



Mansfield  
Shire

# EVENT MANAGEMENT PLAN (EMP): TEMPLATE

(May 2023)

# INTRODUCTION

Mansfield Shire Council is committed to ensuring the health and safety to anyone staging or participating and attending an event within the Shire.

By completing an Event Management Plan (EMP), event organisers demonstrate their desire to carry out their legal duties in the management of events in regard to the health and safety of all participants. The EMP will assist you to manage foreseeable risks associated with the staging of the event.

The EMP will also assist council in issuing permits where applicable and help to identify any risks event organisers may not have considered.

The event description is broad and can be quite confusing as it indicates that something as simple as having a party, wedding etc at home would require an EMP.

To eliminate any doubts about what your event requires, please contact our events team to see if a permit or EMP is required via e mail at [events@mansfield.vic.gov.au](mailto:events@mansfield.vic.gov.au)

## **What is an event or public activity?**

An event is any organised activity held on private or public land where an open area, facility, venue, road or temporary structure is to be used by more people than usually found in that location. This activity may affect the location prior to the event, during and after the event.

## **Expectations and commitments regarding events within the Mansfield Shire**

- Mansfield Shire Council expects organisers of any event staged to complete an EMP. You can use Council's EMP template or develop/construct your own to suit your particular event.
- All stakeholders participate through consultation to deliver a safe and successful event, each sharing responsibility for one another.
- Event organisers will endeavour to identify and manage risks/hazards and where possible eliminate them.
- Event organisers will work with all regulatory and all other authorities to ensure compliance with relevant legislation.
- Where no guidelines exist, event organisers 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.
- Events ought to contribute a net positive to community and business.

# EVENT MANAGEMENT PLAN

Event Title	
Venue	
Date/s	

## DOCUMENT HISTORY

Version No.	Date Draft Created	By Whom	Details/Amendment to Draft
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

DISCLAIMER: Whilst all care has been taken in the preparation and revision of this document, (and all supplementary documentation), no responsibility will be accepted by the author for any errors, omissions or inaccuracies. This document has been produced to provide a working resource to manage the operational and logistical elements of the listed event in order for the event to be conducted in a safe and professional manner: it is not intended to be a substitute for legal or other professional advice. The completion and submission to relevant stakeholders of this document does not remove the responsibility of the company/producers to ensure all obligations under legislation are adhered to. No responsibility can be accepted for any known or unknown consequences that may result from reliance on information provided in this document.

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# EVENT DETAILS

## EVENT OVERVIEW

Name of Event	
Event Venue	
Event Address	
Bump-in Dates/Times	
Event Dates/Times	
Bump-out Dates/Times	
Expected Attendance	
Daily Capacity	
Ticketing	
Event Description	
Activities	
Target Audience	
Promotion	
Patrons + Peak Times	

# EVENT CONTACTS

## EVENT COORDINATOR

Contact Name	
Event Role	
Address	
Contact Number	
Contact Email	
Web Address	

## ASSISTANT COORDINATOR

Contact Name	
Event Role	
Address	
Contact Number	
Contact Email	
Web Address	

## KEY EVENT CONTACTS

Name	Role	Number	Email

# EVENT CONTACTS

## EVENT VENUE/S

Venue Contact Name	
Venue Contact Role	
Venue Contact No.	
Venue Contact Email	
Venue Name	
Venue Address	
Venue Email	
Venue Website	
Venue Map Link	
Venue Capacity	
Local Government	

## INSURANCE DETAILS

Public Liability Insurance	
Other	

[DOWNLOAD LOCAL LAWS APPLICATION HERE](#)



## EVENT SCHEDULE

[illegible]

<b>Contingency Plan</b>
<b>Cancellation:</b>
<b>Postponement:</b>

# STAKEHOLDER NOTIFICATIONS

## GENERAL DETAIL - EMERGENCY SERVICES EVENT NOTIFICATION

Notification	
Distribution	Police, Fire, Ambulance, SES
Content Overview	
Recipients	
Date of Release	
Distributed By	
Distribution radius	

## GENERAL DETAIL - EVENT NOTIFICATION

Notification	
Distribution	
Content Overview	
Recipients	
Date of Release	
Distributed By	
Distribution radius	

# SAMPLE EVENT NOTIFICATION



Mansfield Shire

## **Mansfield High Country Festival Fireworks Notification**

Please be aware of upcoming fireworks as part of the 2021 Mansfield High Country Festival.

**When:** Friday 29 October

**Where:** Botanic Park

**Time:** 8.45 – 9.00pm approx.

Please plan ahead and take action to ensure the safety of your animals.

Enquires may be directed to:

Gareth MacDonald

Economic Development Officer - Tourism & Events

Phone: 03 5775 8520

# SITE MAP

## SITE INFRASTRUCTURE LIST

[illegible]

# EMERGENCY MANAGEMENT

## Risk & Incident Management

This is one area of your event planning that is critical in ensuring your event occurs safely and without incident.

The first steps are to develop a Risk Assessment, which is designed to

- Identify potential hazards associated with your event
- Take steps to minimise or eliminate the risk prior to your event taking place

You can use the Risk Assessment Table in Council's EMP appendix or you are welcome to use your own design as long as it lists the foreseeable hazards at the selected site and the actions implemented to minimise the risk

## Potential hazards

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

- Security, people/crowds
- Weather
- Plant, hazardous substances/dangerous goods, legal compliance issues, planning
- Manual handling
- Slips /trips/falls
- Contractors
- Vehicle safety
- Electrical safety
- Fire safety (eg slashing of car park areas, smoking on site)
- Working at heights OH&S
- Food safety (ensuring all proposed vendors have supplied copies of required permits)
- Disabled Access

## Emergency Management Plan

An Emergency Management Plan must identify who will be the responsible person at the event that can call the emergency services and activate (with the assistance of other event staff) an evacuation (if required).

The plan will clearly identify emergency exits, emergency procedures and telephone numbers along with a site map to show all services and evacuation/assembly areas for event staff, patrons and performers, plus access and egress points for emergency services, locations of fire-fighting equipment and first aid post.

## **First Aid – for list of licensed providers and more details click [HERE](#)**

Event organisers or local councils planning or approving an event generally need to engage first aid services as part of delivering the event. As of 1 October 2021, all commercial first aid services in Victoria are required to be licensed (regardless of whether they use volunteers).

First aid services are divided into three distinct levels: basic, intermediate, and advanced. The first aid provider can only operate their first aid service at the level they are licenced.

**Basic:** The minimum clinical staff level is a trained first aid officer holding a relevant certificate III qualification or below. Basic providers have access to 'over the counter' medications and are trained and equipped to adequately cater for minor injuries or illnesses which would not usually require referral to another health care provider..

Low risk event profile- the event nature and patron demographics, numbers and behaviours have a low probability of patient injury and or illness. For example,

- community and school sport
- local fete
- roadshow

**Intermediate:** The minimum clinical staff level includes certificate IV or diploma trained first aid officer and some registered health professionals. Intermediate providers have access to some scheduled medications and are trained and equipped to adequately cater for significant injuries or illnesses which may require referral to another healthcare provider or hospital.

Medium Risk event profile- the event nature and patron demographics, numbers and behaviours have a medium probability of patient injury and or illness. For example,

- low speed motorsport
- low impact equestrian events
- small festivals

**Advanced:** The minimum clinical staff level includes registered health professionals, such as registered paramedics, registered nurses, and registered medical practitioners, including anaesthetists and critical care physicians.

Advanced providers have access to additional scheduled medications and are trained and equipped to adequately cater for serious injuries or illnesses which often require referral to another healthcare provider or hospital for ongoing care.

High risk event profile- the event nature and patron demographics, numbers and behaviours have a high probability of patient injury and or illness. For example,

- high speed motorsport
- high impact equestrian
- pyrotechnic/explosives
- geographically isolated or dispersed
- aquatic motorsport
- large festivals, including multi day events.
- event size > 10k
- new events, with moderate level risk (nil prior event history)

## **Traffic Management – for list of licensed providers and more details click [HERE](#)**

If you're organising an event, it's important to have a traffic management plan in place. This will help ensure the event goes smoothly and that traffic is directed safely and effectively.

Traffic management isn't as simple as having staff on-site to help direct traffic and minimise congestion on the day - there are protocols that need to be followed, permits that need to be acquired, and staff need to be qualified and experienced in efficient traffic control.

Whether your event is a local sports carnival or a large-scale music festival, it's important to have a clear plan in place for ensuring the safety of attendees, staff and passing motorists/pedestrians alike.

Key things to consider:

- Ensuring people don't park in unauthorised areas
- Discouraging pedestrians from crossing streets in dangerous or unmarked sections rather than seeking out zebra crossings
- Having strategically placed traffic management experts to direct vehicles and pedestrians, minimise congestion and ensure people get to where they need to go as efficiently and safely as possible
- Installing adequate signage and traffic control equipment along the surrounding road network affected by your special event, to encourage passers-by and attendees to be alert and exercise caution

An event Traffic Management Program can include:

- the key information about the event
- contact details of key personnel
- a traffic control plan
- approvals for the event and road closures from police and road authorities
- traffic control measures (layout of barriers, walkways and signs)
- the responsibilities of traffic controllers and of other people who might interact with traffic
- travel paths for vehicles and for pedestrians
- entries and exits management
- monitoring and controlling access to delivery vehicles
- parking arrangements
- accessibility for people with disabilities
- emergency communication between traffic monitors and event managers
- implementation and monitoring of the plan.

On Department of Transport and Planning roads, all companies carrying out traffic management activities need to be accredited under the Accreditation program before they can work on the road network. Council may apply for an exemption to assist but is not an accredited supplier so a third party traffic management company may need to be engaged

To see if your event is happening on a Council road or a Department Transport and Planning Road [click here](#).



Key Locations

EVENT OPERATIONS CENTRE (EOC)

EOC	Location	Contact Number

EMERGENCY CONTROL CENTRE (ECC) If not located at Event Operations Centre

ECC	Location	Contact Number

EMERGENCY VEHICLE ACCESS POINT

Vehicle Access Point	Location

EVACUATION ASSEMBLY POINTS

Primary Assembly Point	
Secondary Assembly Point	

SECURITY

Main Checkpoint	Location	Contact Number

FIRST AID

Main Checkpoint	Location	Contact Number

Emergency Control

The event is managed by the following key staff members:

Name	Role	Phone	Email

## SECURITY

Details of Services available	
Security Provider	
Security Location	
Rostered Hours	
General Security Duties	

## PEDESTRIAN MANAGEMENT

Infrastructure utilised	
Pathway diversions	
Pathway closures	
Date & time of infrastructure installation	
Date & time of infrastructure removal	
Location & identification of safety marshals	
Date & time of pathway closures	
Date & time of pathway openings	
Public Transport: Pick-Up point	
Public Transport: Set-Down point	
Accessibility	

## **PARKING AND DROP-OFFS/PICK-UPS**

Contractor Deliveries	
Contractor Parking	
Patron Drop-offs/Pick-ups	
Patron Parking	

## **TAXIS**

Taxi Rank Location	
Details re Taxis	

## **EVENT TRANSPORT**

Event Transport Provisions	
Details re Transport Provisions	

## **TRAFFIC MANAGEMENT SUMMARY**

Locations & types of Infrastructure utilised	
Locations of VMS Signage	
Text displayed on VMS	
Signage Text	
Roadway closures	
Date & time of infrastructure installation	
Date & time of infrastructure removal	
Date & time of roadway closures	
Date & time of roadway openings	

## ONSITE COMMUNICATIONS

#	NAME	NUMBER	Channel
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Comms channels are as follows (if applicable for radio):

CHANNEL #	CHANNEL ID
1	Emergency
2	Event Management
3	Security
4	Bars
5	Cleaning
6	Spare

## FIRST AID

First Aid	
Details of Services available	
First Aid Provider	
First Aid Location	
Rostered Hours	

## INCIDENT RESPONSES

### Extreme Weather

- Move patrons under cover and away from temporary infrastructure, indoors if possible
- Ensure that marquees are cleared of patrons
- If possible, pack down any loose furnishings or infrastructure onto the ground (trestle tables, folding chairs, umbrellas, signage etc)
- Ensure that all stages and structures are moved into safe mode: stage roofs lowered, marquees cleared and made safe where possible (walls closed up), all loose infrastructure brought inside or lowered
- Report the status of your area to the event coordinator
- Proceed to evacuate immediately if safe to do so

### Fire

Should you become aware of Smoke, first advise the coordinator & enact an investigation of the source. Should you become aware of Fire, quickly assess the situation, and call 000 before immediately advising the coordinator. You can attempt to put it out if the fire is smaller than 1m<sup>2</sup> and you have ready access to a fire extinguisher/blanket. If it is larger than 1m<sup>2</sup>, then (if safe to do so) assist any persons nearby to find a Safe Exit or Place of Safe Refuge. Evacuate to the nearest Emergency Assembly Area.

### Lost Children

- Lost Child/Person – look for the parent/guardian in immediate vicinity
- After 5-10 minutes, have coordinator take lost child to Lost/Missing Child/Person Point
- Inform coordinator of situation and follow their instructions

### Medical Incident (Serious)

- Quickly assess the situation and call 000 if you deem the emergency to be serious
- Alert coordinator and advise that you have contacted 000
- Render assistance to patient if able until First Aiders arrive then assist if required
- Radio for First Aid on Channel 1 or call coordinator
- Commence Incident Report or take notes for treatment and follow-up

**Incident Reporting** - See appendix for example Incident Report Form

# HEALTH

VENDORS – ALL FOOD AND DRINK VENDORS MUST COMPLETE A STREATRADER APPLICATION - <https://streatrader.health.vic.gov.au/>

Food Vendors
Drink Vendors
Street Trading

## ALCOHOL

Alcohol

## DRINKING WATER

Free Water

## TOILETS

Toilets

WASTE MANAGEMENT AND CLEANING

Waste Management	
Details of Services	
Waste Management Provider	
WM Staging Location	
Rostered Hours	

  

Cleaning	
Details of Services	
Cleaning Provider	
Cleaning Staging Location	
Rostered Hours	

POWER AND LIGHTING

EVENT POWER

Power

EVENT LIGHTING

Lighting - Site (exterior)

# SUSTAINABILITY

- Incorporate the principles of a waste hierarchy in the planning, delivery and evaluation phase of their event, including waste avoidance, resource recovery strategies and sustainable purchasing
- Will, where possible, apply a plastic wise approach throughout the event planning and setup, delivery and clean up and pack down. This includes a move to reusables and recyclables and the elimination of single use plastic items in food and use of drink outlets
- Ensure stallholders and caterers use appropriate recyclable or certified compostable packaging without compromising public health and safe food handling regulations
- Implement resource recovery systems (bin stations) effectively at all public events and activities within the area.

## EVENT SUSTAINABILITY PLANNING

Event Sustainability Measures

## SINGLE USE PLASTIC FREE EVENTS

Single use Plastic Free Events Measures

## SITE IMPACT AND REINSTATEMENT

Site Impact - Environmental

[SPECIAL EVENTS WASTE & RECYCLE COLLECTION APPLICATION CLICK HERE](#)



# ACCESSIBILITY

Mansfield Shire Council encourages you to assess your event with accessibility in mind.

Start with the Accessible Events Guidelines checklist [AVAILABLE HERE.](#)

## GENERAL ACCESSIBILITY

Access to Event Locations

Access within Event Locations

Accessibility Technologies

Accessible Facilities and Amenities
Toilets

Accessible Provision of Information

Accessible Emergency Procedures

Staff Training - Awareness and Sensitivity

# SIGNAGE

## SIGNAGE LIST

SIGN	QTY	TYPE	INSTALL LOCATION

## SIGNAGE OVERVIEW

Directional and Way-Finding Signage

Event and Operational Signage

Handbills, Programs and Collateral

Signage Sample



**Mansfield  
Shire**

## **CONTACT US**

33 Highett St,  
Mansfield, VIC, 3722

Telephone: 5775 8555

Email: [events@mansfield.vic.gov.au](mailto:events@mansfield.vic.gov.au)

# APPENDIX

## 1. INCIDENT REPORT SHEET

### Incident Report Sheet

Event	Mansfield High Country Festival Friday October 29th	Location	Botanic Park		
Date & Time of Incident	Description of Incident	Person(s) involved (inc address & phone details)	Witness (If any & must be over 18. Inc contact info)	Action Taken	
Incident Officer	Gareth MacDonald	Contact Phone & Email	0419 381 501	Signature	GM

## 2. SITE MAP



Site No	Site	Site No	Site
1.	Main Stage. 6m x 3m marquee with 2 x 3m x 3m marquee at front	2.	Music 3m x 3m marquee
3.	Espress Go	4.	Flaming Pizzas
5.	Produce Store	6.	Rotary BBQ

### 3. RISK ASSESMENT TABLE

Event Name:		Date:		Venue:	
(1) <b>Activity / Area of Concern</b>  i.e.: what is taking place as part of the event?	(2) <b>Hazards Identified</b>  i.e.: what can cause harm?	(3) <b>Persons at Risk</b>  i.e.: who could be harmed by the hazard?	(4) <b>Current Risk Factor</b> (high, medium or low) i.e.: determine the level of risk	(5) <b>Actions to be Taken to Minimize each Risk</b>  i.e.: what action can you take to lower the level of risk	(6) <b>New Risk Factor</b> (high, medium or low) i.e.: risk factor after action taken to minimize the risk

Name of person completing Risk Assessment (printed): .....

Signature: ..... Date: .....

### 4. TRAFFIC MANAGEMENT/ALTERATION ADVICE

To the resident,

This is to advise that the event:

Between Times:

At the following location:

Will be held on:

Event Description / Event Activities:

Anticipated numbers:

To assist your organizations, we have included in the detailed briefing to all traffic controllers:

1. Immediately there is an emergency involving police, ambulance or CFA sirens the event will be stopped (if required).
2. Emergency service members will be provided immediate access to travel through access points in response to the siren or emergency.
3. That the event will not be recommenced (unless safe to do so) until it is clear of all responders and emergency vehicles involved in the incident.

Please note that this correspondence is a requirement of the Mansfield Shire Council for events as part of the traffic management strategy.

**Contact person during the event is:**

Name:

Mobile ph:

## 5. EMERGENCY SERVICES NOTIFICATION

<b>Police</b>	Mansfield Police OIC (Officer In Charge)	MANSFIELD.UNI@police.vic.gov.au
<b>Ambulance</b>	North East Head Office Mansfield Unit	events@ambulance.vic.gov.au Mansfield.teammanager@ambulance.vic.gov.au
<b>CFA</b>	North East Operations Manager	region23@cfa.vic.gov.au
<b>Hospital</b>	Mansfield District Hospital	reception.main@mdh.org.au
<b>Copy - Council</b>	Tourism & Events Co-ordinator	events@mansfield.vic.gov.au

## 6. USEFUL CONTACTS

Mansfield Shire Council	
Tourism & Events Co-ordinator	5775 8520 events@mansfield.vic.gov.au
Local Laws	5775 8539 locallaws@mansfield.vic.gov.au
Waste Management	5775 8580 waste@mansfield.vic.gov.au
Environmental Health Unit	5775 8544 locallaws@mansfield.vic.gov.au
Planning Unit	5775 8533 <a href="mailto:planning@mansfield.vic.gov.au">planning@mansfield.vic.gov.au</a>
Mansfield Visitor Information Centre	5775 7000 visitorinfo@mansfield.vic.gov.au
Risk Management Officer	5775 8555 council@mansfield.vic.gov.au
Emergency Services	
Mansfield Hospital	5775 8800 <a href="mailto:Reception.main@mdh.org.au">Reception.main@mdh.org.au</a>
Mansfield Police Officer In Charge	5775 2555 MANSFIELD.UNI@police.vic.gov.au
Ambulance Victoria	Mansfield : 5775 2254 Mansfield.teammanager@ambulance.vic.gov.au Or events@ambulance.vic.gov.au
CFA Region 23 Wangaratta	Ph: 5720 2300 Region23@cfa.vic.gov.au

Regional Roads (Benalla)	5761 1888/131171 <a href="mailto:nriw.ntheastern@roads.vic.gov.au">nriw.ntheastern@roads.vic.gov.au</a>
SES Mansfield	5775 2811 <a href="mailto:mansfield@ses.vic.gov.au">mansfield@ses.vic.gov.au</a>
Event First Aid	
St John's Ambulance	8588 8588 <a href="http://www.stjohn.org.au">www.stjohn.org.au</a>
North East Training and Licensed event first aid	5777 3237 <a href="mailto:info@northeasttraining.com.au">info@northeasttraining.com.au</a>
Other Organizations	
Goulburn Murray Water Gary Fox	5774 3942 <a href="mailto:garyf@g-mwater.com.au">garyf@g-mwater.com.au</a>
DELWP - Shane O'Brien	5733 1236 <a href="mailto:Shane.obrien@delwp.vic.gov.au">Shane.obrien@delwp.vic.gov.au</a>
Parks Vic – Bart Smith	<a href="mailto:basmith@parks.vic.gov.au">basmith@parks.vic.gov.au</a>
EPA Victoria	1300 372 842 <a href="mailto:contact@epa.vic.gov.au">contact@epa.vic.gov.au</a>
Mansfield Courier	5775 2115 <a href="mailto:edit.mcourier@nenews.com.au">edit.mcourier@nenews.com.au</a>
Mansfield Community Radio	5775 2333 <a href="mailto:enquiries@radiomansfield.org.au">enquiries@radiomansfield.org.au</a>
APRA (Music performances) Australasian Performing Rights Assoc	Ph. 9426 5200 <a href="http://www.apra.com.au">www.apra.com.au</a>