



*The***Barossa**Council



EVENT GUIDELINES

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Event cancellation.....33

REVIEW33

ACKNOWLEDGEMENT OF COUNTRY

The Barossa Council acknowledges the traditional lands of the Peramangk, Ngadjuri and Kurna people and that we respect their spiritual relations with Country.

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INTRODUCTION

Events play a vital role in bringing people together, and energising our streets, communities, and public spaces. They contribute significantly in growing our tourism offering, local engagement, and the economic vibrancy of the Barossa region.

Delivering a safe and successful event requires thorough planning and coordination.

These Event Guidelines have been prepared to assist organisations, individuals and community groups in planning events in the Barossa local government area. This document is aimed at providing guidance; it is by no means a definitive resource as each event has its own specific requirements with varying needs.

The Council Events Team is available to assist event organisers with practical advice and guidance throughout the planning process. We encourage a conversation with the team upon commencement of planning your event.

EVENT OVERVIEW

Event Classifications

A Significant Event may involve any or all the following attributes:

- It is likely to attract more than 2,500 participants
- It is planned to include the sale or provision of food and/or alcoholic beverages
- It is planned to have a significant temporary infrastructure footprint on Council land
- It is planned to have amplified noise for an extended period
- It will require road closures and/or is likely to have significant impact on the normal use of roads and car parking which are likely to need Council approval
- It is likely to require and have significant impact on Council resources
- The event is of international, national or state significance

A High Impact Event may involve any or all the following attributes:

- It is likely to attract between 500 to 2,500 participants
- It is planned to include the sale or provision of food and/or alcoholic beverages
- It is planned to have some temporary infrastructure
- It will require minor traffic or parking changes (no road closures)
- It is planned to have amplified noise
- It is likely to require Council resources
- The event is of state or regional significance

A Medium Impact Event may involve any or all the following attributes:

- It is likely to attract up to but no more than 1,000 participants
- It is planned to include the sale of food and non-alcoholic drinks
- It is planned to have some or no temporary infrastructure
- It is planned to have low or no amplified noise
- It will require minor or no traffic or parking changes (no road closures)
- It is likely to require a small level of or no Council resources.
- The event is of regional or local significance.

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GENERAL CONDITIONS

Eligibility

Holding an event on Council owned land or in a Council facility comes with responsibility. To protect public spaces and places, ensure participant and community safety, and maintain compliance with relevant laws, Council requires event organisers to meet specific criteria and adhere to conditions that may be placed upon the event.

Event Requirements:

Criteria will include, but is not limited to:

- Alignment of the event with Council's *Event Management Policy*.
- Provision of documentation as required (ie the Event Application), and any additional information as may be requested by Council's officers.
- Social Benefits: Ability for community engagement, including volunteers, attendance and participation.
- Economic benefits: Ability for the event to drive visitation from outside of region and encourage overnight stays, increasing trade for local businesses, and raising awareness of the Barossa region and brand.
- Event timing: An event may not be approved to occur at a Council facility if timing conflicts with an existing use of the facility or space.
- Potential impact on the local community, including environmental, noise, nuisance, safety, alcohol, traffic flow and road closures.

The submission of an Event Application does not imply that the event is confirmed; it is a registration of interest only.

Council's Events team will review all information submitted within the Event Application and supporting documentation provided prior to providing in principle support for the event to continue through planning and delivery.

Timelines

Significant Events

Significant Events attract higher due diligence requirements. Event Organisers intending to hold a Significant Event on Barossa Council owned and managed land and facilities, should adhere to the below timeframe, or at the discretion of Council.

At least 12 months prior:

- An Event Management Plan is to be provided to Council's Events Team (even high-level and draft form). The Event's Team will then make a time to discuss the event with the Event Organiser and suitability of the event in terms of aligning with the above criteria.

At least 6 months prior:

- Venue Hire Application, Event Application and available documentation **must** be received no less than 6 months prior to commencement of the event, or at the discretion of Council.

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4 - 6 months prior:

- Traffic Management Plans (if applicable). Noting that road closures may require Council approval through a formal Council meeting.

2 months prior:

- Submission of all other documentation as required by Council which could include:
 - Updated Event Management Plan
 - Site Map
 - Emergency Plan
 - Risk Assessment

1 month prior

- Submit to Council:
 - A list of permit numbers of any food businesses at your event.
 - Copy of Liquor Licence (if applicable).
 - Sign and return any required applications/agreements/licenses to Council.
 - Outstanding documents as determined by Council's Events Team (of other business units of Council)

Approval of the Event will be granted by the Council's Event Management Lead or the Manager Visitor Economy and Events, provided all criteria are met and all required documentation has been provided.

An Event Permit will be provided to the Event Organiser, along with an invoice for hire fees/bonds which must be paid in full prior to the commencement of the Event

High Impact Events

Lodgment of a Venue Hire Application, and an Event Application and all required documentation is to be received no later than **4 months** prior to the commencement of the event, or at the discretion of Council.

Medium Impact Events

Lodgment of a Venue Hire Application, and an Event Application and all required documentation is to be received no later than **2 months** prior to the commencement of the event, or at the discretion of Council.



Approval of Events

Approval of an Event is a formal process that ensures all activities are well-planned, safe, and aligned with appropriate use of Council land or facilities.

Event Permit's will not be granted unless the following mandatory requirements for approval have been met:

1. Submission of Documentation
 - All required documentation must be submitted in accordance with *the* Event Application and guidelines and is signed by both the Event Organiser and the relevant Council officer.
2. Satisfactory Planning
 - Council's Event Team must be satisfied that all aspects of the event as outlined in the guidelines, have been addressed by the Event Organiser.
3. Assessment of Application
 - The Event Application and all supporting documents must be reviewed and assessed by Council's Event Team.
4. Access and Key Handover

Access to the facilities or open spaces, including key handover, will only be provided **after**:

- The Event Permit has been approved by all parties and has been issued to the Event Organiser
- Receipt of full payment

Additional Considerations

- Other Approvals: Event Organisers are responsible for contacting relevant external organisations to obtain any additional services or approvals required for the event.

Access arrangements

Access to the approved event location or facility will be granted during the specified times indicated in *the* Event Application

Where keys are required to gain access to a facility, Council's Event Team will coordinate key pick up with Event Organisers during regular business hours.

At the conclusion of the event and before vacating the premises, the Event Organiser is to ensure that the land or venues are left in a clean and undamaged condition, aligning with the reasonable standards set by the Council.

All keys and any Council property must be returned to The Barossa Council's Principal Office. The specific time for the return of keys and property should be negotiated with the Council Event Team.

PLANNING YOUR EVENT

The size and complexity of your Event will determine the level of documentation required by Council's Event Team to provide approval. This section outlines compulsory requirements as well as additional requirements that may apply depending on the nature of your event. Please note, this is not an exhaustive list, and Council's Event team may request additional information at any stage of the approval process.

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Overview

Prior to contacting Council's Event Team, it is important that the Event Organiser has considered the overall purpose and objectives of the proposed event. Effective planning is essential to the success of any event, and preparation should commence well in advance.

Providing an (even if it's high-level and in draft form) Event Management Plan for the proposed event will assist Council in gaining an initial understanding of the event and its intended outcomes. This summary should include:

- Event name.
- Proposed location(s)
- Event description and primary purpose
- Event dates and times (including bump-in and bump-out)
- Overview of key entertainment and activities, including food and beverage arrangements
- Target audience
- Proposed promotion and marketing
- Estimated attendance
- Anticipated benefits – consider community, social and economic outcomes
- Key Roles / Contacts – List of important people and their contact details
- Emergency Management
- Risk Management
- Any potential requirements or impacts on roads
- Utility requirements (power etc)

Public Liability Insurance

Council requires the Event Organiser to hold Public Liability Insurance with a minimum coverage of twenty million dollars (\$20,000,000) issued in the legal name of the organisation or governing body.

- The policy must provide specific coverage referencing the Event.
- The policy must identify The Barossa Council as an interested party.
- Council does not accept liability for any personal injury, loss or damage to participants, third parties or property resulting from the staging of the event.

A copy of a current Certificate of Currency must be submitted as part of the Event Application Approval process.



Indemnities

The Event Organiser agrees to indemnify and keep indemnified The Barossa Council, its employees, agents, and contractors against all actions, costs, claims, charges, and expenses arising out of or in connection with the approval to conduct an event on property under the care and management of Council.

The Barossa Council accepts no responsibility for any personal injury, loss of or damage to fixtures, fittings, or personal property of the Event Organiser, its contractors or suppliers or participants or event attendees.

Events Organiser's liability

The Event Organiser is fully responsible for ensuring the safety of all event participants and spectators throughout the event. The Event Organiser is to ensure that control measures identified by the Event Risk Management Plan are implemented and monitored. The Event Organiser is to ensure that all conditions applied by Council to the event are implemented and adhered to.

Signage

Signage is a key element in the promotion, management, and safety of an event.

Event Organisers are permitted to display event signage and promotional materials in accordance with [Council's Signage Policy and Location Guidelines](#).

Before installing any signage on Council land, the Event Organiser must obtain all necessary permits or approvals from Council.

Sitemap

A detailed site map must be submitted as part of the Event Application. The map must clearly show all infrastructure, emergency access routes, public amenities, and any safety features required to ensure the health and wellbeing of all attendees and staff. Failure to submit an adequate site map may delay or prevent event approval.

Your site map must clearly identify the following, as well as any other relevant details:

- Amusement & entertainment devices
- Assembly points
- Disabled access
- Emergency access and egress
- Marquees & stalls
- Food & Beverage vendors
- Event perimeter (fenced or unfenced)
- Entry/ exit points
- Equipment locations
- Exclusion zones
- Fire suppression equipment; fire extinguishers, boosters, hydrants
- First aid stations
- Generators
- Information points for attendees
- Licensed areas
- Lost children/ property points
- Road closures (if applicable)
- Parking areas
- Pedestrian and vehicle access
- Portable drinking water facilities
- Portable Toilets including accessible toilets.
- Power and water supply
- Lighting towers
- Seating areas or picnic zones
- Stages, screens or entertainment areas including inflatables
- Shelter and shade
- Signage
- Toilet/baby changing facilities
- Waste collection locations

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Choosing the right site is a key factor in the success of your event. The location should align with your expectations in terms of size, accessibility, and available amenities. Keep in mind crowd capacity and the infrastructure required to support the capacity and the event, and not all areas offer easy access. Where relevant, your site map should also include measures to protect turf and other sensitive areas.

Public safety remains the top priority when planning your event. Your site map must clearly indicate emergency access and egress points, including designated entrances and exits within any road closures zones.

Council's Event Team will arrange a site meeting before your event to confirm the location is appropriate to accommodate your event's needs.

Your final site map must be reviewed and approved by Council's Event Team and any relevant stakeholders before any equipment or infrastructure is delivered or installed on Council property.

It is essential that all event staff and volunteers receive the approved site map ahead of the event to ensure they are familiar with the site layout. A copy must also be provided to SAPOL for their reference.

If your event will be held on Council land, please submit your site map as early as possible. This enables the Event Team to provide suitable advice, and if necessary, suggest alternative facilities, locations, or layouts that may be better suited to your event.

Accessible and inclusive events

Regardless of scale, accessible and inclusive events are events that are designed to ensure everyone, regardless of ability, age, cultural background, gender or other differences, can participate fully, safely and with dignity. The following considerations can help guide your planning:

- **Parking:** have you provided enough accessible parking spaces? If designated parking is limited, consider establishing a convenient drop-off zone near the event entrance.
- **Accessibility:** Is your event fully accessible for people with disabilities? Ensure compliance with relevant accessibility standards, including the provision of ramps, accessible restrooms, and appropriate signage.
- **Pathways:** Are all pathways smooth, level and wide enough to accommodate easy and safe movement for all attendees, including those using mobility aids?
- **Toilets:** Are accessible toilet facilities available? If portable toilets are being used, ensure accessible units are included and appropriately located.
- **Cultural Sensitivity:** Does your event respect and acknowledge the cultural values, traditions, and practices of the local community? Cultural appropriateness should be considered in all aspects of planning and delivery.
- **Transport Access:** Is your event easily reachable by public transport or within a reasonable walking distance for attendees?
- **Community Engagement:** Have you actively included community in your event planning process? Seeking feedback and incorporating local perspectives can strengthen inclusivity and foster a sense of ownership.
- **Inclusivity:** Have you taken steps to ensure your event meets the diverse needs of the entire community, creating a welcoming and inclusive environment for all?

For further guidance, Inclusive SA has developed an **Accessible and Inclusive Community Events Toolkit**, available in PDF format. [Accessible and inclusive community events](#)

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Infrastructure and facilities

All infrastructure and facilities required of the event, such as marquees, banners, barricades, site sheds, amusement rides, toilets, water stations, and vendor stalls - must be clearly listed in your Event Application Form and accurately marked on your site map.

Careful planning is required to determine the placement of all infrastructure. This ensures:

- Safe and efficient crowd movement
- Protection of public assets and green spaces
- Compliance with site specific restrictions

Please note: Some structures (e.g. marquees, pop-ups) may not be permitted in certain locations. Always confirm site-specific restrictions in advance with Council's Events Team.

To help prepare a compliant site map, please observe the following requirements:

- **Structure Weighting:**
Where allowed, all structures must be **properly weighted** – pegging is not permitted. In some areas, additional precautions may be needed to protect underground utilities.
- **Loose Items:**
All unsecured items (e.g. umbrellas, signage, displays) must be **safely anchored** and **monitored** to prevent hazards caused by wind.
- **Clearances:**
All infrastructure must be positioned at least **15 metres away from artworks or sculptures**.
- **Weighting Methods:**
Concrete weights are preferred over water-filled weights. If using water weights, they must be **pre-filled**, and **water must not be emptied into grassed areas** under any circumstances.
- **Trees and Infrastructure:**
Do **not** attach any items (e.g. rope, string, balloons, signage) to **trees or Council infrastructure** – this includes tying, stapling, or taping.
- **Public Access:**
Public parks, gardens and Council facilities must remain **accessible to the public** for the duration of your event, unless otherwise approved.
- **Turf protection:**
Depending on the site and weather conditions, **turf protection measures** (e.g. ground protection boards or temporary flooring) may be required. For multi-day events, flooring may need to be **lifted periodically to allow turf to breathe**.



Toilet facilities

Your site plan must clearly show the location and number of toilets, including provisions for accessible toilets.

Toilets must be:

- **Well-lit** for safe use always
- Supplied with **soap, handwashing and drying equipment**
- **Regularly cleaned and restocked** throughout the event
- Positioned **away from food storage and service areas**
- Equipped with **sharps disposal units**
- **Weather appropriate**, with consideration given to wet conditions.

If existing permanent toilets are **insufficient for the expected attendance, portable toilets must be provided** to meet demand.

There is no single Australian Standard for calculating toilet requirements, and numbers may vary depending on the event type, duration and audience. Where **local laws or council regulations** apply, these must take precedence.

To assist with planning, the following tables are provided as a **general guideline only**.

Toilet Provision Guide – Events Less Than 6 Hours

Men's Facilities

Attendance	Urinals	Toilets (Cubicles)	Hand Basins
Up to 500	1–2	1–2	1–2
500–1,000	2–3	2–3	2–3
1,000–2,000	4–5	3–4	3–5
2,000–5,000	6–10	4–6	5–8

Women's Facilities

Attendance	Toilets (Cubicles)	Hand Basins
Up to 500	2–3	1–2
500–1,000	4–6	2–3
1,000–2,000	6–10	3–5
2,000–5,000	10–18	5–8

Toilet Provision Guide – Events More Than 6 Hours

Men's Facilities

Attendance	Urinals	Toilets (Cubicles)	Hand Basins
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Up to 500	2–3	2	2
500–1,000	4	3	3
1,000–2,000	6	4–5	4–6
2,000–5,000	8–12	6–8	6–10

Women's Facilities

Attendance	Toilets (Cubicles)	Hand Basins
Up to 500	4	2
500–1,000	6–8	3–4
1,000–2,000	10–14	5–6
2,000–5,000	16–25	6–10

Accessible Toilets (Unisex)

- Minimum of **1 accessible toilet** per 1,000 people
- Additional units may be required based on the demographics of expected attendees
- Should be **evenly distributed** and **clearly signed**

If Council toilets are used, Event Organisers must ensure they are left clean and tidy. Should Council be required to undertake additional cleaning following the event, the Event Organiser will be charged accordingly.

Drinking water requirements

To ensure the health and comfort of all patrons, Event Organisers must provide adequate access to drinking water in accordance with the Building Code of Australia (BCA).

Minimum Supply

- A minimum of **one drinking fountain or tap must be provided for every 150 patrons**, or part thereof. *(Example: If an event exceeds 320 patrons, at least 3 drinking water facilities are required).*

Availability and Cost

- **Drinking water must be freely available** to all patrons
- If free provision is not feasible, **water must be sold at a price lower than any other beverage** available at the event.

Signage and Visibility

- The **location of all drinking water facilities must be clearly identified**.
- **Appropriate directional signage** must be in place to ensure water access is easily located by patrons throughout the venue.

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Power and lighting

Some Council event sites may have limited or no access to power. It is the responsibility of the Event Organiser and all vendors to ensure arrangements are made to supply power for all event activities.

Requirements:

- All electrical equipment must be tagged and tested, with proof of compliance available for inspection by Council.
- The Event Organiser must notify Council of the number and type of generators to be used or supplied at the event.

Your event plan must include:

- Locations and sources of power, including specifications for amperage and voltage.
- Details of certified electricians or generator providers engaged for the event.
- A contingency plan to address potential power outages.
- Lighting arrangements to ensure safe access, egress, and general safety during the event, especially during low-light conditions.

Amusement structures

If you intend to have any amusement structures at your event including jumping castles, merry-go rounds etc, you must ensure that the amusement operator is registered with SafeWork SA and has Public Liability Insurance for twenty million dollars (\$20,000,000.00) in the name of the organisation and valid for the time of the event. Copies of this documentation and the Engineering report must be provided to Council as part of the Event Application. Please note that these structures must be registered in South Australia as interstate registrations are not acceptable.

The Event Organiser is responsible to ensure the safety of event participants throughout the operation of amusement devices.

For further information, refer to the [Guide for Amusement Devices – Safe Work Australia](#)

Structures

Events may involve structures such as seating stalls, staging, large marquees, amusements etc. It is the responsibility of the Event Organiser to ensure that all structures, entertainment and amusements meet legislative requirements.

The Event Organiser is required to provide Council with details of all contractors responsible for the installation of infrastructure at the event This includes but is not limited to:

- Marquees and tents
- Stalls and booths
- Staging and platforms
- Inflatable structures
- Any other temporary infrastructure

Insurance Requirements

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- Each contractor must hold current Public Liability Insurance.
- The Event Organiser must provide copies of each contractor's insurance to Council as part of the event documentation.

Compliance and Approvals

- Development approval may be required for certain types of infrastructure or advertising displays, depending on the size and nature of the structure.

A certificate from a qualified installer or engineer may also be required, confirming that any temporary structures have been erected in accordance with relevant specifications.

PEDESTRIAN AND CROWD MANAGEMENT

Pedestrian management

When planning an event in a public place, Event Organisers must ensure that public access is always maintained unless specific permission has been granted for ticketed or restricted entry.

Depending on the impact of the event, a pedestrian management plan may be required to accompany any traffic management plan and must be developed by an accredited traffic management company.

Your pedestrian management plan should address the following:

- Location of barriers
- Location of diversions and closure signs
- Timing and dates for installation and removal of infrastructure
- Location of marshals
- Timing of footpath closures and re-openings
- Access arrangements for people with disabilities

Crowd management

The [Crowded Places Self-Assessment](#) is designed for large scale events or gatherings that may be at risk of terrorism or other security threats. 'Crowded places' are defined as locations that attract large numbers of people on a predictable basis. These places may not always be densely populated, but crowd levels can fluctuate depending on the time of day, season, or the specific nature of the event (e.g., sporting events, festivals, or one-off occasions).

When planning your event, it is vital to evaluate all access points and take the following into account:

- Vehicle Access: Can large vehicles enter the area quickly and without restriction?
- Crowd Flow: Are there adequate access and exit points to allow safe and efficient crowd movement?
- Staff Vigilance: Are event staff and volunteers trained to identify and report suspicious activity, such as:
 - Unattended bags or items
 - Suspicious objects

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- Unusual vehicle or traffic behaviour
- Security Presence: Based on the event type and expected attendance, is there a need for security personnel to be present or to perform security checks (e.g. bag inspections)?
- Vehicle Restrictions: Should access by vehicle be limited through the use of bollards, gates, or temporary road closures? —Ensure that any such barriers do not obstruct evacuation routes or restrict emergency services.
- Perimeter Security: Has a clear and secure perimeter been established around the event site?
- Roles and Command Structure: Have clear roles and responsibilities for crowd management been assigned with a well-defined chain of command?

This information will be shared with the local SAPOL (South Australia Police) unit. They will contact you if any further discussion or actions related to crowd protection is needed.

SECURITY

Security services must be engaged by the Event Organiser when:

- Infrastructure or equipment remains onsite overnight, and/or
- Security is a condition of an approved liquor license

Event Organisers are responsible for implementing appropriate security measures that align with the scale, type and risk profile of their event. Council requires full details of all security arrangements including the contractors engaged in public safety and effective crowd control.

Security contractor details must be provided to Council as part of the Event Application process.

FIRST AID

Event Organisers must ensure that First Aid services are in place to support the health and safety of all attendees. The nature of your event and anticipated crowd numbers will determine if qualified First Aid Staff or Volunteers should be present at your event.

Key Requirements:

- A clearly marked First Aid station must be provided and clearly identified on the event site map.
- Adequate signage and, where applicable, public announcements to inform attendees of the First Aid station's locations must be provided.
- All First Aid incidents must be documented and stored securely as part of the event incident reporting protocol.
- If volunteers are assigned First Aid duties:
 - They must hold appropriate First Aid training
 - They must be equipped with a comprehensive First Aid kit and any necessary medical resources.
- Ensure First Aid personnel are informed of the location of the nearest Automated External Defibrillator (AED) location based on your event venue.

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PUBLIC HEALTH

Event Organisers have a duty of care to ensure the health and well-being of all attendees, staff and volunteers. The following public health considerations must be addressed in event planning:

Water and Shelter

- Drinking water must be freely and readily available.
- Consider weather conditions, crowd size and physical activity levels that may contribute to dehydration or heat stress.
- Adequate shelter must be provided – particularly for daytime events – to protect against heat and UV exposure.

Disease Control

Implement disease prevention measures in line with SA Health Guidelines, this may include:

- Managing crowd density.
- Preventing mosquito-borne illnesses at outdoor or water-adjacent locations.

Sun Smart Measures

For events held during warmer months:

- Provide sunscreen for attendees. This may be facilitated by your First Aid provider.
- Consider inviting organisations such as Cancer Council SA to distribute free sunscreen and provide UV safety information.
- When high UV levels are forecast, organisers must ensure all attendees, volunteers, and workers have access to shade, sunscreen, and drinking water.

Smoke Free Events

- To declare your event as officially smoke-free, submit an application to the Tobacco Control Unit, Drug and Alcohol Services South Australia (SA Health).
- Official smoke-free status allows the enforcement of nonsmoking areas under the relevant Act. For further information, please refer to the Tobacco Control Unit.
- More information is available [here](#).



EMERGENCY AND MANAGING RISK

Risk Assessment

A thorough risk assessment is a vital component of event planning and must be completed prior to the event.

Key Considerations

- Identify potential hazards specific to your event's context and location, and assess the likelihood and impact of each risk
- Implement control measures to eliminate or reduce risks to an acceptable level.
- Ensure risks to staff, volunteers, attendees and vulnerable groups (e.g., children, people with disabilities, older adults) are adequately addressed.

A multi-disciplinary team is recommended to conduct the assessment, ensuring diverse expertise in identifying and managing risks.

Use the [SafeWork SA Event Safety Risk Assessment Template](#) which aligns with South Australian health and safety legislation and provides a practical tool documenting and managing risks.

Emergency Management Plan (EMP)

Depending on the event's size, type and risk level, Event Organisers may be required to prepare and submit an Emergency Management Plan (EMP).

The EMP must outline clear procedures for managing and responding to emergencies including:

- Medical incidents
- Fires
- Severe weather
- Security threats
- Evacuation procedures

The EMP must include:

- Roles and responsibilities, including a clear chain of commands.
- Contact details and emergency control protocols.
- Locations of assembly points, First Aid stations, and fire extinguishers.
- Scheduled safety briefings for staff, volunteers and contractors.

A copy of the EMP may be requested by Council's Event Team, who can also provide guidance to ensure your plan meets the required standards.

On-Site Emergency Requirements

Event Organiser must ensure:

- Unobstructed access for emergency services.

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- Clear signage for First Aid and emergency facilities.
- Fire extinguishers are available in high-risk areas (e.g., food vendors).
- Emergency exits and muster points are well identified.
- Incident report forms are readily available on-site.

Coordination with Emergency Services

Event Organiser's are responsible for notifying relevant emergency services during the planning phase. Depending on the event details, this may include:

- SA Police (SAPOL)
- Metropolitan Fire Service (MFS)/Country Fire Service (CFS)
- SA Ambulance Service (SAAS)

Early engagement with emergency services ensures proper coordination and faster response in the event of an incident.

Summary

An Emergency Management Plan (EMP) compliments your Risk Assessment by providing a clear operational response framework. Proper documentation and communication of these plans ensure a safe and well-prepared event, aligned with community expectations and legal requirements.

VOLUNTEER MANAGEMENT

Event Organiser's are responsible for the wellbeing of all volunteers involved in the event.

Key Responsibilities

- **Recruitment and Insurance:**
All volunteers must be appropriately insured, either through the Event Organiser's policy or another suitable arrangement.
- **Training and Induction:**
Volunteers must receive adequate training and role-specific induction to ensure they can perform their duties safely and effectively.
- **Legislative Compliance:**
Organisers must ensure all volunteer activities are in line with the **Volunteer Act SA 2001** and other relevant legislation or codes of practice.

FOOD AND BEVERAGE

Event Organisers are responsible for ensuring that all food and beverage operations, including mobile food vendors at their event comply with relevant legislation and policies, including the:

- **Food Act 2001(SA)**

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- **South Australian Public Health Act 2011.**
- **Tobacco and E-Cigarette Products Act 1997**
- Applicable **Food Safety Standards**
- Council's **Mobile Food Vendor Policy**

These requirements apply to all food and drink services, including tastings or samples, whether the purpose is charitable, promotional, fundraising, community-based, or commercial.

Vendor Registration and Compliance:

Event Organisers should liaise directly with The Barossa Council's Environmental Health Services Team to verify all temporary food stall holders and mobile food vendors are registered and compliant.

Documentation Requirement

- Food Business Notification (FBN)
- Council where the FBN was obtained (if not The Barossa Council)
- A description of the food business and its operations.
- The type of food business. (e.g., mobile vendor, market stall)
- Contact name and phone number
- Evidence of current Public Liability Insurance

If a food business notification has not been sought by the food stall holder/ mobile food vendor, please refer them to Barossa Council's website to apply (if they operate within our Council area) alternatively they will need to register with their local Council that the food business is based in.

Food Safety Responsibilities:

Food vendors are legally responsible for ensuring safe food handling, preparation and storage practices in line with:

- The **Food Act 2001** and
- The **Australia and New Zealand Food Standards Code.**

Event Organisers must ensure appropriate provisions are in place including:

- Proper food and liquid waste disposal systems
- Management of hygiene and safety standards for multi-day events may require additional oversight or consultation with authorities.

Smoke-Free Eating Areas:

Under the **Tobacco and E-Cigarette Products Act 1997**, smoking is strictly prohibited in all outdoor eating areas, including those near food vendors and dining zones.

The Barossa Council's Environmental Health Services Team can be contacted at health@barossa.sa.gov.au

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ALCOHOL AND LIQUOR LICENSING

If you intend to sell or supply alcohol at your event, then you may be required to obtain a liquor licence from the Liquor Licensing Commission. The consumption of alcohol is prohibited in designated Dry Areas; however, in certain circumstances Council may support an application for a Temporary Liquor Licence.

Please contact Council in the first instance if you are planning to offer liquor at your event.

For further information please contact the Office of the Liquor and Gambling Commissioner; Consumer and Business Services. If the Office of the Liquor and Gambling Commissioner requests a letter of support from Council, you must forward a written request to Council with the following details:

- Name of applicant (organisation)
- Date & location of your event
- Time period for sale of liquor
- Details of Dry Area (if applicable)
- Estimated number of attendees
- Event description
- Details of security present at event
- Site plan highlighting the area where the licence is required
- Public liability details
- Number of toilets to be provided
- Type of entertainment

The request must be sent to Council's Events Team.

Council Authority

Council reserves the right to:

- **Prohibit alcohol.**
- **Impose conditions** to ensure public safety and compliance.

Events open to all ages may require **segregated alcohol zones**.

SUSTAINABLE PACKAGING GUIDELINES

Event Organisers are strongly encouraged to prioritise eco-friendly food packaging choices:

Avoid Single-Use Plastics

- While cheap and convenient, single use plastics have harmful environmental impacts.
- Improper disposal can cause serious ecological damage.

Preferred Options

- Use reusable crockery where possible.

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- If not feasible, choose 100% compostable packaging made from sustainable materials such as paper, sugarcane, or bamboo.

Support and Resources

- For help with recycling and composting options, please contact Council's Waste Management Team.
- Visit replacethewaste.sa.gov.au for tips and practical advice
- Additional details available on the Council's website [Waste Management and Recycling](#).

NOISE AND SOUND MANAGEMENT

The Barossa Council is committed to protecting community amenities. If your event includes amplified sound or the following requirements apply:

- A Noise Management Plan is to be prepared and submitted to Council's Events Team.
- The event organiser will be responsible for ensuring that identified control measures are implemented and monitored throughout the event.

Noise Management Strategies

Event Organisers must take steps to minimise disruption:

- Position speakers to reduce noise travel.
- Use crowd control to manage loud behavior.
- Schedule high-volume activities responsibly.
- Consider vehicle noise, patron behavior and event layout.

Legal Requirements

- Sound must comply with the **South Australian Public Health Act 2011**.
- Playing protected music recordings commercially requires a license.

Music Licensing

If your event includes live or recorded music, it is highly likely that a OneMusic License will be required.

OneMusic Australia — a joint initiative of APRA AMCOS and PPCA — administers these licenses to protect the rights of music creators and copyright holders.

For more information, visit [OneMusic Australia](#) or call 1300 345 435.

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FILMING AND PHOTOGRAPHY AT EVENTS

If your event proposal includes media coverage, filming or photography, you may be required to meet additional obligations.

Consent Requirements

- Use of photography and video release forms to gain consent from participants, especially for identifiable individuals featured in media content.

Drone Use (RPA)

If you plan to use a Remote Piloted Aircraft (RPA) or drone:

- Notify Council's Event Team in advance.
- The Council will advise on regulatory and safety requirements

Need More Information?

Contact Regulatory Services Team on **8563 8444** or email inspect@barossa.sa.gov.au.



ANIMALS AT EVENTS

To protect animal welfare and public safety, Event Organisers must follow strict guidelines when including animals in events.

Animal Welfare Standards

- Only include animals suitable for the event.
- Prevent injury, suffering, distress, or excessive disturbance.
- Follow all legislative requirements and best practices.
- Adhere to RSPCA's **Five Freedoms for Animals**.
- Visit the [RSPCA Knowledgebase on the Five Freedoms](#).

Mandatory Requirements for Events Involving Animals

Event Organisers must ensure:

- Hand washing facilities are available for attendees.
- Proper waste disposal systems for animal waste are in place.
- Effective containment to prevent harm to attendees.
- Animals have access to fresh water and food.
- A weather policy is in place to protect animals from extreme conditions, supported by a relevant risk management plan.

FIREWORKS AND SPECIAL EFFECTS

If your event includes fireworks or other special affects you must:

Notification and Approval

- Notify the Council's Event Team in advance.
- All proposals are assessed on a case-by-case basis.
- Location and safety considerations will apply.

Legal and Safety Requirements

- Only a licensed pyrotechnician can conduct fireworks displays.
- The pyrotechnician must provide proof of current Public Liability Insurance with a minimum cover of \$20,000,000 and current license.

Important

- Unauthorised use or possession of fireworks is illegal, and penalties may apply.

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PLAYGROUND AND BARBECUE USE AT EVENTS

Public Access

- Exclusive use of public barbecues and playgrounds is not permitted.
- These facilities must remain accessible to the public throughout your event.

Portable Barbecues

- Permitted but with strict conditions
- All oils, fats, and residues must be cleaned thoroughly.
- Waste must not be left on grass or disposed of in litter bins.

Fire Safety

- Barbecues are prohibited on days when a **Total Fire Ban** as declared by the **Country Fire Service (CFS)**.
- For more information contact the CFS Hotline on **1300 362 361**
- Or visit the [CFS website](#).

CLEANING AND WASTE MANAGEMENT

The Barossa Council supports environmentally responsible waste practices at events and expects organisers to follow key requirements.

Environmentally Friendly Requirements:

- Use of compostable packaging, beverage cups, serving plates, and utensils.
- For guidance visit replacethewaste.sa.gov.au.
- Council may provide to an event of less than 1,000 attendees bins for waste disposal.
- Events with more than 1,000 participants, must engage an external waste management contractor.

Organisers must:

- Ensure that all waste is removed from the event site and surrounding areas during and after the event.
- Ensure bin access allows for safe and timely emptying.
- For large/multi day events, establish a waste management compound for skip bins which must be fenced and visually screened in black plastic or hessian.
- Wastewater must be removed by a licensed contractor – disposal on Council land is prohibited.

Council Recommendations:

- Using a three-bin system consisting of organics, recycling, and landfill bins to effectively reduce landfill waste.
- Providing clear signage at bin stations.
- Deploying bin monitors (staff or volunteers) to assist attendees and prevent contamination.

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ROAD CLOSURES, TRAFFIC MANAGEMENT & VEHICLE ACCESS

If your event includes a full or partial road closure you must:

- Submit a Traffic Management Plan (TMP) prepared by an accredited traffic control company.
- Lodge a temporary road closure request with Council at 4-6 months in advance. Note: Some road closures may require Council approval through a formal Council meeting.

TMP must include (where applicable):

- Signage: Locations of road closures, detours, barricades, VMS Boards, traffic controllers, marshals, and police.
- Infrastructure schedule: Installation and dismantling times and dates for all infrastructure.
- Traffic access: Emergency services, heavy vehicles, buses, cyclists, pedestrians.
- Local Impacts: Bin days, resident access, business operations.
- Parking: Staff, volunteers, disabled access, elderly patrons.
- Accessibility: Entry/Exit points for people with disabilities.
- Risk Mitigation: Hostile vehicle protection, public safety measures.
- Public transport coordination: Notifications, stop changes, school buses, taxis.
- Resident/Business notification: Distribute notices at intervals of 4 weeks and 1-week prior to commencement of the event.
- Compliance: Section 223 of the *Local Government Act 1999* & Section 33 of the *Road Traffic Act 1961* P.
- Event Organisers are responsible for notifying all public authorities and stakeholders.

Vehicle Access to Site

Vehicle access is **strictly for operational needs** (e.g. food trucks, equipment delivery)

- No vehicle movement during public event hours unless pre-approved by Council.
- Access points, routes, and times must be confirmed before the event.

Vehicle displays & Car Shows

If displaying vehicles:

- Park in **safe, designated areas** clear of emergency and pedestrian access.
- Vehicles must be:
 - **Stationary** unless part of a pre-approved demonstration.
 - **Clean, safe**, and compliant (no leaks, sharp edges, or illegal mods).
- Any vehicle movement requires supervision by **certified traffic personnel**.

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Speed Restrictions

If a temporary speed reduction is needed:

- Apply **at least 90 days prior**
- Provide a **TMP**
- Obtain and issue an **S17 Notice**
- Be aware of associated **costs**

Parking

Provide adequate parking options, such as:

- Priority spaces for **elderly patrons** and **people with disabilities**.
- Dedicated parking for **staff and volunteers**.
- **Shuttle buses** from off-site or town centres.
- **Promote nearby parking** and alternative transport.
- Plan for **paid/time-restricted** zones.

Only certified personnel with proper **zoning certification** can direct Traffic, Pedestrian and Cycle Path Access.

Paths must remain **unobstructed**, unless expressly approved by Council.

If temporary blockage is approved:

- Provide **clear detours** with signage.
- Assign **staff/volunteers** to assist and direct pedestrians and cyclists.
- Remove all obstructions **as soon as practicable**.

FINANCIAL OBLIGATION

A range of fees and charges apply to events and activations conducted throughout The Barossa Council region.

Fees

Site/Venue Facility Fees are set out in Council's [fees and charges register](#).

Bonds

A bond may be applied to an event occurring at a Council facility at Council's discretion dependent on the size, scale and risk of the event.

Associated fees

There may be fees that the event Organiser needs to consider when planning an event. These include waste management, extra infrastructure hire (toilets, etc.), traffic management plan development and implementation. Costs associated with running events will be at the Event Organiser's cost.

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MARKETING, PROMOTION AND COMMUNICATION

It is recommended that Event Organisers create and implement a comprehensive marketing and promotion plan to ensure the success of their event, through maximization of participation.

Promoting your event

Event Organisers are required to:

- Distribute event information via various communication channels, such as social media, flyers or brochures, local news outlets, Council's Tourism Services team, and Council platforms (if applicable).
- If your event involves Council support, or is at a Council venue, any use of Council logo's must be approved by Council and comply with Council's brand guidelines.
- Respect the intellectual property and copyrights of others when using materials such as music, artwork, and branding at your event. Ensure you obtain the appropriate permissions or licenses where required.
- For tourism related events, ensure your event is listed on Australian Tourism Data Warehouse (ATDW).
- Consider the best way to reach your target audience to maximise attendance.
- Care should be taken to ensure that images or audio used in promotional material do not breach copyright, intellectual property rights, privacy laws, or child safety obligations.
- Where online ticket sales are offered, event organisers must ensure appropriate measures are in place to protect against cybercrime, including data and revenue theft.
- If the marketing and promotion of your event is tourism-related and you aim to attract both visitors and locals, please contact Council's Visitor Information Centre for support. They can assist with promotional activities, such as listing your event on the Australian Tourism Data Warehouse (ATDW), poster displays, blackboard signage, digital screens, social media, window displays and ticketing services.
- Consider contacting Barossa Australia for additional marketing advice and to help amplify the promotion of your event.

Promote sustainability

Carbon emissions from transport to and from an event can be significant, particularly for large events. To reduce environmental impact and improve parking management consider the following strategies:

- Promote walking or taking alternative transport to the event throughout event promotions.
- Encouraging patrons and staff to carpool.
- Collaborating with local transport providers or hospitality venues that offer courtesy buses.

Communication

Effective communication is essential for the successful planning and delivery of an event. Event Organisers are expected to:

- Provide clear communication with relevant stakeholders including staff, volunteers, stall holders/vendors, caterers, contractors, Council, and event patrons.
- Inform all Event Participants of the following, but not limited to:

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- Event Terms and Conditions
 - Risk Management
 - Emergency Evacuation
- Contact Council's Event Team or Council's after-hours service if any issues arise during the event.
 - Inform event patrons about key details such as how to get to the event, what to bring, and your values and expectations.
 - It's highly recommended to provide clear signage and announcements with key event information, such as toilet locations and bin usage, to assist patrons and prevent confusion on the day.
 - Include links to Barossa.com and Council's Visitor Centre for further information to plan your trip and more general information about the Barossa region.

Public notification

Event Organisers of Significant and High Impact Events must notify surrounding residents and businesses:

- If the event includes amplified music or entertainment. Notifications must be distributed at a minimum of four (4) weeks prior to the event and again at one (1) week prior.
- If the event involves a road closure or changes to local traffic conditions, an approved resident and business notification must be distributed at a minimum of four (4) weeks prior to the event and again at one (1) week prior. Road closures must be advertised in the local paper and promoted via the relevant event website and social channels.

EVENT WEEK

Pre-Event Checklist

With thorough planning, your event should run smoothly on the day(s). The event organiser must ensure the following are in place and adhered to during the event:

- Pre- and post-event inspections will be undertaken and will be conducted jointly by the event organiser and a member of Council's Event Team, including the taking of before and after photos of the site.
- Final site layout, including the orientation of infrastructure, will be reviewed and confirmed.
- Pegging is strictly prohibited under all circumstances.
- The reserve or Council grounds must be returned to a clean and tidy condition and made available for public use as soon as possible after the event.
- No items of significant weight may be attached or hung from shelters, handrails, buildings, or any Council structures.
- Nails, screws, or any other fixtures must not be used on any part of a tree. Signage or infrastructure cannot be affixed to trees at any time. Pruning of trees by the event organiser is strictly prohibited.
- Event Organisers must respect significant sites and memorial structures within Council parks and open spaces by ensuring all infrastructure is placed well clear of these areas.

Bump in

The Event Management Plan must include detailed timeframes and processes for event setup. This should cover the coordination of traffic movement for the installation of temporary structures, amusement devices, food vans, and other event infrastructure. Ensuring smooth and safe access during this phase is essential

Bump-in cannot commence before the approved time specified in the Event Application or approved Event Permit. In such cases, the event organiser may be required to demobilise the setup and resume at the agreed date and time.

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Site inductions

The event organiser must ensure all employees, stallholders, contractors, and volunteers complete a site induction either before the event or prior to their shift. It is recommended that records of these inductions, such as sign-in sheets, summarising key information, are maintained.

Site coordinator

A designated site coordinator or marshal(s) should be clearly identifiable and present from the time stallholders and contractors begin arriving on site. This person or team will be responsible for managing site operations and ensuring the smooth coordination of all setup activities.

Bump out

The Event Application must include detailed timeframes for demobilisation. This should cover the coordination of traffic movement to remove temporary structures, amusement devices, and food vans. Once the event is packed up, arrangements must be made to clean the site. Council may also require that a site-handover checklist is completed before and after the event to ensure that the site is returned to its original condition.

POST EVENT INSPECTION

Pre/post site inspection

Council is responsible for ensuring that open spaces and facilities are in suitable condition for public use. The event organiser is required to manage and care for the event site throughout the permit period.

Events require pre- and post-site meetings involving Council's Event Team, relevant Council Stakeholders, and the event organiser. Photos of the ground and facilities will be taken to allow all parties to assess and agree on the site's condition before and after the event. This process ensures a fair and reasonable assessment of any remediation work required.

Community asset protection & remediation

Council is committed to minimising damage to Council buildings, open spaces, facilities, ovals, and infrastructure during events. Events must not adversely impact the environment, public infrastructure, or other community assets.

The Chief Executive Officer or Deputy Chief Executive Officer, at their sole discretion and based on advice received regarding ground conditions, inclement weather and/or the safety of patrons, may cancel or vary an event approval if it is assessed that the grounds may be damaged or rendered unsafe during or following an event. Such cancellations or variations of an event approval will not occur without prior consultation with the Event Organiser. Events will only be cancelled in unforeseen or extenuating circumstances.

The event organiser must ensure that no damage occurs to any part of the event site including all grassed and/or paved areas, footpaths, and kerbs.

Failure to hand the site back in pre-event condition and the Event Organiser not making good of the work required to get the site back to pre-event condition will result in Council arranging any necessary clean up, and the associated costs being recovered from the event organiser. Additionally, any expenses incurred by Council to repair infrastructure damaged will be charged to the event organiser.

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Debrief

Regardless of whether the event is Council-managed or organised by a third party, Council will co-ordinate a post-event debrief with key stakeholders. Areas for discussion may include.

- Incidents occurred.
- What worked well and what didn't?
- What could be improved for future events?
- Visitation and economic return statistics to be discussed.
- Event Evaluation and feedback.

Event evaluation and feedback

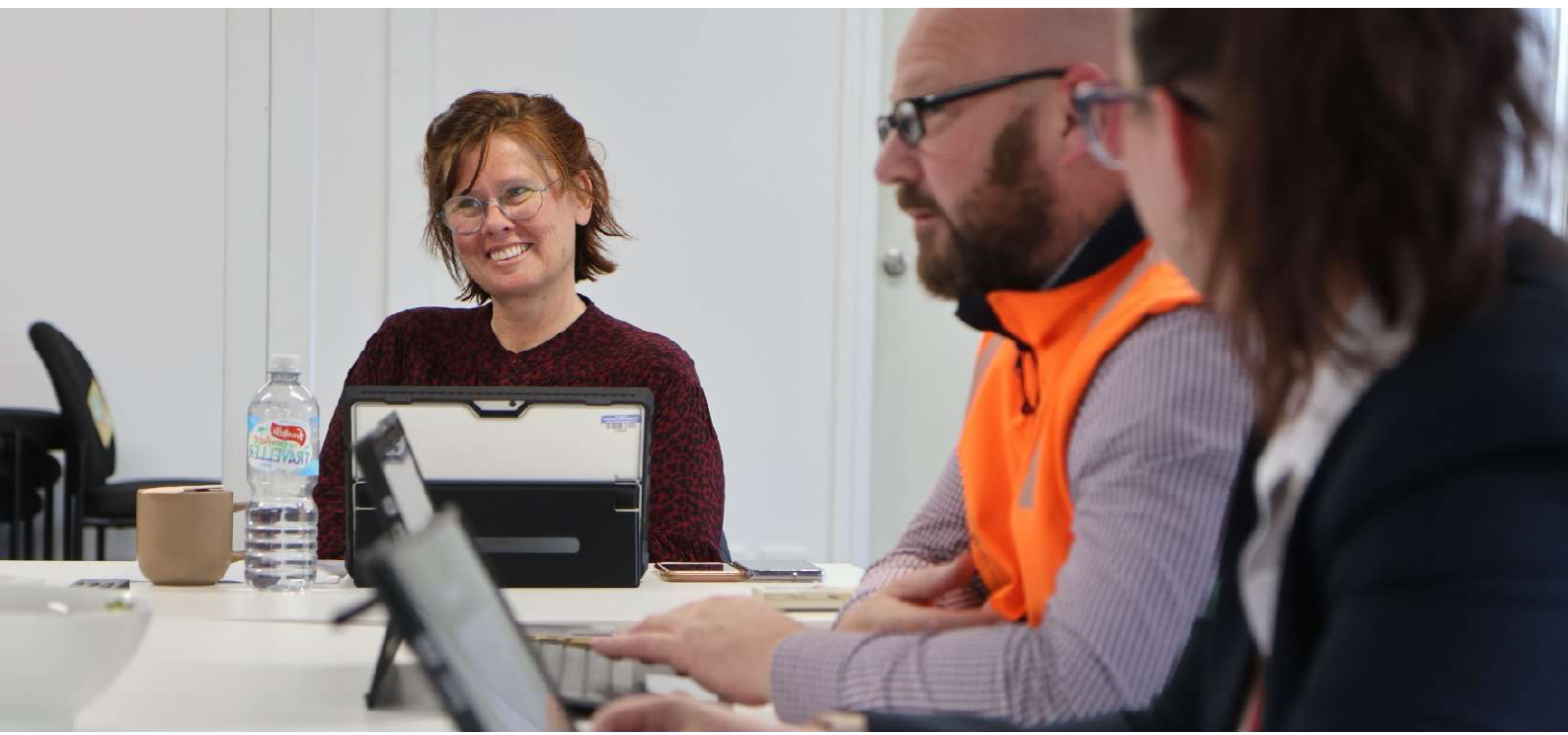
Event Organisers are required to:

- **Handle complaints and conflict resolution:** Event attendees, community members, or other stakeholders with complaints or concerns related to the event should be directed to designated contact point for reporting and resolution.
- **Actively seek feedback** from event participants, organisers, and the broader community following a major event to evaluate its effectiveness and identify opportunities for improvement.

Event Organisers are encouraged to conduct a thorough evaluation of their event to identify what worked, and what didn't, and how future events – whether similar or different - can be improved.

The evaluation process might involve:

- Observe how people interact with the event space you created and reflect on practical elements such as access and parking, lighting and sound, bin placement and use, food, and drink leftovers.
- Speak with event attendees, staff, and volunteers to gather their thoughts on how the event is running and what you could do to improve for next time.
- Conducting a survey to achieve feedback from all stakeholders.
- Consider promoting the event's successes after it concludes – such as through a media release or article- to raise awareness and inspire others to plan and deliver successful events.



Council Support for Event Organisers

- **Assigning a designated Council Officer** to act as a primary contact for the event organiser during office hours.
- **Responding promptly to inquiries**, providing advice on venue details, compliance with Council policies, facilitating the approval process, managing payments, and general event support.
- **Guide event organisers to relevant resources** and further information where necessary.
- **Maintain transparent communication** and decision-making regarding administrative matters as required.

EVENT CANCELLATION

Event cancellation

If you need to cancel your event, please notify Council no later than 10 business days before the scheduled event set-up date. Cancellations made less than 10 business days prior may result in the forfeiture of any and all hire fees.

Adverse weather conditions

As the event organiser, you are responsible for monitoring weather conditions leading up to and on the day of your event, and for deciding whether it is safe for the event to proceed. In the instance of extreme weather and at the direction of the relevant state government agency, Council will advise you if the event needs to be cancelled. If the event is cancelled due to extreme weather, all hire fees will be refunded. However, no refund will be provided if the event is deemed to have commenced prior to cancellation. Extreme weather refers to conditions that pose an immediate or long-term safety risk due to rain, lightning, wind, or temperature.

Non-compliance

Council reserves the right to revoke event approval if the event organiser fails to comply with any conditions outlined in the Event Terms and Conditions or due to any other justifiable circumstances. The Council's decision on these matters is final and may include withholding any monies paid. Additional fees may be applied in cases of non-compliance.

REVIEW

This Guideline will be reviewed by the Document Control Officer in consultation with the relevant stakeholders as legislation or Council's need changes.

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