Alpine Event Risk Management Advisory Group (AERMAG)

Purpose
The purpose of Alpine Events Risk Management Advisory Group (AERMAG) is to improve the communication with key event stakeholders in the Alpine Shire region providing a framework whereby all events can be conducted in a legal, safe and appropriate manner.

Assumptions and Guiding Principles
A multi-disciplinary group that meets to co-ordinate advice on policy, processes and procedures for events.

- Work as an integrated team of multi-disciplinary professionals to achieve positive outcomes.
- Provide a consistent manner for information transfer regarding events within the Alpine Shire.
- Ensure that due consideration is given to the responsibilities of an event organiser as well as authorities.
- Improve the level of general event awareness through effective planning and communications.

Decision Informing
This group does not approve events, that responsibility remains with the land manager responsible to process the event application.

This group provides information, advice and advocacy to event organisers and the relevant authorities including land managers. This includes ensuring the appropriate stakeholders are involved in the planning to manage the event safely.

Membership
Membership is directly related to agency or organisational stakeholder group capacity to contribute to community safety and wellbeing especially around events.

The existing membership list is based on those whose agency or organisation must plan for events and peak visitor times.

Composition of the Advisory Committee
The composition of the Committee reflects representatives of the following emergency service agencies and government. When appropriate, technical experts, advisors or others will be invited to participate for specific meetings or programs.

Current Membership: member agencies/groups are directly related to agency capacity to contribute to community safety and wellbeing especially around events.

- Alpine Shire Council Executive
- Alpine Shire Council Events Team
- Victoria Police (VP)
- Country Fire Authority (CFA)
- Ambulance Victoria (AV)
- Department of Energy, Environment and Climate Action (DEECA)
- State Emergency Services (SES)
- Alpine Shire Council Emergency Management Coordinator
- Alpine Health

Guest Members. Guests are invited to attend meeting based on their ability to help us achieve our purpose.

- Department of Transport and Planning (DTP)
- Emergency Management Victoria (EMV) Events Representative
- Parks Victoria (PV)
- Alpine Shire Council, Facilities, Roads, Health, Building
- Worksafe

Meeting Procedure

Committee to appoint chairperson – skill based
Alpine Shire to provide administrative support – Events Team
Schedule fewer meetings during the cooler months, increase over warmer months.

Communication

There is no single spokesperson for the sub-committee unless appointed by the group on a single issue. Each agency will represent its own views.

Agencies or organisations are individually responsible for engaging with the stakeholders relevant to them and representing their views in the sub-committee.

Where appropriate, Event Organisers are guests coordinated by the relevant Land Manager – Alpine Shire Council - responsible for administering the event application. Event Organiser guests will be invited to clarify emergency management arrangements, risks, and mitigations. This may involve providing timely and specific information relevant to the group via questionaries, verbal conversation, and written documentation.

Reporting
The group members are individually responsible to its own agencies and organisations for reporting.

Triggers
The meeting agendas include a recurring item to review the triggers for events to AERMAG. The triggers will be updated in the terms of reference on an annual basis.

Triggers for event referrals to AERMAG as at 14 July 2026	**Multi-factor triggers / by exception**	**Single factor trigger**
High population / volume of people	Y	
Impact across land managers, by exception. This may involve significant impacts on BAU services due to events crossing land manager footprint and/or co-occurring events across Easter for example.	Y	
Significant impacts on road traffic / usage This may involve road closures / rolling road closures.		Y
Heat Management This can include emergency evacuation and postponement / cancellation plans	Y	
Any event with a Place of Public Entertainment (POPE) Other considerations - Are they using prescribed Temp structure - Is the event enclosed and ticketed. - Is the event using an open flame or pyrotechnic		Y
Scheduled to occur within High-Risk Weather Period	Y	
Schedule to occur during Peak Tourism Time Including December – January period	Y	
High risk activity This may include long distance runs through bush for example, during high-risk weather, inflatables, multiple-temporary structures, etc.		Y
Events occurring in remote / harder to access areas This may involve circumstances involving complex rescue / multi-agency response	Y	

Usage of Emergency Relief Centre (ERC) locations, Places, Places of Last Resort, and other places of shelter (peak times ie Dec-Jan)	Y	
Temporary liquor licence	Y	
Multi-day event		Y
High media and/or dignitaries' presence (likely)		Y
Events that have previously been delivered inconsistently with the documented event plans, approvals or permits	Y	
A planning permit is applied for or amended		Y

For further reference contact:

Alpine Shire Council – Events Team

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