

# Special Events Planning and Inclusion Checklist

**Please complete or note “not applicable”**

| Access and egress        |                                                                                            |
|--------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are entry and exit areas clear and easily accessible for staff and expected crowd numbers? |
| <input type="checkbox"/> | Are entry and exit areas adequate for emergency exit and emergency services?               |
| <input type="checkbox"/> | Are thoroughfares are well defined and clearly marked?                                     |
| Notes:                   |                                                                                            |

| Traffic / Vehicle flow   |                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are there any proposed road closures for this Event?<br>If yes, please provide more details on your Special Event Application Form |
| <input type="checkbox"/> | Are areas for traffic which are separated from pedestrian areas clearly defined?                                                   |
| <input type="checkbox"/> | Are there provisions for safe passage of emergency and other vehicles through pedestrian traffic?                                  |
| <input type="checkbox"/> | Is there controlled traffic flow and adequate signage for directions?                                                              |
| Notes:                   |                                                                                                                                    |

| Amenities                |                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Is there adequate provision of toilets and hand washing facilities?                            |
| <input type="checkbox"/> | Is there adequate availability of clean fresh water for organisers, volunteers and attendee's? |
| <input type="checkbox"/> | Are catering facilities adequate, including clean up and preparation areas?                    |
| Notes:                   |                                                                                                |

| <u>Signage</u>           |                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are signs for entries, exits, toilet facilities etc adequate and culturally sensitive?              |
| <input type="checkbox"/> | Do signs for hazardous areas or substances exist?                                                   |
| <input type="checkbox"/> | Are first aid stations and fire extinguisher location clearly sign posted and culturally sensitive? |
| Notes:                   |                                                                                                     |

| <u>Maintenance</u>       |                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Do you have suitably qualified and competent maintenance personnel available to undertake any repairs required? |
| <input type="checkbox"/> | Do maintenance personnel have means of communicating with event organisers?                                     |
| <input type="checkbox"/> | Do you have adequate and easily accessible records of any maintenance undertaken for future reference?          |
| Notes:                   |                                                                                                                 |

| <u>Fire Prevention</u>   |                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Do you have suitable fire extinguishers (e.g. CO2, water, chemical) and fire blankets in appropriate areas, tested and in date? |
| <input type="checkbox"/> | Are personnel trained in fire extinguisher and fire blanket use?                                                                |
| <input type="checkbox"/> | Are ignition source areas kept clear at all times and easily accessible?                                                        |
| Notes:                   |                                                                                                                                 |

| <u>Emergency Procedures</u> |                                                                                                                |
|-----------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>    | Do you have emergency procedures in place?                                                                     |
| <input type="checkbox"/>    | Are emergency response personnel adequately trained to carry out plan?                                         |
| <input type="checkbox"/>    | Are current site maps available to all staff, emergency services and other relevant parties easily accessible? |
| Notes:                      |                                                                                                                |

| <u>First Aid Station(s) and AEDs</u> |                                                                                             |
|--------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/>             | Are first aid stations suitably located, clearly signed and easily accessible for everyone? |
| <input type="checkbox"/>             | Are first aid facilities adequate for the type of event being held?                         |
| <input type="checkbox"/>             | Are there suitable means of communication between event organisers and first aid stations?  |
| <input type="checkbox"/>             | Have you provided or identified your nearest Automated external defibrillator (AED)?        |
| Notes:                               |                                                                                             |

| <u>Staff, Volunteer and Contractor Training</u> |                                                                                                                                     |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                        | Are all staff and volunteers adequately inducted and trained about the event (site specific)?                                       |
| <input type="checkbox"/>                        | Are copies of applications, memo's and training records kept?                                                                       |
| <input type="checkbox"/>                        | Are contractors given relevant, site specific induction regarding the event?                                                        |
| <input type="checkbox"/>                        | Do contractors provide detailed information on safe operating procedures and insurance certificates (public liability) of currency? |
| Notes:                                          |                                                                                                                                     |

| <u>Electrical</u>        |                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are residual circuit devices (RCD's) used where required including all hand held electrical appliances and tools?                                                                                                                      |
| <input type="checkbox"/> | Are all portable electrical equipment including extension leads and power boards tested (6 or twelve monthly in accordance with <a href="#"><u>AS/NZS 3760 In-service safety inspection and testing of electrical equipment</u></a> ). |
| <input type="checkbox"/> | Is the public adequately protected from electric shock and any trip hazards from electrical leads?                                                                                                                                     |
| <input type="checkbox"/> | Are all leads, plugs etc protected from weather and other environmental conditions (e.g. water)?                                                                                                                                       |
| <input type="checkbox"/> | Can evidence of electrical safety be provided upon request from an authorised person (e.g. tagging or documentation)?                                                                                                                  |
| Notes:                   |                                                                                                                                                                                                                                        |

| Permit, Licensing and Registration |                                                                                                                                  |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>           | Are you having a fireworks display? Fireworks are only provided and used by pyrotechnicians licensed by Safework SA.             |
| <input type="checkbox"/>           | Are LPG/dangerous goods stored properly? (LPG tanks must be within the 10 years of their last test)                              |
| <input type="checkbox"/>           | Are mobile plant (forklifts, cherry pickers etc) operated by licensed and certified operators?                                   |
| <input type="checkbox"/>           | Is any scaffolding being used? Scaffolding more than four metres in height must be erected and dismantled by a certified person. |
| <input type="checkbox"/>           | Is alcohol being served? Do you require a liquor licence?                                                                        |
| <input type="checkbox"/>           | Do you have the required Council land permit/licence in place?                                                                   |
| <input type="checkbox"/>           | Does the event have the required Road Closure permits?                                                                           |
| Notes:                             |                                                                                                                                  |

| Utilities / Site Services |                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/>  | Do you know the location of all site underground services (power, gas, water etc)?            |
| <input type="checkbox"/>  | Do relevant maintenance and event personnel have maps are area aware of location of services? |
| Notes:                    |                                                                                               |

| Waste Management         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Does the event have a waste management policy/plan?                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | Have event planners considered waste minimisation and recycling practices to minimise waste?<br><br><i>For more information about how you can better manage waste and recycling at events please visit <a href="https://www.replacethewaste.sa.gov.au/zerowasteguide">https://www.replacethewaste.sa.gov.au/zerowasteguide</a></i>                                                                                     |
| <input type="checkbox"/> | Have event planners considered encouraging the use of reusable or compostable food and drink containers by vendors?<br><br><i>Please note: South Australia has bans on the use of single-use and other plastics. More information about banned products and their alternatives can be found at <a href="https://www.replacethewaste.sa.gov.au/banned-items">https://www.replacethewaste.sa.gov.au/banned-items</a></i> |
| <input type="checkbox"/> | Will bins be regularly monitored, emptied and replaced as needed?                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | Are toilet provisions adequate?<br><i>More may be required if alcohol is to be consumed at the event.</i>                                                                                                                                                                                                                                                                                                              |

|        |                                                                  |
|--------|------------------------------------------------------------------|
|        | <i>Refer to Appendix 1 of the Special Event Application Form</i> |
| Notes: |                                                                  |

| <b>Lighting</b>          |                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Is there adequate natural or artificial lighting provided for setting up, conducting and dismantling the event? |
| <input type="checkbox"/> | Are any portable lights tested and in date?                                                                     |
| <input type="checkbox"/> | Is suitable emergency lighting available?                                                                       |
| Notes:                   |                                                                                                                 |

| <b>Staging and Platforms</b> |                                                                                                                                                                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>     | Are all seating, corporate boxes, overpasses, fences and main stages signed off by a certified rigger or scaffolder? An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met. |
| <input type="checkbox"/>     | Is any person erecting scaffolding more than four metres in height the holder of a national certificate of competency (scaffolding) in order to erect and dismantle (refer Permits, Licensing and Registration)?                                                      |
| <input type="checkbox"/>     | Will platforms be continuously monitored, particularly in the case of extreme weather conditions?                                                                                                                                                                     |
| <input type="checkbox"/>     | Is there adequate access and egress around all staging and platforms for event patrons and emergency services?                                                                                                                                                        |
| Notes:                       |                                                                                                                                                                                                                                                                       |

| <b>Ladders</b>           |                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are ladders well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)? (note ladders must be rated Industrial with a minimum of a 120kg rating) |
| <input type="checkbox"/> | Has a risk assessments been carried out as to whether the work is suitable for a ladder (e.g. can the person maintain three points of contact)?                                                    |
| <input type="checkbox"/> | Is there a second person to provide assistance where required?                                                                                                                                     |
| Notes:                   |                                                                                                                                                                                                    |

| <b>Work at Heights</b>   |                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Is the right type of equipment being used for the job (e.g. ladder, Elevated Work Platform EWP, forklift etc)?                |
| <input type="checkbox"/> | Are operators of cranes, EWPs and forklifts appropriately licenced with a High Risk Work Licence issued by SafeWork SA)?      |
| <input type="checkbox"/> | Can evidence of compliance be provided upon request from an authorised person (e.g. log books and certificate of competency)? |
| Notes:                   |                                                                                                                               |

| <b>Manual Handling</b>   |                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Are all staff and volunteers trained to assess each task and use safe technique when lifting or carrying?           |
| <input type="checkbox"/> | Are loads delivered as close as possible to area using vehicle or mechanical aid (e.g. trolley's, sack trucks etc)? |
| <input type="checkbox"/> | Is assistance from second person or physical aids available for light/small loads?                                  |
| <input type="checkbox"/> | Are all staff and volunteers trained in manual handling lifting techniques?                                         |
| Notes:                   |                                                                                                                     |

| <b>Amusement structure (including inflatable structures)</b> |                                                                                                                                                                                                             |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                                     | Will you ensure that amusement structures will not be used or operated unless a current certificate of registration issued by Safework SA is provided? (Interstate registrations are not acceptable is SA.) |
| <input type="checkbox"/>                                     | Do all structures have a current certificate of inspection issued by a professional engineer and qualified electrician?                                                                                     |
| <input type="checkbox"/>                                     | Is there appropriate space and suitable ground surface allocated for each ride, including access and egress?                                                                                                |
| <input type="checkbox"/>                                     | Is there appropriate fencing surrounding rides?                                                                                                                                                             |
| <input type="checkbox"/>                                     | Is there appropriate soft-fall area for inflatable structure.                                                                                                                                               |
| <b>Inflatable structures</b>                                 |                                                                                                                                                                                                             |
| <input type="checkbox"/>                                     | Has a thorough check of the inflatable structure and accessories been carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)?           |
| <input type="checkbox"/>                                     | Are all tie down ropes attached to the device fastened to adequate anchorages and is there soft fall are and appropriate fencing?                                                                           |
| <input type="checkbox"/>                                     | Will the operator monitor prevailing wind conditions?                                                                                                                                                       |

|        |
|--------|
| Notes: |
|--------|

| <u>Is the site appropriate?</u> |                                                                       |
|---------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/>        | Is the natural ground level appropriate and void of defects?          |
| <input type="checkbox"/>        | Are there instances of overhanging vegetation that may cause concern? |
| <input type="checkbox"/>        | Are there any other instances of site specific issues?                |
| Notes:                          |                                                                       |

## Accessible and Inclusive Events Checklist

Everyone in the community benefits from participating in accessible and inclusive community events. Accessibility isn't only about people who use wheelchairs – it can also include people with vision or hearing loss, people who need to travel with support people, people with learning challenges, allergies and intolerances, as well as considering people of all ages and abilities.

When organising an event, whether it's a small indoor meeting or a bigger outdoor community event, there are some things to consider that will make your event enjoyable for everyone.

This checklist is a guide for event organisers to increase participation of people with a disability, ensure accessibility and consider needs of community members during the planning stages.



| <b>Location / Venue</b>  |                                                                                                                                                                  | <b>Notes</b> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <input type="checkbox"/> | Have you inspected the venue?                                                                                                                                    |              |
| <input type="checkbox"/> | Does the venue have step free access as an alternative to any steps or stairs on the site?<br>If there is a stage, does it have access via a ramp? (if required) |              |
| <input type="checkbox"/> | Does the venue have wide self-opening or easy to open doors?                                                                                                     |              |
| <input type="checkbox"/> | Does the venue have accessible parking bays?                                                                                                                     |              |
| <input type="checkbox"/> | Are there accessible bathrooms?<br>Check that the bathrooms can easily be accessed, are clean and functioning                                                    |              |
| <input type="checkbox"/> | Does the venue have adequate lighting?<br>Aim to have the venue lit evenly throughout.                                                                           |              |
| <input type="checkbox"/> | Check the area is free from distracting noise, such as adjacent rooms, traffic and ventilation systems.                                                          |              |
| <input type="checkbox"/> | Have you considered using an audio loop or assistive technologies?                                                                                               |              |

| <b>Promotional Material and Communication</b> |                                                                                                                                                                                               | <b>Notes</b> |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <input type="checkbox"/>                      | Have you used a plain font (such as Arial) in your invitations and promotional material?                                                                                                      |              |
| <input type="checkbox"/>                      | Is all text a minimum of 12-point type size?<br>This is the preferred font of Vision Australia and the Australian Royal Society for the Blind, to assist those that have a vision impairment. |              |

|                          |                                                                                                                                                                          |  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> | Do your invitations and promotional material show accessible features?<br>e.g. wheelchair or Auslan symbols                                                              |  |
| <input type="checkbox"/> | Have you provided information about accessing the venue?<br>Including location of disability parking bays, general parking, public transport, and venue drop-off points. |  |
| <input type="checkbox"/> | Can your participants register for the event in a range of ways?<br>Such as by phone, email, SMS, online or in person.                                                   |  |
| <input type="checkbox"/> | Have you asked invitees to communicate any specific requirements?                                                                                                        |  |
| <input type="checkbox"/> | For ticketed events, will Companion Cards and similar services be honoured?                                                                                              |  |
| <input type="checkbox"/> | Is your promotional material available in multiple formats?<br>e.g. printed, large print, electronic, audio, Braille, Easy English                                       |  |
| <input type="checkbox"/> | Will presenters describe any visual information in their presentations if people with vision impairment are present?                                                     |  |
| <input type="checkbox"/> | Have you considered utilising an Auslan interpreter?                                                                                                                     |  |

| <b><i>Event Layout, Site plan or map</i></b> |                                                                                                                                                                                                            | Notes |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/>                     | Does your event require extra disability parking bays?                                                                                                                                                     |       |
| <input type="checkbox"/>                     | Have you provided sufficient space between tables and chairs for wheelchair access?                                                                                                                        |       |
| <input type="checkbox"/>                     | Is there 710 mm to 840 mm space under the table to allow a wheelchair to slide comfortably underneath?                                                                                                     |       |
| <input type="checkbox"/>                     | Is your venue clear of obstacles and trip hazards?                                                                                                                                                         |       |
| <input type="checkbox"/>                     | For standing events, have you provided chairs for people who may experience fatigue?                                                                                                                       |       |
| <input type="checkbox"/>                     | Will your MC provide a verbal explanation of the layout of the venue at the start of the event?<br>Including directions to toilets, food areas, breakout rooms, fire exits and emergency evacuation points |       |
| <input type="checkbox"/>                     | If strobe lighting and flashing lights, have you provided advance warning?                                                                                                                                 |       |
| <input type="checkbox"/>                     | Have you considered providing a separate quiet area to allow participants to take a break if needed?                                                                                                       |       |

| <b><i>Other Considerations</i></b> |                                                                                                                                                                                      | Notes |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/>           | Will your event provide a variety of meal options and items that are easy to eat?<br>Such as foods that do not require utensils or intricacy. Ensure special meals (e.g. vegetarian, |       |

|                          |                                                                                                                                                                                                                |  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                          | gluten free, etc.) are clearly labelled and easily accessible.                                                                                                                                                 |  |
| <input type="checkbox"/> | Familiarise yourself with the laws surrounding service animals in Australia.                                                                                                                                   |  |
| <input type="checkbox"/> | Where appropriate, consider audio description for videos or movies. If they cannot be audio described, ask if the presenter can supply visual information that a person with low vision may be able to access. |  |
| <input type="checkbox"/> | Have you considered making your event alcohol, vaping or smoke free?                                                                                                                                           |  |



## Council's Disability Access And Inclusion Plan (DAIP)

Following community consultation, the Coorong District Council has a [Disability Access and Inclusion Plan](#) which provides a guide for Coorong District Council's actions to support and promote access and inclusion, which ensures all members of the community have the best opportunities to participate in community life.

## Inclusive SA - Accessible and Inclusive Community Events Toolkit

The South Australian Government has put together the following toolkit to assist event planners to plan more inclusive events.

View the [Accessible and Inclusive Community events toolkit](#)

## Useful Links

|                                    |                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------|
| Australian Human Rights Commission | <a href="https://www.humanrights.gov.au">https://www.humanrights.gov.au</a>       |
| Equal Opportunity Commission       | <a href="https://eoc.sa.gov.au">https://eoc.sa.gov.au</a>                         |
| Australian Network on Disability   | <a href="https://www.and.org.au">https://www.and.org.au</a>                       |
| Disability Inclusion Act 2018      | <a href="https://www.legislation.sa.gov.au">https://www.legislation.sa.gov.au</a> |

**Check list completed by:-**

Name: \_\_\_\_\_  
(Please print)

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print)

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**Coorong Civic Centre**

95 – 101 Railway Terrace, Tailem Bend, SA 5260

PO Box 399, Tailem Bend SA 5260

**Meningie Information Hub**

49 Princes Highway, Meningie SA 5264

**Tintinara Customer Service Centre**

37 Becker Terrace, Tintinara SA 5266

**room to move**

**room to play**