

## Russ Watts

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**From:** [REDACTED]  
**Sent:** Wednesday, 19 April 2023 10:57 am  
**To:** Alice Mellow  
**Cc:** [REDACTED]  
**Subject:** Re: Online Request to Book a Venue application submitted: REF230420379  
**Attachments:** Taupo District Council Risk Assessment Tool.xlsx

**Caution:** This email originated from outside of the organisation. Do not click links, open attachments, or respond unless you recognise the sender and know the content is safe.

Kia Ora Alice,

Sorry for the delay Alice - I have been unable to get the bits and pieces for this booking completed. I haven't had access to a printer and I have had to cancel a credit card which has cancelled my Adobe subscription and my electronic signature. I have filled in the risk assessment. But haven't signed. I will send through to [REDACTED] to sign instead.

Ngā manaakitanga,  
nā [REDACTED]  
[REDACTED]  
[REDACTED]

On 14/04/2023, at 8:55 AM, Alice Mellow <[amellow@taupo.govt.nz](mailto:amellow@taupo.govt.nz)> wrote:

To [REDACTED]

**EVENT DATE(S)** 26<sup>th</sup> April 2023

**EVENT VENUE(S)** Lower Foyer

### HELPFUL HINTS FOR BOOKING

In order for your booking to be confirmed, please ensure that all the below documents are returned at your earliest convenience. These must be returned before your booking can take place.

- Signed Booking Details Sheet with terms and conditions
- Risk Assessment

### RISK ASSESSMENT AND AUDITING

Attached is the Risk Assessment Form that all bookings held at a Taupo District Council venue are required to complete. This allows us to have an overview of your event and any key areas we need to be aware of at this stage. The Risk Assessment is also a handy tool for you to make sure that your health and safety plan is up to date. This Risk Assessment will take approximately 5 minutes to complete.

Please let me know what venue requirements are needed on the night ie chairs or tables etc.

I have put your access from 6pm – 9pm to allow time for you to do any set up or pack down that is required.

If you have any questions please do not hesitate to contact me.

Kind Regards,

**Alice Mellow**

Kaihuawaere Ngahau - Events Facilitator

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**From:** [REDACTED]  
**Sent:** Friday, 14 April 2023 11:40 am  
**To:** [REDACTED] <[REDACTED]>; Alice Mellow  
<[amellow@taupo.govt.nz](mailto:amellow@taupo.govt.nz)>  
**Subject:** Re: Online Request to Book a Venue application submitted: REF230420379

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Kia Ora Alice,

This email was forwarded to me and I was confused about my email address being left off the recipients. I asked [REDACTED] to reply and confirm the lower foyer but he hasn't gotten around to it.

So, can we book the lower foyer please. Please advise cost. Ngā mihi

Ngā manaakitanga,  
[REDACTED]  
[REDACTED]  
[REDACTED]

On 8/04/2023, at 1:36 PM, [REDACTED] wrote:

That kupu Huawaere (facilitator) . How cool.

Lower Foyer please.

Ngā manaakitanga,  
nā [REDACTED]  
[REDACTED]  
[REDACTED]

On 8/04/2023, at 1:34 PM, [REDACTED]  
<[REDACTED]> wrote:

Kaihuawaere



**WARNING**

This message may contain privileged and confidential information intended only for the use of the addressee named above. If you have received this message in error, please notify the Taupo District Council immediately. Phone +64 7 376 0899.

This email (with or without any attachment) is not an official statement or formal document of the Taupo District Council unless otherwise stated and cannot necessarily be used in any legal, formal or official circumstance.

<Taupo District Council Risk Assessment

Tool.xlsx><Booking\_Sheet\_\_\_9143\_\_Hui\_me\_te\_parakatihi\_waiata.pdf>

## Event Risk Assessment Tool

Place a '1' in the highlighted box where applicable

<b>Event Details</b>			
<b>Name of Event:</b>			
<b>Contact Name:</b>			
<b>Contact Number:</b>			
<b>Contact Email:</b>			
<b>Location(s):</b>			
<b>Expected numbers (including participants, spectators, event team etc):</b>			
<p>To reduce liability and to offer a duty of care to these events, Taupō District Council staff need to be able to highlight the risk associated with hosting these events and the level of auditing required to match the level of risk. Taupō District Council acknowledge that many minor events are low risk and have a small budget to work within, these include Community events that are important to the community and this plan should not become too onerous that these events are unable to operate. Likewise, with high-risk events liability is elevated and the Taupō brand is at the highest risk.</p> <p>Using the Risk Assessment Tool, events can be given a risk category which will then determine the auditing required to ensure the events processes and procedures meet legal and regulatory requirements. This tool is to be used as a guide and should an event appear higher or lower risk than what has been calculated the result can be reviewed. Details of the reason for reviewing the calculated risk need to be documented along with the final risk outcome.</p> <p>Using this Risk Assessment tool, and the information provided by the event organiser, place a '1' (number one) in the coloured box for each line item that applies to the event. The event will then fall into one of the three categories, which is called the calculated risk. A review of this risk is then undertaken, taking into consideration the participant numbers, spectator numbers and any other known factors about the event which has an impact on the Risk Category. These are noted in the box provided and the final outcome is selected from either Low Risk, Medium Risk or High Risk. This then determines the level of auditing required.</p>			

Hui Waiata  
 [Redacted]  
 [Redacted]  
 Taupo Great Lake Centre - foyer  
 40-60 Parents and their children

	High Risk	Medium Risk	Low Risk
<b>Event Type</b> - select the option which best reflects the event. Only select more than one element if you are unable to correctly identify the type of event using one-line item.			
Arts			1
Concerts & Festivals			
Cultural			1
Cycling			
Equestrian			
Expo			
Golf			
Hunting & Fishing (tournament or competition)			
Motorsport (highspeed)			
Multisport			
Run/Walk			
Team Sport			
Watersport			
Contact Sport			
<b>Venue Type</b> - select the option(s) which best reflects the venue used for the event.			
Air			
Indoor venue (including council venues)			1
Outdoor - either council reserve or private			
Other land venue			
Swimming pool			
Water venue, Lake, River etc (excludes swimming pool)			
Alpine			
<b>Event Details</b> - select all options and elements which best reflects the event.			
Using Public Roads			
Off Road event			
Isolation (location and access)			
Alcohol at event			
Drinking water supply at event			
Single Day			1
Multi-Day			
<i>The following apply to outdoors events only</i>			
Day Event			
Night Event			
Summer Event (November-April)			
Winter Event (May-October)			
<b>Event Build</b> - select all elements that are included in the event build. This is an area of an event which often carries the highest risk.			
Art installations			
Crane work			
Excavations; exposure to gas lines & services			
External Contractors			
Indoor electrical equipment			
Other Structures not requiring consent			
Outdoor electrical equipment			
Scaffold			
Sponsor Activations			
Stage			
Outdoor stage (permanent fixture)			
Indoor stage (permanent fixture)			
Outdoor stage (temporary structure)			

Indoor stage (temporary structure)			
Structures requiring consent - e.g. Marquee			
Work involving unguarded machinery			
Working at heights			
Working in confined spaces			
Working under or near overhead services			
Working with Bitumen			
<b>Entertainment - select all options and elements which best reflects the event.</b>			
Amusement Devices with compliance certs			
Fire/flames (entertainment)			
Food Vendors with compliance certificates			
Land-borne inflatables with management plan			
Merchandise/Product Sales			
<b>Community Considerations - select all options and elements which best reflects the event.</b>			
Opposed public opinion			
Venue location is sensitive/significant			
<b>Media Exposure - select all options and elements which best reflects the event.</b>			
Event is televised live or streamed live			
Event has delayed coverage			
High profile/VIP person attending/participating			
Risk Summary	0	0	4

**Calculated Event Risk Category** **Low Risk**

Outline below any comments, considerations or other factors which have an impact on the Event Risk Category  
 For example; spectator and participant numbers

Date of assessment:

Name of client/ event organiser completing assessment:

**High Risk - 1 element at high risk or 6 or more Medium risk**

**Medium Risk Event - 1-5 medium risk elements or 11 or more low risk**

**Low Risk - 1-10 elements at low risk**

**OFFICE USE ONLY**

**Final Event Risk Category**  select from drop down box

Date of assessment:

Name of Taupō District Council staff or venue contact completing assessment: