

Events on Public Land Application

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au
t 1300 864 444 • **w** ballina.nsw.gov.au

Please refer to Council's **Event Guidelines** document when completing this form. Applicants may be subject to fees and charges, ground bonds or key deposits. Please refer to Council's Fees and Charges.

1. Applicant Details

Applicant Name

ABN

Postal Address

Email Address

Preferred contact method for correspondence

Email Post

Telephone

Mobile

Alternate phone

Event Manager Name

Mobile

Organisation type

Not for profit

Individual

Commercial company

Other:

2. Public Liability Insurance

It is essential that the hirer holds a minimum of **\$20,000,000 public liability insurance** cover specific to the scheduled event and that Council is noted as an 'interested party' on the policy. It is the responsibility of the hirer to verify with their insurer that the insurance policy terms will cover the proposed event.

Copy of Certificate of Currency attached to this application

Yes

No » Applications **will not** be accepted without a current Certificate of Currency

3. Event Details

Event Name

Location of event

Is this location bushfire prone land? refer to Section 16.5 of Event Guidelines

Yes » Complete Bushfire Emergency Evacuation Plan Pro Forma on page 10

No

Event date/s

Start Time

Finish Time

Anticipated attendance

Target Market

Website

3. Event Details *continued*

Setup date and time

Pack down date and time

Description of event

4. Food

Will food be served or sold at the event?

Yes >> *provide details and complete Vendor form on page 7*

No >> *proceed to Question 5*

Provide details *including gas use onsite*

5. Alcohol

Will alcohol be consumed, served or sold at the event?

Yes, it will be consumed (BYO) or

Yes, it will be served or sold >> *refer to the NSW Office of Liquor, Gaming and Racing for licensing requirements*

No >> *proceed to Question 6*

Liquor Licence Holder Name

Phone

Liquor Licence Holder Address / Email

Number of Dispensing areas to be available

Operating hours during event

Number of Consumption areas to be available

Operating hours during event

How will boundaries of the dispensing and consumption areas be defined?

What security measures will be taken to ensure the limitation of disorderly, unsafe conduct or underage drinking? *include number of guards, supplier and hours of operation*

Is the event located in an alcohol free zone?

Yes >> *provide details*

No

6. Security

Have you completed Australia's Strategy for Protecting Crowded Places from Terrorism Self-Assessment Tool? *at nationalsecurity.gov.au*

Yes
 No

» provide details of what was identified in the self-assessment

Provide details of what was identified in the self-assessment

7. Electricity

Do you require access to Council controlled electrical facilities? *if they are available*

Yes
 No

» provide details including access times

Will generators be used at the event?

Yes
 No

» provide details

Will you be engaging the services of a qualified electrician?

Yes
 No

» provide details

8. Amenities

Will additional amenities be provided at the event? *at nationalsecurity.gov.au*

Yes
 No

» complete details below

» proceed to Question 9

How many portable toilets will be provided?

Male

Female

Disabled

Who will be supplying the portable toilets?

Phone

Delivery date and time

Collection date and time

9. Waste Management

Bins required per 100 attendees

1 x 240L per 100 attendees if no food or drink served/sold **or**

2 x 240L per 100 attendees if food or drink is served/sold

Bins required over 1,000 attendees

2 x 3m front loader skip bins **and**

2 x 240L recycle bins per 100 attendees

Will additional bins be provided at the event?

Yes
 No

» complete details below

» proceed to Question 10

Number of bins supplied for event

General waste

Recycle

Front load skip

Bin Supplier

Phone

Delivery date and time

Collection date and time

10. Water

Is a town water supply available at the event? Yes
 No

11. Temporary structures

Will temporary structures be used at the event? Yes >> *complete details below*
stage, marquee scaffolding, raised seating

No >> *proceed to Question 12*

Provide details of the structures *including size, usage and hours of operation*

12. Live Amplified Music or Public Address System

Will any systems of amplification be used during the event? Yes >> *complete details below*

No >> *proceed to Question 13*

Detail the amplification *including activity taking place, direction of speakers, hours of operation and type of equipment being used*

Has a noise management plan been developed? Yes >> *please attach a copy*

No

How will noise levels at the event be monitored and minimised? *amplified music must be contained within the event site*

13. Temporary Road Closures

Will the event require temporary road/carpark closure?

Yes, road closure >> *A copy of a compliant Traffic Control Plan and/or Parking Plan prepared by an accredited Traffic Control provider must be attached to this application*

Yes, carpark closure >> *A copy of a compliant Traffic Control Plan and/or Parking Plan prepared by an accredited Traffic Control provider must be attached to this application*

No >> *proceed to Question 14*

Provide details of closures

14. Parking and Public Transport

Is there ample parking on or near the site? Yes >> *complete details below*

No

Provide details *including disabled parking*

Are there plans for providing public transport? Yes >> *complete details below*

No >> *proceed to Question 15*

Provide details

15. Vehicle Access

Will vehicles require access on Council land? Yes >> complete details below

No >> proceed to Question 16

Provide details where access is required and reason for access

List all vehicles requiring access

	Make	Model	Registration
vehicle 1	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
vehicle 2	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
vehicle 3	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>

Have emergency vehicular access points been identified? Yes >> complete details below

No

List access points

16. Aquatic Activities

Will any water-based activities be part of the event? Yes >> complete details below and contact Transport NSW/Cape Byron Marine Park as permits may be required

No >> proceed to Question 17

Provide details of all water-based activities

17. Fireworks

Will a fireworks display be conducted at the event? Yes >> complete details below. A licence from WorkCover must be obtained by your pyrotechnician.

No >> proceed to Question 18

Licensed Operator supplying the fireworks

Phone

<div style="border: 1px solid black; height: 35px;"></div>	<div style="border: 1px solid black; height: 35px;"></div>
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Location where fireworks will be conducted

Detail the fireworks launch site, exclusion zone and how this will be managed

18. Amusement Rides

Are you proposing to have amusement rides at the event? Yes >> complete declaration below and application on Page 11

No >> proceed to Question 19

Under Section 68 of the Local Government Act 1993, Council may be required to receive and review applications for approval to operate a specified Amusement Ride or Device. This requires lodgement of a separate Section 68 application by the owner/operator of the device on Page 11.

18. Amusement Rides Declaration

As the applicant, I declare that I have engaged the operator of the amusement device to ensure that the amusement device and/or inflatable is installed in accordance with manufacturer's instructions and that adequate risk management measures have been implemented within the attached risk plan to identify control measures for potential hazards. These hazards include collapse, extreme wind or weather conditions or other site specific risks. The operator will remain on-site for the full duration of the event. The operator has completed a declaration as part of this application.

Name	Position	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

19. First Aid and Medical Services

First Aid service supplier/provider	Number of first aid personnel	Start and finish time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Detail arrangements for emergency responses and event access

How will all event related staff be informed of the emergency evacuation plan?

20. Environmental Management

What steps will be taken to avoid environmental impacts? *Council prohibits the use, supply or release of any balloons (including helium or otherwise) where all or part of your event occurs outside.*

21. Community Safety

What security arrangements do you have in place for equipment left overnight due to setup/pack down or 2 day (or more) events?

Is additional lighting being provided?

Yes >> provide details

No

22. Site Damage

What steps will be taken to avoid site damage?

23. Access and Equity Compliance

Is the site accessible for wheelchairs and for people with disabilities?

Yes No

Does the proposed promotional material specify if the event is wheelchair accessible?

Yes No

Will appropriate disability access toilets be provided?

Yes No

Road/carpark closures: Is adequate and suitable disability parking incorporated on the site plan?

Yes No

24. Promotion and Signage

Do you intend to erect any on-site banners/signs? Yes >> *complete details below and only permissible up to **7 days prior, at the event site only***
 No >> *proceed to Question 25*

Provide details

25. Wet Weather Alternative

Detail the contingency plans in case of inclement weather *including method of notifying potential attendees*

26. Risk Management Plan

Has a copy of the Risk Management Plan been attached to the application? Yes *Applications **will not** be accepted without a copy of the Risk Management Plan.*
 No *Refer to Sample Risk Management Plan on Page 13.*

27. Site Plan

Attach a site plan which clearly indicates all of the following applicable to the event:

- Emergency access points/evacuation routes
- Safe assembly areas
- Temporary structures
- Security, crowd control and/or police locations
- Liquor consumption areas/non-alcohol areas
- Site entrances/exits
- Waste outlets
- Parking and disabled parking
- Food vendors
- Power outlets/generators
- Amusement rides
- First Aid posts
- Lighting
- Amenities/portable toilet facilities
- Fireworks launch site/exclusion zone
- Market stalls
- Water supply

28. Application Attachments

Ensure you have completed all sections of the application and attached the following documents:

- Certificate of Currency (*Public Liability Insurance*)
- Food Vendors List *if applicable*
- Noise Management Plan *if applicable*
- Program of Activities
- Site Plan
- Traffic Management Plan/Parking Strategy and supporting documentation *if applicable*
- Waste Management Plan
- Risk Management Plan
- Application to Operate an Amusement Device *if applicable*

29. Declaration

I declare that all information required and documents supplied in this application are true and correct and I am authorised to sign on behalf of the organisation.

Name

Position

Signature

Date

Privacy Protection Notice

The completed Events on Public Land Application Form contains personal information which is being collected for the purpose of processing this application. The information will be processed by the Open Spaces Section and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

Events on Public Land - Food Vendors List

Event Name Event Location Event Date

Event Organiser Name Event Organiser contact number

	Food Business Name	Council that issued licence for this business	Current Food Licence Number	Food Safety Supervisor Certificate Details <i>medium & high risk foods</i>	Type of food sold	Food business contact name, phone number, email
1						
2						
3						
4						
5						
6						
7						
8						
9						

Events on Public Land - Food Vendors List

Event Name Event Location Event Date

Event Organiser Name Event Organiser contact number

	Food Business Name	Council that issued licence for this business	Current Food Licence Number	Food Safety Supervisor Certificate Details <i>medium & high risk foods</i>	Type of food sold	Food business contact name, phone number, email
10						
11						
12						
13						
14						
15						
16						
17						
18						

Application to Operate an Amusement or Inflatable Device

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • e council@ballina.nsw.gov.au
t 1300 864 444 • w ballina.nsw.gov.au

This document must be read in conjunction with Council's **Event Guidelines**.

1. Operator Details

Name of Registered Owner/Operator of the Device

ABN

Postal Address

Email Address

Preferred contact method for correspondence

Email Post

Business Telephone

Mobile

Alternate phone

On-site Contact Name

Mobile

2. Amusement Device Details

Type of Amusement Device

Classification of Device

Manufacturer or sole Importer of amusement device

Date of device registration

Dimensions of device

Height

Width

Length

3. Registration Details

Registration Number

State of Issue

Expiry Date

Name of Registered Owner

Address of Registered Owner

Has a copy of the Registration Certificate been attached to the application?

Yes

No

Applications **will not** be accepted without a copy of the current Registration Certificate.

4. Event Details

Event Name

Organisation

Location(s) for the operation of amusement device

Proposed period of operation *from / to*

Name all individuals trained to operate the amusement device during the period applied for

5. Amusement Device Insurance Details

It is essential that the hirer holds a minimum of \$10,000,000 public liability insurance cover for the specific device. It is the responsibility of the operator to verify with their insurer that their insurancy policy terms will cover the proposed device.

Has a copy of the Certificate of Currency been attached to the application?

Yes
 No

*Applications **will not** be accepted without a current Certificate of Currency.*

6. Certification Details not required if an exempt 'small amusement device'

Name/Company Name of Certifier

Organisation

It is essential that the hirer holds a minimum of \$5,000,000 professional indemnity insurance cover.

Has a copy of the Certificate of Currency been attached to the application?

Yes
 No

*Applications **will not** be accepted without a current Certificate of Currency.*

It is essential that certification is provided for the location - see guidelines for further details.

Has a copy of the certification been attached to the application?

Yes
 No

*Applications **will not** be accepted without a copy of the certification.*

7. Amusement Device Declaration

As the device owner/operator, I declare that all amusement devices and/or inflatables will be installed in accordance with manufacturer's instructions and that adequate risk management measures will be implemented on the day for potential hazards such as collapse, extreme wind, weather conditions and other site specific risks. The operator will remain on-site for the full duration of the event.

Name

Signature

Date

Bushfire Emergency Evacuation Plan Pro Forma

Please fill in details as required.

Event Details

Event Name

Date

Location

Identification of Emergency Roles for Event Staff & Emergency Contact Numbers

The following outlines roles and responsibility regarding the implementation of the Emergency Procedures in the event of a bushfire.

EVENT ORGANISER (or nominated representative)

Name and Mobile Phone Number

Event Organiser Area of Responsibility

Prior to the commencement of an event, the event organiser (or nominated representative) is to:

- Check Fire Danger Rating for the day of the event and if a Total Fire Ban has been declared. If a Total Fire Ban is in place, consult with the Rural Fire Service Control Centre or call 1800 679 737 to determine if the event should proceed.
- Consult with emergency services if deemed necessary.
- Review the site plan for evacuation/shelter to ensure it meets the environmental conditions of the day.

On becoming aware of a bushfire:

- Ascertain the nature of the bushfire and determine appropriate action, including whether the event is to be cancelled.
- Ensure that the appropriate fire service has been notified.
- Communicate with Event Assistant/s
- If necessary, initiate evacuation and control entry to affected area.
- Ensure the progress of the evacuation and any action taken is recorded in an incident log.
- Brief the fire service personnel upon arrival on type, scope and location of the bushfire and the status of the evacuation and, thereafter, act on the senior officer's instruction.

EVENT ASSISTANT/S

Name and Mobile Phone Number

Event Assistant/s Area of Responsibility

Assist the Event Organiser (or nominated representative) with assessment of fire rating for the day of the event, prior to event commencing.

On becoming aware of a bushfire:

- Communicate with Event Organiser (or nominated representative).
- Secure location and assist with evacuation of all persons in Area of responsibility.
- Act on Event Organiser (or nominated representative) instructions.

Emergency Contact Numbers

NSW Rural Fire Service

Local Fire Control Centre

6684 3662 *weekdays only*

information line **1800 679 737**

Ballina Fire Station

Fire & Rescue NSW

general enquiries **6686 2038**

emergency **000**

NSW Police Service (Ballina)

open 24 hours **6681 8605**

Ballina Shire Council

general enquiries **1300 864 444**

after hours **6626 6954**

State Emergency Services

emergency **132 500**

NSW Ambulance Service

Ballina **000**

Lismore Base Hospital

general enquiries **6621 8000**

Ballina District Hospital

general enquiries **6686 2111**

All Fires to be reported to 000

Triggers for Evacuation and Identification of 'Safe Refuge Areas'

In the event of a bushfire, a decision is made well in advance to either: EVACUATE the occupants of a premise to another location away from the effects of the bushfire or to SHELTER-IN-PLACE and have those occupants move to a safe refuge on-site.

This decision is a matter of safety and needs to consider the proximity to vegetation, time required to transport people from one place to another, availability of transportation, or whether there is a location on-site that would be safer for the occupants to congregate.

In the case of an event held on public land the decision to trigger the plan would likely involve moving event participants into a safe refuge area in proximity of the site where the event is held (i.e. EVACUATE). However, there might be situations when the decision is made to move to event participants a safe refuge on-site (i.e. SHELTER-IN-PLACE).

Which evacuation trigger are you planning to implement in case of a bushfire emergency?

EVACUATE

SHELTER-IN-PLACE

Your Site Plan needs to clearly identify a safe assembly area and escape routes in case of a bushfire emergency. In the case of fun runs, charity walks and the like, which are held along stretches of beach, foreshores, established walking trails and footpaths; organisers must identify several refuge/assembly areas along the route. Examples of refuge/assembly areas may include sports grounds, parks, beaches, car parks, etc.

Have you identified the following features on your Site Plan?

Safe assembly area or areas

Evacuation route or routes

Site map attached

*each box **must** be ticked indicating completion of task*

Emergency Procedure

During a bushfire emergency, identify the procedures, which are to be adhered to in the event of an evacuation. For example, the following actions should be included at a minimum:

The **Event Organiser** (or nominated representative) should:

- Ensure communications i.e. mobile phone on hand)
- Remain calm and explain to the participants what is happening
- Monitor local radio (ABC local radio on 94.5 FM) and public service announcements
- Ensure that all persons are informed of the evacuation process and initiate the evacuation in accordance with agreed sequence
- Advise the local emergency service that the site is being evacuated and that all participants (include how many) are sheltering in a safe refuge/assembly area or areas
- Shall be identifiable with appropriate attire.

Emergency Procedure (continued)

The **Event Assistant/s** should:

- Ensure all persons are accounted for
- Assist all persons in his/her area to evacuate
- Report to the **Event Organiser** (or nominated representative) and assist the 'Event Organiser' (or nominated representative) wherever required
- Shall be identifiable with appropriate attire.

Communication

It is expected that the event organisers would have the required communication tools to ensure that all emergencies are attended to promptly. This is particularly important when running events such as fun runs and charity walks, where there is a potential for exhaustion or injury to occur and, thus the requirement to communicate promptly to emergency personnel so they can attend promptly to the emergency. The same communication procedure would apply in the case of a bushfire emergency.

Have the event organisers implemented a communication procedure to ensure that all emergencies are attended to promptly? Yes

Training

To ensure that operational procedures are followed in an orderly manner during an emergency, it is crucial for all members of the emergency team to be thoroughly familiar with what is expected of them. For this to occur, it is necessary for event staff to be educated on the emergency procedure, to understand roles and responsibilities, and to undertake regular exercises to test the emergency procedure. **It is recommended that event organisers consider undertaking fire drills on a regular basis.**

Further Information

Further information on general Bushfire safety and management can be found at the Rural Fire Service (RFS) website rfs.nsw.gov.au/

RFS publications and fact sheets can be found at rfs.nsw.gov.au/dsp_content.cfm?cat_id=192

Information on Total Fire Ban and Current Fire Danger Map can be found at the RFS website rfs.nsw.gov.au/dsp_content.cfm?cat_id=1109

Your nearest Fire Control Centre is:

Ballina Rural Fire District

70-90 Station Street, MULLUMBIMBY NSW 2482

PO Box 219, MULLUMBIMBY NSW 2482

Phone: 6684 3662

Fax: 6684 3959

Signed

As the Event Organiser, I understand the requirements for event bushfire management. I also understand the roles of both the Event Organiser and Event Assistant/s, and requirements to be implemented.

Event Organiser Name

Signature

Date

Sample Risk Assessment for a Major Festival or Event

This is a sample risk assessment designed to provide assistance to community event organisers in identifying, assessing and addressing a diverse range of possible hazards within events. This sample is not an exhaustive list however it provides a diverse range of hazards which may be identified during a risk assessment for a major festival or event. Event organisers are to utilise the following information as a guide only and are to ensure that your risk assessment covers all hazards identified for your specific event.

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Adverse weather including strong winds	There is a risk that adverse weather, particularly strong winds could occur resulting in the marquee/s collapsing. This may result in injury to attendees.	<ul style="list-style-type: none"> • Appropriate methods will be used to secure marquee/s • In the event of strong winds marquee/s will be dismantled immediately • A development application for the erection of a temporary structure is to be approved by Council (if required) • Engage suitably qualified and insured contractors • Event cancellation in dangerous weather conditions • First aid kit and/or services on site • Incident report log will be kept on site. 			
Exposure to extreme temperatures	There is a risk that attendees may suffer dehydration or exhaustion due to high temperatures experienced on the day.	<ul style="list-style-type: none"> • Refreshments available for purchase • Fresh water supply is available on site • Sunscreen is provided to volunteers and promoted for attendees • Sufficient shade areas on site • First aid kit and/or first aid services on site • Incident report log kept on site. 			
Adverse weather conditions	There is a risk that unexpected adverse weather conditions could cause an injury.	<ul style="list-style-type: none"> • Monitor the weather reports before and throughout the event • Appropriate methods will be used to secure infrastructure on the event site • Cancel the event in extreme weather conditions • First aid kit and/or first aid services on site • Incident report log kept on site. 			

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Uneven ground, power cords, tools and equipment on ground	There is a risk that onsite hazards may cause injury to attendees including but not limited to slips, trips and falls.	<ul style="list-style-type: none"> • The event site is to be checked for holes, depressions, divots and/or hazards prior to set up and once set up is complete (before allowing access by the general public). Ongoing monitoring will be undertaken for the duration of the event • All hazards to be fenced off or secured appropriately • Contractors are responsible for ensuring there are no prevailing hazards related to their operations • First aid kit and/or services on site • Incident report log will be kept on site. 			
Poor crowd behaviour	There is a risk that poor crowd behaviour could result in injury to attendees.	<ul style="list-style-type: none"> • Local police have been advised of the event and will attend if required • Adequate numbers of licensed security guards employed for the event • Adequate first aid kit and/or first aid services on site. • Incident report log kept on site. 			
Poor site cleanliness	There is a risk that attendees may incur injuries on miscellaneous objects found on the event grounds.	<ul style="list-style-type: none"> • Event area and surrounds will be inspected and cleaned for rubbish prior to and during the event. • Appropriate personal protective equipment will be used during the inspection and collection of any needles and or sharps • First aid kit and/or first aid services on site • Incident report log kept on site. 			
Damaged or faulty electrical equipment	There is a risk that attendees may be electrocuted resulting in serious injury or death from damaged or faulty electrical equipment.	<ul style="list-style-type: none"> • All electrical leads to be tested and tagged in accordance with the relevant WH&S Regulations & Australian Standards • All electrical installations to be completed by a qualified and insured electrician • All electrical leads to be off the ground and not exposed to water or; on ground leads to be suitably covered with matting • First aid kit and/or first aid services on site • Local emergency numbers to be readily available • Incident report log kept on site. 			

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Use of BBQ's and gas bottles	Explosion or fire from faulty, damaged, out of date, leaking (bottle/ hose/ regulator) gas bottle	<ul style="list-style-type: none"> • Gas bottle inspected and certified within the last 10 years (check expiry date of bottle) • Soapy water test performed on hose and regulator • No hose or regulator damage • Rust or damage to bottle • Safety gauge fitted between the bottle and hose • BBQ outdoors and in well ventilated area only 			
Fire suppression equipment (fire extinguisher, blanket)	Fire suppression equipment in poor condition/ not maintained	<ul style="list-style-type: none"> • Fire suppression equipment readily available at BBQ area • Fire suppression equipment been inspected, tested and tagged compliant in the last six months • Trained and competent person available to use fire suppression equipment 			
Poor traffic management during set up and pack down	There is a risk that attendees may be seriously injured from moving vehicles on site during set up and pack down.	<ul style="list-style-type: none"> • Suppliers to adhere strictly to set up and pack time down times • Onsite Event Manager to oversee all vehicle movement • Limited vehicles permitted on site • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. 			
Community disruption	There is a risk that residents in the immediate vicinity of the event may experience disruption as a result of organiser's failure to adequately implement approved Noise Management Plan.	<ul style="list-style-type: none"> • Noise Management Plan prepared and approved by Council (if required) • Suitably qualified and insured sound technician engaged for the event • Monitoring of sound levels during the event, adjustment to speaker systems as required • Letterbox drop in the event's immediate vicinity advising of changed traffic conditions. 			

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Inadequate planning and management of fireworks	There is a risk of serious injury to attendees if the pyrotechnician does not adhere to Work Cover licencing requirements and safe use of fireworks. Injury as result of lack of management of safety zone.	<ul style="list-style-type: none"> • A licensed and suitably insured pyrotechnician is contracted • A licence is obtained from WorkCover (confirmation of display is provided to Ballina Shire Council) • A prior site inspection is undertaken with both the event organiser and pyrotechnician • A fireworks exclusion zone is marked out and managed to prevent unauthorised access i.e. temporary fencing • Letter box drop in the events immediate vicinity advising of display and securing of animals • In the event of a total fire ban, an exemption is obtained from the Local Fire Station (in writing) and supplied to Ballina Shire Council • Fireworks are cancelled in the event of extreme weather • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. 			
Inadequate planning and management of civil aviation and air traffic requirements	There is a risk of serious injury to attendees if the operator does not adhere to civil aviation and air traffic requirements. Injury as result of lack of management of take off and landing zone.	<ul style="list-style-type: none"> • A licensed and suitably insured operator is contracted • The operator obtains all relevant approvals from the Civil Aviation Safety Authority and Air Traffic Control - Brisbane Centre and complies with Schedule M – Helicopter Rides Operating Requirements of Council’s Commercial Activities on Public Land Policy • A prior site inspection is undertaken with both the event organiser and operator • Take off and landing zone is marked out and managed to prevent unauthorised access i.e. temporary fencing • The landing would be cancelled in extreme weather • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. 			

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Damage to reserve/public asset	There is a risk that a public asset and/or reserve may be damaged as a result of unauthorised vehicular access and/or management of the ground conditions.	<ul style="list-style-type: none"> • Authorised vehicles only permitted within relevant site • Event is cancelled and/or modified if large rainfall experienced • Location of Services The event organiser is advised to take care in ensuring no damage is done to or unauthorised modifications are carried out on either Council's or any other organisation's underground infrastructure assets. This includes: sewer, stormwater, water mains, and electricity supply and telecommunication facilities. You are advised to contact the following: <ul style="list-style-type: none"> • Council on information on sewer, water supply or stormwater • "Dial Before You Dig" – for other infrastructure. • The information relating to the event site is to be obtained prior to any works commencing. 			
Inability to respond to reports of lost children / persons.	There is a risk that a person / child may become lost in the crowd, causing distress.	<ul style="list-style-type: none"> • Designated and well signposted area for lost children • PA system to make regular announcements • Encourage parents to remain with their children whilst they are participating in the program of activities. 			
Failure to meet legislative requirements relating to Child Protection.	There is a risk a child related incident/injury to occur.	<ul style="list-style-type: none"> • Professional and fully insured contractors will be used that are known to organisers • Face painter/s to adhere to the Environmental Health Fact Sheet for Children's Face Painting produced by NSW Health • Appropriate working with Children Declarations are obtained where required • Encourage parental supervision of activities • Incident report log kept on site. 			

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Inadequate planning re alcohol management	There is a risk that attendees may bring alcohol to the event, potentially causing injury to attendees as a direct result of intoxication and/or failure to remove alcohol from the event site (under direction from personnel).	<ul style="list-style-type: none"> Erection of no alcohol signage Advertising the event as alcohol free Licensed security guards employed for the event Local police advised of the event and will attend if required First aid kit and/or first aid services on site Local emergency service numbers to be readily available Incident report log kept on site. 			
Inadequate planning re water safety	There is a risk that attendees may be seriously injured if the organisers do not have adequate life saving personnel or equipment and approvals to operate on or near the water.	<ul style="list-style-type: none"> Approval obtained from Roads & Maritime Services (if required) Approval obtained from Cape Byron Marine Park (if required) Adequate life saving measures in place i.e. powered craft, rescue boats, lifeguards First aid kit and/or first aid services on site Local emergency service numbers to be readily available Incident report log kept on site. 			
Inadequate planning re waste management	There is a risk of environmental contamination during and after an event, if there is inadequate collection or disposal of waste.	<ul style="list-style-type: none"> Approved waste management plan. 			
Inadequate toilet facilities.	There is a health risk during an event if there are inadequate amenities provided for the anticipated crowd numbers.	<ul style="list-style-type: none"> Sufficient toilet on site and/or additional portable amenities Adequate hand washing facilities. 			
Impeded access for emergency vehicles.	There is a risk that the emergency vehicular access could be obstructed if not adequately signposted and managed. This could delay treatment received by attendees injured at the event.	<ul style="list-style-type: none"> Identification of emergency access points on site map (site map provided to emergency services in the event of major festival) Access areas to be well signposted and kept clear for the full duration of the event. 			

Hazard	Risk Description	Treatments / Controls to be implemented for the event	Risk Assessment		
			Likelihood	Consequence	Rating
Poor installation and management of amusement devices and/or inflatables.	There is a risk of serious injury to attendees if devices do not adhere to Work Cover requirements and the applicable operations manual. Injury as result of inadequate supervision of minors utilising the rides/inflatable devices.	<ul style="list-style-type: none"> • The licensed and insured device operator will remain onsite for the full duration of the event • Relevant approvals obtained from Ballina Shire Council (if required) • Device is set up in accordance with owners/operators manual • Management of clearance zone around the device • Encourage child supervision on device • Operations cease in extreme weather conditions • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. 			
Poor installation of stages / seating structures.	There is a risk that attendees may be injured as a result of stage, seating or elevated platforms collapsing.	<ul style="list-style-type: none"> • A development application for the erection of a temporary structure is to be approved by Council (if required) • Engage suitably qualified and insured contractors. • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. 			
Food Poisoning.	Persons becoming ill as a result of poor food handling or storage.	<ul style="list-style-type: none"> • Registration for Food Handling in place • Persons supplying food are trained correctly – Food Safety Supervisor Certificate • Stallholders shall comply with the requirements of NSW Food Authority 'Guidelines for Food Businesses at Temporary Events' • Food temperature monitored • Food is appropriately stored under temperature control • Food is appropriately transported to site under temperature control. 			
Insert other hazards identified					

Risk Matrix

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	High	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	High

LIKELIHOOD	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	Insignificant	First aid only required
	Minor	Minor medical treatment with or without potential for lost time
	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
	Major	Individual fatality or serious long term injury
	Catastrophic	Multiple fatalities or extensive long term injury

<p>EXTREME DO NOT PROCEED Immediately introduce further control measures to lower the risk Reassess before proceeding</p>	<p>HIGH DO NOT PROCEED Review and introduce additional controls to lower the level of risk</p>	<p>MEDIUM Monitor and maintain strict measures</p>	<p>LOW Monitor and Manage</p>
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