

**Greater Shepparton City Council requires all Event Organisers to complete a risk assessment for their event held on Council land.**

**The Event Organiser is responsible in documenting all of its risks that could happen which relates to their event.**

**If this is not completed and returned prior to the event date, Greater Shepparton City Council may choose to cancel your event.**

### **Completing a risk assessment**

- Document all risks associated with your event that could happen
- Think of every single aspect of the event and what and who will be at your event
- List all of your risks in the form below in the 'Risk' column
- Consider all controls to prevent that risk from occurring. Document in 'Controls to prevent risk from occurring' column.
- Rate the likelihood of the risk occurring based on the Likelihood Assessment Table. Document in the 'L' column.
- Rate the consequence if the risk were to occur based on the Consequence Assessment Table. Document in the 'C' column.
- Use the Risk Matrix table to confirm the risk rating from the L and C selected. Document in 'Risk Rating' column.
- If your risk is rated as high or extreme after controls have been documented, further treatment plans need to be implemented.
- Once satisfied you've listed all risks pertaining to your event, return this form to Greater Shepparton City Council:

[risk@shepparton.vic.gov.au](mailto:risk@shepparton.vic.gov.au)

### **Collection Notice**

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to process your booking application, to communicate with you and provide you with information regarding your risk assessment. It is disclosed to other areas of Council to administer your booking application. If you do not provide the requested information, we may be unable to process your booking application form. To gain access to or update your personal information please contact the Risk & Assurance team on 03 5832 9700.

## Things to Consider when Organising an Event

### Management of Event

- Pandemic risks
- Medical emergency
- Emergency evacuation plans
- Emergency incident
- Emergency evacuation locations
- Emergency vehicle access
- Traffic management
- Traffic management plan
- Event site plan
- Heat plan
- Communication plan
- Weather
- Child safety standards - **mandatory risk**
- Terrorism - **mandatory risk**
- First aid including staff/volunteers - **mandatory risk**
- Bomb threat
- Notify emergency services, in particular, larger events
- Trees – consider location when erecting tents. etc.
- Hazardous materials

### Permits

- Council permits – Local Laws
- Alcohol permits – VCGLR
- Vic Roads permits
- Food vendors including permits

### Operational

- Slips, trips and falls – hazards
- Pre-ground (facility) inspections
- Electrical leads
- Signage
- Safety barriers

- Security fencing
- Crowd control
- Protesting at event
- Security
- Anti-social behaviour by public
- Snakes, spiders etc.
- Prohibited substances (drugs, alcohol etc.)
- Broken glass, litter etc.
- Waste
- All abilities access
- Toilet facilities
- Violence, aggression, threatening behaviour, etc.
- Noise
- Manual handling
- Lighting (sufficient and working etc.)

### People/Stakeholders

- Volunteers
- Community engagement
- Stakeholder engagement
- Register with Vic Police
- Dial Before You Dig

### Animals

- Animal escaping
- Animal in distress (health, weather etc.)
- Animal incident with public/event personnel
- Food and water availability
- Animal enclosure

### Qualifications

- Working with Children's Check

- First Aid
- Electrical
- Food Trader

### Structural

- Erection of portable equipment (grand stands etc.)
- Staging areas - stages
- Scaffolding

### Financial

- Public liability insurance
- Property damage
- Liabilities

### Natural Environment

- Pollution
- Sacred and Indigenous lands
- Hazardous materials
- Waste
- Water
- Flora and Fauna

### Health and Safety

- Safety of staff
- Contractors and volunteers
- OH&S legislative requirements
- Public safety
- Overhead powerlines/cables etc.
- Dial Before You Dig

### Legal and Compliance

- Compliance with regulatory requirements
- Compliance with legislative obligations

Risk Assessment						
Event Name:			Event location:			
Event Organiser/s:			Expected number of attendees:			
Date/s & Time/s of Event:			Main Activities at Event:			
Person/s Contact Details who completed form:						
Risk	Controls to prevent risk from occurring What is in place to reduce the risk?	Likelihood Rare Unlikely Possible Likely Almost Certain	Consequence Negligible Minor Moderate Major Catastrophic	Risk Rating Low Medium High Extreme	Risk Treatment Do you need to do more to reduce the risk further? Only required for high and extreme risks.	By who and when?
Threat of terrorism or violence  (do not delete, this risk must be addressed)						
Child safety standards breached  (do not delete, this risk must be addressed)						
First aid required  (do not delete, this risk must be addressed)						


## Risk Matrix Table

Risk Matrix		Consequence (C)					
		Negligible	Minor	Moderate	Major	Catastrophic	
		1	2	3	4	5	
Likelihood (L)	Rare	1	LOW 1	LOW 2	LOW 3	LOW 4	MEDIUM 5
	Unlikely	2	LOW 2	LOW 4	MEDIUM 6	MEDIUM 8	HIGH 10
	Possible	3	LOW 3	MEDIUM 6	MEDIUM 9	HIGH 12	HIGH 15
	Likely	4	LOW 4	MEDIUM 8	HIGH 12	HIGH 16	EXTREME 20
	Almost Certain	5	MEDIUM 5	HIGH 10	HIGH 15	EXTREME 20	EXTREME 25

The numbers in the table are based on a multiplication assessment. For example, if you have considered the likelihood of your risk to be 'Likely' with a consequence (impact) being Moderate that will be  $4 \times 3 = 12$  being classed as a high risk.

Low	1 - 4
Medium	5 - 9
High	10 - 16
Extreme	17 - 25

Figure 1 - Likelihood Assessment Table - How likely is it that a risk will occur?

Likelihood Rating		Description	Estimated Probability
Rare	1	An incident is not expected to occur during the undertaking of an activity. An event of this or similar nature has not been reported within last 20 years.	<2%
Unlikely	2	An incident is unlikely to occur as a result of undertaking an activity. An event of this or similar nature has not been reported within last 5 - 20 years.	2-20%
Possible	3	An incident that has the potential to occur in some circumstances when an activity is undertaken. An event of this or similar nature has been reported within last 2 - 5 years.	21-60%
Likely	4	An incident that has the potential to occur in most circumstances when an activity is undertaken. An event of this or similar nature has been reported within last 2 years.	61-90%
Almost Certain	5	An incident that has the potential to occur every time an activity is undertaken. An event of this nature has been reported within last 12 months.	>90%

**Figure 2 Consequence Assessment Table**

<b>Risk Category</b>	<b>Negligible 1</b>	<b>Minor 2</b>	<b>Moderate 3</b>	<b>Major 4</b>	<b>Catastrophic 5</b>
<b>Financial</b>	Financial loss of less than 0.5% of budget	Financial loss of less than 0.5% of budget	Financial loss between 1% and up to 5% of budget	Financial loss between 5% and up to 20% of budget	Financial loss greater than 20% of budget
<b>Legal &amp; Compliance</b>	Negligible legal issues, non-compliances and breaches with legislation. Minimal losses and damages incurred.	Minor legal issues, non-compliances and breaches with legislation. Minor losses and damages incurred.	Serious breach of legislation with investigation or report to authority. Possible prosecution and/or fine. Medium losses or damages incurred.	Major breach of legislation with investigation or report to authority. Probable fine and litigation. Major losses and damages incurred.	Significant prosecution, resulting in fines and/ or possible incarceration. Very serious litigation.
<b>Reputation</b>	Isolated complaints from members of the community, including social media. Isolated enquiries of concern from local media.	Coordinated complaints from members of the community, including social media. Isolated negative publicity from local media. Heightened concern and criticism from narrow group(s) within the community.	Significant adverse social media attention. Short-term adverse local media attention. Moderate community dissatisfaction. Potential government agency investigation.	Significant adverse Local and State media attention. Significant public outcry and community dissatisfaction resulting in State Government attention. Potential government agency investigation.	Significant adverse State and National media attention. Public outcry and community dissatisfaction that results in State Government attention. Adverse finding from a Government agency investigation. Council's reputation is irreparably damaged.

Risk Category	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>Health and Safety</b>	<p>Minor injury or illness, with only first aid treatment required.</p> <p>Notification of public safety incident with no injuries.</p>	<p>Medical treatment required with up to one week lost time due to injury, with no ongoing ill effects.</p> <p>Public safety incident with first aid treatment injuries only.</p>	<p>Medical treatment (including outpatient) required with lost time of up to three months. Staff member returned to full duties with minimal ongoing health impacts.</p> <p>Public safety incident requiring medical treatment, injuries did not result in ongoing health impacts.</p>	<p>Incident resulting in a fatality or significant medical treatment, including hospitalisation.</p> <p>Lost time injury of greater than three months with ongoing health impacts, including permanent disability.</p> <p>Public safety incident resulting in a death or multiple people seriously injured with ongoing health impacts.</p>	<p>Incident resulting in multiple fatalities, or multiple people requiring hospitalisation for significant periods of time with ongoing serious health impacts, including permanent disability.</p> <p>Public safety incident resulting in multiple fatalities or multiple people with serious ongoing health impacts, including permanent disability.</p>
<b>Service Delivery</b>	<p>Business disruption or continuity loss of a critical service for up to 4 hours. Insignificant impacts on service delivery. Minimal disruption and inconvenience to customers.</p>	<p>Business disruption or continuity loss of a critical service for between 4 to 24 hours. Minor disruption to delivery of non-critical services of Council. Some inconvenience and customer dissatisfaction.</p>	<p>Business disruption or continuity loss of a critical service for between 24 hours to 3 days. Medium disruption to delivery of non-critical services of Council for several weeks. Moderate inconvenience and increase in customer dissatisfaction.</p>	<p>Business disruption or continuity loss of a critical service for between 3 days and one week. Significant disruption to delivery of non-critical services of Council for several weeks. Significant inconvenience to customers and stakeholders, resulting in high levels of customer dissatisfaction.</p>	<p>Business disruption or continuity loss of a critical service for greater than one week. Complete disruption to delivery of non-critical services of Council for several months. Long term impact through of critical functions of Council, disadvantaging customers and community. Critical inconvenience and dissatisfaction to customers, community and stakeholders.</p>

Risk Category	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>Assets and Infrastructure</b>	Isolated, insignificant damage and impact on assets and infrastructure including heritage listed buildings. Minimal impact to staff, stakeholders and the community.	Minor damage and impact on assets and infrastructure including heritage listed buildings. Minor inconvenience, dissatisfaction and impacts to staff, stakeholders and the community.	Moderate damage and impact on assets and infrastructure including heritage listed buildings. Moderate inconvenience, increased dissatisfaction and impacts to staff, stakeholders and the community.	Significant damage and impact on assets and infrastructure including heritage listed buildings for an extended period. Significant inconvenience and high level dissatisfaction and impacts to staff, stakeholders and the community.	Total loss of critical assets and infrastructure including heritage listed buildings for an extended period of time. Severe impact to staff, stakeholders and the community.
<b>Natural Environment</b>	Insignificant impact to the environment. Immediate rectification on the environment. Insignificant impact to staff, stakeholders and the community.	Minor impact to the environment. Ability to repair impacts within 6-12 months. Minor impacts to staff, stakeholders and the community.	Moderate impact to the environment. Ability to remedy impacts within 1-2 years. Moderate impacts to staff, stakeholders and the community.	Significant damage to the environment. Ability to remedy impacts within 2-5 years. Significant impacts to staff, stakeholders and the community.	Irreparable damage to the environment. Severe impacts to staff, stakeholders and the community.
<b>Political</b>	Isolated negative against individual Councillors  No material impacts on Government Funded Projects	Sporadic negative allegations against individual Councillors  Limited adverse impacts to scope, budget and timeframe on Government Funded Projects	Consistent negative allegations against integrity of Councillors State Government appointment of a monitor to observe Council.  Medium adverse impacts to scope, budget and timeframe on Government Funded Projects	Formal allegations of a lack of integrity of Councillors, including breaches to the Code of Conduct. State Government intervention, including Council placed in administration.  Significant adverse impacts to scope, budget and timeframe on Government Funded Projects.	Councillors found guilty of serious offences under the Local Government Act 2020 State Government intervention, including Council placed in administration and removal of Senior Management. Adverse impacts to scope, budget and timeframe on Government Funded Projects that have the potential to result in withdrawal of funding.



Risk Category	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>Cyber Security</b>	Insignificant impact to systems, networks, databases, cloud applications and programs from digital attacks. Systems easily rectifiable, no data loss. Minimal impact to Council, stakeholders and the community.	Minor impact to Council's technological systems (virtual, physical or cloud applications) and hardware. Minor technology compromises. Minor inconvenience and dissatisfaction. Short term impacts.	Moderate impact to systems, networks, databases, cloud applications and programs from digital attacks. Minor data loss, no privacy breach. Medium term impacts to Council, stakeholders and the community.	Significant impact to systems, networks, databases, cloud applications and programs from digital attacks. Significant data loss, privacy and network security breaches. Long term impacts to Council, stakeholders and the community.	Severe impact to systems, networks, databases, cloud applications and programs from digital attacks. Severe data loss, privacy and security breaches. Systems critically compromised. Severe long term impacts to Council, stakeholders and the community.
<b>Technology</b>	Insignificant impact to Council's technological systems (virtual, physical or cloud applications) and hardware. Negligible technology compromises. Outages of up to 4 hours. Minimal inconveniences and dissatisfaction.	Minor impact to Council's technological systems (virtual, physical or cloud applications) and hardware. Minor technology compromises. Minor inconvenience and dissatisfaction. Short term impacts.	Moderate impact to Council's technological systems (virtual, physical or cloud applications) and hardware. Technology moderately compromised. Outages of between 24 hours to 3 days. Moderate inconvenience and dissatisfaction. Medium term impacts.	Significant impact to Council's technological systems (virtual, physical or cloud applications) and hardware. Technology significantly compromised. Outages of between 3 days and one week. Significant inconvenience and dissatisfaction. Significant long term impacts.	Severe impact to Council's technological systems (virtual, physical or cloud applications) and hardware. Technology severely compromised. Outages of greater than one week. Severe long term impacts.
<b>Community</b>	Insignificant impact to deliver community support services. Services unavailable for up to 8 hours. No impact to staff or the community.	Minor impact to deliver community support services. Services unavailable for 8-24 hours. Minor impacts to the most vulnerable.	Moderate impact upon support services. Inability to resume normal services for 24 hours to 3 days. Moderate term external support services impacting the most vulnerable.	Significant impact to delivery community support services. Unable to resume normal services for between 3 days and one week. Significant long term external support services impacting the most vulnerable.	Severe impact to delivery community support services. Unable to re-establish services for greater than one week. Severe long term external support services impacting the most vulnerable.