



COUNCIL POLICY

Title: Event Risk Management

Responsible Officer: Deputy Chief Executive Officer

Shire of
Kellerberrin

Version: Current

1. PURPOSE

The purpose of this policy is to develop the culture, processes and structures that are directed towards the effective management of risks that may present potential adverse effects and opportunities, prior to and during an event. It also is designed to reduce the potential costs of risk by reducing liability, litigation and improving loss control.

The key drivers for events risk management will be:

- Practicing good corporate governance and the Council's responsibility in exercising due diligence
- Adhering to legislation and best practice guidelines for all Events, especially for Events that cater for more than 5000 people and
- Due diligence requirements of the Council's insurer to mitigate the potential for untoward claims arising from the Event.

2. SCOPE

This policy is applied to the Shire of Kellerberrin Community.

3. DEFINITIONS

4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

- To communicate to all key stakeholders the Shire's approach to Event risk management.
- To ensure all Events conducted within the Shire's locale adhere to the necessary laws, regulations and guidelines
- To ensure all Events conducted within the Shire's locale are of a high standard and successful, which in turn will promote future Events
- To protect and enhance the reputation of the Council, displaying their robust corporate governance.

- To implement the Risk Management Standard AS/NZS ISO 31000:2009 in all aspects of Events risk management
- To define the Council's level of Event risk tolerance, ensuring that all high – extreme rated risks are adequately addressed and managed
- To develop an Event risk management plan, which is tailored specific to the Event and its context.
- Ensuring that an Event Risk Management Policy has been developed, adopted and communicated throughout the Shire.
- Ensuring that the Event Risk Management Policy is reviewed annually.
- Ensuring that all Event proposals requiring Council approval are reviewed and actioned within the designated time frame.

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16