

Walker Place Event Application Kit



Introduction

Gawler is located 42 kilometres north of Adelaide at the edge of the metropolitan area and identifies itself as a separate township from Adelaide, acting as a key regional centre for communities to the north of Adelaide. Gawler services catchment is estimated at 90,000 people and plays host to many exciting events throughout the year.

The Town of Gawler Walker Place Event Kit has been prepared to assist organisations, individuals and community groups in planning events at this event space.

The Kit touches on key aspects of the event planning process, noting important factors that are sometimes overlooked and assist you with Council's requirements and procedures.

This kit is only a guide to provide a reference; it is by no means a definitive resource as each event has its own specific requirements with varying needs.

It also provide the Terms and Conditions to be adhered to when completing the Walker Place Event Application Form.

Walker Place Event Space Information

Size: 950 sq m

Maximum capacity: 950 people
(subject to current Coronavirus Restrictions)

Walker Place events will be categorised into either of the following categories:

Small Event - Events of 100 people or less

Large Event - Events of more than 100 people

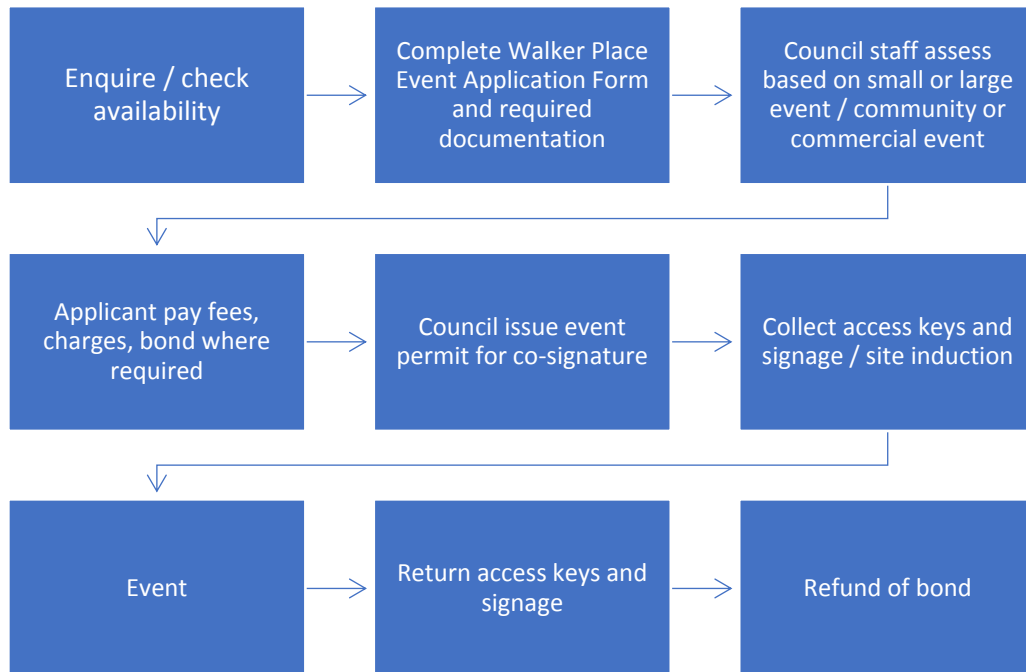
Please Refer to **Appendix 6** for the Site Plan.

Installed within Walker Place is a Digital Wayfinding Device which enables residents and visitors to access wayfinding information via two large touch-screens. The Device also is used to display community information and events and smaller touchscreen components enable access the Gawler Connected Community App providing users access to content within that system. In addition, the Device acts as a multi-port charging and water-filling station.



Event Management Process

The Administrative Process is detailed in the below flowchart:



Event Planning Process

Event Planning considerations will include:

1. Is your proposed event categorised as **Community (not-for-profit) or Commercial (Business / for profit)?**

Community events are supported by the Town of Gawler

Commercial events must be funded entirely by the applicant.

2. Will your proposed event have **alcohol**?
3. Will your proposed event require **Walker Place to be closed**?

If you answered YES to either points 2 or 3 above, further documentation and costs are involved for the applicant, such as Liquor Licensing, Fencing, Toilets, Security, Insurance, Traffic Management Plan etc.

4. Will your proposed event be **small (100 people or less) or large (more than 100 people)**?

Large events may require further documentation and costs are involved for the applicant, such as Fencing, Toilets, Security, Traffic Management Plan etc.

Risk

It is critical for the event manager / event working group to develop a budget, program and ensure there is effective communication with event staff, key stakeholders and logistical requirements are adhered to. Successful events involve:

- Advance planning
- Attention to detail
- A contingency plan to manage unforeseen circumstances

Good event planning strategies will assist in strengthening the success of your event. Things that need to be considered include:

- Rationale for the event
- Stakeholders
- Objectives
- Risks
- Time frames
- Costs

There are risks associated with any event. Careful planning will minimise risk but it is also necessary to consider strategies if something goes wrong. Event organisers are required to provide an Emergency Management Plan as part of the application process. Please see Appendix 1 for an example Emergency Management Plan (incorporating a Risk Assessment Matrix).

Weather

Our open space in Walker Place provides the opportunity for a wide range of event activities for everyone to enjoy. Our objectives are to manage the provision of event facilities and encourage events and festivals, while ensuring the safety of all stakeholders and maintaining the general amenity of our public spaces.

Event organisers will need to develop a hot weather/wet weather/ wind contingency plan, giving consideration to the location, permanent or temporary shade or shelter, amenities and disability access.

Consideration to weather can be incorporated within your Emergency Management Plan.

Applying to Council

If you intend to use the Walker Place space to stage your event you should;

1. Contact Council's Senior Visitor Information Centre Officer on 8522 9263 to discuss your proposal and determine availability of the venue

2. Complete and submit a Walker Place Event Application Form a minimum of 6 weeks before your event. The application form is available from Council's website www.gawler.sa.gov.au and can be submitted as an online form or downloaded and returned by email to council@gawler.sa.gov.au, in person or by mail to 45 High Street, Gawler East, SA 5118.
3. If required, Council staff will liaise with you during the application process regarding any additional requirements or permits required
4. Make any required hire payment
5. Upon approval you will receive written confirmation from Council by receiving an Event Permit. Approval for an event is only provided once a permit has been issued and signed by all parties and any fees & charges have been paid. The event permit is not transferable and is only valid for the date and time specified.

Cancellation of Event

Notification of your cancelled event must be received to Council no later than 14 days prior to the scheduled event start date. If an event is cancelled less than 14 days prior to the approved and scheduled date, any hire or other fees already paid may be forfeited.

Non Approval of Event

Council has the right to refuse the hire of Walker Place at its discretion. Such circumstances may include, but not be limited to:

- inadequate information or lead time to assess the application
- Undesirable impacts on and likely inconvenience to the general public, local residents and businesses
- Concerns from Council staff that the applicant/Event organiser does not have the resources and necessary experience to suitably manage the activity
- Unpredictable and/or controversial aspects of a proposed event
- Conflicts with other events or activities already approved for the area

Insurances

Council requires the Applicant/Event Organiser to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body. The Applicant/Event Organiser must ensure that the insurance provides coverage for the specific event location. A copy of a current Public Liability Insurance Certificate of Currency must accompany the application and final approval will not be given until it is received. The Applicant/Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which, may be brought or made or claimed against them or any of them arising out of or in relation to issuing of an approval to conduct an event on property under the care, control and management of Council. The

Applicant/Event Organiser is responsible for any damage caused to Council property which resulted during the hire period. A notice will be issued advising of the cost to repair the incurred damage. The designated amount will be taken from the bond monies calculated for the event (if applicable), or if a greater amount is necessary, or no bond monies were requested, an invoice will be issued. The Applicant/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 of their property as a result of staging the event.

All groups (third parties) participating in the event must be covered by their own Public Liability Insurance eg: entertainers, amusements, caterers, volunteer groups, staging technicians, etc. Other suggested policies are Personal Accident and Inclement Weather Insurance. To determine the most appropriate insurance for your event, consult your insurance provider. To determine the most appropriate cover for your event, please consult your insurer.

Insurance cover is the responsibility of the event organiser, and no claim shall be made against the Council or its employees.

Emergency Management Plan

An Emergency Management Plan for your specific event/activity in relation to the event site must be provided as an attachment to the Walker Place Event Permit Application Form and final approval will not be given until it is received. The Plan must demonstrate that all potential risks have been identified and considered. An example of the Emergency Management Plan can be found [HERE \(Appendix 1\)](#).

Vendors

Food and Beverage

The sale of food and beverages at events is not permitted without Council Officers approval. All vendors must comply with the provisions of the Food Act, and the Public and Environmental Health Act. The Applicant/Event Organiser is responsible to fully notify the sub-contractors with the regulations. Full details of each vendor needs to be submitted together with their Food Business Number. Please refer to **Appendix 2** for the Food Business Notification Form. It is the Application/Event Organiser's responsibility to ensure that each stall holder has the required twenty million (\$20,000,000) Public Liability Insurance, otherwise the Applicant/Event Organiser agrees to include the stall holder in the overall event insurance.

Stall Holders / Merchandise

If stall holders (merchandise, fundraising, information etc) are participating at the event, the Applicant/Event Organiser must provide a list of participants with the application form. It is the Application/Event Organiser's responsibility to ensure that each stall holder has the required twenty million (\$20,000,000) Public Liability Insurance, otherwise the Applicant/Event Organiser agrees to include the stall holder in the overall event insurance. Please refer to **Appendix 3** for the Stall Holders / Merchandise Form.

Work Health Safety / Public Safety

There are numerous Work Health 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 throughout the duration of the event – from bump-in to bump-out.

Whilst the Work Health Safety Act places a duty of care on event management staff to protect themselves, their staff or visitors, it needs to be understood that if a client or visitor is injured and request a claim for compensation, this becomes a public liability claim.

Event Organisers must consider all relevant Work Health and Safety aspect for their event including: -

- SafeWork SA Requirements
- Registration and Engineering certificates for Amusements/Jumping Castles as per requirement from SafeWork SA
- Ensure all equipment used at any events have undergone safety checks
- Tradespeople/contractors used are licensed
- Responsible control of liquor serving, including appropriate liquor licences in place
- Crowd safety provision (i.e. security officers)
- Safe food handling practices are in place
- Electricity

Incorporate WHS and public safety practices into all event management documentation and risk management planning.

Contact SafeWork SA if you are unsure of or require advice about your WHS obligations.

Fire Safety

Fire prevention is essential at any event. Event organisers must ensure suitable fire extinguishers are provided in appropriate areas, such as around electrical equipment and (especially) caterers. It is also important to ensure the correct type of extinguisher is provided for different applications (i.e. CO2, chemical, water). All event staff should be trained in the use of fire extinguishers. It is also imperative that flammable materials are kept well away for ignition sources. In the case of a fire, ensure event site layout includes ample room and access points for emergency services. It is recommended that the Event Organiser contacts the Metropolitan Fire Services for advice on fire safety at events, and that all staff and volunteers are briefed on general fire safety principles.

First Aid

The nature of your event and anticipated crowd numbers will determine if qualified First Aid Staff or Volunteers should be present at your event. Small events may not require First Aid Staff or Volunteers however, it is preferred that large events have this provision.

First Aid posts should be clearly identifiable so that the public can easily find them.

Accessibility

Event Organisers have a legal responsibility under State and Federal laws to avoid discrimination and when barriers exist, to remove them. The Federal Disability discrimination Act 1992 (DDA) aims to ensure that people with disabilities are not treated less favourably than people who do not have a disability. Event organisers should think about accessibility in the early event planning stage to ensure these obligations are met. We suggest to involve people with disabilities when planning your event and contacting local groups or voluntary organisations for information and advice.

Access to commercial businesses

Clear access to business and footpaths must not be inhibited during an event in Walker Place, including bump-in and bump-out.

Access to Power

The location of power access is located on the Site Plan.

All electrical fittings and equipment are to comply with SA Power Networks and Council regulations. Please ensure that all power supply requirements are included in the Walker Place Event Application Form.

Electrical equipment used at events in the Town of Gawler must be tagged and tested for safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or found to be faulty by a council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified or the event will be shut down. Ensure that all electrical leads do not create a trip hazard for the safety of participants and spectators.

Advertising / Signage / Banners

Advertising is not permitted on Council property without written permission from the Town of Gawler. Council does not accept responsibility for the content of any advertising conducted by the Applicant/Event Organiser. Approved advertising is displayed at the risk of the Applicant/Event Organiser. Town of Gawler has approved sites for Banner display of events. Please refer to the [Application for Community Banners form](#), under Downloadable Forms on the Town of Gawler website. If you wish to have promotional signage at your event an application needs to be completed in accordance with the Town of Gawler [By-Law No. 2](#)

Vehicle Access

The Applicant/Event Organiser must seek approval from the Town of Gawler for all event vehicles to access areas associated with the event set up and pack down. This includes but is not limited to all event staff, contractors, food vendors, stall holders and first aid providers. Once a vehicle is unloaded/loaded it must be driven offsite and into public parking areas. It is the responsibility of the Applicant/Event Organiser to ensure that all persons participating and/or attending the event are made aware of this condition.

Vehicle Displays / Car Shows and Road Marshals

Approval must be requested for display vehicles to drive and park on Walker Place when participating in a vehicle display event. To implement a vehicle display the following must occur:

- Accredited Traffic Marshals must be present at the vehicle entrance of Walker Place to control entering and exiting vehicles;
- Vehicles will only be permitted to enter and exit Walker Place during the agreed entry and exit times and must stay for the event duration except in the case of an emergency;
- Each vehicle participating in the event must be registered with the Applicant/Event Organiser.

Event Site Map

A detailed site map must be provided as an attachment to the Walker Place Event Application Form.

A Site Map is available at **Appendix 6**.

This plan should outline everything that is taking place at your event including;

- All entry/exit points for your event
- Access and egress routes for emergency services
- Food stalls/amusement/ activities etc
- Lost children/property
- Marquees – eg Registration, food, seating etc
- First Aid stand
- Stage/s locations
- Liquor outlets/consumption areas
- Location of temporary / portable public amenities
- Security controls/placement etc
- Temporary fencing
- Temporary toilets
- Temporary skip bins

Toilets

Permanent public facilities are available at:

- Gawler Civic Centre, 89-91 Murray Street, during opening hours
- Martins Place (currently under construction)
- Apex Park (soon to be constructed)

- Gawler Visitor Information Centre, 2 Lyndoch Road (sunrise to sunset)

Event organisers are responsible for ensuring toilet, hand washing facilities and any ablution blocks are adequate in number, conveniently located and suitable for the event. It is also imperative that Disabled toilets are provided at an event.

Toilet facilities must:

- have the necessary provisions for the collection, treatment and disposal or sewerage and wastewater
- be operated and maintained in a clean and tidy manner so that insanitary conditions do not occur
- be water flush and have hand basins connected to a cold water supply and provided with soap or hand sanitiser
- be placed appropriately and not around food serving or food preparation areas

Portable toilets must be provided when existing toilet facilities are inadequate.

The following tables are provided from the Emergency Management Australia Manual, Safe and Healthy Mass Gatherings, and should only be taken as a guide. For a link to the Manual please click [HERE](#)

Toilet facilities for events where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Handwashing basins	WC	Handwashing basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available:

Patrons	Males			Females	
	WC	Urinals	Handwashing basins	WC	Handwashing basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Depending on the duration of the event, the number of toilet facilities can be reduced proportionally as follows:

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

Toilets and ablutions for persons with a disability

It is recommended that at least 1 unisex toilet (including handbasin) for persons with disability be provided for every 100 WCs or part thereof.

Details, including the number of toilets available and their location, must be forwarded to Council within 28 working days of your event. Toilets must be in line with the requirements of the Public and Environmental Health Act, Hygiene and Sanitation and any Liquor Licensing requirements.

Toilets should be delivered to the approved site pre-filled with water and must be regularly cleaned, hygienic and stocked with relevant items ie. toilet paper and soap for the duration of the event. If you are unsure as to your responsibilities when providing additional toilet facilities please contact SafeWork SA for advice.

Alcohol

If you intend to sell or supply alcohol at your event, you must first obtain a suitable liquor licence from Consumer and Business Services (CBS). Generally for a small to medium sized event a “short term” Limited Liquor Licence will be appropriate. A copy of the limited licence for the event must be supplied to Council and prominently displayed at the event. Apply for a Limited Liquor Licence online at CBS. For small events the application must be lodged no later than 14 days prior to the event, whilst for large events an application must be lodged 60 days prior. When applying for the licence at CBS, the event organiser must concurrently submit event details to Council including date, time, location and number of attendees. On occasion a site and/or floor plan may be required to clearly identify the location and area to be occupied by the event, particularly if in a public park or reserve. Council may then provide comments to CBS prior to their consideration of your application.

A licenced venue is required to be enclosed to enable the monitoring of crowd numbers and ensure liquor is not brought into or taken out of the venue. An adequate number of security staff must also be present at the event.

An adequate number of toilets must be located onsite or within close proximity of the event perimeter. The hire of portable toilets will be required should alcohol be served at your event. Toilets will be required to be monitored, kept clean and restocked with toilet paper for the duration of the event.

Further queries regarding your obligations can be directed to the Office of Consumer and Business Services Liquor and Gaming on 131 882.

Security

The nature of your event and anticipated crowd numbers will determine if security is required. Council require event organisers to engage security guards for high risk events. The Applicant/Event Organiser is responsible to engage security services if considered necessary. If event infrastructure and/ or equipment remains on site overnight, a licenced security guard is required and is a prerequisite to approval.

Structures, Entertainment and Amusements

If you intend to have any amusement structures at your event including jumping castles or other mechanical structures, 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. Amusement structures are only permitted at public events within the Town of Gawler with Council approval. The amusement device must conform to the Australian Standard AS3533-1997. Copies of this documentation and an Engineering report may be requested by Council as part of the application. Please note that these structures must be registered in South Australia as interstate registrations are not acceptable.

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. These are to be detailed on the Application Form.

Approval must be sought from Council regarding any animals at your event and appropriate insurance and waste removal plans provided.

Pyrotechnic displays are not suitable for Walker Place events and are therefore prohibited.

Noise Control

The Applicant/Event Organiser is responsible for the control of noise.

All reasonable measures must be taken to ensure minimal disturbance to residents and businesses within the surrounding area and the Applicant/Event Organiser must be aware of and adhere to the Environment Protection Act guidelines applicable to noise.

Council regulations state:

- No music system or amplified sound to be used by any Applicant/Event Organiser without the prior approval of Council
- The maximum noise level conditions are set at 90 decibels before 6:00pm and decrease to 75 decibels after 6pm. Base levels will be checked
- Set up should not be scheduled prior to 7am and no set up/pack down should take place after 9pm unless otherwise approved by Council Officers
- No public address system announcements are to be made prior to 9am (unless otherwise negotiated), and only essential announcements are to be made between 9am -10am; and
- Non-compliance to noise control measures will result in withdrawal of power supply and loss of bond.

The Applicant/Event Organiser is hereby notified that they may incur loss of their bond monies, prosecution and a possible reluctance from Council to consider future hiring of Council owned area to organisation or individual who do not fully notify audio technicians or sub-contractors of their obligations regarding noise control.

Noise Management Plan

If requested, the event organiser is required to provide a detailed Noise Management Plan (NMP). The plan should address the following points, and where appropriate provide justification for stated times, locations, orientations etc:

- A site plan that includes the location of the event and planned stage and speaker orientations. It should also identify the nearest noise sensitive areas and include any neighbouring land-use details. A stage program that includes the time each music act is performing and the type of music that is being performed.
- Documentation of the event's complaints handling and response procedure.
- Details of the consultation measures that will take place with potentially noise affected premises, both residential and businesses.
- Details of any acoustic modelling may have been undertaken prior to the event.

All actions that have been implemented to address the event's legal obligation to abide by the General Environmental Duty under the Environmental Protection Act 1993. This means that as far as practicable the event organiser must prevent and minimise the environmental impact of the event.

If you decide that your event will incorporate entertainment such as recorded music or film, you will be required to organise a license from APRA (Australasian Performing Right Association). Music and films are protected by copyright law and a license is required for any public performance. For more information on copyright law, visit the Australian Copyright Council website at www.copyright.org.au

Waste Removal

Permanent bins in Walker Place are shown on the Site Plan.

The need for additional waste management may be required for your event and will be assessed by Council on application. Should additional waste management be required, this can be organised by the Applicant/Event Organiser through a supplier such as NAWMA.

The event site must be left in a clean and tidy condition and all debris, especially cable ties, metal stakes/fragments, empty bottles, food scraps etc, must be removed by the user immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the permit holder. Any costs incurred by Council to repair any damaged infrastructure directly caused by failure to clean up following the event will also be passed onto the Applicant/Event Organiser.

Temporary Road Closure and Traffic Management

All requests for road closures or traffic management in relation to the event must be indicated in the Walker Place Event Permit Application form. Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements under the Road Traffic Act 1961, special powers delegated to SAPOL and/or the Council CEO under the Local Government Act 1999.

Along with the Walker Place Event Permit Application, a Traffic Management Plan must be lodged. Council staff have developed appropriate Traffic Management Plans based on Small or Large Events in Walker Place and may be utilised in your application. These are available at **Appendix 4** (Small Event)

and **Appendix 5** (Large Event) Alternatively, applicants may submit an alternate Traffic Management Plan completed by a registered organisation for assessment.

When available, Council supports the use of Council owned traffic management signage to community groups who can demonstrate current Work Zone Traffic Management accreditation, for the purpose of activating Walker Place.

Applicants will be asked to indicate whether or not groups have their own traffic management signage or if they plan on utilising Council's signage. Any Council owned signage provided to the Applicant may require a bond to be paid. Signage is required to be collected and returned by the Applicant to the Town of Gawler Depot.

The following responsibilities will apply based on the following applicant categories:

Applicant	Applicant tasks	Council tasks
Community group with own Work Zone Traffic Management ticket (offering a free event to the community i.e. no entry fee)	<ul style="list-style-type: none"> • Complete permit application and submit with all relevant documentation. • Implement Traffic Management Plan and monitor for the duration of the event • Notify businesses in and immediately surrounding Walker Place of event/road closure 	<ul style="list-style-type: none"> • Remove and reinstate bollards (if required) • Local newspaper advert to promote road closure
Community group without Work Zone Traffic Management ticket (offering a free event to the community i.e. no entry fee)	<ul style="list-style-type: none"> • Complete permit application and submit with all relevant documentation (including applying for Council support for Traffic Management of the event, approval by the Mayor and CEO required.) • Notify businesses in and immediately surrounding Walker Place of event/road closure 	<ul style="list-style-type: none"> • Remove and reinstate bollards (if required). • Implement Traffic Management Plan and monitor during event
Business/commercial group	<ul style="list-style-type: none"> • Complete permit application and submit with all relevant documentation • Notify businesses in and immediately 	<ul style="list-style-type: none"> • Remove and reinstate bollards (if required). • Implement Traffic Management Plan and monitoring during event

	surrounding Walker Place of event/road closure	<ul style="list-style-type: none"> • Invoice event applicant for associated costs of above activities
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Advertising / Signage / Banners

Advertising is not permitted on Council property without written permission from the Town of Gawler. Council does not accept responsibility for the content of any advertising conducted by the Applicant/Event Organiser. Approved advertising is displayed at the risk of the Applicant/Event Organiser. Town of Gawler has approved sites for Banner display of events. Please refer to the Application for Community Banners form, under Downloadable Forms on the Town of Gawler website. If you wish to have promotional signage at your event an application needs to be completed in accordance with the Town of Gawler By-Law No. 2.

Hire and Bond Fees

Any fees advised by the Town of Gawler and a refundable bond may be required a minimum of four (4) weeks prior to the event date. The Applicant/Event Organiser's refundable bond will be reimbursed within four (4) weeks following the event if there is no misuse, damage or excessive rubbish left on site. All fees are exclusive of GST.

Non- approval and non-compliance of Event

Council has the right to refuse the hire of any Council reserve at its discretion. Such circumstances may include, but not be limited to:

Inadequate information or lead time to assess an application;

- Undesirable impacts on and like inconvenience to the general public, local residents and businesses;
- Concerns from the Town of Gawler that the Applicant/Event Organiser does not have the resources and necessary experience to suitably manage the activity;
- Unpredictable and/or controversial aspects of a proposed event;
- Conflicts with other events already approved for the area.

Approval is liable to be revoked by Council if the Applicant/Event Organiser fails to comply with any condition outlined in this document or in any other justifiable circumstances.

COVID-Safe Event

The Applicant is obliged to comply with all current State COVID-19 restrictions and these must be adhered to in line with the Emergency Management Declarations during the duration of the event, irrespective of the timing of the permit approval.

A COVID-Safe Plan is already in place for Walker Place. Further details can be provided by Council Staff to event holders.

Cancellation of Event

Notification of your cancelled event must be received by the Town of Gawler no later than 14 days prior to the scheduled event start date. If an event is cancelled less than 14 days to the approval and scheduled date, any hire fees incurred may be forfeited.

If an event is cancelled due to extreme weather conditions or due to a State COVID-19 Emergency Management Declaration, all hire fees will be refunded.

A refund will not apply where the event was deemed to have commenced prior to cancellation.



Emergency Management Plan For Event

Enter Event Name

To be held at **Location of Event**

On **Enter Date of Event**

Prepared: **Date Prepared**

Table of Contents

The Continuity Plan	2
i. Aim	2
ii. Scope	2
iii. Risk Assessment	3
iv. Training Requirements	Error! Bookmark not defined.
v. List of Contacts	8
vi. Emergency Procedures	9
vii. Fire & Explosion	9
viii. Bomb Threat	9
ix. Medical	10
x. Hazardous spills/gas leak	10
xi. Armed or Dangerous Intruders	11
xii. Lost child/Missing persons	12
xiii. Unruly behavior	13
xiv. Emergency Kit location	13
xv. Emergency team roles & Responsibilities	13
Supporting documentation	14
Attachment 1 (Evacuation Plan of site)	
<i>Attachment 2 (Bomb threat check list for telephone operators)</i>	
<i>Attachment 3 (2.1b Non Employees Incident – Injury Report)</i>	
<i>Attachment 4 (Risk Assessment Matrix)</i>	

1. AIM

To clearly define the process to be followed in the event of an emergency situation occurring at the above listed event. The procedures in this plan are guidelines to be used to address any unanticipated emergencies.

This plan will be used as a 'living document' to set out the following

- The potential emergencies that may arise
- The risks associated with the event
- The written procedures developed in response to the potential emergencies
- The staff members responsible for particular actions in an emergency situation

2. SCOPE

This plan applies event (Pop up Lane Way – The place Next Door) relating to the following Emergency Event Scenarios including:

- Medical emergency
- Fire or Explosion
- Hazardous Material Spill/Gas Leak
- Bomb Threat
- Armed or Dangerous Intruder/s
- Electrical Failure
- Lost Child/Missing Persons

Other more specific emergencies may include:

- _____
- _____
- _____

Risk Assessment of Event – **EXAMPLE BELOW CHANGE AS NEEDED**

Hazard & Brief description	Current Controls	Likelihood & Consequences = Risk Rating e.g. C3 High	Is Risk Level Acceptable?	If No – Develop Additional Control to reduce the Risk Rating	Residue Risk Rating	Is Risk Level Acceptable ?
Injury to public – tripping hazards on grounds	Site reviewed and potential issues taped (Yellow/Black)	C3 =High	No	Remove potential elements of hazard (e.g. loose cables), keeping public away from hazard areas, check of site and layout.	D3 Med	Yes
Electric Shock	Qualified electrician being used for all electrical setup/pakup Remove potential elements of hazard (e.g. loose cables), keeping public away from hazard areas, check of site and layout.	D4 =High	No	If wet weather/raining event will be candled All electrical equipment will be tested and tagged	E4 High	Yes
Theft of money	Two Staff members at event at all times, Security being used during night times	D3 = Medium	Yes			

Hazard & Brief description	Current Controls	Likelihood & Consequences = Risk Rating e.g. C3 High	Is Risk Level Acceptable?	If No – Develop Additional Control to reduce the Risk Rating	Residue Risk Rating	Is Risk Level Acceptable ?
Adverse Weather	If extreme weather conditions, the event will be cancelled	C2 = Med	Yes			
Rain on event	If extreme weather conditions, the event will be cancelled	C2 = Med	No	If scattered showers the event can be conducted, if excessively wet and windy the event will be cancelled	D2 = Low	Yes
Injury from manual handling	Lifting devices will be used for setup/pack up (Sack trucks). Organise large teams for heavy work	D3 = Med	Yes			
Loss of equipment through theft	Two Staff members at event at all times, Security being used during night times	D3 = Medium	Yes			
Power loss to site	Portable lighting to be available in Town Hall if needed Event to be closed if unable to provide adequate emergency lighting	Extreme	Yes			
Fire/Explosion	Fire Extinguisher onsite,	D3 = Medium	Yes			

Hazard & Brief description	Current Controls	Likelihood & Consequences = Risk Rating e.g. C3 High	Is Risk Level Acceptable?	If No – Develop Additional Control to reduce the Risk Rating	Residue Risk Rating	Is Risk Level Acceptable ?
	No Flammables kept near ignition sources Wardens have been ran through emergency plans Non-smoking event					
Insufficient toilet requirements	2 * Portable toilet's on site & one generic toilet in Town Hall	C2 = Med	Yes			
Verbal /Physical Abuse	Two Staff members at event at all times, Security being used during night times	C2 = Low	Yes	Safety is the responsibility of all events organisers. Due diligence prior to, during and after the event will reduce any risks.	C2 = Low	Yes
Bomb Threat	Wardens have conducted training in event emergency plans Two Staff members at event at all times, Security being used during night times	E4 = High	Yes			

Hazard & Brief description	Current Controls	Likelihood & Consequences = Risk Rating e.g. C3 High	Is Risk Level Acceptable?	If No – Develop Additional Control to reduce the Risk Rating	Residue Risk Rating	Is Risk Level Acceptable ?
Drunken behaviour – Can lead to fights, unruly behaviour	Two Staff members at event at all times, Security being used during night times between 7pm-10pm People serving alcohol are training in responsible Service of alcohol	C1 = Low	Yes			

Training Requirements

All personnel normally working in any of the areas identified in this plan shall be trained in the following emergency management information:

- The general information contained within this document
- The Key personnel and their roles and responsibilities
- Emergency exit locations and paths
- Assembly point locations
- Firefighting equipment locations
- First Aid equipment locations
- Any written procedures applicable to the building/venue regarding emergency management

List of Contacts

The following is a list of those staff at the event i.e. Event Organiser, stallholders, amusement operators and general staff who will be required to take actions in the case of an Emergency:

EVENT CONTACT LIST		
Name	Organisation	Phone Number

Other Key Contacts	Phone
EMERGENCY	000
Police Assistance	131 444
Gawler Police Station	8522 1088
Gawler Health Service / Hospital	8521 2000
SA Ambulance SA Ambulance Service - Gawler	8274 0444
Metropolitan Fire Service Gawler MFS	8522 2464

State Emergency Service Regional H/Q – Derren Halliday	132500 0438 500 381 0488 930 013
After Hours Service – Town of Gawler	8522 9211
SA Water	1300 650 950
SA Power Networks	13 13 66
Natural GAS	1800 808 526
Tow Truck (Active Auto)	8522 3222

Emergency procedures

[List of emergency/evacuation procedures. It may be useful to attach a copy of your detailed emergency procedures and floor plan with the location of emergency exits, emergency kit and safety equipment clearly marked. Your emergency procedures should also include a map of evacuation locations for all emergencies.]

Procedures	Brief outline of procedures	Evacuation point/ address	Supporting documentation
<i>Fire & Explosion</i>	<p>1. Alarm raised and relevant emergency services contacted. .</p> <p>2. Chief Warden to evacuate all public to the Emergency Assembly point (EAP).</p> <p>3. Warden If trained and it is safe to do so attempt to extinguish the fire. if unable to do so then to evacuate to EAP</p>	JULIAN/WHITELOW TERRACE RESERVE	<i>Evacuation plan for event “Pop up Lane Way”</i>
<i>Bomb Threat</i>	<p>1. Keep caller talking. Attract TOG staff member to call 000.</p> <p>2. DO NOT HANG UP (call may be traced).</p> <p>3. Refer to Attachment 2 and complete as much as possible of Bomb Threat Check List (over page).</p> <p>Post call action – Follow TOG staff instruction.</p>	JULIAN/WHITELOW TERRACE RESERVE	<i>Attachment 2 (Bomb threat check list for telephone operators)</i>

Procedures	Brief outline of procedures	Evacuation point/ address	Supporting documentation
<i>Medical</i>	<ol style="list-style-type: none"> 1. Notify the Chief Warden 2. Assess the situation and provide First Aid if able to do so if unable call Emergency Services – 000 and request and ambulance 3. Provide assistance to the injured person until emergency services arrive 4. Organise for a staff member to meet the ambulance outside the event and take them to the medical emergency 5. Fill in Non-Employee Incident Form 	JULIAN/WHITE LAW TERRACE RESERVE	Attachment 3 form 2.1b Non Employees Incident – Injury Report

Procedures	Brief outline of procedures	Evacuation point/ address	Supporting documentation
Hazardous Material Spill/Gas Leak	<ol style="list-style-type: none"> 1. Staff member who finds such a spill, or is notified by a patron of such a spill is to notify the Event Chief Warden immediately 2. Chief Warden is to assess the situation and evacuate the event if necessary 3. If safe to do so isolate the spill/gas leak 4. If necessary contact Emergency Services - 000 	JULIAN/WHITELOW TERRACE RESERVE	<i>Evacuation plan for event “Pop up Lane Way “</i>
Armed or Dangerous Intruder/s	<ol style="list-style-type: none"> 1. Contact Chief Warden immediately & Security or Police 2. Evacuate event if necessary to remove personnel from the hazard area where possible 3. Follow direction from the Security/Police 4. Notify Event Management 	JULIAN/WHITELOW TERRACE RESERVE	

Procedures	Brief outline of procedures	Evacuation point/ address	Supporting documentation
Electrical Failure	<ol style="list-style-type: none"> 1. Notify the Chief Warden 2. Contact ETSA 3. Contact electrician 4. Arrange emergency lighting where possible 5. Close the event if unable to provide adequate emergency lighting. 	NA	NA

Procedures	Brief outline of procedures	Evacuation point/ address	Supporting documentation
Lost Child/Missing Persons	<ol style="list-style-type: none"> 1. Contact Chief Warden and advise you have found a lost child or missing person 2. Take the lost child/person to the First Aid post as determined in the Risk Control Plan 3. Notification of lost child/missing person over the PA system 4. Stay with the child/person until appropriate parent/relative/friend has collected 5. Advise Chief Warden of updated status 	N/A	N/A

Procedures	Brief outline of procedures	Evacuation point/ address	Supporting documentation
Unruly Behaviour	<ol style="list-style-type: none"> 1. Notify Chief Warden 2. Notify Security if onsite 3. Chief Warden to determine if police need to be called and call if necessary 4. Event staff to diffuse situation if possible or until security/police arrive. 	N/A	N/A

Emergency kit

Location

Fire Extinguisher (behind the bar stall)

First Aid Equipment (behind the bar stall)

Emergency team roles & responsibilities (by signing below you have read and understand you responsibilities in the event)

Role	Details of responsibilities	Person responsible	Signature	Please tick if contact details are in the contact list.
Chief Warden	1. Attend relevant training Session.			<input type="checkbox"/>
	2. Administer first aid support in an emergency situation.			<input type="checkbox"/>
	3. Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff).			<input type="checkbox"/>
				<input type="checkbox"/>
	4.			<input type="checkbox"/>
				<input type="checkbox"/>
Warden	5. Attend relevant training session.			<input type="checkbox"/>
	6. Assist in evacuating staff according to evacuation procedures (including collecting emergency kit and resilience and recovery documentation).			<input type="checkbox"/>
				<input type="checkbox"/>
	7. Assume Chief Fire Warden duties when required.			<input type="checkbox"/>
				<input type="checkbox"/>
	8. Contact emergency services if required			<input type="checkbox"/>

Appendix

Attachment 1 (Evacuation Plan of site)

Attachment 2 (Bomb threat check list for telephone operators)

Attachment 3 (2.1b Non Employees Incident – Injury Report)

Attachment 4 (Risk Assessment Matrix)

Attachment 1

Attachment 2

QUESTIONS TO ASK

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What does the bomb look like?
5. What will make the bomb explode?
6. Did you place the bomb?
7. Why did you place the bomb?
8. What is your name?
9. Where are you?
10. What is your address?

CALLERS VOICE

- Accent (specify):
- Any impediment (specify):
- Voice (loud, soft, etc.):
- Speech (fast, slow, etc.):
- Diction (clear, muffled):

THREAT LANGUAGE

- Well spoken:
- Incoherent:
- Irrational:
- Taped:
- Message read by caller:
- Abusive:
- Other:

BACKGROUND NOISES

- Street
- House:
- Noises:

Aircraft:

Voices:

local call:

Music:

Non Employees Incident/Injury Report

Centre/Venue:					
Date and time of Incident:					
Date of Report:					
Details of Injured Person					
Member of the public:		<input type="checkbox"/>	Other (please specify):		<input type="checkbox"/>
Name:		Sex:		DOB:	
Residential Address:					
AH Phone No:				Occupation:	
Signature of injured person:					
Unable to get details of person injured:					
Reason:					
Did anyone else see what happened? Who?					
1. Name:					
Residential Address:					
				Telephone:	
2. Name:					
Residential Address:					
				Telephone:	
3. Name:					
Residential Address:					
				Telephone:	

Further Details (PLEASE INCLUDE AS MUCH DETAIL AS POSSIBLE)

Location of Incident:

<input type="checkbox"/>	Main Pool	<input type="checkbox"/>	Hall	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Spa
<input type="checkbox"/>	Learners Pool	<input type="checkbox"/>	rounds	<input type="checkbox"/>	Foyer	<input type="checkbox"/>	Treatment Room
<input type="checkbox"/>	Toddlers Pool	<input type="checkbox"/>	Cafe	<input type="checkbox"/>	Other	<input type="checkbox"/>	
<input type="checkbox"/>	Other: (give details)						

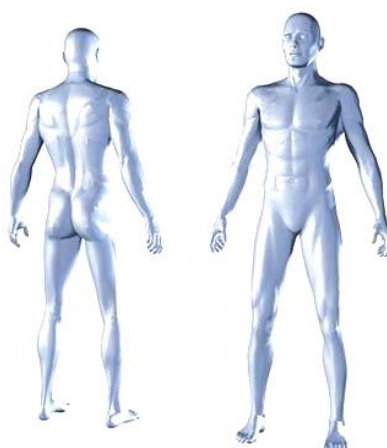
Type of Incident:

<input type="checkbox"/>	Trip/Slip/Fall	<input type="checkbox"/>	Cutting/Slicing	<input type="checkbox"/>	Hit/Punch	<input type="checkbox"/>	Stabbing Injury
<input type="checkbox"/>	Crushing Injury	<input type="checkbox"/>	Collision	<input type="checkbox"/>	Fall from equip	<input type="checkbox"/>	Burn
<input type="checkbox"/>	Insect Bite	<input type="checkbox"/>	Overheating	<input type="checkbox"/>	Other:		

Part of Body Injured

<input type="checkbox"/>	Head	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Hands	<input type="checkbox"/>	Ribs
<input type="checkbox"/>	Neck	<input type="checkbox"/>	Arm	<input type="checkbox"/>	Fingers	<input type="checkbox"/>	Chest
<input type="checkbox"/>	Eyes	<input type="checkbox"/>	Mouth	<input type="checkbox"/>	Nose	<input type="checkbox"/>	Wrist
<input type="checkbox"/>	Knee	<input type="checkbox"/>	Toes	<input type="checkbox"/>	Leg	<input type="checkbox"/>	Hip
<input type="checkbox"/>	Ankle	<input type="checkbox"/>	Feet	<input type="checkbox"/>	Torso		
<input type="checkbox"/>	Stomach	<input type="checkbox"/>	Pelvis	<input type="checkbox"/>	Back		
Left				Right			

Please indicate the area of injury:



Nature of Suspected Injury:

<input type="checkbox"/>	Sprain/Strain	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Concussion
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<input type="checkbox"/>	Puncture	<input type="checkbox"/>	Bruising	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Laceration
<input type="checkbox"/>	Graze	<input type="checkbox"/>	Sting/Bite	<input type="checkbox"/>	Foreign Body	<input type="checkbox"/>	Burn
<input type="checkbox"/>	Infection	<input type="checkbox"/>	No Apparent Injury	<input type="checkbox"/>	Chipped Tooth	Other (give details)	

Size of Injury

<input type="checkbox"/>	1 - 1.5cm	<input type="checkbox"/>	2-2.5cm	<input type="checkbox"/>	3-3.5cm	<input type="checkbox"/>	4-4.5cm
<input type="checkbox"/>	5-5.5cm	<input type="checkbox"/>	6-6.5cm	<input type="checkbox"/>	7-7.5cm	<input type="checkbox"/>	8-8.5cm
<input type="checkbox"/>	9-9.5cm	<input type="checkbox"/>	Over 10cm:				

Action Taken

<input type="checkbox"/>	D.R.A.B.C	<input type="checkbox"/>	R.I.C.E	<input type="checkbox"/>	Bandaging	<input type="checkbox"/>	Dressing
<input type="checkbox"/>	Immobilisation	<input type="checkbox"/>	Observation	<input type="checkbox"/>	<input type="checkbox"/>	Other:	

Where did they go immediately after the incident?

<input type="checkbox"/>	Home	<input type="checkbox"/>	Hospital	<input type="checkbox"/>	First Aid Area	<input type="checkbox"/>	Slide
<input type="checkbox"/>	Food Outlet	<input type="checkbox"/>	Display	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Doctor
<input type="checkbox"/>	Other:						
(give details)							

How did they leave the area?

<input type="checkbox"/>	On Foot	<input type="checkbox"/>	Car	<input type="checkbox"/>	Ambulance	<input type="checkbox"/>	Bike
<input type="checkbox"/>	Wheelchair	<input type="checkbox"/>	First Aid Vehicle	Other:			

Was the person at the time of the incident?

<input type="checkbox"/>	Wearing Glasses	<input type="checkbox"/>	Covered Shoes	<input type="checkbox"/>	Track / Running Shoes	<input type="checkbox"/>	Thongs/ Flip Flops
<input type="checkbox"/>	High Heels	<input type="checkbox"/>	Ankle Length Boots (or longer)	<input type="checkbox"/>	No Shoes	<input type="checkbox"/>	
<input type="checkbox"/>	Other clothing (if relevant):						

Are they on any prescribed medication No ☐ Yes ☐

What is the Medication?

Referred to

Doctor ☐ Hospital (by car) ☐ Hospital (by ambulance) ☐

First Aid ☐ N/A ☐

Person Submitting Details

Name (print):

Phone No:

Date of Incident:

Time of Incident:

Signature:

Has incident site been inspected? _____

Comments:

Has a Customer Action Request (CAR) been raised to reduce the chance of the incident occurring again?

Yes No

CAR Number: _____ Date CAR Raised: _____

Date CAR completed (job finished): _____

TRIM Reference number: _____

Manager Name: _____

Signature: _____

Once complete please direct this form to Council's WHS/ Risk Management Officer

Table 1 – Measures of Likelihood

Level	Description	Example detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Might occur at some time
D	Unlikely	Could occur at some time
E	Rarely	May occur only in exceptional circumstances

Table 2 – Measures of consequences or impact

Level	Description	Example detail description
1	Insignificant	No injuries,
2	Minor	First aid treatment, minor impact, medium
3	Moderate	Medical treatment required, moderate impact
4	Major	Extensive injuries, loss of production capability, major impact,
5	Catastrophic	Death, detrimental effect,

Table 3 – Risk Analysis Matrix – Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H(High)	H	E (Extreme)	E	E
B (likely)	M(Medium)	H	H	E	E
C (moderate)	L(Low)	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Appendix 2 –

Food Business Notification Form

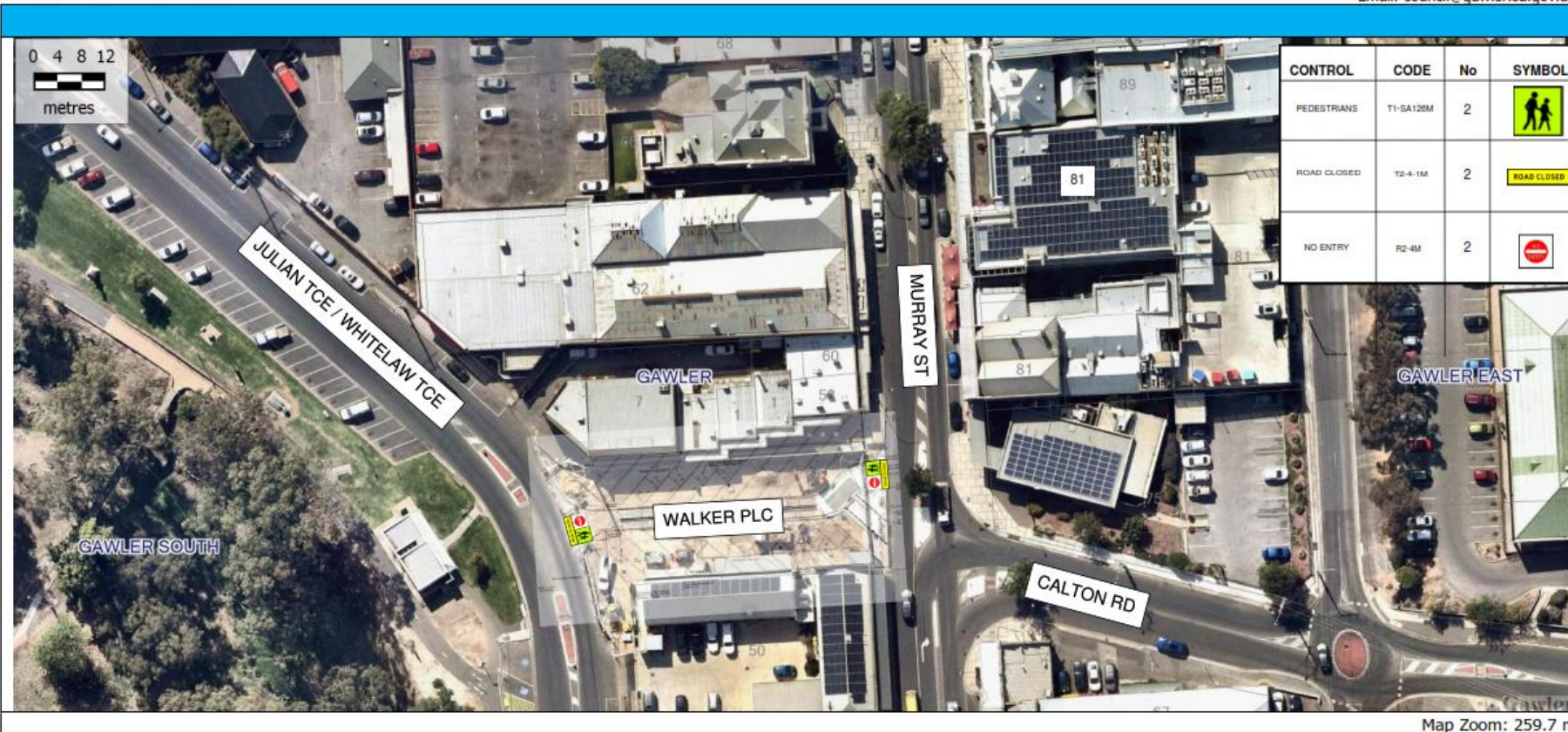
Business Name	Type of Food	Food Business Number	Contact Name	Contact Number

Appendix 3 –

Stall Holders / Merchandise

Business Name	Type of Stall	Contact Name	Contact Number

Appendix 4



Notes	Disclaimer
WALKER PLACE TMP - EVENTS OF 100 PEOPLE OR LESS	This map is a representation of the information currently held by the Town of Gawler. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated.

Appendix 5



43 High Street
PO Box 130, Gawler East, SA 5118
Tel: 08 8522 9211 Fax: 08 8522 9212
Email: council@gawler.sa.gov.au



Notes

WALKER PLACE TMP - EVENT OF MORE THAN 100 PEOPLE

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Gawler WALKER PLACE

