Events
Information Kit

CITY OF
TEA TREE GULLY
Naturally Better

Contact

Contents

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Introduction

The City of Tea Tree Gully Events Information Kit has been prepared to assist organisations, individuals and community groups planning events in the City of Tea Tree Gully.

The Events Information Kit touches on key aspects of the event planning process and Council's event requirements.

The package is only a guide and provides a useful reference; it is by no means a definitive source, as each event will have its own specific requirements.

Disclaimer

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Council will not be liable for any indirect or consequential loss, including loss of profits, arising out of the use of this Information Kit or the material referred to within.

Council contacts

The Events Team at the City of Tea Tree Gully is made up of two full-time Council staff. They deliver the yearly calendar of Council's Major and Activation events, oversee the Event Attraction Program and deliver quarterly citizenship ceremonies.

The Events Team can provide advice on Council event requirements or assist in connecting you with the right stakeholders to enable successful outcomes for your event.

As well as our Events Team, there are also several officers at Council who will be able to offer you advice or information about the various aspects of your event. To speak with officers from the events, health, traffic, facilities, community safety or media sections, please contact 8397 7444 or send an email to events@cttg.sa.gov.au and we will put you in touch with the person who can best handle your enquiry.

Other useful contacts

Support service	Description	Telephone
Adelaide Metro	For those organising an event to attract 5,000 or more people	
APRA (Australasian Performing Rights Association)	For assistance with event music licensing and copyright	02 9935 7900
Bureau of Meteorology SA forecast and warning service	For up-to-date weather monitoring	8366 2600
Cancer Council of SA	Sun smart messaging and advice	13 1120
Civil Aviation Safety Authority	May be required for sky activities or fireworks displays	13 1757
Consumer and Business Services (liquor licences)	For assistance with event liquor licences	8226 8512
Department of Planning, Transport and Infrastructure	For assistance with Government owned roadways and infrastructure	1300 872 677
Electricity – Emergency only		13 13 66
Environment Protection Agency (EPA)	For advice on waste, noise and water	8204 2004
Gas – Emergency only		1800 427 532
Office of the Technical Regulator (OTR)	Electrical and gas safety at festivals and outdoor events	8226 5500
SA Health	COVID-19 requirements and advice	8226 7100
SA Metro Fire Service	For advice on fire safety	8204 3600
SA Police Holden Hill Local Service Area	Local station contact	8207 6000
SA Tourism Commission	For advice on tourism and events in South Australia	8463 4500
SafeWork SA	For advice on event safety	1300 365 255
St John Volunteers	For advice on event first aid	8306 6999
State Emergency Service	Volunteer-based emergency assistance and rescue service	13 2500

COVID-19

The 2019 outbreak of COVID-19 has brought about many changes for event management in South Australia. In March 2020, the State Coordinator made a Direction under the *Emergency Management Act 2004* to limit public activities. This direction may be cited as the Emergency Management (Public Activities No 23) (COVID-19) Direction 2021. It came into effect on 14 April 2021 and revokes the Emergency Management (Public Activities No 22) (COVID-19 Direction 2021.

COVID Management Plans and COVID SAfe Plans are no longer required for events. However, as we transition into a new phase of learning to live with COVID-19 in South Australia, it's important that any future event you hold continues to implement some ongoing COVID-safe practices.

This includes physical distancing, a focus on pre-event communication to your patrons about staying away if they are unwell, promoting good infection control practices, and encouraging people's choices around mask wearing.

For further direction visit The South Australian Government website.

Events in Council buildings

The City of Tea Tree Gully has many buildings for hire to use as a community activity space, meetings, or for social function venues.

To enquire about a building for hire, visit our website. Each of our venues can now be booked online using our venue listing on SpacetoCo.

To enquire about an on-going booking, complete the online enquiry form on our website.

Events on Council reserves

The City of Tea Tree Gully has a number of beautiful reserves perfect for events, including Civic Park, Golden Fields, Haines Memorial Park, Ladywood Reserve, Rose Village and Tilley Recreation Park Reserve. For images of our reserves and information about capacity visit our website.

Event organisers wishing to conduct an event on any of Council's public reserves must complete an online booking request via our venue listing on SpacetoCo.

A tentative hold can be placed on a reserve, subject to completion of the necessary forms. Please note, a tentative hold is not confirmed until the approved Hire Application has been issued and the required hire fees have been paid.

What to do:

• Complete the online application form for Council assessment. Council will then get in contact to work through your event booking. Depending on the size and nature of your event you may need to complete a Hire Application – One-off Hire Form

• If required (as noted above) complete the Hire Application – One-off Hire Form and submit to Council for assessment. You will need to upload the following documents (if relevant) with your application:

  • Event Management Plan (see event management plan section)

  • Risk Management Plan (see event risk management section)

  • Certificate of Currency, Public Liability Insurance (see insurance section)

  • Site map

- Completed Food Safety at Special Events Notification Form, if applicable (see food safety section)
- Power requirements (see electrical and gas safety section).

In addition, depending on the complexity of your event, you may also need to include the following documentation:

- Liquor licensing or dry zone exemption (see temporary liquor licences section)
- Toilet facilities being provided (see toilets section)
- Amusement providers and their Safe Work SA certification and insurance (see occupational health and safety and public safety section)
- Traffic management plans
- Car parking and transport information (see parking and transport section)
- Fireworks displays (see fireworks displays section).

Once Council is satisfied your event meets all the necessary criteria and the required reserve hire fees are paid, an approved Hire Application will be issued for your event.

Keys to access gates and on-site power (if available) will be provided to you in the week of your confirmed booking. A refundable key bond may apply.

Note: If you intend to charge a fee for entry or if the hired reserve is no longer available to the public (i.e. fenced off areas that are only accessible if entry fee is paid) a change of land use approval would need to be sought through Council. For further information regarding the assessment process when a change of use is proposed, email Council's Planning Team at development.enquiries@cttg.sa.gov.au

Funding and sponsorship

Council offers an Event Attraction Program for events taking place within the City of Tea Tree Gully.

The program seeks to attract events to the Council area and provides financial and in-kind support to successful applicants. One funding round will be conducted per year and can be accessed from our website. Applications open 3 January 2023.

Categories

Two levels of sponsorship exist in Council's Event Attraction Program:

- Category One – Sponsorship under $5,000
- Category Two – Sponsorship of $5,000 and above.

Criteria

The following criteria ensure applications are assessed in a clear and transparent manner for sponsorship under this program.

Eligible

To be eligible, the event must demonstrate that:

- The whole event takes place in the City of Tea Tree Gully
- The event has widespread appeal and is likely to attract more than 3,000 attendees
- The event is free or has a substantial portion of free programming (while Council may sponsor an event that charges a modest fee, where an entry fee is proposed, the applicant must clearly state if a discount will be applied to City of Tea Tree Gully residents)
- The total value of the event exceeds the value of sponsorship requested
- The event aligns with Council's Strategic Plan
- The event adds to the diversity of Council's

events calendar and does not clash with events scheduled in this calendar

- The event is accessible and inclusive to all members of the public
- The applicant is a legal entity or auspiced by a legal entity
- The proposed event is covered by an appropriate and current Public and/or Product Liability Insurance Policy
- The event includes strategies to partner and/or collaborate with local businessess and community to support economic and social outcomes
- The event will attract visitors from outside the Council area and rise awareness of the City
- The event has not been considered in any other grant or sponsorship program/category managed by Council. Submissions of the same event through multiple grants or sponsorship programs will not be considered
- The event adheres to all legislative requirements and applicable COVID-19 resitrctions
- The event meets any other condition the CEO determines appropriate for the relevant event

Ineligible

Applications will be considered ineligible if:

- The requested funding is used for the purposes of running the organisation (salaries, rent etc)
- The event takes place outside the City of Tea Tree Gully
- The event is already receiving funding from Council in the same financial year
- The event is a private event or function, or the proposed event will be held for members of a community or business organisation exclusively
- The event is for general fundraising purposes
- The event is political or religious in nature and may denigrate, exclude or offend parts of the community

- The event is a school fete, market, fair or similar activity including programs and events that happen on a regular basis
- The applicant is unable to meet the compliance and safety requirements of running the event
- The applicant has not fulfilled their obligations under previous funding arrangements
- The applicant is a Council staff member or Elected Member and/or a direct family member.

Assessment

In addition to meeting the eligibility criteria above, all applicants must submit the following:

- A comprehensive event management plan, including a site map and run sheet
- Risk management plan
- All other appropriate event documentation - e.g. traffic and pedestrian management, fireworks, liquor licencing, crowd control
- Event budget
- Copies of all relevant insurance and licencing documentation
- The environmental credentials of the event
- Details on how event participation and experience will be measured
- Compliance with all relevant SA Government COVID-19 restrictions and requirements
- The benefits to Council of sponsoring the event, including how Council's contribution will be recognised - e.g. speaking opportunities, brand exposure, signage and community engagement opportunities
- Evidence of the applicant's ability to successfully manage the event
- The future viability of the event beyond funding through this program.

Visit our website for further information or to submit an Event Attraction Program Application.

Insurance

The organiser of an event being held on Council land must hold a current public liability insurance policy to the value of at least $20 million coverage or higher.

What to do

- A copy of the current Public Liability Insurance Policy must be provided to Council for the proposed event
- Event organisers must ensure their public liability cover is appropriate and identifies the event
- All groups participating in the event must also be covered by Public Liability Insurance, including amusement providers, entertainers, stall holders, caterers, volunteer groups, contractors etc
- To determine the most appropriate cover for your event, consult your insurer.

Occupational health and safety and public safety

There are numerous Occupational Health and Safety laws that apply to the conduct of events in South Australia.

Council requires that event organisers adhere to all occupational health and safety procedures for the duration of the event – from the initial setting up to the final removal of any infrastructure for the event.

The *Work Health Safety Act* places a duty of care on event management staff to protect themselves, their staff, volunteers and event patrons. It needs to be understood that if a staff member/volunteer or patron is injured and requests a claim for compensation, this becomes a public liability claim.

What to do

Event organisers must consider all relevant health and safety aspects for their event, including:

- SafeWork SA requirements for event staff
- SafeWork SA Registration Certificates for Amusement Rides

- Safety checks of all plant and equipment used at the event
- Use of licensed tradespeople/contractors
- Responsible service of liquor and appropriate liquor licenses
- Crowd safety provisions (i.e. security, crush barriers etc)
- Safe food handling practices
- Electrical equipment, tagged and tested
- Incorporation of occupational health and safety (OH&S) and public safety practices into all event management documentation and risk management planning
- Notification of your insurance provider of the steps you have taken with regard to public safety
- Contact with Safework SA if you require help or advice about your OH&S obligations (refer other useful contacts section).

Event risk management

All events irrespective of the size and nature have risks. Managing event risks requires equal measures of awareness, staged planning and due diligence.

Establishing Event Goals and Objectives

As an event organiser and as part of a staged planning approach, an Event Management Plan must be developed that clearly establishes your event goals and objectives, as well as outlining the organisational details of your event. It is important to understand the overall purpose and goals (objectives) of your event in order to set clear risk management objectives before risks can be identified, analysed, evaluated and then managed.

Once you have established the overall purpose and goals of your event, the next step in the staged planning process is to identify event risk management goals (objectives). These may include:

- Meet financial goals – avoiding unexpected and costly surprises
- Fulfil the community/public needs and expectations
- Prevent injuries to staff, participants and the public
- Operate within the requirements of standards and regulations, permits and licences
- Avoid event cancellation
- Avoid the impact of a sudden or unexpected emergency situation
- Avoid damage to equipment and property
- Reduce the cost of insurance and avoid jeopardising eligibility for insurance coverage
- Prevent adverse publicity or damage to the image and reputation of Council.

Event Risk Management

As part of the risk management process and in order to determine what risks need to be managed, a risk assessment must be undertaken using Council's Risk Assessment Template. Refer to Council's Risk Assessment Procedure that provides the step-by-step process for undertaking your risk assessment.

A risk assessment is the term used to describe the overall method used to identify, analyse, assess and manage/control risk. The risk assessment process is the standard approach for identifying any foreseeable risk that has the potential to impact on achieving your event objectives and, in turn, taking the appropriate and necessary action to ensure these risks are managed to an acceptable level.

Step 1 – Identifying the risks

The first part of the risk assessment process is to identify the risks that might prevent, degrade or delay achieving the objectives of the event. Use the event risk management goals you established earlier to help you identify risks. You should also consider the risk examples provided below, which include things that may:

- Cause harm to a person or animal – patrons (the general public), staff, contractors, participants, exhibitors, local residents, animals and wildlife
- Cause loss or damage to property, equipment or finance
- Compromise the reputation or success of the event and/or the organising body.

Details of these types of risk follow.

Health Risks

- Sickness/injury of staff or public – collapse, fall, food poisoning, disease
- Public disturbance – argument, fight or riot
- Death or injury to native wildlife
- Property damage including vehicle accident.

Property Damage Risks

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

Financial Risks

- Loss/absence of key event staff or key contractor/service
- Loss/absence of provider/performer
- Loss of sponsorship
- Cancellation of event/refund of tickets
- Power failure
- Cash theft.

Environmental Risks

- Severe weather
- Damage to natural or built heritage.

Event Image Risks

- Bad press
- Lack of community support/event not fulfilling the community expectation
- Poor event presentation
- Protestors at event
- Perception of ill use of ratepayer funds.

Public Safety Risks

- Injury to audience members
- Fire, explosion or spill of hazardous material
- Electrocution caused by faulty electrical equipment
- Public disturbance/assault, antisocial behaviour
- Trips and falls
- Food stall gas cylinders explosion/BBQ explosion
- Bomb threat
- Crowd crush.

Step 2 – Assessing the Risks

The second step of the risk assessment process is about developing an understanding of the risk and determining how significant the risk may be, i.e. context, causes, contributing factors. It includes considerations such as risk owner, hierarchy or type of risk, risk status, risk category, linkage to strategic and organisational objectives and risk impact. (Refer to the Risk Rating Matrix which also forms part of the risk assessment template providing examples of potential impact and to determine the combined effort of potential consequences if the risk was to occur and the likelihood of the risk occurring).

Step 3 –Mitigating the Risks

The third step of the risk assessment process is about determining which risks need further treatment and in what priority order. Considerations of further risk treatment and priority is determined based on the current controls in place, rating the effectiveness of controls and the risk rating level, i.e. low, medium, high and extreme.

Step 4 - Managing the Risks

This fourth step in the risk assessment process is about determining the type of risk controls/treatment options available and what the best option will be to mitigate or reduce the level of risk. It further includes an implementation-by date and who will be responsible for implementing the treatment/control.

You can choose from a number of options for how you propose to monitor the implementation of controls/treatment options and for ongoing review of the risks throughout the lifecycle of the event (from planning through to full completion of the event) as risks constantly change. You can either use your risk assessment which fundamentally is your register of risks or you can develop a separate Risk Management Plan/Risk Treatment Plan to manage this process.

Event management plan

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

An Event Management Plan should include the following:

- Contact details of all relevant staff/contractors/stakeholders/emergency services
- A schedule or running sheet for your event (include schedules for set up and dismantling of infrastructure)
- Key risk management strategies as identified in the Risk Management Plan
- A detailed and accurate site map (including power provision and safety measures)
- Emergency evacuation procedures and emergency assembly area.

In addition to the above, you should consider the following:

- Ensure all staff/volunteers have DHS Working with Children Checks or DCSI Child Related Employment Screening if working with persons/patrons under the age of 18.
- Ensure all event staff and stakeholders receive a copy of the Event Management Plan prior to the event.

- Have printed copies of your Event Management Plan at key locations around the event site for instant access to the information
- Ensure emergency services are briefed and are included in the Event Management Plan
- Record all incidents and issues during the event
- Have incident report forms ready and accessible by all event staff.

Emergency Response Plan

An Emergency Response Plan provides a detailed strategy for dealing with emergency situations where quick organised action is required. It is a vital tool for dealing with situations promptly during the event planning, and most importantly, during the event.

Try these resources for developing an Emergency Response Plan:

- SA Police Special Events Section (refer other useful contacts section)
- SafeWork SA Help Centre (refer other useful contacts section).

Electrical and gas safety

Safety auditors from the Office of the Technical Regulator (OTR) may do a safety inspection of an event without any prior notice.

Ensuring safe electrical installations at stalls, stages and in public areas of festivals and events helps avoid dangerous consequences including fire, electrical shock, injury and death.

Only licensed electricians can do electrical work in South Australia. If you do electrical work without a licence, you may be fined. When using a licensed tradesperson, you should ensure they hold an appropriate South Australian trade licence and that they provide you with an electrical certificate of compliance for the work they do for you.

There are many legal obligations in relation to electrical setups at festivals and events including overhead wiring, installing cables (including extension cords), festoon and decorative lighting and gas safety. As the event organiser it is your responsibility to ensure you understand and comply with these obligations. For further information you can visit the OTR website (refer other useful contacts section).

What to do

- Review and understand the OTR's electrical safety at festivals and events booklet
- As required, complete the electrical safety at festivals and events checklist provided by the OTR.

Accessibility

Event organisers have a legal responsibility under State laws and in accordance with SA's first State Disability Inclusion Plan to create an accessible and inclusive South Australia based on fairness and respect.

Event organisers should think about the accessibility of their event and ensure the event is inclusive for all.

What to do

- Refer to the Inclusive SA - accessible and inclusive community events toolkit
- Ensure all staff and volunteers are briefed on your event accessibility procedures.

Food safety

All parties involved in the serving of food – both the event organisers and individual stall proprietors – are responsible for complying with legislative requirements as per the Food Safety Standards.

Visit our website for more information.

Event organisers are responsible for notifying Council of any food being served at the event. If you are planning an event where food will be sold, you need to complete the Food Safety at Special Events Notification Form and return to Council at least two weeks prior to the event. Environmental Health Officers may carry out inspections of temporary food stalls during the event.

Council's Environmental Health Team can provide advice for managing food safety at events, including:

- Hand washing and other facilities at events
- Appropriate stalls for serving food
- Food handling best practice
- Food temperature control
- Food storage, display and transportation

- Cleaning of work areas and equipment
- Colour posters with practical information for temporary food premises are available from Council, to be placed at each food stall at your event.

What to do

- Review information about food safety on our website
- Ensure all food businesses used at your event are registered and have public liability insurance
- Complete the Food Safety at Special Events Notification Form available on our website and return to Council at least two weeks prior to your event
- Read through the Food Safety at Outdoor Events factsheets available on our website.

First aid

The provision of first aid services or personnel is critical for any event.

The first aid requirements will vary depending on the type and size of the event.

Event organisers should only 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 and first aid posts

should be clearly marked at the event so that they can be easily located.

What to do

- Contact a licensed first aid provider to discuss the first aid requirements of your event
- Ensure the operator has current public liability insurance in place.

Fire safety

Fire prevention is essential at any event. Event organisers must ensure suitable fire extinguishers are provided in appropriate areas such as around caterers and electrical equipment.

What to do

- Contact the Metropolitan Fire Service for advice on fire safety at events (refer other useful contacts section)
- Ensure correct fire extinguishers are provided for:
  - All caterers (one extinguisher for each catering stall)
  - Electrical devices (e.g. PA systems)
  - Any other part of the event where there is potential for a fire hazard
- Brief all staff and volunteers on general fire safety principles.

Toilets

It is vital for event organisers to properly manage toilet facilities.

You need to consider the type and duration of your event, crowd behaviour patterns, crowd numbers and consumption of food and alcohol when planning public toilet facilities.

What to do

- Provide sufficient toilets for your event – see the Department for Health Guidelines for the Management of Public Health & Safety at Public Events for more detailed information
- Consider where to place toilets – i.e. not around food serving or preparation areas
- Ensure toilets are stocked with toilet paper and soap, and have running water
- Ensure toilets are cleaned regularly
- Provide sanitary conveniences in female toilets
- Provide accessible toilets for people with disabilities.

Waste management

It is imperative for event organisers to effectively manage all types of waste at their event.

Event organisers are expected to provide sufficient waste, recycling and organics (if using compostable packaging) bins for the convenience of patrons and to manage litter caused by their event inside and surrounding the event site. Information about Council's three bin system is available on our website.

The scale below outlines a suggested formula for the number of bins required per expected event attendance. Please note the three bin system refers to 1 x general waste bin (red), 1 x recycling bin (yellow) and 1 x green organics bin (green).

1 x three bin system

720 litres volume

0–360 people meals and drinks

3 x three bin system

2,160 litres volume

360– 1,080 people meals and drinks

5 x three bin system

3,600 litres volume

1,080–1,800 people meals and drinks

10 x three bin system

7,200 litres volume

1,800–3,600 people meals and drinks

A general rule of thumb for waste generation at events is: one litre per person per meal. However, there are variables, such as the type of catering facilities, the presence of alcohol, the crowd profile and the types of activities available. For example, a food and wine festival will generate a much higher amount of waste per person than events with just one or two food vendors.

You will also need to consider the number of meal times your event caters for. For example, if you have 5,000 people expected to attend your event that runs from 11:00am until 9:00pm (lunch and dinner service) the formula below can be used to calculate the approximate waste generation:

- 5,000 people x 2 meal times = 10,000 litres of estimated waste
- Divide 10,000 by 240 (a standard bin is 240 litres) = 42
- You will need 42 bins
- There are three bins at each bin station (if using compostable products and thus organic bins) so you will need approximately 14 x 3 bin stations.

What to do
- Book a waste management company to provide bins for your event. In your booking, include delivery date and time, location and collection date and time. Waste management company options include: SOLO Resource Recovery, Suez and Cleanaway
- Look at hiring an event cleaning company who can assist with cleaning of toilets, emptying of bins and general tidying of the event site.
- Provide sufficient general waste, recycling and green organics bins at your event site that are emptied or swapped out when full (see above waste generation formula)
- Arrange for tables and food serving areas to be regularly cleaned during your event and ensure bins are emptied on a regular basis throughout your event
- Encourage all food providers to use compostable products where possible
- Provide adequate waste bins for food stalls, and remember to brief all food providers on waste disposal procedures (visit our website for more information on the three bin system).

Noise management

Event organisers are responsible for ensuring that all reasonable and practical measures are taken to minimise the noise impact on neighbouring land.

Organisers of large outdoor events should develop a noise management plan, which should include a site plan indicating stage and speaker placement and orientation, public notification, acoustic monitoring and complaints management.

Volume should be kept to a level that reaches event patrons but does not extend to excessively impact on surrounding residencies or businesses. Depending on the size of your event, Council may request a copy of your site plan (in relation to the above mentioned details) as part of your venue/reserve hire to ensure it meets the requirements of the *Local Nuisance and Litter Control Act*.

Copyright music

Event organisers must have an APRA licence in place to play copyrighted music, even if the event is free to the public.

A licence is also required where the event features live music performance.

What to do

- Contact APRA (refer other useful contacts section) for current licensing requirements and application forms

- For more information on copyright law, visit the Australian Copyright Council website.

Parking and transport

Car parking should be provided at any major event where possible.

Event organisers should also consider car parking marshals depending on the number of event patrons expected.

To alleviate the demand on car parking, event organisers could investigate and promote alternatives, such as public transport, cycling and shuttle buses.

What to do

- Contact the Public Transport Office to discuss public transport options for your event (refer other useful contacts section)
- If alternative car parking is to be used, ensure permission is granted from property owners. This should be promoted to your event patrons
- Indicate car parking and alternative methods of transport (bus, train etc.) on your event promotional material.

Amusement rides

All amusement rides, including inflatables (i.e. bouncy castles) must be registered with SafeWork SA and be regularly inspected to ensure they are safe to operate.

What to do

- Check that the amusement operator's SafeWork SA registration certificate is current, and the serial number relates to the actual amusement, before the equipment is activated at the event site

- Obtain a copy of the amusement operator's public liability insurance and check that the policy is up to date and covers the items you are using at your event

- Ensure there is sufficient clearance for tall amusements prior to the event (i.e. check power lines, trees etc.)

- Contact SafeWork SA if you are unsure or require more information about a particular amusement operator (see other useful contacts section).

- Provide details of any amusement providers as part of the venue booking enquiry (see events on Council reserves section).

Temporary liquor licences

If you are planning an event in the Council area and intend to sell alcohol, a temporary liquor licence will need to be obtained from the Liquor Licensing Commission, which will require the consent of the Council for final approval.

What to do

Contact the Office of the Liquor and Gambling Commission to obtain an Application for a Limited Liquor Licence:

Office of the Liquor and Gambling Commissioner
9th Floor, East Wing, Zurich Building 50 Grenfell Street
ADELAIDE SA 5000
Phone: 131 882
Fax: 8226 8512
Web: https://www.cbs.sa.gov.au/liquor-gambling-lotteries
Email: olgc@agd.sa.gov.au

If a support letter from Council is required, send an email request to events@cttg.sa.gov.au and include:

- Name of your organisation
- Event date and location
- Time period of sale of liquor
- Details of dry area exemption (if applicable)
- Estimated event attendances (be realistic)
- Event description to give overall concept
- Details of security present at event
- A site plan showing the proposed licensed area in relation to the overall event site

See the Department for Health Guidelines for the Management of Public Health & Safety at Public Events for useful alcohol management information.

Dry area exemptions

The consumption of alcohol is prohibited in designated dry areas.

However, under the Liquor Licensing Act 1997 there are some festivals, exhibitions, shows or other events where the consumption of alcohol may be permitted.

Exemptions under the Act will require a Temporary Liquor License from the Office of Liquor and Gambling.

What to do

To apply for a dry area exemption in conjunction with a temporary liquor licence, follow the steps in the previous temporary liquor licences section ensuring you outline details of the dry area you intend to use.

Your request will then be considered, and, if approved, a letter of support from Council will be issued.

Fireworks displays

Only licensed pyrotechnics providers should be engaged to provide fireworks displays.

You must also seek approval from Council before proceeding with any fireworks displays. Some areas of Council land may be deemed unsuitable due to environmental factors.

What to do

- If contracting the services of a pyrotechnics company, all notifications and permission are undertaken by them. Council does not give permission for the purchase of fireworks and is not responsible for meeting any of the requirements set out by Safework SA

- If you are intending to have a fireworks display on Council land, permission must be sought from Council. When completing the venue booking enquiry (see events on Council reserves section) you must include intent to host a fireworks display. Council will then make contact to discuss the requirements and application process. If/when approved, the event organiser will be provided with an approval letter from Council.

Sky activities

The Civil Aviation Safety Authority requires a written request for some of the activities indicated below (refer to other useful contacts section for contact details).

You must also include your intent to have the following activities in your venue booking enquiry (see events on Council reserves section) and Council will make contact to discuss the requirements and application process.

- Wind harnessing
- Releasing of light helium-filled balloons
- Lighting effects – e.g. strobe, laser or spotlights
- Helicopters
- Fireworks
- Light aircraft and parachuting.

Be 'Sun Smart'

When holding outdoor events, it is important to consider sun protection for participants, this could be natural/structural (i.e. trees or permanent infrastructure at the event site) or temporary (i.e. shades, umbrellas, marquees etc.).

Event organisers are responsible for providing opportunities to limit the UV exposure period of staff/volunteers and guests during their event.

What to do

- Provide effective and sufficient shade in the form of umbrellas, marquees or by using existing shade structures

- Provide (or sell) sunscreen to event participants and staff and encourage to replenish throughout the day

- Incorporate Sun Smart provisions into event planning and risk management

- Promote the SunSmart message to participants through PA announcements, signage, online promotion etc.

- Contact the Cancer Council to access a range of resources for planning outdoor events (refer other useful contacts section).

Elected Members invitations protocol

Event organisers are encouraged to invite the City of Tea Tree Gully Mayor and Elected Members when holding an event on Council land.

Where Council has provided funding for an event, a Council representative, usually the Mayor, should be informed of the event and invited to attend.

Invitations may be sent using the postal and/or email addresses listed on Council's website and should be sent as early as possible, no later than one month prior to the event. Contact details are available on our website.

Official speeches protocol

You may wish to invite the Mayor or an Elected Member to be a part of the official proceedings at your event.

For all events that are sponsored by Council, formal invitations must be sent to the Mayor and all Elected Members. For more information refer to Council's Funding acknowledgement guidelines.

If you would like the Mayor or an Elected Member to make a speech at your event, there are certain protocols that must be observed. Visit our website to contact the Mayor or an Elected Member.

Use of Council logo

Event organisers may wish to acknowledge Council on event promotional material by showing the Council logo.

This is compulsory for all Event Attraction Program recipients and where possible, the funding acknowledgement statement should be accompanied by the City of Tea Tree Gully logo. There are strict guidelines for using the Council logo on any publication and approval must be sought from Council prior to print/release. Refer to Council's Funding acknowledgement guidelines document for further information.
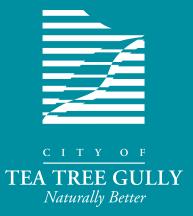
What to do

- Read through Council's Funding acknowledgement document for full details

- Submit artwork proofs for Council approval prior to print/release. Please allow 10 working days for approval to be finalised. Proofs can be sent to content@cttg.sa.gov.au.

Event promotion and advertising

The City of Tea Tree Gully website showcases many options to promote your community event or group.

If you are intending to display temporary advertising signage on Council Land you must submit an application for permission. Please note, permission to advertise on Council land is not included as part of your venue/reserve hire. You must submit an application to obtain permission.