

Training Module

Event Management: Tools & Templates
Version 5.1 May 2018

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DOCUMENT CONTROL

VERSION NO.	DETAILS	ENDORSEMENT
Version 1	• New Template	May 2018

DISCLAIMER

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PROPRIETARY NATURE OF PROPOSAL

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EVENT MANAGEMENT EASY STEP BY STEP PROCESS

A. Planning stage

1. Establish type, size and reason (objective) for Event
- * 2. Establish ownership of Event
3. Seek written (preliminary) approval from Senior Management
4. Establish type of coordination (Individual, Group, Committee, etc.)
5. Go through list of considerations (checklist)
6. List all activities before, during and after the event
- * 7. Conduct risk assessment (including treatments)
8. Develop comprehensive Event Action Plan and timeframes – coordinator/s to monitor actions and keep management informed if any issues or High risks arise
- * 9. Notify Insurer (within prescribed time) and obtain approval of cover
- * 10. Seek final approval (well prior to commencement) – this may not be granted if all issues and actions have not been undertaken or complied with.

B. During event

- * 1. Complete Pre-Event checklist
- * 2. Conduct induction / site inspection (if applicable)
3. Supervise set up
4. Ensure all participants comply with all requirements
5. Ensure contingencies are in place
6. Monitor activities / incidents during event

C. Post event

1. Supervise shut down
2. Evaluate event and activities
3. Conduct a debrief with key personnel
4. Documentation
5. Review Action Plan / procedure for future events

SAMPLE CHECKLISTS.

Stage One Checklist.

This list is a broad indication of some of the things that need to be considered when planning an event. It is by no means exhaustive

Considerations	Comment
1. Event Coordinator - Who is controlling the event, who are they representing (organisation) and in what capacity? (This determines who has responsibility)	
2. Approval/endorsement for event - If it is a Council run event, ensure approval/ endorsement is obtained and date recorded. The Preliminary Approval Form must be completed and signed before going ahead.	
3. Type of Event - Describe the event. For example a show, parade, exhibition, an activity that involves spectators or participants. If there will be participants what activities will be involved (i.e. games, reading, exercises etc.)?	
4. Demographics - Who are you expecting to attend (i.e. families, young people, seniors, animals, etc.)? Who are the active participants? Will they be volunteers, contractors, other organisations, etc?	
5. Size of event - Number of people expected to participate (work on the day) and number attending.	
6. Finances - Have you considered the cost involved in running the event? Is there a budget or do you need to request funding? If funding is required ensure this is sought at the earliest opportunity.	
7. Locations – Will the event be located indoors, outdoors, in a hall, on the road, in a reserve? Consider the boundary and be specific with parameters. Is the location suitable for proposed activities? Is it available? Is a booking required?	
8. Dignitaries - Are official guests being invited? Who?	
9. Approval - Is a Land Use Application required? Do you need endorsement from Council's Parks & Property area, a Management Committee, Council's Traffic Committee, the RMS or the Police? If so have the approvals been obtained? (Include approval dates where applicable)	
10. Resources - Determine what resources are required (i.e. budget, staff, plant/equipment, pre-event work, road closure barriers, crowd control, warning signs, stage, marquee, table, chairs, PA system, lights, etc.).	

Considerations	Comment
11. Collection of Money - Where money is to be charged or collected at the event, ensure appropriate security is in place at the collection point, counting location, transportation and securing the funds.	
12. Access - Consider the suitability of venue including entry/exit points, disabled access, traffic control, parking, speed limits etc.	
13. Services/Facilities - Are portable toilets, kitchen facilities, waste collection, disabled access, equipment storage, transport, etc. required? Is key access required?	
14. Equipment Hire - Read the conditions when signing agreements or contracts when hiring equipment to ensure Council does not assume unnecessary risks or liability. Seek legal advice if necessary.	
15. Catering – Prepared in-house or professionally? Are food-handling procedures being followed?	
16. Beverages - Is alcohol being served? Consider Responsible Service of Alcohol requirements.	
17. Stall Holders – Consider the type and number of stalls, suitability of stall holders, weather, venue requirements etc.	
18. Food Vendors - What are they serving, what services do they need (electricity/water), are they complying with industry requirements (Food Handling, etc.)?	
19. Waivers/ Disclaimers - Are waivers / disclaimers required?	
20. Temporary Structures - Who is setting them up? Are they qualified and are they complying with industry standards?	
21. Amusement Devices - Be sure to obtain the necessary information and grant approvals for the operation of the device using the template documents (or similar). Consider using a disclaimer (i.e. on the back of the tickets).	
22. Contingency Planning - Has a 'Plan B' been developed in case of problems with the venue, food, equipment, weather, etc?	
23. Electrical Equipment - Ensure electrical equipment is appropriately checked and safe to use.	
24. Emergency - Prepare a 'line of communication' phone list and make it available to all personnel at the event? Have an emergency procedure listing the designated emergency coordinator? Consider having a First Aid Kit onsite or St John Ambulance present? Have the Police been notified?	

Considerations	Comment
25. Security - Are security guards required at the event (i.e. for a youth party/concert or large event)?	
26. Marketing - Are you preparing any advertisements, flyers, etc.? Use the correct council logo and check the content of the promotional material for accuracy of information.	
27. VIP Labels - Are these required?	
28. Volunteers - Are volunteers required for the event? Have you prepared a 'Volunteer Register'?	
29. Cleaning - Do cleaning costs after the event need to be considered?	
30.	

Preliminary Approval Form

Name of Event:	
Location:	
Date:	Period:
Purpose of Event:	
Nominated Coordinator: (Staff or Committee) name & position:	
Site Controller (Name & Position):	
Director Responsible (Name & Position):	
Approval to hold Event Granted by: (select & state date)	Council Mtg: Executive Mtg: Other (specify): Date:
Event Description: (state activities, estimated number of people expected)	
Resources Required: Staff (who or number) Financial (how much) Material (equipment)	
Resources Approved: Y/N & date	
Designated staff to attend event:	
The above information has been endorsed by (Director):	
Name	
Position	
Signature	
Date	

Note: WHS Act: Section 27: Duty of Officers

“if a person conducting a business or undertaking has a duty or obligation under this Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation”

THIS DUTY CANNOT BE DELEGATED

Schedule 1 - Notice of Intention to Hold a Public Assembly

Summary Offences ACT 1988 – Sec 23

To the Commissioner of Police

1	<p>I.....(name)</p> <p>of.....</p> <p>on behalf of.....</p> <p>in Co-Operation with.....</p> <p>notify the Commissioner of Police that on the (day) of (month) (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at.....(Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately..... (number) persons, which will assemble at.....and at approximately..... the procession will commence and shall proceed from</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
---	---

2 The purpose of the proposed assembly is:

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable)*:

(i) There will bevehicles and/or.....floats involved.

The type and dimensions are as follows:

(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

(iv) Other special characteristics of the proposed assembly are as follows:

Flags, Unit, Association or Regional Standards/Banners.

4	I take responsibility for organising and conducting the proposed assembly.
5	Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address: Postcode..... Telephone No.
6	Signed Capacity/Title Date

Pre-Event Checklist – Part A

This checklist serves to ensure all aspects of the event have been considered and dealt with appropriately. It must be completed at least two weeks prior the event.

Answers to all questions, where applicable to your event, must be YES. If the response is NO, then an appropriate explanation must be provided and endorsed by the organiser/coordinator of the event.

Add any other controls that are required as a result of your Risk Assessment.

Prior to Event (check at least two weeks prior to the event):	YES	N/A	NO
1. Approval by senior management for the event confirmed			
2. Risk assessments conducted on all activities and forwarded to Risk Management Coordinator			
3. Insurance confirmations from ALL equipment suppliers, ALL stall holders and ALL other participating groups obtained			
4. Appropriate approvals required / obtained (Traffic Committee, RMS, Police, Council approval, etc.)			
5. Induction prior to event organised with all volunteers, stall holders, staff etc. Designated tasks clearly outlined			
6. Personnel/volunteer register, to be signed by those working on the day, prepared			
7. All stall holders and entertainers agreements signed			
8. An accurate diagram of the grounds and location of each activity including public access, parking, key points, etc. prepared			
9. Council requirements: Information provided to each stall holder/participating group			
10. Confirmation received from ALL participating groups that they will comply with Council requirements in respect of their stall area/activity			
11. Amusement Devices: All licenses, log book and certificates of operation obtained and sighted?			
12. Amusement Devices: Tickets have disclaimer printed on the back			
13. All services and facilities such as toilets, disabled access, equipment storage, etc. appropriate			
14. Onsite inspection undertaken of the ground/facility to ensure it is suitable and in a satisfactory condition to hold the event			
15. Catering (if applicable) organised			
16. Stall holders requirements have been determined and met			
17. Disclaimers: Included in the agreements made with participating groups. Displayed on the grounds on the day where appropriate			
18. Waivers prepared for activities involving participation from members of the public (where applicable)			

Prior to Event (check at least two weeks prior to the event):	YES	N/A	NO
19. Contingency Plan prepared			
20. Emergency Plan:			
a. Meeting point in the event of an emergency requiring evacuation identified			
b. Line of communication contact list prepared and provided to all personnel including stalls and activity organizers (Ensure the list includes contacting a designated Senior manager of council)			
c. Access organised to phones, CB radio, Walkie talkies etc.			
d. Firefighting equipment available and competent personnel to use it?			
21. First Aid kit available and a trained person to act as first aid officer present on the day? (For a large event it is recommended that St John Ambulance be present)			
22. Weather Watch: Monitor weather forecasts in the period leading up to an outside event			
23. Designated children area: Where applicable, signpost and highlight parental responsibility to actively supervise children at all times			
24.			
25.			

Completed by: (Additional signatures, as required, are located on the back of this form)

Name	Position	Signature	Date

Supervisor/Manager:

Name: Signature: Date:

Pre-Event Checklist – Part B

This checklist is used to ensure all aspects of the event have been considered and dealt with appropriately. It must be completed prior to the commencement of the event. If the event is held over more than one day, this checklist must be completed at the commencement of each day.

On the day of the event:	YES	N/A	NO
1. Personnel: a. Checked adequate numbers of staff and or volunteers are available on the day b. All staff and volunteers have signed the Personnel/ Volunteer Register c. All staff and volunteers have been given clear instructions on their roles for the day d. An appropriate roster for relief of personnel has been developed e. All personnel have been provided with appropriate PPE where required f. Drinking water is available for staff and volunteers g. All staff and volunteers will apply manual handling procedures where applicable			
2. Induction: All participants and guests have been inducted to the site and warned of risks			
3. Stage, lighting (if applicable) has been appropriately installed and checked by qualified personnel			
4. Public Access has been appropriately signposted			
5. Parking area has been appropriately signposted and guarded. Accredited Traffic Controllers have been organised			
6. A special parking area has been made available to dignitaries if applicable?			
7. Speed zones and road appropriately signposted as per TCP/TMP			
8. All other signage securely placed as per TCP/TMP			
9. Food Stalls have copy of and are complying with Food Handling procedures			
10. Alcohol distributors have copy of and are complying with Responsible Service of Alcohol requirements			
11. All structures have been installed securely in accordance with requirements			
12. All guy ropes etc. are securely fastened and roped off from public			
13. Power: All electrical connections are set up as required and safely away from public areas or roped off as applicable			
14. Electrical equipment is appropriately tagged			
15. All equipment within and near stalls is safely placed and secured			
16. Gas cylinders and any other explosive equipment placed away from public			
17. Litter control: Adequate number of waste bins strategically place?			

On the day of the event:	YES	N/A	NO
18. Traffic Control: organised and implemented as required by the TCP/TMP?			
Other issues specific to your event			
19.			
20.			
21.			
22.			

Completed by: (Additional signatures, as required, are located on the back of this form)

Name	Position	Signature	Date

Supervisor/Manager:

Name: Signature: Date:

EVENT ADVICE FORM: INSURANCE

Note that additional information may be requested by Statewide Mutual after reviewing the following information

Name of Event:

Council Contact:

Ph: Fax: Email:.....

Date of Event:.....

Location:.....

Is the Council or its committee the Organiser or is it a participant only
i.e. putting up road barriers, controlling traffic etc.? Yes / No

Comments:.....

.....

Is the committee organising the event a bona fide § 355 Committee of Council? Yes / No

If yes - Name of Committee:

If no, **then they should have their own insurance refer to www.communityinsurance.com.au**

Is the committee of Council an incorporated Body? Yes / No

Comments:.....

.....

If yes, then the event **cannot** be covered by Statewide and separate Liability Insurance should be arranged.

Comments:.....

.....

Event brochure, program and/or list of activities to be attached to correspondence to JLT? Yes / No

Risk Assessments (including any non-Council participants that may be undertaking hazardous or risky activities to be attached to the request sent to JLT? Yes / No

If less than 21 days' notice of the event is given there may be difficulty in getting confirmation from Statewide Mutual as agreement may need to come from the Statewide Mutual Reinsurers in London

Are there any paid entertainers or amusement devices and, if so, has their liability policy been confirmed and risk assessment of their activities been obtained? Yes / No

Have waivers been arranged and in particular, signed by parents if participant is under 18 years and attached to correspondence to JLT? Yes / No

Date sent to JLT

IMPORTANT NOTE: please check with your Council's Account Manager before completing this form

.....

PARTICIPANT RESPONSIBILITIES AND OBLIGATIONS

1. Must arrive and set up within the designated time
2. MUST attend the Pre-Event onsite induction prior to the commencement of the event or risk not being allowed to participate
3. Responsible for their stall/tent which must be supervised at all times
4. Must ensure that all equipment used for the activity is safe and meets relevant requirements: <ul style="list-style-type: none"> • The stall must be installed to appropriate standards for safety (i.e.: manufacturers standards) • Electricity connections - leads must be tagged and weather proof and away from public traffic areas (inaccessible to children) • Gas – connections must be checked and set up appropriately and away from public • Amusement devices must comply with minimum requirements for maintenance, operation and method of installation
5. Beware of any areas of risk and ensure stall areas remain safe at all times
6. Comply with industry standards relating to your activity, at all times
7. Must comply with and have copies of, any relevant regulation/ standards applicable to their activity (i.e. Food Handling Regulations, Responsible Service of Alcohol, Amusement Devices, etc.)
8. Must immediately notify Coordinator in case of an emergency
9. Ensure that where required, public are asked to sign waiver statements before participating in an activity
10. Must warn public of any inherent risk associated with the activities (Fire, Noise, Hot surfaces, etc.)
11. Must pack up at the agreed/designated time to ensure there is no obstruction or inconvenience to the public or any other participant
12. Must ensure the area is left clean and without any damage or risk to the public or any other participant
13. If for any reason you are not able to participate and need to cancel at last minute, please contact the Coordinator as soon as practicable
14. If you need to leave early please notify the Events Coordinator in order to arrange for your departure and moving of equipment and vehicle safely
15. Note that the above list does NOT supersede all other responsibilities, obligations requirements and conditions that form part of your agreement to participate
16. <i>Add or delete relevant or irrelevant points but always err on the side of caution before deleting</i>

EMERGENCY CONTACT LISTS

Sample Emergency Phone List.

Service	Phone Number
Hospital	
Ambulance	
Police	
Electricity Provider	
Fire Service	
State Emergency Service	

Line of Communication List

The Line of Communication List that will be used to take charge of a situation and notify Senior Management of Council not present at the event, in the event of an incident occurring.

Reason	Who to Contact:	Method of Contact
<i>E.g.: Stall holders</i>	<i>Council Coordinator's name</i>	<i>Mobile phone or location</i>
Lost children / property		
For First Aid Kit		
Inclement weather event		
For (urgent) announcements		
Other Council staff	<i>Council Coordinator</i>	<i>Phone or location</i>
<i>Council Coordinator's name</i>	<i>GM/Director</i>	<i>Phone</i>

VOLUNTEER INFORMATION

Tasks Allocated to Staff and Volunteers.

If, as part of the event, Council is engaging staff and volunteers to assist with activities prior to, during or after the event, their duties must be clearly specified. Council must also ensure that the designated staff and volunteers are competent to undertake their allocated activities (i.e. if training is necessary it must be conducted and evaluated prior to the event).

Name	Tasks	Location	Competent/Trained?

It is also important to have a contingency plan in case any of the personnel, for whatever reason, are not able to attend on the day. Can activities be appropriately conducted with less people without compromising safety?

It is recommended that a list of relief personnel be kept in case this is required.

Depending on the length of the event, personnel will need to be given enough break time. Plan for this.

Complete a register listing the staff actually present on the day and have them sign this register. The following is the suggested format for the register.

SAMPLE WAIVERS

Waiver 1

As organiser of **(Insert Name of Activity)**,
(insert date)

Risk Warning and Waiver of Contractual Duty of Care Civil Liability Act, 2002

Contract for supply of **(insert name type of activity being conducted)**

By participating in the (Name of the event) today I agree to do so at my own risk.

I know that my agreement operates to **exclude** any **liability in negligence** for harm that I may suffer.

I have been warned that this recreational activity may cause physical harm to me or to someone under my control or accompanying me, and I confirm that I have no condition, medical or physical, that could prevent me from, or be aggravated by, participating in this activity.

Examples of the risks I have been warned about include:

- Tripping, slipping and falling;
- Collision with someone or something;
- Something giving way unexpectedly;
- Back Injury, strains
- Spillage and Burns
- Trip hazard
- Car Accident
- Strained back
- Bites & stings
- Sharp Tools & Equipment
- Sun
- Poisoned by chemicals – Roundup
- Injury from falling branches

Participant's Name	Signature
1.	
2.	
3.	
4.	
5.	

NOTE: These are samples only. It is important that you seek legal advice on the best approach for your Council.

Waiver 2

Another way that a waiver can be used is in a letter to the participants when you are inviting them to participate in your event.

The letter may contain other relevant information that they need to be aware of, such as details of the event, insurance and other requirements, and at the same time requires confirmation of their participation by signing the letter or attached form that contains, among the other information, the following wording:

Risk Warning – Civil Liability Act 2002

I/we agree to participate in this event at my/our own risk and to indemnify and keep indemnified the <Council> against all claims, suits, actions or demands which may be brought in respect of any injury or other loss sustained by me/us or anyone participating in the (*name of the event*) and agree to exonerate the <Council> from all responsibility and from all loss or injury to any person due to alleged liability or otherwise.

Signed:

Name:

Position:

Organisation:

Date:

(If under the age of 18 years parent / guardian signature is required)

NOTE: These are samples only. It is important that you seek legal advice on the best approach for your Council.

SAMPLE DISCLAIMERS

Disclaimer 1

Considerable care has been taken in the production of this map. No responsibility can be accepted for any errors or omissions; however the publishers would welcome advice from users of any inaccuracies or desirable amendments.

Disclaimer 2

Every effort has been made to ensure the accuracy of this brochure and all details were correct at the time of publication. All information and facilities indicated on individual entries have been provided by those businesses. Prices and facilities shown are subject to change without notice.

NOTE: These are samples only. It is important that you seek legal advice on the best approach for your Council.

AMUSEMENT DEVICE APPROVAL FORM

Application Operate an Amusement Device.

Location Details

Location(s) for Operation of Amusement Device:

Proposed Period of Operation:

From:..... To:

Operator Details

Name of Operator:

Address of Operator:

Signature of Operator:

Name all operators trained to operate the amusement device:

1.

2.

3.

Registration Details

Attach a copy of the registration certificate to this application.

Registration Number:..... Expiry Date:

Name of Registered Owner:

Address of Registered Owner:

Amusement Device Details

Type of Amusement Device:

Manufacturer or Sole Importer of Amusement Device:

Date Amusement Device first registered under Construction Safety Regulations 1950:

.....

Amusement Device Insurance Details

Liability Insurers Name(s):

Name of Insured:

Business or Profession of Insured detailed on Policy:

Period of Insurance:

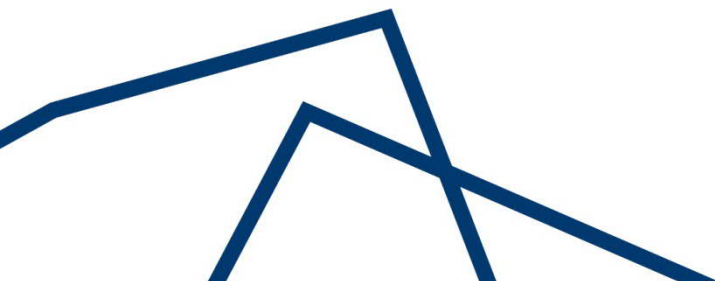
Indemnity Limit (Note: Minimum \$20,000,000)

Note: the policy must be endorsed to note the <Council> in respect of this activity/event and a copy of the Liability Insurance Cover or Certificate of Currency attached to this Application

Applicant's Site Plan

Comments:

.....



<Council> Approval for the Operation of an Amusement Device

Logbook Details

Has Council inspected the AS 3533-1997 Logbook? Yes No

(NB A faxed copy of recent logbook entries is acceptable)

Does the logbook record the date of last assembly? Yes No

Is the logbook maintained by the operator? Yes No

Site Details

When was the site where the amusement device is planned for erection last inspected?

.....

Is a site inspection required? Yes No

If a site inspection is required, Council should consider the following:

Electrical Overhead wires (clearance)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Firmness of Ground	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Slope of Ground	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Clearances to other obstacles	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Pathways	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Other Considerations

Is the Council satisfied that the site is suitable for the intended use? Yes No

Insurance Details

Has Council confirmed the details of insurance?

Does policy indicate level of indemnity @ \$20mil min? Yes No

Has the policy been endorsed to note Council name Yes No

In respect of this activity?

<Council> Site Plan

Comments:

.....

.....

.....

.....

PARTICIPANT/STALLHOLDER INFORMATION PACK

<Council>

(Name of Event)

(date/s)

Information Pack for Participants

(This pack must be read prior, and brought to, the event)

Prepared by:

Date:

Important Note

A participant is any person, organisation or business taking an active part in the event, by way of providing goods or services on the day of the event.

Each participant/organisation/business must receive a copy of this Information Pack at least 3 to 5 days prior to the event. Participants must bring their copy with them to the site as it contains information that will be required during the course of the event.

Participant Details			
Name of Event:			
Venue:			
Set up time:		Start Time:	
Induction Time: (all participants MUST be there on time for induction or they will NOT be able to participate)			
Coordinator Name:		Contact Phone No.:	
List of Participants:			
Name and type of business:	Contact Person	Phone No.	
Ambulance:			
Police:			

Name of Event:

Allocated Tasks to Staff and Volunteers

If, as part of the event, Council is engaging staff and volunteers to assist with the activities of the event prior, during or after the event, their duties must be clearly specified. Council must also ensure that the designated staff and volunteers are competent to undertake their allocated activities (i.e. if training is necessary it must be conducted and evaluated prior to the event).

Name	Tasks	Location	Competent/Trained?

It is also important to have a contingency plan in case any of the personnel, for whatever reason, are not able to attend on the day. Can activities be appropriately conducted with less people without compromising safety?

It is recommended that a list of relief personnel be kept in case this is required.

Depending on the length of the event, personnel will need to be given enough break time. Plan for this.

Complete a register listing the staff actually present on the day and have them sign this register. The next page is the suggested format for the register.

Participant Responsibilities and Obligations

1. Must arrive and set up within the designated time
2. MUST attend the Pre-Event onsite induction prior to the commencement of the event or risk not being allowed to participate
3. Responsible for their stall/tent which must be supervised at all times
4. Must ensure that all equipment used for the activity is safe and meets relevant requirements: <ul style="list-style-type: none"> • The stall must be installed to appropriate standards for safety (i.e.: manufacturers standards) • Electricity connections - leads must be tagged and weather proof and away from public traffic areas (inaccessible to children) • Gas – connections must be checked and set up appropriately and away from public • Amusement devices must comply with minimum requirements for maintenance, operation and method of installation
5. Beware of any areas of risk and ensure stall areas remain safe at all times
6. Comply with industry standards relating to your activity, at all times
7. Must comply with and have copies of, any relevant regulation/ standards applicable to their activity (i.e. Food Handling Regulations, Responsible Service of Alcohol, Amusement Devices, etc.)
8. Must immediately notify Coordinator in case of an emergency
9. Ensure that where required, public are asked to sign waiver statements before participating in an activity
10. Must warn public of any inherent risk associated with the activities (Fire, Noise, Hot surfaces, etc.)
11. Must pack up at the agreed/designated time to ensure there is no obstruction or inconvenience to the public or any other participant
12. Must ensure the area is left clean and without any damage or risk to the public or any other participant
13. If for any reason you are not able to participate and need to cancel at last minute, please contact the Coordinator as soon as practicable
14. If you need to leave early please notify the Events Coordinator in order to arrange for your departure and moving of equipment and vehicle safely
15. Note that the above list does NOT supersede all other responsibilities, obligations requirements and conditions that form part of your agreement to participate
16. <i>Add or delete relevant or irrelevant points but always err on the side of caution before deleting</i>

Site Plan

The site plan should include information on activity areas, stall sites, parking locations, first aid stations, Coordinator office, information relating to the evacuation plan (including emergency access and meeting points) and any significant landmarks (i.e. river, roads, etc.).

Emergency phone list

Service	Phone Number
Hospital	
Ambulance	
Police	
Electricity Provider	
Fire Service	
State Emergency Service	

Line of Communication / Incident Response Contacts

In the event of any of the following incidents occurring, please use the following contact list.

Party/Reason	To Contact:	Method of Contact
<i>E.g.: Stall holders</i>	<i>Council Coordinator's name</i>	<i>Mobile phone or location</i>
Lost children / property		
For First Aid Kit		
Inclement weather event		
For (urgent) announcements		
Other Council staff	<i>Council Coordinator</i>	<i>Phone or location</i>
<i>Council Coordinator's name</i>	<i>GM/ Director</i>	<i>Phone</i>

Sample post event evaluation form.

Dear Participant,

Thank you for your participation in our event. In order to ensure we are always improving and giving the public the best possible event we would appreciate it if you would participate in the evaluation survey below.

1. Were timeframes realistic?	
2. What worked?	
3. What did not work?	
4. What improvements could be made?	
5. Were the facilities and venue adequate?	
6. Would you consider the event successful? If not, why?	
7. Is the timing of the event suitable? Does it conflict with any other events?	
8. Is the duration of the event suitable?	
9. What was the feedback from the public during the event?	

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End of Information Pack

SAMPLE RISK ASSESSMENT TOOLS

Risk Matrix

	Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 8	High 16	High 20	Extreme 23	Extreme 25
Likely	Medium 7	Medium 12	High 17	High 21	Extreme 24
Possible	Low 5	Medium 10	High 15	High 18	High 22
Unlikely	Low 2	Low 4	Medium 11	Medium 13	High 19
Rare	Low 1	Low 3	Medium 6	Medium 9	High 14

Corrective Actions Table

Risk Level	Action Required
Extreme Risk 23 - 25	<ul style="list-style-type: none"> This rating level is not acceptable Report immediately to Senior Management Consider alternative activity unless appropriate controls are implemented Develop specific Treatment/Action Plan for immediate implementation to address extreme risks Allocate actions and budget for implementation within one month Report to Senior Management on effectiveness of control
High Risk 14 - 22	<ul style="list-style-type: none"> Develop and implement a specific Treatment/Action Plan for high risks Consider alternative activity unless appropriate controls are implemented Allocate actions and budget to minimise risk; monitor implementation Report to Senior Management on effectiveness of control
Medium Risk 6 - 13	<ul style="list-style-type: none"> Develop and implement a specific Treatment/Action Plan for medium risks Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation Management to consider additional controls
Low Risk 1 - 5	<ul style="list-style-type: none"> Accept and Monitor low-priority risks Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms

Event Risk Assessment Form – Example

Division/Dept:			Branch/Section/Program:				Activity:		
Consulting Group:					Date of Assessment:				
Ref No.	Hazard	Risk Description	Risk Category	Risk Assessment			Controls required to mitigate risk	Actions required to achieve controls	Risk Owner /Person Responsible
				Likelihood	Consequence	Rating			
e.g. 01		There is a risk that ... could happen resulting in ...	Public Liability	Possible	Major	High (18)			

Sample Likelihood and Consequence Descriptors

Likelihood Descriptors

Rating	Description
Rare	Only ever occurs under exceptional circumstances
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents
Possible	Not generally expected to occur but may under specific circumstances
Likely	Will probably occur at some stage based on evidence of previous incidents
Almost Certain	Event expected to occur most times during normal operations

Consequence Descriptors

Consequence					
Category	Insignificant	Minor	Moderate	Major	Catastrophic
Environmental	Minimal environmental impact; isolated release only	Minor environmental impact; on-site release immediately controlled	Significant environmental impact; on-site release contained with assistance	Major environmental impact; release spreading off-site; contained with external assistance	Fatalities occur; extensive release off-site; requires long term remediation
Financial	Negligible financial loss (\$10,000), no impact on program or business operation 2.5% of total budget	Minor financial loss (\$10,000-\$50,000); minimal impact on program or business operation < 10% of total budget	Significant financial loss (\$50,000-\$500,000); considerable impact on program or business operations < 20% total budget	Major financial loss (\$500,000- \$1M); severe impact on program or business operation < 25% of total budget	Extensive financial loss (\$1M+); loss of program or business operation > 25% total budget
WHS	First aid only required	Minor medical treatment with or without potential for lost	Significant injury involving medical treatment or	Individual fatality or serious	Multiple fatalities or extensive

Consequence					
Category	Insignificant	Minor	Moderate	Major	Catastrophic
		time.	hospitalisation and lost time	long term injury	long term injury
Professional Indemnity	Isolated, internal or minimal complaint; minimal loss to organisation	Contain complaint or action with short term significance; medium loss to organisation	Significant complaint involving statutory authority or investigation; prosecution possible with significant loss to organisation	Major complaint with litigation and long term significance; very high loss to organisation	Extensive litigation with possible class action; worst case loss to organisation; threat to viability of program or service.
Public Liability	First aid only required; minimal loss to organisation	Some medical treatment required; medium loss to organisation	Significant injury involving medical treatment or hospitalisation; high loss to organisation	Severe injuries or individual fatality; very high loss to organisation	Multiple fatalities or extensive long term injuries; worst case loss to organisation
Property & Infrastructure	Isolated or minimal loss; short term impact; repairable through normal operations	Minor loss with limited downtime; short term impact; mostly repairable through normal operations	Significant loss with temporary disruption of services; medium term impact on organisation	Critical loss or event requiring replacement or property or infrastructure; long term impact on organisation	Disaster with extensive loss and long term consequences; threat to viability of service or operation
Reputation	Isolated, internal or minimal adverse attention or complaint	Heightened local community concern or criticism	Significant public criticism with or without media attention	Serious public or media outcry, broad media attention	Extensive public outcry; potential national media attention
Natural Hazards	Minimal physical or environmental impact; isolated hazard only; dealt with through normal operations	Minor physical or environmental impact, hazards immediately controlled with local resources	Significant physical or environmental impact; hazards contained with assistance of external resources	Major physical or environmental impact; hazard extending off-site; external services required to manage	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required.
Information Technology	No measurable operational impact to organisation	Minor downtime or outage in single area of organisation; addressed with local	Significant downtime or outage in multiple areas of organisation; substantial management required and	Loss of critical functions across multiple areas of organisation; long term outage; extensive	Extensive and total loss of functions across organisation; disaster management

Consequence					
Category	Insignificant	Minor	Moderate	Major	Catastrophic
		management and resources	local resources	management required and extensive resources	required
Political and Governance	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations	Contained non-compliance or breach with short term significance; some impact on normal operations	Serious breach involving statutory authorities or investigation; significant failure of internal controls; adverse publicity at local level	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened
Industrial Relations	Isolated, internal or minimal impact on staff morale or performance; minimal loss to organisation	Contained impact on staff morale or performance of short term significance; medium loss to organisation	Significant impact on staff morale or performance of medium term significance; significant loss to organisation	Major impact on staff morale or performance with long term significance; very high loss to organisation	Extensive impact or organisational morale or performance; threat to viability or program or service
Contractual and Legal	Isolated non-compliance or breach; negligible financial impact	Contained non-compliance or breach with short term significance and minor financial impact	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact	Major breach with fines and litigation; long term significance and major financial impact	Extensive fines and litigation with possible class action; threat to viability of program or service.
Positive Consequences	Minimal benefit, minimal financial gain.	Small benefit, low financial gain.	Some enhancement to reputation, high financial gain.	Enhanced reputation, major financial gain.	Significantly enhanced reputation, huge financial gain.

Event Risk Assessment - Example

Division/Dept:		Branch/Section/Program:				Activity: Street Stalls			
Consulting Group:					Date of Assessment:				
Ref No.	Hazard	Risk Description	Risk Category	Risk Assessment			Controls required to mitigate risk	Actions required to achieve controls	Risk Owner /Person Responsible
				Likelihood	Consequence	Rating			
01	Electrocution	There is a risk that a person may be electrocuted resulting in ...	Public Liability	Possible	Major	High (18)	All electrical leads and appliances to have current certification and testing tags (refer Market Stall Registration Form – Appendix 9.4 of Operation Manual). All electrical leads to be off the ground and not exposed to water		
02	Fire/explosion	There is a risk that a fire or gas explosion could occur...	Public Liability	Possible	Major	High (18)	All gas cylinders to have current inspection stamp Firefighting equipment to be readily accessible Cooking facilities to be located away from flammable materials. (e.g.: hay bales)		
03	Food poisoning	There is a risk that a person/people may contract food poisoning from....	Public Liability	Unlikely	Moderate	Mod (11)	Stall holders must comply with Australian National Food standards and health regulations.		
04	Traffic incident	There is a risk that a member of the public could be injured by stall holder vehicles	Public Liability	Possible	Major	High (18)	Stall holders to abide by setup and set down times as per registration form and TMP.		
05	Medical Facilities	There is a risk that lack of first aid/medical facilities result in severe injury....	Public Liability	Unlikely	Moderate	Med (11)	SES controllers available as first aid personnel St Johns ambulance officer in attendance First Aid post established and erect signage		

Division/Dept:		Branch/Section/Program:					Activity: Street Stalls			
Consulting Group:					Date of Assessment:					
Ref No.	Hazard	Risk Description	Risk Category	Risk Assessment			Controls required to mitigate risk	Actions required to achieve controls	Risk Owner /Person Responsible	
06	Adverse Weather	There is a risk that adverse weather conditions could cause an injury or ill health to	Public Liability	Possible	Minor	Med (10)	Alternate indoor/under cover venue Postpone / Cancel event if required.			
07	Crowd Behaviour	There is a risk that poor crowd behaviour could result in injury to public from....	Public Liability	Rare	Minor	Low (3)	Alcohol free zones Police presence Security personnel Traffic Controllers			
08	Crowd Behaviour	There is a risk that poor crowd behaviour could result in injury to public from....	Reputation	Possible	Moderate	High (15)	Alcohol free zones Police presence Security personnel Traffic Controllers			

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CONTACTS

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