



The Flinders
Ranges Council

Events Guide



**Your A – Z Guide to Holding Events
in The Flinders Ranges Council Area**

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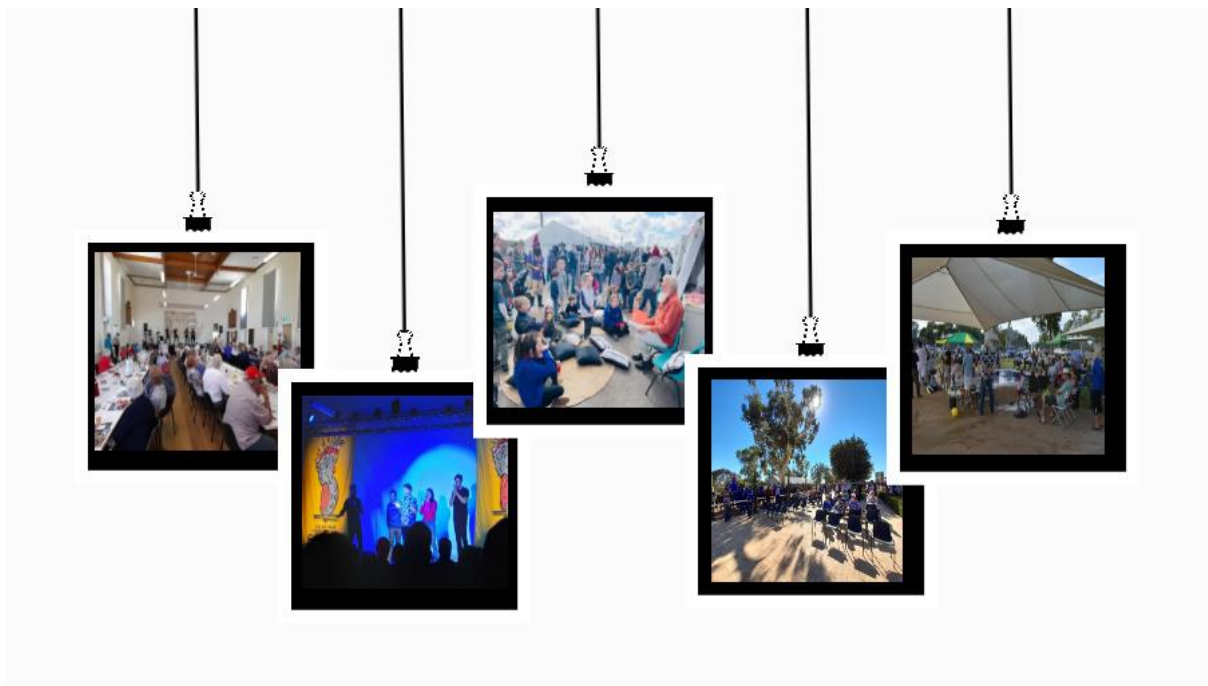
Introduction

Events and festivals play an important role in shaping and building our communities, increasing visitation, increasing economic viability and Council is supportive of existing, new and developing events and festivals for the Council area. These include small community events to large music events and festivals.

This events guide is designed to assist organisations, community groups and individuals in planning and organising events in the Council region.

It is an A-Z guide and does not act as a definitive source, but is designed to provide a reference point for events bearing in mind each event has its own specific requirements with varying needs.

For all event requests and general information please contact Council on email council@frc.sa.gov.au or telephone (08) 8620 0500.



Accessibility

Event Organisers have a legal responsibility to avoid discrimination for events and where barriers exist, to remove them and should consider accessibility for all in event planning to ensure these obligations are met.

Inclusive SA has some great information and resources for making an event accessible. Go to

[Inclusive SA - Planning an accessible and inclusive event](#) to find out more.

Further information is also available from [Online Accessibility Toolkit | Online Accessibility Toolkit](#)

Amusement Rides

All amusement rides contracted to an event are required to be registered with Safework SA and meet a range of safety compliance criteria including public liability insurance. Event organisers should sight and if possible obtain a copy of all compliance and insurance certificates and if necessary, pass on a copy to Council.



Animals

If animals are part of a display, petting zoo etc the

required public liability insurance must be held by the third party/organiser and the event must comply with all RSPCA recommendations and standards to minimise or prevent harm or distress to the animals. For more information on the RSPCA guidelines go to [What is the RSPCA's view on petting zoos and other types of animal encounters? – RSPCA Knowledgebase](#)



It is the responsibility of the Event Organiser and or third parties to ensure animals waste and bedding is managed and disposed of appropriately and to provide handwashing and drying facilities for all parties including attendees.



Copyright Music

Event organisers must check all requirements and regulations for the broadcasting of licenced music to the public. Organisers may require an Australasian Performing Rights Association (APRA) Licence in order to play copyrighted music, even if the event is free to the public. A licence is also required when the event features the performance of live music.

APRA AMCOS is a non-profit member organisation that can assist with access to music licences. For more information go to [APRA AMCOS](#)

A copy of all licences must be provided to Council when requested.

Council Logo

Council should be acknowledged for all in-kind support provided for events with the logo on promotional material where appropriate. Council's logo is available from the event liaison officer and will be provided upon request.

Council Reserves, Ovals, Parks and Public Spaces



Council offers a range of reserves, ovals, parks and public spaces suitable for staging events and festivals. Approval must first be sought from the Council to hold an event at or on one of these venues and must not be conducted without this approval being sought.

Event permits and application forms are available from Councils event liaison officer on council@frc.sa.gov.au or telephone (08) 8620 0500.

COVID-19

COVID-19 restrictions may still be in place for some events. Please check the latest guidelines and restrictions prior to approaching Council for an event permit. Go to <https://www.covid-19.sa.gov.au/> for the latest information.

Development Approvals

Your event may require development approval if it involves the erection of temporary structures or alteration of existing facilities. Please note that development approval may take some weeks so allow for this time in the planning of your event.

Emergency Services

Event Organisers should notify emergency services of the event to assist in their response planning to an emergency, especially for medium or larger scale events. Emergency services to consider notifying include SA Ambulance, Red Cross, SA Police and the Country Fire Service. Council's event liaison officer can assist with contacts for these services if required.



Event Application Permits

Event organisers should make contact with the Council event liaison officer as soon as possible during the early stages of the event planning phase. The liaison officer can assist with application forms, works requests for in-kind support, venue bookings, licences etc.

Fireworks

The use of fireworks for public events requires various permits and licences and must be carried out by licenced technicians only and also involves a community notification process. Safework SA also needs to be notified of the display and who will be the licenced technician. Licences also need to be obtained from business.gov.au.

These links will provide more information on who to contact:

<https://ablis.business.gov.au/service/sa/exempt-display-permit/560>

<https://www.safework.sa.gov.au/notify/firework-display>

Event organisers must notify Council at least 90 days prior to the use of fireworks for an event to allow the applications processes and licences to be applied for.

Food Safety



It is essential that all food and drink providers adhere to food safety practices in accordance with the Food Act 2001 and that temporary food notification forms are completed and approved. Food notification forms are available from <https://www.frc.sa.gov.au/council/forms> and must be submitted at least two (2) weeks prior to the event to allow approval processes.

In-kind Support

Council may provide in-kind support for events where application has been made at least two (2) months prior to the event. This in-kind support can include use of equipment such as traffic cones, bollards, bunting, generators, star droppers etc or staff assistance and time. All applications must be made in writing to the Chief Executive Officer.

Event organisers may be encouraged to apply for in-kind support through the Community Grants process. If this is the case please ensure that enough time is allowed for the assessment process to be undertaken prior to the event.

Insurance

All event organisers must ensure that they hold valid public liability insurance to the value of \$10 million coverage or higher. Proof of coverage will need to be provided to the Council on application for the event.

Noise Management

Event organisers are responsible for ensuring that all reasonable and practical measures are taken to minimise the noise impact from events. Noise management plans must be in place and should include public notification, site planning, acoustic monitoring and complaints managements.

The hire of some Council premises for events includes restrictions on when noise must end e.g. loud music etc and all hirers must adhere to these restrictions.

Power

Council can provide power outlets and generators for various events, dependant on the location of the event and the power requirements. It is up to the event organiser to liaise with Council regarding their power requirements and ensure that they have the correct equipment and outlets. All power cords and equipment supplied by the event organiser must have current tag and testing standards. All cords must also be free from tripping hazards and covered with approved safety pads to prevent damage to both pedestrians and motorised traffic.

Risk Assessments and Emergency Management Planning

It is the responsibility of event organisers to undertake risk assessment for events and to prepare an emergency management plan, and to make these available if required by Council.

Safework SA provides guidance on risk management and plans. Go to <https://www.safework.sa.gov.au/industry/recreation-and-events/event-safety> for more information and proformas.

Signage

Event organisers must provide Council with details of required signage at least two (2) months before the event so that approval can be obtained if required. Council provides options for regular/repeat community and local events to advertise on Council provided infrastructure. Any other signage, such as directional signage required, should be submitted to Council as part of the in-kind support and application should be submitted at least two (2) months before the event. Internal signage for the event, such as location of toilets and other facilities, is the responsibility of the event organiser and should form part of the overall event management plan.



Site Clean Up

Event organisers are responsible for restoring the event site to its natural / previous state within 24 hours of the final pack down of the event, unless otherwise negotiated. This includes all cleaning of internal and external facilities. Any damage to Councils reserves or properties, or failure to adequately clean up the site, may result in event organisers bearing costs for clean up or for any damage incurred.

Site Plan

A detailed site plan must be provided by event organisers as part of the overall event management plan. The plan should show where all main services and event activities are as well as key areas such as first aid treatment, bathroom facilities etc.

Stall Holders

If an event involves other stall holders (non-food related) the event organiser must provide a copy of their public liability insurance and any other applicable licences to Council. A Stall Holder Permit Application form must be complete and returned to Council prior to the event.

Council encouraged event organisers to engage with local businesses and community groups for events where possible.

Temporary Liquor Licence

The sale of alcohol at an event in the Council area will require a temporary liquor licence to be obtained from Consumer and Business Affairs. This will require the consent of the Council for final approval with the request being made no later than two (2) months prior to the event.

Some Council owned premises also require a temporary liquor licence for the consumption of alcohol. Please talk to the Council event liaison officer regarding any requirements.

Temporary Road Closure

If a temporary road closure is required for an event, application to Council will need to be made at least three (3) months prior to the event. Council can assist event organisers with the process required to close roads that come under the ownership of Council as well as the Department of Infrastructure and Transport.

The use of Council infrastructure such as bollards, event signage etc, can be requested throughout the event application process.

Toilet Facilities

Event organisers need to consider the type of event, duration of event, whether alcohol will be served, consumption of food and other factors when planning how many toilets are required for their event. Guidance from AusIndustry is as follows:

| Toilet Facilities for Events Where Alcohol is NOT Available | | | | | |
|--|-----------|----------------|-------------------|-----------|-------------------|
| MALES | | | FEMALES | | |
| Patrons | WC | Urinals | Hand Basin | WC | Hand Basin |
| <500 | 1 | 2 | 2 | 6 | 2 |
| <1000 | 2 | 4 | 4 | 9 | 4 |
| <2000 | 4 | 8 | 6 | 12 | 6 |
| <3000 | 6 | 15 | 10 | 18 | 10 |
| <5000 | 8 | 25 | 17 | 30 | 17 |

| Toilet Facilities for Events Where Alcohol IS Available | | | | | |
|--|-----------|----------------|-------------------|-----------|-------------------|
| MALES | | | FEMALES | | |
| Patrons | WC | Urinals | Hand Basin | WC | Hand Basin |
| <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 |

Note: these are a guideline only and adjustments can be made to suit the event

Waste Management

Event organisers are required to effectively manage all types of waste at events. Additional bins may be available from Council and if required must be requested at least two (2) months prior to the event. Council can assist with waste pick up for rubbish in Council allocated bins.