

Local Law Guideline: Event Screening Framework

Local Law (section and title):	<i>Events Local Law 2023</i>
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Purpose

This Local Law Guideline is the Event Screening Framework (**ESF**) established by resolution of Council under s 10(1) of the Local Law. It provides Council officers with guidance on effectively managing event related risk in the application, planning and delivery of any event or function held on public land, or on private land and open to the public. This includes assisting Council to meet its legislative duties under Queensland legislation and Australian Standards, including:

- *Fire and Emergency Services Act 1990 (Qld)*
- *Health Act 1937 (Qld)*
- *Building Act 1975 (Qld)*
- *Building Fire Safety Regulations 2008 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulations 2011 (Qld)*
- *National Construction Code of Australia 2012*
- *Disaster Management Act 2003 (Qld)*
- *AS 1428.1-2009 Design for access and mobility*
- *AS 1851-2012 Maintenance of fire protection systems and equipment*
- *AS 4428.4-2004 Fire detection, warning, control and intercom systems*
- *AS 2444-2001 Portable fire extinguishers and fire blankets*
- *AS 3745-2010 Planning for emergencies in facilities*
- *AS/NZS ISO 31000:2018 Risk management*
- *AS/NZS ISO45001:2018 – Occupational health and safety management systems*

This ESF provides detail on the criteria that have been built into the Local Law to enable Council to assess events according to risk and impact level, outlines the specific criteria used to determine the risk and impact of activities occurring as part of events and the overall risk level of an event, and sets out screening, application and assessment requirements for events, based on their risk level.

This ESF is designed to complement the contents of the Local Law. As such, the objectives of the Local Law need to be considered as part of this Framework.

The objects of the local law are to—

- a) Facilitate and encourage events and small gatherings; and
- b) Ensure that events are properly operated and comply with appropriate standards to ensure public health and safety; and
- c) Minimise impacts of events and small gatherings on the environment and amenity.

The objects of the local law are to be achieved by—

- a) Providing for a risk-based process for the local government to assess, approve and regulate low and high risk events; and
- b) Providing mechanisms for enforcement where there is non-compliance with conditions of an event approval or provisions of the Local Law.

Guidance

This ESF applies to all events in the City, other than—

- private events on private land;
- public events on private land that constitute development;
- special events on roads that do not involve the use of public land;
- authorised public assemblies; and
- small gatherings.

special event has the same meaning as in the *Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2015*.

event means a temporary event, other than a small gathering, that is—

- a) on public land or road; or
- b) on private land and open to the public.

event operator means the person or entity responsible for the organisation and operation of an event.

small gathering means a gathering that is not for a commercial purpose and—

- a) has no greater than 50 people in attendance at any given time; and
- b) if the gathering is on public land or road – only permitted structures are used; and
- c) no amusement devices or amusement rides or used; and
- d) vehicle access on to public land, other than public carparks, is not required; and
- e) access to the local government's electricity or water supply is not required; and
- f) if the gathering is on public land or road—is not a wedding; and
- g) is not a market; and
- h) does not involve the sale or supply of liquor; and
- i) the gathering cannot be within 20 metres of a roundabout, cross intersection, school zone, level crossing, T-intersection, pedestrian crossing, official traffic sign and bus stop.

Examples of amusement devices or amusement rides—

- *jumping castle*
- *inflatable or collapsible slide*
- *ferris wheel.*

commercial purpose does not include a gathering organised and operated by an incorporated not-for-profit entity for the purpose of fundraising.

permitted structures means up to 2 marquees where each marquee—

- i. does not exceed 3 metres by 6 metres in size; and
- ii. is weighted to manufacturer's instructions; and
- iii. is not pegged or staked into the ground.

In establishing a risk-based approach, the following risk categories (i.e. impact criteria) have been defined in the Local Law:

- the nature and purpose of the event,
- the size and scale of the event,
- the location of the event,
- public health and safety,
- road and parking management and safety,
- likely visual, aural and amenity impacts,
- environmental impacts; and
- availability and suitability of site infrastructure.

ESF Development

This ESF has been developed utilising the guidance from the following:

- *Australian / International Standard AS ISO 31000:2018 Risk management – Guidelines;*

- *Events in Queensland – Best practice guidelines for event delivery in Queensland – Queensland Government Aug 2021;*
- *Council Enterprise Risk Management Policy and Procedure; and*
- *Events Local Law 2023.*

The following sections provide information about each of these resources and how they have informed the development of the ESF.

AS ISO 31000:2018 Risk Management – Guidelines

AS ISO 31000:2018 Risk management – Guidelines, hereafter ISO 31000, is the Australian Standard (AS), and the International Standard (ISO), for managing risk. ISO 31000 provides a common approach to managing any type of risk and is not industry or sector specific, so can be customised to any organisation and its context. ISO 31000 can be used throughout the life of the organisation and can be applied to any activity, including decision-making at all levels.

Guidelines for Events in Queensland

The Queensland Government Guidelines for Events in Queensland state that “Each event is unique, with its own specific set of circumstances and requirements which are shaped by many elements including the event type, stakeholders, location, duration and time of year.” This ESF is designed to allow for the unique elements each event will offer, and to provide risk assessment tools that can work with each event.

Council’s Enterprise Risk Management Policy

The Council’s Enterprise Risk Management Policy states that “Council seeks to achieve an appropriate balance between managing threats and realising opportunities in order to maximise its ability to achieve its strategic vision and objectives, and to deliver quality services and projects for the community.” This ESF assists Council officers to identify risks that events can present, and to apply suitable risk treatments and controls to manage these risks or be satisfied that the event operator is implementing these controls or treatments.

Events Local Law 2023

The Local Law establishes an events approval process that takes advantage of a risk-based approach to assessing and approving events held in the City of Moreton Bay. This process requires the establishment of an ‘Event Screening Framework’ to guide these assessments. This ESF will act as the framework required by the Local Law.

Risk Assessment Criteria for this Framework

The standard risk assessment process outlined in the ISO 31000 and used in the Council’s Enterprise Risk Management Framework has been adopted for use in this ESF. The following diagram shows the general process of how risk is assessed and managed:

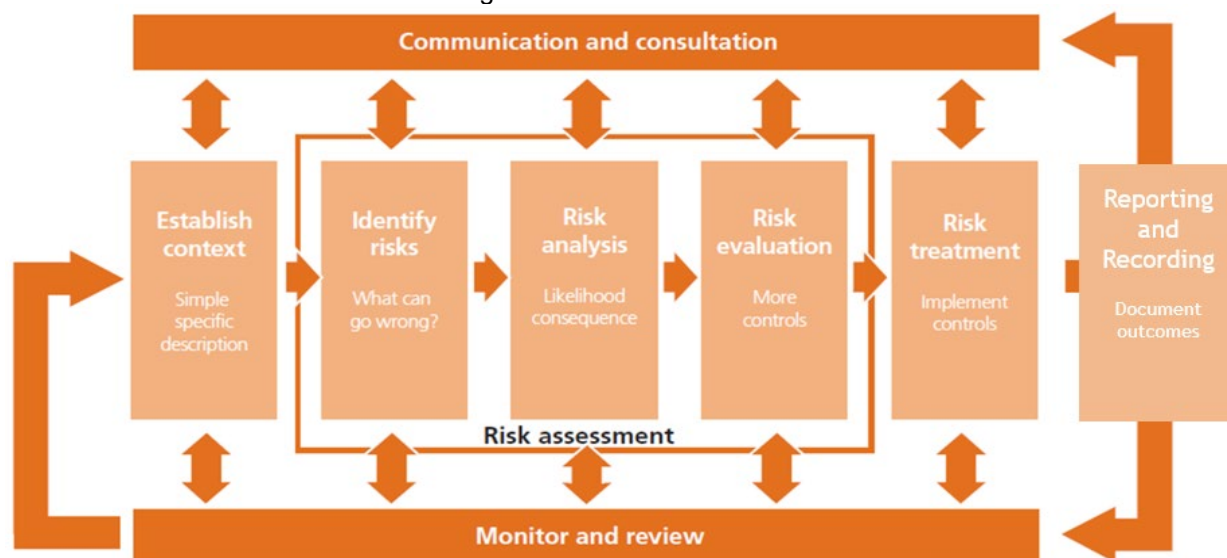


Image 1: Risk Management process adopted from the ISO31000:2018

The ESF will concentrate mainly on the analysis, evaluation and treatment elements, defining the likelihood and consequences that will be used, the risk scoring matrix and the risk tolerance matrix.

Likelihood

Table 1 provides a breakdown of the likelihood ratings that will be used in the assessment of risk for various elements of the event. This is adapted from the Council’s Enterprise Risk Management Procedure.

Table 1: Likelihood matrix

	Descriptor	Likelihood of Occurrence	Operational Frequency	Probability
	Almost Certain	Incident is expected to occur, occurs regularly in the industry	More than one event per year	> 75%
	Likely	Incident will probably occur, has occurred many times in the industry	At least one event per year	25% to 75%
	Possible	Incident might occur, has occurred from time to time in the industry	At least one event every 1 to 5 years	10% to 25 %
	Unlikely	Incident could occur at some time, has occurred in the industry in limited circumstances	At least one event every 5 to 10 years	1% to 10%
	Rare	Incident may occur in exceptional circumstances, rare in the industry	Less than once every 10 years	< 1%

Consequence

Table 2 shows the consequence matrix used to assess the impact of risks on Council. This has been adapted from the full Enterprise Risk Management Procedure, using the risk categories most relevant to assessing event risk.

Table 2: consequence table					
	Insignificant	Minor	Moderate	Major	Critical
Health and Safety	Near miss / minor loss of containment. Harm, injuries or ailments that may require basic first aid.	One or more near miss / minor loss of containment. Minor harm or injury where medical advice or attention is required.	Major loss of containment. Moderate harm or injury requiring ongoing treatment and/or hospital admission.	Total loss of containment. One of more serious injuries requiring hospital admission.	Fatality or life-threatening event. Permanent disability or one or more serious injuries requiring long-term hospitalisation.
Finance	Negligible financial loss; impact within approved budget. No adverse economic impact on the community.	Minor financial loss, impact of 2%-3% of budget. A minor economic impact on the financial sustainability of the community.	Major financial loss, impact of 3%-5% of budget. A short-term economic impact on the financial sustainability of the community.	Major financial loss, impact of 5%-10% of budget. A long-term economic impact on the financial sustainability of the community.	Financial loss > 10% of budget. Permanent economic impact on the financial sustainability of the community.
Legal and Governance	Dispute resolved through internal process or expertise. Event not reportable to regulator.	Dispute resolved through legal advice. Results in non-material legal remedy, fine or notice. May be reportable to regulator.	Dispute/breach resulting in material legal remedy, fine/notice. Suspension of non-material licence or permit. However, no disruption to operations. May require litigation.	Deliberate breach, gross negligence or formal investigations from third party. Suspension of a material licence or permit, resulting in disruption to operations. May require litigation.	Major breach of legislation resulting in major penalties, fines, investigation that may result in court legal action.
Reputation	Issue may result in several adverse local complaints with little to no local media coverage.	Issue may result in several adverse complaints from local stakeholder groups and attract limited negative local media coverage.	Issue may attract negative local and state media attention through various mediums for more than one day, with some effect on Council's reputation. Communications and complaints from affected parties	Issue may attract significant negative state media or public attention, with short term damage to Council's reputation.	Sustained negative state and national media attention, with significant damage to Council's reputation. Senior staff and elected member resignation or public inquiry resulting.

Service Delivery	Interruption to a service not requiring any further remedial action. No, or minimal impact on customers.	Interruption to a service requiring further remedial action. Moderate impact on customers. Readily contained and managed by routine management.	Interruption to essential service(s) or program with significant customer impact or inconvenience of up to 48 hours.	Significant interruption to essential services or programs with considerable impact on customers for 2-7 days.	Council-wide cessation of multiple services or programs with significant impact on customers for more than 7 days.
Asset Management	None or localised minor damage to a single general asset or property where repairs are required however asset is still operational Incident report only submitted.	Short term loss or minor damage to a single general asset or property where repairs are required to allow asset or property to remain operational using existing internal resources.	Short to medium term loss of critical asset(s) or property requiring repairs.	Widespread, short term to medium term loss of key asset(s) or property. Repairs required to allow infrastructure to remain operational.	Widespread, long-term loss of several critical assets or Infrastructure or property. Infrastructure requires total rebuild or replacement.
Environment	Near miss/minor adverse event resulting in negligible environmental impact. No corrective action / remediation required. Minor disturbance to newly found cultural heritage area/ item.	Minor environmental impact but can recover with short term corrective action / remediation. Minor damage to cultural heritage area/item that can be repaired or remediated.	Moderate environmental impact but can recover with medium term corrective action / remediation. Moderate damage to cultural heritage area/item that can be repaired or remediated. May incur cautionary notice of infringement notice.	Major environmental impact but can recover with long term corrected action / remediation. Significant damage to cultural heritage area/item that can be repaired or remediated. Penalties may apply.	Irreversible environmental impact with long term effects. Considerable effort needed to initiate recovery. Irreversible damage to cultural heritage area/item, which is unable to be repaired or remediated. Significant penalties may apply.

Risk Score

Table 3 is used to score the risk following analysis of likelihood and consequence. It has been adapted from the Council's Enterprise Risk Management Procedure.

Table 3: Risk Score Matrix					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
Likely	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
Rare	LOW	LOW	MEDIUM	MEDIUM	HIGH

Risk Tolerance / Risk Escalation

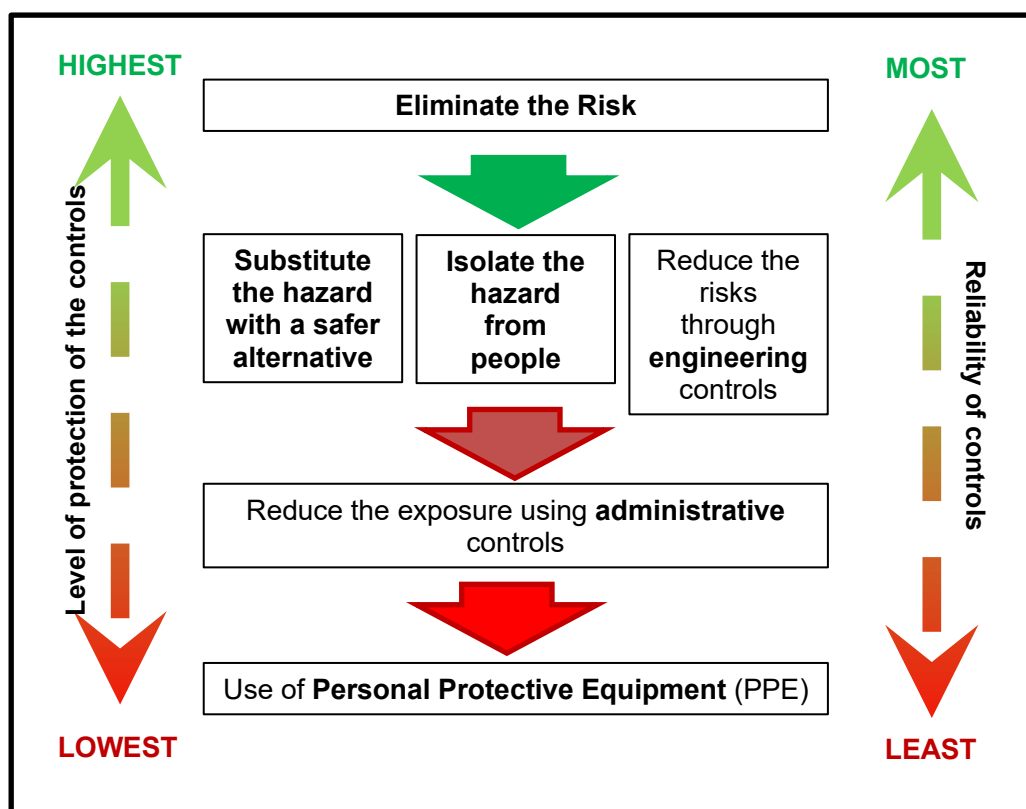
Table 4 is used to establish the risk tolerance of each risk score, and the escalation activity that should be taken when a risk is identified and scored. This has been adapted from the Council's Risk Enterprise Procedure.

Table 4: Risk Tolerance and risk escalation matrix			
Risk Rating	Risk Appetite	Risk Action	Risk Escalation
Low	Accept with controls and routine monitoring	No immediate concern <ul style="list-style-type: none"> Risks that are acceptable requiring no further treatment Requires routine monitoring by the risk owner to ensure controls remain effective 	No action required Managed by Branch or Section Manager/Leader Subject to annual review
Medium	Accept with controls and periodic monitoring	Periodic monitoring <ul style="list-style-type: none"> Risks that are tolerable with effective controls Requires periodic monitoring by the risk owner to ensure controls are effective and implement any planned improvements 	Managed by Branch or Department Manager/Leader Subject to quarterly review or event timelines
High	Reduce and mitigate	Frequent monitoring <ul style="list-style-type: none"> Risks that are undesirable but not always possible to avoid. Requires a risk treatment plan that aims to improve controls and reduce the risk (ARLAP); as long as costs do not outweigh the benefits. Requires frequent monitoring by the risk owner. 	Managed by Department Manager/Leader Requires escalation to the relevant Director for information or further review Subject to quarterly review or event timelines
Extreme	Reject and avoid, or reduce and mitigate	Actively manage <ul style="list-style-type: none"> Risks that are unacceptable and require immediate action/treatment to either avoid the risk entirely or reduce the risk to an acceptable level (ALARP) in line with Council's risk appetite. 	Escalated to the Director, CEO and/or Executive Leadership Team (ELT), for information, review and approval if required Risk rating monitored by the ELT and Audit Committee

Risk Controls

Event operators should always aim to eliminate risks, as this is the best way to manage risk. If they can't eliminate risks, they must minimise risks so far as is reasonably practicable.

Use the hierarchy of control measures to control risks and reduce exposure to hazards. The ways of controlling risk are ranked from the highest level of protection and reliability to the lowest. Administrative controls and personal protective equipment (PPE) are the least effective. They do not control the hazard at the source and rely on human behaviour and supervision.



Reasonably practicable

Event Operators should manage WHS risks depending on what is reasonably practicable. To decide if something is reasonably practicable, they should show that they have thought about all the relevant matters, for example:

- the likelihood of the hazard or risk;
- the harm that could occur;
- knowledge about the hazard or risk;
- ways to minimise or eliminate the risk, and if these are available and suitable; and
- cost, including whether the cost is grossly disproportionate to the risk.

Event Risk Management

Council has developed an event risk management assessment tool ('**Event Screening Tool**') to assist both event organisers and Council officers to determine the level of risk or impact the planned event is likely to carry. This risk score then determines the appropriate approach both parties will take in the application, assessment and approval of the event.

Event Registration vs Event Application

Every event in the City must apply for approval, under the Local Law, except for:

- private events on private land;
- public events on private land that constitute development;
- special events on roads that do not involve the use of public land;
- authorised public assemblies; and
- small gatherings.

Council has determined through this risk management process that low impact and low risk events can be assessed and treated in a different way to high risk and high impact events. The public facing guidance for this application process is broken into 2 streams – event registration and event approval.

Low Risk Events

Low risk events (those where there are no high risk activities, little to no temporary structures or additional requirements, and limited impact on the community or neighbours) will still need to go through an application process in line with the Local Law, however Council will communicate the process as an 'event registration' to the public. There are still expectations in place regarding holding a safe event with all risks adequately controlled and managed, however there will not be an expectation for additional processes or forms to be completed. In addition to satisfying Council that the event is being held safely, the registration stream also ensures that there is a record of the event taking place and the event space is allocated correctly to avoid being double booked.

High Risk Events

High risk events (those where there is significant additional structures or power requirements, higher risk activities and a higher impact on the community and neighbours) will need to undergo a more comprehensive assessment process prior to being approved. This will be clearly communicated to the public as part of the process and will be explained as a full approval requirement to establish appropriate expectations.

Event Risk Management Roles and Responsibilities

There are certain roles within Council that have particular responsibilities in the execution of this ESF.

Moreton Bay City Councillors

- Establish the ESF

Council Permits Team

- Assess event applications
- Work directly with event operators to ensure they understand the process and provide the required forms and documentation
- Refer event assessments and applications to relevant business function specialists where relevant
- Liaise with WHS team to check historical compliance of third-party operators

Council Business Function Specialists

- Assess event applications for the section their particular speciality covers
- Advise on any matters relating to the ESF or event application process that require a legal opinion (Legal team)
- Support in the enforcement action for any breach of event conditions

What is assessed in determining risk level?

In creating this ESF, a range of risk categories and criteria have been considered. This process has enabled Council to establish a scoring system within the event screening tool based on key risk criteria identified. It is considered that where any of the higher risk scores are present for an event, there is likely to be an assessment requirement from Council. Council is not the only regulator or enforcement entity responsible for the management of these criteria. For example, some are regulated by State or Federal legislation or regulations, and event operators will need to apply for separate permissions through the administering entities, and ensure they are complying with any other applicable laws and requirements, relevant to the operation of their event. The full risk assessment criteria incorporated into the event screening tool are included in the Appendix.

Table 5: Assessment categories for event application risk assessment tool	
Criteria	Reason for including in profiling
Alcohol	Without adequate controls and risk treatments, the sale or supply of alcohol at events can present high risks of alcohol related harm, antisocial behaviour and other consequences. Whilst the licencing requirements for the service of alcohol sits outside of Council, events where alcohol is intended to be sold or supplied must go through the full high risk application process to allow for the assessment of the controls that will be in place, and to ensure that they adequately cover the due diligence requirements for the Council.
Amusement devices (including inflatable amusement devices)	Amusement devices have a range of known risks that must be controlled to minimise the risk the device presents to the event. For events with amusement devices (including inflatable amusement devices), the event organiser as well as any owner, contractor or operator of the amusement device should be appropriately qualified in accordance with the Australian Standard AS 3533. The amusement devices should be maintained, installed and operated in accordance with the Australian Standard AS 3533, Work Health and Safety Regulation, and any other applicable legislative requirements and Codes of Practice.
Animals and plant matter	Any events that involve animals or plant matter increase health and safety risks for the public and biosecurity risks for the environment. Council requires additional information to understand the event, to ensure these risks are being managed safely.
Council key	If an event organiser requires keys to unlock bollards for vehicle access or wants to utilise public toilets or requests access to council's power or water supply, these requests pose a higher risk of damage to public land and risk to people. Council requires detailed information to understand the request to ensure the risk is managed safely.
Crowd size / total attendance	The larger the crowd size, the higher the potential frequency of incidents, and the higher the risk.
Event Location	The event location enables Council to consider whether the event constitutes development. Under s 12(2)(a) of the Local Law, a local law approval is not required for events on private land that constitute development. If it is determined the event does not constitute development, the event will be reclassified as low risk. If the event does constitute development no local law approval is required, but the event organiser will be referred to development services as a development approval maybe required (instead of a local law approval). This process is necessary to ensure that the Local Law is not, or is not perceived to be, regulating development.
Fireworks	Pyrotechnic displays, by their nature, carry a higher-than-normal level of risk. Events that have some form of pyrotechnic element included in the delivery will need to undergo a more rigorous application process to ensure that adequate risk controls have been put in place. Pyrotechnic displays can also have an impact on fauna. In certain areas, and at certain times of the year, this needs to be carefully considered to minimise wildlife disruption or risk to their welfare. There is separate State and Federal legislation and regulations that must be followed in the handling and delivery of pyrotechnics at events.
Food vendors	Most events supplying or selling food have certain requirements regarding registration and food safety. The use of commercial food trucks or operations also helps determine whether the overall profile of the event is higher risk, as a significant number of food trucks is likely an indicator of larger crowd attendance number, longer duration or other higher risk factors.
Sports field	Any event that takes place on a sports field has a high risk of damage to the sports field including underground irrigation systems. Council requires all operational details to determine the suitability of the event to the sports field.

Criteria	Reason for including in profiling
Temporary structures	Event overlay requirements may vary between events (overlay refers to any temporary infrastructure that has to be installed at the site for the purpose of the event, i.e. temporary structures, staging, signage, power etc), with lower risk, low impact events requiring only basic overlay requiring little setup or management, whereas complex higher risk and higher impact event overlay will require a more comprehensive risk management plan and will require a full assessment.
Traffic management	Events can have an impact on roads and parking areas around the event site. Traffic management may be required, and a full event application assessment will need to be undertaken to ensure the plan is in keeping with Council's requirements.
Waste implications	Basic event waste requirements will be low impact and can be met with existing site infrastructure and profiled as a lower risk event. Where waste requirements exceed the site provision, further assessment of the event is required as there may be higher risk or impact activities or overlay present.
Water based activities on a beach or near a water source	Any activity that takes place on or alongside a water source, presents a higher-than-normal risk profile. Council must be satisfied that adequate controls are in place to protect the public, and also minimise the impact on the community. There are also third-party regulators involved in the permission process who must be consulted as part of an application of this type.

Event Risk Management Supporting Documents

Document Title	Document User	
	Council	External Event Organiser
Event Screening Framework	✓	
Event Screening Tool	✓	✓
Event Organisers Guide		✓
Event Risk Management Plan Template		✓

Event Screening Tool

This document is for Council to utilise when evaluating the risks associated with a third-party event, or for an external event organiser to use to determine the event application process they need to follow. The risk criteria are consistent with the Council's Enterprise Risk Management Policy and Procedure measures of risk consequence, risk likelihood, control effectiveness, risk rating and risk response (evaluation) criteria.

Event Organisers Guide

This document provides external event organisers with information and resources for planning and delivering an event in the City of Moreton Bay. This guide is provided to external event organisers to assist in the determination of the risk level for their event, as per the 'Event Screening Tool'. This should be consulted for all events regardless of the risk level.

Event Risk Management Plan Template

This document has been developed as a “how to guide” for event operators to assist them in completing an event risk assessment. It includes an event specific Risk Management Plan template for the event organisers to complete, that outlines the event organiser’s risk management approach and details the management components and resources to be applied to the management of risk. This template is a guidance tool only, to help event organisers understand if they are carrying out higher risk or hazardous activities within the event, so that they can assess these risks and advise Council of how they intend to manage them. The example risks and controls included in this template, are included as a guide only. The event organiser will need to add or remove risks and controls as relevant for their event. This document is primarily aimed at high risk event operators, to assist them in the process they will be required to undertake to complete the application process.

This document also provides external event organisers with the requirements for their emergency planning information including:

- Fire safety
- Assembly areas
- Medical response
- Emergency arrangements
- Contact information

Event Risk Scores

Each of the criteria used to determine the level of risk associated with an event have been assessed to determine their individual risk level. This assessment has been undertaken considering the raw, or uncontrolled risk for each criterion (i.e., the worst-case scenario). This process allows Council to determine the highest risk and impact activities that should be assessed as part of the event application process.

Table 7: Raw risk score for assessable elements or risk categories as part of this ESF				
Risk Criteria	Definition (lack of controls may create these category of risk)	Consequence	Likelihood	Risk Score
Alcohol - Uncontrolled sale or supply of alcohol	<ul style="list-style-type: none"> • Injuries / H&S breaches • Asset damage • Reputational damage to Council • Legal and governance breaches 	Major	Likely	High
Amusement devices (including inflatable amusement devices) Unregulated use of amusement devices	<ul style="list-style-type: none"> • H&S breaches • Service delivery • Reputational damage • Legal and governance breaches 	Major	Likely	High
Animals and plant Matter Animal injures member of the public or biosecurity hazard	<ul style="list-style-type: none"> • Injuries / H&S breaches • Environmental damage • Reputational damage to Council • Legal issues 	Major	Likely	High
Council key	<ul style="list-style-type: none"> • Injuries / H&S breaches • Asset damage • Reputational damage to Council • Legal issues 	Major	Likely	High

Table 7: Raw risk score for assessable elements or risk categories as part of this ESF				
Risk Criteria	Definition (lack of controls may create these category of risk)	Consequence	Likelihood	Risk Score
Crowd size / total attendance – Large crowds, when unmanaged can present higher risks and frequency of incidents	<ul style="list-style-type: none"> Injuries / H&S breaches Environmental damage Asset damage Reputational damage to Council 	Major	Likely	High
Event Location – An event on private land may be required to obtain a Development Application	<ul style="list-style-type: none"> Reputational damage to Council Legal issues 	Moderate	Likely	High
Fireworks - Uncontrolled use of fireworks or pyrotechnics	<ul style="list-style-type: none"> Injuries / H&S breaches Environmental damage Asset damage Reputational damage to Council 	Major	Likely	High
Food vendors – unmanaged or unregulated food provision risking poor food hygiene practices	<ul style="list-style-type: none"> Injuries / H&S breaches Reputational damage to Council Legal issues 	Major	Likely	High
Sports field	<ul style="list-style-type: none"> Injuries / H&S breaches Asset damage Reputational damage to Council Legal issues 	Major	Likely	High
Temporary structures - Unpermitted or unregulated erecting of temporary structures	<ul style="list-style-type: none"> Injuries / H&S breaches Asset damage Reputational damage to Council Legal issues 	Major	Likely	High
Traffic management – Lack of traffic management when it should be required, or inadequate management of traffic management	<ul style="list-style-type: none"> Injuries / H&S breaches Asset damage Reputational damage to Council Legal and governance breaches Service delivery 	Major	Likely	High
Waste implications -	<ul style="list-style-type: none"> H&S breaches Asset damage Reputational damage to Council 	Major	Likely	High

Table 7: Raw risk score for assessable elements or risk categories as part of this ESF

Risk Criteria	Definition (lack of controls may create these category of risk)	Consequence	Likelihood	Risk Score
Water based activities on a beach or near a water source – Uncontrolled or unmanaged activities occurring on or near water sources	<ul style="list-style-type: none"> • Injuries / H&S breaches • Environmental damage • Asset damage • Reputational damage to Council 	Major	Likely	High

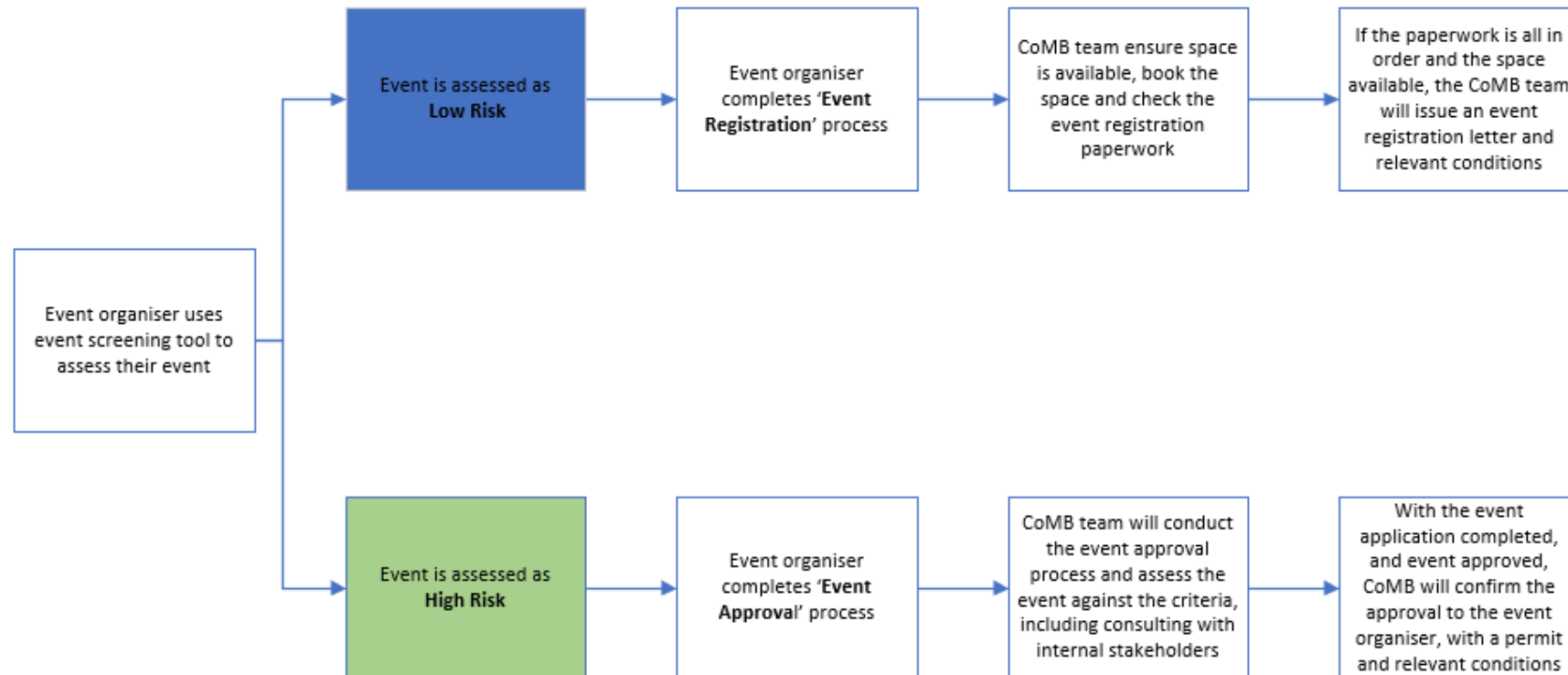
Framework Elements

Council wishes to make the application process as simple as possible for event organisers, whilst also streamlining the approval process internally.

Council has developed a screening tool which will be available to access on the Council website. Event organisers can use this tool to self-assess their event and, using the results generated from their answers, are then directed to the application stream appropriate for their event.

The event organiser will either be directed to make an ‘Event Registration’ (low risk application process) or an ‘Event Approval’ (high risk application process). Internally, these both require an approval process to be followed, but the requirements for each vary.

Event Screening Process



Planning and Management

All Events

Council will seek to ensure that the risks of each activity occurring as part of an event will be mitigated through effective controls, evidenced by appropriate planning and management documentation.

Event organisers are required to provide Council with the following documentation for all events in the City to which this ESF applies, at the time of application:

- i. Event Application Form;
- ii. Public liability insurance certificate of currency (relevant to event size and scope as defined by Council) for:
 - a. Event operator; and
 - b. Contractors.

Depending on the risk score produced through the screening tool, additional documentation and requirements may be imposed on the event organiser and outlined in the following sections.

High Risk Events

In addition to the event application form and insurance certificate of currency, events that have been assessed as high risk will also need to provide, at a minimum, an event risk management plan (including an event risk assessment).

There may also be requirements for the provision of information or documentation, depending on the activities taking place at the event. These documents or information may include those outlined in **Table 8** below.

Table 8: Documents and plans that may be required for high risk assessed events	
High Risk Event Activity	Required Document(s)
Activity within areas with known flora or fauna limitations	<ul style="list-style-type: none"> • A plan outlining how you will protect the natural environment may be required. • Waste Management Plan
Alcohol	<ul style="list-style-type: none"> • Appropriate liquor licence or exemption (as applicable) from the Queensland Government Office of Liquor and Gaming Regulation
Amusement devices (including inflatable amusement devices)	<ul style="list-style-type: none"> • Business name and contact details of amusement device owner/operator • Evidence of manufacturer's or engineer's signoff • An operations plan detailing the setting up, operation and dismantling of the device
Aviation	<ul style="list-style-type: none"> • Appropriate CASA permits or safety management plans
Drone photography / videography	<ul style="list-style-type: none"> • Relevant CAA permits or plans
First aid station/personnel	<ul style="list-style-type: none"> • Health/Medical Management Plan (normally provided by the first aid provider) • First Aider qualifications

Table 8: Documents and plans that may be required for high risk assessed events	
High Risk Event Activity	Required Document(s)
Food provided/sold	<ul style="list-style-type: none"> Food business licence (Council or relevant local authority) if one is required
High risk construction work	<ul style="list-style-type: none"> Safe Work Method Statement
High risk work (work defined as high risk by SafeWork and relevant legislation regulations)	<ul style="list-style-type: none"> High risk work licence Safe Work Method Statement (where required)
Laser lighting/display	<ul style="list-style-type: none"> Contractor must have all relevant permits and licences to operate the equipment Safety management plan for the activity
Live entertainment including amplified sound	<ul style="list-style-type: none"> Noise Management Plan
Pyrotechnics	<ul style="list-style-type: none"> Fireworks event notice lodged with relevant regulators Fireworks operator licence Dangerous Goods security clearance cards Site plan showing separation distances and exclusion zones Community notifications Temporary storage risk assessment (if required) Copy of permit to light fire from Fire Warden
Temporary structures	<ul style="list-style-type: none"> For tents between 100m² and 500m², stages and grandstands: <ul style="list-style-type: none"> Form 15—Compliance certificate for building design or specification; and Form 30—QBCC licensee aspect certificate for accepted development (self-assessable) Building approval (if required - e.g. tents over 500m²) Application to construct, extend or alter a public building
Traffic management	<ul style="list-style-type: none"> Any applicable road closure approvals from Council, Department of Transport and Main Roads, or Queensland Police Service
Water based activities	<ul style="list-style-type: none"> Aquatic Event Authority from Maritime Safety Queensland

Low Risk Events

All events in the City to which this ESF applies, will undergo an application and approval process. The risk-based approach taken by Council in the Local Law and this Framework allow for events that are assessed as being low risk to follow an application and approvals process that is less onerous on both the operators and Council officers. Events that satisfy the low risk criteria, and that provide adequate detail in their event application form to allow Council officers to satisfy their due diligence obligations and be confident the event is low risk and being managed appropriately will not need to undergo a full internal council assessment process.

Related Documents

Relevant legislation

- *Events Local Law 2023*

Council documents

- *Events Local Law 2023 Explanatory Notes*

Definitions

Term	Definition
City of Moreton Bay or Council	Moreton Bay City Council
Consequence	In this Framework, Consequence is a qualitative measure of an occurrence’s impact on Council’s objectives. It may be either foreseeable, or ‘worst case scenario’. There may be a range of outcomes associated with such an occurrence.
Hazard	A source or cause of a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment or a combination of these.
Incident	An unplanned occurrence resulting in or having the potential to cause injury, ill-health, damage or other loss to the corporation or personnel.
Issue	An “issue” may: <ul style="list-style-type: none"> • Be a situation that currently exists or requires action / decisions to resolve, • Be distinct from a risk, where a risk involves a chance that a specific incident or scenario, • Or may not occur and there is considerable uncertainty on the severity level, i.e. if there is considerable uncertainty in either the likelihood or consequence, it is taken to be a risk; and • May have an impact on Council achieving its objectives to a reasonably known severity level, if no action is taken.
Likelihood	The chance of a particular incident occurring during any Council related activity.
Local Law	<i>Events Local Law 2023</i>
Reasonably Practicable	SafeWork Australia defines reasonably practicable at a particular time a duty holder makes a decision in relation to mitigating risk by taking into account and weighing up all relevant matters including: <ol style="list-style-type: none"> a) The likelihood of the hazard or the risk concerned occurring, b) The degree of harm that might result from the hazard or the risk, c) What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk, d) The availability and suitability of ways to eliminate or minimise the risk; and e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with

	available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. ¹
Risk	Risk is a product of likelihood and consequence. It can be described as representing threats or opportunities to achieving Council’s business objectives. Most risks have a range of causes (or hazards) and a range of potential impacts. Council’s Risk Management Framework measures risk using a semi-quantitative method that combines qualitative descriptors with a quantitative score to allow for the measurement of risk.
Risk Score	Risk Score = Consequence Score x Likelihood Score
Safety	Safety is a state in which the risk of harm (to persons) or damage is limited to an acceptable level. In the context of this Framework, safety means Work Health and Safety (WHS) or public safety.
Standard	A Standard is a cluster of risk management-related activities that are represented by Elements within a Risk Management System. Through the Elements, the Standard sets out the minimum acceptable level for delivering these activities.

Document Control

Document History				Official Version: ECM68255820
Version	Approval	Date	Description	Document ID
1.0	Council	08/11/2023	New Guideline	68255820
2.0	Council	26/02/2025	Updated Guideline	72080022

Appendix 1 – Event Screening Tool Answers and risk ratings

Q #	Category	Question	Answer	Risk Rating
1	Alcohol	Q1 - Will alcohol be sold or supplied at your event?	No, alcohol will not be sold or supplied at this event	Low
			Yes, alcohol will be sold or supplied at this event	High
2	Amusement Devices (including inflatable amusement devices)	Q2 - Will amusement devices or jumping castles be at this event (amusement devices may include items such as show rides)?	No, there will be no amusement devices or jumping castles at this event	Low
			Yes, there will be amusement devices or jumping castles at this event	High
3	Animal and Plant Matter	Q3 - Are you bringing animals or plant matter including soil) onto the site as part of your event or event setup?	No, plants or soil will not be brought onto the site	Low
			Yes, plants or soil will be brought onto the site	High
4	Council key required	Q4 - Does your event require a council key to unlock bollards for vehicle access or a key to utilise public toilets or requires access to council's power or water supply?	No, council access is not required	Low
			Yes, council access is required	High
5	Crowd size / Attendance	Q5 - What is the expected crowd size for your event?	The attendance for this event will be under 200	Low
			The attendance for this event will be 200 or more	High
6	Event Location	Q6 - Is your event on Public or Private Land?	Yes, the event is on public land	Low
			Yes, this event is on private land	High
7	Fireworks	Q7 - Will there be fireworks at your event?	No, there will be no fireworks at this event	Low
			Yes, there will be fireworks at this event	High
8	Food Vendors	Q8 - Will you have food vendors at your event?	No, there will be no food vendors at this event	Low
			Yes, we will have food vendors at our event	High
9	Marine or Jetty	Q9 - Is any part of your event held on a beach or near a water source such as a river or lake, jetty, marine area or a boat ramp?	No, my event site is not held on a beach or a water source such as a river or lake, jetty, marine area or a boat ramp	Low
			Yes, my event is held on a beach or a water source such as a river or lake, jetty, marine area or a boat ramp	High

Local Law Guideline: Event Screening Framework

Q #	Category	Question	Answer	Risk Rating
10	Sports field	Q10 - Is your event being held on a sports field?	No, the event is not being held on a sports field	Low
			Yes, the event is being held on a sports field	High
11	Temporary structures	Q11- will temporary structures be on site for this event, such as pop-up tents, marquees, staging etc?	There are no structures for this event, or I will install structures that don't exceed two 3m x 6m marquees or I will use sun umbrellas	Low
			There are structures for this event which exceed two 3m x 6m marquees	High
12	Traffic Management	Q12 - Does your event require any traffic management, for example road or footpath closures, car parking restrictions etc?	No, there will not be traffic management requirements for this event	Low
			Yes, there will be traffic management requirements for this event	High
13	Waste	Q13 - how will waste be managed for your event?	This event will produce low volumes of waste, all of which can be removed off site by the event organiser at the completion of the event	Low
			This event will produce waste that requires the event organiser to engage a waste management provider or the event requires council bins at a cost to the event organiser	High