**MILITARY JUDGEMENT PANEL (MJP) – EVENT ASSESSMENT FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1 – Event Details | | | | | | | | | | | | | | | |
| Event Title: | |  | | | | | | | | | | | | | |
| Activity(ies): | |  | | | | | | | | | | | | | |
| Organising Body (if a civilian event) | |  | | | | | | | | | | | | | |
| Location/s: | |  | | | | | | | | | | | | | |
| Date/s: | | From: | |  | | | | | | To: |  | | | | |
| Section 2 – Proposing Unit Details | | | | | | | | | | | | | | | |
| Unit Title: | |  | | | | | | | | | | | | | |
| Activity Leader: | | Rank: | |  | | Name: | |  | | | | Tel: |  | | |
| Commanding Officer: | | Rank: | |  | | Name: | |  | | | | Tel: |  | | |
| Section 3 – Event Description and Aim of Participation | | | | | | | | | | | | | | | |
| Briefly describe the event and state the aims and objectives that will be achieved by those participating: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Section 4 – Funding Arrangements | | | | | | | | | | | | | | | |
| Briefly describe the funding arrangements proposed for participation in the event (i.e. entry fees, travel, accommodation, food, etc.): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Section 5 – Unit Participants | | | | | | | | | | | | | | | |
| No of personnel participating: | | | |  | | | | | | | | | | | |
| Describe their role/s in the activity: | | | |  | | | | | | | | | | | |
| Describe their level of competence and preparedness for the activity:  (include any qualification requirements and any pre-training) | | | |  | | | | | | | | | | | |
| Confirm fitness levels and medical status: (refer to para 5f of ACSO) | | | |  | | | | | | | | | | | |
| Section 6 – Event Safety | | | | | | | | | | | | | | | |
| Describe the written instructions, verbal briefings and Duty of Care that will be afforded to participants: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe the topographical and environmental conditions that are expected (i.e. terrain, sea state, weather, etc.): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe any personal protective clothing and equipment that will be used throughout the event: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe the minimum safety standard for any specialist equipment used (i.e. vehicles, bikes, boats, etc.): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe the medical arrangements that will be available throughout the event: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe the Communication Plan being used for the event (i.e. use of radios, mobile phones, GPS Trackers (include coverage) etc.): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe the procedures for emergency recovery or evacuation: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe the procedures for incident reporting and notification: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Section 7 – Other Remarks | | | | | | | | | | | | | | | |
| Use this section to provide any further details that the MJP should be made aware of or that may assist them in making their decision: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Section 8 – Authentication by Activity Leader | | | | | | | | | | | | | | | |
| Signed: |  | | Rank: | |  | | Name: | |  | | | | | Date: |  |