



Event application guideline

December 2024

Contents

Overview2

Communications Plan3

Risk Management Plan3

Emergency Management Plan6

Other requirements8

Overview

Southern Rural Water's (SRW) recreational areas are popular locations for many types of organised events whether it is on shore at SRWs parks or on the water.

In order to host an event at a SRW location you need to plan the event and have a permit issued from SRW prior to the event.

The planning and application process is to ensure that the health and safety of participants, officials and other recreational users is protected.

In making an application for an event you will need to prepare:

- A communications plan – contact details key personnel and means of communication
- A risk management plan – identifying the hazards, risks and controls
- An emergency management plan – listing the procedures to follow in the event of an emergency.
- Evidence of any other relevant information such as permits and public liability insurance.

This information will need to be emailed to SRW at the following address:

srw@srw.com.au

Communications Plan

Please include the names and contact details for all relevant personnel involved in the event. Also please plan for the following:

- How you will communicate with organisers and participants
- How you will communicate with organisers, participants and emergency services in the event of an emergency.

Risk Management Plan

Please undertake a risk assessment and develop a risk management plan for the event. The risk assessment and management plan should:

- 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 a standard risk matrix (an example is shown below)
- list the controls 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 Rating matrix

Consequence	Catastrophic	Low	High	High	Extreme	Extreme
	Major	Low	Moderate	High	High	Extreme
	Serious	Low	Moderate	Moderate	High	High
	Important	Low	Low	Moderate	Moderate	High
	Noticeable	Low	Low	Low	Moderate	Moderate
		Rare	Unlikely	Some chance	Likely	Almost certain
		Likelihood				

Risk Likelihood Table

Rare	Unlikely	Some chance	Likely	Almost certain
Risk has less than a 0.1% chance of occurring this year (greater than 1 in 1,000)	Risk has 0.1% to 1% chance of occurring this year (greater than 1 in 100)	Risk has 1% to 10% chance of occurring this year (greater than 1 in 10)	Risk has a greater than 10% chance of occurring this year (1 in 10)	Risk will occur at least once this year
Plausible: It is conceivable that this event might happen but only in unusual circumstances	Possible: This event can happen but only in exceptional circumstances.	Probable: The event is likely to happen at some time	Occurs often: An event that will happen but infrequently	Certain: An event that will happen regularly

Risk Management Plan Template

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>
<i>e.g. Refuelling</i>	<i>Fuel spill in the water</i>	<i>(possible)</i>	<i>4 (major)</i>	<i>S (significant)</i>	<i>Participants not to refill on water</i>	<i>M (Medium)</i>	<i>John Smyth</i>	<i>Event Day</i>	<i>Event Day</i>
<i>e.g. Rubbish Disposal</i>	<i>Left over rubbish after the event</i>	<i>(possible)</i>	<i>2 (Likely)</i>	<i>S (significant)</i>	<i>Communication to participants of using provided bins or providing adequate waste management</i>	<i>M (Medium)</i>	<i>John Smyth</i>	<i>Event Day</i>	<i>Event Day</i>
<i>If a security firm has been contracted, provide details below</i>									
Name of company						Contact phone			
Number of security personnel at event									

Emergency Management Plan

An Emergency Management Plan ensures the event organisers can manage any emergency should it arise. The plan should be provided to all participants and be displayed at the 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 requirements

Please provide the following:

- Certificate of currency for public liability insurance for a minimum of \$20m
- Any relevant permits for example Liquor or food and beverage licences
- Approvals from other relevant authorities depending on the proposed event. For example, Transport Safety Victoria for boating events, or traffic management requirements.