



# APPENDIX C

## **Risk Management Forms**

# **RISK MANAGEMENT — ASSESSMENT FORM — Areas and Sources of Risk**

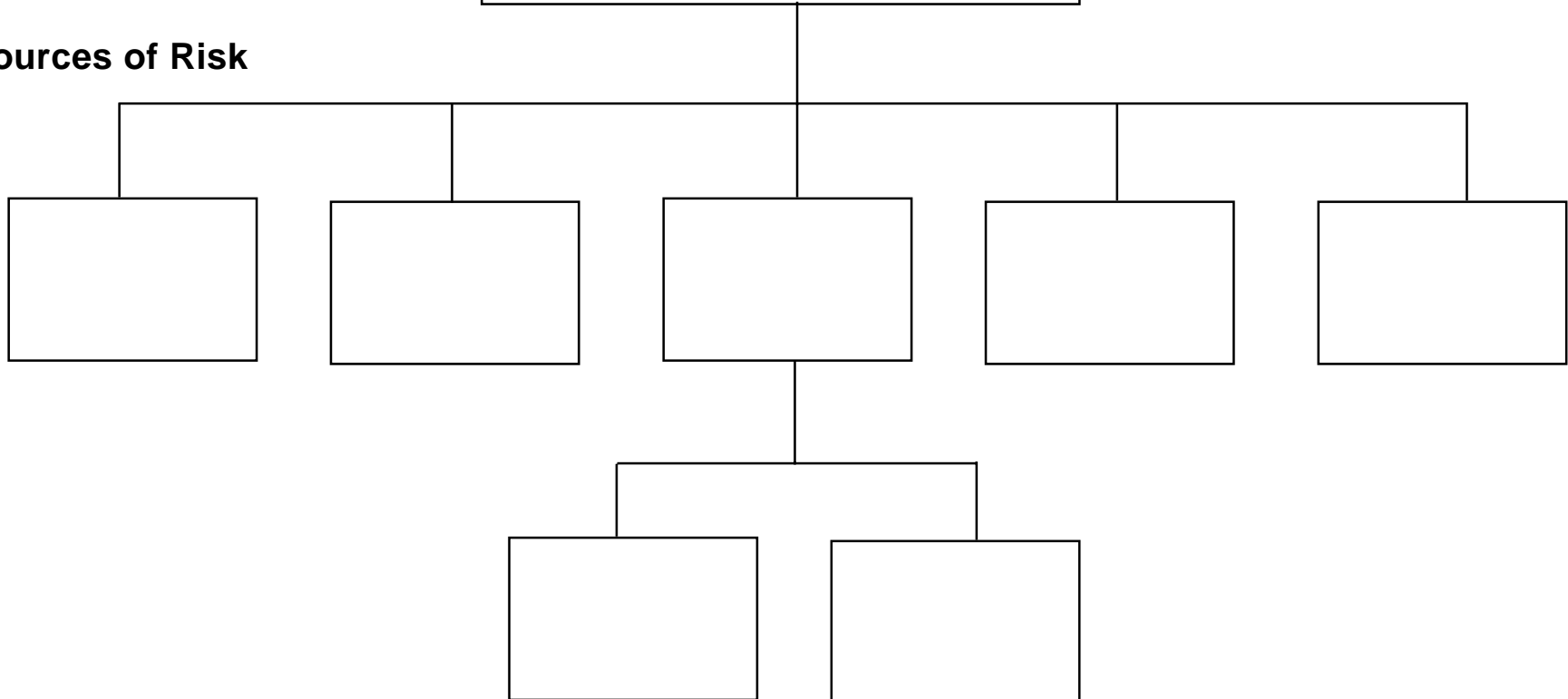
Name of Unit: \_\_\_\_\_ Manager: \_\_\_\_\_ Date Assessment Completed: \_\_\_\_\_

Assessment Team:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Area of Risk**

**Sources of Risk**



AREA: \_\_\_\_\_ SOURCE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**① Identified Risk(s)**

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**② Outcomes** \_\_\_\_\_

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**③ Controls in Place** \_\_\_\_\_ **Rating (tick one)**

_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE
_____	<input type="checkbox"/> HE	<input type="checkbox"/> ME	<input type="checkbox"/> IE

**④ Rating**

	L	C	R	A/U
1	___	___	___	___
2	___	___	___	___
3	___	___	___	___
4	___	___	___	___
5	___	___	___	___
6	___	___	___	___
7	___	___	___	___
8	___	___	___	___
9	___	___	___	___
10	___	___	___	___

**⑤ Strategies**

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Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>A</b> Almost Certain	<b>S</b>	<b>S</b>	<b>H</b>	<b>H</b>	<b>H</b>
<b>B</b> Likely	<b>M</b>	<b>S</b>	<b>S</b>	<b>H</b>	<b>H</b>
<b>C</b> Possible	<b>L</b>	<b>M</b>	<b>S</b>	<b>H</b>	<b>H</b>
<b>D</b> Unlikely	<b>L</b>	<b>L</b>	<b>M</b>	<b>S</b>	<b>H</b>
<b>E</b> Rare	<b>L</b>	<b>L</b>	<b>M</b>	<b>S</b>	<b>S</b>

**Unacceptable Risks**

**H = a High Risk, Senior Management and Resources required**

**S = a Significant Risk, Senior Management Attention required**

**Acceptable Risks**

**M = a Moderate Risk, Management Responsibility to monitor**

**L = a Low Risk, Standard Operating Procedures to handle**

Code	Description
<b>HE</b>	The control is highly effective because it reduces the likelihood of the risk occurring and/or it reduces the consequences if the risk does occur.
<b>ME</b>	The control is moderately effective because it only partially reduces the likelihood of the risk occurring and/or partially reduces the consequences if the risk does occur. The control needs to be reviewed, abolished, amended, or replaced to make it a highly effective control.
<b>IE</b>	The control is ineffective because it does not reduce the likelihood of the risk occurring and/or it does not reduce the consequences if the risk does occur. The control needs to be reviewed, abolished, amended, or replaced to make it a highly effective control.



## LIKELIHOOD

LEVEL	DESCRIPTOR	DESCRIPTION
A	Almost Certain	The event is expected to occur in most circumstances.
B	Likely	The event will probably occur in most circumstances.
C	Possible	The event should occur at some time.
D	Unlikely	The event could occur at some time.
E	Rare	The event may occur only in exceptional circumstances.

## CONSEQUENCE

Level	Descriptor	Description
1	Insignificant	Minimal financial loss, no impact on overall program or functional outcomes (eg Confined to very small number of products, services or customers), no adverse external criticism or publicity, no impact on staff.
2	Minor	Small financial loss, small impact on overall program or functional outcomes (eg Confined to a substantial minority of products, services to customers), criticism by directly affected managers or customers, minimal impact on staff or overall morale.
3	Moderate	Medium financial loss, substantial impact on overall program or functional outcomes (eg Many products and services affected), some external criticism directed at CEO, Board (eg by customers and key stakeholders, low key media). Impact on staff noticeable, degree of change in morale.
4	Major	High financial loss, products and services curtailed due to failure to deliver, serious external criticism (eg key stakeholders, high profile media). Substantial impact on overall staff and morale with performance affected. Measureable increase in stress related issues.
5	Catastrophic	Abolition of the organisation, dismissal of CEO, significant irreparable impact on customers' prospects through mismanagement. Impact on staff and morale severe.

**Work Area:** \_\_\_\_\_ **Manager:** \_\_\_\_\_

**Area/Source:** \_\_\_\_\_

Risk #	IDENTIFIED RISK				When ID'd (date)	Rating (H/S)
<b>MITIGATION STRATEGY</b>						
<b>IMPLEMENTATION</b>						
#	Action	Action Officer	Completed by	Done (date)	Comments	
1						
2						
3						
4						