

G U I D E L I N E S

F O R T H E

Management of Public Health & Safety at Public Events

Notes on the Guidelines for the Management of Public Health and Safety at Public Events

The *Guidelines for the Management of Public Health and Safety at Public Events* were prepared in 2003 and last revised in 2006.

Please note that some parts of the Guidelines are now out-of-date and contain references to various regulations, standards and programs that have since been superseded.

When using or referencing information provided in the Guidelines, care should be taken to ensure that up-to-date advice is sought from relevant agencies.

The Guidelines will be subject to review in the near future. Any suggestions or comments on the Guidelines can be forwarded to:

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Government of South Australia
Department of Health

DEPARTMENT OF HEALTH GUIDELINE

G U I D E L I N E S F O R T H E

*Management of Public Health
and Safety at Public Events*

June 2003

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Health and Safety at Public Events

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FOREWORD

This guideline has been prepared by the Department of Health on behalf of the Public and Environmental Health Council to assist State and Local Government Environmental Health Officers with administration of the Public and Environmental Health Act (the Act). It also aims to provide advice and direction for event organisers, State and Local Government officers, and major stakeholders. The guidelines focus on public and environmental health issues to ensure that the planning and management of a public event in South Australia conforms with relevant legislative requirements.

There is an increasing trend to hold events in the Outback or other areas where appropriate community infrastructure and services are not readily available. These events are sometimes located in areas not subject to Local Government control. Many stakeholders, e.g. local councils and emergency services, have specific controls in place to deal with public events and provide formal advice on requirements for the conduct of public events in their area. However in outback areas of the State not under Local Government control, the Minister for Health has a responsibility to promote proper standards of public and environmental health. Although the guidelines apply to the whole State, they have greater emphasis on requirements for public events held on sites not having appropriate existing services and infrastructure.

The general approach of the guidelines is to provide performance or outcome standards based information. A relevant health authority – either a local council or the Minister for Health – may, in the administration of the Act, incorporate provisions of the guideline into a notice issued under the Act to rectify or prevent adverse public and environmental health conditions. However, legislative provisions take precedence over the guidelines, and in areas under Local Government the council may also have specific requirements or by-law provisions that event organisers will need to comply with. For information on the requirements of other relevant agencies, please consult directly with those agencies, e.g., police, fire, ambulance, water, energy, government and private sector stakeholders.

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1. INTRODUCTION

A public event is an event in a certain place during a particular interval of time for public attendance. For the purposes of these guidelines, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events, and occurs regularly, as a one-off, or on an irregular basis.

In South Australia the number of public events is increasing. Public events providing enjoyment and entertainment to the public attract large numbers of people. Particular events held on a regular basis, annually or from time-to-time, attract a variety of people of various ages, cultures, and health status.

There are many aspects of an event which can be potentially hazardous to the general public if not planned and managed correctly. For an event to be successful, it is essential that event organisers provide venues, access and egress points, which do not put the health and safety of the public at risk or cause environmental harm.

Event organisers and major participants need to understand the health and safety implications of staging a public event and be aware of the precautions that must be taken to minimise health and safety risks.

This guideline addresses ways in which stakeholders such as event organisers, major participants, the relevant health authority and relevant agencies can reduce risks to health and safety. The primary recommendations are sound planning and management, including comprehensive risk assessment and mitigation processes.

These guidelines address South Australian requirements, focussing on environmental health issues such as food safety, infectious disease control and waste disposal, with references to other areas of relevance that should be addressed by event organisers. These guidelines should be read in conjunction with the Manual, *Safe and Healthy Mass Gatherings*, published by Emergency Management Australia, which provides a comprehensive overview of issues to be addressed during the planning, management and operations of a public event. *Safe and Healthy Mass Gatherings* can be downloaded from the Environmental Health Service of the Department of Health website at: <http://www.dh.sa.gov.au/pehs/environ-health-index.htm>

This guideline is intended for use by State and Local Government, event organisers, and major stakeholders of public events. It has been prepared to assist State and Local Government Environmental Health Officers and other relevant agencies with the administration of legislation such as the Food Act; Public and Environmental Health Act; Local Government Act; Environment Protection Act; Development Act; Occupational Health, Safety and Welfare Act and associated Regulations, and the *Building Code of Australia*. South Australian legislation is available from the South Australian Parliament web site: <http://www.parliament.sa.gov.au>.

It is very important that event organisers consult with all stakeholders associated with planning and staging of the event including those agencies involved with emergency and other community or private services.

The relevant agencies listed in this guideline to be contacted in planning an event is indicative only and not a complete list. It is up to event organisers to consult with the necessary stakeholders and take their requirements into account with the planning, staging and cleanup after the event. In some areas of the State, a relevant agency may not be able to provide a particular function or service. Where this occurs, event organisers will be required to make necessary arrangements to provide that service.

When organising a public event, it is recommended that event organisers consult with all relevant agencies for advice on the extent of coverage normally provided by that agency, including associated costs, if any, for services provided in the conduct of the event.

2. DEFINITIONS

<i>Environmental Health Officer</i>	Officers employed by the State Government and local councils to administer the provisions of the Food Act and the Public and Environmental Health Act.
<i>Event organiser</i>	Includes any persons or bodies, agencies, etc. responsible for the organisation, coordination, promotion, operation or management of a public event.
<i>Foam parties</i>	Parties held in or near a dance floor area, involving the spraying of patrons with foam from a purpose built “cannon”.
<i>Food business</i>	A business, enterprise or activity that involves the handling of food for sale, or the sale of food. This is regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature.
<i>Food premises</i>	Any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons and/or any other place declared by the relevant health authority to be premises under the Food Act kept or used for the handling of food for sale, regardless of whether those premises are owned by the proprietor. These include premises used principally as a private dwelling, but does not include food vending machines or vehicles used only to transport food.
<i>Mosh pit/moshing/crowd surfing</i>	A mosh pit is the area in front of a stage at a concert where “moshing” takes place. In moshing and slam dancing the crowd is tightly packed, jumping and using each other’s bodies to “bounce”. Crowd surfing can also take place in the mosh pit, and is where a person is supported above a crowd of people by the crowd’s arms.
<i>Public area or place</i>	A place to which the public ordinarily has access (whether an admission fee is charged or not).
<i>Potable water</i>	Water that is acceptable for human consumption.
<i>Potentially hazardous food</i>	Food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food.
<i>Premises</i>	Any land, building or place (including a public place, or movable building or structure) including vehicles.
<i>Public event</i>	An event in a certain place during a particular interval of time for public attendance. For the purposes of these guidelines, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events, and occurs on a regular, one-off or irregular basis.
<i>Relevant agency</i>	The authority, agency or body vested with the responsibility to administer applicable legislation, or the party or agency who has the care, control, or authority, and is responsible to deal with, address or handle the particular function or issue, e.g. South Australian Metropolitan Fire Service (SAMFS), Country Fire Service (CFS), State Emergency Services (SES), South Australia Police (SAPOL), local council.
<i>Relevant health authority</i>	The authority responsible for the administration of health legislation. In areas under Local Government control, it is the local council. For areas not subject to Local Government control it is the Minister for Health.
<i>Stakeholder</i>	Any person, agency or authority that has a direct responsibility for any aspect of an event, or may be affected by the event.
<i>Vermin</i>	Small animals collectively, especially insects and rodents that are troublesome to humans, and/or domestic animals and may include (but are not limited to) lice, fleas, mites, rats, mice, cockroaches, mosquitoes and flies, etc.

3. THE EVENT ~ GETTING STARTED

3.1 WHAT IS A PUBLIC EVENT?

A public event is an event in a certain place during a particular interval of time for public attendance. For the purposes of these guidelines, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events, and occurs on a regular, one-off or irregular basis.

Examples of public events include:

- aircraft shows and displays
- art shows
- circuses
- country and city shows
- festivals or promotional events held in parks/sporting venues
- fetes, fairs, carnivals
- food and wine festivals
- music performances or concerts
- outdoor parties
- outdoor theatre and cinema
- parades
- public functions
- rodeos
- agricultural and or horticultural shows (city or regional)
- sporting activities e.g. automobile races
- tours.

The initial step for event organisers is to determine the following:

- the type of event
- the purpose of the event, that is, to celebrate something, launch a product, meet a demand, provide entertainment for the public or raise funds
- the title of the event bearing in mind its impact and interest
- the content and extent of the event.

The next step is to contact the relevant health authority and other relevant agencies for advice about holding an event in the area and what is required of event organisers.

This guideline, in conjunction with the Manual, *Safe and Healthy Mass Gatherings*, published by Emergency Management Australia, should be used by event organisers and major participants to make them aware of the requirements of the relevant health authority, relevant agencies or other organisations. The Manual covers broader aspects of public health and safety at mass gatherings.

3.2 EVENT DETAILS

The following information may be required by the relevant health authority and/or relevant agency from event organisers during the planning stages:

- type of event
- proposed location
- duration of the event
- promoter and manager details
- number of attendees or an estimation of the number expected to attend the event
- anticipated weather conditions
- shade/shelter provision
- other permits/approvals required
- site layout and emergency management plan

- access to and egress from chosen site, including access for persons with a disability
- services to be provided
- publicity for the event
- target audience
- ticketing
- traffic management
- crowd control
- number of staff and volunteers
- waste disposal
- toilets required
- liquor licensing.

Refer to Attachment A for information that may need to be considered in the planning and management of the event.

4. VENUE

The choice of a venue or site that is suitable for a particular event will depend on a number of factors, such as:

- type and duration of the event
- expected number of attendees
- size and location of the area
- facilities:
 - accommodation/camping
 - availability of potable water, toilets, ablution facilities and power supply
 - solid and liquid waste collection, storage and disposal
 - food services
 - car parking facilities, traffic flow
 - shelter availability
 - access for persons with a disability
 - for the care of young children
- environmental factors such as:
 - weather conditions/time of the year
 - proximity to reservoirs, water catchment areas and the risk of pollution of natural resources
 - other potential impacts on the environment
 - proximity to residential areas and the topography of the area with regard to potential noise nuisance
 - surface drainage
 - dust control
- access and egress for those attending, emergency vehicles, and service vehicles such as waste collection services
- potential impacts on cultural heritage sites
- land tenure/native title issues.

4.1 HAZARD ANALYSIS AND RISK ASSESSMENT

When selecting a site, especially for an outdoor event, a hazard analysis should be undertaken to identify any potential hazards (refer to *Australian Standard/New Zealand Standard 4360 – Risk management*). Hazards may include:

- powerlines (can be brought down by severe storm, affect safe movement of tall structures, etc.)
- waterways that may be prone to flooding, water courses/dams, etc. that may be a safety hazard
- bushfire
- high wind
- extremes of temperature and UV index
- geographical features such as deep gorges and cliffs
- public health pests and other animals such as mosquitoes, flies, snakes, spiders, bees and wasps which may pose a risk to health
- poisonous plants, dust, pollen and other allergens
- proximity to transport routes such as train lines and major roads
- fixtures, fittings and temporary structures e.g. rigging within buildings (temporary or otherwise)
- chemicals stored on site.

Event organisers should seek advice from the relevant agency on potential hazards at the proposed venue. Appropriate risk management and emergency plans should be developed to manage any potential hazards. Refer to Sections 12 and 15 for additional information.

5. PRE-EVENT PLANNING

5.1 IDENTIFY STAKEHOLDERS

When preparing for an event, organisers should consult with all stakeholders that may have an interest in the event to obtain the appropriate information required for obtaining relevant approvals. Stakeholders may include (but are not limited to):

- Australian Red Cross
- beverage suppliers
- commercial and residential neighbours
- Drug and Alcohol Services Council
- entertainers
- Environment Protection Authority
- food vendors
- groups/providers/sponsors
- hire companies
- independent technical/engineering consultants/services/certifiers
- local council/community
- media
- Office of the Liquor and Gambling Commissioner
- Outback Areas Community Development Trust
- Planning SA
- relevant health authority/ies
- relevant health services
- security agencies
- South Australia Police
- First aid medical services
- South Australian Metropolitan Fire Service or Country Fire Service
- South Australian Tourism Commission
- St John Ambulance
- State Emergency Service South Australia
- The Cancer Council South Australia
- Transport SA
- utility suppliers
- waste contractors
- WorkCover Corporation of South Australia
- Workplace Services.

Refer to Section 18 for contact details and additional stakeholders.

5.2 EVENT ORGANISING COMMITTEES

Each event must have an organising committee, which plays a vital role in organising and managing a successful event. Organisation of an event requires many areas of expertise, and each element is best managed with direct input from the most appropriate stakeholders. Committees must meet on a regular basis to review, change and update event progress. Sub-committees may be required to provide planning for particular aspects of the event.

5.3 BRIEFINGS

Briefings for stakeholders to clarify issues such as emergency procedures, communication, food, security, public health and safety, alcohol services, ticketing and traffic management should occur regularly, increasing to weekly briefings in the month prior to the event.

A formal debrief meeting should be conducted within 14 days of the event. Key stakeholders will need to gather information about the event – what worked, what didn't work and why. This

information can be collated by the event organising committee who may then produce and distribute an event evaluation report to relevant stakeholders. This will facilitate improvements for future events.

5.4 ADMINISTRATIVE ISSUES

Permits

Approvals or permits will be required from some stakeholders in order to hold the event. Contact the relevant health authority or relevant agency (local council or the Environmental Health Service of the Department of Health) to find out if a permit or approval is required. Some stakeholders will need to be contacted for their assistance in planning and conducting the event, and others should be contacted as a courtesy. You will be advised on what information is needed to support applications for a permit, and the deadline for lodgement. Details of local councils are available in the South Australian telephone directories or on the Environmental Health Service of the Department of Health website at: <http://www.dh.sa.gov.au/pehs/council-finder/councils.asp>. For lands outside council areas, contact the Environmental Health Service of the Department of Health (refer to Section 18).

It is important to allow sufficient time to gain all the relevant approvals. The following is a guide to the prior notice required by some stakeholders.

Stakeholder notification lead time

Organisation Name	Notification Time
<i>Country Fire Service (CFS)</i>	If the event is in a rural or remote area, contact the closest CFS as soon as possible before the event. Depending on the size of the event, the remoteness of the event, and the amount of traffic restrictions, the CFS may need at least 6 months notice.
<i>Environment Protection Authority (EPA)</i>	Contact the EPA at least 6 weeks in advance. Exemptions under the Environment Protection (Industrial Noise) Policy (if required) take 4 to 6 weeks to process.
<i>Hospitals</i>	Contact the appropriate hospital administrators as soon as possible to discuss issues associated with the event.
<i>Office of the Liquor and Gambling Commissioner</i>	If premises will be supplying alcohol, a liquor licence will need to be issued by the Office of the Liquor and Gambling Commissioner under the Liquor Licensing Act. For an event lasting more than 3 days, at least 60 days notice is required before the first day of the event. In any other case, allow 14 days before the function for the license to be issued.
<i>Relevant Health Authority</i>	Contact the relevant health authority with a lead time of at least 6 months for events of greater than 10,000 people and 3 months for smaller events.
<i>South Australian Metropolitan Fire Service (SAMFS)</i>	Contact SAMFS as soon as details of the event have been finalised. High-risk events such as automobile racing would require staff on standby and need to be planned months in advance. Other public events e.g. food/wine fairs, picnics, which do not have a particular fire risk require several weeks notice.
<i>South Australian Ambulance Service (SAAS)</i>	Contact SAAS as soon as possible for planning purposes especially for high-risk events, e.g. automobile races.
<i>South Australia Police (SAPOL)</i>	SAPOL requires 3 months pre-event notice for planning purposes.
<i>State Emergency Service South Australia (SES)</i>	SES requires 3 months notice.
<i>St John Ambulance Service</i>	St John Ambulance Service requires at least 6 weeks notice.
<i>Transport SA</i>	Transport SA requires 6 weeks notice where events impact on public transport services. If an event impacts on road users, approval must be sought from Transport SA when all or part of the road is a Transport SA road. If unsure whether the road in question comes under the care, control and management of Transport SA or other parties, contact Transport SA.

Occupational Health, Safety and Welfare Issues

The objectives of the Occupational Health, Safety and Welfare (OHS & W) Act are:

- to secure the health, safety and welfare of persons at work
- to eliminate, at their source, risks to the health, safety and welfare of persons at work
- to protect the public against risks to health or safety arising out of or in connection with:
 - the activities of persons at work, or
 - the use or operation of various types of plant
- to involve employees and employers in issues affecting occupational health, safety and welfare
- to encourage registered associations to take a constructive role in promoting improvements in occupational health, safety and welfare practices and assisting employers and employees to achieve a healthier and safer working environment.

Event organisers are obliged to comply with the provisions of the OHS & W Act and associated Regulations. In addition, event organisers need to ensure that any persons engaged in the conduct of the event, either directly or indirectly, complies with all provisions of the OHS & W Act and Regulations. This includes any employers, employees, contractors, or any other parties assisting (e.g. volunteers) with the event.

For further information on Occupational Health, Safety and Welfare, contact Workplace Services (refer to Section 18).

Fees

The relevant health authority or other relevant agencies may charge fees for any approval, permit, or for services provided due to the cost of providing resources and monitoring conditions. Fees will vary depending on the type, duration, and the size of the event. Some agencies may require a bond to cover possible damage to property. Event organisers should liaise with the relevant authority/agency on this matter.

Insurance

Managing a public event includes ensuring the safety of volunteers, contract and event staff, and the public. It is normal for event organisers to have comprehensive public liability insurance, which includes members of the public and may include property, equipment and indemnification of the authority. Many relevant agencies will require evidence of appropriate insurance before granting a permit/approval. Event organisers should check with their insurance provider and the relevant authority/agency regarding minimum acceptable public liability and indemnification cover. For local council events, the Local Government Authority Mutual Liability Scheme should be contacted regarding insurance issues related to staging public events (refer to Section 18).

5.5 SITE PLAN

A site plan is a map detailing the layout of facilities and activities of the event. Refer to examples listed below. The site plan must be easy to interpret. All key stakeholders must be consulted as to its final layout as part of the planning process. The site plan can be distributed to relevant stakeholders. It will be useful during set-up of the event, is invaluable in an emergency and should be posted strategically around the site for use by patrons.

The following list is a guide to the type of information that should be shown on the site plan:

- access and egress points for vehicles and people
- activities/entertainment areas
- camping areas
- emergency services
- first aid posts
- food stalls
- information, lost and found children/stolen property centres
- hazards
- parking
- public telephones
- public transport set-down and pick-up points
- restricted or prohibited areas
- sheltered areas
- toilets and showers
- water bodies
- water points

6. COMMUNICATIONS

6.1 INFORMATION CENTRES

An information centre should be established as the control point of the event to allow effective communication with emergency services, first aid posts and event organisers and staff. The information centre is the location where the public, service providers and event stakeholders can obtain any information about the event during its operation, and where consultation occurs before decisions are made and executed. The information centre also receives notification of faults and complaints and directs measures to address them, as well as providing a control point for dealing with issues such as lost children and property.

Information centres should provide maps of the site and detailed information to patrons. Staff should be knowledgeable about all aspects of the event.

A public address system should be provided to service all areas of the event to enable delivery of important messages to the public, performers and event staff.

Key persons such as security and maintenance personnel should be equipped with mobile communication devices so they can be contacted by the information centre as required. To determine what the requirements are for communication systems, consult the Manual, *Safe and Healthy Mass Gatherings*, published by Emergency Management Australia.

The provision of lost and found children and lost property stations is essential to any large event. It is the responsibility of event organisers to ensure that there are such stations, however the number of stations required will depend on the size and nature of the event. Event organisers should contact the SA Police Emergency and Major Event Section and security firms to discuss what is required, which may include:

- number of stations required for the event
- equipment/facilities required
- location of stations so they can be easily found by parents/carers/patrons
- number of child carers
- marked locations of lost children or property stations on site-layout plan and in handout material.

6.2 TELEPHONES

It is strongly recommended that event organisers have a landline telephone or other reliable means of communication readily available at the venue to contact police, emergency services, maintenance and other support services.

It is desirable for public telephones to be available at events with large numbers of patrons attending. Where permanent facilities are not available, event organisers should contact a telecommunication service so that temporary public telephone facilities can be provided. Temporary additional support to the mobile network may be required at remote public events, or at very large events.

7. EVENT PROMOTION

7.1 TICKETING

Determining whether tickets will be sold in advance or purchased at the event, or both, will help determine necessary crowd control measures.

Advanced ticket sales allow event organisers to anticipate patron numbers and plan accordingly. It also enables information about services and their location to be passed on prior to the event e.g. event details, event services, transport arrangements, access to the site, health promotion and publicity material.

Providing sufficient entrances, exits and ticket selling points will minimise congestion and make crowd control easier. Staggering of crowd arrival/departure times will also reduce congestion.

Event cancellation or postponement

Factors resulting in event cancellation may include:

- weather
- poor ticket sales
- venue damage/availability
- star performer sickness/substitution.

When the event is cancelled just prior to the anticipated start time, crowd control becomes critical, especially if large numbers of patrons are already present and/or are awaiting entry. Part of the crowd may become disorderly and cause property damage or injuries. Event organisers should establish contingency plans to deal with the need to cancel, cut short or postpone a public event.

7.2 SIGNS AND ADVERTISING

Event organisers should ensure that appropriate signage is provided at the venue to prevent crowd confusion and congestion. Signs for the following should be considered:

- alcohol/no alcohol permitted
- camping areas and facilities
- drinking water
- entrances/exits
- first aid
- food vendors
- hazardous areas such as cliffs, water holes
- information, lost and found children/stolen property centres
- parking
- access/facilities for persons with disability
- emergency services, e.g. police, ambulance, fire
- public transport
- security
- smoking/no smoking
- telephones
- toilets/showers.

Any large (over 2m²) or permanent signage must comply with the Local Government Act in council areas, and the Development Act and Planning SA for non-local government areas. When it is proposed to erect signage, event organisers should consult with the relevant agency to ensure that power, gas, telephone or water lines are not breached.

7.3 HEALTH PROMOTION

The organisation and management of a public event provides the opportunity to promote healthier environments and encourage positive behaviour change.

Health promotion in sport, recreation and arts settings complements campaigns and activities undertaken in the wider community. Moreover, the promotion of healthy lifestyles goes hand in hand with the provision of safe and healthy environments. Often organisations, including clubs and associations, are influential role models. By providing and promoting safe and health-fostering environments they exert a trickle-down and diffusion effect, inspiring individuals to do the same. Three main strategies are used in these environments:

- structural change: to create supportive environments
- educational activities: that relate directly to health campaigns and initiatives
- promotion: generating awareness about health campaigns, policies and initiatives.

Participation in sport, recreation and arts activity results in a range of physical, social and mental health benefits to communities, and increases social capital. Events that attract large numbers of people are ideal opportunities for health promotion, e.g. addressing risk factors such as excessive alcohol consumption, smoking and smoke-free environments. Event organisers can provide opportunities to create supportive and healthy environments to encourage people to make ‘health-enhancing’ choices, e.g. providing the opportunity to choose healthy foods and consume low alcohol beverages. Setting other health-enhancing examples, such as providing shade at outdoor events, should also be actively encouraged.

Health Ambassadors program

Health Promotion SA manages a Health Ambassadors program that aligns well-known South Australians, who have a demonstrated commitment to healthy choices, with health promoting initiatives like *Alcohol. Go Easy* and *we’re smoke-free*. Ambassadors range from high profile sportsmen and women, high profile artists to media personalities, who actively promote healthy lifestyle choices at a range of sport, recreation and arts events and activities.

Programs promoted by the Ambassadors include:

- tobacco control: *we’re smoke-free* and *Quit*
- healthier food choices: *Smart Choice*
- responsible alcohol consumption and service: *Alcohol. Go Easy*.
- mental health: *Positive minds attract*
- physical activity: *Be Active*.

For further information on the Health Ambassadors program contact Health Promotion SA (refer to Section 18).

Sun protection

Australia has the highest rate of skin cancer in the world, of which approximately 90% of cases could be prevented. To reduce risks, especially at outdoor events, information should be provided to patrons by event organisers to include the following:

- seek shade
- where possible schedule outdoor activities to avoid the peak UV exposure period between 11.00am – 3.00pm daylight savings time
- cover skin with suitable clothing e.g. UV safe
- wear a broad-brimmed hat
- liberally apply SPF30+ sunscreen and reapply at least two-hourly, or as directed by the label.

For further information contact The Cancer Council South Australia (refer to Section 18).

7.4 GENERAL PROMOTION

Any promotion of the event is the responsibility of event organisers, however the South Australian Tourism Commission’s Regional Events and Festivals Coordinator, Health Promotion SA, the local council, or the local progress association outside local government areas, may also be able to assist with promotion. The South Australian Tourism Commission can assist with sponsorship, marketing and public relations. Contact details for the South Australian Tourism Commission, Health Promotion SA and local progress associations can be found in Section 18.

8. ROAD CLOSURE, RESTRICTIONS AND TRAFFIC CONTROL

If it is proposed that the event or part thereof is to be conducted on a public or private roadway or road reserve under the control of Transport SA, the local council or a private property owner, then event organisers will need to obtain an approval from the relevant agency or property owner. If unsure whether the road in question comes under the care, control and management of Transport SA or other parties, contact Transport SA (refer to Section 18).

Event organisers need to provide the following information to the relevant agency or property owner at least six weeks in advance of the event:

- the date, time and nature of the event and extent of any road closures or restrictions
- detailed plans of the event site, the location, traffic routes and proposed temporary road closures or restrictions
- the likely impact of the event on the safety of the travelling public, event participants and spectators
- measures to be taken to manage the road closure or restriction and alternative routes including signage, safety barricades, and traffic control devices for the traffic diversions during the event.

Traffic control is to be either totally coordinated by the South Australia Police or be in accordance with *Australian Standard 1742.3 - Traffic control devices for works on roads*. During any road closure, detours must be provided and signed for the convenience of the travelling public. Any person who is directing traffic on a public road is required to be trained and authorised under the *Australian Road Rules*. Training is available from the South Australia Police. For the appropriate approvals under the Road Traffic Act and further information, contact the Transport SA Metropolitan Region Office (refer to Section 18).

In remote outback areas where vehicular access to the site is not suitable for two-wheel drive vehicles, event organisers should advise participants and patrons that access is via four-wheel drive vehicle only. Information on fuel supplies may be necessary where the venue is distant from conventional fuel outlets.

Event organisers are responsible for effecting measures to prevent vehicles of stakeholders and patrons causing undue disturbance to the occupiers of neighbouring properties and livestock, or causing undue environmental damage.

8.1 PUBLIC TRANSPORT

Transport SA is the regulatory body for all public transport. Where public transport is available or is to be provided, event organisers may wish to advertise this. In some cases, free, subsidised or sponsored public transport from a remote car park may be an option to overcome limited parking, access and egress problems.

Public transport to venues in built up areas can be arranged through Transport SA or through local charter bus services. For rural areas, charter services may be of assistance. Where an event is likely to have an impact on public transport services, event organisers must consult with Transport SA (refer to Section 18).

8.2 PARKING

Event organisers should consult with the local council or local progress association for areas outside local government on car parking facilities, as parking may be limited in built up or other areas and may cause congestion. Local councils can provide advice on parking in public places. In areas where parking is limited the relevant agency may be able to make alternative arrangements subject to prior notice.

Event organisers are not permitted to close public roads for parking without authorisation and prior advertising of the closure. Event organisers are advised to contact the Police, the local council and Transport SA (if on a bus route). Vehicles or patrons attending the venue should not result in undue disturbance/disruption to the occupier and neighbouring properties or livestock.

For events on rural sites not normally used for vehicle parking, event organisers should ensure that the area is suitable under all weather conditions. In some cases, rain may cause bogging and the closure of vehicle parking areas. Marshals may be necessary in car parking areas where large numbers are likely.

9. ENVIRONMENTAL HEALTH

9.1 FOOD

Where food is provided, the food business must comply with the requirements of the Food Act and Regulations, and the *Food Standards Code*. Food businesses are required to notify their local council of their contact details, the nature of their business and their address. Businesses that do not fall under any Local Government area, must notify the Environmental Health Service of the Department of Health. Event organisers and food businesses should consult with the relevant health authority to determine the specific requirements for the range of food that will be available.

Food must be protected from contamination and areas used for food storage, preparation and service must be kept clean, free from vermin and the build up of dirt or food residue. Food preparation and serving areas will require regular cleaning and appropriate waste disposal. Decomposable waste, such as food scraps can cause problems from odour, insects, rodents or other animals. Adequate storage and disposal facilities must be easily accessible to food handlers as well as removal contractors.

All food business premises where food is cooked or reheated should be provided with ventilation to remove steam, grease-laden air and cooking odours. Areas where food is prepared, cooked or served will require a handwashing facility with a supply of soap, potable running water and single use paper towels. The wastewater must be contained and/or discharged to a suitable treatment and/or disposal system, e.g. a sewer or Communal Waste Control System (CWCS), on-site treatment and disposal system, or contained and disposed of in accordance with the relevant health authority or other agency requirements (refer to Section 9.2).

It is important to source foods from reputable suppliers who have recognised quality assurance control mechanisms (e.g. Hazard Analysis Critical Control Point program) in place to ensure that safe and wholesome food is supplied. Food businesses must ensure that food supplies have been prepared and transported in accordance with the standards or general requirements under the Food Act. Every effort must be made to minimise the risk of cross contamination during the food handling process. Food utensils and surfaces used for the preparation of raw food should be clearly distinguished from those used for ready-to-eat food. Food handlers must wash their hands in between handling uncooked and cooked food.

Temperature requirements should be met at all times. Potentially hazardous food, such as chicken, must be stored at temperatures below 5°C or above 60°C at all times. Refrigeration can become a problem in hot weather when refrigeration units struggle to cope. Refrigerated or heated storage areas require continuous power supply. There should be sufficient storage available to ensure that there is adequate protection of food, including from the elements and pests. Exposed food on display must be protected from insect pests, animals, dust and human contact, as well as temperature fluctuations. Utensils such as tongs, ladles or serving spoons should be used to transfer food from one receptacle to another.

Regardless of the type of facility in which the food is prepared, all food contact surfaces must be regularly cleaned and sanitised. Chopping boards pose a particular hazard and an appropriate detergent and sanitiser should be used to adequately clean chopping boards, sinks, etc.

Only potable water is to be used for food processing, cleaning and washing of food utensils, and must be supplied to all sink areas and handwashing facilities. Hot water should be used where possible for washing items that come in contact with food. Operators using water stored in their own tanks must have access to facilities to replenish supplies.

Food businesses should select staff with appropriate skills and knowledge to work in any food premises including temporary facilities. Staff must practice high standards of personal hygiene when undertaking food handling of any nature. Food handlers suffering from, or having symptoms of a food-borne illness (diarrhoea, vomiting, etc.) are required to advise their supervisor or the proprietor of the food business.

9.2 WASTE DISPOSAL

Public events generate a considerable amount of waste including rubbish, wastewater and sewerage. A system for dealing with this waste needs to be adequately addressed by event organisers and must include clean-up after the event. Event organisers need to allocate enough resources to ensure that all waste is managed during and after the event to prevent insanitary conditions and environmental harm.

Event organisers should consult with the following authorities to determine who has legislative responsibilities and requirements for the management of solid and liquid wastes:

- the local council
- the Environment Protection Authority
- the Department of Health.

An accumulation of waste must not give rise to insanitary conditions, which are prohibited under the Public and Environmental Health Act. Premises are in an insanitary condition if:

- the condition of the premises gives rise to a risk to health
- the premises are so filthy or neglected that there is a risk of infestation by rodents or other pests
- the condition of the premises is such as to cause justified offence to the owner of any land in the vicinity
- offensive material or odours are emitted from the premises
- the premises are for some other reason justifiably declared by the relevant health authority to be in an insanitary condition.

Solid waste such as refuse and food waste are the biggest risk for nuisance and offensive conditions as well as infestation by vermin if not adequately controlled. Event organisers must provide an adequate number of refuse bins with lids with regular emptying as often as needed to prevent infestation and overflow.

Food businesses must implement a pest control program to ensure that:

- all practicable measures have been taken to prevent pests and vermin from contaminating food and/or entering food premises and
- all practicable measures have been taken to eradicate and prevent the harbourage of pests and vermin on the premises and vehicles that are used to transport food.

All temporary refuse, sewage and wastewater disposal sites constructed for the event must not create nuisance or offensive conditions. Disposal of refuse or liquid wastes must not result in the contamination of ground, surface or stream waters or provide breeding sites for rodents, vermin or insects.

Special arrangements must be in place for the collection and disposal of decomposable and hazardous waste including food waste, clinical waste and waste from first aid and sharps.

Solid waste disposal

Public events must have suitable and adequate facilities for the storage, collection and disposal of solid waste that:

- contain the waste
- prevent animal, pest or vermin access
- are easily identifiable and accessed by patrons, food vendors and waste collectors
- are able to be easily and effectively cleaned
- ensure that materials such as glass, cardboard, plastic, etc. are recycled through provision of clearly designated and labelled containers.

Note: All putrescible or offensive waste should be in lidded containers.

As the availability of appropriately licensed waste disposal depots is often limited in remote outback areas, it may be necessary to consider alternative options. The Environment Protection Authority should be contacted in this eventuality. The Outback Areas Community Development Trust may also be contacted for assistance (refer to Section 18).

Needle and syringe disposal

Illegal and prescription drug use at events must be considered and planned for. The presence of injecting equipment may pose a safety hazard for patrons and staff. Sharps containers should be provided at the event. Generally these are located within toilets, however other locations may be considered appropriate.

Cleaning and security staff must be briefed on the dangers associated with used injecting equipment and instructed on safe handling methods. Refer to Appendix 1(a) and 1(b).

9.3 ANIMALS AND NOXIOUS PLANTS

Event organisers have a responsibility to ensure that the event does not pose a risk to the health of patrons, event staff or performers, or create a nuisance or environmental risk to surrounding property. Event organisers should ensure that the site is suitable and that any animals are appropriately managed to prevent pollution, injury or illness from those animals, and:

- in areas where insects, rodents, reptiles and other animals can jeopardise public health and safety, first-aid and medical personnel should be notified prior to, and be available during the event
- where possible, identify potentially poisonous and noxious plants and trees, and arrange for them to be isolated or fenced off and patrons advised of the hazard
- give consideration to the potential effect of the event on nearby domestic or farm animals and native fauna
- ensure that no animal is kept in an entertainment venue or on an event site that poses a risk to patrons or occupiers of adjoining properties. Appropriate controls must be in place to contain animals and prevent them from escaping.

Mosquitoes

Mosquito activity is at its peak during summer months. Mosquitoes are not only a biting nuisance but may also carry disease. The most common disease passed on by mosquitoes in South Australia is Ross River virus. Mosquitoes are generally more prevalent along rivers, coastal mangrove and low-lying poorly drained areas. However, during periods of high rainfall in outback areas of the State, large numbers of mosquitoes may breed in surface waters. Some mosquitoes feed mainly around sunrise and from sunset for two to three hours, others will bite during the day.

Event organisers should recognise that mosquitoes may cause a nuisance during the event and take precautionary measures to reduce nuisance. Contact the relevant health authority for information on mosquito control methods. In affected areas, patrons should be provided with information on how to reduce the risk of being bitten by mosquitoes, advising of the need to:

- wear loose-fitting, light-coloured clothing, covering up as much of the body as possible
- use insect repellent containing DEET or Picaridin on areas of exposed skin (always read the label before use)
- use aerosol knockdown or surface insect sprays inside premises
- use mosquito coils outside premises
- use screened tents when camping
- dispose of any containers that may hold water and are likely to breed mosquitoes.

For low-lying areas containing surface water, event organisers should drain the area or treat with an appropriate larvicide.

Animals as part of the public event

There are many events where animals are involved, either for public view, including handling, or as part of the activity or demonstration. If animals are present during an event, event organisers must ensure that the carers of the animals comply with the *South Australian Code of Practice for the Welfare of Animals in Circuses* developed in consultation with the Animal and Plant Control Commission, Primary Industries and Resources SA, RSPCA (SA) Inc. and the Australian Circus Federation. The State Government is responsible for enforcing compliance (refer to Section 18).

If the event has petting zoos, that is, animal rides, open farms or premises where animals are made available for contact with members of the public, the Department of Human Service's, *Petting Zoo Infection Control Guideline for Petting Zoo Operators, Education and Childcare Services and Environmental Health Officers* should be followed. This is available from the Environmental Health Service of the Department of Health or can be downloaded from their website at <http://www.dh.sa.gov.au/pehs/branches/environmental-surveillance.htm>.

As activities involving animals can pose a risk to human health, event organisers and operators need to ensure the compliance in all respects with the requirements set out in the above documents.

Animals and food stalls

It is important that people in charge of food businesses keep the premises free from animals. That person must not:

- permit animals in eating and drinking areas with the exception of animals trained to alleviate the effect of a disability as determined by the Disability Discrimination Act, the Equal Opportunity Act, and the Dog and Cat Management Act
- permit animals in or near food preparation, storage and serving areas including food transport vehicles.

9.4 SKIN PENETRATION

Due to the high risk of spread of infection from skin penetration procedures such as tattooing and body piercing, businesses where tattooing and body piercing are carried out must meet health and safety standards through compliance with the South Australian Health Commission Guideline, *Guidelines on the Safe & Hygienic Practice of Skin Penetration*. The guideline can be downloaded from the Environmental Health Service of the Department of Health website at: <http://www.dh.sa.gov.au/pehs/publications-index.htm>.

In South Australia the Summary Offences Act makes it unlawful to tattoo any person under the age of 18 years. Parental consent should be obtained where a person under 18 years wishes to have their body pierced.

9.5 SWIMMING POOLS AND OTHER WATER BODIES

Public swimming and spa pools must comply with the Public and Environmental Health Regulations and South Australian Health Commission Code, *Standard for the Operation of Swimming Pools and Spa Pools in South Australia* and Supplements A, B and C for water quality; with the *Building Code of Australia* for construction; and the Swimming Pools (Safety) Act and the Development Regulations regarding appropriate fencing. The South Australian Health Commission Code, *Standard for the Inspection and Maintenance of Swimming Pools and Spa Pools in South Australia* should also be complied with. SAHC Codes and Supplements can be downloaded from the Environmental Health Service of the Department of Health website at: <http://www.dh.sa.gov.au/pehs/publications-index.htm>.

Event organisers are responsible for ensuring that the owner of the premises where the event is being held complies with the provisions of the Public and Environmental Health Regulations and ensures that the pool is under the control and management of a person who is knowledgeable in the operation of the pool and sufficiently competent to ensure that it complies with all the requirements of the Regulations. The pool must be tested as often as necessary to ensure that the pool water is disinfected in accordance with the Regulations.

Where spa pools are operated for display purposes only they must be maintained in accordance with the Public and Environmental Health Regulations and South Australian Health Commission Code, *Standard for the Operation of Swimming Pools and Spa Pools in South Australia*.

When natural or artificial water bodies are available or are provided for swimming or other water recreational use, suitably trained staff should be employed to supervise the area and to provide medical assistance, if an emergency situation occurs. Personnel should have qualifications in lifesaving, resuscitation and first aid administration.

Natural watercourses or water bodies in the vicinity of the venue, which may be used for water recreation, should be assessed for suitability against the National Health and Medical Research

Council's *Guidelines for Recreational Use of Water*. Such places may be hazardous due to a range of factors such as unknown water depth, it may be too deep for children or too shallow for diving, clarity may be poor, or the water body may contain obscured objects (snags/hazards) or have steep or slippery sides. Where watercourses or water bodies are considered unsuitable, consideration should be given to erecting fencing and warning signs.

Water bodies used for potable water supplies need to be protected from any form of pollution.

9.6 NOISE

For public events, especially outdoor events, event organisers may need to apply to the Environment Protection Authority for an exemption from the provisions of the Environment Protection (Machine Noise) Policy. This Policy provides measures for the regulation of noise emitted from a range of sources.

Appendix 2 of this guideline outlines maximum noise levels typically allowed at the boundary from the nearest private dwelling in the vicinity of the source of the noise. Other variables can affect noise levels however the table can be used as a guide by event organisers carrying out self-assessment using a hand-held sound-level meter.

Allow four to six weeks for an application to be processed (during that time the application is advertised in the newspaper public notices for comment and objections). Information required for the application includes the location, time, duration, and sound equipment at the event.

An exemption may have conditions attached to it such as:

- all music must be finished by 11pm
- Environmental Protection Authority or Police officers can have noise levels varied
- all adjoining neighbours and nearby businesses must be advised in writing.

Event organisers may need to consult an acoustic consultant on the impact of loud noise from the event on adjoining property and stock in rural areas. The relevant health authority or relevant agency should be consulted to see if any local conditions apply.

Contact details for the Environment Protection Authority are in Section 18. Acoustic consultants can be found in the *Yellow Pages*® under Acoustic Materials and/or Services.

9.7 DUST CONTROL

A common problem at outdoor events is dust control. Large amounts of dust may develop as a result of the event itself. Dust caused by large crowds or vehicle movement can contaminate food, create a nuisance, and cause problems for performers and patrons, especially asthma and allergy sufferers. Consideration must be given in the planning stages to the need for lawn or grass mowing, light watering, and ground covering (artificial or otherwise) – when it is to be carried out, how and by whom. For dust caused by frequent or heavy vehicle movement, event organisers should consider laying a gravel road, compacted rubble, and/or frequent wetting down.

9.8 SALE OF TOBACCO PRODUCTS AND SMOKING CONTROL

Controls on tobacco exist under the Tobacco Products Regulation Act prohibiting:

- smoking in places of public entertainment (refer to 'Places of Entertainment' below)
- smoking in enclosed dining and café areas in licensed and unlicensed premises
- sale of tobacco products to minors
- point of sale advertising and promotion of tobacco products.

A license to sell tobacco products, including products dispensed by vending machines, is required by all vendors. Event organisers should ensure that vendors of tobacco products at the event hold the appropriate licence issued by Revenue SA.

The object of the Tobacco Products Regulation Act is to reduce the incidence of smoking and other consumption of tobacco products in the population especially by young people and to protect non-smokers from unwanted and unreasonable exposure to tobacco smoke.

Sales to Minors

Under the Tobacco Products Regulation Act it is an offence to sell or supply cigarettes to any person under the age of 18 years. The individual and/or company selling or supplying the product is committing an offence and is liable to prosecution.

The Tobacco Products Regulations require specific signage on sales to minors at the 'point of sale'. Correct signage to be utilised by vendors can be obtained from the Environmental Health Service of the Department of Health. Failure to display the appropriate signage is an offence and may result in prosecution.

Smoking in enclosed public dining and café areas

Unlicensed premises

Smoking in enclosed public dining or café areas in unlicensed premises is prohibited. An area within unlicensed premises, which is not primarily or predominantly used for the consumption of meals, may be exempted by the Minister.

Places of public entertainment

The Tobacco Products Regulation Act prohibits smoking in the auditorium of a place of public entertainment. A place of public entertainment means a building, tent or other structure in which entertainment is provided for the benefit of the public and in which the audience is seated in rows.

Licensed premises

In licensed premises the prohibition of smoking applies to all enclosed public areas set aside for meals consumed by persons seated at a table. The prohibition does not apply to enclosed dining areas for which a special, isolated and discrete booking is made for the exclusive use of members of a group, or an area, which has been given an exemption by the Minister.

The prohibition of smoking does not apply to entertainment areas of licensed premises between the hours of 9pm and 5am. Entertainment areas are those in which live entertainment (as defined in the Liquor Licensing Act, see below) is provided, and are being used primarily and predominantly for the consumption of alcoholic drinks rather than meals.

Under the Liquor Licensing Act "live entertainment" means:

- (a) a dance or other similar event at which a person is employed or engaged to play music (live or pre-recorded) or
- (b) a performance at which the performers, or at least some of them, are present in person or
- (c) a performance of a kind declared by regulation to be live entertainment.

Exemptions

Owners, licensees or operators of licensed or unlicensed premises containing enclosed dining and café areas are able to seek exemptions from the Act to allow smoking permitted areas from the Minister for Health through the Department of Health. These exemptions will only be granted where the intention of the legislation – eating of meals in a smoke-free environment is not compromised. Event organisers and/or vendors of tobacco products should allow at least eight weeks for processing an exemption application.

Other smoke-free areas

The Department of Health can offer information and support on how event organisers can introduce smoking bans in other areas not covered by legislation. These include bans at sporting and entertainment events in enclosed and unenclosed areas.

“Point of Sale” Advertising

Most advertising bans are regulated under Commonwealth law, that is, the Tobacco Advertising Prohibition Act. This Act generally prohibits tobacco advertising, except for that in close proximity to the 'point of sale'. Restrictions apply to such 'point of sale' advertising and these are covered under the Tobacco Products Regulation Act.

For further information on the requirements in relation to Tobacco Products Regulation Act, contact the Environmental Health Service at the Department of Health and enquiries on licensing should be made to Revenue SA (refer to Section 18).

10. SAFE SUPPLY AND CONSUMPTION OF ALCOHOL

The supply and consumption of alcohol at public events can create the potential for unnecessary risk to patrons and staff if not properly planned and managed. Organising an event where liquor will be sold (including an all inclusive admission charge or donation) will require a limited licence under the Liquor Licensing Act. This requirement applies even if the event is held on private property.

Ineffective management and irresponsible service of alcohol can contribute to high risk behaviour which may result in illegal activities such as drink driving, underage drinking, and excessive consumption by intoxicated persons which contributes to accidents, personal injury, damage to property and assaults.

Committees, licensees and event organisers need to develop, implement and adopt principles and strategies that can prevent or reduce the risks associated with the consumption of alcohol, minimise the harmful and hazardous use of alcohol and encourage responsible attitudes towards the promotion (including advertising), sale, supply and consumption of alcohol.

Some of the issues to be addressed should include, but are not limited to:

- co-operation with the relevant government departments, councils, police, emergency services and community agencies
- provision of trained first aid and security personnel/staff
- application of safe crowd management principles
- provision of appropriate entertainment
- provision of suitable venue, including adequate toilet facilities
- adequate fire safety provisions
- hazard minimisation
- application of general health and safety provisions.

The information provided is based on processes and considerations undertaken by the Office of the Liquor and Gambling Commissioner for all licensed functions regardless of the size of the function and type of venue. In relation to large events, the following information must be provided:

- a plan of the site
- local council and police views/requirements
- details of male and female toilet facilities proposed
- details of the number of male and female licensed security staff to be employed
- details of any marquees or other temporary structures to be erected including size, exits, fire retardant treatment, fire extinguishers, etc.
- details of public liability insurance
- details of the target group for the event, i.e. adults, minors, families
- details of any entertainment being provided, e.g. live bands, DJ, etc.
- for dance party type events, details of safety fences, buffer zones, recuperation areas, etc.

Where an event is to be held on council/communal land there may be Dry Area prohibitions in place. If unsure, contact the local Police, Office of the Liquor and Gambling Commissioner, the local council or on Aboriginal land, the local Aboriginal and Torres Strait Islander Commission (ATSIC) office.

It is at the discretion of event organisers to determine whether patrons should be able to consume alcohol which has not been purchased whilst at the event. However, this should be discouraged as it may generate problems associated with crowd control, that is, intoxicated persons, and consumption by minors.

Information required by the Office of the Liquor and Gambling Commissioner, together with an overview of licensing issues and other considerations that may apply to the operation of a licensed function or event can be obtained by contacting the Office of the Liquor and Gambling Commissioner (refer to Sections 5.4 and 18).

11. INFRASTRUCTURE AND FACILITIES

Where events are spread over a large area, or where a large proportion of patrons are expected to camp out prior to and during the event, it may be necessary to provide appropriate facilities adjacent to the venue.

In the case of high-energy crowd activities, event organisers need to ensure that adequate safety and comfort measures are in place to deal with injury, trauma, or hysteria associated with unruly crowd activities. In hot weather conditions, comfort facilities such as shade and water need to be available in the immediate activity area.

In static or temporary enclosed facilities it may be necessary to provide mechanical ventilation to ensure that appropriate comfort conditions are met. This includes specific requirements for high-energy activities for entertainers and patrons.

11.1 WATER SUPPLY

An adequate supply of water must be provided at public events, the quantity and quality appropriate to the intended use. All water for drinking and use within food premises must be of potable quality, that is, it must be suitable for human consumption. The quantity of water supplied will depend on a range of factors including:

- the nature of the event and crowd activities
- event duration
- location of event and the time of the year
- environmental conditions such as temperature, wind, rain, etc.
- number of people (patrons, performers and other staff) attending the event
- proportion of persons camping on the site
- flush toilets and other ablutions
- food handling arrangements
- dust control.

Event organisers should refer to the NHMRC/ARMCANZ *Australian Drinking Water Guidelines* for information in relation to microbiological and chemical standards for drinking water.

The Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*, recommends twenty litres of potable water per person per day, of which four litres is the drinking water component. Event duration, location and expected ambient temperatures should be considered in determining the quantity of drinking water required.

Non-potable water supplies may be used for toilet flushing, fire fighting or dust suppression. Where camping is permitted, water for showers needs to be bacteriologically safe although not necessarily of potable quality. Non-potable supplies, including piped outlets, are to be clearly identified as not suitable for drinking.

Water supply must be constant and at a sufficient pressure to withstand peak demands at all outlets. Water should be readily accessible at all food premises, toilets, ablutions, laundry facilities, designated standpipes for patron use, fire fighting and first aid posts.

It is recommended that a recognised water authority supply be used where available. Where this is not available, e.g. the Outback, event organisers will need to obtain supplies from a known safe source or undertake treatment to ensure that the water is safe for human consumption. In most cases, water from natural water bodies will need to be tested for microbial and chemical composition to determine treatment and suitability for potable use.

Advice on the requirements for treatment of water from natural water bodies to render it suitable for potable or human use may be obtained from the Environmental Health Service of the Department of Health, or the SA Water Australian Water Quality Centre (refer to Section 18).

All pipes, valves, fittings, storage tanks and tankers used to cart drinking water shall be constructed of suitable materials and be maintained and operated in such a manner to prevent contamination of drinking water. Drinking water outlets should be separate from sanitary facilities, and standpipes should be anchored to posts securely embedded in the ground.

It is strongly recommended that potable drinking water be available at the crash barrier in “mosh pits”. Signage should be provided to direct patrons to drinking water supplies. This could be included in site maps that are provided with tickets to the event and at the information centres. Reticulated drinking water supplies should be sited to allow easy patron access and movement, and have drainage to prevent localised flooding or muddy conditions around the standpipes.

11.2 POWER AND GAS REQUIREMENTS

Event organisers need to ensure that an adequate and safe supply of power and gas is available for the duration of the event. This may require consultation with the relevant supply authority to determine if the capacity of the existing supply infrastructure is adequate for the event.

Where it is necessary for on-site generation of power, the plant is to be safe and suitable for the needs of the event and not cause nuisance, and/or offensive noise conditions. Suitable back up facilities may be required as appropriate.

Event organisers are responsible for ensuring that lighting is provided throughout the event so there is adequate illumination of the event area for the safe movement of patrons, entertainers and support service personnel.

Auxiliary power including battery backup may be required to meet emergency power needs in the event of a power outage. Any emergency backup system shall enable operation of lighting for emergency evacuation and operation of a public address system and other equipment to enable safe evacuation. Event organisers should consult with the power supply authority concerning the potential for power outage in the area where the event is to be held. In some cases power supply may be cut where the bushfire risk is high or extreme therefore event organisers should also consult with the appropriate utility and fire service regarding the issue.

All works on the provisions of power supplies for the event need to be carried out to meet the requirements of the supply authorities and comply with *Australian Standard/New Zealand Standard 3000 - Electrical installations*, and must be carried out by appropriately licensed electrical contractors and certified accordingly.

All gas installations must be in accordance with *Australian Standard/New Zealand Standard 1596 - The storage and handling of LP Gas*, and or *Australian Standard 5601 (AG 601) – Gas installations*, and must be carried out by appropriately licensed gas fitting contractors and certified accordingly.

11.3 TOILETS AND ABLUTION FACILITIES

Depending on the nature and duration of the event, event organisers need to ensure that adequate toilet facilities are provided for patrons, entertainers and support staff. These facilities should include water closet pans, urinals and hand basins. Showers are required where camping is proposed in conjunction with the event. Facilities should be adequate in number, conveniently located and suitable for the event. The toilet facilities must have the necessary provisions for the collection, treatment and disposal of sewage and wastewater. The facilities must be operated and maintained in a clean and tidy manner so that insanitary conditions do not occur.

Unless otherwise permitted by the relevant health authority, all toilets will be water flush and have hand basins provided, connected to a cold water supply. Portable water flush toilets must be provided when existing toilet facilities are inadequate. When planning for public toilets, the following should be taken into consideration:

- type of event
- duration of the event
- crowd type and activities
- number of patrons
- alcohol and food consumption.

The Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*, assumes a 50/50 male/female split will be attending the event unless otherwise known. See Appendix 3(a) of this guideline for the number of male and female toilets that need to be provided.

Toilet and ablution facilities should be:

- clearly designated for each sex with unisex toilets for disabled persons
- separate from food service preparation and storage areas
- cleaned and maintained for the duration of the event
- well lit and clearly identified
- situated and screened to ensure privacy
- preferably having separate approach for each sex
- provided with handwashing basins with cold running water, soap (bar or liquid), disposable towels or air dryers and waste containers
- provided with toilet paper
- provided with provisions for disposal and removal of sanitary napkins, nappies and incontinence pads, condoms, needles and syringes and other refuse
- provided to enable feeding and or changing of infants.

Where showers are provided, suitable provisions for holding of clothing during shower use are needed.

In hot areas, shade should be provided in conjunction with the facilities.

Event organisers should ensure that all support staff are briefed on the proper procedure for handling needles and syringes, on the risks of needlestick injuries and the correct procedures should a needlestick injury occur. Refer to Appendix 1(a) and (b).

To maintain facilities in a sanitary condition they must be cleaned at least daily or more frequently where necessary to prevent nuisance or offensive conditions and infestation/harbourage by nuisance insects or pests. A cleaning schedule should be established for toilet facilities and ablutions to cover frequency of cleaning, monitoring, equipment and chemicals to be used. There must be adequate maintenance personnel available to repair any blockages, and sufficient supplies need to be available for use by the cleaning staff, including soap, toilet paper, buckets, mops, brooms, protective clothing, etc.

At least one unisex toilet for patrons with a disability should be provided at each group of toilet facilities. Refer to the *Building Code of Australia* as a guide for further information.

As a means of alleviating long line-ups, particularly at female toilets, event organisers should consider the provision of additional unisex toilets.

Portable toilets must be situated so that they can be pumped out during the event. Vehicles pumping out portable toilets must not block access for emergency services.

Signs directing patrons to toilet facilities should be prominently placed at locations where patrons can see them. Toilet and ablution facilities should also be sited to allow easy access and minimum queuing. Toilet locations could be included on site maps that are provided with tickets to the event and at information centres.

If an event is to be held within a building, for example in a building that is specifically built for the purpose of entertaining or holding an event, then the number of toilets must comply with the requirements for South Australia as set out in the *Building Code of Australia*.

Toilet and ablution facilities must not give rise to insanitary conditions. The Public and Environmental Health Act prohibits insanitary conditions which includes conditions posing a risk to health; conditions where offensive material or odours are emitted, and conditions that could cause justified offence. The Act also prohibits the unlawful or inappropriate discharge of wastes into a public or private place.

11.4 SEWERAGE AND WASTEWATER

When the event site is not served by a sewerage system, or the sewerage system is inadequate, the relevant health authority or agency must be contacted to determine the requirements for all types of sewage and wastewater disposal. This includes sewage, wastewater from handwashing, food stalls, ablution blocks and from any crowd comfort measures such as spray tents and foam parties.

Sewage and wastewater collection, treatment and disposal systems must be constructed and operated to prevent contamination of the food or water supply or other water bodies, or insanitary conditions. In areas administered by local government contact the local council.

The Minister for Health through the Environmental Health Service of the Department of Health is the relevant health authority in all other areas of the State (see also Section 11.3).

All waste control (sewage and wastewater) systems must be installed, operated and maintained in accordance with the Public and Environmental Health (Waste Control) Regulations and the relevant South Australian Health Commission Codes, *Standard for the Construction, Installation and Operation of Septic Tank Systems in South Australia* and Supplements A and B.

For events where off site disposal is necessary, this is to be undertaken by contractors licensed by the Environment Protection Authority for the collection, cartage and disposal of sewage and wastewater.

Waste control system approvals

Event organisers and stakeholders are reminded that the provision of sanitary plumbing and drainage facilities for the collection, treatment and disposal of sewage and wastewater is defined as a waste control system and requires an approval pursuant to the Public and Environmental Health (Waste Control) Regulations. This applies to permanent or temporary facilities.

Applications detailing the proposed waste control system/s need to be submitted to the relevant health authority at least six weeks prior to the event. Details of the information to be provided with the application can be obtained by referring to the Environmental Health Service of the Department of Health website at: <http://www.dh.sa.gov.au/pehs/environ-health-index.htm>.

11.5 CAMPING

Before camping facilities are located at a particular area, the proposed camping site should be checked, paying attention to:

- fire risks
- low-lying areas
- potential areas which could flood
- site drainage
- sites in relation to creeks or rivers
- sites near or under power lines
- trees that may drop branches, especially during a storm
- feral animals such as camels, horses, donkeys, goats, foxes, cats, bees and European wasps
- vermin, such as rats, mice, fleas, snakes, spiders, mosquitoes and other animals which may pose a hazard.

Where campers are allowed to occupy land on or around the event site it is essential that toilet and ablution facilities, rubbish, sewage and wastewater collection, treatment and disposal facilities, and a potable water supply, are available within reasonable distance.

Appendix 3(b) outlines the suggested minimum requirements for facilities for camping grounds based on the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*.

Where the public are able to camp at venues, there exist potential health risks such as infectious disease transmission through unsafe sexual practises or illegal drug use which should be addressed. Condom availability and appropriate needle and syringe program/sharps disposal mechanisms should be considered to reduce the risk of disease transmission. Consult with the Drug and Alcohol Services Council and Shine SA for further advice (refer to Section 18).

11.6 SHELTER

Shelter and shaded areas should be available wherever patrons or staff and volunteers may be located for an extended period of time and where weather conditions are adverse. Areas requiring shelter may include:

- transport pick up and set down areas
- spectator and official viewing areas

- seated eating areas
- pedestrian thoroughfares
- first aid posts and medical centres
- competitor and officials marshalling areas
- entrances and ticketing areas
- optional areas for patrons when needed.

12. EMERGENCY SERVICES

It is the role of event organisers to liaise with emergency services such as the police, fire authority, ambulance, first aid, and local hospitals and health providers regarding the event.

Where event organisers seek advice from Emergency Services or Workplace Services on specific requirements such as fire safety provisions, policing matters and other high risk amenities, e.g. amusement rides, it is important for event organisers to ensure that the specific requirements of the relevant agency are provided and this includes, but is not limited to, appropriate and adequate measures to protect property, the event patrons, the public, entertainers and support staff associated with the running of the event, and the adjoining public.

Adequate plans need to be in place to evacuate persons in the event of fire or other disasters (refer to Section 15.1 for more detail on Emergency Plans). High-risk activities will require the provision of onsite medical trauma and recovery teams for injuries (such as automobile racing, air shows, etc.).

Provisions should also be made for persons with a disability and a safe holding area pending evacuation by emergency services personnel or support staff.

It is important that appropriate and adequate communication systems are provided and are working properly to assist in the management of public safety at all times throughout the event.

For high-risk activities, e.g. automobile racing, recognised and trained marshals with the necessary equipment are required to deal with incidents such as vehicle crashes, equipment and or amusement ride malfunctions.

Suitably trained personnel provided in sufficient numbers must be available to service all facilities to ensure that they are maintained in a proper, clean and safe condition throughout the event. These should include a plumber and electrician in case of general equipment failure or services malfunction.

13. FIRST AID

The provision of first aid is an important component of any event. It is the responsibility of event organisers to arrange this, however the number and type of first aid facilities required will depend on the size and nature of the event. Event organisers should contact a reputable licensed first aid and medical company to discuss what is required, which may include:

- number and type of facilities
- what equipment is required for each facility
- location of first aid posts, clearly identified to provide ease of access of patrons
- the number of first aid officers.

First aid officers should be provided with radio communication to enable consultation with ambulance services, event organisers, security, and police to ensure that there is an effective and efficient service to the patrons.

Patrons should be informed and encouraged to access the first aid services. The Office of the Liquor and Gambling Commissioner may impose conditions on a liquor license to ensure that the health, safety and welfare of all persons attending the event is safeguarded. First aid posts should be clearly shown on the site layout plan and handout material.

14. SECURITY AND CROWD CONTROL

Event organisers are responsible for the provision of licensed security and crowd control personnel to ensure that there is an orderly and safe conduct of the event, and protect the public from injury from any source associated with the event. A person acting as a crowd controller must be licensed in this State. Contact the Department of Office of Consumer and Business Affairs for details (refer to Section 18).

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.

15. HAZARDS

15.1 EMERGENCY PLANS

Prior to any public event being conducted, event organisers and the planning committee should undertake an assessment of the event activities to determine the risks and implement a hazard analysis and develop appropriate emergency management plan/s. It is strongly recommended that any formally organised event lasting longer than four hours or with more than 500 persons likely to attend, has a properly documented Emergency Response Plan endorsed by the relevant agency/ies.

An emergency can develop from a number of causes, including fire, structural faults, equipment or amusement ride failure or malfunctions, bomb threat, leakage of toxic substances and uncontrollable crowd activities and therefore the emergency plans should be structured to deal with the contingency to protect patrons, performers and support staff. Accordingly event organisers need to ensure that there are adequate means of escape in the event of any emergency.

All staff should be provided with emergency procedures information and be competent in carrying out their roles. A test exercise should be carried out prior to the event.

Consultation with the relevant emergency service agencies e.g. Metropolitan Fire Service (SAMFS), the Country Fire Service (CFS), State Emergency Services (SES), SA Ambulance Service (SAAS) and SA Police Emergency and Major Event Section should be undertaken to enable emergency pre-planning and familiarisation visits (refer to Section 18).

15.2 SAFETY PROVISIONS

Within premises that are enclosed and in use or are used outside daylight hours, illuminated exit signs and emergency lighting is essential to allow safe evacuation of the occupants from a site in the event of a power failure or other emergency.

Portable fire extinguishers and other appropriate fire fighting equipment suitable for the foreseeable risks must be installed in every building or structure, as necessary to allow effective initial attack on a fire by trained staff and or occupants. Fire extinguishers with the appropriate identification and location marker provided should be situated adjacent to the risk areas, and as well as along normal paths of travel and near exit signs.

Clear access to all buildings, structures and sites, used for public entertainment, should be made available for fire fighting personnel and equipment if an emergency occurs.

Adequate water supplies shall be available at any public event to allow the SAMFS and CFS operational crews or other support agency to combat any fire situation that may arise.

Directions and plans showing main escape routes, and alternative routes in the event of the primary/main route being blocked and assembly points should be displayed around the site.

Complete evacuation to a predetermined assembly point should be carried out on the confirmation of an emergency and all staff should be thoroughly conversant with the provisions of the emergency plan.

15.3 FIRE SAFETY

Event organisers need to consult with the relevant emergency and other agencies to ensure that their fire safety requirements are met.

During the Fire Danger Season, restrictions apply throughout South Australia. Wood fires and gas barbeques may be permitted, subject to certain provisions (refer to Appendix 4). A permit from the local council is required to burn off grass, scrub, stubble or rubbish.

During Total Fire Ban periods, all fires, including barbeques, campfires, burning off, incinerators, welders and other gas-fired appliances are not permitted. Within National Parks, gas and electric barbeques may be used on days other than on days of total fire bans providing:

- the barbeque is within 15m of a dwelling or on coastal foreshore
- an area of four metres around and above the barbeque is cleared of all flammable material

- a responsible person is in attendance while the barbeque is alight and has sufficient water or other extinguishing agent on hand to put it out.

Refer to Appendix 4 for further information on fire restrictions during the Fire Danger Season and on Total Fire Ban days.

The South Australian National Parks and Wildlife Service has strict regulations on the use of barbeques and campfires in their reserves. During the fire danger season all solid fuel fires and wood fires are prohibited in all reserves. Gas fires are permitted other than on days of total fire bans. Outside of the fire danger season, fires are only allowed in those reserves which have signs at entrances stating that fires are permitted. If fire is permitted the following conditions apply:

- the fire must be lit in a designated area especially set aside for this purpose
- an area of four metres around and above the barbeque or campfire must be cleared of all flammable material
- a responsible person must be in attendance while the barbeque or campfire is alight and have sufficient water or other extinguishing agent on hand to put it out.

During Total Fire Ban periods, gas fires, solid fuel fires and wood fires are completely banned. For further advice on the use of fires in national parks contact the National Parks and Wildlife Service. National Parks and Wildlife Restrictions are published in the Government Gazette.

If you have any doubts about lighting a fire during the Fire Danger Season contact the CFS (refer to Section 18).

15.4 FIREWORKS

Event organisers are responsible for ensuring that, where fireworks are to be used as part of the event, all necessary approvals are obtained and adequate measures are put in place to protect the public and property from injury or damage.

Use of fireworks is covered under the Explosives Act which is administered by Workplace Services. Event organisers will need to liaise with the appropriate agencies to obtain an approval and comply with the conditions of approval during the use of such fireworks.

Recent changes to the Explosives Act prohibit the general public from using fireworks. The following must be adhered to:

- firework displays must be conducted by licensed pyrotechnicians who have been trained in the safe use of fireworks
- displays must be conducted between 4pm and 10pm on any day except New Years Eve when a 12:30am finish is permitted
- Workplace Services must be notified of all firework displays at least five weekdays (excluding public holidays) before the display
- intention to hold a firework display requires community notification by either a letterbox drop or an advertisement in the local newspaper.

For more information, contact Workplace Services (refer to Section 18).

16. BUILDING AND STRUCTURE REQUIREMENTS

The construction of all buildings and structures, used for public entertainment purposes will need development authorisation and will also need to comply with the *Building Code of Australia* and/or provisions of the relevant health authority or relevant agency e.g. Workplace Services.

Where an existing building has a change of use to a building for entertainment purposes the building and planning department of a local council may need to issue a development approval under the Development Act. Development approval is not required for temporary structures such as grandstands, stages, or other support rigging that have only incidental advertising, are for a public or community purpose, are erected for less than 30 days and have authorisation from the council.

Amusement rides require approval from Workplace Services and all toilet facilities will require approval from the relevant health authority. Where the erection of a significant temporary structure (such as a grandstand or stage) is proposed, the structure should be checked by a Structural Engineer prior to its use and the Engineer should certify the structure as fit for use. A copy of this certificate should be then sent to the local council or the Development Assessment Commission (where there is no council) or Workplace Services depending on the structure.

When submitting an application for development approval, factors that the council or other relevant agency may take into consideration could include:

- planning matters such as parking provisions, impact on adjoining properties, noise, and consistency with zoning policies
- structural provisions, including spectator stands, stages, sound and lighting rigs, footings, stairs, guard rails and balusters, aisles, seating, and kick boards
- fire safety, including fire fighting equipment, emergency lighting exit signs, alarm systems
- access and egress, including emergency exits
- access for persons with a disability
- emergency service and other vehicle access
- health and other amenities:
 - sanitary and other facilities (toilets and ablutions, etc.)
 - light and ventilation
 - sound transmission and insulation
- amusement structures, venue/rides.

Attachment A may provide further information for consideration and inclusion with an application to council for the authorisation of a temporary structure.

For out of council areas, contact the Development Assessment Commission (DAC) to determine whether an approval is necessary to erect a temporary structure. Any that do require an approval will also have to adhere to the *Building Code of Australia* and/or the requirements of the other relevant agencies. Consult with the relevant agency regarding temporary changes to the normal use of a permanent structure to determine if an approval is required.

The contact details for the DAC and Workplace Services are listed in Section 18.

17. VACATING THE SITE

Event organisers must ensure that event planning provides for a clean up of the site after the event. This includes collection and removal of all waste and litter including the removal of all temporary structures and signage and all signs used to promote the event outside the event site. All putrescible and liquid waste removal must be completed within 24 hours of the event's conclusion, and all remaining waste, litter, or other matter as quickly as practical after the event's conclusion.

It is the responsibility of event organisers to make appropriate arrangements for the clean up and restoration at their expense.

18. USEFUL CONTACT NUMBERS FOR FURTHER ADVICE

Organisation Name	Location	Telephone Number(s)	Internet
<i>Aboriginal and Torres Strait Islander Commission (Adelaide Office)</i>	4 Waymouth St, Adelaide PO Box 1672, Adelaide, SA, 5001	8237 6300	http://www.atsic.gov.au
<i>Animal and Plant Control Commission</i>	Soil and Water Environs Centre, Entry 4, Waite Rd, Urrbrae GPO Box 1671, Adelaide, SA, 5001	8303 9500	http://www.pir.sa.gov.au
<i>Australian Circus Federation</i>		3378 0479	
<i>Australian Red Cross</i>	211 Childers St, North Adelaide PO Box 174, North Adelaide, SA, 5006	8267 7666 Freecall 1800 246 850	http://www.redcross.org.au
<i>Australian Water Quality Centre</i>	Hodgson Rd, Bolivar Private Mail Bag 3, Salisbury, SA, 5108	8259 0215	http://www.awqc.com.au
<i>The Cancer Council South Australia</i>	202 Greenhill Rd, Eastwood, SA, 5063	8291 4111 Freecall 1800 188 070	http://www.cancersa.org.au
<i>Communicable Disease Control Branch, Department of Health</i>	Level 1, 162 Grenfell St, Adelaide PO Box 6, Rundle Mall, SA, 5000	8226 7177	http://www.dh.sa.gov.au/pehs
<i>Country Fire Service</i>	Level 7, 60 Waymouth St, Adelaide GPO Box 2468, Adelaide, SA, 5001	8463 4200	http://www.cfs.org.au
<i>Department of Administrative and Information Services – Land Services Group</i>	Level 2, 101 Grenfell St, Adelaide GPO Box 1354, Adelaide, SA, 5001	8226 3855	http://www.landservices.sa.gov.au
<i>Department for Environment and Heritage</i>	77 Grenfell St, Adelaide GPO Box 1047, Adelaide, SA, 5001	8204 9000	http://www.environment.sa.gov.au
<i>Department for Aboriginal Affairs and Reconciliation</i>	Level 1, Centrepont Building, 22 Pulteney St, Adelaide GPO Box 3140, Adelaide, SA, 5000	8226 8900	http://www.daare.sa.gov.au
<i>Development Assessment Commission (Planning SA)</i>	Roma Mitchell House, Level 6, 136 North Tce, Adelaide, SA, 5000	8303 0771	http://www.planning.sa.gov.au
<i>Disability Information and Resource Centre, South Australia</i>	195 Gilles St, Adelaide, SA, 5000	8223 7522 Country Callers 1800 182 179 8223 7579	http://www.dircsa.org.au
<i>Drug and Alcohol Services Council</i>	161 Greenhill Rd, Parkside, SA, 5063	8274 3333 Statewide 1300 131 340	http://www.dasc.sa.gov.au
<i>Energy SA</i>	Level 19, Wakefield House, 30 Wakefield St, Adelaide, SA, 5000	8226 5500	http://www.energy.sa.gov.au

<i>Environment Protection Authority</i>	Level 5, 77 Grenfell St, Adelaide GPO Box 2607, Adelaide, SA, 5001	8204 2004 Freecall 1800 623 445	http://www.epa.sa.gov.au
<i>Environmental Surveillance Section, OR Wastewater Management, OR Food Section, Environmental Health Service, Department of Health</i>	Level 2, 150 Grenfell St, Adelaide PO Box 6, Rundle Mall, SA, 5000	8226 7100	http://www.dh.sa.gov.au/pehs
<i>First Care Medical</i>	PO Box 654, Enfield Plaza SA, 5085	8252 3653	http://www.firstcaremedical.com.au
<i>Health Promotion SA</i>	Level 4, 11 Hindmarsh Sq, Adelaide PO Box 287, Rundle Mall, SA, 5000	8226 6329	http://www.healthysa.sa.gov.au
<i>Local Government Association</i>	16 Hutt St, Adelaide GPO Box 2693, Adelaide, SA, 5001	8224 2000	http://www.lga.sa.gov.au
<i>Local Government Association Mutual Liability Scheme</i>	16 Hutt St, Adelaide, SA, 5000	8235 6444	
<i>Motor Accident Commission</i>	Level 11, 50 Pirie St, Adelaide, SA, 5000	8221 6377	http://www.mac.sa.gov.au
<i>Office of Consumer and Business Affairs</i>	Level 3, Chesser House, 91-97 Grenfell St, Adelaide GPO Box 1719, Adelaide, SA, 5001	8204 9686	http://www.ocba.sa.gov.au
<i>Office of the Liquor and Gambling Commissioner</i>	Level 9, East Wing, 50 Grenfell St, Adelaide GPO Box 2169, Adelaide, SA, 5001	8226 8410	http://www.sacentral.sa.gov.au/agencies/llc/
<i>Outback Areas Community Development Trust</i>	Level 6, 101 Grenfell St, Adelaide GPO Box 1671 Adelaide, SA, 5001	8226 0354	http://www.oacdt.sa.gov.au/
<i>Primary Industries and Resources SA</i>	Head Office - Grenfell Centre, 25 Grenfell St, Adelaide GPO Box 1671, Adelaide, SA, 5001	8226 0222	http://www.pir.sa.gov.au
<i>Quit SA</i>	202 Greenhill Rd, Eastwood PO Box 929, Unley, SA 5062	8291 4111	http://www.cancersa.org.au
<i>Revenue SA</i>	Level 2, State Administration Centre, 200 Victoria Sq, Adelaide GPO Box 1353, Adelaide, SA, 5001	8226 9755	http://www.revenuesa.sa.gov.au
<i>RSPCA SA Inc.</i>	172 Morphett St, Adelaide GPO Box 2122, Adelaide, SA, 5001	8231 6931	http://www.rspcasa.asn.au
<i>SA Ambulance Service</i>	216 Greenhill Rd, Eastwood, Adelaide GPO Box 3, Adelaide, SA, 5001	13 6272 Country Head Office 8274 0374	http://www.saambulance.com.au

<i>SA Metropolitan Fire Service</i>	99 Wakefield St, Adelaide GPO Box 98, Adelaide, SA, 5001	8204 3600	http://www.samfs.sa.gov.au
<i>SA Water</i>	77 Grenfell St, Adelaide GPO Box 1751, Adelaide, SA, 5001	1300 650 950	http://www.sawater.com.au
<i>Shine SA</i>	17 Phillips St, Kensington, SA, 5068	(08) 8431 5177	http://www.shinesa.org.au
<i>South Australian Tourism Commission</i>	Level 8, 50 Grenfell St, Adelaide PO Box 1972, Adelaide, SA, 5001	8463 4500	http://www.southaustralia.com
<i>SA Police Emergency and Major Event Section</i>	Police Barracks Thebarton, SA, 5031	8207 4014	http://www.sapolice.sa.gov.au
<i>St John Ambulance Australia SA Inc.</i>	85 Edmund Ave, Unley, SA, 5061	First Aid Training 8306 6900 Volunteer Services 8306 6930 Administration 8306 6999 Country Callers 1800 182 131	http://www.stjohnsa.com.au
<i>State Emergency Service</i>	Level 7, 60 Waymouth St, Adelaide GPO Box 2706, Adelaide, SA, 5001	8463 4171	http://www.sessa.asn.au
<i>The Asthma Foundation of South Australia Inc.</i>	329 Payneham Rd, Royston Park, SA, 5070	8362 6272 Freecall 1800 645 130	http://www.asthmasa.org.au
<i>Transport SA</i>	Metropolitan Region 37-41 The Parade, Norwood PO Box 1000, Walkerville, SA, 5081	8226 8222	http://www.transadelaide.com.au
<i>WorkCover Corporation</i>	100 Waymouth St, Adelaide GPO Box 2668, Adelaide, SA, 5001	13 1855	http://www.workcover.com
<i>Workplace Services</i>	Level 3, 1 Richmond Rd, Keswick GPO Box 465, Adelaide, SA, 5001	8303 0400	http://www.eric.sa.gov.au

Disclaimer:

Correct at the time of printing. Subject to change, so please check current telephone directories or contact the relevant agency for updated information.

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- Adelaide City Council
- Adelaide Hills Council
- Australian Institute of Environmental Health (SA Division)
- Beachport District Development Association, Inc.
- City of Charles Sturt
- City of Mount Gambier
- Communicable Disease Control Branch, Department of Health
- Country Fire Service
- Don Crosby, Emergency Management Planning
- Drug and Alcohol Services Council
- Environment Protection Authority
- Environmental Health Service, Department of Health
- Epidemiology, Strategic Planning and Population Health, Department of Health
- Health Promotion SA, Department of Health
- Local Government Association of South Australia
- Major Events Board, South Australian Tourism Commission
- South Australian National Parks and Wildlife Service (Department for Environment and Heritage)
- Office of the Liquor and Gambling Commissioner
- Outback Areas Community Development Trust
- Penola and District Business and Tourism Association
- Planning SA
- SA Metropolitan Fire Service
- SA Police Emergency and Major Event Section
- St John Ambulance
- State Emergency Service
- The Barossa Council
- The Cancer Council South Australia
- Transport SA
- Unley City Council.

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REFERENCES

LEGISLATION CITED¹

1. *Development Act and Regulations*
2. *Disability Discrimination Act*
3. *Dog and Cat Management Act*
4. *Environment Protection (Machine Noise) Policy*
5. *Environmental Protection Act*
6. *Equal Opportunity Act*
7. *Explosives Act*
8. *Food Act and Regulations*
9. *Liquor Licensing Act*
10. *Local Government Act*
11. *Occupational Health, Safety and Welfare Act and Regulations*
12. *Public and Environmental Health Act, Regulations and Waste Control Regulations*
13. *Road Traffic Act*
14. *Summary Offences Act*
15. *Swimming Pools (Safety) Act*
16. *Tobacco Advertising Prohibition Act (Commonwealth)*
17. *Tobacco Products Regulation Act and Regulations.*

¹ South Australian legislation unless otherwise indicated.

This is not a complete list and other State and Commonwealth legislation may apply.

CODES AND GUIDELINES²

1. *A Guide to Planning Events and Festivals.* South Australian Tourism Commission, 2001
2. *Australian Drinking Water Guidelines.* National Health and Medical Research Council, Australia and Agricultural and Resource Management Council of Australia and New Zealand, 1996
3. *Australian Road Rules.* National Road Transport Commission, 1999
4. *Australian Standard 1428.2:1992 - Design for access and mobility - Enhanced and additional requirements - Buildings and facilities.* Standards Australia, 1992
5. *Australian/New Zealand Standard 1596:2002 – The storage and handling of LP Gas.* Standards Australia, 2002
6. *Australian Standard 1742.3:2002 - Manual of uniform traffic control devices - Traffic control devices for works on roads.* Standards Australia, 2002
7. *Australian/New Zealand Standard 3000:2000 – Electrical installations.* Standards Australia, 2000 (known as the Australian/New Zealand Wiring Rules)
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9. *Australian/New Zealand Standard 4360:1999 - Risk management.* Standards Australia, 1999
10. *Building Code of Australia.* Australian Building Codes Board, 1996
11. *Caravan Parks.* South Australian Health Commission Technical Bulletin No. 2, 1972
12. *Development Guide for Caravans and Camping Parks in South Australia.* South Australian Department of Tourism, 1982
13. *Environmental noise.* Environment Protection Agency, EPA Information Sheet, 2002
14. *Event Management: Planning Guide for Event Managers in Victoria.* Victorian Department of Human Services, 2002
15. *Food Standards Code.* Australia New Zealand Food Authority, 2001
16. *Guidelines for Recreational Use of Waters.* National Health and Medical Research Council, 1990

17. *Guidelines on the Safe and Hygienic Practice of Skin Penetration*. Department of Health, Government of South Australia on behalf of the South Australian Health Commission, 2001
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22. *Standard for the Construction, Installation and Operation of Septic Tank Systems in South Australia*. South Australian Health Commission, 1995
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24. *Standard for the Construction, Installation and Operation of Septic Tank Systems in South Australia, Supplement B ~ Aerobic Wastewater Treatment Systems*. South Australian Health Commission, 1998
25. *Standard for the Inspection and Maintenance of Swimming Pools and Spa Pools in South Australia*. Department of Health, Government of South Australia on behalf of the South Australian Health Commission, 1998
26. *Standard for the Operation of Swimming Pools and Spa Pools in South Australia*. Department of Health, Government of South Australia on behalf of the South Australian Health Commission, 1998.
27. *Standard for the Operation of Swimming Pools and Spa Pools in South Australia, Supplement A ~ Waterslides*. Department of Health, Government of South Australia on behalf of the South Australian Health Commission, 1992.
28. *Standard for the Operation of Swimming Pools and Spa Pools in South Australia, Supplement B ~ Hydrotherapy Pools*. Department of Health, Government of South Australia on behalf of the South Australian Health Commission, 1992.
29. *Standard for the Operation of Swimming Pools and Spa Pools in South Australia, Supplement C ~ Bromine Disinfection*. Department of Health, Government of South Australia on behalf of the South Australian Health Commission, 1992.

² South Australian codes and guidelines unless otherwise indicated. This is not a complete list and other Local, State and Commonwealth codes and guidelines may apply. It is the responsibility of event organisers to contact all relevant agencies to ensure that all legislative requirements are met.

OTHER RELEVANT DOCUMENTS AND FURTHER READING

1. *Development proposal assessment for venues where music may be played*. Environment Protection Authority Guideline, 2003.
2. *Australia Standard 3814:2002 (AG 501) –Industrial and commercial gas-fired appliances*. Standards Australia 2002.
3. *Australian Standard 4939:2001 – Non-reusable personal use containers for the collection and disposal of hypodermic needles and syringes*. Standards Australia 2001.
4. *National Code for Food Vending Machines and Temporary Food Premises*. Australian Institute of Environmental Health, 1991.
5. *Yellow Pages® Adelaide 2000*. Telstra Corporation Limited, 2002. Yellow Pages OnLine: <http://www.yellowpages.com.au>.

APPENDIX 1a ~ Needlestick injuries

A small proportion of accidental exposure to blood via a needlestick injury results in infection. For example, the risk of infection with HIV following one needlestick exposure to blood from a person known to be infected with HIV has been reported as 0.3%. This risk may vary according to the stage of infection of the source individual.

In the case of a needlestick injury, i.e. where a used sharp accidentally penetrates another person, the following procedure should be followed:

1. Wash the area with soap and running water as soon as possible. An alcohol based hand rinse or foam (60-90% alcohol by weight) should be used where water is unavailable. Apply an antiseptic and sterile dressing.
2. If blood gets on the skin, irrespective of whether there are cuts or abrasions, wash well with soap and water.
3. If the eyes are contaminated, rinse the area gently but thoroughly with tap water or saline solution, while the eyes are open.
4. If blood gets in the mouth, spit it out and rinse mouth thoroughly a number of times.
5. Contact your local doctor or hospital emergency department as soon as possible. Organise for blood to be taken from the individual to be tested for:
 - HIV antibody
 - Hepatitis B surface antigen (HbsAg)
 - Hepatitis C antibody (Anti-HCV).
6. Reassure the person that only a small proportion of accidental exposure to blood results in infection.

A record of the incident should be kept, stating date, time and details of the incident, how the incident occurred, nature of exposure e.g. whether the affected person had been stabbed by a syringe or other sharp or been splashed in the eye or other mucosal contact, and name of source individual (if known). Incidents should be reported to the person's doctor or the Emergency/Casualty department of the nearest hospital.

If possible, the sharp should be kept for testing, see Appendix 1b, *Safe collection and disposal discarded needles and syringes* below.

(Adapted from *Infection Control in the Health Care Setting*. Commonwealth of Australia, Department of Health and Ageing, 1998).

APPENDIX 1b ~ Safe collection & disposal of discarded needles & syringes

Event organisers should ensure that support staff are adequately trained to deal with the collection and disposal of discarded needles and syringes and follow the procedure as indicated.

There is no need to be alarmed.

- Avoid touching the needle with your fingers or hands.
- Pick up the used needle or syringe by the blunt end, away from the point. When doing this it is preferable to wear gardening gloves or to use a brush and pan or tongs.
- Never attempt to replace the protective cover of the needle if the needle is exposed.
- Put the needle or syringe in a container with a well-secured lid. Rigid plastic containers with lids are best (e.g. Plastic bottles with a screw-top lid). Do not use glass, which may shatter, or aluminium cans, which may be squashed.
- Make sure the container is tightly sealed.
- Put the sealed container in a rubbish bin.

For further information contact the Communicable Disease Control Branch of the Department of Health (refer to Section 18).

(Adapted from *Infection Control in the Health Care Setting*. Commonwealth of Australia, Department of Health and Ageing, 1998).

APPENDIX 2 ~ Noise levels

Description of area in which the noise source is situated	Maximum Noise Levels dB (A)*	
	7am-10pm	10pm-7am
<i>Rural or predominantly rural</i>	47	40
<i>Urban residential</i>	52	45
<i>Urban residential with some commerce, or with a school, hospital or the like</i>	55	45
<i>Urban residential with some manufacturing industry or with some place of public entertainment or place of public assembly or licensed premises</i>	58	50
<i>Predominantly commercial</i>	65	60
<i>Predominantly industrial</i>	70	70

* Measured at any place, other than the premises from which the noise emanates, where a person lives or works.

(Source: *Environmental noise*. EPA Information Sheet, Environment Protection Agency, 2002).

APPENDIX 3a ~ Toilets

The tables are provided from the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*:

Toilet facilities for events where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Handwashing basins	WC	Handwashing 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:

Patrons	Males			Females	
	WC	Urinals	Handwashing basins	WC	Handwashing 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

Depending on the duration of the event, the number of toilet facilities can be reduced proportionally as follows:

Duration of event	Quantity required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

These figures differ from the specifications provided by the *Building Code of Australia*, which are more stringent. For requirements, the relevant health authority or other relevant agencies should be contacted, e.g. Office of the Liquor and Gambling Commissioner.

Toilets and ablutions for persons with a disability

It is recommended that at least 1 unisex toilet (including handbasin) for persons with disability be provided for every 100 WCs or part thereof.

Specific requirements for unisex access toilets and ablutions facilities are stipulated in *Australian Standard 1428.2 – Design for access and mobility – Enhanced and additional requirements – Buildings and facilities*, and in the *Building Code of Australia*.

APPENDIX 3b ~ Camping

Suggested minimum requirements for camping facilities based on two to three nights camping according to the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*:

Sex	WC	Urinal	Hand basins	Showers
Male	1 per 50*	1 per 100*	1 per 75*	1 per 100*
Female	1 per 25*	N/A	1 per 75*	1 per 100*

(* Units expressed as per person, i.e. 1 WC per 50 persons)

Campgrounds

The recommended density is 60 camping sites per hectare, with a minimum site size of 7.5m x 7.5m. The recommended maximum of people per hectare is 210, which assumes an average of 3.5 people per site.

Layout of sites must include provisions for at least 1.5m spacing between each site for walkways, with additional open space for play areas, vehicle access & parking.

It is recommended that washing facilities for clothing and utensils are also provided.

(Source: *Caravan Parks*. South Australian Health Commission Technical Bulletin No. 2, 1972 and *Development Guide for Caravans and Camping Parks in South Australia*. South Australian Department of Tourism, 1982).

Toilets and ablutions for persons with a disability

It is recommended that at least 1 unisex disability facility including a toilet, handbasin and shower should be provided for every 100 WCs or part thereof.

Specific requirements for unisex access toilets and ablutions facilities are stipulated in *Australian Standard 1428.2 – Design for access and mobility – Enhanced and additional requirements – Buildings and facilities*, and in the *Building Code of Australia*.

Refuse bins

It is recommended that one 240L general refuse bin per four sites be provided.

APPENDIX 4 ~ Restrictions during Fire Danger Season & on Total Fire Ban Days

	Fire Danger Season	Total Fire Ban
<i>Wood or solid fuel barbeques</i>	YES, providing: <ul style="list-style-type: none"> • the fire is contained in a barbeque or cooker • an area of 4m around and above the barbeque is cleared of all flammable material • a responsible person is in attendance while the barbeque is alight and has sufficient water or other extinguishing agent on hand to put it out 	NO, all barbeques which use solid fuel such as wood, heat beads, charcoal or briquettes are banned (this includes closed oven or kettle type appliances)
<i>Gas or electric barbeque</i>	YES, providing: <ul style="list-style-type: none"> • an area of 4m around and above the barbeque is cleared of all flammable material • a responsible person is in attendance while the barbeque is alight and has sufficient water or other extinguishing agent on hand to put it out 	YES, providing: <ul style="list-style-type: none"> • the barbeque is within 15m of a dwelling or on coastal foreshore • an area of 4m around and above the barbeque is cleared of all flammable material • a responsible person is in attendance while the barbeque is alight and has sufficient water or other extinguishing agent on hand to put it out
<i>Campfires</i>	YES, providing: <ul style="list-style-type: none"> • the fire is contained in a properly constructed fire place or a 30cm deep trench, not more than 1 sq m in area • an area of 4m around and above the campfire is cleared of all flammable material • a responsible person is in attendance while the campfire is alight and has sufficient water or other extinguishing agent on hand to put it out 	NO, campfires are banned
<i>Welders and other gas-fired appliances</i>	YES, providing: <ul style="list-style-type: none"> • an area of 4m around and above the operator is cleared of all flammable material • the operator has sufficient water or other extinguishing agent on hand to put it out 	NO, electric welders, mechanical cutting tools, oxy welders and other gas-fired appliances are banned

(Source: Country Fire Service <http://www.cfs.org.au> and South Australian National Parks and Wildlife Service (Department for Environment and Heritage)).

NOTES

ATTACHMENT A ~ Event Checklist

Checklist to be used as a guide when organising public events

(Adapted for this guideline from *Safe and Healthy Mass Gatherings*, Emergency Management Australia, 1999 and *Event Management: Planning Guide for Event Managers in Victoria*, Victorian Department of Human Services, 2002)

This checklist is designed to give event organisers, health authorities and other relevant agencies a guide to the detail that should be considered when organising a public event. It is provided as a guide only. Local government and other agencies may have additional requirements. Some sections may not be applicable or required and these may be left blank, crossed out, or the words “not applicable” inserted.

Event organisers may need to provide specific details to key stakeholders e.g. SA Metropolitan Fire Service, SA Police Emergency and Major Event Section, State Emergency Services and provide copies to other relevant agencies as required.

Fill in tick boxes with a tick (✓) as applicable.

EVENT DETAILS (refer to Section 3)

Name of event:

Type of event:

Event date(s): From:/...../..... To:/...../.....

Number of days:

Event times: Start: am/pm Finish: am/pm

Venue name:

Venue address:

Proposed venue/site preparation start date:/...../.....

Proposed venue/site vacated date: /...../.....

Event organiser:

Address:
.....
.....

Contact person name:

Phone: Fax:

A/Hours: Mobile

Email:

Details of event (including entertainment and main attractions):

.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Where an event goes for more than one day, attach a complete program for each day.

Sponsorship details (including any conditions such as signage or other displays):

.....
.....
.....
.....
.....

VENUE DETAILS (refer to Section 4)

Note: Include detail such as - indoor/outdoor, normal use, permanent and temporary structures, temporary sites, multiple sites, site boundaries, natural features, likely hazards [including weather], historic sites, environmental issues, parking arrangements, access and egress, and facilities such as water, toilets, food preparation and waste removal.

.....
.....
.....
.....
.....
.....
.....
.....
.....

Estimated daily attendance:.....

Estimated daily attendance for events longer than one day:

Estimated peak attendance: Times(s):.....

Estimated overall attendance:

Estimated age composition of audience:

- 0 - 12 years: % of total audience
- 12 - 18 years: % of total audience
- 18 - 25 years: % of total audience
- 25 - 40 years: % of total audience
- 40 - 55 years: % of total audience
- 55 years and above: % of total audience

Has this event been conducted previously? YES NO

If **YES**, when?.....

Where?.....

Event organiser:

Contact phone: Fax: Mobile:

Is the proposed event to be the same or similar? YES NO

If **NO**, detail the changes:

.....

What effects will the changes have?

.....

Will alcohol be provided? YES NO

If **YES**, has application for a Liquor Licence been made and on what date? YES NO

Date:/...../.....

Has it been approved and issued? YES NO

Is the proposed site appropriate for the type of event? YES NO

If **NO**, what changes need to be made to the site to facilitate the event?

.....
.....
.....
.....

Are there alternative sites available or can the event be modified?

.....
.....
.....
.....

Agency comment:.....
.....
.....

Are there multiple sites involved in the event? YES NO

If **YES**, are they appropriate? YES NO

If **NO**, detail changes to be made to suit the event:

.....
.....
.....

Other comments:.....

.....

Agency comment:.....
.....
.....

Is the venue normally used for this type of event? YES NO

Is the venue normally used for large crowds? YES NO

If **NO**, detail extra facilities required at the site(s) to cater for the type of event and/or large crowds:

.....
.....

Topography:

Slope:

Rivers, creeks, dams:

Other:

.....

Will the local council or progress association be affected? YES NO

If YES, what are the likely effects/impacts?

.....
.....
.....

Has the local council or progress association been consulted? YES NO

Will any neighbouring councils be affected? YES NO

If YES, what are the likely effects/impacts?

.....
.....
.....

Will any neighbouring properties be affected? YES NO

If YES, what are the likely effects/impacts?

.....
.....

Have neighbouring council & property owners/managers been consulted? YES NO

Agency comment:.....
.....
.....

Is camping required? YES NO

Is the site suitable as a camping facility? YES NO

If NO, what actions or additional facilities are required?

.....
.....

List any environmental issues (lawned areas, flora, fauna, historic or sacred sites, etc.):

.....
.....
.....

List any natural features likely to be hazardous (river, dam, long grass, forest, trees, wetlands, etc.):

.....
.....
.....

Agency comment:.....
.....
.....

PRE-EVENT PLANNING

IDENTIFY STAKEHOLDERS (refer to Section 5.1)

Has support/approval been sought and received from key stakeholders?

If **YES**, complete the following table (refer to Section 5.4 for minimum notification times for some key stakeholders):

Agency	Contact Name(s)	Address/Telephone Number(s)
<i>Ambulance service</i>		
<i>Community progress associations</i>		
<i>Fire service</i>		
<i>First aid service</i>		
<i>Hospital/medical service(s)</i>		
<i>Landholder(s)/occupier(s)</i>
<i>Liquor licensing (Office of the Liquor & Gambling Commissioner)</i>		
<i>Local businesses</i>
<i>Local council(s) including neighbouring councils</i>
<i>Neighbours</i>
<i>Police</i>		
<i>Relevant State Government Departments (e.g. Environment Protection Authority, Department of Health)</i>

Agency	Contact Name(s)	Address/Telephone Number(s)
<i>Security personnel</i>		
<i>State emergency service</i>		
<i>Transport authority</i>		
<i>Other (e.g. utility suppliers, caterers)</i>

Where land is under lease/occupied by a leasee (e.g. a Crown Land lease), does the lease permit the proposed use?

YES NO

Has the landowner been contacted and agreed to the proposed use?

YES NO

Provide contact details of the landowner:

.....

EVENT ORGANISING COMMITTEE (Refer to Section 5.2)

Member Name	Address	Contact Telephone Number(s)	Responsible for
			<i>Alcohol</i>
			<i>Communications and Contacts</i>
			<i>Emergency Management</i>
			<i>Event Management</i>
			<i>Finance</i>
			<i>Food</i>
			<i>Health and Medical</i>
			<i>Insurance</i>
			<i>Local Community</i>
			<i>Permits</i>
			<i>Post Event Activities</i>
			<i>Promotion</i>
			<i>Public Health and Safety</i>
			<i>Security</i>
			<i>Site Plan</i>
			<i>Traffic Management</i>
.....	<i>Other</i>
.....	
.....	

BRIEFINGS (refer to Section 5.3)

A full briefing of the relevant stakeholders is planned for (date): /...../

A final briefing of relevant stakeholders is planned forweeks before the event.

A debriefing will be conducted with all stakeholders withindays of the event.

ADMINISTRATIVE ISSUES (refer to Section 5.4)

Refer to *References, Legislation Cited and Codes and Guidelines* for State and Local Government legislative requirements.

Permits/Approvals

Have approvals been sought and received from the relevant health authority and/or relevant agencies?

YES NO

Permit/Approval	Relevant Health Authority/Relevant Agency/ies	Received
<i>Council permit (e.g. for Council-owned land; Council by-laws)</i>	Local council(s)	<input type="checkbox"/>
<i>Development consent (engineering/building/planning requirements, including temporary structures, rigging, etc.)</i>	Local council or Development Assessment Commission for areas outside Local Government jurisdiction	<input type="checkbox"/>
<i>Fire permits</i>	Local council or Country Fire Service for areas outside Local Government jurisdiction	<input type="checkbox"/>
<i>Liquor Licence</i>	Office of the Liquor and Gambling Commissioner	<input type="checkbox"/>
<i>Noise</i>	Environment Protection Authority	<input type="checkbox"/>
<i>Fireworks</i>	Workplace Services	<input type="checkbox"/>
<i>Road closures/restrictions</i>	Transport SA and/or local council	<input type="checkbox"/>
<i>Tobacco Products Regulation Act exemption(s)</i>	Environmental Health Service, Department of Health	<input type="checkbox"/>
<i>Other</i>		
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

THE ABOVE IS A GUIDE ONLY, ADD DETAILS AS APPLICABLE

Insurance

Insert details below:

Name of Insurer:
Address:
Phone: Fax: Email:
Policy Number: Expiry Date:/...../.....
Public Liability Value: Asset Value:/...../.....

List agencies requiring indemnification coverage:

.....
.....
.....
.....
.....

Does the proposal provide for adequate general public liability insurance and indemnification of relevant health authority/ies or relevant agency/ies? YES NO

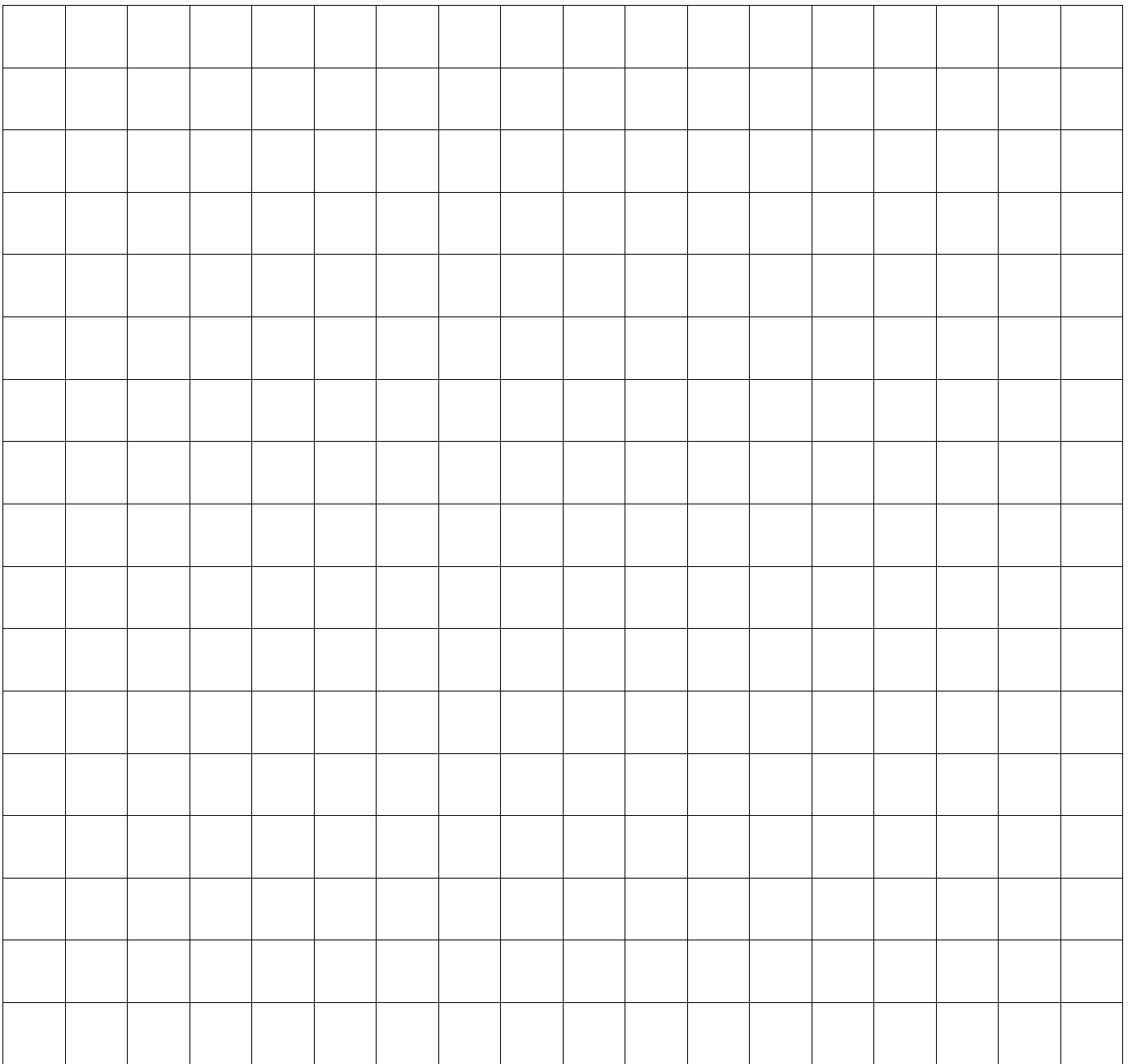
Agency use:
Does the proposal provide for adequate general public liability insurance and indemnification of relevant health authority/ies or relevant agency/ies? YES NO
If **NO**, what action is required to rectify this?
.....
Comment:
.....

Agency use:
Are bond(s) required to cover contingencies? YES NO
If **YES**, specify the amount(s): Payable to:
..... Payable to:
..... Payable to:
Comment:
.....

SITE PLAN (refer to Section 5.5)

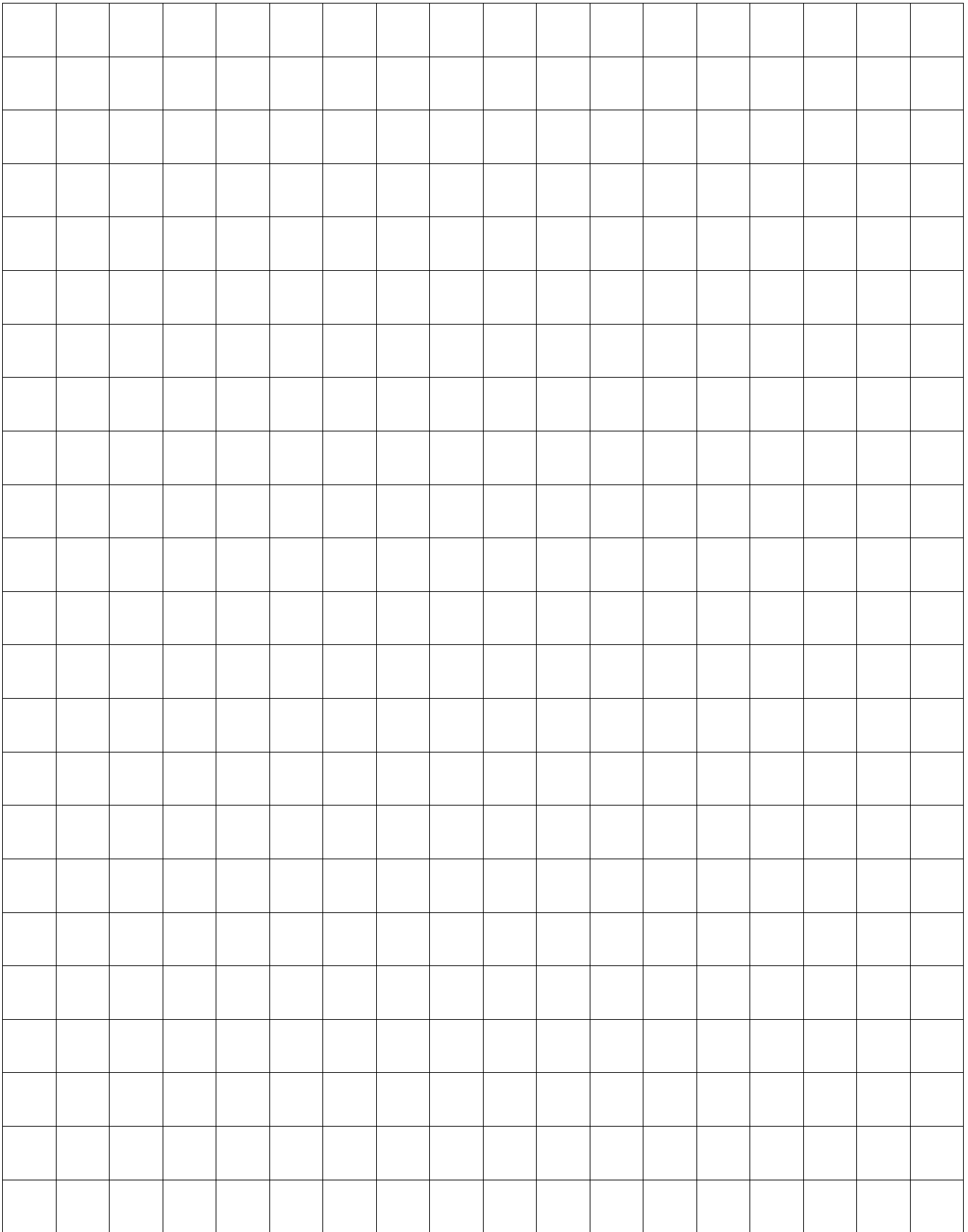
Detail location of facilities and activities of the event on the grid provided below. The following information is a guide only of what should be included on the site plan:

- access and egress points for vehicles and people
- activities/entertainment areas
- camping areas
- emergency services
- first aid posts
- food stalls
- information, lost and found children/stolen property centres
- hazards
- parking
- public telephones
- public transport set-down and pick-up points
- restricted or prohibited areas
- sheltered areas
- toilets
- water bodies
- water points



Scale 1:500 (1 square = 5m)

SITE PLAN FOR (insert event name)



Scale 1:500 (1 square = 5m)

COMMUNICATIONS (refer to Section 6)

During the event what form of communication systems will be available/provided/required for:

Event management/coordination:

.....
.....
.....

Public address:

Enclosed areas/buildings:

.....
.....

Open areas:

.....
.....

Emergency services (police, fire, ambulance, medical):

.....
.....
.....

Public telephones:

Support staff (e.g. security and maintenance personnel):

.....
.....
.....

EVENT PROMOTION (refer to Section 7)

TICKETING (refer to Section 7.1)

Admission will be by: free gate sales pre-sold ticket passes

Other (specify):

.....

Can the ticketing and publicity for the event include messages that clarify the focus of the event (for example, family fun, sporting contest, musical entertainment)?

The focus of the event is

.....

SIGNS AND ADVERTISING (refer to Section 7.2)

Will tickets provide information about the event?

Provide a brief description and/or copy of the ticket and promotional material:

.....

.....

.....

What signage, including those required under the provisions of the Liquor Licensing Act, will need to be developed?

For example:

- | | |
|---|---|
| <input type="checkbox"/> Ambulance locations | <input type="checkbox"/> Promotional/sponsorship |
| <input type="checkbox"/> Camping areas and facilities | <input type="checkbox"/> Public transport pick-up/set-down points |
| <input type="checkbox"/> Drinking water | <input type="checkbox"/> Shaded areas |
| <input type="checkbox"/> First aid posts | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Fire fighting posts | <input type="checkbox"/> Tobacco products |
| <input type="checkbox"/> Food outlets | <input type="checkbox"/> Toilets and ablutions |
| <input type="checkbox"/> Information centre(s) | Others: |
| <input type="checkbox"/> Liquor licensing | <input type="checkbox"/> |
| <input type="checkbox"/> Lost and found/stolen property | <input type="checkbox"/> |
| <input type="checkbox"/> Lost children | <input type="checkbox"/> |
| <input type="checkbox"/> Parking | <input type="checkbox"/> |
| <input type="checkbox"/> Police | |

Will signage be in universal language? YES NO

Will any signage be larger than 2m²? YES NO

If **YES**, approval is required from the local council(s) or Planning SA in non-Local Government areas.

Has this approval been obtained? YES NO

HEALTH PROMOTION (refer to Section 7.3)

Will the event promotion, publicity and ticketing include health promotion information such as:

Health Promotion Area	Programs/Activities	Tick if required	Contact Agency
<i>Tobacco</i>	Smoke free environments (we're smoke free)	<input type="checkbox"/>	Health Promotion SA
	Quit	<input type="checkbox"/>	Quit SA
<i>Healthier food choices</i>	Smart Choice	<input type="checkbox"/>	Health Promotion SA
<i>Alcohol and other drugs</i>	Alcohol. Go Easy.	<input type="checkbox"/>	Drug and Alcohol Services Council Health Promotion SA
	Don't drink and drive	<input type="checkbox"/>	Motor Accident Commission Transport SA
	Public transport availability	<input type="checkbox"/>	Transport SA: Adelaide Metro (www.adelaidemetro.com.au) TransAdelaide (www.transadelaide.com.au)
	ID will be required to purchase liquor	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Bags and eskies may be searched or restricted	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Water availability	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Food and snack availability	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Intoxicated and underage persons will not be served alcohol	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
<i>Sun Protection</i>	SunSmart	<input type="checkbox"/>	The Cancer Council South Australia
<i>Mental Health</i>	Positive minds attract	<input type="checkbox"/>	Health Promotion SA
<i>Physical Activity</i>	Be Active	<input type="checkbox"/>	Health Promotion SA

Health Promotion Area	Programs/Activities	Tick if required	Contact Agency
<i>General patron safety</i>	Glass containers are not permitted	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Place all needles and syringes in sharps boxes provided	<input type="checkbox"/>	Local council or check under Waste Reduction & Disposal Services in the Yellow Pages®
	Availability of 'wet' and 'dry' areas	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Location of facilities (toilets, first aid posts, water points, shaded areas, etc.)	<input type="checkbox"/>	Office of the Liquor and Gambling Commissioner
	Self-protection against mosquito bites	<input type="checkbox"/>	Environmental Health Service Communicable Disease Control Branch

If **YES** to any or all of these, refer to Section 18 for contact details of the relevant agency/ies.

GENERAL PROMOTION (refer to Section 7.4)

Has the relevant agency (e.g. South Australian Tourism Commission, local council, Outback Areas Community Development Trust) been contacted regarding:

- event planning
- sponsorship
- marketing
- public relations?

YES NO

Provide details:

.....

.....

.....

ROAD CLOSURES, RESTRICTIONS & TRAFFIC CONTROL (refer to Section 8)

Will it be necessary to close any roads for the event? YES NO

Name of road/street: Date:/...../..... Time of closure: am/pm

Reopening: Date:/...../..... Time: am/pm

Name of road/street: Date:/...../..... Time of closure: am/pm

Reopening: Date:/...../..... Time: am/pm

Name of road/street: Date:/...../..... Time of closure: am/pm

Reopening: Date:/...../..... Time: am/pm

Has a permit been issued by Transport SA, the local council(s), or relevant land manager(s)? YES NO

If **YES**, specify agency and contact person's details:

Name of agency:

Contact name:

Phone: Mobile:

Name of agency:

Contact name:

Phone: Mobile:

Name of agency:

Contact name:

Phone: Mobile:

What are the likely impacts on local traffic, commuters, light and heavy/articulated vehicles, public transport, etc.?

.....
.....
.....

What procedures will be put in place to ensure that there is orderly management of these impacts (e.g. detours, diversions, signage, etc.)?

.....
.....
.....

Will this require policing? YES NO

Have you notified emergency services, the police, transport authorities, residents and businesses of the road closures? YES NO

Agency comment:.....
--

Does a transport strategy need to be developed? YES NO

Has Transport SA been contacted? YES NO

List the departments, councils and/or agencies that may be able to assist in developing this strategy:

Organisation:..... Contact:

Organisation:..... Contact:

Organisation:..... Contact:

Organisation:..... Contact:

Have public transport pick-up/set-down areas been designated? YES NO

PARKING (Refer to Section 8.2)

Is sufficient suitable off-road parking available? YES NO

If **NO**, what alternative arrangement will be made?

.....
.....
.....

Is road access, egress and parking suitable in all weather? YES NO

If **NO**, what measures will be taken to rectify this?

.....
.....

Will specific traffic control/marshalling be required? YES NO

If **YES**, provide details (how, who):

.....
.....
.....

Will emergency services and service vehicles have continual access and egress and unimpeded movement in and around the site? YES NO

If **NO**, what measures will be taken to address this?

.....
.....
.....

ENVIRONMENTAL HEALTH (refer to Section 9)

FOOD (refer to Section 9.1)

List the food businesses and type of food (including alcohol and other beverages) being provided at the event:

	Registered business name/Trading name	Contact telephone number during event	Type of food	Business location/address*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

* Registered business name/trading name and business location address as provided to the Council in which the business operates (i.e. on Food Business Notification form).

Has the local council, or the Department of Health for out-of-council areas, been contacted?

YES NO

Detail arrangements for protecting food from contamination (including storage and refrigeration arrangements):

.....

.....

.....

.....

Detail arrangements for potable water supply and facilities for utensil and handwashing for food businesses operating at the event:

.....
.....
.....

Detail cooking and ventilation to be provided for food businesses operating at the event:

.....
.....
.....

Detail arrangements for vermin and waste control for food businesses operating at the event:

.....
.....
.....

Are all food businesses at the event operating in conformance with a recognised quality assurance program (e.g. Hazard Analysis Critical Control Point)?

YES NO

If **NO**, detail what quality assurance control mechanisms will be put in place for food businesses operating at the event:

.....
.....
.....

Agency use:

Are there adequate facilities provided for food businesses operating at the event?

YES NO

Detail additional requirements:.....

.....
.....
.....

WASTE DISPOSAL (refer to Section 9.2)

Type of refuse bins required:

- Wet
- Dry
- Hazardous (e.g. sharps, medical, chemical)
- Recyclables
- Other

Number of refuse bins to be provided:

	Wet	Dry	Hazardous	Recyclables	Other
<i>Public use</i>					
<i>Food outlet use</i>					
<i>Medical facility use</i>					
<i>Toilet facilities</i>					
<i>Camping facilities</i>					

Agency use: Is this adequate given the size and nature of the event? YES <input type="checkbox"/> NO <input type="checkbox"/>

Schedule for emptying refuse bins and removing refuse from site:

.....

.....

.....

.....

Contact details of licensed waste removal contactor:

.....

.....

Agency comment:.....
--

ANIMALS (refer to Section 9.3)

Has the relevant health authority been contacted in regards to the potential for nuisance and disease-carrying mosquitoes and other public health pests in the vicinity of the event? YES NO

Have low-lying areas been drained of surface water and/or treated with an appropriate mosquito larvicide? YES NO

Detail other provisions in place to reduce the presence of nuisance and public health pests:
.....
.....
.....

Agency comment:.....
--

Does the event involve the use of animals? YES NO

If **YES**, what arrangements will be necessary for their management, care and well-being?
.....
.....
.....

Will the public be handling the animals? YES NO

If **YES**, what provisions will be made to minimise transmission of zoonotic (animal to human) disease? (Refer to *Petting Zoo Infection Control Guideline*, Department of Health, 2002)
.....
.....
.....

If the event may affect performance animals, adjacent stock or other animals, what arrangements will be necessary for their management, care and well-being?
.....
.....
.....

Have adjoining property owners/occupiers been advised or public notices placed in local print media (particularly where fireworks are to be used)? YES NO

What provisions will be made for the collection, storage and removal of animal waste (e.g. bedding, manure, wash down)?
.....
.....
.....

Agency comment:.....
--

NOISE (refer to Section 9.6)

Describe any activities/mechanisms likely to create higher than normal background noise levels at the event:

.....
.....
.....
.....

Have you contacted the relevant agencies that are likely to be involved in the assessment of noise levels (e.g. Environment Protection Authority)?

Is an exemption required from the Environment Protection Authority? YES NO

Are there any time restrictions attached to the exemption? YES NO

If **YES**, provide details:

.....
.....
.....

What provisions can be made to minimise the level of noise at and around the event?

- a)
- b)
- c)
- d)
- e)

Have surrounding landowners/occupiers been advised? YES NO

DUST CONTROL (refer to Section 9.7)

What provisions have been made to control dust that may be caused by large crowds or vehicle movement around the site (e.g. laying of compacted rubble, light watering regime)?

.....
.....
.....
.....

Agency comment:
.....
.....

SALE OF TOBACCO PRODUCTS AND SMOKING CONTROL (refer to Section 9.8)

Have all requirements under the Tobacco Products Regulation Act been addressed?

- Smoking in dining areas (prohibited without an exemption)
- “Point of sale” advertising
- Sales to minors (prohibited)
- Appropriate signage

Comments:

.....

.....

.....

Is an exemption required to allow smoking in dining areas? *YES* *NO*

If ***YES***, contact the Environmental Health Service of the Department of Health for advice on requirements under the Tobacco Products Regulation Act (refer to Section 18).

SAFE SUPPLY AND CONSUMPTION OF ALCOHOL (refer to Section 10)

Are there any standard, special and/or additional conditions of the Liquor Licence? YES NO

If YES, what are they?
.....
.....

It is the responsibility of event organisers to ensure that event personnel, specifically bar and security staff, are aware of 'Responsible Service of Alcohol' practices, licence conditions, responsibilities and penalties. How will this be achieved?

.....
.....
.....

What types of alcoholic beverages (e.g. light/mid/heavy beer, wine and spirits, mixed drinks) will be available from licensed outlets at the event?

.....
.....

What type of containers will alcohol and other drinks be provided in, for example, glass, cans or plastic containers (use of glass containers may require specific approval from the Office of the Liquor and Gambling Commissioner) and will these be served in standard or recognisable sizes?

.....
.....
.....

What provisions will be made for the collection, recycling or disposal of drink containers during and after the event?

.....
.....

What will be the pricing structure for high alcohol, low alcohol and non-alcoholic drinks? (a significant differential between normal strength and low alcohol is recommended)

.....
.....

Is it anticipated that the pricing structure will discourage patrons from becoming unduly intoxicated? YES NO

Can the event publicity, ticketing and signage for the event inform patrons of the restrictions on alcohol including that alcohol will not be served to minors and intoxicated people? YES NO

Can some, if not all, bars be shut prior to the end of the entertainment, subject to licence conditions? YES NO

If the event is *BYO*, what measures can be taken to prevent glass related injuries, underage drinking and excessive intoxication?
.....
.....

If the event is not *BYO*, what provisions will be made to prevent alcohol from being brought into the venue?

.....
.....
.....

Note: Where an event is to be held on council/communal land be aware that there may be Dry Area prohibitions in place. If unsure, contact the local Police, the Office of the Liquor and Gambling Commissioner, the local council or on Aboriginal land, the local Aboriginal and Torres Strait Islander Commission office.

If there are to be designated areas for alcohol consumption will they be adequate in size and number and supported by toilet facilities to cope with the expected size of the crowd?

YES NO

Will there be dry areas for families, entertainment and food?

YES NO

Will the event provide the following facilities to encourage responsible drinking by patrons?

Free drinking water

YES NO

Low cost non-alcoholic drinks

YES NO

Range of quality food

YES NO

Safe drinking information

YES NO

Breath Analysis Equipment

YES NO

Note: The Office of the Liquor and Gambling Commissioner may require additional details in regards to security (refer to Section 14).

OTHER DRUG USE

Is it anticipated that other drugs, such as marijuana and amphetamines, will be available and/or used at this event?

YES NO

List any drugs and related information from previous event experience:

.....
.....
.....
.....

What provisions will be made to address this drug use?

.....
.....
.....
.....

Have the Drug and Alcohol Services Council and Police been contacted to develop strategies to effectively control the use of alcohol or illicit drugs?

YES NO

If *NO*, what actions will be taken?

.....
.....
.....
.....

INFRASTRUCTURE AND FACILITIES (refer to Section 11)

WATER SUPPLY (refer to Section 11.1)

Is potable water available on site? YES NO

If **YES**, detail the source(s) (e.g. mains, dams, carted water, etc.):

.....
.....

If **NO**, will water be supplied? YES NO

If **NO**, what is required to rectify this (e.g. bottled water)?

.....
.....

Quality of water:

Potable water (water for drinking and food handling):

Recreational water bodies:

Toilets and ablutions:

Crowd comfort measures (mist tents, mosh pits, etc.):

Fire fighting:

Dust control:

Other:

Quantity of water:

Potable water:

Water for food handling:

Toilets and ablutions:

Fire fighting:

Crowd comfort measures (mist tents, mosh pits, etc.):

Dust control measures:

Other:

What security is provided to prevent contamination of potable water supplies?

.....
.....
.....

Provide details of backup measures should water supply systems fail:

.....
.....
.....

POWER AND GAS REQUIREMENTS (refer to Section 11.2)

Will power and gas supplies be adequate?

Power: YES NO

Gas: YES NO

Is the supply constant, or subject to regular outages?

Power:

Gas:

If supplies are inadequate or not constant, are additional gas or power infrastructure or supplies required?

YES NO

If **YES**, provide details:

Power:

.....

Gas:

.....

Note: All work on the provision of gas and power infrastructure/supplies needs to comply with the specifications of the relevant supply authority and all works must be executed by appropriately licensed electrical and gas contractors.

Are power supplies in the area likely to be shut down in the event of high bushfire danger?

YES NO

Provide details of backup measures in the event of power and gas failure or shutdown:

.....

.....

.....

Has all electrical work been installed by licensed electrical contractors and certified to comply with the supply authority and/or AS/NZS 3000 requirements?

YES NO

Provide copies of certificates of compliance.

Has all gas installation been carried out by licensed gas fitting contractors and certified to comply with the supply authority and/or AS/NZS 5601 and AS 1596 requirements?

YES NO

Provide copies of certificates of compliance.

TOILETS AND ABLUTIONS FACILITIES

(refer to Section 11.3, and Appendix 3a)

What is the anticipated crowd mix of male and female attendees?

Female Male.....

Number of toilet facilities (including, where applicable, portable water-flush toilets/ablution facilities):

Toilets Female Male

Urinals Male

Handbasins Female Male

Showers Female Male

Number of facilities for persons with disability:

Toilets (including handbasin):

Showers:

Agency use:

Are there sufficient toilet/ablution facilities overall? YES NO

If **NO**, what are the additional requirements?

Toilets Female Male

Urinals Male

Handbasins Female Male

Showers Female Male

Number of facilities for persons with disability:

Toilets (including handbasin):

Showers:

Comment:

.....

.....

Note: Truck mounted toilet facilities with a holding tank are more efficient to service than individual toilet units.

Has an area(s) been set aside for the changing and feeding of young children? YES NO

Detail the facility/ies:

.....

.....

.....

.....

Agency use:

Is this adequate given the size and nature of the event? YES NO

Comment:

.....

.....

SEWERAGE AND WASTEWATER (refer to Section 11.4)

Is there a sewerage system on site? YES NO

If **YES**, provide details
(e.g. sewer, effluent/greywater from toilets/showers/handwashing/utensil washing facilities, etc.):

.....
.....
.....

Will the current sewerage system cope with the extra demand? YES NO

If **NO**, what alternatives provisions will be supplied
(e.g. portable toilets and greywater facilities with holding tanks)?

.....
.....
.....

Provide details of backup measures should sewerage systems fail:

.....
.....
.....

Can service trucks gain easy access to unsewered facilities
and/or facilities requiring pump out? YES NO

Schedule for servicing sewerage/greywater holding tank(s):

.....
.....
.....
.....

Contact details of licensed liquid waste pumping/disposal contactor:

.....
.....
.....

What plumbing maintenance will be available on-site or on-call?

.....
.....
.....

Agency comment:.....
--

How many refuse bins per site will be provided?

Are there sufficient refuse bins? YES NO

If *NO*, what action will be taken to rectify this?

.....
.....
.....

Agency use:

Is this sufficient? YES NO

If *NO*, what are the additional requirements?.....

.....
.....

What are the arrangements for waste disposal (including wet, dry, hazardous, recyclables, and sewage)?

.....
.....
.....
.....
.....

EMERGENCY SERVICES (refer to Section 12)

Have emergency services been notified of the event details and consulted as to their recommendations/requirements? YES NO

1. Police Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....
.....
.....
.....

Fulfilled? YES NO

Comments:

.....
.....
.....

Agency comment:.....
--

2. Fire authority Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....
.....
.....

Fulfilled? YES NO

Comments:

.....
.....
.....

Agency comment:.....
--

3. Ambulance service Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....

.....

.....

Fulfilled? YES NO

Comments:

.....

.....

.....

Agency comment:.....
--

4. Local hospital/
health service Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....

.....

.....

Fulfilled? YES NO

Comments:

.....

.....

.....

Agency comment:.....
--

5. Other

Agency: Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....

.....

.....

Fulfilled? YES NO

Comments:

.....

.....

Agency comment:.....
--

6. Other

Agency: Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....

.....

.....

Fulfilled? YES NO

Comments:

.....

.....

.....

Agency comment:.....
--

7. Other

Agency: Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....

.....

.....

Fulfilled? YES NO

Comments:

.....

.....

.....

Agency comment:.....
--

8. Other

Agency: Date of notification:/...../.....

Branch name: Branch location:

Contact officer:

Requirements:

.....

.....

.....

Fulfilled? YES NO

Comments:

.....

.....

.....

Agency comment:.....
--

Detail any high-risk activities that are part of the event:.....
.....
.....
.....

Detail safety provisions for high-risk activities identified above:
.....
.....
.....
.....

Agency comment:.....
.....
.....

In an emergency, will patrons, entertainment and support staff be able to leave the venue or move to other areas within the venue in reasonable safety? *YES* *NO*

Have signs been erected to accomplish this? *YES* *NO*

If *NO*, what action will be taken to manage this?
.....
.....
.....

In an emergency, will patrons with a disability be able to leave the venue safely? *YES* *NO*

Are safe assembly area(s) provided for patrons who require assistance from support personnel or emergency services (e.g. persons with mobility difficulties) to evacuate the building or event site in emergencies?

YES *NO*

If *NO*, what actions will be taken to manage this?
.....
.....
.....

Agency comment:.....
.....
.....

FIRST AID (refer to Section 13)

What level of first aid/medical service is considered necessary and for what duration?

.....
.....
.....

Who will be providing this service?

.....

What facilities will the first aid services require?
(including trauma evacuation/medical retrieval, e.g. air evacuation)

.....
.....
.....

How will these be provided?

.....
.....
.....

Agency comment:.....
--

SECURITY AND CROWD CONTROL (refer to Section 14)

Is licensed security being provided? YES NO

What security arrangements have been made for:

Cash:

Prohibited items:

Equipment:

Crowd management:

Animal management (where applicable):

Other:

If a security firm(s) has been contracted, provide details:

- 1. Name of company:.....
Licence details:
Responsible for:
Contact person at event:..... Phone/Mobile:
Number of security personnel at event:
Event security will commence on / / and conclude on / /

- 2. Name of company:.....
Licence details:
Responsible for:
Contact person at event:..... Phone/Mobile:
Number of security personnel at event:
Event security will commence on / / and conclude on / /

- 3. Name of company:.....
Licence details:
Responsible for:
Contact person at event:..... Phone/Mobile:
Number of security personnel at event:
Event security will commence on / / and conclude on / /

Have Police been contacted in relation to security? YES NO

If **YES**, what will be required of the Police?.....

Who is the contact for the SA Police?

Name:

Station:

Phone: Mobile:

Fax: Email:

When will a briefing/debriefing be held involving Police, Security, Bar Staff and Licensing Personnel?

Date before event:/...../.....

Date after event:/...../.....

Agency comment:.....
.....
.....

Anticipated peak crowd size:

Type of crowd expected (young, elderly, family, boisterous, etc.):

.....

Is the site large enough for expected crowd? YES NO

If **NO**, detail how this will be managed:

.....

.....

Will patrons be able to access toilets, food and bar areas, and entertainment sites without difficulty? YES NO

Will patrons with a disability be able to access toilets, food and bar areas, and entertainment sites without difficulty? YES NO

What provisions can be made for patrons to access, move around and leave the event venue without excessive queuing, or crushes (e.g., gate control, pathways, and free space)?

.....

.....

.....

.....

What provisions need to be made for patrons with a disability to access and move around the event venue?

.....

.....

.....

.....

.....

.....

.....

Detail proposed crowd control measures:

Entry and departure (e.g. numbered gates):

.....
.....

Within site (e.g. crowd marshals)

.....
.....

Agency comment:.....
--

HAZARD IDENTIFICATION (refer to Section 15)

Sources of hazards may include:

Natural, e.g.:

- weather (e.g. rain, wind, dust, sun, heat, cold)
- terrain (e.g. cliffs, creeks, reclaimed land, sloping land)
- flood
- bushfire.

Environmental, e.g.:

- pollens
- pests (mosquitoes, etc.)
- flora
- fauna
- historically significant structures.

Technological, e.g.:

- power lines
- noise levels
- lighting
- access and egress provisions for public, service and emergency vehicles, etc.

Human, e.g.:

- alcohol misuse
- hysteria
- nuisance
- liquid and/or solid wastes
- neighbours.

Event related, e.g.:

- fireworks
- lasers
- fire
- vehicles
- crowds
- signage
- structures
- amusement rides
- swimming pools, etc.

Identify, analyse and indicate minimisation strategies for hazards that may be associated with the event (refer *Australian Standard/New Zealand Standard 4360:1999 - Risk management*).

Hazard Identified	Action to Minimise Risk	Contact Agency

Hazard Identified	Action to Minimise Risk	Contact Agency

EMERGENCY PLANS (refer to Section 15.1)

Is an emergency plan required? YES NO

If **YES**, have emergency management plans and/or contingency plans been prepared? YES NO

Who has prepared/will be preparing them?
.....
.....

List emergency service agencies that have been consulted in regards to the plan(s):
.....
.....
.....
.....

Have their requirements been incorporated into the plan(s)? YES NO

If **NO**, what actions will be taken to cover these requirements?
.....
.....
.....
.....

What contingency plans are in place to deal with a failure, mishap or accident associated with the use of amusement rides, animals as part of the event, or any other facilities or attractions forming part of the event?
.....
.....
.....
.....

All persons involved in the conduct of the event have been provided with a copy of the emergency management plan(s) and are familiar with their role in the event of an emergency YES NO

A test exercise is scheduled for: / / at am/pm.

Attach a copy of relevant emergency plans and or/contingency plans.

Agency comment:.....
--

FIREWORKS (refer to Section 15.4)

Will there be fireworks at the event?

YES NO

If **YES**, provide details:

Name of company managing/undertaking fireworks program:.....

Permit number for the event:.....

Person responsible for fireworks on site:

Contact details during event: Phone: Mobile:

Identify areas patrons are restricted from entering (public exclusion zones) on site plan.

Detail how public exclusion zones will be managed:

.....
.....
.....

Agency comment:.....
--

BUILDING AND STRUCTURE REQUIREMENTS (refer to Section 16)

Is the venue(s) indoor and/or outdoor?

Detail any permanent or temporary buildings, structures or facilities:

.....

Specific temporary structures:

Item	Yes
<i>Stages or platforms</i>	<input type="checkbox"/>
<i>Break-away stage skirts</i>	<input type="checkbox"/>
<i>Seating stands</i>	<input type="checkbox"/>
<i>Marquees/tents</i>	<input type="checkbox"/>
<i>Prefabricated buildings</i>	<input type="checkbox"/>
<i>Other structures (e.g. amusement rides)</i>	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

Are these appropriate for their intended use? YES NO

If **NO**, detail changed use and/or temporary structural changes to existing facilities:

.....

Agency comment:.....

Have permits/approvals been obtained from Workplace Services, the local council, or the Development Assessment Commission, as appropriate, for temporary structures, amusement rides, or changed use or structural changes to existing facilities? YES NO

Provide details:

- Description of structure:
- Permit name: Permit number:
- Permit date: / /

Agency use:
 Sighted: Initial:

Comment:

.....

2. Description of structure:
Permit name: Permit number:
Permit date: / /

Agency use:
Sighted: Initial:
Comment:
.....

3. Description of structure:
Permit name: Permit number:
Permit date: / /

Agency use:
Sighted: Initial:
Comment:
.....

4. Description of structure:
Permit name: Permit number:
Permit date: / /

Agency use:
Sighted: Initial:
Comment:
.....

5. Description of structure:
Permit name: Permit number:
Permit date: / /

Agency use:
Sighted: Initial:
Comment:
.....

VACATING THE SITE (refer to Section 17)

Arrangements for site clean up:

.....

.....

.....

Arrangements for clean up of surrounds
(including access and egress roads, removal of promotional signage, etc.):

.....

.....

.....

Arrangements for refund of bond monies if applicable:

.....

.....

Agency comment:
.....
.....

SUPPORTING DOCUMENTATION



Attach any additional supporting documentation and indicate the number of sheets