

## APPENDIX 1 – SCORING TABLES

### Risk Scores and Descriptions – Service Planning Risks

#### Impact

Description	Score	Impact – Financial (Council, department or service area)	Impact - Reputation	Impact – Service Delivery	Impact Health & Safety (Employees or public)	Impact - Service Objectives
Very Low	1	<2% of annual budget	Letter(s) of complaint.	Minor, very short term (under 24 hours) disruption to a single team or section.	Minor injuries or illnesses, but not resulting in 'lost time'	Minor effect on achievement of a sectional aim
Low	2	<5% but >2% of annual budget	Single adverse report in local media	Some short-term (under 48 hours) disruption to a single team or section, manageable by altered operational routine	Minor injuries or illnesses that require first aid and result in lost time.	Serious effect on achievement of a sectional aim
Medium	3	<10% but >5% of annual budget	Significant adverse publicity in local media	Longer term disruption (up to 7 days) to a number of operational areas within a single location and possible flow on to other locations. <u>Or</u> short-term disruption to a service-critical team or section.	Injuries or illnesses that result in an 'over 3 day' injury, major injury or hospitalisation	Achievement of a sectional aim seriously compromised and / or significant effect on a Departmental aim.
High	4	<15% but >10% of annual budget	Significant adverse publicity in national media. Dissatisfaction with Chief Officer &/or Member	All operational areas of a single location compromised. Other locations may be affected. <u>Or</u> longer-term (up to 7 days) disruption to one or more service critical teams or sections.	Single case of injury or illness that could be fatal, life threatening or cause long-term disability	Achievement of one or more departmental aims compromised and / or significant effect on achievement of Corporate objective
Very High	5	>15% of annual budget	Sustained adverse publicity in national media. Chief Officer &/or Member removal or resignation	Multiple locations compromised. Council unable to execute numerous service-critical functions.	Multiple cases that could be fatal, life threatening or cause long-term disability	Achievement of one or more Corporate objectives seriously compromised

#### Likelihood

Description	Score	Narrative	Quantitative (chance of occurrence within 3 years)
Very low	1	Extremely unlikely or virtually impossible	0-5%
Low	2	Unlikely, but not impossible	6-20%
Medium	3	Fairly likely to occur	21-50%
High	4	More likely to occur than not	51-80%
Very High	5	Very likely to occur	>80%

## APPENDIX 1 – SCORING TABLES

### Risk Scores and Descriptions – Project Risks

#### Impact

Description	Score	Budgetary Impact	Schedule Impact	Impact on Requirements
Very Low	1	Negligible effect on projected cost: 0 to 3%	No effect on projected schedule: < 3%	System will fully meet mandatory requirements
Low	2	Small increase on projected cost: 3 to 10%	Small schedule slip: 3 to 10%	A few shortfalls in desirable functionality
Medium	3	Significant increase on projected cost: 10 to 30%	Significant schedule slip: 10 to 30%	Minor shortfalls in one or more key parameters
High	4	Large increase on projected cost: 30 to 75%	Large delay: 30 to 50%	Major shortfalls in one or more key parameters
Very High	5	Major increase on projected cost: > 75%	Major delay: > 50%	Major shortfall in any of the critical requirements

#### Likelihood

Description	Score	Narrative
Very Low	1	Virtually impossible (within the lifecycle of the project)
Low	2	Unlikely, but not impossible (within the lifecycle of the project)
Medium	3	Fairly likely to occur (within the lifecycle of the project)
High	4	More likely to occur than not (within the lifecycle of the project)
Very High	5	Almost certain (within the lifecycle of the project)