



RISK MANAGEMENT PLAN

TẾT 2022 Year of the TIGER

5 and 6 March 2022

Risk Management Plan – Vietnamese Tet Festival – Lunar New Year Celebration 2022
@ Paloma Skate Park, Marangaroo 6064

Compiled 11.11.2021 by Dr Anh NGUYEN.



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Management Committee

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Tet Festival 2022 TEAM:

Whole Committee as above +

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Mr Loc NGUYEN 0428400712

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Mr Tuan Phuoc LE 0413 152 876

Mr Chris LE 0411689085

Mr HUYNH Ba Liem, Chess Club WA 0433570322

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RISK MANAGEMENT PLAN

The Covid-19 pandemic has implemented restrictions to social norms that need to be updated according to Federal, State and Local governments' rulings.

The Risk Management Plan is compiled to address the risks involved in conducting the public Event under this restriction and recommendations.

Risks will be identified and treated in accordance with AS ISO 31000:2018

using the QUALITATIVE ANALYSIS method – Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces and incorporates a risk management plan in accordance with AS/NZS 4360 and ISO guide 73:2009

Risks will be analysed in terms of LIKEHOOD and CONSEQUENCE in the context of the existing controls.

AS ISO 31000:2018 defines a risk management framework as a “set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management”.

Confidentiality

The information in this Risk Management Plan is STRICTLY CONFIDENTIAL and is only intended for the use of individuals and entities named in the working group. The document is not to be copied, disseminated, or distributed without written authorisation of the management committee of this Vietnamese Community in Australia-WA Chapter Inc.

This Risk Management Plan is applicable from 8:00 to 23:30 on both days of the festival, dates specified as above.

COVID-19 SCREENING PROTOCOL:

PATRONS ENTERING OR REENTERING THE FESTIVAL GROUND WILL BE SUBJECTED TO TEMPERATURE SCREENING STATION AT ENTRANCE.

THERE WILL BE NO EXCEPTION

TRAINED MEDICAL STAFF WILL BE IN ATTENDANCE AT CHECK POINT TO PROVIDE ADVICE AND INTERVENTION IF PATRONS SHOW SYMPTOMS OR SIGNS OF RESPIRATORY TRACT INFECTION

Masks will be provide if requested or needs arise

Washing facility and hand gel dispensers will be installed at the entry check point and at each corner of the showgrounds.

CONTACT DETAILS

Event Organiser	Vietnamese Community in Australia - WA chapter Inc.		vpcedwa@gmail.com headquarter email
committee	Mr. Minh Chanh THAI	Chief Organiser	0433 645 109
	Mr. Ted NGUYEN	VP Youth and Sports. Tet Festival 2022 Co-Organiser	0403305264
	Mr. Vincent PHAM	VP planning & Infrastructure Tet 2022 Co- organiser	0413786333
	Mr. Dai Nguyen	Vice President Planning	0410495360
	Mr. Hiep PHAM	Gen. Secretary	0400256 933
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	Mr Bao NGUYEN	Licensing (CoW)	93289391
	Ms. Trang LE	Treasurer 2	shern@stcolourprint .com
	Ms. Thuy PHAN	Treasurer 1	Thuy.phan@inet.net.au
	Mr. Tuan Phuoc LE	Volunteer Taskforce 2	0413 152 876
	Mr.Sau LE / Loc DO	Volunteer Taskforce 1	0402 044 225
City of Wanneroo	Ian Ireland Coordinator Leisure Facility Operations	23 Dundobar Road, Wanneroo WA 6065 Locked Bag 1, Wanneroo WA 6946	T : 08 9405 5601 F : 08 94055697 Email : ian.ireland@wanneroo.wa.gov.au
Police Public Event Sect			9222 1111 000 Emergency
Police	Event Manager NW Metro region. Constable Steve Walters	92468381 steve.walters@police. wa.gov.au	13 14 44 or 000

Fire			000
Ambulance			000 1300 130 039
Emergency Services			13 1375
Water Corporation			13 13 51
Electrician	Mr. Andrew TRAN		0455 868 500
Sound/Lighting/Audio	TBC		Tbc 0421 348 216
Generators	Kennards Hire Myaree	Jesse Chritsidis	Ph: 93172934 Fax: 931 71647
Marquee & Stage Hire	Marquee Magic	Julie Todd Fax: 9455 1408	marqueemagic@inet.net.au 0413 435 500
Show Rides & Games	Show West	Jennie Pell	Ph 94092977 Fax 94092966 Mobile 0408 944542 Website: www.showwest.com.au
Security	TBC		(08) 9301-5991
MC	<u>TBC</u>		<u>Tbc</u>
Lion Dancing	Mr. Minh Le		0408725535
Music band	TBC	Musician	0421 348 216
City of Wanneroo	Tba	Health inspectors	94055435 mob or Email: tbc



RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Terrorist Act		
Initial assessment	Likelihood – B	Consequence – 3	Result – S
Final assessment	Likelihood – C	Consequence – 2	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of effective and licensed security; Body or Bag Metal Detector Scanning Contact Police mobile unit 131444 Contact Police station 9222 1111 or 000
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to notify Police of event times; Security briefed; Continuous patrols by security; Insurance covers in place.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser and Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HUMAN BEHAVIOUR – Alcohol Affected Persons / Disorderly Conduct 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of effective and licensed security; Event will be alcohol and smoke free; Promotion of event as family event; Contact Police mobile unit; Contact Police station..;
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to notify Police of event times; Security briefed; Continuous patrols by security; Insurance covers in place.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser and Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HUMAN BEHAVIOUR – Drug Affected Persons 		
Initial assessment	Likelihood – C	Consequence – 2	Result – M
Final assessment	Likelihood – D	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of effective and licensed security; Event will be alcohol and smoke free; Promotion of event as family event; Contact Police mobile unit; Contact Police station.;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to notify Police of event times; Security briefed; Continuous patrols by security; Insurance covers in place.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser and Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Criminal Activity		
Initial assessment	Likelihood – B	Consequence – 3	Result – S
Final assessment	Likelihood – C	Consequence – 3	Result – S

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Engagement of effective and licensed security; • Event will be alcohol and smoke free; • Promotion of event as family event; • Contact Police mobile unit; • Contact Police station.;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to notify Police of event times; • Security briefed; • Continuous patrols by security; • Insurance covers in place.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser and Police.
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Monitoring:	• Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Asset Damage		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Engagement of effective and licensed security; • Event will be alcohol and smoke free; • Promotion of event as family event; • Contact Police mobile unit; • Contact Police station.;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to notify Police of event times; • Security briefed; • Continuous patrols by security; • Insurance covers in place.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Protection
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Reporting:	All incidents to be reported to the Event Organiser, City of Wanneroo and Police.
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Monitoring:	<ul style="list-style-type: none"> • 24 hours a day throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HUMAN BEHAVIOUR – Illegal Traders/Entertainers 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of effective and licensed security; Contact Police mobile unit;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to notify Police of event times; Security briefed; Continuous patrols by security; Permits issued.

Resource requirements:	Event Organiser and security, City of Wanneroo.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement City of Wanneroo – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser, City of Wanneroo and Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Illegal Gatherings/Parties		
Initial assessment	Likelihood – B	Consequence – 3	Result – S
Final assessment	Likelihood – C	Consequence – 2	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Engagement of effective and licensed security; • Event will be alcohol and smoke free; • Promotion of event as family event; • Contact Police mobile unit; • Contact Police station.;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to notify Police of event times; • Security briefed; • Continuous patrols by security.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser and Police.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HUMAN BEHAVIOUR – Illegal Street Drinking 		
Initial assessment	Likelihood – E	Consequence – 1	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of effective and licensed security; Contact Police mobile unit;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to notify Police of event times; Security briefed; Continuous patrols by security; Permits issued.

Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement LGA – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser, City of Wanneroo and Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HUMAN BEHAVIOUR – Excessive Noise 		
Initial assessment	Likelihood – B	Consequence – 4	Result – S
Final assessment	Likelihood – C	Consequence – 3	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Stage positioned away from residents’ premises;
- Stalls to be conducted under marquees, semi-enclosed to reduce noise;
- Live Band to stop playing at 11.00pm.
- ‘Fire crackers’ – minimal noise;

RESPONSE ACTIONS (Training Administrative Structural)

- Event Organiser and LGA to notify the local community of the event;
- Event Organiser and LGA to drop flyers to surrounding residents and businesses;
- Security briefed;
- Continuous patrols by security;
- Reduce sound level if need be.

Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser, City of Wanneroo and Police.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Litter		
Initial assessment	Likelihood – C	Consequence – 2	Result – M
Final assessment	Likelihood – D	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Adequate rubbish facilities;
- Bins to be placed around the Reserve;
- Announcements to ‘keep Australia tidy please place litter in bins provided’;
- Stall holders will have bins to place their rubbish;
- Plan for litter removal;

RESPONSE ACTIONS (Training Administrative Structural)

- Event Organiser to co-ordinate litter removal;
- Stall holders to be briefed to clear away litter surrounding their stall;
- City of Wanneroo to provide adequate bins;
- City of Wanneroo to organise emptying of bins;
- Stage announcement during at the end of the event.

Resource requirements:	Event Organiser, City of Wanneroo (Marketing), Rubbish Bin Contractor
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Responsibilities:	Event Organiser and City of Wanneroo (Marketing)
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	• Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Dangerous Street Entertainment		
Initial assessment	Likelihood – E	Consequence – 1	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Engagement of effective and licensed security;
- Contact Police mobile unit;

RESPONSE ACTIONS (Training Administrative Structural)

- Event Organiser to notify Police of event times;
- Security briefed;
- Continuous patrols by security.

Resource requirements:	City of Wanneroo, Security
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Responsibilities:	Security LGA – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser, City of Wanneroo and Police.
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Monitoring:	• Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Bomb or Biological Threat		
Initial assessment	Likelihood – E	Consequence – 4	Result – S
Final assessment	Likelihood – E	Consequence – 4	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Engagement of effective and licensed security; • Contact Police mobile unit;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to notify Police of event times; • Security briefed; • Continuous patrols by security.
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Resource requirements:	Event Organiser and Security, Police, FESA
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser, City of Wanneroo and Police.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Person on Unsafe Platform		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Alert security of activity; Contact Police mobile unit; Insurance covers in place.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to notify Police of event times; Security briefed; Continuous patrols by security.
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Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Promotion and briefing Security – Enforcement LGA – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• OTHER – Lack of Toilet Facilities		
Initial assessment	Likelihood – E	Consequence – 1	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

• Portable toilets will be hired.

RESPONSE ACTIONS (Training Administrative Structural)

• Portable toilet contractors to have back up portable toilets in case one of the portable toilets on site breaks down.

Resource requirements:	Event Organiser, City of Wanneroo (Marketing), toilet contractor.
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Responsibilities:	Event Organiser and City of Wanneroo (Marketing).
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Reporting:	
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Monitoring:	• Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HUMAN BEHAVIOUR – Food Contamination 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Food stall holders to obtain permits from the Health department of the City of Perth. Social distancing and personal hygiene protocol need to be observed as highest priority in handling food and socialising with customers.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to brief stall holders and assist stall holders in obtaining permits; Permits issued. Covid-19 social hygiene briefing to all food vendors.

Resource requirements:	Event Organiser and City of Wanneroo (Health)
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Responsibilities:	Event Organiser – brief stall holders City of Wanneroo – Enforcement
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HUMAN BEHAVIOUR – Lost Child		
Initial assessment	Likelihood – C	Consequence – 3	Result – S
Final assessment	Likelihood – B	Consequence – 2	Result – S

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser will have a marquee set up; • Engagement of effective and licensed security; • Contact Police mobile unit; • Designated ‘No-Go’ areas for public; • Staff to prevent public access to assets; • Security guard at the entrance and around the premise;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser will have a marquee set up; • Security briefed; • Continuous patrols by security;

Resource requirements:	Event Organiser and security.
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Responsibilities:	Event Organiser – Marquee set up and briefing Security – Patrol
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Reporting:	All incidents to be reported to the Event Organiser and announcements to be made.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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TRAFFIC MANAGEMENT PLAN

ITEM:	• VEHICULAR TRAFFIC – Lack of Parking		
Initial assessment	Likelihood – A	Consequence – 3	Result – H
Final assessment	Likelihood – B	Consequence – 3	Result – S

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • City of Wanneroo to provide car bays around the Reserve; • Event Organiser to advise the public of alternative car parking places. Traffic wardens visible from Wanneroo Rd / Ariti Ave corner • VIP parking
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to brief stall holders – car parking on a ‘first come, first serve’ basis;
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Resource requirements:	Event Organiser and City of Wanneroo (Parking)
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Responsibilities:	Event Organiser – brief stall holders and the public. City of Wanneroo – Enforcement
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Reporting:	
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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TRAFFIC RISK ACTION PLAN

ITEM:	• VEHICULAR TRAFFIC – Illegal Parking/Obstructing		
Initial assessment	Likelihood – C	Consequence – 2	Result – M
Final assessment	Likelihood – D	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- City of Wanneroo to provide car bays around the Reserve;
- Event Organiser to advise the public of alternative car parking places.
- Illegal / Obstructing parking to be reported to CoW ranger for enforcement
9405 5000 , AH: 1300 13 83 93

RESPONSE ACTIONS (Training Administrative Structural)

- Event Organiser to brief stall holders – car parking on a ‘first come, first serve’ basis;
- Reserved car park permits issued.

Resource requirements:	Event Organiser and City of Wanneroo (Parking)
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Responsibilities:	Event Organiser – brief stall holders and the public. City of Wanneroo – Enforcement
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Reporting:	All incidents to be reported to the City of Wanneroo.
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Monitoring:	• Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• VEHICULAR TRAFFIC – Emergency Service Access		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Briefing of all emergency operators. Outgoing vehicles are NOT allowed to make any Right Turn at any intersection within the parking areas. Only Left turn is allowed to avoid congestion.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to oversee adequate service access.

Resource requirements:	Event Organiser and Security
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Responsibilities:	Event Organiser Security
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Reporting:	All incidents to appropriate services.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• PEDESTRIAN TRAFFIC – Crush Injuries		
	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Security to observe entry of crowd and crowd control; • Event promoted as a peaceful family event; • Adequate area for crowd to enter and to sit/stand; • Contact Police mobile unit:
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Security to attend to any congestion on the Reserve; • First Aid on hand for any injuries; • St John Ambulance to be called to attend medical emergencies; • All entrances to the Reserve to be available for emergencies.

Resource requirements:	Event Organiser and Security
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Responsibilities:	Event Organiser Security – enforcement
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• WEATHER – Inclement Weather		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 3	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Weather checks; • Establish parameters affecting performance; • Stalls to be conducted under marquees; • Engagement of effective and licensed security.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to monitor weather pattern.

Resource requirements:	Event Organiser
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Responsibilities:	Event Organiser – monitor
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• WEATHER – Heavy Rain		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 3	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Weather checks; • Establish parameters affecting performance; • Stalls to be conducted under marquees; • Engagement of effective and licensed security.
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RESPONSE ACTIONS (Training Administrative Structural)

• Event Organiser to monitor weather pattern.

Resource requirements:	Event Organiser – monitor
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Responsibilities:	Event Organiser – monitor
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• WEATHER – Electrical Storm		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 3	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Weather checks; • Establish parameters affecting performance; • Stalls to be conducted under marquees; • Engagement of effective and licensed security.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to monitor weather pattern; • Electrician briefed.

Resource requirements:	Event Organiser and Electrician.
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Responsibilities:	Event Organiser – monitor Electrician – maintenance
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• WEATHER – High Winds		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Weather checks; • Establish parameters affecting performance; • Stalls to be conducted under marquees; • Engagement of effective and licensed security.
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RESPONSE ACTIONS (Training Administrative Structural)

• Event Organiser to monitor weather pattern.

Resource requirements:	Event Organiser
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Responsibilities:	Event Organiser – monitor
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> WEATHER – Extreme Heat 		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Weather checks; Stalls to be conducted under marquees; The Reserve provides plenty of shade; Cold drinks on sale.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to monitor weather pattern; First Aid on hand for any injuries; St John Ambulance to be called if necessary; Security briefed; Police presence at the event – standard operating procedures.
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Resource requirements:	Event Organiser
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Responsibilities:	Event Organiser – monitor
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• FIRE – Temporary Structure		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event promoted as a smoke free event; • Establish parameters affecting performance; • Fire extinguishers on site; • Professional contractors engaged for all installations; • Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Security to control crowd/clear area; • St John Ambulance to be called if necessary; • Security briefed.
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Resource requirements:	Event Organiser and Security, Contractor.
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Responsibilities:	Event Organiser – monitor Contractor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• FIRE – Vehicle		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event promoted as a smoke free event; • Fire extinguishers on site; • Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Security and Police to control crowd/clear area; • FESA to be called if necessary; • St John Ambulance to be called if necessary; • Security briefed.
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Resource requirements:	Event Organiser, Security, FESA
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• FIRE – Ground Fires		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Event promoted as a smoke free event;
- Establish parameters affecting performance;
- Fire extinguishers on site;
- Professional contractors engaged for all installations;
- Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

- Security and Police to control crowd/clear area;
- FESA to be called if necessary;
- St John Ambulance to be called if necessary;
- Security briefed;

Resource requirements:	Event Organiser, Security, FESA, Contractor
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Responsibilities:	Event Organiser – monitor Security – patrol Contractor
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> TECHNICAL – Power Failure 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Relievable source from the Reserve (City of Wanneroo); Back up generators; Professional contractors engaged for all installations;
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to source best equipment; Generators used; Electrician on hand throughout the event.
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Resource requirements:	Contractor, City of Wanneroo, Western Power.
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Responsibilities:	Event Organiser – monitor Electrician – monitor
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Reporting:	All incidents to be reported to the Event Organiser and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> TECHNICAL – Sound Equipment Failure 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Professional contractors engaged for all installations; Sound and equipment to be set up and thoroughly tested before event.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to source best equipment; Professional contractors engaged for all installations; Electrician on hand throughout the event; Sound engineer and staff to find problem and fix it as soon as possible or to provide back-up sound equipment.

Resource requirements:	Contractor.
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Responsibilities:	Event Organiser – monitor Contractor - monitor Electrician – monitor
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Reporting:	All incidents to be reported to the Event Organiser, Contractor and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> TECHNICAL – Structural Collapse 		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Establish parameters affecting performance; Professional contractors engaged for all installations; All structures to be delivered, set up and tested before event; Security and Police available to prevent dangerous behaviour.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Security and Police to control crowd/clear area; FESA to be called if necessary; St John Ambulance to be called if necessary; Hospital informed of possible injuries; Security briefed.

Resource requirements:	Contractor, Security, Event Organiser
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Responsibilities:	Event Organiser – monitor Contractor – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• COMMERCIAL/LEGAL – Litigation Against City of Wanneroo		
Initial assessment	Likelihood – D	Consequence – 4	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

• Effective Risk Management Plan

RESPONSE ACTIONS (Training Administrative Structural)

• City of Wanneroo noted as an interested party on public liability insurance policy.

Resource requirements:	
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Responsibilities:	Event Organiser – provide Certificate of Currency
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Reporting:	
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Monitoring:	
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> COMMERCIAL/LEGAL – Litigation Against Vietnamese Community in Wa Inc. 		
Initial assessment	Likelihood – D	Consequence – 4	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Effective Risk Management Plan
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to purchase public liability insurance of \$10,000,000.00; City of Wanneroo noted as an interested party on public liability insurance policy.

Resource requirements:	
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Responsibilities:	Event Organiser – provide Certificate of Currency All Contractors - provide Certificate of Currency
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Reporting:	
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Monitoring:	
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> APPROVAL – Event 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Approval granted by City of Wanneroo.

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	City of Wanneroo (Marketing)
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Responsibilities:	Event Organiser
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Reporting:	
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Monitoring:	
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> APPROVAL – Health 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Approval granted by Health Department of the City of Wanneroo.
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RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	City of Wanneroo (Health)
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Responsibilities:	Event Organiser
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Reporting:	
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Monitoring:	Tony Nguyen and Simon Nona 94055435 (as per 2018)
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RISK ACTION PLAN

ITEM:	• APPROVAL – Toilets		
Initial assessment	Likelihood – C	Consequence – 3	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

• City of Wanneroo to provide toilets on showgrounds
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RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	City of Wanneroo (Marketing)
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Responsibilities:	Event Organiser/City of Wanneroo (Marketing)
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> APPROVAL – Reserve Use 		
Initial assessment	Likelihood – E	Consequence – 3	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Approval granted by City of Wanneroo.

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	City of Wanneroo
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Responsibilities:	Event Organiser
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Reporting:	
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Monitoring:	
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RISK ACTION PLAN

ITEM:	• APPROVAL – Pyrotechnics		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

• Fire crackers – operator have relevant permits.

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	
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Responsibilities:	Dragon Dancers
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Reporting:	
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Monitoring:	
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RISK ACTION PLAN

ITEM:	• ADMINISTRATIVE – Event Approved		
Initial assessment	Likelihood – E	Consequence – 3	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

• Approval granted and confirmed by City of Wanneroo.

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	City of Wanneroo (Marketing)
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Responsibilities:	Event Organiser City of Wanneroo (Marketing)
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Reporting:	
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Monitoring:	
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RISK ACTION PLAN

ITEM:	• ADMINISTRATIVE – Funds Not Approved		
Initial assessment	Likelihood – E	Consequence – 3	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Approval granted by City of Wanneroo. • Confirm and receive all funding prior to event.
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RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	Event Organiser, City of Wanneroo (Marketing)
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Responsibilities:	Event Organiser City of Wanneroo (Marketing)
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Reporting:	
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Monitoring:	Ongoing – payment pending
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RISK ACTION PLAN

ITEM:	• ADMINISTRATIVE – Show Cancelled		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Approval granted by City of Wanneroo. Confirm and receive all funding prior to event.
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RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	Event Organiser, City of Wanneroo (Marketing)
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Responsibilities:	Event Organiser City of Wanneroo (Marketing)
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Reporting:	
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Monitoring:	Ongoing
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> ADMINISTRATIVE – Need to Reschedule 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Approval granted by City of Wanneroo. Confirm and receive all funding prior to event. Event organised to celebrate and coincide with the Lunar New Year – not possible to reschedule.

RESPONSE ACTIONS (Training Administrative Structural)

Resource requirements:	Event Organiser, City of Wanneroo (Marketing)
Responsibilities:	Event Organiser City of Wanneroo (Marketing)
Reporting:	
Monitoring:	

RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> MEDICAL INCIDENTS – less Than 2 Casualties 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of effective and licensed security; Event will be alcohol and smoke free; Promotion of event as family event; Contact Police mobile unit; Establish parameters affecting performance; Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> First aid on site; Qualified first aid person; Security and Police to control crowd/clear area; St John Ambulance to be called if necessary; Security briefed.
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Resource requirements:	Qualified first aid personnel; First aid kit; Security, SJA.
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> MEDICAL INCIDENTS – 2 to 10 Casualties 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Engagement of effective and licensed security;
- Event will be alcohol and smoke free;
- Promotion of event as family event;
- Contact Police mobile unit;
- Establish parameters affecting performance;
- Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

- First aid on site;
- Qualified first aid person;
- Security and Police to control crowd/clear area;
- St John Ambulance to be called if necessary;
- Hospital informed of possible injuries;
- Security briefed.

Resource requirements:	Qualified first aid personnel; First aid kit; Security, SJA.
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> MEDICAL INCIDENTS – More than 10 Casualties 		
Initial assessment	Likelihood – E	Consequence – E	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Engagement of effective and licensed security;
- Event will be alcohol and smoke free;
- Promotion of event as family event;
- Contact Police mobile unit;
- Establish parameters affecting performance;
- Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

- First aid on site;
- Qualified first aid person;
- Security and Police to control crowd/clear area;
- St John Ambulance to be called if necessary;
- Hospital informed of possible injuries;
- Security briefed.

Resource requirements:	Qualified first aid personnel; First aid kit; Security, SJA.
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• MEDICAL INCIDENTS – Dehydration		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event will be alcohol and smoke free; • Stalls to be conducted under marquees; • The Reserve provides plenty of shade; • Cold drinks on sale. • Bottled water supplied for emergency
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • First aid on site; • Qualified first aid person; • St John Ambulance to be called if necessary; • Security briefed.
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Resource requirements:	Qualified first aid personnel; First aid kit; Security, SJA.
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> MEDICAL INCIDENTS – Exposure Related 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event will be alcohol and smoke free; Stalls to be conducted under marquees; The Reserve provides plenty of shade; Cold drinks on sale.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> First aid on site; Qualified first aid person; St John Ambulance to be called if necessary; Security briefed.
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Resource requirements:	Qualified first aid personnel; First aid kit; Security, SJA.
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PUBLIC UTILITY – Power Failure 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Relievable source from the Reserve (City of Wanneroo); Back up generators; Professional contractors engaged for all installations;
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to source best equipment; Generators used; Electrician on hand throughout the event; Switch off all sound equipment; Check main connection; Contact Western Power; Connect to generators.

Resource requirements:	City of Wanneroo, Western Power.
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Responsibilities:	Event Organiser – monitor City of Wanneroo – monitor Western Power
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PUBLIC UTILITY – Street Light Failure 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> City of Wanneroo to maintain all street lights to a high standard; Services monitored throughout event.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Contact After Hours emergency or Ranger/Security.

Resource requirements:	Western Power.
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Responsibilities:	Event Organiser – monitor Western Power
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Reporting:	All incidents to be reported to the Event Organiser and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PUBLIC UTILITY – Toilet Failure 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> City of Wanneroo to provide toilet facilities through contractor; Checking of services prior to event; Services monitored throughout event.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> In the event of toilet problems, security to close toilet and fence off; Contractor to fix problem.
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Resource requirements:	Contractor and City of Wanneroo (Marketing)
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Responsibilities:	Event Organiser – monitor City of Wanneroo – monitor (Marketing)
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Reporting:	All incidents to be reported to the Event Organiser and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PUBLIC UTILITY – Water 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Drinking water and tap on the Reserve; Drinks on sale;

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Any problems call the Water Corporation.
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Resource requirements:	Water Corporation, City of Wanneroo
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Responsibilities:	Event Organiser – monitor City of Wanneroo – monitor (Reserve)
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Reporting:	All incidents to be reported to the Event Organiser and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• STAGE ENTERTAINMENT AREA – Tripping of Over Cables		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • All sound personnel are trained and accredited; • All leads will be safely above the ground; • All sound work is designed by experienced professionals.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Alert all problems to sound and technical personnel.
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Resource requirements:	Contractor
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Responsibilities:	Event Organiser – monitor Contractor – monitor
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Reporting:	All incidents to be reported to the Event Organiser and Contractor/Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> STAGE ENTERTAINMENT AREA – Crush Injuries 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Security to observe entry of crowd and crowd control; Event promoted as a peaceful family event; Adequate area for crowd to enter and to sit/stand; Good location, area and security management.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Alert security to disperse crowd; Security to attend to any congestion on the Reserve; First Aid on hand for any injuries; St John Ambulance to be called to attend medical emergencies; All entrances to the Reserve to be available for emergencies.
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Resource requirements:	Event Organiser and Security.
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Responsibilities:	Event Organiser – monitor Police – enforcement
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> STAGE ENTERTAINMENT AREA – Structural Collapse 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Establish parameters affecting performance;
- Professional contractors engaged for all installations;
- All structures to be delivered, set up and tested before event;
- Security and Police available to prevent dangerous behaviour.

RESPONSE ACTIONS (Training Administrative Structural)

- Security and Police to control crowd/clear area;
- LGA standards implemented;
- FESA to be called if necessary;
- St John Ambulance to be called if necessary;
- Hospital informed of possible injuries;
- Security briefed.

Resource requirements:	Event Organiser, Security, FESA, SJA.
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Responsibilities:	Event Organiser – monitor Contractor – monitor Security – patrol
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Reporting:	All incidents to be reported to the Event Organiser, Security and Police.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> STAGE ENTERTAINMENT AREA – Electrocutation 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Professional contractors engaged for all installations; Sound and equipment to be set up and thoroughly tested before event All leads to be masked to the ground.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to source best equipment; Professional contractors engaged for all installations; Electrician on hand throughout the event; Sound engineer and staff to find problem and fix it as soon as possible or to provide back-up sound equipment. In the event of electrocution – turn all power off, alert SJA for emergency treatment.

Resource requirements:	Contractor and Electrician.
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Responsibilities:	Event Organiser – monitor Contractor - monitor Electrician – monitor
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Reporting:	All incidents to be reported to the Event Organiser, Contractor and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> STAGE ENTERTAINMENT AREA – Equipment Failure 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Professional contractors engaged for all installations; Sound and equipment to be set up and thoroughly tested before event.

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event Organiser to source best equipment; Professional contractors engaged for all installations; Electrician on hand throughout the event; Sound engineer and staff to find problem and fix it as soon as possible or to provide back-up sound equipment.

Resource requirements:	Contractor.
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Responsibilities:	Event Organiser – monitor Contractor - monitor Electrician – monitor
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Reporting:	All incidents to be reported to the Event Organiser, Contractor and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• STAGE ENTERTAINMENT AREA – Sound Failure		
Initial assessment	Likelihood – C	Consequence – 3	Result – S
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Professional contractors engaged for all installations;
- Sound and equipment to be set up and thoroughly tested before event.

RESPONSE ACTIONS (Training Administrative Structural)

- Event Organiser to source best equipment;
- Professional contractors engaged for all installations;
- Electrician on hand throughout the event;
- Sound engineer and staff to find problem and fix it as soon as possible or to provide back-up sound equipment.

Resource requirements:	Contractor.
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Responsibilities:	Event Organiser – monitor Contractor - monitor Electrician – monitor
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Reporting:	All incidents to be reported to the Event Organiser, Contractor and Electrician.
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> STAGE ENTERTAINMENT AREA – Excessive Noise 		
Initial assessment	Likelihood – C	Consequence – 3	Result – M
Final assessment	Likelihood – C	Consequence – 2	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Stage positioned away from residents’ premises;
- All activities are to cease by 11:00pm sharp with noise levels kept to a minimum during the event pack-up period.

RESPONSE ACTIONS (Training Administrative Structural)

- Event Organiser and LGA to notify the local community of the event;
- Event Organiser and LGA to drop flyers to surrounding residents and businesses;
- Security briefed.

Resource requirements:	Event Organiser, Security and City of Wanneroo
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Responsibilities:	Event Organiser and City of Wanneroo – Promotion and briefing
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PERSONNEL – Key Personnel No-Show 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – C	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- Key Personnel are entertainers and participates who have committed to the event;
- All organisers, volunteers and ground staff are committed to the event.

RESPONSE ACTIONS (Training Administrative Structural)

- In the event of Key Personnel not showing up, we will contact them to discuss any problems;
- Make alternative arrangements.

Resource requirements:	Event Organiser
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Responsibilities:	Event Organiser – Promotion and briefing
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PERSONNEL – Contractors No-Show 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- | |
|---|
| <ul style="list-style-type: none"> All companies who are providing major facilities employ their own crew; Sufficient liaison with these service providers. |
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RESPONSE ACTIONS (Training Administrative Structural)

- | |
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| <ul style="list-style-type: none"> In the event of Contractors not showing up, we will contact them to discuss any problems; Make alternative arrangements. |
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Resource requirements:	Contractors, Event Organiser and City of Wanneroo
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Responsibilities:	Event Organiser and City of Wanneroo – Promotion and briefing
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PERSONNEL – Volunteers No-Show 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – C	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

- | |
|---|
| <ul style="list-style-type: none"> All organisers, volunteers and ground staff are committed to the event. |
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RESPONSE ACTIONS (Training Administrative Structural)

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|--|
| <ul style="list-style-type: none"> In the event of Volunteers not showing up, we will contact them to discuss any problems; Make alternative arrangements. |
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Resource requirements:	Event Organiser
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Responsibilities:	Event Organiser – Promotion and briefing
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> • PERSONNEL – Force Redeployment of Emergency Services 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – C	Consequence – 2	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Back up services arranged to cover for redeployment of emergency services; • Contact Police mobile unit; • Contact Police station..

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	Event Organiser, Police.
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Responsibilities:	Event Organiser
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Reporting:	All incidents to be reported to the Event Organiser
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• MAJOR INCIDENTS – Earthquake		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 3	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Weather checks; • Establish parameters affecting performance; • Engagement of effective and licensed security.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to monitor weather pattern; • Security briefed; • FESA and SJA to be called.
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Resource requirements:	Security, FESA, SJA.
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Responsibilities:	Event Organiser – monitor Security – patrol
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> • MAJOR INCIDENTS – Extreme Weather Conditions 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 3	Result – M

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Weather checks; • Establish parameters affecting performance; • Engagement of effective and licensed security.
--

RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Event Organiser to monitor weather pattern; • Security briefed; • Police presence at the event – standard operating procedures; • FESA and SJA to be called.

Resource requirements:	Event Organiser
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Responsibilities:	Event Organiser – monitor
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Reporting:	
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Monitoring:	Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	• HAZARDOUS MATERIALS – Broken Glass		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Engagement of professional suppliers for installation; • Engagement of effective security monitors;
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> • Security to check Reserve for broken glass prior to opening.
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Resource requirements:	Security, Event Organiser.
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Responsibilities:	Security, Event Organiser.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> • Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HAZARDOUS MATERIALS – Bottled gas for cooking, domestic or commercial types 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Engagement of professional suppliers for installation; Gas bottles need to be positioned in outdoor open space away from the stoves
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Health Department check at random

Resource requirements:	Health Department.
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Responsibilities:	Health Department, Event Organiser.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo Health inspectors
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> HAZARDOUS MATERIALS – Syringes 		
Initial assessment	Likelihood – E	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Adequate rubbish facilities; Bins to be placed around the Reserve; The perimeters of the Reserve will be fenced off.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Security to check Reserve throughout the event.

Resource requirements:	Security, Event Organiser, Rubbish/bin contractor.
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Responsibilities:	Security, Event Organiser.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PARKS AND GARDENS ISSUE – Falling Tree Limbs 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event is held in highly maintained parklands; The perimeters of the Reserve will be fenced off.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Alert Police and Security who will clear the area and control the crowd; Call City of Wanneroo After Hours emergency service.
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Resource requirements:	Security, Event Organiser, City of Wanneroo.
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Responsibilities:	Security, Event Organiser and City of Wanneroo.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PARKS AND GARDENS ISSUE – Reticulation Timing 		
Initial assessment	Likelihood – D	Consequence – 3	Result – M
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

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| <ul style="list-style-type: none"> Arrange with City of Wanneroo to turn off reticulation. |
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RESPONSE ACTIONS (Training Administrative Structural)

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| <ul style="list-style-type: none"> Call City of Wanneroo After Hours emergency service if necessary. |
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Resource requirements:	Event Organiser, City of Wanneroo.
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Responsibilities:	Event Organiser and City of Wanneroo.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PARKS AND GARDENS ISSUE – Unsafe Paths 		
Initial assessment	Likelihood – E	Consequence – 3	Result – M
Final assessment	Likelihood – D	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Event is held in highly maintained parklands; The perimeters of the Reserve will be fenced off.
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RESPONSE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Alert Police and Security who will clear the area and control the crowd; Fence unsafe path off; Call City of Wanneroo After Hours emergency service.
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Resource requirements:	Security, Event Organiser, City of Wanneroo.
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Responsibilities:	Security, Event Organiser and City of Wanneroo.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PARKS AND GARDENS ISSUE – Damage to retic by Heavy Vehicles 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> No heavy vehicles allowed on the Reserve;

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	Event Organiser, City of Wanneroo.
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Responsibilities:	Event Organiser and City of Wanneroo.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PARKS AND GARDENS ISSUE – Damage to Vegetation by Pedestrians/Vehicles 		
Initial assessment	Likelihood – D	Consequence – 2	Result – L
Final assessment	Likelihood – E	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> No heavy vehicles allowed on the Reserve; Patrols by security and Police.
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RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	Security, Police, Event Organiser
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Responsibilities:	Event Organiser and City of Wanneroo.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo, Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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RISK ACTION PLAN

ITEM:	<ul style="list-style-type: none"> PARKS AND GARDENS ISSUE – Damage to Temporary Fencing. 		
Initial assessment	Likelihood – C	Consequence – 2	Result – M
Final assessment	Likelihood – D	Consequence – 1	Result – L

PREVENTATIVE ACTIONS (Training Administrative Structural)

<ul style="list-style-type: none"> Patrols by security and Police.

RESPONSE ACTIONS (Training Administrative Structural)

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Resource requirements:	Security, Police, Event Organiser
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Responsibilities:	Event Organiser and City of Wanneroo.
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Reporting:	All incidents to be reported to the Event Organiser and City of Wanneroo, Police.
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Monitoring:	<ul style="list-style-type: none"> Ongoing throughout the event.
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