## Sample risk management plan template

This Sample risk management plan template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves. Remember to record risks in the CLM portal. The department provides non-council CLMs with the use of a Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

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**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

|  |  |  |
| --- | --- | --- |
| What could go wrong? | What will we do to prevent it from happening? | What will we do if it does happen? |
| Rain | * Marquees on standby * Hall on standby * Alternative date set | * Advertise new date * Cancel event * Move event indoors |
| Lack of volunteers | * Advertise in school newsletter * Announce need for volunteers at assemblies and meetings * Provide incentives to volunteers – e.g. one free raffle ticket * Ask for relatives to volunteer * Involve older and former students | * Increase volunteer hours * Scale back or cancel event |
| Cancellation of volunteers on the day | * Provide emergency volunteers on the roster * Have a floating volunteer to cover busy stalls | * Reduce activities, competitions or stalls * Merge stalls |
| Lack of entertainment | * Book early * Seek support from local community * Ask other organisations | * Seek quotes from alternative companies * Use DJ instead of live entertainment |
| Limited items donated for food stalls | * Send plates home to all families one week before the event requesting donations * Hold a baking day at school | * Buy from supermarket and transfer to plates |
| Visitor gets food poisoning or has an allergic reaction to food | * Obtain food handling permits and adhere to regulations * Train volunteers in safe food handling * Ensure external food providers are professional and insured * Ensure all food items are clearly labelled or signed | * Seek immediate medical attention * Call insurance company and lawyers for advice |
| Overspending | * All expenses are to be approved by the treasurer | * Seek approval from committee to increase budget |
| Theft or loss of cash | * Provide bum-bags for money collection at the event * Train volunteers in money-handling procedures * Allocate cash collectors and counters in pairs * Store cash securely both at and after the event | * Inform the police * Revise money-handling and collection procedures |
| Low ticket sales | * Advertise event early * Allow for payment by instalments * Set affordable price * Promote inclusions in ticket pricing | * Inform community of possibility of cancelling event * Cancel the event |