

ATTACHMENTS

SPECIAL COUNCIL AGENDA

10 SEPTEMBER 2019

The reports in this confidential section of the agenda are clearly marked "Confidential" for the purpose of confidential discussions during a committee or council meeting with members of the public excluded.

Councillors and staff are expressly forbidden to disclose information discussed at the meeting or contained in a confidential report unless it is in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Please refer to the following sections of the Rules of Conduct:

6. Use of information

(1) In this regulation –

"closed meeting" means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

"confidential document" means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

"non-confidential document" means a document that is not a confidential document.

(2) A person who is a council member must not disclose –

- (a) information that the council member derived from a confidential document; or
- (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subregulation (2) does not prevent a person who is a council member from disclosing information –

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

7. Securing personal advantage or disadvantaging others

(1) A person who is a council member must not make improper use of the person's office as a council member –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

(2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

A breach of s 5.93 of the Local Government Act is considered a serious breach and can result in criminal prosecution with a penalty of \$10,000 or imprisonment for 2 years.

ATTACHMENT NO. 1



Major and Significant Events Sponsorship and Grant Guidelines

APPLICATION FORM

Round Timelines 2019-2020

Confirmation of Eligibility

This section of the application form is designed to help you, and the Town, understand if you are eligible for this funding opportunity.

Applicants, please note that prior to completing this application form, please ensure you have complied with the following:

- Discussed your project with the Recreation and Culture Team at the Town of Bassendean on 9377 8000 / sponsorshipandgrants@bassendean.wa.gov.au
- Read the **Major and Significant Events Sponsorship and Grant Guidelines** which are available [on the Town's website](#)
- Incomplete applications will not be considered.

I confirm that (Please tick) Y

- I have read and understood the funding guidelines;
- I'm an Australian Legal Entity or possess an Australian Business Number (ABN).
- I'm able to demonstrate the full cost of the proposal including own contribution and other funding sources.
- I have evidence of having obtained the appropriate licences and insurances.
- I can submit the proposal within the advertised funding round and by the specified closing date.
- I can submit the proposal on the specified form and in accordance with published requirements and guidelines.

In addition, I confirm that I am not (Please tick) Y

- Representing the Commonwealth/State/Local or any Government Agency.
- An employee or immediate family members of employees.
- An applicant with outstanding debts to the Town of Bassendean.
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Town of Bassendean approved sponsorship or grant.
- An applicant who has received or been refused a sponsorship or grant within the same financial year.
- Lodging a proposal for a sponsorship or grant for an event or initiative outside of the Town of Bassendean local government area.

Applicant Details

Event/Activity Name:	Spookfest
Name of Group//individual:	Old Perth Rd Collective in partnership with the Town of Bassendean
ABN: <i>(If no ABN, please complete "Statement by Supplier")</i>	38908150574
Address:	35 Old Perth Rd, Bassendean WA 6054
Postal Address:	PO Box 101 Bassendean 6934
Name of Contact Person: <i>(Must be over 18 years of age)</i>	Lizzie Richardson
Position of Contact Person:	Chairperson
Daytime contact number:	0497 100 935
E-Mail:	oprc.chair@gmail.com

	Yes	No
Has the applicant applied for other funding from the Town of Bassendean or any other Funding Body for this project?		
If yes:		
Name of funding body	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amount		
Date application made here		
Is the Applicant registered for GST?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the Applicant Group Incorporated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the Applicant Group have current public liability insurance (minimum of \$20,000,000)? Please attach certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the proposed event/activity require approval by the Town of Bassendean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Does the proposed event/activity require ongoing funding from the Town of Bassendean?

Please indicate the Funding Round that you are applying for:

(Please refer to the table in 7. Financial Year Funding Round Timelines of the guidelines, pg.3)

Transitional Round	Please tick	Round Two	Please tick	Expression of Interest	Please tick
For full/part funding of total cost of events or initiatives held between 1 October 2019 – 30 June 2020	X	For full/part funding of total cost of events or initiatives held between 1 July 2020 – 31 December 2020		For full/part funding of total cost of events or initiatives. 1 January 2021 - 30 June 2021	

Brief background of organisation *(Purpose, how long in operation, etc. 50 words max.):*

Old Perth Road Collective is a proactive, independent group of local community and business members focused on enhancing the heart of Bassendean as a vibrant, safe and welcoming destination where people want to live, work, shop and socialise.

The OPRC will partner the Town of Bassendean Youth Services and Rec & Culture staff to deliver the event and benefit from significant expertise and that these business units possess. Town event staff will perform a mentoring role throughout the planning and delivery phases of the event.

How have you identified the need for this event? *(50 words max)*

Since the introduction of the 'Keen on Halloween' website Halloween has become increasingly popular in Bassendean over the past few years. We feel that this is the perfect opportunity to extend on from this and create an inclusive event that will bring everyone together on Old Perth Road to celebrate as a community. The theme is an 'old style' Halloween party; similar to something you would see in the movies.

This event would be a destination for people to go after trick or treating in the local neighbourhood, enabling people to make the most out of their costumes and further enjoy Halloween. It would also reduce the need to leave the area to go to other destinations to celebrate and through marketing bring in a broader/wider group of people from all over Perth.

Partnering local businesses would help to provide an opportunity to provide the external stimulus demanded by those stakeholders, after recent initiatives have mainly focused on the West end of Old Perth Road.

Event Description – Date/Time/Location *(Description of overall project – 100 words max)*

Halloween Street Festival
4pm-8:30pm
East End Old Perth Rd, Bassendean

The Old Perth Road Collective would deliver a 'Halloween' themed street festival leveraging the momentum of the Town's past 6 years of 'Keen on Halloween' initiatives.

The OPRC would partner local businesses and employ the 'in-kind' support of suppliers to activate Old Perth Road between West Rd and Hamilton St. The activation would provide an opportunity for local families to

meet after participating in 'trick or treat' activities, and would involve; pumpkin carving competition, children's activities, craft displays, costume parade and photo shoot. The event would be preceded by 3 family craft activities in weeks leading up to the event.

The event would provide an excellent opportunity to position Bassendean, and in particular its Town Centre as a destination for the evening of Halloween for both local residents and families from surrounding areas. There exists a significant opportunity to claim this opportunity in an environment where there exists an emerging and increasingly popular social trend. This unique moment in the emergence of the cultural trend in Australia offers an environment for the Old Perth Road Collective to offer a significant debut event directly targeting local families.

Assessment Criteria

Applications for funding are to address the assessment criteria **where applicable** and demonstrate to a high standard evidence, both quantitatively and qualitatively, against the following criteria.

Sustainability Principles (Evidence of how the proposal addresses or achieve the One Planet Living principles <https://www.bioregional.com/one-planet-living/>.)

The proposed event leverages multiple guiding principles identified within the 'One Planet Living' framework:

Health and happiness

Encouraging active, sociable, meaningful lives to promote good health and well being

The Halloween 'trick or treat' ritual is gaining momentum in Perth, particularly in Bassendean where the Town has actively encouraged participation. The very nature of the ritual involves pedestrian activities along suburban streets and a high level of networking between local families. These activities align with the 'active and 'social' elements of the OPL health and happiness principle.

Culture and community

Respecting and reviving local identity, wisdom and culture; encouraging the involvement of people in shaping their community and creating a new culture of sustainability

The Halloween initiative seeks to support Bassendean's local identity as a destination for these types of 'public space' activities. It's delivery by local volunteers adheres to the principle of involving people in shaping their community.

Sustainable materials

Using sustainable and healthy products, such as those with low embodied energy, sourced locally, made from renewable or waste resources

This event will be working with WA Plastic Free and implementing the Town of Bassendean's plastic free event policy. The Old Perth Road Collective will also be foraging for natural materials and approaching the local community for unwanted items to upcycle into decorations for the event.

Sustainable transport

Reducing the need to travel, and encouraging low and zero carbon modes of transport to reduce emissions

The nature of the Halloween 'trick or treat' rituals is that of pedestrians reclaiming local streets and travelling by foot to the event, which is in the centre of Town. The event's encouragement of pedestrian travel supports the 'sustainable transport' principle.

Zero waste

Reducing waste, reusing where possible, and ultimately sending zero waste to landfill

The OPRC will be canvassing the local community and businesses to borrow items wherever possible and working with existing resources available to us from the Town of Bassendean and Bassendean Youth Services.

Cultural Outcomes *(Extent to which the proposal will celebrate the cultural diversity and alignment to the Town's Arts and Cultural Plan 2019-2023 (include hyperlink). Proposal including a detailed plan for addressing cultural recognition will be viewed favourably)*

The proposed event will align with the Town of Bassendean's Arts and Cultural Plan 2019 – 2023.

The proposed event aligns with the outcome 'Appreciation' as the Halloween rituals leverage the unique worth and value of cultural expression. In particular it addresses emerging and diverse forms of expression that are not necessarily part of Australia's cultural norms. This initiative serves to be inclusive of people from all cultural backgrounds as it has not emerged locally from historic or religious origins, but rather popular culture.

The fact that the Town of Bassendean has sought to align itself with the emerging Halloween phenomenon allows it to emerge with a contemporary 'sense of place' where it is becoming recognised as a 'place' associated with these celebrations, and a destination for visitors during this time.

The initiative very much adheres to the cultural outcome 'Enrichment' as the costumes, rituals and celebrations associated with Halloween diverge from the everyday norms and push boundaries in terms of escapism which transcends everyday expectations.

During the event presentation there will be a welcome to the country speech and acknowledgment of the Wadjuk Noongar people.

Whilst Halloween is an American celebration it is becoming more and more popular in Australia. We feel that part of the reason for this, is the bringing together of the local community from all cultural backgrounds to celebrate and international event.

The outcome 'Stimulation' is addressed through the creativity and imagination inherent in costumes and makeup among Halloween participants. A children's fashion parade and professional photo shoot put this creative opportunity front and centre of the proposed event. The craft activities leading up to the event would also allow for creative and imaginative ideas amongst participants.

Social Outcomes *(The extent to which the proposal will provide opportunities for the local or greater community to connectedness and social inclusion)*

The Halloween Street Festival will be a free event for people to come down to participate in some old fashioned family fun with activities and entertainment for all ages. This event will be inclusive to all people living and working in the area and provide an opportunity to bring people together to meet, interact and connect.

The proposed street festival would be designed to specifically complement existing 'trick or treat' and verge decoration activities which have gained momentum over a number of years. Although previously quite successful, there has been a need and desire for families to 'come together' once they have completed their trick or treating activities. The proposed event would provide a focus for families once they have finished their door knocking and interact with other families in a central location. This would bring many opportunities for networking amongst peers, increasing their sense of inclusion and social connectedness.

Local business would be encouraged to be active participants in the event with the aim of positioning them as participating members of the local community rather than simply vendors of goods and services.

Local businesses will be active partners in the delivery of the event and offer access to infrastructure, toilets, and labour for setup and pack down. Additionally, the Town's Men's Shed Association will be integral to the success of the event through their inexpensive road closure fees. The partnerships involving local businesses and community associations will serve to strengthen existing relationships and functional networks and serve to promote the OPRC's intent to support local businesses through practical initiatives.

Local primary schools will be involved in the event through invitations to run pop-up stalls and craft activities.

Civic Outcomes *(The extent to which the proposal will provide and promote experiences that are unique to the Town)*

The unique 'Keen on Halloween' website started by the Town of Bassendean has been building momentum the past few years. We feel the website has encouraged more and more people in the local community to celebrate Halloween and it now needs to be taken to the next level. The event would provide a final destination for people to gather after trick or treating, giving the opportunity to connect everyone further and enjoy the night for even longer.

The event brings a fresh approach to Halloween and brings an exciting new advancement to the website and letterbox competition.

There is a distinct opportunity for the Town of Bassendean to position itself as a somewhat unique destination for Halloween activities in a similar way other locations have become known for their Christmas lights. The rates of increased participation through the Town's 'Keen on Halloween' initiative over the past 6 years points to a significant opportunity for the Town to differentiate itself as having a unique 'point of difference' destination.

The Halloween rituals lead to improved networking within neighbourhoods through the interactions inherent in the activities, and a cohort of event participants which are already 'activated' and geared for further participation.

Place Outcomes *(The extent to which the proposal will activate private or public spaces with vibrant activity)*

As well as involving local schools, organisations, businesses and residents, the OPRC also plan to target the broader community. This event will showcase Bassendean and help to reshape people's views and opinions on the area; putting Bassendean on the map as a place worth visiting.

The inherent activation implied with a street festival involving a road closure will assist to activate adjacent businesses through vibrant evening activity. These businesses will be encouraged to be active partners in the proposed event.

The choice of location serves to activate a part of Old Perth Road which has not seen the same level of support as the Western end, and provides an opportunity for the OPRC to stimulate this neglected space.

The event will be an opportunity for the Town to 'debut' its second phase of festoon light installations aimed at improving the atmosphere of the event site at the East end of Old Perth Road.

Economic Outcomes *(The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event)*

This will be the first road closure and event held down this end of Old Perth Road. The OPRC expect to see a hive of activity down the entirety of Old Perth Road as all businesses will be encouraged to stay open and take part in the event regardless of where they are located on the street. It will enhance economic activity in area and create vibrancy to Old Perth Road on an otherwise quite Thursday night.

It will also encourage residents to stay local rather than going elsewhere to other festivals and street parties which in turn would provide opportunities for local businesses to benefit from the event.

Safety Outcomes *(Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan)*

The OPRC has worked closely with Town of Bassendean Officers to develop a risk management plan. See attached.

Organisational Competency *(Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal)*

The OPRC has recruited volunteers from a wide range of professional backgrounds including those involved in event management, marketing, and place activation, amongst many others.

The OPRC has identified members who are best placed to deliver each aspect of the proposed event, and would leverage their professional expertise.

The overall event coordinator has recent experience running the Old Perth Road Markets and has experienced success in restructuring processes and introducing new initiatives. Existing relationships will be utilised to create productive partnerships with local businesses and ensure their participation in the proposed event.

The OPRC has within its membership Local Government staff with backgrounds in marketing and community engagement. These skills will be utilised to offer effective marketing for the event through various communications channels.

Local businesses along Old Perth Road are members of the Town Team and have expressed commitments to the provision of electrical supply for lighting the event site as well as participating with prizes for various activities.

The OPRC's partnership with the Recreation and Culture, and Youth Services Business Units ensures that professional mentoring will be available throughout the planning and event delivery processes. Infrastructure such as a PA system and smoke machine will be provided in-kind by the Town's Youth Service, reducing costs.

Budget Details (GST Exclusive)

INCOME SOURCES		
Your organisation's contribution		
Cash contribution		0
Ticket sales/merchandise sales		0
In-kind contribution – volunteer		
Type of labour/task	Hours worked x hourly rate of \$25	Total Value
Planning, quotes, research,	60	\$1500
Craft activities, promotion/advertising	110	\$2750
Bump in/event delivery/bump out	110	\$2750
SUBTOTAL	280	\$7000
In-kind contribution – professional		
Type of labour/task		Total
SUBTOTAL	0	0
In-kind contribution – donation of goods and materials		
Details of goods and materials	Number of items and cost per item	Total
SUBTOTAL	0	0
Other in-kind contribution (please list)		
n/a		
Other grants/sponsorship		
Organisation	Funding confirmed (Y or N)	Amount
n/a		
SUBTOTAL	0	0
TOTAL IN-KIND CONTRIBUTION	0	\$7,000
FUNDING SOUGHT FROM TOWN OF BASSENDEAN		\$5,600
TOTAL COST OF EVENT		\$12,600

PROJECT EXPENSES	
LIST PROJECT EXPENSES/COSTS	
(Attach written quotes providing evidence of all costs – e.g. equipment hire, venue costs, marketing promotion, materials, catering etc.)	
Road Closure sign hire	\$300
Road closure - Men's shed (quote on request)	\$500
Lighting and DJ	\$1000
Electrician to sign off & issue certificate - Blake Electrical (verbal quote. Written on request)	\$200
Hay bales for decoration and seating - Better Pets and Gardens (verbal quote. Written on request)	\$500
Marketing/printing/social media	\$600
Entertainment on day - Mirror moments, face painting, popcorn, fairy floss & activities (Mirror Moments quote provided, estimate for various materials required for other initiatives)	\$1300
Decorations & craft supplies for event and 3x Community craft events leading up to Spookfest. (estimate)	\$900
Generator hire	\$300
TOTAL EXPENDITURE	\$5600

Supporting Documents

Please attach all supporting documents in order for your grant application to be assessed, including:

- Most recent 12 month financial statements (income and expenditure and balance sheet) Not applicable
- If applicable, business plan or organisation's minutes supporting the event
- Auspice form/letter if not an incorporated body

Canvassing of Elected Members

If prior to the determination of funding by Council, an applicant (or any agent) canvasses any Elected Member of the Town of Bassendean, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship or grant to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact you're the Recreation and Culture Business Unit to directly to disseminate this.

I agree to these terms YES NO

Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to their event, as outlined in the Town of Bassendean's *Disability Access and Inclusion Plan*. The applicant will need to be able to provide evidence of how their event complies with the *Disability Access and Inclusion Plan* for the sponsored event if requested.

You may be required to report on accessibility of your event on the conclusion of your project as part of the acquittal report.

A copy of the Disability Services Commission's *Guide to Disability Access and Inclusion Plans for Local Government Contractors* is available for download at: <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/>

I agree to these terms YES NO

Acceptance of Conditions

I have read and understand the conditions that apply to the *Major and Significant Events Sponsorship and Grant Guidelines*. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

Old Perth Road Collective

Authorised Person (Print name): Elisabeth Richardson

SIGNATURE OF APPLICANT: *E. Richardson*

DATE: 20/8/19

Applicant Feedback

Thank You for your time and interest to complete this application for funding.

Before you review your application and lodge with the Town of Bassendean, please take a few moments to provide some feedback to the Town's Recreation and Culture Team so that we can continually improve our application form and process.

How did you hear about this funding program?

Through Town Officers

How did you find completing this application for funding?

(Very easy, Easy, Neutral, Difficult, Very Difficult)

Difficult

ATTACHMENT NO. 2

AUSTRALIA DAY CELEBRATIONS & FIREWORKS		Proposed budget 2020
INCOME		
COUNCIL CONTRIBUTION		
	Budget Allocation	\$ 134,660
GRANTS & SPONSORSHIP		
	Lotterywest	\$ (10,000)
	Road wise grant	\$ (1,000)
OTHER INCOME		
	Parking fee income (\$10 car)	\$ (4,600)
	Site fees - carnival rides	\$ (2,620)
	Site fees - food vendors	\$ (2,120)
TOTAL INCOME		\$ (20,340)
AUSTRALIA DAY BUDGET		\$ 155,000
EXPENDITURE		
PROMOTION		
	Radio Production: Soundtrack - Sonshine FM	\$ 5,200
	Graphic design	\$ 1,000
	Poster and flyer printing	\$ 800
	Distribution of flyers and posters	\$ 500
	Delivery of postcards - road closures	\$ 200
	Delivery of letters - road closures	\$ 400
	Roadside Signage - update dates and install	\$ 250
	Social Media	\$ 2,500
	Market research company survey event	\$ 10,000
	Rd closure advert	\$ 760
	Sub total	\$ 21,610
INFRASTRUCTURE		
	Marquees and equipment	\$ 2,570
	Rubbish and recycling bins	\$ 3,000
	Drinking fountains / water tanks	\$ 780
	Sound/Stage/Cover/Lights/Operators	\$ 14,450
	Generator and lighting towers	\$ 6,200
	Fire Water Truck - risk reduction	\$ 770
	Toilets	\$ 5,360
	Site Office	\$ 1,150
	Bike Valet	\$ 1,000
	Guildford rd barriers	\$ 5,000
	Temporary fencing	\$ 4,495
	Sub total	\$ 44,775
ENTERTAINMENT		
	Fireworks	\$ 18,000
	Band 1	\$ 4,000
	Band 2	\$ 3,000
	Cultural and sporting zone activities	\$ 5,000
	Welcome to Country	\$ 1,300
	MC	\$ 1,000
	Sub total	\$ 32,300
DAY LABOUR		
	Parking fee collection staff	\$ 800
	Use of Cyril Jackson Oval for parking	\$ 2,000
	Security	\$ 11,000
	First Aid	\$ 1,060
	Constable Care lost child tent	\$ 1,500
	Cleaning - Grounds	\$ 1,500
	Event staff casuals	\$ 6,000
	Event Logistics Manager	\$ 10,840
	Traffic management plan and implementation	\$ 9,000
	Parking staff to manage car park	\$ 3,000
	Sub total	\$ 46,700
OTHER		
	ToB parks and gardens site preparation (pre and post)	\$ 7,500
	Photography	\$ 700
	Consumables	\$ 200
	Food vouchers	\$ 500
	Sub total	\$ 8,900
TOTAL EXPENSES		\$ 154,285
Remaining Budget		\$ 714.60

Australia Day Celebrations and Fireworks Event Program 2020

*Draft as of 4 September 2019

FIELD PROGRAM

- 4:00pm-7:00pm:** Free activities by
TBC – will be an art or cultural project or a sport and recreation activity
- 5:00pm – 9:00pm** Carnival Rides (paid), Food trucks, Culture Counts patron surveys (5:30 – 7:30pm), distribution of competition forms (til 6:45pm), 98five live broadcast – onsite interviews, competitions, etc.

STAGE PROGRAM

- 5:00pm-5:20pm** **Community Performance - Bassanova's in front of the stage**
- 5:20pm-5:25pm** **MC Lisa Woodbrook** Introduces Welcome to Country and Mayor
- 5:25pm-5:35pm** **Welcome to Country –** Robyn Collard
- 5:35pm- 5:45pm** **Mayor Speech**
- 5:45pm – 5:55pm** MC Announcements
- 5:55pm-6:45pm** **Performance Onstage – Little Belle**
- 6:45 – 7:05pm** Performance break, MC announcements, including Fireworks Launch competition winner
- MC introduces Australia Day Ambassador TBC in December and Mayor presents with a commemorative pin
- MC interviews Australia Day Ambassador
- 7:05pm – 7:55pm** **Performance Onstage – Adam Hall and the Velvet Boys**
- 7:55pm** Countdown to the Fireworks (with 98five Sonshine FM)
- 8:00 – 8:15pm** **Fireworks**, accompanied by live soundtrack by 98five Sonshine FM
- 8:15 – 9:00pm** Live 98five Sonshine FM broadcast

END



26 January 2019

**Australia Day Celebrations
Event Risk Management Plan**

Event Manager name and contact details	Misha Elliott, 0408 196 334
Location of event	Ashfield Reserve, Guildford Road, Ashfield
Event objectives	To promote the Town of Bassendean To celebrate this National holiday To encourage positive outcomes for community life

Confidentiality Notice

The information contained in this Risk management Plan (and any Appendices or Annexures) is **STRICTLY CONFIDENTIAL** and is only intended for the use of individuals and entities named in the "Working Group".

This document is not to be copied, disseminated or distributed without the express authorisation of the Town of Bassendean.

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Background Information

On 26 January 2019, The Town of Bassendean will present its 15th annual Australia Day Celebrations & Fireworks event.

The event takes place at Ashfield Reserve, Guildford Road, Ashfield, on land under the control of the Town of Bassendean. The event is always staged on Australia Day, 26 January, from 5pm to 9pm and typically attracts approximately 15,000 people.

The event is hosted to promote the Town, to celebrate this National holiday and encourage positive outcomes for community life.

The event is produced by the Town of Bassendean in-house staff in conjunction with a variety of partnering authorities and contractors, including local police, a traffic management company, a security company, stall holders and performers.

Community expectations are that the event will be staged in an organised and efficient manner in a safe and family-friendly environment and include live music, food, carnival rides and spectacular fireworks.

In order to meet these expectations, the Town will aim to ensure that duty of care and attention is paid to planning for any foreseeable risk occurrences during the Town's Celebrations and ensure the Town is able respond to the best of its ability should the need arise.

The methodology used in this document is based on International Standard ISO 31000:2018 Risk Management - Guidelines.

Scope

This scope of work relates specifically to the risks associated with the ownership and management of the Town of Bassendean's Australia Day Celebrations event and the assessment of the risk management arrangements currently in place to manage those risks. This includes:

- Identification of risks and vulnerabilities – through site inspections, interviews and a scenario-based workshop with key stakeholders and event staff.
- Review of current procedures and processes documented and undocumented for the management of identified risks,
- Identification of areas requiring improvements, additional controls and strategies for the management of risk,
- Updating current procedures and processes and/or develop new procedures and processes in consultation with stakeholders so the control measures for managing the risks are clearly articulated,
- Identifying training requirements.

Financial risks relating to underwriting Australia Day Celebrations are not included in the scope of this document.

The Emergency Coordination Centre during the event will be at the mobile site office (Police Command Post) backstage at the northern end of Ashfield Reserve, where, should an emergency arise, these procedures can be enacted.

For the purposes of this document, where an incident is identified as within State Emergency arrangements, the Town of Bassendean's Local Emergency Management Plan will be implemented and shall supersede this plan and the Prescribed Agency will be the agency of control.

Emergency Identification and Verification

Definition

For the purpose of this Risk Management Plan, a hazard or threat is defined as a source of potential harm or with a potential to cause loss.

Procedure

If key personnel discover a hazard or threat before or during the event they are to immediately advise the Event Manager of the situation, and if appropriate, the relevant Emergency Services Response Agency.

The Event Manager will investigate and verify the report and advise the appropriate personnel or agency of all relevant circumstances.

The Event Manager will be responsible for mobilising all necessary resources to deal with the situation.

If the situation is declared an emergency, the following procedures apply:

- Time permitting; proceed to the Event Command Office (Police Command Post).
- Determine priorities with the relevant Emergency Services personnel.
- Arrange medical resources as required.
- Maintain communication at all times.
- Assist with evacuation procedures as directed.

Standard Evacuation Procedure

Ashfield Reserve is a medium-size area with many points of ingress and egress. In the event of an emergency this area may need to be evacuated. Care must be taken to ensure wherever possible that patrons do not run into surrounding streets prior to activation of traffic management procedures.

Emergency egress points are as follows:

LOCATIONS	EXIT POINT
Staging and main public area	North Eastern End of Reserve and then if required to Cyril Jackson Senior Campus (Front Lawns – Reid Street).
Alternative	Parking area of IGA and Maidos Street Southern end of reserve

All Emergency Services vehicles will be directed to the emergency vehicle entry point off Fisher Street, Ashfield.

If an evacuation is necessary, a call will be made by the Event Manager or person with delegated authority, and an announcement made through the public address system.

Key Personnel will also be informed by radio or phone as to the status of the emergency and the areas to be evacuated. In the event of radio and/or Public Address System failure, a loud-hailer will be used.

All injured persons will be relayed to a Casualty Triage Area (as designated by the Event Manager) by medical teams and available Emergency Services personnel. Treatment priority will be on the basis of the National Triage Score (NTS).

Evacuation Crowd Control

Town of Bassendean Officers / event staff, Police, security staff and key personnel responsible for the movement of people out of a danger area should:

- Not place themselves in danger or remain in an area of danger.
- Make themselves as visible as possible by putting on emergency vests and using torches if available.
- Not obstruct the smooth flow of evacuees.
- Direct evacuees safely to emergency egress points.

Communications

The central communication point for the event will be the Town of Bassendean Control Centre (Police Command Post).

Communication in the first instance is with the Event Manager and the relevant Emergency Services Response Agency.

2-way radio independent net: all Town of Bassendean Event Staff.

Including the following personnel:

- Team Manager Corporate Security
- AAA Productions event manager
- Water Tanker Driver
- Fireworks Leader (2 x radios)
- Quality Traffic Management
- Bassendean Men's Shed

Town of Bassendean has 2-way and mobile phone contact with Police and Rangers.

Position Responsibilities

Event Manager	<ul style="list-style-type: none"> • Assume initial control of the situation. • Assess the situation with Police and Emergency Services and determine priorities. • If required, activate the evacuation plan. • Provide on-going assistance with participating Agencies as required. • On being notified by Emergency Services of the 'All Clear', the Event Manager will notify all Key Personnel.
Assistant Event Manager - Logistics Manager	<ul style="list-style-type: none"> • Assume the responsibilities of the Event Manager, in their absence. • Be the "eyes and ears" of the Event Manager at the emergency scene. • Assume control of staff and direct them with appropriate actions under the Event Manager's instructions. • Report situation update to the Event Manager as required. • In the event of communication failure between the Event Manager and the Assistant Event Manager, the Assistant Event Manager will assume local control of the Key Personnel at the emergency scene.
All Key Personnel (Security, First Aid etc)	<ul style="list-style-type: none"> • Evacuate identified areas as instructed by the Event Manager. • Assist in crowd control. • Facilitate, where possible, access for external Emergency Services.

Stakeholder Contact Details

Stakeholder	Name	Contact	Function
98five Sonshine FM	Ash Wright	[REDACTED]	98five IT / Broadcast Engineer
98five Sonshine FM	Chela	[REDACTED]	98five Production Engineer
AAA Production	John Kerns	[REDACTED]	Sound Engineer/Staging/Lighting/Power
Ashfield Soccer Club	Bill Busby	0419 330 424	Ashfield Soccer Club President
Bike Valet	Adrian Lee	[REDACTED]	Bike Valet
Cardile Fireworks	Graham Piper	[REDACTED]	Head Pyrotechnician
Corporate Security Australia	Dinesh	[REDACTED]	Director
Fencing	Centurion	[REDACTED]	Temporary Fencing
Fire Fighting Truck	John Sarich	[REDACTED]	Risk Reduction
Kiara Police	Mark Stoneman	[REDACTED]	Officer in Charge
Lighting, generators, leads	Classic Hire	[REDACTED]	Lighting Towers, Generators, Leads
Magic Marquees	Julie	[REDACTED]	Marquees, infrastructure (on day)
McDermott Group	Sean McDermott	[REDACTED]	After Hours Plumber
Paramount Electrics	Jeff	[REDACTED]	After Hours Electrician
Parking	Adam Koval	[REDACTED]	Bass Men's Shed
Parking Management	Aaron Willitts	[REDACTED]	Quality Traffic Management
Perth Airports	Air Traffic Tower	[REDACTED]	Airport – contact via Cardile (Graham)
Perth Transit Authority		[REDACTED]	
Rangers	Duty Ranger	[REDACTED]	Rangers
Show West	Jennie Pell	[REDACTED]	Amusements
Social media	Daniele Foti-Cuzzola	[REDACTED]	Social Media support
St John Ambulance	Brody Munyard	[REDACTED]	First Aid
Town of Bassendean	Renee McLennan	[REDACTED]	Mayor
Town of Bassendean	Peta Mabbs	[REDACTED]	CEO
Town of Bassendean	Gabriella Filippi	[REDACTED]	Cultural Development Officer (Stage Manager)
Town of Bassendean	Gary Dewar	[REDACTED]	Building Supervisor
Town of Bassendean	Graeme Haggart	[REDACTED]	Director – Community Development
Town of Bassendean	Ken Cardy	[REDACTED]	Manager – Asset Services
Town of Bassendean	Maria Faturos	[REDACTED]	Senior Environmental Health Officer
Town of Bassendean	Misha Elliott	[REDACTED]	Event Organiser
Town of Bassendean	Salvatore Siciliano	[REDACTED]	Manager – Rec & Culture
Town of Bassendean	Sharna Merritt	[REDACTED]	Senior Ranger
Town of Bassendean	Tony Williamson	[REDACTED]	Logistics Coordinator
Town of Bassendean	Wayne	[REDACTED]	Parks Supervisor - reticulation
Water Fountain	Stuart Noble	[REDACTED]	Water Fountain

Decision Tree for event delay or cancellation			
When	Prior to event day	Event day: Operations	Event day: Emergency
Where	CEO's office	Event Command (Mobile site office)	Event Command (Mobile site office)
Who has authority?	Delay: CEO	Delay: Event Manager / CEO / Mayor	Police DFES
	Cancel: CEO	Cancel: CEO / Mayor	Pyro technician St John Ambulance
What is the process? Who needs to know?	Refer to: Incident Response Procedures on the following pages of this document	Refer to: Incident Response Procedures on the following pages of this document	Refer to: Incident Response Procedures on the following pages of this document

Note: Urgent announcements may require interruption to proceedings. Event staff will indicate off-stage:

Yellow Card - Stop after the next song

Red Card - Stop Immediately

Purple Card - False Alarm

Incident Response Procedures

Incident Response: Antisocial Behaviour, Sexual Assault, Violence or Attack	
Response	Lead Agency / Primary Responsibility
Event Staff to respond to patrons suspected of criminal or antisocial behaviour by: <ul style="list-style-type: none"> Reporting the incident to security Not approaching suspects, but keeping a visual on suspects until security arrive 	Event Manager
Corporate Security to respond as appropriate	Corporate Security
Police to intervene as required	WAPOL
Always contact Police if incident escalates into violence	WAPOL
Always contact St John Ambulance if injuries occur	St John Ambulance
Notify Event Manager of any incidents	Corporate Security
Ensure clear access for ambulances and responders	Corporate Security
Continue stage performances only if safe to do so to allow for staggered-interval departures, if applicable	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager

Risk Assessment

Causal Factors			
Excessive alcohol consumption Drugs Disenfranchised individuals / organisations			
Controls			
<ul style="list-style-type: none"> Alcohol is not encouraged and is not sold at the event; Intoxicated patrons will be escorted off event site; Promotion of the event will advise it as a family event; Security conduct random patrols of the venue; WA Police on site available and on request; Crowd controllers / security are briefed prior to the event; Staff prevent public access to assets Designated No-Go areas for public; Event staff and Security are reminded to be aware and vigilant at all times; Security staff can respond quickly and possess the requisite training, competence and equipment to deal with or limit the impact of threats; Comprehensive plans are understood by staff and security personnel, regularly exercised, and compatible with local emergency services plans. 			
Risk Assessment with controls in place	Consequence – 3	Likelihood – 3	Result 9 – Moderate Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Multiple injuries / crowd anxiety. Refer to 'Decision Tree' for authority.		

Incident Response: Hostile Vehicle / Vehicle Accident	
Response	Lead Agency / Primary Responsibility
REMAIN CALM	Event Manager
Patrons and Police will likely initially consider the incident terrorism-related, unless confirmed otherwise.	WAPOL, assisted by Corporate Security & QTM
Assist Police; Police will declare the area a crime scene, close roads and establish an exclusion zone until well after the fireworks event finishes.	WAPOL
Ensure clear access for ambulances and responders.	Event Manager, Corporate Security, QTM
Liaise with CEO and other stakeholders regarding safety of patrons, postponing or cancelling event, closing rides and marquee or stage proceedings. Consider the Town's morals and reputation when making these decisions.	Event Manager
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Always contact St John Ambulance if injuries occur	St John Ambulance
Continue stage performances only if safe to do so to allow for staggered-interval departures, if applicable	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager

Risk Assessment

Causal Factors			
Drugs / Alcohol Disenfranchised individuals / organisations			
Controls			
<ul style="list-style-type: none"> Traffic management company employed Public and vehicular access managed through trees, barricades, signage and personnel Temporary structures strategically placed to prevent incursion Security and Police on site and on request; Crowd controllers / security are briefed prior to the event; Security staff can respond quickly and possess the requisite training, competence and equipment to deal with or limit the impact of threats; 			
Risk Assessment with controls in place	Consequence – 5	Likelihood – 2	Result 10 – High Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Event continuity decisions based on the severity of the incident. Fatality / multiple injuries / crowd anxiety; cancel event. Refer to 'Decision Tree' for authority.		

Incident Response: Bomb Threat or Suspicious Item	
Response	Lead Agency / Primary Responsibility
REMAIN CALM	Event Manager
Using the public address system, order patrons to evacuate. Communicate appropriate egress options.	Event Manager
Evacuate	Police: assisted by Rangers, Corporate Security, QTM & parking staff
Contact Police; Police will declare the area a crime scene, close roads and establish an exclusion zone until the threat is neutralised	WAPOL & Event Manager
Traffic management; road closures and traffic egress	QTM
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager
Record the incident using the appropriate format and report to relevant authorities.	Event Manager

Risk Assessment

Causal Factors			
Bomb threat call received by event stakeholder Individual throws device from a moving vehicle Individual carries device into the venue Suspicious item discovered			
Controls			
<ul style="list-style-type: none"> • Emergency disperse / evacuate plan is in place and tested; • Event staff and Security are reminded to be aware and vigilant at all times; • Security staff can respond quickly and possess the requisite training, competence and equipment to deal with or limit the impact of threats; • Reliable emergency communication systems throughout the location; • Comprehensive plans that are understood by all staff and security personnel, regularly exercised, and compatible with local emergency services plans; • Conduct suspicious item search prior to event. 			
Risk Assessment with controls in place	Consequence – 4	Likelihood – 2	Result 8 – Moderate Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Event continuity decisions based on the severity of the incident. Consult with WAPOL & Refer to 'Decision Tree' for authority.		

Incident Response: Fire	
Response	Lead Agency / Primary Responsibility
Using the public address system, order patrons to evacuate. Communicate appropriate egress options.	Event Manager
Evacuate	Police: assisted by Rangers, Corporate Security, QTM & parking staff
Water tanker contractor to respond to fire. Contact DFES.	Water tanker contractor & DFES
Delay / cancel event proceedings as appropriate	Event Manager
Traffic management; road closures and traffic egress	QTM
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager

Risk Assessment

Causal Factors			
Extreme weather Fireworks Smoking Arson			
Controls			
<ul style="list-style-type: none"> • Reserve mowed prior to event • Water tankers onsite for the duration • DFES is notified of the event • Emergency services access points kept clear • Pyrotechnics contractor certification and insurance certificate of currency is checked • Reliable communication systems throughout the location; • Comprehensive plans that are understood by all staff and security personnel, regularly exercised, and compatible with local emergency services plans; • Fireworks are conducted by licensed contractor; • Exclusion zone set up around fireworks area 			
Risk Assessment with controls in place	Consequence – 3	Likelihood – 2	Result 6 – Moderate Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Event continuity decisions based on the severity of the incident. Consult with DFES & Refer to 'Decision Tree' for authority.		

Incident Response: Severe Weather	
Response	Lead Agency / Primary Responsibility
EXTREME TEMPERATURE (ABOVE 42°C) AT 6PM	
Follow actions listed for 'Extreme temperature' below	Event Manager
Cancel fireworks in consultation with Cardile	Event Manager / Cardile
Assess increased fire risk and mitigate	Event Manager
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
EXTREME TEMPERATURE (ABOVE 36°C)	
Contact Bureau of Meteorology to check predicted temperatures	Event Manager
Rearrange event activity start time around weather conditions in consultation with stakeholders.	Event Manager
Arrange drinking water tanks & misting / cooling fans	Event Manager
Alert security to increased potential for aggression due to heat	Event Manager & Security
Liaise with pyro-technician to adjust firework start time, cancellation or a lower-level display.	Event Manager & Cardile
Communicate with public via stage broadcast & use social media for updates and official statements. – prepare for the heat, bring water etc	Event Manager
Traffic & parking – delayed crowd arrival	Event Manager & QTM
HAIL	
Liaise with CEO and other stakeholders regarding safety of patrons, postponing or cancelling event, closing rides and marquee or stage proceedings. Consider the Town's morals and reputation when making these decisions.	Event Manager
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Move patrons under cover	Event Manager
LIGHTNING / ELECTRICAL STORM	
Liaise with CEO and other stakeholders regarding safety of patrons, postponing or cancelling event, closing rides and marquee or stage proceedings. Consider the Town's morals and reputation when making these decisions.	Event Manager
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager
WIND SPEED (ABOVE 50km/h)	
Cancel fireworks	Event Manager & Cardile
Liaise with CEO and other stakeholders regarding safety of patrons, postponing or cancelling event, closing rides and marquee or stage proceedings. Consider the Town's morals and reputation when making these decisions.	Event Manager

Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager

Risk Assessment

Causal Factors			
Mother Nature			
Controls			
<ul style="list-style-type: none"> • Event is programmed for summer to limit possibility of wet weather; • Event is conducted in evening to avoid hottest part of the day; • Main stage has roof and covers to protect performers; • Sunscreen available for event patrons; • First aid on duty if required for heat affected patrons; • Security staff can respond quickly and possess the requisite training, competence and equipment to deal with or limit the impact of threats; • Reliable communication systems throughout the location; • Comprehensive plans that are understood by all staff and security personnel, regularly exercised, and compatible with local emergency services plans; 			
Risk Assessment with controls in place	Consequence – 2	Likelihood – 3	Result 6 – Moderate Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Event continuity decisions based on the severity of the weather. Consult with CEO and other stakeholders regarding postponing or cancelling event & Refer to 'Decision Tree' for authority.		

Incident Response: Injuries or Fatality Related to Event Proceedings	
Response	Lead Agency / Primary Responsibility
ONE INJURY RELATED TO EVENT PROCEEDINGS	
Always contact St John Ambulance if injuries occur	St John Ambulance
Liaise with CEO and other stakeholders regarding safety of patrons, postponing or cancelling event, closing rides and marquee or stage proceedings. Consider the Town's morals and reputation when making these decisions.	Event Manager
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Continue stage performances only if safe to do so to allow for staggered-interval departures, if applicable	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager
MULTIPLE INJURIES RELATED TO EVENT PROCEEDINGS	
Cancel celebrations	Event Manager
Always contact St John Ambulance if injuries occur	St John Ambulance
Advise St John of God Midland of incoming injured	Event Manager
Traffic management; road closures and traffic egress	QTM
Follow actions listed under 'One injury related to event proceedings' above	Event Manager
FATALITY RELATED TO EVENT PROCEEDINGS	
Cancel celebrations – as above	

Risk Assessment

Causal Factors			
Structural collapse Pyrotechnic fault / explosion Show rides accident			
Controls			
<ul style="list-style-type: none"> • St John Ambulance first aid on site; • Event Staff and Security are reminded to be aware and vigilant at all times; • Security staff can respond quickly and possess the requisite training, competence and equipment to deal with or limit the impact of threats; • Reliable emergency communication systems throughout the location; • Comprehensive plans that are understood by all staff and security personnel, regularly exercised, and compatible with local emergency services plans 			
Risk Assessment with controls in place	Consequence – 4	Likelihood – 2	Result 8 – Moderate Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Multiple injuries or fatality related to event proceedings; cancel celebrations.		

Incident Response: Pyrotechnic Fault / Explosion (No injuries)	
Response	Lead Agency / Primary Responsibility
Put on all lights.	Event Manager
Using the public address system, order patrons to evacuate if required. Communicate appropriate egress options.	Event Manager
Evacuate	Police: assisted by Rangers, Corporate Security, QTM & parking staff
Water tanker contractor to respond to fire. Contact DFES.	Water tanker contractor & DFES
Deploy security to calm the crowd and establish an exclusion zone from the fires.	Event Manager
Delay / cancel event proceedings if appropriate	Event Manager
Traffic management; road closures and traffic egress	QTM
Communicate appropriate messages & updates via radio broadcasting 98.5fm, stage broadcasts and social media.	Event Manager
Contact Transperth & Maylands Operations Centre to advise changes to event proceedings, traffic, trains and train announcements, if applicable.	Event Manager

Risk Assessment

Causal Factors			
Human error Extreme weather			
Controls			
<ul style="list-style-type: none"> Reliable communication systems throughout the location; Comprehensive plans that are understood by all staff and security personnel, regularly exercised, and compatible with local emergency services plans; Fireworks are conducted by licensed contractor; Exclusion zone set up around fireworks area; All event staff to be briefed on the day; Exclusion zone is patrolled by event and security staff; Water tankers present at event. 			
Risk Assessment with controls in place	Consequence – 3	Likelihood – 2	Result 6 – Moderate Risk
Further actions required to reduce risk:	Nil		
EVENT DELAY OR CANCELLATION	Crowd anxiety. Refer to 'Decision Tree' for authority		

Incident Response: Venue Capacity Exceeded	
Response	Lead Agency / Primary Responsibility
Notify traffic management company to restrict further entry	Event Manager & QTM
Social media messages – event full, stay away	Event Manager
Alert security to increased potential for aggression due to crowding	Event Manager & Security

Risk Assessment

Causal Factors			
City of Perth Skyworks is cancelled Good weather attracts a larger crowd			
Controls			
<ul style="list-style-type: none"> • Security staff can respond quickly and possess the requisite training, competence and equipment to deal with or limit the impact of threats; • Reliable emergency communication systems throughout the location; • Comprehensive plans that are understood by all staff and security personnel, regularly exercised, and compatible with local emergency services plans; 			
Risk Assessment with controls in place	Consequence – 3	Likelihood – 1	Result 3 – Low Risk
Further actions required to reduce risk:			
EVENT DELAY OR CANCELLATION	Injuries, crowd anxiety. Refer to 'Decision Tree' for authority		

Event Risk Register

Context	Risk Identification		Risk Analysis				Evaluation		Risk Treatment	
	Risk Description	Causes	Existing Controls	Overall Control Rating	Consequence Category	Consequence Likelihood	Level of Risk	Risk Owner	Risk Accepted? (Y/N/A)	Risk Treatment Options Treatment Owner
Emergencies	See: Incident Response Plans above									
Access and Egress	Illegal parking / obstructing		All parking made available and controlled. Access to overflow parking area and Disabled parking area "No Parking" signs erected on streets and verges surrounding event site Pre-promotion to encourage use of public transport to the event (i.e. train) Corporate Security to Patrol the area throughout the event Cyril Jackson Senior Campus Playing Fields turned into an organised parking lot.			1 4	4			
Contractual / Legal	Breach of contract									
Contractual / Legal	Legal action against event organisers		Detailed review of Risk Management Plan All event staff to be briefed on the day and reminded of their duty of care to the community and to be aware and vigilant at all times All key stakeholders invited to scenario testing / planning workshop Insurance taken out before the event			3 1	3			
Contractual / Legal	Licensing breaches		Insurance			2 2	4			
Contractual / Legal	Performer's legal liability									
Contractual / Legal	Statutory / OHS breaches									
Contractual / Legal	Town Errors or omissions									
OHS	Electrical hazards / electrocution	Cables poorly laid Rain	Testing and tagging All cables to be clear of water risks and junctions waterproofed. All cables to be tagged and current according to Western Power regulations. All electrical equipment will be in sound working order, earthed correctly and free of leakage.			3 2	6			

Context		Risk Identification		Risk Analysis				Evaluation		Risk Treatment	
Context	Risk Description	Causes	Existing Controls	Overall Control Rating	Consequence Category	Consequence	Likelihood	Level of Risk	Risk Owner	Risk Accepted? <small>Y/N/A</small>	Risk Treatment Options Treatment Owner
			Power generators where used will not be easily accessible by the general public and installed according to supplier's guidelines.								
OHS	Food poisoning		All Health regulations given by Health and Environment Services to be strictly adhered to. Food stall holders to have permit from Town (Health and Environmental Services) to serve food Food vendors inspected by ToB Health Officer on event day Hygiene standards are monitored during the event			3	2	6			
OHS	Hazardous material on site	Syringes in toilets Broken glass				3	2	6			
OHS	Trip hazards		Cable trays covering of cables as required Free standing main stage Front Overhang (FOH) tie-downs to be vertical. Site area checked before event starts All food vendors set up to be inspected. Monitored constantly throughout the event. Excessive litter.			2	3	6			
OHS	Structural collapse		Stage management contractors to ensure compliance with necessary structural certification standards Insurance certificate of currency and structural certification obtained from stage management contractors			4	1	4			
Operational	Criminal activity		Employment and brief of crowd controllers / security Police on site during event			2	2	4			
Operational	Failure of public utilities		Toilets hired 4 weeks prior to event Ensure all toilet blocks are delivered in working order Contracted Plumber on call Undertake pre-event inspection and restock of public toilets prior to event Cleaners on duty throughout event			3	2	6			
Operational	Inadequate taxi, disability access					2	1	3			
Operational	Insufficient parking / transport					1	2	2			

Context		Risk Identification		Risk Analysis				Evaluation		Risk Treatment
Context	Risk Description	Causes	Existing Controls	Overall Control Rating	Consequence Category	Consequence Likelihood	Level of Risk	Risk Owner	Risk Accepted? (Y/N)	Risk Treatment Options Treatment Owner
Operational	Lost child					2	3	6		
Operational	Power Failure	Extreme weather Damage to cables Supply fault	Electrician on site Hire of generator and distribution boards Reliable communication systems throughout the location; All event staff to be briefed on the day.			3	1	3	Y	
Operational	Planning and schedule conflicts					2	2	4		
Operational	Reticulation activates during event		Asset Services are notified of time and date of event. Staff confirm prior to event			2	1	2		
Operational	Show rides accident					4	1	4		
Operational	Sound system or equipment failure		Generator hired from Classic Hire (100kva). Back-up generator in place. All leads and equipment to be tested and tagged prior to the event Professional sound engineer on site throughout the event Responsible contractors available to fix problems or replace faulty equipment			2	2	4		
Operational	Supply delays									
Volunteers & Employees	Inadequate training									
Volunteers & Employees	Insufficient technical skills									
Volunteers & Employees	Loss of key people									
Volunteers & Employees	Poor policies & procedures									
Volunteers & Employees	Problems with contractors									
Volunteers & Employees	Use of drugs and alcohol									

Risk Assessment Criteria

Risks are assessed using the following criteria. These criteria are aligned with the Town's overarching Risk Management Framework; however, event risks criteria should not be used to assess the Town's Operational risk.

Consequences

Australia Day Celebrations	Health	Financial	Interruption	Reputation	Infrastructure / Venue / Environment
Insignificant (1)	Negligible injuries – no treatment required	< \$1000	No material interruption	Unsubstantiated or unsuccessful attack on reputation	Minor damage, immediate on-site repair
Minor (2)	First aid treatment required.	\$1001 - \$10,000	Short term, recoverable delays <1hour.	Low impact.	Minor damage, event activity delay. On-site repair.
Moderate (3)	Medical type injuries / Ambulance or hospitalisation.	\$10,001 - \$25,000	Noticeable delays to event program, requiring effort to remediate <2 hours	Moderate impact. Effort required remediating.	Moderate damage, external assistance required
Major (4)	Multiple injuries	\$25,001 - \$100,000	Major delays to event program >2 hours	High impact. Major effort / cost required remediating	Significant damage, prolonged restoration actions.
Extreme (5)	Fatality	> \$100,000	Event Cancellation	Very high multiple impacts. Irrevocable	Irreversible damage. Extensive activity and external assistance required.

Likelihood

	Description	Probability
Almost Certain (5)	Expected to occur in most circumstances.	> 90% chance of occurring
Likely (4)	Probably occur in most circumstances.	60% - 90% chance of occurring
Possible (3)	Should occur at some time.	40% - 60% chance of occurring
Unlikely (2)	Could occur at some time.	10% - 40% chance of occurring
Rare (1)	May only occur in exceptional circumstances	< 10% chance of occurring

Risk Matrix

Consequence	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood					
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to general operational oversight	Event Manager
MODERATE	Monitor	Risk acceptable with adequate controls, documented procedures and subject to specific operational oversight.	Event Manager / CEO
HIGH	Urgent Attention Required	Risk acceptable with effective controls and a specific risk action plan, documented procedures and dedicated operational management.	CEO / Council
EXTREME	Unacceptable	<u>Risk not accepted.</u> Activity to be removed or further controlled until risk rating can be objectively reduced to acceptable levels	Not Acceptable

Control Rating

Rating	Description	General Considerations
Effective	There is little scope for improvement.	The control is: <ol style="list-style-type: none"> 1. A physical object, technological system or human action. 2. Mitigates an unwanted risk sequence (prevents or detects). 3. Is measurable or auditable.
Adequate	There is some scope for improvement.	
Inadequate	There is a need for improvement or action.	

ATTACHMENT NO. 3



TOWN OF
BASSENDEAN
Home by the Swan

LETTER A

Our ref: PW:DC: LAWE/LOCLWS/2

Dear Ratepayer

After discussions with the Department of Local Government, Sport and Cultural Industries, the Town of Bassendean will not proceed with differential rating for vacant land for the 2019/20 financial year.

The enclosed rates notice includes an adjustment to ensure general rates apply to your property for 2019/20.

The amount you are required to pay is \$.

Please contact our Rates Officer on 9377 8000 if you require any clarification.

Yours faithfully

Peta Mabbs
CHIEF EXECUTIVE OFFICER

Date:

Archives/2019/sep2019/Draft Differential rates letter 3 Sep 2019



TOWN OF
BASSENDEAN
Home by the Swan

LETTER B

Our ref: PW:DC: LAWE/LOCLWS/2

Dear Ratepayer

The Town of Bassendean recently issued you with a rates notice for your property at xxxxxxxx.

After discussions with the Department of Local Government, Sport and Cultural Industries, the Town of Bassendean will not proceed with differential rating for vacant land for the 2019/20 financial year.

The enclosed rates notice includes an adjustment to ensure general rates apply to your property for 2019/20.

The amount you are required to pay is \$.

Please contact our Rates Officer on 9377 8000 if you require any clarification.

Yours faithfully

Peta Mabbs
CHIEF EXECUTIVE OFFICER

Date: