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| *Project title* |
| Risk Plan Lead organisation: <insert> |
|  |

# Overview

As part of the mandatory documentation requirements for your application, you are required to submit:

* a project plan that will outline the proposed approach for project activity
* a detailed budget – costs must be clear, accurate, reasonable and demonstrate strong value for money
* quotes or accurate cost estimates for all project activities listed on the budget
* a detailed risk plan
* evidence of financial viability by providing your organisation’s last two annual statements (2020–21 and 2021–22) as provided to Consumer Affairs Victoria, or to the Australian Charities and Not-for-profits Commission
* evidence of current Public Liability Insurance by providing a Certificate of Currency for Public Liability Insurance, with an appropriate level to cover all aspects of the program, or an auspice arrangement with this insurance cover
* a memorandum of understanding from an auspice or partner organisation, where auspicing or partnering arrangements are in place.

The risk plan and accompanying documentation should consider the assessment criteria for the grant application as outlined the guidelines.

Please complete the below risk plan template. If your organisation has an existing risk plan that is in a different format, you can attach this to your application. Please note documents in different formats must clearly provide all of the same information as the provided template in order to be considered.

To receive this document in another format, please email the Equality Unit <Equality@dffh.vic.gov.au> at the Department of Families, Fairness and Housing.

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# Risk / opportunity analysis

When developing an effective risk plan, sound risk management organisation needs to be established. This includes assigning overall responsibility for the management process, individual risk items and treatment plans, to all stakeholders.

## Establishing risk management organisation

This section should be used to document who will be assigned which role, and what their specific responsibilities/tasks will be. Consideration to these specific responsibilities should be given when assigning roles.

Some examples of tasks for whom has overall responsibility for the risk management process include, but are not limited to:

* making an overall risk assessment
* developing and implementing agreed treatment plans, and
* implementing and maintaining the risk management plan.

Individual risk items should also have an assigned risk owner. When assigning risk owners,

consideration should be given to the type and level of the risk, and who is empowered to mitigate the

risk. The risk owner’s responsibilities often include:

* assessment of risk(s) and creation of treatment plans
* mitigation of risk per the treatment plans, and
* recommendation of risk closure.

One person may be assigned to numerous individual risk items. In addition, the person assigned overall responsibility of the risk management process may also be assigned to individual risks.

### Program

*Complete Risk Management Organisation here.*

**Risk analysis**

Following the identification of risk(s), risks need to be prioritised for subsequent ongoing management. The prioritisation and management level should be based on their likelihood of occurrence and degree of potential consequence.

That being: determine the likelihood of the risk occurring, and the consequence level, should the risk occur. The likelihood and consequence can then be cross analysed using a matrix (see table 1) to determine the appropriate risk rating.

Once a risk rating has been established, controls can be identified for each risk and appropriate treatment plans developed to mitigate risk. See table 3 for information on controls and effectiveness.

When conducting your analysis, contemplate what are the risks and how will these risks be managed? Regarding each risk, consider:

* Which specific factors or events could impact on your ability to deliver the project outcomes?
* What is the potential impact of these risks?
* What are the consequences of these factors/events for the project?
* What is the likelihood of these risks occurring?
* What specific actions will be taken to control, influence, manage or mitigate the identified risks?
* Who will be responsible for this?

**Table 1:** Risk rating guide

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| --- | --- |
|  | Consequence |
| Likelihood | Negligible | Minor | Moderate | Major | Extreme |
| **Almost certain***90%* | Medium | High | High | Critical | Critical |
| **Likely***70%* | Medium | Medium | High | High | Critical |
| **Possible***50%* | Low | Medium | Medium | High | High |
| **Unlikely***30%* | Low | Low | Medium | Medium | High |
| **Rare***10%* | Low | Low | Low | Medium | High |

Table 2: Control Effectiveness

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| --- | --- |
| Control effectiveness rating | Description |
| Effective | Control is well designed and/or being well managed:* Minimal number of control weaknesses
* Well designed, it addresses root cause of risk
* Control is well managed and operating as intended
 |
| Partially effective | Control requires review with some improvements:* No significant impact on the ability to achieve the objectives
* Design addresses part of the root cause
* Control weaknesses identified and its effectiveness may be compromised
 |
| Ineffective | Control is either designed poorly and/or being managed poorly:* Significant impact on the ability to achieve the objectives
* Design does not address root causes of risk
* Control does not operate as intended and risk is not being managed
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Appropriate management responses should be established for each risk rating. This should be established and documented in the risk management plan. See table 3 below for an example.

Table 3: Management responses

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| --- | --- | --- |
| Risk rating (L) | Management response | Responsibility |
| Critical | *Immediate/ongoing attention* | *Director* |
| High | *Proactive management* | *Manager* |
| Medium | *Active monitoring* | *Team Member* |
| Low | *Managed by routine procedures* | *Team Member* |

**Potential risk registry**

Please fill out the table below with all potential risks for the project and how they will be mitigated/rectified, including who is responsible for managing each risk. These should include any risks to cultural safety and/or risks concerning clinical practices and processes, including referral pathways.

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| --- | --- | --- | --- | --- | --- |
| **Risks** | **Likelihood of risk** | **Consequence**  | **Mitigation and/or action**  | **Mitigation effectiveness** | **Owner**  |
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**Further information**

Please provide any additional information regarding the risk.

# Approval

This Risk Plan must be approved by an executive-level representative.

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| --- | --- |
| Name  |  |
| Position  |  |
| Date  |  |
| Signature |  |
| Email |  |