



CASSOWARY COAST REGIONAL COUNCIL

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Liquor Licence Risk Assessment – For Activities on Council Controlled Areas and Venues

PLEASE NOTE:

- If you are a Not-for-Profit Organisation that meets the exemptions under the *Liquor Act 1992 Section 13*, OR you are an applicant that is supplying alcohol without charge for a Private Event on Local Government controlled areas, then you are required to complete this *Liquor Licence Risk Assessment Form* and obtain approval from Council **prior** to the event.
- If you are a Commercial Operator and selling alcohol, you are required to obtain a liquor licence by contacting the *Office of Liquor and Gaming Regulation Qld* and will be required to submit your Liquor Licence application **together** with this Risk Assessment form to Council and obtain approval from Council **prior** to the event.

Applicant details:

Applicant: (individual or organisation name)			
Contact Name: (in full)			
Address: (Residential. <u>Not</u> a PO box)			
Postal Address:			
Phone Number:		Email:	
ABN:		ACN:	

Contact details of someone other than applicant in case of incident/emergency during the activity

Contact Name: (in full)			
Phone:		Email:	

Event Details:

Name of Event:			
Name of Venue: (if known)		Lot & plan no.: (if known)	
Address: (of the event)	<i>If no street number, then provide nearest address opposite/adjacent or landmark</i>		

Estimated Maximum No. of Participants at any one time:			
Date of event:			
Starting time:		Finishing time:	
Description:	<i>Please describe the activity in detail. Provide as much information as possible to assist your application.</i>		

Insurance Information: **PLEASE NOTE:** If you are selling alcohol then you are required to have Public Liability Insurance.

☐ **Yes:** Our organisation has current Public Liability Insurance to the value of **\$20,000,000**. ☐ Copy attached.

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Risk Assessment Template

Please complete the risk assessment below. Attach additional pages if required. For assistance with completing the risk assessment, please see the risk calculator and example attached.

A risk is something that could occur and impact the achievement of the goal/objectives. Consider risks to the activity and list accordingly.

The Risk: <i>(what can happen & how?)</i>	Likelihood:	Consequence:	Risk Rating:	Risk Treatments:	The Risk after Treatments:	Who is responsible for implementing the risk treatments?

How do you rate the overall risks of this activity: ☐ Low ☐ Medium ☐ High ☐ Extreme

Privacy Statement: The Cassowary Coast Regional Council respects your privacy. Your personal information has been collected for the purpose of processing this application. The collection of your information is authorised under the [Information Privacy Act 2009](#) Information privacy principles. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do by law. You may access this information on the appropriate form obtainable from Council's website.

Declaration:

- If the application is made by a corporation or incorporated association, the person signing the form **must** occupy a position that is legally entitled to make an application on their behalf.
- I am aware that it is an offence to knowingly provide false or misleading information on this application.
- I/we declare that I/we have read all of the above sections of this form, and that the information and details contained and attached to this application are true and correct.

Print Name/s:

Signature:		Dated:	/ /
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OFFICE USE ONLY: Application Creation: PLUS → Local Laws → RmCMLiq Community Liquor Permit

Council Authorisation:

Approved above and sighted by
Cassowary Coast Regional Council:

Dated:

☐ Forwarded to Innisfail Police: williamson.peterr@police.qld.gov.au

☐ Application No.: LL ____

The Risk Calculator

1. **IDENTIFY** any risks or hazards relevant to the event. Some examples have been provided in the attached *Risk Management Plan Example* which may be of assistance, however it is advisable to consider what other types of risks or hazards might be unique to your particular event.
2. **ASSESS** the risks or hazards using the risk calculator's likelihood and consequences table below.
3. **CONTROL** the risks or hazards. By completing a Risk Assessment, identify and document any control measures to minimise or prevent the risk or hazards from occurring.

			CONSEQUENCES				
			Insignificant	Low	Medium	Major	Severe
			Little or no impact, injury, disruption or inconvenience	Minor impact, injury, disruption or inconvenience requiring minimal effort to manage	Moderate impact, injury, disruption or inconvenience that can be managed under normal procedures	Major impact, injury, disruption and inconvenience requiring considerable management effort	Extensive impact, injury, disruption or inconvenience requiring massive effort to manage
LIKELIHOOD	5	Almost certain Is expected to occur	Medium Risk	High Risk	High Risk	Extreme Risk	Extreme Risk
	4	Likely Will occur at most times	Medium Risk	Medium Risk	High Risk	Extreme Risk	Extreme Risk
	3	Possible Might occur at some time	Low Risk	Medium Risk	Medium Risk	High Risk	Extreme Risk
	2	Unlikely Could occur at some time	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk
	1	Rare May occur in rare circumstances	Low Risk	Low Risk	Low Risk	Medium Risk	Medium Risk

Extreme Risk	Unacceptable risk. Immediate action required.
High Risk	Action required. Prioritise in order of severity.
Medium Risk	Can be managed within current risk treatments.
Low Risk	Acceptable risk. No further treatment required. Monitor periodically.

Risk Management Plan EXAMPLE

Below is an example of a **Risk Management Plan**.

The Risk: What can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?
Common law action will be taken against the event organiser	Unlikely	Major	Medium	Ensure event organiser has appropriate current public liability insurance cover. Ensure that all contractors and sub-contractors also hold appropriate current public liability insurance cover.	Medium	Event organiser
Food poisoning	Possible	Major	High	Ensure all fixed and mobile food businesses hold a current Qld licence. All food and beverage stalls to operate in accordance with National Food Safety Standards.	Medium	Event organiser and food staff operators
Anti-social behaviour during and after the event	Possible	Major	High	If appropriate, or as required, engage security and/or Queensland Police Service during and after the event.	Medium	Event organiser
Inadequate amenities (toilet facilities)	Possible	Low	Medium	Comply with Council guidelines in relation to amenities. Allocate cleaning tasks and cleaning provisions.	Low	Event organiser
Litter generated at the event site and surrounding areas	Likely	Low	Medium	Bins available per application and in line with Council guidelines. Event staff assigned for regular litter patrol. Final litter check following clean up.	Medium	Event organiser
Damage to underground services from tent pegs, stakes or other ground piercing devices	Possible	Major	High	Follow Council instructions regarding placement of structures. Secure structures with sand bags or similar non ground piercing devices.	Medium	Event organiser and contractor/s
Temporary structures collapsing and/or blowing away	Possible	Major	High	All temporary structures to be appropriately secured. Structures to be removed in high winds.	Medium	Event organiser and contractor/s
Electrocution from live wires and electrical outlets/electrical leads and generators	Possible	Severe	Extreme	All electrical work must comply with State and Federal legislation and be undertaken by a qualified electrical contractor.	Medium	Electrical contractor and event organiser
<i>Use of generators:</i> • Location	Possible	Major	High	• Generators placed in most appropriate place; generators/leads not accessible to the general public.	Medium	Event organiser
• Storage of fuel	Possible	Major	High	• Fuel stored in approved containers which are not accessible to the general public.	Medium	
• Potential noise nuisance	Possible	Low	Medium	• Adhere to Environmental Protection Regulation (per Council guidelines).	Low	
Fire e.g. equipment catching on fire	Possible	Severe	Extreme	Safety Regulations adhered to e.g. supply and access to fire extinguishers	Medium	Event organiser
Noise nuisance as a result of the event	Possible	Low	Medium	Adhere to Environmental Protection Regulation (per Council guidelines). Face speakers away from any residents/businesses. Consult with any potentially affected residents/businesses.	Low	Event organiser
Extreme bad weather having a negative effect on all success factors	Possible	Low	Medium	Site most of seating under cover where possible; Provide extra shade/cover Monitor weather forecast; # Rating may change closer to event	Low	Event organiser
Trip hazards/obstacles leading to personal injury	Possible	Medium	Medium	Maintain the event site as free from trip hazards/obstacles as possible	Low	Event organiser
Alcohol – participants overindulging in alcoholic beverages, becoming public nuisances and unruly behaviour	Possible	Medium	Medium	'RSA' certified staff serving alcohol to monitor consumption of alcohol. Engage appropriate Security staff to oversee wet area. Provide plenty of food.	Low	Event organiser, security staff.