

McInerneyFord
The Home of Mustang

ALL FORD



DAY

Sunday
October 6th
Steel Blue Oval
Bassendean

Risk Management Plan



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Introduction

It is an undeniable fact that the provision of leisure activities involves risk. There is a risk that members of the public could be injured participating in a leisure activity; leisure staff may get hurt at work; damage may be caused to property at a leisure event; or there may be some other form of loss that has legal or political implications.

Providers of leisure activities have a duty of care to ensure that the activities are safe. For this reason, one of the most important facets of effective leisure management should involve the establishment of a risk management plan.

The rationale behind the establishment of this risk management plan is to ensure that activities provided by the Leisure Services Business Unit of the Town of Bassendean are as safe as possible and thus more enjoyable for all – staff, contractors and members of the public.

What is Risk Management?

The Australian/New Zealand Standard for Risk Management (AS/NZS 4360) defines risk management as . . .

“The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects”.

Risk is the chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences.

Risk management should involve four main areas, namely:

1. Identification of likely risks.
2. Assessment of the risks.
3. Treatment of the risks.
4. Monitoring and review.

Assessment of the Risks.

This process involves three main factors, namely:

- i. Likelihood of the risks.
- ii. Consequences of the risks.
- iii. Level of risks.

i. Likelihood of the risks

| Level | Descriptor | Description |
|----------|----------------|---|
| A | Almost certain | The event is expected to occur in most circumstances. |
| B | Likely | The event will probably occur in most circumstances. |
| C | Possible | The event might occur at some time. |
| D | Unlikely | The event could occur at some time. |
| E | Rare | The event may occur only in exceptional circumstances. |


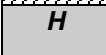
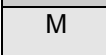
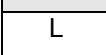
ii. Consequences of the risks

| Level | Descriptor | Injury | Reputation & image | Financial | Operational efficiency |
|-------|---------------|-----------------------------|--|------------------------|--|
| 1 | Insignificant | No injuries | Unsubstantiated, low impact, low profile or no news item. | Low financial cost. | Little impact. |
| 2 | Minor | First aid treatment. | Substantiated, low impact, low profile news item. | Medium financial loss. | Inconvenient delays |
| 3 | Moderate | Medical treatment required. | Substantiated, public embarrassment, moderate impact, moderate news profile, Ministerial involvement. | High financial loss. | Significant delays in major deliverables |
| 4 | Major | Extensive injuries. | Substantiated, public embarrassment, high impact, high profile news, Third party actions, public ministerial involvement. | Major financial loss. | Non – achievement of major deliverables |
| 5 | Catastrophic | Death. | Substantiated, public embarrassment, very high multiple impacts, high profile, wide spread multiple news, Third party actions, public ministerial involvement, government censure. | Huge financial loss. | Non achievement of major key objectives |

iii. Level of risks

| LIKELIHOOD | CONSEQUENCE | | | | |
|--------------------|--------------------|------------|---------------|------------|-------------------|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A (Almost certain) | H | H | E | E | E |
| B (Likely) | M | H | H | E | E |
| C (Possible) | L | M | H | E | E |
| D (Unlikely) | L | L | M | H | E |
| E (Rare) | L | L | M | H | H |

Key:

| | | |
|---|---------------|--|
|  | Extreme risk | Immediate action required |
|  | High risk | Senior management attention required. |
|  | Moderate risk | Management responsibility must be specified. |
|  | Low risk | Manage by routine procedures. |

Treatment of the Risks.

There are five ways of treating risks, namely:

- i. **Reduce the likelihood of the risk** – best way of achieving this outcome is with the development and use of risk management plans and strategies.
- ii. **Reduce the consequences of the risk** – risk management plan and strategies.
- iii. **Transfer the risk** – through outsourcing the activity and with the use of disclaimers.
- iv. **Accept the risk** – decide to run the activity but take all reasonable steps to ensure it is safe.
- v. **Avoid the risk** – decide not to run activities that have an almost certain likelihood of occurrence and have catastrophic results.

Monitoring and Review.

The monitoring and review phase involves the following:

- i. Risk reviews conducted quarterly.
- ii. Claims performance reports.
- iii. Internal and external audits (if required).
- iv. Review of the risk management matrix conducted quarterly.

Confidentiality Notice

The information contained in this Risk Management Plan (and any Appendices or Annexures) is **STRICTLY CONFIDENTIAL** and is only intended for the use of individuals and entities named in the “Working Group”.

This document is not to be copied, disseminated or distributed without the express written authorisation of the Town of Bassendean or the All Ford Day Committee.

Context/Scope

The All Ford Day Show is staged to showcase the Ford Marque and promote club membership to the various Ford clubs present on the day.

The event is organised by All Ford Day Committee consisting of members from both the Falcon GT Club of WA(Inc) and the Mustang Owners Club of WA(Inc) in conjunction with a variety of condoning authorities.

The event takes place on Sunday 6 October 2019 at Bassendean Oval on land under the control of the Town of Bassendean

In staging the All Ford Day the goals are:

- Showcase the Ford Marque to the general public.
- Promote membership of the clubs present on the day.
- Raise funds for selected charities.
- Raise funds for the organising clubs.

The scope of this Risk Management Plan is:

1. To identify, analyse and prioritise the risks associated with staging the All Ford Day.
2. Record these risks on a standard “RISK REGISTER”.
3. Develop strategies to mitigate those identified risks by:
 - a. Reducing the LIKELIHOOD of those risks occurring and/or.
 - b. Reducing the CONSEQUENCES of those risks should they occur.
4. To objectively document these mitigating strategies in standardised “ACTION PLANS”.
5. It is intended that this Risk Management Plan be the basis of an objective post event debrief at which time both the Risk Register and the Action Plans will be revisited and updated as required.
6. Specific sources of risk that are to be addressed in this plan are:

- Litter
- Trip Hazards
- Reticulation Timing
- Criminal Activity
- Litigation Against AFD
- Food Contamination
- Illegal Parking
- Toilet Failure
- Approvals – Health
- Disorderly Conduct
- Litigation Against ToB
- Lost Persons
- Traffic Congestion
- Communications Failure
- Alcohol Affected Persons
- 2 Casualties
- Litigation Against Trader
- Electrocutation Hazards
- Fire – Vehicle
- Asset Damage
- 2 – 10 Casualties
- Volunteers No Show

Criteria

This Risk Management Plan is prepared using the QUALITATIVE method outlined AS/NZS 4360:1999 as per the tables in the annexures.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

Roles/Responsibilities of Stakeholders

The below table sets out the core functions of the various participating stakeholders.

| Stakeholder | Core functions associated with event |
|------------------------------|--------------------------------------|
| AFD Committee | • Static Car Show |
| Swan Districts Football Club | • Liquor Sales and First Aid |
| Various Operators | • Trade Stalls/Displays |
| | • |
| | • |

Working Group

The below table sets out the working group members that were consulted to prepare this Risk Management Plan.

| Stakeholder | Person | Position |
|-------------------|-------------------------------|----------------------|
| All Ford Day | Brendon Duggan | Chairperson |
| | Paul Lloyd | Chairperson |
| | John Luca | Treasurer |
| | Rob Bloxham Gary Thirlwell | Entries Registrar |
| | | Displays Layout |
| | Jan Becker | ToB Liaison |
| | David Braithwaite | Committee Member |
| | David Ludlow | Committee Member |
| | Adrian Zappacosta | Committee Member |
| | Brendan Duggan | Committee Member |
| Accord Security | Andrew Murray | Security Coordinator |
| Swan Districts FC | Joanne Taylor | Functions Manager |

Risk Register

RISK MANAGEMENT FOR EVENTS

Event: All Ford Day Show

Date of Review: July 2019

Date: 6 October 2019

Compiled by: Gary Thirlwell

| REF ID | The risk: What can happen and how it can happen | The consequences of an event happening | Likelihood A – almost certain B - likely C - possible D - unlikely E - rare | Consequences 1 - insignificant 2 - minor 3 – moderate 4 – major 5 - catastrophic | Level of Risk Extreme High Moderate Low |
|--------|---|---|--|---|---|
| 1 | Litter | Clean up bill | A | 2 | H |
| 2 | Illegal Parking | Traffic congestion | C | 1 | L |
| 3 | Traffic Congestion | Inconvenience to residents | D | 2 | L |
| 4 | Electrocution | Possible death | E | 5 | H |
| 5 | Trip Hazards | Possible broken limbs | C | 2 | M |
| 6 | Toilet Failure | Patrons inconvenienced | D | 2 | L |
| 7 | Communications Failure | Patrons inconvenienced | D | 2 | L |
| 8 | Vehicle Fire | Vehicle damage and possible loss of life. | D | 3 | M |
| 9 | Reticulation Timing | Damage to traders merchandise | D | 2 | L |
| 10 | Approvals Health | No food available onsite. | D | 2 | L |
| 11 | Alcohol Affected Persons | Patrons inconvenienced and possible injuries. | D | 2 | L |
| 12 | Asset Damage | Financial burden and possible injury | D | 2 | L |
| 13 | Nematodes | Dead patches in lawns | C | 3 | L |
| 14 | Criminal Activity | Loss of property | D | 2 | L |
| 15 | Disorderly Conduct | Patrons inconvenienced | D | 2 | L |
| 16 | 2 Casualties | Injuries | B | 2 | H |
| 17 | 2 – 10 Casualties | injuries | E | 2 | L |
| 18 | Litigation Against AFD | Financial burden | E | 3 | M |
| 19 | Litigation Against ToB | Financial burden | E | 3 | M |
| 20 | Litigation Against Traders | Financial burden | E | 3 | M |
| 21 | Volunteers No Show | Extreme workload on organisers | E | 2 | L |
| 22 | Food Contamination | Food poisoning | D | 2 | L |
| 23 | Lost Persons | Distress to families | C | 2 | M |

Risk Action Plans

| | | | |
|---------------------------|-----------------------|------------------------|-------------------|
| ITEM: | Litter | | |
| Initial assessment | Likelihood – A | Consequence – 3 | Result –E |
| Final assessment | Likelihood – B | Consequence – 2 | Result - H |

| |
|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Extra bins to be supplied by Town of Bassendean authority on day, 50 in total • Garbage Bags purchased. • Event volunteers clean-up at end of event and to monitor and empty bins as required during day. • Town of Bassendean authority pick-up next day – all routine procedures |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • All bins to be emptied before weekend. • All bins to get plastic garbage bag inserted Saturday day. • Investigate recycling. • Event volunteers organised to help clean up after event and empty bins as required during day. • Clubs to be offered incentives to leave areas clean • Extra bins to be emptied and cleaned next morning • Event management to assist in delegation of cleaners |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • Extra rubbish bins provided |
|-------------------|---|

| | |
|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • Extra volunteers assisting in clean-up • Town of Bassendean authority to supply extra bins and arranged to pick-up next day |
|-------------------------------|--|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • Event management to co-ordinate, Town of Bassendean authority to supply and take away, volunteers to assist in cleaning up. |
|--------------------------|---|

| | |
|----------------|--|
| Timing: | <ul style="list-style-type: none"> • All services notified 4 weeks prior to event |
|----------------|--|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event management |
|-------------------|--|

| | |
|--------------------|--|
| Monitoring: | <ul style="list-style-type: none"> • Prior to event and next day to ensure minimum disruption |
|--------------------|--|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--------------------------------------|-----------------|------------|
| ITEM: | Illegal Parking / Obstructing | | |
| Initial assessment | Likelihood – B | Consequence – 3 | Result – E |
| Final assessment | Likelihood – C | Consequence – 1 | Result - L |

| |
|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • All legal public parking sites in vicinity of event venue are identified and made accessible • Event promotion encourages use of public transport or car pooling |

| |
|---|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Rangers from Town of Bassendean will be patrolling the area throughout the event • WA Police Service to enforce • Event Management to promote |

| | |
|-------------------|--|
| Structural | |
|-------------------|--|

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • ToB Rangers to patrol • WA Police Service to enforce |
|-------------------------------|---|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • Event Manager – Promote and supply parking available on site plan • WA Police Service – Enforcement • ToB to patrol |
|--------------------------|---|

| | |
|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Advertising 1 week prior to event |
|----------------|---|

| | |
|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • ToB to enforce • WA Police Service – Traffic management plan to set up |
|-------------------|---|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly during the event |
|--------------------|---|

All Ford Day – Risk Management Plan

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|---------------------------|--------------------------------------|-----------------|------------|
| ITEM: | Peripheral Traffic Congestion | | |
| Initial assessment | Likelihood – C | Consequence – 3 | Result – H |
| Final assessment | Likelihood – D | Consequence – 2 | Result - L |

| |
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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • AFD to notify nearby residents of the show details. • WA Police to implement traffic management plan |

| |
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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • WA Police Service will have sole responsibility for all decisions regarding the management of traffic. • Event volunteers to monitor traffic |

| | |
|-------------------|--|
| Structural | <ul style="list-style-type: none"> • None |
|-------------------|--|

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|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • WA Police presence at the event |
|-------------------------------|---|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • WA Police Service enforcement • Traffic management signs erected at crucial points advising traffic • Parking monitors present throughout |
|--------------------------|---|

| | |
|----------------|--|
| Timing: | <ul style="list-style-type: none"> • Advertised 1 week prior to event |
|----------------|--|

| | |
|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • WA Police Service • All incidents and traffic disruption kept to minimum |
|-------------------|---|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--|-----------------|------------|
| ITEM: | Presence of Electrocution Hazards | | |
| Initial assessment | Likelihood – E | Consequence – 5 | Result – H |
| Final assessment | Likelihood – E | Consequence – 5 | Result – H |

| |
|--|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • First Aid Posts on site • St John Ambulance briefed and on call |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to notify St Johns Ambulance • Notify First Aid Assistance on site |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • Approved electrical devices only to be used |
|-------------------|---|

| | |
|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • Event organisers to notify • First Aid Posts to maintain • St Johns Ambulance to respond |
|-------------------------------|--|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • St Johns Ambulance to respond • Event Organisers to notify • First Aid on site – procedures |
|--------------------------|---|

| | |
|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Promoted 4 weeks prior to event • Ongoing throughout event |
|----------------|---|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers • St Johns Ambulance |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|---------------------------------|-----------------|------------|
| ITEM: | Presence of Trip Hazards | | |
| Initial assessment | Likelihood – A | Consequence – 3 | Result – E |
| Final assessment | Likelihood – C | Consequence – 2 | Result – M |

| |
|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Site area checked before the event taking place • Employment and brief contractors/traders • First Aid Posts on site throughout the event • Marquees to be free standing without pegs where possible |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to notify TOWN of BASSENDEAN before the event • TOWN of BASSENDEAN to ensure minimal hazards on day of event |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • Structural ground pegs or wires to be kept to a minimum and clearly marked. |
|-------------------|---|

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • All contractors to supply efficient materials, stage, marquees - free standing, self contained where possible |
|-------------------------------|---|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • Event Management – check site prior to event • TOWN of BASSENDEAN to be advised of any trip hazards prior to event |
|--------------------------|---|

| | |
|----------------|--|
| Timing: | <ul style="list-style-type: none"> • At least 2 weeks notice prior to event |
|----------------|--|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • TOWN of BASSENDEAN to be advised • Event Management to report |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--|-----------------|------------|
| ITEM: | Public Utilities – Toilet Failure | | |
| Initial assessment | Likelihood – D | Consequence – 2 | Result – L |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

| |
|--|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • TOWN OF BASSENDEAN aware of event • Public utilities to be maintained on site |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify Event Organisers • Event Organisers to notify TOWN of BASSENDEAN • Leisure Service Manager to be called for authorisation BEFORE calling plumber. • Plumber on call (Venus Plumbing) |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
|-------------------|---|

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • Event Organisers to have emergency toilets on standby |
|-------------------------------|---|

| | |
|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers • TOWN of BASSENDEAN |
|--------------------------|--|

| | |
|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Notified 4 weeks prior to event and ongoing during event. |
|----------------|---|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--|-----------------|------------|
| ITEM: | Public Utilities – Electrical Failure | | |
| Initial assessment | Likelihood – D | Consequence – 2 | Result – L |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

| |
|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • TOWN OF BASSENDEAN aware of event |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify Event Organisers • Event Organisers to notify TOWN of BASSENDEAN • Event organisers to have emergency lighting and generator set available. • Leisure Service Manager to be called for authorisation BEFORE calling electrician. • Electrician on call (Avanti Electrics) |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
|-------------------|---|

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • |
|-------------------------------|---|

| | |
|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers • TOWN of BASSENDEAN |
|--------------------------|--|

| | |
|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Notified 4 weeks prior to event and ongoing during event. |
|----------------|---|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|-------------------------------|-----------------|------------|
| ITEM: | Communications Failure | | |
| Initial assessment | Likelihood – D | Consequence – 3 | Result – M |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

| |
|--|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment and brief of all contractors • Random patrols with mobile phones • Event Organisers to have stall with details of mobile phone contact number |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • The usage of all contact numbers • Event Organisers to have stall with information and back-up procedures |

| | |
|-------------------|---|
| Structural | • |
|-------------------|---|

| | |
|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • Complete list of contact numbers for all participants involved for emergency back-up |
|-------------------------------|--|

| | |
|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to organise and brief of possible back-up procedure |
|--------------------------|--|

| | |
|----------------|--|
| Timing: | <ul style="list-style-type: none"> • All contacts contracted compiled and listed for event. |
|----------------|--|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|-----------------------|------------------------|-------------------|
| ITEM: | Fire – Vehicle | | |
| Initial assessment | Likelihood – E | Consequence – 3 | Result – M |
| Final assessment | Likelihood – D | Consequence – 3 | Result – M |

| |
|--|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to brief contractors and to notify FESA • All fire hydrants on site plan and kept clear • Emergency access points displayed on site plan • Random patrols to notify Event Organisers |

| |
|---|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to notify FESA of all access points • FESA to respond |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
|-------------------|---|

| | |
|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • Event Organisers to notify FESA • FESA standard operating procedure |
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| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to notify FESA • FESA on call and aware of access points prior to event |
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|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Notification 4 weeks prior to event |
|----------------|---|

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|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers • FESA |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--|-----------------|------------|
| ITEM: | Parks and Garden Issues – Reticulation Timing | | |
| Initial assessment | Likelihood – D | Consequence - 3 | Result - M |
| Final assessment | Likelihood - D | Consequence - 2 | Result - L |

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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to notify of date and time of event • TOWN of BASSENDEAN to implement response |

| |
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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify Event Organisers • TOWN of BASSENDEAN to operate procedures |

| | |
|-------------------|--|
| Structural | |
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| Resource requirements: | <ul style="list-style-type: none"> • Event Organisers to notify TOWN of BASSENDEAN of time and date of event • TOWN of BASSENDEAN to maintain procedures |
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|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to notify TOWN of BASSENDEAN • TOWN of BASSENDEAN to implement shut off on park reticulation |
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|----------------|--|
| Timing: | <ul style="list-style-type: none"> • To be maintained on the day of event |
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| Reporting: | <ul style="list-style-type: none"> • Event Organisers • TOWN of BASSENDEAN |
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| Monitoring: | <ul style="list-style-type: none"> • Monitoring prior to the event |
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All Ford Day – Risk Management Plan

| | | | |
|---------------------------|---------------------------|-----------------|------------|
| ITEM: | Approvals – Health | | |
| Initial assessment | Likelihood – D | Consequence – 4 | Result - H |
| Final assessment | Likelihood - D | Consequence - 2 | Result - L |

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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> All health codes supplied by TOWN of BASSENDEAN |

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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> All health requirements, toilets, selling of food, outside food contractors to be monitored and maintained by Event Organisers |

| | |
|-------------------|--|
| Structural | <ul style="list-style-type: none"> |
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| Resource requirements: | <ul style="list-style-type: none"> All traders to have permit supplied by TOWN of BASSENDEAN TOWN of BASSENDEAN to supply health requirements |
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| Responsibilities: | <ul style="list-style-type: none"> Event Organisers to supply all logistics requirements by Town of Bassendean |
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| | |
|----------------|---|
| Timing: | <ul style="list-style-type: none"> Prior to event taking place |
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|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> Event Organisers to TOWN of BASSENDEAN |
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|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> Monitored constantly prior to event |
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All Ford Day – Risk Management Plan

| | | | |
|---------------------------|---|------------------------|-------------------|
| ITEM: | Human Behaviour / Alcohol Affected Persons | | |
| Initial assessment | Likelihood – D | Consequence – 3 | Result – M |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

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|--|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment and brief of crowd controllers • Police to conduct random patrols of the venue • Licensees to comply with Liquor Licensing Act (Copy of licence see attachment) |

| |
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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify Police • Police Standard Operating Procedures |

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|-------------------|---|
| Structural | • |
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| Resource requirements: | <ul style="list-style-type: none"> • Employment of sufficient licensed crowd controllers • Police presence at the event |
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|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • WA Police Service – enforcement • Event Manager – promotion |
|--------------------------|--|

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|----------------|--|
| Timing: | • Promotion 4 weeks prior to the event |
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| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • WA Police Service • Event Manager |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | • Monitored constantly during the event |
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All Ford Day – Risk Management Plan

| | | | |
|---------------------------|---------------------------------------|-----------------|------------|
| ITEM: | Human Behaviour / Asset Damage | | |
| Initial assessment | Likelihood - C | Consequence - 2 | Result - M |
| Final assessment | Likelihood - D | Consequence - 2 | Result - L |

| | |
|---|--------------------------------------|
| PREVENTATIVE ACTIONS | (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment and brief of crowd controllers • Staff to prevent public access to assets • Designated No-Go areas for public • Sufficient trained staff • Police to conduct random patrols of the venue | |

| | |
|--|--------------------------------------|
| RESPONSE ACTIONS | (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify Police • Police Standard Operating Procedures • Insurance cover | |

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • Employment of sufficient licensed crowd controllers • Police presence at the event • Stage management staff |
|-------------------------------|---|

| | |
|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • WA Police Service – enforcement • Event Manager – promotion |
|--------------------------|--|

| | |
|----------------|--|
| Timing: | <ul style="list-style-type: none"> • Ongoing throughout the event |
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|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • WA Police Service • All incidents are to be reported to the Event Manager |
|-------------------|--|

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| Monitoring: | <ul style="list-style-type: none"> • Monitoring constantly during the event |
|--------------------|--|

All Ford Day – Risk Management Plan

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|---------------------------|---|-----------------|------------|
| ITEM: | Human Behaviour / Asset Damage (Nematodes) | | |
| Initial assessment | Likelihood - C | Consequence - 2 | Result - M |
| Final assessment | Likelihood - D | Consequence - 2 | Result - L |

| |
|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notification to all entrants about Nematodes and their Control • SAS Staff to provide tyre wash down for all vehicles entering and leaving oval. |

| |
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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify ToB |

| | |
|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • SAS wash down crew |
|-------------------------------|--|

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|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • SAS • Event Manager – promotion |
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|----------------|--|
| Timing: | <ul style="list-style-type: none"> • Set up and Pack up times |
|----------------|--|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • ToB • All incidents are to be reported to the Event Manager |
|-------------------|--|

| | |
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| Monitoring: | <ul style="list-style-type: none"> • Monitoring during the set up and pack up stages only of the event |
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All Ford Day – Risk Management Plan

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|---------------------------|--|------------------------|-------------------|
| ITEM: | Human Behaviour – Criminal Activity | | |
| Initial assessment | Likelihood – C | Consequence – 2 | Result – M |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

| | |
|---|--------------------------------------|
| PREVENTATIVE ACTIONS | (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment and brief of crowd controllers • Staff to prevent public access to assets • Designated No-Go areas for public • Sufficient trained staff • WA Police to conduct random patrol of the venue | |

| | |
|---|--------------------------------------|
| RESPONSE ACTIONS | (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to notify WA Police • Police standard operating procedures • Insurance cover | |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
|-------------------|---|

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • Employment of sufficient licensed crowd controllers • WA Police present at event • Stage management staff |
|-------------------------------|---|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • WA Police Service - enforcement • Event Organisers - promotion |
|--------------------------|---|

| | |
|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Ongoing |
|----------------|---|

| | |
|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • WA Police Service • Event Organisers |
|-------------------|---|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

| | | | |
|---------------------------|---|-----------------|------------|
| ITEM: | Human Behaviour – Disorderly Conduct | | |
| Initial assessment | Likelihood – D | Consequence – 3 | Result – M |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

| |
|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment and brief of crowd controllers • WA Police to conduct random patrol of the venue • Licensees to comply with Liquor Licensing Act |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to notify WA Police • Police standard operating procedures |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
|-------------------|---|

| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • Employment of sufficient licensed crowd controllers • WA Police present at event |
|-------------------------------|---|

| | |
|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • WA Police Service - enforcement • Event Organisers - promotion |
|--------------------------|---|

| | |
|----------------|--|
| Timing: | <ul style="list-style-type: none"> • Promotion 4 weeks prior to event |
|----------------|--|

| | |
|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • WA Police Service • Event Organisers |
|-------------------|---|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
|--------------------|---|

All Ford Day – Risk Management Plan

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|---------------------------|---|-----------------|------------|
| ITEM: | Medical Incidents – 2 Casualties | | |
| Initial assessment | Likelihood – A | Consequence – 2 | Result – H |
| Final assessment | Likelihood – B | Consequence – 2 | Result – H |

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|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment of a First Aid Post on site • Location of First Aid Posts sign posted at event • St John Ambulance on call |

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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Emergency service entrance notified to St John Ambulance • St John Ambulance call out procedure |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
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| | |
|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • Employment of a First Aid Post on site throughout the event |
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| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to contact St John Ambulance to notify of First Aid Posts |
|--------------------------|--|

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|----------------|--|
| Timing: | <ul style="list-style-type: none"> • St John Ambulance notified of event • First Aid Post on site throughout the event |
|----------------|--|

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|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • St John Ambulance • Event Organisers |
|-------------------|---|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
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All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--|-----------------|------------|
| ITEM: | Medical Incidents – 2 – 10 Casualties | | |
| Initial assessment | Likelihood – C | Consequence – 3 | Result – H |
| Final assessment | Likelihood – E | Consequence – 2 | Result – L |

| | |
|---|--------------------------------------|
| PREVENTATIVE ACTIONS | (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Briefing of St John Ambulance prior to event • First Aid Post on site during the event • Emergency service entrance on site plan and St John Ambulance notified | |

| | |
|--|--------------------------------------|
| RESPONSE ACTIONS | (Training Administrative Structural) |
| <ul style="list-style-type: none"> • St John Ambulance to respond • Event Organisers to notify St John Ambulance | |

| | |
|-------------------|---|
| Structural | • |
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| | |
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| Resource requirements: | <ul style="list-style-type: none"> • Employment of a First Aid Post on site throughout the event • St John Ambulance to be notified 1 week prior to event • Event Organisers to notify emergency services |
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|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to notify emergency services • St John Ambulance to respond |
|--------------------------|---|

| | |
|----------------|--|
| Timing: | • To notify St John Ambulance 4 weeks prior to event |
|----------------|--|

| | |
|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • St John Ambulance • Event Manager |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | • Monitored constantly throughout the event |
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All Ford Day – Risk Management Plan

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|---------------------------|---|-----------------|------------|
| ITEM: | Litigation against Event Organiser | | |
| Initial assessment | Likelihood – D | Consequence – 3 | Result – M |
| Final assessment | Likelihood – E | Consequence – 3 | Result – M |

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|--|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to ensure against public liability • All trip hazards and emergency services notified and rectified with FESA and TOWN of BASSENDEAN • Australian standard risk management plan |

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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Notify Event Organisers to insure event 4 weeks prior to event. |

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|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
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| Resource requirements: | <ul style="list-style-type: none"> • \$10,000,000 cover for public liability |
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| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers - Australian standard risk management plan. |
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| Timing: | <ul style="list-style-type: none"> • Insurance taken 4 weeks prior to event |
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| Reporting: | <ul style="list-style-type: none"> • Event Organisers |
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| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the event |
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All Ford Day – Risk Management Plan

| | | | |
|---------------------------|--|-----------------|------------|
| ITEM: | Litigation against Town Of Bassendean | | |
| Initial assessment | Likelihood – E | Consequence – 3 | Result – M |
| Final assessment | Likelihood – E | Consequence – 3 | Result – M |

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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Town of Bassendean notified and insured against damages • Event Organisers to notify Town of Bassendean of event |

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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to cover event with public liability insurance • Town of Bassendean insured against litigation |

| | |
|-------------------|--|
| Structural | |
|-------------------|--|

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|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • Town of Bassendean notified and covered with own insurance |
|-------------------------------|--|

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|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to notify TOWN of BASSENDEAN • Town of Bassendean to insure cover of liability |
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|----------------|--|
| Timing: | <ul style="list-style-type: none"> • Notification prior to event to insurance company |
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|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers to notify • Town of Bassendean to cover |
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|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Set in place prior to event |
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All Ford Day – Risk Management Plan

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|---------------------------|-----------------------------------|-----------------|------------|
| ITEM: | Litigation against Traders | | |
| Initial assessment | Likelihood – E | Consequence – 3 | Result – M |
| Final assessment | Likelihood – E | Consequence – 3 | Result – M |

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|---|
| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Traders each individually notified and insured against damages • Trader to notify Event Organisers • Event Organisers to notify Town of Bassendean of event |

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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to cover event with public liability insurance • Town of Bassendean insured against litigation |

| | |
|-------------------|--|
| Structural | |
|-------------------|--|

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|-------------------------------|--|
| Resource requirements: | <ul style="list-style-type: none"> • Trader notified and covered with own insurance |
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|--------------------------|--|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to notify Trader • Trader to insure cover of liability |
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|----------------|--|
| Timing: | <ul style="list-style-type: none"> • Notification prior to event to insurance company |
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|-------------------|---|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers to notify • Trader to cover |
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|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Set in place prior to event |
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All Ford Day – Risk Management Plan

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|---------------------------|---------------------------------------|-----------------|------------|
| ITEM: | Personnel – Volunteers No Show | | |
| Initial assessment | Likelihood – B | Consequence – 1 | Result – M |
| Final assessment | Likelihood – E | Consequence – 2 | Result – L |

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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Employment and briefing of volunteers prior to Event • Substantial volunteers on call prior to and during Event |

| |
|--|
| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Readily available assistance on call |

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|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
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| Resource requirements: | <ul style="list-style-type: none"> • Event Organisers to notify and employ sufficient volunteers on the day and prior to Event |
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| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to notify list of volunteers on call prior to and during Event |
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| Timing: | <ul style="list-style-type: none"> • Promotion 6 weeks prior to the Event |
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| Reporting: | <ul style="list-style-type: none"> • Event Organisers |
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| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly during and prior to Event |
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All Ford Day – Risk Management Plan

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|---------------------------|-----------------------------------|-----------------|------------|
| ITEM: | Other – Food Contamination | | |
| Initial assessment | Likelihood – E | Consequence – 3 | Result – M |
| Final assessment | Likelihood – D | Consequence – 2 | Result – L |

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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event will have no open cooking displays |

| |
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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • All stall holders to obtain permits from TOWN of BASSENDEAN • Any illegal traders will not be permitted on site of Event |

| | |
|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
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| Resource requirements: | <ul style="list-style-type: none"> • Event Organisers to promote Event and supply all contractors |
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|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers – to maintain • TOWN of BASSENDEAN – to enforce |
| | |

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|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Event promoted 6 weeks prior to Event |
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|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • All incidents to be reported to Event Organisers |
|-------------------|--|

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| Monitoring: | <ul style="list-style-type: none"> • Monitored prior to and during the Event |
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All Ford Day – Risk Management Plan

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|---------------------------|-----------------------------|-----------------|------------|
| ITEM: | Other – Lost Persons | | |
| Initial assessment | Likelihood – A | Consequence – 2 | Result – H |
| Final assessment | Likelihood – C | Consequence – 2 | Result – M |

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| PREVENTATIVE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to set up information stall on the day • Site plan with map or designated areas • Public address system available for announcements |

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| RESPONSE ACTIONS (Training Administrative Structural) |
| <ul style="list-style-type: none"> • Event Organisers to maintain information stall set up • Public address system to notify |

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|-------------------|---|
| Structural | <ul style="list-style-type: none"> • |
|-------------------|---|

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|-------------------------------|---|
| Resource requirements: | <ul style="list-style-type: none"> • Random patrols by TOWN of BASSENDEAN Rangers • Patrols by Security officers • Public address system on site |
|-------------------------------|---|

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|--------------------------|---|
| Responsibilities: | <ul style="list-style-type: none"> • Event Organisers to maintain and promote • Event Organisers to brief all contactors and supply site plan of information stall set up |
|--------------------------|---|

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|----------------|---|
| Timing: | <ul style="list-style-type: none"> • Promotion and site plan set up prior to Event |
|----------------|---|

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|-------------------|--|
| Reporting: | <ul style="list-style-type: none"> • Event Organisers to announce |
|-------------------|--|

| | |
|--------------------|---|
| Monitoring: | <ul style="list-style-type: none"> • Monitored constantly throughout the Event |
|--------------------|---|

Appendices

Distribution List

ALL FORD DAY

Sunday 6 October 2019

DISTRIBUTION LIST

The following Organizations/Persons are issued with copies of this plan.

| Organization | Position | Name |
|-------------------------|--------------------------|---------------------|
| Bassendean Town Council | Manager Leisure Services | Salvatore Siciliano |
| All Ford Day Committee | Co Chairperson | Brendon Duggan |
| All Ford Day Committee | Co Chairperson | Paul Lloyd |
| Accord Security | Security Co-ordinator | Andrew Murray |
| St Johns Ambulance | First Aid | Onsite Rep. |
| All Ford Day Committee | Media Liaison | |
| WA Police (Kiara) | Senior Sargent | Rick De Castro |

Cancellation/Delay Plan

ALL FORD DAY

Sunday 6 October 2019

DELAY / CANCELLATION MANAGEMENT PLAN

Should an incident arise whereby the event cannot proceed then the event will be cancelled and announcements made via radio stations and phone calls to club personnel.

The event will only need to be cancelled if there are extreme weather conditions or a natural disaster rendering the venue un-useable.

Promotional Plan

ALL FORD DAY

Sunday 6 October 2019

PROMOTIONAL PLAN

The show will be promoted in the following ways

- 1 Advertisements in Sunday Times, West Australian and Quokka publications.
- 2 Promotional segments on local radio stations.
- 3 Fliers posted to relevant clubs.
- 4 Fliers displayed at relevant Ford dealers and interested traders.
- 5 Large display banners at venue.
- 6 Website – www.afd.asn.au
- 7 Facebook
- 8 Gumtree
- 9 Trading Post
- 10 Other websites with Community Advertisements

Operation Times

ALL FORD DAY

Sunday 6 October 2019

OPERATION TIMES

Setup

Saturday October 5 9.00am to 10.00pm

Sunday October 6 6.00am to 9.00am

Show Open to Public

Sunday October 6 9.30am to 2.30pm

Pack up

Sunday October 6 2.30pm to 6.00pm

Communication Plan

ALL FORD DAY

Sunday 6 October 2019

COMMUNICATION PLAN

All members/volunteers with appointed duties will have two way radios or mobile phones or both.

Emergency numbers with chairpersons and their contact details supplied to all.

Radios to be located at both entry points and first aid room.

| Name | Area of Responsibility | Phone Numbers |
|-----------------------------------|--|----------------------------|
| AFD Committee Contacts | | |
| Brendon Duggan | Chairperson | 0420 988 732 |
| Paul Lloyd | Chairperson | 0451 966 020 |
| John Luca | Treasurer | 0412 982 979 |
| Dave Braithwaite | Secretary | 0417 185 230 |
| Jan Becker | Town Council Liaison | 0419 718 351 |
| Brendon Duggan | Swan Districts FC Liaison | 0420 988 732 |
| Gary Thirlwell | Entries Registrar – Online | 0438 924 875 |
| Rob Bloxham | Entries Registrar - Offline | 0403 537 580 |
| | Media Liaison | |
| External Agencies | | |
| Tim Dayman | Recreation Development Officer ToB | 9377 8051 |
| Ken Cardy | Assets Services ToB | 9377 9012 Mob 0419 914 923 |
| Steve Morrissey | Parks & Reserves | 9377 9013 |
| Maria Fatouros | Health Services ToB | 9377 8080 |
| Senior Sargent Mark Stoneman | Kiara Police Station | 9376 7000 or 13 1444 |
| Salvatore Siciliano (A/H) | Manager Leisure Services ToB | 0407 440 677 |
| | ToB Rangers | 9377 7480 |
| | McDermotts (Plumbing Work) | 0406 882 648 |
| Chris | Paramount Electrical (Electrical Work) | 9414 3577 Mob 0430 044 006 |
| Jim Dougan (Facilities Manager) | Swan Districts Football Club | 0416 296 038 |
| Joanne Taylor (Functions Manager) | Swan Districts Football Club | 9279 8700 Mob 0415 575 771 |
| George (Bar Manager) | Swan Districts Football Club | 9279 8700 |
| Andrew Murray | Security | 0417 925 621 |
| Kelly Hip | Catering (Chicken Treat) | 0417 972 145 |
| St Johns Ambulance | First Aid | 9334 1311 (After Hours) |

Communication Plan

ALL FORD DAY

Sunday 6 October 2019

COMMUNICATION PLAN (Clubs)

Each club has nominated a contact person who will be on the oval on the day and be available should the AFD Committee need to contact any particular club.

| Name | Club | Phone Numbers |
|----------------------|---|---------------|
| | Ace Ford Club (Inc) | |
| Alan Jefferey | Model A Restorers (Inc) | 0407 317 333 |
| Rob Doig | Falcon GT Club of WA (Inc) | 0447 897 563 |
| | | |
| Ken Hammond, | Mustang Owners Club of WA (Inc) | 0438 043 081 |
| | American Car Club of W.A. | |
| | Australian Streetrod Federation | |
| | | |
| | Collie Car Club | |
| John Broad | Ford Rallye Sport Club (Inc) | 0419 968 688 |
| Geoff Hovey | Ford V8 Owners | 0408 813 831 |
| Peter Sertis | FPV/Tickford Owners Club of W.A. (Inc) | 0412 836 411 |
| Danny Van der Stroom | Galaxie Car Club | |
| | | |
| John McLean | Motor Museum of WA | 0417 189 475 |
| Wilf Chambers | Mukkinbudin Car Club | 0418 912 668 |
| | Mustang Shelby VCCWA | |
| | Perth Capri Club | |
| | Perth City Street Machine Club | |
| Gavin Nielson | Perth Falcons (Inc.) | 0417 904 793 |
| Rolly Waters | RaceTune Services | |
| Tony Devlin | Superoo Falcon Spares | |
| | T Series Club | |
| Deb Wallace | Toploader Club (Inc.) | 0415 778 206 |
| | Veteran Car Club Of W.A. (Inc.) | |
| | Vintage Automobile Association Of W.A. (Inc.) | |
| | WA Combined Rodders Association | |
| | XD - XE ESP Owners Club | |

Communication Plan

ALL FORD DAY

Sunday 6 October 2019

COMMUNICATION PLAN (Traders)

Each organisation has a nominated contact person who will be on the oval on the day and be available should the AFD Committee need to make contact.

| Name | Organisation | Phone Numbers |
|----------------|--|---------------|
| Kelly Hip | Chicken Treat | 0417 972 145 |
| | Simmo's ice Cream | 0418 935 775 |
| | Kisscafe | 0408 733 052 |
| | Vince's Mobile Pizza | 0430 492 678 |
| | Go Nuts 4 Donuts | 0407 531 277 |
| Helen Copeland | Kidz Quip (Bouncy Castles) | 0408 773 052 |
| Gary Thirlwell | Bush Rangers WA Cadets | 0438 924 875 |
| | America West | 0428 892 312 |
| Tony | Dynamic Style Photo Studio | 0407 557 566 |
| | T-Shirts Express | 0411 762 537 |
| | WA Suspensions | 9444 0500 |
| | Wheelmodz and Metal | 0488 243 499 |
| Wilf Chambers | WC Jaguar | 0418 917 886 |
| | T & Z Outdoor | 0412 141 078 |
| | Frank's Classic Garage | 0417 884 657 |
| | Auto Glym | |
| | Command Auto Group | |
| Rolly Waters | Racetune Services | |
| | Tin Signs Australia | |
| | Waterless Coolant | |
| Peter | Joondalup Marquees & Noranda Morley Party Hire | 0408 567 955 |
| Rodger Miller | P.S.I. Audio | 0438 778 832 |

Event Management Plan

ALL FORD DAY

Sunday 6 October 2019

EVENT MANAGEMENT PLAN

Site Managers: AFD Executive committee
Event Office: Operations Tent in middle of Oval

First Aid Plan

ALL FORD DAY

Sunday 6 October 2019

FIRST AID MANAGEMENT PLAN

In the event of an incident whereby any injury is sustained by a person or persons attending the show the following first aid strategy will be in place:

1. Two accredited first aid officers will be onsite throughout the event and situated in the First Aid Post on the oval.
2. A first aid kit will be in the First Aid post.
3. In the case of an accident, and/or on the advice of the first aid officers, St Johns Ambulance will be called in to deal with any first aid or medical treatment needed.

All measures possible have been taken to ensure as safe event.

Lost Person Plan

ALL FORD DAY

Sunday 6 October 2019

LOST PERSON MANAGEMENT PLAN

In the event of a person being reported as lost the following strategy will be in place:

1. Announcements will be made over the public address system giving an easily identified location for the lost person to report to.
2. Should the person remain lost for 1 hour or longer then the Police will be notified.

In the event of a minor being lost and looking for parents the following strategy will be in place:

1. The minor will be placed in the care of the first aid officers to ensure their well being.
2. If the minor knows a phone number for a parent, contact will be attempted.
3. If no contact is made, announcements will be made at regular intervals over the Public Address System until the minor is collected.
4. Should the minor remain in the care of first aid officers for an hour and no contact details are known the Police will be notified

Toilet Plan

ALL FORD DAY

Sunday 6 October 2019

TOILET MANAGEMENT PLAN

Due to the nature, location of the event and the number of expected patrons there will be no need for extra toilet facilities. The existing infrastructure should be sufficient.

Fixed site toilets to be checked for proper function etc. prior to event. Regular checks will be made during the day. Spare supplies will be held in event office.

In the event of a malfunction of a toilet block emergency toilets will be available from Coates Hire if needed.

Leisure Service Manager at Town of Bassendean to be contacted for authorisation then Venus Plumbing service to be called for any repairs required on the day.

All other issues relating to toilets contact the ToB Rangers.

Power Management Plan

ALL FORD DAY

Sunday 6 October 2019

POWER MANAGEMENT PLAN

Due to the nature, location of the event and the location of traders it is expected there will be a need for portable generating facilities. The existing infrastructure will be used where possible.

In the event of a malfunction of the mains power supply, emergency generators will be available from Coates Hire if needed.

Leisure Service Manager at Town of Bassendean to be contacted for authorisation then Tungsten electrical service to be called for any repairs required on the day.

In the event of a malfunction of a auxiliary power supply, again emergency generators will be available from Coates Hire if needed. Contact Coates for replacement or repair of units.

Traffic Management Plan

ALL FORD DAY

Sunday 6 October 2019

TRAFFIC MANAGEMENT PLAN

Due to the nature and location of the event there will be no need for road closures or for a specific traffic management plan. Signs will be placed on road verges to help direct patrons to the oval and keep traffic flowing.

However **Parking** is been addressed in the following ways

1. Disabled parking is available with bays in the already existing parking lot being set aside for patrons displaying a valid ACROD permit;
2. Ample on street parking is available in streets close to oval.
3. Extra parking area is available in Shopping Centre Car park on Whitfield Road opposite oval.

During Setup time on Sunday October 30 committee members will be appointed to direct traffic flow on grounds during setup.

Early leavers will only be permitted to leave the ground if they are escorted out by a traffic marshal.

Traffic Marshals will be identified by high visibility vests which will be a different coloured vest to officials.

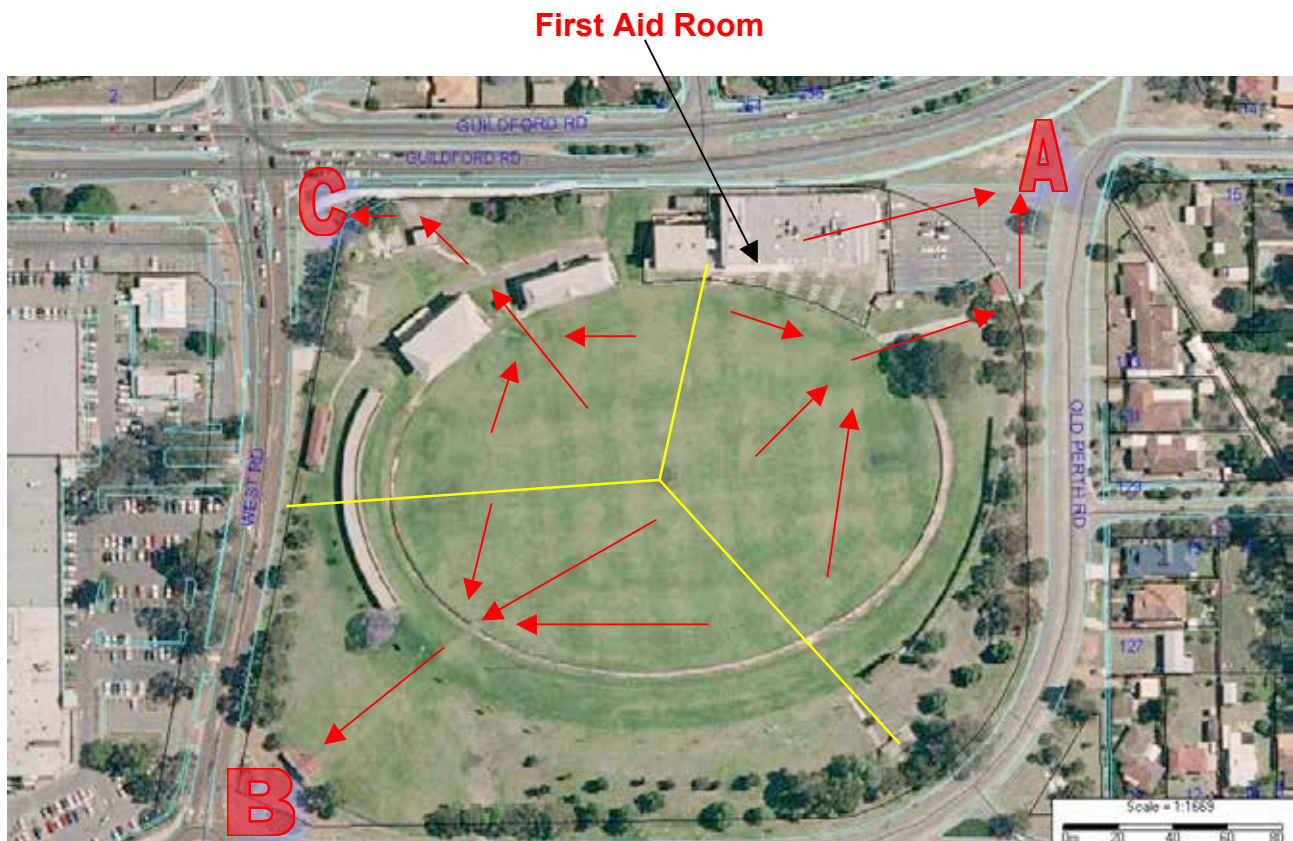
Emergency Evacuation Plan

ALL FORD DAY

Sunday 6 October 2019

EMERGENCY EVACUATION PLAN

In the event of a situation requiring the evacuation of the oval spectators and entrants to be directed via the PA to evacuate the oval according to the map below.



All vehicles to remain in place and all persons are to walk off the oval in an orderly fashion. Vehicles will remain in place until the all clear is given for drivers ONLY to move vehicles from the oval.

All Ford Day – Risk Management Plan

FGTCWA Certificate of Currency

All Ford Day – Risk Management Plan

All Ford Day – Risk Management Plan

All Ford Day – Risk Management Plan

MOCOWA Certificate of Currency