

## **Event Management Plan Template**

**Event Name:**

**Date of Event:**

**Contact Name:**

**Contact Number:**

**A copy of the Event Management Plan should be retained by the  
event organiser for use on the day of the event.**

## Introduction

By completing an Event Management Plan (EMP) event organiser's carry out their legal duties in the management of events in regards to the health and safety of all participants. It will identify and ensure a plan is in place to manage foreseeable risks associated with the staging of the event.

Indigo Shire Council (ISC) is committed to ensuring the health and safety to anyone staging an event in the region.

## Expectations and commitments regarding events within the region.

- ISC expects event organiser's for any event staged to complete an EMP.
- All stakeholders participate through consultation to deliver a safe and successful event.
- The ultimate goal is to stage a successful event with no harm to people or damage to the environment and property.
- Please consider equal access for all participants at your event.
- When completing the Event Management Plan please answer all questions. If the question is not applicable to your event please mark N/A.

Should you require any assistance completing the document, please contact ISC.

For more information refer to the WorkSafe Victoria website - Advice for Managing Major Events Safely.

Event checklist status of items			
Item No.	Item	Yet to be addressed	Completed
1.1	Event Details		
1.2	Contact during event		
1.3	Road Closures		
1.4	Security and Crowd Control		
2.	Insurance		
3.	Risk Assessment		
3.2	Site Plan		
3.3	Contingency Controls		
4.	Traffic, Parking and Pedestrian Management		

4.2	Adjoining properties or affected parties		
5.	Incident Management		
6.	Public Health		
6.6	Waste Management		
6.7	Noise		
6.8	People / Contractors		
7.	Public safety		
8.	Event promotion		
9.	Monitoring		
10.	Review		

## 1. Event details

Name of event:	
Type of event (indoor/outdoor or both):	
Address of event:	
Details of event: (Please list the types of activities; e.g. amusement rides, food stalls, car rally, animal rides, wine tasting, music, etc.)	
Is this a single day (or less) event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date and time event starts or is open to the public:	

Day 1		Day 2		Day 3		Day 4		Day 5	
Start	Close	Start	Close	Start	Close	Start	Close	Start	Close
Estimated number of people expected to attend:									
Estimated number of staff/volunteers expected to assist with running of event:									

### 1.1 Contact during event

Event manager/ contact on day of event:	
Name:	
Phone (work):	Phone (home):
Mobile:	Fax:
Email:	
How will communication be conducted on the day? i.e. mobile phones, radio, runners.	
Will there be any expected difficulties in mobile phone reception?	
How will communication be conducted between event stakeholders? i.e. personal, phone.	
How will stakeholders communicate to the public especially in the event of an emergency? i.e. radio, speaker, mobile phones, PA system.	

### 1.2 Road Closures

Will there be any road/street closures required for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the road/street name(s)?	
1.	
2.	
Has the relevant authority been contacted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please note:</b> To allow for statutory advertising, four weeks' notice is required for a council road and Vic Roads will require longer.	
Has a permit been obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, List permit number:	
Have emergency services been notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will stop/go traffic management be required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 1.3 Security and Crowd Control

Will security be needed for the event? Yes  No

If yes, details:
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If a security firm has been hired, please provide details:

Name of Company:
Licence Details:
Contact Person:
Phone: _____ Mobile: _____
Number of Security Personnel at Event:

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Please attach the security and crowd control plan - if applicable.

You are required to provide a contact for Victoria Police in the area of your event.

Officer name:
Station:
Phone:
Mobile:
Fax:
Email:

## 2. Insurance

### 2.1 Insurance details

Name of insurer:
Address:
Phone: <span style="float: right;">Fax:</span>
Email:
Policy number and expiry date:
Public liability value and asset value:
<b>Please attach a copy of your insurance certificate/policy.</b>

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### **3. Hazard Identification & Risk Assessment**

It is your responsibility as the event organiser to ensure that foreseeable risks are identified and managed. Below is one method to assist this process, however, you are welcome to use your own if desired.

#### **Potential hazards**

Using the table below on page 6, list the foreseeable hazards at the selected site and the actions implemented to minimise the risk.

Follow these steps:

#### **1. Identify hazard/risk and list in column 1**

Some examples of hazards to consider could be (but are not limited to):

- Security, people/crowds (barriers, crowd control)
- Plant, hazardous substances/dangerous goods (gas, chemicals etc.)
- Legal compliance issues, planning, all ability access
- Manual handling (exertion of force), slips /trips/falls
- Contractors (carnival operators, security, first aid)
- Vehicle safety (parking, pedestrians, vehicle maintenance)
- Electrical safety (electrical leads, adaptors, weather conditions, overhead power lines)
- Fire safety (fire extinguishers, CFA)
- Working at heights (stages/platforms, marquees/tents)
- Food preparation (education of all staff including volunteers).

2. Rate likelihood - insert in column 2

Likelihood (probability and indicative frequency of exposure)

Descriptor	Rating	Description
Eliminated	0	Risk eliminated
Unlikely	1	May occur, but only in exceptional circumstances
Possible	2	Might occur at some time.
Likely	3	Will probably occur in most circumstances.
Almost certain	4	Is expected to occur in most circumstances.
Certain	5	Is expected to occur in all circumstances.

3. Rate consequence - insert in column 3

Consequence (likely outcome of exposure)

Descriptor	Rating	Description
Minor	1	No injuries, bruising, temporary rash / irritation, low financial loss. Dealt with by site personnel, no environmental damage.
Important	2	First aid treatment, irritation, burning with withdrawal from exposure, discomfort, nausea, on-site release immediately contained, minor financial loss.
Serious	3	Medical treatment required, chemical burn which may heal with treatment, unconsciousness, medium financial loss, some environmental damage.
Major	4	Extensive injuries, permanent disability, major financial loss.
Catastrophic	5	Death, huge financial loss.

4. Risk rating is Likelihood x Consequence - insert into column 4

Find risk rating figure in Risk Rating Matrix table below and identify risk in Legend table.



LIKELIHOOD		CONSEQUENCE				
		(Minor)	(Important)	(Serious)	(Major)	(Catastrophic)
		1	2	3	4	5
Eliminated	0	0	0	0	0	0
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Almost Certain	4	4	8	12	16	20
Certain	5	5	10	15	20	25

5. List control measures in column 5
6. Re-assess likelihood and consequence and rate risk – insert in columns 6, 7 and 8
7. Identify responsible person - insert in column 9
8. Initial date in column 10.

#### Legend

Score	Assessment of Risk	Priority of Action
1-2	LOW	Address or repair if low cost. Schedule for action after other risks have been controlled.
3-7	MEDIUM	Further improvements required: assess feasibility for risk controls; management sign-off required if the risk/s are to be accepted
8-12	HIGH	Risk controls required as soon as possible.
+13	EXTREME	Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.

## Hazard Identification and Risk Assessment

This structure for this hazard identification and risk assessment is based on AS/NZ ISO31000:2009 Risk Management.

**Event Name:**

**Date of Assessment:**

**Date(s) of Event:**

**Last Assessment:**

**Location:**

**Event Organiser:**

1	2	3	4	5	6	7	8	9	10
<b>Hazard description</b>  (before controls)	<b>Likelihood</b>  Probability of hazard causing injury/loss  (before controls)	<b>Consequence</b>  Likely outcome severity  (before controls)	<b>Risk rating</b>  (before controls)	<b>Controls that will be evident to reduce the risk as far as is practicable</b>	<b>Likelihood</b>  Probability of hazard causing injury/loss  (after controls)	<b>Consequence</b>  Likely outcome severity  (after controls)	<b>Risk rating</b>  (after controls)	<b>Who is responsible?</b>	<b>Initial and Date</b>
<b>EXAMPLE:</b>  Slips and	4	2	Likelihood x Consequence = 8	1. Restricting access to customers to front of stall only.  2. Ensure stall holder is aware of their responsibility to maintain clear access to stall.	2	2	4	Event organiser and	

trips around stalls				3. Use of a non-slip mat if area is wet and slippery.				stall holder	

**3.2 Please complete a site plan including;**

<b>Event Co-coordinator site</b>	<b>Entrances and Exits</b>	<b>Lost kids/property</b>	<b>Food stalls</b>	<b>Toilets</b>
<b>Drinking water sites</b>	<b>First Aid locations</b>	<b>Alcohol and non-alcohol areas</b>	<b>Entertainment sites</b>	<b>Seating</b>
<b>Vehicle access routes</b>	<b>Parking</b>	<b>Main power/water/gas</b>	<b>Public transport areas</b>	<b>Rubbish bins</b>
<b>Emergency equipment</b>	<b>Assembly area</b>	<b>Fenced areas</b>	<b>Marquees</b>	<b>Incident management</b>

### 3.3 Contingency controls

List the major influences (e.g. rain, extreme heat, storms, etc.) which may disrupt your event and the contingency plans (e.g. cancel event, provide alternate venue or shelter) you will put in place.

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## 4. Traffic, parking & Pedestrian Management

### 4.1 Traffic, parking and pedestrian management plan

A Traffic, Parking and Pedestrian Management Plan is required where the event:

- Is on a highway or major roadway – refer to Local Laws to identify type of road
- Involves a road closure
- Involves a diversion of traffic
- Requires authorisation from Vic Roads, Victoria Police or the Department of Sustainability and Environment due to the type of event
- The event has more than 35 participants and /or the event involves bicycles or running
- The event may impact or interrupt the normal running of public transport.

Has a Traffic, Parking and Pedestrian Management Plan been developed for this event?

Yes  No

If you do require Traffic, Parking and Pedestrian Management Plans, **please allow six weeks for the plan to be processed by the relevant authority prior to the event.**

Is there parking and access available for:

	Yes	No	N/A
Emergency vehicles			
Key stakeholders			
Disabled patrons			
General parking			

Overspill of vehicles			
Buses			
Taxis			

#### 4.2 Adjoining properties and affected parties

Have adjoining property owners/occupants and other affected parties been contacted regarding the proposal of this event?      Yes  No

If the event is likely to impact in any way on these adjoining properties, e.g. noise, extra cars, road closures, it is highly recommended that you contact the owners/occupants well in advance of the event.

Please circle below which method(s) you will use.

Flyers      Letter drop      Advertising in local paper      Door knock/face to face      Radio

#### 4.3 Other Hazards

Will adjoining properties, structures or water bodies, pose additional risks to public and others?

Yes  No

### 5. Incident Management

#### 5.1 Incident control centre

Ensure the Incident Control Centre is clearly marked on the site plan (refer section 3.2) and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

#### Pre-event briefing and post event de-briefing

How will event staff and volunteers and security be trained and given an induction prior to and at start of event and post event?

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#### 5.2 Incident Management Plan including first aid arrangements

Has an emergency response plan been developed and tested and do all involved clearly know their roles?      Yes  No

### 5.3 Incident management contact details

First Aid Officer 1 Name:	Contact details:
First Aid Officer 2 Name:	Contact details:
St John Ambulance	Contact details:
Incident Officer Name:	Contact details:
Local Police Station:	<b>000</b>
Local Ambulance Station:	<b>000</b>
Local CFA Station:	<b>000</b>
Local SES Station:	<b>132 500</b>
Local Hospital	Contact details:

Name:	
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#### 5.4 Firefighting equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers? Yes  No

#### 5.5 Fire danger period

Has a day of total fire ban or fire danger period been considered? Yes  No

Please refer to [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) for further details.

Has your site plan been submitted to your local CFA? Yes  No

#### 5.6 Lost and stolen property / lost children

What arrangements have been made for lost or stolen property and/or lost children?

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#### 5.7 Incident reports

If there are any incidents that result in an injury or property damage this needs to be recorded on the Incident form on page 11.

If the Notifiable Incident occurs, the event manager must contact WorkSafe on 132 360.

The event manager must take immediate action to ensure:

- Nobody is in further danger
- All injured people are taken care of
- The site and any equipment involved in the incident is preserved and undisturbed unless movement is required to render first aid or make site safe.
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Notifiable Incidents are:

- A death
- A serious injury or injury requiring immediate medical treatment for including (but not limited to)
  - Broken bone
  - Laceration requiring stitches or gluing
  - Head or eye injury including loss of consciousness



- An injury involving a substance that requires medical attention
- An injury requiring admission as an in-patient to hospital
- Collapse or other malfunction of registered plant
- Collapse or failure of an excavation or shoring
- Collapse of part or all of a building
- Explosions and fires
- Escape or spills of dangerous goods
- The fall or release of plant, substances or objects from a height.

For further information on notifiable incident requirements refer to:

[http://www.worksafe.vic.gov.au/data/assets/pdf\\_file/0016/11266/IncidentNotification.pdf](http://www.worksafe.vic.gov.au/data/assets/pdf_file/0016/11266/IncidentNotification.pdf)

### 5.8 Emergency Spokesperson(s) regarding the media

In the event of an accident or emergency, your organisation is likely to be contacted by the media for comment, either at the time, or afterwards.

It can be helpful to decide in advance, who is authorised; 1) to make decisions, and 2) speak on behalf of your organisation and to make sure that this information is conveyed to everyone involved in organising your event.

It can also be important to decide what your key messages will be in the event of an accident or emergency. These should include:

- The safety and wellbeing of event patrons and the public as a priority
- Factual information about the emergency and steps being taken to address it.

Your organisation may decide not to make any comment, pending legal advice.

	Name	Position/Organisation	Phone Contact
Authorised to make emergency decisions			
Nominated Emergency Spokesperson 1			
Nominated Emergency Spokesperson 2			

**Incident form**

Date and time of incident	Description of incident	Person(s) involved - name, address, phone	Witness  (must be over 18 years)	Action taken

<p><b>Event Name:</b></p> <p><b>Date of Event:</b></p> <p><b>Contact Name:</b></p> <p><b>Contact Number:</b></p> <p style="text-align: center;"><b>Please forward a copy of the completed form to ISC</b></p>
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## 6. Public Health

### 6.1 Food providers

Is food going to be sold at the event? Yes  No

If yes, please note:

- It is the responsibility of the food provider to contact the ISC Environmental Health Department on (03) 5728 8000 for assistance and information on food and alcohol requirements during an event.
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For further information on food handling requirements refer: <http://streatrader.health.vic.gov.au>

### 6.2 Alcohol

Will there be alcohol at the event? Yes  No

Please tick relevant box below.

- BYO for consumption on site** - requires permit to consume from Local Laws Unit at Council.
- Tasting only** (can buy and take away unopened) - requires Temporary Food Permit from Environmental Health Department at Council.
- Sell and consume on site** - Liquor Licence permit required from Liquor Licencing Victoria, <https://liquor.justice.vic.gov.au> (depending on the conditions of the permit, a Council permit may also be required).

### 6.3 Toilets

	How many toilets will be provided at the event?
Male	
Female	
Disabled	
Portable	

If you are providing portable toilets, who will be responsible for the cleaning of toilets and provision of supplies during the event?

Name:	Phone:	Mobile:

**6.4 Water**

Is the location of water signposted and marked on the site plan (refer 3.2)? Yes  No

How will extra water be supplied to patrons on very hot days if needed?

Bottled water                  Tap water                  Other \_\_\_\_\_

What is the source of water, i.e. reticulated/town water, tank, other? \_\_\_\_\_

**6.5 Shelter**

Describe where shelter will be provided at the event. Mark on site plan (refer section 3.2).

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Will sunscreen be available at the event?                                  Yes  No

**6.6 Waste management**

All waste and recycling at events must be adequately contained (in bins or bags) and either placed in a designated waste collection area or, in the case of events held in public parks, streets, etc., removed from the site by the event organiser or a waste collection contractor employed by the event organiser.

The event organiser must meet the cost of any additional bins provided by Council as well as the cost of the collection and disposal of all garbage and recyclables from the event.

What arrangements do you have in place for the management of garbage and recycling at your event? (you may need to submit a Waste Management Plan if applicable; see below).

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How will garbage and recycling be contained at the event site? (e.g. bins, skips and existing street bins, etc.)

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How will garbage and recycling be removed and disposed of from the event site?

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Do you require Council to supply garbage and recycling bins for your event?    Yes  No

You will need to contact and make arrangements at least 14 days prior to your event.

**If yes, how many?**

240 litre Mobile Garbage Bins x

240 litre Mobile Recycling Bins x

Do you require Council to organise the removal and disposal of garbage and recyclables from the event site?    Yes  No

For all significant events on public land, a Waste Management Plan must be submitted to Council at least 14 days prior to the event. The plan should detail:

- Arrangements for collection and disposal of waste
- Arrangements for collection and disposal of recyclables
- Plan for reduction of litter on and adjacent to the event site

Please indicate proposed location of the garbage/recycle bins and skips on the site plan (refer section 3.2).

For further information or assistance, please contact council's Waste Management on 58329 700

**Other:**

Has provision been made to deal with any discarded sharps or needles? Yes  No

Will training been given to event personnel on handling or dealing with discarded sharps?

Yes  No

**6.7 Noise**

Refer 4.2 have persons who may be affected been advised? Yes  No

Are there activities/mechanisms likely to create higher noise levels (than is typically present) at your event?

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Describe how you will monitor and minimise these noise levels.

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EPA sets standards for noise to provide a balance between protecting community wellbeing and supporting social needs. For further information on possible restrictions refer to:

<http://www.epa.vic.gov.au/your-environment/noise>

**6.8 People/contractors**

The Occupational Health and Safety Act 2004 requires that staff/people under the control of the event organiser are provided with information, training, instruction and supervision to perform the work they are doing at the event in a manner that is safe and without risk to health.

When considering outsourcing a service to a contractor, the following should be considered in your review:

**Previous Performance** - what experience do they have? How did they perform?

**Qualifications** - are they qualified and competent to deliver the tasks they are engaged to deliver?

**Commitment to Safety** – do they have a Safety Management Plan? Has their safety plan been audited? What were the results? What is their injury record?

**Cost** - to the event organiser could be increased due to fines and penalties if lower safety standards of the contractor are accepted by the event organiser.

**Industry Standards** - what are the standard safety practices in the industry?

**Insurances** - do they carry appropriate workers compensation and public liability insurance?

**Understanding the task** - can the contractor demonstrate that they understand the tasks required and can they do so safely? (This may require the contractor to submit a safety plan or safe work method statement).

**Sub-Contractors** - does the contractor intend on sub-contracting some of the functions?

If so:

- What are the qualifications of the sub-contractors?
- Have they provided a job safety analysis or risk assessment?

## 7. Public Safety

### 7.1 Lighting and power

Do you require emergency power & lighting? Yes  No

If yes, it is recommended that an electrician be available for the event.

Name of Certified Electrician: \_\_\_\_\_

Contact details during the event: \_\_\_\_\_

Describe emergency power and lighting systems.

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Location of lighting control – indicate on site plan (refer section 3.2).

Location of mains power control – indicate on site plan (refer section 3.2).

## 7.2 Temporary structures

Will there be temporary structures at the event? If yes, please indicate on the site plan (section 3.2) and provide details of size, etc.

Stages and platforms Yes  No

Break-away stage skirts Yes  No

Seating Yes  No

Marquees/tents Yes  No

Is the area fenced off? Yes  No

Have you submitted an application for a temporary structure(s)? Yes/No

If yes , please quote the permit details below.

Permit Name:

Permit Number:

Permit Date:

Description of structure:

### AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES)

Amusements structures are not used or operated unless a current certificate of registration issued by WorkSafe	Yes <input type="checkbox"/> No <input type="checkbox"/>
All structures have current certificate of inspection issued by a professional engineer and qualified electrician	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons	Yes <input type="checkbox"/> No <input type="checkbox"/>



There is appropriate fencing surrounding rides	Yes <input type="checkbox"/> No <input type="checkbox"/>
There is appropriate soft-fall area for inflatable structures	Yes <input type="checkbox"/> No <input type="checkbox"/>
A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)	Yes <input type="checkbox"/> No <input type="checkbox"/>
All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Operator monitors prevailing wind conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 7.3 Gas cylinders

Caters using liquefied Petroleum Gas (LPG) at an outdoor event must complete a checklist before the event starts. This is a requirement of the gas safety regulator, Energy Safe Victoria (ESV).

Refer:

<http://www.esv.vic.gov.au/LinkClick.aspx?fileticket=sxnudiSMAfo%3D&tabid=216&mid=2137>

### 7.4 Fireworks display

Will there be a fireworks display? Yes/No

If yes, has the 'Notice to discharge fireworks' been submitted by the Fireworks Provider?

Has a permit been obtained? Yes/No

If yes, please provide details:

Permit number:

Person responsible for fireworks:

Contact details during event:

Phone:

Mobile:

If no, you will need to acquire this from the fireworks provider.

Ensure restricted zones are marked on the site plan (refer section 3.2).

## 8. Event Promotion

### 8.1 Ticketing

Are there tickets for the event? Yes  No

Pre-Sold  At the Gate  Both

### Advertising promotion

Event promotion may affect the quantity and variety of people attending.

Has the event been advertised via:

TV  Paper  Radio  Social media i.e. Facebook, mobile phones

### 8.2 Signage

Are signs needed for easy identification of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Phones                              | <input type="checkbox"/> Parking – cars, buses, disabled       |
| <input type="checkbox"/> Entrances                           | <input type="checkbox"/> Information/communication             |
| <input type="checkbox"/> Exits                               | <input type="checkbox"/> Rules relating to alcohol consumption |
| <input type="checkbox"/> Toilets                             | <input type="checkbox"/> Lost and found                        |
| <input type="checkbox"/> Water                               | <input type="checkbox"/> Public transport pick up/set down     |
| <input type="checkbox"/> First aid / incident control centre | <input type="checkbox"/> Security                              |
| <input type="checkbox"/> Camping areas and facilities        | <input type="checkbox"/> No smoking                            |
| <input type="checkbox"/> Animals                             |  |

### 8.3 Health Promotion

List any messages that will be promoted on the day, e.g. smoke free, sun smart.

#### 8.4 Advertising

When and where will advertising be conducted?

Date	Method, e.g. Newspaper, radio/UGFM, letter drop, etc.

#### 9. Monitoring

Have personnel been appointed to monitor:

- Public behavior within the event? Yes  No
- Stall Holders compliance to event requirements? Yes  No
- Staff and volunteer compliance to event requirements? Yes  No

#### 10. Review

**Upon completion of the "Event", the Risk Control Plan should be reviewed against any "Unplanned Occurrences", and suggestions documented for the planning of future events while the information is fresh.**

## Event Review

### Unscheduled Occurrences

<b>Description of occurrence and outcome</b>
<b>Future management strategy to prevent repeated occurrence</b>
<b>Description of occurrence and outcome</b>
<b>Future management strategy to prevent repeated occurrence</b>
