



# **Merredin Memorial Festival 2021**

## **Risk Assessment**

## Risk Management

The Shire are committed to managing risk and will implement the AS/NZS ISO31000:2018 Standard as the minimum standard. Risks will be managed in accordance with the Shire's Risk Management Policy and procedures. The following risk matrix was used as the basis for the assessment of risks:

		Consequence				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	EXTREME
L I K E L I H O O D	ALMOST CERTAIN	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	LIKELY	LOW	MODERATE	HIGH	HIGH	EXTREME
	POSSIBLE	LOW	MODERATE	MODERATE	HIGH	HIGH
	UNLIKELY	LOW	LOW	MODERATE	MODERATE	HIGH
	RARE	LOW	LOW	LOW	LOW	MODERATE

## Risk Assessment

#	Risk	Likelihood	Consequence	Risk Score	Strategies on Risk
1.	Event objectives differ from expectations	Rare	Minor	Low	<ul style="list-style-type: none"> <li>The community are involved in the planning process.</li> </ul>
2.	Failure to secure adequate funding for the event	Possible	Major	High	<ul style="list-style-type: none"> <li>Shire funds approved by Council.</li> <li>External funding to be sought.</li> </ul>
3.	Inadequate funding to complete the entire event scope	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>Regularly review budget and expenditure.</li> </ul>
4.	Inaccurate cost estimates/contingencies if funding not used within timeframe	Possible	Minor	Moderate	<ul style="list-style-type: none"> <li>Ensure accurate budgets are prepared and subsequently managed by qualified staff.</li> <li>Ensure allocated funds are utilised in a timely and cost effective manner.</li> </ul>
5.	Delay of event	Possible	Extreme	High	<ul style="list-style-type: none"> <li>A detailed schedule of activities to be developed well in advance of event date.</li> <li>Regular team meetings to be had to ensure event progresses as planned.</li> </ul>
6.	Budget exceeded	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Separate GL account created for event which all income and expenditure is to be credit/debited.</li> <li>Passed and forthcoming expenditure to be reviewed at each team meeting ensuring it is on budget.</li> <li>Up to date cost estimate obtained.</li> </ul>
7.	Contractors non compliant with legislation	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Contractor documentation fully verified prior to commencement.</li> </ul>
8.	Contractors not adhering to safety standards	Unlikely	Major	Moderate	<ul style="list-style-type: none"> <li>Ensure OSH guidelines are in place.</li> <li>Identify all risks at all stages of the event planning.</li> <li>Manage and mitigate the risks identified – risk register to be updated.</li> <li>Provide advice, procedures and site risk assessments.</li> </ul>

#	Risk	Likelihood	Consequence	Risk Score	Strategies on Risk
9.	Risk of litigation, public liability and professional negligence	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Ensure all contractors follow Shire procedures.</li> <li>Ensure all insurance covers required are authorised LGIS.</li> </ul>
10.	Operational Management change/issues	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Event Plan to include contingencies.</li> </ul>
11.	COVID related restrictions not being adhered to	Possible	Major	High	<ul style="list-style-type: none"> <li>Clear signage regarding social distancing.</li> <li>Provision of hand sanitiser.</li> <li>Additional amenities on site.</li> <li>Re-iterate Covid restrictions at the commencement of workshops and the event.</li> </ul>
12.	Extreme weather conditions	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Include contingencies for inclement weather and/or dangerous work conditions.</li> <li>Ensure appropriate safety equipment provided and used.</li> <li>Monitor advanced weather forecasts regularly.</li> </ul>
13.	Negative impact on Council via media/public comment	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>Communication plan developed and implemented.</li> <li>Support confirmed from stakeholders regularly.</li> </ul>
14.	Inadequate supply of materials or equipment for event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>Materials to be sourced well in advance of when required.</li> </ul>
15.	Delay in reporting and acquitting any funding received.	Rare	Minor	Low	<ul style="list-style-type: none"> <li>Event manager to monitor reporting dates, obtain relevant report templates and ensure completion well prior to deadlines.</li> </ul>
16.	Lower than expected participation rate	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>Long lead advertising to be undertaken.</li> <li>Heavily promote the workshops/event in the weeks preceding its commencement.</li> </ul>
17.	COVID-19	Possible	Major	High	<ul style="list-style-type: none"> <li>Keep up-to-date with State and Federal Government pandemic restrictions.</li> <li>Adhere to current restrictions.</li> <li>Ensure contractors are aware of pandemic restrictions in place and adhere to those restrictions.</li> </ul>