



## EVENT PLANNING TOOLKIT

SF162A

Responsible Officer: HR Officer

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Next Review Date: October 2018

### DO I NEED A PERMIT

Depending on the nature of the event within the Yorke Peninsula Council (Council) area, an Event Permit may be required.

An Event Permit ensures all activities comply with the necessary requirements and legislation and are undertaken in a safe manner. A permit also clarifies responsibility and liabilities, secures the facility or space and minimises disruption and impact on other users of public spaces.

The time it takes to process and approve an Event Permit Application will depend on the complexity of the event and when the required information is submitted.

To determine if you require an Event Permit, please refer to the guide below.

#### YES

An event permit is required if you answer yes to any of the following questions:

- Do you plan to install any type of infrastructure (pop-up tents, marquees, staging, jumping castles)?
- Are you charging a fee for attendance?
- Do you require vehicle access to drop off equipment?
- Is your event being held on land or infrastructure under the care and control of Council?

#### NO

If you answered no to **all** of the previous questions, an event permit is not required.

### DISCLAIMER

The Yorke Peninsula Council Event Planning Toolkit is to be used as a guide only. It is incumbent on an event organiser to ensure all laws are complied with including obtaining any necessary permits. The Yorke Peninsula Council accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the toolkit.

### EVENT CATEGORIES

#### No Permit Required

Where the event does not require an Event Permit, there is no requirement to contact Council and there are no fees applicable. However, it should be noted that all parks and open spaces within the Yorke Peninsula

Council are public space and you cannot be guaranteed exclusive use of any space or facility including shelters, barbecues and play equipment.

Groups who do not require an Event Permit shall share the public facilities and occupy a space based on a 'first in first served' basis.

It is therefore advisable to contact Council to check that there are no other event bookings or maintenance works happening in the area planned to be used.

### Ticketed Events And Exclusive Use Of Community Land

If the event is ticketed and needs to be fully fenced, Council shall be contacted to obtain a licence (in addition to the Event Permit) which grants exclusive use of Council land for a nominated period of time as per Section 202 of the SA Local Government Act 1999. An additional licence fee may apply.

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## WHERE CAN I HOLD MY EVENT?

The Council parks and open spaces provide a wonderful setting to host an event. Many of the parks have a range of features including public toilets, play equipment, BBQs, picnic tables and shelters. Some parks and open spaces are able to support medium to large-scale event activity whereas other small parks are more suited for casual, public use.

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## HOW MUCH NOTICE DO I NEED TO GIVE?

Depending on the size and requirements of the event, sufficient notice is required in order to process your application. This will ensure all requirements are able to be addressed to deliver a safe and successful event. The Council reserves the right to decline an application should insufficient notice is received.

To ensure the success of an event, applications shall be received no later than 30 days prior to the proposed event date and if your event is large scale event applications are to be submitted at least 60 days prior to allow for processing of the application in a timely manner.

**Note:** Submission of an application does **not** imply the booking is confirmed – it is a registration of interest only. This also applies for events that have previously happened on an annual basis.

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## APPLICATION PROCESS

- Determine if an Event Permit is required.
- Read the A-Z Planning Guide for tips on how to plan a safe and successful event.
- Ensure the Event Terms and Conditions are understood (refer Event Permit Application Form – SF162).
- Select the venue and check with Council to ensure there are no other bookings.
- Complete application and return to Council with all requirements as per the Application Checklist on the Event Permit Application Form – SF162.
- Council will assess the application and request any further information required.
- Stage your event.
- Invoice may be issued for any additional fees and charges incurred.

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## A-Z EVENT PLANNING GUIDE

### Aboriginal Acknowledgement

Council respects and recognises the traditional ownership and spiritual connection that the Nharangga people of Yorke Peninsula have to the area and we encourage Permit Holders to acknowledge the traditional land owners at the event by reading the following statement:

*"We acknowledge the land we meet on today is the traditional land of the Aboriginal people and that we respect their spiritual relationship with their country. We also acknowledge that the Aboriginal people are the custodians of the Yorke Peninsula region and their cultural and heritage beliefs are still important to the living Aboriginal people today".*

## Accessibility

Careful consideration should be given to accessibility of the event for people of all ages and particularly those with a disability to ensure all members of the community can attend and enjoy the activities.

Below is a list of some aspects of the event that should consider:

- Ensuring the event layout provides for ease of access and mobility;
- Ensuring the location of stalls or performance areas do not block kerb ramps or access points;
- Providing parking spaces close to the event for people with disabilities; and
- Installation of portable accessible toilet facilities and marquees.

## BBQs and Fires

Open fires of any kind (including pizza ovens and kettle BBQs) are not permitted on days when a total fire ban is declared for the Yorke Peninsula area unless you have obtained a Schedule 9 or 10 Permit from the Country Fire Service (CFS) as per the Fire and Emergency Services Act, 2005.

Please ensure that all gas BBQs are kept well clear of any flammable sources, are in good working order and operated by a competent adult at all times.

BBQs should be left in a clean and tidy condition with all waste disposed of in the appropriate bin. More information regarding the use of BBQs and flames can be found on the CFS website or by telephoning the CFS Fire Ban Hotline on 1300 362 361.

## Cancellation

If you need to cancel your event, please notify Council ((08) 8832 0000) no later than 10 business days prior to the scheduled event set up date. If an event is cancelled less than 10 business days prior to the approved and scheduled date, any hire fees incurred may be forfeited.

If an event is cancelled due to extreme weather all hire fees may be refunded. A refund will not apply where the event was deemed to have commenced prior to cancellation. Extreme weather will be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature.

## Compulsory Application Requirements

When lodging an Event Permit Application, it is essential the compulsory information outlined in the Application Checklist is provided. Templates and examples are located at the end of this Tool Kit to assist with planning and more information can be found throughout the A-Z Planning Guide.

**Note:** Applications will not be considered under any circumstances unless they are accompanied by a copy of your current Public Liability Insurance Certificate of Currency.

## Contact List

A Contact List should be on hand on the day of the event. The Contact List should have details of mobile numbers for all the people that may need to be contacted on the day. It is suggested all suppliers, staff, volunteers, entertainers and emergency contact details be listed.

## Development Approvals

Council staff will facilitate communication with the Development Team to seek any necessary approvals required.

## Emergency Response Plan

Council suggests an Emergency Response Plan, which is sound risk management, be put in place with relevant strategies to ensure, in the unlikely event of an emergency at your event, the response from both the Permit Holder and Emergency Services is efficient.

## Emergency Services

Public safety is the key priority of any event and it is vital that SA Police (SAPOL) and the Country Fire Service (CFS) are notified of any large scale events occurring within the Council area. The event site map shall account for access and egress by Emergency Services, for example, this may mean the inclusion of a dedicated emergency lane within a road closure. The Event Organiser will be required to work with the Council staff to notify Emergency Services and ensure a quick and effective response in the event of an emergency.

## Face Painting

Face painting is very popular, especially as a way of engaging and entertaining children at parties, festivals and community events. In order to present a professional approach, and reduce the risk of transferring infections from one client to another, sensible hygiene procedures should be employed.

Guidelines for face painting can be found at [www.facepaintingschool.com.au/guidelines/](http://www.facepaintingschool.com.au/guidelines/)

## Fireworks

To be able to hold a fireworks display at your event, a pyrotechnician shall provide the following before approval can be granted:

- Pyrotechnicians licence;
- Certificate of Currency for Public Liability Insurance (minimum \$20 million)
- Schedule 9 Permit issued by CFS Headquarters (during the Fire Danger Season 15 Nov – 30 April)
- Risk assessment for display
- Detailed site map
- Management plan of light area
- Safety buffer zones
- Aquatic Activities Licence (if fireworks are conducted over water) issued from the CFS

Should the day of the event be declared a Total Fire Ban, a Schedule 10 Permit will need to be obtained from CFS Headquarters.

Fines of up to \$5000 (enforced by the State Government) apply for possessing or using fireworks without a licence. Contact SafeWork SA via 1300 365 255 or [www.safework.sa.gov.au](http://www.safework.sa.gov.au) for further information.

## First Aid

For small scale/low risk events, the Event Organiser should provide basic first aid facilities and have a designated First Aider to provide the necessary care to event goers should the need arise.

It is recommended for all medium and large scale events that First Aid is in attendance. St Johns volunteers are able to provide first aid response and pre-hospital care at an event. First aiders need to have access to a facility in which they can work and maintain patient confidentiality and dignity which may require a dedicated room or marquee to be provided at the event.

St Johns do not charge for attending events; however they are a charitable not-for-profit organisation that is dependent on community support. In order to continue to assist the community they ask for a contribution for their service. You can book their services via their website [www.stjohnssa.com.au](http://www.stjohnssa.com.au).

## Food Safety and Catering

The Event Organiser is responsible to ensure all food and beverage vendors comply with food safety practices, as determined by Councils Environmental Health Officer, in line with the Food Act, 2001.

A detailed list of requirements can be found in the Food Safety Information Kit available from Council's Environmental Health Officer upon request or the Food Safety Fundamentals [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au). This relates to all food operations where any food or beverage is intended to be sold or given away.

The Final List of Food Stall Holders shall be completed and submitted as part of the Event Permit Application. An inspection of the catering facilities at the event may be conducted by Councils Environmental Health Officer. Mobile food trucks and catering vans shall stay on formal paths or hard surfaces wherever possible. During times of vulnerable ground conditions, Council will discuss any extra restrictions that may apply.

## Hire and Bond Fees

A range of fees and/or charges may apply to activities and events conducted on Council's infrastructure. Contact Council's Customer Service Staff to determine the fees and/or charges that may be incurred as part of the event.

**Note:** Council fees are updated annually as part of Council's budget review process.

Subject to successful completion of the Event Permit Application and meeting all necessary requirements, Council will issue the Event Permit upon payment of the Hire Fee.

Bonds shall be released upon application usually within seven (7) business days following the event or as soon as reasonably practical, if there is no misuse, damage or excessive rubbish left on site.

The Event Organiser shall be responsible for any damage caused to Council property which resulted during the hire period. A notice will be issued to the Event Organiser advising of the costs to repair the incurred damage. The designated amount will be taken from the Event Organisers bond (if applicable), or the Event Organiser will be issued an invoice.

## Key Collection

The Event Organiser will be notified if keys are required to access parks or power facilities and where the keys can be collected from. Where the event falls outside of Monday to Friday 8:30am – 5pm or on a weekend, keys can be collected after 3:00pm on the business day prior (unless other arrangements are made with Council).

**Note:** Failure to return keys may result in the cost of the keys being deducted from the bond (if applicable).

## Music and Movie Licensing

If live music or movies are to be shown/performed at the event by a person who was not the original artist, an APRA (Australasian Performing Right Association Ltd) licence needs to be applied for. This is to cover copyright. A licence is required for the broadcast, communication or public playing of recorded music (e.g. CDs, records and digital downloads) or film.

It is the responsibility of the event organiser to obtain the relevant music licences.

To find which licence is right for the event, visit [www.apraamcos.com.au](http://www.apraamcos.com.au).

## Non Approval of Permit Application

Council has the right to refuse the use of any of its land at its discretion. Such circumstances may include:

- Submission of an incomplete, misleading and/or incorrect Event Permit Application;
- Insufficient prior notice provided to Council to assess an application and review required licences, permits, certificates, etc.;
- Inability of Event Organiser to provide required licences, permits, certificates, etc.;
- Impacts on the general public, local residents and businesses;
- Conflicts with other events already approved for the area; and
- Submission of an application to hold an event that is not consistent within Councils values and objectives.

## Notifying Residents and Traders

To minimise any impact on surrounding stakeholders, Council recommends notifying surrounding residents and businesses of the dates and the nature of the event.

## Parks and Open Spaces

The Permit Holder shall ensure the site or sites are left in the original state at the end of the event as they were at handover on the agreed event set up date. Failure to do so may result in cleaning fees and remediation costs being charged.

The Permit Holder must ensure there is no damage to any area of the event site including all grassed and/or paved areas, footpaths and kerbs.

Under no circumstances should anything of significant weight be attached or hung from any shelter, handrail, building or structure, this includes the use of such facilities for fitness activities such as pull-ups and chin-ups etc.

There is to be no pegging in to the ground under any circumstances and all structures must be weighted according to SafeWork SA standards. Vehicle movement or parking within the root zone of trees is not permitted.

Under no circumstances are nails, screws or other fixtures to be used on any part of a tree. No signage or event infrastructure can be affixed to trees at any time.

No tree pruning is permitted by the Permit Holder.

## Permits and Licensing

It is the responsibility of the Event Organiser to ensure that all laws are complied with including obtaining any necessary permits.

Outlined below is a list of permits that may be required as a part of your event application:

Licence/Permit/Etc.	Contact
Live Music Licence	Australian Performing Rights Association
Liquor Licence	Consumer & Business Services SA (CBS)
Schedule 9 Permit for lighting of fires during Fire Danger Season	Country Fire Service (CFS)
Schedule 10 Permit for declared Total Fire Ban day	Country Fire Service (CFS)
Main Roads Closures	Department Planning Transport & Infrastructure (DPTI) in conjunction with Council
Local Roads Closures	Council
Recorded music licence	Phonographic Performance Company of Australia
Fireworks – Licenced Pyrotechnician	SafeWork SA
Amusement Structures – Class 2-5	
Amusement Structures – Class 1	
Temporary Food and Beverage stalls	Council
Development Approvals: <ul style="list-style-type: none"> <li>• Installation of Signage</li> <li>• Letter of Support for Liquor Licence Application</li> <li>• Special requests such as fireworks, helicopter landing etc</li> </ul>	

## Power and Electrical Cabling

Electrical equipment used at the event should be tagged and tested for the safety of spectators and participants. If the equipment is not tagged, not in approved cable covers or is found to be faulty by a Council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified.

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the Event Organiser to coordinate an alternative supply using generators.

Fees may apply for use of power in public spaces. Council will be able to advise if power is available at the event site.

## Public Liability Insurance

The Permit Holder must take out and keep current during the period of this Permit a general Public Liability Insurance policy in a form approved by the Council, insuring for a minimum sum of ten (10) million dollars (\$10,000,000) for the specific event location. A copy of a current Public Liability Insurance Certificate of Currency must accompany the Event Application and final approval will not be given until it is received.

## Risk Assessment

No matter the nature or size of your event, it will have risks. It is the responsibility of the Event Organiser, to identify and manage these risks (Risk Management Plan).

## **WHY DOES AN EVENT NEED TO MANAGE RISKS?**

Event sites and activities are considered to be places of work and there are industry acts, regulations, standards and guidelines that event organisers need to be aware of and adhere to. There are high penalties for failure to comply with the regulations and the risk of an event site being shut down by SafeWork SA for non-compliance (refer Safework SA - [www.safework.sa.gov.au](http://www.safework.sa.gov.au) ).

## **WHAT IS A RISK ASSESSMENT?**

A risk assessment is the process of identifying what could happen and what is the likelihood that it will happen of which there is the potential to have a harmful effect to people, property or the environment.

Refer to Appendix 2 for Risk Assessment Template.

## **Road Closures**

Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements. It is paramount that applications for temporary road closures are received 30 days prior to the event due to external approvals that are required and advertisement of the closure in the Yorke Peninsula Country Times. Failure to provide this application 30 days prior to the event may result in the application being delayed or declined.

## **Security**

Safety is of paramount importance to the Council. The nature of the event and anticipated crowd numbers will determine the type of security require, if any. The main responsibilities of security staff are likely to include crowd management, asset protection and managing lost children.

If event infrastructure and/or equipment remain on site overnight, Council suggests a security guard be engaged to prevent theft or vandalism. Depending on the size and scope of the event, volunteer event marshals may be used in place of security.

## **Shelter**

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

This may include:

- Transport pick up and set down areas;
- Spectator and official viewing areas;
- Seated eating areas;
- Pedestrian thoroughfares;
- First Aid areas;
- Competitor and official marshalling areas;
- Entertainment change rooms;
- Entrances and ticketing areas; and
- Optional areas for patrons when needed.

## **Signage**

Advertising is not permitted on Council property without prior written permission. Approved advertising is displayed at the risk of the event organiser.

Development approval may be required for large, moving or flashing signs. Council staff will be available to assist you with the process.

You are not able to use Council's logo without permission. Applications for use of the logo must be made in writing and approved before it can be used.

## **Significant Sites and Memorials**

Event organisers are asked to respect significant sites and memorial structures within the Council's parks and open spaces by ensuring any event infrastructure is kept well clear and event patrons are not allowed to interfere or climb on structures.

## Special Requirements

From time to time event organisers may have special requests such as hot air balloon or helicopter landings. Council staff will manage all special requests on a case by case basis and will liaise with the relevant Council departments to seek approval of such activities.

## Terms and Conditions

All events held within the Council must be run in accordance with the Event Permit Application which incorporates the Terms and Conditions. Ensure the Event Permit Application form has been read in full prior to submitting your application.

## Toilets

The event site map shall show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women generally require more facilities than men), whether there is service of alcohol and the event duration. Disabled toilets must be available and all facilities must be well lit to avoid security and safety hazards, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly.

Should the toilets be left in an untidy manner and require special attention following your event, an additional cleaning fee may be deducted from the Event Organiser's bond.

If you are unsure as to your responsibilities for providing additional toilet facilities, please contact SafeWork SA for advice.

## Vehicle Access

As vehicles are the single biggest cause of damage to turf and trees during events the restriction of vehicle movements is imperative to protect parks and open spaces.

Permission is granted for vehicles to access the event site strictly in accordance with the designated entry/exit point advised by Council, as required, for the specific purpose of conveying goods and equipment – unloading and loading only. Once a vehicle is unloaded/loaded it shall be driven off site and into allocated public parking areas. The only vehicles allowed to remain on the event site are vehicles physically required to, such as catering vans and food trucks. It is the responsibility of the Permit Holder to ensure all persons attending the event are made aware of the above conditions regarding parking.

Vehicles shall stay on formal paths or hard surfaces wherever possible. During times of vulnerable ground conditions, such as after heavy rain, Council will discuss with the Event Organiser any extra restrictions that may need to apply.

## Volunteers

If the event is using volunteers the following should be considered:

### **VOLUNTEER PROTECTION ACT 2001**

The Volunteer Protection Act effectively gives legal protection from personal liability to people undertaking community work on a voluntary basis for community organisations. The Act, in effect, transfers liability from the individual to the community organisation, however, there are some exclusions and tests on how the protection is applied.

### **VOLUNTEER ORGANISATIONS AND THE WHS ACT 2012**

Under the WHS Act a volunteer organisation is defined as a group of volunteers working together for one or more community purposes where **none** of the volunteers, whether alone or jointly with any other volunteer, employs any person to carry out work for the volunteer organisation and the laws under this Act do not apply to the organisation. However, if the organisation or its members do employ any persons then it will need to comply with the WHS laws in relation to workers **including volunteers**.

### **RISK MANAGEMENT**

Both volunteers and recipients of voluntary services are entitled to safe and healthy environments and thus the organisation has a responsibility to monitor and manage risks effectively.

Refer to the Office for Volunteers ([www.ofv.sa.gov.au](http://www.ofv.sa.gov.au)).



## Waste Management

Council is able to supply six (6) maroon waste bins for the duration of the event. Council will deliver these bins to site and collect after these bins are emptied by Council's contractor. It is a requirement of Council that these bins are placed out for collection by the event organiser.

The event site must be left in a clean and tidy condition and all debris, especially cable ties, bottle caps, ice cream sticks and food scraps etc, must be removed immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the event organiser.

Existing Council bins in the parks and open spaces are designed for on-going general public use and not event waste. You must ensure that rubbish is completely removed from the event site, so that existing Council bins are available for the public's use.

Should you feel the 6 bins that Council provides to be insufficient, you may need to engage a local waste contractor to provide waste bin facilities and removal of rubbish.

## APPENDIX 1 - USEFUL CONTACTS

ORGANISATION	TELEPHONE	WEBSITE
<b>Australasian Performing Rights Association</b>	(08) 8239 2222	<a href="http://www.apaamcos.com.au">www.apaamcos.com.au</a>
<b>Aquatics Activities Licence (DPTI)</b>	(08) 8260 0303	
<b>CFS Fire Ban Hotline</b>	1300 362 361	
<b>CFS Headquarters</b>	(08) 8463 4063	<a href="http://www.cfs.sa.gov.au">www.cfs.sa.gov.au</a>
<b>Consumer &amp; Business Services – Liquor Licensing</b>	131 882	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>
<b>Department of Planning Transport &amp; Infrastructure (DPTI)</b>	1300 872 677	<a href="http://www.dpti.sa.gov.au">www.dpti.sa.gov.au</a>
<b>Dial Before You Dig</b>	1100	<a href="http://www.1100.com.au">www.1100.com.au</a>
<b>Environment Protection Authority (EPA)</b>	(08) 8204 2004	<a href="http://www.epa.sa.gov.au">www.epa.sa.gov.au</a>
<b>Food Safety (Department of Health)</b>	(08) 8226 7107	<a href="http://www.health.sa.gov.au/pehs">www.health.sa.gov.au/pehs</a>
<b>Phonographic Performance Company of Australia</b>	(02) 8569 1111	<a href="http://www.pcca.com.au">www.pcca.com.au</a>
<b>SA Power Networks</b>	13 12 61	<a href="http://www.sapowernetworks.com.au">www.sapowernetworks.com.au</a>
<b>SafeWork SA</b>	1300 365 255	<a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a>
<b>St John Ambulance</b>	1300 360 455	<a href="http://www.stjohn.org.au">www.stjohn.org.au</a>
<b>Yorke Peninsula Council</b>	(08) 8832 0000	<a href="http://www.yorke.sa.gov.au">www.yorke.sa.gov.au</a>
<b>Emergency (Police, Fire, Ambulance)</b>	000	
<b>Roadshow (Movies in public Licence)</b>	02 9552 8685	<a href="http://www.roadshowppl.com.au">www.roadshowppl.com.au</a>

## APPENDIX 2 – RISK ASSESSMENT TEMPLATE

### HOW TO DO A RISK ASSESSMENT:

#### Step 1 - Identify the risk (What could happen)

List all of the hazards or possible situations associated with the event/activity that may have the potential to harm people, property or the environment to potential injury, illness, damage, etc.

It is useful to ask the following questions:

- What can happen, where and when?
- Why and how can it happen? (consider possible causes and scenarios)

#### Step 2 – Analysis the risk (How likely is it that it will happen?)

To help decide the best approach for addressing the risk:

- Evaluate the controls that are already in place and consider their effectiveness.
- Examine the risk in terms of “consequence” (what could happen as a result of something occurring)
- Examine the risk in terms of “likelihood” (the probability of something happening).
- This will help when making the decision about treating the risk (refer risk matrix).

#### Step 3 – Evaluate the risks

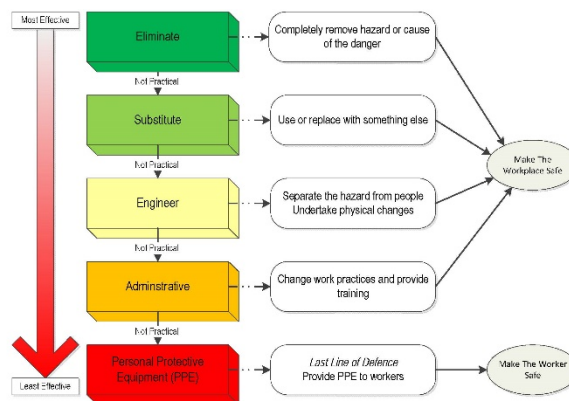
Use the information in step two (2) to decide on how to treat the risk. Identify what practical measures (controls) could be put in place to eliminate or reduce the likelihood of the risk occurring. Different risks will require different controls to treat the different levels of risk.

#### Step 4 – Treating the risk (what controls are required to be put in place to mitigate the risk)

There are a range of options for treating risk:

- Identify the options for treatment (controls), these may include:
- Eliminating or avoiding the risk where possible
- Reducing the likelihood of the risk by putting measures (controls) in place, for example:
- Implement the treatment/controls.

The Hierarchy of Control table can be used as a guide as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.



#### Measure the Likelihood

Likelihood	
<b>Almost Certain:</b>	Is expected to occur in most circumstances
<b>Likely:</b>	Will probably occur in most circumstances
<b>Possible:</b>	Might occur at some time
<b>Unlikely:</b>	Could occur at some time
<b>Rare:</b>	May occur in exceptional circumstances

## Measure the Consequences

Consequences	
<b>Severe</b>	One or more fatalities; Hazardous substance spill with detrimental effect; Severe financial loss; Permanent loss of critical infrastructure.
<b>Major</b>	Serious (but non-life threatening) injury or illness; Hazardous substance spill with damaging effect; Major financial loss; Long term loss of critical infrastructure.
<b>Moderate</b>	Medical treatment and/or hospitalisation required; Hazardous substance release contained with outside assistance; Moderate financial loss; Moderate disruption through loss of infrastructure.
<b>Minor</b>	Minor reversible injury requiring medical treatment by doctor, no hospitalisation; Hazardous substance release immediately contained; Medium financial loss; Moderate disruption to operations.
<b>Insignificant</b>	Minor injury treated on site or near miss or incident resulting in no injuries; Low financial loss; Low disruptions to operations.

## Rate the level of risk:

The level of risk is determined by the combination of the two tables above (Consequence Vs Likelihood)

Risk Matrix						
Consequence						
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	A - Almost Certain	Moderate	High	Extreme	Extreme	Extreme
	B - Likely	Moderate	Moderate	High	Extreme	Extreme
	C - Possible	Low	Moderate	Moderate	High	Extreme
	D - Unlikely	Low	Low	Moderate	Moderate	High
	E - Rare	Low	Low	Low	Moderate	Moderate

## Risk Assessment Example

When developing a risk management plan for your event, please consider all of the possible risks. Seek help from experts or experienced people for advice and assistance to complete the risk assessment.

Risk	Likelihood	Consequence	Level of Risk	Treatment/Controls	Responsible Person
Extreme Heat	C	2	Moderate	Check weather prior to the event. Ensure there are adequate drink supplies at event. Ensure adequate shade. St Johns present at the event.	Event Organiser
Pedestrian Vehicle Interaction	C	3	Moderate	Ensure delivery and parking areas are well signposted and perimeter fencing/barricading is installed. Ensure pedestrian walkways are provided and sign posted.	Event Organiser
Bins overflowing and litter on the ground	C	1	Low	Monitor bins during events. Empty bins regularly during the event	Event Organiser
Inappropriate behaviour from intoxicated person	C	3	Moderate	Ensure responsible service of alcohol. Security to monitor patron behaviours	Event Organiser and Security
Alcohol Consumed outside Licenced Area	B	2	Moderate	Ensure event area is monitored by event staff or security (if applicable).	Event Organiser and/or Security
Hazardous chemical spill	C	2	Moderate	Ensure Safety Data Sheets (SDS) to be available where hazardous chemicals are handled and stored. Be aware of spill containment as per the SDS	Event Organiser
Alcohol Consumed outside Licenced Area	B	2	Moderate	Ensure event area is monitored by event staff or security (if applicable).	Event Organiser and/or Security

**Risk Assessment**

**Please complete the below Risk Assessment template for your event:**

(If you require additional room please photocopy and attach the extra sheet)

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
 Name of Organiser: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Risk Assessment Team:**

Date of Risk Assessment: \_\_\_\_\_

Name Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Please print name

Name Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Please print name

Name Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Please print name

Risk	Likelihood	Consequence	Level of Risk	Treatment/Controls	Responsible Person