



Event Management Plan - <Insert Event Name and Year>

[illegible]

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1 Introduction

1.1 Event Information

Event Name	
Date/s	
Organiser	
Contact Details	Name: Phone: Email:

1.2 Purpose of the Event Management Plan

This Event Management Plan (EMP) provides the event management procedures to be followed by the event organisers for <Insert event name> conducted from <Insert event location> on <Insert event date/s>. The objectives of the EMP are to:

- Provide a safe environment for all road users and event patrons
- Provide protection to event participants, organisers and the general public from traffic hazards that may arise as a result of the event activity
- Minimise the delays to all road users
- Ensure access to adjacent private/commercial premises is maintained at all times.

To achieve the above objectives, the EMP will:

- Ensure that traffic delays are kept to a minimum
- Ensure that the roads are free of hazards and that all road users are adequately protected from activities of event participants and organisers
- Ensure that all needs of road users, motorists, pedestrians, cyclists and people with disabilities are accommodated at and through the site of the event.

2 Event Details

2.1 Event Description

<Insert Host> is hosting the <Insert Event Name>. This will be a <Gold/Silver/Bronze> event and therefore will be conducted under the guidance of the AusCycling Technical Regulations.

<Insert duration of event (one day, tour), type of event (road race, criterium, time trial etc.) nature of event (category rating on State calendar and/or State government classification e.g. Class 1 Special Event), location, nature of course/stages, grades or categories participating, and event start and finish locations>

2.2 History

<Insert number of years the event has been running, brief history of past Event Organisers>

2.3 Location of Start and Finish Points

<Include specific start and finish points for each stage of the race>

<Insert site plan if available>

2.4 Course Details

<Insert a map and/or profile for each stage>

<Indicate locations of feed stations, King of the Mountain and Sprint points, if relevant>

2.5 Event Start and Finish Times

<Include for each stage of the race>

<Include a table to indicate estimated arrival times for key points on the course for all grades and categories, if possible>

2.6 Participant Details

<Insert the licence requirements for competitors, expected number of participants and maximum number permitted for each category>

2.7 Entry Process

<Insert how participants must enter the event and entry restrictions e.g. appropriate licence holders>

2.8 Format of Activities

<Insert details of the event categories and indicate the format for each category (teams or individuals), Registration date/time/location, Police and Officials Briefing date/time/location, Team Managers Meeting date/time/location, Rider Sign-on time/location, Start times for each stage, grade or category, Pre-race Competitor briefing time and Presentation times>

2.9 Event Timing

<Insert timing provider, method and location on the road of timing infrastructure>

2.10 Support Vehicles

<Insert details of all vehicles to be included in the event convoy including how they will be distinguished, their specifications, their starting location and the process for vehicle movement within the event convoy in relation to changing race conditions>

<If applicable, insert details of rider support (non-convoy) vehicles anticipated number, their movement in relation to the event, and how they will be distinguished>

2.11 Event Permits

<Insert details of the bodies from which approval to conduct the event will be sought>

2.12 Event Traffic Management

<Insert details of who will be responsible for controlling traffic for the event and how they will be stationed>

2.13 Conditions of Racing

All racing is conducted in accordance with Cycling Australia Technical Regulations. A Commissaire is appointed to each category or grade to ensure compliance and to take appropriate action in regards to any infringements.

<Insert any other specific conditions of racing for competitors>

2.14 Insurance

<Insert Event Organisers name> has a \$20 million Public Liability and Products Liability, and \$5 million Professional Indemnity Insurance Policy through Cycling Australia Inc with Sportscover Australia.

<Insert copy of certificate of currency as Appendix A>

3 Event Requirements

3.1 Responsibilities

3.1.1 Event Organiser

The event organiser shall:

- Ensure all traffic control measures for the Event Course Management Plan (EMP) are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines
- Ensure suitable communication and consultation with the affected stakeholders is maintained at all times.
- Ensure that all event signage and personnel are in place in accordance with the EMP
- Arrange and/or undertake any necessary incident investigations.
- Ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.
- Render assistance to road users and stakeholders when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the EMP.
- <Insert any additional responsibilities>

3.1.2 Event Officials

Event Officials shall:

- Be responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of racing
- Ensure that the event and it's participants adhere to the Cycling Australia By Laws and Technical Regulations
- Ensure that a pre-race course inspection has been conducted
- Ensure that all race permits, approvals and authorisations are in place prior to the event.
- Check that traffic controllers and traffic management devices and marshals are in place and provide for a safe event environment.
- Ensure that appropriate first aid assistance is in place.
- Warn competitors of the hazards specific to the area of the activity.
- Conduct pre-event announcements to all Grades reminding participants of the conditions of racing that take into account permit requirements and any other specific conditions particular to this event (for example requirements imposed on the event by Police etc.).
- Assess the technical aspects of the event and make changes as deemed necessary based on, but not restricted to the following:
 - Age of the participants
 - Skill level of participants
 - Number of participants per grade
 - Time gap between grades commencing
 - Number of grades on the course at any one time etc.
 - Course / venue layout, and condition
 - Weather conditions (which may change during the event)
 - Traffic conditions (which may vary during the event)
- Inform participants that they are under the direction of the Police, Commissaries and event marshals and will be penalised for any non-compliance
- <Insert any additional responsibilities>

3.1.3 Competitors

Participants shall:

- Obey the Road Rules as applicable to the course including the requirement to give way to right of way moving traffic at all times
- Obey instructions from the Event Organisers, Police, Commissaires and event marshals
- Remain on the left hand side of the carriageway
- Not cross double white lines on the road
- Display a race number on their lower torso at the rear
- Be courteous to other road users, pedestrians etc.
- Employ correct etiquette and ride safely in all situations.
- Be required to wear minimum safety gear including ANSI approved helmet.
- Ensure that their bicycle is in good working order, including lights when required.
- Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.
- Be responsible for ensuring they are fit enough for the activity.
- <Insert any additional responsibilities>

3.1.4 Traffic Management Personnel

<Insert Traffic Management Provider> being the traffic management representatives for the event shall have the responsibility of ensuring the Traffic Management devices are set out in accordance with the Traffic Control Plans.

3.1.5 Traffic Controllers

Event Traffic Controllers shall be used to control road users to avoid conflict with event participants, traffic and pedestrians, and to stop and direct traffic in emergency situations where necessary. Traffic Controllers shall:

- Operate in accordance with section 4.6 and Appendix B of AS 1742.3
- Hold current Event Traffic Controller accreditation in <Insert State or Territory>
- Take appropriate breaks as required by AS 1742.3 and/or OH&S Regulations
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

3.1.6 Event Marshalls

The event organiser shall ensure that event personnel engaged as marshalls are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely. Event Marshalls shall:

- Complete Volunteers Emergency Information Form (refer to Appendix A) before commencing duties
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices
- <Insert any additional responsibilities>

3.2 Communication Procedures

<Insert the communication plan for vehicles in the event convoy and for key event personnel and stakeholders. Indicate when radio call signs and contact phone numbers will be made available prior to the event>

3.3 Incident/Accident Procedures

<Insert who will be appointed as First Aid Officers and where they will be located in relation to the race>

3.3.1 Minor Injury

<Insert the procedure in case of minor injury>

3.3.2 Medical Emergency

<Insert the procedure in case of medical emergency>

- Event Organiser to ensure AusCycling Accident Report Form (refer to AusCycling website) is completed within two (2) working days from the time of the accident

Note: Following any administration of first aid the injured person should seek medical advice for further examination and treatment if required.

3.3.3 General Emergency

- Assist persons involved and remove them from exposure to further injury or danger, if necessary
- Warn personnel in adjacent areas of potential hazards to their safety
- Call 000 or 112 (mobile phone) and alert emergency services immediately
- Secure the site from any further potential danger
- Contact Event Organiser
- Maintain communication with emergency services
- Ensure access for emergency vehicles
- Where necessary implement traffic control
- Any traffic crash resulting in non-threatening injury shall immediately be reported to the Police on 131444
- Event Organiser to ensure AusCycling Accident Report Form (refer to AusCycling website) is completed within two (2) working days from the time of the accident

3.3.4 Incident Management Contact Details

First Aid Officer 1: <Insert name and phone number>

First Aid Officer 2: <Insert name and phone number>

Incident Officer: <Insert name and phone number>

Police: <Insert name of local station and phone number>

Ambulance Station: <Insert name of local station and phone number>

Fire Station: <Insert name of local station and phone number>

Hospital: <Insert name of local hospital and phone number>

4 Planning

4.1 Risk Identification and Assessment

A Risk Assessment of the proposed activities has identified risks that will be managed by effective event management planning and the implementation of this EMP. The assessment process has been undertaken in accordance with Australian Standards AS/NZS ISO 31000:2018 'Risk Management – Principles and Guidelines'. Please refer to the risk analysis table in Appendix C

All identified risks have been treated with the development of this EMP. Unforeseen risks arising during the event activities will be treated in accordance with standard event practices and procedures where possible.

4.2 Traffic Assessment (Vehicular Traffic)

4.2.1 Volume and Composition

<Insert details of the anticipated traffic volume and composition for the course on event day and any requirements that need to be addressed>

4.2.2 Existing & Proposed Speed Zones

<Insert details of the speed limit/s for the event course and any requirements that need to be addressed>

4.2.3 Intersection Capacity

<Insert any issues relating to intersection capacity that need to be addressed.>

4.2.4 Existing Parking Facilities

<Insert details of parking facilities available at the event sites>

4.2.5 Heavy and Oversized Vehicles and Loads

<Insert any requirements that need to be addressed>

4.2.6 Public Transport

<Insert any requirements that need to be addressed>

4.2.7 Special Events and Other Works

<Insert any requirements that need to be addressed>

4.3 Non-Motorised Road Users

4.3.1 Cyclists and Pedestrians

<Insert any requirements that need to be addressed>

4.3.2 People with Disabilities and Other Vulnerable Road Users

<Insert any requirements that need to be addressed>

4.3.3 School Crossings

<Insert any requirements that need to be addressed>

4.4 Site Assessment

4.4.1 Access to Adjoining Properties

<Insert any requirements that need to be addressed>

4.4.2 Environmental Conditions

Weather:

(Rain, Floods, Heat, Sun Glare, Fog)

<Insert any requirements that need to be addressed>

Road Geometry / Terrain:

(Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation)

<Insert any requirements that need to be addressed>

Existing Signage:

(Obstruction, Visibility of temporary signage)

<Insert any requirements that need to be addressed>

Other:

(Structures, Dust, Noise, Fumes)

<Insert any requirements that need to be addressed>

4.4.3 Impact on Adjoining Road Network

<Insert any requirements that need to be addressed>

4.5 Public Health

4.5.1 Temporary Food Stalls

<Insert details of any temporary food stalls that will be operating in association with the event>

4.5.2 Alcohol

<Insert details of the availability of alcohol at the event>

4.5.3 Toilets

<Insert details of the toilet facilities including location and number at the start and finish areas, feed stations and spectator locations>

4.5.4 Water

<Insert details on the location or availability of water at the start and finish areas, feed stations and spectator locations>

4.5.5 Shelter

<Insert details on the availability of shelter at the start and finish areas, feed stations and spectator locations>

4.5.6 Waste Management

<Insert details on the number and location of bins at the start and finish areas, feed stations and spectator locations>

4.5.7 Noise

<Insert details on the potential source of noise and controls in place at the event sites>

4.6 Public Safety

4.6.1 Rider Feeding Procedures

<Insert details of the feeding procedures for riders during the race>

4.6.2 Security and Crowd Control

<Insert details of security measures and crowd control methods at the event sites>

4.6.3 Spectator Viewing

<Insert details of the spectator viewing areas for the event>

4.6.4 Pedestrian Access

<Insert details of the means of pedestrian access to the start and finish areas, feed stations and spectator locations >

4.6.5 Lighting and Power

<Insert details of the lighting and power sources for the event>

4.6.6 Temporary Structures

<Insert details of temporary structures (e.g. marquees, presentation stage, finish gantry etc.) to be erected at the event sites>

4.7 Consultation and Communication

4.7.1 Approvals

<Insert details of the authorities involved in the approval process for the event and a contact name and details for each>

4.7.2 Public Notification

<Insert details of how the public will be notified in relation to awareness of the event and traffic management arrangements for the event>

4.7.1 Notification of Other Agencies

<Insert details of how other relevant agencies (e.g. ambulance, hospital, fire service) will be notified in relation to the event>

4.8 Contingency Plan

<Insert details of the contingency plans for the event in case of the following:

Wet weather:

Lightning:

Accident on the route:

Absence of marshalls and volunteers:

Delayed start:

Adverse traffic conditions:

Poor Lighting:

Flood Hazard on the Route:

Bush Fire Hazard:

5 Implementation

5.1 Hazard Identification, Risk Assessment and Control

In establishing adequate controls for the risks and hazards identified in Section 4.1, <Insert Event Organiser> has used a structured approach via the use of the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering
- Administration
- Personal Protection Equipment
- Behaviour Management

The event organiser will evaluate all event management arrangements prior to the commencement of the event. New hazards that arise throughout the event will be subject to risk assessment and incorporated onto the Risk Register.

5.2 Traffic Management Details

5.2.1 Traffic Control Plans

<Insert a summary of the locations where Traffic Control Plans (TCP's) will apply for the event. Indicate if speed reductions are in place for the event>

<Insert TCP's as Appendix B>

5.2.2 Additional Event Warning Signage

<Insert the details and location of additional event warning signage not included in the TCP's e.g. event warning signage on support vehicles, event warning signage on the approach to the event course or at minor intersections>

<Insert details of how road side signage will be installed in accordance with safe work methods>

5.3 Competitor Management Details

5.3.1 Event Signage and Devices

<Insert details and location of signage and devices used to direct or protect competitors, or provide information to competitors e.g. barrier fencing, course directional signage, distance to go signage, feed station signage etc.>

5.3.2 Event Marshals

<Insert details on the location and role of marshals engaged on the event course>

5.4 Vehicle Movement Plan

<Insert details of the directions to be followed by vehicle drivers on the event site (particularly when roads are closed to normal traffic). This applies to Commissaires, judges, VIP's, motorbike marshals, first aid, media, and visitor and non-event vehicles. Include parking locations for accredited vehicles and types of approvals or levels of access to vehicles. Include details of how the instructions will be relayed to event staff>

5.4.1 Event Signage and Devices

<Insert details and location of signage and devices used to direct event vehicles e.g. course directional signage, parking signage, restricted access signage etc.>

5.4.2 Event Marshals

<Insert details on the location and role of marshals engaged on the event site to assist with the movement of vehicles>

5.5 Pedestrian Management Plan

<Insert details of the major areas of pedestrian/visitor/spectator points on the site and how these groups will be managed to minimise interactions between pedestrians and vehicles, and pedestrians and competitors. This can include start/finish areas, feeding stations, managed cross over points, access paths to services, shops, toilets etc., and spectator vantage points>

5.5.1 Event Signage and Devices

<Insert details and location of signage used to provide direction or information to spectators and pedestrians e.g. crossing points, restricted access etc.>

5.5.2 Event Marshals

<Insert details on the location and role of marshals engaged on the event site to assist with the movement of pedestrians>

5.6 Installation Plan

5.6.1 Sequence

<Insert details of the order of erecting and disassembling event signage and devices for the event>

A safely positioned shadow vehicle shall be used in advance of the signs and traffic control devices to protect event personnel putting out and removing the signs or traffic control devices.

Racing will not commence or continue until all signs, devices and barricades are in place and operational in accordance with the requirements of the TCP's.

5.6.2 Signs

Prior to installation all signs shall be checked for damage and cleanliness and repaired, replaced or cleaned as necessary.

Signs and devices shall be erected in accordance with the locations and spacing shown indicated in the EMP such that:

- They are properly displayed and securely mounted
- They are within the driver's or event participants line of sight
- They cannot be obscured from view
- They do not obscure other devices from the driver's line of sight
- They do not become a possible hazard to event participants or vehicles
- They do not deflect traffic into an undesirable path.

5.6.3 Barriers and Delineation

Barriers and traffic cones will be erected in accordance with the TCD's. All barriers will be secured and appropriately weighted.

5.7 Emergency Arrangements

<Insert details of procedures for emergency vehicle access and in the case of vehicle crashes and breakdowns>

5.8 Site Access

<Insert details of any special requirements to be addressed>

6 Site Inspections

The Event Organiser will ensure that the Event Management Plan is implemented and evaluated for effectiveness.

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence
- During the event activities
- Closing down at the end of the event activities.

7 Key Event Contacts

<Insert contact details for key event stakeholders (including Event Manager, Race Director, Chief Commissaire, local council, State Roads department, Police) in the following format>

Name:

Title:

Phone:

Email:

Appendix A - Certificate of Insurance Currency

Appendix B – Traffic Control Diagrams

Appendix C – Risk Assessment

AusCycling is the governing body for the <Insert Event>. It is a requirement of the AusCycling guidelines for the Chief Commissaire and event organiser/Race Director to conduct a risk assessment for all events. In addition to the risk assessment, The AusCycling Technical Commission requires that all technical regulations be adhered to at all times.

Event Risk Management

There are numerous guides to risk management, including:

AusCycling Technical Regulations ([Road](#)) (January 2021)

AS/NZS International Organisation for Standardisation ([ISO - 31000:2018](#)) (formerly AS/NZS ISO 31000:2009 and 4360:2004) *Risk Management – Guidelines*

EMA *Emergency Risk Management Applications Guide* (2004)

This document provides the base document for conducting a Risk Assessment.

The main aim of the risk assessment process is to identify any foreseeable or credible risks to the event and participants of the event at the conclusion of the appreciation and planning process.

The Risk Assessment Process

The Risk Assessment described in this document is adapted from the principles of AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*. A Risk Assessment is the “overall process of risk identification – risk analysis and risk evaluation”. (ISO 31000:2018 page 4)

Though many similarities occur between like events, it is important to the process to evaluate the planning + appreciations undertaken for each event.

The following steps provide a summary of the Risk Assessment process.

Step 1 – Establish Context and Identify Risk

Risk Assessment - The context of the Risk Assessment is based upon identifying any foreseeable or credible Risks to the event and the participants at the conclusion of the appreciation and planning process.

Step 2 – Analyse Risk

The likelihood and consequences of the risk will vary for each event and location. In association with any identified RISKS, Rate the risk using the Qualitative Risk Tables for rating the Likelihood (Table 1) and Consequence (Table 2) for each risk has been either adopted or developed. These ratings are then applied to **Table 3. Qualitative Risk Analysis Matrix** in order to determine the Level of Risk.

Table 1. Qualitative Risk Table – Likelihood Rating Table⁽¹⁾

DESCRIPTOR	DESCRIPTION				
	Perception	Anecdotal	Factual	Opportunism	Probability ⁽²⁾
Rare	The event/hazard may occur only in exceptional circumstances	N/A	N/A	N/A	Will probably occur less than once in 15 years.
Unlikely	The event/hazard could occur at some time	No recorded incidents or anecdotal evidence	No recent incidents in associated organisations, facilities or communities	Little opportunity, reason or means to occur	Will probably occur with a frequency of at least once in 10 years
Possible	The event/hazard might (or should) occur at some time	Few, infrequent, random recorded incidents or little anecdotal evidence	Very few incidents in associated or comparable organisations, facilities or communities	Some opportunity, reason or means to occur	Will probably occur with a frequency of once in three years
Likely	The event/hazard will probably occur in most circumstances	Regular recorded incidents and strong anecdotal evidence	N/A	Considerable opportunity, reason or means to occur	Will probably occur with a frequency of at least once a year
Almost Certain	The event/hazard is expected to occur in most circumstances	High level of recorded incidents and / or strong anecdotal evidence	Strong likelihood the event will recur	Great opportunity, reason or means to occur	Will probably occur with a frequency of more than once a year

Note 1: The content of this table is consistent with the measures used in the Cycling Australia Road Cycling Events, risk assessment. This table is adapted from the EMA's *Emergency Risk Management Application Guide* (2004: 53) which is more expansive than both AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*.

Table 2. Qualitative Risk Table - Consequence Rating Table

Consequence	FINANCIAL	INTERRUPTION TO SERVICE DELIVERY	REPUTATIONAL	SAFETY	PROPERTY	NATURAL ENVIRONMENT
Insignificant	< \$1,000	< 1 hour Negligible consequences to goals/strategies of event, disruption to non-essential services	Unsubstantiated, low profile, no news item, issue resolved promptly	No injury	Inconsequential or no damage	No damage
Minor	\$1,000 - \$10,000	1 – 3 hours Threats to efficiency or effectiveness of goals/strategies of event, disruption to non-essential services	Substantiated, low news profile with negative coverage for several days	First Aid treatment	Minor damage	Minimal damage
Moderate	\$10,000 - \$50,000	3 hour – 1 day Reduction of effectiveness of goals/strategies of event, loss of essential services for days	Substantiated, public embarrassment, moderate news profile with negative coverage over several weeks	Medical treatment required	Localised damage rectified by routine arrangements	Some damage, rectified within existing budget
Major	\$50,000 - \$150,000	1 week Inability to achieve goals/strategies of event, loss of essential services for a week.	Substantiated, public embarrassment, high widespread, multiple news profile. Third party action/involvement	Extensive Injuries, hospital admission	Significant damage requiring external resources	Significant damage, significant resources to rectify
Catastrophic	More than \$150,000	1 week or more Sustained inability to achieve goals/strategies of event, permanent loss of infrastructure or services	Substantiated, public embarrassment, high widespread multiple news profile. Third party action/involvement, public outcry consistently over weeks.	Death, multiple deaths or permanent disablements	Extensive damage requiring multiple external/internal resources	Extensive damage, fines and/or penalties applied. Multiple resources to rectify

Note 1: The content of this table is consistent with the measures used in the AusCycling Road Cycling Events, risk assessment.

This table is adapted from the EMA's *Emergency Risk Management Application Guide* (2004: 53) which is more expansive than both AS/NZS ISO 31000:2018 *Risk Management – Principles and guidelines*.

Table 3. Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Low	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Moderate	Moderate

Note: This Risk Matrix has been replicated from the AusCycling Road Cycling Events risk assessment document.

This is an adaptation of IEC/ISO 31000:2018 *Risk Management – Risk assessment techniques* (Figure B15) and EMA's *Emergency Risk Management Applications Guide* (2004: Appendix F).

Table 4. Level of Risk and Possible Courses of Action

LEVEL OF RISK	POSSIBLE COURSES OF ACTION
	(Event Organiser & Chief Commissaire)
Extreme	Must be dealt with immediately. Event cannot proceed until risk has been reduced
High	Should be dealt with after attending to Extreme level risks. Event Organiser and Chief Commissaire must review the risk assessment, approve the treatment and endorse the risk management plan prior to implementation.
Moderate	Can be dealt with by applying routine procedures.
Low	<u>May</u> be accepted but should be monitored periodically to ensure that rating does not change.

Step 3 – Evaluate and Treat Risk

A review of the Likelihood, Consequence and Level of Risk is then conducted in order to determine the Residual Level of Risk after Treatment. This should be compared against **Table 4. Level of Risk and Possible Courses of Action** in order to determine whether this risk requires further attention or not. Generally, risks / hazards which remain 'Significant' or 'High' must be reviewed further.

Step 4 – Monitor and Review

Review the risk treatments in the 'Risk Response' column and confirm:

1. The current controls in place for your event
2. Whether additional controls are warranted (this will be determined on the basis of balancing the costs and efforts of implementation against the additional benefits derived).

Step 5 – Nominate the person/organisation responsible for actioning each risk treatments

The Chief Commissaire and Race Director / Event Organiser must review and acknowledge the risks and treatment actions. The outcomes of the risk assessment are then utilised in the re-development of the Event Plan and associated Documents for the deployment of resources.

It is important for the Race Director / Event Organiser and Chief Commissaire to continue to communicate and consult with stakeholders to monitor any last- minute changes made to the event. At the completion of the event, the risk assessment is to be reviewed in light of any actions arising from event debriefs.

RISK ASSESSMENT

(Remove sections which are not applicable)

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
ENVIRONMENT & CLIMATE	Contamination - Air - Water	Unlikely	Moderate	MODERATE	- Volunteers/staff and participants to self -manage allergies. - Open air environment with no water source in immediate area. - Medical support will be on site.	<i>Medical Staff</i>	<i>Rare</i> <i>Moderate</i> LOW
	Allergens' - Pollens - Food	Possible	Moderate	MODERATE	- Volunteers/staff and participants to self -manage allergies. - Food will be provided to Officials/staff/volunteers by the event organiser through a 3rd party. - Food allergies/intolerances are to be identified to the event organiser prior to the event. - Medical support will be on site.	<i>Event Organiser</i> <i>Medical Staff</i>	<i>Unlikely</i> <i>Moderate</i> MODERATE
	Natural Disaster - Flood - Heatwave - Electrical storm	Unlikely	Moderate	MODERATE	- Weather forecast to be monitored and reviewed. - Event will be delayed / modified / cancelled in accordance with AusCycling's Heat Policy, - Course inspection to be conducted prior to warm up/course opening.	<i>Event Organiser</i> <i>Commissaire</i>	<i>Rare</i> <i>Moderate</i> LOW
	Meteorological - Extreme Cold - Extreme Heat - Extreme Rain - Extreme Wind	Unlikely	Moderate	MODERATE	- Hazards to be identified in Officials/volunteers and rider briefing, including any modified riding instructions. - Develop contingency plans for dismantling infrastructure that may be unsafe in the event of high wind/rainfall. - Communications strategy to notify the public of any impacts on event program.	<i>Event Organiser</i> <i>Commissaire</i>	<i>Rare</i> <i>Moderate</i> LOW
	Visibility Fog	Rare	Moderate	LOW	- Event conducted during daylight hours - Course inspection to be conducted prior to warm up, course opened and identify potential hazards	<i>Event Organiser</i> <i>Commissaire</i>	

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	Poor lighting				- All Marshalls/Traffic Control will be qualified in approved techniques. - All Marshalls / volunteers / officials to wear approved working on roads vest and use approved signage / traffic direction signs. - All Riders are required to have rear red light visible from no less than 200m - All support vehicles to have headlights on and where possible , flashing roof light and Cycling signage on the front or rear of the vehicle. - Rider / Volunteer / officials briefing to include safe riding techniques in poor visibility conditions - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event	<i>Traffic Management Team</i>	
SUPPLY, UTILITIES & SERVICES	Water supplies	Rare	Moderate	LOW	- Mains water available at the registration site. - Participants will be required to supply their own water / electrolytes. - Bottled water will be provided for staff/volunteers only.	<i>Event Organiser</i>	Rare Moderate LOW
	Food Supplies	Unlikely	Moderate	MODERATE	- The event organiser will employ a third party to supply food. - Food Supplier must be a registered food supplier.	<i>Event Organiser</i>	N/A
	Gas Supplies	N/A	N/A	N/A			N/A
	Waste Removal	Possible	Minor	LOW	- All waste is to be removed from the area at the conclusion of the event and placed in approved waste removal containers. - Participants are to make every attempt to put waste in their pockets whilst racing and take it with them.	<i>Event Organiser</i>	Rare Minor LOW

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
INFRASTRUCTURE & EQUIPMENT	• Buildings	<i>Rare</i>	<i>Minor</i>	<i>LOW</i>	• All Marquees must have adequate weighted infrastructure to secure them to the ground. • Course map distributed to participants prior to event. • Course clearly marked and inspected by Chief Commissaire on the day. • Marshalls in attendance at intersections • Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing. • Hazards and modified riding instructions to be delivered at briefing • All Marshalls will be qualified in approved techniques. • All Marshall's to wear approved working on roads vest and use approved traffic direction signs. • Develop contingency plans for dismantling infrastructure that may be unsafe	<i>Event Organiser</i>	<i>Rare Minor LOW</i>
	• Vehicles	<i>Likely</i>	<i>Major</i>	<i>SIGNIFICANT</i>		<i>Event Organiser Commissaire</i>	<i>Unlikely Major MODERATE</i>
	• Plant	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		<i>Event Organiser Traffic Management Team</i>	<i>Rare Minor LOW</i>
	• Resources	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>		<i>Event Organiser</i>	<i>Rare Moderate LOW</i>
	• Course	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>		<i>Event Organiser Commissaire</i>	<i>Unlikely Moderate MODERATE</i>
	• Personal / competitors Equipment	<i>Possible</i>	<i>Major</i>	<i>MODERATE</i>	• Event rider information must outline that it is the riders responsibility to ensure their equipment/bicycle is in good working order. • Rider equipment is to articulated at the rider briefing	<i>Event Organiser Commissaire</i>	<i>Unlikely Major MODERATE</i>
INFORMATION SYSTEMS & DOCUMENT MANAGEMENT	• Mobile networks	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	• Mobile coverage is known to have black spots at this location. • Provide Marshalls and other volunteers with radio's • Chief Commissaire to have all Marshall's mobile phone numbers.	<i>AC Event Organiser</i>	<i>Rare Moderate LOW</i>
	• Document retention	<i>Unlikely</i>	<i>Minor</i>	<i>LOW</i>	• All hard copy documents are to be placed in one place and given to club official on the day.	<i>Event Organiser</i>	<i>Rare Minor LOW</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
POLITIACL & INDUSTRIAL ENVIRONMENT	• Legislation	<i>Unlikely</i>	<i>Moderate</i>	MODERATE	- The event is on an open road and all road rules are to be complied with. - This will be covered in the briefing pre-event.	<i>Commissaire</i>	<i>Rare</i> <i>Moderate</i> LOW
	• Staff (Volunteers)	<i>Unlikely</i>	<i>Moderate</i>	MODERATE	- All staff / volunteers are to be briefed around safety prior to event start. - Medical officer to be identified and present at all times - Any injury/illness to reported to the Chief Commissaire on the day and as soon as reasonably practicable.	<i>Event Organiser</i> <i>Commissaire</i>	<i>Unlikely</i> <i>Moderate</i> MODERATE
	• Complaints against officials / competitors	<i>Unlikely</i>	<i>Moderate</i>	MODERATE	- All complaints are to be dealt with in accordance with the AusCycling Technical Regulations. - All Complaints must be handled with dignity and professionalism. - The event is Sanctioned by AusCycling which includes Public Liability covering the event and all officials - All Participants register which requires them to abide by the code of conduct - All participants must have a race license which covers them via public liability.	<i>Commissaire</i>	<i>Unlikely</i> <i>Moderate</i> MODERATE
DELIBERATE ACTS	• Fraud	<i>Rare</i>	<i>Minor</i>	LOW	- There will be no money handled on the day - Online registrations are set up and must be completed prior to the day of racing	<i>Event Organiser</i>	<i>Rare</i> <i>Minor</i> LOW
	• Mass Casualty	<i>Unlikely</i>	<i>Major</i>	MODERATE	- All local Emergency Services are advised of the event prior. - Lead and follow cars to have flashing lights and drive to the conditions and being respectful to other road users. - All roads are managed by qualified Traffic Marshalls	<i>Event Organiser</i> <i>Commissaire</i> <i>Medical staff</i>	<i>Unlikely</i> <i>Major</i> MODERATE

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
HUMAN RESOURCES	• Staffing (including Volunteers)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	• All Staff / volunteers will be rostered well in advance • Traffic Marshalls / traffic control will control all intersections around the courses	<i>Event Organiser</i>	<i>Rare Moderate LOW</i>
	• Specialist skills (Commissaire's)	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	• All Officials must hold appropriate qualification and have them on their person at the time of the event. • All officials working on roads must wear approved working on roads vest/jacket.	<i>Event Organiser Commissaire</i>	<i>Rare Moderate LOW</i>
	• Traffic Marshalls	<i>Unlikely</i>	<i>Moderate</i>	<i>MODERATE</i>	• All Traffic Marshalls must have attended appropriate training	<i>Event Organiser Traffic Management Team</i>	<i>Rare Moderate LOW</i>
EVENT SPECIFIC INCIDENTS (crash, accident etc)	• Event participants riding into pedestrians	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	• Event signage placed around race circuit in high risk and high pedestrian traffic areas • Pedestrian crossing points to be regulated by qualified marshals • Safety briefing to be delivered to all event participants, volunteers and staff. • Mobile medical staff to travel around the race circuit	<i>Event Organiser Traffic Management Team</i>	<i>Unlikely Moderate MODERATE</i>
	• Vehicles and event participants colliding when vehicles enter race circuit	<i>Possible</i>	<i>Moderate</i>	<i>MODERATE</i>	• Safety briefing to be delivered to all event participants, volunteers and staff prior to entering the race circuit. • Traffic management plan to clearly identify entry/exit points for vehicle separate to event participants. • Effectuated residents / business's to be notified of the event and safe procedures when entering the circuit during the race times.	<i>Event Organiser Commissaire</i>	<i>Unlikely Moderate MODERATE</i>
	• Injury caused to Event Participants /	<i>Likely</i>	<i>Moderate</i>	<i>HIGH</i>	• Mobile medical personnel to travel the circuit during the race • Follow Cars and event staff / volunteers to report	<i>Commissaire Medical staff</i>	<i>Possible Moderate MODERATE</i>

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	support staff due to fall / or colliding				any unsafe practices to the chief Commissaire - Chief Commissaire will disqualify and remove riders for misconduct - All Event staff / volunteers must be either an authorised traffic Marshall, Commissaire or experienced in working with bicycle racing.		
EVENT SPECIFIC INCIDENTS (crash, accident etc) continued.	Caused by hazard / obstacle on race circuit	Likely	Moderate	HIGH	- Course map distributed to participants prior to event. - Course clearly marked and inspected by Chief Commissaire on the day prior to course being opened. - Marshalls in attendance at intersections - Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing. - Hazards and modified riding instructions to be delivered at briefing - Follow cars and officials to report any significant changes to course conditions to Chief Comm and Race Director.	Event Organiser Commissaire	<i>Possible</i> <i>Moderate</i> MODERATE
	Unexpected traffic conditions / increase in traffic volume, adversely impacting the event	Possible	Moderate	MODERATE		Event Organiser Commissaire	<i>Unlikely</i> <i>Moderate</i> MODERATE
	Number of participants exceeds the size of the race circuit	Possible	Moderate	MODERATE		Entry Review Panel	<i>Unlikely</i> <i>Moderate</i> MODERATE
	Merger of groups or overtaking due to inadequate gaps between groups or too many groups on course at one time	Likely	Moderate	HIGH		Event Organiser Commissaire	<i>Possible</i> <i>Moderate</i> MODERATE

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	Inadequate skill / fitness level causing risk to other participants	Possible	Moderate	MODERATE	- Course briefing to clearly advise participants that if they are lapped or showing signs of fatigue they may be removed from the course, refusal to exit the course will result in penalties - Follow cars are to communicate with all riders that fall of the back to ensure they are ok - SAG wagon to communicate with all dropped riders and to pick them up if showing signs of fatigue / requiring assistance	Event Organiser Commissaire	Unlikely Moderate MODERATE
EVENT SPECIFIC INCIDENTS (crash, accident etc) continued.	Race circuit / venue not suitable for the broad ability / skill level of all participants	Likely	Moderate	HIGH		Event Organiser Commissaire	Possible Moderate MODERATE
	Participants and/or staff/volunteers travelling in the opposite direction to the flow of the race	Possible	Minor	LOW	- Course map distributed to participants prior to event. - Course clearly marked and inspected by Chief Commissaire on the day prior to course being opened. - Marshalls in attendance at intersections - Course briefing to all officials / volunteers / riders prior to course being opened for warm up and racing. - Event vehicles to follow participants and offer direction if required.	Event Organiser Commissaire	Unlikely Minor LOW
	Poor visibility or position of the feed station	Possible	Moderate	MODERATE	- Feed Station to be clearly marked out prior to race start. - Participant team support to be briefed prior to the race commencing - Feed station to positioned in a clear location with visibility from both directions of traffic, sufficient width and length.	Event Organiser Commissaire	Unlikely Moderate MODERATE
	Follow vehicles follow too close to the rear of the event participants or	Possible	Moderate	MODERATE	- Follow Vehicle drivers to complete the 'Lead and follow procedures checklist' - Drivers to be briefed on their role and reminded of safe follow distances - Follow and lead vehicle drivers to be experienced	Event Organiser Commissaire	Unlikely Moderate MODERATE

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
	other vehicles				in the role		
	Spares vehicles or event participants receiving assistance not stopping far enough off of the race circuit	Likely	Moderate	HIGH	- All riders to be briefed prior to race commencing. - Spares vehicle to be experienced in the role and briefed around safety measures prior to the race commencing - Riders to be told to move to a safer location by event staff	Event Organiser Commissaire Traffic Management Team Medical staff Entry Review Panel	Possible Moderate MODERATE
EVENT SPECIFIC INCIDENTS (crash, accident etc) continued.	Event vehicles or public vehicles passing other vehicles / riders too close or without adequate visibility to oncoming traffic	Possible	Major	HIGH	- Follow Vehicle drivers to complete the 'Lead and follow procedures checklist' - Drivers to be briefed on their role and reminded of safe follow distances - Follow and lead vehicle drivers to be experienced in the role - Drivers are to ensure safety is the main objective, not position within the race - Event officials to report any unsafe behaviour to the chief Commissaire and race director	Event Organiser Commissaire	Unlikely Major MODERATE
	Participants are left stranded out on course	Unlikely	Moderate	MODERATE	- All riders must return their rider numbers/transponders at conclusion of race - Rider returns are cross referenced with start and finish lists - SAG wagon to sweep the course post-race to ensure no riders are left out on course. - Non accounted for riders to be contacted personally to ensure their location	Event Organiser Commissaire	Rare Moderate LOW
	Dehydration or inadequate nutrition leading to fatigue / disorientation	Possible	Major	HIGH	- Participants generally self-manage - Participants will be briefed prior to commencement of the race that they will be removed from the course if showing signs of fatigue - Follow cars and support vehicle personnel to keep an eye on riders that are displaying signs of	Event Organiser Commissaire	Possible Major MODERATE

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
					fatigue and verbally make contact with them and ask them to remove themselves from the course and wait for the SAG wagon.		
EVENT SPECIFIC INCIDENTS (crash, accident etc) continued.	Motorbike event personnel entering gaps within the peloton with insufficient space / time gaps.	Possible	Moderate	MODERATE	- Chief Commissaire to brief Moto Commissaires prior to the race start for each group - Moto Commissaire's to ensure that their radios are working and test them prior to commencing - Moto Commissaires to ensure they comply with the UCI regulations re- time gaps.	Commissaire	Unlikely Moderate MODERATE
	Team vehicle driver fails to identify fallen rider	Unlikely	Major	MODERATE	- Team vehicles to ensure they have a navigator and both the driver and navigator are not to use mobile phones whilst race is in progress - Team vehicle drivers must be experienced in driving in cycling events - All drivers will be briefed in relation to safe distances / speeds etc.	Commissaire	Rare Major LOW
	Unauthorised event vehicles entering the race circuit	Possible	Moderate	MODERATE	- Residents will be notified of the event dates and timings. Including procedures for when they require entry to the course - Participants and event vehicles to be briefed as to what to do if a vehicle gets mixed up with the race convoy/caravan	Event Organiser Commissaire Traffic Management Team	Unlikely Moderate MODERATE
	Hostile vehicle entering race circuit with deliberate intent to cause harm	Rare	Catastrophic	MODERATE	- Start / Finish lines must have proper vehicle barriers - Event staff to not engage with hostile vehicle and immediately call police - All racing is to immediately stop	Event Organiser	Rare Catastrophic MODERATE
	Emergency Vehicle access/egress	Possible	Moderate	MODERATE	- All local Emergency Services are advised of the event prior. - Event Vehicles and participants must move to the side of the road to allow free movement of emergency vehicles	Event Organiser Commissaire Traffic Management	Unlikely Moderate MODERATE

Source of Risk	Area of impact	Likelihood of Occurring	Consequence to Operation	Level of Risk to Operation	Risk Treatment Actions	Action by	Residual Level of Risk
					• Traffic Marshalls to be briefed on procedures in the event emergency vehicles are to enter the circuit • Emergency vehicles have precedence over the event • Radio communication to all event personnel must be clear and concise and all other radio use must be avoided unless necessary.	<i>Team</i>	