

### When organising a festival or event, it is recommended that you create an *Event Management Plan*.

Various examples of event management plans can be found online. As a minimum your event planning should include detailed thinking about:

- Event details — target audience and purpose.
- Organising committee — who will be responsible.
- A budget.
- Insurance.
- The venue and infrastructure requirements.
- An event runsheet.
- A roster — of people who will help.
- Public health and safety.
- Event promotion and marketing.
- Useful contact numbers.
- Feedback and evaluation.

Please consider including the following elements in your *Event Management Plan*:

- *Hazard and Risk Assessment Plan*.
- *Safety Management Plan*.
- *Traffic Management Plan*.
- *Waste Management and Site Reinstatement Plan*.

#### **What is a hazard and risk management plan?**

Risk assessment is the process of:

- determining the hazards to health and safety that exist for a particular task, item or work environment;
- determining the importance of each hazard by assigning it a risk rating or risk score;
- formulating risk control measures that are reasonably practicable to apply, that will reduce the risk rating/score to an acceptable level; and
- documenting all these matters, usually on a risk assessment form.

Events vary in size, nature and type, but all events require assessment, control and monitoring of risks. Examples of risk assessment plans can be found online.

#### **What is a safety management plan?**

A *Safety Management Plan* links to the *Risk Assessment Plan*. It documents the controls and measures to be put in place to mitigate situations or incidents that could cause harm to people organising or attending the event.

#### **What is a traffic management plan?**

Depending on the location of your festival or event you may be required under state law to submit a *Traffic Management Plan* to Council's Civic Compliance Department.

This is a requirement whenever a street or road is closed and when an event causes significant changes to local traffic.

The *Traffic Management Plan* directs where traffic safety signs and barriers need to go to make the area of the street to be closed safe.

The *Traffic Management Plan* is prepared by a private company. The *Road Management Act* states that only suitably qualified and trained personnel can prepare a *Traffic Management Plan* and carry out the actions contained within.

The *Plan* must also incorporate the actual set-up of street/road barriers and signage as well as their removal post the event.

## What is a waste management and site reinstatement plan?

Holding an event inevitably will result in an increase of waste being generated. You may need to consider organising additional rubbish collection and additional toilet facilities.

You will also need to plan for reinstating the site of the event to its original condition. Site reinstatement doesn't just refer to picking-up rubbish, but may also include fixing any damage to the property.

## First aid

First aid personnel are essential for your event or festival. First aid personnel and facilities must be easily identified by patrons and adequately equipped. The number of first aid posts/stations required depends on the size and nature of the event.

As a minimum, first aid personnel should have a Level 2 competency. It is also recommended that portable first aid kits be available for use by the trained personnel.

There are several commercial operators providing first aid services to events.

## Will you affect your neighbours?

Please ensure you check restrictions around noise, by checking [www.epa.vic.gov.au](http://www.epa.vic.gov.au) and search for noise restrictions.

## Accessible events

Council encourages events to be accessible for people of all-abilities. There is *Accessible Events Guidelines* for community groups to use when organising an event. These are available on Council's website at [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)

The event management planning tools referred to in this *Fact Sheet* are a guide only and should not be relied upon as representing Council's specific requirements for a particular event.

