

Event Risk Management Process Overview

Based on AS/NZS ISO 31000:2009 Risk Management and the WA Department of Health: Guidelines for Concerts, Events and Organised Gatherings the following process can be applied to identify, assess and treat risks for an event to

- a. Align the event risk management plan with AS/NZS ISO 31000:2009 Risk Management
- b. Provide a level of assurance regarding the management and decision making of uncertainty associated with the event to all stakeholders, including Local Government:

Step 1 Establishing the Context

- Provide event details
- Identify event objectives and deliverables
- Identify stakeholders, their roles and responsibilities and how they have been communicated and consulted with during the process
- Define risk management process as applied to the event
- Determine risk assessment and acceptance criteria

Step 2 Identify Risks

- Identify potential material risks
- Log risks in risk register

Step 3 Analyse Risks

- Identify existing controls in place to manage the risks (prevention, monitoring and response)
- Determine overall control rating
- Determine consequence category and level of consequence if risk eventuates
- Determine likelihood of the risk eventuating to the determined level of consequence

Step 4 Evaluate Risks

- Identify level of risk
- Assign risk owner
- Make risk acceptance decision based on existing control rating, control effectiveness, level of risk and event objectives

Step 5 Treat Risks

- For unacceptable risks identify further risk treatment options to avoid, reduce or transfer the risk
- Develop and implement suitable risk treatments
- Re-analyse and evaluate the risk to determine if it is now acceptable

Step 6 Monitor & Review

- Review and update risk management plan and appendices with emerging or changing environment / conditions that may impact on the identified risk issues
- For regular / on-going events conduct debriefs and include lessons learnt within risk management plan