

Events Planning Package

Shire of Beverley



Be verley WA
Be very you

Welcome to the Events Planning Package for Beverley.

Beverley is a small rural community located 135 kilometres from Perth. It is the perfect location for events of all sizes, from large festivals, weddings and street parties, to intimate conferences and family gatherings.

There is a raft of accommodation and dining options available, along with a number of larger function rooms and facilities. Some local businesses and community groups offer a variety of catering options from simple morning teas to elaborate multiple course meals.

This Events Planning Package has been designed to assist you in organising your event in Beverley. Included is an Event Planning Checklist, Event Budget Template and Sample Risk Management Plan - these documents are not mandatory but have been provided for your guidance. If you have any questions please don't hesitate to contact the friendly staff at the Shire of Beverley.

Shire of Beverley

136 Vincent Street, Beverley, WA, 6304

Tel: (08) 9646 1200

Fax: (08) 9646 1409

Email: admin@beverley.wa.gov.au

Postal Address: PO Box 20, Beverley WA 6304

*Front cover photo taken by Wheatbelt Photography.
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Beverley Event Planning Package

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1.1 Event Approval Checklist

The following checklist identifies the approvals and compliance that may be required*, and other considerations you need to make before going ahead with your event.

**The checklist is for your benefit only and there may be other requirements, permits or approvals that need to be sought. It is your responsibility to ensure you have done so.*

Activity	Relevant to my event?	Approvals, permits, other requirements and general considerations	Task complete?
Venue Hire			
Hire of Shire property (Sports Amenities, Town Hall, Bus)		Contact the Shire to complete booking	
Consultation with other venue users, neighbouring businesses and private dwellings		Consider checking with neighbouring businesses or private dwellings if the event is likely to cause disruption to their day-to-day activities.	
Event fees and bond charges		Payment of \$200 bond, plus booking fee is required for all Shire properties.	
Insurance and Licensing			
Public Liability Insurance		Contact Shire for more information.	
Sale, serving or consumption of alcohol		Application of Liquor License. Private function require permission from Shire only (i.e. no sale of alcohol).	
Approvals and other requirements from Shire			
Food stalls, food preparation, food vans		Approval required from the Shire. Advise Shire of location of food vans or food stalls.	
Toilet facilities required		Approval required from the Shire. Advise Shire of location of portable toilets. Male, female and accessible disabled toilets are to be supplied.	
Marquees, tents and/or stages used		Approval required from the Shire before any structure is erected.	
Ground marking, use of stakes or pickets to erect tents/marquees		Contact the Shire BEFORE driving posts or pegs into the ground to avoid damaging underground services.	

On-site living (camping)		Approval required from the Shire.	
Fencing		Approval may be required from the Shire.	
Risk Management and Evacuation Plan		Required for all events. See attachment for basic template of Event Risk Management Plan.	
Event length		If the event is to be longer than a 48 hour period, and held more than once per year, planning approval may be required. Contact the Shire of Beverley for more information.	
Disability Access and Inclusion		Ensure event is accessible to people with a disability. Refer to Shire Disability Access and Inclusion Plan (www.beverley.wa.gov.au).	
Noise			
Consideration of noise from vehicles, music, PA systems		Advise neighbouring businesses or private dwellings if the event is likely to cause noise pollution. (For example, mail drop seven days prior to event).	
Safety			
First Aid		Consider if First Aid post is required	
Water Supply		Adequate potable water supply available for patron consumption. Contact Shire for determine nearest connection point.	
Crowd control, crowd safety		Consider crowd safety/management	
Police Department notification		Register your event online at https://ebusiness.police.wa.gov.au/PAC/PRF/Default.aspx	
General requirements			
Parking for event patrons required		Additional parking areas may need to be established, marshals arranged. Contact Shire for further information.	
Additional bins/rubbish collection		Additional bins can be arranged with the Shire Waste Contractor. This may incur additional costs. Contact Shire for more information.	
Permits			
Road to be used or part road closure OR usual flow of traffic disrupted		Permit required from Police and Main Roads WA. Applications must be received 4-12 weeks prior to event. Traffic management plan may be required. Contact Shire for hire of road closure, traffic directional signs. If road closure is required a \$250 fee is payable to the Shire of Beverley.	

1.2 Event Application Form

Organiser's Details

Name of Event:

Applicant/Organisation:

Contact person (if different from above):

Postal Address:

Telephone (hm):(wk).....(mb).....

Email:

Event Details

Date:

Setup date and times:

Event start date and time:

Event finish date and time:

Please contact the Shire Planner if your event is planned to be longer than 48 hours and/or held more than once in any 12 month period as planning approval may be required.

Clean up/completion of event and times:

Proposed venue details:

.....
.....
.....
.....
.....

Brief details of proposed entertainment (e.g. number of stalls, products for sale, bands, animals, activities):

.....
.....
.....
.....
.....

Primary purpose of event (commercial operation/community fundraiser):

.....
.....

Will alcohol be available/consumed onsite (tick)?

- Yes
- No

Will food be available (tick)?

- Yes
- No

Details of any tents, marquees, stages:

.....

.....

.....

.....

.....

Details of any road closures, road usage, part road closures:

.....

.....

.....

.....

.....

Expected attendance:

Maximum number of people expected:

Total number of people expected for entire event:

Target audience (e.g. youth, families, seniors):

.....

You must ensure all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Post event arrangements should be considered to transport patrons away from the event (e.g. consideration of taxis, buses etc).

Have you conducted this event before, if so, where and when:

.....

.....

Event facilities

Power supply details:

.....

Water supply details:

.....

Toilet supply details (male, female, disabled, hand wash facilities):

Event fees / bonds paid:

- Yes
- No

Acknowledgement

I,, as the event organiser, seek approval to host an event. I acknowledge that the information and completed actions in my application are true and correct.

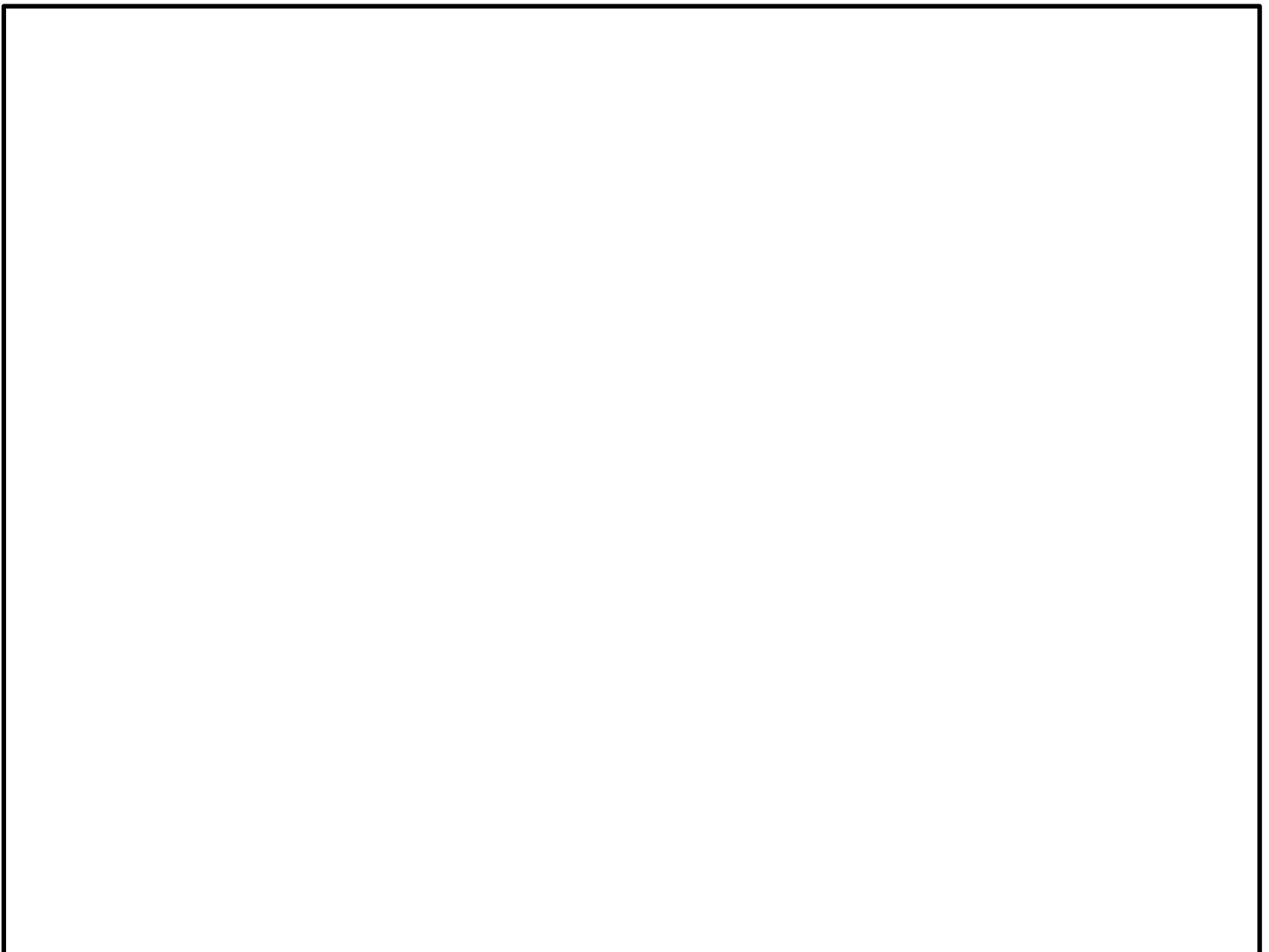
I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package of which, as the event organiser, I am responsible.

Signature: Date:

Plan

Please provide a detailed layout (where possible). Ensure the following is located on the map (if applicable):

- Stage/s
- Food stalls
- Electricity cables
- Extra/overflow parking
- First Aid
- Location of marquees/tents
- Sale or consumption of alcohol
- Additional toilet facilities
- Any other facilities relevant to your event
- Location of road closure/disruption
- Site signage



2. Event Budget

2.1 Expenses

			Estimated		Actual	
Total Expenses						
Site	Estimated	Actual	Refreshments	Estimated	Actual	
Room and hall fees			Food			
Site staff			Drinks			
Equipment			Linens			
Tables and chairs			Staff and gratuities			
Total			Total			
Decorations	Estimated	Actual	Program	Estimated	Actual	
Flowers			Performers			
Candles			Speakers			
Lighting			Travel			
Balloons			Hotel			
Paper supplies			Other			
Total			Total			
Publicity	Estimated	Actual	Prizes	Estimated	Actual	
Graphics work			Ribbons/Plaques/Trophies			
Photocopying/Printing			Gifts			
Postage			Total			
Total						
Miscellaneous	Estimated	Actual				
Telephone						
Transportation						
Stationery supplies						
Fax services						
Total						

2. Event Budget

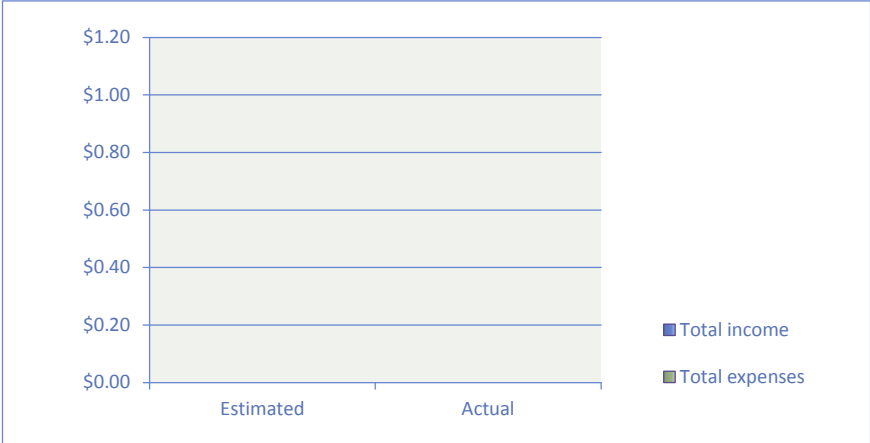
2.2 Income

		Estimated	Actual
Total Income			
Admissions/Numbers			
Estimated	Actual	Estimated	Actual
		Adults @	
		Children @	
		Other @	
Ads in program			
Estimated	Actual	Estimated	Actual
		Covers @	
		Half-pages @	
		Quarter-pages @	
Exhibitors/vendors			
Estimated	Actual	Estimated	Actual
		Large booths @	
		Med. booths @	
		Small booths @	
Sale of items			
Estimated	Actual	Estimated	Actual
		Items @	
		Items @	
		Items @	
		Items @	

2. Event Budget

2.3 Profit - Loss Summary

	Estimated	Actual
Total income		
Total expenses		
Total profit (or loss)		



3.1 Accommodation Options

Accommodation Venues	Accommodation available	Cost per night	Dinning / Function Room	Cost of meals	More information	Contact name	Contact number	Contact Email
Hotel Beverley (Top Pub)	39 ppl / 16 rooms	\$50 - \$180	Dining Room: 32 ppl Function room: 50 ppl	\$16 - \$32	His & Her bathroom facilities are located very close to the rooms. Continental breakfast is included with each night's stay.	John Maxwell	(08) 9646 1190	hotelbeverley@gmail.com www.hotelbeverley.com.au
Beverley Bed and Breakfast	10 ppl / 5 rooms	Price available on request	N/A	N/A	Located in Beverley, 5 rooms available (single, double and family). Breakfast included in price. WIFI. Guest dining room available for breakfast only.	Joan Ross	(08) 9646 0073	reception@beverleybb.com www.beverleybb.com
Beverley Caravan Park	Contact the Caravan Park for more information.	Powered \$28/day Unpowered: \$11/day	N/A	N/A	Please see attached Appendix Shire of Beverley Assets for more information	Caretaker Shire of Beverley	0457 344 434 (Janet) (08) 9646 1200	cso@beverley.wa.gov.au
Freemasons Tavern (Bottom Pub)	31 ppl / 20 rooms	\$50 - \$180	Dining Room: 40 ppl Outside Courtyard: 80 ppl	\$10 - \$37	Single rooms, double rooms through to family sized rooms. All with shared bathroom facilities.	Nina Shaw	(08) 9646 1094	ctbnhospitality@gmail.com
Greenhills Inn	29 ppl / 15 rooms	\$65 - \$110	Queen Room: 30 ppl Ruby Room: 15 ppl Function Room: 150 ppl	\$16 - \$38	Located 20 minutes from Beverley. Bus tours and group bookings welcomed. Weddings and large events encouraged. Caravans can stay for free with \$5 hot shower.	Rodney and Apryl	(08) 9641 4095	greenhillsinn@westnet.com.au www.greenhillsinn.com.au
Lavendale Farmstay and Cottages	46 ppl / 33 bed / 18 rooms	\$170 - \$220	Community Room - Seats 46 ppl Common Room - 25 ppl	Meal packs available - Breakfast Basket \$20 for 2 ppl, BBQ Pack \$40 for 2 ppl	Located half way between Beverley and York. Per person rates for accommodation and meals available for group/tour bookings. In house conferences, weddings, tour group dining available. Recommendations for catering. Package tours also available		(08) 9641 4131, 0422 168 848	lavendalefarm@westnet.com.au www.lavendalefarm.com
RV Park	48 hour free stopover	Free / donation	N/A	N/A	Located across the road from the Avon River with a short walk to town. Huge area suitable for caravans and RVs.	Shire of Beverley	(08) 9646 1600	admin@beverley.wa.gov.au
Sheoaks Bed and Breakfast	8 ppl / 4 rooms	Price available on request	N/A	N/A	Located 12km from Beverley, 4 rooms (shared bathroom). WIFI.	Dina Barrett-Lennard	(08) 9648 1060, 0417 927 435	dblennard@skymesh.com.au sheoaksbandb.weebly.com

3.2 Dining Options

Dining Venues	Total Venue capacity	Cost of meals	Offers catering off sight	More information	Contact name	Contact number	Contact Email
Beverley Bakehouse	N/A	\$4 - \$10	On request	Freshly baked pies, pasties and sausage rolls. Plus variety of sweet foods. Small dining area available indoors and on the street. Ideal for <u>takeaway</u>	Anh Nguyen	(08) 9646 1839	anhbbc15@gmail.com
Country Kitchen	20 ppl	\$5 - \$28	Yes	Home made cakes, quiches, pies, pasties and sausage rolls. Plus burgers toasted sandwiches, and fresh sandwiches and rolls <u>all made to order</u>	Wayne Rayner	(08) 9646 1524	bevcountrykitchen@westnet.com.au
Freemasons Tavern (Bottom Pub)	Dining Room: 40 ppl Outside Courtyard: 80 ppl Plus in-bar dining	\$10 - \$37	Yes	Country pub meals, ranging from \$10 specials to quality steak.	Nina Shaw	(08) 9646 1094	ctbnhospitality@gmail.com
Greenhills Inn	Queen Room: 30 ppl Ruby Room: 15 ppl Ladies Parlour: 8 ppl Plus front beer garden and in-bar dining Function Room: 150 ppl	\$16 - \$38	No	High quality country pub meals, with a twist. Beautiful venue in a quiet and peaceful location. Open for lunch and dinner or will accommodate group breakfast bookings.	Rodney and Apryl	(08) 9641 4095	greenhillsinn@westnet.com.au www.greenhillsinn.com.au
Hotel Beverley (Top Pub)	Dining Room: 32 ppl Function room: 50 ppl Plus in-bar dining and courtyard	\$16 - \$32	No	Classic hearty pub meals. Newly refurbished dining and function rooms.	John Maxwell	(08) 9646 1190	hotelbeverley@gmail.com www.hotelbeverley.com.au
The Red Vault	Inside dining: 40 ppl Outside patio: 15 ppl	\$6 - \$32	Yes	BYO license, Lovely decor country restaurant/diner. Breakfast, lunch and dinner <u>plus fast takeaway food.</u>	Charmaine and Debbie	(08) 9646 0008	redvault@outlook.com

3.3 Function Venues

Function Room/Venues	Total venue capacity	Cost of hire	Catering available	More information	Contact name	Contact number	Contact Email
Avondale Discovery Farm	Contact for more information .	Contact for more information .	No	A historic working farm, 1890s homestead, possible wedding or function venue.	Monica Vandersnoek	0474105252	snoek79@gmail.com
Bally Bally Hall	Contact Shire of Beverley for more information.	\$54 plus bond	No	Please see section 3.4 Shire of Beverley Assets for more information.	Shire of Beverley	(08) 9646 1201	cso@beverley.wa.gov.au
Beverley Town Hall	Contact Shire of Beverley for more information.	\$230 - \$460 plus bond	No	Please see section 3.4 Shire of Beverley Assets for more information.	Shire of Beverley	(08) 9646 1200	cso@beverley.wa.gov.au
Bowling Club	Main Hall: 140 Lounge Hall: 141	Club only: \$100 Club and kitchen: \$150 Rates cheaper for members	Yes	Catering is usually done for morning and afternoon tea and lunch, but may consider dinner on request. Clean and simple large function room with plenty of parking.	Jo Copping	0438 972 335	
Freemasons Tavern	Dining Room: 40 ppl Outside Courtyard: 80 ppl Plus in-bar dining	Free	Yes	Country pub meals, ranging from \$10 specials to quality steak. Full bar area is available for hire on request.	Nina Shaw	(08) 9646 1094	ctbnhospitality@gmail.com
Golf Club	100 ppl seated	Non-members: \$200, Members \$150	Yes	Simple and clean function room with full bar and full kitchen facilities available. Plenty of parking. Pleasant courtyard/patio area.	Les Annison Keith Hawkins	(08) 9646 4063 0422 864 515	
Greenhills Inn	Function Room: 150 ppl Queen Room: 30 ppl Ruby Room: 15 ppl Ladies Parlour: 8 ppl	Free (provided guests book bar)	No	Full bar facilities available with function room. Owners will set up marquee for outsourced caterers for large events (such as weddings). Smaller dining rooms are free for meetings, conferences.	Rodney and Apryl	(08) 9641 4095	greenhillsinn@westnet.com.au www.greenhillsinn.com.au
Hotel Beverley	Dining Room: 32 ppl Function room: 50 ppl Plus in-bar dining	Free	Yes	Classic hearty pub meals. Newly refurbished dining and function rooms.	John Maxwell	(08) 9646 1190	hotelbeverley@gmail.com www.hotelbeverley.com.au
Morbinning Hall	Contact Shire of Beverley for more information.	\$54 plus bond	No	Please see section 3.4 Shire of Beverley Assets for more information	Shire of Beverley	(08) 9646 1202	cso@beverley.wa.gov.au
Platform Theatre	Table seating: 300 ppl Row seating: 450-500 ppl Plus Station Gallery Garden	Whole venue: \$450 + \$200 bond	No, but kitchen/kiosk is available	Within the old railway station complex is the Platform Theatre – an outdoor theatre which is flexible, functional and family-friendly. Managed by Beverley Station Arts Inc. On site Toilets – Ladies, Men's, and Disabled. Picturesque garden surrounds.	Jenny Broun	0419 040 063	brounj@westnet.com.au

3.4 Shire of Beverley Assets

Description	Charges	Frequency	Information/Conditions
HALL			<i>Tables, Chairs, Crockery & Cutlery not to be removed from Hall</i>
Main Hall - Community Group Functions	135	per day	Incorporated bodies only. Includes use of tea and coffee making facilities.
Lesser Hall - Community Group Functions	98	per day	Incorporated bodies only. Includes use of tea and coffee making facilities.
Full Complex - Community Group Functions	230	per day	Incorporated bodies only. Includes Use of Kitchen, Coolroom and Bar Facilities
Main Hall - Private Functions	270	per day	Includes use of tea and coffee making facilities.
Lesser Hall - Private Functions	196	per day	Includes use of tea and coffee making facilities.
Full Complex - Private Functions	460	per day	Includes Use of Kitchen, Coolroom and Bar Facilities
Community Meeting Room	FREE		Front room adjacent to Hall Foyer.
Bally Bally Hall	54	per day	Cleaning responsibility of Hirer.
Morbinning Hall	54	per day	Cleaning responsibility of Hirer.
Key Bond	50	per key	Clubs pay one Bond per Season.
Function/Cleaning Bond	150	per event	Function Application required. Clubs pay one Bond per Season.
EQUIPMENT RENTALS			
Chairs	1	per chair	Orange plastic chairs or old amenities chairs (stored in Exhibition Shed) only.
Marquee/Tent (Old)	59	per day	
Marquee/Tent (New)	114	per day	
RECREATION GROUND			
Oval Hire (Day)	183	per day	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Oval Hire (Night)	256	per night	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Exhibition Shed	74	per day	Beverley Agricultural Society Exempt.
Ram Shed	74	per day	Beverley Agricultural Society Exempt.
Poultry Shed	74	per day	Beverley Agricultural Society Exempt.
Camping Overflow (Per Van)	28	per day	Including Power.
FUNCTION & RECREATION CENTRE			<i>Tables, Chairs, Crockery & Cutlery not to be removed from Centre</i>
Community Group Functions	150	per day	Incorporated bodies only. Kitchen, Bar and Outside Bbq use included in Function Centre hire fee.
Community Group Meetings	45	per event	Incorporated bodies only. Use of meeting room only includes tea and coffee making facilities.
Private Functions	300	per day	Kitchen, Bar and Outside Bbq use included in Function Centre hire fee.
Private Meetings	90	per event	Use of meeting room only includes tea and coffee making facilities.
Key Bond	50	per key	Clubs pay one Bond per Season.
Function/Cleaning Bond	150	per event	Function Application required. Clubs pay one Bond per Season.
COMMUNITY BUS			24 seats inc driver, 50% subsidy for transport of school aged children (Local Children Only)
Fee Includes Fuel Charges etc. (Minimum \$50)	1.55	per km	Minimum Hire charge of \$50 applies.
CARAVAN PARK - Power Charges INCLUDED			
Powered - Van/RV Site	28	per day	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Van/RV Site	11	per day	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Powered - Campsite	16	per day	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Campsite	11	per day	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Additional Person/s (Age 5+ Years)	5	each per day	
Children 5 Years Or Under	FREE		
Showers	5	each per shower use	
Extended Stay Site (First 28 Days)	168	per week	Maximum of 2 Persons (Age 5+) (1-28 days) [140.91 + 14.09 GST]
Extended Stay Site (29+ Days)	168	per week	Maximum of 2 Persons (Age 5+) 12 Weeks Max - Permission Required [146.92+8.08 GST]
BLARNEY ADVERTISING			
Size A ~ 122 X 180mm	92	per advert	
Size B ~ 122 X 89mm	45	per advert	
Size C ~ 60 X 89mm	28	per advert	
Size D ~ 5 Lines*	8	per advert	*MUST BE PAID IN ADVANCE
Size E ~ 3 Lines*	5	per advert	*MUST BE PAID IN ADVANCE
Size F ~ 122 X 135mm	69	per advert	
Size G ~ Full Page	175	per advert	
Trading Post	3	per advert	Trading Post Format - 120 Characters Maximum
12 Months Size A	920	per year	12 Editions
12 Months Size B	450	per year	12 Editions
12 Months Size C	280	per year	12 Editions
12 Months Size F	690	per year	12 Editions
12 Months Size G	1,750.00	per year	12 Editions
ROAD CLOSURE PROCESSING FEE			
Charge	250	per application	

4. Community Group Contacts

Community Groups/Organisations	Services offered	Contact name	Contact	Contact Email
Avondale Discovery Farm		Monica Van Der Snoek	0474105242	snoek79@gmail.com
Beverley & Districts Motorcylce Club		Anthony Fiaschi	0419 993 232	brock007@bigpond.com
Beverley Agricultural Society		Sarah Aynsley	0437 483 329	beverleyagsociety@gmail.com
Beverley Arts Society	On request will offer services such as volunteering, or as fundraising ventures for the association.	Jenny Broun	0419 040 063	brounj@westnet.com.au
Beverley Bowling Club	Bowling club room (holds up to 280) is available for hire for functions. Full bar and bar staff available.	Jo Copping	0438 972 335	
Beverley Community Resource Centre	Publishes Beverley Blarney and weekly Bulletin, has small rooms for meeting hire, can assist with event coordination		(08) 9646 1600	adminbccr@westnet.com.au
Beverley Cricket Club	On request will offer services as a fundraising venture for the club.	Stephen Gollan	(08) 9646 1200	sgollan@beverley.wa.gov.au
Beverley Golf Club	Golf club room (holds 100) is available for hire for functions. Full bar and bar staff available.	Les Annison	(08) 9646 4063	
Beverley Historical Society	Offer history on town and families of Beverley if required.	Joy	0427 411 881	bhsdeadfinish@gmail.com
Beverley Hockey Club	On request will offer services as a fundraising venture for the club.	Emily Miller	0437 464 078	beverleyhockey@live.com.au
Beverley Horse and Pony Club	On request will offer services as a fundraising venture for the club.	Jenifer Petchell	0427 143 006	appelbees@skymesh.com.au
Beverley Lawn Tennis Club	On request will offer services as a fundraising venture for the club.	Graeme Lewis		president@beverleytennisclub.com ; http://www.beverleytennisclub.com
Beverley Netball Club	On request will offer services as a fundraising venture for the club.	Laura O'Meagher	0417 973 731	beverlynetballclub@gmail.com
Beverley Off Road Motorsports Association (BORMSA)		Darryn Picen	0421 113 651	president@bormsa.asn.au
Beverley Photography Club		Colleen Sleer		caugust@bigpond.com
Beverley Redbacks Football and Netball Club	On request will offer services as a fundraising venture for the club.	Jeremy Barrett-Lennard	0417 966 249	beverleyfc@bigpond.com
Beverley RSL	On request will offer services such as volunteering, or as fundraising ventures for the association.	Irene Oram	0439 923 501	
Beverley Ski Club		Adam Smith	0429 182 231	beverley.ski.club@gmail.com
Beverley Soaring Society			0407 385 361	bevsoar@beverley-soaring.org.au
Beverley Visitor Centre	Can provide information on accommodation, dining etc options in town, plus general tourism information		(08) 9646 1601	adminbccr@westnet.com.au
County Womens Association	On request will cater for various events as a fundraising venture for the club.	Lorraine Sims	(08) 9646 1243	sims@agn.net.au
Men's Shed	On request will offer services such as volunteering, or as fundraising ventures for the association.			president@beverleymenshed.com



SAMPLE RISK MANAGEMENT PLAN

(This is a guide only)

(Insert name of event and date)

This plan is based on AS/NZS 4360 – Risk Management

- This plan was developed to assist persons in the development of a Risk Management Plan only and is therefore to be used as a guide only. This example may not be applicable to your event;
- You are to ensure your RMP complies with the relevant Australian Standard;
- You are to develop a new type written plan, do not fill in the blanks on this example.

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1.0 Introduction and Context

2.0 Definitions

3.0 Stakeholders in Risk Management Plan

4.0 Risk Identification

5.0 Assessing Potential Risks

6.0 Evaluating and Treating Potential Risks

7.0 Risk Action Plan

Appendix 1 Template of Risk Register

Appendix 2 Template of Risk Treatment Schedule

Appendix 3 Template of Risk Action Plan

1.0 Introduction and Context

The event titled _____ is being organised
by _____ and will take place on _____.

The objective of the event is –

The context within which this plan has been developed is

(As an example: the context within which this plan has been developed is to run the most successful event possible, ensuring at the same time the patrons attending in the event are protected from harm, the property and environment are protected from damage and the event provides a positive contribution to the community while enhancing the reputation of the Shire of Beverley.)

1.1 Background/Event Scope

(An overview of the event should be provided here. The overview should create an image in the readers mind and set the scene for the rest of the document. The following headings should be used as a guide to describe your event.

Background of Event:-

Details Activities of the Event:-

Environment – Location & Layout:-

Activities Requiring Permits:-

1.2 Organisational Details

Give full details such as the following:-

Organisation coordinating the Event:

Name individuals responsible for the Event:

Contact Phones:

Email:

Name of Event:

Date of Event:

Setup Times:

Location of Event:

2.0 Definitions

Risk – The chance of something happening that will have an impact on objectives.

Risk Assessment – The overall process of risk identification, risk analysis and risk evaluation.

Risk Management – The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects.

Risk Reduction – Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

Risk Treatment – The process of selection and implementation of measures to modify risk.

Risk Transfer – The process of selection and implementation of measures to modify risk.

Risk Acceptance – Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

3.0 Stakeholders in Risk Management Plan

(At this point detail all agencies, organisations and businesses who are involved in preparing and providing input into the Risk Management Plan. Indicate who was involved in the consultation process).

4.0 Risk Identification

The following checklist items are not exhaustive, but can be used as a prompt. You will also need to consider site and event specific risks such as drowning if your event is in a reserve which has lakes.

People Hazardous materials

Disorderly unruly behaviour
Chemical hazards
Public accessing non-public areas of event
Pyrotechnics/ Fireworks
Misuse of amusements and rides
Fuels i.e. Petrol, LPG, Diesel
Drug and/or Alcohol affected persons
Criminal Activity

Technical Management

Overcrowding
Inadequate site management
Terrorism/Bomb threat
Lack of staff briefing
Medical Emergency (i.e. Heart Attack)
Communications failure
Lost Children Power failure
Water Hazard - drowning Water failure
Lack of patron awareness of facility locations
Toilet failure
Unregistered food vendors

Trip/Slip Hazards

Unsafe temporary structures
Electrical cables
Extreme weather
Uneven ground, loose surfaces
Electrocution/shorting out
Flooring design/surface
Fire
Lighting
Climbing for vantage points

Health

Traffic congestion
Food poisoning
Collisions
Disease outbreak
Emergency Services access
Animal to human spread of disease
Excessive noise levels

Vehicular

Temporary fencing
 Disabled parking
 Lack of parking spaces

Accessibility

Inadequate seating space
 Inaccessible toilet facilities
 Difficulty touring through event site

Waste

Inadequate number of toilets
 Insufficient rubbish bins
 Inadequate maintenance of toilets
 Inadequate emptying/cleaning of bins
 Needles/ Syringes
 Litter collection
 Sunburn/ Dehydration
 Collection/removal of wastewater
 Smoking Site clean up

5.0 Assessing Potential Risk

Once risks are identified, they are evaluated on a two (2) dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

Likelihood

Level	Descriptor	Description
A	Almost certain	Almost certain Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

Consequence

Level	Descriptor	Description
1	Insignificant	No Injuries low financial loss
2	Minor	First Aid treatment medium financial loss release immediately contained
3	Moderate	Medical treatment required high financial loss on site release contained with outside assistance
4	Major	Extensive injuries major financial loss off-site release with no detrimental effects

		loss of production capability
5	Catastrophic	Death huge financial loss toxic release off site

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

6.0 Evaluating and Treating Potential Risks

Table 5: Risk Treatment Schedule and Plan

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function / Activity: _____

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A – Accept B - Reject	Person Responsible for Implementation	Time - Table	How will it be monitored?
Marquee Collapse	1. Not install marquee. 2. Have installer sign certification once installed. 3. Ensure First Aid qualified personnel are employed at the event. 4. Obtain from installers a wind speed which once reached must be taken down	2 and 4	3 + D = M (Medium)	3 + E=L (Low)	A	Name & Position	Immediate and ongoing as required.	Event Organiser to advise Installers of requirement for checklist to be completed prior to event. Checklist to be retained once completed. Procedure for dismantling of marquee to be developed based on wind speed prior to event. Wind speed to be monitored during event.

7.0 Risk Action Plan

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

Table 6: Risk Action Plan Table

(Example of Risk Action relating to “Marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
Summary (recommended response & impact)	To ensure that the marquee Installer completes an inspection checklist, submits it to the event organiser and to develop a procedure to have the marquee dismantled in the event of unacceptable wind speed, to ensure that the risk of collapse is acceptable.
Proposed Actions	<ul style="list-style-type: none"> • Contact marquee company and advise that they will need to complete it and submit it to the event organiser once the marquee is erected. • Develop a procedure for dismantling of the marquee in response to unacceptable wind speed.
Resource Requirements	<ul style="list-style-type: none"> • Time of Event Organiser • Access to computer • Phone
Responsibilities	Responsibility of Event Organiser to contact marquee company, collect completed checklist from installer and to develop dismantling procedure. Marquee company to be contacted with regard to level of wind speed that is unacceptable.
Timing	<ul style="list-style-type: none"> • Procedure to be completed prior to event. • Marquee company to be notified of checklist requirement one month prior to event.
Reporting/Monitoring	<ul style="list-style-type: none"> • Event organiser to remind marquee company of checklist requirement within 7 days of the event. • Completed checklist to be obtained from installer immediately after erection of marquee.

Appendix 3 TEMPLATE OF RISK ACTION PLAN

RISK ACTION PLAN	
Item	
Risk	
Summary (recommended response & impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	