



## EVENT LICENCE RISK MANAGEMENT PLAN

For use in relation to parks and reserves managed by the Department for Environment, Water and Natural Resources (DEWNR) within South Australia on behalf of the Minister for Environment, Sustainability and Conservation (the Minister).

This form is for use by organisations or individuals proposing to undertake activities as part of an event within lands or waters controlled by DEWNR. Such activities may include bushwalking, surfing, entertainment and other leisure activities and may be subject to specific conditions as approved by DEWNR.

**IMPORTANT NOTE:** This form is a plan only. If the application is accepted, a licence will be issued by the Minister on such terms and conditions as approved by the Minister and a Hire Fee may apply. The agreement preceding the issue of the licence will need to be signed by the Applicant. The Applicant understands that the information contained in the application together with the outcome of any enquiries made by DEWNR will be used and relied upon by DEWNR when assessing the application.

**Objective:** The aim of the Event Risk Management Plan is to ensure that potential Risks and Hazards are identified by the applicant prior to the event, and to ensure measures have been taken by the applicant to minimise potential for any risk or hazard to occur.

NOTE: If you know of a potential Risk or Hazard that may be present at your event and it has not been covered in this form, please attach that additional information.

**The Event Licence Risk Management Plan must be submitted with an Event Licence Application. This plan describes the risks associated with the event and its implementation and will form part of the conditions of the Event Hire Agreement.**

**Some events may be exempt from completing the Event Licence Risk Management Plan such as small private functions (ie wedding receptions and birthday parties). If you are unsure if your event requires a risk plan please contact DEWNR.**

### 1. Distribution

It is important that all contractors, agencies and groups involved in the organisation and running of the event are provided with a copy of this Event Risk Management Plan. As a minimum, anyone allocated responsibilities in the Event Risk Management Plan MUST be provided a copy. Please tell us who you have provided a copy of this Event Risk Management Plan.

- SA Police
- Security
- First Aid
- MFS / CFS
- Insurer
- Other (Please Specify below)
- Ambulance
- Caterer

Contracted Rescue & Emergency Services
Contracted Doctor & Ambulance Service
Mt.Ive Station

Has any external consultation occurred in relation to the proposal? ie local council, other government departments etc

Yes  No

If YES, please provide details of who and why below:

South Australian Department of Health – Wastewater Disposal Plan

## 2. Medical Emergency Personnel

Medical Emergency services must be provided by either a recognised professional First Aid organisation or by Event staff that are certified as First Aid or Medical Officers or both.

**Please complete either section 4.1 or section 4.2 or both.**

### 2.1. Professional First Aid Services

Will there be either Emergency Services (SES or CFS) / a Professional First Aid Provider and / or an Ambulance on site for the term of your event?

It is assumed that these organisations will be fully equipped with first aid kits and that they are fully identifiable.

Yes  No Go to Section 4.2

- If YES, please specify who, where they will be located, and how they will be identified

Who:	Scot Lewis, Doctor
Location:	Centrally located in the DLRA pit area, in close proximity to race control
Identification:	Will be wearing doctors overalls

### 2.2. Qualified Event Staff First Aid Providers

If you answered NO to Section 4.1 you must provide at least one Event Staff First Aid Provider who is certified in First Aid or is a certified Medical Officer.

Each Event Staff First Aid Provider must be identifiable and must have a fully equipped First Aid Kit on site at a specific location(s).

Please specify the following details for the nominated Event Staff First Aid Provider.

Name	Bob Ellis
First Aid Qualifications	
Location	
Identification	
Name	Kathy Hanlon
First Aid Qualifications	
Location	
Identification	

Please Note: If you cannot provide this information now you must provide all the above details before the commencement of the event.

### 2.3. Participants and Event Staff - Medical Emergency Procedures

Do you have procedures in place for the participants and event staff to follow in the event of a medical emergency?

Yes     No (If NO you must provide details of the procedures before the commencement of the event)

If YES, please provide details of the procedures below or attach the procedure to this form

Please find attached

### 3. Medical Emergency Access Plan

Please provide a copy of your access plan for Emergency Personnel and Vehicles should they be required at any point during the term of your event.

Have you prepared a Medical Emergency Access Plan?

Yes    Attach the plan and maps to this application which must include the following information.

No    Please provide the following information now or before the commencement of the event for approval

You will need to have a designated medical transport vehicle should an Ambulance not be required, but medical attention is required, at any point during the term of your event?

Yes     No (if you check NO here you must ensure you have a vehicle before the commencement of the event and notify the DEWNR of that vehicle's details)

- If YES, please specify the vehicle type (ie 4x4 holden rodeo), registration, driver name and mobile phone number and proposed location of the vehicle during the term of the event.

Vehicle type and registration No	Ford Territory TKO 351
Driver Name and mobile phone No	Norm Bradshaw
Location during the event	At Race Control, centrally located in the pits

You will need to know the nearest hospital to your event and your designated driver will need to know the route to the hospital

Yes     No (if no provide the driver with map showing the location of the hospital)

Name of Hospital	Port Augusta Hospital
Address:	71 Hospital Rd Port Augusta SA, Australia
Phone:	08 8648 5500

Is there Mobile Phone coverage available from the event location?

Yes     No

- If NO, do you have a satellite phone / UHF Radio available for your event?
  - Satellite Phone     UHF Radio     Other (Please Specify)

- If NO, please specify how you plan to contact an Ambulance should one be required?

Other – there is a landline at the DLRA camp, which is approx. 6 km's from the lake. There is UHF radio communication between race control and the camp

#### 4. Support Vehicles

Do you have a requirement for any support vehicles to be in the park (other than the designated medical transport vehicle listed above) at any point during the term of your event?

Yes       No

Vehicle type and registration No	Driver Name and mobile phone No
	Norm Bradshaw
	Bob Ellis
	Rod Hadfield
	Rob Carroll
	Greg Telford
	Steve Charlton
	Chris Hanlon
	Paul Lynch
	Shane Ciccozzi
	Graeme Hadley
	Trevor Beck

All official DLRA vehicles will be operating between Lake Gairdner and the DLRA camp. Mobile numbers have not been given due to the fact that there is no mobile coverage at the Lake.

#### 5. Fire Evacuation and Emergency Plan

A fire emergency may occur on any day which may require evacuation from the event venue. You must provide an emergency evacuation plan in the event of a fire. This should include how the event staff are notified of the emergency, how the participants are advised to evacuate the event, the location of the nearest safe evacuation points, how these points are identified, and how to safely reach these points.

You will need to have an emergency evacuation plan in the event of a fire, please specify your plan below.


Plan attached:  Yes

## 6. Park Closure and Event Cancellation details

### Park Closure

There are a number of scenarios in which DEWNR have the legislated right to close the park for the safety of the public requiring cancellation of the event. These include a CFS high fire danger rating of Catastrophic or a DEWNR prescribed burn in the park.

Information regarding DEWNR park closures can be found at the following site;

[www.environment.sa.gov.au/firemanagement/Burns\\_and\\_bushfires/Park\\_and\\_reserve\\_closures](http://www.environment.sa.gov.au/firemanagement/Burns_and_bushfires/Park_and_reserve_closures)

Please monitor the CFS website ([www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)) for up to date information and ratings in the district relevant to your proposed event. If you choose, you could also monitor the Bushfire Information Hotline on 1300 362 36 or you can also follow CFS on Facebook or Twitter.

### Weather Conditions

Adverse weather conditions may result in the cancellation of the event such as high temperatures, high rainfall or strong winds. Weather conditions can be monitored on the BOM website or the television or radio news bulletins

### Event Cancellation Policy

You must have a policy on the conditions under which an event will be cancelled.

Provide the following details

Do you have an Event cancellation policy?	Yes
How will be participants be notified of an event cancellation?	By phone, mobile, web site or social media. Also popular accommodation sites used by entrants in Port Augusta are notified.
At what temperature will the event be cancelled and how will that be determined?	Temperature is not a consideration in cancelling an event unless there was a forecast for an extended period of extreme temperatures. However the event may be postponed if extreme temperatures are encountered for a period of less than a day.
Under what weather/storm conditions will the event be cancelled and how will that be determined?	<ul style="list-style-type: none"> <li>If the lake is under water in the weeks leading up to the event and in the opinion of the DLRA officials and DEWNR Ranger it is unlikely to dry out in time.</li> <li>If there has been significant rainfall within the Lake Gairdner catchment in the weeks before the event.</li> <li>Wind speed is constantly monitored during the event, records cannot be set with winds in excess of 15 kph. High winds will lead to a postponement of the event, but not a cancellation</li> <li>We conduct an official inspection of the Lake in between Christmas and New Year and again 2 weeks prior to the event and there are a number of unofficial inspections by members either visiting the Lake, flying over the Lake or by analysing satellite imagery of the Lake.</li> </ul>

## 7. Event Risk Assessment and Mitigation Strategy

There a number of risks associated with managing events that need to be assessed and, where appropriate, mitigation strategies implemented to reduce the risk and consequences. These fall under a number of broad headings.

### 7.1 Environmental Considerations

Due to the fragile nature of the parks environment, some parks have Seasonal Exclusion Zones that visitors and events are not permitted to traverse. Have you consulted with a DEWNR Ranger to ensure that your event will not be taking place near any of these Seasonal Exclusion Zones?

Yes

No (if you check NO, you need to consult with a DEWNR Ranger prior to the commencement of your event)

N/A as my event will be taking place on a DEWNR approved event site (ie cleared area, oval or car park) and will be only traversing existing DEWNR approved tracts and trails.

Please describe possible environmental impacts that your event may have on the park, are there any ways you could consider, or have considered, and have implemented strategies to reduce these impacts?

Please consider such things as; Flora, Fauna, Soils, Aboriginal Heritage, Land Use, Ecological Communities etc.

Complete the following risk assessment

Risk or Hazard	Consequence	Mitigation Strategy
Flora, Fauna, Soils, Ecological Communities		<ul style="list-style-type: none"><li>• We have a strict policy on rubbish removal from the site.</li><li>• All vehicles on the salt must be parked on a protective tarpaulin.</li><li>• All fuel and oils stored on the Lake must be contained within retainment bunds.</li><li>• We have a wastewater disposal plan certified by the South Australian Department of Health.</li></ul>
Aboriginal Heritage		Details contained in the Memorandum of Understanding with the Gawler Ranges Aboriginal Community
Land Use		Constant communication with Mt. Ive station.

## 7.2 Track Conditions

You must have recently visited the park you wish to hire and inspected the proposed route or the proposed area for your event before making an application to ensure the site is suitable for your proposed event. Please note:- the site suitability is subject to DEWNR approval.

Did you identify any track condition hazards in the proposed event area? If so please list and provide details of how you intend to mitigate these risks to participants at your event.

Please consider such things as; fallen trees on tracks and trails, areas where participants could get lost (trail crossings), areas trails cross roadways, creek crossings, manmade and natural trail surfaces, uneven trail surfaces, trip hazards, trail washout from rain etc.

Complete the following risk assessment

Risk or Hazard	Consequence	Mitigation Strategy
Road Surface	Possible accident or damage to vehicles	Request to Transport SA to grade road prior to the event
Road Signage	Getting lost	We provide a sign to indicate the turn off the Lake Gairdner. We also publish online comprehensive instructions and maps.
Creek Crossings	Possible accident or damage to vehicles	In our instructions we must specific reference to the road surface and in particular to creek crossings and wash outs. Also to the Road condition sign at


**7.3 Participant Risks**

Please consider the risks to the participants due to such things as; trips and falls, fatigue, exhaustion and dehydration, broken bones, sprains, cuts and bruises, sunburn, participants getting lost, panic (if lost or evacuation required), wildlife, snakes, bees, wasps, spectator safety etc.

Complete the following risk assessment

Risk or Hazard	Consequence	Mitigation Strategy
Dehydration	Illness or death	Provide Royal Flying Doctor Service information on Dehydration in appropriate locations around the event
Injury		Provide our own Doctor dedicated full time for the event
Unfamiliar with conditions		We provide considerable advice and documentation online as to what visitors can expect and how they can prepare.

**7.4 Other Park Users**

Please consider such things as; disturbance to the quiet enjoyment of the parks, collisions on tracks and trails, confusion on the tracks and trails caused by your event signage etc.

Please consider the impact on other users of the tracks and trails (ie runners, walkers, joggers, bikes, horses, dogs)

Complete the following risk assessment

Risk or Hazard	Consequence	Mitigation Strategy
Dogs	Banned from National Park	Owners are asked to leave immediately

Due to the remote location and the fact that it is a National Park we don't get many other visitors whilst we are there. Those that do come are happy to become involved in the uniqueness of our event. In the 25 years that we have been conducting the event we have never had runners, walkers or joggers and only one bike rider who ended up volunteering to help at the event.

## 8. Additional Information

Only complete the following section(s) that are **applicable** to the proposal and add others if required.

Additional Event Information	
<p>1. Alcohol consumption?  <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Alcohol sales? <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No            Liquor Licence obtained? <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No            Liquor Licence Certificate provided? <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No            Do you have a plan for drunk and disorderly behaviour?  <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No Please attach.</p> <p>Note: Alcohol is to be provided at the Event Organisers risk and in accordance with the Liquor Licensing Act. It is the Event Organisers responsibility to be aware of the rules, regulations and conditions of this Act.</p>
<p>2. Catering provided?  <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Details:  <b>Joy Newton, Mt. Ive Station, PMB 16, Port Augusta SA 5710, Australia 08 8648 1817</b></p> <p>Note: Catering is to be provided at the Event Organisers risk and in accordance with the Food Safety Act. It is the Event Organisers responsibility to be aware of the rules, regulations and conditions of this Act.</p>
<p>3. Animals?  <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	<p>Details:            Supplier name and contact details:</p> <p>Note: Animals are permitted at the Event Organisers risk and in accordance with the NPW Act Regulation 27. It is the Event Organisers responsibility to be aware of the rules, regulations and conditions of this Act.</p>
<p>4. Amplified Sound?  <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	<p>Details:            Supplier name and contact details:</p> <p>Note: Amplified sound is permitted at the Event Organisers risk and in accordance with the NPW Act Regulation 38(1). It is the Event Organisers responsibility to be aware of the rules, regulations and conditions of this Act.</p>

## 9. Conclusions

Are there any other conditions the applicant wished DEWNR to consider when considering this application?

No

## 10. Certification of Applicant

I (full name) Carol Hadfield (DLRA Secretary) on behalf of the Applicant certify that, to the best of my knowledge and after making all reasonable enquiries with relevant persons engaged or employed by the Applicant that the information provided in this application is true and correct.

I also declare I will inform the Minister through DEWNR immediately and in writing should the information (or declarations made) in the application change or be no longer true and correct. I also authorise the Minister to contact any person or government agency about any information contained in this application.

I acknowledge that if any information contained in this application is false or misleading this application may not be processed by DEWNR and that any licence issued under Section 35(4) of the *National Parks and Wildlife Act, 1972* by the Minister based on the application may be cancelled.

Signature	
Name (printed)	Carol Hadfield
Position	Dry Lakes Australia Secretary
Date	

**Please submit completed forms to:**

Department of Environment, Water and Natural Resources  
Attn: Lanna Grundy  
GPO Box 1047  
ADELAIDE SA 5001

Or  
Via email to  
**Lanna.Grundy@sa.gov.au**

Fax : 8115 5594