**Insert Org Logo**

**RISK REGISTER SUMMARY ACTION PLAN**

| **Risk**  **#** | **Risk Theme** | **Risk Statement** | **Control Rating** | **Likelihood Rating** | **Consequence Rating** | **Risk Rating** | **Target Rating** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Strategic | director continuity, stakeholder relationships, reputation, regulatory and contract compliance, strategic partnerships | *Utilise Risk Rating Criteria Template to achieve all above ratings* | | | | |
|  |  |  |  |  |
| 2 | Financial | includes capital management, budgeting, revenue and expenditure, reporting |  |  |  |  |  |
| 3 | Operational | includes human resources, industrial relations, OH&S, program resourcing, compliance with regulations and legislation, asset management, business growth |  |  |  |  |  |
| 4 | Interagency | Includes stakeholder relations, reputation, and lack of stakeholder engagement. |  |  |  |  |  |

**Insert Org Logo**

**RISK REGISTER SUMMARY ACTION PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation: | Insert org name | | | Risk Number: | 1 |
| Risk Statement: | Director continuity, Stakeholder relationships, Reputation, Regulatory and Contract Compliance, Strategic partnerships | | | | |
| Risk Theme:  STRATEGIC | Choose from above Risk Statement [1] *STRATEGIC* eg; *Director continuity ect.* | | | Risk Rating: | *Utilise Risk Rating Criteria Template to achieve all above ratings* |
| Agreed Actions (to avoid, transfer, reduce or manage the risk) | | Responsible Board Member | Responsible Individual/Body | Due Date | Status |
| Eg: *Identify CoM skills gaps and develop CoM succession plan* | | All CoM members | All CoM members | Insert Mth/Yr | e.g. In progress |
| Eg: *Follow up CoM performance review data; feedback results to CoM; if required, develop action plan* | | All CoM members | All CoM members | Insert Mth/Yr | e.g. In progress |
| Eg: *Ongoing Director training* | | Chair | Chair | Rolling review schedule | e.g. In progress |

**NOTE:**

Risk Rating Criteria is attached to this document as ***Appendix 1***

**Insert Org Logo**

**RISK REGISTER SUMMARY ACTION PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation: | Insert Org Name Here | | | Risk Number: | 2 |
| Risk Statement: | Includes capital management, budgeting, revenue and expenditure, reporting | | | | |
| Risk Theme:  FINANCIAL | Choose from above Risk Statement [2] *FINANCIAL* eg; *Capital Management ect.* | | | Risk Rating: | *Utilise Risk Rating Criteria Template to achieve all above ratings* |
| Agreed Actions (to avoid, transfer, reduce or manage the risk) | | Responsible Board Member | Responsible Individual/Body | Due Date | Status |
| Eg: *Review current financial reporting frequency, content and formatting* | | Chair/Treasurer | Manager/Coordinator | Insert Mth/Yr | e.g. Completed |
| Eg: *Review asset register with Manager/Coordinator* | | Chair/Treasurer | Manager/Coordinator | Insert Mth/Yr |  |

**NOTE:**

Risk Rating Criteria is attached to this document as ***Appendix 1***

**Insert Org Logo**

**RISK REGISTER SUMMARY ACTION PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation: | Insert Org Name Here | | | Risk Number: | 3 |
| Risk Statement: | lncludes human resources, industrial relations, OH&S, program resourcing, compliance with regulations and legislation, asset management, business growth | | | | |
| Risk Theme:  OPERATIONAL | Choose from above Risk Statement [3] *OPERATIONAL* eg; *Industrial Relations ect.* | | | Risk Rating: | *Utilise Risk Rating Criteria Template to achieve all above ratings* |
| Agreed Actions (to avoid, transfer, reduce or manage the risk) | | Responsible Board Member | Responsible Individual/Body | Due Date | Status |
| Eg: *Ensure Manager/Coordinator is up-to-date with regulatory and compliance requirements in relation to current award* | | Chair | Manager/Coordinator | Quarterly | e.g. Last review Aug 2020 |
| Eg: *Ensure Manager/Coordinator is up-to-date with all OHS requirements including staff training in topics like Bullying ect.* | | Chair | Manager/Coordinator | Annually | e.g. In Progress (2020-2021) |
| Eg: *Monitor and report OHS incidents monthly* | | Chair | Manager/Coordinator | Monthly | e.g. In Progress |

**NOTE:**

Risk Rating Criteria is attached to this document as ***Appendix 1***

**Insert Org Logo**

**RISK REGISTER SUMMARY ACTION PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation: | Insert Org Name Here | | | Risk Number: | 4 |
| Risk Statement: | *Includes stakeholder relations, reputation, and lack of stakeholder engagement.* | | | | |
| Risk Theme:  INTERAGENCY | Choose from above Risk Statement [4] *INTERAGENCY* eg; *Stakeholder Engagement ect.* | | | Risk Rating: | *Utilise Risk Rating Criteria Template to achieve all above ratings* |
| Agreed Actions (to avoid, transfer, reduce or manage the risk) | | Responsible Board Member | Responsible Individual/Body | Due Date | Status |
| Eg: *Identify one new partner each year* | | All board members | Manager/Coordinator | Insert Mth/Yr | Completed |
| Eg: *Review partnership opportunities with Shire* | | All board members | Chair/Manager | Insert Mth/Yr | In progress |

**NOTE:**

Risk Rating Criteria is attached to this document as ***Appendix 1***



**Illustrative Consequence Rating Scale**

The categories below are a guide only – the organization should adopt categories specific to its risk universe.

| **Consequence Rating** | **Financial Impact** | **People Effects** | **Reputation** | **Service Outputs** | **Legal & Compliance** | **Management Impact** |
| --- | --- | --- | --- | --- | --- | --- |
| 5 | <$3m | One or more fatalities or severe irreversible disability to one or more people | National media coverage; Significant impact on funding for several years; long-term loss of clients | Total cessation of multiple services for many months | Major litigation costing $>3m; Investigation by regulatory body resulting in long term interruption of operations | Restructuring of organisation with loss of many senior managers |
| 4 | $1m - $3m | Extensive injury or impairment to one or more persons | State media coverage; CEO departs affecting funding or causing loss of clients for many months | Disruption of multiple services for several months | Major breach of regulation with punitive fine, and significant litigation involving many weeks of senior management time and up to $3m legal costs | Significant disruption that will require considerable senior management time over several weeks |
| 3 | $300k - $999k | Short term disability to one or more persons | Local media coverage over several days; senior managers depart; noticeable loss of clients for many months | Total cessation of one service for a few months | Breach of regulation with investigation by authority and possible moderate fine, and litigation and legal costs up to $999k | Disruption that will require senior management time over several weeks |
| 2 | $10k - $299k | Significant medical treatment; lost injury time <2 weeks | Local media coverage, and complaint to management | Some service disruption in the area | Breach of regulations; major fine or legal costs; minor litigation | Will require some senior management time over many days |
| 1 | <$10k | First aid or minor medical treatment | No media coverage; complaint to employee | Minimal disruption | Minor legal issues or breach of regulations | Will require some management attention over several days |

**RISK REGISTER SUMMARY ACTION PLAN**

**Illustrative Description of Risk Levels**

|  |  |
| --- | --- |
| **Risk Level** | **Description** |
| Very High | Requires ongoing executive level oversight. The level of risk warrants that all possible mitigation measures be analysed in order to bring about a reduction in exposure. |
| High | Action plans and resources required. The level of risk is likely to endanger capability and should be reduced through mitigation strategies where possible. |
| Medium | This level of risk should not automatically be accepted for risk mitigation but rather a cost-benefit analysis is required to determine if treatment is necessary. |
| Low | Treatment when resources are available. The risk should be able to be managed via existing controls and normal operating procedures. |

**Illustrative Likelihood and Consequence Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **5** | Medium (5) | High (10) | Very High (15) | Very High (20) | Very High (25) |
| **4** | Low (4) | High (8) | High (12) | Very High (16) | Very High (20) |
| **3** | Low (3) | Medium (6) | Medium (9) | High (12) | Very High (15) |
| **2** | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| **1** | Low (1) | Low (1) | Low (3) | Medium (4) | High (5) |
|  | | **1** | **2** | **3** | **4** | **5** |
| **Consequence** | | | | |

**Control Effectiveness Rating**

|  |  |  |
| --- | --- | --- |
| **Control Rating** | **Descriptor** | **Definition** |
| 3 | High | Control operating effectively, no deficiencies noted |
| 2 | Medium | Some deficiencies in the control have been identified however there are compensating controls to cover identified faults |
| 1 | Low | Significant control deficiencies have been identified |