



## Yarriambiack Shire Council

# Event Application/ Notification Form

Event Name.....



[www.yarriambiack.vic.gov.au](http://www.yarriambiack.vic.gov.au)

The Event Application/ Notification Form are designed to help Community Groups located in the Yarriambiack Shire to get on the way to planning, organising and staging an event or activity successfully.

### **BEFORE GETTING STARTED...**

Because of changes to laws and guidelines governing the staging of community events and activities, you now have to consider a number of important questions before you can proceed with your plans.

Even though you're planned event or activity may be small scale (something as simple as a street party), there are steps you need to go through. This is to ensure that whatever you're planning can occur safely and successfully.

Complete the Event Application/ Notification Form. Once filled in and submitted to the Yarriambiack Shire Council; your Event Application/ Notification Form will register your interest in staging an event and help determine which services and permits may be required. Submitting the Event Application/ Notification Form does not constitute approval to proceed with your event. You will be advised as to what permits you require for your event and whether or not you need to complete and submit additional paper-work.

The Manager Community Services & Development will coordinate an assessment of your event. Event organisers will then be advised of any further process or requirements that may be needed given the specific circumstances and environment applicable to the individual event.

**ALL of following documentation should be completed and submitted to the Manager Community Services & Development at Yarriambiack Shire Council if you are planning an event in the Yarriambiack Shire.**

*"The definition of an event includes any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during or after the event"*

Please allow a minimum of four to six weeks for your event application form to be processed. Large or major events will require a minimum six-months planning period.

Please complete all pages and return via email, fax or mail to:

**Gavin Blinman**

Manager Community Services and Development  
Yarriambiack Shire Council  
PO Box 243  
Warracknabeal Vic 3393

Tel: 03 5398 0131

Mobile: 0427 680 253

Fax: 03 5398 2502

Email: [gblinman@yarriambiack.vic.gov.au](mailto:gblinman@yarriambiack.vic.gov.au)

<b><u>Event Name</u></b>
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**Please answer all the follow questions (“X” all relevant boxes)**

Expected number of people \_\_\_\_\_ *(write number and “X” box below)*

<input type="checkbox"/> 0-100	<input type="checkbox"/> 100-300	<input type="checkbox"/> 300-500
<input type="checkbox"/> 500-1,000	<input type="checkbox"/> 1,000-5,000	<input type="checkbox"/> 5,000+

	Yes	No
This event funded or part funded by Council	<input type="checkbox"/>	<input type="checkbox"/>
I want to close off a road or roads	<input type="checkbox"/>	<input type="checkbox"/>
I want to have a fire or a fireworks display	<input type="checkbox"/>	<input type="checkbox"/>
I want to erect temporary structure/s e.g.: marquees, portable toilets	<input type="checkbox"/>	<input type="checkbox"/>
My Event will be in a public area	<input type="checkbox"/>	<input type="checkbox"/>
I am using professional entertainment e.g.: buskers, bands	<input type="checkbox"/>	<input type="checkbox"/>
My Event will be in a hired building or venue	<input type="checkbox"/>	<input type="checkbox"/>
I want to hold my event in a park or reserve	<input type="checkbox"/>	<input type="checkbox"/>
I want to Sell / BYO Alcohol	<input type="checkbox"/>	<input type="checkbox"/>
I want to have food available	<input type="checkbox"/>	<input type="checkbox"/>
I am using external amusement providers e.g.: carousel, climbing wall	<input type="checkbox"/>	<input type="checkbox"/>
I want to put up signs, flags and/or banners to promote my event	<input type="checkbox"/>	<input type="checkbox"/>

Name of main contact person	
Address of main contact person:	
Landline number of main contact person:	
Mobile number of main contact person:	
Fax number of main contact person:	
Name of organisation	
Organisation Email	
Postal Address of organisation: ...	
Business Address of organisation	
Landline Number of organisation:	
Business Fax number of organisation:	
Business Email of organisation:	

**Proposed location of the Event:**

Street/Road Name:	
Town:	
Postcode: ...	

**Proposed Date/s of Event:**

Start Date:	...../...../20...	End Date:	...../...../20.....
Set-up start time	AM / PM	Event Start Time:	AM / PM
Event Finish Time:	AM / PM	Clean-up end time:	AM / PM

Target Audience (e.g. families with young children, teenage / youth, adult, seniors, mixed):

.....

Describe the event and its main purpose and activities:

.....

.....

.....

.....

**Service Agreement:**

Does your committee/organisation have a current Service Agreement with Yarriambiack Shire Council?

Yes.....  No.....

If Yes: What is the name of the Committee/Organisation listed on the Service Agreement.?

.....

What was the date (on document) the Service Agreement was signed off between your Committee/Organisation and Yarriambiack Shire Council.?

Date on agreement ...../...../.....

**Please find attached copies/payment of the following items:-**

Public Liability Insurance - A copy of your insurance Certificate of Currency **MUST** be attached.

Name of Insured	
Policy Number	
Insured	
Cover \$	

# Event Risk Management Plan

**EVENT NAME.....DATE.....**

## Introduction

Risk Management is an integral part of good management practice. Commitment to Risk Management will assist in keeping risk exposures to a minimum and help reduce injuries and potential loss.

The Risk Management process involves identifying potential risks, analysing their potential damage and treating the risks (*taking action*) before it happens.

The benefits of Risk Management are:

- An organisation/committee can anticipate and respond to potential risks.
- Likelihood of a loss or damage to financial performance, reputation & community confidence can be minimised.
- Promotes a risk awareness culture within an organisation.

Having a Risk Management Plan and conducting a risk assessment prior to an event means potential risks can be identified, and rated according to probability of occurrence and severity of damages. Controls and actions can then be taken to help reduce any potential risks prior to the activity or event taking place.

## Examples:

**Risk types to consider when running an event.** (*Refer to Page 7 for examples*)

Individual risks will vary depending on the event, location and environmental factors. Table 1, Page 7 details a list of risks to consider when staging an event. The risk noted are not inclusive and should only be used as a guide. Each individual event will have its own risks and no event will be the same. Discuss risks with your group or committee involved to cover all risk for your event.

Where individual activities are occurring at an event, consider conducting a risk assessment on that individual activity. (*Eg; Horse riding, water skiing, motor bike events, jumping castle etc*).

When your group or committee hires recreational equipment or engages an organisation to operate their own equipment then the persons who owns the equipment or operates the equipment could supply you with a Risk Assessment for that activity as noted above

**Examples of Risk Types when holding an event.** (Not inclusive as each even is different)

<p><b>Environmental.</b></p> <ul style="list-style-type: none"> <li>a. Flash flooding, heavy downpours, hail storms.</li> <li>b. Wind gusts, gales, damaging winds, storm warning.</li> <li>c. Threatening bush fire, wild fire, declared total fire ban day.</li> <li>d. Heatwave, heatstroke</li> <li>e. Dust storm.</li> <li>f. Environmental damage to native fauna, flora &amp; waterways.</li> </ul>	<p><b>Building structures</b></p> <ul style="list-style-type: none"> <li>a. Building access and exit points signposted</li> <li>b. Emergency assembly areas signposted.</li> <li>c. Pedestrian/people traffic management and flow.</li> <li>d. Night-time lighting/security lighting</li> <li>e. Up to date fire suppression equipment in the building.</li> <li>f. Building emergency/evacuation plan on display.</li> <li>g. Building maximum people capacity, Building weight capacity (two storey)</li> <li>h. Toilet facilities in relation to people numbers.</li> <li>i. Marquee, tent structures and anchorage.</li> <li>j. Building electrical equipment. Circuit breakers, leads. Testing and tagging of electrical items.</li> </ul>
<p><b>Road closures/public road use / public numbers</b></p> <ul style="list-style-type: none"> <li>a. Traffic/pedestrian management.</li> <li>b. Road and pathway use/blockages/closures.</li> <li>c. Vehicle and participant numbers</li> <li>d. Road/pathway signage</li> <li>e. Road permits/notifications (VicRoads/YSC</li> </ul>	<p><b>Food safety</b></p> <ul style="list-style-type: none"> <li>a. Food and health safety standards.</li> <li>b. Staff / volunteers trained in food handling.</li> <li>c. Food, water, drinks contamination. Food poisoning.</li> <li>d. Alcohol on site. Alcohol limits, types of drinking containers.</li> <li>e. Permits in place from the YSC Public Health Officer.</li> <li>f. Certificates/permits displayed</li> </ul>
<p><b>Security &amp; Emergency Services</b></p> <ul style="list-style-type: none"> <li>a. Pickpockets, goods theft, plant theft.</li> <li>b. Vandalism to building, plant and equipment.</li> <li>c. Crowd control.</li> <li>d. Drugs and Alcohol policing/control</li> <li>e. Police &amp; Emergency Services notified &amp; available if required. Police, CFA, SES, Ambulance.</li> <li>f. Emergency Services contact number and Committee/ Organiser contact numbers on display/available.</li> </ul>	<p><b>Temporary structures/staging</b></p> <ul style="list-style-type: none"> <li>a. Use of accredited construction contractors, SWMS's, JSA's</li> <li>b. Trip hazards, ladders.</li> <li>c. Electrical instillation, power boards, leads.</li> <li>d. Test and Tag electrical items</li> <li>e. Signage, barricades, portable fire equipment</li> <li>f. Gas cylinders/testing for leaks.</li> <li>g. Heaters and fire bucket location to flammable objects.</li> <li>h. Night-time lighting/security.</li> <li>i. Working at Heights</li> <li>j. Scaffolding</li> <li>k. Slip &amp; trip hazards identified. Eliminated or controlled</li> </ul>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>a. Profit of break even cost.</li> <li>b. Net Loss.</li> <li>c. Public liability insurance claim</li> <li>d. Property damage claim.</li> </ul>	<p><b>Public Liability Insurance &amp; Licences</b></p> <ul style="list-style-type: none"> <li>a. Does each stall holder have their own public liability insurance?</li> <li>b. Contractors accredited and insured.</li> <li>c. Contractors provide JSA's &amp; SWMS.</li> <li>d. Food sellers trained and accredited.</li> </ul>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>a. First Aid/Defibulator facilities on site.</li> <li>b. Accredited First Aid staff on site</li> <li>c. Fire suppression equipment on site.</li> <li>d. Safe Work Method Statements &amp; Working at Heights Certificates available if required.</li> </ul>	<p><b>Outside community groups/ vendor /volunteer stalls.</b></p> <ul style="list-style-type: none"> <li>a. Copy of their Public Liability insurance/Cover Note</li> <li>b. Copy of their risk assessment for their part in the event. (B-B-Q, jumping castle, .water skiing etc),</li> </ul>

Table 1.

## **Risk Management Plan.**

In maintaining this Risk Management Plan, you are committed to managing risk in accordance with the process described in the Australian Standard (AS/NZS 31000:2009), by identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with any of our activities or functions.

The delivery of the Risk Management Plan requires a consistent and systemic approach in recognition of all activities undertaken.

## **Responsibilities**

Everyone involved with Event or Activity Planning must become familiar with developing a Risk Management Plan. All should accept responsibility for the delivery of the plan within their areas of responsibility.

## **Risk Assessment Process & Plan Delivery**

Although not all risks can be eliminated, they can be controlled or minimised by asking the question to each risk identified, then determining if the risk can be either-:

- **Eliminated** – be physically removed
- **Substituted**- replaced with something that produces a hazard with something that doesn't.
- **Engineered** by putting controls put in place to isolate people from the hazard.
- **Administratively controlled.**– changing the way people work, training, signs and warning labels
- **Or requiring Personal Protective Equipment (PPE)**- high visibility clothing, hard hats, safety goggles, footwear.

***One Risk/Hazard may require more than one risk control. For Example; An extreme heat day may require engineering controls, administrative controls and PPE to minimise risks of illness/injury on the day..***

**In accordance with the Event Risk Assessment Form (Page 10 to 17) the following steps should be undertaken to identify and control each risk type.**

1. Brainstorm to identify any potential **Risk Types** that may occur during the event. (*Examples on Table 1 Page 7*).
2. Record the individual risks on the **Risk/Hazard Details** column.
3. Assess the **Likelihood** of it occurring, the **Consequence** if it occurs and the **Risk Rating** (*Extreme to low*). (*Tables 2,3,4 Page 9*)
4. In the **Action Plan** column, identify how you intend to manage the risk. (*Eliminate, Substitute, Engineering, Administrative or PPE*).
5. Allocate each action to a **Person/s Responsible**.
6. Allocate a **Timeframe for Completion** for each action.
7. Record the **Status** of the action up to completion.

By following these steps from Risk Type to Status on the Event Risk Management Form it ensures that a Risk Management Plan is in place.



AS/NZS 31000:2009 – Risk Consequence, Likelihood & Matrix Tables

To Calculate.                      Likelihood X Consequences = Risk Rating.

Risk Likelihood:

Likelihood		
Level	Descriptor	Detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Once per year
C	Moderate	Possible, once in 10 year period
D	Unlikely	Not impossible, within 50 years
E	Rare	Unlikely within 50 years

Table 2

Risk Consequence:

Consequence		
Level	Descriptor	Detail description
1	Insignificant	Near miss injury, low loss.
2	Minor	First aid, medium loss.
3	Moderate	Treatment required, high loss.
4	Major	Extensive injuries, major loss.
5	Catastrophic	Death, huge loss.

Table 3

Risk Rating Matrix:

Likelihood	Consequences				
	Catastrophic 4	Major 4	Moderate 3	Minor 2	Insignificant 1
A (Almost Certain)	Extreme	Extreme	High	High	Medium
B (Likely)	Extreme	High	High	Medium	Medium
C (Moderate)	High	High	High	Medium	Low
D (Unlikely)	High	Medium	Medium	Low	Low
E (Rare)	High	Medium	Medium	Low	Low

Table 4



RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
c.								
d.								
e.								
f.								
<b>2. Building structures</b> a.								
b.								
c.								
d.								

RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
e.								
f.								
g.								
h.								
i.								
j.								
<b>3. Road closures/Public road use/Public numbers</b>								
a.								
b.								

RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
c.								
d.								
e.								
<b>4. Food Safety</b>								
a.								
b.								
c.								
d								
f.								
<b>5. Security &amp; Emergency services</b>								
a.								

RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
b.								
c.								
d.								
e.								
f.								
<b>6. Temporary Structures/Staging</b> a								
b.								
c.								
d.								

RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
e.								
f.								
g.								
h.								
i.								
j.								
k.								
<b>7. Financial</b> a.								
b.								
c.								

RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
d.								
<b>8. Public Liability Insurance &amp; Licences</b> a.								
b.								
c.								
d.								
<b>9. Health &amp; Safety</b> a.								
b.								
c.								
d.								



RISK TYPE	RISK / HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON/S RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
<b>10. Outside community groups/vendor/volunteer stalls</b>								
a.								
b.								
c.								
d.								
<b>11. Other</b>								
a.								
b.								
c.								

## DOCUMENT CHECK LIST - PRIOR TO SUBMISSION.

No	Item	Tick off if Applicable
1	Have you cited a copy of <b>your Public Liability Insurance</b> or Insurance Cover Note and have a copy on file?	
2	Is your <b>Public liability Insurance current</b> and does it cover the time of the event?	
3	If using <b>contractors</b> to set up temporary structures, staging or electrical wiring etc, have you cited their <b>Public Liability Insurance</b> and are they <b>Trade Qualified</b> ?	
4	Occupational Health & Safety Requirements as per OHS Act 2004 & OHS Regulations 2007. Ref. Worksafe <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a> If engaging contractors to perform work/ set up on site, <b>have you cited the contractors</b> ; <ul style="list-style-type: none"> <li>✓ <b>Job Safety Analysis (JSA)</b> Form to cover the work their performing?</li> <li>✓ <b>Safe Work Method Statements (SWMS)</b> if they are performing High Risk Work. (<i>Working above 2 meters, electrical work, etc?</i>)</li> <li>✓ <b>High Risk Licences</b> to perform certain high risk work or to operate certain plant. Eg, Scaffolding, rigging, cranes etc.</li> </ul>	
5	Have you identified <b>all of the risks</b> that may occur at your event and determined what action you intent to take to either; <ul style="list-style-type: none"> <li>• <b>Eliminate</b> the risk – physically removing the risk.</li> <li>• <b>Substitute</b>- replacing something that produces a hazard with something that doesn't.</li> <li>• <b>Engineering</b> controls- isolate people from the hazard.</li> <li>• <b>Administrative</b> – changing the way people work, training, signs and warning labels</li> <li>• <b>Personal Protective Equipment</b>- high visibility clothing, hard hats, safety goggles, footwear.</li> </ul> <i>Risk Type Examples on Page 7. Assessment Form to fill out on Pages 10 to 17.</i>	
7	Have you <b>obtained all of the necessary permits</b> required to run your event, cited the permits and have them on file?	
8	Do you have a <b>basic map</b> with this Application Form <b>showing the location of the event and the layout of the stalls/vendors</b> at the event?	
9	<b>Do you intend to close any streets, roads, footpaths</b> and have you contacted VicRoads or Yarriambiack Shire Council on the closures?	
10	<b>Do you require a Traffic Management Plan</b> from Yarriambiack Shire Council & maintained a copy on file?	
11	<b>Have you notified the appropriate Emergency Service organisations</b> ( <i>Police, SES, Ambulance Vic, CFA</i> ) that you are; <ul style="list-style-type: none"> <li>• Staging an event and what was to occur at the event.</li> <li>• Informed them of the location</li> <li>• Informed them of the number of people attending.</li> </ul>	
12	<b>Have outside vendors shown you proof of their Public Liability Insurance</b> covers and is it current for the time of the event? ( <i>Rotary, Apex, Outside volunteer groups, small business running a stall.</i> )	
13	<b>Have the outside vendors /community groups</b> operating B-B-Q's, jumping castles, horse riding, trampolines, etc <b>shown to you of their JSA or SWMS</b> and have you kept a copy on file?	
14	Is your <b>Event Application Form</b> <b>been fully completed</b> and ready to be submitted to Yarriambiack Shire Council?	
<b>Name of person filling out the Event Application/Notification Form</b>		
<b>Signature</b>		
<b>Date</b>		