



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

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.

EVENT MANAGEMENT PLAN

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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]

Contingency Plan
Cancellation:
Postponement:

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

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, accessibility
- 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

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.

Is an essential part of your planning. 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.

How will communication be conducted in the event of an emergency or incident?

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

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 1m² and you have ready access to a fire extinguisher/blanket. If it is larger than 1m², 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

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

Police	Mansfield Police OIC (Officer In Charge)	MANSFIELD.UNI@police.vic.gov.au
Ambulance	North East Head Office Mansfield Unit	events@ambulance.vic.gov.au Mansfield.teammanager@ambulance.vic.gov.au
CFA	North East Operations Manager	region23@cfa.vic.gov.au
Hospital	Mansfield District Hospital	reception.main@mdh.org.au
Copy - Council	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 planning@mansfield.vic.gov.au
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 Reception.main@mdh.org.au
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 nriw.ntheastern@roads.vic.gov.au
SES Mansfield	5775 2811 mansfield@ses.vic.gov.au
Event First Aid	
St John's Ambulance	8588 8588 www.stjohn.org.au
North East Training and Licensed event first aid	5777 3237 info@northeasttraining.com.au
Other Organizations	
Goulburn Murray Water Gary Fox	5774 3942 garyf@g-mwater.com.au
DELWP - Shane O'Brien	5733 1236 Shane.obrien@delwp.vic.gov.au
Parks Vic – Bart Smith	basmith@parks.vic.gov.au
EPA Victoria	1300 372 842 contact@epa.vic.gov.au
Mansfield Courier	5775 2115 edit.mcourier@nenews.com.au
Mansfield Community Radio	5775 2333 enquiries@radiomansfield.org.au
APRA (Music performances) Australasian Performing Rights Assoc	Ph. 9426 5200 www.apra.com.au