**TEMPLATE**

**Event Management  
Plan**

*This Event Management Plan about your event’s health and safety and compliance. Before you start filling in this template, contact Access Canberra to find out what the requirements are so you understand what you need to include in your Event Management Plan. There may be required inclusions specific to your event that are not in this template, such as fireworks, amusement rides, and petting zoos.*

**[Your Event]**

**Event Management Plan**

**[Year]**

Prepared by [name] ([month, year])

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# 1 Event Overview

[Your Event] was established in [year] as an annual, one-day festival to [insert the overarching aim of the event].

The event includes [insert a brief snapshot of the events in the program]. The event is very much a ‘family day out’. Most attendees come from [insert region]. The site is fully fenced and attendees purchase a ticket to enter.

[Summary of the organisers of the event and changes made to improve your event over the years]

## Date, Time and Location

**Date:**

**Time:**

**Venue:**

## Expected Attendance

Expected attendance is between [ x to y number of attendees]. Crowd numbers are based on [last year’s event] which saw approximately [x#] guests pass through the festival gates.

## Program

[Insert schedule of events over the day/s with times and venues]

# Responsible Entity (Event Organiser)

[Your Event] is run by the [incorporated entity]. The latter is an incorporated association with a constitution and bank accounts. As such, it takes financial responsibility for the event and pays for the event’s public liability insurance.

[Your Event] is organised and delivered by the executive committee, complemented by x# section coordinators and x# volunteers.

Event Coordinator:

Name:

Address:

Phone:

Email:

# Traffic Management

While the event organisers are proactively encouraging attendees to use active and public transport, and a free shuttle bus from the town centre, many attendees will use private vehicles.

## Required Outcomes of Traffic Management

* To bring traffic to and from the event site in a safe, efficient and orderly fashion
* To provide sufficient parking to accommodate the anticipated number of vehicles
* To make the public aware, if travelling in the area, of the event, date and hours and any delays, congestion, or queuing that may occur because of the event
* To use SES personnel to direct traffic at Critical Control Points surrounding the site
* To use or consult with [insert Traffic Management Company] for services, acting on advice designed to improve the efficacy of traffic management (movement and direction) and public safety through:
* traffic management design
* traffic management implementation
* traffic control
* Police, SES and event volunteer support
* To collaborate with the police; acting on advice designed to improve the efficacy of traffic movement and public safety
* To separate foot-traffic, active transport traffic (e.g. bikes and scooters) and vehicular-traffic where possible to improve safety and efficiency
* To make maximum use of alternative routes and parking spaces to spread traffic volume during peak entry and exit periods
* To offer a shuttle bus-based / park-and-ride option to expedite the delivery of attendees to and from the site.
* To use advertising and signage prior to and during the event, prior to arriving onsite as well as onsite, to inform traffic about direction, road access and parking options near and at the event site
* To adjust traffic movement/flow prior, during, and after the event through implementation of:
* two-way traffic
* one-way traffic
* road closed (no entry)
* traffic redirection

**Note:** To alter traffic movement through signage/devices, traffic control, police, SES and event volunteers. This is assessed and applied in relation to time, traffic entry/exit, traffic volume, and traffic impact to manage traffic as equally as possible during the period of the event.

## Traffic Management Plan

Traffic management is to be implemented by a registered traffic management provider [insert company] and certified traffic management design/designer (TMD) for the services in design (layout) of traffic movement (vehicle, active transport, and pedestrian).

The source of traffic management will be managed by two areas: 1. Traffic Management Plan (known as a Traffic Guidance Scheme) and 2. Manpower (personnel/ stakeholders).

1. The Traffic Guidance Scheme is an arrangement of temporary signs and devices to warn traffic and guide it through, past, and around the event area or temporary hazard.
2. The Traffic Guidance Scheme is a variety of drawn plans that identify the event area/zone and surrounding area/zone (roads, etc.)
3. It is comprised of Overview Plans, Layout Plans, Signage Plans, etc.
4. The plans should satisfy the requirements of safety and public convenience if consideration is given to the duration of the event, the type of event, road types, travelled path (road/lane) widths and configurations, time of restrictions, traffic diversion options, traffic volume and impacts, parking and the implemented of traffic management/control (signage/devices, traffic controllers, police, SES and event volunteers), etc.

1. The ‘Manpower’ is a team of personnel/stakeholders from companies, authorities, services and event volunteers who work together with their position/s (role/s) to assess, identify and manage the event in a manner in which it supports the purpose of the event:
2. Ensure safety (nearby and on site)
3. Direct traffic (vehicle, active transport, and pedestrian)
4. Control traffic movement (flow) at entry/parking/exit
5. Management traffic volume/impact/delays
6. Implement resources (signage/devices, delineation, bunting, barricades, fencing, etc.)
7. Adjust to any changes prior/during/after the event for best practice management

## Key Aspects of the Traffic Management Plan

*Complete this section based on the size, scale and location of your event together with relevant stakeholders – Council, emergency services and traffic management consultant [if required]. Below is an example of an extract to include in this plan.*

1. This plan exists to facilitate dialogue between the event committee, the Department of Transport and Main Road (DMR), the [name of] Council, [Traffic Management Company], [name of local] Police, and [name of local] SES management. As such the Traffic Management Plan (Traffic Guidance Scheme) identifies insignificant and significant modification to traffic movement (flows) on the day of the event. There will be road closures, one-way, etc., insignificant and significant alterations to the normal directional traffic movement (flows). This is under the guidance/direction of the Traffic Management Designer and Authorities (Police, DMR and Council).

However, signage/devices will be implemented/displayed to serve, to slow traffic (reduce speed) on all roads leading to and connecting to [name of road]. This includes Council roads and State Controlled roads [name of roads]. Also, a number of Control Points at the entrance to the car parks are manned for the purpose of helping drivers find parking as quickly as possible, without holding up following traffic.

1. The Plan relies for its effectiveness on provision of sufficient parking spaces and multiple entrances (see site map). There will be [e.g. Southern and Eastern] car parks, each with separate entrances/exits.
2. [e.g. SES personnel] will be employed to staff Control Points at the entrance to the car parks and inside the car parks. It is expected that up to [x#] SES personnel will be used and will be in place by [e.g. 7am]. In addition to directing traffic within the parking areas, the SES personnel will remain alert to the safety of pedestrians and active transport users. Traffic Controllers and/or Parking Attendants will be in place early in the day for directing traffic to and within car parks.
3. The event will be attended and overseen by Constable [name] of the [local] Police to ensure traffic issues will be quickly addressed and objective assessments made of how traffic management might be improved in the future.
4. The event will be overseen by a Traffic Management Designer and nominated Traffic Management Implementers and Traffic Controllers, Police Tactician and nominated Police Officers (general, specials and/or traffic).

## Traffic Management Resources

Traffic Management Resources are to be erected prior to and during the event for traffic awareness, information and direction. This will include: VMS Boards, Multi-message Signage, Box Edge Signage, Corflute Signage, Delineation

## Community Liaison

After the Traffic Management Plan has been confirmed, a letter of notification will be distributed to all residences and businesses adjoining the event site as well as to those that are directly impacted by the road closure.

## Timing

This year’s event will be held on [date/s]. Attendees are allowed to enter the site from [e.g. 9.00am] and all commercial activity will cease by [e.g. 4.00pm].

1. Traffic Management/Control will be implemented as per stages of priority through set-up/adjustment/dismantle (bump-in/bump-adjust/bump-out)
2. Traffic Management/Control will be implemented by [e.g. 8.00am] for any adjustments and early public arrivals
3. Traffic Management/Control will cease under the assessment of traffic movement volume/impact and police direction.

## Parking

Parking areas are provided around and on the event site. In the event of rain, some of these parking areas may become soft but not impassable for vehicles.

The parking areas will be published in the event program and promoted on the event’s social media channels in the lead up to the event.

## Accessible Parking and Drop Off/Pick UP

Accessible parking is at [insert the location], drop off/pick up is at [location] and both will be clearly signed.

## Coach and Shuttle Drop Off and Parking

Buses will drop off and pick up guests from the [insert location of coach pick up and drop off], and park at [insert location of coach parking] This will also be well signed.

# Food, Alcohol and Stalls

## Market Description

There will be x# market stalls at this year’s event.

Stallholders will be able to arrive and set up on [date/s and times]. Access will be through [e.g. the main entrance].

All vehicles are required to be offsite by [e.g. 8am] at the latest.

Stallholders may not start packing up or bringing their vehicles on site for bump out until [e.g. 4:15pm].

## Location

There will be powered and unpowered stall sites (see attached Site Plan).

## Food Hygiene

Council have provided approval for the event organisers to operate a BBQ which is not required to have a food licence.

All other food vendors have their own food licence and have provided a copy of this to the Stallholder Coordinator as part of their application.

## Liquor Licence

A Liquor Licence Application has been submitted to The Office of Liquor and Gaming in compliance with the Liquor Act 1992.

## Public Liability

All stallholders will supply a copy of their Certificate of Currency up to $20 million to the Stallholder Coordinator as part of their application.

[Your Event] holds a $20 million public liability insurance policy for the event.

# Electricity

Electricity supply will be provided by [e.g. five hired generators], which will supply the power to the stages, cooking demonstrations and powered market stalls. A qualified electrician will be onsite to connect and set up all electrical connection on the day and will remain onsite throughout the event to ensure power continuity and safety.

Distribution boxes will be connected to the generators providing three phase power to the stages and 240V to the food stalls.

# Waste Management

## Garbage

[Waste Management Company] will supply waste management services during the event, providing

* x# of 220 litre recycling bins
* x# of 220 litre Container for Change bins for 10c drink bottles
* x# of 220 litre FOGO/compostables bins
* x# of 220 litre landfill bins

Garbage collections are requested for [date and time].

The site will be cleaned by event volunteers after the event pack up.

## Toilets

Portaloos have been ordered through [Company Name] who will provide x# female toilets, x# male toilets including x# urinals, and x# unisex accessible toilets [include what types of accessible toilets you will have e.g. accessible toilets, ambulant toilets and/or changing facilities with ceiling hoist]. These will be delivered on [date] and picked up on [date].

The company will be responsible for the portaloos’ cleanliness and safety during the event, with cleaners onsite all day.

# Environmental Impacts

[Describe what the committee has done to ensure there will be no negative impacts from the event on the local environment].

# Noise

The stages will each have designated sound operators that will monitor the volume and direction of the amplified music. The program on both stages will be finished by [e.g. 4pm].

A complaints process is in place for neighbouring residents to contact event organisers. This is outlined in the letter of notification to neighbours. The event organisers will provide feedback and direct the sound engineers as required throughout the day.

# Emergency Procedures

## Liaison with Emergency Services

The [name of the local] Police Station, [name of the local] Ambulance and [name of the local] Fire Brigade will all be notified about the event and supplied with

* a site plan which will outline traffic flow for the event (see attached Site Plan)
* the risk management plan for review (see attached Risk Management Plan)
* the mobile phone number for the Event Coordinator and other key committee contacts.

## Fire Safety

Fire extinguishers and fire blankets will be located at both stages and near the cooking demonstrations (see attached Site Plan). All volunteers will be inducted in procedures for notifying emergency services as required.

## First Aid

A First Aid tent will be situated next to the Information Tent and will be staffed by St Johns Ambulance (see attached Site Plan).

# Risk Management

The person responsible for managing risk at the event is [allocate one committee member to this responsibility and it should be their only responsibility]

Name:  
Position:

Phone:

Please see attached Risk Management Plan.

# Event Related Contacts

In case of emergency, volunteers are directed to call 000.

**Traffic Management Services**

Company Name:

Registered TMR - Traffic Management Registration Number:

Certified TMD - Traffic Management Design Number:

Name:

Phone:

Email:

**Police**

Name:

Phone:

**State Emergency Services**

Name:

Phone:

**Fire & Emergency**

Name:

Phone:

**Department of Transport and Main Roads** ([local] Region)

Name:

Phone:

**[Local] Council**

Name:

Phone:

**Traffic Coordination Centre** ([local] Region)

Name:

Phone:

# Attachments

* Insurance Certificates
* Local Road Map
* Site Plan
* Risk Management Plan
* Traffic Guidance Scheme