# Risk Plan Template

Chinese Community Infrastructure Fund (CCIF)

If your requested grant amount or total project cost are greater than $75,000 (ex GST), you are required to complete the Risk Identification and Management Table on page 3. Applicants must attach this 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.

DPC understand that there are always risks involved in any infrastructure project, especially larger projects. 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.

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, DPC note these common sources of project risks:

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

Please complete the table on Page 3, noting no more than 3-4 lead potential risks are required. Two examples are provided on Page 2.

## 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.*  *Also, the organisation has current Public Liability Insurance cover 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.*  *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

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

## Risk Identification and Management Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) |  |  |  |  |