

Event Management

Plan Templates



Excellence



Honesty



Accountability



Courage



Caring

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Overview

Planning is essential in organising successful events that protect the health and wellbeing of participants, officials and other recreational users.

Planning also ensures that the event does not:

- interfere with the storage operations
- pose an unacceptable risk to water quality, ecological health, cultural heritage or to staff and public safety
- create a liability for GMW or our customers
- cause a negative financial impact on GMW or our customers.

The following templates must be completed and submitted to support an Application for an Event Permit 60 days prior to the event or at least two weeks after the Conditional Approval has been provided.

Before completing these templates please read the Events at GMW Waterways Fact Sheet which can be found at www.gmwater.com.au/recreation-tourism

Templates included in this plan:

- **Communications Plan** - To record the contact details for key volunteers, staff and attendees at the event, as well as establishing alternative contact methods in the case of limited or no mobile coverage and how you will communicate with people in an emergency.
- **COVID-19 Safe Plan** - This is a requirement for all events on GMW managed waterways and land, to ensure event organisers are complying with the current COVID-19 restrictions.
- **Risk Management Plan** - To help event organisers identify potential hazards and risks. This tool helps rate the risks using a simple matrix and records ways to minimise them.
- **Emergency Management Plan** - It's not a pleasant thing to think about, but emergencies can happen, especially during events in natural surrounds with many attendees. This is a requirement for all events on GMW managed waterways and land, to ensure event organisers have the ability to handle emergencies should they arise. A copy of this plan should be displayed on site during your event.

These templates must be used in your submission for a Permit.

You can also download Site Maps for each waterway at www.gmwater.com.au/recreation-tourism

A checklist for other documents, such as insurance, permits and approvals is also provided so you can ensure your application has all the supporting information required for review.

How will you communicate with volunteers, staff and participants in the event that there may be limited or no mobile coverage at the event?

How will you communicate with volunteers, staff and participants in the event of an emergency during the event?

What measures do you have in place to deal with medical emergencies and communications with emergency services?

If people are on or in the water during the event you are required to promote the GMW Water Smarts campaign. How will you communicate the GMW Water Smarts messages during/or prior to your event?

(These messages can be found online at www.gmwater.com.au/watersmarts)

COVID-19 Safe Plan

It is a requirement for all event applicants to go to the [Public events | Coronavirus Victoria](#) website to ensure event organisers are complying with the current COVID-19 restrictions and Public Event directives. This may include the requirement for either a:

- [COVIDSafe event plan](#) - Tier 1 and Tier 2 events; or
- [COVIDSafe event checklist](#) - Tier 3 events

Risk Management Plan

Undertaking a Risk Assessment and developing a Risk Management Plan are essential to good event organisation and must be completed as part of the application process.

Use the form on page 13 to:

- list all activities and processes involved in your event that might present hazards
- list any hazards and risks caused by each activity
- rate the risk using the matrix below
- list the measure you'll put in place to minimise or eliminate the risk
- rate the risk again to show how the control improves the situation
- identify the person(s) responsible for putting the control in place
- nominate the dates when the control will be put in place.

Risk Assessment Matrix

| Likelihood | Consequences | | | | |
|-----------------------|----------------------|--------------|-----------------|--------------|---------------|
| | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Severe (5) |
| Almost Certain (5) | Low | Medium | Significant | Extreme | Extreme |
| Likely (4) | Low | Medium | Significant | Significant | Extreme |
| Possible (3) | Low | Medium | Medium | Significant | Significant |
| Unlikely (2) | Low | Low | Medium | Medium | Significant |
| Rare (1) | Low | Low | Low | Medium | Medium |

| Consequence Rating | Definition | Service Delivery | Financial | Individual Safety | Credibility | Environment | Compliance |
|--------------------|---|---|--------------|--|---|--|--|
| Severe(5) | <p>An event of such magnitude that:</p> <ul style="list-style-type: none"> Five or more strategic outcomes would not be met; and/or Two or more conditions of satisfaction would not be met | <p>Failure of channel, regulator or other structure that causes a total loss of supply to a District for 5 or more days</p> <p>Failure of a service or asset(s) that is likely to impact on more than 300 service users for a period of 5 days or more</p> <p>Any event that would impact on more than 500 or greater service users at any one time</p> <p>- Any ICT event that impacts water delivery to 200 or more customers</p> | > \$12m Loss | <p>Incident as a result of GMW's negligence which results in a fatality or permanent serious injury</p> <p>Incident which results in multiple casualties, not caused by GMW negligence</p> | <p>Local and national public outrage resulting in loss of key stakeholder support for GMW</p> <p>External intervention required</p> | <p>Impacts to the biological or physical environment that:</p> <ul style="list-style-type: none"> Damage indigenous species that have the potential to cost the organisation > \$100000 in offsets and/or GMW is prosecuted under the Aboriginal Heritage Act. Extend nationally; and/or Impair natural ecosystem function or commercial productivity of land across > 50,000m²; and/or Cause multiple human fatalities, or regional human health effects requiring multiple hospitalisation, and/or permanent disabling effects on human health in more than one person; and/or Have catastrophic adverse effects on aquatic life and town supplies with impact detectable more than 100 km downstream – extensive remediation and clean-up activities and mitigation measures required; and/or Require extensive third party (e.g. EPA, DELWP, AAV or other parties) involvement required. | <p>Multiple breaches of SoO requirements</p> <p>Prolonged breaches of multiple Legal and Regulatory Obligations</p> <p>Potential loss of operating licence</p> |

| Consequence Rating | Definition | Service Delivery | Financial | Individual Safety | Credibility | Environment | Compliance |
|--------------------|--|---|--------------------|--|--|---|---|
| Major (4) | <p>An event which:</p> <ul style="list-style-type: none"> ▪ Would prevent the achievement of two to four strategic outcomes; and/or ▪ breaches a condition of satisfaction | <p>Failure of channel, regulator or other structure that causes a total loss of supply to between 100 and 200 customers for 5 or more days</p> <p>Failure of a service or asset(s) that is likely to impact on more than 200 and 300 service users for a period of 5 days or more</p> <p>Any event that would impact on more than 300 to 500 or greater service users at any one time</p> <p>- Any ICT event that impacts water delivery to 100 and 200 customers</p> | \$8m to \$12m Loss | <p>Incident which results in multiple permanent injuries or a single fatality, not caused by GMW negligence</p> <p>LTI recorded and long term hospitalisation and recovery required.</p> | Substantial active criticism from key Stakeholders, Resulting in national media coverage | <p>Impacts to the environment that:</p> <ul style="list-style-type: none"> ▪ Are non-compliant with permit/approval where indigenous species have been damaged, that has the potential to cost the organisation < \$100000 in offsets and/or ▪ Extend regionally; and/or ▪ Impair natural ecosystem function or commercial productivity of land across 10000m² – 50000m²; and/or ▪ Cause human fatality or local area human health effects requiring multiple hospitalisations and/or permanent disabling effects on human health in one person; and/or ▪ Have significant impact on aquatic biota and town water supplies with impact detectable between 10 and 100 km downstream – remediation and clean-up activities required; and/or ▪ Require third party (e.g. EPA, DELWP, AAV or other parties) involvement necessary. | <p>Single breach of SoO requirement or multiple breaches of Legal and Regulatory Obligations</p> <p>Regulator issues a corrective notice on GMW</p> |

| Consequence Rating | Definition | Service Delivery | Financial | Individual Safety | Credibility | Environment | Compliance |
|--------------------|--|--|-------------------|---|---|--|--|
| Moderate(3) | <p>An event which:</p> <ul style="list-style-type: none"> would prevent the achievement of a strategic outcome; and/or puts at risk our capacity to meet one or more condition of satisfaction | <p>Failure of channel, regulator or other structure that causes a total loss of supply to between 50 and 100 customers for 5 or more days</p> <p>Failure of a service or asset(s) that is likely to impact on more than 100 and 200 service users for a period of 5 days or more.</p> <p>Any event that would impact on more than 150 to 300 or greater service users at any one time</p> <p>- Any ICT event that impacts water delivery to 50 and 100 customers</p> | \$4m to \$8m Loss | <p>Incident resulting in recoverable injuries</p> <p>LTI recorded and short term hospitalisation required</p> | Criticism from Stakeholders, involving local community public reactions | <p>Impacts to the environment that:</p> <ul style="list-style-type: none"> Are non-compliant with permit/approval where indigenous species have been damaged, that has the potential to cost the organisation \$20000 in offsets and/or Are non-compliant with Cultural Heritage legislation and damage multiple items of cultural heritage and/or Extends beyond the immediate area of the source of impact however still within the local area); and/or Impair natural ecosystem function or commercial productivity of land across 100m² – 10000m²; and/or Cause a single hospitalisation or local area human health effects requiring medical treatment or resulting in reversible impairment.; and/or Have major impact on waterways with impact detectable between 1 to 10 km downstream; and/or Require Minimal third party (e.g. EPA, DELWP, AAV or other parties) involvement. | <p>Single breach of Legal or Regulatory Obligations</p> <p>Corporate Risk issues corrective actions notice</p> |

| Consequence Rating | Definition | Service Delivery | Financial | Individual Safety | Credibility | Environment | Compliance |
|--------------------|--|---|-------------------|---|--|--|---|
| Minor (2) | <p>An event which:</p> <ul style="list-style-type: none"> puts at risk our ability to achieve one or more strategic outcome; and or would delay and impede, but not prevent us meeting a condition of satisfaction | <p>Failure of channel, regulator or other structure that causes a total loss of supply to between 30 and 50 customers for 5 or more days</p> <p>Failure of a service or asset(s) that is likely to impact on more than 50 and 100 service users for a period of 5 days or more</p> <p>Any event that would impact on more than 50 to 150 or greater service users at any one time</p> <p>- Any ICT event that impact water delivery to that impacts on between 30 and 50 customers or involves another customer facing system</p> | \$1m to \$4m Loss | <p>Incident resulting medical treatment</p> <p>LTI recorded, hospitalisation not required</p> | Criticism from local community segment resulting in negative local press coverage. | <p>Impacts to the environment that:</p> <ul style="list-style-type: none"> Are non-compliant with permit/approval where indigenous species have been damaged, that has the potential to cost the organisation <\$5000 in offsets and/or Are non-compliant with Cultural Heritage legislation and damage 1 item of cultural heritage and/or Are within the immediate area of the source of impact; and/or Impair natural ecosystem function or commercial productivity of land across 10m² – 100m²; and/or Cause human illness / effects that require one person to require medical treatment. Cause localised impact effects on waterways with impact detectable less than 1 km downstream; and/or Require third party (e.g. EPA, DELWP, AAV or other parties) notification. | Partial breach of Legal or Regulatory obligations recorded in GMW's Legal and regulatory obligations register |

| Consequence Rating | Definition | Service Delivery | Financial | Individual Safety | Credibility | Environment | Compliance |
|--------------------------|--|--|-------------|--|--|--|---|
| Insignificant (1) | An event which would delay or impede, but not prevent the achievement of a strategic outcome | <p>Failure of channel, regulator or other structure that causes a total loss of supply to <30 customers for 5 or more days</p> <p>Failure of a service or asset(s) that is likely to impact on 50 service users for a period of 5 days or more</p> <p>Any event that would impact on less than 50 service users at any one time</p> <p>- Any ICT event that has the potential to impact customers</p> | < \$1m Loss | <p>Incident resulting in minor first aid injuries</p> <p>No LTI recorded</p> | <p>Internal dissent /isolated external criticism against GMW</p> <p>No external impact to reputation</p> | <p>Impacts to the environment that:</p> <ul style="list-style-type: none"> ▪ Are non-compliant with permit/approval where no species or cultural heritage has been damaged and/or ▪ Are within the immediate area of the source of impact; and/or ▪ Impair natural ecosystem function or commercial productivity of land across 10m²; and/or ▪ Cause no human illness / effects requiring medical treatment; and/or ▪ Have no detectable effect on waterways; and/or ▪ Do not require third party involvement | No breach of Legal or Regulatory Obligations detected, however improvements to the manner in which compliance is attained can be made |

| Rating | General Description | Scale of Probability |
|----------------|--|----------------------|
| Almost Certain | <p>For Operational Risks Expected to occur in most circumstances The event has occurred, or is expected to occur once a year or more frequently</p> <p>For Transactional Risks 1 in 100 Transactions. Based on experience we, this event is expected to occur in at least 1% of all transactions undertaken</p> | 90%-99% |
| Likely | <p>For Operational Risks The event would probably occur in most instances The event is expected to occur once per year</p> <p>For Transactional Risks 1 in 500 Transactions</p> | 70%-89% |
| Possible | <p>For Operational Risks The event could occur at some time The event may occur once every 5 years</p> <p>For Transactional Risks 1 in 1000 Transactions</p> | 30%-69% |
| Unlikely | <p>For Operational Risks The event is not expected to occur The event could occur once every 5-10 years</p> <p>1 in 3000 Transactions</p> | 10%-29% |
| Rare | <p>For Operational Risks The event will occur in exceptional circumstances only Likely to occur with less frequency than once every 10 years or greater</p> <p>For Transactional Risks 1 in 10000 Transactions</p> | 1%-9% |

RISK MANAGEMENT PLAN

| | | | |
|-----------------------|--|------------------------|--|
| Name of Event: | | Date Completed: | |
|-----------------------|--|------------------------|--|

| | | | | | |
|---------------------------------|--|----------------------|--|----------------|--|
| Risk Management Officer: | | Organisation: | | Mobile: | |
|---------------------------------|--|----------------------|--|----------------|--|

| | |
|---------------------------|--|
| Event description: | |
|---------------------------|--|

| | | | | | |
|------------------|--|-----------------------|--|-------------------------|--|
| Location: | | Date of event: | | Time / duration: | |
|------------------|--|-----------------------|--|-------------------------|--|

| | |
|----------------------------|-----------------------------|
| Expected attendees: | Types of activities: |
|----------------------------|-----------------------------|

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---------------------------|--------------------------|---------------------|--|--|------------------------------|------------------------------------|---------------------------------|
| Activity/ process | Hazard / Risk | C <i>(consequence)</i> | L <i>(likelihood)</i> | Risk rating | Control | Risk rating after control in place | Control implemented by | Control to be in place by | Control actually in place |
| <i>e.g.PA/Loud Speaker for speeches</i> | <i>Cords trailing across the ground where people are walking.</i> | <i>D (minor)</i> | <i>2 (Likely)</i> | <i>M (Med.)</i> | <i>Cords are pegged to the ground and taped with hi-vis hazard tape.</i> | <i>L (Low)</i> | <i>John Smyth</i> | <i>Event day</i> | <i>Event day</i> |
| | | | | | | | | | |
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If a security firm has been contracted, provide details below

| | | | |
|------------------------|--|----------------------|--|
| Name of company | | Contact phone | |
|------------------------|--|----------------------|--|

| | |
|--|--|
| Number of security personnel at event | |
|--|--|

Emergency Management Plan

An Emergency Management Plan is required for all events on GMW managed storages and land to ensure event organisers have the ability to deal with emergencies should they arise.

A copy of this plan should be provided to every event participant and official and displayed on site during your event.

Use the template on the following page to:

- identify and record your Emergency Services contact who will be responsible for preparing and implementing the plan
- record potential emergency situations for your event
- add local contact numbers for response organisations
- notify Victoria Police and Council officers where applicable
- record actions, responsibilities and dates.

| EMERGENCY MANAGEMENT PLAN | | | | |
|--|--|--|-----------------------------------|--|
| Event Name | | Event date & time | | |
| Event location | | | | |
| Name of event's Emergency Services Contact | | | | |
| Organisation | | Contact mobile | | |
| People involved in compiling and administering this plan | | | Date | |
| PREPARATION | | | | |
| ACTION | | WHO | WHEN | |
| <i>e.g. Notify emergency services organisations (fire, ambulance and police) of event</i> | | <i>Police & Emergency Services contact</i> | <i>Before event</i> | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| RESPONSE (never put yourself at risk) | | | | |
| ACTION | | | WHO | |
| <i>e.g. a serious injury is sustained:</i> <ul style="list-style-type: none"> - notify first aid staff - keep public clear of area - minimise further impact by removing source of emergency if safe to do so - instigate evacuation if necessary to prevent further injury - assist emergency services as instructed | | | <i>Emergency Services contact</i> | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Other Compulsory Documents

Depending on the nature of your event you may need other permits and approvals. Please refer to the Events at GMW Waterways Fact Sheet for further information.

Insurance Certificate of Currency

- All events must provide a Certificate of Currency for Public Liability Insurance in accordance with the instructions provided in the GMW Waterways Fact Sheet.

Permits

If you will be supplying food and drink and/or alcohol at the event these permits may apply:

- Temporary Liquor Licence – If you're selling or providing alcohol
- Streatrader registration - If food or beverages are being sold at the event.

Approvals

Notification to or confirmation from relevant agencies other than GMW which may include:

- Transport Safety Victoria – GMW will assist with this
- Parks Victoria
- Department of Environment, Land, Water and Planning (DELWP)
- Local Shire Council – this may include written confirmation of approval or a planning permit
- Traffic Management requirements
- Public Transport Victoria requirements