

Diamond Creek
Rotary



Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

This document is prepared by the Safety Officer of the
Diamond Creek Rotary Town Fair and contains the details of
the Management of the Fair to be held on 13th September
2025

rcdctownfair@gmail.com

<https://diamondcreektownfair.org.au/>

Revision: 1.1 20th May 2025

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Contents

Introduction	2
The Event	2
Risk Management Context	3
Event Communication	4
Event Safety Policy	4
Incident Reporting	5
Organizational Structure	5
Contractor & Stallholder Management	6
Emergency Procedures	6
First Aid, Accident & Injury	6
Fire	6
Weather	7
Evacuation	7
Lost Children	7
Disabled Toilets Children's Change Room	7
Dangerous Goods	7
List of Banned Items	8
Traffic Management (Road)	9
Vehicle Entry to Oval	9
Vehicle Exit from Oval	9
Communication	9-10
Diamond Creek Town Fair Risk Register	11-19
Risk Management Matrix	20
Appendix 1 – Evacuation Plan	21
Appendix 11- Incident Report Form	22
Appendix 111- Traffic Management Plan & Vic	Refer web site.
Appendix IV – Fireworks/fireworks warning	23

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Introduction

The Diamond Creek Town Fair has been celebrated since 1971, making this year's fair the 53rd. In 2001 the conduct and management of the town fair was accepted by the Rotary Club of Diamond Creek, a club under the auspices of Rotary International. The fair is managed by volunteers who freely give up their time for the benefit of the community.

The general aim of the town fair is to provide a community event that the community can engage in, enjoy, and reap the benefits of, through their participation. The town fair is a major fundraising opportunity for many community groups, and profits from the conduct of the town fair are held in trust for community programs and projects that will benefit the community.

The Event

The Diamond Creek Rotary Town Fair will be held on Saturday 13th September 2025. It is a one-day event commencing at 0900 hrs and concluding at 2200 hrs.

The town fair is a community event that is further detailed in the risk management context.

The town fair consists of five stages:

- Stage 1: Pre-planning. February to September
- Stage 2: Bump in 12th and 13th September
- Stage 3: Event conducted. 14th September
- Stage 4: Bump out 14th and 15th September
- Stage 5: Event debriefing. September to November

Stage 1

Event management, Liaison with stakeholders, Communication, Emergency planning, Infrastructure and resource requirements, Entertainment and displays, Community engagement.

Stage 2

Carnival set up. Preparation of fairgrounds and infrastructure, safety inspections

Stage 3

Event management, safety inspections, resource allocation, action, and response

Emergency liaison

Stage 4

Repatriation of Nillumbik Reserve and infrastructure removal

Stage 5

Liaison with stakeholders, what worked and what didn't? Recommendations for going forward.

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Risk Management Context

The Risk Management plan for the Diamond Creek Rotary Town Fair follows contemporary principles in risk management as they are practiced in Australia. Reference material utilized in the formulation of the plan is:

Australian Standards ISO 31000:2009

Australian Standards ISO 45001:2018

Festival & Event Risk & Emergency Management Workshop August 2025

Advice for Managing Major Events Safely

Risk Management Guide for Community Service Organization April 2010

The Diamond Creek Rotary Town Fair is conducted in an outdoor environment within a dedicated reserve complex known as Nillumbik Reserve.

Marngrook Oval and Coventry Oval will be utilized this year to stage the fair.

The Coventry and Marngrook Oval areas are utilized for commercial and community stalls activity, pony, and camel rides, displays, participation events, food and beverage and a range of similar low risk activities. The Marngrook oval area is also utilized for a carnival and sideshow alley that is managed by a carnival manager (contractor); and by the carnival operators themselves.

The Town Fair is a family orientated event and has averaged crowds in the region of 30,000 for the past 4 years. The demographic range is not limited to any particular group, although the carnival and side-show alley environment normally comprises a demographic of male/females in the 14-25-year age group.

The town fair is staged in September during Spring. Spring can be very changeable so both dry and wet conditions need to be considered in the planning.

The Rotary Club of Diamond Creek has appropriate public liability insurance under the Rotary organization banner. The club insists all those involved in the fair hold appropriate insurance and those without are notified that sites will not be made available to them without public liability insurance cover which they are advised can be sought through the Nillumbik Council.

The Town Fair has a range of commercial sponsorships including major support from the Shire of Nillumbik and the Bendigo Bank. The fair is seen as an important community activity.

The Town Fair appoints a suitably qualified risk management person to act as a safety officer for all aspects of the fair. A risk register has been prepared for those risks identified as requiring specific risk control strategies. These are listed in the Risk Register.

First-aid response is provided by St John Ambulance who are on site for the duration of the event. The Diamond Creek Fire Brigade play an important part in the strategic operations of the fair, including as participants; and the Diamond Creek Police are fully briefed and supportive of the event as well as also being an important strategic resource.

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Event Communication

The event is communicated to the general public via:

Plenty Valley FM Community Radio

Town Fair program flyers (circulation 5,000)

Website (www.diamondcreektownfair.org.au)

Festivals and Markets publications

Facebook (Diamond Creek Rotary Town Fair)

Additionally, individual liaison is conducted with the Diamond Creek Fire Brigade, the Diamond Creek Police, and the Shire of Nillumbik.

The Town Fair Committee is chaired by a member of the Rotary Club of Diamond Creek and has community representatives from outside Rotary.

Event Safety Policy

The Rotary Club of Diamond Creek is dedicated to ensuring that the highest standards of safety are met for the conduct of the Town Fair, ensuring the health and safety of all participants in the staging of our event.

The club is committed to ensuring the principles of the AS/NZS 4360 and 4801 are utilized for the identification, analysis, and treatment of risks, and for the safe governance of the town fair.

All volunteers and paid staff who are engaged for the management and conduct of the town fair will have received training in relation to their duties and responsibilities.

A dedicated safety officer will oversee all aspects of the town fair and will be available during the running of the event at the fairgrounds. Where safety is in question regarding any aspect of the fair the decision on how to proceed, act or respond will be provided by the safety officer on behalf of the club and in line with their qualifications.

Where specialist attention is required, such as electrical work, only appropriately qualified people will be engaged.

The club commits to continual liaison with the Victoria Police, the Diamond Creek Fire Brigade, and the Shire of Nillumbik in relation to the conduct of the Town Fair, and to the safe management of the fair with no harm to people, property or the environment.

Chairman: Roger Knight

Diamond Creek Rotary Town Fair

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Incident Reporting

An incident can be defined as an event that has the potential to harm people, property, or the environment, or has actually done harm.

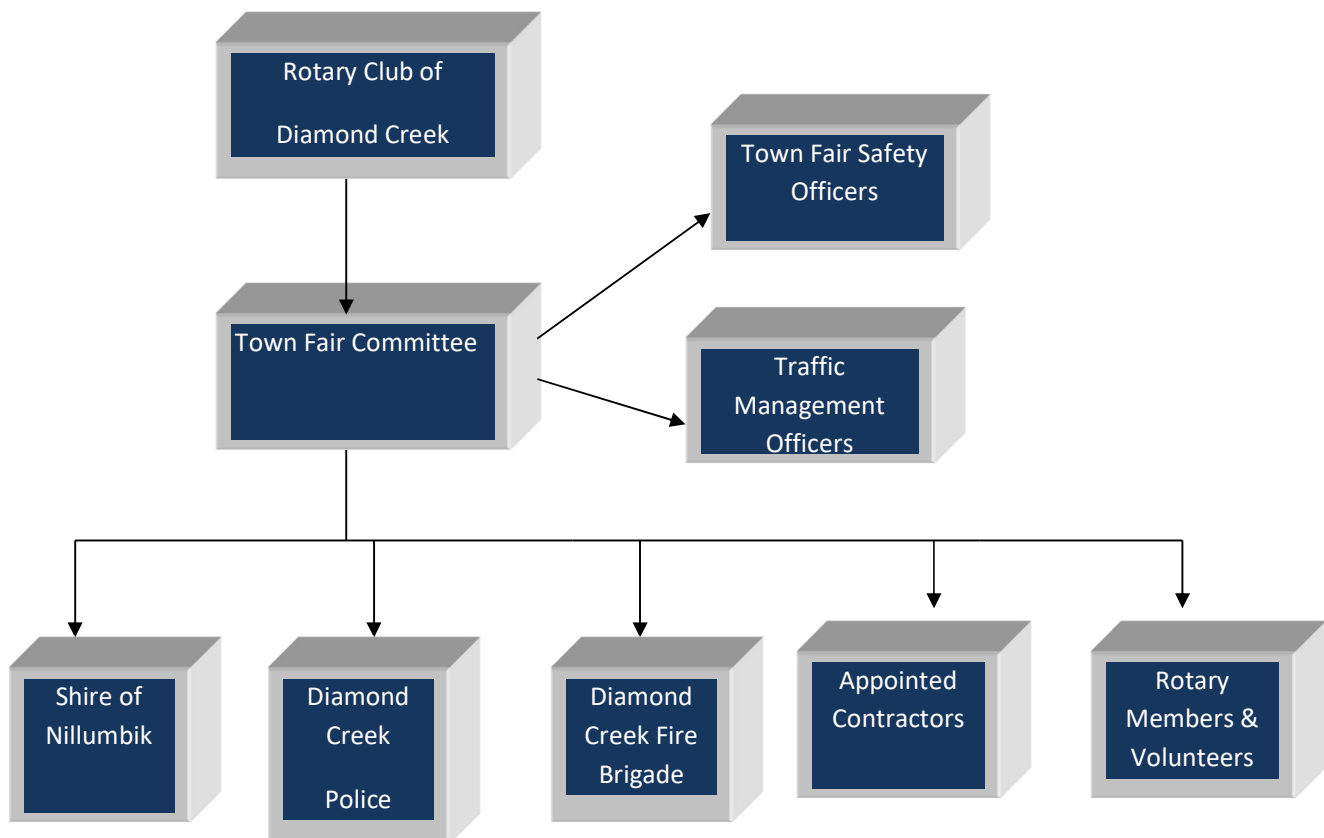
Typical incidents in the past 6 years have been abrasions and contusions relating to falls from the same level, or lacerations caused by striking the body with an object.

All incidents will be reported to the safety officer and an incident report form compiled.

Regulatory reporting to the Victorian Work Safe Authority will occur where a specified incident or dangerous occurrence has eventuated in line with the OHS Act 2004.

Organisation Structure

The Rotary Club of Diamond Creek Incorporated; is the controlling organization for the town fair. The organizational structure is shown in the following table.



Diamond Creek Rotary Town Fair 2025: Safety and

Contractor & Stallholder Management

Contractors to the town fair will be required to conduct and maintain their own safety management plans for the activities they undertake.

Carnival operators and pyrotechnic suppliers have specific obligations under government legislation for the conduct of their activities. Only those contractors who ensure compliance with relevant legislation will be appointed as contractors to the town fair.

Stallholders are required to ensure all equipment is in good working order and that their activity will not cause harm to people, property, or the environment.

All electrical leads are to be tested and tagged. Testing will be available on the day done by our Electrical Safety Officer for a charge of \$20.00 per lead.

For the duration of the Town Fair the Safety Officer will conduct random inspections of all aspects of the grounds, as per the specifications in this Safety Plan.

Emergency Procedures

First Aid, Accident & Injury

St John's Ambulance will be in attendance at the fair and will respond to all first aid requests. Requests for first aid are to be made directly with St John Ambulance via the radio network.

St John's Ambulance will be located on Main-Hurst bridge Road near the entrance to fair.

Where the patient is unable to be moved, St John's will attend the accident site. When notifying St John of an injured person, ensure the following details are supplied.

- Nature of injury
- Location of injured person
- Approximate age of injured person
- Gender of injured person

Fire

There is a risk of fire in regard to the Town Fair such as:

- Electrical fires (e.g. untagged equipment)
- Bushfires
- Rubbish bin fires
- Lightning/electrical storms

In the event of a fire, the following procedures are to apply:

- Evacuate the area

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

- Call 000
- Rescue any person in danger if safe to do so.
- Raise the alarm by radio contact with the Town Fair Control Centre. Control centre to also contact 000
- Attempt to extinguish the fire if safe to do so.
- If required, evacuate patrons to the Emergency Assembly Area. (EAA) and maintain control of persons at the EAA.

Weather

Predictions of extremes in weather conditions such as bad storms, wind, rain, hail or extreme hot weather will be accessed by the committee several days ahead of the fair day by consulting local weather reports. Our fair is held outside the fire danger period, so extreme hot weather is very unlikely. The Chairman and committee will decide if the fair should be postponed or cancelled.

If stormy weather should hit the fair on the day, the Chairman and Safety Officers will decide what precautions need to be taken and/or if the fair needs to be closed down.

Evacuation

In the event that an emergency condition requires an evacuation strategy of any area associated with the conduct of the Town Fair, the Emergency Assembly Areas are to be utilized. Rotary has designated four volunteers to be Evacuation Marshals who have been trained in the evacuation process.

The Police are to be advised accordingly.

**The primary EAA is: NILLUMBIK RESERVE
(near Gipson St bridge)**

The secondary EAA is: NETBALL COURTS AND SURROUNDING PARKLAND

Refer Evacuation Plan in Appendix 11



Lost Children

All lost children are to be reported to the Town Fair Control Centre. Children are to be escorted to this location without delay.

The Control Centre will ensure that a public broadcast is made in an attempt to contact the parents; that the Police are informed; and that the correct identity of those collecting children is ensured.

Where parents have lost their child and report to a club member, the above is also to apply.

Disabled Toilets and Children's Change Room

These facilities can be found in the Community Centre (the major building between Marngrook Oval and the railway line).

Dangerous Goods

Compressed Gas Cylinders

The use of compressed gas cylinders is common with food & beverage stallholders. Gas cylinders are to be secured in an upright position with either

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

chain or strapping so that they cannot fall over. Compressed gas cylinders when damaged after falling, can cause significant injuries as they become a projectile. Cylinders must be in test date and in good condition.

The Safety Officer is to conduct an inspection of such stall sites. If a gas leak is suspected – turn off the cylinder – turn off the appliance – do not use any ignition source – seek assistance.

Mobile Catering Vehicles

Mobile catering vehicles must have an Energy Safe Victorian compliance plate fitted or its interstate equivalent. They should also have a fire blanket and suitable portable extinguisher.

The committee will be mailing/emailing a pamphlet from Energy Safe Victoria called "Gas Safety at Outdoor Events" to stallholders who use gas in their stalls at the fair. These pamphlets contain a checklist that is to be completed and kept with the stallholder on the day so that when the safety audit is conducted these pamphlets can be checked.

Petroleum Products

Some stallholders will carry small amounts of petrol in containers. Additionally, some will have vehicles as part of their stall display or generators. Where petroleum products are carried in containers they must be of an approved plastic or metal material and contain such identification accordingly.

The Safety Officer is to conduct an inspection of such stall sites.

Banned Items List includes:

The following is a list of items that will not be allowed at the Diamond Creek Town Fair:

Explicit and hardcore T-shirts	Explicit DVD's and Videos
Fake cigarettes	Iridescent Hair Spray
Fuel type fire lighters (Zippo)	Horns and trumpets
Knives (including pen knives)	Metal/wooden martial art nunchakus.
Playing cards (nude/lewd)	Pressure pack fart gas, or snow
Drug related goods (including cocaine kits, bongs etc.)	
Pressure pack snow	Stink /Water bombs
Silly string	Fireworks – crackers
Bouncing beans	Laser Pointers, or laser pen lights
Toy guns are acceptable; however, the following are NOT:	
Pellet guns Ball bearing guns	Replica guns (bullet type)
Pop downs (thrown down)	Potato guns (bullet type)
Eight shot caps	Roll caps.
Water pistols over 150mm (6")	Samurai swords,
English swords and fencing swords are to be sold in sealed packages by licensed traders ONLY. *Anything that can be used to create injury or a nuisance to people or animals is banned.	

It is the Site-holder's responsibility to ensure they are compliant with the laws in regard to the sale of novelty items, including the Dangerous Goods (explosives) Regulations 20000, Regulation 803, and the DANGEROUS Goods Act 1985-554 so that an illegal item is not sold at the Show. Banned or illegal items will be confiscated, and the names of the Site-holder's found selling banned items will be circulated to all other fair and market committees.

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Traffic Management (Road)

The Town Fair Traffic Management Officer is responsible for planning and designing the Traffic Management Plan. This plan is for the road closures for the Morning Parade, CFA Torchlight Parade, and the evening fireworks display. This plan is sent to Nillumbik Council and Diamond Creek Police for review and Vic Roads for a permit.

Refer to Traffic Management plan on our web site.

Vehicle Entry to Oval

Entry times 6.30am to 9.00am

Vehicles are to be directed up past the Community Center follow road around to double gates near cricket nets. Turn right onto Marngrook Oval.

Vehicles will be directed by a volunteer with a two-way radio. Vehicles to travel at no more than 20 kmh. Vehicle that will be leaving the oval for the day must be off the ground by 9.00am. Parking for these vehicles is provided in the area at the rear of Marngrook Oval. Vehicles are to leave the oval using the gates by the cricket pitch area.

Vehicle Exit from Oval

Stall holders cannot leave the ground before 4.30pm. (This is an OH&S requirement as there are still many patrons on the oval). The only exception to this is if there is an emergency and the stallholder seeks permission from the Control Tent, and it is granted.

After 4.30pm vehicles can be walked off the oval leaving by gates at cricket pitch area. Vehicle speed must not be more than 20K/hr. Vehicles are to turn left and follow the roadway around the oval and down to the traffic lights at the entrance of Marngrook Oval. Patrons are to follow directions given by Traffic Supervisors.

This information is conveyed to all stallholders and or activities on the documentation sent out with their application form. By submitting an application form to the Town Fair Committee, the stall holder agrees to these terms and conditions.

Communications

The Rotary Club of Diamond Creek has a comprehensive radio network in place during the conduct of the town fair. The following table reflects that network.

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Unit	Call sign
Town Fair Control Centre	Rotary Control
Safety Officer	Greg Paull
Town Fair Stalls Coordinator	Dennis Kerr
Town Fair Coordinator	Roger Knight
St John Ambulance	First Aid
Victoria Police	Contact via the Control Centre or Emergency call 000
Rotary Club Members	Utilize member's surnames or activity

Should the radio network collapse, mobile phone contact is to be utilized.

The following are key contact numbers.

Name	Position	Mobile
Leigh Greenhalgh	Electrical Safety Officer	0418 550 440
Roger Knight	Town Fair Coordinator	0407 134 603
Dennis Kerr	Site Coordinator	0419 585 123
Linda Gidlund	Parade Marshal	0418 173 279
Greg Paull	Waste Management	0410 261 165
Andrew Stanley	Stage & Sound	0411 853 543
Greg Paull	Safety Officer	0410 261 165
Greg Paull	Grounds coordinator	0410 261 165
Sally West	P/A coordinators M/C's	Via 0407 134 603
Steve Crosling	Traffic Management	0417 595 282
Eileen Gatt	Rotary Control Tent	0427 712 688
Adrian Gatt	Public Facility Cleaning	0407 332 549
Steve Crosling Dennis Kerr Greg Paull John Gatt	Evacuation Marshalls	0417 595 282 0419 585 123 0410 261 165 0407 492 209

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Diamond Creek Town Fair Risk Register

Club Name: The Rotary Club of Diamond Creek

Date: September 13th, 2025.

Site Location: Nillumbik Reserve Main-Hurstbridge Road
Diamond Creek:

JSA Number: 1/2017

Event Description: Diamond Creek Rotary Town Fair

Approved by: Roger Knight, Greg Paull

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood	Cons	Risk	Who is responsible to control these measures
STREET CLOSURE Directing Traffic & interaction with vehicles	Rotary Volunteers may be struck by vehicles & injured. Exposure to environmental conditions may cause illness.	Activity being controlled by Diamond Creek Police. Rotary Volunteers are provided with high visibility vests Traffic management plan implemented & approved. Permit from Vic Roads applied for .	1	2	L	Victoria Police Rotary volunteers Rotary Traffic Management Officer. Traffic Management Plan is on Town Fair web site

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood	Cons	Risk	Who is responsible to control these measures
GRAND PARADE.						
Interaction between pedestrians & vehicles.	Vehicles may strike pedestrians & cause injury	Parade to be controlled & supervised by Rotary members during formation and conduction of parade.	1	2	L	Rotary Grand Parade Marshall and Rotary members
Public walking onto parade route.	Persons may fall	Rotary members closely monitor the parade while in progress and are prepared to implement emergency measures.				Rotary Safety Officer
Persons riding on floats.	Persons may fall from floats & be injured.	Persons on floats are to be supervised by adults at all times. Vehicles to go no faster than 20kph and to be driven by drivers with no restrictions to their Licence.				Adult in charge of float
Animals in parade.	Becoming uncontrolled and injuring themselves or persons.	Animals are in the control of their handlers at all times.				Animal Handlers
Use of vehicles.	Vehicles may breakdown	Vehicles that breakdown will be moved to the side of the road to avoid congestion.				Rotary Members
	Vehicles may catch fire.	The CFA are in the parade & would immediately respond to a fire.				CFA

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood	Cons	Risk	Who is responsible to control these measures
EMERGENCY RESPONSE Fire in a particular part of the fair grounds. First Aid required by staff or general public. Evacuation of all or part of Fair grounds. Brawl or civil disturbance requiring police action	Injury and/or damage to persons or property.	Call 000 for emergency service response. St Johns Ambulance is in attendance at the fair. They are stationed out front of Coventry Oval on Main Hurstbridge Road. Rotary Club members in attendance. Victorian Police is in attendance at the fair	2	2	M	CFA St Johns Ambulance Rotary Safety Officer Rotary Members Evacuation Marshalls Victorian Police

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

--	--	--	--	--	--	--

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood	Cons	Risk	Who is responsible to control these measures
CARNIVAL RIDES Set-up & dismantle of carnival rides & area. Operation of rides Malfunction of carnival rides	Persons may enter work area & be injured. Persons may enter area of ride & be struck & injured. Persons may be injured on rides. Persons may need rescue from heights. Persons on the rides may be injured while the ride is in progress	Work-Safe Victoria licenses carnival operations. Carnival operator has advised they have OHS Plan including set-up, dismantle & operation of rides, rescue etc. Engineering Certificates of Safety required to be produced by the Carnival Operators for verification that rides are maintained in safe functioning condition.	2	2	M	Carnival operator and staff.
INTERACTIVE ACTIVITIES Children's face painting/ Horse rides/Camel rides	Children may suffer toxic illness from paints. Falling from animals may injure persons. Uncontrolled animals may injure persons.	Children's face painting workshops utilize non-toxic materials. Experienced operators supervise horse/camel ride. Horses/camels interact with the public on a regular basis	3	3	M	Rotary Safety Officer Rotary Town Fair Coordinator Carnival Operators and staff
			1	2	L	Activity supervisors Horse and camel operators Rotary Safety Officer Rotary Members

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

--	--	--	--	--	--	--

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Like	Cons	Risk	Who is responsible to control these measures
<p>Rock Climbing & Abseiling</p> <p>Stage Performances</p> <p>Rope bridge</p> <p>Tug of War</p> <p>INSURANCE COVER</p> <p>Rotary insurance policy stipulates that stalls must have public liability insurance.</p>	<p>Persons may fall from equipment.</p> <p>Falling off stage.</p> <p>Persons may fall from rope bridge.</p> <p>Rope burns</p> <p>Rope caught around hand</p> <p>Not all stallholders that sell merchandise have cover.</p>	<p>Abseiling & rock climbing operators utilize safety harnesses & persons are supervised at all times.</p> <p>Approved stages are utilized & constructed. Attendants in location at all times.</p> <p>Instruction given on the correct way to hold rope. Tug of War rules are emailed to participants before event. The correct type of rope to be used</p>	1	2	L	<p>Scout Leaders, Scout Group</p> <p>Hire company selected by committee</p> <p>Diamond Creek Scout Leaders, Scout Group</p> <p>Activities supervisor</p> <p>Rotary Volunteer.</p> <p>Safety Officer</p> <p>Chairman of Committee,</p> <p>Town fair Secretary</p> <p>Rotary Safety Officer</p>

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

	This exposes the Club to \$10,000 deductible.	<p>Stallholders and service providers will not be issued a site unless their Public Liability Insurance Certificates are sighted by the Site Management.</p> <p>Audit stallholder listing to ascertain where residual levels of risk are held.</p> <p>Direct stallholders to obtain Public Liability Insurance. This cover can be obtained through Nillumbik Council</p>				
Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Like	Cons	Risk	Who is responsible to control these measures
CFA Torch Light Parade Parade of CFA members on a public road.	CFA members being hit by a vehicle. CFA members burnt by a naked flame.	Street closures are implemented & controlled by Victoria Police. CFA Members are experienced in such parades.	1	2	L	Victoria Police Diamond Creek Fire Brigade. CFA units. Rotary Safety Officer

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

<p>FOOD, BEVERAGE & STALL OPERATIONS Food & beverage stalls. Market stall</p>	<p>Illness from food contamination.</p> <p>Electrocution utilising 240V power.</p> <p>Interaction between pedestrians & vehicles that might cause injury.</p> <p>Compressed gas cylinders.</p>	<p>St John Ambulance & trained first aid personal in attendance.</p> <p>Food & Beveridge operators comply with relevant food handling guidelines & are registered with Nillumbik Shire.</p> <p>Stallholders to comply with electrical safety as per Stallholder conditions.</p> <p>Generators provided by professional suppliers.</p> <p>Connections to generators by qualified personnel.</p> <p>Vehicle movement restricted & supervised at all times</p> <p>Cylinders to be secured at all times.</p> <p>All stall holders sent brochure "Gas Safety at Outdoor Events"</p> <p>Approved petrol containers.</p>	1	2	L	<p>Rotary Members</p> <p>St John Ambulance</p> <p>Food & Beverage operators</p> <p>Market stall operators</p> <p>Rotary Safety Officer</p> <p>Rotary Members</p> <p>Rotary Electrical Officer.</p>
--	--	---	---	---	---	--

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Like	Cons	Risk	Who is responsible to control these measures

Road Crossing Patrons crossing over Diamond Creek Road at traffic lights.	Patrons being knocked over by a vehicle. Children rushing across crossing before lights have changed.	Lights operated by general public. Traffic management company is engaged to man these crossings. Speed Limit Reduced to 40Kmh Announcements for parents to look out for their kids around traffic.	1	2	L	Traffic Management Rotary Safety Officer Parents of Children
Security Friday night	Damage to property and grounds by individuals.	Security provided by a commercial company to patrol and protect grounds and equipment on the Friday and Saturday nights	1	2	L	Commercial Company Rotarians and volunteers
Security patrols during the fair on Saturday	Incidents against patrons or stallholders.	Rotarians/volunteers patrol regularly around the grounds Local Emergency Services will be notified of our event.	1	2	L	Rotarians and volunteers

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Risk Management Matrix

	The Higher level risks require more immediate and higher level of attention as described in the legends below
Severe Risk	Detailed research and management planning required by manager
Significant Risk	Senior management responsibility must be specified.
Moderate Risk	Management responsibility must be specified
Low Risk	Manage by routine procedure

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5					
Likely	4					
Moderate	3					
Unlikely	2					
Rare	1					

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Evacuation Plan for Diamond Creek Rotary Town Fair

If an evacuation of the fair site is called, an announcement will be made over the P.A. system for the patrons to leave the fair area and proceed, quickly and safely to the Emergency Assembly Area/s (EAA).

The designated Evacuation Marshals, all Rotarians and volunteers wearing safety vests are to usher patrons to the safe evacuations areas by the routes described below. Keep patrons calm and moving steadily towards the EAA you want them to go towards. Stay with patrons at the EAA's until further information is available.

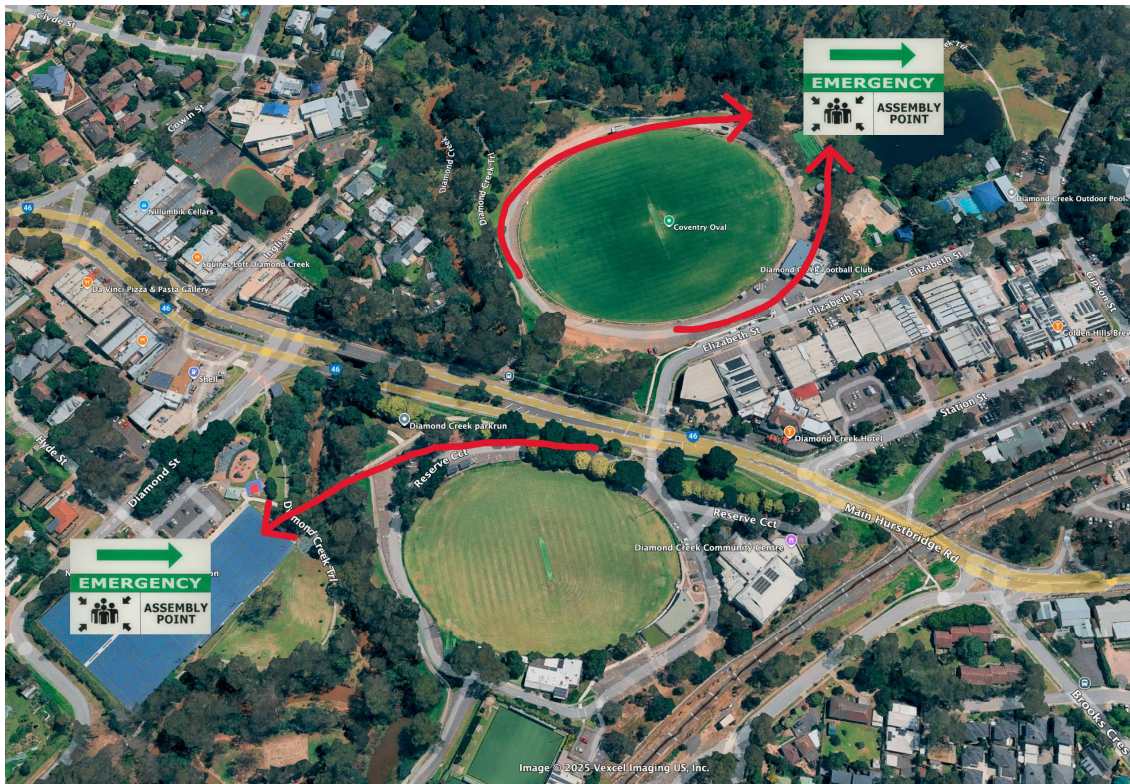
EAA's are:

Primary EAA. – Nillumbik Reserve off Gipson Street (near bridge).

Patrons to walk north across Main Hurstbridge Road into Elizabeth or Station Streets into Gipson Street to Nillumbik Reserve and await further instructions.

Secondary EAA- Netball Courts and parkland.

Walk west down Main Hurstbridge Road across bridge onto Netball Courts and surrounding parkland. The walking bridge; across Diamond Creek can also be used.



Diamond Creek Rotary Town Fair 2025: Safety and Risk Management



Incident Report Form

DETAILS OF INJURY (if injury occurred)

Name of person injured:.....Age.....Male/Female

Address.....Post code.....

Phone

What is the nature of their injuries and location of incident?

Was patient referred to St John Ambulance attending the fair- **YES/NO**

Was an ambulance called to take patient to hospital – **YES/NO** (if so name the hospital if known)

.....

DETAILS OF ACCIDENT

When & where did the accident happen? (date, time, location)

How did it happen? (please give a full description of circumstances and if insufficient space, attach a separate statement and sketch if applicable). Please take detailed photos and email to rcdctownfair@gmail.com

DETAILS OF WITNESSES

Please provide the name and address of any witness.

Name.....

Address.....

Phone (h).....(w).....(m).....

Name.....

Address.....

Phone (h).....(w).....(m).....

DECLARATION (person(s) completing the form to complete).

I / We Declare that the above answers and particulars are true and complete in every respect

Name:Signature:.....Date.....

Name:Signature:.....Date.....

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Traffic Management Plan

The Traffic Management Plan is completed separately.

Please refer to our web site for detailed information on our Road Closure. Information on road closure will be displayed on notice board in Rotary Control tent on day of fair.

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Fireworks Display

The traditional Diamond Creek Rotary Town Fair fireworks display will start at 8.00pm on Coventry Oval, Elisabeth Street Diamond Creek

This spectacular event is set to music and it is intended to become the highlight of our community celebration, the magical finale to the Diamond Creek Rotary Town Fair. The company supplying this fireworks display is Howard & Sons Pyrotechnics Displays Pty. Ltd.

Since 1922 they have been lighting up the night skies at festivals, agricultural shows, national day celebrations, Christmas carols by candlelight, school fetes and carnivals. More information about Howard & Sons Pyrotechnics is available at

<http://www.howardfireworks.com.au/>

The Fire Works display cannot commence until the ground has been cleared of all personal, tents or objects. Volunteers will monitor Coventry oval to make sure this area is kept clear while fire-works display is on.

Please do not bring pets to this event.

The fireworks warning below appears on our web site to alert patrons of the time and place of this event.

Fireworks Warning:

As the fireworks will take place on 9th September at 8.00pm on Coventry Oval please take care to protect your pets so that they are not adversely affected by the noise generated.

This display will take approximately 10-15 minutes to complete.

The RSPCA advises that as loud noises associated with the summer thunderstorm season and or fireworks displays are one of the most prevalent phobias in animals this includes many pets such as dogs, cats, birds, rabbits, guinea pigs, horses etc.

The RSPCA recommends, if possible bringing your pets inside. Put on moderately loud music or a TV to muffle loud outside noises and to distract your pet. A small battery operated radio maybe a safe way to incorporate noise for distraction. Close window coverings to reduce lightning or Firework Flashes.

Desensitizing your pet to loud noises is a good option if you have time to invest and can do it in advance of fireworks.

Further information can be found at the RSPCA web site <http://www.rspcavic.org/>

Diamond Creek Rotary Town Fair 2025: Safety and Risk Management

Review Log

Date	Version	Updates	Review ed By	Comments
27/8/25	1.1	Added revision Number 1.1	GP	V1.1 amendments post safety meeting 26/8/25
27/8/25	1.1	Updated Rotary Logo	GP	
27/8/25	1.1	General Formatting - minor	GP	
27/8/25	1.1	Added Section "Review Log"	GP	
27/8/25	1.1	Updated reference to ISO Standards	GP	
27/8/25	1.1	Updated Fire reference per council guidance	GP	
27/8/25	1.1	Corrected incorrect date on JSA	GP	
27/8/25	1.1	Updated road crossing information to include 40kmh limit and use of PA announcements	GP	
27/8/25	1.1	Clarification of Electrical requirements	GP	
27/8/25	1.1	Corrected email and weblink	GP	
27/8/25	1.1	Inserted new evacuation map	GP	
27/8/25	1.1	Updated Incident Report Form	GP	
27/8/25	1.1	Revise cancellation due to weather	GP	