

Application for SLS Involvement in a Special Event

This form must be completed, where SLS Members are involved in any activity and identified as Surf Lifesavers, outside such **NORMAL Club/SLS carnival activity**. These events outside normal Club/SLS activity would include but not be limited to:

Endurance events, triathlons, marathons, displays, picnics (fun days), provision of first aid, club activity days, overnight camps and all other events that include a water safety component.

This application form is for **ALL** special events, both conducted by an SLS entity and events where the SLS entity provides a service to an external organization.

- Please print clearly.
- Please attach additional information if space is not sufficient.
- Save the application as a new file once complete
- Send the form to your branch for approval, who will then send it onto SLSNSW.

1. Event Details

Name of Event:			
Date:		Start Time:	
If over multiple days attach details for each day		Finish Time:	
Provide a detailed description of the event:			
Location: (include details if multi-location event)			
Are public roads to be used:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNKNOWN
Has the event been held before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNKNOWN
Number of Persons Attending		Number of people participating or being serviced	
Order and Distance of Legs (if applicable)			
			KM
			KM
			KM
			KM
			KM
			KM
TOTAL EVENT DISTANCE			KM
Which legs are SLSC involved in (if applicable)			

2. Details of Event Manager/Organisation

Is this a SLS OPERATED SPECIAL EVENT: YES NO

If a SLS Operated Event, are any SLS Members receiving any remuneration or reward for their involvement:
 YES NO

Is there a jumping castle planned as part of the event (this information is required for insurance purposes):
 YES NO

If the special event is being organized by a third party, (for example a triathlon being run by ABC Pty Ltd) enter their details below.

Event Manager or Organisation	
Address:	
Name of Contact:	
Address:	
Office Number:	
Mobile Number:	
Email Address:	

3. SLS Level of Involvement

Provide a detailed description of the level of SLSC involvement in the event: (For example, if SLSC members are providing first aid, or water safety or advisory services)	
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4. Insurance

NOTE: For events not run by SLS, where SLS services are provided, the event organisation’s Public Liability Insurance is applicable. SLS entities should ensure the event organizer has supplied a copy of the PLI Certificate of Currency to the SLS entity. **ALL** special event applications are sent to our insurance provider once the event has been approved by SLSNSW, who may approve or decline PLI cover for the activity at their discretion.

This approval also extends to personal Accident Coverage which only applies to SLS members (ie members of the public participation in SSL events are not coverage for Personal Accident Cover). Additional insurance levies and conditions may apply. Special events **CANNOT** proceed without this insurance approval.

5. SLS Club Details

Name of Club	
Club Contact Person	
Address:	
Office Number:	
Mobile Number:	
Email Address:	
Other Clubs Involved:	
Water Safety (Person responsible at the event)	
Contact Person	
Office Number:	
Mobile Number:	
Email Address:	
Medical/First Aid (Person responsible at the event)	
Contact Person	
Office Number:	
Mobile Number:	
Email Address:	

6. Number and Age Restrictions of Competitors/Attendees

		Approximate Numbers
Competitors/Attendees	<i>SLSNSW Members ONLY</i>	
	<i>Public</i>	
	<i>Total (max) entries allowed</i>	
Age restrictions	<i>Minimum (years)</i>	
	<i>Maximum (years)</i>	
Total number of SLSNSW official/members involved in supporting the event		

7. Safety Equipment

Lifesaving Equipment Involved (<i>Please indicate number</i>)			
Helicopter Rescue Service		Jet/RIB/Offshore Rescue Boat	
First Aid Kits		Rescue Boards	
Surf Skis		Vehicles	
Radios		IRB's	
Oxy-Viva Units		ATV's	
Defibrillators		RWC's	
Spinal Boards		Other rescue equipment (specify)	
Other Rescue Equipment:			

8. Number of Stations

Total Number of:	
Stations manned by first aid personnel	
Drink Stations	
Other (please specify):	

9. Other Non-SLSNSW Persons or Groups Involved

Details of Group	<input type="checkbox"/> <i>Primary School</i> <input type="checkbox"/> <i>Secondary School</i> <input type="checkbox"/> <i>Special Needs</i> <input type="checkbox"/> <i>Community Group/Other (please specify)</i>		
Details of Other			
Number group participants:			
Special Requirements:			
Details of Other Groups Involved:			
First Aid:		No. of Persons:	
Safety Marshals:		No. of Persons:	
Radio Communications		No. of Persons:	
Other (please specify)		No. of Persons:	
Are these persons covered by voluntary personal accident insurance?		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	

13. Notification/Permits/Permission

Have you or the event organisers obtained permits or permissions from the relevant bodies; or notified them of the event? (Include details where possible)	
NSW Police Force	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Local Government/Council:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Roads and Maritime Services	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
NSW Ambulance Service	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
NSW Fire and Rescue	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Local Hospital (A&E or Casualty Departments)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Other: (Please specify)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	

Consequence by Risk	Insignificant	Minor	Moderate	Major	Catastrophic
Strategic	No stakeholder or lack of public interest, Minor, non-deliberate breach of procedure, contract or regulatory obligations, Little to no cost implications for SLS, No or minimal impact on the environment, No reporting required.	Public and stakeholders uninterested or undecided but accepting of information/decisions, Moderate, non-deliberate, breach of procedure, contract or regulatory obligations, Minimal site impact easily containable, Environmental impact report is required, Regulator imposing a low statutory penalty, Low cost implications for SLS.	Concerns expressed by stakeholders and/or public at a regional level and loss of trust and confidence in operations of a particular issue (non-life threatening, Action results from commercial loss (regulator imposing a moderate statutory penalty, moderate cost implications able to be absorbed by SLS, breach of Contract, regulatory or common law obligations that also includes a deliberate breach of a procedure, contract or regulatory obligation, moderate cost implications able to be absorbed by the organisation), Moderate, temporary damage to habitat or environment, May incur cautionary notice or infringement notice.	Concerns expressed by stakeholders and/or public at a national level by public and loss of trust and confidence in operations on a particular issue, Actions resulting from an impact on the public (the public bringing legal action ;not a class action, regulator imposing maximum statutory penalty, major cost implications that the organisation will need to seek additional funding to meet, major breach of Contract, regulatory or common law obligations that impacts on a individual / discrete organisation of the community), Long term or permanent damage to habitat or environment. Penalties or compliance order incurred, Prosecution for minor infringements.	Sustained and widespread concerns expressed by public or stakeholders and/or including all levels of Government leading to a loss of trust and confidence impacting whole of operations, Actions resulting from an impact on the public (the public bringing class action, major cost implications unable to be met by SLS, major breach of contract, regulatory or common law obligations that impacts on a region of the community), Substantial permanent damage to habitat or environment, Serious or repeated breach of legislation or licence conditions, Cancellation of licence, Prosecution for serious infringement
Operations	Injury requiring first aid, Minor skills impact, Minor damage or vandalism to asset, Minimal impact on noncore business operations. The impact can be dealt with by routine operations, corrective action and training.	Injury or illness requiring medical treatment or becomes a Lost Time Injury, Minor impact to capability, Minor damage or loss <2.5% of total assets, Some impact on business areas in terms of delays, systems quality but able to be dealt with at operational level , process modification and skills development	Injury requiring hospitalisation or an incident requiring specialist medical treatment, Unavailability of core skills affecting services, Damage or loss of <12.5% of total assets, Impact on SLS resulting in reduced performance such that targets are not met. SLS's existence is not threatened, but could be subject to significant review/change to operations.	Single fatality (outside flags), multiple serious injuries, Unavailability of critical skills of personnel, Extensive damage or loss <30% of total assets, Breakdown of key activities leading to reduction on performance, Survival of the project/activity or SLS is threatened.	Single fatality (inside flags), multiple fatalities Protracted unavailability of critical skills/people, Destruction or complete loss of <50% of asset, Critical failure(s) preventing core activities from being performed, The impact threatens the survival of the project or SLS.
Financial (Gain or Loss)	Minor impact on project budget	1% of project budget	1%-5% of project budget	5%-10% of project budget	Exceeds 10% of project budget
Information	Compromise of information otherwise available in the public domain	Minor compromise of information sensitive to internal departments or specific club	Compromise of information sensitive to SLS's operations	Compromise of information sensitive to SLS's interests	Compromise of information significant ongoing impact

Likelihood	Qualitative	Quantitative	Ratio
Almost Certain	Is expected to occur in most circumstances	Has occurred on an annual basis in SLS in the past or the circumstances are in train that will cause it to happen	More than 1 per year
Likely	Will probably occur in most circumstances	Has occurred in the last few years in SLS or has occurred recently in other similar organisations or circumstances have occurred that will cause it to happen in the next few years	Once per year
Possible	Might occur at some time	Has occurred at least once in the history of SLS or is considered to have a 5% chance of occurring in the next few years	1 in 10 years
Unlikely	Could occur at some time	Has never occurred in SLS but has occurred infrequently in other similar organisations or is considered to have a 1% chance of occurring in the next few years	1 in 50 years
Rare	May occur only in exceptional circumstances	Is possible but has not occurred to date in any similar organisation and is considered to have very much less than a 1% chance of occurring in the short term	1 in 100 years

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 40	High 48	Critical 72	Critical 84	Critical 100
Likely	Low 24	Medium 44	High 56	Critical 80	Critical 96
Possible	Low 12	Low 28	Medium 52	High 76	Critical 92
Unlikely	Low 8	Low 20	Low 36	Medium 64	High 88
Rare	Low 4	Low 16	Low 32	Low 60	Medium 68

Risk Level	Risk Acceptance/Tolerability	Strategic Action Plan/Risk Mitigation Strategy
Low (4-60)	<i>Acceptable with periodic review</i>	Manage by routine procedure
Medium (40-68)	<i>Tolerable with periodic review</i>	Exposure to risk may continue provided it has been appropriately assessed, has been mitigated to "So Far As Reasonably Practicable", and is subject to periodic review to ensure that risk does not increase. It would be appropriate that measures to achieve long term further reduction to the risk be considered.
High (48-56)	<i>Tolerable with continual review</i>	Unnecessary exposure to the risk must be discontinued as soon as it is reasonably practicable and continued exposure would only be considered in exceptional circumstances. Risk controls must be applied as part of a documented risk management plan that is continuously reviewed.
High (76-88)	<i>Intolerable without treatment</i>	Exposure to risk should be discontinued to as soon as reasonably practicable. Risk controls must be applied as part of a documented risk management plan that is continuously monitored and reviewed.
Critical (72-100)	<i>Intolerable</i>	Exposure to this risk would normally be immediately discontinued except in extreme circumstances. The decision to tolerate risk must be made by the Senior Management Group, the CEO and the Board after being subjected to as much risk management rigour as practical, unless dire operational needs preclude so.

15. Special Conditions or Comments

Detail any Additional Information or Comments

16. Club Endorsement

Name:	
Position:	
Club:	
Date:	
Club Obligations:	The club confirms that involvement in this special event will not adversely impact on any patrol or contractual obligations that exist for the club <input type="checkbox"/>
Signature:	

17. Branch Notification

Name:	
Position:	
Branch:	
Date:	
Signature:	

18. Special Event Permit Reference Number (Admin & Compliance Use Only)

Name:					
Position:					
Department:					
Date:					
Signature:					
Averaging out the risk rating using the completed risk assessment, detail the overall average risk rating					
Special Event Application					
<input type="checkbox"/>	APPLICATION APPROVED	<input type="checkbox"/>	APPLICATION DENIED	<input type="checkbox"/>	PENDING FURTHER INFORMATION
Special Event Application Approval Number			Date Approval Sent:		