

This sample risk management plan template can be used to:

- record identified risks
- assess and rate them by using the Risk Likelihood & Consequence descriptors and the Risk Rating Matrix included with the template
- list management actions
- allocate responsibility and timelines
- record the status of responses to identified risks.

It employs recognised industry approaches but is only a sample of such an approach and WWC will consider other effective approaches to this matter.

The use of this sample template should consider advice about risk management contained in <https://www.warwyn.tas.gov.au/?s=risk+management>

| RISK MANAGEMENT PLAN | |
|---|--|
| Name of Organisation | |
| Name of event or activity: | |
| Name of site or facility to be used: | |
| Date(s): | |

| Risk or Hazard | Likelihood and consequences of a risk | | Risk Rating | Action Plan | Who | When | Progress or current status |
|--|---------------------------------------|-----------------|-------------|--|----------------------------|-----------------|----------------------------|
| | L | C | | | | | |
| <i>Sample risk – Lack of volunteers to arrange and manage event.</i> | <i>Possible</i> | <i>Moderate</i> | HIGH | <i>Sample action - Encourage others to join the committee.</i> | <i>Committee Executive</i> | <i>Feb 2021</i> | <i>Ongoing</i> |
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Risk Matrix

For consistency the following matrix is to be used for all types of risk assessment within Waratah-Wynyard Council:

| | | Consequence | | | | |
|------------|----------------|-------------|---------|----------|--------|---------------|
| | | Critical | Major | Moderate | Minor | Insignificant |
| Likelihood | Almost Certain | Extreme | Extreme | High | High | Medium |
| | Likely | Extreme | High | High | Medium | Medium |
| | Possible | Extreme | High | High | Medium | Low |
| | Unlikely | High | Medium | Medium | Low | Low |
| | Rare | Medium | Medium | Medium | Low | Low |
| | | | | | | |

Likelihood Scales

Use the following scale for consistency, to assess likelihood:

| | Chance | Probability | Frequency |
|----------------|--|----------------------|--|
| Almost Certain | Is expected to occur frequently, in most circumstances | Probability >90% | Is expected to occur at least once per week |
| Likely | Is expected to occur occasionally | Probability 50 – 90% | Is expected to occur at least once per month |
| Possible | Could occur, capable of happening, foreseeable | Probability 5 – 50% | Could occur at least once in 2 – 12 months |
| Unlikely | Might occur sometime but not expected | Probability < 5% | Might occur at least once in 5 – 20 years |
| Rare | May occur only in exceptional circumstances | Probability < 2% | May occur once in 20 – 50 years |

| Name | Signature | Date |
|------|-----------|------|
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To submit this template or for assistance contact Waratah-Wynyard Council via:

Phone: (03) 6443 8333

Email: council@warwyn.tas.gov.au

Website: www.warwyn.tas.gov.au