**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****.**

|  |
| --- |
| 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 |