**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)**.**

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| --- | --- | --- | --- | --- | --- |
| 1. **Risk description**   **Describe each risk that could occur when undertaking the project.** | 1. **Action owner**   **Who is responsible?** | 1. **Risk treatment strategies**   **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.** | 1. **Likelihood**   **What is the chance that the risk will occur after risk treatment has been applied?**  **Use the table below to decide.** | 1. **Consequence**   **What would be the impact if the risk was to occur?**  **Use the table below to decide.** | 1. **Risk rating**   **Calculate the level of risk using the table below** |
| ***Example only:***  *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* | * *Remote* * ***Unlikely*** * *Possible* * *Likely* * *Almost certain* | * *Insignificant* * *Minor* * ***Moderate*** * *Major* * *Catastrophic* | * *Low* * ***Medium*** * *High* * *Severe* |
| ***Example only:***  *Negative reputational impacts from lack of community support for the project* | *Grantee* | *Community consultation* | * *Remote* * ***Unlikely*** * *Possible* * *Likely* * *Almost certain* | * *Remote* * ***Unlikely*** * *Possible* * *Likely* * *Almost certain* | * *Remote* * ***Unlikely*** * *Possible* * *Likely* * *Almost certain* |
| ***Example only:***  *Completion delayed due to lack of access during wet season* | *Third party contractor and grantee* | *Project schedule to take into account seasonal access restrictions* | * *Remote* * ***Unlikely*** * *Possible* * *Likely* * *Almost certain* | * *Insignificant* * *Minor* * ***Moderate*** * *Major* * *Catastrophic* | * *Low* * ***Medium*** * *High* * *Severe* |
|  |  |  | * Remote * Unlikely * Possible * Likely * Almost certain | * Insignificant * Minor * Moderate * Major * Catastrophic | * Low * Medium * High * Severe |
|  |  |  | * Remote * Unlikely * Possible * Likely * Almost certain | * Insignificant * Minor * Moderate * Major * Catastrophic | * Low * Medium * High * Severe |
|  |  |  | * Remote * Unlikely * Possible * Likely * Almost certain | * Insignificant * Minor * Moderate * Major * Catastrophic | * Low * Medium * High * Severe |
|  |  |  | * Remote * Unlikely * Possible * Likely * Almost certain | * Insignificant * Minor * Moderate * Major * Catastrophic | * Low * Medium * High * Severe |
|  |  |  | * Remote * Unlikely * Possible * Likely * Almost certain | * Insignificant * Minor * Moderate * Major * Catastrophic | * Low * Medium * High * 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.

1. **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 |