



# **CABONNE COUNCIL**

## **Preliminary Advice of A Planned Event**

### **2017 / 2018**

#### **1. DETAILS OF APPLICANT**

Group Name

Contact person

☐ MR   ☐ MRS   ☐ MS   ☐ DR   ☐ OTHER \_\_\_\_\_

First Name

Surname

House Number/Name

Street/Road

Town

State

Postcode

Telephone

Mobile – During Event

Email

#### **2. DETAILS OF EVENT**

Name of Event

Location and Description of Event

Brief History of Event if it has been held before



**Event Site Plan**


*Or please attached a map.*

**Comments:**

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.....

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### 3. ROAD CLOSURES

Will you be using Council Roads for the event?

☐ Yes ☐ No (If no - please proceed to question 4)

Is your event ?

☐ Full road closure

☐ Sharing of the road where both general traffic and participants of your event share use of the road, eg fun runs, cycle races etc

Starting Time of  
Closure

Ending Time of  
Closure

#### **Proposed Site Plan for Road Closure**

*Please include a clear route map siting location of marshals, barricades and any detours proposed, and the specific part of the road/s required for a road sharing/closing. Please note if a road needs to be closed a traffic management plan must be submitted to Council for consideration.*


*Or please attach a map.*

#### **Comments:**

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#### 4. REQUIRED COUNCIL PERMITS

Some activities may require formal Council approval under the Local Government Act or other relevant legislation.

Please detail if you are:

☐ Erecting roadside signage  
(advertising)

☐ Using amplification equipment

☐ Selling alcohol or permitting the  
consumption of alcohol (Security  
may be required to meet licence  
requirements)

☐ Selling food

☐ Providing amusement rides

☐ Erecting permanent or  
temporary structures such as  
stages, lighting rigs, marquees etc

☐ Fireworks display

## 5. ADDITIONAL COUNCIL SERVICES

Please detail any additional services you may require from Council, other than those existing at the site? This may include access to power, additional rubbish bins, rubbish removal, additional cleaning of public toilets, barricades, witches hats etc.

## 6. RISK MANAGEMENT AND INSURANCE

A risk assessment must be completed for all events and reviewed by Council's Risk Management Officer.

Risk Assessment attached ☐ Yes ☐ No

Copy of Certificate of Currency Indicating Public Liability Coverage for this event  
☐ Yes ☐ No ☐ NA – Council Event

Events organised by non Council groups must provide evidence of their Public Liability Insurance.

## Risk Matrix and Corrective Action Table

### Risk Matrix

	Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 8	High 16	High 20	Extreme 23	Extreme 25
Likely	Medium 7	Medium 12	High 17	High 21	Extreme 24
Possible	Low 5	Medium 10	High 15	High 18	High 22
Unlikely	Low 2	Low 4	Medium 11	Medium 13	High 19
Rare	Low 1	Low 3	Medium 6	Medium 9	High 14

### Proposed Corrective Action

Risk Level	Action Required
<b>Extreme Risk</b> 23 - 25	<ul style="list-style-type: none"> <li>This rating level is not acceptable</li> <li>Report immediately to Senior Management;</li> <li>Consider alternate activity unless appropriate controls are implemented</li> <li>Develop specific Treatment/Action Plan for immediate implementation to address extreme risks</li> <li>Allocate actions and budget for implementation within one month</li> <li>Report to Senior Management on effectiveness of control</li> </ul>
<b>High Risk</b> 14 - 22	<ul style="list-style-type: none"> <li>Develop and implement a specific Treatment/Action Plan for high risks</li> <li>Consider alternate activity unless appropriate controls are implemented</li> <li>Allocate actions and budget to minimise risk; monitor implementation</li> <li>Report to Senior Management on effectiveness of control</li> </ul>
<b>Medium Risk</b> 6 - 21	<ul style="list-style-type: none"> <li>Develop and implement a specific Treatment/Action Plan for medium risks</li> <li>Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation</li> <li>Management to consider additional controls</li> </ul>
<b>Low Risk</b> 1 - 5	<ul style="list-style-type: none"> <li>Accept and Monitor low-priority risks</li> <li>Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms</li> </ul>

## Event Risk Assessment

Event:									Activity:					
Assessment Conducted By:									Date of Assessment:					
Ref No.	Activity	List any existing controls (processes and procedures) that are currently in place	What can happen that can affect the success of the event? (Consider existing controls)	Risk Category	Consequences if the incident occurs (refer to matrix)			Score	What additional controls can be implemented to manage situation	Adjusted rating with controls (refer to matrix)			Score	Is additional Treatment/ Action Required?
					Likelihood	Consequence	Rating			Likelihood	Consequence	Rating		
01						r					r			



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01														

## 7. RESPONSIBILITY TO PROTECT CROWDED PLACES

Following advice from the NSW Police Counter Terrorism & Special Tactics Command and other organisations, such as ASIO and the NSW Police Intelligence Unit, Cabonne Council requires event organisers to address their responsibilities relating to the protection of crowded places.

Landowners and event organisers are responsible for protecting sites from a range of foreseeable threats, including terror attacks, and as such should consider anti-terror measures in the planning of events.

All event organisers must undertake a “crowded places vulnerability assessment”. You must complete a crowded places security audit and a self-assessment via the [www.secure.nsw.gov.au](http://www.secure.nsw.gov.au) or [www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au) websites

The assessment score must be provided to Cabonne Council.

Where the assessment score is above a certain level, event organisers may have to engage accredited security consultants to provide suitable solutions. For larger events, these measures can include (but are not limited to) hostile vehicle mitigation measures, such as the installation of suitably-engineered bollards or barriers. Normal Traffic Control Plans are not considered to be a Hostile Vehicle Mitigation measure.

Event organisers must submit Security Plans for their events to Council along with Emergency Management Plans. These measures are in addition to risk management assessment event organisers are required to undertake.

## 8. MAYORAL ATTENDANCE

Will the mayor or other Council representative be required to attend the event?

☐ Yes ☐ No

## 9. FUNDING OPPORTUNITIES

Will your organisation require information on funding assistance available from Cabonne Council as administrated through the Events Assistance Program

☐ Yes ☐ No

## 10. APPLICANT’S SIGNATURE

The applicant, or the applicant’s agent, must sign the application

Signature

Name, if you are not the applicant

In what capacity are you signing if you are not the applicant?

Date

The Preliminary Advice of a Planned Event Form when completed is to be submitted to Cabonne Council's Promotion & Tourism Officer at PO Box 17 Molong NSW 2866.

**OFFICE USE ONLY**

Tick ✓		Date	Comment	Name / Signature
	Letter of acknowledgement			
	Referral to Council Directorates <ul style="list-style-type: none"> <li>- Road Closure (DETS)</li> <li>- Council Permits (DES)</li> <li>- Additional Services</li> <li>- Risk Management &amp; Insurance (RMO)</li> <li>- Mayoral Attendance (GM PA)</li> <li>- Funding (CBDO, EDM)</li> </ul>			
	Determination of application			
	Notify Councils Insurance Provider - State-wide			
	Letter of Approval or other determination			
	Ensure documentation is recorded in infoXpert			