# [Your Event]

# Event Management Plan

# [Year]

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

## Table of Contents

## 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 & 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]

### Event Permits

The following permits are required:

Tablelands Regional Council

* [Events and Activities on TRC Land](https://www.trc.qld.gov.au/our-community/events/events-activities-on-trc-land/)

Road closures

* [Department of Transport and Main Roads](https://www.tmr.qld.gov.au/). Find out if your road is a [TMR road](https://qldtraffic.qld.gov.au/lookup.html).
* Road Corridor Permit
* Traffic Control Application Form

Queensland Police

* Road Closure Permit
* Special Event Permit

Water events

* Maritime Safety Queensland — Aquatic Approval Permit
* Sunwater — General Application for Access to Sunwater Land or Infrastructure and Events

### Insurance

### [Insert details of your insurance e.g. your public liability insurance]Responsible Entity (Event Organiser)

[Your event] is run by the [incorporated entity], an incorporated association with a constitution and bank accounts. [incorporated entity] 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, supported by x# section coordinators and x# volunteers.

**Event Coordinator**

Name

Address

Phone

Email

## Traffic Management

### 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 of the event, date, hours, delays, congestion, and queuing that may occur.
* 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 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 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 to improve safety and efficiency where possible.
* To make maximum use of alternative routes and parking 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 signs prior to and during the event, prior to arriving and 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.

### Traffic Management Plan

Traffic management is to be implemented by [insert company], a registered traffic management provider, 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 Traffic Management Plan (Traffic Guidance Scheme) and personnel/stakeholders.

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. The scheme is a variety of drawn plans that identify the event area/zone and surrounding area/zone (roads, etc.). It is comprised of overview plans, layout Plans, sign plans, etc. 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 (signs/devices, traffic controllers, police, SES and event volunteers), etc.

The personnel/stakeholders component is companies, authorities, services and event volunteers who work together to assess, identify and manage the event in a manner in which supports the purpose of the event to:

* ensure safety (nearby and onsite)
* direct traffic (vehicle, active transport and pedestrian)
* control traffic movement (flow) at entry/parking/exit
* manage traffic volume/impact/delays
* implement resources (signs/devices, delineation, bunting, barricades, fencing, etc.)
* adjust to 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 including Council, emergency services and traffic management consultant (if required)].*

*This is an example of an extract to include in this plan.*

This plan exists to facilitate dialogue between the event committee, Department of Transport and Main Roads (TMR), Tablelands Regional Council, [Traffic Management Company], Queensland Police, and SES. The Traffic Management Plan (Traffic Guidance Scheme) identifies modification to traffic movement (flow) on the day of the event. There will be road closures, one-way, etc. and alterations to the normal directional traffic movement (flows). This is under the guidance/direction of the Traffic Management Designer and authorities (Police, DMR and TRC).

Signs/devices will be implemented/displayed to slow traffic on roads leading to and connecting to [name of road]. This includes TRC and state roads — [name of roads]. A number of control points at the entrance to the car parks will be staffed to help drivers find parking as quickly as possible.

The Plan relies 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.

[e.g. SES personnel] will 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, 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.

The event will be attended and overseen by [position and name] of the [local] Police to ensure traffic issues will be addressed quickly and objective assessments made of how traffic management may be improved in the future.

The event will be overseen by a traffic management designer, traffic management implementers, traffic controllers, Police tactician and police officers (general, specialists 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 signs, box edge signs, corflute signs and delineation.

### Community Liaison

After the Traffic Management Plan has been confirmed, a letter of notification will be distributed to residences and businesses adjoining the event site and 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 commercial activity will cease by [e.g. 4.00pm].

* Traffic management/control will be implemented as per stages of priority through set-up/adjustment/dismantle.
* Traffic management/control will be implemented by [e.g. 8.00am] to allow for adjustments and early public arrivals.
* Traffic management/control will cease under the assessment of traffic movement volume/impact and police direction.

### Parking

Parking areas are provided on and around the event site. Some parking areas may become soft but not impassable after rain. The parking areas will be published in the event program and promoted on the event’s social media channels leading up to the event.

### Accessible Parking & Drop-Off/Pick-Up

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

### Coach & Shuttle Drop-Off & Parking

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

## Food, Alcohol & Stalls

### Temporary Food Stalls

There will be x# market stalls at this year’s event. Stallholders can arrive and set up on [date/s and times]. Access will be through [e.g. the main entrance]. Vehicles must be offsite by [e.g. 8am]. Stallholders may not start packing up or bringing their vehicles onsite for bump out until [e.g. 4:15pm].

### Location

There will be powered and unpowered stall sites (see attached site plan).

### Food Hygiene

TRC have provided approval for the event organisers to operate a barbecue, which is not required to have a food licence.

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

### Water

[Add details about water refill stations available on site.]

### Shelter

[Add details about shelter and shade available on site.]

### Liquor Licence

[Community Liquor Permit](https://ablis.business.gov.au/service/queensland/community-liquor-permit/35388)

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

### Stallholder Public Liability

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

## Electricity

Electricity 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 connect and set up all electrical connection 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 or TRC] will supply waste management services during the event, including

* x# of 220 litre recycling bins
* x# of 220 litre Container for Change bins
* x# of 220 litre FOGO/compostables bins
* x# of 220 litre general waste 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] and they 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]. [Company name} will be responsible for the portaloos’ cleanliness and safety during the event.

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

A complaints process has been provided in notification letters to neighbouring residents and businesses. The event organisers will provide feedback and direct the sound engineers as required throughout the day.

## Emergency Procedures

### 

### Liaison With Emergency Services

Queensland Police, Queensland Ambulance and Queensland Fire and Rescue will be notified about the event and supplied with the:

* Site Plan that outlines traffic flow for the event
* Risk Management Plan for review
* contact details for the Event Coordinator and other key committee contacts.

### Fire Safety

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

### First Aid

A first aid tent will be established next to the information tent and will be staffed by [insert organisation] (see Site Plan).

## Risk Management

[Allocate one committee member to this responsibility, it should be their only responsibility] is responsible for managing risk at the event.

Name  
Position

Phone

See Risk Management Plan.

## Event Related Contacts

Volunteers are directed to call Triple Zero (000) in the event of an emergency.

|  |  |  |
| --- | --- | --- |
| Role | Name | Phone number or radio channel |
| Event Manager |  |  |
| Event Manager Assistant |  |  |
| Volunteer Coordinator |  |  |
| Registration Coordinator |  |  |
| Communications Coordinator |  |  |
| Car Parking Coordinator |  |  |
| Queensland Ambulance (onsite) |  |  |
| MC |  |  |

**Traffic Management Services**

Company name

Registered traffic management registration number

Certified traffic management design number

Name

Phone

Email

**Queensland Police**

Name

Phone

**State Emergency Services**

Name

Phone

**Queensland Fire & Emergency**

Name

Phone

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

Name

Phone

**Tablelands Regional Council**

Name

Phone

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

Name

Phone

## Attachments

* Insurance certificates of currency
* Local road map
* Site Plan
* Risk Management Plan
* Traffic Management Scheme
* Other relevant documents and plans