



GUIDELINES FOR COMPLETING APPLICATION FOR A TEMPORARY* EVENT

*NOTE: A temporary event is an event that is not conducted on a regular basis (that is weekly or monthly at a fixed venue).

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Public Liability Insurance

Only events managed and controlled by Council are covered under Council's public liability insurance.

It is a requirement of Council's insurer that the event organiser (ie, the organisation/company/individual named in the application) provide to Council prior to the event, a copy of their certificate of currency for \$20 million public liability insurance, where the cover is current for the duration and scope of the event. Please ensure you fulfil your duty of disclosure to your insurer by informing them of the full scope of activities throughout the event to ensure adequate cover is provided.

The Qld Government Insurance Fund has appointed Aon to provide advice and assistance in obtaining affordable insurance cover to not-for-profit organisations

Please provide a copy of your certificate of currency when submitting the application. By doing so, this ensures that any potential problems are identified, and can be addressed in a timely manner for both parties, in advance of the event date. We understand you may not have this documentation on hand at the time of submitting the application. In this instance, however, the balance of the application will be processed in its absence.

Please note that the event will not be approved until Council has sighted a compliant certificate of currency.

As the event organiser, you must also ensure all contractors/sub-contractors you engage hold current and adequate cover.

Food

Where any food and refreshments (excluding alcohol) is served / sold:

- It may be necessary to obtain a Food Business Licence through Council's Environment and Public Health Unit. Please contact Council's Environmental Health Officers to determine whether a licence is required under the *Food Act 2006*;
- Most mobile food businesses (eg. ice cream or kebab vans) are required to hold a Food Business Licence in Queensland. If you do not hold a Food Business Licence, you may be required to obtain one from Council; and
- All stall holders are required to handle, serve and sell food in a safe manner in accordance with National Food Safety Standards.

AusIndustry's Artists Impression - Minimum Standards for the Operation of a Temporary Food Stall outlines these requirements - refer Attachment "A".

To assist with your planning, food is not to be served / sold in glass containers.

You must supply Council with a list of all food vendors (see form on Page 12 of Event Application), at least four (4) weeks prior to your event. In addition, your site plan must clearly identify the food vendor name and location. However, any Food Business Licence applications are required to be submitted to Council at least 6 weeks prior to the event. An Environmental Health Officer may require an inspection of the food premises prior to commencement of the event to ensure compliance with

Alcohol

Under Section 173B of the *Liquor Act*, consumption of alcohol in a public place is prohibited. However, an application can be made to the Office of Liquor, Gaming and Racing, Queensland Treasury for the following permits:

- Community Liquor Permit – issued to unlicensed organisations and clubs that wish to trade on one-off occasions; or
- Catering Away Permit – issued to holders of a general licence, residential licence, on-premises licence, limited licence who have an endorsement on their licence allowing them to cater for private functions away from the main premises.

Please note that Council’s non-objection endorsement is required on the original Community Liquor Permit prior to submission to the Office of Liquor.

For application forms and assistance, please contact the Office of Liquor on 13 13 04 or visit www.olgr.qld.gov.au

Council and/or the Queensland Police Service (QPS) may require that you engage QPS officers on special duties to attend the event, at your expense.

To assist with your planning, refreshments are not to be served/sold in glass containers.

You must supply Council with a list of all food vendors (see form on Page 12 of Event Application), at least four (4) weeks prior to your event. In addition, your site plan must clearly identify the food vendor name and location. . However, any Food Business Licence applications are required to be submitted to Council at least 6 weeks prior to the event. An Environmental Health Officer may require an inspection of the food premises prior to commencement of the event to ensure compliance with food conditions.

Amenities

Are there adequate existing toilet facilities at the event site? The existing toilet facilities at

the event site have been installed by Council to cater for general users. As the event organiser, you may be required to supply additional toilet facilities specifically for attendees of the event, at your expense. The organiser must also ensure the providers of portable toilets provide a “Manufacturers Statement of Compliance” in accordance with the *Environmental Protection Act 1994*, and *Environmental Protection (Waste Management) Regulation 2000* as required under section 101(5) of the *Plumbing and Drainage Act 2002* for any toilets supplied at any events.

These toilet facilities must:

- Comply with *Environment Protection (Waste Management) Regulation 2000* as required under Section 101(5) of the *Plumbing & Drainage Act 2002*
- Be accessible for people with disabilities;
- Be cleaned and re-stocked regularly (at your expense);
- Be located away from food / storage service areas;
- Be weather protected;
- Provide sharps disposal; and
- Be well lit so as not to become a security or safety risk.

A Statement of Manufacturers Compliance must be submitted with the Event Application (this can be obtained from the provider of the Portable Toilets).

If the event is likely to attract families, you should also give consideration to baby change facilities. The Australian Emergency Manual recommends the following as a guide:

A) Toilet facilities for events where alcohol is NOT available

Attendees	Males	Females
500	1 Toilet, 2 Urinals, 2HB	6 Toilets, 2HB
1000	2 Toilets , 4 Urinals, 4HB	9 Toilets, 4HB
2000	3 Toilets , 8 Urinals, 6HB	12 Toilets, 6HB
3000	4 Toilets , 15 Urinals, 10HB	18 Toilets, 10HB
5000	5 Toilets , 25 Urinals, 17HB	30 Toilets, 17HB
At least one (1) unisex disability access toilet is required. (HB = hand basin)		

B) Toilet facilities for events where alcohol IS available

Attendees	Males	Females
500	3 Toilets, 8 Urinals, 2HB	13 Toilets, 2HB
1000	5 Toilets, 10 Urinals, 4HB	16 Toilets, 4HB
2000	9 Toilets, 15 Urinals, 6HB	18 Toilets, 6HB

3000	10 Toilets, 18 Urinals, 10HB	20 Toilets, 10HB
5000	12 Toilets, 25 Urinals, 17HB	33 Toilets, 17HB
<i>At least one (1) unisex disabled toilet is required. (HB = hand basin)</i>		

- For events less than four hours duration, these may be reduced by up to 80%.
- Toilets must be serviced throughout the event. Where portable chemical type units or effluent holding tanks are used for events longer than four (4) hours, they must be located so that they can be pumped out during the event.

Rubbish Disposal / Litter Management

One of the key areas of responsibility in conducting the event is to efficiently, responsibly and effectively manage waste on the event site and surrounding areas. The existing rubbish bins at the event site have been installed by Council to cater for general users. As the event organiser, you are responsible for supply of additional bins specifically for rubbish generated (including cigarette butts) at the event site and surrounding areas, as a result of the event, at your expense.

Council is committed to recycling and requests that you take all necessary steps to minimise

waste and encourage recycling both during and after the event. The Queensland Government has prepared a range of promotion and signage materials for organisations to use with the placement of recycling bins. For more details on events and festivals public place recycling initiatives, please contact the Department of Environment and Resource Management on 1300 130 372 or visit www.derm.qld.gov.au. For posters, factsheets and information about Public Place Recycling (PPR) contact the Department of Environment and Resource management on:- publicplace.recycling@derm.qld.gov.au

The following is a guide to the types of waste you will be likely to manage at the event:

- General rubbish - bins must be placed around the entire event site and close to areas where food is being sold or consumed.
- Recyclable items - clearly identified recycle bins must be placed side by side with general rubbish bins (not back to back).
- Food providers and stall holders waste - food providers and stall holders should have bins for their own waste disposal. These bins should be placed well away from any food consumption, preparation or storage areas.
- Toilet facilities waste - refer to amenities guidelines.

Council recommends as a guide the minimum number of bins for attendee use (not to include existing bin infrastructure), as follows:

- 1 x 240L bin per 100 attendees – if no food or drinks served / sold
- 2 x 240L bins per 100 attendees – if food or drinks served / sold
- 2 x 240L recycle bin per 100 attendees
- 1 x 3m front load skip bin for greater than 1,000 attendees

Please Note: 3m Bins will need to be supplied by a Private Contractor at own cost.

Temporary Structures

The erection of any temporary tent type structure exceeding 100m² & less than 500m² must comply with the requirements of Queensland Development Code (QDC) MP3.2 "Tents".

The erection of any temporary tent type structure exceeding 500m² requires a Development Permit for Building work as a temporary special structure, compliance with the requirements of (QDC) MP3.2 "Tents" referral to QF&RS as part of the building approval process.

The organiser must ensure that all conditions applied by Council's building certifier or the private certifier to the development approval for the erection of the temporary special structure/s are adhered to.

The organiser must provide to Council a copy of the approval granted by the relevant certifier as required by the Act being within 5 business days from the date the structure is approved & within as soon as practical once the structure has been erected & before the structure is used for the event.

The erection of temporary structures under 100m² is permitted provided they are weighted with sandbags (or the like). Scaffolding for observation towers, grandstands, supporting temporary buildings, hoardings and or other like, must be constructed in accordance with all relevant Australian Standards.

The organiser must ensure that the structure is not left unattended at any time without barricading, signage and security staff (at the organiser's cost) to prevent unauthorised public access.

Temporary structures must be removed by clean up date.

Electricity / Generators

A site inspection will reveal if there are Council controlled electrical facilities in appropriate locations at the event site. If you require assistance, please contact Council's Customer Service Centre on 1300 22 55 77 to obtain details of power supplies available.

If you require access to this power, a fee for

electricity connection is to be paid by you prior to the event. See Event Application form for payment options.

You must comply with the *Electrical Safety Act 2002* and the *Electrical Safety Regulation 2002*; provisions of which apply to electrical equipment and this includes, but are not restricted to:

- All electrical equipment, including extension leads, to be tested and tagged in accordance with AS3760;
- Extension leads will be tagged with the owner's name;
- Portable electrical equipment is double insulated or earth-leakage protected;
- All flexible and extension leads must be supported at least 2 metres above the ground. If this is not practicable in small specific areas subject to foot traffic, extension and flexible leads are to be laid out so as to ensure they do not pose a trip hazard or an obstruction that denies safe access to the area. As such, leads on the ground are to be kept clear of moisture wherever possible and are to be covered with adhesive duct tape or ground mats to remove potential trip hazards;
- No piggy back plugs or double adaptors are permitted. Power boards are to be used where there is more than one electrical device in use; and

- It is recommended that Portable Residual Current Devices (RCD's) i.e. Portable Safety Switches be connected into the main power supply as a safety precaution in addition to the RCD installed at the main power outlet.

Use of Council controlled electrical facilities

Following approval of the application and payment of the connection fee, access to these facilities will be provided via key access. Details on how to gain access will be provided in the approval documentation.

Use of Generators

If the existing Council controlled electrical facilities are not sufficient for the event, you may need to use generators. Please consider the following and address in your Risk Assessment:

- Location of generators – these should not be accessible to the general public;
- Storage of fuel;
- Hot generator refuelling; and
- Potential noise nuisance.

Noise / Amplified Sound

You must take all reasonable and practical measures to minimise noise nuisance. Consideration given to the placement of your

stage area can assist with this (including directing speakers away from residents / businesses). We recommend you use sound level monitoring equipment throughout the duration of the event. Penalties may apply if noise levels are exceeded.

Noise from an event must comply with the requirements of the *Environmental Protection Act 1994*.

If the event is a licensed premises under the Liquor Act, Liquor Licensing regulates noise.

Vehicle Access

Vehicle access onto beach and parkland areas is discouraged. Under Council's Local Laws, access may be granted with consideration of the event and site circumstances. If you believe vehicle access is necessary, please provide full details of the number and type of vehicles and the reasons to support your request, including make, model and registration details.

Temporary Road Closures

A Traffic Management Plan identifies the roads, car parks and footpaths affected by the event.

Where the event requires temporary road / car park closures you are required to complete / address the following:

- Application to the Queensland Police Service www.police.qld.gov.au
- Application to the Department of Main Roads if the event is on a State controlled road – www.mainroads.qld.gov.au
- Provide to Council a compliant Traffic Management Plan which has been prepared by an accredited Traffic Control Provider in accordance with the Transport Operations (Road Use Management) Act 1995 and the Manual of Uniform Traffic Control Devices including:
 - Legible maps and / or diagrams of the event areas and sites;
 - Appropriate signage, barricading and traffic control is to be installed. Provide diagrammatic details of what type of traffic management devices will be used and in what positions;
 - Confirmation that all persons involved in directing vehicle movements are adequately qualified. These must be a police officer or an accredited traffic control officer;
 - Complete and accurate details of what road closures are being sought and for what periods those roads will be closed;
 - Details of at least one effective diversionary route for traffic affected by each road closure; and
- Distinctly identified emergency vehicle accesses;
- Erect road closure notification signage not less than seven days prior to the event;
- Provide written advice to Queensland Ambulance Service and Queensland Fire and Rescue Service at least one month prior to the event date;
- A 'public notice' to be published advising of the road closure at least one week prior to the event. Prior to publication confirmation, provide to Council a copy of the public notice advertisement;
- Provide evidence of actions taken to consult with residents and businesses directly affected by the road closure (eg. letter box drops, public meetings, personal visits) and make available to Council details of any and all objections as known to you;
- To ensure safe and proper traffic flow on the day, it is recommended that you conduct a pre-event meeting with all persons involved in the directing of vehicle movements.

Environmental Management

In conducting the event, you must take all reasonable and practical measures to minimise environmental impacts. These include:

- The release of any material that may cause environmental harm via the stormwater

system into any waters or the bed and banks of any waters.

- Make your event butt free, hire mobile cigarette butt bins by contacting the Queensland Litter Prevention Alliance (QLPA) on <http://www.qldlitter.com>;
- The release of materials into the air such as dust, fumes and smoke;
- Liquid spillages are to be cleaned up immediately using sawdust and other absorbent materials and bagged and disposed of accordingly; and
- In the best interests of the environment and our sea life, please refrain from using balloons or mass balloon releases as part of the event.

For more details, please contact the Environment and Resource Management on 1300 369 388 or visit www.epa.qld.gov.au

Site Damage

Public places are available for the use and enjoyment of the community. When choosing the event site, consideration must be given to the following:

- Vehicle access – the risk of damage to vegetation by wheel rutting. This increases following wet weather and alternative

arrangements will need to be made for setup / cleanup of the event site;

- Dunal degradation – encourage attendees to utilise existing pathways and beach access ways and observe coastal protection, fencing and signage; and
- Arbour care – the proximity of trees / shrubs / garden beds to event infrastructure.

Any damage caused as a result of the event will be recovered by Council, at your expense.

First Aid & Medical Services

First aid services are critical to any event.

Council requires that the minimum qualification level is Apply First Aid.

First aid posts should be properly staffed and equipped and, most importantly, identified and easy to find by those who need it. The number of posts will depend on the size and scale of the event. Below is a guide for the provision of first aid services.

Attendees	First Aid Personnel	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2

Compliance with Council's Access and Equity Principles

Improving access for people with disabilities to the event can result in positive economic and social benefits to the general community. By achieving this, the event will be exposed to a broad participant base and also meet a number of legal and commercial objectives and responsibilities. Please ensure you consider the following in your planning:

- Location of stalls – allowing sufficient space between stall aisles for wheelchairs and people with disabilities;
- Advertising / promotional material for the event should specify if the event is wheelchair accessible.
- Location and type of toilets, including disability access toilets - (refer to Amenities above); and
- Car parking – adequate and suitable parking (including disabled parking) is to be incorporated in your site plan.

For your information and planning, Council is an affiliate of the Companion Card Program which promotes fair ticketing for people with a disability who need attendant care support. The program allows for companion card holders to attend ticketed events, at no charge. For more details,

please contact Disability Services Queensland on 13 13 04 or visit www.companioncard.asn.au

Carparking / Public Transport

An important element of the event is getting people to and from the event easily and quickly without significant impact on the immediate area. Encourage attendees to consider walking, cycling, catching public transport or carpooling to the event.

Car Parking:

As the event organiser, you must ensure that:

- There is adequate parking for attendees, that does not interfere with the usual parking provisions for residents/businesses;
- To alleviate car parking issues encourage patrons to carpool to the event; and
- Please be aware that parking on nature strips, areas of open space and parkland is not permitted. If you believe illegal parking may be an issue at the event, Council recommends that you put marshals in place to ensure parking infringements do not occur.

All transport options should be communicated through your event advertising.

Community Safety / Security

With such a strong emphasis on risk management and public safety at events, appropriate security for the event is important. Different types, scale and scope of events require different levels of security and should be determined as part of the Risk Assessment eg. crowd control, cash and equipment protection.

An area for lost children / property should be clearly signed and staffed accordingly.

If event infrastructure remains at the event site overnight, you must engage appropriate security.

It is vital that all areas of your site, especially access paths and emergency exits are clearly illuminated. This may require you to provide additional lighting at your own expense.

Dependent on the type, scale and scope of the event, Council and/or the Queensland Police Service may require you to engage Police officers on special duties, security guards and/or crowd control, at your expense. Please contact QPS to determine their requirements – www.police.qld.gov.au

Community Consultation

One of the best ways to ensure the event is successful (and has longevity) is to have minimal impact on the area surrounding the event. Please consider this in your planning, including the following:

- Site identification and usage – generators and stage placement and direction of amplified sound to be directed away from residences / businesses; growth of the event and site suitability into the future;
- Setup and cleanup – installation and removal of infrastructure eg. marquees, staging, toilets etc;
- Noise – public address announcements, music, entertainment or crowds;
- Road closures (refer above) – access for residents / businesses; and
- Fireworks (refer above) – impacts for local residents and their pets.

To minimise these impacts, appropriate methods of community consultation and pre-event communication should be undertaken eg. letter box drops, public notices, advertisements etc. Event approval will not be given until a satisfactory outcome of consultation has been received by Council.

Advertising / Signage

We appreciate that public awareness of the event is important to its success, however, please ensure that you adhere to the following:

- Pre-event promotional marketing – must not be undertaken until Council approval of the event is granted; and
- Pre-event advertising (except road closure signage) at the event site is not permitted unless the site has Council erected poles for this purpose and prior permission has been obtained from Council.

Erection of signage/banners at the event site is permitted on the event day only. Please ensure any signage/banners adhere to the following:

- Must not exceed 6m x 1m;
- No ground piercing devices are to be used;
- Must not be tied to trees, nor drilled, screwed or nailed into trees, signs, posts or any Council property;
- Must be secured in a manner to ensure it does not become hazardous during windy weather conditions;
- Must not create a visual distraction to passing traffic;
- Must allow for unrestricted movement by cyclists and pedestrians;
- Must be removed immediately after the event.

Risk Management

There is now a significant focus on risk management at all events. For this reason you must pay special attention to this area of responsibility and complete a Risk Assessment prior to the event.

The Risk Assessment must be carried out in line with AS/NZS 4360:2004 Risk Management and should identify, assess and control risks relevant to the event. It is not meant to be an arduous task but is a good event management tool and positive process for assisting you in identifying potential risks and putting into place strategies for dealing with them.

Where applicable to the event, please ensure that the Risk Assessment includes (but is not limited to) the following risk considerations:

Food | Alcohol | Amenities | Site damage | First aid and medical services | Rubbish disposal | litter management | Environmental management | Temporary structures | Electricity/generators | Carparking / Public transport | Noise/amplified sound | Community safety | security Vehicle access | Community consultation | Temporary road closures | Advertising/signage Compliance with Council's access and equity principles.

Please use the Risk Assessment Process (Attachment "C") to assess identified risks.

A sample completed Risk Assessment (Attachment "D") is provided for your assistance.

Please complete the Risk Assessment Template – this template is located at the end of the word document format of the Application for an Event to enable computer generated completion.

Fees

Fee payment prior to the event is a condition of event approval. Payment of the fee can be made upon lodgment.

The amount payable upon application will be calculated as per Council's Fees & Charges for the current financial year. For a list of the current fees and charges applicable, please visit www.rockhamptonregion.qld.gov.au or.

Please note that waste fees are in addition to the booking fees for your event.

Commercial Event – All Parks & Beaches	\$ 500.00
Commercial Event – Botanic Gardens & Kershaw Gardens	\$ 425.00
Not For Profit – All Parks & Beaches	\$ 200.00
Not For Profit – Botanic Gardens & Kershaw Gardens	\$ 200.00
Circus – All Parks	POA
Hire of Bins and Cleansing	POA

Lodgement

The applicant listed must be the name on the Public Liability Insurance and be one of the following –

- Registered Company (not business)
- Approved Incorporation (must have a common seal)
- Individual/s organising the event

Applications must be fully completed and submitted no later than 12 weeks prior to the event and prior to any advertising or promotion.

Please ensure that you enclose all relevant attachments with the application.

In Person: At Council Customer Service Centres as listed below between 8am to 5pm Monday to Friday excluding Mount Morgan 9am to 4.30pm.

- Gracemere Office | 1 Ranger Street,
- Mount Morgan Office | 32 Hall Street,
- Rockhampton Office | 232 Bolsover Street,
- Yeppoon Office | 70 Anzac Parade,

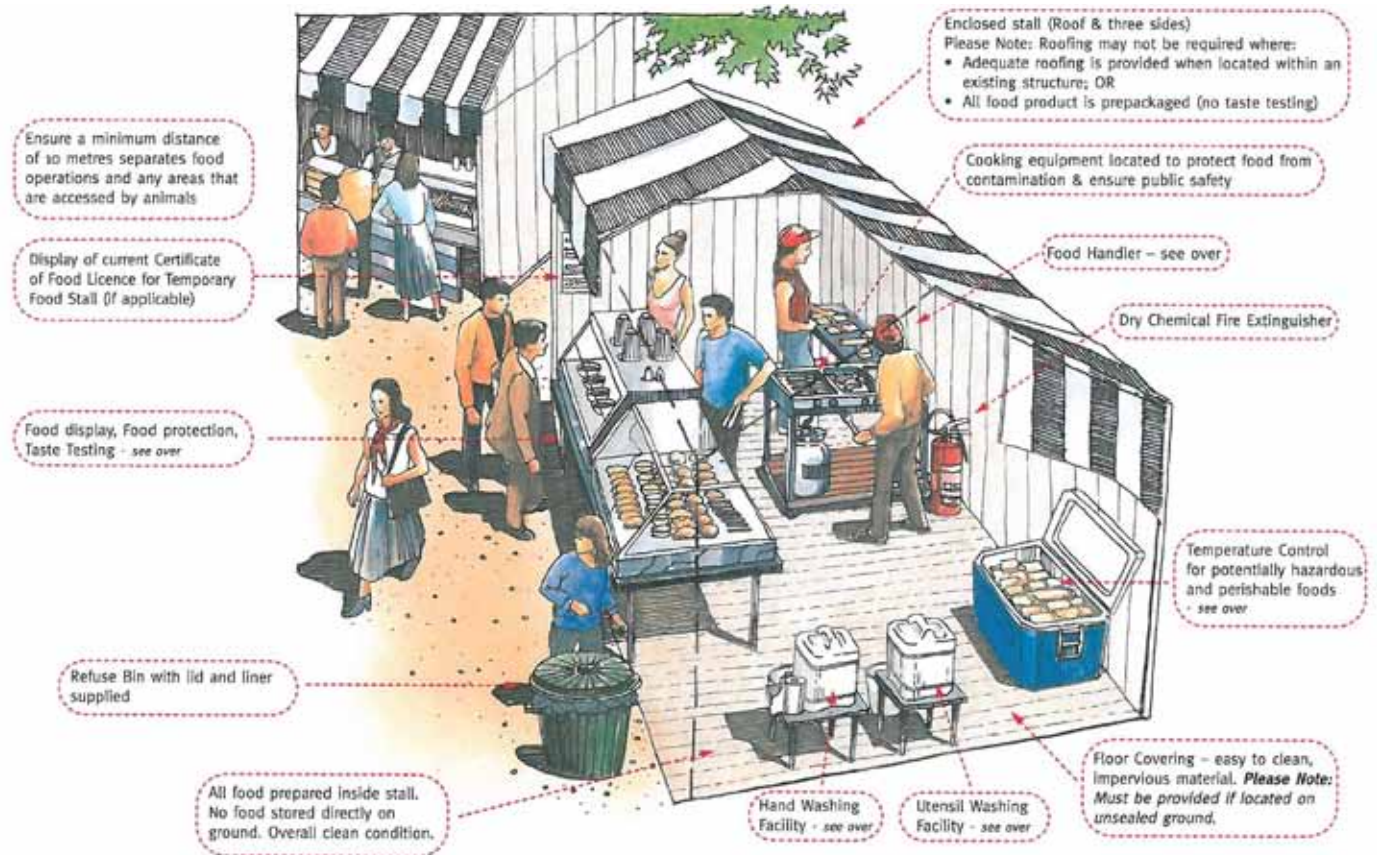
By Email: Enquiries@rrc.qld.gov.au

By Phone: 1300 22 55 77 | **By Fax:** 1300 22 55 79

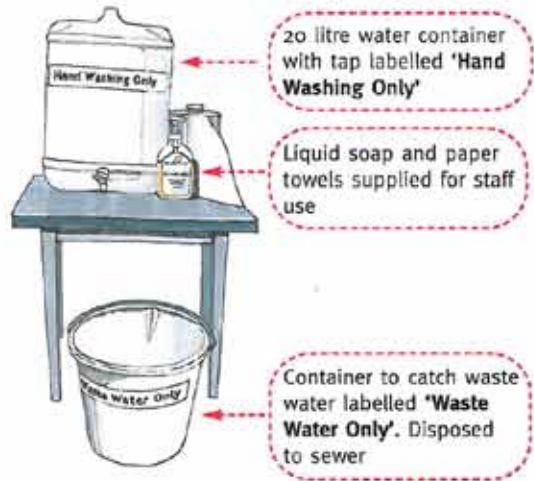
By Post: Rockhampton Regional Council
Attention CEO
PO Box 1860
ROCKHAMPTON Q 4700

ATTACHMENT “A”

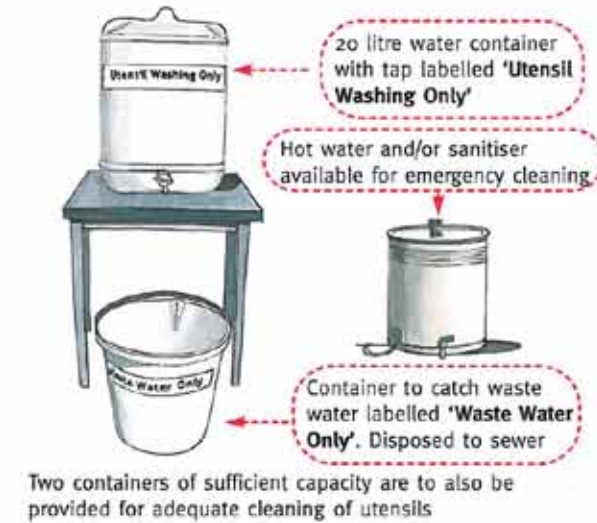
Artists impression minimum standards for operation of a temporary Food Stall



Minimum hand washing facilities



Minimum utensil washing facilities



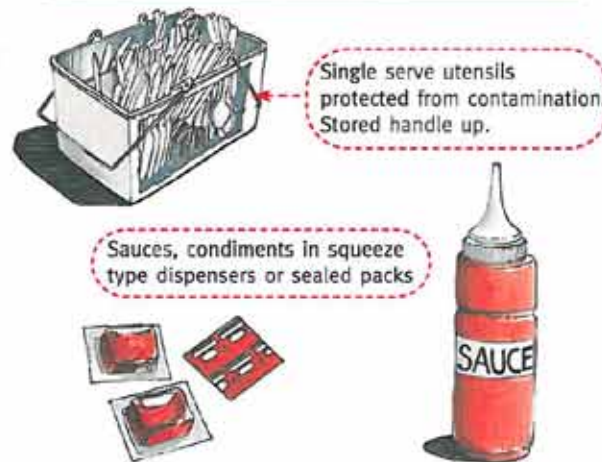
Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



For further information on this topic, please contact Council

Temperature control of potentially hazardous food



Environmental Protection (Noise) Policy 2008

The following extract is from, Schedule 1, Environmental Protection (Noise) Policy 2008, and details the maximum level of noise that should be experienced in the acoustic environment of the area or place. If you have concerns regarding compliance with this regulation during your event, please contact DERM on 1300 130 372.

Dictionary

daytime means the period after 7am on a day to 6pm on the day.

dwelling means a building or part of a building used or capable of being used as a residence.

evening means the period after 6pm on a day to 10pm on the day.

LA1,adj,1hr means the A-weighted sound pressure level, adjusted for tonal character or impulsiveness, that is exceeded for 1% of a 1 hour period when measured using time-weighting 'F'.

LA10,adj, 1 hr means the A-weighted sound pressure level, adjusted for tonal character or impulsiveness, that is exceeded for 10% of a 1 hour period when measured using time-weighting 'F'.

LAeq,adj,1hr means an A-weighted sound pressure level of a continuous steady sound, adjusted for tonal character, that within a 1 hour period has the same mean square sound pressure of a sound that varies with time.

night-time means the period after 10pm on a day to 7am on the next day.

sensitive receptor means an area or place where noise is measured.

visiting hours, for a hospital, surgery or other medical institution, means a period during which members of the public are allowed to visit patients at the hospital, surgery or institution.

**ATTACHMENT “C” Risk
Assessment Process**

Low Risk (L-4 to L-24)	Manage via routine procedures
Medium Risk (M-28 to M52)	Manage via planned action/s
High Risk (H-56 to H-80)	Manage via prioritised action/s
Extreme Risk (E-84 to E-100)	Manage via immediate actions

Steps:

1. **IDENTIFY** the risks or hazards
2. **ASSESS** the risks or hazards (using likelihood and consequence)
3. **CONTROL** the risks or hazards

		CONSEQUENCES				
		<u>Insignificant</u>	<u>Minor</u>	<u>Moderate</u>	<u>Major</u>	<u>Catastrophic</u>
Risk Category		Little or no impact, injury, disruption or inconvenience	Minor impact, injury, disruption or inconvenience requiring minimal effort to manage	Moderate impact, injury, disruption or inconvenience that can be managed under normal procedures	Major impact, injury, disruption and inconvenience requiring considerable management effort	Extensive impact, injury, disruption or inconvenience requiring massive effort to manage
L I K E L I H O O D	<u>Almost Certain</u> <i>is expected to occur</i>	M-28	M-40	H-60	E-88	E-100
	<u>Likely</u> <i>will occur at most times</i>	L-16	M-36	H-56	E-84	E-96
	<u>Possible</u> <i>might occur at some time</i>	L-12	M-32	M-52	H-72	E-92
	<u>Unlikely</u> <i>could occur at some time</i>	L-8	L-24	M-48	H-68	H-80
	<u>Rare</u> <i>may occur in rare circumstances</i>	L-4	L-20	M-44	H-64	H-76

ATTACHMENT “D” - EXAMPLE RISK ASSESSMENT

The Risk - Things that may happen. What is it and How can it happen?	Likelihood	Consequences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatments	Officer/Area responsible for implementation of Risk Treatments
Common law action will be taken against Event Organiser	Unlikely	Major	H-68	Ensure Event Organiser has appropriate current public liability insurance cover. Ensure that all contractors and sub-contractors also hold appropriate current public liability insurance cover.	H-64	Event Organiser
Food poisoning	Possible	Major	H-72	Ensure all fixed and mobile food businesses hold a current Qld licence. All food and beverage stalls to operate in accordance with National Food Safety Standards.	H-64	Event Organiser and Food Stall Operators
Anti-social behaviour during and after the event	Possible	Major	H-72	If appropriate, or as required, engage security and / or Queensland Police Service during and after the event.	M-44	Event Organiser
Inadequate amenities (toilet facilities)	Possible	Minor	M-32	Comply with Council Guidelines in relation to amenities. Allocate cleaning tasks and cleaning provisions.	L-4	Event Organiser
Litter generated at the event site and surrounding areas	Likely	Minor	M-36	Bins available per application and in line with Council Guidelines. Event staff assigned for regular litter patrol. Final litter check following clean up.	L-20	Event Organiser
Damage to underground services from tent pegs, stakes or other ground piercing devices	Possible	Major	H-72	Follow Council instructions regarding placement of structures. Secure structures with sand bags or similar non ground piercing devices.	H-64	Event Organiser and Contractor/s
Temporary structures collapsing and / or blowing away	Possible	Major	H-72	All temporary structures to be appropriately secured. Structures to be removed in high winds.	H-64	Event Organiser and Contractor/s
Electrocution from live wires and electrical outlets/electrical leads and generators	Possible	Catastrophic	E-92	All electrical work must comply with the Workplace Health and Safety Act 1995 and Regulations and be undertaken by a qualified Electrical Contractor.	H-76	Electrical Contractor and Event Organiser
Use of generators: Location	Possible	Major	H-72	Generators placed in most appropriate place; generators/leads not accessible to the general public.	H-64	Event Organiser
Storage of fuel	Possible	Major	H-72	Fuel stored in approved containers which are not accessible to the general public.	H-64	
Potential noise nuisance	Possible	Minor	M-32	Adhere to Environmental Protection Regulation (per Council Guidelines).	L-20	
Fire eg. equipment catching on fire	Possible	Catastrophic	E-92	Safety Regulations adhered to eg supply and access to fire extinguishers.	M-44	Event Organiser
Noise nuisance as a result of the event	Possible	Minor	M-32	Adhere to Environmental Protection Regulation (per Council Guidelines). Face speakers away from any residents/businesses. Consult with any potentially affected residents/businesses.	L-20	Event Organiser
Impact on traffic flow in the vicinity of the event	Possible	Moderate	M-52	Develop traffic management plan and parking strategy. Advice to commuter transport providers (eg Sunbus and Suncoast Cabs). Consult with any potentially affected residents/businesses.	L-20	Event Organiser

The Risk - Things that may happen. What is it and How can it happen?	Likelihood	Consequences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatments	Officer/Area responsible for implementation of Risk Treatments
Drowning	Possible	Catastrophic	E-92	Develop water safety management plan. Qualified first aid personnel in attendance. Guardian supervision. Emergency Services readily available, if required.	H-76	Event Organiser and Guardian
Injury from fireworks	Possible	Major	H-72	Engage licenced fireworks contractor. Provide to Council a copy of their risk assessment specific to the event. Consult with any potentially affected residents/businesses.	H-64	Event Organiser / Fireworks Contractor
Environmental/site damage: Dunal degradation, damage to vegetation	Possible	Moderate	M-52	Site plan to be developed taking into account specific environmental elements. No interference with any natural element (including dunes, trees, shrubs, garden beds, vegetation).	L-4	Event Organiser
Wheel rutting from vehicle access	Possible	Moderate	M-52	If vehicle access has been approved, consult with Parks Field Leader in the days prior to the event to ensure vehicle access is permitted.	L-4	
Damage to existing public infrastructure (eg shelter sheds, bollards, signs etc)	Possible	Minor	M-32	Ensure no event related setup is affixed to or interferes with existing public infrastructure.	L-20	Event Organiser
Personal injury eg strains, broken limbs, burns and sunburn etc	Possible	Moderate	M-52	Safety awareness promoted. Qualified first aid personnel in attendance. Guardian supervision. Emergency Services readily available, if required. No food / beverage to be served /sold in glass containers.	M-32	Event Organiser and Guardian
Event does not cater for people with disabilities	Possible	Minor	M-32	Develop site plan to take into consideration the needs of people with disabilities. Ensure disabled toilet facilities are available (per guidelines). Ensure adequate and suitable parking options available.	L-20	Event Organiser
Lost children	Possible	Catastrophic	E-92	An area for lost children should be clearly signed and staffed accordingly.	H-76	Event Organiser
Lost property	Possible	Minor	M-32	An area for lost property should be clearly signed and staffed accordingly.	L-20	Event Organiser
Trip hazards / obstacles leading to personal injury	Possible	Moderate	M-52	Maintain the event site as free from trip hazards / obstacles as possible.	M-44	Event Organiser
Access by Emergency Services obstructed	Possible	Catastrophic	E-92	Emergency access routes established on site plan. During the event, emergency access points remain clear and unobstructed. If a night time event, emergency access points clearly illuminated.	M-44	Event Organiser
Natural disasters occurring during event eg. heavy rain, flood, bush fire	Rare	Catastrophic	H-76	Cancel event. Notify attendees and Emergency Services.	H-64	Event Organiser
Lack of on-site communication between event team	Possible	Moderate	M-52	Pre-event meeting of event team (including volunteers). Use of two-way radios/mobile phones.	L-20	Event Organiser
Signage / banners damaging infrastructure or being inappropriately placed	Likely	Moderate	H-56	Signage / banners to be erected in accordance with guidelines.	L-20	Event Organiser