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| EVENT MANAGEMENT PLAN |

Planning is the most important part of delivering a successful event.

An Events Management Plan (EMP) will help you to establish clear responsibilities, ensure you meet legal responsibilities, and identify and manage foreseeable risks.

This template will assist you to identify and plan for the multiple facets of an event. It is intended as a guide only and may not cover all components of your event – each event is different, and each will have activities and features that need to be considered in an EMP.

*Tip: You may wish to consult with your insurer and organisations like NSW SafeWorks and other consultants (legal, financial etc) who can provide recommendations or professional advice on creating an EMP.*

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| Event Details |

Event Name

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Type of event (ie. Community, Commercial, Sporting, School, Fundraiser/Charity)

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Preferred location of event

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Purpose of event (ie. why do you want to hold the event?)

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Numbers of Participants, Spectators and Volunteers

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| Participants | Spectators | Volunteers |
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| Activities Schedule |

*Describe the activities being carried out at the event (ie list times/duration and locations of activities)*

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| Activity | Time / Duration | Location |
| Eg. Jumping Castle  Wine tasting  Fireworks | 10am – 4pm  2-6pm  9-9.15pm | Kids Zone  Bar Area  Beach |
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| Insurance |

Evidence of current Liability Insurance with minimum cover of $20M and noting MidCoast Council as an interested party is to be provided as part of a MidCoast Council Event Application.

1. Who (role title) will ensure that appropriate insurance is in place (eg. Public Liability, Product Liability, Property Liability etc), that the level of insurance is adequate and that all activities will be covered?

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1. How will this be done?

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| Event Personnel |

List the key roles of Event Staff/Volunteers, the role description, and the role responsibilities.

(eg. Event Manager, Medical/First Aid Co-ordinator, Site Manager, Food Stall co-ordinator, Emergency/Evacuation Warden, Traffic Marshals, Treasurer/Money Handler, Market Stall & Amusements Co-ordinator, Security/Crowd Control Marshals etc).

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| Role Title | Role Description | Role Responsibilities |
| Eg.  Co-ordinator of Volunteers  Security officer | Oversee the event volunteers  Crowd control | Recruit, train, induct and co-ordinate volunteers  To monitor crowd, deal with anti-social behaviour, contact police if necessary and complete incident reports. |
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*Tip: To use the current event management plan as a base for future events, allocate staff/volunteer roles by title/description instead of allocating tasks to an individual (ie. Food Stall Co-ordinator instead of Mr John Smith)*

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| Contingency Plan / Wet Weather Plan |

A contingency plan should be in place in case the event needs to be cancelled or moved due to rain, extreme weather or unforeseen circumstances (eg. Covid, illness etc)

1. How will impacted persons be notified if the event is being cancelled or moved to an alternate location? (keep in mind different methods of notification may be required for different stakeholders, eg event committee, participants/stall holders, attendees, Council)

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1. Who (role title) will oversee the notifications?

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Will the event proceed at an alternate location if it is unable to be held at the nominated location due to adverse weather? If yes, consider the following:

1. Who (role title) will contact Council to determine the condition and/or status of the event site if heavy rain/adverse weather conditions are experienced in the lead up to the event?

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1. Name of alternate location

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*Note: ensure the alternate locations has also been booked where necessary. If the alternate site is a Council reserve, a site plan should be provided to Council*

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| Emergency, Evacuation & Incident Management Plan |

Police Notification

The Police are to be notified of any event/public gathering – it is the Event Organisers responsibility to ensure this is done prior to holding an event. Police prefer that an event is notified to them via completion of a Public Assembly Notice (Schedule 1) form. A copy of the form can be found on Councils website in Events section or via NSW Police)

1. Who (role title) will be responsible for notifying police of the event?

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Emergency & Evacuation Management

Procedures should be established to deal with an emergency at an event.

1. Who (role title) will be responsible for preparing and co-ordinating emergency and/or evacuation procedures?

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1. How will this be managed – detail the procedures.

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1. How will communication be carried out with (i) event staff, (ii) emergency services, (iii) spectators/attendees/participants in the case of an emergency.

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| i) |
| ii) |
| iii) |

Incident Management

Any incidents that occur on Council reserves need to be recorded and reported. Councils’ preferred Incident Report templateis available on the Council Website under the “Holding an Event” section.

1. Who (role title) will record any incidents that occur at the event?

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1. Who will notify Council of any incidents?

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| First Aid / Medical Provisions |

First-Aid / Medical treatment procedures should be established to deal with any medical situations arising at an event.

1. Who (role title) will determine the level of first aid/medical treatment that will be available at the event and co-ordinate the provision of such?

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1. What first aid/medical supplies and equipment will be on site?

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1. Provide details of first-aid / medical personnel who will be in attendance at the event:

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| Personnel | Qualifications |
| Eg.  First Aid Representative  NSW Ambulance Officer  Event Volunteer | Registered Nurse  Paramedic  CPR First Aid Certificate |
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| Lost Children / Lost and Stolen Property |

1. Who (role title) will handle occurrences involving lost children and/or property?

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1. Provide details on how this will be managed

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| Induction |

1. Who (role title) will co-ordinate the induction and briefing of event personnel, volunteers and, where relevant, participants (eg triathletes)?

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1. When/where will induction sessions be held?

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| Location | Date & Time | Inductee/Group |
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1. Describe what the induction/briefing sessions will cover

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| Security |

1. Who (role title) will determine the level of security that will be required at the event, and co-ordinate/engage?

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If you are engaging security personnel at your event (eg police or uniformed security guards):

1. Provide details on numbers, locations and duties of any security personnel:

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1. Detail how incidents will be dealt with:

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If no security personnel will be engaged:

1. Who (role title) will be responsible for managing anti-social behaviour, the safe keeping of cash on-site, and incidents of damaged or stolen equipment/infrastructure?

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1. How will this be done? How will incidents be dealt with?

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| Notification of Event to Residents and Businesses |

It is the event organisers responsibility to ensure that any persons/business’ that may be impacted by the event are notified of the event in advance.

1. Who (role title) will be responsible for identifying which individuals/groups/business’ need to be notified of the event and oversee the notification process?

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1. How will the following stakeholders be notified (i) impacted residents, (ii) impacted businesses, (iii) the general public?

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| (i) |
| (ii) |
| (iii) |

1. What detail will be provided in the notification?

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*(Note: ensure that a mobile contact number for at least one event personnel who will be on site during the event is included in the notification)*

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| Approving Authorities |

1. Who (role title) will determine what approvals are required from other authorising agencies, and ensure that all relevant approvals are in place prior to the event?

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*(Note: these agencies may include, but are not limited to, Crown Lands, NPWS, TNSW, Safework NSW, Liquor & Gaming, Police etc)*

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| Waste Management |

Rubbish/Waste

1. Who (role title) will determine the number of extra bins (waste, recycling, bulk/skip) that will be required to service the event and co-ordinate the provision of these?

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1. Who (role title) will supervise the removal of rubbish and cleaning of the site both during and post event?

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1. Provide details on:
   1. how event-generated waste will be minimised (eg no single use products, keep cups, water refill stations etc)

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* 1. how waste will be managed (ie collected, sorted, disposed of)

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* 1. how the event site will be kept in a clean and safe condition during the event

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* 1. post event clean up procedures

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Toilets and Amenities

1. Who (role title) will determine the number of toilets that will be required for the event (including female, male and all-access toilets)

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1. How will this be determined?

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1. Who (role title) will be overseeing the cleaning and re-stocking of the toilets and amenities both during and after the event?

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1. How often will toilets and amenities be checked and by whom?

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1. What cleaning equipment and stock/supplies will be provided for cleaning and maintaining the amenities?

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| Parking |

1. Who (role title) will ensure that adequate parking is available for event-generated traffic?

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1. How will this be done?

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1. Will parking marshals be in place? If so, provide details on the locations and duties of the marshals

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1. If extra parking areas, other than existing allocated car spaces, are being created (eg making temporary parking areas on the event site, or on another council reserve, or using remote parking areas with transfer service) please provide details of these areas.

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1. If transfer/shuttle services will be made available, please provide details.

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| Site Impacts |

*Please note that any damage caused to Council reserve/s as a result of an event will be repaired at the event applicant’s expense.*

1. Who (role title) will ensure that minimal impact/damage is done to the reserve (event site) while setting up, holding and packing up the event?

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1. What measures will be taken to ensure this?

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1. How will individual stall holders/amusement device operators minimise any impacts to the site surface.

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| Site Plan |

A site plan is to be provided as part of a MidCoast Council Event Application.

The following items are to be identified on a site plan:

* Existing site features (eg. infrastructure, paths, roads, fences)
* amenities/toilets
* emergency access/exit points
* accessibility points
* safe assembly area/s
* first aid station/s, bins.

If applicable to your event, the following features should also be included:

* Portable toilets, temporary structures (stages, towers, marquees), lights (existing and provisional), food vendors/stalls, amusements, generators, ambulance location, medical treatment areas, restricted access areas (ie. back of house, exclusion zones, bars/designated drinking areas), parking areas

TIP: An example of a site plan is available on the Council Website under the “Events” section.

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| Risk Assessment |

A Risk Assessment is to be provided as part of a MidCoast Council Event Application. Please attach the Risk Assessment where prompted in the online Event Application form.

TIP: A Risk Assessment template is available on the Council Website under the “Events” section.

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| Lighting & Power |

Lighting

**Will your event be operating outside of daylight hours?**

Yes  Complete questions below

No  Go to the next section

It is the Event Organiser’s responsibility to ensure there will be adequate lighting to allow safe entry to and egress from the event site, and to allow attendees to move safely on and around the event site.

**For events that will be operating outside of daylight hours:**

1. Who (role title) will ensure adequate lighting is provided for the event?

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1. What are the times/duration the site will be illuminated?

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1. Provide detail on the lighting that will be provided at the event site (include existing lighting as well as any additional lighting that will be provided)

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Power

**Will your event be using existing power or supplying generators?**

Yes  Complete questions below

No  Go to the next section

1. Who (role title) will be responsible for ensuring electrical equipment being operated at the event is used safely and that all equipment is tested and tagged by a qualified person?

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1. How will this be done?

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1. How will power failure or electrical issues be dealt with (eg will an electrician be on site or on standby)?

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| Vehicles on Council Reserves |

**Will your event require vehicles to drive on Council’s reserve?**

Yes  Complete questions below

No  Go to the next section

1. Provide detail on what vehicles will be accessing the site (ie. the type/number of vehicles)

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1. Provide details on times and duration vehicles will be on-site

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1. Who (role title) will co-ordinate vehicle movement on the reserve to ensure pedestrian and vehicle safety?

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1. What measures will be taken to ensure pedestrian safety? Include details such as signage, marshals, line-marking, barriers etc

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1. What measures will be taken to minimise or prevent damage to the reserve by vehicle?

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| Food & Retail Stalls |

Food Stalls

**Will food be sold or served at your event?**

**Yes  Complete questions below**

**No  Go to the next section**

*IMPORTANT: Consent to operate a temporary food stall is not given as part of an Event Approval. See Council’s website for details.*

1. Who (role title) will co-ordinate the stall holders, check that all operators hold the correct approvals/insurances and are operating in accordance with Council requirements?

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1. How will this be achieved?

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Retail Stalls

**Will your event have market / retail stalls?**

**Yes  Complete questions below**

**No  Go to the next section**

1. Who (role title) will co-ordinate the stall holders and check that all operators hold relevant/adequate insurances and are not selling prohibited items?

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(*Note: as per Council’s Markets Policy “products of a similar nature to those available for sale by retailers in the local business area that are mass produced and/or repackaged products are strictly prohibited”).*

1. How will this be achieved?

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| Temporary Structures |

**Will temporary structures be erected at the event?**

**Yes  Complete questions below**

**No  Go to the next section**

*IMPORTANT: Please note that Council do not permit ground penetration on reserves/parks/sportsgrounds without prior Council approval. Further, requests to erect large structures (ie those with platforms over 2m high, or an area greater than 100sqm or combined area of over 300sqm) may be referred to Council’s Planning department for approval.*

1. Provide detail on the type, number and size of stalls (estimated number is adequate, to be confirmed with Events Liaison Officer prior to the event.

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| Structure | Used For | Dimensions | Number |
| Eg.  Gazebo  Gazebo  Marquee  Stage | Food stall  First Aid Tent  Bar  Stage | 3 x 3m  3 x 6m  10m x 6m  1m H x 6m L x 3 m W | 8  1  1  1 |
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1. Who (role title) will manage the safe and compliant installation of temporary structures and ensure that engineering certificates are held for the large structures (when it is relevant)?

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1. How will this be done?

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| Alcohol |

**Will alcohol be sold or served at the event?**

**Yes  Complete questions below**

**No  Go to the next section**

*IMPORTANT: Please note that consent to serve or sell liquor is not approved by Council. Consent to have alcohol at an event is pursuant to a liquor licence being issued by Liquor & Gaming NSW.*

1. Who (role title) will be organising the liquor licence for your event and ensure that conditions of the licence are complied with?

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*(Note: if the event site is an Alcohol Prohibited Area (APA) or an Alcohol Prohibited Zone (APZ) Council will need to be contacted in regard to lifting the restrictions temporarily). Refer to Council’s website for more information).*

1. How will restricted areas will be managed?

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1. What steps will be taken to ensure the responsible service of alcohol and how will inebriated patrons will be managed?

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| Amusement Devices |

**Will there be inflatable devices or mechanical amusement devices at the event?**

**Yes  Complete questions below**

**No  Go to the next section**

Small Inflatable Devices (ie those that do not have platform/s higher than 3m)

If you are having small inflatables at your event you must:

* ensure the device owner has $20 million (minimum) Public Liability Insurance;
* ensure the operator complies with SafeWork NSW guidelines;
* ensure the device operator completes a “Small Inflatable Device Application” for each device;

1. Who (role title) is responsible ensuring the above?

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Amusement Devices and Large Inflatable Devices (ie those that have platform/s higher than 3m)

*IMPORTANT: Please note that consent to operate large inflatable devices (ie those with a platform higher than 3m) and/or amusement devices is not given as part of an Event Approval. See Council’s website for details.*

1. Who (role title) will ensure that each device operator has submitted the relevant paperwork to Council and has received Council approval to operate?

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1. How will this be achieved?

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| Road Closures |

**Will you be having street-based activities or require road closures for the event?**

**Yes  Complete questions below**

**No  Go to the next section**

*IMPORTANT: If you are planning a street-based event on a local road or temporary road closures you will be required to submit a detailed Traffic Guidance Scheme (TGS) for consideration by Council’s Local Traffic Committee – a minimum of 4 months’ notice is required.*

If you will have road closures at your event:

1. Who (role title) will be responsible for:
   1. obtaining any necessary approvals (eg Police, TNSW etc)?

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* 1. obtaining any necessary traffic plans (eg Traffic Guidance Scheme, Traffic Mgmt Plan)?

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* 1. providing proof of approvals and traffic plans to Council within the necessary time frames?

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* 1. engaging qualified traffic control personnel to manage closures?

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1. Please provide details on what roads will be closed, the times and duration of the closures.

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| Name of Road | Date of closure | Time/Duration of closure |
| Eg. Smith Street  Wallis Lane | 4 Dec 2021  4 Dec 2021 | 6am – 9am  7am – 8am (or less) |
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1. What measures will be taken to ensure that road closures are cleared as soon as possible?

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1. Any impacted persons/groups will need to be notified of intended road closures – include this information in *Notification* section above.

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| Fireworks |

**Will there be a Fireworks Display at the event?**

**Yes  Complete questions below**

**No  Go to the next section**

1. Who (role title) will be responsible for:
   1. engaging the pyrotechnician or applying for a pyrotechnic licence?

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* 1. ensuring that Safework NSW regulations are complied with?

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* 1. ensuring appropriate insurances are in place?

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* 1. providing proof of approvals and insurances to Council within the necessary time frames?

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1. How will the exclusion zone be managed?

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1. How will site be cleaned of debris and returned to a safe and tidy state post fireworks display?

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| Ceremonial fires |

**Will there be a Ceremonial Fire or Smoking Ceremony at the event?**

**Yes  Complete questions below**

**No  Go to the next section**

1. Who (role title) will be managing the activity?

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1. Date, time and duration of ceremonial fire / smoking ceremony

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1. Provide details

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| Animals |

**Will there be animals on site at the event?**

**Yes  Complete questions below**

**No  Go to the next section**

1. What type of animal/s are proposed?

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1. What activities will the animal/s be involved in (eg petting zoo, pony rides, show/display etc)?

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1. Who (role title) will ensure compliance with the *Exhibited Animals Protection Act 1986*, ensure adequate provision of water/food/shelter, and any necessary insurances are in place?

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1. Provide details of how animal will be sheltered, contained, fed and cared for

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| Noise Impacts |

**Will your event have noise impacts?**

**Yes  Complete questions below**

**No  Go to the next section**

1. Describe the activities/mechanisms likely to create substantial noise levels at your event (eg. 5-piece live band, disco, boat racing, PA announcements)

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1. Provide details on the type/duration of noise that will be generated as a result of the event

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1. What measures will be put in place to minimise noise impacts on neighbouring areas?

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1. If noise levels and durations will be significant, who (role title) will be responsible for monitoring noise?

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1. If known, provide anticipated decibel levels

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| Sponsorship & Event Partners (Other than Council) |

**Is your event sponsored by party/s other than Council?**

**Yes  Complete questions below**

**No  Go to the next section**

*Note: Council requires details of all sponsors, proposed sponsors and/or event partners to ensure that no conflict of interest exists and to determine that sponsors are appropriate to the event and/or community.*

If the event is being sponsored by parties other than Council, please provide the names of all contributing persons/organisations

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