

EVENT RISK EVALUATION PROCESS (EREP) – SELF ASSESSEMENT

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Factor	Details	✓	Value	Score
Event Type	State Occasions/VIP Visits/Vigils		1	
	Classical/Folk/Theatrical Performance		1	
	Athletics/ Sports/Cross Country Events		1	
	Fetes/Outdoor Cinema		1	
	Markets/Expo/Family Fun Days		2	
	Pop/Rock/Dance Music Events		2	
	Bonfire		2	
	Parades and Carnivals/Political Rally		2	
	Fireworks Displays		3	
	Aviation Sport and Display		3	
	Motor Sport and Display		3	
	Marine/Waterway Events		3	
	Event Venue	Indoor		1
Arena/Stadium			2	
Outdoor, defined boundaries			3	
Outdoor, widespread/street			4	
Expected Numbers	<500		1	
	500-1,000		2	
	1,000-3,000		3	
	3,000-4,000		4	
	5,000-10,000		5	
	> 10,000		10	
Audience Accommodation	All seated		1	
	Mixed (at least 50% seated)		2	
	Standing		3	
Audience Age and Profile	Full mix, in family groups		1	
	Full mix, not in family groups		2	
	Predominately adults		3	
	Predominately children and young persons		4	
	Predominately elderly		5	
	Conflict/rival factions		5	
Additional Factors	Spring/Autumn timing		1	
	Queuing over one hour		1	
	Parking on site		1	
	Livestock		2	
	Winter/Summer timing		2	
	Temporary structure		2	
	Inflatables/sideshow		2	
	Onsite catering		2	
	Overnight Camping		3	
	Traffic movement in crowd area		3	
	Helicopter operations		4	
	Dangerous Goods storage and use		4	
	Amusement rides		4	
	Road closures		4	
	Alcohol available		5	
Distance from Nearest Hospital	< 5 klms		1	
	5-10 klms		2	
	> 10 klms		3	
Distance from Fire Station	< 3 klms		1	
	3-5 klms		2	
	> 5 klms		3	

TOTAL

YOUR EVENT SCORE:

SCORE 0-20	SCORE OF 21-30	SCORE OF 31+
LOW RISK	MEDIUM RISK	HIGH RISK

	LOW RISK	MEDIUM RISK	HIGH RISK
YOUR EVENT SHOULD HAVE			
Risk Management Plan	●		
Simple Emergency Management Plan	●		
Stakeholder meetings		●	●
All affected stakeholders involved in planning including all emergency services			●
A Safety & Emergency Management Planning Committee			●
Table Top Scenario testing is recommended			●

DURING YOUR EVENT YOU MUST			
Have a fully functioning EOC		●	●
Keep a EOC Log*		●	●

YOU MUST PROVIDE A COPY OF YOUR			
Event Management Plan (including Site Plan/Map)*	●	●	●
Risk Management Plan*		●	●
- including principal risk assessment and sub risk assessments			●
Simple Emergency Management Plan*		●	●
Safety & Emergency Management Plan			●
- including Warden Handbook			●
Public Liability Insurance/Certificate of Currency	●	●	●

DUE			
One month prior to your event	●	●	
Two month prior to your event			●

ADDITIONAL			
You may also be required to present your plans & respond to questions in person			●
*Templates are available for your use	●	●	
Council expects that you will have your own templates that are of a professional standard			●



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