

Alexandrina Council



Event Guidelines



The Alexandrina Council and its communities acknowledge the Ngarrindjeri, Peramangk and Kurna people as the traditional custodians of the lands and waters of our Council District.



Disclaimer

The Alexandrina Council Event Guidelines is intended as a guide only: additional requirements or information may apply depending on the nature and scale of your event.

It is the responsibility of an event organiser to ensure that all laws are complied with including obtaining any necessary permits. The Alexandrina Council accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the Guidelines.

Cover Image: Community gathering

Image background: South Australian Wooden Boat Festival

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Introduction

These Event Guidelines are designed to help event organisers plan and deliver successful festivals and events within the Alexandrina Council area.

They include a comprehensive A–Z Event Planning Guide, plus templates, checklists and other supporting materials to help you at each stage and ensure your event runs smoothly, safely and sustainably.

These Guidelines outline key responsibilities, relevant permits and legislative requirements that may apply. They also support the responsible management of parks, reserves, roads and public places across our district.

We encourage you to use this resource and contact our Permit Team for guidance, they are available to support you throughout your event planning process. These Guidelines primarily relate to events on Council or Crown land and may also apply where Council approvals or services are required for events held on private land.



Image: Adelaide International Guitar Festival

What is an event?

An event is any planned public or private gathering—fenced or unfenced, ticketed or unticketed—that takes place on Council or Crown land and is outside the site's normal day to day use (including regular or recurring activities). These Guidelines may also be used for events held on private land where Council approvals or services are required.

Events may include cultural, social, lifestyle, or sporting activities and can be held on a single day or over multiple days. Events can vary widely in size, type, and intention, ranging from a small community event to large scale music festival.

Here are some common examples:

- **Festivals and fairs** – music festivals, food and wine festivals, cultural or seasonal fairs, arts and craft festivals.
- **Markets and shows** – farmers' markets, craft markets, car shows, trade shows, agricultural shows.
- **Sporting events** – tournaments, fun runs, charity walks, triathlons.
- **Community celebrations** – street parades, ANZAC or national day ceremonies, school fetes, neighbourhood parties.
- **Concerts and performances** – outdoor concerts, theatre productions, dance performances, live entertainment events.
- **Private Events** – weddings, birthdays, anniversaries, family reunions, private functions.
- **Charity and Fundraising Events** – awareness campaigns, donation drives, community fundraising events.
- **Cultural and Religious Events** – cultural ceremonies, religious festivals, heritage celebrations.

These Guidelines also refer to events in terms of use:

- **Small Event** (fewer than 100 people)
- **Medium Event** (up to 499 at any one time)
- **Large Event** (up to 1,999 at any one time)
- **Major Event** (over 2,000 at any one time)

Events in Alexandrina

Alexandrina's vision is about 'connecting communities' through regional innovation, a thriving environment, quality of life and wellbeing for all, increasing cultural vitality and activating vibrant spaces.

The Alexandrina community encompasses many townships, villages and rural areas; inland and along the river and coast – including Langhorne Creek, Milang, Clayton Bay, Goolwa, Hindmarsh Island, Port Elliot, Middleton, Finniss, Ashbourne, Mount Compass and Strathalbyn. With the many townships and villages across Alexandrina comes a rich and diverse community.

These vibrant communities have many residents who are actively engaged in community activities, arts and cultural programs, sporting and other local events.

Council values the role community groups and organisations play within the region and endeavours to financially support a range of projects and activities through our [Community Grants](#) program in line with the A2040 Strategic Delivery Plan 2025–2035.

Legislative Framework

Council is committed to supporting events and festivals that continue to innovate and evolve across the region, delivering positive social, cultural and economic outcomes. While fostering innovation, Council recognises the need to operate within a legislative framework that guides the management of events throughout the region. This framework may at times require negotiation, flexibility, and collaborative solutions between the event organisers and Council to achieve successful outcomes.

The relevant legislation includes (but not limited to):

- *Electricity Act 1996*
- *Environmental Protection Act 1993*
- *Liquor Licensing Act 1997*
- *Local Government Act 1999*
- *Major Events Act 2013*
- *Planning Development and Infrastructure Act 2016*
- *Privacy Act 1988*
- *South Australian Motorsport Act 1984*
- *Road Traffic Act 1961*
- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2012*
- *Biodiversity Act 2025*
- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*

Aligned Council Guidelines and Policies (but not limited to):

- By Law No 1 Permits and Penalties
- By Law No 2 Local Government Land
- Event Permit Policy
- Grants Policy
- Grant Recipient Guidelines for Communication and Promotion
- Guidelines for Events on SA Roads
- Kerbside Waste Collection Policy
- Public Waste Management Policy
- Signs, Banners and Flags Policy
- Temporary Road Closure Policy
- Temporary Road Closure Process
- Mobile Food Vendor Procedure

Alexandrina Staff Support

Council is committed to supporting community events and have staff who are able to support you along the way, our experienced Permits Team whose role is to support event organisers by ensuring that all required documentation is accurately completed and submitted in accordance with Council requirements.

Our Visitor Services team can offer support by promoting your event and assist with associated event and accommodation packages.

Contact: visit@alexandrina.com.au.

Our Economic Development team can assist in connecting event organisers to the business community providing workshops to support development and promotion of events and event grant funding.

Contact: business@alexandrina.sa.gov.au.



Image: Handpicked festival crowd

Section 1 – Best Practice Event Management

Best practice event management ensures that events and festivals are planned, delivered, and evaluated in a safe, sustainable, and inclusive manner.

It involves proactive collaboration between organisers, stakeholders, and Council to minimise risks, protect the environment, and maximise community, cultural, and economic benefits. Effective planning, clear communication, and adherence to legislative and policy requirements are key to achieving successful and well-managed events across the region.

What makes a great event?

Great events are achieved when event organisers take a proactive, structured, and inclusive approach. Key actions include:

- **Secure the right venue** for the event to suit its purpose, size, and audience.
- **Work collaboratively with Council** to ensure compliance and support.
- **Demonstrate strong leadership** to guide the team and stakeholders.
- **Define clear roles and responsibilities** for all involved.
- **Set clear objectives** and develop a solid plan to achieve them.
- **Pay attention to detail**, including elements that create a memorable experience for participants.
- **Consider attendees with diverse needs**, including people with disabilities, older adults, and culturally and linguistically diverse communities.
- **Implement environmentally sustainable practices** to minimise the event's impact.
- **Invest in strong community and stakeholder relationships** to build trust and engagement.
- **Maintain a consistent theme, image, branding, and public communications** to reinforce the event identity.
- **Register the event with the Australian Tourism Data Warehouse** where appropriate.
- **Develop high-quality Event Management Plans** to guide operations, risk management, and compliance.
- **Prepare a realistic budget and apply sound financial management** to ensure sustainability.
- **Plan for evaluation and review** to learn from each event and improve future delivery.

Event Permit Application Assessment Timeframes

Applications must be lodged with Council prior to the event date, in line with the following:

Size	Description	Timeline
Small	Expected attendance up to 100 people Minimal infrastructure Non-profit trade stalls Examples: street stalls, raffles, school activities, fun runs	Minimum four (4) weeks
Medium	Expected attendance between 101 and 499 people Moderate infrastructure Liquor Licence Examples: music events, cultural celebrations	Minimum eight (8) weeks
Large	Expected attendance between 500 and 1,999 people Significant infrastructure Liquor licence Amplified music Examples: large music or cultural events, food and wine festivals, parades, large sporting events	Minimum twelve to sixteen (12 - 16) weeks
Major	Expected attendance of 2,000+ people Significant infrastructure Liquor licence Amplified music Examples: large music or cultural events, food and wine festivals, parades, large sporting events	6 months
Temporary Road Closure	Temporary road/car park closure or speed restrictions for the purpose of holding an event of any size.	3 months
	Motor Sport Road Closure	4 months

Is an Event Permit Required?

All events, regardless of size, require an Event Permit if the activity is to be held on Council or Crown land within the Council region. This includes public halls, footpaths, streets and road-related areas, public land and community reserves, as well as beaches and foreshores.

An Event Permit ensures that all activities comply with relevant legislation and requirements and are conducted safely. It also clarifies responsibilities and liabilities, secures the use of the facility or space, and minimises disruption and impact on other users of public areas.

Ticketed Events & Exclusive Use of community land

If your event is ticketed and requires full fencing, you must liaise with Council's Permit Officer to ensure all necessary information is provided regarding fencing installation and public safety. For further information refer to Fencing in the A-Z Event Planning Guidelines.

Council has the right to refuse the hire of any community facility or public space under the care and control of Council. Please read the Festival and Events P11 Event Permit Guidelines and Application form carefully.



Image: Goolwa markets

Section 2 – Planning your Event

Introduction

Planning is the most important part of running a successful event, and this often means starting well in advance. The most effective way to approach planning is to develop a detailed Event Plan, which includes a project plan and timetable of what needs to be done and when.

Where can I hold an event?

Council's parks, open spaces and public halls can provide a wonderful setting to host your event. Many of our parks have a range of features including toilets, play equipment, sport and fitness facilities, BBQ's, picnic tables and shelters.

Public facilities, park maps and playground information to assist you with your site planning can be found on Alexandrina Council's website, click [here](#).

Some of the reserves most frequently used for events include:

- Jaralde Park, Goolwa
- Bristow Smith Reserve, Goolwa
- Soldiers Memorial Gardens, Strathalbyn
- Commodore Reserve, Port Elliot
- Harbour Master's Reserve, Port Elliot

We advise you to contact our Permit Team to check that there are no other event bookings or maintenance works happening in the park that you are planning on using.

Preparing your Application and Event Plan

Step 1 – Read through the A-Z Event Planning Guide for tips and tricks on how to plan a safe and successful event.

Step 2 – Begin planning your event. Contact relevant Council staff to discuss your event proposal.

Step 3 – Choose your event location, check with the Permits Team to ensure that the location is suitable and available.

Step 4 – Read and review the Event Checklists

(see appendices)

Step 5 – Apply for an Event Permit:

read and fill in the Festivals and Events P11 Event Permit Guidelines and Application form and submit to Council along with any other documentation required to accompany the Event Permit.

Applicants must submit the prescribed permit application form along with all required supporting documentation to Council no less than the Approval Timeframes noted in this document prior to the proposed activity.

Provide supporting documents:

- Event Permit Application Form
- Public and Products Liability Insurance (minimum \$20,000,000)
- Event Risk Management Plan
- Emergency Response Plan
- Detailed site map
- Waste Management Plan
- Temporary Food Notification form (if applicable)
- Temporary Road Closure Application form (if applicable)
- Traffic Management Plan (if applicable)
- Public Consultation Plan (if applicable)
- Motor Sport Event Application form (if applicable)
- Hydrocarbon Management Plan (if applicable)

Step 6 – Review

Council staff will assess your application and may request further information if required.

Departmental Review

All Event Applications will be distributed to the relevant Council departments for assessment. Each department is responsible for reviewing the aspects of the application that pertain to their area of expertise, such as public safety, environmental impact, traffic management, community engagement, and compliance with local laws and regulations.

Referral to Elected Body

Applications may be referred to the Elected Body of Council for determination if they:

- Involve significant community impact or public interest.
- Present complex or high-risk elements that warrant council member consideration.
- Large events with over 2,000 attendees.

Step 7 – Public Consultation

For large events with an expected attendance exceeding 2,000 people, a public consultation process may be required. A copy of the consultation letter must be submitted to Council for approval, and a mail-out list will be provided to facilitate the process.

The letter must include:

- The name and date of the event
- The event purpose

- Number of participants or anticipated audience numbers
- Any disruptions to residents or businesses
- Road closures
- Contact name and number

Applicant Responsibilities

- Collate feedback from stakeholders and the community.
- Provide Council with a copy of all collated feedback from stakeholders and the community.
- Provide Council with a detailed report summarising consultation outcomes.
- Manage and respond to community concerns relating to the proposed event.
- Amend the Event Management Plan as required to address identified issues.
- If consultation results indicate that 80% or more of the community are not in favour of the event, the matter will be reviewed by the General Manager and may be referred to Council Members for a decision.

If you require a template for the Consultation Letter or Consultation Report, these are available on request. For further assistance, please contact the Permit Team on 8555 7000 or email alex@alexandrina.sa.gov.au.

Step 8 – If you have met all the approval criteria, you will be issued an invoice for any applicable fees.

Your Event Permit will be issued upon payment of your invoice and is final confirmation that all steps required have been completed in preparation for your event.

Note: an invoice may be issued after the staging of the event for any additional fees and charges incurred.

Step 9 – Stage your event!

Step 10 – If you have received a grant from Council, this must be acquitted via SmartyGrants within two months of the event taking place.

High resolution images from the event and receipts for event expenditure are required as part of the acquittal process.

Step 11 – Event debrief and review data from your event survey for future event and funding opportunities.

Section 3 – A-Z Event Planning Guide

Accessibility

Council has an ongoing commitment to facilitate and promote a vibrant events calendar. We ask that you carefully consider accessibility at your event for people of all ages and particularly those with a disability to ensure that all members of the community can attend and enjoy activities.

Below is a list of accessibility considerations for your event:

- Ensuring that event layout provides for ease of access and mobility
- Ensuring the location of stalls or performance areas do not block kerb ramps or access points
- Providing parking spaces close to the event for people with disabilities
- Installation of portable accessible toilet facilities and marquees
- Accessible and inclusive community event toolkit, click [here](#) for more information.

Amusements

Amusement structures and devices include any powered equipment that provides entertainment or amusement and includes (but not limited to) jumping castles, rides, climbing walls, giant slides, bumper cars and merry-go rounds.

If you intend to have amusement structures at your event, you are required to adhere to SafeWork SA requirements which state that amusement structures must not be used or operated unless a current certificate of registration issued by SafeWork SA can be provided (please note that interstate registrations are not acceptable in South Australia). Check that the amusement operator's SafeWork SA Registration Certificate is current and the serial number relates to the actual amusement before the equipment is activated at the event site. Click [here](#) for information.

All amusement devices must also have:

- Certificate of annual inspection issued by a professional engineer and qualified electrician
- A risk assessment and emergency plan that covers the devices
- Provide a copy of the organisation's current Public and Products Liability insurance (minimum \$20 million) to the Council's Permit Officer at least 14 days prior to your event.
- Appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons
- Adult supervision at all times
- Appropriate fencing surrounding rides
- Appropriate soft-fall area for inflatable structures
- Consideration of the location of overhead electric lines, overhanging trees, sloping ground and drainage

Animals

If you have an animal nursery or petting zoo at your event, it is important to ensure that any animal faeces are removed immediately, so that no health risk or inconvenience arises. In the interest of good hygiene, full hand-washing facilities must be provided. You will be required to provide a copy of the organisation's current Public and Products Liability Insurance (minimum \$20 million) to Council's Permit Officer at least 14 days prior to your event.

Balloons

Balloons are not permitted on the beach and foreshore areas.

Refer to '[Waste Management & Recycling – Caring for Our Environment and Community](#)'.

Busking

If you are planning on having musicians play music in a public place for voluntary donations as part of your event, they must apply for a Busking Permit from Council. Please note that amplification is not permitted by buskers. Further information and the Busking Permit Applications Form can be found on the Council's website. Fees may apply. Click [here](#) for more information.

Cancellation

Council may, by notice in writing to the holder of the permit; cancel, revoke, amend the conditions or withdraw the permit for breach of a permit condition or for any other reason deemed justifiable by Council. However, before Council cancels or amends the permit, Council must;

- Give the holder of the permit a written notice of the cancellation stating the grounds on which Council proposes to act and allowing the holder a reasonable period to make written representations to Council on the proposed cancellation; and
- Consider any representations made in response to the notice.

The 'reasonable period' of time allowed for the Permit Holder to make written representation to Council must be made no later than thirty (30) working days prior to the event unless Council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect public interest.

If the event needs to be cancelled, please let Council know as soon as possible. The organiser is responsible for letting the public and ticket holders know about the cancellation.

Contact List

It is a good idea to create a Contact List to have on hand on the day of your event. The Contact List should have details of all of the people that you may need to contact on the day (preferably mobile numbers), should something not go to plan. List all your suppliers, staff, volunteers, entertainers and emergency contact details.

A Contact List will help you manage any unexpected incidents on the day by ensuring you have all of the details you need at your fingertips!

Council Logos – Grant Recipients

Grant recipients must acknowledge Council's support in all promotional materials and communications related to grant-funded activities, including social media, media releases, and printed collateral. Use of the Council logo must follow branding guidelines and be approved by the Communications Team via communications@alexandrina.sa.gov.au with at least one week's notice.

Recipients should refer here to the "Alexandrina Grant Recipient Guidelines for Communication and Promotion" for more guidance on requirements.

Council Reserves

Council offers a range of parks and reserves suitable for staging events. Event Organisers wishing to conduct an event on Council's public reserves or on a road must first seek written permission from Council. Events may not be conducted on Council property without approval.

Public reserves may also be Crown Land under Council care and control and will generally require Crown Lands consent as well as Council consent.

Public access is to be maintained at all times on reserves unless specific approval is given by Council.

Development Approval

For events on private land, Development Approval (pursuant to the *Planning, Development and Infrastructure Act 2016*) is usually required.

Development Approval is required for any change in the use of the land (i.e. hosting of events) and building work, which includes the construction of any temporary building or structure.

Events that are large in scale, operate over multiple days, or occur with some regularity on the same land may trigger the need for development approval. This includes events that introduce activities not ordinarily associated with the existing land use (for example, multi-day events, recurring commercial events, or activities that generate significant crowd numbers, noise, lighting or traffic). Events on private land may be exempt from requiring Development Approval where the property already has approval in place to operate a commercial activity (such as a cellar door), and the event is reasonably incidental to the existing operation.

Given the potential for most events on private land to constitute a change in land use, it is advised that event organisers seek early advice from Council's Development Services Department during the initial planning stages. Early engagement will help determine whether a Development Application is required.

Please note that Development Approval is not guaranteed, and timeframes for obtaining approval may take up to 3 months (or longer if insufficient documentation is provided). Public notification may also be required.

Dogs

Dogs are welcome in Council parks and open spaces however different restrictions apply to each site and signage regarding on and off leash areas must be obeyed at all times. For more information click [here](#).

If you do not want dogs at your event, please ensure this is clear on your marketing and promotional material.

Drones

Council does not regulate airspace, or issue permits for drone operations. The use of drones is regulated by Civil Aviation Safety Authority (CASA). An operator using a drone must comply with any relevant CASA requirements and conditions before operating a drone to ensure compliance.

For further information visit [CASA](#).

Emergency Services

Public safety is key at any event, and it is vital that your local emergency services are notified about your event.

Your site map must account for access and egress by emergency services, for example, this may mean the inclusion of a dedicated emergency lane within a road closure. You will be required to notify emergency services and ensure a quick and effective response in the event of an emergency.

Emergency Services include:

- Country Fire Service (CFS)
- SA Police (SAPOL)
- State Emergency Service (SES)
- SA Ambulance Service

Entertainment

Please ensure that you have engaged family-friendly entertainment for your event. Our parks and reserves are public places, and we ask that you respect neighbours and other users by refraining from engaging any entertainment that could be deemed inappropriate or offensive.

Event Permit

When an event is to be held on Council or Crown Land it is mandatory for an Event Permit to be submitted to Council (refer to timelines in section 1 of this document), prior to the commencement of the festival/event unless otherwise negotiated with Council. Click [here](#) for further information on Festivals and Events process.

Event Tips

- **Set your goal** – decide what you want to achieve with your event.
- **Get others on board** – many hands make light work; involve volunteers, partners, and stakeholders.
- **Name it** – choose a catchy name that captures the spirit and purpose of your event.
- **Location, location** – ensure your venue is accessible to all. If outdoors, have a wet weather contingency plan.
- **Invite special guests** – consider VIPs, community leaders, or speakers who can add value.
- **Plan entertainment** – think about ways to engage your audience, such as performers, musicians, speakers, or interactive activities.
- **Make it official** – register your event with the Australian Tourism Data Warehouse (ATDW), this enables promotion of your event through Fleurieu Peninsula Tourism and SouthAustralia.com
- **Spread the word** – plan how you will promote your event to reach your target audience effectively.

Fees and Charges

Fees and charges may be updated throughout the financial year, click [here](#) for current charges.

Fencing

When fencing is required

- Ticketed events, exclusive-use events or areas where access must be controlled.
- Activities involving alcohol, high-risk infrastructure or large crowd numbers.
- To protect sensitive areas such as waterways, gardens or construction zones.

Fencing standards

- Fencing must be stable, secure and installed by a competent person.
- All fencing must comply with relevant Australian Standards (e.g., AS 4687 – Temporary Fencing & Hoarding).
- Entrances and exits must be wide enough to allow safe patron flow and emergency access.
- Fencing must not obstruct footpaths, roads or emergency routes unless approved.

Installation requirements

- A scaled site plan must show all fence lines, access points and emergency exits.
- Fencing supports/feet must be weighted or pegged to prevent movement in wind. Pegging may not be permitted on certain reserves due to sub-surface irrigation.
- Sharp edges, trip hazards and protruding fittings must be removed or covered.
- Lighting must be provided if fencing is in use during low-light conditions.

Safety and emergency access

- A minimum of two emergency exits are required for fenced / ticketed areas (more for larger events).
- Exits must remain unlocked and clearly signed during event hours.
- Security or staff must be positioned at key access points.

Working with Council

- All fully fenced or ticketed events must liaise with Council's Permit Officer to confirm fencing layout, installation methods and safety measures.
- Council may request adjustments to protect public land or ensure safe crowd movement.



Image: Stockmans challenge outdoor cooking competitors

Fire – BBQ, Open fire, Safety and Permits

Open fires of any kind (including pizza ovens and solid fuel burning kettle BBQ) are not permitted on days when a total fire ban is declared for the Mount Lofty Ranges or Murray Lands unless you have obtained a Schedule 10 Permit from the Council.

All gas or electric (including Pizza Ovens and BBQs) can be used within 15 metres of a domestic or commercial premises or on a coastal foreshore provided that the area is clear of all flammable vegetation, a person who is able to control the fire is present at all times and an appropriate extinguisher is at hand.

For more information regarding the use of BBQ's and fires phone the Council's Community Safety Team 8555 7000 or visit the CFS website: www.cfs.sa.gov.au

Any other fire not outlined above (including campfire, bonfire or a fire for cooking, warmth or comfort) within the fire danger season is permitted provided that a trench surrounds the fire and is a minimum of 30 centimetres deep and no more than one square metre in area. There also must be a 4-metre space cleared around and above the fire, and a responsible person is in attendance at all times with water and/or an appropriate extinguisher.

Only charcoal is allowed to be burnt for comfort fires within a metropolitan area or within township boundaries (please check with Council's Community Safety Team regarding lighting a comfort fire). The use of above ground fires (such as chimineas, fire drums, braziers) are only permitted with the use of Schedule 9 permits.

Any other fire (including campfire, bonfire, a fire for cooking and above ground fires) on a Total Fire Ban Day require a Schedule 10 Permit from the Council.

Fire Risk Prevention/Permits

Event organisers must ensure that reasonable action be taken to protect property from fire and to prevent or inhibit the outbreak or spread of fire during an event.

Fire Safety

Fire prevention is essential at any event. Event Organisers must ensure suitable fire extinguishers are available. It is important the correct type of extinguisher is provided for different applications. All event staff should be trained in the use of fire extinguishers.

Fireworks

Only licensed pyrotechnic providers are to be engaged to provide fireworks displays. Pyrotechnicians are licensed through SafeWorkSA. For more information click [here](#).

Requests to hold a fireworks display at approved events within the Alexandrina Council will be assessed on a case-by-case basis. For further information click [here](#).

Any day within the Fire Danger season a licenced pyrotechnician may conduct public fireworks displays providing that have a Schedule 9 permit. On a Total Fire Ban Day, a licenced pyrotechnician may conduct public fireworks displays providing they have a Schedule 10 Permit. Any permit relating to fireworks is issued by the CFS.

Contact the CFS to discuss the Schedule 9 and 10 Permit process relating to fireworks.

First Aid

The provision of first aid services is critical for any event. Event Organisers must engage the services of a reputable and licensed first aid organisation to assist with the event. The first aid services provided should be incorporated into all event plans and communication networks. First aid posts should be clearly marked so that the public can easily find them.

Click on each organisation below for more information.

- St John Ambulance Australia
- Australian Red Cross
- First Care Medical

Food Safety and Catering

It is the responsibility and requirement of all food vendors to comply with food safety practices, as determined by Council's Environmental Health team, in line with the Food Act 2001 and Food Safety Standards.

The event organiser must complete and return the Temporary Food Stall Notification Form to Council at least 14 days prior to your event. Form can be emailed to alex@alexandrina.sa.gov.au (this also applies to temporary food outlets trading on private land).

Please note that each food stall must be registered with their local Council to be able to legally operate a food business at an event.

Inspections of food handling practices at food and beverage stalls may be conducted by Council's Environmental Health team.

We encourage you wherever possible to consider using local businesses to support your event.

For further information and to fill in the online form click [here](#).

Footpath Promotions and Display of Goods

Council issues permits for permanent, stationary or short-term commercial activities on Council roads, footpaths and verges to ensure the appropriate management of such activities. Council recognises the need of legitimate practices to undertake activities on public roads. Council also values and promotes the increasing popularity of outdoor activity.

Council will strive to ensure that activities that promote a sense of vibrancy and local attraction do not impede or create adverse impacts on users.

If you would like to undertake promotional activity on a Council road, verge or footpath as part of your event you will need to apply for the applicable permit.

Permit applications forms are required to be lodged with Council a minimum of 21 business days in advance of the activity unless otherwise negotiated with Council. Click [here](#) to access form.

Grants and Sponsorship

Council recognises that events play an important part in the Region's wellbeing and cultural diversity by helping to activate precincts, raise the Region's profile, increase visitation, assist in building relationships, deliver economic benefit and enliven the Region.

Council's Community Grants program provides financial support for communities and event organisers to deliver community events across Alexandrina. Council recognises that community events, celebrations and gatherings create meaningful opportunities for social and cultural interaction and encourage community connection.

Grant funding can assist with a range of costs associated with event delivery.

Discuss your event with Council's Grants Officer who will provide details on the application process. For further information click [here](#).

Depending on the type of event you are holding, you may be eligible for funding through the South Australian Tourism Commission (SATC). For further information click [here](#).

Infrastructure

If you are planning on installing any type of infrastructure at your event (tent, stall, marquee, staging, jumping castle, inflatable structure or any other type of equipment) you must apply for an [Event Permit](#).

Pegging is not permitted on many of our reserves due to underground irrigation systems. All structures must be weighted according to SafeWork SA standards.

Council's Permit Officer will discuss this process with you to ensure that all guidelines and policies are met. A certificate from a qualified installer or engineer confirming that the temporary structures have been erected in accordance with appropriate specifications may also be required prior to the start of the event.

Insurance

The organising body of any event held on Council property must hold a current public and products liability insurance policy to the value of \$20 million. This requirement reflects the industry minimum standard based on the level of risk associated with an average event.

Certificate of Currency – Insurance and Business Details

Along with the completed application form, the applicant must provide to Council prior to the issue of the Permit, current Certificate of Currency stating the:

- Business Name (as stated on this permit application)
- Policy Number (Insurance policy number)
- Minimum \$20 million Public and Products Liability cover
- Any other relevant supporting documentation.

Note: You are responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

Key Collection

If you are required to collect keys to access a park or facility where you are holding your event you will be notified. Keys can be collected from our Customer Service team at either the Strathalbyn or Goolwa Council Offices during office hours 9am to 5pm Monday to Friday, Saturday 9am to 12pm.

Where your event falls outside of these hours or on the weekend, keys can be collected after 3pm on the business day prior. Please note, failure to return keys will result in a deduction from your bond or you will be issued an invoice.

Liquor Licensing and Consumption of Alcohol

As outlined in the *Liquor Licensing Act 1997*, a Limited Liquor Licence is required to sell, supply or permit the consumption of liquor:

- at an event or function where you'll gain a commercial or financial benefit
- on regulated premises, – even if you don't get any commercial or financial benefit

Consumer and Business Services may request a Council Approvals – Short Term Liquor Licence Application form to be completed. If this is required, the form must be submitted as early as possible to enable time to review the request. Please note that if the Development Services team determine that the event requires Development Approval, the form is unable to be completed until Development Approval is in place.

Except within designated 'Dry Zones', people may bring their own alcohol for consumption at small, private gatherings in parks and open spaces.

Marketing and Promotion

Event promotion and marketing is one of the most important aspects of planning your event. It is important to get event information out to your target audience well in advance.

You will need to consider the most effective way to advertise and promote your event while keeping in mind your budget. Common forms of media include local newspapers and radio, posters, flyers, letter box drops, websites, social media, and email.

It's recommended to develop a Marketing Plan which outlines your target audience, the type of media promotion you will carry out, when it will happen, and how much it will cost. This will help to guide your marketing and ensure you stay within your budget.

Council encourages and supports public events, festivals, activities and exhibitions in the Alexandrina region.

We can assist in promoting events in the following ways:

- Inclusion in Events Alexandrina. The monthly listing of events is published online, electronically and hard copy which is widely distributed
- Website visitalexandrina.com
- List event on Alexandrina Council's Community Noticeboard. If you have an event / activity you would like to promote it can be added to Council's online Community Noticeboard. Simply fill out the '[Submit an event](#)' online form.

If you are holding a large event, we encourage you to register your event with The Australian Tourism Data Warehouse (ATDW). Click [here](#) for more information.

Conducting Market Research at your event by collecting various data helps to quantify the value of the event for the region. The research also assists in recognising your target market, provides data for funding and sponsorship applications. Evaluation and reporting will help track patterns and anticipate trends. For further advice contact Events SA.

Mayor and Council Members Invitations

Event organisers are welcome to invite the Mayor and/or Council Members to attend and/or make a presentation or speech at an event.

- Refer to Mayor and Council Members details on Council's website, click [here](#).
- Prepare your invitation, including the following information:
 - Organisation Name
 - Event description, location, date and time
 - Estimated attendance
 - Contact person on the day – name and mobile number
 - Details of the Mayor / Council Member involvement on the day – i.e. whether it is attendance only, a presentation and/or a speech.

Invitations can be emailed or posted and should be received at Council thirty (30) days prior to the event and attendance by the Mayor and Council Members will be subject to their availability.

If you would like to discuss details of your event prior to sending the invitation, please contact the Mayor's Office by email alex@alexandrina.sa.gov.au

Mobile Food Vendors

Mobile food vans are a popular addition to community events, offering a variety and convenience for attendees. Event organisers are responsible for ensuring that all food vendors comply with relevant health, safety and permit requirements.

- All food businesses must be registered with Council under *the Food Act 2001* (SA)
- Vendors must comply with the *Food Safety Standards* and always maintain a high standard of hygiene.
- A valid *Temporary Food Business Notification Form* (if applicable) must be submitted prior to the event.
- Mobile food vans must operate within designated areas and comply with site layout and traffic management plans.
- Each vendor must hold a current *Public and Products Liability Insurance* policy with a minimum of \$20 million coverage.
- Power and waste management (including oil and greywater disposal) must be arranged by the event organiser or vendor.

Note: Council officers may inspect food vendors during the event to ensure compliance with health and safety standards.

Motor Sport Events

Motor sport events, such as car rallies, motorcycle races, or similar activities, require additional assessment due to the higher risk and potential impacts on the community.

Event Organisers must:

- Provide detailed traffic management and safety plans.
- Undertake public consultation with affected residents and businesses.
- Hold current public and products liability insurance with a minimum cover of \$20 million,
- Complete all relevant forms required for a motor sport event

Events may also require temporary road closures, noise management plans, and approval from State Government agencies such as the Department of Infrastructure and Transport (DIT) or SA Police.

Music Licencing

Music is a vital component of many public events, with musicians and composers requiring payment for the use of their work under the *Australian Copyright Act*.

If there will be live or recorded music of any kind played or performed at your event (not by the original artist), you must apply for a One Music licence. For further information visit the [One Music website](#) to verify if your event is covered under the One Music Local Council Licence.

Noise

Event Organisers are responsible for ensuring that all reasonable and practical measures are taken to minimise the noise impact to neighbours.

Organisers of outdoor events should develop a noise management plan, which should include site planning, public notification, acoustic monitoring and complaints management.

The Environmental Protection Authority South Australia (EPA) does not set noise limits for outdoor events; rather it provides useful information for event organisers in relation to managing noise from events. The EPA Information Sheet Noise Management for Outdoor Events provides a useful and practical guide for developing a noise management plan and covers many relevant issues and considerations including the EPA's regulatory role in outdoor events.

Council suggests you:

- Advise neighbouring properties of your event and activities three months prior and respond to enquiries and feedback
- Keep a noise complaint register for the event and respond to any complaints

Notifying Residents and Traders

To minimise any impact on surrounding stakeholders, communication with nearby residents and businesses is vital to the success of your event.

Where advised by the Council's Permit Officer, you must produce and circulate an approved resident and business notification letter to surrounding

local residents and businesses. Notices must be delivered a minimum of two weeks prior to the event.

Your letter should include:

- The name, date and location of your event (including set up and pack down times)
- The purpose of the event
- The expected number of participants
- Activities being conducted as part of the event
- Any likely disruptions to residents and businesses with respect to noise, transport, fireworks, road closures and parking restrictions
- A contact number for further information or queries

Parking

Parking should be clearly identified with signage and/or parking marshals. It is imperative that sufficient parking be considered and provided at the event.

- Ensure parking considerations are included in your Event and Risk Management plan
- If private car parking is to be utilised, ensure permission is granted from property owner
- Indicate car parking for the event on promotional material
- Allocate priority parking for disability, VIPs and event staff/volunteers

Parks and Open Spaces

Council is committed to maintaining its parks and open spaces to a very high standard including trees, garden beds, shrubs, turf and facilities. This level of amenity must be protected at all times. The following strategies will help to reduce damage to the turf:

- No pegging of infrastructure, use weights instead
- Protective boards/flooring
- Raising infrastructure from the turf
- Minimising vehicle movements
- Avoiding areas of boggy/wet ground

Trees are susceptible to damage over time if appropriate event management plans are not adopted. Root damage is the most common cause of damage to trees on event sites. The siting of car parks and vehicle access should be carefully considered to avoid damage to the root zone of a trees as:

- Vehicle tyres can damage the surface roots of trees
- Sub-surface roots can be damaged over time due to soil compaction
- Vehicle movements can result in damage to tree canopies.

To avoid soil compaction, the placement of heavy event infrastructure such as containers, staging and toilets blocks is not permitted within the root zone of trees.

Under no circumstances is the following allowed:

- Nails, screws or other fixtures to be used on any part of a tree
- Signage or event infrastructure being affixed to trees at any time
- The digging of holes or trenches in parks and reserves
- No tree pruning is permitted by event organisers

Any queries relating to trees within the event site should be directed to Council's Permit Officer.

Where remediation of a park or reserve is required as a result of event activity, this remediation can occur in one of two ways:

- Event organiser remediates according to Council's instructions and to the satisfaction of Council within agreed time frames; or
- Event organiser pays Council to remediate the site.

Remediation will be charged to event organisers on the basis of the direct cost to Council, including all labour, materials and out-of-pocket expenses. Adequate rest periods between events are essential to ensure our parks and open spaces can be maintained to an acceptable and sustainable standard.

Note: You are responsible for all costs associated with remediating the site to its pre-event condition and this responsibility extends to all event staff, contractors and attendees.

Power and Electrical Cabling

Electrical equipment used at your event must be tagged and tested for the safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or is found to be faulty by a Council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified.

Power cords must not be run along the ground uncovered. They must either be protected by cable trays or raised 2.75 metres above walking areas (including grassed areas) and 5 metres above roads (or places where vehicles are likely to traverse).

It is the responsibility of the event organiser to ensure that all contractors are made aware of their legal obligations and that all safety precautions regarding power supply and power cords are taken (as per AS/NZS 3002:2008 Electrical installations – Shows and Carnivals and AS 3533 – Amusement Rides and Devices or the current replacement standards).

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the event organiser to coordinate an alternative supply using generators.

Fees may apply for use of power in public spaces.

Promoting Events

Alexandrina's Online Community Noticeboard

You are welcome to submit your community activity if it:

- occurs within the Council area
- is open to the public
- is socially inclusive.

The application may be refused if it:

- conflicts with the Council's values, policies and statutory responsibilities
- promotes specific religious or political activities
- has a governance focus e.g. member or board meetings

- the information is incomplete
- is offensive or abusive
- is promoting a business or commercial enterprise
- promote private activities e.g. garage sales
- is held outside of Council region.

Submit your event using the application form at least two weeks before the start date of the activity at: [Community Noticeboard | Alexandrina Council](#)

Australian Tourism Data Warehouse

Promote your product for Free! – To register and manage your own MyATDW account online click [here](#).

The Australian Tourism Data Warehouse (ATDW) is the national platform for Australian digital tourism information. This content is compiled in a nationally agreed format and electronically accessible by tourism business owners (operators), wholesalers, retailers and distributors for use in their websites and booking systems.

We recommend that your event is registered with the ATDW. You can contact the South Australian Tourism Commission (SATC) Online Services team for help on (08) 8463 4560 or onlineSATC@tourism.sa.com

South Australian Tourism Commission

SATC Events SA Industry support click [here](#) and the SATC event planning toolkit click [here](#).

Fleurieu Peninsula Tourism

The Fleurieu Peninsula is one of South Australia's premier tourist destinations regularly recording some of the highest visitation outside of Adelaide.

Fleurieu Peninsula Tourism (FPT) is the Fleurieu Peninsula's regional tourism organisation that provides leadership for the industry, drives promotional initiatives and helps to build industry capacity.

FPT's Executive Officer can assist event organisers and provide a connection to the South Australian Tourism Commission (SATC).

Public Access

Whilst large-scale events add to the vibrancy of the Region they also have the potential to temporarily exclude the community from public spaces for their normal use. Event organisers are permitted reasonable timeframes for building and dismantling event infrastructure.

In the interests of protecting the community's on-going use of the public spaces, and to reduce the length of time that event infrastructure remains on site, we ask that you minimise build and dismantle (bump in and bump out) timeframes as much as possible.

Public access must be provided during build and dismantle (bump in and bump out), except where safety or security necessitates closing part or all of a site.

Risk and Emergency Management Planning

Proactive risk management planning for an event is imperative. Planning is required to ensure event organisers have foreseen all possible risks associated with the event and take appropriate and necessary action to ensure these risks are minimised.

Development of a comprehensive Risk Management Plan, Emergency Response Plan and an Event Management Plan for an event is essential.

Principles and guidelines for risk management are set out in the Australian Standard AS/NZSISO 31000:2018. Safe Work SA are interested in identifying ways in to assist event organisers of public events that have any of the following:

- Registered amusement devices
- Fireworks
- Stages or grandstands that require scaffolding
- Dangerous goods over the licensable quantities i.e. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol)
- Large marquees (over 6m in length)

SafeWork SA have a public events assessment checklist to assist Event Organisers in planning an event. The check list is available [here](#).

Council has a Risk Management [Template](#); this can be used by Event Organisers planning to stage events on Council owned or managed property. The plan must be submitted to Council as part of the Event Permit application to support the permit assessment process.

Road Closures and Traffic Management

A temporary road closure (TRC) is required for marches, street parties, car rallies, pageants or other events that occur on road or extend from private property onto Council land, including footpaths or roadways. A TRC ensures the safety of event participants by legally restricting vehicular access to the specified roadway or section thereof, for the duration of the event.

TRCs are covered by section 33 of the Road Traffic Act 1961 which stipulates that the road must be formally closed and participants indemnified from several specific Australian Road Rules. If the Event requires TRC, Council needs to consider and formally approve such and requires a formal application to be submitted no later than 90 business days prior to the Event.

Where the Event requires a TRC, the Event Organisers must:

- Comply with all conditions outlined in Council's [Temporary Road Restriction Procedure](#).
- Complete the [Traffic Road Restrictions Application form](#) and adhere to all conditions specified in the application.
- Public Notification – refer to [Temporary Road Restrictions Procedure](#).

There are many traffic management companies in South Australia who can provide assistance with the event TRC planning and service for a reasonable fee.

Run Sheet

All events should have a run sheet which sets the timing and sequence of activities so that you and other key stakeholders know what is happening and when. A good run sheet includes a timeline of the event production schedule including bump-in/ bump- out, event timings, locations and program details.

Security

Safety is a priority for Council. The type and level of security required will depend on the nature of your event and anticipated number of attendees. Security staff are generally responsible for crowd management, protection of assets, and assisting with lost children. If event infrastructure or equipment remains on site overnight, Council recommends engaging a security guard to prevent theft or vandalism. For smaller events, appropriately trained volunteer event marshals may be used in place of professional security staff, depending on the size and scope of the event.

For further information regarding crowded places refer to [SA Police Crowded Places Guidelines and Assessment](#).

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 dictate that it is required. This may include:

- Transport pick up and set down areas
- Spectator and official viewing areas
- Seated eating areas
- Pedestrian thoroughfares
- First Aid areas
- Competitor and official marshalling areas
- Entertainment change rooms
- Entrances and ticketing areas
- Optional area for patrons when needed.

Signage

Advertising is not permitted on Council property without prior written permission. Approved advertising is displayed at the risk of the event organiser.

Development approval may be required for large, moving or flashing signs. Council's Permit Officer will be available to assist you with the process.

You are not able to use Council's logo without permission – see Council logo section in this directory.

Significant Sites and Memorials

Event organisers are asked to respect significant sites and memorial structures within Council's parks and open spaces by ensuring that any event infrastructure is kept well clear and event patrons are not allowed to interfere or climb on structures.

Site Clean Up

Event organisers are responsible for restoring the event site to its natural state within twenty four (24) hours of the final pack down of the event. Any damage to Council's reserves or failure to clean the site may result in the Event organisers being held responsible for any costs incurred.

Ensure the site clean-up for the event is included in the Waste Management Plan.

Site Inspections

Council's Permit Officer is available for site meetings during the planning process. This can be useful in identifying the services available and any limitations of the site that need to be taken into consideration.

Site Map

Producing a site map will assist you to form the layout of your event and ensure that you have allowed adequate space for all of the elements.

Your site map must identify the location of all aspects of the event including; equipment, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access and so on.

Correct site selection is a critical success factor for an event. Be sure that the site you select matches your expectations of size, location and available facilities. You should also consider existing Council infrastructure, and park features such as waterways, fencing and buildings.

Sky Activities

The [Civil Aviation Safety Authority](#) (CASA) requires written request for numerous sky activities. Once approval has been granted you will receive conditions relating to your request from them. Activities include:

- **Intention to fly kites** – Permission needs to be granted if flying kites within 4km of an Aerodrome or intending to fly above 300ft.
- **Balloons** – Council does not support the release of balloons into the air.
- **Lighting** – Advice in writing regarding the use of special lighting e.g. strobe, laser and spotlights.
- **Helicopters** – Operators are responsible for giving notification to the appropriate bodies. The property owner may be required to provide a letter of support.
- **Fireworks** – The contracted Company is responsible for giving the appropriate notifications and seeking permission on your behalf.
- **Light aircraft and parachuting** – The company you have contracted is responsible for giving the appropriate notifications and seeking permission on your behalf.

Smoke Free Events

Council encourages event organisers to hold smoke free events. By applying to make your outdoor event smoke-free you can directly improve the health of our community and patrons. At the same time, you will be promoting a positive health message and creating a cleaner, safer environment.

Legislation under the *Tobacco Products Regulation Act 1997* allows Local Government and other incorporated bodies, to identify and apply to have a particular outdoor area or a specific event, declared smoke-free. 'Declared' smoke-free areas are public outdoor spaces where smoking has been banned. These areas can be created to address a passive smoking risk or to support the management of smoking at an event. As enforcement of a smoke-free area is likely to require the support of Council, please contact the Council's Permit Officer if you would like to discuss applying to make your event smoke-free. Further information can also be found on the SA Health website.

Sun Smart

When holding outdoor events, it is important to offer sun protection for participants. Event Organisers are responsible for minimising the UV exposure period of staff/volunteers and guests during the event, particularly during the UV danger period between 10am and 3pm. For further information click [here](#).

Sustainability and our Environment

Go to: 'Waste Management and Recycling – Caring for our Environment and Community' in this section.

Toilets

It is the event organiser's responsibility to provide adequate toilet facilities (if required on top of public toilets) to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event.

Please Note: Public toilets are cleaned and consumables are stocked prior to the event. During the event, if consumables are depleted or the toilets require cleaning, it is the event organiser responsibility.

Your site plan must show the location and number of public and hire toilets, and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women generally require more facilities than men), whether there is service of alcohol and the event duration.

Disabled toilets must be available, and all facilities must be well lit to avoid security and safety hazards, provided with hand sanitizer, soap and hand drying equipment and must be cleaned and re-stocked regularly.

The following guidelines may be used to determine the requirement for and event.



Image: Southern Surf festival boards

Alcohol Free Events

Patrons	Male WC	Urinals	Hand Basins	Female WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6

Alcohol Available Events

Patrons	Male WC	Urinals	Hand Basins	Female WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

The guidelines above may be reduced for events of less duration as follows:

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

Trader Involvement

The Alexandrina region produces premium food, wine, artistic works and other products with passion; many producers are unique, independent operators. We encourage you to tap into these resources when you are planning your event.

There are approximately 2,200 local businesses across the Alexandrina region, many who rely on the support of our local community and the tourism trade.

Event organisers are encouraged wherever possible to include and utilise businesses from within the Council area to help boost the local economy and support small business which helps create a thriving and vibrant community.

Vehicle Access

As vehicles are the single biggest cause of damage to turf and trees during events the restriction of vehicle movements is imperative to protect our parks and open spaces.

Permission is granted for vehicles to access the event site, as required, for the specific purpose of conveying goods and equipment – unloading and loading only. Once a vehicle is unloaded/loaded it must be driven off site and into allocated public parking areas.

The only vehicles allowed to remain on the event site are those that are physically required to, such as catering vans and food trucks.

It is the responsibility of the event organiser to ensure that all persons attending the event are made aware of the above conditions regarding parking. Vehicles must stay on formal paths or hard surfaces wherever possible. During times of vulnerable ground conditions, such as after heavy rain, Council will discuss with you any extra restrictions that may need to apply. Vehicle movement during event operating hours should be limited to protect patrons.

Venue and Hire Spaces

Venues suitable for staging events are available for hire throughout Alexandrina Council region. Council Venue Hire Information, bookings, guidelines and application form click [here](#).



Image: Tour Down Under celebration in Ashbourne

Waste Management and Recycling – Caring for our Environment and Community

Council has a responsibility to consider the impact that events have on the environment and has made a commitment to ensure events held within the Region comply with legislation. [South Australia's Single-use plastic legislation](#).

Consistent with Green Industries SA best practice, event organisers should prioritise waste avoidance, followed by reduction, reuse and recycle before landfill.

This includes green purchasing and the implementation of waste, energy and water reduction measures. Council encourages you to provide a three-bin recycling system which separates general waste, co-mingled recycling and organic/compostable waste. Bin monitors are required to stop contamination.

All food and beverage stalls must use certified compostable take away packaging (AS4736 or AS510) that can be accepted in the green organics bin system; there are many suppliers who offer these products.

All events held in council reserves, roads or venues must be plastic straw, polystyrene and balloon free and comply with [South Australia's Single-use plastic legislation](#).

Council's waste contractor Fleurieu Regional Waste Authority (FRWA) can provide general waste, recycling and green bins. These can be delivered and collected for a fee. Further information go into the FRWA link below.

FRWA generally does not provide green organic bins at events unless bin monitors are in place due to the high risk of contamination. If the green bins are contaminated, they will go to landfill instead, generating higher disposal fees. Local community groups such as Cittaslow have previously supported events by providing bin monitors. Contact Council's Permit Officer for details of community groups that can assist with waste monitoring or bottle/can recycling at events.

The event site must be left in a clean and tidy condition and all debris, especially cable ties, bottle caps, ice cream sticks and food scraps etc., must be removed immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the event organiser.

Event Organiser must:

- Provide a Waste Management Plan with Event Permit
- Event organisers to manage all types of waste generated from the event.
- Event applicants have responsibility for the proper disposal of all rubbish and litter resulting from the event activity.
- Must remove all waste from the site on completion of the event.
- Waste generated by an event must not be placed in any public community waste bin.
- The event applicant is to liaise with the Fleurieu Regional Waste Authority regarding bins, collection and any other waste matters – [Event Bins – The Fleurieu Regional Waste Authority \(FRWA\)](#).

Useful contacts and information:

- [FRWA](#)
- [Education and Resources](#)
- [Green Industries](#)
- [Replace the Waste](#)
- [KESAB](#)
- [Salute](#)

Existing Council bins within parks and open spaces are intended for everyday public use only. Event waste must not be placed in these bins. You must ensure that rubbish is completely removed from the event site, so that existing Council bins are available for public use.

Water

Most parks and open spaces are irrigated with recycled water. Under no circumstances are you permitted to plumb into irrigation or recycled water lines. Designated potable (drinkable) water outlets are available in some areas.

The Council's Permit Officer will be able to advise the location of the outlets and you must liaise with them for access to a potable water supply. In areas where there is no access to potable water, you must supply your own.

Water Activities

There are a range of river and beach stakeholders that must be consulted as part of preliminary event planning. The event organiser will need to:

- Include management of waste and fuel spills in your risk management planning
- When conducting activities on the River Murray, Event Organisers must obtain permission from Department of Infrastructure and Transport (Marine Safety) or telephone Marine Safety office at Goolwa (08) 8555 0144 and support from Council.
- Requests for support from Council must be made in writing to: alex@alexandrina.sa.gov.au or Alexandrina Council, PO Box 21 Goolwa SA 5214.

Provide the following information in the request for support:

- | | |
|---|------------------------------------|
| • Name of your organisation | • Time period of water activities |
| • Event name, date and location | • Estimated event attendances |
| • Event description/ concept | • A site plan of the proposed area |
| • Environmental controls | • Waste Management Plan |
| • Risk Management and proof of public liability insurance | • Site clean-up plan |

South Australia's marine environment is under pressure from population growth, development and pollution. To help protect both our native species and the beautiful marine environment they call home, South Australia has created a system of marine parks as an investment in the State's future.

If your event takes place within a Marine Park Boundary, a permit is required.



Image: South Australian Wooden Boat festival

Weather

Event organisers are responsible for monitoring weather conditions before and during the event. Severe weather, such as heavy rain, strong winds, extreme heat, or storms, may affect the safety of participants, staff, volunteers, and infrastructure. Organisers should have a **weather management plan**, which may include:

- Identifying suitable shelter or evacuation areas for attendees.
- Securing temporary structures, marquees, and equipment against wind or rain.
- Considering postponement, rescheduling, or cancellation in the event of extreme conditions.
- Communicating any weather-related changes to participants, staff, and emergency services.

Work Health and Safety/Public Safety Responsibility

Work Health and Safety (WHS) laws apply when conducting events in South Australia. Council requires event organisers to adhere to all WHS procedures for the duration of the event.

Event organisers must adhere to WHS practices for the following:

- SafeWork SA requirements event staff and volunteers
- Risk Management
- Safe food handling practices
- Safety checks of all plant and equipment
- Amusement rides have current SafeWork SA Registration Certificates
- Responsible control of liquor service and appropriate liquor licences
- Crowd safety provisions
- Waste management
- Use of licensed contractors.

Working with Children

You will need a working with Children Check (WWCC) if you work or intend to work as an employee or volunteer in a child-related area. Further information about who needs a working with Children Check here. [SA.GOV.AU - Who needs a Working with Children Check](https://sa.gov.au/who-needs-a-working-with-children-check)

You need a Working with Children Check if you are 14 or over and you do:

- child-related work as a volunteer or employee for more than seven days a year
- any child-related work that involves overnight stays, or close personal contact with a child with a disability.

You also need a Working with Children Check if you run a business where employees or volunteers do child-related work. It is an offence to do child-related work without a Working with Children Check.



Image: Fringe caravan performance

Section 4 – Forms, Templates, Resources and Policies and Guidelines

Forms

- [Festivals and Events P11 Event Permit](#)
- [Temporary Food Notification Form](#)
- [Temporary Road Restrictions Application](#)
- [Motor Sport Event Application](#)

Templates

- [Risk Management Plan template](#)
- [Emergency Response Plan template](#)
- [Waste Management Plan template](#)
- [Road Closure Public Notification Letter template](#)
- [Community Notification Feedback Report template](#)
- Hydrocarbon Management Plan

Resources

- [SafeWork SA Event Safety](#)
- [EPA Information Sheet Noise Management for Outdoor Events](#)
- [Event Permit Fact Sheet](#)
- [Waste Management Fact Sheet](#)
- [Events on Private Land Fact Sheet](#)



How to contact us

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