# Shire of Pingelly

## Attachments

Ordinary Council Meeting
19 July 2017

# Attachment 2

**15.3 Audit Committee Minutes 19 July 2017**

**Audit Committee Minutes 1 March 2017**

# Shire of Pingelly

## Minutes

## Audit Committee Meeting
## 1 March 2017

**SHIRE OF PINGELLY**

**Minutes of the Audit Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 1 March 2017 at 10am.**

**Contents**

**MEMBERS PRESENT**

| | |
|---|---|
| Cr SJ Lange | President |
| Cr WV Mulroney | Deputy President |
| Cr RJ Marshall | |
| Cr DI Freebairn | |
| Cr LN Steel | |
| Cr E Hodges | |
| Cr P Wood | |

**STAFF IN ATTENDANCE**

| | |
|---|---|
| Mr G Pollock | Chief Executive Officer |
| Mr S Billingham | Director Corporate & Community Services |
| Mr B Gibbs | Director Technical Services |
| Mrs L Boddy | Executive Assistant |

**APOLOGIES**

Cr JM Walton-Hassell

**OBSERVERS & VISITORS**

Tim Partridge, AMD Chartered Accountants

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman, Cr Shirley Lange, declared the meeting open at 10.02am.

### 1.1. ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Noongar people. It is a privilege to be standing on Noongar country. I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the security and wellbeing of all the people of this country where we live and that we share together – Australia.

## 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Nil

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 4. PUBLIC QUESTION TIME

There were no members of the public present.

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 6. DISCLOSURES OF INTEREST

Nil

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 7.1 Audit Committee Meeting – 14 December 2016

**Statutory Environment:**
Section 5.22 of the Local Government Act provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements:**
Simple Majority

Cr Marshall entered the room at 10.03am

**12153 Moved: Cr Mulroney Seconded: Cr Hodges**

**Recommendation:**
**That the Minutes of the Audit Committee of the Shire of Pingelly held in the Council Chambers on 14 December 2016 be confirmed.**

**Carried 7:0**

## 8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

## 9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Tim Partridge – AMD Chartered Accountants discussed the auditor's letter and report and answered questions.

## 10. BUSINESS
## 10.1 Compliance Audit Return 2016

| | |
|---|---|
| **File Reference:** | **00023** |
| **Location:** | **Shire of Pingelly** |
| **Applicant:** | **N/A** |
| **Author:** | **Stuart Billingham, Director Corporate & Community Services** |
| **Date:** | **3 February 2017** |
| **Disclosure of Interest:** | **Nil** |
| **Attachments:** | **2016 Compliance Audit Return** |

**Summary:**
Submission of the Compliance Audit Return 2016 to Council for adoption.

**Background:**
Under the Local Government Audit Regulations 1996, Local Government is required to carry out a Compliance Audit for the period 1 January 2016 to 31 December 2016. The certified return must be submitted to the Director General, Department of Local Government and Communities by 31 March 2017.

**Consultation:**
Shire of Pingelly Audit Committee
Chief Executive Officer

**Statutory Environment:**

Regulation 14 of the Local Government (Audit) Regulations 1996 provides:

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  (a) presented to the council at a meeting of the council; and
  (b) adopted by the council; and
  (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 provides that:

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  (b) any additional information explaining or qualifying the compliance audit,
  (c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
(2) In this regulation —
  ***certified*** in relation to a compliance audit return means signed by —
  (a) the mayor or president; and
  (b) the CEO.

**Policy Implications:**
There are no policy implications arising from this report.

**Financial Implications:**
There are no known financial implications upon either the Council's current budget or long term financial plan.

**Strategic Implications:**
There are no known significant strategic implications relating to the report or the committee recommendation.

**Voting Requirements:**
Absolute Majority

**12154 Moved: Cr Marshall Seconded: Cr Wood**

**Recommendation:**
**That the Audit Committee recommends to Council:**

1. **To adopt the Compliance Audit Return 2016, as amended;**
2. **The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2016;**
3. **The Compliance Audit Return be submitted to the Department of Local Government & Communities.**

**Barry Gibbs left the room at 11am and did not return.**

**Carried 7:0**

**With the following corrections:**

**Page 2 no 5 regulation s5.18 to be changed to a 'no' response; and**
**Page 8 no 13 F & G regulation 23(4) to be changed to a 'yes' response.**

## 11. CLOSURE OF MEETING

The Chairman declared the meeting closed at 11.02am.

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| These minutes were confirmed by Council at the Audit Committee Meeting held on<br><br>Signed.....<br>Presiding Person at the meeting at which the minutes were confirmed. |

# Attachment 3

**16.4 Proposed Non Commercial Motorcycle Activity**

**Brookton Pony Express Emergency Risk Management Plan**

# Willie Thomson
# Dirt High Promotions

*Unit 1/17 Canvale Road Canning Vale 6155*
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# Brookton Pony Express
# 2017

# Emergency and Risk Management Plan

# Contents



## Detailed Emergency Management Plans and Requirements



Appendices

**Date of the Event:**

**05th and 06th August 2017**

**Name of Event:** **Brookton Pony Express**

**Location of Event:** **Lot 1040 Jingaring Road, Kweda**

**Organiser:**

**Willie Thomson**
**Lot 34 Kowin Court Cardup 6122**
**Ph: 0438360570**

**Insurance:** The event organizer is to ensure that adequate and comprehensive insurance coverage is provided for the event and all aspects of the event, including structural liability, personal injury for spectators and competitors to the satisfaction of the landowner or his agent.

**Attachments:**

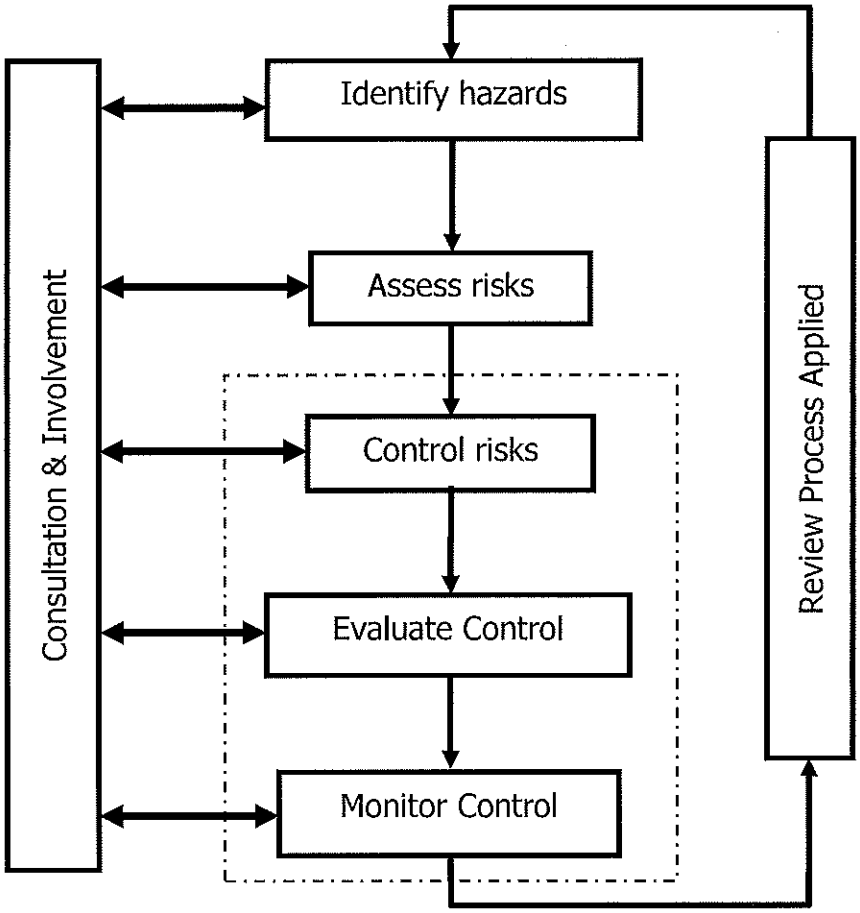
**Event Details:**

This event is a permitted Motorcycling Australia event and is conducted as per the regulations and rules laid down in the Manual for Motorcycle Sport. Officials from the Affiliated State Controlling Body (MAWA) will be at the event both before and during to oversee the setup and running.

## Risk Management Process

The Risk Management process involves the Identification of Hazards and Impacts, the Assessment of their associated risks, the conception, development and implementation of risk control measures, the evaluation of the implemented risk control measures, the ongoing monitoring of the risk control measures and the review of the risk management activity applied to the Hazards and Impacts. Providing for consultation and involvement of interested parties throughout this process is critical to the successful reduction of health, safety and environment risks.

The philosophy and methods of emergency risk management are a blend of traditional emergency management and the risk management approaches outlined in AS/NZS ISO 31000:2009 Risk management.



## DETAILED EMERGENCY & RISK MANAGEMENT PLANS & REQUIREMENTS:

### Building & Structural Integrity:

Any structure greater than 25sqm, require Council approval prior to any works being carried out on the site. Structures which are constructed during the event will be portable sun shade type of structures. All structures must be firmly secured using pegs. All portable structures will be inspected prior to the running of the event and at regular intervals to ensure that the safety of people under or near them is not jeopardised.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Injury or loss of human life.<br><br>Damage to assets, resources, amenities or any other property. | (1) Structural collapse.<br>(2)Dangerous structure or development.<br>(3)Unlawful or unauthorized structure or development.<br>(4)Dangerous or reckless behaviour. | (1) Council approval received as requirements for portable structures.<br>(2) All structures are required to be constructed, assembled and used in accordance with the manufacturers guidelines and all relevant statutory or regulated standards and safety requirements<br>(3) All structures are required to be occupied or used in a safe manner.<br>(4) Natural or unforeseen causes. | Event organiser.<br><br>Display holders and all other entertainment providers.<br><br>Local Government. |

### Camping:

Overnight camping by competitors may only be permitted if authorised by the event organisers. Security personnel will be available for the duration of the event.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Fire incident.<br>Health & hygiene related incidents.<br>Traffic incidents.<br>Personal injury. | As defined in specific incident related plans. | As defined in specific incident related plans. | As defined in specific incident related plans. |
| Anti social, dangerous or reckless behaviour | (1) Excess consumption of alcohol.<br>(2) Use of mind altering substances.<br>(3) Associated with dangerous or reckless use of motor vehicles.<br>(4) Other more complex social or personal issues. | (1) Diffuse situation by peer group or security personnel.<br>(2) Removal of offenders from venue.<br>(3) Arrest and charges by WA Police for more serious offences. | Event organizer<br><br>Event security<br><br>WA Police |

**Competitors Safety:**

Event competitors expect to operate in an environment as safe as practicable considering the nature of the event. It is the responsibility of the event organizers to ensure that adequate signage and barriers are provided to separate spectators from the competitors and competition areas. "Competitor only" areas are to be clearly sign posted and supervised

All competitors will attend a riders briefing prior to the event where all rules and safety requirement will be explained in detail. All riders are required to wear approved safety equipment including but not limited to motorcycle boots, goggles, chest guard, pants, long sleeved shirt and helmets which are designed to the required Australian Standard (AS 1698:2006). Helmets must display the Australian Standard sticker and pass a visual inspection.

All motor cycles will be inspected prior to the event to ensure that they are in a satisfactory condition. All machine examiners shall have the required qualifications.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Injury to competitor. | (1) Competition injury.<br>(2) Anti social behaviour.<br>(3) Natural causes.<br>(4) Traffic Incident.<br>(5) Unsafe behaviour. | (1) Medical assessment and first aid treatment.<br>(2) Medical evacuation.<br>(3) Appropriate personal protection and safety equipment.<br>(4) Discretionary precautions by competitor in relation to the event and competition<br>(5) Signage and supervision provided to exclude access by spectators to competition areas and other areas as required.<br>(6) The consumption of alcohol or any other mind altering substance by competitors before or during competition is prohibited. | (1) St John Ambulance (Aust).<br><br>(2) Competitor.<br><br>(3) Event Organiser. |

**Dust Control:**

Due to the inherent weather conditions experienced in the region, particularly relating to easterly winds, dust control measures will be required to be undertaken, and will require the track and any competition area to be maintained in a damp condition as to reduce the creation of excess dust within the venue. A sufficient supply of water will be available through the property water supply and water trucks.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Dust causing health and visibility problems | (1) Dry ground conditions.<br>(2) Wind conditions.<br>(3) Land use. | Maintain arena and competition areas in a state of dampness by providing a supply of water and an appropriate vehicle fitted with spray bars or watering devices. | Event organiser |
| Dust causing visibility concerns | (1) Dry ground conditions. | Maintain arena and competition areas in a | Event organiser |

| | | | |
|---|---|---|---|
| on nearby roads. | (2) Wind conditions.<br>(3) Land use. | state of dampness by providing a supply of water and an appropriate vehicle fitted with spray bars or watering devices. | |

**Electricity Supplies:**

There is no mains power available at the venue. All power will be 240 volts supplied by generators which will be located within the venue.

Footnotes:

(1) All Electrical works and installations are to be undertaken by a licensed Electrician.

(2) During the hours of darkness all event staff, security personnel and emergency services personnel will be required to carry a torch.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Death or injury from electrocution. | (1) Unsafe practices.<br>(2) Unsafe installation.<br>(3) Faulty power source.<br>(4) Faulty power leads.<br>(5) Unsafe behaviour.<br>(6) Inappropriate power leads or power source location.<br>(7) Power overload. | (1) Compliance with safety standards.<br>(2) Compliance with manufacturer's specifications.<br>(3) Safe and appropriate location of power leads.<br>(4) Safe and appropriate location of power sources.<br>(5) All associated equipment and leads to be maintained in a safe and operable condition.<br>(6) Appropriate signage or warning labels to be displayed.<br>(7) All generators and appliances to be "in test" date.<br>(8) Generators to be shut down for refuelling.<br>(9) All portable electrical equipment to be inspected and tested as per AS3760:2003 | Event Organiser |
| Causing a grass / scrub fire. | (1) Unsafe practices.<br>(2) Unsafe installation.<br>(3) Faulty power source.<br>(4) Faulty power leads.<br>(5) Unsafe behaviour.<br>(6) Inappropriate power leads or power source location.<br>(7) Power overload | (1) Compliance with safety standards.<br>(2) Compliance with manufacturer's specifications.<br>(3) Safe and appropriate location of power leads.<br>(4) Safe and appropriate location of power sources.<br>(5) All associated equipment and leads to be maintained in a safe and operable condition.<br>(6) Appropriate signage or warning labels to be | Event Organiser |

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|---|---|---|---|
| | | displayed.<br>(7) All generators and appliances to be "in test" date.<br>(8) Appropriate fire appliances to be readily available, in date and manned.<br>(9) Generators to be shut down for refuelling. | |
| Causing a fire within a facility or structure. | (1) Unsafe practices.<br>(2) Unsafe installation.<br>(3) Faulty power source.<br>(4) Faulty power leads.<br>(5) Unsafe behaviour.<br>(6) Inappropriate power lead or power source location.<br>(7) Poor connections,<br>(8) Unsafe use.<br>(9) Faulty appliances.<br>(10) Power overload | (1) Compliance with safety standards.<br>(2) Compliance with manufacturer's specifications.<br>(3) Safe and appropriate location of power leads.<br>(4) Safe and appropriate location of power sources.<br>(5) All associated equipment and leads to be maintained in a safe and operable condition.<br>(6) Appropriate signage or warning labels to be displayed.<br>(7) All generators and appliances to be "in test" date.<br>(8) Appropriate fire appliances to be readily available, in date and manned.<br>(9) All facilities and assets are to be fitted with in date fire extinguishers.<br>(10) Generators to be shut down for refuelling. | Event Organiser.<br><br>Vendors, Asset controllers. |
| Emergency Power Supply. | Total loss of power. | In the event of a total power loss, priority will be given to, in order:<br>(1) Restore communications.<br>(2) Restore lighting. | Event Organiser. |

**Environmental Conditions:**

Due to the location of the venue, nature of the event, topography of the land, prevailing weather conditions and soil type, consideration and implementation of environmental management conditions is required. On completion of the event, the event organiser shall ensure that the land is returned back to its previous condition so far as practicable. Disposable rubbish bags will be provided to all competitors upon arriving at the event to place their personnel rubbish into.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Land Degradation and | (1) Nature of event.<br>(2) Nature and condition | (1) Restoration of land after the event. | Event Organiser. |

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|---|---|---|---|
| Soil Erosion. | of the land and prevailing weather conditions. | (2) Sound land use practices. | Land owner. |
| Human effluent disposal. | (1) Numbers of people attending event.<br>(2) The number and type of ablution facilities provided. | In accordance with "Toilet Facilities Risk Plan". | Event Organiser. |
| Pollution and health related risks from the storage of;<br>(1) Hazardous materials,<br>(2) Dangerous goods | Storage, use and disposal of flammable, perishable materials and dangerous goods. | (2) All hazardous materials or Dangerous goods are to be stored, used and disposed of in accordance with the relevant regulations and specifications. | Event Organiser. |

**Emergency Evacuation:**

In the event that the property, site or venue needs to be evacuated, there is a need to provide guidelines for a safe and orderly evacuation from the site. A decision to evacuate the site will generally be made by the senior WA Police Officer on site, the Event Organiser or the senior member of a recognized Emergency Service Organisation such as FESA Fire Services or the State Emergency Service, or a combination of these agencies and individuals. The reason to evacuate will generally be in relation to an incident or event not directly linked with the event such as the site being under imminent threat from a Bush Fire, Severe Storm.

There may be other reasons for evacuation as determined by the relevant Incident Controller or Hazard Management Authority. As displayed on the site plan, an evacuation will generally be made to the west of the site where Evacuation and Traffic Management can be more easily controlled and defined. The overall responsibility for Traffic management off site will be WA Police and Traffic Management on site will be undertaken by FESA SES or Fire Services personnel assisted by event staff. After all spectators have been evacuated from the site the highest priority should be given to evacuating all livestock and any other animal from the site.

Evacuation procedures shall be communicated to all personnel attending the event via the PA system provided for race commentary.
The event organiser will ensure adequate lighting is available for personnel in attendance during the evenings.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Threat to Human life -<br>Death or injury. | (1) Bushfire.<br>(2) Cyclone.<br>(3) Severe or extreme weather conditions.<br>(4) Hazardous Materials incident.<br>(5) Threat or Act of Terrorism.<br>(6) Other reasons as determined by a specific Hazard Management Authority | (1) Determine threat effect.<br>(2) Decision to;<br>(a) Evacuate the Site.<br>(b) Provide incident response & control.<br>(c) Check for a suitable refuge.<br>(3) Communicate decision.<br>(4) Prepare to evacuate site.<br>(5) Supervise orderly evacuation.<br>(6) Inspect and ensure site clear of all unauthorized persons. | Event Organiser.<br><br>WA Police.<br><br>Hazard Management Authorities. |

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|---|---|---|---|
| Confusion in Evacuation.<br>Traffic Incidents.<br>Excessive time to evacuate. | (1)Failure to communicate decision clearly.<br>(2) Inadequate signage.<br>(3) Inadequate supervision.<br>(4) Inadequate evacuation planning.<br>(5) Insufficient or incorrect parking and traffic control.<br>(6) Insufficient available human resources.<br>(7) Human factors such as fear, lack of consideration or thought for others, physical disability.<br>(8) Mechanical failure. | (1) Determine threat direction.<br>(2) Determine threat timing.<br>(3) Clearly Communicate decision.<br>(4) Adequate human resources to supervise and control evacuation.<br>(5) Resources deployed in the correct location to supervise and control evacuation.<br>(6) Traffic control personnel to ensure exit routes remain clear of obstacles.<br>(7) Equipment available to create exit routes if required. | Event Organiser.<br><br>WA Police.<br><br>Hazard Management Authorities. |

**Fencing, Gates and Lighting**

For the safety of spectators, staff and members of the public, there is a need to establish barriers to separate the public from competitors and some attractions, therefore the following requirements are to be established and maintained.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Personal injury, Damage to assets. | (1) Inadequate or insufficient protective barriers and fences to separate spectators from competitors.<br>(2) Damaged or unattended gates, fences or barriers to restrict access to the competition area.<br>(3) Unsecured livestock permitted to wander at large throughout the venue.<br>(4) Poor or inadequate lighting | (1) Provide and maintain protective barriers, fencing and gates at least 3 meters from the competition area to separate spectators and competitors in accordance with recognized regulations and standards.<br>(2) Maintain all barriers, fences and gates as to a condition and standard as to separate spectators and competitors.<br>(3) All access gates to the competition area are to be manned and supervised during competition events.<br>(4) All livestock holding facility gates are to be secured whilst livestock are held in the facility.<br>(5) Check the condition of all barriers, fences and gates prior to the running of an event, and repair or rectify damage as required.<br>(6) Portable lighting will be supplied and maintained | Event Organiser.<br><br>Event Staff |

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| | | to ensure all areas have adequate lighting. | |

**Food Facilities:**

There will be a number of food vendors operating on site during the event, these vendors will need to be identified to comply with all food safety and food standards requirements and other requirements as determined by the Health (Food Hygiene) Regulations and Councils Environmental Health Services.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Food poisoning. | (1) Poor hygiene standards.<br>(2) Contaminated food.<br>(3) Inappropriate cooking or refrigeration temperatures.<br>(4) Exposure of food to wind, sun and other environmental conditions. | (1) Ensure all food vendors are licensed and comply with all food safety standards and requirements.<br>(2) Identify and close down offending or suspect vendor.<br>(3) Ensure all food is prepared, displayed and stored in hygienic conditions.<br>(4) Ensure all food is prepared, displayed and stored at the correct temperature.<br>(5) Alert first aid post and ensure appropriate medical requirements are undertaken.<br>(6) Report incident to the Councils Environmental Health Services for investigation. | Individual Food Vendors:<br><br>Event Organiser:;<br><br>Councils Environmental Health Services:<br><br>St John Ambulance (Aust). |

**Fire Management:**

The following plans and information are provided as an enforceable guideline. Under no circumstance will open fires be allowed during the duration of the event. The local fire service shall be available to ensure immediate control of any fire observed.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Personal injury, burns or loss of life.<br>(1) Grass or scrub fire.<br>(2) Gas fire or explosion.<br>(3) Motor Vehicle fire.<br>(4) Structural fire.<br><br>Loss of structure or assets. | (1) The willful, unauthorised and unlawful starting of a fire or fires.<br>(2) Careless, reckless and dangerous behaviour.<br>(3) Motor vehicle or related incident; collision, brakes, catalytic converter, faulty electrical or mechanical | (1) Fire and emergency services are to be called out or advised on the outbreak of any fire.<br>(2) Attendance at all times by at least one major fire appliance during periods of high, very high or extreme fire danger.<br>(3) Advise and arrange availability of fire appliances with local fire brigades. | Event Organiser.<br><br>Senior Fire Services Officer.<br><br>Event security.<br><br>Event staff.<br><br>Land Owner / Controller |

| | | | |
|---|---|---|---|
| Spread of fire to adjoining and other lands.<br><br>Livestock injury, burns and death.<br><br>Property loss from a major bushfire incident | components.<br>(4) Fault, failure or breakdown of infrastructure, appliances, utilities, services and supplies.<br>(6) Extreme weather conditions (lightning strike).<br>(7) Natural or unforeseen causes.<br>(8) Failure to immediately extinguish a fire or cool a heat source.<br>(9) Failure to maintain control of a fire.<br>(10) Lack of fire fighting appliances, extinguishers or adequate fire planning. | Senior fire services officer on site.<br>(4) All flammable and hazardous materials or dangerous goods are to be stored, used and disposed of in accordance with the relevant regulations, statutes and specifications.<br>(5) In the event of a major fire incident, evacuation is to be considered and planned for.<br>(6) Adequate and sustainable supply of water for fire fighting purposes. | Spectators & visitors. |
| Spread of fire from adjoining properties and other lands. | (1) The willful, unauthorised and unlawful starting of a fire or fires.<br>(2) Inadequate fire breaks or fire hazard reduction works.<br>(3) Motor vehicle, mechanical or transport related incident.<br>(4) Fault, failure or breakdown of infrastructure, utilities and services.<br>(5) Extreme weather conditions (lightning strike, wind strength & direction).<br>(6) Natural or unforeseen causes.<br>(7) Failure to immediately extinguish a fire or cool a heat source.<br>(8) Failure to maintain control of a fire.<br>(9) Lack of fire fighting appliances, extinguishers or adequate fire planning. | (1) Fire and emergency services are to advise the event organizer of the outbreak of any fire which may threaten the event, and thereafter maintain communication with the event organiser.<br>(2) Adherence to and enforcement of all fire regulations and statutes applicable to the event, infrastructure and assets.<br>(3) Attendance of fire services as required by the nature, proximity and size of the fire.<br>(4) If the threat of fire is determined as imminent or severe, the Senior Fire Services or Police Officer on site or by advice or direction received from the Fire Incident Controller may instruct the event organizer to cause a cancellation or evacuation of the event, venue or land.<br>(6) All flammable and hazardous materials or dangerous goods are to be stored, used and disposed of in accordance with the relevant | Fire Service agencies & authorities.<br><br>Event Organiser.<br><br>Senior Fire Services Officer.<br><br>Event security.<br><br>Event staff.<br><br>Land Owner / Controller<br><br>Spectators & visitors. |

| | | | |
|---|---|---|---|
| | | regulations, statutes and specifications.<br>(11) Adequate and sustainable supply of water for fire fighting purposes. | |

**First Aid and Ambulance Support:**

The nature of this event has inherent risks, particularly to competitors, for the safety, medical wellbeing and health of all participants and competitors, there is a requirement to establish a first aid posts at the venue. There is also sun and heat related health risks, these are reduced by personnel protection precautions; however consideration by event organisers is also required.

During the running of any high risk event, it is strongly recommended that an Ambulance be located on the site, or on immediate standby to attend the site. An Ambulance will be on site during the running of this event.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Life threatening injuries, medical condition or death. | (1) Competition related incident.<br>(2) Traffic incident.<br>(3) Reckless, dangerous or anti social behaviour.<br>(4) Sun & heat exposure.<br>(5) Alcohol or drug related condition.<br>(6) Natural causes or existing medical condition.<br>(7) Failure to take precautionary measures and personal protection measures.<br>(8) Failure to adhere with signage and directions.<br>(9) Natural and unforeseen risks. | (1) Take all reasonable measures to remove or reduce the risk.<br>(2) Provision of a first aid post and ambulance support.<br>(3) Undertake personal protective measures such as required safety equipment, appropriate clothing, sunscreen, hat, consumption of water.<br>(4) Adherence to posted signs and warnings and compliance with directions given by staff, venue security and emergency services personnel.<br>(5) Remove, rectify, modify or provide direction on any identified risk or threat. | Event organiser.<br><br>Individual competitors.<br><br>Spectators.<br><br>St John Ambulance (Aust) |
| Minor injuries or medical condition. | (1) Competition related incident.<br>(2) Traffic incident.<br>(3) Reckless, dangerous or anti social behaviour.<br>(4) Sun & heat exposure.<br>(5) Alcohol or drug related condition.<br>(6) Natural causes or existing medical condition.<br>(7) Failure to take precautionary measures and personal protection measures. | (1) Take all reasonable measures to remove or reduce the risk or threat.<br>(2) Accept the risk.<br>(3) Provision of a first aid post and ambulance support.<br>(4) Undertake personal protective measures such as required safety equipment, appropriate clothing, sunscreen, hat, consumption of water.<br>(5) Adherence to posted signs and warnings and compliance with directions | Event organiser.<br><br>Individual competitors.<br><br>Spectators.<br><br>St John Ambulance (Aust) |

| | | | |
|---|---|---|---|
| | (8) Failure to adhere with signage and directions.<br>(9) Natural and unforeseen risks. | given by staff, venue security and emergency services personnel.<br>(6) Remove, rectify, modify or provide direction on any identified risk or threat. | |
| Routine first aid attendance and treatment. | (1) Failure to take precautionary measures and personal protection measures.<br>(2) Failure to adhere with signage and directions.<br>(3) Natural and unforeseen risks.<br>(4) Reckless or anti social behaviour or practice. | (1) Accept the risk.<br>(2) Provision of a first aid post.<br>(3) Undertake personal protective measures such as appropriate clothing, sunscreen, hat, consumption of water.<br>(4) Adherence to posted signs and warnings and compliance with directions given by staff, venue security and emergency services personnel.<br>(5) Remove, rectify, modify or provide direction on any identified risk or threat. | Event organiser.<br><br>Individual competitors.<br><br>Spectators.<br><br>St John Ambulance (Aust) |
| Medical & first aid protocol. | Injury, illness or medical condition. | (1) Provide immediate first aid as required.<br>(2) Provide referral or immediate transport to the nearest medical facility or hospital.<br>(3) In the event of a serious life threatening injury, air support is to be requested and a marked helicopter landing point is to be established on the adjoining land directly to the north of the venue. | Event organiser.<br><br>Individual competitors.<br><br>Spectators.<br><br>St John Ambulance (Aust)<br><br>FESA |

**Parking:**

Spectator & Competitor parking areas and locations are identified on the site plan and are to be established and supervised in accordance with the site plan.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Fire.<br><br>Motor vehicle incidents.<br><br>Reduced parking capacity.<br><br>Evacuation access points congested or | (1) Vehicle brakes & catalytic converters.<br>(2) Reckless, dangerous or alcohol related behaviour.<br>(3) Poor or inadequate parking supervision, planning or direction. | (1) Designated parking areas to be grazed or slashed and free of grasses or flammable materials above 10 centimetres in height.<br>(2) Vehicle parking to be in accordance with the approved site plan.<br>(3) Planned, co ordinate and supervised parking | Event organizer.<br><br>Event staff / security.<br><br>Parking co-ordinator & teams. |

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| blocked.<br><br>Volunteer Parking assistant impacted by moving vehicle | | operations.<br>(4) Clear access to evacuation points to be maintained at all times.<br>(5) Adequate numbers of personnel supplied to provide parking direction and support. | |
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**Security:**

The event organiser is to ensure that adequate private security personnel are employed and will be responsible for crowd control, crowd behaviour and ensuring that spectators and visitors to the event behave in an orderly and safe manner. Security personnel will be responsible for the eviction of any person or persons determined as acting in a manner as to endanger the safety and well being of others, disturbing the entertainment and amenity of other persons or as determined by the event organiser. WA Police are only to be called upon if an incident or situation is determined as serious or an incident is escalating beyond the control of organized security or management, or if a public officer or emergency services person is prevented from undertaking a statutory or regulatory duty.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Minor or low level incidents which would include;<br>(1) Assault not occasioning harm.<br>(2) Traffic and motor vehicle incidents within the property with no serious damage.<br>(3) Reckless behaviour<br>(4) Unlawful entry.<br>(5) Evicting offending persons.<br>(6) Anti social behaviour | (1) Anti social behaviour.<br>(2) Unsafe behaviour.<br>(3) Failure to obey signage and directions.<br>(4) Excess consumption of alcohol or use of drugs.<br>(5) Minor incidents associated with the reckless use of motor vehicles on the property.<br>(6) Other more complex social or personal issues.<br>(7) Or any other incident as determined by the event organizer or senior private security person on site. | (1) WA Police are to be advised of the event and briefed by the event organizer prior to the running of the event.<br>(2) Diffuse situation by peer group or security personnel.<br>(3) Removal of offenders from venue.<br>(4) Request WA Police presence on site if it is anticipated that an incident will escalate beyond the control of event organizer, staff and private security. | Event organizer.<br><br>Event staff.<br><br>Event security.<br><br>WA Police. |
| Serious incidents which would include<br>(1) any criminal act.<br>(2) Dangerous behaviour.<br>(3) Serious MV incidents.<br>(4) Assault | (1) Anti social behaviour.<br>(2) Unsafe behaviour.<br>(3) Failure to obey signage and directions.<br>(4) Excess consumption of alcohol or use of | (1) WA Police are to be advised of the event and briefed by the event organizer prior to the running of the event.<br>(2) Event organiser, private security personnel, emergency services persons are | Event organizer.<br><br>Event staff.<br><br>Event security.<br><br>WA Police. |

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| occasioning harm.<br>(5) Animal cruelty.<br>(6) Drug related matters.<br>(7) Escalating civil disturbance. | drugs.<br>(5) Incidents associated with the dangerous use of motor vehicles on the property or in public places.<br>(6) Incidents associated with the unlawful, reckless or dangerous use of motor vehicles in public places.<br>(7) Other more complex social or personal issues.<br>(8) Theft or unlawful use of another person's property.<br>(8) Or any other incident, event, cause or effect as determined by a WA Police Officer. | request WA Police presence at the site with details of an incident.<br>(3) Arrest and charges by WA Police for more serious offences. | |

**Spectators:**

Motorcycle Racing and associated events are generally a low risk activity for spectators, the predominant exposure to any risk will be from external or indirect sources such as, fire, traffic management incidents, which are covered in other areas of this plan. To assist and provide guidance in the area;

(a) Event organisers are to ensure adequate signage is provided to separate spectators from the competition arena. Competitors only" areas or any other area as determined by the event organizers or property owner as being an unacceptable or unnecessary risk to spectators or any other person.

(b) Spectators are to be advised and made aware that Motorcycling and associated sports may pose a risk and that all care and precautions should be taken, in particular:

(1) Spectators are not permitted to enter any area marked as "Competitors" or Staff Only".

(2) Parents must ensure children are supervised at all times

(3) Hats, appropriate clothing and sunscreen should be used at all times during daylight hours to reduce the effects of sun & heat exposure and to reduce the chances of exposure to skin cancer.

(4) Adequate supplies of water should be kept and consumed to avoid the effects of heat and sun.

(5) Any person intoxicated or acting in a manner endangering other people or acting in a manner determined as "anti social behaviour" will be removed from the event and venue and may be dealt with by WA Police.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Exposure, Sunstroke, Heatstroke or Sunburn. | (1) Excessive exposure to environmental elements.<br>(2) Inadequate personal protection measures.<br>(3) Unexpected or | (1) Undertake adequate personal protection measures such as; appropriate clothing, hat, sunscreen, drinking water and shelter. | (1) Individual spectators<br><br>(2) St John Ambulance (Aust) |

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| | adverse weather conditions. | (2) Attend first aid post for diagnosis and treatment.<br>(3) Attend medical facility.<br>(4) Drinking fluids available from food facilities. | (3) Event organiser |
| (1) Injury to unsupervised children.<br>(2) Search for lost child.<br>(3) Children wandering at large and in competition area. | Failure to adequately supervise children. | (1) Parent or guardian to provide strict and constant supervision of children.<br>(2) Provision of adequate and appropriate signage.<br>(3) Attendance at First Aid facility.<br>(4) Provision of adequate fencing and briefing to event staff members.<br>(5) Undertake Land search if required. | (1) Parent or guardian.<br><br>(2) St John Ambulance (Aust)<br><br>(3) Event organizer<br><br>(4) WA Police/SES |
| 1) Injury to spectators.<br>(2) Spectator with medical condition. | (1) Traffic Incident.<br>(2) Anti social behaviour.<br>(3) Spectator in restricted area.<br>(4) Natural causes.<br>(5) Unsafe behaviour. | (1) Medical assessment and first aid treatment of injuries.<br>(2) Medical evacuation.<br>(3) Removal or arrest of anti social elements.<br>(4) Signage and supervision provided to exclude access by spectators to competition areas and other areas as required. | (1) Event organizer /security.<br><br>(2) Spectator<br><br>(3) WA Police<br><br>(4) St John Ambulance (Aust). |

**Toilet Facilities:**

Portable toilet facilities will be provided for use by all personnel attending the event. Toilet facilities will be located for easy and safe access for all. Adequate toilet paper will be provided and maintained during the event. Toilets shall be maintained in a clean and hygienic conditioned as far as practicable.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| (1) Excessive numbers of people waiting to use facilities. | (1) Inadequate number of facilities provided.<br>(2) Facilities poorly located. | (1) Provide numbers of facilities appropriate to the numbers expected at the event.<br>(2) Plan the location of facilities to the land topography, numbers and location of spectators and to the populous areas | Event organizer<br><br>Councils Environmental Health services. |
| Contamination of the land by human waste. | (1) Overflowing or full reservoirs.<br>(2) Blocked toilets.<br>(3) Lack of flushing agents.<br>(4) Incorrect location of facilities. | (1) Ensure that the facilities are maintained to a hygienic and the manufacturer standards.<br>(2) Provide numbers of facilities appropriate to the numbers expected at | Event organizer<br><br>Councils Environmental Health services |

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|---|---|---|---|
| | (5) Inadequate numbers of facilities provided, increase use of existing facilities. | the event.<br>(3) Plan the location of facilities to the land topography, numbers and location of spectators and to the populous areas | |
| Spread of infection, bacteria or disease. | (1) Lack of flushing agents.<br>(2) Lack of anti bacterial and cleaning agents.<br>(3) Failure to adequately maintain or clean facility. | (1) Ensure an adequate supply of toilet paper, cleaning and hygiene products<br>(2) Ensure that the facilities are maintained to a hygienic and the manufacturer's standards.<br>(3) Provision of adequate flushing and cleaning agents. | Event organizer<br><br>Councils Environmental Health services |
| Odour pollution. | (1 Lack of flushing agents.<br>(2) Lack of anti bacterial and cleaning agents.<br>(3) Failure to adequately maintain or clean facility. | (1) Ensure an adequate supply of toilet paper, cleaning and hygiene products<br>(2) Ensure that the facilities are maintained to a hygienic and the manufacturer's standards.<br>(3) Provision of adequate flushing and cleaning agents. | Event organizer<br><br>Councils Environmental Health services |
| Volunteer Facility Cleaner | Verbal abuse from patrons | (1) Ensure induction from team leader to not engage. | Event Organizer<br><br>Security<br><br>Volunteer Team Leader |

**Traffic Management:**

Event organizers may make contact with the WA Police and arrange a site visit with the OIC to establish a traffic management plan for the event.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Injury or the loss of life of humans<br><br>Property damage.<br><br>Motor vehicle collision on site.<br><br>Motor vehicle collision on the adjoining highway, entrance and access roads to the property. | (1) Non compliance with provisions of road traffic statutes and regulation.<br>(2) Negligent, dangerous or reckless behaviour.<br>(3) Natural or unforeseen causes.<br>(4) Failure to adequately supervise and direct parking and access operations. | (1) Provision of sufficient and clear signage.<br>(2) Signage established in correct locations to enable adequate visibility and braking distances on the highway and site roads approaches.<br>(3) First aid post located on site.<br>(4) Sufficient staff to manage and supervise | Road users/Drivers / riders.<br><br>Event organizer.<br><br>Event staff / security.<br><br>WA Police. |

| | | | |
|---|---|---|---|
| | (5) Mechanical failure.<br>(6) Inadequate or poorly located signage. | site access and parking operations. | |

**Volunteer Track Marshals**

To ensure the safety of track marshals whilst carrying out their volunteer duties.

| Risk | Cause | Mitigation Control | Responsibility |
|---|---|---|---|
| Impact of Volunteer by Motorcycle | Marshal stepping out onto track.<br>Motorcyclist cutting corners onto infield | A) Induction given to all marshals by Race Official<br>B) Induction is documented and signed by Race Official and marshals<br>C) Only safe infield areas allocated to corner marshals<br>D) All marshal to wear Hi-Vis clothing<br>E) Marshals not to leave designated area until relief personnel arrive | Race Officials<br>Marshals<br>Marshals team leader |
| Marshall dehydration | Long Shift | Welfare delivery<br>Personnel Rotation | Team Leader for Track Marshals |

**Waste Management:**

To ensure that the venue remains clean, free of odours and vermin and relatively free of flies, the following waste management requirements are to be implemented and maintained throughout the event.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Litter | (1) Insufficient supply of mobile garbage bins.<br>(2) Location of mobile garbage bins and the skip.<br>(3) Mobile garbage bins not being emptied at regular intervals.<br>(4) Poor human behaviour. | (1) Visitors are responsible for disposing of their rubbish and litter in the bins provided.<br>(2) The site is to be maintained in a clean and litter free condition at all times.<br>(3) The site is to be clear of all litter, rubbish, disused materials and rubbish receptacles within 48 hours of the completion of the event. | Event Organiser<br>Spectators.<br>Security staff. |

**Water Supply:**

An adequate supply of water is to be available at all times and maintained throughout the event.

| Risk | Cause | Risk Mitigation/Control | Responsibility |
|---|---|---|---|
| Dehydration of spectators and competitors. | (1) Extreme, adverse or hot weather conditions.<br>(2) Water supply. | (1) Ensure the availability of sufficient water supplies at all times during the event via food vendors. | Event organizer.<br><br>Spectators. |
| Fire management. | (1) Extreme, adverse or hot weather conditions.<br>(2) Water supply. | (1) Identify all nearby bulk water supplies for fire fighting purposes.<br>(2) Ensure the availability of sufficient water supplies at all times during the event for fire fighting purposes. | Event organizer.<br><br>Fire services authorities. |
| Dust management issues. | (1) Extreme, adverse or hot weather conditions.<br>(2) Water supply. | (1) Ensure the availability of sufficient water supplies.<br>(2) Ensure the availability of appliances to enable the ground to be maintained in a damp condition at all times during competition. | Event organizer. |

## EMERGENCY & RISK MANAGEMENT CHECKLIST

(a) To be completed by the event organizer.
(b) This checklist is to be completed prior to the event commencing and maintained at the management centre for the duration of the event.

| | | | |
|---|---|---|---|
| (1) | Planning Application | Date submitted_____ | ☐ |
| (2) | Planning Approval | Date approved_____ | ☐ |
| (3) | Building Application / Approval (if applicable) | | ☐ |
| | Building & Structural Integrity | | ☐ |
| (4) | Councils Environmental Health Services | | ☐ |
| | Toilet Facilities | | ☐ |
| | Camping | | ☐ |
| | Dust Control Measures | | ☐ |
| | Potable Water Supplies | | ☐ |
| | Electricity Supplies | | ☐ |
| | Environmental & Waste Management Measures | | ☐ |
| | Food Facilities and Premises | | ☐ |
| (5) | Councils Ranger Services | | ☐ |
| | Parking Management Plan | | ☐ |
| | Livestock Management Plan | | ☐ |
| | Bio security Management | | ☐ |
| | Fencing & Gates | | ☐ |
| (6) | Councils Fire & Emergency Services Officer | (site meeting) | ☐ |
| | Emergency & Risk Management Plan | | ☐ |
| | Emergency Services Response Plan<br>Inc; WASES, Fire Services. | | ☐ |
| (7) | OIC WA Police | (site meeting) | ☐ |
| | Evacuation Management | | ☐ |
| | Security & Crowd Control Management | | ☐ |
| | Traffic Management | | ☐ |
| (8) | First Aid and St John Ambulance Support | | ☐ |
| (9) | Insurance Coverage | | ☐ |
| (10) | Weather Forecast | | ☐ |

Signed:_____Date completed;_____