



**Murrindindi**  
Shire Council

## **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 organisers 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.

Murrindindi Shire Council is committed to ensuring the health and safety to anyone staging an event in the Shire.

## Expectations and commitments regarding events within the Murrindindi Shire Council

- Murrindindi Shire Council expects event organisers for any event staged to complete an EMP.
- All stakeholders participate through consultation to deliver a safe and successful event, each sharing responsibility for one another.
- We will endeavor to identify and manage all risks/hazards and where possible eliminate them in our workplace.
- We will work with all regulatory and all other authorities to ensure compliance with relevant legislation.
- Where no guidelines exist, we will actively work with our partners and stakeholders to achieve best practices.
- The ultimate goal is to stage a successful event with no harm to people or damage to the environment and property.
- The Event Management Plan document is available from Council's Alexandra office.
- 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 form please contact Murrindindi Shire Council, Alexandra office on 5772 0333. For more information refer to the Worksafe Victoria - Advice for Managing Major Events Safely.

### 1. Event details

#### 1.1 Event place and time

Name of event:
Address of event:
Details of event: list the types of activities, eg, amusement rides, food stalls, car rally, animal rides, wine tasting, music, etc.
Date and time event starts or is open to the public:
Date and time event finishes:
Estimated number of people expected to attend:

## 1.2 Contact during event

Event manager/ contact on day of event:		
Phone (work): Mobile: Email:	Phone (home): Fax:	
Contact during event:	Phone:	Mobile:
How will communication be conducted on the day? Will there be any expected difficulties in mobile phone reception? How will communication be conducted between event stakeholders? How will communication be made to the public especially in the event of an emergency?		

## 1.3 Road closures

Will there be any road/street closures required for the event? Yes/No

If yes, what is the road/street name?

Has the relevant authority been contacted? Yes/No

Please note: 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/ No

If yes, permit number is:

## 1.4 Security and crowd control

Do you need security for the event? Yes/No

If yes, please provide details – eg. are there valuable items to protect?

Do you need to protect ticket sales?

If a security firm has been contracted, please provide details:

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

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

Who is the police contact for Victoria Police?

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:

## 3. Hazard identification and risk assessment

Please note – 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 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
- Plant, hazardous substances/dangerous goods
- Legal compliance issues, planning, accessibility
- Manual handling, slips /trips/falls
- Contractors
- Vehicle safety
- Electrical safety
- Fire safety
- Working at heights
- Food preparation

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) 1	(Important) 2	(Serious) 3	(Major) 4	(Catastrophic) 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

**Legend**

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

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



**3.2 Site plan including incident management/first aid (see section 5)**



### 3.3 Contingency controls

List the major influences, eg.rain, which may disrupt your event and the contingency plans you will put in place.

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## 4. Traffic, parking and 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
- 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

Should you require assistance to develop Traffic, Parking and Pedestrian Management Plan please contact the Murrindindi Shire Council, Alexandra office on 5772 0333.

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

Is there parking available for:

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

### 4.2 Adjoining properties

Have adjoining property occupants been contacted regarding the proposal of this event? Yes/No

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

## 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.

Has the emergency plan been tested and do all involved clearly know their roles?

## 5.2 Incident Management Plan including first aid arrangements

Please include these details on the Site Plan (refer section 3.2).

## 5.3 Incident management contact details

First Aid Officer 1 Name	Contact details
First Aid Officer 2 Name	Contact details
Incident Officer Name	Contact details
Local Police Name	Contact details
Local Ambulance Name	Contact Details
Local CFA Name	Contact details
Local Hospital Name	Contact details

## 5.4 Fire fighting 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

Please indicate their location on the Site Plan (refer section 3.2).

## 5.5 Fire danger period

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

Has your Site Plan been submitted to your local fire service? Yes/No

## 5.6 Lost and stolen property / lost children

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

Please indicate the location on Site Plan (refer section 3.2).

## 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 – use example below.

The event manager must take immediate action to ensure nobody is in further danger and that all injured people are taken care of.

A copy of the incident form must be forwarded to Council's Risk & Improvement Coordinator. Completed forms are analysed and retained by Council officers to determine if any trends have developed which can then be effectively addressed.

Is the incident a 'Notifiable Event', eg.

- A death
- An injury involving a substance that requires medical attention
- An injury requiring in-patient treatment at a 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

If yes, contact the Risk & Improvement Coordinator at Murrindindi Shire Council on Ph 5772 0333. The Risk & Improvement Coordinator will contact WorkSafe.

If the 'Notifiable Incident' has occurred outside of business hours, the event manager must contact WorkSafe directly on 132 360.



## 6. Public health

### 6.1 List of food vendors

List the food vendors and type of food being provided at the event.

	Vendor Name	Contact phone during event	Type of food	Council registration number and event permit number (if issued)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### 6.2 Alcohol

Will there be alcohol at the event? Yes/No

Please tick relevant box

- BYO for consumption on site** - requires permit to consume from Council
- Tasting only** (can buy and take away unopened) - requires Food Permit from Council
- Sell and consume on site** - Liquor Licence permit required from Liquor Licencing Victoria (depends on conditions of permit whether Council permit also required)

### 6.3 Toilets

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

Who will be responsible for the cleaning of toilets?

Contact Details During Event		
Name:	Phone:	Mobile:

### 6.4 Water

Is the location of water clearly signposted and marked on the Site Plan (refer section 3.2)? Yes/No

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

What is the source of water, ie. reticulated, tank, other?

## 6.5 Shelter

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

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.

To assist waste management processes at community events, Murrindindi Shire Council can provide up to 10 x 240 litre Mobile Garbage Bins and 10 x 240 litre Mobile Recycling Bins at no cost to 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.

You may also consider making your event a 'Waste Wise Event'. Contact Council's Coordinator Waste Management for more information on the Waste Wise Events program.

What arrangements do you have in place for the management of garbage and recycling at your event?

(Submit a Waste Management Plan if applicable, see below)

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

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

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

### 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 Site Plan (refer section 3.2)

For further information or assistance, please contact Council's Waste Management Unit on 03 5772 0333.

## 6.7 Noise

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

Describe how you will monitor and minimise these noise levels.

## 6.8 People/contractors

The Occupational Health and Safety Act 2005 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?
  - Have they received any safety training?

## 7. Public Safety

### 7.1 Lighting and power

Do you have 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.

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?

Stages and platforms                      Yes/No      If yes, please provide details

Break-away stage skirts                      Yes/No

Seating                                              Yes/No

Marquees/tents                                      Yes/No

Has a permit or permits been sought or sighted for temporary structures?      Yes/No  
If yes and the permit has been issued please quote the permit number.

Permit Name:

Permit Number:

Permit Date:

Description of Structure:

### 7.3 Gas cylinders

List all vendors who will be using portable gas cylinders.

Name of Vendor	No. of Cylinders

Event organisers need to ensure that any gas cylinders are not ten years older than the test date stamp.

### 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:

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

### 8.2 Signage

Are signs needed for easy identification of the following:

- |                                                       |                                                                            |
|-------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Phones                       | <input type="checkbox"/> Parking                                           |
| <input type="checkbox"/> Entrances                    | <input type="checkbox"/> Information/communication/incident control centre |
| <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 posts              | <input type="checkbox"/> Security                                          |
| <input type="checkbox"/> Camping areas and facilities | <input type="checkbox"/> No smoking                                        |

### 8.3 Health Promotion

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

### 8.4 Advertising in paper

What information is important to promote the event? When? Where? What times, etc.?

When and where will advertising be conducted?

Date	Method, eg. Newspaper, radio, letter drop, etc.

**9. Useful contact numbers**

<b>Organisation</b>	<b>Phone</b>	<b>Fax</b>
CFA		
Police		
SES		
Local Hospital		