

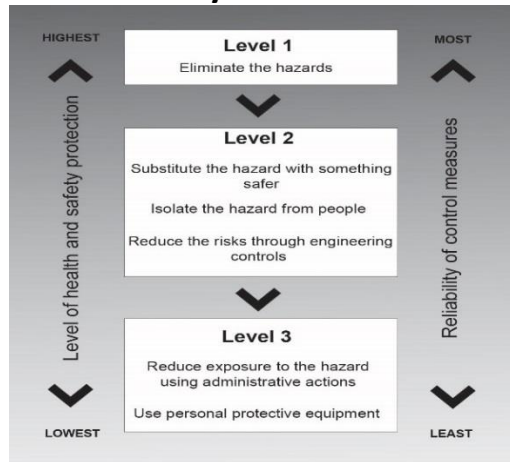


Details			
Risks Assessed by:			Date Assessed:
Event Name & Date:			
Event Contact:			

Hazard/Risk Identification, Risk Assessment and Controls (refer to Risk Assessment Matrix on next page)						
Hazard/ Risk <i>(examples provided but not exhaustive)</i>	Risk Cause/Source	Potential Consequence	Controls	Likelihood of Occurrence	Consequence of Occurrence	Risk Rating <i>(if Risk Rating is High or Extreme - the activity is not to be undertaken)</i>
Access to site						
Set-up of equipment						
Activities offered						
Food offered						
Lost children						
First aid						
Event Emergency Management						
Packing-up of equipment						

Note: Risk Assessments must be submitted to Risk Unit for review at least 2 weeks prior to the event date

The Hierarchy of Risk Control



Hierarchy of Risk Control Strategies

Mitigation Strategies	Description
Risk Avoidance	Extreme case of risk reduction, where undesired events are avoided by undertaking a different course of action or ceasing the activity.
Likelihood Reduction	Eliminating sources of risk or reducing the likelihood of their occurrence, eg. Quality assurance procedures, reviews and inspections, preventative maintenance and day-to-day procedural and management controls.
Consequence Reduction	Minimising the consequences of risks. This is effective for risk that, even if reduced, cannot be avoided, eg. Noise. The treatment is directed at coping with their impact and includes contingency planning, contract terms and conditions, disaster recovery planning and crisis management.
Risk Transfer/ Sharing	Shifting the responsibility (and hence the consequences) for the risk to another party eg. Insurance, partnering with a commercial entity and other contracts. This usually results in a cost (such as an insurance premium) or reduced return (profit sharing)
Risk Acceptance	Occurs when the costs of the above methods are prohibitively high and the organisation decides to accept the potential impact of the risk. This would usually occur where the profit opportunity is high and the entity is sufficiently confident in managing the risk

Risk Assessment Matrix: - Determine the Level of Risk

Likelihood of Occurrence	Consequence of Occurrence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
Likely	LOW	MEDIUM	HIGH	HIGH	EXTREME
Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
Rare	LOW	LOW	LOW	MEDIUM	MEDIUM

Likelihood Criteria	
Almost Certain	The event is occurring now or is almost certain to occur. (Probability >75%)
Likely	The event is likely to occur. (Probability 50- <75%)
Possible	The event may possibly occur. (Probability 25 - < 50%)
Unlikely	The event is unlikely to occur. (Probability 1 - < 25%)
Rare	The event will only occur in exceptional circumstances. (Probability close to 0)

Consequence Criteria	
Insignificant	Physical or other injury requiring First Aid No impact on wellbeing Minor local disruption
Minor	Physical or other injury resulting or requiring medical attention Minor temporary impact on wellbeing Local and temporary poor morale
Moderate	Physical or other injury resulting in brief hospitalisation/medical treatment (1 day) Significant/medium term wellbeing or morale issues.
Major	Serious injury requiring hospitalisation (2 days or more or re-admission)/extensive rehabilitation. Long term wellbeing impact. Entrenched severe morale problems
Severe	Death or critical injury. Wellbeing of majority of workforce affected. Loss of a majority of the workforce. Inability to replace critical services.

	Consequence Criteria				
	Insignificant	Minor	Moderate	Major	Severe
People / OHS	Physical or other injury requiring First Aid. No impact on wellbeing. Minor local workforce disruption. Loss of continuity of staff knowledge.	Physical or other injury resulting in time lost (1 day) or requiring medical attention. Minor temporary impact on wellbeing. Local and temporary poor morale. Temporary loss of some staff of an individual Unit's workforce. Loss of staff continuity requiring recruitment.	Physical or other injury resulting in brief hospitalization / medical treatment (1 day). Significant/medium term wellbeing impact or a whole CoM worksite affected. Widespread morale issues. Temporary loss of staff across a number of Units. Loss of key staff with specific knowledge and skills. Impact on recruitment capacity as an Employer of Choice.	Serious injury requiring hospitalisation (2 days or more or re-admission)/ extensive rehabilitation. Long term wellbeing impact or more than one CoM worksite affected. Entrenched severe morale problems. Inability to recruit with necessary skills. High employee turnover.	Death or critical injury. Wellbeing of majority of workforce affected. Loss of a majority of the workforce. Inability to replace critical services.
Social/ Cultural	Resident (household) experiences minor wellbeing impact, disempowered, inconvenience or disadvantage. Household impact <\$50.	A group of residents within a suburb or identified cultural or community group experiences ongoing minor wellbeing impact or are disempowered, inconvenienced or disadvantaged. Household financial impact <\$200.	A number of neighbourhoods (up to 25% of residents) or cultural groups experience wellbeing impact, are disempowered, inconvenienced or disadvantaged. Household financial impact <\$1,000.	Up to 50% of residents are disadvantaged, inconvenienced, disempowered or may experience wellbeing harm. Cultural group or community offended, unable to practice recognised traditions. Household financial impact <\$10,000.	Majority of CoM residents are disadvantaged, inconvenienced, disempowered or may experience wellbeing harm. Household financial impact >\$10,000.
Business Continuity / Organisational	Insignificant impact on Council's ability to achieve strategic outcomes. Minor impact on local Business Unit plan. Project – Nil impact on achievement of key project objectives or project duration extended up to 10% of original project timeframe.	Minor impact on a small number of Business Unit plans. Some impact on strategic initiatives but only minor aspects impacted. Overall strategic intent still achievable. Project – Some impact on isolated key project objectives. Additional minor effort required to ensure all objectives are met. Project duration extended by 10-20% of original project timeframe.	Some key components of the strategic plan could not be achieved as a result of risk event. Additional funding / resources required to rectify. Project – Impacts numerous key project objectives. Considerable effort required including some change in project scope to achieve required outcomes. Project duration extended by 21-35% of original project timeframe.	Council unable to deliver on numerous key strategic initiatives without additional funding / resources. Major review of strategic plan required. Project – Significant portion of key project objectives impacted. Major changes to project scope and work necessary to achieve required outcomes. Project duration extended by 36-50% of original project timeframe.	Majority of initiatives and / or key initiative within the Council's strategic plan unattainable. Project – Failure of project to meet all required objectives. Project duration extended by >50% of original project timeframe.
Reputation & Public Administration	A slight but manageable increase in the number of adverse resident/ stakeholder complaints. No media enquiry.	An increase in the number of resident/stakeholder complaints requiring direct effort to resolve / attend to. Media enquiry, isolated media mention (social or mainstream media). Elected Member dissatisfied, complaint.	Campaign of adverse social media coverage supported by Local mainstream media agency for a period up to 3 days. A high volume of resident / stakeholder complaints. Majority of Elected Members dissatisfied, Council motion affecting CEO/Administration. CoM under severe pressure on numerous fronts. Ombudsman or Office of Public Integrity involvement. Complaint from partner organization resolved within portfolio.	Campaign of adverse social and mainstream media coverage at State and Local level for a period of up to one week. Publicised adverse resident comments and/or complaints. Forced resignation of Director/s. Ombudsman or Office of Public Integrity involvement. Relationship with partner organization harmed, requiring CEO involvement.	National / State campaign of adverse media coverage for a period greater than 1 week. Widely publicized adverse resident / stakeholder comments and / or complaints. Forced resignation of CEO / Mayor. Council stood down. Minister intervention required.
Environmental	Minor adverse environmental impacts that are short term and/or reversible.	Isolated instances of environmental damage requiring minor effort to reverse / remediate.	Isolated but significant instances of environmental damage / implications requiring concentrated effort to reverse / remediate.	Severe and/or widespread environmental damage and / or loss of environmental aspect. Extensive effort and support required to reverse / remediate. Danger of continuing environmental damage / losses.	Major widespread loss of environmental aspect and progressive irrecoverable environmental damage.
Financial	CoM – Financial impact, loss and/or penalty up to \$10,000. Project – up to 5% of original project budget.	CoM – Financial impact, loss and/or penalty between \$10,000 - \$100,000. Project – between 5-10% of original project budget.	CoM – Financial impact, loss and/or penalty between \$100,001 - \$1M. Project – between 10-20% of original project budget.	CoM – Financial impact, loss and/or penalty between \$1M and \$4M. Project – between 20-35% of original project budget.	CoM – Financial impact, loss and / or penalty in excess of \$4M or higher impact on sustainability. Project - >35% of original project budget.