

Applications for Public Events

Introduction

This policy provides guidance on the requirements for conducting public events in the Shire of Toodyay.

This policy applies to any proposed public gathering for the purposes of entertainment, particularly where there is no existing approval for that purpose and/or venue.

Objective

- To promote and encourage public events in the Shire of Toodyay.
- To enable the efficient administration of public events in the Shire of Toodyay.
- To protect the community from hazards associated with public events.
- To ensure that public events that are held in the Shire of Toodyay are conducted in accordance with statutory requirements and risk management guidelines.
- To ensure that “public event organisers” and “Council” exposure to risk is managed and appropriately minimised.
- To ensure that all events are covered by appropriate insurances.

Scope

This policy is for use by Shire Officers who are coordinating events and assisting other people outside of the organisation to coordinate events.

This policy applies to any proposed public gathering for the purposes of entertainment if there is no existing approval for that purpose and/or venue....

Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
AS1851:2012	is a comprehensive Australian Standard that outlines the requirements for the inspection and testing of fire protection systems. It is essential for anyone responsible for fire safety to be aware of its contents and ensure that their fire protection systems comply with the Standard
AS3745:2002	This standard outlines the minimum requirements for the establishment, validation, and implementation of an emergency plan for a facility to provide for the safety of occupants of that facility and its visitors leading up to, and during an evacuation. This standard may be amended from time to time.
Authorised Person	A person or classes of persons appointed under the <i>Local Government Act 1995</i> section 9.10(2) to be an Authorised person

Term	Definition
	for 1 or more specified laws or specified provisions of 1 or more specified laws.
Billposters	Bill posting refers to advertising material displayed on buildings, street furniture, roadside and railway infrastructure without the permission of the owner. It's mentioned in the Litter Act (1979) and keep Australia beautiful WA has a good flyer showing them
CEO	Chief Executive Officer of the Shire of Toodyay or any person acting under delegated authority from the Chief Executive Officer.
Council	The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the Local Government Act 1995 and under the Shire's Standing Orders Local Law 2008.
ECO	An emergency control organization is a structured organisation of persons to organise and supervise the safe movement of occupants of a facility or facilities group in an emergency.
Emergency Evacuation Plan	An emergency evacuation plan is a set of procedures developed by organisers to help facilitate safe evacuations in case of event emergencies. Emergency evacuation plans usually contain exit routes, locations of designated safe areas, and the specific steps to follow for each type of emergency
EPC	Emergency Planning Committee is a committee whose purpose is identifying events that could produce emergency situations and developing an emergency plan. The Committee would ensure resources are provided to enable the development and implementation of the emergency plan.
Event Organiser	the person, group, organisation or its representative who is responsible for the organisation and running of an event.
Events Working Group	A group consisting of relevant Officers within the Shire to assist in the management of the events.
Organising body	the society, group of individuals, or organisation responsible for booking events
PCBU	Employer is now defined as PCBU (Person conducting a Business or Undertaking) as per the new WHS Act.
Public Building	Is any place of assembly, including outdoor venues and has the meaning given to it by the <u>Health (Miscellaneous) Provisions Act 1911</u> which states:

Term	Definition
	<p>public building means —</p> <p>(a) a building or place or part of a building or place where persons may assemble for —</p> <p>(i) civic, theatrical, social, political or religious purposes; and</p> <p>(ii) educational purposes; and</p> <p>(iii) entertainment, recreational or sporting purposes; and</p> <p>(iv) business purposes; and</p> <p>(b) any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers of persons are usually or occasionally assembled,</p> <p>but does not include a hospital.</p>
Public Event	any organized gathering of people for sporting, entertainment, or other common purposes (for example, outdoor concerts, shows, fairs, festivals, exhibitions et cetera) that is open to the public, but does not cover private functions such as weddings or parties
Public Liability Insurance Certificate of Currency	<p>covers the proposed event with a minimum sum of ten million dollars (\$20M).</p> <p>Note: The Shire requires Event organisers to have \$20 million insurance cover in the past and Stalls and vendors to have at least \$10 million if not covered under the events insurance. The \$10 million is the same as the public trading requirement.</p>
Register of aid incidents	A register detailing Incidents requiring first aid to be administered.
Regulation 18 Noise exemption application	Form is to be used for the purposes of obtaining a noise exemption for an approved sporting, cultural or entertainment event whereby noise emissions are likely to exceed assigned levels. All fields must be completed. If a particular field is not relevant please mark as 'not applicable'.
Regulations	<i>Local Government (Administration) Regulations 1996.</i>
Residual Current Device (RCD)	A Residual Current Device is a sensitive safety device that switches off the electricity within 10 to 50 milliseconds if there is an electrical fault.
Risk Management Plan	A plan that documents potential risks to the organising body responsible for managing an event, and the steps that the body will

Term	Definition
	take to keep those risks at acceptable levels. The plan should address different risks, for each individual event.
Shire	the Shire of Toodyay.
Shire Officer	Employee of the Local Government. May also be referred to as Worker in accordance with Work Health and Safety (WHS) legislation.
Site Plan	A graphic representation of all existing and proposed structures or improvements to a site. Sometimes referred to as a plot plan, the site plan functions as a map for an event, incorporating all aspects of landscaping, exits, facility location, parking location, stage location, stall location, etc
Stakeholders	An individual, group or organisation that is impacted by the outcome of a project or a business venture.
Traffic Management Plan	A plan that outlines the traffic control and traffic management procedures to be implemented by the Organising body to manage potential hazards associated with the traffic environment during the event.
WHS	Work Health and Safety
WHS Legislation	<i>Work Health and Safety Act 2020.</i> <i>Work (Health and Safety) General Regulations 2022.</i>

Policy Statement

This policy is intended to ensure that Shire Officers and the community are provided clear guidance in the requirements for conducting public events in the Shire of Toodyay.

Organisations wishing to host a public event in the Shire are encouraged to discuss their proposal and application with the Events Working Group.

1. Discretion of the CEO to vary requirements of this policy

Council delegates authority to the Chief Executive Officer to vary the requirements of this policy where it is considered that full compliance with the policy is impractical or a variation is warranted in the circumstances of the proposed event.

2. Applicant requirements

The organiser is to make an application for public event approval at least two months prior to the event, at a minimum timeframe before the event begins, based on its impact level (refer to Attachment G) and provide to the Shire copies of:

- (a) Public Event Application form;

- (b) A public liability insurance Certificate of Currency which covers the proposed event with a minimum sum of twenty million dollars (\$20M);
- (c) A suitable risk management plan that meets the requirements of Australian Standards (Refer to [AS/NZS ISO 31000-2018](#) - see Attachment F) to the satisfaction of the Shire where:
 - (i) The event caters for 2,000 or more patrons; or
 - (ii) The event involves road closures; or
 - (iii) It is requested by the Chief Executive Officer
- (d) All planning approvals and Public Buildings approvals where applicable (See Attachment A);
- (e) Site plan showing site layout, including exits, food stalls, parking, first aid, temporary structures etc;
- (f) Parking and transport management plan (*if applicable*);
- (g) Traffic Management Plan (*if applicable*);
- (h) Road closure approvals (if applicable)
- (i) Details of the security and crowd control plan (*if applicable*);
- (j) Emergency evacuation plan (Refer to 7.4 and Attachment D);
- (k) A copy of the liquor licence (*if applicable*); and a
- (l) Noise exemption application under Regulation 18 (*if applicable*) – Refer to 5 and Attachment F, as well as associated documents;

3. Event Organiser (Applicant) responsibilities

The event organiser shall ensure:

- 3.1 compliance with all relevant Council policies;
- 3.2 that all appropriate insurance is in place. See Attachment B for explanations of categories of insurance that may apply;
- 3.3 that all machinery, structures and amusement rides comply with the *Work Health and Safety Act 2020*, as administered by WorkSafe Western Australia;
- 3.4 Any structure erected (e.g. an enclosure for a band) that is required to be structurally certified must be inspected by an appropriate person and certification made available to the Shire prior to its use;
- 3.5 If the event is held on premises owned or managed by the Shire, then only a licensed electrical contractor may be appointed in compliance with Australian Standards [AS/NZS 3000:2018](#) and [AS/NZS 3001:2008](#).
- 3.6 All electrical outlets are protected by a Residual Current Device (RCD) and that all electrical equipment has been tested and tagged as required under the [Health \(Public Buildings\) Regulations 1992](#). Double adaptors are not permitted – only power boards with overload protectors are to be used. **Note:** *An event organiser is not responsible for electrical outlets if they are owned/supplied by the Shire.*

4. Stallholder licences and compliance with the Food Act 2008

- 4.1 Stallholder licences must be obtained for all stalls with payment of the appropriate fees as required under the Shire's *Thoroughfares and Trading in Thoroughfares and Public Places Local Law*.
- 4.2 All stallholders are required to provide copies of current liability insurance certificates and approval must be sought no later than ten (10) working days prior to the event.
- 4.3 All food premises, food vans and food stalls must comply with the *Food Act 2008* and the *Food Regulations 2009*. Guidelines are available from the Shire.

5. Noise exemption application and compliance with Regulation 18

- 5.1 Where noise levels from activities such as live music, amplifiers or similar, in the opinion of the Shire, have potential to cause disturbance to residents, or if complaints have been previously received from a similar event, then an Approved Non Complying Event application (Regulation 18) under the *Environmental Protection (Noise) Regulations 1997* will be required from the Shire.
- 5.2 The Shire may require community consultation if deemed appropriate by the CEO.

6. Licences and beverage consumption

The event organiser shall:

- 6.1 obtain the appropriate [licences](#) from the Department of Racing, Gaming and Liquor for any event that involves the sale or supply of alcohol or gaming as required by that Department.
- 6.2 promote the consumption of non-alcoholic beverages. coffee, tea, water (see 6.4 below), soft drinks, low-alcohol beverages etc.
- 6.3 provide food for the duration of the event if alcohol is available. If supply of non-alcoholic drinks and food runs out, then the sale of alcoholic beverages shall cease immediately.
- 6.4 ensure that potable drinking water is available. If water is being sold to patrons, it must be at a reasonable cost and less than the cost of the cheapest alcoholic drink available.
- 6.5 note that competitions that include consumption of alcohol will not be permitted.

7. Site Planning

7.1 Site Management

- (a) The event organiser shall ensure that there is adequate provision of shade for patrons and performers, particularly for events of a longer duration or those held during summer.
- (b) The event organiser shall ensure there is adequate provision of First Aid services at the event, with levels dependent on the size and level of risk of the event (refer to Attachment C).

- (c) For high risks events, the CEO may request that a register of aid incidents is to be supplied to the Shire.

7.2 Fire Management

- (a) The event organiser shall liaise with the Shire in regard to any firefighting equipment that is needed for the event in accordance with the Building Code of Australia or as recommended by DFES. All equipment must be maintained in accordance with [AS1851 Maintenance Standards for routine service of fire protection systems and equipment](#).
- (b) An application for fireworks event permit can be obtained from the Department of Mines, Industry Regulation and Safety. Refer to this link: <https://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx>
- (c) The event organiser must ensure that the fireworks contractor lodges a fireworks event notice with WA Police, DFES and the Shire, as well as the Shire's Chief Bush Fire Control Officer and the Shire's Community Emergency Services Manager.

7.3 Crowd control

- (a) Any crowd controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the [Security and Related Activities \(Control\) Act 1996](#).
- (b) If safety barriers are to be installed, then it shall be in accordance with the requirements of the Department of Health's [Guidelines for Concerts, Events and Organised Gatherings 2022](#).

7.4 Emergency Evacuation Plan

- (a) Emergency vehicles must be able to access the whole site at all times.
- (b) The event organiser, where applicable, shall develop an emergency evacuation plan that is to be lodged with the Shire for approval. Plans must comply with Australian Standard [AS3745 Planning for Emergencies in Facilities](#) and [AS3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces](#) (refer to Attachment D).
- (c) The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel and stall holders. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan.

7.5 Toilet facilities

- (a) Event organisers shall ensure that toilet facilities are provided in accordance with the [Building Code of Australia – Western Australia](#) and the Department of Health [Guidelines on the Application of Health \(Public Buildings\) Regulations 1992](#) (refer to Attachment B).
- (b) Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the event to pump out the toilets as required.

- (c) Shire public toilets may be counted towards the event toilets if they are within 90m of the event and a prior arrangement regarding their use and maintenance has been arranged.
- (d) Toilets are to be checked regularly during the event to ensure they are clean and that all consumables are readily available to patrons. Toilets are to be cleaned as required.
- (e) Adequate lighting is to be provided for toilets for events during hours of darkness.
- (f) Directional signage to toilets must be visible.

7.6 Parking and transport management plan

The Shire may request that a parking and transport management plan be submitted to the Shire no less than 30 days prior to the event.

7.7 Litter

- (a) The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. Adequate bins are to be provided for patrons.
- (b) All litter is to be removed within 24 hours of the event and for large events clean-up operations may be required during the event.

7.8 Communication

- (a) For events held on Shire parks and reserves, the event organiser must liaise with Shire Officers to reduce risk that there will be damage to vegetation, turf, reticulation, underground services etc.
- (b) The event organiser must notify the Toodyay Police Station and the Toodyay St John's Ambulance of details of the event no less than 28 days prior to the event.
- (c) If appropriate, the Shire may require the event organiser to contact the Shire's Reserves Management Officer and Emergency Management Officer to discuss appropriate fire safety plans and needs.

7.9 Promotion

The event organiser is not to advertise the event by using billposters or any other means that is contrary to the *Litter Act (1979)* and is not to erect signage without prior approval from the Shire.

7.10 Disability Access and Inclusion Planning

- (a) The CEO shall determine the nomination of and number of Shire Officers that are needed for the event.
- (b) The event organiser will ensure adequate venue access and toilet facilities for people with disabilities.
- (c) Shire Officers that are monitoring or inspecting any public event shall be provided with an unrestricted pass, free of charge, to all areas of events for the purpose of ascertaining compliance with statutory requirements.

Reference Information

- Risk Management Standard - [ISO 31000:2018](#)
- Risk Management Standard - [AS/NZS 3001:2008](#)
- Risk Management Standard – [AS/NZS 3002:2008](#)
- Risk Management Standard – [AS/NZS 3000:2018](#)
- [AS1851 Maintenance Standards for routine service of fire protection systems and equipment.](#)
- [AS3745:2002 Emergency control organisation and procedures for buildings, structures and workplaces](#)
- [Building Code of Australia – Western Australia](#)
- Department of Health [Guidelines on the Application of Health \(Public Buildings\) Regulations 1992](#)
- [Events and Road Closures](#)
- [Temporary Road Closure for Public Events \(REG01\).](#)
- Applicants are advised to refer to the Government of Western Australia Department of Health “Guidelines for Concerts, Events and Organised Gatherings on the Department of Health website here: https://www.health.wa.gov.au/Articles/F_I/Guideline-for-concerts-events-and-organised-gatherings ([2022](#))
- [Planning an Event](#) – Information on the Shire’s website.
- [COVID requirements for events.](#)

Legislation

- [Health \(Public Buildings\) Regulations 1992.](#)
- [Environmental Protection \(Noise\) Regulations 1997](#)
- [Liquor Control Act 1988](#)
- [Liquor Licensing](#) – on the Department of Local Government website
- [Security and Related Activities \(Control\) Act 1996.](#)
- [Health \(Miscellaneous\) Provisions Act 1911](#)
- [Health \(Public Buildings\) Regulations 1992,](#)
- [Public Health Act 2016](#)
- [Litter Act \(1979\).](#)

Associated documents

[Application for Public Event Approval](#)

[Application for Public Event](#)

[Public Building Form 1.](#)

[Blanket stallholder application](#)

[Application for fireworks event permit](#)

[Guidelines for concerts, events and organised gatherings](#)

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Document control information	
	Amended Council Meeting 19 June 2012

Council Policy: Application for Public Events

Attachment A

Planning and Public Building Approval

Planning Approval

If an event is to be conducted on a site that does not comply with the relevant Town Planning requirements, the Shire will require a separate planning approval. The requirement for a planning approval should be determined when the initial application is lodged. For a one-off event, a planning application is generally not required.

Public Building Approval

The *Public Health Act 2016* defines a premises as land (whether vacant or not); and the whole or any part of a building or other structure, of whatever type and whether of a permanent or temporary nature.

The Health (Miscellaneous Provisions) Act 1911 defines a place of assembly as a public building and specifies the approval authority as the local government and also requires local government to issue a Certificate of Approval. The Act enables the local government to ensure that all health and safety related issues in and about the event are addressed.

All venues, including outdoor venues, must be suitable for the number of people that will attend and for the type of use it will be put.

Applicants should consider [COVID requirements for events](#).

An approved public building is one that has been issued with a Certificate of Approval by the Shire and the certificate will detail how the venue can be used and the capacity.

The event or venue capacity will be limited by a number of factors including:

- Floor area;
- Toilet facilities;
- Exits;
- Ventilation; and
- Type of use

The Shire will only approve a public building application once all health and safety issues have been addressed to the satisfaction of the CEO or Authorised Person.

It is an offence to operate an event without a valid Certificate of Approval and both the local government and the police can close a public building that is considered unsafe or unsuitable for the use.

Public Building applications, if required, must be lodged with the Shire at least two (2) months prior to the event.

If a venue does not have a Certificate of Approval or it is not approved for the proposed event, the event organiser should discuss the requirements for approval with the CEO or relevant Authorised Persons.

Insurance Categories

Public Liability Insurance

The event organisers must have in place a public liability insurance policy with an approved insurer. The policy must have a minimum sum insured of \$20million.

Evidence of public liability insurance should be obtained from all stakeholders in the form of Certificates of Currency, checking that the name of the insured matches the name of the stakeholder that the type of activity and situation is detailed, and that policy period covers the date of the event.

Building & Contents Insurance

Where applicable there should be evidence that the building or venue has been insured under a Buildings Policy.

Workers Compensation

Events may include persons who are working, such as security guards, promoters and sponsors. The PCBU of these individuals be required to have in place Workers Compensation cover, and a certificate of currency should be obtained by way of evidence.

Personal Accident Cover

Consideration needs to be given to the requirement of covering volunteers by a personal accident policy in case they suffer a personal accident (similar to Workers Compensation).

Motor Vehicle Insurance

If motor vehicles are used during events, organisers must ensure that they are covered by a fully comprehensive Motor Vehicle Policy in case of damage caused by the vehicle on site. All drivers must be suitably licensed.

First Aid Services

The number of first aiders and first aid posts will vary with the type of event. The figures below are a guide as suggested by St John Ambulance Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

Every event should have at least one room/area where there is power and running water for use as a first aid room if required.

First Aid Services are generally not required for events with less than 500 patrons that are held in close proximity to an ambulance/emergency service unless it is a high risk event. However the event organiser must ensure that there is at least one person at the event who has an accredited first aid certificate.

The requirements for First Aid Services should be discussed with a qualified first aid provider.

Emergency Evacuation Plans

Emergency Evacuation Plans should be developed to ensure that everyone knows what to do in an emergency and that preparation is in place for potential and unexpected incidents.

The [Health \(Public Buildings\) Regulations 1992](#), Regulation 26 states the following:

“The occupier of a cinema, licensed premises or any other public building specified for the purposes of this regulation by the local government, shall within the time specified in writing by the local government formulate written arrangements (an **emergency plan**) for the emergency evacuation of the public building.”

And furthermore this plan shall “*satisfy the relevant requirements of Australian Standard [AS3745:2002 Emergency Control Organization and Procedures for Buildings, structures and workplaces](#)”.*

The standard establishes guidelines for:

- (a) the appointment of the emergency planning committee (EPC);
- (b) the setting up of an emergency control organization (ECO);
- (c) the preparation of emergency plans and procedures;
- (d) the role and authority of ECO personnel while executing their duties; and (e) the requirements of an education and training program.
- (e) The types of emergencies that should be planned for include fire, injuries, and rescues, incidents with hazardous substances, bomb threats, armed confrontations and natural disasters.

The Plan should be prepared by a competent person and must identify installed emergency facilities e.g. communications and hazard management systems.

Planning must take into consideration people with disabilities, people who may be affected by alcohol or drugs and people who are unfamiliar with the public building and escape procedures.

The plan should identify muster points and alternative muster points and detail communications procedures e.g. liaising with response organisations such as the Volunteer Fire and Rescue Service, the St John Ambulance, the Toodyay Police, the local government, and any other Stakeholders.

The Emergency Evacuation Drawings should identify zones of responsibility for wardens, exit routes, fire extinguishers/equipment, first aid posts and mustering/assembly areas.

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Attachment E

Toilets


The provision and cleanliness of toilet facilities are crucial to a successful event. The number of toilets required will be dependent on a number of factors such as the type and duration of the event, availability of alcohol and weather.

The Table below provides a basic guide for likely requirements. However for events that last less than four (4) hours these numbers may be reduced to 70% of the numbers shown.

To determine the servicing needs for toilets, the waste can be calculated at 1.75litres/person/hour. It is also important to ensure that there is adequate water pressure for the filling of cisterns.

Total Attendance	Male Facilities				Female Facilities	
	WCs	Urinal metres	Urinals	Hand Basins	WCs	Hand Basins
1,000	2	1.5	3	1	5	1
1,000 – 2,000	3	3	6	2	10	2
2,000 – 3,000	4	4.5	9	3	15	3
3,000 – 4,000	5	6	12	4	20	4
4,000 – 5,000	6	7.5	15	5	25	5
5,000 – 6,000	7	9	18	5	30	6
6,000 – 7,000	8	10.5	21	6	35	7
7,000 – 8,000	9	12	24	7	40	8
8,000 – 9,000	10	13.5	27	8	45	9
9,000 – 10,000	11	15	30	9	50	10

- Female toilets increase at a rate of 1 WC per 100 female patrons.
- Male toilets increase at a rate of 1 WC per 500 males plus 1.5 metres of urinals or 3 urinals per 500 males.
- Hand basins are calculated at 1 per 5 WCs or urinals.



To calculate the toilet requirements:

for events of 8 hours or more use 100% of table values;

for events of between 6 and 8 hours use 80% of table values;

for events of between 4 and 6 hours use 75% of table values; or

for events of less than 4 hours use 70% of table values;

but be flexible and where possible use experience to guide the judgement of requirements.

Risk Management Planning

It is advisable that event organisers prepare a risk management plan for all events. It is a statutory requirement under the *Health (Public Buildings) Regulations 1992* that a Risk Management Plan is prepared for events with more than 5,000 patrons.

The following information has been sourced from Local Government Insurance Services.

Risk Management Plans are prepared for the following reasons:

- To ensure a successful event;
- To prevent harm to people and property;
- To protect the environment;
- To prevent social disorder e.g. violence or drunkenness;
- To comply with legislation;
- To protect the event's reputation; and
- To protect financial viability.

The event organiser is accountable for the event in total and the preparation of the Risk Management Plan. It is the responsibility of the Shire of Toodyay to approve the Plan.

In order to develop a Plan the Event Organiser will need to determine the objectives and scope of the event, including the activities, food and beverages sold or provided, who is the target audience, how many people will attend etc.

Determinations of stakeholders, who is accountable / responsible, what licenses and permits are required will also be required.

When preparing the plan the following information taken from [AS/NZS 31000:2018](#) should be used.

ASSESS THE LIKELIHOOD AND CONSEQUENCES			
LEVEL	DESCRIPTION	EXAMPLES	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years.
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

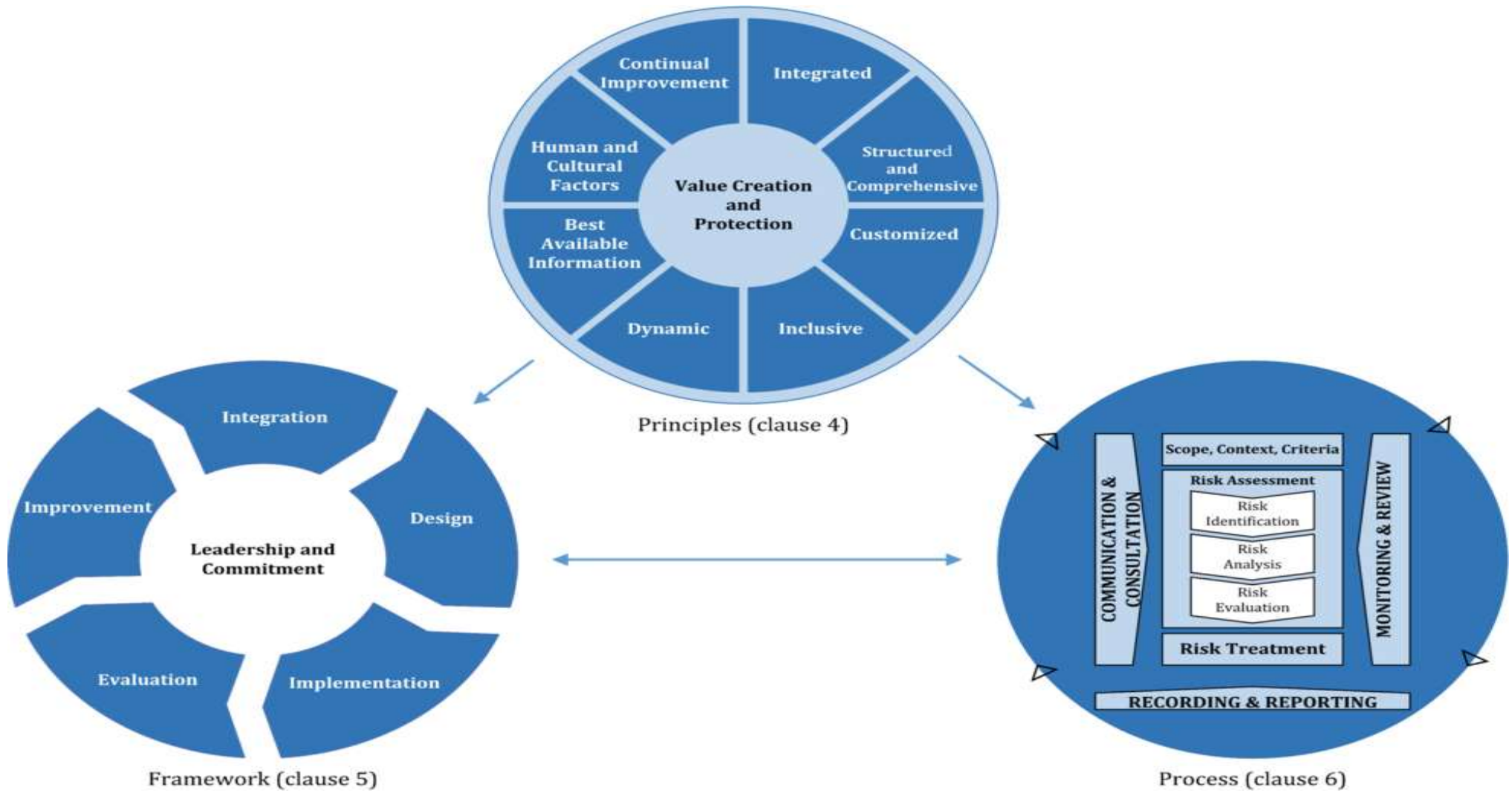
CONSEQUENCE					
LEVEL	DESCRIPTION	FINANCIAL IMPACT	HEALTH	REPUTATION	OPERATION
1	Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile, or no news item	Little impact
2	Minor	\$1,000 to \$10,000	First aid treatment	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 to \$50,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	\$50,000 to \$150,000	Death or extensive injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables.
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, exceedingly high multiple impacts, high widespread multiple news profile, third party action.	Non achievement of key objectives.

LEVEL OF RISK					
LEVEL	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
A	High	High	Extreme	Extreme	Extreme
B	Moderate	High	High	Extreme	Extreme
C	Low	Moderate	High	Extreme	Extreme
D	Low	Low	Moderate	High	Extreme
E	Low	Low	Moderate	High	High

The Plan should include the following:

- Details of event;
- Permits/licenses required;
- Insurances;
- Consultation with stakeholders;
- Evidence of duty of care;
- Hazards identification;
- Hazards assessed for likelihood and consequences;
- Treatments and controls proposed;
- Emergency/contingency plans;
- Evaluation processes.

The following diagram demonstrates the risk management process based on the [AS/NZS 31000:2018 Risk Management Guidelines](#) from ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 168 national standards bodies.



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Attachment F – Risk Management Planning

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RISK MANAGEMENT PLAN FORMAT

The following is a suggested format for the preparation of a Risk Management Plan:

- Confidentiality Statement;
- Introduction / Executive Summary of Event, including proposed program and site plan;
- Aims, objectives and scope of plan;
- Strategic context – organising stakeholder’s (accountable body) overview;
- Organisational context – direct organiser’s (responsible body) overview;
- Risk Management Context - event purpose, goals, stakeholders and their roles and responsibilities, general risk sources;
- Scope of Plan – what the plan covers;
- Risk Management Process – flowchart of your methodology ([AS/NZS 31000:2018 Risk Management Guidelines](#));
- Risk Identification Planning – summary of areas of risk initially identified, and record of stakeholders and how they were consulted;
- Major sources of risk identified – prioritised list (i.e. high to extreme risks);
- Assessment Criteria – process used to evaluate risks (likelihood and consequence);
- Treatment options - compile an action plan for each risk and include an implementation plan – i.e. how you will apply treatments;
- Management plans for the treatment of key issues e.g., crowd control, security, alcohol, noise, access);
- Communication Plan –roles and responsibilities of key personnel and contact details for both prior to and on the day contact;
- Emergency response plan – what you will do if things go wrong or need last minute changes;
- Public Relations – including a cancellation or change management strategy;
- Review Plan – how you will evaluate the outcomes of the plan.

Impact Level Assessment

Event Impact Level	Minimum Criteria	Minimum Lodgement
Social Event	Up to 75 attendees No temporary structures No amplified sound	5 Business Days prior
Very Low Impact	Over 75 attendees 1-2 food vendors No effect on street parking or public thoroughfares No nearby affected properties	15 Business Days prior Event application
Low Impact	Over 500 attendees Held between 9am – 9pm Additional Power or Lighting beyond RCD protected boards and cables. More than 8 traders or vendors Limited Amplified Noise Existing parking space available No temporary structures over 3x3m No effect on the use of a path or thoroughfare No exclusion from the normal public use of a park	1 Month prior Electricians sign off on electrical work Emergency Evacuation Plan
Medium Impact	Over 1000 attendees Held between 6am – 12am Amplified Noise Less than 10 food vendors Less than 75 stalls or public trader Shire Utilities required	2 Months prior Noise Exemption Engineer or manufacturers sign off on structures
High Impact	Over to 5000 attendees Involves a paid temporary campsite. Road closures Effects on the normal flow of traffic Event goes for more than 2 days	3 Months prior Traffic Management Plan Campground Application Development Application