

Risk assessment – [Project/Activity Name]

Using the following table, please describe the major risks associated with the proposed activity/project. Describe the actions proposed to manage these risks and include anything that may impede the timely delivery of the activity/project or negatively impact on the quality of the outcomes.

It is likely that you will identify risks associated with:

- **Resources** such as the availability of appropriately skilled staff over the length of the activity/project.
- **Significant events** that may impact on the activity/project, including unexpected weather events, travel alerts, other events that may delay or hinder the delivery of the activity/project
- **Work health and safety risks**
- **Variance in budget or time** scope creep, costs increase

Describe the risk	Describe how the risk will be managed	Risk level <i>(after risk is managed)</i>
		Low
		Medium
		High
		Extreme

Risk Level	Description
Low	Risk is assessed as low or minimal. No action required.
Medium	There is a medium level of risk but controls are in place and are effective. Monitor the risk, but no further action required.
High	The risk level remains high. Consider additional controls to manage and/or lower the risk. You will be required to report on the risk as specified in the Activity Work Plan which forms part of the Grant Agreement.
Extreme	The risk level is not acceptable and the activity should be avoided. If the risk can be lowered through immediate mitigating action you will be required to review, monitor and report on the risk as specified in the Activity Work Plan which forms part of the Grant Agreement.