



COOTAMUNDRA AERODROME EVENT MANAGEMENT PLAN

EVENT NAME:

EVENT DATE:

A Safety Guide for Organisers

COOTAMUNDRA GUNDAGAI
REGIONAL COUNCIL
PO Box 420
COOTAMUNDRA NSW 2590
1300 459 689
www.cgrc.nsw.gov.au

Cootamundra Aerodrome Event Application Form

Section A- about your organisation

Name of organisation:

Are you a not for profit organisation: Yes/No.....

Is the organisation incorporated? Yes/No.....

Does your organisation have an Australian Business Number?

Yes/No: ABN:

Is the organisation registered for GST? Yes/No.....

Postal Address:

Street Number:

Street:

PO Box:

Suburb:

Post Code:

Rates for the hire of the Main Aerodrome Runway \$2,260.00 per day (2023/24).

Rates for the hire of the Terminal Building are \$520.00 per day (2023/24).

Rates for the hire of the Runway for Gliding Events \$110.00 per glider (2023/24).

Security deposit for each hire \$2,311.00 per booking (2023/24)

Users are required to identify and assess hazards, and to minimise as far as reasonably practicable the risk of injury or property damage.

****Council reserves the right to cancel your event on occasions to avoid irreparable damage to the aerodrome surfaces. It is hoped that these procedures will not be required, however in times of continued inclement weather Council has directed that the surfaces be preserved as much as possible for other users****

If for unforeseen reasons that the organiser needs to cancel their event council reserves the right to impose a 10% fee (Of the total booking amount) to cover the cancellation

Your organisation needs Public Liability insurance of \$20 million?

Please submit a copy to Council. – Attached Y/N

Does your organisation have driver insurance? Yes/No.....

Please submit a copy to Council.

Applicant organisation details

Contact Person: Mr/Mrs/Ms (please circle)

Surname:.....

First name:.....

Position held:.....

Contact Numbers-

Business:.....

Mobile:.....

Email:.....

Section B: Event Details

Event Name:

Proposed Event Date:.....

Event Description: Describe activity and participants

Does your activity require CASA approval? Yes/No:.....

Does your event require the closing of a runway? Yes/No:.....

Times of activity or display: Start date and time:.....

End date and time:.....

If your event includes the use of a **DRONE** you will require an application approval from CASA (Civil Aviation Safety Authority) .
Council will require a copy of this **CASA approval** prior to your event being approved. Failure to comply with this may result in your event not being approved by Council
*** To apply for the approval please go to www.casa.gov.au/drone ***

Types of aviation or vehicle activity (please tick item(s))

Aerobatics

Helicopter Rides

Joy Flights

Ultralight Aircraft

Parachuting

Vintage Aircraft

Gliding

Balloon Flights

Model Aircraft

Motor Vehicle Tests -publicity

Motor Vehicle Competition

Motor Vehicle Display

Other (please describe).....

Has an event management plan been prepared? Yes/No:.....

If yes, please attach.

Applicant Signature:.....

- Emergency Contacts:
- Council contact number during working hours is -1300 459 689.
- Emergency after hours phone number is- 1300 459 689
- Hospital is located in Mackay Street (west end) -phone 69420444
- Medical Centre is located in Mackay Street (west end) -phone 69420222
- For Police, Ambulance and Fire -phone 000.
- SES -phone 132 500.

Important Note:

It is a requirement of Council that the rights of existing aerodrome users, especially aircraft under power be respected and not hindered.

****It is a requirement of all users to clear the runway when plane is approaching- if airstrip is under a NOTAM restricted use****

MANAGING YOUR EVENT

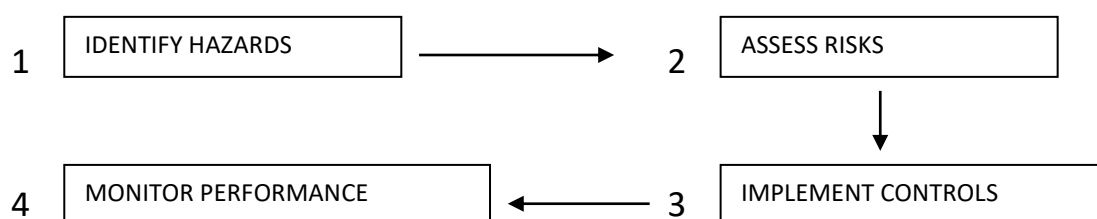
This **Information** is designed to assist you in the planning of your event, activity that **will take place at Council's Aerodrome**. It is important that right from the start of your planning process, your committee/organisation is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants.

Why do we have to manage our risk?

On-site safety at the event is paramount – your participants expect to be able to enjoy your event in safe and secure surrounds - and your committee/organisation members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

What is risk management?

The basic principles of and processes in Risk Management are: -



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Out of control vehicles at your event
- Out of control competitors or spectators

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council's Risk Management procedures, and you complete the relevant paperwork.

So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it. This Pack includes:

- An **Event Safety Checklist** – which asks you to consider a range of questions to help identify what is needed for the event /activity you are organising.
- **You're Event – Things to Consider Guide** provides a guideline to matters that you should think about and address during your event planning.
- **Hazard Summary Sheet** – use this sheet to put down all the hazards that you can identify relating to your event. There are some 'triggers' included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the *Individual Hazard Assessment Sheet* (see below) one for each hazard.

- An **Events Risk Assessment Sheet** – this sheet provides information that summarises the event/activity and shows that you have completed an assessment.
- **Individual Hazard Assessment Sheet** – you will need to copy this sheet and complete for each separate hazard. If you repeat the event /activity at other times of the year the initial hazard assessment should remain relevant.
- **Risk Definitions and Classifications Factsheet (Appendix)** – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.
- **Detailed Site/Activity Information Sheet** – this sheet allows you to collect plans, documents etc. that are available for your event and show that you have considered elements of hazards and taken steps to manage these.

Planning and Programming

Careful planning is vital to make the event, that you are organising, a success. Developing an **Event Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course, the bigger the event the greater the management required. The job will be easier to do next time! The attached **EVENT PLANNING GUIDE** will assist you in this process. This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead.
- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas
- Book your event 6-12 months ahead and confirm in writing.
- Notice for your event or activity should be given to the Council. The minimum notice for small/medium events is 3 months. In the case of a large-scale event at least 6 months notice should be given;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

What to do when things go wrong

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will be liable.

If an incident does occur at any event on the Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were there risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else safe.

Suggested Action from Here for Risk Assessment

- 1 Review the **EVENT SAFETY CHECKLIST** and the **THINGS TO CONSIDER GUIDE**. E.g.
- 2 Then use the **EVENT PLANNING GUIDE** to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
- 3 Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the **PRE-EVENT AUDIT** form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the **HAZARD SUMMARY SHEET**.
- 4 Copy enough **INDIVIDUAL HAZARD ASSESSMENT SHEETS** to cover each of the hazards listed in step 1 above.
- 5 Fill in the **INDIVIDUAL HAZARD ASSESSMENT SHEET** for each hazard, referring to the **RISK DEFINITIONS AND CLASSIFICATIONS FACT-SHEET (APPENDIX)** to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.
- 6 Fill in the **DETAILED SITE/ACTIVITY INFORMATION SHEET** noting any plans, documents, forms etc that you have to attach to support your risk assessment.
- 7 Fill in the **EVENTS RISK ASSESSMENT SHEET** with your details and provide to the Council representative – the Risk Manager- for signing.
- 8 Use the **PRE-EVENT AUDIT** form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

Further Information

Information or clarification can be obtained by calling Cootamundra-Gundagai Regional Council and ask for the Risk Officer on 1300 459 689.

Useful Publications

The APPENDIX includes a list of useful publications that give excellent advice about event management and safety.

YOUR EVENT – THINGS TO CONSIDER GUIDE

Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event.

Contact your insurance provider for advice and give them **all** the details of your event

In some cases a specialist insurance provider may be required, contact the group for more details.

**** Cootamundra-Gundagai Regional Council as an interested party to be stated on the insurance cover ****

Stewards

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors.

- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Communication

- You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event
- Equally vital is the method of communication with the competitors and spectators.
- If you require a radio to communicate with any approaching aircraft please contact Council to be issued with one. ****If any damage or lost radio occurs there will be a fee charged. ****

Evacuation

- You must have an evacuation procedure as part of the risk assessment for your event. However, this is far less likely for outdoor events.

First Aid

- You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

Fire Safety Arrangements

- You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

Security

- You must ensure any special security measures are in place for example, if you have VIPS at your event, or large amounts of cash. The Police can advise you on this issue.
- Your security must be aware to prevent the **general public onto the airstrip**. - As this is prohibited

Barriers

- There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.
- Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

People with Disabilities

- You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Signs

- You must provide clear direction and information signs at your event. Council may be able to assist with signage.
- Any temporary signs on public land will need to be approved by the Council. Remember to give plenty of time for this matter as approval cannot be assumed nor can it be dealt with immediately.

The Environment

- You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

PRE-EVENT AUDIT

<i>Description of Event and Location:</i>																	
<i>Company/Personnel/Organisation Running the Event:</i>																	
<i>Date and Time:</i>																	
HAZARD IDENTIFICATION Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory																	
				NA	S	US					NA	S	US				
Paperwork						Public Matters											
Licences of Operation						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crowd control measures in Place						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist certificates required (eg special licences)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire fighting equipment						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities						Site											
Electrical equipment tagged						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provisions for parking						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment (provided and worn)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency team access						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit available						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site amenities, toilets, fresh water						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is adequate for activity						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General site conditions, security, signage						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise control/dust control						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rubbish disposal						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures, eg fire, explosion, civil disturbance, etc						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurances sighted						COMMENTS/CONTROL MEASURES:											
Public Liability						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Professional Indemnity						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Other						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
EVENT ORGANISOR (PLEASE PRINT) Contact Number:																	
Name..... Signature..... Date.....																	

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about setting up the event		
What are the hazards with setting up		
Think of hazards relating to First Aid, providing, emergencies, etc		
During the event what could go wrong with people, parking, security, communications, etc		
Pulling the event down – what might the hazards be		

EVENT RISK ASSESSMENT

Organiser/Hirer	
Activity/Event	
Venue	
Activity Date(s)	
Organiser/Hirer Safety Contact	
Phone Numbers	
Venue Safety Contact	
Phone Numbers	
<p>General Description of Activity:</p> <ul style="list-style-type: none"> ▪ Type of Activity: ▪ Number of staff/volunteers: ▪ Description of activity: 	

Assessment completed by:

Sign: Organiser/Hirer Safety Contact	Date: Received by: Sign: Council Representative
---	--

Revisions by: (Mark all amendments with an asterisk * and attach to this cover sheet)

Sign: Presenter/Hirer Safety Contact	Date: Received by: Sign: Council Representative
---	--

Attachments (please provide number of each)

HAZARD SUMMARY SHEET YES / NO	DETAILED SITE/ACTIVITY INFORMATION SHEETS -
INDIVIDUAL HAZARD ASSESSMENT SHEETS -	INCLUDING FOOD HOLDER PERMIT YES / NO
SUPPLEMENTARY DOCUMENTS (IF REQUIRED) -	OTHER -

Required Distribution:

Organiser/Hirer	Council Representative
Organiser /Hirer Safety Contact	Police & Emergency Services

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

What is the hazard? *eg manual handling, electrical, security*

What is the risk? *eg injured back lifting elements*

What are the elements of the risk occurring?

Likelihood*	Consequences*	Level of Risk*	Stakeholders

* Refer to Australian Standards terminology (Appendix)

Action to Control the Risk

Action	Who to take Action	Contact

Action taken in event of hazard occurring

Action	Who to take Action	Contact

DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

-Plans,
-Schedules,
-Insurance coverage documentation

-Other (please specify)

Assessment completed by:

Date:

Sign:

Name:

Organiser/Hirer Safety Contact

Revisions by:

Date:

Mark all amendments with an asterisk *

Sign:

Name:

Organiser/Hirer Safety Contact

Required Distribution:

Organiser/Hirer	Council Representative
Organiser/Hirer Safety Contact	Any person named in body of document

APPENDIX

Australian Standards Risk Definition and Classification

Qualitative measures of Likelihood

Level	Descriptor	Description
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of Consequence or Impact

Level	Descriptor	Example and detail description
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

Legend:

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures