



Event Management Guidelines

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Introduction

An event can be an event or function held at a specific place at any time for public or private attendance, this includes events held by community or sporting groups on Council owned and/or controlled land (excluding events held at land/buildings leased to a third party). Community events provide enjoyment and entertainment and are designed to attract like-minded community and sporting people.

The intent of these Event Management Guidelines is to govern and ensure the safety of event participants and organisers of any incident occurring on or within Council owned or controlled land and buildings. Event organisers and participants need to understand the safety requirements and implications of staging an event and be aware of the precautions that must be taken to minimise risks.

These Guidelines address ways in which event organisers, volunteers and participants can minimise risks, and explains the application process and how to complete associated Event Management Forms. They can also provide useful information regarding industry contacts.

It is important that event organisers consult with all stakeholders during the planning, staging and review of an event including those stakeholders involved with emergency services.

Note: For small private events e.g. a wedding ceremony or children's birthday parties held on community land, or private events held in the Institute Hall/Supper room complete sections 1-4 of the Event Application Form (Attachment A), and complete any other section of the form that may be relevant to your function/event.

Definitions

Event Organiser- includes any persons, committee, bodies, agencies, etc. responsible for the organisation, coordination, promotion, operation or management of an event.

Food Business- means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves:

- a) The handling of food intended for sale: or
- b) The sale of food.

Regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Food Premises- includes:

- a) Land (whether or not vacant) or
- b) The whole or part of a building, tent, stall or other structure (whether of a permanent or temporary nature): or
- c) A pontoon: or
- d) A vehicle (other than a food transport vehicle while it is engaged in the transport of food):

Public Area or Place- a place to which the public ordinarily has access, whether an admission fee is charged or not.

Potable Water- water that is acceptable for human consumption

Public Event – an event in a certain place during a particular interval of time for public or private attendance. A public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events and occurs on a regular, one-off or irregular basis.

Relevant Authority- the authority, agency or body vested with the responsibility to administer relevant legislation, or the party or agency that has the care, control or authority and is responsible to deal with, address or handle the particular function or issue, e.g. Country Fire Service (CFS), State Emergency Services (SES), and South Australian Police (SAPOL).

Relevant Food Authority- means the Minister and includes, if the regulations provide in relation to a provision in which the expression is used, a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations for the purposes of that provision.

Stakeholder- any person, agency or authority that has a direct responsibility for any aspect of an event or may be affected by the event.

The Application Process

All Council Event Management and Application Forms can be found at www.streakybay.sa.gov.au or copies obtained from the District Council of Streaky Bay principal office located at 29 Alfred Terrace, or at the Visitor Information Centre at 19 Bay Road.

Step 1: Complete the appropriate Event Management Application Form (Attachment A) and submit to Council via either:

- Mail PO Box 179, Streaky Bay SA 5680
- Email dcstreaky@streakybay.sa.gov.au
- Fax 8626 1196
- In person at 29 Alfred Terrace, Streaky Bay, or at the VIC 19 Bay Road.

Step2: Council staff will determine the need for any specific requirements for the event

Step 3: Where permits/licences are required, the application will be circulated amongst Council employees for responses and requirements.

Step 4: Any fees payable in relation to the event must be received one (1) week prior to the event date. Hall Hire bond and Bus Hire bond must be paid at the time of booking

Step 5: Site inspections may be necessary for temporary structures, amusement rides, food vendors and animal providers.

Note: Inspection may be carried out during the event.

Step 6: Timeframes for set up and clean up/vacating of site must be included in the event application. Inspection of the post event cleared site will be undertaken by council staff.

Step 7: On receipt of, and final assessment of all required documentation a completed Permit will be issued to the Event Organiser

Fees

All fees, including bonds, will be in accordance with Councils Schedule of Fees & Charges available at www.streakybay.sa.gov.au

It is the responsibility of the event organisation to pay to the relevant provider all fees associated with Liquor Licensing, Public Liability Insurance, Work Zone Traffic Management,

Road Closures), Inspections, Community Consultation and Advertising. (Note: associated costs Borne by council must be paid by the event organisers in advance).

Council, at its discretion, may waive any identified fees, including bonds.

Completing the Event Management Application Form (Attachment A)

The information contained in this section of the Event Management guidelines has been designed to assist event organisers complete event management documentation.

Section1- Event Organisers Details

The contact details for the Applicant are required in this section. Where organisations are involved a representative of the organisation needs to be nominated as the contact person for the event. Contact details provided should be valid in the lead up to, during and after the event.

Section 2 – Event Details

The details of the event will be used to consider the general and specific conditions of the application. Council must be informed of any changes in the planning stages of an event so that the application can be assessed accurately prior to the event.

The proposed location and dates of the event need to be included so that the availability of any Council owned/controlled site can be assessed for availability and booked by Council.

Site preparation and vacation (clean-up of site) need to be considered as a part of the event planning to ensure adequate time has been allowed to meet the timeframes agreed in the application.

Section 3: Insurance

Documented evidence in the form of a Certificate of Currency of public liability insurance must be provided to Council prior to any event approval being granted. Council requires public liability insurance coverage of \$20,000,000 (twenty million dollars). Where there is more than (1) event organiser and/or third parties involved, it is a requirement that the principal event organiser provides evidence that all parties have a Certificate of Currency of public liability insurance to the value of \$20,000,000 (twenty million dollars) prior to any event approval being granted.

All events held on Council owned or controlled property must have public liability insurance coverage. Council's insurance will not be extended to cover third parties holding events on Council owned or controlled land.

Note: Refer to Appendix 1 – Event Management Procedure Enquiry flowchart if you are unsure of public liability insurance requirements.

Section 4- Liquor Licensing

If alcohol is to be sold or consumed at the event it may be necessary to apply to the Office of Liquor Licensing and Gambling for an appropriate liquor licence. Event organisers will require a letter of Support from Council prior to lodging any liquor licence application and must provide information relating to any liquor licence approval to Council (8) eight weeks prior to the event date.

It may be a requirement for the event organiser to appoint and train a Responsible Officer as part of any liquor licence application.

The Office of Liquor and Gambling Commissioner may impose conditions on a liquor licence relating to the safety of all persons attending the event. Depending on the nature, size and activities of the event there may be a requirement to engage professional security personnel.

This may be a requirement imposed by the Office of Liquor & Gambling to comply with any granting of a Liquor Licence. For advice regarding the provision of security at an event it is advised that SA Police be contacted.

If you intend applying for a dry area (alcohol free event), an application needs to be lodged with Council at least six (6) months in advance of the event date.

Section 5- Noise

Event organisers may need to apply to the Environment Protection Authority (EPA) for an exemption from the provisions of the Environmental Protection (Machine Noise) Policy. A Broadcasting Licence may also be required and event organisers will need to liaise with Council to ensure that the relevant approvals are gained.

Allow four (4) to six (6) weeks for an application to be processed, during this time the application may be advertised in local newspapers for comment. Information required for the application includes the location, time, duration and sound equipment at the event.

Note: Amplified noise for events held in the open must be concluded by midnight the day of the event.

Complete Attachment F: Safe Work SA Event Notification Form if sections below are relevant to your event

Section 6- Dangerous Substances

LPG cylinders are classified as containing a dangerous substance. If your event involves the use of LPG gas or flammable liquids (such as petrol) you are obligated to advise SafeWork SA by completing Attachment F: SafeWork SA Event Notification Form.

In addition: If you have over 250kg LPG, or 120L of flammable liquids on the entire event site, you must provide the DS Storage Licence Number.

Section 7- Overhead Lighting/Electric Cords

It is the responsibility of event organisers to ensure all electrical cords, power boards and electrical equipment (e.g. cooking equipment, pa systems, overhead lighting) that are to be used at the event have a current test and tag completed. Electric boards that are fitted with a Residual Current Device also require a current test and tag completed.

Section 8-Risk Assessment -Safety Requirements (Attachment E)

It is the responsibility of event organisers to identify and manage risks associated with any event through a risk assessment process. Hazards/Risks must be identified and assessed and arrangements put in place to minimise and manage those identified risks.

Hazards/Risks may include (but not limited to):

- Electrical Incidents
- Bomb Threats/Explosion/Fire/Bushfire
- Structural Collapse
- Slips/Trips/Falls
- Inclement Weather
- Food Poisoning
- Drugs & Alcohol
- Crime/Crowd Control/Unauthorised Access
- Dust, Pollens or other Allergens
- Hazardous Substances
- Dangerous Substances (LPG cylinders, flammable liquids such as petrol)
- Fireworks
- Use of Forklift

- Moving vehicles in the event space
- Working at heights

For larger events Council may assist with the risk assessment process or encourage event organisers to liaise with emergency services. A pre-event meeting should be held to discuss event details, including the provision of the risk assessment process. Additional meetings should be scheduled to address any changes to the event and event activities in order to have an accurate risk assessment for the event. Where the event is an annual or ongoing event a meeting to review risk assessments is recommended.

Completed risk assessments and recommended actions should be distributed to event management and volunteers and should be discussed by those groups prior to the event.

Note: Refer Appendix 3: sample of risk assessment & **Attachment E:** A risk assessment template

Section 9- Temporary Structures (stages, tiered seating, large marquees/tents)

Event organisers will be required to ensure SafeWork SA certification requirements and current public liability insurance to the value of \$20,000,00 (twenty million dollars) are provided to Council before the approval of temporary structures, including completed risk assessments and job safety analysis provide by any person erecting and dismantling a temporary structure. Council may request SafeWork SA carry out an inspection of any completed temporary structure.

Temporary Structures include (but are not limited to):

- Large marquees/shade sails
- Staging/trussing/rigging/scaffolding
- Tiered seating
- Fencing, and
- Amusement structures & rides

Any proposed temporary structure will be subject to a pre event site inspection by Council to determine the location and impact on any underground services, irrigation and utilities limiting the risk of an incident, including damage. Any damage to underground services, irrigation and utilities, will be the responsibility of event organisers. Where Council is required to undertake remedial work those associated costs will be recovered by Council or the relevant authority.

If your event involves the use of large temporary structures such as tents and stages (above 2x4metres) you are obligated to advise SafeWork SA by completing Attachment F: SafeWork SA Event Notification Form.

Council's underground sub irrigation systems- The foreshore lawn area (in front of the hotel) and the RSL lawn area has sub surface irrigation systems in place. Pegs **are not to be** driven into the lawn in these areas. Small Temporary structures can be held in place with sandbags. Eyre Avenue lawn area also has an underground watering system. You may be liable for any costs associated with damage to council's underground irrigation systems. Please contact DCSB Manager District Service or Community Development Officer for more information phone: 8626 1001.

Section 10- Amusement Structures (e.g. rides, bouncy castles)

If amusement rides are part of an event the event organiser must ensure that the proprietor provides current evidence of SafeWork SA accreditation, compliance and any associated engineering reports, in addition to current public liability insurance to the value of \$20,000,000 (twenty million dollars) prior to the event. The event organiser will be responsible for ensuring that the serial numbers appearing on these documents directly relates with those appearing on the amusement ride. Where SafeWork SA accreditation, compliance and any associated

engineering reports are not provided prior to an event the proprietor of the amusement structure/rides will not be allowed to operate.

The event organiser in consultation with the proprietor of the amusement structure/rides must conduct an inspection of the site prior to operating the structure/ride ensuring the site is safe for patrons and users.

If your event involves the use of amusement structures (including bouncy castles) you are obligated to advise SafeWork SA by completing Attachment F: SafeWork SA Event Notification Form.

Section 11: Fire Works

Event organisers will be required to provide current SafeWork SA Permits and Pyrotechnics Licences to Council, including current public liability insurance to the value of \$20,000,000 (twenty million dollars).

Prior to approval being given

- Council may seek further guarantees from emergency services
- Consideration will be given to the intended area of the fireworks. If council believes there is an unacceptable risk to public safety and property your fireworks application will be refused.

Fire Works during the Fire Danger Season- if fireworks are proposed as part of an event during the fire ban season a Ninth Schedule fire permit (with conditions as defined on the permit) will be required. To obtain a Ninth Schedule permit contact DCSB Fire Prevention Officer Phone: 8626 1001 mob: 0427 400 584. The local CFS will need to be notified.

Fire Works on a Declared Total Fire Ban day- if on the day of the intended fireworks a total fire ban day has been declared a Tenth Schedule (with conditions as defined on the permit) will be required, and the local CFS notified. To obtain a Tenth Schedule permit contact CFS Region 6 Headquarters phone: 08 8682 4266 email: cfsregion6@cfs.sa.gov.au.

A copy of issued fire permits are to be provided to DCSB prior to the fireworks display.

If your event involves the use of fireworks, you are obligated to advise SafeWork SA by completing Attachment F: SafeWork SA Event Notification Form.

Section 12: Site Plan

A site map detailing the layout of services and activities of the event needs to be provided and must be easy to interpret. Site plans should be distributed to event participants, including stall holders and posted strategically for patron's ease of viewing (if required). The site plan must be considered as part of the risk assessment process for the event.

Section 13- Stall Holders (Attachment B)

Stall Holder, individuals and/or organisations participating in the event must complete a Stall Holder Permit (Attachment B) and provide current copies of their public liability insurance and other applicable documents including engineering reports, licences and qualifications where identified.

Food Provisions (Attachment C)

Food businesses must notify Council of their intent to operate. Notification applies to any food business whether the activities undertaken are for a charity, sporting or community purposes, commercial ventures or "once only" events that involve the handling and sale of food.

Notification is required to ensure Council is aware of food businesses operating within the District and how to contact operators for inspection purposes, and to provide guidance on food handling requirements associated with their business.

Attachment C – Food Business Notification Form must be completed by the individual food outlet where any form of food will be provided at an event. The form is to be lodged two weeks prior to the event to allow time for processing the application.

Section 14- Road Closures, Restrictions and Traffic Management

If the event, or part of, is to be conducted on a road, footpath or road reserve the event organisers will need to liaise with Council to ensure that the relevant approvals are gained.

Attachment E DCSB 20 Form 03 Application for Temporary Road Closure is required to be lodged by event organisers if a road closure is required. At Least 3 months is usually the minimum timeframe in order to fulfil all of the requirements for road closures. Any public notice advertisement, resulting from the application will be at the cost of Event Organisers.

If you seek Council to provide traffic management officers to undertake the road closure, a service fee will be charged in accordance with Council's private Works Rate unless otherwise approved by Council.

Event organisers will be responsible for identifying where there is four wheel drive access only and will be responsible for ensuring effective measures are in place to prevent vehicles causing undue disturbance or damage to neighbouring properties, livestock, any road and utilities infrastructure or causing environmental damage.

Section 15-Toilet Facilities

The provision of toilet and ablutions facilities must be assessed prior to any event approval. Where alcohol is available at an event the conditions of any approved liquor licence will stipulate how many toilets will be required. This will also take into consideration the venue, duration of the event, existing facilities and proposed number of people attending the event.

Note: Refer to Appendix 2- Toilets – source: *Guidelines for the Management of Public Health & Safety at Public Events* (Government of South Australia Department of Health)

Section 16- Waste Management

Event Organisers are responsible to ensure adequate waste management facilities and practices are provided for the duration of the event, in addition to ensuring appropriate disposal of any waste following the event. If you require assistance with additional waste collection services and disposal you may contact DCSB Waste Management Contractor, Eyre Peninsula Recycling phone: 8680 5114, mobile: 0428885114. A fee for service is to be paid by the event organiser to the Waste Contractor.

Section 17- Emergency Services & First Aid Provisions

The provision of emergency services and first aid is the responsibility of the event organiser. The number and type of first aid facilities required will depend on the size and nature of the event. Event organisers should contact local Police, CFS, and SA Ambulance service to discuss what may be required and where they may be able to assist. Event organisers as a minimum must ensure that first aid kits are available at the event and that members of a Committee and/or volunteers have appropriate senior first aid training.

Event organisers should have an appropriate emergency plan and communication system in place for contact/communication with emergency and first aid personnel during the event and this system should be known to all event committee/volunteer members and emergency

services. First aid locations should be identified on the site plan. Please provide a copy of an Emergency Plan for your event with your application.

Section 18- Volunteers

Event organisers will be responsible for all volunteers engaged to work at any event. Council encourages event organisers and their associated committees/incorporated bodies to take out and hold volunteers insurance. Event organisers must ensure that any volunteer involved with the event has been provided all appropriate information relating to the event, such as: emergency contact details, emergency assembly points and emergency service locations. Volunteers should be easily identifiable to members of the public and should have, where appropriate, senior first aid training, mandatory reporting training and responsible officer licences.

Section 19- Animals

If animals are being displayed or for the purpose of rides or entertainment by the event organiser or a third party they must provide to Council current public liability insurance to the value of \$20,000,000 (twenty million dollars) prior to the event. It is the responsibility of event organisers and third parties to ensure faeces control and disposal of, and provide hand washing/drying facilities for all participants.

Section 20- Use of Contractors

Contractors may be engaged or hired to supply services to an event for example stage, or lighting or marquee supply and erection, electricians, fork lift operators. Event organisers have an obligation to ensure contractors are licenced to undertake the work they are engaged to undertake for the event. It is the Event organisers responsibility to ensure contractors provide a Safe Work Method Statement for high risk works and undertake a site induction prior to works commencing.

If your event involves the use of contractors you are obligated to advise SafeWork SA by completing Attachment F: SafeWork SA Event Notification Form.

Section 21- Signage

Event organisers should ensure that all signage is appropriate and provided at the venue to prevent event participation confusion. Signage for the following issues should be considered:

- No Alcohol Permitted
- Entrances/Exits
- Food Vendors
- Parking
- Toilet Facilities including Disabled Facilities
- Emergency Services First Aid & Security
- No Smoking

Where signage is proposed event organisers will be required to consult with Council as to suitable locations and design of signage, all signage must comply with Council's by-Law requirements and no permanent signage will be allowed. All costs associated with signage will be the responsibility of the event organisers.

Vacating the Site

Event organisers must ensure the site has been appropriately cleaned up after the event, and as a minimum to a condition that it was prior to the event. This includes collection and removal of all waste, the removal of all temporary structures and signage. It is the responsibility of event organisers to make appropriate arrangements for clean-up and restoration at their expense.

Public Consideration

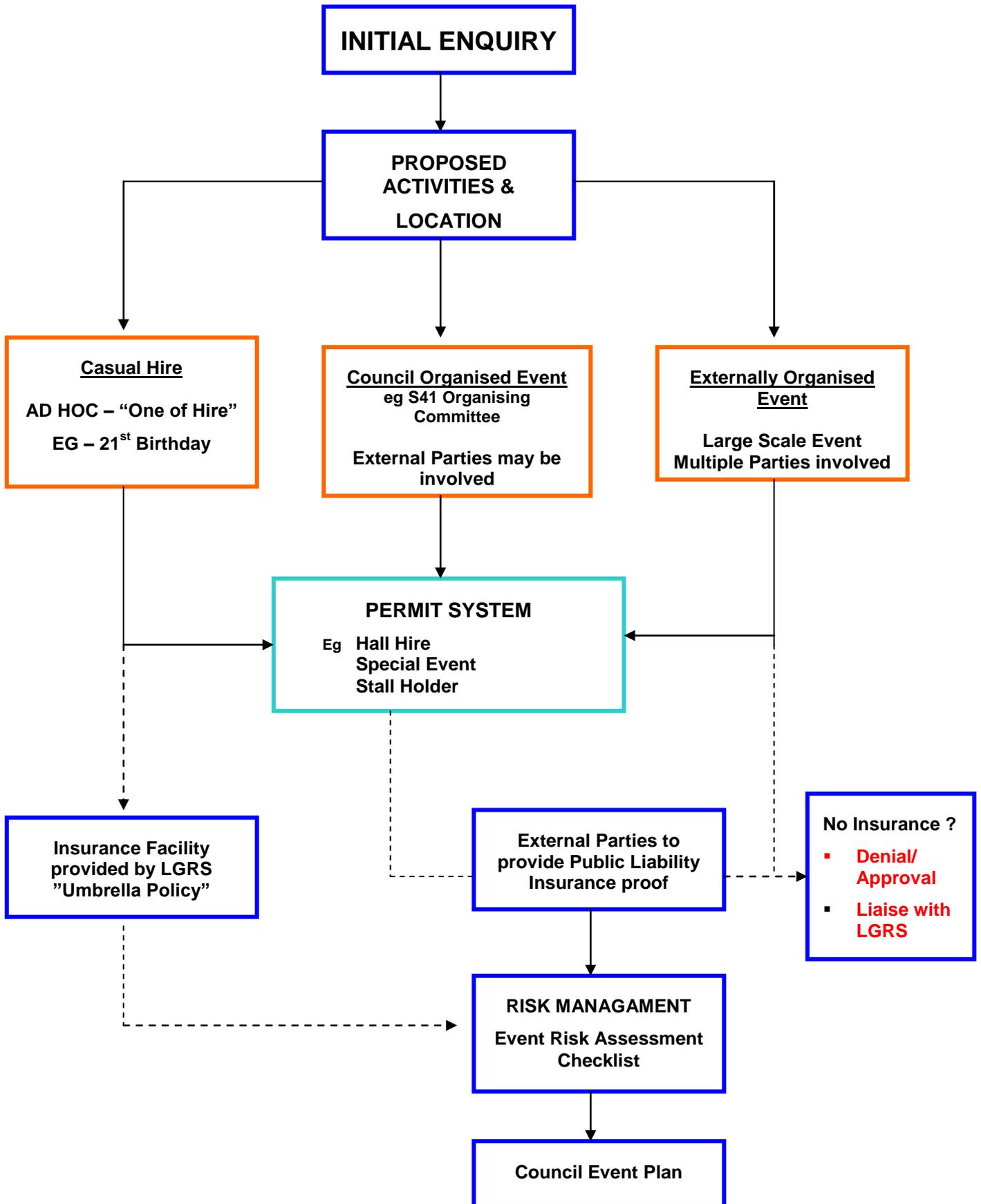
Event organisers must consider the impact their event may have on adjoining property owners and the general public. This may include notification by letter drops and newspaper articles. DCSB monthly publication “Criterion” offers advertising at reasonable rates. Please phone DCSB Visitor Information Centre 8626 7033 or email info@streakybay.sa.gov.au

Terms and Conditions

The issuing of any event approval will be subject to the Applicant agreeing to the terms and conditions and any additional requirement of the permit which DCSB may determine. Terms and Conditions are provided with all application forms.

The following Additional Terms and conditions may apply to your event:

Appendix 4: Conditions of Hire – Streaky Bay Institute Hall and Supper Room Hire



APPENDIX 3a ~ Toilets

The tables are provided from the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*:

Toilet facilities for events where alcohol is not available:

Patrons	WC	Males		Females	
		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	WC	Males		Females	
		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%

These figures differ from the specifications provided by the *Building Code of Australia*, which are more stringent. For requirements, the relevant health authority or other relevant agencies should be contacted, e.g. Office of the Liquor and Gambling Commissioner.

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.

Specific requirements for unisex access toilets and ablutions facilities are stipulated in *Australian Standard 1428.2 – Design for access and mobility – Enhanced and additional requirements – Buildings and facilities*, and in the *Building Code of Australia*.

EXAMPLE: EVENT MANAGEMENT RISK ASSESSMENT

NOTE: The example does not cover all hazards/risks associated with events. Refer to hazard checklist to assist with identifying hazards and risks.

Event Title/Description:

.....

.....

Event Location/Site:

.....

.....

Event Date:

Time:

Hazard Description (causes, conditions, factors, exposure, exceptions, when)	Current Controls (elimination, substitution, engineering, administrative, PPE, (legal obligation))	Current Risk Rating	Proposed Additional Controls (elimination, substitution, engineering, administrative, PPE, (legal obligation))	Residual Risk Rating	Responsible Person
Parade/Procession - Accidents/incidents <ul style="list-style-type: none"> Access/Egress, Members of the Public Stall holders 	Site plan of Event, Road Closure in place and monitored by accredited volunteers, Implement Work Zone Traffic Management, Advanced Warning signs displayed prior to and during the event, SA Police in attendance, Defined area for members of the public to stand to watch the parade, Vehicles in the parade moving at slow speed	Med (13) (unlikely/Major) -	Nil	-	Responsible: Event Coordinator Due date: On the day of the event
Lack of Access Egress for Emergency Services	Site plan of Event, Road Closure in place and monitored by accredited volunteers, Implement Work Zone Traffic Management, SA Police in attendance	Low (2) (unlikely/Insignificant)	Nil		Responsible: Event Coordinator Due date: On the day of the event
Electrical Incidents/Accidents	Stall holders required to secure cords/extension leads away from public access routes. All cords & leads have current test n tag in place	Med (8) (Possible/Minor)	Nil		Responsible: Event Coordinator Due date: Prior to the event commencing
Fire	CFS on site/Fire Danger Season in affect. Event organizing Committee members ensure site plan allows for ease of access/egress. Check stall holders infrastructure is correctly set up prior to event to allow ease of access/egress including during an emergency	Low (5) Unlikely/Minor	Nil		Responsible: Committee member allocated the task Due date: Prior to the event commencing

Risk Assessment Team

Name: _____ **Signature** _____ **Date** _____

Name: _____ **Signature** _____ **Date** _____

Name: _____ **Signature** _____ **Date** _____

Control Verification: To my knowledge legal requirements have been met and effective controls will be in place prior to and during the event as indicated on the risk assessment..

Name: _____ **Signature** _____ **Date** _____

Consequence Ratings- Maintain Public Safety

Insignificant	Minor	Moderate	Major	Catastrophic
Appearance of a threat but no actual harm	Serious near misses or minor injuries	Small numbers of injuries	Isolated instances of serious injuries	Large numbers of serious injuries or loss of life

Likelihood Rating

Likelihood rating	Recurrent risks	Single events
Almost certain	Could occur several times per year	More likely than not: probability greater than 50%
Likely	May arise about once a year	As likely as not: 50/50 chance
Possible	May arise once in ten years	Less likely than not but still appreciable: probability less than 50% but still quite high`
Unlikely	May arise once in ten to 25 years	Unlikely but not negligible: probability low but noticeably greater than zero
Rare	Unlikely during the next 25 years	Negligible: probability very small, close to zero

Risk Rating Table

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	M 7	H 14	H 17	E 23	E 25
B (likely)	M 6	M 9	H 16	E 22	E 24
C (possible)	L 3	M 8	H 15	H 18	H 21
D (unlikely)	L 2	L 5	M 11	M 13	H 20
E (rare)	L 1	L 4	M 10	M 12	H 19

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Example: Event Management Risk Assessment Continued

Hazard Checklist			
<input type="checkbox"/>	Access & Egress	<input type="checkbox"/>	Machine/Plant Guarding
<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Manual handling (lifting or twisting)
<input type="checkbox"/>	Biological/Bacteria	<input type="checkbox"/>	Materials handling (forklift/other)
<input type="checkbox"/>	Compressed Air/Vacuum	<input type="checkbox"/>	Moving Plant/Traffic
<input type="checkbox"/>	Confined Space	<input type="checkbox"/>	Needle Stick
<input type="checkbox"/>	Dangerous goods/Substance	<input type="checkbox"/>	Noise
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Plant Operation
<input type="checkbox"/>	Electricity (power tools/power leads cords)	<input type="checkbox"/>	Public Traffic/Access
<input type="checkbox"/>	Ergonomics/Workplace Design	<input type="checkbox"/>	Services/utilities (underground/overhead)
<input type="checkbox"/>	Explosive/Pneumatic Power Tools	<input type="checkbox"/>	Sub surface Irrigation
<input type="checkbox"/>	Fatigue	<input type="checkbox"/>	Soil Contamination
<input type="checkbox"/>	Fire/Explosion (Inc. Bushfire)	<input type="checkbox"/>	Structural Alterations/Support
<input type="checkbox"/>	Flying/Falling Objects/Debris	<input type="checkbox"/>	Trenching/Excavation
<input type="checkbox"/>	Formwork Erection/Dismantling	<input type="checkbox"/>	High UV Rating (Ultra Violet)
<input type="checkbox"/>	Fumes/Gas bottles	<input type="checkbox"/>	Vehicle Related Incident
<input type="checkbox"/>	Hazardous Substances/Contamination	<input type="checkbox"/>	Verbally/Physically Aggressive Person/s
<input type="checkbox"/>	Falls/Slips/Trips	<input type="checkbox"/>	Wildlife, bees, snakes, spiders, etc.
<input type="checkbox"/>	Ground subsidence	<input type="checkbox"/>	Working alone
<input type="checkbox"/>	Hot work (cutting/welding/grinding)	<input type="checkbox"/>	Work near/over Water
<input type="checkbox"/>	Inclement Weather (hot/Wet/Dusty/Storm/lightening /thunder	<input type="checkbox"/>	Work Related Stress
<input type="checkbox"/>	Lasers	<input type="checkbox"/>	Working at Heights
<input type="checkbox"/>	Lack of Lighting	<input type="checkbox"/>	Other
<input type="checkbox"/>	Lack of Shade	<input type="checkbox"/>	Other

Environment			
<input type="checkbox"/>	Air Quality (dust/emissions)	<input type="checkbox"/>	Bulk Excavation/Spoil
<input type="checkbox"/>	Concrete or paint waste	<input type="checkbox"/>	Contaminated Soil/Water
<input type="checkbox"/>	Dewatering/pump out	<input type="checkbox"/>	Native Vegetation (protected flora/fauna)
<input type="checkbox"/>	Heritage	<input type="checkbox"/>	Noise or Vibration
<input type="checkbox"/>	Noisy Work	<input type="checkbox"/>	Spills & Response
<input type="checkbox"/>	Slurry or other Discharges	<input type="checkbox"/>	Workzone Traffic Management
<input type="checkbox"/>	Hazardous Waste	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Waste Disposal	<input type="checkbox"/>	Other

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	PROPERTY MANAGEMENT Streaky Bay Institute Hall & Supper Room Conditions of Hire File Number: 16.006.001.003	Record Number:	-
		Version No:	3
		Issued	Aug 2015
		Next Review	Aug 2017

CONDITIONS OF HIRE INSTITUTE HALL & SUPPER ROOM

1. The Chief Executive Officer or an authorised officer has the right to refuse any application for the hiring of the Streaky Bay Institute Hall and associated facilities.
2. The hirer, in paying the prescribed fee, will be covered by Councils general public and products liability insurance policy, if they meet the criteria in Council's insurance cover. The hirer, if not covered by Council's insurance, shall take out and keep current during the period of the hire, a public and products liability insurance for a minimum sum of \$10,000,000 insuring against all actions, costs, claims, damages, charges and expenses which may be brought, made or claimed against the hirer arising out of the premises. A Certificate of currency shall be provided to Council. Refer Attachment 1 - Insurance Flow Chart
3. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents from and against all actions, costs, claims, damages, 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 the hiring of the premises.
4. Sale of Liquor
Alcoholic beverages are not to be served in all areas of the Streaky Bay Institute without the relevant liquor licence being obtained prior to the date of hire. Hirers need to apply through The Office of Liquor and Gambling Commissioner if they require a limited liquor licence.

For the purposes of the *Liquor Licensing Act 1997* the term "sale" is defined broadly to include:

To barter or exchange; to offer or expose for sale; to supply in circumstances in which the supplier derives, or would derive, a direct or indirect pecuniary benefit; to supply or offer to supply gratuitously but with a view to gaining or maintaining custom, or otherwise with a view to commercial gain. If the sale of liquor falls in to any one of these categories you will need a license. It is an offence to sell liquor without a license.

Some examples of events which would be defined as "selling" liquor include:

Where there is a cover charge but liquor is BYO; where the consumption of liquor is included in the cover charge e.g. food, drinks and entry included in the one ticket price (even at a private home); where entry is by donation; where wine tasting is being offered with a view to selling wine, whether at the event or in future; where liquor is supplied as part of a pooled money arrangement; where liquor is offered as a "gift" when an item is purchased.

5. Capacity
The maximum capacity for the Institute is 200 people and the Supper Room is 80 people. Performers are limited to 30 adults or 60 children in the backstage area which include the downstairs foyer area. In the case of the performers being children, for each adult present backstage the number of children shall be reduced by two (2).
6. All refreshment commodities, apart from the facilities listed in the kitchen inventory must be provided by the hirer.
7. The hirer will be responsible for any loss or breakage of inventory items.
8. Lights and appliances in all areas must be switched off on vacating the premises, urns emptied and left inverted. A **10% surcharge** will be added to the hire fee if the Caretaker reports that lights and/or power were left on.
9. The Council accepts no responsibility in any way for any property or equipment of the hirer or any persons attending any function in the premises.
10. Set up times are subject to availability, hirers need to request time through the Council Office. Any set up time will be charged as listed in Councils Fees and Charges schedule.

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11. The driving of tacks, nails, screws or adhesive materials etc into or on any of the woodwork, floor or walls or any part of the building, equipment or fixtures is not permitted.
12. The hirer must ensure that:
 - a. No lights or lighting fixture is interfered with in anyway;
 - b. The use of confetti, glitter or similar materials is strictly forbidden without express permission of Council;
 - c. No Council property, chattels, equipment, fixtures or fittings are to be removed from the facilities.
13. The hirer will be responsible for any damage to the Streaky Bay Institute and all other areas, building, furnishings or equipment which is attributed during the hire period.
14. Council requires a bond, charged as listed in Councils Fees and Charges schedule, to be paid prior to the use of the Institute for all activities. The bond is applied to additional cleaning and damages that may result from the hire of any portion of the Streaky Bay Institute and all other areas. The bond will also be forfeited for failure to comply with the hiring conditions.
15. Hirers shall ensure that no noise is emitted, caused, or made that causes nuisance to any member of the public and in any case ensure that the noise level does not exceed 83 decibels when measured at any place within the Streaky Bay Institute and all other areas.
16. All persons are to leave the building by 1 am.
17. Equipment

A number of chairs, trestle and round tables and a limited number of crockery and cutlery are provided as part of the booking fee (please ask staff at time of booking for exact number). Any additional tables, chairs, cutlery or crockery required are to be sourced by the hirer at the hirers' own cost.

All tables, chairs and any other equipment found and stored in the institute are not to be removed from the building and are not for separate hire.

Any electrical equipment bought in by the hirer must be electrical tested and tagged as per AS3760. Failure to comply with this will result in a loss of bond.

No portable cooking equipment is to be used within the institute hall, kitchen or supper room, other than for the purpose of reheating food.
18. Candles & Smoke Machines are able to be used; however a risk assessment is required prior to the hire period.
19. Smoking is not permitted within the Streaky Bay Institute and all other areas.
20. No structures are to be placed in front of, or in any way obstruct the access to, any fire extinguisher or exit located in the facility.
21. The 'EXIT' lights must be illuminated for all functions; they are not to be covered with decorations or materials that obscure the location of emergency exits.
22. Cleaning & Removal of Waste

The Streaky Bay Institute and all other areas are to be left in a clean condition and all debris, decorations, empty bottles, food scraps etc., must be removed by the hirer immediately after the function. Bins for disposal of refuse and cleaning equipment are made available within the Institute.

Should the hirer fail to comply with this condition the Chief Executive Officer may employ the necessary labour and recover the costs from the hirer.
23. LOCKING UP – All outside doors and windows must be securely locked after every function. The hirer will be held responsible for any thefts or damage caused by unauthorised persons gaining access to the Institute and all other areas due to the lack of secured entrances.

24. Health & Safety Hazard Inspection Audit

The hirer is to accompany a Council employee on an OHS audit inspection of the facilities prior to and on completion of the hire period. DCSB-16 Form 01 Streaky Bay Institute Hall & Supper Room WHS Inspection Audit to be completed and signed by both parties.

BOOKING PROCEDURE

1. All bookings must be made through the Council.

Telephone bookings will be accepted, however, unless a completed application form is returned within 7 days, the booking will not be considered confirmed

2. All fees as listed in Councils Fees and Charges schedule are payable at least 7 days prior to the required date, fee reduction or waiver will be determined in accordance with the Streaky Bay Institute and Supper Room Hire Policy.
3. Keys may be collected from the Council Office at 12 noon on the day of hire, and must be returned by 12 noon the day the hire period expires or next working day under prior arrangement.
4. Cancellations with less than 48 hours' notice will result in fees paid being forfeited.

Related Forms

DCSB 17 Form 08 Event Application Form

END OF HIRE CLEANING REQUIREMENTS

Hirers should ensure the following cleaning is undertaken as a minimum requirement at the end of ANY function;

Entrance

- ✓ Floors to be swept and all waste to be removed

Designated Booking Area (e.g. Hall and/or Supper Room)

- ✓ Floors to be swept and mopped
- ✓ All tables & chairs must be wiped and put away in their original positions
- ✓ All waste to be removed
- ✓ All appliances to be turned off after use
- ✓ Please do not put water on polished wooden floors. Any spillages should be mopped/wiped up immediately
- ✓ All foodstuffs, drinks, etc. to be removed from fridge(s)
- ✓ Fridge(s) must be wiped out, turned off and doors left ajar to air

Kitchen Area

- ✓ All waste, food scraps, etc. to be removed
- ✓ Bench tops to be wiped down
- ✓ If using Pie Warmer and/or Stove all foodstuffs must be removed and appliances cleaned out
- ✓ Floors to be swept and mopped
- ✓ Tea Towels to be washed and returned if used.

Toilets

- ✓ All waste to be removed
- ✓ Bench tops to be wiped and left clean and tidy
- ✓ Floors to be swept and mopped
- ✓ Mirrors to be wiped clean
- ✓ Nappy bins to be emptied
- ✓ Note: Sanitary bins are emptied under Council contract

Decking & Paved Driveway

- ✓ All waste to be removed
- ✓ Decking to be swept
- ✓ Cigarette bins to be emptied
- ✓ Any broken glass, cigarette butts & general rubbish to be removed from decking & paved driveway.
- ✓ Hosing or wet cleaning to remove spillages & other waste products if required