk assessment

The nature of the risks identified is often likely to change over the course of your event planning. Furthermore, new risks may be identified and others may no longer be applicable as the scope and shape of an event changes over time.



Therefore, a Risk Management Plan is a dynamic, living document – there will never be a definitive version of it. Event organisers need to constantly re-visit and update their risk planning. It is recommended that you get feedback on your Risk Management Plan from the various event stakeholders including:

- The City of West Torrens.
- Police.
- Fire.
- SA Ambulance/St John Ambulance.
- Security.
- All staff involved with staging the event.
- Insurance company.

### **STEP FIVE: During the event**

The risk management process should continue during the event. Event organisers need to remain vigilant during their event and keep a close eye on event safety.

### **Event Management Plan**

A comprehensive Event Management Plan (including an Emergency Response Plan) is a vital tool for managing events. Organisers should:

- Include contact details of all relevant staff/contractors/stakeholders/emergency services.
- Include a minute-by-minute plan for your event.
- Ensure all event staff and stakeholders receive a copy well in advance of the event.
- Include key risk management strategies as identified in the Risk Management Plan.
- Include a detailed and accurate site map.
- Include emergency evacuation procedures.
- Ensure emergency services are briefed and included in your Management Plan.

### **Record all incidents and issues**

- Have 'Incident report forms' ready and accessible by all event staff.
- Write down as much as you can about what goes on at the event.
- Incident reporting will help planning and improvement for your next event.





## 8. Venues

An event can be held in a temporary or fixed venue, 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 points to consider are hire costs, the image and atmosphere, whether the venue provides catering or has preferred supplier arrangements, noise restrictions and disability access.

## 9. Outdoor events

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 West Torrens public reserve contact CWT on 8416 6333 or complete the [online enquiry form](#).

### What to do:

If you wish to discuss use of a West Torrens public reserve or facility to stage your event you should:

- Contact CWT's Events Coordinator – 8416 6333 to discuss your proposal and determine availability of the venue.

If required, the Events Coordinator will liaise with you during the application process regarding any additional requirements or permits. Upon approval you will receive written confirmation regarding your event.



## 10. Sun safe

When holding outdoor events it is important to offer sun protection for participants. Event organisers are responsible for minimising the UV exposure period of staff and guests during the event, particularly during the UV danger period between 10am and 3pm.

### What to do:

- Provide effective and sufficient shade in the form of umbrellas, marquees and by using existing shade structures.
- Provide (or sell) sunscreen to event participants and staff.
- Promote the SunSmart message to staff:
  - provide hats and t-shirts and a shaded 'back of house' area
  - provide sunscreen and encourage staff to replenish throughout the day
  - incorporate SunSmart provisions into event planning and Risk Management
  - promote the SunSmart message to participants through PA announcements, signage, etc.

## 11. Elected Members invitations protocol

Event organisers may invite the Mayor of the City of West Torrens and/or Elected Members to their event, however there are certain protocols that need to be adhered to. A full list of members can be found on Council's website.

### Invitation protocol

- Address the Mayor's invitation to The Mayor, City of West Torrens, 165 Sir Donald Bradman Drive, Hilton SA 5033.
- Address Elected Members invitations to the Elected Members addresses listed on Council's website.
- Invitations should be sent as early as possible, no later than one month before the event.

## 12. Official speeches protocol

You may wish to invite the Mayor or an Elected Member to be a part of the official proceedings at your event. If you would like the Mayor or an Elected Member to make a speech at your event, there are certain protocols that must be observed.





### **What to do:**

- Send the invitation and a request for an official speech to the Mayor and/or Elected Member one month before the event.
- Liaise with the CWT Events Coordinator regarding the details of the speech.

## **13. Cancellation of an event**

Notification of your cancelled event must be received by CWTs Events Coordinator no later than 14 days before the scheduled event start date. If an event is cancelled less than 14 days to the approved and scheduled date any fees already paid may be forfeited.

## **14. Non approval of event**

Council has the right to refuse the use of any Council 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 CWT staff that the applicant/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.

## **15. Insurances**

The organising body of an event being held on West Torrens land must hold a public liability insurance policy to the value of at least \$20 million 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 CWT 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.



### **What to do:**

- A copy of the Public Liability Insurance must be cited by CWT for the proposed event to be given initial support.
- Event organisers must ensure their public liability cover is appropriate and identifies the event and its location.
- All groups participating in the event must also be covered by their own Public Liability Insurance, including amusements, entertainers, caterers, volunteer groups.
- Other suggested policies are Personal Accident and Inclement Weather Insurance.
- To determine the most appropriate cover for your event, 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 needs of community groups. This scheme is called the Local Community Insurance Services (LCIS).

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 that:

- 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.

A quote can be obtained from [localcommunityinsurance.com.au](http://localcommunityinsurance.com.au) or phone 1300 853 800, email [insurance@lcis.com.au](mailto:insurance@lcis.com.au).





## 16. Work Health Safety/public safety

There are numerous Work Health Safety (WHS) laws that apply to the conduct of events in South Australia. CWT requires event organisers to adhere to all WHS legislation throughout the duration of the event – from bump-in to bump-out.

While the *Work Health and Safety Act 2012 (SA)* places a duty of care on event management staff to protect themselves, staff or visitors, it needs to be understood that if a client or visitor is injured and requests a claim for compensation, this becomes a public liability claim.

### What to do:

Event organisers must consider all relevant WHS aspects for their event including:

- SafeWork SA requirements.
- Ensure all equipment used at any events has undergone safety checks.
- Tradespeople/contractors are licensed and have relevant and up-to-date certificates.
- Responsible control of liquor serving, including appropriate liquor licences in place.
- Crowd safety provision (ie security officers).
- Safe food handling practices are in place.
- Electricity.
- Incorporate WHS and public safety practices into all event management documentation and risk management planning.
- Contact SafeWork SA if you are unsure or require advice about your obligations.

## 17. 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) catering. It is also important to ensure the correct type of extinguisher is provided for different applications (eg CO<sub>2</sub>, chemical, water). All event staff should be trained in the use of fire extinguishers.

It is imperative that flammable materials are kept away from ignition sources. In 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 Service (MFS) for advice on fire safety at events and that all staff and volunteers are briefed on general fire safety principles.



### What to do:

- Contact the MFS for advice on fire safety at events.
- Ensure correct fire extinguishers are provided for:
  - all caterers (one extinguisher for each catering stall)
  - electrical devices (ie PA systems)
  - any other part of the event where there is potential for a fire hazard.
- Brief all staff and volunteers on general fire safety principles.

### Fireworks

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

SafeWork SA is responsible for issuing fireworks permits.

Please contact CWT in the first instance for approval. Any requests to release fireworks on West Torrens land need to be made in writing by a licensed pyrotechnician and include details such as the dates, times and location of the event at least seven days before the event. Proof of adequate community notification 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 SafeWork SA. The event organiser is also required to contact the MFS directly to advise of the activity requiring fireworks.

### What to do:

- If contracting the services of a pyrotechnics company, all notifications and permission should be undertaken by them.
- Ask to see a copy of their current SafeWork SA pyrotechnics license.
- Requests to release fireworks on West Torrens property need to be made in writing to the [CWT Events Coordinator](#).





## 18. 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 locate them.

**Four critical things to consider before booking your event's First Aid and medical provider.**

### 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 staff trained?

- Insist on viewing qualifications. Are they experienced paramedics, nurses and medics? Will some of their medical staff be under-age 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 company's insurance (request to see their cover note) are they insured as First Aid/emergency medical providers or as a 'nursing association/agency'. Ask if they are hiring nurse assistants or paramedics/medics?

### What to do:

- Contact a licensed First Aid provider to discuss aid requirements.
- Licensed First Aid providers in Adelaide include (but are not limited to):
- Ensure the operator has current public liability insurance.



## 19. Accessibility

Event organisers have a legal responsibility under State and Federal Government laws to avoid discrimination and remove any existing barriers. The *Federal Disability Discrimination Act 1992* (DDA) aims to ensure that people with disability are not treated less favourably than people who do not have disability. Event organisers should consider accessibility in the early event planning stage to ensure these obligations are met.

You may wish to involve people with disability when planning your event by contacting local groups or voluntary organisations for information and advice.

### What to do:

- Ensure event plans provide for the best access and circulation of people.
- Ensure good access to the main venue entrance, eg no steps or other barriers.
- Provide reserve parking spaces and drop off points close to the event for people with disability and consider access to nearby public transport.
- Provide adequate accessible toilet facilities and marquees.
- Provide occasional seating points and designate small areas close to stages for people using wheelchairs.
- Ensure lawns are mowed and/or cover some grassy areas to make mobility easier.
- Ensure all cables and other infrastructure are secure and don't present a trip hazard.
- Produce an 'access map' for the event.
- Ensure patrons are advised of any lighting effects or dimming that may have a detrimental effect for people with disability.
- Ensure public address systems provide good sound quality and adequate volume.
- Provide alternatives for people with special dietary requirements, such as gluten free and vegan, and ensure these options are clearly marked.
- Ensure catering counters are accessible with plenty of seating available.
- Provide some quiet areas or a quiet room for rest, especially if the event is long or crowded.
- Ensure staff and volunteers are briefed on your accessibility procedures. Disability awareness training is available from a number of consultants in Adelaide – visit the Association of Consultants in Access Australia website to search for a training provider in your area: [access.asn.au](http://access.asn.au)
- In relation to event promotion, the following should be considered:
  - Your event website should be compatible with the Web Content Accessibility Guidelines (W3C guidelines) – check with your website host/developer.
  - Provide alternatives for contact – phone, fax and email.
  - If possible provide promotional material in a range of accessible formats.





## 20. Food safety

Event coordinators wishing to provide food at an event must notify CWT of their service providers at least 14 days prior to the event.

If food and/or beverages are being sold or served at an event, the event coordinator is responsible for completing and submitting to CWT a 'Temporary food events notification' form that details the business name and contact information for each food business\* attending the event.

Anyone involved in handling food is responsible for complying with the requirements of the *Food Act 2001* and the National Food Safety Standards. It may be necessary for event coordinators to provide some facilities to food stall holders in order for them to meet these requirements.

Failure to submit a notification form by the required time-frame may result in an expiation of \$300 for a natural person or \$1,500 for a body corporate being issued.

*\*A food business is 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.*

### What to do:

- Event coordinators are required to notify CWT of any food being served at their event.
- Contact the CWT Events Coordinator to request a 'Temporary food events notification' form. This form must be returned to CWT at least 14 days before the event.
- Contact CWT's Environmental Health Department on 8416 6333 or email [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au) for more detailed information about food safety at your event.

## 21. 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.

In order to have your event formally declared as smoke free you will need to contact CWT 12 weeks before the date of your event, for events of three days or less; or six months prior to the date of your event for events longer than three days. Contact CWT on 8416 6333 for further information.



## 22. Temporary occupation of City of West Torrens land

The City of West Torrens has a range of reserves suitable for staging events. Event organisers wishing to conduct events on any of West Torrens' public reserves or on a road must obtain permission and complete an application form. Events may not be conducted on West Torrens land without an approved permit. If fencing, cones, barriers, portable toilets etc, are going to be a part of your event, a Special Event Permit is required to be issued by CWT. This permit is subject to fees and charges as set out in the City of West Torrens [Fees and Charges](#) Register.

### What to do:

The following information needs to be provided by the Event Organiser before a Special Event Permit can be issued:

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

### Skip bins/shipping containers

If you require a skip bin or shipping container to be placed on West Torrens land as part of your event for the removal of rubbish etc., 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 land will be occupied.
- Nature of activity requiring the skip bin/shipping container.
- Specific details of what is to occur.
- A copy of your Public Liability Insurance Certificate for \$20 million in the name of the organisation and valid for the time of the event.





## 23. Site plans

Where requested, a site plan must be submitted to CWT at least four weeks before the 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 (licence required).
- Location of temporary/portable public amenities.
- Security controls/placement, etc.
- Parking.

## 24. Alcohol – dry area exemptions/dry zones

If you intend to sell or supply alcohol at an event or function from which you will derive a commercial or financial benefit then you must obtain a short term liquor licence from Consumer and Business Services (SA Government).

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

For further information please contact:

### **Consumer and Business Services**

Phone: 131 882

Web: [cbs.sa.gov.au](http://cbs.sa.gov.au)

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

- Name of your organisation.
- Date and 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 CWT's Events Coordinator at least one month before the event.

## 25. 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.

## 26. Structures, entertainment and amusements

If structures, entertainment and amusements are going to be a part of your event, a 'Special Event Permit' is required to be issued by CWT. This permit is subject to fees and charges as set out in the City of West Torrens [Fees and Charges](#) Register.

### Structures

Events may involve structures such as seating stalls, staging, large marquees, amusements etc. It is the responsibility of the event organiser to ensure these meet legislative requirements.

If structures are a component of an event the event organiser may be required to submit a Development Application to CWT at least 12 weeks before the event.

In regards to loading, details and plans from a Structural Engineer are required before the structure is erected. Upon completion of the structure, the Structural Engineer must provide a certificate certifying the structure.

If a CWT Development Officer determines that development approval is not required, the event organiser is required to provide CWT 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 CWT one month before the event.
- A site plan showing the location of temporary structures (including marquees). This must be submitted to CWT one month before the event.
- A certificate to be submitted to CWT by a qualified installer that the temporary structure has been erected in accordance with the submitted details after the structure has been erected.

## 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 \$20 million 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 CWT as part of the application.

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

### What to do:

- Check that the amusement operator's SafeWork SA registration certificate is current and the serial number relates to the actual amusement before the equipment is activated at the event site. A copy of this certificate must be provided to CWT.
- Ensure the operator has current public liability insurance in place – ask to see a certificate of currency.
- Ensure there is sufficient clearance for tall amusements before the event (ie power lines, trees, etc).
- Contact SafeWork SA if you are unsure or require more information about a particular amusement operator.
- Provide details and insurance certificate of currency for any amusement providers.

## Animals

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

If you have organised for animal rides (ponies, camels, etc), evidence of public liability insurance for \$20 million in the name of the organisation and valid for the time of the event must be provided to CWT.

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



## 27. 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 of 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 in the vicinity of 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.

The following tables are a guide only.

### Toilet facilities for events where alcohol is not available

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





## Toilet facilities for events where alcohol is available

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

The figures on the previous page 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%

## Toilets and ablutions for persons with disability

It is recommended that at least one unisex toilet (including hand basin) for persons with disability be provided for every 100 toilets or part thereof.

Toilets must be in line with the requirements of the Public and Environmental Health Act, Hygiene and Sanitation and any Liquor Licensing requirements.

### What to do:

- Provide sufficient toilets for your event – see the [SA Health Guidelines](#) for the Management of Public Health & Safety at Public Events for more detailed information.
- Be careful when deciding where to place toilets – eg not around food serving or preparation areas.
- Ensure toilets are stocked with toilet paper, soap and have running water and check stock on a regular basis.
- Ensure toilets are cleaned regularly.



## 28. 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.

If you are intending to promote cycling, consideration should be given to cycling routes to the event and bike racks and lock-up area should be provided.

### What to do:

- Contact the Public Transport Office to discuss public transport options for your event.
- Indicate transport options on event promotional material, including cycling routes.
- Provide an area for cyclists to lock up their bikes at the event.

## 29. Road closures

If your event requires a temporary road closure that may impact on any road or public transport you are required to inform CWT a minimum of 12 weeks before the event. The event organiser must supply CWT with a copy of their proposed Traffic Management Plan. CWT must place an advertisement in the Public Notices section of The Advertiser advising the road closure under Section 33 of the *Road Traffic Act 1961*. The cost of the advertisement will be invoiced to the event organiser.

### Temporary road closure:

The event organiser must complete/provide the following information to CWT:

- 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 West Torrens as an interested party, to the value of \$20 million.

Once the temporary road closure has been approved, a letter informing business operators and residents who may be affected by the closure must be distributed by the event organiser at least seven (7) days before the event.

Payment of all fees associated with the road closure, including application fees, road closure notices, labour, equipment etc. will be borne by the event organiser.

The event organiser is responsible for the safety of participants at all times. CWT 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 (eg involves the Cities of Charles Sturt, Adelaide, Holdfast Bay, Marion and Unley), it is the event organiser's responsibility to liaise with all councils involved. In some instances, where the City of West Torrens is involved, staff will assist where possible to ensure a coordinated approach.

### 30. Temporary parking controls

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 CWT'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, CWT requires a minimum of four (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.

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

### 31. Vehicle access

As a general rule CWT does not encourage car parking on reserves. However, CWT may allow vehicle access to a reserve for loading and unloading purposes only. If CWT has approved parking on a reserve, traffic marshals must coordinate parking and ensure appropriate equipment is in use eg: light reflecting vests, etc.

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 CWT Events Coordinator as permission will be required from CWT or the relevant manager.

### 32. Parking

It is imperative that sufficient parking is provided at any major event. Parking should be clearly identified with signage and/or parking marshals. CWT can provide additional temporary parking signage, parking permits for event staff and traffic management solutions for your event. If parking isn't available at the event site, signage needs to be erected that directs patrons to other nearby parking facilities, ie shopping centres, private property, etc.

#### What to do:

- Ensure event site parking is sufficient for the audience.
- If private car parking is to be utilised, ensure permission is granted from the property owner (especially if there is potential for interruption or inconvenience).
- Liaise with CWT's Promotion and Events Officer and Traffic Officer to arrange temporary parking signage and traffic management solutions (refer Section 2 for contact details).
- Indicate car parking on your event promotional material – and how your audience can best access car parking and the event site.
- Allocate priority parking for VIPs and event staff where applicable.

### 33. 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 CWT's commitment to





providing a liveable, supportive environment for all. A CWT Special Event Permit will be required for any event requiring sound amplification. This permit is subject to fees and charges as set out in the City of West Torrens [Fees and Charges](#) Register.

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 (EPA). 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 EPA 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 - general enquiries**

Telephone: (08) 8204 2004

Free call: 1800 623 445 (South Australia non-metropolitan callers only)

Fax: (08) 8124 4670

Email: [epainfo@sa.gov.au](mailto:epainfo@sa.gov.au)

## **34. Mobile vendors / Temporary trading**

If you intend to organise mobile food vendors or traders to be a part of your event, eg drinks van, ice-cream van, plant or produce stalls etc, you are required to obtain a CWT Permit and provide any required documentation. Please discuss your proposal with CWTs Events Coordinator as the requirements of these permits may vary. The permit is subject to fees and charges as set out in the City of West Torrens [Fees and Charges](#) Register.

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

## **35. Community notification**

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 before 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 CWT's Events Coordinator for approval at least two weeks before an event. Staff can help you identify the areas and streets to be included in your distribution.

## 36. Banners and signage

If you would like to promote your community event by using one of the City of West Torrens' Banner sites, you will need to complete a CWT [Temporary Street Banner application](#), available from CWT's website, [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au). Specific conditions regarding the banners are outlined on the application form.

### Signage and 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 CWT staff to ensure that the signage is in line with the *Local Government Act 1999 (SA)*. Please note that signage may be removed if it is believed that it does not fall in line with relevant legislation, by-laws and policy of the City of West Torrens.

If the signage is to be placed on public property, reserves, footpaths etc, approval is required from CWT. If you would like signage placed on electricity or light poles throughout the City of West Torrens, approval must be obtained from SA Power Networks prior to a request to the City of West Torrens (CWT will still be required to grant 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 2m<sup>2</sup>.
- The sign is displayed for a period not exceeding one month before 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.

For further information contact the Planning and Development Team on 8416 6333.

### 37. Sky activities

The Civil Aviation Safety Authority (CASA) requires a written request for some of the activities indicated below. Once approval has been granted you will receive conditions relating to your request:

- Intention to fly kites – permission needs to be granted if flying kites within 4km of an aerodrome or intending to fly above 300ft.
- Lighting effects – advise in writing regarding the use of special lighting eg strobe, laser and spotlights. They can be hazardous to navigation and if identified as a distraction to aircrafts the CASA and Adelaide Air Traffic Control have the authority to have them discontinued.
- Helicopters – operators are responsible for giving notification to the appropriate bodies. The property owner may be required to provide a letter of support.
- Fireworks – the contracted company is responsible for giving the appropriate notifications and seeking permission on your behalf.
- Light aircraft and parachuting – the company you have contracted is responsible for giving the appropriate notifications and seeking permission on your behalf.

### 38. Music or films at your event

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](https://www.copyright.com.au/) website.

If you decide that your event will incorporate entertainment such as live music or film the music component will be licenced under Council's annual One Music licence. You will still be required to obtain a screening licence from the film's distributor.

A CWT Special Event Permit will be required for any event requiring sound amplification. This permit is subject to fees and charges as set out in the City of West Torrens [Fees and Charges](#) Register.





### 39. Electrical safety

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 CWT representative, CWT 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 SafeWork SA Code of Practice.

Amusement ride and stall operators should use their own generators or battery power.

Electrical installations must comply with Australian Standard AS/NZS3002 – Shows and carnivals. Power cables and leads should be safely installed by a licensed electrician ensuring cables are away from hazards of pedestrian movement, tree canopies and water sources as required by the [Office of the Technical Regulator](#). Event organisers must obtain a certificate of compliance from the site electrician before the event commences.

### 40. Cleaning and 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 rubbish is removed. Bins are located on most reserves, however additional bins can be organised through CWT.

#### What to do:

- Ensure you provide sufficient general waste and recycling bins at your event site.
- Arrange for tables and food serving areas to be regularly cleaned during your event.
- Provide adequate waste bins for food stalls and remember to brief all food providers on waste disposal procedures.
- City of West Torrens can provide bins and waste removal – notice must be provided at least one month before your event.

### 41. Event promotion

The City of West Torrens supports local events, festivals and exhibitions. We can assist in promoting events in the following ways:

- Online listing of upcoming events in the City of West Torrens area (eligibility conditions apply – refer to the [online submission](#) at [www.westtorrens.sa.gov.au](http://www.westtorrens.sa.gov.au)).
- A quarterly 'What's On' section is produced in CWT's Talking Points magazine featuring selected





events. The newsletter is distributed in hard copy and electronic versions to Council's libraries and community centres, media outlets, tourism and community organisations and community members who have subscribed via the website.

- Events should be submitted as early as possible.
- Event descriptions should be lively and interesting – more than just a basic description.
- Significant events can be promoted through four promotional banner sites around the West Torrens area (bookings required).
- Staff can provide contacts and information for accessing poster and leaflet distribution services and other marketing resources.

## 42. 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](http://www.nationalsecurity.gov.au).



P: (08) 8416 6333  
E: [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)  
W: [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)  
A: 165 Sir Donald Bradman Drive  
Hilton SA 5033