



## Biosecurity Business Grant program Risk Management Plan

Applicant name: \_\_\_\_\_

### Instructions:

1. For your grant application to be considered, you must complete this Risk Management Plan.
2. Include each risk associated with your project in this Risk Management Plan – add more rows if required.
3. The department may decline an activity/project where it poses an unacceptable risk and/or the risk associated with the activity cannot be adequately managed.
4. Once completed, please upload this Risk Management Plan as an attachment to your grant application in GrantConnect.
5. For further information or assistance contact 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

<b>1. Risk description</b> Describe each risk that could occur when undertaking the project.	<b>2. Action owner</b> Who is responsible?	<b>3. Risk treatment strategies</b> Describe any activities you currently do, or will do, that reduce the impact of the risk or even the risk occurring in the first place.	<b>4. Likelihood</b> What is the chance that the risk will occur after risk treatment has been applied?  Use the table below to decide.	<b>5. Consequence</b> What would be the impact if the risk was to occur?  Use the table below to decide.	<b>6. Risk rating</b> Calculate the level of risk using the table below
<i>Example only:</i>  Accident or injury of worker onsite during construction of wash down station	Third party contractor and the grantee	Contractor liability insurance and standard operating procedures are in place	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> <b>Unlikely</b> <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> <b>Moderate</b> <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input checked="" type="checkbox"/> <b>Medium</b> <input type="checkbox"/> High <input type="checkbox"/> Severe
<i>Example only:</i>  Negative reputational impacts from lack of community support for the project	Grantee	Community consultation	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> <b>Unlikely</b> <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> <b>Unlikely</b> <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> <b>Unlikely</b> <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain
<i>Example only:</i>  Completion delayed due to lack of access during wet season	Third party contractor and grantee	Project schedule to take into account seasonal access restrictions	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> <b>Unlikely</b> <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input checked="" type="checkbox"/> <b>Moderate</b> <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input checked="" type="checkbox"/> <b>Medium</b> <input type="checkbox"/> High <input type="checkbox"/> Severe
			<input type="checkbox"/> Remote <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Severe
			<input type="checkbox"/> Remote <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Severe
			<input type="checkbox"/> Remote <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Severe
			<input type="checkbox"/> Remote <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Severe
			<input type="checkbox"/> Remote <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Severe

1. **Risk description:** Describe the uncertain event or occurrence that could impact on the project delivery or achieving the intended outcomes, why it might occur, who it involves.
2. **Action owner:** The person/organisation who will manage this risk.
3. **Risk treatment strategies:** Any activities you currently, or will do, that reduce the impact of the risk or even the risk occurring in the first place.
4. **Likelihood:** The chance or probability that the risk will occur. Use the table below to decide which Likelihood category applies to each risk:
  - *Remote:* May occur only in exceptional circumstances. Has not occurred in the organisation in the past 10 years. <10% Probability
  - *Unlikely:* Should not occur in most circumstances. Has occurred in the organisation in the past 10 years. 10-20% probability
  - *Possible:* Could occur at some time. Has occurred in the organisation in the past 5 years. 20-40% probability
  - *Likely:* Should occur in many circumstances. Has occurred in the organisation in the past 2 years. 40-80% probability
  - *Almost certain:* Expected to occur in most circumstances. Has occurred in the department in the past year >80% probability
5. **Consequence:** The significance of the impact if the risk was to occur, including treatments in place. Use the table below to decide which consequence category applies to each risk:
  - Insignificant: Minimal to no impact on achievement of objectives and/or outcomes.
  - Minor: Minor impact on achievement of objectives and/or outcomes.
  - Moderate: Moderate impact on achievement of objectives and/or outcomes.
  - Major: Major impact on achievement of objectives and/or outcomes.
  - Catastrophic: Critical impact on achievement of objectives and/or outcomes.
6. **Risk Rating:** The level of risk that remains after consideration of risk treatment strategies implemented.

Risk rating						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Medium	Medium	High	Severe	Severe
	Likely	Low	Medium	High	High	Severe
	Possible	Low	Low	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Remote	Low	Low	Low	Medium	Medium