

LODDON SHIRE COUNCIL

EVENT MANAGEMENT – A GUIDE FOR ORGANISERS OF EVENTS



LODDON
SHIRE

DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Approved

POLICY OWNER POSITION: Manager Organisational Development

INTERNAL COMMITTEE ENDORSEMENT:
APPROVED BY: Risk Management Committee
Council

DATE ADOPTED: 27/01/2016

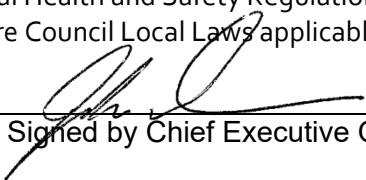
VERSION NUMBER: 1

REVIEW DATE: 27/01/2020

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:
RELATED LEGISLATION: Building Control Policy
Local Government Act 1989
Building Act 1993
Building Regulations 2006
Planning and Environment Act 1987
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2007
Loddon Shire Council Local Laws applicable to events

EVIDENCE OF APPROVAL:



Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIV\Strategic documents\Current\STR Event Management A Guide for Organisers of Events v1.docx

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

CONTENTS

1	INTRODUCTION	1
2	EVENT PERMITS AND REQUIREMENTS.....	1
	2.1 Activities and events in a public place	1
	2.2 Street trading and busking.....	1
	2.3 Town planning requirements	1
	2.4 A-frame/street furniture	2
	2.5 Food safety	2
	2.6 Consumption of alcohol	2
	2.7 Temporary structures.....	3
	2.7.1 Siting approval.....	3
	2.8 Places of public entertainment (POPE).....	3
	2.9 Road closures and traffic management.....	3
	2.9.1 Road closures.....	3
	2.10 Fireworks.....	4
	2.11 Waterway events.....	4
	2.12 Documented plans	4
	2.12.1 Event Management Plan.....	4
	2.12.2 Site plan.....	5
3	EVENT INFORMATION AND ADVICE.....	5
	3.1 Event details	5
	3.2 Event manager	5
	3.3 Emergency services contact.....	5
	3.4 Obligation to insure	5
	3.4.1 Public Liability Insurance	5
	3.4.2 Products Liability Insurance.....	6
	3.5 Risk management	6
	3.5.1 Incident Reports/Accidents.....	6
	3.6 Noise.....	6
	3.7 Amplified music and licensing	7
	3.8 Water	7
	3.9 Weather.....	7
	3.10 On site power/water	7
	3.11 Gas bottles.....	7
	3.12 Toilets.....	7
	3.12.1 Venues with onside waste water (septic tanks).....	8
	3.13 Waste management.....	8
	3.14 First aid.....	8
	3.15 Signage	8
	3.16 Fire season consideration.....	8
	3.17 Accessible Events	9
	3.18 Companion Card	9

4	DURING THE EVENT	9
	4.1.1 Ongoing risk management checks.....	9
	4.1.2 Event running sheet	9
5	POST EVENT DEBRIEF AND EVALUATION.....	9
6	EVENT MANAGEMENT FORMS/DOCUMENTS.....	9
	APPENDIX 1: EVENT MANAGEMENT	10
	APPENDIX 2: INJURY/INCIDENT/PROPERTY DAMAGE/HAZARD REPORT FORM.....	19

1 INTRODUCTION

The Loddon Shire Council is committed to ensuring events hosted within the municipality are of the highest possible standard in relation to safety and delivery.

Organising an event can be a complex task. Council has a number of departments that are responsible for authorising approval for different elements of events.

This **practical** guide has been produced to assist event organisers to understand event requirements and the applicable approval for different elements of events.

The processes involved will differ per event. A smaller event might require less approvals compared to a larger event which might attract more than 500 people. The document should be used solely as a guide. The main aim is to ensure that events are properly assessed, and that all the applicable approvals are sought.

This is the first draft of the “Event Management – A guide for Organisers of Events’. There may be permits or information that have not included in the guide. If you are aware of any that need to be included please contact Manager Organisational Development on 5494 1202.

2 EVENT PERMITS AND REQUIREMENTS

To hold an event, particular activities and/or infrastructure (marquees, stages, etc) will require specific permits. Listed below are the permits and obligations a typical event may require.

2.1 Activities and events in a public place

When conducting an event or activity in a public place in nearly all cases Council’s local law requires organisers to obtain a permit. Activities may include but are not limited to:

- performances
- festivals
- promotion/information displays and demonstrations.

Public places include public gardens, reserves, open spaces to which the public have or are permitted access, crown land and includes land owned or managed by Council.

Contact the Local Laws Compliance Officer on 5494 1254 for information.

2.2 Street trading and busking

Events are permitted to include stalls, traders and buskers as a part of their event; however where the activity is taking place in public places a Street Trading permit is required from Councils Local Laws Department.

Contact the Local Laws Compliance Officer on 5494 1254 for information.

2.3 Town planning requirements

Town planning approval may be required for any event on private land.

Contact the Manager Planning and Local Laws on 5494 1228 for detailed advice.

2.4 A-frame/street furniture

If your event requires A-Frames, street furniture or signage, a permit may be required from the Council's Local Laws Department.

Advertising signs may require a planning permit.

Contact the Manager of Planning and Local Laws on 5494 1228 for information.

2.5 Food safety

Event organisers need to be aware of the health and safety issues associated with temporary food stalls.

All temporary and mobile food premises are required to submit either a notification to Council or be registered with Council.

Event organisers should ensure that they obtain a copy of the Statement of Trade that is issued by Council, following the lodgement of a Statement of Trade with Council via the State Government's Streatrader program.

The requirement to lodge a Statement of Trade with Council applies to everyone. If your stallholder is part of a community group, an individual or a business they must comply with this requirement. There are no exemptions.

It is also important to note that it applies to the sale of any and all food items including:

- tea and coffee
- alcohol
- fruit and vegetables
- eggs
- prepacked confectionary and soft drinks
- all other food items whether they be cooked or uncooked.

If the intended stallholder is not from Loddon Shire they should be directed to contact their local Council, who can assist them in obtaining registration/submitting a notification form and with the use of the Streatrader system.

If the stallholder is from Loddon Shire they should contact the Environmental Health Manager on 5494 1249 for assistance in understanding the requirements and use of Streatrader.

IMPORTANT: Waste Water for temporary food premises should be collected in a container and disposed of into the sewer or appropriate location

2.6 Consumption of alcohol

If alcohol is to be served or sold at an event, a valid liquor licence must be in place.

Visit the Liquor Licence Victoria website – <http://www.vcglr.vic.gov.au/home/liquor/> for conditions or ring the general enquiries line 1300 182 457.

Clubs and organisations that currently hold a permit to serve alcohol may still require an extension to their licence if serving outside the parameters of their existing permit.

If your event will allow for the consumption of alcohol you may require a permit from the Council's Local Laws Department.

Contact the Local Laws Compliance Officer on 5494 1254 for information.

2.7 Temporary structures

2.7.1 Siting approval

- a) The siting of a temporary structure is subject to the approval of the Municipal Building Surveyor of Council.
- b) The erection of a temporary structure must be carried out by a registered building practitioner and have a permit issued by the Victorian Building Authority.

The following are prescribed classes of temporary structures:

- a) tents, marquees or booths with a floor area greater than 100m²
- b) seating stands for more than 20 persons
- c) stages or platforms (including stage wings and sky borders exceeding 150m² in floor area
- d) prefabricated buildings exceeding 100 m² other than ones placed directly on the ground surface.

2.8 Places of public entertainment (POPE)

If you are holding an event in a location not deemed to be “normal practice” (ie a music concert on a football oval) and meet the following criteria, you may be required to apply for an Occupancy Permit for the event from the Municipal Building Surveyor of Council.

- a) the event or activity is organised and controlled by bodies other than community based organisations, and
- b) the number of persons in the place at any one time during the event or activity exceeds 5000 persons.

Contact the Municipal Building Surveyor on 5494 1241 for information.

2.9 Road closures and traffic management

Patron and vehicle access must be planned to ensure there is limited disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

2.9.1 Road closures

If you require road closures for your event you will need to apply for approval and submit a traffic management plan and a copy of your public liability insurance at least three months before your event. You will need approval from the following:

- Loddon Shire Council for all Loddon Shire roads
- VicRoads for highways and major roads
- Victoria Police for major events.

Once road closure approvals have been granted organisers will be required to provide notification to the services identified in the letter of approval which may include Victoria Police, Ambulance Victoria, Country Fire Authority and SES.

Contact the Infrastructure Department on 5494 1223 if unsure of the roads or for further information.

2.10 Fireworks

If you plan to incorporate pyrotechnics or fireworks in your event, you will require a “Notification of Intention to Discharge Fireworks” available from WorkSafe Victoria, indicating compliance with the Dangerous Goods Act 1985.

Local residents must be notified by a letterbox drop regarding the time and date of fireworks, as many owners prefer to keep their pets indoors during this time. The CFA must also be notified.

2.11 Waterway events

If you are holding an event on or in a scheduled waterway managed by Loddon Shire an application for a Boating Activity Exemptions and Exclusion Zones is required.

This application applies to waterways as follows:

- Schedule 53, Little Lake Boort.
- Schedule 62 Loddon River (at Bridgewater between Flour Mill Weir and Sweeneys Lane),
- Schedule 63 Loddon River, within the Shire of Loddon (The waters of the Loddon River that are between the Laanecoorie Reservoir wall and a line joining two speed limit notices on opposite banks of the river approximately 300 metres downstream of Janevale Bridge.

Application forms can be obtained from the Transport Safety Victoria/Maritime Safety Victoria website <http://transportsafety.vic.gov.au/maritime-safety/publications-and-forms> or by contacting the Waterway Manager at Loddon Shire Office, Wedderburn.

Once the application is received by the Loddon Shire Waterway Manager it will be assessed and if all conditions are complying it will be forwarded to Maritime Safety Victoria for assessment..

Applicants will be notified by Loddon Shire’s Waterway Manager of the outcome of their application, and whether any restraints have been applied to a successful application.

The Waterway Manager is the Building and Contracts Officer who can be contacted on 5494 1209 for information.

2.12 Documented plans

To support permit applications authorities may also require evidence that event planning has been undertaken and documented. This could be an Event Management Plan, Site Plan, Traffic Management Plan, and Emergency Management Plan.

2.12.1 Event Management Plan

Planning is the most important part of running a successful event, and this means starting well in advance. The best way to approach planning is to develop a detailed management plan, which includes a timetable of what needs to be done and when. Crucial elements of the planning for the event such as fundraising, booking performers and advertising need to happen well in advance of the date of the event so a timeline schedule is essential.

The information provided in the Event Management Plan is designed to walk you through each step involved in organising an event, and can be used as a checklist. This is a guide only and there may be additional information or requirements that are not necessarily listed in the plan.

2.12.2 Site plan

A site plan is a map of the event and an essential tool in event planning and management. A site plan can be a worthwhile resource for setting up the event. Importantly, a site plan is invaluable in the event of an emergency especially for security staff, police, first aid personnel and emergency services personnel.

Entrances, exits, vendor locations, first aid posts, toilets, phones, security, fire equipment and licensed areas should be numbered, and/or indicated by a symbol. Include a legend explaining all symbols and numbers. All access roads and pathways should be clearly marked to indicate use by patrons, vendors, performers and emergency service vehicles.

3 **EVENT INFORMATION AND ADVICE**

3.1 **Event details**

Provision of clear and accurate information about the proposed event is critical. Where will the event be conducted? For example, outdoors or indoors? Hall or stadium? Parklands, river side or at another venue?

3.2 **Event manager**

The event manager is the person responsible for the overall organisation of the event. Information about the event manager and contact details will need to be updated and accurate before, during and after the event.

3.3 **Emergency services contact**

Police, Fire Services, Ambulance Services and others such as State Emergency Services (SES) should be aware of the event. These services should be included in event planning where appropriate. An event management plan should be made available to these services to facilitate a faster response on the day of the event.

3.4 **Obligation to insure**

It is imperative that all events held have appropriate Public Liability Insurance to ensure the organising committees and their members are financially protected against loss should an incident occur.

Section 86 Committees of Council are covered by Council's Public Liability Insurance while they operate within their delegation; this insurance does not cover the stallholders, performers, etc. of the event.

Council needs to be notified if it is an **event** is being held by a Section 86 Committee.

Contact Corporate Services Administrative Officer on 5494 1255.

3.4.1 Public Liability Insurance

If you are not insured, there are many ways you can gain appropriate cover just for the day of the event or the year. They are:

- contact your existing insurer
- Loddon Shire Council takes out a Public Liability Insurance policy that covers non-commercial casual hirers of Council owned or controlled facilities for small scale stand-alone events where the hirer does not have their own insurance cover. This cover does not extend beyond the hirer to any other parties involved in the events activities.

- Public Liability Insurance quotes for events or festivals where Council's Insurance is not available can be obtained from the Community Insurance website, www.communityinsurance.net.au .

Contractors, stallholders and performers must have their own public liability insurance (the cover must be valid for the duration of the event); a copy of their Certificate of Currently must be obtained to ensure that the event is covered.

3.4.2 Products Liability Insurance

If you are a stallholder who sells products including food you should ensure that your Public Liability Insurance cover also provides products liability cover.

If you are eligible to access the Council's stallholder insurance cover this also covers products liability.

3.5 Risk management

Risk management is an integral part of responsible event management. Event organisers have duty of care to take all necessary precautions to ensure the health and safety of all persons who may be affected by the event.

Undertaking a risk assessment prior to conducting an event ensures that risks are identified, evaluated and controlled.

Things to consider in undertaking a risk assessment are:

- emergency procedures
- access/egress for emergency vehicles
- first aid arrangements
- traffic management
- communications systems
- crowd control
- manual handling
- extreme weather
- waste management
- PPE (Personal Protective Equipment)
- electrical safety
- presence of hazardous materials.

3.5.1 Incident Reports/Accidents

As part of the risk management process, event organisers should have incident/accident report forms available at the event and ensure all key people are aware of the need to complete these in the case of any incidents or accidents. Event management should respond as soon as possible if the reporting process indicates any incidents need follow up during the event.

If an incident or accident takes place on Council land or property, event organisers must report the incident/accident to Council's Manager Organisational Development (5494 1202). The report should be made as soon as possible after the incident or accident.

WorkCover must be notified if there are any serious injuries or deaths that occur at your event.

3.6 Noise

Consideration must be given to how noise from your event impacts the amenity of the surrounding area where the event is held. Negative impacts should be minimised by careful planning and communication to patrons arriving, attending and leaving the event. The Environment Protection Authority (EPA) regulates noise for large music events. If you are

planning to hold a large music event please contact the local EPA office or go to www.epa.vic.gov.au/noise.

3.7 Amplified music and licensing

It is the organiser's responsibility to ensure the appropriate licences are obtained if music is being played at the venue. For further information please consult the Australian Performing Rights Association (APRA) and/or Phonographic Performance Company of Australia Limited (PPCA) websites:

- APRA –AMCOS - www.apra-amcos.com.au
- PPCA – www.pcca.com.au

3.8 Water

Event organisers need to consider the health and comfort of patrons, especially during the summer months. It is recommended that one drinking water fountain/tap be provided for every 200 persons. Drinking water should be made freely available or if not feasible, at a cost lower than the lowest price of any other drink sold to patrons.

3.9 Weather

It is important to consider the impacts of the weather and put in place plans to account for the various conditions that may occur.

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including first aiders) may be located for an extended period of time and where weather conditions dictate that it is required.

Where artificial cooling is provided, consideration is required on what events need to occur to protect patrons or staff should a power failure result from the weather event.

3.10 On site power/water

If you require electricity and water on site at your event it is essential to check which services are available and where they are located. It is the event organiser's responsibility to ensure all leads, equipment and appliances are tested, tagged and comply with all legislative requirements including the Electrical Safety (Installation) Regulations 2009 and relevant Standards. All events with electrical installations must have suitable fire extinguishers present or other devices as may be required to limit risk.

3.11 Gas bottles

Event organisers are required to ensure gas cylinders used at events comply with the *Australian Standard: The Storage and Handling of LP Gas (AS/NZS 1596-2002)*.

For further information, consult the Victorian WorkCover Authority's publication "*Advice for Managing Major Events Safely*" – www.worksafe.vic.gov.au .

3.12 Toilets

Every event should aim to provide adequate toilet facilities. For small events, public toilets may be adequate but larger events may require the hire of additional toilet units. The number of toilets to be provided will depend on anticipated crowd numbers, patron gender, whether there is service of alcohol and the event duration.

Contact the Municipal Building Surveyor on 5494 1241 for information.

Council has a mobile toilet for hire. If you wish to book it contact Customer Service on 5494 1200 (the unit is collected and returned to the Wedderburn Operations Centre).

3.12.1 Venues with onsite waste water (septic tanks)

If the venue that you are planning on holding your event at is serviced by its own waste water disposal system (septic tank) consideration will need to be given to the capacity of the system. All systems have a design loading, i.e. an amount of water that they can cope with on any one day. Failure to consider the design loading of the system may result in it failing during your event, which could impact on the success of the event.

For many events it is recommended that porta loos be brought in to assist in reducing the load on the septic tank system.

3.13 Waste management

Event organisers are responsible for the waste and litter generated at their event. Depending on the size and duration of the event it is generally not adequate to rely on existing street bins for your event.

Organisers must consider post event clean up and waste disposal.

If required, Council may be approached to supply extra rubbish and recycling bins at a cost.

Contact the Buildings and Contracts Officer on 54941209.

3.14 First aid

It is a requirement for event organisers, irrelevant of size of the event, to provide appropriate "Duty of Care" to all persons working, visiting or otherwise engaged who may attend or be at the event. With this in mind it is appropriate to provide a level of emergency management in any situation. Included in this would be providing emergency first aid in case of illness or injury to persons at the event.

First aiders need to be suitably equipped to do their job and have access to a facility in which they can work. It is advised to approach a recognised body that provides such services to determine the minimum level of first aid you will require at your event.

3.15 Signage

Clear and appropriate signs help inform and direct patrons to:

- parking
- entrance conditions
- toilet facilities
- rules relating to the serving and consumption of alcohol.

Signs should be strategically placed so patrons are informed before entering the event. This minimises conflict and congestion at entry and exit points.

3.16 Fire season consideration

During the months of December to March fire danger is high. Consult with the Country Fire Authority as to how fire danger can be minimised. For outdoor events held on public land, the public land manager may require a Fire Plan to be completed as a condition of permit.

3.17 Accessible Events

Under both state/territory and federal law, making events accessible for people with disabilities is a legal requirement. An accessible events guide is available for event organisers to assist them to meet the needs and requirements for people with disabilities. The guide is available for download at https://www.meetingevents.com.au/sites/default/files/uploaded-content/website-content/accessible_events_guide.pdf

3.18 Companion Card

The Companion Card promotes the rights of people with a disability who require a carer to attend ticketed events and activities. It's free to register your event to be Companion Card Friendly. For full information on how to register go to www.companioncard.org.au.

4 DURING THE EVENT

4.1.1 Ongoing risk management checks

Once all pre-event actions have been completed the event is ready to proceed. However, the monitoring of risk must continue during the event.

4.1.2 Event running sheet

A running sheet sets the timing and sequence of the event so that the event organiser, event staff and volunteers and others know what is happening and when. A good running sheet includes a timeline of the event installation and dismantling, locations, program details and completion details/signoff.

5 POST EVENT DEBRIEF AND EVALUATION

Once the event is over an evaluation should be conducted. This can be achieved via a number of means, which could include:

- attendance surveys
- one on one discussions with community members, businesses and key stakeholders
- a debriefing forum
- collection of visitor data during the event.

6 EVENT MANAGEMENT FORMS/DOCUMENTS

The following forms/documents have been developed to assist the event organisers to successfully manage their event. They may not all be appropriate for your event.

Appendix 1 – Event Management Checklist comprising 4 forms:

- 1. Pre-event – Initial event checklist
- 2. Pre-event – Risk assessment/framework
- 3. During the event – Risk management checklist
- 4. Post-event – conditions report/event debrief form

Appendix 2 – Injury/Incident/Property Damage/Hazard Report Form

APPENDIX 1: EVENT MANAGEMENT

EVENT MANAGEMENT

Organiser's Name:

1. Pre event – Initial event checklist

Requirement	Yes/No/NA	Person responsible	Comment
Name of event and organising committee			
Date and time of the event			
Location of the event			
Event organiser/contact person			
Description of the event and objectives			
No of attendees expected			
Has venue been booked			
Event Times			
Risk assessment <ul style="list-style-type: none"> • Has a Risk Management Checklist been completed? 			
What permits, permissions and approvals are required? <ul style="list-style-type: none"> • Approvals from Planning and Local Laws Department • Liquor Licence • Traffic Management • Road Closures • Food Safety • Structure permits (POPE) • Fireworks • A-Frame or street furniture • Street Trading permit • Amplified music licensing • Waste Management • Water • Noise 			
<i>See guidelines for specific information</i> Are appropriate insurances in place?			
Will there be site or ground preparation required?			

EVENT MANAGEMENT

Organiser's Name:

How will volunteers be managed? eg. training, briefing information and time of briefing.			
Will emergency services need to be involved? If so, is there a list of contacts?			
Is a site plan for the event required? Details, location of infrastructure, access for emergency vehicles, key areas for events etc.			
Will noise be regulated for the event?			
Is security required? e.g. arrangements to secure site pre-during and after hours.			
Will inclement or extreme weather adversely impact the event?			
Is a communication plan required? For public/participants/spectators/ key agencies			
Will crowd control be needed for the event?			
Will the event be held in the fire season?			
Will the presence of first aid officers (or St. John's Ambulance) be required?			
Are toilets required?			
Has disability access been considered?			
Are exits and egress suitable?			
Is additional waste services required?			
Is additional power required?			
Is additional lighting required?			
Is additional water required?			
Is the toilet facility adequate?			
Has cleaning been organised for before and after the event?			
Is there a requirement for a volunteer form, if so is there one in place?			

EVENT MANAGEMENT

Organiser's Name:

2. Pre event –Risk assessment

1. Determine the likelihood of the risk eventuating from Table 1 – Likelihood.
2. Determine the consequence from Table 2 – Consequence.
3. Determine Risk Rating and Risk Level (Low to Catastrophic).
4. Determine whether the risk is accepted or rejected.
5. If the risk is rejected develop a risk treatment plan to control the risk.
6. Reassess the risk to ensure that the risk level is reduced to an acceptable level.
7. Allocate responsibility to the correct person to ensure risk control measures are implemented.

Risk No.	Risk description	Likelihood	Consequence	Risk rating	Accept (A) Reject (R)	Treatment plan	Residual			Responsibility
							likelihood	consequence	risk rating	

EVENT MANAGEMENT

Organiser's Name:

Pre-event – Risk assessment framework

The aim of risk identification is to develop a comprehensive list of risks that may affect the events objectives, and operations.

Identify the risks associated with the event, each risk then need to be assessed to determine the priority of the risk.

Table 1 – Likelihood

Likelihood – How likely is it to occur at this event?

Level	Likelihood	
A	Almost Certain	It is expected to occur in most circumstances.
B	Likely	Will probably occur in most circumstances.
C	Possible	May occur but there is a distinct possibility that it won't occur.
D	Unlikely	May occur but not anticipated.
E	Rare	It is expected to occur in most circumstances.

Table 2 – Consequence description

Consequence – What is likely to be the impact on the event

Level	Consequence	
1	Insignificant	<ul style="list-style-type: none"> First Aid or minor medical treatment, full recovery. Low financial loss. Results in local gossip. Minor legal issues, minor breach of reputation.
2	Minor	<ul style="list-style-type: none"> Significant medical treatment. Medium financial loss. Results in regional gossip. Minor litigation, fines, or legal costs; breach of regulations.
3	Moderate	<ul style="list-style-type: none"> Short term disability to one or more persons. Major financial loss. Results in regional media coverage. Significant litigation and legal costs, breach of regulation results in investigation by authority and possible moderate fine.
4	Major	<ul style="list-style-type: none"> Extensive injury or impairment to one or more persons. Major financial loss. Results in state media coverage. Significant litigation, major breach of regulation with punitive fine.
5	Catastrophic	<ul style="list-style-type: none"> Fatality and/or severe irreversible injury to one or more persons. Catastrophic financial loss. Results in national media coverage. Major litigation, investigation by regulatory body.

Table 3 – Risk rating table

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Rare	A	Medium (11)	High (16)	High (20)	Very High (23)	Very High (25)
Unlikely	B	Medium (7)	Medium (12)	High (17)	High (21)	Very High (24)
Possible	C	Low (4)	Medium (8)	Medium (13)	High (18)	High (22)
Likely	D	Low (2)	Low (5)	Medium (9)	Medium (14)	High (19)
Almost certain	E	Low (1)	Low (3)	Low (6)	Medium (10)	Medium (15)

EVENT MANAGEMENT

Organiser's Name:

Table 4 – Risk action plan

Once the level of risk has been determined the following table may be used to determine when to act to intervene and institute the control measures.

Risk level	Action	Details
Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence	
Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution, or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> • develop administrative controls to limit the use or access • provide supervision and specific training related to the issue of concern
High	Act immediately to mitigate the risk. Eliminate, substitute, or implement engineering controls	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented.
	If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	Note: Risk, and not cost must be the primary consideration in determining the timeframe.
Very High	Act immediately to mitigate the risk. Eliminate, substitute, or implement engineering control measures	Remove the hazard at the source. An identified very high risk does not allow scope for the use of administrative controls, even in the short term.

Hierarchy of control	Action	Details
Most effective	Elimination	Eliminate the hazard.
	Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
	Engineering controls	Provide or construct a physical barrier or guard
	Administrative control	<ul style="list-style-type: none"> • Develop policies, procedures, practices and guidelines to mitigate the risk. Provide training, instruction and supervision about the hazard
Least effective	Elimination	Eliminate the hazard.

EVENT MANAGEMENT

Organiser's Name:

3. During the event – Risk management checklist

Event:		Date:			Time:
No	Description	Adequate	Inadequate	N/A	Rectification action
1	Barriers in place – safety fences				
2	Catering checklists				
3	Condition of plant and guards on all machinery				
4	Confined spaces				
5	Disabled access and facilities				
6	Drinking water				
7	Electrics – i.e. lighting, stands				
8	Elevated work platforms				
9	Emergency access				
10	Emergency exits unlocked/clear				
11	Emergency services briefed				
12	Exit signage				
13	Extension leads, cables, plugs, (tested and tagged)				
14	Flammable storage				
15	Fire Brigade briefed				
16	Fire extinguishers in position				
17	Gas bottles secured				
18	Hot surfaces out of public reach				
19	Housekeeping				
20	Ladders				
21	Manual Handling				
22	Participants/marshals briefed				
23	Noise				
24	Pedestrian access				
25	Performers trained				
26	Powered and non-powered lifting devices – i.e. crane				
27	Police briefed				
28	Radio (2 way) function				
29	Roads and walkway condition				
30	Safety Officers				
31	Scaffolding – i.e. sets				
32	Sharp and protruding objects				
33	Steps and handrails condition				
35	Sufficient number of toilets				
36	Tents/marquees secured				
37	Toilets functioning				
38	Trees and branches				
39	Tripping hazards/electrical cords, cables, ropes, etc.				
40	Umbrellas secured				
41	Utilities identification (underground & overhead) including irrigation				
42	Wardens				
43	Warning signage				
44	Weather and wind conditions				
45	Work involving Heights				

EVENT MANAGEMENT

Organiser's Name:

4. Post event – Condition report

Event name:				
Date:			Time:	
Venue:				
Event contact:			Phone:	
Assessment item				
	Adequate (A)	Defect (D)	Not applicable (NA)	Comment / description
Roads				
Footpaths				
Trees				
Buildings (including all aspects, floor surfaces, windows, external/internal walls, roofing, gutters, downpipes etc.)				
Road Signs				
Park Assets (i.e. seats, playground equipment, sporting equipment, list if required)				
External Ground Surface Condition (i.e. grass, asphalt, artificial turf, tennis court surface, other as indicated please list)				
Waste				
Garden Areas				
Other Areas – please list				
Overall comments:				
Assessment completed by:				
Name:	Signature:		Date:	

EVENT MANAGEMENT

Organiser's Name:

Post event – Debrief form

Event name:

Date:

Time:

Venue:

Would you consider the event a success? Yes/No

Was the event within budget? Yes/No –If No the amount over \$ _____

Will the event be held again? Yes/No – If not

why _____

List/describe what you thought was successful or worked well:

List/describe what you thought was not successful or worked well:

List/describe what you thought was successful or observed working well the during event:

List or describe what you thought was not successful or did not work well in the whole event:

List/describe your recommendations for the whole event:

Issues for further consideration:

APPENDIX 2: INJURY/INCIDENT/PROPERTY DAMAGE/HAZARD REPORT FORM

Injury/Incident/Property Damage/Hazard Report Form

Incident
report
number

PERSONAL DETAILS OF THE PERSON INVOLVED

Surname: _____ Date of Birth: _____

Given/ Christian
Name: _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Number: _____ Gender: Male / Female

INCIDENT/HAZARD DETAILS

Personal injury Near miss Hazard Property/vehicle damage Vehicle accident

Other (Please specify) _____

Date of Incident: / / Time of Incident: AM / PM

Where did the incident occur (Address)?:

Describe what happened and how:

Description of injuries (if applicable):

Reoccurrence/aggravation of previous injury? Yes No

WERE THERE ANY WITNESSES

Yes No

Name: _____

Contact phone number: _____

Injury/Incident/Property Damage/Hazard Report Form

Incident report number			
------------------------	--	--	--

EVENTS FOLLOWING THE INCIDENT

First person on the scene:

First Aid Treatment applied: Yes No First Aider:

Medical treatment: Doctor Ambulance Hospital Other

REPORTED THE INCIDENT TO:

Incident reported to:

Date reported: / /

Time reported: AM / PM

RECOMMENDED FOLLOW UP ACTIONS

Are preventative actions required to prevent incident reoccurrence: Yes No

Please list follow up actions (if applicable):

SIGNATURE OF PERSON MAKING THE REPORT

I declare that all information contained in this application is, to the best of my knowledge, true and correct.

Signature _____ Date _____

Print Name _____

CONFIRMATION OF RECEIPT OF REPORT

Signature _____ Date _____

Print Name _____

COPY OF INCIDENT REPORT REQUIRED

Do you require a copy of this report: Yes No