

EVENT PLANNING A-Z

THIS INFORMATION IS TO BE USED AS A GUIDE ONLY

Further information including templates can be accessed from Council's website

Aboriginal Peoples

The Berri Barmera Council region lies across the traditional lands of the Ngaiawang, Ngawait, Nganguruku, Erarirung, Ngintait, Ngaralte & Ngarkat people.

You should consider how it may be appropriate to involve Indigenous leaders from the community in planning, and/or acknowledge traditional owners of the land during formalities.

Accessibility

Accessibility isn't only about people who use wheelchairs – it can also include people with vision or hearing loss, people who need to travel with support people, people with learning challenges, allergies and intolerances, as well as considering people of all ages and abilities. Providing people with multiple ways to book also helps events to be more inclusive.

Alcohol

If you intend to serve alcohol at your event you will need to apply for a Liquor License, you can investigate what types of licenses are available, and apply for one via the [Liquor, Gambling and Lotteries website](#).

Where a liquor license is in effect, the Office of the Liquor and Gambling Commissioner may specify additional security requirements as part of the license conditions.

Toilet facilities for events where alcohol is available must be provided as per the [SA Health - Guidelines for the Management of Public Health & Safety at Public Events](#) (Appendix 3a).

Amusement Rides

It is the Event Organiser's responsibility to ensure that the correct [South Australian accreditation paperwork](#) has been supplied along with a copy of the operators' public liability insurance. The pegging of any marquee or structure is not permitted due to underground services.

It is your responsibility to ensure all contractors engaged on Council land on your behalf are adequately insured, registered and maintain maintenance on their equipment.

Animals

[SA Health Animal Contact guidelines](#) provide important information for reducing the risk of illness associated with animal contact.

Aquatic Activities

If your event involves exclusive use of a designated area of waterway (ie river, lake) for an aquatic sport or activity - such as regattas, swimming, boating event than an application for an 'Aquatic Activity Licence' is required to be submitted 4 weeks prior to your event. [Apply for an 'Aquatic Activity Licence' with SafeWork SA](#).

Barbeques

Restrictions apply on Total Fire Ban Days. Find the most current information on the [CFS website](#).

Busking

A busking permit is required prior to playing music on Council land for voluntary donations. In addition, Council requests you notify nearby businesses of your intentions and minimise disruptions.

Emergency Services

It is recommended that all Event Organisers contact South Australian Police, CFS and SA Ambulance with information about events that could require additional services. Event Organisers should develop comprehensive plans exploring responsibilities, risk aversion and contingencies well in advance of your event to help ensure the safest possible outcome for organisers and participants.

Fireworks

If you're hosting fireworks at your next event, please ensure you have researched and understood the [SafeWork SA Explosives \(fireworks\) Regulations](#). Events using fireworks will need to lodge a [Notification of a Fireworks Display or Special Effects Display with SafeWork SA](#) and will need to comply with all the conditions set out in the permit.

Permits to hold displays during the fire danger season and days of total fire ban are issued by the Country Fire Service. Permission for fireworks is required from Council and the landowner.

Food

Food vendors trading at events must be notified or registered with their local council. Council will require confirmation of this before permitting an event. It is important that as a Council we ensure that the food providers meet all required regulations and licencing.

If a food vendor does not have a current food business notification number or registration, they can obtain one by contacting their local council.

First Aid

Event Organisers will need to conduct their own risk assessment to determine whether First Aid is required (e.g. for small events it may be determined by Event Organisers that a First Aid Kit is sufficient; for larger events an official First Aid presence may be required).

Funding

Events can be expensive and securing the necessary funds to successfully deliver your event will be essential. It is important to have an accurate budget in place to determine what your income and expenditure will be and ensure you have adequate contingencies built in, or set specific targets to achieve within certain time frames to assess whether to proceed or not.

Council provides [Grant funding for Events / Activities](#) twice a year, more information is available on our website.

Local Suppliers

Support local traders by seeking their services and goods where possible. Plan menus and activities around seasonal opportunities, this is often a more cost effective option.

Lighting and power

All electric appliances used at your event should be tagged and tested; it is the Event Organiser's responsibility to ensure all suppliers also comply. Power cords crossing an access, footpath or road should be covered by a ramp or other safety device to prevent trip hazards.

Manual Handling

Events will require many manual tasks (carrying, pulling, pushing and lifting) which may cause muscular stress and injuries. Planning your activity preparation before your event, will ensure manual handling tasks aren't rushed and lifting equipment is available. It is essential that the Event Organisers plan to reduce any risks associated with manual handling through their risk assessment.

Notifying Residents and Businesses

It is the Event Organiser's responsibility to ensure that surrounding residents and businesses have been advised of the event and any potential impacts (e.g. noise, traffic etc)

Personal Protective Equipment (PPE)

All staff and volunteers should be provided with PPE relative to the event and their role. Examples of PPE include hats, sunscreen, sunglasses, drinking water, safety vests, adequate clothing coverage.

Plastic Free

Single-use plastic straws, cutlery and stirrers are prohibited from sale, supply or distribution in South Australia including bioplastic alternatives. These single-use items can be replaced with reusable and plastic-free compostable alternatives. Exemptions apply for single-use plastic straws. **From March 1, 2022** expanded polystyrene cups, bowls, plates and clamshell containers will also be prohibited from sale, supply or distribution in South Australia.

Power

Council has power available at most event sites. Power generators can be used to service your event and are a great way to structure your event exactly how you need it. Any generators to be used must be included on your site plan. You are responsible for hiring additional power sources, if required.

Promotions and Publicity

Event Organisers are responsible for the promotion and publicity of their event. Consider media releases to state and local media, as well as utilising local newsletters and social media platforms like Facebook. Ensure all material is clearly read (font and size) and contains all relevant details.

Public Communications

Public communications ensure that you are able to contact others in the event of an emergency and can include mobile phones, PA system, two-way radios etc.

Public Transport

If your event is likely to increase demand or provides alcohol to attendees, the Event Organiser should contact the relevant public transport providers with information so they can adapt as required.

Road Closures and Traffic Management

Traffic management is required for road closures, increased parking and pedestrian access to your event. Speed restrictions around your event should be considered to protect event attendees and other pedestrians. If your event requires road closures or has any impact to roads you will be required to submit a Traffic Management Plan (TMP) to Council.

Security

You may need to supply security for your event. Security arrangements must be in accordance with your liquor licence approval. It is the Event Organiser's responsibility to ensure that security personnel have the relevant qualifications.

Signage

Event Organisers are able to display event signage in the lead up and during their event in designated locations throughout the Berri Barmera Council. Council's Sign Policy outlines restrictions and limitations. Council supports a vibrant and diverse community, advertising in our community must reflect the community's values and be in good taste.

Sound

If music is being played and/or performed live, made available online or copied, it almost always requires a license. Find out if you require an [APRA License](#) at your event. Additionally, if your event is screening a movie you will also require a copyright license.

Temporary Structures

Temporary structures include portable staging, marquees, amusement rides or other constructions that will be erected for less than 30 days. If the structure will be in place for longer than 30 days, you will require Development Approval. All weights and holding systems must meet Australian Standards. If you are using staging and rigging structures over one metre high you will need to notify SafeWork SA.

Toilets

Council is able to assist with ensuring local public toilets remain unlocked or are accessible for the duration of your event. If your event requires additional toilets surplus to the nearby public amenities, you will be responsible for hiring and maintaining these facilities during your event – water connection may be required. Additional toilet arrangements must be in accordance with any liquor licence approval.

Vehicle Access

Vehicles are the single biggest cause of damage to turf and trees during events and the restriction of vehicle movements is imperative to protect our parks and open spaces. Permission must be sought by including any vehicle access points and traffic flow on your site plan.

Waste Management

Developing an event waste management plan helps to identify what kinds of waste, how much waste your event will generate and how you plan to collect and remove that waste. Excessive waste generated and remaining after the event, will be removed by Council at the expense of the Event Organiser. Council has bin trailers available for hire to community event organisers. Requests will be assessed in terms of quantity, timing and resource availability.

Working with Children

It is the Event Organiser's responsibility to ensure that all staff and volunteers who will be involved in activities or facilities for children have undergone the necessary accreditation and police checks. DHS Working with Children Check (WWCC) is free for volunteers, more information [here](#).

Water

Most parks and open spaces are irrigated with recycled water. Council's Property Officer will be able to advise the location of the outlets and access to water supply. In areas where there is no access to water, you must supply your own.

Weather

It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur (ie strong winds, heat etc.) We recommend that you monitor long range forecasts on the [Bureau of Meteorology website](#) in the lead up to your event.