

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.

This template is not limited to the information contained and not all sections will be applicable to your event. Please provide any additional information that may assist with the management and planning of your event.

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Introduction

An Event Management Plan (EMP) helps event organisers carry out their legal duties in regards to the health and safety of participants. An EMP should identify and ensure plans are in place to manage foreseeable risks associated with the staging of the event.

Queanbeyan-Palerang Regional Council (QPRC) is committed to ensuring the health and safety for anyone staging and attending an event in the region.

Expectations and commitments about events in Queanbeyan-Palerang

- QPRC expects all event organisers 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 EMP 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 the QPRC Events Team.

Event Checklist		
Item No.	Item	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	

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1. Event Details

Event Details	
Event	
Event Type (indoor/outdoor)	
Address of event	
Event Details (List activities)	
Date/Time Event Starts	
Estimated number of people expected to attend	
Estimated number of staff/volunteers to assist with event	

1.1 Event Management Details

Event Management Details	
Event Coordinator	
Organisation or Group	
Address	
Phone	
Email	

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1.2 Road Closures

If your event requires the closure of any public roads, you will need to submit a Traffic Management Plan (TMP) to Council and the police which considers the impact on traffic, transport and pedestrians.

Road Closures	
Will road/street closures be required?	
If yes, what is the road/street name(s)?	1. 2.
Have the relevant authorities been contacted?	
Has a permit been obtained?	
If yes, List permit number	
Have emergency services been notified?	
Will traffic management be required?	

1.3 Security and Crowd Control

Security and Crowd Control	
Will security be needed for the event?	
If yes, list details	

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

Security firm Details	
Company Name	
Licence Details	
Contact Person	
Phone	
Email	
Number of Security Personnel at Event	

Please attach the security and crowd control plan – if applicable

2. Insurance

2.1 Insurance details

Insurance Details	
Company Name	
Address	
Phone	
Fax	
Email	
Policy Number and expiry date	
Public Liability value and asset value	

Please attach a copy of your insurance certificate/policy with minimum \$20 million public liability.

3. Hazard Identification & Risk Assessment

It is your responsibility as the event organiser to ensure that foreseeable risks are identified and managed. There are a number of hazards associated with running an event. Use the template below to identify any potential risks and the actions taken to minimise or eliminate those risks. Examples of hazards might be vehicles moving on site, using gas, electricity, temporary structures, signage, wind or extreme temperatures

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When thinking about hazards and risks, consider the impacts these could have on the following categories:

- Operational - impact on services
- Human - people including staff and participants
- Financial and property - impact on budget, property damage
- Legal/Regulatory - breach of regulations and legal requirements
- Environmental - impact on the environment
- Stakeholder - negative publicity, public reactions

CONSEQUENCE	
Consequence	Description
Minimal Impact	<ul style="list-style-type: none"> • No or minor degradation of services, scheduled interruptions or unscheduled interruptions for less than 2 hours • No injury to persons or minor injuries requiring first aid treatment. • No or minimal adverse public/staff reaction and/or no negative publicity • Low financial loss <2% to 8% of budget for the area/project and/or minimal damage to property • No or minimal environmental impact • No or minimal regulatory breach
Low Impact	<ul style="list-style-type: none"> • Minor degradation of services and operations • Minor injuries. Medical attention and several days off work • Minor adverse public/staff reaction and/or minor negative publicity • Minor financial loss from 8% to 15% of budget for the area/project and/or minimal damage to property • Minimal environmental impact handled internally • Minor regulatory breach
Moderate Impact	<ul style="list-style-type: none"> • Significant degradation of services and operations • Extensive injuries requiring major medical treatment and/or long term illness. • Significant adverse public/staff reaction and/or significant negative publicity • Major financial loss from 15% to 20% of budget for the area/project and/or extensive repairs to property required • Significant contained environmental impact EPA intervention • Significant regulatory breach/s including court proceedings • Widespread total degradation of operations and services
High Impact	<ul style="list-style-type: none"> • Loss of life, permanent disability or ill health. • Extreme adverse public/staff reaction and/or major widespread negative publicity • Significant/material financial loss greater than 20% of budget for the area/project and/or total destruction of property • Significant widespread environmental impact, EPA intervention including significant fines • Significant regulatory breach/s including court proceedings

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LIKELIHOOD		
Likelihood	Description	Quantification
Very Unlikely	May only occur in exceptional circumstances. No past event history. Could happen, but probably never will.	Once every 50 years or more.
Unlikely	The event could occur in some circumstances. No past event history. Could happen, but rarely.	Once every 25 years.
Likely	The event should occur sometimes. Some past warning signs or previous event history. Could happen at some time.	Once every 5-10 years.
Very Likely	The event will probably occur in most circumstances. Some recurring past event history. Could happen at any time.	Once a month or more frequently.

Consequence	High Impact	1	1	2	3
	Moderate Impact	1	2	3	4
	Low Impact	2	3	4	5
	Minimal Impact	3	4	5	6
		Very Likely	Likely	Unlikely	Very Unlikely
Likelihood					

Key	
STOP	Task cannot commence until risk is eliminated, or reduced using control and treatment plan.
CHECK	Assess suitability of control measures and implement improved measures if possible. If measures cannot be improved, be alert and proceed with caution!
GO	Considered an insignificant risk. Task may commence using normal procedures.

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3.1 Site Plan

A site plan provides an overview of your event. It clearly shows where it will be staged, entrances and exits and placement of facilities and vendors/amusements etc. All applications for public events must include a clearly marked site plan. For smaller events, a simple grid map is sufficient. For larger events, an aerial photograph with features clearly labelled can be used.

Tick the items after you have located and indicated them on the plan or place an x if the item is not relevant. All items in the right-hand column should be ticked for the emergency management plan.

The Site Plan should include the follow, if applicable:

Vendor stall		No Alcohol areas		Emergency Coordination Centre	
All activities stall		Liquor outlets		Emergency vehicle entrances	
Drinking water		Liquor consumption area		Emergency vehicle route on site	
Event Coordination Centre		Restricted areas		Emergency or first aid parking	
Information Centre		Entrances & Exits		Emergency Exits	
First aid posts		Toilets		Fire extinguishers	
Shelter		Parking		Emergency meeting points	
Seating		Emergency Telephones		Water hydrant or static supplies	
Temporary structures		Taxi and bus pick up		Map reference for venue	
Mains power, water and gas		Location of entertainment		Electricity cables	
Provision for disabled people		Vehicle access points		Lost children meeting point	
Walking paths		Stage			

4. Traffic, Parking and Pedestrian Management

4.1 Traffic, parking and pedestrian management plan

A traffic, parking and pedestrian management plan may be required to ensure the safe, effective and efficient movement of traffic and pedestrians on the road network in the vicinity of the event area.

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

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

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.

Tick below which method(s) you will use.

	Yes	No
Flyer		
Letter drop		
Advertising in local paper		
Door knock/face to face		
Radio		

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4.2 Other Hazards

	Yes	No
Will adjoining properties, structures or water bodies, pose additional risks to public and others?		

5. Incident Management

5.1 Emergency Coordination Centre

Ensure the Emergency Coordination 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, volunteers and security be trained and given an induction prior to, at start of event and post event?

5.2 Incident Management Plan including first aid arrangements

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

Position	Name	Contact
First Aid Officer 1		
First Aid Officer 2		
Incident Officer		
Police		
Ambulance		
Fire		
Security		
Hospital		
Council – Event Facilitator		
Council – Environmental Health		
Council –		

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5.4 Firefighting equipment

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

Please indicate their location on the Site Plan

5.5 Fire danger period

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

5.6 Lost and stolen property / lost children

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

5.7 Incident reports

If there are any incidents that result in an injury or property damage this needs to be recorded in the following format similar to the Incident form on page 15

If a 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.

Notifiable Incidents are:

- A death
- A serious injury or injury requiring immediate medical treatment for including (but not limited to)
 - Broken bone
 - Laceration requiring stiches 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.

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5.8 Emergency and Media Spokesperson(s)

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 number
Authorised to make emergency decisions			
Nominated Emergency Spokesperson 1			
Nominated Emergency Spokesperson 2			

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Incident Form

Date & Time of incident	Description of incident	Persons Involved (name, address, ph)	Action taken
Date: Time:		Name: Address: Suburb: Phone:	
Date: Time:		Name: Address: Suburb: Phone:	
Date: Time:		Name: Address: Suburb: Phone:	
Date: Time:		Name: Address: Suburb: Phone:	

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6. Public Health

6.1 COVID Safety Plan

To complete your plan please go to the NSW Health website or contact QPRC Events team

	Yes	No
Have you registered your COVID Safety plan?		
Have you got your Event QR Code?		
Have you got COVID signage?		
Have you got a COVID Marshall?		
Hand sanitiser stations in vulnerable location		
Have you got COVID check in staff at the gate?		

6.2 Food providers

	Yes	No
Will you or other vendors at the event be selling any food?		

List the food vendors and type of food provided:

Business/Vendor Name	Contact Phone	Type of Food	Council Permit

You will need to provide evidence of the vendor's council permit for the operation of their stall.

6.3 Alcohol

	Yes	No
Will there be alcohol at the event?		

Please tick relevant box

	Yes	No
BYO for consumption on site - requires permit to consume from Liquor and Gaming NSW		
Tasting only (can buy and take away unopened) - requires permit from Liquor and Gaming NSW		
Sell and consume on site - Liquor Licence permit required from Liquor and Gaming NSW		

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6.4 Toilets

You will need to supply adequate facilities for the number of patrons attending your event. You should also consider people with disabilities.

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

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplied regularly.

Who will be responsible for the cleaning of toilets?

Name	Phone/Mobile

6.5 Water

Events must have sufficient supply of freely available, or at a nominal charge, potable water, and clear directional signage to water. Outdoor events that expose patrons to the elements must take due care for their health and comfort. A wash basin does not constitute a drinking fountain or tap.

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

How will extra water be supplied to patrons on very hot days if needed?	Yes	No
Bottled water		
Tap water		
Other		

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

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6.6 Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate that it is required.

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

Describe where shelter will be provided at the event. Mark on site plan (refer section 3.2)		
	Yes	No
Will sunscreen be available at the event)?	<input type="checkbox"/>	<input type="checkbox"/>

6.7 Waste management

All event organisers are responsible for the cleaning arrangements during and after an event. All premises used for the event must be left completely free of rubbish and debris.

What arrangements do you have in place for managing garbage and recycling at your event?

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

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

Other:

	Yes	No
Has provision been made to deal with any discarded sharps or needles?	<input type="checkbox"/>	<input type="checkbox"/>
Will training been given to event personnel on handling or dealing with discarded sharps?	<input type="checkbox"/>	<input type="checkbox"/>

6.8 Noise

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	Yes	No
Refer 4.2 have persons who may be affected been advised?	<input type="checkbox"/>	<input type="checkbox"/>

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

6.9 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 – the event organiser could have increased costs due to fines and penalties if lower safety standards of a contractor are accepted.

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

Adequate lighting is required for all events/venues including darkened events. Lighting should identify entry, exits and aisles, etc. Should electrical supply fail, auxiliary battery or generators should be on standby for powering lights and communication systems.

	Yes	No
Do you require emergency power & lighting?		

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

Name of Certified Electrician	Contact details during event

Description emergency power and lighting systems

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.

	Yes	No	N/A
Stages and platforms			
Break-away stage skirts			
Seating			
Marquess/tents			
Is the area fenced off			

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

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AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES)

	Yes	No	N/A
Amusements structures are not used or operated unless a current certificate of registration issued by WorkSafe			
All structures have current certificate of inspection issued by a professional engineer and qualified electrician			
Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons			
There is appropriate fencing surrounding rides			
There is appropriate soft-fall area for inflatable structures			
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)			
All tie-down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing			
Operator monitors prevailing wind conditions			

7.3 Gas cylinders

List all vendors who will be using portable gas cylinders.

Name of Vendor	Phone	No. of Cylinders

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7.4 Fireworks display

If fireworks are planned for your event, you are required to advise or obtain written approval from Work Safe NSW

Fireworks	
Will there be a fireworks display?	
If yes, has the 'Notice to discharge fireworks' been submitted by the Fireworks Provider?	
Has a permit been obtained?	

If yes, please provide details:

Permit number	
Person responsible for fireworks	
Contact details during event	
Phone	

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

8. Event Promotion

8.1 Ticketing

	Yes	No
Are there tickets for the event?		

Advertising promotion

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

Has the event been advertised via	Yes	No
TV		
Paper		
Radio		
Social Media		

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8.2 Signage

Signs are provided for easy identification of the following:

Phones		Parking – Cars, buses, disabled, taxi	
Entrances		Information/Communication	
Exits		Rules relating to alcohol consumption	
Toilets		Lost and found	
Water		Public transport pickup/set down	
First aid/Emergency Coordination Centre		Security	
Camping areas and facilities		No Smoking	
Animals			

8.3 Health Promotion

Have you considered health promotion material, for example:

Glass containers are not permitted		Smoke free event	
Bags and Eskies will be searched		Public Transport will be available	
Don't drink and drive		Food and snacks will be available...	

9. Monitoring

Have personnel been appointed to monitor:

	Yes	No
Public behaviour within the event?		
Stall holders compliance to event requirements?		
Staff and volunteer compliance to event requirements?		

10. Review

At the conclusion of your event it is important to evaluate the event against the aims and objectives. This will allow you to identify and make appropriate changes, where necessary, to your event management plan to ensure the success of a future event.

Unscheduled Occurrences

Description of occurrence and outcome
Future management strategy to prevent repeated occurrence