



## SECTION 6 Risk management and standard operating procedures and policies module

Application for a licence under the *Narcotic Drugs Act 1967* (Cth)

### Important notice

This module forms one of a series of specific parts making up an application for a licence under the [Narcotic Drugs Act 1967](#) (Cth). This module must be attached and submitted along with all other parts in order to form a materially complete application.

### Information required

This module requests information relating to risk management and standard operating procedures and policies which form a part of the requirements to be met in order for the grant of a licence to be considered.

### Risk management planning

A risk management plan:

- must be supplied by all applicants seeking the grant of a licence to cultivate cannabis plants, produce cannabis or cannabis resin for medicinal or research purposes and/or manufacture drugs.
- should be developed and implementable at the time of the application.
- must focus on risk management around the proposed activities to be licensed.

**Important note:** There is no prescribed format for the risk management plan and each must be set to meet the needs of the business as intended in the application. Your risk management plan should be a comprehensively documented plan that:

- identifies and documents foreseeable risks that could result in diversion
- estimates the impacts if those risks were to be realised
- defines mitigating steps to prevent or reduce the likelihood of those risks being realised
- specifies the persons, resources and steps needed
- defines responses to lessen the impact of the risk should the event occur despite mitigation.

Frequently, a risk assessment matrix is employed as a tool to grade the severity of the potential risk and to set the intensity of the mitigation steps accordingly.

#### **Publications to assist risk management planning:**

- 1 Australian Commonwealth Government business information portal guidance on risk management  
<https://www.business.gov.au/Risk-management>
- 2 Australian Standards:  
AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines  
HB167:2006-Security risk management  
HB 327:2010-Communicating and consulting about risk

### 6.1 Risk management plan

Provide an overview of how risk management will be applied to manage risks associated with the activities, including risks posed to the health and safety of people or to the environment.

If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.



**Attach your proprietary risk management plan. Label this document “Risk management plan”.**

Identify the file name of the relevant attachment

### 6.2 List of Standard Operating Procedures and Policies

**Provide a list of the Standard Operating Procedures and policies that will be used to undertake the (licensed) activities and provide a copy of each document.**

Note: Only procedures and policies specifically relating to cannabis, cannabis material and/or narcotic drug manufacture should be provided at this time. Information on the Standard Operating Procedures and policies that should be included can be found in [Guidance: Completing a licence application form](#) on the Office of Drug Control website at [www.odc.gov.au](http://www.odc.gov.au).

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**Attach copies of all Standard Operating Procedures and policies in the list you have provided under item 6.2.**

Identify the file name of the relevant attachment

<b>6.3 Provide details of the persons authorised to undertake activities that may be authorised under the licence</b>	
<b>Name</b>	<b>Position held in company</b>