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| Risk Plan Template |
| 2023-24 Multicultural Community Infrastructure Fund (MCIF) |
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All applications for the 2023-24 MCIF grants round are required to complete the Risk Identification and Management Table on page 2. Applicants must attach the completed table to their application. Applicants that don’t complete and attach the Risk Identification and Management Table will be ineligible.

The purpose of completing the Risk Identification and Management Table is to demonstrate your organisation has identified, understands and can plan for any risks that may impact the delivery of your project.

DFFH understand that there are always risks involved in any upgrade, renovation and building project, especially larger projects above $100,000. With infrastructure projects, risks often lead to delays in the delivery and completion of projects.

You need to:

* Identify risks that may occur during your project,
* determine the likelihood of the risks occurring (likely or unlikely),
* determine the impact the risks will have on your project if they occur (low, medium or high),
* outline actions to manage and minimise the risks identified,
* nominate a person responsible for managing the risks, and
* include your organisation’s plan for any public health changes or restrictions in response to coronavirus (COVID-19) in this section.

As your organisation is applying for public funding and will commit to a funding contract if your application is successful, it is important that you think ahead, and both identify potential risks for your project and explain how you will manage these risks.

For example, DFFH note these common sources of project risks:

* planning objections
* contractors
* material supply
* unexpected project technical issue or additional cost
* pandemic
* cost overrun / lack of funding
* organisation over-commitment
* internal or external stakeholder problems
* weather / environmental issues
* financial mismanagement

Please complete the table on the next page, adding additional rows if required. Examples are provided in the first two rows of the table. The examples should be deleted once you have completed the table.

**EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood(Unlikely / Likely)** | **Impact(Low / Medium / High)** | **Actions to control and minimise the risk for happening** | **Responsibility** |
| *Example 1: Community member is injured during project activities* | *Unlikely* | *Medium* | *During the project works:*1. *The project site will be closed to community members.*
2. *Community members will be advised the site is closed to them.*
3. *Contractors will be advised to deny entry to the site to any non-contractors.*
4. *Contractors will have Occupational Health and Safety policies and procedures in place.*
 | *Organisation President – Ms. Jane Citizen* *and**Project Manager – Mr. James Victoria* |
| *Example 2: Unexpected technical issue on site* | *Likely* | *Low* | *The Organisation will:*1. *Nominate at least two points of contact for the contractors.*
2. *Hold 10% of the project’s total budget as available cash-at-bank in order to cover unexpected costs.*
3. *Give the nominated project contacts the authority to manage unexpected technical issues and release additional funds to the contractors to resolve the issue.*
 | *Project Manager – Mr. James Victoria* *and**Second Nominated Contact – Mrs Jenni Melbourne* |

## Applicant Details

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| **Organisation name:** |  |
| **Project name:** |  |
| **Contact person name:** |  |
| **Contact email address:** |  |

## Risk Identification and Management Table

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| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood(Unlikely / Likely)** | **Impact(Low / Medium / High)** | **Actions to control and minimise the risk for happening** | **Responsibility** |
| Identified Risk 1:(name / explain) |  |  |  |  |
| Identified Risk 2:(name / explain) |  |  |  |  |
| Identified Risk 3:(name / explain) |  |  |  |  |
| Identified Risk 4:(name / explain) |  |  |  |  |
| Identified Risk 5:(name / explain) |  |  |  |  |