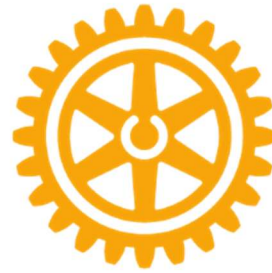


Diamond Creek
Rotary



Diamond Creek Rotary Town Fair: 2026 Safety and Risk Management

This document is prepared by the Town Fair Committee of the
Diamond Creek Rotary Club & contains details of the management
of the Town Fair to be held on 12th September 2026

rcdctownfair@gmail.com

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

Revision: 2.3 27th July 2026

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

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Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Introduction

The Diamond Creek Town Fair has been celebrated since 1971, making this year's fair the 54th. 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 12th September 2026. 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 10th, 11th and 12th September
- Stage 3: Event conducted. 12th September
- Stage 4: Bump out 12th & 13th 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

Cleaning around Nillumbik Reserve and Stallholder removal

Stage 5

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

Diamond Creek Rotary Town Fair 2026: 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. The event safety management system is aligned with the requirements for certification to ISO 45001:2018

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. This land is council owned and managed, and Diamond Creek Rotary has no ability to make any modifications to the facilities. Access to the facilities to the public are available 24/7 365 days per year.

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 operator; and by the carnival operators themselves.

The Town Fair is a family orientated event and has averaged crowds in the region of 30,000. 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 public liability insurance and those without are notified that sites will not be made available to them without public liability insurance cover. Stallholders are expected to maintain their own safety by following the Stallholder Safety and Indemnity Guide.

The Town Fair has a range of commercial sponsorships including major support from the Shire of Nillumbik and the Bendigo Community 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.

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

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.

Traffic Management is managed by 3rd party contractors. They are trained in managing traffic and are responsible for implementing the Traffic Management Plan.

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 ISO 31000:2009 & ISO 45001:2018 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 2026: 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.

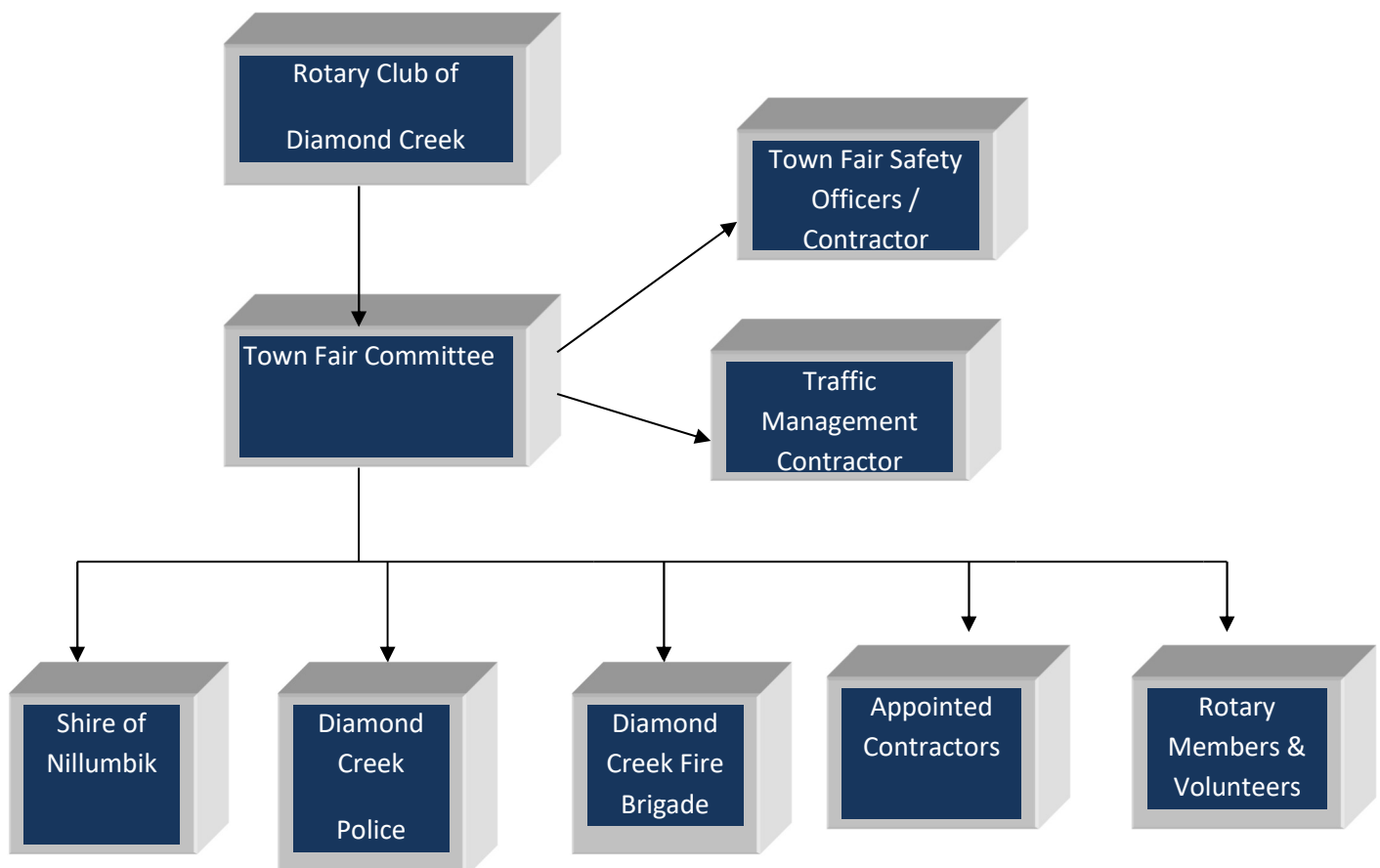
Typical incidents in the past 6 years have been abrasions and contusions relating to falls from the same level, or lacerations caused by striking the body with an object.

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 2026: Safety and Risk Management

Contractor & Stallholder & Parade entry Management

Contractors, such as rubbish collection, 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.

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.

All bookings for all participants are done through Marketwurks. As part of a stallholder, parade entry, community group or others entering a booking, they are required to acknowledge & accept the terms and conditions shown in Marketwurks at the time of booking or unless subsequently updated and notified later.

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 near the Rotary control tent beside Main-Hurstbridge 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

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

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
- 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 Town Fair Committee Chairman and committee will decide if the fair should be postponed or cancelled.

If stormy weather should hit the fair on the day, the Town Fair Committee Chairman and Safety Officer 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



Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Lost Children

All lost children are to be reported over radio to the Town Fair Control Centre.

DO NOT ANNOUNCE CHILDS or PARENTS NAME OVER RADIO

1. Stay in place with the child — DO not LEAVE location.
2. Call Rotary Control over the radio.
3. Get another Rotary volunteer to assist you.
4. Rotary control may contact 000

Do not release a child to anyone whose identity has not been confirmed.

The control centre will arrange for a PA announcement that announces that a child has been found in a non-identifying way.

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 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.

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Petroleum Products

Stallholders are prohibited from carrying petrol unless specifically authorised. 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.

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

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 2026: 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. Implementation of the plan is done by qualified Traffic management contractors.

Refer to Traffic Management plan on our web site.

Vehicle Entry to Fairground

This is to follow the Traffic Management Plan at all times.

By way of summary:

Entry times 6.30am to 9.00am

Vehicles will be directed by a volunteer with a two-way radio. Vehicles to travel at no more than 5 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. One way traffic flow will be enforced.

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. This approval will require proper protections such as walkers to escort the vehicle and as such is unlikely to be approved.

After 4.30pm vehicles begin moving around the fairground. Vehicle speed must not be more than 5 kmh. This will be directed by volunteers at all times. Stallholders 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.

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

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.

Unit	Call sign
Town Fair Control Centre	Rotary Control
Safety Officer	Rotary Control (who will direct to safety officer)
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.

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

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
Provided by Sentry Safety	Safety Officer	ANY OF EVAC MARSHALL NUMBERS
Greg Paull	Volunteer Coordinator	0410 261 165
Sally West	P/A coordinators M/C's	Via 0407 134 603
Steve Crosling	Traffic Management	0417 595 282
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 Town Fair Risk Register

This Risk Management Register has been prepared in accordance with the principles of **ISO 31000:2018 Risk Management – Guidelines**.

The purpose of this register is to identify, assess and manage risks associated with the Diamond Creek Town Fair to protect volunteers, contractors, stallholders, performers, participants and members of the public.

Revised for Diamond Creek Rotary Town Fair – 12th September 2026 and associated days.

The risk matrix has been prepared by a combination of the likelihood and Consequence of an event. The matrix is then used to assess each risk area of items in the Risk Register.

Likelihood

Rating	Description
5	Almost Certain – expected to occur
4	Likely – will probably occur
3	Possible – could occur
2	Unlikely – unlikely but possible
1	Rare – exceptional circumstances

Consequence

Rating	Description
5	Catastrophic – fatality or multiple serious injuries
4	Major – serious injury requiring hospitalisation
3	Moderate – medical treatment required

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Rating	Description
2	Minor – first aid treatment
1	Insignificant – minimal impact

Risk Matrix

Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost Certain	Moderate	High	Extreme	Extreme	Extreme
4 Likely	Moderate	Moderate	High	Extreme	Extreme
3 Possible	Low	Moderate	High	High	Extreme
2 Unlikely	Low	Low	Moderate	High	High
1 Rare	Low	Low	Low	Moderate	High

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Risk Register

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Street Closure and Traffic Management	Rotary volunteers or members of the public struck by vehicles	Serious injury or fatality	Approved Traffic Management Plan; Victoria Police close road; accredited traffic controllers manage traffic; high visibility vests; barriers; signage; volunteer briefing	High	Moderate	Traffic Management Contractor / Safety Officer
Grand Parade	Interaction between vehicles and pedestrians	Vehicle collision causing injury	Parade route controlled by Rotary marshals; Victoria Police support; designated route; vehicle speed limited to walking pace; no overtaking	High	Low	Parade Marshall
Grand Parade Floats	Persons falling from floats	Serious injury	Adult supervision; secure seating and handholds; no standing while moving; vehicle inspection prior to parade	High	Low	Parade Marshall

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Grand Parade Vehicles	Vehicle breakdown or fire	Injury, congestion or disruption	Vehicles checked before parade; breakdown procedure; emergency access maintained; CFA participation	Moderate	Low	Parade Marshall
Grand Parade Animals	Animal becomes uncontrolled	Injury to public or participants	Experienced handlers; safety zones; approved animals only; no non-domestic animals permitted	Moderate	Low	Parade Marshall
Emergency Response	Fire within event grounds	Injury, property damage or evacuation	CFA notified; emergency access maintained; fire extinguishers; emergency procedures; 000 response	High	Moderate	Safety Officer / CFA
Emergency Response	Medical emergency involving public or volunteers	Serious illness or injury	St John Ambulance attendance; first aid station; trained volunteers; emergency vehicle access	High	Low	St Johns Ambulance

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Emergency Response	Evacuation of all or part of event area	Injury during evacuation	Emergency plan; evacuation marshals; PA announcements; emergency assembly areas; clear access routes	High	Moderate	Safety Officer
Public Behaviour	Brawl, civil disturbance or anti-social behaviour	Injury or event disruption	Victoria Police attendance; volunteer patrols; volunteer monitoring; incident reporting	Low (day) Moderate (Evening)	Low	Vicpol
Carnival Rides – Setup and Pack Down	Public entering work area	Injury from equipment movement	Operator exclusion zones; taped off areas; supervision; SWMS provided by Carnival Operators	High	Low	Carnival Operator
Carnival Rides – Operation	Ride malfunction or passenger injury	Serious injury or rescue requirement	WorkSafe registered operators; engineering certificates; Safe Work Method Statements; operator inspections; trained staff	Extreme	Moderate	Carnival Operator

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Carnival Rides	Person requiring rescue from ride	Injury or panic	Operator emergency procedures; trained operators; emergency access maintained	High	Moderate	Carnival Operator
Face Painting	Allergic reaction or contamination	Minor illness or medical treatment	Non-toxic materials; hygiene procedures; supervision; parental awareness	Moderate	Low	Activity Supervisor
Horse/Camel Rides	Fall from animal or uncontrolled animal	Injury to participant or public	Experienced operators; safety plan; trained handlers; controlled interaction areas	Moderate	Low	Animal Operator
Rock Climbing / Abseiling	Fall from height	Serious injury	Qualified operators; approved harnesses; equipment inspection; continuous supervision ***Not planned at 2026 event***	High	Low	Activity Provider

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Stage Performances	Performer or public falling from stage	Injury	Approved stage structures; restricted access; supervision by stage coordinator	Moderate	Low	Stage supplier
Rope Bridge	Falls, rope burns or trapped hands	Injury	Participant briefing; supervision; inspected equipment; controlled numbers ***Not planned at 2026 Event***	Moderate	Low	Activity Supervisor
Tug of War	Falls, rope burns or muscle injury	Participant injury	Safety briefing; suitable rope; participant limits; supervision; safe operating rules	Moderate	Low	Activity Supervisor
Food Stalls	Food contamination or food poisoning	Illness affecting public	Registered food vendors; food handling procedures; temperature controls; hygiene requirements	High	Low	Food Stall Coordinator

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Food Stalls	LPG cylinder leak or fire	Fire, burns or explosion	Cylinders secured upright; compliant equipment; independent leak checks at start of day; fire extinguishers; gas safety information provided	High	Low	Stallholder
Food and Market Stalls	Electrical shock or electrical fire	Serious injury or property damage	Test and Tag; RCD protection; qualified electrical connections; cable covers, cables suspended where possible	High	Low	Electrical Officer
Market Stalls	Stallholder without insurance	Financial exposure to Rotary Club	Public Liability Certificates collected; stallholder approval process; insurance records maintained	Moderate	Low	Stallholder coordinator
Road Crossing	Patrons struck by vehicles	Serious injury	Traffic management contractor; reduced speed zone; public announcements; use of existing traffic lights	High	Low	Traffic Management Contractor

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Security	Theft or damage to property	Financial loss or disruption	Commercial security patrols Friday nights; lighting; volunteer patrols	Moderate	Low	Security Contractor
Weather Conditions	High winds, storms, lightning or heavy rain	Injury, damage or event cancellation	Bureau of Meteorology monitoring; secure stallholder tents by weights; suspend activities when unsafe; evacuation procedures	Extreme	Moderate	Safety Officer
Ground Conditions	Slips, trips and falls due to uneven or wet surfaces	Public injury	Council inspections; hazard identification; temporary closure of unsafe areas; warning signage; warning to participants to wear appropriate shoes	Moderate	Low	Safety Officer
Crowd Management	Overcrowding or restricted emergency access	Injury or delayed emergency response	Crowd monitoring; trained marshals; clear pedestrian routes; emergency access maintained	High	Moderate	Safety Officer

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Activity	Hazard / Risk Event	Potential Consequence	Risk Treatment Controls	Initial Risk	Residual Risk	Risk Owner
Lost Child Procedure	Child separated from parent/guardian	Distress or potential harm	Information point; lost child procedure; volunteer communication; Police notification if required	High	Low	Safety Officer
Site Setup and Pack Down	Vehicle and manual handling hazards	Injury to volunteers or contractors	Exclusion zones; supervision; safe lifting practices; use of equipment; PPE where required	High	Moderate	Grounds Coordinator
Environmental Management	Waste or damage to grounds	Environmental impact and complaints	Rubbish bins; recycling; site cleanup after event	Moderate	Low	Grounds Co-ordinator

Risk Rating Key

Diamond Creek Rotary Town Fair 2026: Safety and Risk Management

Risk Rating	Required Action
Low	Acceptable risk. Monitor during event.
Moderate	Manage with controls and monitor effectiveness.
High	Additional controls required before activity proceeds.
Extreme	Activity must not proceed until risk is reduced.

Monitoring and Review

The Safety Officer will monitor risks throughout the event.

Inspections will occur:

- Before public opening
- During event operation
- Before fireworks commencement
- Following severe weather
- Following any incident

All hazards, incidents and near misses will be recorded and reviewed.

This Plan will be reviewed following the event to identify improvements for future Diamond Creek Town Fairs.

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.

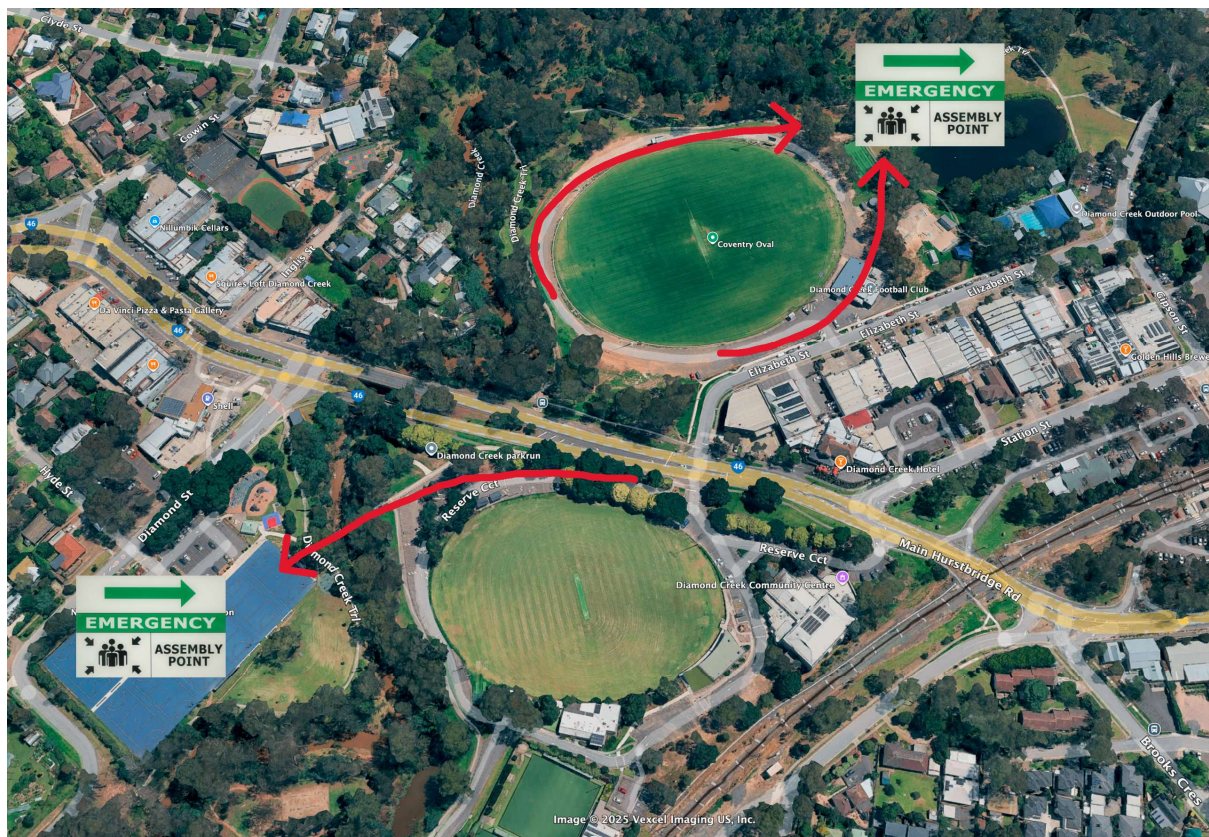
EAA's are:

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 2026: Safety and Risk Management



Incident Report Form

DETAILS OF INJURY (if injury occurred) ----TAKE PHOTOGRAPHS-----

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 -----TAKE PHOTOGRAPHS-----

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 2026: 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 2026: 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 2026: 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	
		2026 Edition – Uses 2025 edition as a basis		
9/5/26	2.0	Update dates for 2026 Town Fair	GP	
9/5/26	2.0	Revision of safety processes, allow for safety officer to be contacted over radio	GP	
9/5/26	2.0	Revision of speed limit to 5kmh (previously 20kmh)	GP	
9/5/26	2.0	Change Rotary Safety Officer to Safety Officer	GP	
9/5/26	2.0	Minor formatting changes	GP	
9/5/26	2.0	Added reference to Marketwurks bookings and terms and conditions	GP	
9/5/26	2.0	Removal of stallholder Insurance may be available from council	GP	
9/5/26	2.0	Added take photographs to incident report form	GP	
9/5/26	2.0	Added Reference to ISO Standards	GP	
5/7/26	2.1	Revised to clarify that traffic management contractors control the traffic	GP	
21/7/26	2.2	Revised Safety Matrix – Floats, electrocution, Animals, Amusement rides	GP	
27/7/26	2.3	Revision of risk matrix to ISO31000 as per DIO	GP	Redone risk matrix to ISO format
7/9/26	2.4	Updated Lost child policy details	GP	

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7/9/26	2.4	Minor refinements to fuel prohibition	GP	
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