

**STRICTLY CONFIDENTIAL**

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**RISK MANAGEMENT PLAN**

**Version *#***

**1/04/2018**

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# ***Background***

## **Event Description:**

Click here to enter text. is organised by Click here to enter text. in conjunction with a variety of condoning authorities and stakeholders.

Click here to enter text.

**Company:**

**Date of Event:**

**Location:**

**Dates/Times:**

**Key Description**

Provide a summary of the event and outline your skills to successfully deliver the event

**Technical Description**

Provide a summary of the key technical challenges of the event

**Expected Audience**

Provide a summary of the expected audience size and demographic

## **Event Management**

Provide a summary of the event management strategies that are going to be employed to successfully deliver the event. Include reference to other management plans

## **Roles and Responsibilities**

Describe the key roles and responsibilities of all key stakeholders for the event

## **Acronyms**

Define any acronyms used in this document e.g FA = First Aid

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## **Working Group**

Provide details on the key members collaborating on the event

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title/Role | Person | Company/Dept. | Mobile |  Email |
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## **Key Stakeholders**

Provide details on all key stakeholders involved with the delivery of the event including all relevant regulatory bodies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title | Person | Company/Dept. | Mobile |  Email |
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# ***Objective/Scope/Context***

## **Objective**

Describe the objective and outcomes of the event

## **Scope**

Describe the intent of the risk management plant

## **Context**

Outline what other management plans this document works in conjunction with

## **Other Strategies**

What other strategies or policies does the event draw upon to be successfully executed

## **Revisions**

Provide information on when and how often the event management plans will be revised.

## **Confidentiality Notice**

The information contained in this Risk Management Plan (and any Appendices or Annexure) is STRICTLY CONFIDENTIAL and is only intended for the use of individuals and entities named in the “Working Group”.

# ***Risk Calculator***

## **Risk Criteria**

This Risk Management Plan is prepared using the QUALITATIVE method outlined AS/NZS ISO 31000:2009 as per the tables in the annexures.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

All those risks that have been identified as falling within the Impact rating of Moderate, Major or Extreme are dealt with in the following risk assessment plans.

## **Risk Categories**

|  |  |
| --- | --- |
| **Risk Category** | **Description** |
| **Financial** | Financial cost |
| **Compliance** | Breach of compliance externally and breach of policies internally |
| **People** | Recruitment, retention, safety of workers, contractors and community |
| **Service delivery** | Ability to deliver event |
| **Environment** | Damage to the environment |
| **Strategic** | Risks associated with damaging strategic objectives |
| **Ethical** | Fraud and corruption |
| **Reputation** | Perception of the public, and media portrayal |
| **Project** | Management and operation of the project |

## **Risk Calculator**

**Risk Likelihood Descriptors**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| **A** | Almost certain | The event is **expected to occur** in most circumstances. |
| **B** | Likely | The event **will probably occur** in most circumstances. |
| **C** | Possible | The event **might occur** at some time. |
| **D** | Unlikely | The event **could occur** at some time. |
| **E** | Rare | The event **may occur** only in exceptional circumstances. |

**Risk Consequence Descriptors**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Descriptor** | **Injury** | **Reputation & image** | **Financial** | **Operational efficiency** |
| **1** | Insignificant | No injuries | Unsubstantiated, low impact, low profile or no news item | Low financial cost<$10,000 | Little impact |
| **2** | Minor | First aid treatment | Substantiated, low impact, low profile news item. | Medium financial cost$20,000- $50,000 | Inconvenient delays |
| **3** | Moderate | Medical treatment required | Substantiated, public embarrassment, moderate impact, moderate news profile, Ministerial involvement. | High financial cost$50,000-$100,000 | Significant delays in major deliverables |
| **4** | Major | Extensive injuries | Substantiated, public embarrassment, high impact, high profile news, Third party actions, public ministerial involvement. | Major financial cost$100,000-$250,000 | Non – achievement of major deliverables |
| **5** | Catastrophic | Death | Substantiated, public embarrassment, very high multiple impacts, high profile, wide spread multiple news, Third party actions, public ministerial involvement, government censure. | Huge financial cost>$250,000 | Non achievement of major key objectives |

## **Risk Matrix**

 **Consequences**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Likelihood | Insignificant1 | Minor2 | Moderate3 | Major4 | Catastrophic5 |
| **Rare E** | Low | Low | Minor | Moderate | Major |
| **Unlikely D** | Low | Low | Minor | Moderate | Major |
| **Possible C** | Low | Minor | Moderate | Major | Extreme |
| **Likely B** | Minor | Minor | Moderate | Extreme | Extreme |
| **Probable A** | Minor  | Moderate | Major | Extreme | Extreme |

# ***Risk Register***

## **Event Construction**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Area** | **Risk Identification** | **Likelihood** | **Consequence** | **Combined** | **Priority** | **Stakeholder/ Agency** | **Risk Assessment Reference** |
| **Administration** |  |  |  |  |  |  |  |
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| **Heights** |  |  |  |  |  |  |  |
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| **Weather** |  |  |  |  |  |  |  |
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| **Fire** |  |  |  |  |  |  |  |
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| **Personnel** |  |  |  |  |  |  |  |
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| **Equipment Failure** |  |  |  |  |  |  |  |
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| **Transport** |  |  |  |  |  |  |  |
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| **Site**  |  |  |  |  |  |  |  |
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## **Event Operational**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Area** | **Risk Identification** | **Likelihood** | **Consequence** | **Combined** | **Priority** | **Stakeholder/ Agency** | **Risk Assessment Reference** |
| **Administration** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Artistic** |  |  |  |  |  |  |  |
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| **Majors incidents** |  |  |  |  |  |  |  |
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# ***Risk Action Plan***

## **Event Construction**

### 5.1.1 Insert Risk 1 from risk register

|  |  |
| --- | --- |
| Identified Risk |  |
| Timeframe |  |
|  |  |
| What can happen |  |
|  |  |  |
| Likelihood | Consequences | Rating |
|  |  |  |
|  |  |  |
| Controls in place | Responsible Agency |
|  |  |
|  |  |
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|  |  |
|  |  |  |
| Proposed Response | Responsible Agency |
|  |  |
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|  |  |  |
| Resources Required |  |
|  |  |  |
| Compiled by |  |
| Date |  |
|  |  |  |
| Most recent review |  |
| Date |  |

### 5.1.2 Insert Risk 2 from risk register

|  |  |
| --- | --- |
| Identified Risk |  |
| Timeframe |  |
|  |  |
| What can happen |  |
|  |  |  |
| Likelihood | Consequences | Rating |
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| Controls in place | Responsible Agency |
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| Proposed Response | Responsible Agency |
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| Resources Required |  |
|  |  |  |
| Compiled by |  |
| Date |  |
|  |  |  |
| Most recent review |  |
| Date |  |

## **Event Operational**

### 5.2.1 Insert risk 1 from the risk register

|  |  |
| --- | --- |
| Identified Risk |  |
| Timeframe |  |
|  |  |
| What can happen |  |
|  |  |  |
| Likelihood | Consequences | Rating |
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| Controls in place | Responsible Agency |
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| Proposed Response | Responsible Agency |
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| Resources Required |  |
|  |  |  |
| Compiled by |  |
| Date |  |
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| Most recent review |  |
| Date |  |

### 5.2.2 Insert Risk 2 from the risk register

|  |  |
| --- | --- |
| Identified Risk |  |
| Timeframe |  |
|  |  |
| What can happen |  |
|  |  |  |
| Likelihood | Consequences | Rating |
|  |  |  |
|  |  |  |
| Controls in place | Responsible Agency |
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| Proposed Response | Responsible Agency |
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| Resources Required |  |
|  |  |  |
| Compiled by |  |
| Date |  |
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| Most recent review |  |
| Date |  |