

Attachment B

Information for Event Organisers:

Hosting an Event in the Rural City of Murray Bridge

The Rural City of Murray Bridge encourages events taking place in the community. Council issues permits for events on council land to maintain a coordinated event calendar and event site availability, ensure public safety and protect public assets and the environment.

The following information is provided to assist event organisers when applying for an event permit.

Event Size definitions:

Small Event	An event of 0 – 100 people with minimal setup that does not include road closures, fireworks, licensed area, amusements, staging or water activities.
Medium Event	An event of 100 – 500 people that does not include road closures or fireworks.
Major Event	An event over 500 people and/or an event that includes significant event infrastructure, road closures or fireworks.

Event applications should be lodged according to the following timeline prior to the event date:

- **Small Event:** At least 30 days prior to the event
- **Medium Event:** At least 3 months prior to the event
- **Major Event:** At least 5 months prior to the event

While we will do our best to consider late applications, approval cannot be guaranteed and may be limited by available time and resources.

Event Approval:

All event applications are subject to the availability and suitability of the proposed event site. Council reserves the right to refuse the use of any park, reserve, or Council-managed space at its discretion. This may include situations where the site is unavailable due to maintenance, remediation, planned capital works or

Applicants must be over 18 years of age and have no outstanding debts to Council.

Applications will not be approved until all required documentation has been submitted.

Minimum documentation requirements:

Small Event	1. Completed and signed Event Application Form
Medium and Major Events	1. Completed and signed Event Application Form 2. Risk Management Plan suitable for the event 3. Public Liability Insurance Certificate of Currency covering the event, noting the Rural City of Murray Bridge as an interested party 4. Event Site Plan

Depending on the nature of the event there may be additional documentation such as licenses and/or certificates that must be supplied to Council prior to event approval.

Public Liability Insurance Cover: The event organiser is 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.

Legal action may be taken against the event organising body to recover losses or damages arising from personal injury or property damage that occurs during the event. Public liability insurance protects an event organiser by ensuring cover to fund any successful claim for an accident or damage.

Council requires all organisers of medium and major events, or events deemed to be high risk, to have Public Liability Insurance that covers the event activity to a minimum value of twenty million dollars (\$20,000,000). As part of the event approval process Council requires event organisers to supply a certificate of currency listing the Rural City of Murray Bridge as an interested party. Approval will not be given until this is received.

Risk Management Plan: A Risk Management Plan is required for all medium and major events or events that Council deems to be high risk. A Risk Management Plan is a document that outlines the inherent and reasonably foreseeable risks associated with an event and defines actions to control and mitigate the risks. The risk management plan should also define the remaining (residual) risk once control measures have been put in place. Event risk management plans submitted to Council are reviewed to ensure adequate controls are in place for events that occur on Council land. Failure to supply an adequate risk management plan may result in the denial of event approval.

Event organisers can download an example Risk Management Plan and a Risk Management Plan template from Council's website to assist in developing appropriate risk mitigation strategies.

Site Plan: A map of the event site must be provided. The site plan should include the location of all event infrastructure including:

- Staging
- Marquees
- Amusements
- Toilets
- Fencing
- Parking areas
- First aid
- Evacuation areas
- Food / trading stalls
- Planned Activities

Fees: A range of fees and charges relate to activities and events conducted in the Rural City of Murray Bridge. Please refer to the Schedule of Fees and Charges.

Site management: Event organisers are responsible for the care and protection of all Council facilities, parks, and reserves during their use of the site. This includes waste management and taking appropriate measures to protect turf, trees, and riverbanks.

As Council's open spaces are affected by weather and seasonal conditions, organisers are encouraged to plan accordingly and take reasonable steps to minimise any impact. This includes limiting vehicle access and movements on parks and reserves.

Organisers may be required to contribute to the cost of turf remediation where an event results in damage or excessive wear to turf areas. Turf remediation may include works such as aeration, top dressing, reseeding, and irrigation to restore the area to an acceptable standard and ensure it remains safe and suitable for ongoing community use.

Event Infrastructure: Underground services such as irrigation systems, electrical cabling, water and drainage infrastructure may be present within Council parks and reserves. There is a risk of damage to these services and potential harm to people if disturbed during event setup or operation. Using weights to secure event infrastructure is recommended whenever possible.

Prior approval is required to peg or stake any event infrastructure into the ground. Event organisers can request that Council undertake an irrigation line markout, at the event organiser's expense, if staking of event infrastructure is necessary. Event organisers will also need to engage, at their own expense, external location services for other underground services.

Amusement Rides: Amusement devices include any powered equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go-rounds and inflatable amusement devices. A current certificate of plant registration issued by Safework SA must be provided and you must provide a copy of the operator's Public Liability Insurance.

Development Approval: If the event runs over a number of days, uses an area that is not normally used for events, or includes the use of a structure such as a stage or large marquee then under the provisions of the Development Act, you may require Development Approval.

Toilets: It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and to maintain these in a clean and stocked condition for the duration of the event. This applies to temporary toilets brought in for the event and Council toilet facilities located within or adjacent to the event site that are used by event attendees.

Local Nuisance: Event organisers must give consideration to minimising the impact of events on surrounding areas, including businesses and residents. If a local nuisance (noise, odour, dust, smoke etc.) is expected to be created at your event an exemption

form may be required to be completed and provided to Council and event organisers will also need to communicate these impacts to local businesses and residents.

Live/Recorded Music: If there will be live or recorded music being performed or broadcast at the event then an APRA or PPCA license may be required.

Please refer to <http://apraamcos.com.au> or www.pcca.com.au for more information.

Liquor Sales/Consumption: A limited Liquor License is required if the service or supply of liquor is intended as part of the event. Please refer to www.sa.gov.au/topics/business-and-trade/liquor-and-gambling/licences/liquor-licenses for more information.

Water Activities: Activities occurring on the river may require an Aquatic Activity License from Department of Infrastructure and Transport. Please go to www.sa.gov.au/topics/boating-and-marine/boat-operators-licences-and-permits for more information.

Animals/Petting Zoos: If your event has animals that people can touch, handwashing facilities must be available and information should be provided advising people to wash and dry their hands after contact with the animals. The area must also be supervised.

Food outlets: If you are having food stalls or mobile food vans at your events you will need to provide a list of food stalls to Council. Event organisers should ensure that handwashing facilities are available (including warm water, soap and paper towel) and food is stored appropriately (including cold and hot storage devices).

A Council Environmental Health Officer may inspect the food operators at your event. It is important to ensure that all food safety requirements are met, and failure to meet requirements may result in the inspecting officer taking further enforcement action.

Gas BBQs: To comply with Australian standards (AS2030), LPG cylinders must be tested and stamped every 10 years. Hoses and connectors, including O-rings, should be inspected prior to use to ensure there are no signs of kinking, heat damage, abrasions, or cracking.

Fireworks: Fireworks displays must be conducted by a SafeWork SA licensed pyro technician who will arrange the necessary permits.

Traffic Management: All requests for temporary road closures, traffic alterations and management in relation to the event must accompany the Event Application with details including the proposed roads to be utilised, closure times and a traffic management plan.

Applications for traffic management are assessed on a case-by-case basis. In order to meet statutory requirements, applications for temporary road closures must be received at least five months prior to the scheduled event date and may require public consultation under the Local Government Act.

Electrical: To comply with Australian standards (AS/NZS 3760), testing and tagging of electrical equipment used at an event must be current. Prior to use electrical equipment should be visually inspected to ensure there is adequate protection from

weather or liquids, there are no signs of damage, kinking, exposed wires, heat damage, or create a trip hazard.

Common testing/tagging intervals include:

- General items (not used on construction sites or high-risk environments)- including RCD's, flexible cords, power boards, charging devices – every 12 months
- Hire equipment – must be inspected before each hire and not greater than monthly

Generators: If fuel will be stored on-site please contact the events team to discuss if any additional requirements apply.

Fire protection: To comply with Australian standards (AS1851), fire extinguishers and blankets must be tested and affixed with a maintenance tag every 6 months, replaced every 5 years and stored in an accessible location free from any obstructions.

For all enquires contact the Events team at the Rural City of Murray Bridge on 8539 1100 or council@murraybridge.sa.gov.au