



# College-wide Risk Update

2015

Towards a Risk Register

## Finance Sub-Committee

Date	Risk Identified	Likelihood of Occurrence (L/M/H)	Strategy to mitigate	Impact Rating (L, M, H)	Outcomes
Jan	Actual interest rates exceed rates set in the 2015 budget	Low	Interest rates set in the 2015 budget were set at a rate to withstand significant rate rises during the year	Low	Current interest rates are 1.25% lower than our budgeted interest rate for the year
Jan	Contributions to the College Building Fund may fall	Low	1: Allow families to contribute to the building fund over 10 instalments throughout the year. 2: Regular correspondence from the College to families acknowledging their ongoing support and the projects that the Building Fund has contributed towards.	Low	Current contributions to the building fund is in line with prior year/s support
Jan	Debtors collection rate may fall	Low	1: The College has rolled out a 10 instalment repayment plan which helps struggling families budget during the year and pay school fees	Low	Debtor arrears at the end of 2014 were 5.83% the lowest they have been in recent history
Oct	Fraud – cash handling and payroll	Low	1: All cash is receipted and the person that receives the cash does not bank the cash. 2: The preparer of the payroll is not the approver of the payroll. 3: There are two approvers required for each payroll.	High	There has not been any fraud ever recorded at the College regarding cash or payroll.
Oct	ICT Security	Low	1: All known ICT risks have been identified and strategies to mitigate the risk of ICT security risks have been implemented.	High	ICT breaches have been few in number and have not threatened the operations of the College.

**Building Sub-Committee**

<b>Date</b>	<b>Risk Identified</b>	<b>Likelihood of Occurrence (L/M/H)</b>	<b>Strategy to mitigate</b>	<b>Impact Rating (L, M, H)</b>	<b>Outcomes</b>
Jan	Letter received from Workcover which raises 3 apparent issue/s	Low	Please refer to letter attached from the Building Committee which addresses each issue raised	High	
Jan	FAL's ability and willingness to resolve the substantial water leaking from the Southern and Eastern retaining walls identified on Project 3	Medium	1: FAL are assuring the College that they will uncover the cause of the leak and find a solution. 2: The College is seeking legal advice on making sure FAL address this matter in a timely manner	High	
Feb	Electrical tagging does not occur in April break	Low	College have booked electrician	High	
Feb	Trees on Western Border are leaning against neighbour's wall	High	Arborist booked and assessing risk	Medium	
Feb	Delay in commencement of construction of new building due to Congregational delays	High	Continued communication with GS congregation	High	
Sept	The Occupation Warning System (OWS) in Subiaco does not include an audio alarm	High	<ol style="list-style-type: none"> <li>1. Short term: install an audio alarm (fog horn)</li> <li>2. Long term: integrate alarm with whole site fire alarm system</li> </ol>	High	
Oct	Delays finalising the construction contract	High	Treat post-tender costs associated with additional PCA requirements as provisional sums	High	

**HR & Risk Sub-Committee**

<b>Date</b>	<b>Risk Identified</b>	<b>Likelihood of Occurrence (L/M/H)</b>	<b>Strategy to mitigate</b>	<b>Impact Rating (L,M,H)</b>	<b>Outcomes</b>
Jan	Currently salary negotiations with Teachers and Support Staff is unresolved leading to industrial action	Low	The Principals Committee is working closely with CCER to reach a mutually acceptable outcome	High	Still no resolution - May
Jan	Complispace does not deliver a satisfactory and useful solution for the College	Low	The College has appointed a Compliance Officer to ensure open communication with all stake holders. 2: Compliance and Risk Management is a standing Agenda item for all standing and sub-committee meetings	Low	
Jan	Recruitment for key specialist positions not generating a broad spectrum of applicants	Medium	Broadening advertising of position. 2: Redesigning the job descriptions. 3: Continuing to raise the profile of the College in the Community	Medium	Ongoing recruitment for AP - Completed
Feb	No risks identified				
Mar	WHS Committee not completing all tasks as stipulated in regulations	Low	WHS Report to be sent to HR & Risk Committee each month	High	
April	Board not aware of all Risk in the College	Medium	1: Introduction of Complispace to manage Compliance and Risk 2: Chairs of Sub-Committee's asked monthly to update Risk Register 3: WHS Report to be submitted to HR/Risk Committee	Medium	Implemented and Ongoing
May	Regular Assurance reporting through Complispace is comprehensive and meaningful	Medium	Board presentation from Complispace on Assurance component	Medium	

**Identity and Futures Sub-Committee**

<b>Date</b>	<b>Risk Identified</b>	<b>Likelihood of Occurrence (L/M/H)</b>	<b>Strategy to mitigate</b>	<b>Impact Rating (L/M/H)</b>	<b>Outcomes</b>
Jan	Failure to deliver on strategic planning	Low	The College has engaged a Strategic consultant to ensure a strategic plan is set and implemented working closely with the Board , Sub-Committees and Management Committees	High	
Jan	Safety of students and staff on GSC immersion programs	Low	The College works closely with GSE in implementing their thorough their planning and risk assessment / mitigation protocols	High	
	Damage to brand name -scandal - loss of funds, child protection issues - misappropriation - student identities	High	Media/communication strategy involves the Principal addressing the media following consultation with the Chair of the Board and seeking legal advice.	High	
	Loss of identity/ethos	Low	Formation programs – in school and beyond. Multilayered, multi-themed	High	
	Professional negligence	Medium	Updating Code of Conduct for all staff. Code included in PD Program.	Medium	
	Presence in cyberworld	High	Structures in place to monitor ongoing scanning – remove or challenge	High	

**Governance**

<b>Date</b>	<b>Risk Identified</b>	<b>Likelihood of Occurrence (L/M/H)</b>	<b>Strategy to mitigate</b>	<b>Impact Rating (L/M/H)</b>	<b>Outcomes</b>
Oct	Directors not fulfilling annual PD requirements (4 hours)	Low	1:Remind Directors of their PD requirements throughout the year. 2: Make Directors aware of upcoming PD opportunities. 3: Invite Directors to GSE training events. 4: Invite all Directors to Board Strategic Planning sessions.	High	Most of our current Directors have satisfied their PD requirements for the year 2015. Those Directors who need to complete further PD in 2015 have committed themselves to undertake a CEC course on Nov 21.