

# Aquatic Activity Operational Plan Template

*[This template has been developed as a guide for applicants completing the Aquatic Activity Operational Plan required with any Aquatic Licence application. Not all elements of this template will be applicable to all activities, and the level of detail included should be commensurate with the activity type, scale and associated risks. Attach any supporting documentation such as maps, diagrams, tables or contact lists.]*

**[EVENT NAME]**

**[DATE(S)]**

**[LOCATION]**

**[ORGANISER]**

## **PART ONE: OPERATIONAL PLAN**

### **INTRODUCTION**

Provide a brief description of the event, including the type of event, the location of the event and any staging areas (including maps or diagrams where appropriate - these may be included as an annex and referred to in this section), the event timeframe and the approximate number of vessels, participants, expected spectators, etc. Where exclusive use of any waterway or any exemption from marine legislation has been applied for, note this here.

### **EVENT SCHEDULE**

Provide a schedule or time-line of all activities associated with the event, e.g. the arrival of event crew, starting times of races, end time of the event, etc.

### **EVENT COORDINATION/MANAGEMENT**

Provide details of the team of office bearers that will be coordinating and managing the event, including their names, position titles (e.g. 'event coordinator', 'safety officer', etc.), location during the event and how they may be contacted during the event (for larger events a contact list may be included as an annex to this plan). Also indicate the ratio of marshals or safety/rescue personnel to event participants.

### **QUALIFICATIONS**

Outline the qualifications required by event officials and/or participants and how these are to be verified, e.g. First Aid certificates or any required certificate issued by an accrediting or governing body such as the Australian Power Boat Association, Surf Life Saving Australia, etc.

### **PROCEDURES AND STANDARDS**

Provide the names of any procedures or standards published by a governing or accrediting body that govern or apply to the event (e.g. Yachting Australia Racing Rules of Racing, Surf Life Saving Australia Competition Manual, etc.).

### **BRIEFINGS**

Outline any briefings to be provided to office bearers, marshals, safety personnel or event participants prior to commencing the activity. This information should include dates, times and locations of meetings, and the contact numbers of key organisers.

### **SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS**

Indicate the number and type of any safety/rescue/marshaling craft, how they are identified and their 'on station' position during the activity and the safety equipment carried on board (over and above the standard safety gear required under the Marine Legislation). For larger events it may be necessary to provide a table of official vessels including names or registration numbers, call signs and crew. Also indicate any other safety or health requirements such as the carrying of sunscreen or drinking water by rescue craft or participants.

### **INFRASTRUCTURE**

Provide details of any infrastructure that is proposed to be set up on foreshores and on the water (buoys, platforms, staging, seating etc.).

## **FIRST AID AND EMERGENCY SERVICES**

Indicate the number and location of First Aid stations and/or First Aid officers, any emergency services that will be on stand-by during the event, and evacuation/mustering points to be used in the event of an emergency. Also include the phone numbers of any relevant emergency services that will not be present but that may be called upon where necessary.

## **SECURITY**

Where applicable, provide details of security arrangements for the activity.

## **COMMUNICATIONS**

Outline the communication methods (primary and alternate) to be used by event organisers, e.g. marine radio (specify type and channels to be used), mobile phone, etc. Describe the communications links between key officials of the event and how these links connect with RMS and other government agency staff.

## **INCIDENT REPORTING AND MANAGEMENT**

Outline the reporting procedures where an incident occurs during the activity, including the name, position and contact method of the officer charged with receiving incident reports. Also outline the procedure to be used where two or more incidents occur simultaneously, e.g. the name, position and contact method of an alternative officer. Procedures for notifying relevant authorities of any incident requiring such notification should also be provided.

## **CONTINGENCIES**

Outline the circumstances that will lead to the re-location, re-scheduling or cancellation of the activity (NOTE: any re-location or re-scheduling not covered by an approved Aquatic Licence may require separate approval from RMS). Indicate any incidents (such as an accident involving serious injury) or 'trigger points' (such as wind strengths or other measurable factors) that will result in the suspension or cancellation of the activity. Also indicate the officer bearer(s) that will make any decisions regarding suspension or cancellation of the activity.

## **PREVIOUS INCIDENTS**

Provide details of any incidents which have occurred in previous holdings of this event. Discuss what changes have been or will be put in place to avoid re-occurrence of similar incidents, and what changes have been made to enable a better response if the incident was to re-occur.

## **DEBRIEF**

Indicate any debriefs to be held and/or review methods to be employed in order to discuss and record any improvements to be made in future events or activities.

## **PART 2: RISK MANAGEMENT**

Risk management is to be conducted in accordance with the principles outlined in AS/NZS ISO 31000:2009 (Risk Management: Principles and Guidelines), which stipulates that risk management should:

- create value
- be an integral part of organisational processes
- be part of decision making
- explicitly address uncertainty and assumptions
- be systematic and structured
- be based on the best available information
- be tailorable
- take into account human factors
- be transparent and inclusive
- be dynamic, iterative and responsive to change
- be capable of continual improvement and enhancement

Risks are managed through the use of a risk register that identifies the risks involved in an activity and the key controls which need to be put in place before the activity is undertaken to reduce those risks to an acceptable level. The aim is to reduce all Residual Risks to either a Medium or Low rating before holding the event. Organisers should be aware that during the event these Residual Risks ratings mean:

**Medium** – constant vigilance is provided by event officials and staff across these risk areas

**Low** – these risk areas are monitored by event officials and staff

Where any Residual Risks are rated as Extreme or High, further consideration of controls is required, or alternatively it may be better not to hold the event in its proposed form.

A template and step-by-step process for completing a risk register appears on the following pages. The completed risk register will be assessed by RMS Maritime Division staff during the Aquatic Licence assessment process. Where required, RMS Maritime Division staff will be made available to assist organisers in preparing a risk register, and to help determine what controls are best suited for the key risks.

### **RISK CONTROLS AND COMMENTS**

Provide more detail on how the key/highest risks will be controlled, both before and during the event. Further general or specific comments regarding risks can also be provided here.



## [EVENT NAME] – RISK REGISTER AND PROPOSED CONTROLS

*[Follow instructions on following pages. Examples are also provided in the table below – delete these examples from the final document]*

<b>Inherent risk</b> (what can happen if no controls are put in place)	<b>Likelihood</b>	<b>Consequence</b>	<b>Inherent Risk level</b>	<b>Controls to be implemented</b> (Provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	<b>Residual Risk level</b> (after controls are in place)	<b>Person(s) responsible</b>	<b>Brief Comments</b> (e.g. monitoring methods)
<i>Fire on vessel</i>	<i>Possible</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Ensure fire extinguishers and procedures current</i>	<i>Low</i>	<i>Safety officer</i>	<i>Inspection prior to race</i>
<i>Vessel capsize</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Assess environmental and river conditions regularly.</i>	<i>Moderate</i>	<i>Course director</i>	<i>Provide weather updates</i>
<i>Skier collision with object</i>	<i>Possible</i>	<i>Major</i>	<i>Extreme</i>	<i>Sweep of course Course marked in narrow areas</i>	<i>Moderate</i>	<i>Course Director</i>	<i>Update competitors of any hazards</i>
<i>Spectator Craft on Course</i>	<i>Unlikely</i>	<i>Low</i>	<i>Low</i>	<i>Race control to monitor at crucial locations</i>	<i>Low</i>	<i>Vessel controller</i>	<i>Educate public prior to event</i>

**Step 1:** Identify all inherent risks, recording each on a separate line in column 1 of the risk register.

**Step 2:** For each identified risk, assess the qualitative measures of likelihood and record this in column 2.

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during this event
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

**Step 3:** For each risk or hazard, if it was to occur, assess the qualitative measures of consequence or impact and record this in column 3. You should develop your own definition of the most likely consequence relative to your business or as an individual. The table below contains examples as a guide.

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or wide spread inconvenience to the public over protracted period, or likely to appear as front page media reports, or cost of damage over \$1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in media, or cost of damage \$100K - \$1M, or environmental impact that is unconfined and requires long term recovery/residual damage
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in media, or cost of damage \$10K - \$100K, or environmental impact that is confined with medium term recovery
2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage \$1K - \$10K, or environmental impact locally confined with short term recovery
1	Insignificant	One injury requiring first aid treatment, or cost of damage up to \$1K, or environmental impact locally confined and promptly reversible

**Step 4:** Determine the risk level using the Probability Matrix and record this in column 4.

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A (almost certain)</b>	Moderate risk	Moderate risk	High risk	Extreme risk	Extreme risk
<b>B (likely)</b>	Low risk	Moderate risk	High risk	Extreme risk	Extreme risk
<b>C (possible)</b>	Low risk	Low risk	Moderate risk	High risk	Extreme risk
<b>D (unlikely)</b>	Low risk	Low risk	Moderate risk	High risk	High risk
<b>E (rare)</b>	Low risk	Low risk	Low risk	Moderate risk	High risk

**KEY:**

Extreme risk	Attention required before applying for licence
High risk	Attention needed, preferably before applying for licence, certainly before event
Moderate risk	Requires constant vigilance during event
Low risk	Requires monitoring during event

**Step 5:** Determine the appropriate controls that may be put in place to mitigate each identified risk, recording these in column 5.

**Step 6:** Re-assess the risk level for each identified risk taking in to account the specified controls, recording the results in column 6.

**Step 7:** Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments or notes in columns 7 and 8.