

## LAKE INVERELL OFF-ROAD RECREATION CIRCUIT USAGE APPLICATION

**This form is to be completed and returned to Council a minimum of ten (10) working days prior to your requested booking date. Not adhering to the above time frame may result in your booking being declined.**

### SECTION 1 – DETAILS OF HIRER

Organisation Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Applicants Full Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

### SECTION 2 – INSURANCE & DOCUMENTATION

#### Public Liability Insurance Provision

The Club/Organisation shall take out and keep current during the period of the booking, a public liability insurance policy in a form approved by the Council, for a minimum of \$20M, for Council and the Club/Organisation against all actions, costs, claim charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club/Organisation or both arising out of or in relation to the granting of such occupancy/usage.

Copy of Certificate of Currency is attached: YES  NO  ON FILE

Risk Assessment Form is attached (please refer to following Risk Assessment Form): YES  NO

**Please Note: If a current copy of your organisation's Certificate of Currency documents and the attached Risk Assessment Form are not submitted, your application will automatically be declined.**

#### Indemnify/Hold Harmless Clause

The Club/Organisation agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which maybe brought or made or claimed against the arising out of or in relation to the granting of such occupancy/usage.

### SECTION 3 - CONDITIONS OF HIRE

1. All rubbish/litter is to be cleared from grounds and surrounding areas.
2. No glass is permitted on the grounds.
3. No vehicles are to be driven on the grounds at any time.
4. All non-fixed structures are to be anchored at all times when accessible by the public, to reduce hazards.
5. Council reserves the right to close the facility to undertake works/maintenance or if the grounds are deemed unsuitable for use e.g. wet weather.

**Note:** Failure to comply with any of these conditions may lead to eviction from the grounds and may jeopardise approval of future applications from your Organisation.

I hereby certify that the information supplied in this application is correct to the best of my knowledge. I agree to abide by the Conditions of Hire as above. I also agree to advise Inverell Shire Council should there be any alterations or additions to the information supplied.

**I also acknowledge that any keys that I am supplied throughout the event/season to access the grounds, need to be returned to Council within 48 hours of the event/season completion, otherwise my organisation may incur fees from the locksmith.**

**Applicants Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**SECTION 4 – DETAILS OF EVENT**

**Event to be Held:** \_\_\_\_\_

**Extra Bins Required:** YES  NO

**Is a PA being used?** YES  NO  If yes, are the cords tagged? YES  NO

**Safety Details**

**Are shade structures being used?** YES  NO

**Safety Details**

**Event/Season Start Date:** \_\_\_\_\_

**Event/Season End Date:** \_\_\_\_\_

Day	Start Time	Finish Time	Notes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Inverell Shire Council Safety Management System  
**Event WHS Risk Assessment Template**

Version v1.0

TRIM Reference: WHS-

Implemented 17/07/2023

Amended: xxxxxxxx

Reviewed and Approved: Workforce Services Coordinator

Next Review Date: 17/07/2024

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<b>Event Name:</b>		<b>Event Location:</b>				
<b>Assessment completed by:</b>		<b>Event Coordinator:</b>				
<b>Signature:</b>		<b>Reviewed by:</b>				
		<b>Review date:</b>				
Event Activity	Hazards	Risk Rating	Controls	Residual Risk	Person Responsible	Completion Date
<i>Activity or task involved in event</i>	<i>Identify the hazard and describe how it could cause harm</i>	<i>Risk level without controls</i>	<i>Controls required, using the hierarchy of controls</i>	<i>Risk level with controls</i>	<i>Person allocated responsibility for controls</i>	<i>Date controls are completed</i>



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		<b>Negligible</b> No injuries or not requiring first aid	<b>Minor</b> First aid needed	<b>Moderate</b> Medical treatment	<b>Major</b> Serious injury	<b>Severe</b> Death or permanent disability
<b>LIKELIHOOD</b>	<b>Certain to occur</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	<b>Very Likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> May occur occasionally	Low	Medium	Medium	High	Extreme
	<b>Unlikely</b> Could happen at some time	Low	Low	Medium	Medium	High
	<b>Rare</b> May happen only in exceptional circumstances	Low	Low	Low	Medium	High
<b>Extreme</b>	<b>The Activity MUST NOT COMMENCE.</b> If started <b>STOP IMMEDIATELY.</b> Activity MUST NOT START until controls are implemented to reduce risk.					
<b>High</b>	<b>STOP – Senior Management Approval Required</b> - Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical					
<b>Medium</b>	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.					
<b>Low</b>	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.					



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**Examples of Event Hazards**

<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Bomb threats</li> <li>• Cash handling</li> <li>• Crowd safety</li> </ul>	<p><b>Hazardous Substances/ Dangerous Goods</b></p> <ul style="list-style-type: none"> <li>• Fuel storage</li> <li>• Cleaning products</li> <li>• Water/waste water</li> <li>• Pyrotechnics</li> <li>• Fire arms and ammunition</li> <li>• Inappropriate labelling</li> <li>• Poisons</li> </ul>	<p><b>Accessibility</b></p> <ul style="list-style-type: none"> <li>• Ramps</li> <li>• Disabled parking</li> <li>• Public transport</li> <li>• Signage</li> <li>• Access to venues</li> <li>• Egress</li> <li>• Seating</li> <li>• Disabled facilities</li> </ul>
<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Security workers numbers</li> <li>• Patron demographics</li> <li>• Inappropriate use of workers</li> <li>• Alcohol and drugs</li> <li>• Child protection</li> </ul>	<p><b>The event</b></p> <ul style="list-style-type: none"> <li>• Communication equipment</li> <li>• Asset protection</li> <li>• Entry control</li> </ul>	<p><b>Materials handling</b></p> <ul style="list-style-type: none"> <li>• Mechanical handling</li> <li>• Food handling</li> <li>• Furniture fixture and equipment</li> <li>• Transport between venues/ locations/storage</li> <li>• Excess weight and height</li> <li>• Condition of terrain</li> </ul>
<p><b>Public safety</b></p> <ul style="list-style-type: none"> <li>• Training/induction</li> <li>• Lack of relevant certification/licence</li> <li>• Background checks of workers</li> <li>• Public safety</li> <li>• Lack of relevant certification/licence</li> </ul>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Risk specific plans</li> <li>• Safe Work notification re fireworks</li> <li>• Possible acts of terrorism</li> <li>• Emergency management</li> <li>• Contingency planning</li> </ul>	<p><b>Plant</b></p> <ul style="list-style-type: none"> <li>• Training</li> <li>• Certification</li> <li>• Supervision</li> <li>• Maintenance</li> <li>• Isolation/segregation – people</li> </ul>



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<p><b>Hazardous Manual handling</b></p> <ul style="list-style-type: none"> <li>• Excessive weight</li> <li>• Mechanical aids</li> <li>• Suppliers’ packaging</li> <li>• Handling animals</li> <li>• Unrealistic timeframes</li> <li>• Lack of workers</li> <li>• Crowd control – security</li> <li>• Training</li> </ul>	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Co-ordinating contractors</li> <li>• Communication</li> <li>• Legal compliance</li> <li>• Job safety analysis</li> <li>• Training</li> <li>• Accreditation</li> <li>• Contracts</li> </ul>	<p><b>Vehicle safety</b></p> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Security of vehicles</li> <li>• Vehicle/people segregation</li> <li>• Speed</li> <li>• Refuelling</li> <li>• Parking supervision</li> <li>• Lack of training</li> <li>• Permits and certification/licensing</li> <li>• Outdoor broadcast vehicles</li> <li>• Working at height</li> <li>• Electrical safety</li> <li>• Inappropriate use of paths</li> <li>• Accessibility during emergency management</li> <li>• Loading operations – docks and people</li> </ul>
<p><b>Workers</b></p> <ul style="list-style-type: none"> <li>• First aid</li> <li>• Food preparation</li> <li>• Fatigue</li> <li>• Conditions – excessive heat/cold</li> <li>• Competency/suitability</li> <li>• Violence/bullying</li> <li>• Welfare-breaks, sunscreen, etc</li> </ul>	<p><b>Working at height</b></p> <ul style="list-style-type: none"> <li>• Safety harness</li> <li>• Scaffold</li> <li>• Winches</li> <li>• Ladders</li> <li>• Overhead power lines</li> <li>• Edge protection</li> <li>• Camera platforms</li> </ul>	<p><b>Slips and trips</b></p> <ul style="list-style-type: none"> <li>• Electrical cables</li> <li>• Uneven ground, loose surfaces</li> <li>• Weather</li> <li>• Flooring design/surfaces</li> <li>• Design of barriers</li> <li>• Lighting</li> <li>• Spilt cooking oil and food</li> </ul>



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<p><b>Workers (cont.)</b></p> <ul style="list-style-type: none"> <li>• Cultural issues</li> <li>• Transport</li> </ul>	<p><b>Working at height (cont.)</b></p> <ul style="list-style-type: none"> <li>• Rigging/lighting</li> </ul>	<p><b>Slips and trips (cont.)</b></p> <ul style="list-style-type: none"> <li>• Queuing systems</li> <li>• Edge protection</li> <li>• Climbing for vantage points</li> <li>• Inappropriate footwear</li> </ul>
<p><b>Electrical safety</b></p> <ul style="list-style-type: none"> <li>• Qualification of contractors</li> <li>• Power supply</li> <li>• Insufficient RCDs</li> <li>• Overloading systems</li> <li>• Temporary switchboards unlocked</li> <li>• Power tools</li> <li>• Faulty insulation</li> <li>• Underground services</li> <li>• Protection of leads</li> <li>• Cables/height/pathways</li> <li>• Location in relation to other equipment</li> </ul>	<p><b>Construction</b></p> <ul style="list-style-type: none"> <li>• Temporary structures</li> <li>• Unauthorised access</li> <li>• Maintaining public access</li> <li>• Plant</li> <li>• Council/building code approval</li> <li>• Electrical safety</li> <li>• Slips/trips</li> <li>• Interface operations</li> <li>• Weather</li> </ul>	<p><b>Fire safety</b></p> <ul style="list-style-type: none"> <li>• Evacuation plans</li> <li>• Fire prevention plan</li> <li>• Dangerous Goods storage</li> <li>• Knowledge and use of equipment</li> <li>• Appropriate firefighting equipment</li> <li>• Obstruction and security of firefighting equipment</li> <li>• Pyrotechnics</li> <li>• Warning and communication system</li> <li>• Fire ban days</li> </ul>