

Peregian Originals Att 6 Long Term Plan Appendices

Operational Plan 2012 – 2017 – Peregian Originals (East Coast Originals Inc)

East Coast Originals Inc

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Prepared: 19 July 2012

Peregian Originals

(East Coast Originals Inc)

Operational Plan 2012 – 2017
Appendices A - D



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APPENDIX A: Peregrin Originals Operational Risk Assessment

(Reviewed July 2012)

Risk	Likelihood	Risk Reduction	Resources required	Person responsible
Loss of permit	Possible	<ul style="list-style-type: none"> • Adhere to permit conditions • Develop and maintain a good working relationship with Council • Seek solutions to legitimate complaints 	<ul style="list-style-type: none"> • Means of monitoring compliance (compliance register – attached) • Liaison with Council staff • Clear communication with patrons via website/FB/MC 	ECO (Anita) Event Organiser Event personnel Guest sound personnel Patrons
Loss of current venue	Possible	<ul style="list-style-type: none"> • Educate Council and community how essential current location is for the event • Develop and implement sustainable practices • Become more involved in community ventures connected with the area • Maintain clear and open communication with Council, local businesses and the community 	<ul style="list-style-type: none"> • Liaison officers with other stakeholders: business, residents, community groups • Clear communication with patrons via website/FB/MC for education on sustainability strategies • Liaison with Council staff 	ECO Event Organiser
Cancellation of event due to inclement weather	Very likely	<ul style="list-style-type: none"> • Investigate weather proofing options to minimise safety concerns on days where weather is mildly and/or intermittently inclement • Build up financial reserves to absorb losses if an event needs to be cancelled part way through before sufficient funds have been raised through raffle sales and donation • Explore alternative with Surf Club for a modified schedule on rained out days 	<ul style="list-style-type: none"> • Sponsorship packages for seeking of cash sponsors to increase financial stability 	ECO
Loss of good standing	Very	<ul style="list-style-type: none"> • Maintain open communication with community 	<ul style="list-style-type: none"> • Clear communication with 	A & J (website)

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within the community	unlikely	<ul style="list-style-type: none"> and Council • Maintain funding transparency • Maintain level of professionalism associated with our shows • Adhere to permit conditions • Strengthen existing ties within the community and develop new relationships with community groups, organisations and businesses • Conduct ourselves with honour and respect for all • Maintain high standard of acts and operation 	<ul style="list-style-type: none"> patrons via website/FB/MC • Designated media spokesperson • Independent accountant • Means of monitoring compliance (compliance register – attached) • Liaisons with other community groups, organisations and businesses 	<p>MC ECO A & J (media reps) Jay (bookings)</p>
Death, injury or damage to property at or associated with one of our events	Very unlikely	<ul style="list-style-type: none"> • Conduct an extensive Risk Assessment of the event (to be reviewed 6 monthly) • Maintain a Hazards Register • Pre-start checklist • Ensure first aid care is always available • Encourage all Peregian Originals personnel to be first aid trained • Be informed regarding Emergency and Evacuation Plans developed by the Surf Club • Ensure security presence • Have appropriate insurance 	<ul style="list-style-type: none"> • Relevant documents on file • WH&S risk assessment available to all personnel • First aid training • Liaison with Surf Club • Security personnel • Up to date insurance coverage • Means of monitoring compliance (compliance register – attached) 	<p>ECO Anita (FA training if required) James (security)</p>
Breakdown of relationship with Surf Club	Unlikely	<ul style="list-style-type: none"> • Maintain clear and open communication • Meet regularly to address any concerns or issues as early as possible 	<ul style="list-style-type: none"> • Liaison with Surf Club • Open communication channels (phone, email, FB) 	Anita
Breakdown of relationship with Council	Possible	<ul style="list-style-type: none"> • Work to improve communication with Council • Maintain as clear and open communication as possible 	<ul style="list-style-type: none"> • Liaison with Council • Monitor compliance (compliance register – 	Anita

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		<ul style="list-style-type: none"> • Conduct ourselves honourably, transparency and with respect for all • Adhere to permit conditions 	attached)	
Deterioration of relationship with opposing residents	Possible	<ul style="list-style-type: none"> • Adhere to permit conditions • Establish better paths of communication for receiving complaints • Work to find solutions to reasonable concerns • Attend meetings with residents as required 	<ul style="list-style-type: none"> • Means of monitoring compliance (compliance register – attached) • Liaison with residents • Representatives for attending meetings with residents • Liaison with Council for fuller information regarding complaints which are not coming directly to us 	ECO
Damage to the park	Unlikely	<ul style="list-style-type: none"> • Review Risk Assessment (Environmental) 6 monthly • Adhere to permit conditions • Provide clear guidelines for performers & crew who park within the park • Clear communication with Council staff in negotiating parking permits • Pre-start checklist • Inform patrons of any major issues needing their cooperation 	<ul style="list-style-type: none"> • Relevant documents on file • Risk assessment available to all personnel • Pre-start checklist • Liaison with Council staff 	ECO
Temporary inability to operate due to park redevelopment	Likely	<ul style="list-style-type: none"> • Remain informed about progress, liaise with Council • Have clear ideas about timelines and future direction • Remain engaged as a key stakeholder 	<ul style="list-style-type: none"> • Liaison with Council • Liaisons with other key stakeholders in Peregian Beach 	ECO

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		<ul style="list-style-type: none"> • In the event of redevelopment going ahead, work with Council to develop strategies to maintain the event throughout a period of work in the park • Seek clear assurances that this will not be used as a means of removing us from our place of operation more permanently 	Park	
Change of council due to de-amalgamation, resulting in permit not being valid	Possible	<ul style="list-style-type: none"> • Seek guarantee that any permit arrangements made with current Sunshine Coast Council will be honoured by a newly-formed Council under whose jurisdiction we may fall. 	<ul style="list-style-type: none"> • Liaison with Council 	ECO
Loss of amenity in Peregian Beach Village	Unlikely	<ul style="list-style-type: none"> • Adhere to permit conditions • Liaise with businesses, residents and other community groups in order to deal efficiently and promptly with issues as they arise • Increase connections across Peregian Beach • Continue to provide high-quality, safe, community events open to all 	<ul style="list-style-type: none"> • Means of monitoring compliance (compliance register – attached) • Liaisons with business, residents, other community groups • Liaison with Council 	ECO Event Organiser

Peregian Originals Permit Compliance Register

Start time:

PERMIT CONDITION	COMPLIANCE		COMMENTS	RESPONSIBLE PARTY
	Y	N		
2.1 Permitted Concert Dates			1 st & 3 rd Sundays – June – Sept 2012	ECO/ organiser
2.2 Certificate of Currency			Copy provided to Council 5 August 2011	ECO
2.3 Public Liability Insurance			Copy provided to Council 5 August 2011 Jay Bishoff listed on policy as contractor (Peregian Originals event organiser)	ECO
2.4 Workplace Health and Safety - pre-start check - records available on site			Pre-start check with security undertaken by Anita	ECO/ organiser/ security
2.5 Access to power outlet (council electricity box) - Secured and locked at completion of event				Council Alex Rottier
2.6 Electrical equipment			Provided, maintained & operated by Alex Rottier/Mark Paltridge	Alex Rottier
2.7 Generators			Not used	N/A
2.8 Temporary structures				Surf club
2.9 Signage and banners				ECO/ Event organiser
2.10 Precedence for other times				ECO/ Event organiser
2.11 Compliance with conditions				ECO/ Event organiser
2.12 Good conduct				ECO/ event organiser/ security
2.13 Special security (East Coast Operations)			Details given to Council 17 April 2011 James DALTON #3096259 exp 24/6/12 LARA KING #3473637 exp 4/7/12	ECO/ event organiser/ James Dalton
2.14 Police to be engaged				Event organiser/ security
2.15 Rights of Public to Use Area				Surf club/security/ ECO/ organiser
2.16 Existing amenities				Surf club
2.17 Additional amenities			Anticipated attendance: Portaloos provided: Portaloos opened at beginning of event	ECO/ event organizer Security
2.18 Rubbish disposal & litter management				Surf club/ ECO/ organiser
2.19 Food stalls			Surf club food stall only	Surf club
2.20 Environmental management				Surf club/security/ ECO/ organiser
2.21 Site damage				Surf club/security/ ECO/ organiser
2.22 Vehicle access to				Surf club/ security

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Peregian Beach Park				
2.23 Use of park				Surf club/ security
2.24 Traffic management			Required if expecting <600 patrons Anticipated attendance:	Event organiser to book/ East Coast Traffic Services
2.25 Vehicle parking provisions			Using our own system to identify vehicles belonging to performers/crew	Issued by Council, handed out by ECO
2.26 Noise management and amplified music			Wind direction/weather conditions: Sound engineers:	Sound engineers/event organiser
2.27 Complaints management system			Phone line available 0487894589	ECO
2.28 Quarterly meetings with residents			Not applicable to events	Cr Russell Green
2.29 First Aid				Surf Club

Finish Time:

Estimated attendance:

Complaints register updated: Y/N

Person handling complaints line _____

Additional comments:

Signed:

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APPENDIX B: Peregrin Originals Financial Risk Assessment

(Reviewed July 2012)

Risk	Likelihood	Risk Reduction	Resources required	Person responsible
Loss of community donations	Possible	<ul style="list-style-type: none"> • Maintain good relations with supporters • Ensure event maintains high-quality standard of entertainment • Provide clear information about costs of event and need for support • Maintain transparency • Aim for overall increase in raffle sales/donations to \$5/person 	<ul style="list-style-type: none"> • Keep accurate records • Clear communication with patrons via website/FB/MC 	Jay/Anita (online communications) Jay (bookings) MC (info on day) Mary (accurate records for raffle/donations) Treasurer Accountant
Decrease in donated raffle prizes	Unlikely	<ul style="list-style-type: none"> • Maintain good relations with all our donors or raffle prizes and supporting businesses • Honour donors through appropriate promotion 	<ul style="list-style-type: none"> • Liaison with businesses • Appropriate visibility for raffle prize donors via website/FB • MC thanks at events 	Mary (raffle coordinator) Jay/Anita (online communications) MC (info on the day)
Not covering costs on the day	Possible	<ul style="list-style-type: none"> • Educate patrons about the need to support through raffle tickets/donations on the day • Establish pathways for online donation • Maintain high-quality and variety of raffle prizes • Seek cash sponsors • Explore other options for financial support, such as grants, partnerships and in-kind support • Minimise operational costs 	<ul style="list-style-type: none"> • Website/FB/MC for clear communication • Website and appropriate online donation engines • Sponsorship packages • Sponsor coordinator to seek cash sponsors • Raffle coordinator to seek appropriate prizes • Grants coordinator 	ECO/Organiser (minimising costs) Jay/Anita (online communications) MC (info on day) ECO (sponsor packages) Mary (raffle coordinator) Natalie (grants coordinator)

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Rising operational costs	Very likely	<ul style="list-style-type: none"> Regular review all operations regular to identify alternate practices Examine all other options for generating financial support apart from raffle/donations on the day – sponsors, grants, in-kind support 	<ul style="list-style-type: none"> Accurate records related to costs and operations Sponsorship packages Options for sponsor visibility (website/FB/visibility on the day) Grants coordinator 	Mary ECO (sponsorship packages) Jay/Anita (website/FB) Natalie (grants)
Incurring debt through rained out events	Very likely	<ul style="list-style-type: none"> Increase bank balance to absorb basic cancellation costs Aim to have financial means to cover all costs for at least one full event – allowing events to go ahead on days when weather is mildly inclement 	<ul style="list-style-type: none"> Sponsors Grants In-kind support 	ECO Natalie (grants)
Loss of good standing within the community	Very unlikely	<ul style="list-style-type: none"> Maintain open communication with community and Council Maintain funding transparency Maintain level of professionalism associated with our shows Adhere to permit conditions Strengthen existing ties within the community and develop new relationships with community groups, organisations and businesses Conduct ourselves with honour and respect for all Maintain high standard of acts and operation 	<ul style="list-style-type: none"> Clear communication with patrons via website/FB/MC Designated media spokesperson Independent accountant Means of monitoring compliance (compliance register – attached) Liaisons with other community groups, organisations and businesses 	A & J (website) MC ECO A & J (media reps) Jay (bookings)
Theft of raffle/hat takings	Unlikely	<ul style="list-style-type: none"> Security presence Volunteers directed to appropriate actions with 	<ul style="list-style-type: none"> Security guards Clear communication from 	James (security) Mary

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		<p>collected funds</p> <ul style="list-style-type: none"> • Moneys not counted in visible location • Two persons counting • Accurate records kept 	<p>raffle coordinator</p> <ul style="list-style-type: none"> • Appropriate space for counting/changing moneys • Two volunteers for counting 	<p>Volunteers Surf club (provision of suitable space and assistance with money changing)</p>
Theft of raffle prizes	Unlikely	<ul style="list-style-type: none"> • Security presence • Raffle prizes stored in suitable location until raffle drawn 	<ul style="list-style-type: none"> • Security guards • Suitable location for raffle prizes 	<p>James (security) Mary (raffle)</p>
Insufficient volunteers for effective operation of raffle/hat	Possible	<ul style="list-style-type: none"> • Clear information on day for volunteers • Database of registered volunteers 	<ul style="list-style-type: none"> • MC • Website for volunteers to apply • Volunteer coordinator 	<p>MC (info on day) Jay (website) Mary (volunteer coordinator)</p>
Breakdown of relationship with Surf Club, affecting ability to count and change money safely	Unlikely	<ul style="list-style-type: none"> • Maintain clear and open communication • Meet regularly to address any concerns or issues as early as possible 	<ul style="list-style-type: none"> • Liaison with Surf Club • Open communication channels (phone, email, FB) 	<p>Anita</p>
Not meeting reporting requirements to OFT	Unlikely	<ul style="list-style-type: none"> • Maintain accurate records • Work with independent accountant for auditing purposes • Set clear guidelines for reporting schedules and meeting deadlines 	<ul style="list-style-type: none"> • Treasurer • Independent accountant • Accurate record-keeping programs/practices 	<p>ECO treasurer Accountant ECO (monitor reporting requirements)</p>
Not meeting criteria for larger grants or donations	Very likely	<ul style="list-style-type: none"> • Submit paperwork for Registration of a Cultural Organisation • Initiate moves to attain Deductible Gift Recipient 	<ul style="list-style-type: none"> • ‘appropriate people’ • relevant paperwork submitted 	<p>ECO</p>

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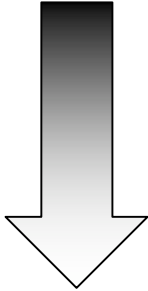
		<p>status</p> <ul style="list-style-type: none">• Gather appropriate people for financial requirements for DGR		
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DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

Risk Assessment Matrix

LIKELIHOOD How likely could it happen	CONSEQUENCES: How severely could it affect health and safety				
	1 INSIGNIFICANT - no injuries - < \$500	2 MINOR - first aid treatment, spillage contained on site - \$500 - \$5000	3 MODERATE - medical treatment, spillage contained with outside help - \$5000 - \$25000	4 MAJOR - extensive injuries, loss of production - \$25000 - \$200000	5 CATASTROPHIC - death, toxic release of chemicals - > \$200000
A ALMOST CERTAIN (more than once a year) - expected in most circumstances	(2)H	(2)H	(1)E	(1)E	(1)E
B LIKELY (at least once in five years) - will probably occur in most circumstances	(3)M	(2)H	(2)H	(1)E	(1)E
C POSSIBLE (at least once in ten years) - might occur at some time	(4)L	(3)M	(2)H	(1)E	(1)E
D UNLIKELY (at least once in thirty years) - could occur at some time	(4)L	(4)L	(3)M	(2)H	(1)E
E RARE (less than once in thirty years) - may occur, but only in exceptional circumstances	(4)L	(4)L	(3)M	(2)H	(2)H

Risk Score		Control Measures		
Score	Action	Elimination	<i>Eliminates the hazard and takes away the risk</i>	Highest control  Lowest control
Extreme	Act now – urgent – do something about the risk immediately	Substitution	<i>Substitute the hazard with a less hazardous substance or process</i>	
High	Highest management decision is required urgently	Engineer	<i>Engineer out the hazard through redesigning or isolation</i>	
Moderate	Follow management instructions	Administration	<i>To reduce the contact with the hazard through training and procedures</i>	
Low	Okay for now. Record and review if any equipment/people/materials/work methods or procedures change	PPE	<i>Use of personal protective equipment</i>	

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PEREGIAN ORIGINALS WH&S RISK ASSESSMENT – Reviewed July 2012

Potential hazards	Likelihood	Consequence	Risk rating	Risk treatments	Officer/Area responsible for implementation of option	Residual risk
Electrocution/electric shock	C	5	1 E	<ul style="list-style-type: none"> - Positioning of lead to electricity source overhead, over attendees as per permit conditions. - All electrical equipment and leads tested and tagged - Equipment set up and run by professionally qualified personnel - Electricity source maintained by Council. - Use of portable safety switches 	<ul style="list-style-type: none"> - Electrical/sound contractors/PA technician (set up & running of event) - Sunshine Coast Council (maintenance of power box) - testing and tagging responsibility of sound engineers 	3 M
Rain/moisture affecting electrical equipment	A	5	1 E	<ul style="list-style-type: none"> - event cancelled if probable likelihood of rain - event halted if it starts raining during concert, equipment turned off/disconnected and packed up 	Event organisers (monitor weather conditions, decision to call off event) in conjunction with sound engineers and surf club where appropriate.	3 M

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DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

Fire	D	5	1 E	<ul style="list-style-type: none"> - fire extinguisher available - first aiders/000 - use of surf club emergency/evacuation plan - drills - training to personnel - inductions on emergency plans 	<ul style="list-style-type: none"> - surf club (fire extinguisher) - event organisers in conjunction with surf club (evacuation plan/s) - event organisers (training/inductions) 	4 L
Drowning	C	5	1 E	<ul style="list-style-type: none"> - adult supervision of children - beaches patrolled by life guards from September holidays to Labour Day weekend. - flagged swimming area - first aid provisions - call 000 	<ul style="list-style-type: none"> - surf club - adult supervisors of children at event - immediate notification of lost children to PO personnel 	4 L
Lost children	A	2	2 H	<ul style="list-style-type: none"> - adult supervision at all times - security presence throughout event - parent/child to go to main sound desk, announcement to public - security notified if not aware - Surf club notified if necessary - 000 if necessary 	<ul style="list-style-type: none"> - patrons (supervision of children in their care, and to alert organisers to any lost children) - Security - Event organiser 	2 H (regularly happens)
Child kidnapped	E	5	2 H	<ul style="list-style-type: none"> - adult supervision at all times - security presence throughout event - parent/child to go to main sound desk, announcement to public - security presence - Surf club notified if a lost child is not quickly located - 000 if a lost child is not quickly located 	<ul style="list-style-type: none"> - patrons (supervision of children in their care) - event organisers - security 	4 L

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PEREGIAN ORIGINALS WH&S RISK ASSESSMENT – Reviewed July 2012

Child assaulted/molested by a member of the public	E	4/5	2 H	<ul style="list-style-type: none"> - adult supervision at all times - security presence throughout event - parent/child to go to main sound desk, announcement to public - Surf club notified if a lost child is not quickly located - 000 if a lost child is not quickly located - 000 in the case of any reports of such an incident 	<ul style="list-style-type: none"> - patrons (supervision of children in their care) - event organisers - security 	4 L
Suspicious behaviour by member of public near playground	C	4	1 E	<ul style="list-style-type: none"> - security presence/000 if needed - details noted if reported to event organisers/security - information passed to police 	<ul style="list-style-type: none"> - security - event organisers 	4 L
Medical emergency	C	3	2 H	<ul style="list-style-type: none"> - first aid care - 000 if necessary 	<ul style="list-style-type: none"> - surf club (first aid) - event personnel to assist in access/emergency plan 	4 L
Access by emergency officials and exits not clear	A	5	1 E	<ul style="list-style-type: none"> - access kept clear at northern end of the park - public announcement in event of an incident - implementation of evacuation plan in event of an incident 	<ul style="list-style-type: none"> - Event organiser - Security - surf club 	3 M
Environmental - natural events eg. heavy rain, flood, bushfire, terrain, winds	A	4	1 E	<ul style="list-style-type: none"> - Cancellation of event - notification of cancellation on websites 	Event organiser	4 L

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DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

Marquees blowing away and collapsing	D	3	3 M	<ul style="list-style-type: none"> - marquees secured with sand bags and weights - tents removed in high winds - event cancellation in highly windy weather 	<ul style="list-style-type: none"> - surf club (tents) - event organiser (cancellation announcements) 	4 L
Insufficient amenities	A	1	2 H	<ul style="list-style-type: none"> - provision of additional amenities as outlined in permit conditions - provision of additional toilet paper and checks through afternoon 	<ul style="list-style-type: none"> - Event organiser 	4 L
Damage to grounds	B	2	2 H	<ul style="list-style-type: none"> - follow regulations for placement of structures and vehicular traffic 	<ul style="list-style-type: none"> - Event organiser - Security - Surf club 	3 M
Litter	A	2	2 H	<ul style="list-style-type: none"> - Bins managed by SLSC for both markets and Peregian Originals. - clean up of park by volunteers at the end of the concert - encouragement for patrons to take rubbish with them when they leave 	<ul style="list-style-type: none"> - surf club - volunteers/event organizer - patrons 	3 M
Violent patron	D	5	1 E	<ul style="list-style-type: none"> - attended to by security personnel in first instance - referral to police/000 - first aid if a result of injury/illness 	<ul style="list-style-type: none"> - Security - Surf club - Event organiser 	4 L

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PEREGIAN ORIGINALS WH&S RISK ASSESSMENT – Reviewed July 2012

Anti-social behaviour from patrons	B	2	2 H	<ul style="list-style-type: none"> - attended to by security personnel in first instance - referral to police/000 - first aid if a result of injury/illness - 	<ul style="list-style-type: none"> - Security - Surf club - Event organiser 	4 L
Intoxicated or drug induced illness	C	3	2 H	<ul style="list-style-type: none"> - discourage consumption of alcohol in park (reminders on websites/announcements) - security presence - security personnel to handle aggressive casualties - first aid if needed - referral to emergency services 	<ul style="list-style-type: none"> - event organiser - security - first aiders 	4 L
Tripping on footpaths, uneven ground	A	2	2 H	<ul style="list-style-type: none"> - keep pathways clear - first aiders on site 	<ul style="list-style-type: none"> - Sunshine Coast Council (maintenance of grounds?) - Event organisers - security 	3 M
Tripping over cables between stage and sound desk	A	2	2 H	<ul style="list-style-type: none"> - cables covered with matting 	<ul style="list-style-type: none"> - Sound engineers, event organisers 	3 M
Injury on playground equipment	A	2	2 H	<ul style="list-style-type: none"> - parental supervision - first aiders on site - equipment to be maintained 	<ul style="list-style-type: none"> - patrons (supervision of children) - Surf Club (first aid) - Sunshine Coast Council (maintenance of playground) 	3 M
Broken glass injuries	C	3	2 H	<ul style="list-style-type: none"> Glass not permitted out of surf club Security presence First aiders on site 	<ul style="list-style-type: none"> - Surf club security - Event security - Surf club (first aid provisions) 	3 M

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DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

Sunburn	A	2	2 H	- shade structures scattered around park	- surf club (shelters) - patrons personal preventative care	3 M
Heat –induced illness	A	2	2 H	- water on sale - water provided free of charge via water cooler - water provided for musicians at stage - shade structures - first aid/000	- surf club (shelter) - surf club (water) - PO (inform patrons of availability of water) - MC (water for musicians) - first aiders	3 M
Dehydration – alcohol induced	A	2	2 H	- water on sale - water provided free of charge via water cooler - shade structures - first aid/000	- surf club (shelter) - surf club (water) - PO (inform patrons of availability of water) - first aiders	3 M
Snake bite	D	5	1 E	- signs warning of presence of lethal snakes in sand dunes - adult supervision of children - first aid/000	- Council (signage) - Patrons adhere to advice on signage - Surf club	2 H
Other bites and stings	B	2	2 H	- Patron care - Adult supervision of children - first aiders on site	- surf club (first aid)	3 M
Pedestrian injuries while crossing road	D	5	1 E	- provide information re parking locations (advice to avoid unsafe parking habits in neighbouring streets) - patron awareness of where it is safe, permissible and appropriate to drive and park - first aid/000 if needed	- event organisers - surf club	2 H
Food poisoning	D	3	3 M	- first aiders on site - 000 if needed	Surf club (first aid)	4 L

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PEREGIAN ORIGINALS WH&S RISK ASSESSMENT – Reviewed July 2012

Noise levels annoying residents	A	4 (loss of permit)	1 E	<ul style="list-style-type: none"> - stage positioned to direct noise away from residents as much as possible - strict adherence to sounds levels imposed on the event - regular consultation with affected residents - provision of phone line for complaints - cessation of music at 5.00 pm as per permit conditions - regular communication with Council employees monitoring sound levels throughout event - to follow any additional advice from Council etc where appropriate and practical. 	<ul style="list-style-type: none"> - Event organiser - sound team (stage/sound tent set up) - sound team (to stick to required levels) - ECO (to be available to affected residents) 	2 H
Other annoyance to residents	A	4 (loss of permit)	1 E	<ul style="list-style-type: none"> - Compliance with conditions of permit - regular consultation with residents - take steps to mitigate and minimise impact on residents - provision of phone line for complaints 	<ul style="list-style-type: none"> - Event organiser/ECO - security 	3 M

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DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

Increased traffic to area	A	5	1 E	<ul style="list-style-type: none"> - adherence to federal, state and local laws - presence of signage advising of changed traffic conditions on 1st and 3rd Sundays of the month. - direct patrons to parking safer locations (advise to avoid unsafe parking habits in neighbouring streets) - patron awareness of where it is safe, permissible and appropriate to drive and park - implementation of approved traffic management plan when attendance of 600+ is predicted (as per permit conditions) - first aid/000 if needed <p>REVIEW OF TRAFFIC MANAGEMENT CURRENTLY UNDERWAY WITH INDEPENDENT CONSULTANT</p>	<ul style="list-style-type: none"> - ECO/Event organisers (advice to patrons) - patrons (to follow advice) - Sunshine Coast Council (to provide adequate signage in affected areas) - local law enforcers/police 	3 M
Injury related to vehicles driving in/out of park at southern end near playground (crew/performer parking)	C	5	1 E	<ul style="list-style-type: none"> - minimise number of vehicles permitted in allocated area - advise crew/performers - help any crew/performers leaving through event to exit safely - security to regularly check this area in patrols - adult supervision of children in the playground - first aiders on site - 000 if necessary 	<ul style="list-style-type: none"> - event organisers – advice to crew/performers - crew/performers to take adequate care - patrons – supervision of children in their care - surf club – first aid 	4 L

Peregian Originals Att 6 Long Term Plan Appendices

PEREGIAN ORIGINALS WH&S RISK ASSESSMENT – Reviewed July 2012

Aggressive behaviour from residents	A	1	2 H	<ul style="list-style-type: none"> - stay within permit conditions to avoid aggravating already sensitive issues - keep channels of communication between ECO and residents as open as possible - regular meetings with unhappy residents - personnel avoid interaction with residents with a known history of aggressive/abusive behaviour and alert security - security presence - referral to police if needed 	<ul style="list-style-type: none"> - ECO (meetings with residents) - event organisers (follow permit) - security 	3 M
Dog attacks	C	3	2 H	<ul style="list-style-type: none"> - dogs must be on leashes - security presence (monitor dogs/leashes and request dogs be removed from the park if showing dangerous behaviours) - first aiders on site 	<ul style="list-style-type: none"> - patrons (dogs on leashes) - security 	4 L
Bombing/terrorist attack	E	5	2 H	<ul style="list-style-type: none"> - Implementation of surf club evacuation/emergency plan - personnel trained to handle emergency plan being enacted - drills - training for personnel - inductions for emergency procedures - security presence on site - 000 alert - first aiders on site 	<ul style="list-style-type: none"> - ECO/Event organisers/surf club – development of evac/emergency plan 	4 L
Surf club unable to access emergency vehicles easily because of people and tents.	E	5	2 H	<ul style="list-style-type: none"> - implementation of surf club emergency plan as needed - clear channels of communication between surf club and PO personnel 	<ul style="list-style-type: none"> - ECO/event organisers/surf club 	4 L
Loss/theft of property	B	2	2 H	<ul style="list-style-type: none"> - security presence - lost/found announcements - referral to police if necessary 	<ul style="list-style-type: none"> - security - patrons 	4 L

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DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

Theft of raffle/hat takings	C	2	3 M	<ul style="list-style-type: none"> - security presence - volunteers directed as to appropriate actions with collected funds - moneys not counted in visible location - two persons counting 	<ul style="list-style-type: none"> - security - Raffle co-ordinator - volunteers (follow instructions) - event organisers 	4 L
Damage to park infrastructure	D	3	3 M	<ul style="list-style-type: none"> - security presence - referral to police if not contained 	<ul style="list-style-type: none"> - security - event organisers 	4 L
Vandalism/graffiti	D	3	3 M	<ul style="list-style-type: none"> - security presence - referral to police if not contained 	<ul style="list-style-type: none"> - security - event organisers 	4 L
Damage to dunes	C	2	3 M	<ul style="list-style-type: none"> - security presence - signage advising people to stay out of/ off dunes 	<ul style="list-style-type: none"> - security - Council (signage) 	4 L
Damage to trees in park	C	2	3 M	<ul style="list-style-type: none"> - security presence 	<ul style="list-style-type: none"> - security 	4 L
Branches falling on patrons	D	3	3 M	<ul style="list-style-type: none"> - Council (maintenance of park) - personnel (report concerns) 	<ul style="list-style-type: none"> - Sunshine Coast Council - all personnel 	4 L
Damage to tree roots from tent pegs/star pickets etc	C	3	2 H	<ul style="list-style-type: none"> - leave placement of tents to surf club - no additional star pickets - no disturbance of ground 	<ul style="list-style-type: none"> - all PO personnel 	4 L
Perception event encourages public drunkenness	A	4 (loss of permit)	1 E	<ul style="list-style-type: none"> - promote 'family' nature of event - security monitoring of alcohol - CALM membership - foster positive relations with nearby businesses - continue to meet with residents - referral to police of individuals not responding to security advice 	<ul style="list-style-type: none"> - ECO (CALM membership) - event organisers (event promotion) - security - patrons 	3 M
Restriction of public access to the beach	C	4 (loss of permit)	1 E	<ul style="list-style-type: none"> - ensure no equipment blocks paths to beach at northern and southern ends of park - ensure patrons are not blocking these areas security monitoring 	<ul style="list-style-type: none"> - surf club and event organisers (set up) - security - patrons 	4 L

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PEREGIAN ORIGINALS WH&S RISK ASSESSMENT – Reviewed July 2012

Restricted access to park by non-patrons	C	4 (loss of permit)	1 E	<ul style="list-style-type: none"> - playground/undercover tables in southern end of the park not targeted by Peregian Originals - skate bowl and surrounds not targeted by Peregian Originals - access to toilet blocks and showers not restricted 	<ul style="list-style-type: none"> - event organisers - security 	4 L
Release of contaminants into environment	E	1	4 L	<ul style="list-style-type: none"> - no chemicals used or generated by Peregian Originals 	<ul style="list-style-type: none"> - event organisers 	4 L
Anti-social behaviour of patrons upon leaving event	B	1	2 H	<ul style="list-style-type: none"> - monitor alcohol at events - security presence to continue after events should problem be identified - reminders to behave well after departure from park 	<ul style="list-style-type: none"> - patrons (own behaviour) - security - event MC announcements as required 	4 L
Damage to equipment - environment	A	3	1 E	<ul style="list-style-type: none"> - un/loading by crew only - set up by professional sound team - monitoring weather with view to cancellation - raise speakers off the ground - deox spray in connections 	<ul style="list-style-type: none"> - sound team - event organisers & sound team (weather-based cancellations) 	4 L
Damage to equipment – bikes, scooters, skateboards, pedestrians, dancers over multicore	A	2	2 H	<ul style="list-style-type: none"> - cover cables 	<ul style="list-style-type: none"> - sound team 	3 M
Amps on ground – moisture causing shortage	C	2	3 M	<ul style="list-style-type: none"> - event cancellation in wet weather - raise amps off ground 	<ul style="list-style-type: none"> - event organisers - sound team 	4 L
Tripping over cables across stage front	C	2	3 M	<ul style="list-style-type: none"> - cover cables (matting) 	<ul style="list-style-type: none"> - sound team 	4 L

Peregian Originals Att 6 Long Term Plan Appendices

DRAFT RISK ASSESSMENT - PEREGIAN ORIGINALS - CONFIDENTIAL

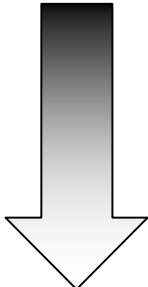
Tripping over mic stands	C	2	3 M	- musicians/sound team/MC only permitted in stage area	- sound team - performers - security	4 L
Poor access to power supply, feeding of lead through trees (permit requirement)	A	2	2 H	- no tree climbing to position lead - alternate power source (non surf club) closer to stage area. NOT CURRENTLY AN OPTION	- sound team - Sunshine Coast Council (permit stipulation)	3 M
Poor access to stage area from vans, through trees	A	2	2 H	- bring vans as close a possible to stage area - have two people unloading/loadiing	- sound team	2 H (feature of location)
Poor access to sound desk area around market set down	A	1	2 H	- wait until area is clear enough to begin set up - be aware of vehicular traffic	- sound team - market personnel/stall holders	2 H (feature of location)
Injury due to weight of equipment	A	3	1 E	- safe manual handling practices - two people minimum to assist with shifting of equipment between stage/sound desk and vans	- sound team	4 L

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ENVIRONMENTAL RISK ASSESSMENT PEREGIAN ORIGINALS – Reviewed July 2012

Risk Assessment Matrix

LIKELIHOOD How likely could it happen	CONSEQUENCES: How severely could it affect health and safety				
	1 INSIGNIFICANT - no injuries - < \$500	2 MINOR - first aid treatment, spillage contained on site - \$500 - \$5000	3 MODERATE - medical treatment, spillage contained with outside help - \$5000 - \$25000	4 MAJOR - extensive injuries, loss of production - \$25000 - \$200000	5 CATASTROPHIC - death, toxic release of chemicals - > \$200000
A ALMOST CERTAIN (more than once a year) - expected in most circumstances	(2)H	(2)H	(1)E	(1)E	(1)E
B LIKELY (at least once in five years) - will probably occur in most circumstances	(3)M	(2)H	(2)H	(1)E	(1)E
C POSSIBLE (at least once in ten years) - might occur at some time	(4)L	(3)M	(2)H	(1)E	(1)E
D UNLIKELY (at least once in thirty years) - could occur at some time	(4)L	(4)L	(3)M	(2)H	(1)E
E RARE (less than once in thirty years) - may occur, but only in exceptional circumstances	(4)L	(4)L	(3)M	(2)H	(2)H

Risk Score		Control Measures		
Score	Action	Elimination	<i>Eliminates the hazard and takes away the risk</i>	Highest control  Lowest control
Extreme	Act now – urgent – do something about the risk immediately	Substitution	<i>Substitute the hazard with a less hazardous substance or process</i>	
High	Highest management decision is required urgently	Engineer	<i>Engineer out the hazard through redesigning or isolation</i>	
Moderate	Follow management instructions	Administration	<i>To reduce the contact with the hazard through training and procedures</i>	
Low	Okay for now. Record and review if any equipment/people/materials/work methods or procedures change	PPE	<i>Use of personal protective equipment</i>	

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ENVIRONMENTAL RISK ASSESSMENT Feb 2012 - PEREGIAN ORIGINALS - CONFIDENTIAL

Potential hazards	Likelihood	Consequence	Risk rating	Risk treatments	Officer/Area responsible for implementation of option	Residual risk
Weather events eg. heavy rain, flood, storms, winds, bushfire	A	4	1 E	- cancellation of event - notification of cancellation on Facebook/website	event organiser	4 L
Damage to ground in wet weather	D	1	4 L	- cancellation of event in wet weather, or when ground is already churned/muddy	Event organiser, in consultation with surf club	4 L
Damage to grounds from placement of tents	B	2	2 H	- follow regulations for placement of structures - tents to be erected by surf club, or under surf club instruction only	- event organiser - security - surf club	3 M
Damage to grounds from vehicular traffic associated with event crew/performers	B	2	2 H	- minimise number of vehicles with access to designated crew/performers parking area - ensure that crew/performers park only in the designated area (NO authorised vehicles in main park area at all) - minimise movement in and out of area	- event organiser <ul style="list-style-type: none"> to ensure that all vehicles associated with event are readily identifiable to ensure that all crew/performers know where they are able to park - security (to monitor arrival/departure of crew/performers and communicate with Council staff as necessary)	4 L
Litter	A	2	2 H	- bins managed by SLSC for both markets and Peregian Originals. - clean up of park by volunteers at the end of the concert - encourage (announcements over PA) for patrons to dispose of rubbish appropriately - encourage (announcement over PA as event concludes) to take rubbish with them when they leave	- surf club - volunteers - event organizer - MC - patrons	3 M

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ENVIRONMENTAL RISK ASSESSMENT PEREGIAN ORIGINALS – Reviewed July 2012

Litter through business area and neighbouring residential streets from patrons returning to vehicles	A	1	2 H	<ul style="list-style-type: none"> - ensure bins are placed at exit points as event concludes - encourage (announcements over PA) for patrons to dispose of rubbish appropriately - encourage (announcement over PA as event concludes) to take rubbish with them when they leave 	<ul style="list-style-type: none"> - surf club - volunteers - event organizer - MC - patrons 	3 M
Noise levels of music annoying residents	A	4 (loss of permit)	1 E	<ul style="list-style-type: none"> - stage positioned to direct noise away from residents as much as possible - strict adherence to sounds levels imposed on the event - regular consultation with affected residents - provision of phone line for complaints - cessation of music at 5.00 pm as per permit conditions - regular communication with Council employees monitoring sound levels throughout event - to follow any additional advice from Council etc where appropriate and practical. 	<ul style="list-style-type: none"> - Event organiser - sound team (stage/sound tent set up) - sound team (to stick to required levels) - ECO (to be available to affected residents) - ECO/event organiser (to respond to communication from Council) 	4 L (recognising that several residents complain regardless of all efforts taken and the event being within permitted levels)
Noise levels associated with patrons annoying residents				<ul style="list-style-type: none"> - direct patrons to park along Rufous Street, away from residential areas 	<ul style="list-style-type: none"> - Event organiser 	3 M

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ENVIRONMENTAL RISK ASSESSMENT Feb 2012 - PEREGIAN ORIGINALS - CONFIDENTIAL

Increased vehicular traffic to area	A	5	1 E	<ul style="list-style-type: none"> - adherence to federal, state and local laws - presence of signage advising of changed traffic conditions on 1st and 3rd Sundays of the month. - direct patrons to parking safer locations (advise to avoid parking in neighbouring streets) - patron awareness of where it is safe, permissible and appropriate to drive and park - implementation of approved traffic management plan when attendance of 600+ is predicted (as per permit conditions) - CURRENT REVIEW OF TRAFFIC MANAGEMENT PLAN UNDERWAY WITH INDEPENDENT CONSULTANT 	<ul style="list-style-type: none"> - ECO/Event organisers (advice to patrons) - patrons (to follow advice) - Sunshine Coast Council (to provide adequate signage in affected areas) - local law enforcers/police 	3 M
Damage to dunes bordering Peregian Beach Park	C	2	3 M	<ul style="list-style-type: none"> - security presence - signage advising people to stay out of/ off dunes - fencing/barrier erected between park and dunes 	<ul style="list-style-type: none"> - security - Sunshine Coast Council (signage and fencing) 	4 L
Damage to dunes from patrons parking inappropriately on eastern side of Kingfisher Drive in particular	C	2	3 M	<ul style="list-style-type: none"> - clear signage on parking - direct patrons to parking safer locations (advise to avoid parking in neighbouring streets) - patrons follow federal, state and local laws on parking - implementation of approved traffic management plan when attendance of 600+ is predicted (as per permit conditions) 	<ul style="list-style-type: none"> - Sunshine Coast Council (signage) - event organisers (information to patrons, implementation of traffic plan as needed) - patrons 	4 L

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Damage to trees in park	C	2	3 M	- security presence - no signs in trees or attached to branches - patrons not to attach/secure personal tents/shade structures to trees	- security	4 L
Damage to tree roots from tent pegs/star pickets etc	C	3	2 H	- leave placement of tents to surf club - no additional star pickets - no disturbance of ground	- all PO personnel	4 L
Release of contaminants into environment	E	1	4 L	- no chemicals used or generated by Peregian Originals	- event organisers	4 L
Damage to ground/grass due to increased pedestrian traffic in the park	C	1	4 L	- discourage behaviour other than normal walking/playing/dancing	- event organisers - security	4 L
Damage to ground/grass due to mats/chairs/tenting/shade structures brought by patrons	C	1	4 L	- provide adequate shade so patrons are less inclined to bring own tents/shade - discourage patrons from bringing large items of furniture (such as lounge chairs)	- surf club (tents) - event organiser	4 L
Burns to grass from matting used by sound team	C	1	4 L	- ensure appropriate industry-standard matting is used that will not release chemicals in combination with heat from the sun	- sound team	4 L
Damage from patrons' dogs (holes, faeces)	B	1	3 M	- dogs to be on leashes at all times - patrons to clean up after their dogs	- security - patrons	4 L