

USING THIS GUIDE

This document is recommended as a guide ONLY to be used in conjunction with official documents such as Australian Standard AS4360:2004 and HB436- 2004 The Handbook to Risk Management. The City of Mandurah is acknowledged in the development of this guide.

This guide has been produced to assist event organisers prepare risk management plans for events. The Health (Public Buildings) Regulations 1992 requires Risk Management Plans to be lodged at the relevant Local Authority for any event where more than 5,000 people are expected and any other public building as required by the Local Government. In this regard any public event where over 1,000 people are expected a Risk Management Plan must be submitted for approval. The Australian Standard for Risk Management sets a generic guide, or benchmark for preparing Risk Management Plans. Information on preparing Risk Management Plans is available from a number of sources. In addition to using this document it is essential to familiarise yourself with this information so you have a strong understanding of the risk management process. The information can be sourced as follows:

AS4360:2004 and HB436 - 2004 Handbook to AS 4360: 2004

Standards Association of Australia
PO Box 1055
Strathfield NSW 2135
www.standards.com.au

Can you Risk It? – A Risk Management publication initiative of the Government of WA (This includes a Community Risk Base program that can be utilised)

Risk Management Services
Risk Cover, Insurance Commission of WA
8th Floor, The Forrest Centre
221 St Georges' Terrace
PERTH WA 6000
Ph: (08) 9264 333
www.icwa.wa.gov.au

Information on organising events can be obtained from:

Eventscorp (a division of Tourism WA)

10th Floor, Bunbury Tower
61 Victoria Street
BUNBURY WA 6230
Ph: (08) 9791 9400
www.eventscorp.com.au

For further details, please contact:

Health Services
City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967
Ph: 9528 0315
customer@rockingham.wa.gov.au

What is Risk?

“Risk Management is the term applied to a logical and systematic method of establishing the context, identifying, analysing, evaluation, treating, monitoring and communication risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities. Risk Management is as much about identifying opportunities as avoiding or mitigating losses”.

Put simply, managing risk is the process used in identifying and addressing potential opportunities and adverse effects.

In many cases, organisations have been undertaking risk management in an informal manner, but the emphasis is now on taking a structured approach so it can be demonstrated to insurers and others.

Why do we need to manage risk?

- Assist with strategic planning
- Reduce unexpected and costly surprises
- More effective and efficient allocation of resources
- Better results from projects and programs
- Assist in defining insurance needs
- More informed decision making
- Compliance with regulatory requirements
- Balancing opportunity and risk
- Well organised event will encourage greater participation
- What will happen if I don't lodge a Risk Management Plan?
- You will be contravening the legislation – which is an offence, and you will have to cancel the event.
- You may have difficulty obtaining insurance for the event

Note:

There is a Microsoft Word® electronic template that can be used in conjunction with this document. Together with this guide it is provided to ASSIST you in preparing a plan for YOUR event, not to replace the official documentation or other information that is available. Remember, ALL events are different. The document provides explanations and examples with the template indicating the format a Risk Management Plan may take. It provides a starting point and should help keep you on track.

Time Frames

A Risk Management Plan requires considerable consultation with numerous agencies and you need to allow adequate time for this to occur, as well as for the authorities to process your plan.

The Risk Management Plan should be lodged with the City's Health Services section eight (8) weeks prior to the event. This will allow adequate time for it to be considered and, if necessary, forward a copy to other external agencies such as the Department of Health. It is a reasonable expectation that the plan may take three (3) months to complete with extensive consultation, but this will depend on the complexity of the event.

The Process – A Simplified Overview:

Part 1 – Preparing

- 1 Determine the people and agencies to be involved in the risk management process.
- 2 Prepare the background and factual information relevant to the event.

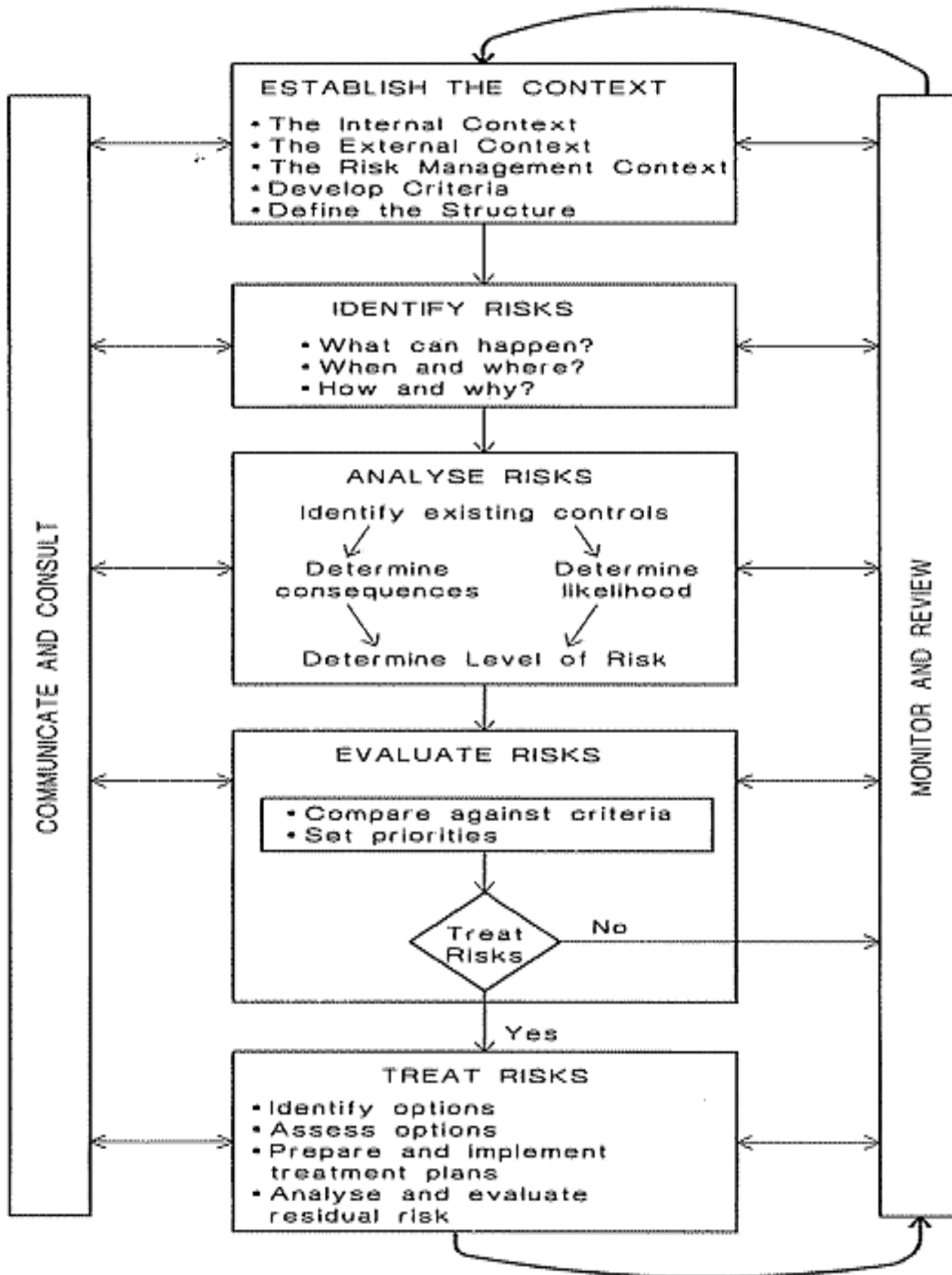
Part 2 – The Risks

1. Arrange a brainstorming meeting (or alternatively choose another process) for working through and identifying risks.
2. Prepare the risk register:
 - a) Identify the risks
 - b) Assess the risks (Likelihood and consequence)
 - c) Treat and control the risk – identify resources and responsible agencies as well
 - d) Determine which risks are acceptable.
3. Complete Action plans for all NON acceptable risks.
4. Consult with appropriate organisations.
5. Finalise the risk plan action plans (including signatures from relevant parties).

Part 3 – Finalising the Plan

- 1 Complete any additional information that is relevant to the plan and finalise attachments.
- 2 Retain one copy and submit 2 copies to the City of Rockingham's Health Services section.

The following diagram is an overview of this process:



What now?

Remember this is an evolving document, and its effectiveness will rely on successful consultation, so allow time to undertake this crucial element. Work through the step by step processes in this guide to help you get underway.

Part 1 – Preparation and Information

Organisational Details

This section will provide some basic details about the event and the organisation.

Firstly provide some basic information such as the event name, date and location, contact name and number for the organisation.

Also provide brief details of the working group or association committee, the representatives and stakeholders involved. Essentially an understanding of the decision making process. You may wish to note the use of volunteers at this point – if it is relevant to your Risk Management Plan.

Questions to ask:

- Will the organisers be employing a paid contractor to organise or coordinate aspects of the festival?
- Which members will comprise the group and which agencies or groups do they represent?
- Is there a consultation team?

Example:

ABC Association Inc is operated by a committee comprising 10 members and is ultimately responsible for organising the event, noting that the members volunteer their time. The function of coordinating the event has been delegated to committee member John Black with the assistance of a subcommittee, comprising 4 members of the association and Jill White from the City's Recreation Services Section. (This is due to the event being of a sporting nature and involving numerous sporting groups.) This subcommittee will undertake the operational aspects of the event. An update is provided to the Association approximately once each month.

Contacts

A contact list for relevant parties should be attached. It should include contact details for key personnel, major contractors eg electricians and relevant services such as Police.

Stakeholders in Risk Management Plan

Detail all agencies, organisations and businesses who are involved in preparing and providing input into the Risk Management Plan. Most importantly it should indicate **who** was involved in the consultation process.

You may wish to briefly describe the consultation process that was used.

Example:

The ABC Association Inc acknowledges the following agencies and personnel who have been involved in collating and preparing the Risk Management Plan, or who have been available to provide input and feedback. These officers form part of the group formed to work on the development of the Risk Management Plan.

DFES (Department of Fire & Emergency Services)
Rockingham Police.

Background / Event Scope

In this section an overview of the event should be provided, which creates an image in the readers mind and set the scene for the rest of the document. The types of information to be included are as follows:-

- **Background of event:**
 - Has it been held before?
 - Has this venue been used before?
 - What is the object of the event?
- **Detail activities of the event:**
 - Are there any exhibitions?
 - What type of entertainment will be provided?
 - Will there be a procession?
 - Are there program features? eg. Opening ceremonies, is it ticketed or free?
 - Are there external operators? eg. Market stalls, amusements?
- **Environment:**
 - What is the location / layout?
 - Are there special features or venues?
 - Is it fenced?
 - Is there water?
 - Does it incorporate the use of airspace or water?
 - Is it on reserved land, private property, specialist venue?
- **Activities requiring permits**
 - Will food be sold?
 - Will drinks be served?
 - Is there a licensed area?

The above list is not exhaustive. You may add as many features relevant to your event as appropriate.

A map of the event layout should be included as an attachment. A brochure and/or timetable detailing times, venues of sporting activities or entertainment etc. can also be included if it is relevant to your plan.

Example:

The XXX sporting championships are being hosted by the ABC Association Inc on 13 July 2007 on the New First Reserve. This is the inaugural event, but is supported by the National Association. The object of the event is to showcase the latest 'fad' sport in Australia and heighten awareness and participation. It is proposed that the championships will be held from 12noon – 4.30pm on Friday 12 September 2007 and be followed by light musical entertainment. Food and market stall holders will be onsite to sell trinkets and souvenirs as well as food and drink.

Advice from the City of Rockingham Recreation Services is that the location is most suitable, with the provision of stadium style seating, parking at the station immediately adjacent and sufficient toilet facilities.

Entry is free, and as such will not be fenced. Crowds of 4,000 - 6,000 are anticipated. The Association has liaised with appropriate organisations and has obtained checklists to ensure all aspects of the event have been considered such as injury, waste, public facilities, noise levels etc. A site map and brochure is attached.

This brief example is only an indication of the type of detail that can be included but should assist you in getting underway.

Part 2 - Risks

The process may look daunting, but can be easily broken down into a basic 4 step process:

- 1 Identify risks
- 2 Assess risks
- 3 Treat and control risks
- 4 Monitor and review risks.

This information is initially collated into registers (sample and blank formats attached) to document the process and information, but we'll take you through this step by step.

1 Risk Identification – What can happen?

You need to decide what process you wish to use to identify and assess the risks. A common method is brainstorming with as many appropriate personnel and agencies as possible. Other methods are identified within "Can you Risk It".

The intention is to identify what could go wrong (the risks) and what steps could be taken to prevent it (treatments). If it happens, then what action will be taken and what resources will be required to treat it.

Key questions to ask when identifying risk:

- When, where, how and why are the risks likely to occur?
- Who might be involved?
- What is the source of each risk?
- What are the consequences of each risk?
- What is the potential cost in time, money and disruption to clients of each risk?
- What controls presently exist to reduce the risk?
- Are other parties accountable? eg. market stall holders may be required to provide their own power source and public liability?
- Do we need to research it further?
- How reliable is the information?
- Who are the stakeholders and what are their expectations?

Once the group has identified the risks, they should be recorded in the Risk Register. A sample register is located at Attachment A and a blank register is located at Attachment B.

Note: Some events will have numerous locations, functions, activities etc that may need to be assessed separately. The forms allow for this.

Complete columns A, B, C and D as noted in Attachment A "Sample Risk Register".

- A – Category
- B – Risk (what and how it can happen)
- C – Consequences of it happening
- D – Likelihood of it occurring

Column A, the category, is not mandatory, but grouping risks together can help with identification and determining the consequences and likelihood.

Column E (Existing Controls) can be done now at step 1, or at step 2. Simply identify any controls that are already in place. The examples will assist.

All events differ, but the following are some examples of risks that have been identified for various events. Each of these are broken down into categories, but your list and categories WILL differ.

Human

- Behaviour Disorderly conduct
- Drug affected persons
- Alcohol affected persons
- Criminal activity
- Excess litter
- Terrorism / Bomb threat
- Broken glass
- Overcrowding
- Injuries
- Trip hazards

Vehicular

- Lack of parking
- Traffic congestion
- Emergency service access

Water Hazards

- Boating accidents
- Oil spills
- Drowning

Technical/Management

- Loss of key personnel
- Key contractors – no show
- Volunteers – no show
- Communications failure
- Power failure
- Water failure
- Structural collapse

Hazardous Materials

- Chemical hazards
- Boat fuels
- Fireworks

Health

- Food poisoning
- Excessive noise levels
- Disease outbreak
- Animals
- Inadequate or unclean toilet facilities
- Syringes

Natural Environment

- Falling tree branches
- Extreme weather – heat
- Extreme weather – rain and storms
- Fire

This list is by NO means exhaustive, but is indicative of some types of risks that may be identified.

2 Assessing Potential Risk

The following charts detail the standards used in assessing potential risk once it has been identified.

There are two measures. The first is the **consequence** (impact or magnitude of the effect) and the second is the **likelihood** (frequency or probability).

You can determine your own matrix or measures to assess the potential risk however, the following has been provided from “Can You Risk it”.

Assess each risk against the two measures below or your own measure. Complete columns F and G (in the risk register) to record the appropriate level. This assessment takes into account the existing measures that are in place.

Consequence Matrix -

Level	Descriptor	More Detail	Injuries	Financial Impact	Operational Impact
1	Insignificant	Low impact, low profile	None	< \$1000	Little impact < 1 hour
2	Minor	Public embarrassment, low impact and low news	First Aid	\$1,000 - \$10,000	Inconvenient delays 1hr-1day
3	Moderate	Public embarrassment, moderate news item	Medical assistance	\$10,000 - \$50,000	Significant delays 1day-1wk
4	Major	Loss of production capabilities, public embarrassment, third party action, high news and impact	Extensive treatment	\$50,000 - \$150,000	Non achievement certain aspects 1wk-1mth
5	Catastrophic	Public embarrassment, third party actions, high news and impact	Deaths	\$150,000 +	Non Achievement of objectives +1 month

Likelihood Matrix

Level	Descriptor	More Detail	As a guide.....
A	Almost Certain	Is expected to occur in most circumstances	Once in a year
B	Likely	Will probably occur in most circumstances	Once in 3 years
C	Moderate	Should occur at some time	Once in 10 years
D	Unlikely	Could occur at any time	Once in 30 years
E	Rare	May occur only in exceptional circumstances	Once in 100 years

Find the appropriate combination on the chart and record the level of risk in Column H in the risk register.

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Moderate	High	High	Extreme	Extreme
	C Moderate	Low	Moderate	High	Extreme	Extreme
	D Unlikely	Low	Low	Moderate	High	Extreme
	E Rare	Low	Low	Moderate	High	High

You have now assessed your level of risk. The risk register is complete. Well done!!!

3 Evaluating and Treating Potential Risks

In this section, you need to consider the actions that can be taken, otherwise referred to as treatments. To treat a risk, you are considering ways to:

- Reduce the likelihood of the risk occurring
- Reduce the consequences should the risk occur
- Accept the risk; or
- Avoid the risk - by not doing it.

To do this you will need to consider:

- The controls currently in place
- Other controls that could be undertaken as a precautionary measure
- Actions that can be taken if the risk occurs
- Is it worth doing? ie cost vs benefit.

For this process the Risk Treatment Schedule and Plan is used. An example is located at Attachment C and a blank schedule is Attachment D.

The process starts by sorting and placing each of the risks, identified on the register in order of their risk level. ie grouping all the Low risks together, then Moderate etc. These go into Column A.

Identify the treatments that could be applied to prevent the risk and list as many preventative actions as required and place in Column B. (These are additional treatments, over and above the existing controls that you already have in place.)

The actions that are preferred are then recorded in Column C.

The original level of risk identified in the Risk Register is transferred to Column D Taking into consideration the preventative treatments that have been identified, reassess the risk level and record it in Column E. This is the revised level of Risk (and does not necessarily have to differ to the original level).

The next question - is the risk acceptable or unacceptable?

There are a number of factors to consider here, such as where the risk falls on the matrix but predominantly it is the determination of the organisers to determine whether the risk is acceptable to the organisation. The following provides some things to consider when making this decision:

- Do we have the resources to remove or reduce the risk and is it worth the resources/costs?
- Can the risk be controlled by the organisation?
- What is the significance of the risk to that program/aspect of the program?
- Where does the risk fall within the matrix?
- There may be no treatment available.

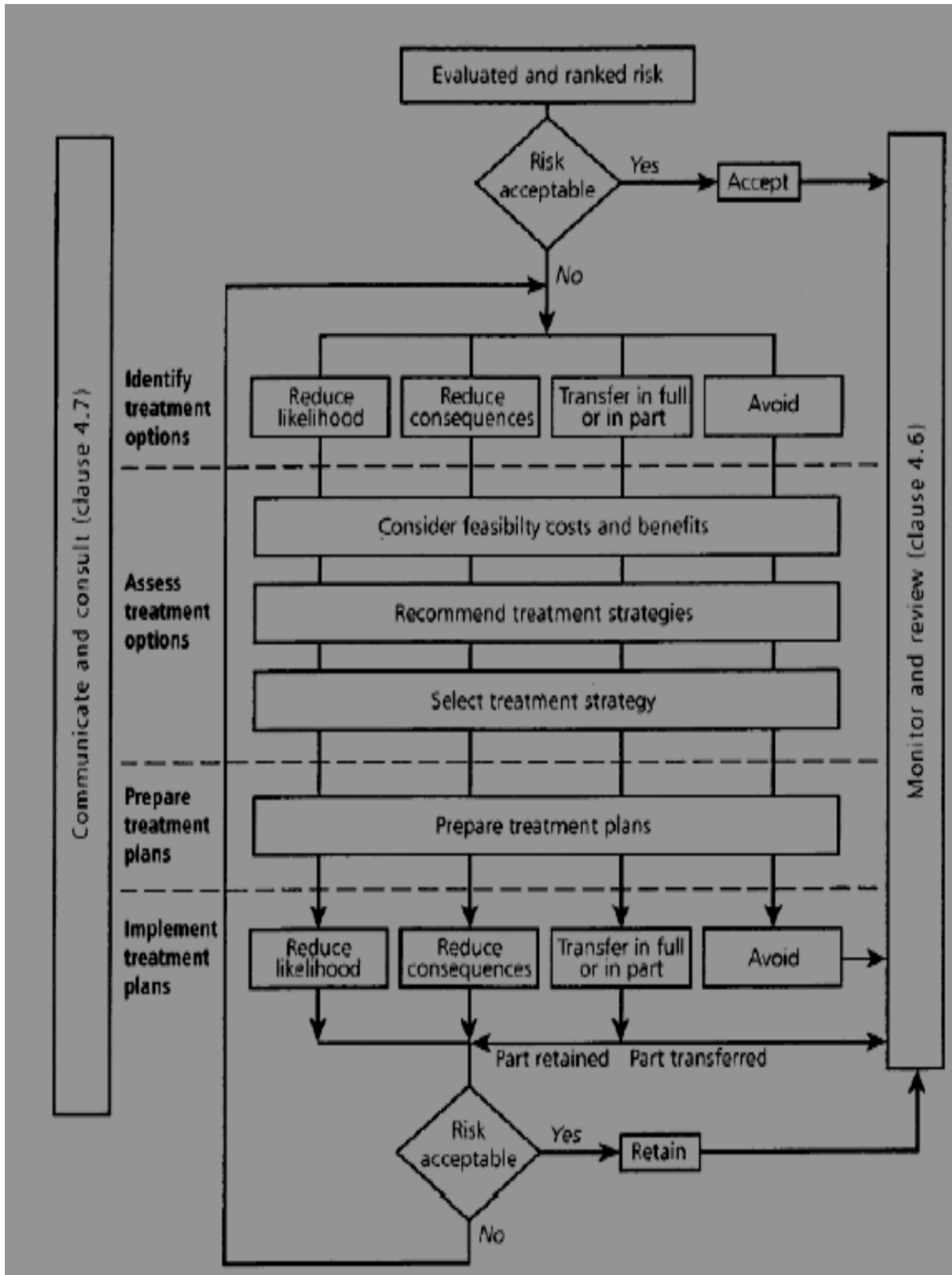
Having conducted a cost vs benefits analysis, complete the accept/reject section of the table (Column F). If the group rejects the treatment, you are effectively accepting the original level of risk if the activity goes ahead.

Additional details are now required such as who is responsible for the treatments, determining the actions and the timetable for implementation. Also detail how this will be monitored. (Columns G, H and I.)

Now we're getting there!!

At this point you should have both the Risk Register and the Risk Treatment Schedule completed.

Although we have attempted to take you through this process step by step, the following diagram may be of assistance.



4 Risk Action Plan

For those risks that are **High, Extreme or simply unacceptable**, you need to evaluate what you can do to reduce or eliminate the risk. Some of this will already have been undertaken in the treatment considerations. However, now specific action plans need to be developed to manage the risk appropriately.

Whilst doing this it is appropriate to determine who or which agencies have responsibility in this area, and work with them to determine the action plan. The action plan essentially documents the management controls to be adopted and some information required to undertake those controls, such as assigning responsibility, setting deadlines, and identifying resources etc.

A sample Action Plan is provided as Attachment E to help you work through them, together with a blank form as Attachment F.

Document the agreed actions and responsibilities.

Have the relevant parties for that action plan sign the bottom of the action plan. This acknowledges their involvement and responsibility.

How do I complete the Action Plan?

Refer to sample Attachment E. The introductory information is straight forward and includes the category, risk, level of risk (the revised assessment) and the location or function if appropriate.

Summary: This elaborates on the risk by providing a brief description of the response and impact.

Example:

Risk: Food Poisoning

Summary: The sale of seafood is a focal point of the event and organisers recognise the increased probability of food poisoning should strict controls not be enforced.

Proposed Actions: These are the treatments that will be undertaken or put into place. Many of these will have been identified in the existing controls of the Risk Register and treatment options in the Risk Treatment Schedule and Plan.

Resources: Detail any resources required to manage the treatments.

Responsibilities: Clearly determine who is responsible for specific actions.

Timing: Note any deadlines or timeframes.

Reporting and Monitoring:

All risks need to be monitored and a reporting process in place for key personnel. Determine how this will occur.

Signing: All relevant parties should sign the bottom area of the plan. Each agency or officer involved in the action plan that needs to accept responsibility, or has a role to play **MUST** sign off on the action plan.

Consultation is the key to a successful plan, so remember to involve the relevant agencies when developing the action plan. This will help get them involved and take responsibility where required.

Part 3 – Finalising the Plan

Monitor and Review the Plan

Remember the Plan is a living document and needs to be monitored, otherwise it does not serve its purpose. You need to ensure that the plan and actions are monitored and reviewed as few risks remain static.

Monitoring can be done by inspections, review of the strategies, internal audits, feedback and debriefing sessions etc.

This evaluation process may determine a change in strategies that worked or didn't work, circumstances, environment, or a number of aspects that affect the risk, level of risk or the action plan. Monitoring should occur in the lead up to the event, during the event and then an assessment post event.

Monitor and review the plan. It is a living document and is ever changing.

Attachments

Any attachments that are referred to within the Risk Management Plan or are relevant to the Plan must be included. Examples are:

- Traffic Management Plans
- Insurance
- Parking stations
- Emergency Evacuation Plans
- Emergency access
- Special licenses and or conditions etc
- Brochure and/or site plan
- Incident Report Forms
- Management of hazardous items.

CONSULTATION

Example:

The group decides on what action the SES will provide to reduce the likelihood or consequence of a risk, but have not done this in consultation with the SES. The group will then not know if:-

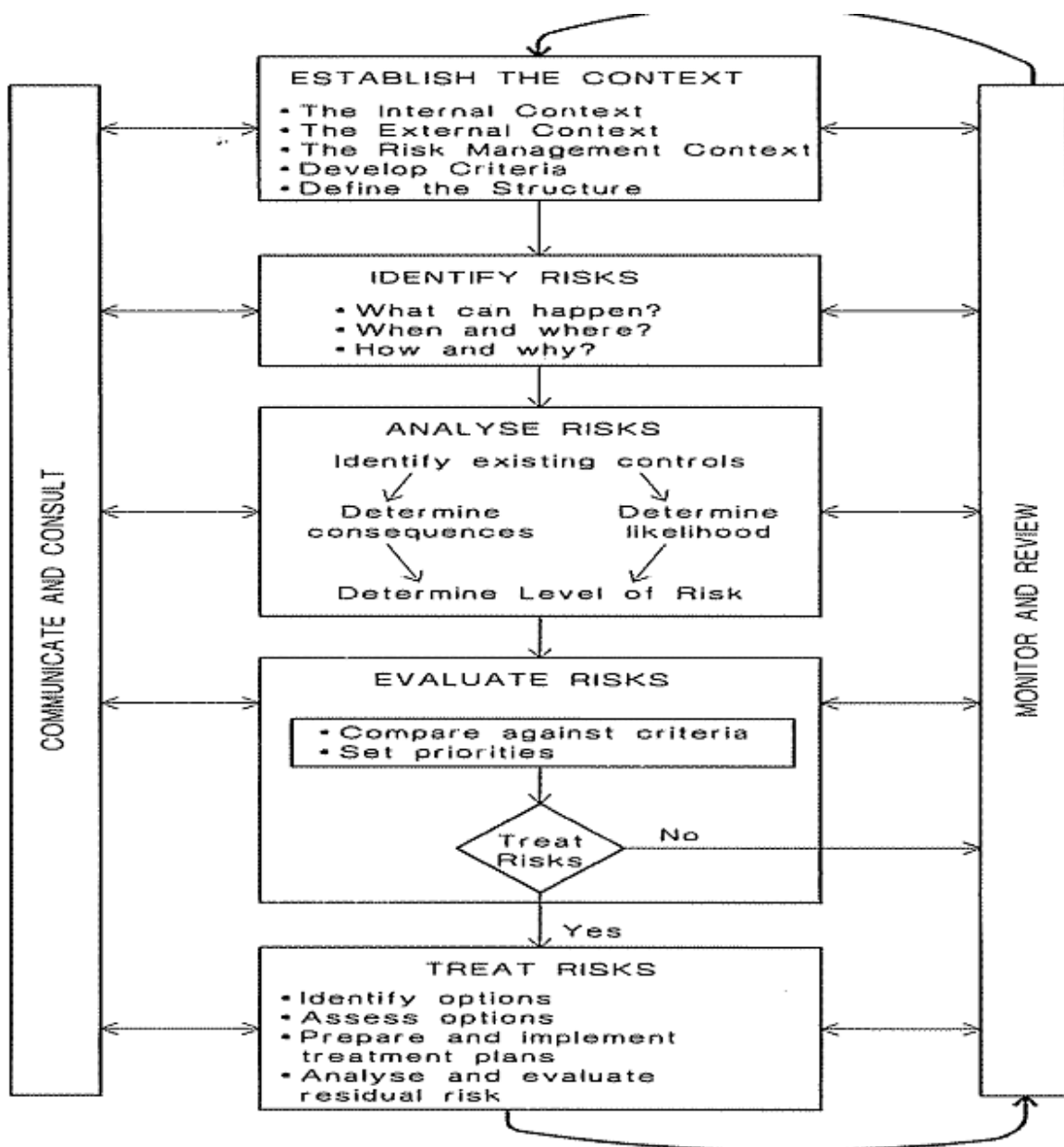
- 1 *The action will actually happen?*
- 2 *The SES are able to undertake what is proposed?*
- 3 *There will be a cost for what is proposed?*
- 4 *The SES already has guidelines/procedures that prevent this action, or need to amend the action to meet their requirements etc.?*

The need for CONSULTATION cannot be stressed enough. It is critical!!

Remember - CONSULT, CONSULT, CONSULT

Your Risk Management Plan should be complete!!

You should now have a thorough understanding of the process for developing Risk Management Plans. To assist you, the diagram on the following page depicts the full process. It clearly indicates that consultation forms an important part of this process, as does continual monitoring of the plan.



Checklist

Here is a list to make sure all bases have been covered. Have you included the following?

- Contact details
- Event scope and information
- Risk Registers
- Risk Treatment Schedule and Plans
- Action Plans
- Additional Information as attachments

Lodging the Plan

Two (2) copies of the plans are required to be lodged **at least 8 weeks prior to your event** to the City's Health Services.

Distributing the Plan

You will want to ensure that the appropriate agencies named within the Risk Management Plan have a copy of the document, together with any key personnel.

Remember - It is difficult to cover EVERYTHING in this guide, as each event is UNIQUE. Subsequently, we have attempted to guide you through the process with delving questions and sample formats and examples, but ULTIMATELY the success of this guide and the usefulness of your Risk Management Plan will depend on you.

Good Luck!

For enquiries, please contact the City's Health Services on **9528 0315**:-:

City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Telephone: 9528 0315

Email: customer@rockingham.wa.gov.au

Webpage: www.rockingham.wa.gov.au

Fax: 9592 1705

In preparing this document, the City of Rockingham acknowledges the following documentation and organisations:-

Standards Australia	AS4360:1999 SAA HB142-1999	Risk Management Basic Introduction to Managing Risk
Insurance Commission of WA	Can you Risk It?	
City of Mandurah	PO Box 210, Mandurah WA 6210 Phone: (08) 9550 3746	

Attachment A:

SAMPLE Risk Register

Compiled By: A. Jones

Date: 1 Jan 14

Function/Activity: Outdoor Festival

Reviewed By: B. Smith

Date: 2 Feb 14

A	B	C	D	E	F	G	H
Category	What and how it can happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk
Human Behaviour	Trip Hazards	Injury, property damage.	Likely	Foreshore area inspected on regular basis; General inspection of stages and main areas to ensure no leads (must be tapped down).	2	C	Moderate
	Fire	Panic, injury, property damage, death.	Unlikely	Licensed electrician; all cables to be tagged; fire hydrant located at venue.	4	C	Extreme
Health / Hygiene	Inadequate and unclean toilets	Illness / injury, bad reputation, loss of income	Likely	Toilets arrive in clean condition.	2	B	High
		Death, illness, first aid, hospitalisation	Possible	City of Rockingham Health Dept. conduct assessments, provide food handling guidelines.	3	C	High

Attachment B: Risk Register

Compiled by:- _____ Date:- _____

Function / Activity:- _____

Reviewed By:- _____ Date:- _____

A	B	C	D	E	F	G	H
Category	What and how it can happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk

Attachment C: SAMPLE Risk Treatment Schedule and Plan

Compiled by:- A Jones Date:- 1 January 2014

Function / Activity:- Outdoor Festival

Reviewed By:- B Smith Date:- 2 February 2014

A	B	C	D	E	F	G	H	I
Risk (Grouped together in order of priority level – from previous table)	Possible treatment options (preventative measures)	Preferred Options	Risk rating BEFORE treatment	Risk Rating after Treatment	Cost/Benefit analysis A: Accept B: Reject	Person responsible for Implementation	Time Table	How will it be monitored
Fire	1. Additional fire fighting equipment throughout festival. 2. Training of staff/organisers.	All	4 C = Extr	3D = Mod	Accept	Organiser to identify personnel	1 month prior and on the day	Inspection of tags, debriefing and Incident Reports.
Inadequate and Unclean toilets	1. Signage identifying additional facility locations. 2. Regularly inspected. 3. Additional cleaning organised. 4. Cleaners on standby to clean. 5.	2. Regularly inspect. 3. Additional cleaning. 4. Cleaners on stand by.	2B = High	2D = Low	Accept	Organiser to identify personnel and Cleaner	On Day	Debriefing and reports from cleaners.
Food poisoning	Inadequate and unclean toilets	All	3C = High	3D = Mod	Accept	Food Coordinator and City Health Services	1 month prior	Debriefing and any reports from First Aid post.
Trip Hazards	1. Identify key personnel to regularly inspect for cables and the location generally. 2. Signage to ensure patrons are careful.	1. Specify task for particular personnel.	2C = Mod	2C = Mod	Accept	Organiser to identify personnel	On the day	Continually – reporting and resolving incidents.

Attachment D: SAMPLE Risk Treatment Schedule and Plan

Compiled by:- _____ Date:- _____

Function / Activity:- _____

Reviewed By:- _____ Date:- _____

A	B	C	D	E	F	G	H	I
Risk (Grouped together in order of priority level – from previous table)	Possible treatment options (preventative measures)	Preferred Options	Risk rating BEFORE treatment	Risk Rating after Treatment	Cost/Benefit analysis A: Accept B: Reject	Person responsible for Implementation	Time Table	How will it be monitored

Attachment E: Sample

RISK ACTION PLAN	
Item	Marquee Collapse
Risk	High
Location/Function	Outdoor location – assorted purposes
Summary (RECOMMENDED RESPONSE AND IMPACT)	
The event utilizes a marquee that is 50 metres (300m ²) which will house the main entertainment. There is a risk that this marquee may collapse from incorrect manufacture, erection or impact of environmental factors. i.e wind.	
1) Proposed Actions	<ul style="list-style-type: none"> • Stable site selected. • Experienced supplier used. • Structure to have structural engineering approval documents. • Written certification to be provided by installer once erected (Copy to City of Rockingham) • Weather forecast obtained 2 days prior to the event/monitored throughout event. Where wind levels are expected to be near the technical specification of marquee, installer to be put on notice. When levels approach the threshold, installer contacted and personnel attend site. • Event cancelled, marquee evacuated and disassembled if winds reach threshold.
2) Resource Requirements	<ul style="list-style-type: none"> • Supplier to provide information and appropriate staff. • Organisers to monitor conditions. • Communication Equipment.
3) Responsibilities	<p>Festival Organiser</p> <ul style="list-style-type: none"> • Monitor Wind Levels. • Assess suitable supplier • Ensure documentation provided to organisation and the City of Mandurah. <p>Supplier</p> <ul style="list-style-type: none"> • Technical specifications and certification to be provided • Erect marquee in accordance with specifications and standards • Provide contact details for personnel and ensure they are
4) Timing	<ul style="list-style-type: none"> • Supplier assessed prior to the event. • Written structural certification provided two weeks prior to the event. • Certificate of installation/erection provided once marquee assembled.
5) Reporting/ Monitoring	<ul style="list-style-type: none"> • Weather monitored throughout event. • A de-briefing will be held one week after the event.

Approved By: (signatures and date):

Event Organiser: A. Jones Date:.....

Supplier: J. Smith Date:.....

Attachment E: Sample

RISK ACTION PLAN	
Item	
Risk	
Location/Function	
Summary (RECOMMENDED RESPONSE AND IMPACT)	
1) Proposed Actions	
2) Resource Requirements	
3) Responsibilities	
4) Timing	
5) Reporting / Monitoring	

Approved By: (signatures and date):

Event Organiser: A. Jones

Date:.....

Other Signatories:.....

Date:.....

Other Signatories:.....

Date:.....