

WesternERM

Risk Assessment Register

User Guide for Staff

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Key Terminology

➤ Risk vs. Issue?

Risk - effect of uncertainty on objectives (ISO 31000:2018).

Note 1: An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities or threats.

Note 2: Risk is usually expressed in terms of risk sources, potential events, their consequences and their likelihood.

Issue - is essentially an event that has happened (current problem). It arises from lack of controls or lack of risk mitigation in place or a change of a particular set of circumstances. It can have several causes and consequences.

➤ What are controls?

Control is a measure that maintains and/or modifies risk (ISO 31000:2018).

➤ Residual Risk vs. Inherent Risk?

Inherent Risk - is the amount of risk that exists in the **absence of controls**.

Residual Risk - is the risk that **remains after controls** have been put in place.

Key Terminology (continued)

➤ Risk Owner

A person or entity with the accountability and authority to manage a risk (ISO 31073:2022). In other words, at the University, a person whose business objectives are impacted by the risk. Generally the process or activity owner.

➤ Issue Owner

BU head who owns the processes or activities for which the issue has been noted.

➤ Action Owner

Process or activity owner responsible for taking the assigned actions. Actions Owners could sit outside the business units impacted by the risks.

You only require 'Action Owner' details if the risk requires additional actions or treatment plan.

Note: Only 1 Action Owner is nominated per action.

➤ Risk Register

A risk management tool to identify potential risks for a process, activity, event or project and put controls in place to manage the risks to the desired level (i.e. Risk Appetite).

➤ Risk Appetite

Is the amount of risk that an entity is willing to accept, or retain in order to achieve its objectives.

➤ Risk Assessment

A process used to determine risk management priorities by evaluating and comparing the level of risk associated with an activity against predetermined tolerances or generally acceptable levels of risk (formulated in consultation with key stakeholders).

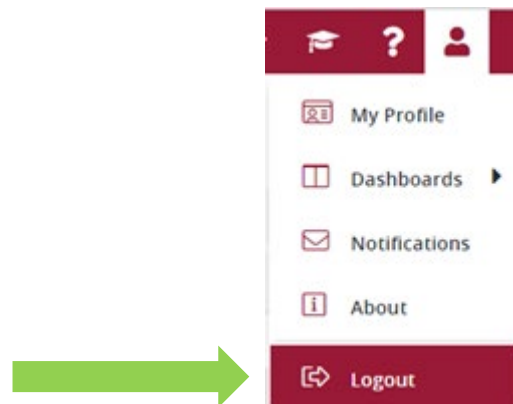
This is the link to the WesternERM system.

WesternERM uses single sign-on authentication.

<https://erm.protecht.com.au/ws/worms/client/app/widget.html?widget=Home>

For ease of access, I suggest saving this link as a bookmark in your web browser.

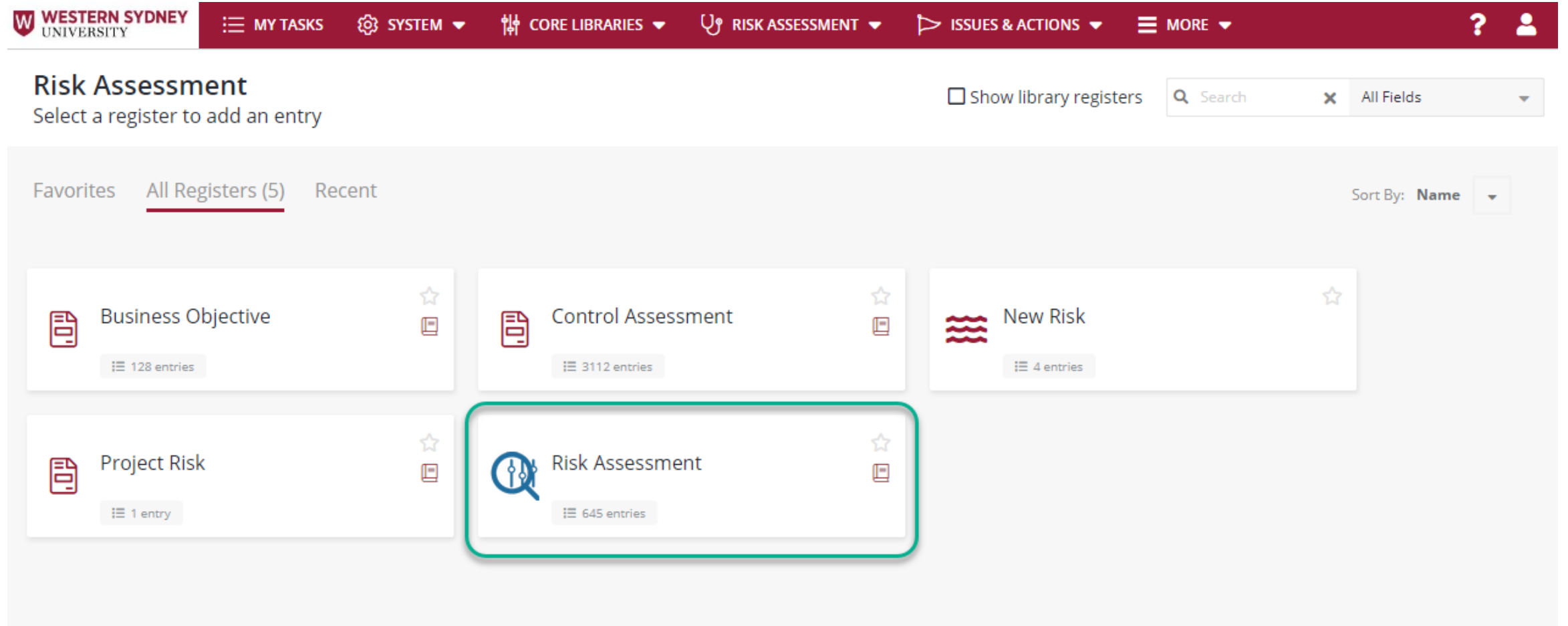
If you are a current user of WesternERM, please log-out using the Human icon at the top right corner and log back in.



This is the Risk Assessment landing page.

The Business Objective library and Control Assessment library are linked to the Risk Assessment Register and are located here.

Click the 'Risk Assessment' Register to add an entry.


















The screenshot shows the 'Risk Assessment' landing page. At the top is a dark red navigation bar with the Western Sydney University logo and several menu items: 'MY TASKS', 'SYSTEM', 'CORE LIBRARIES', 'RISK ASSESSMENT', 'ISSUES & ACTIONS', and 'MORE'. Below the navigation bar, the page title 'Risk Assessment' is displayed, followed by the instruction 'Select a register to add an entry'. To the right of the title is a search bar with a search icon, a search input field, a clear button, and a dropdown menu set to 'All Fields'. Below the search bar, there are three tabs: 'Favorites', 'All Registers (5)', and 'Recent'. The 'All Registers (5)' tab is selected. To the right of the tabs is a 'Sort By: Name' dropdown menu. The main content area displays five register cards. Each card has an icon, a title, and a count of entries. The 'Risk Assessment' card is highlighted with a green border. The cards are: 'Business Objective' (128 entries), 'Control Assessment' (3112 entries), 'New Risk' (4 entries), 'Project Risk' (1 entry), and 'Risk Assessment' (645 entries).

Risk Assessment
Select a register to add an entry

Show library registers

Favorites All Registers (5) Recent Sort By: **Name**

-  **Business Objective**   128 entries
-  **Control Assessment**   3112 entries
-  **New Risk**   4 entries
-  **Project Risk**   1 entry
-  **Risk Assessment**   645 entries

Note: All fields are to be completed within the Risk Assessment Register whether they are marked mandatory or otherwise.

Begin creating the Entry by selecting the 'Type of Risk Assessment' from the drop down menu.

WESTERN SYDNEY UNIVERSITY

MY TASKS SYSTEM CORE LIBRARIES RISK ASSESSMENT INTERNAL AUDIT MORE

← Risk Assessment

Entry 1018274 OPEN Approve Share Reports Calculate

Main

CORE ID 1018274 Business Unit Audit and Risk - U530BA Last Modified by Beth Pellow on 10/08/2022 12:23:53 pm Created by Beth Pellow on 10/08/2022 12:23:53 pm

Risk Assessment - Risk Details

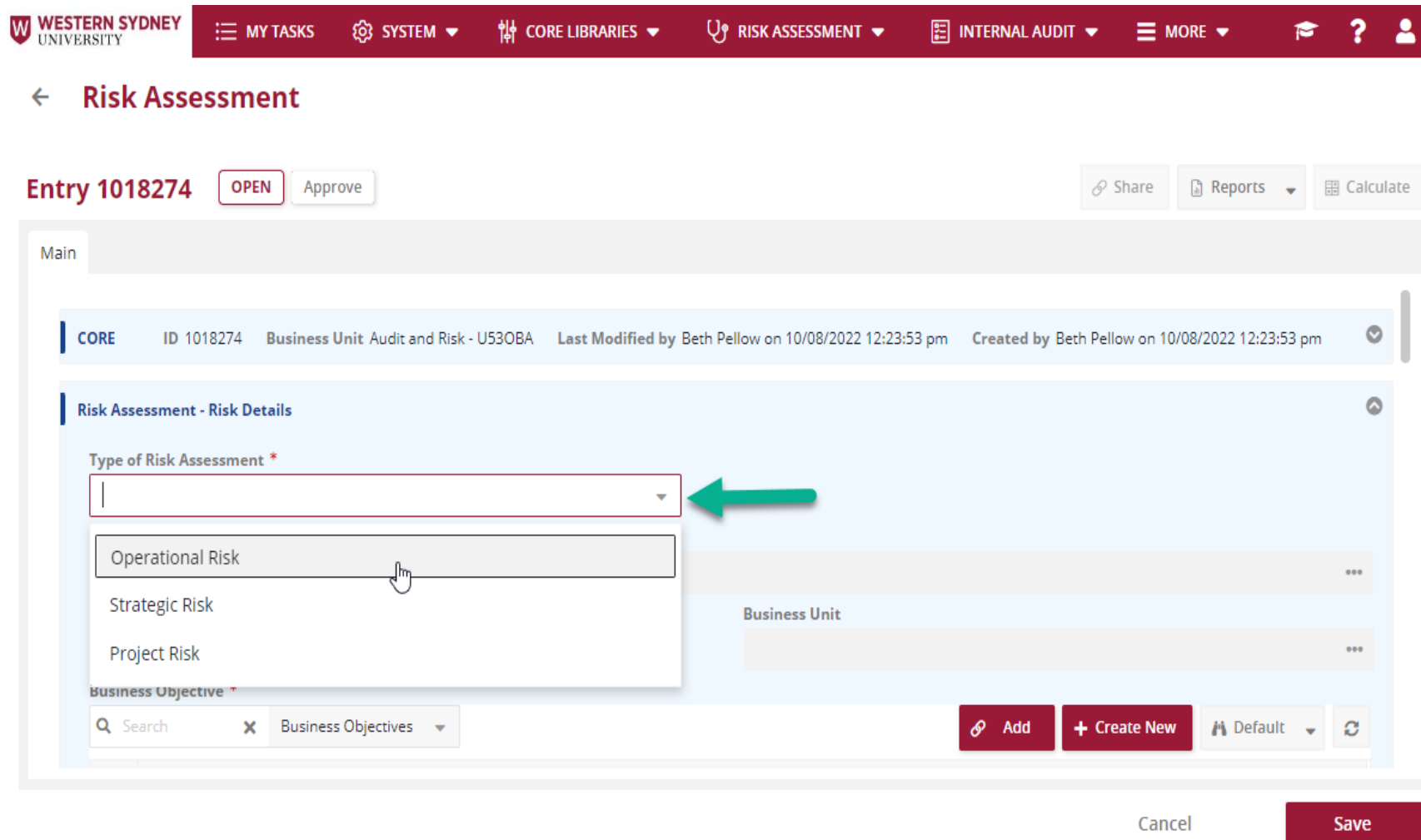
Type of Risk Assessment *

Operational Risk
Strategic Risk
Project Risk

Business Objective

Search Business Objectives Add Create New Default

Cancel Save




Next, select the 'Risk Title' by clicking the ellipsis.

Risk Assessment - Risk Details

Type of Risk Assessment *

Operational Risk

Risk Title *

Select risk from central library 

Navigate by both Risk Category and the Risk Type to select the 'Risk Event'. You can also create a new Risk by clicking the '+ Create New' button.

Select Risk Event


Hide Tag filter Search x Name

+ Create New Default

Tag filter

Match All Any


Name	Risk Owner	Tags	Description	Risk Causes
Schools website is not ...	Angelo Kourtis	Risk Category:...	The School's websi	

Risk Category
 Academic - Student Recruitment 
 Academic - Curriculum Quality
 Academic - Research
 Behaviour
 Environmental
 Financial
 Infrastructure
 International
 Legal
 Legislation or Regulatory Compl
 Market Competition and Cost

Displaying 1 - 1 / 1 Page 1 of 1

Cancel OK


Select Risk Event

Hide Tag filter Search x Name 

+ Create New Default

Tag filter

Match All Any

Name	Risk Owner	Tags	Description	Risk Causes
Viruses infecting Univer...			By not implementin	
WHS obligations may n...			WHS obligations ma	
Without a documented...			Without a documen	
Work orders in the syst...			Work orders in the s	
Work orders may not b...			Work orders may nc	
WSU may not be compl...				
WSU may not be compl...				

Displaying 193 - 199 / 199 Page 17 of 17

Cancel OK

When creating a new 'Risk Event', please complete the following fields:

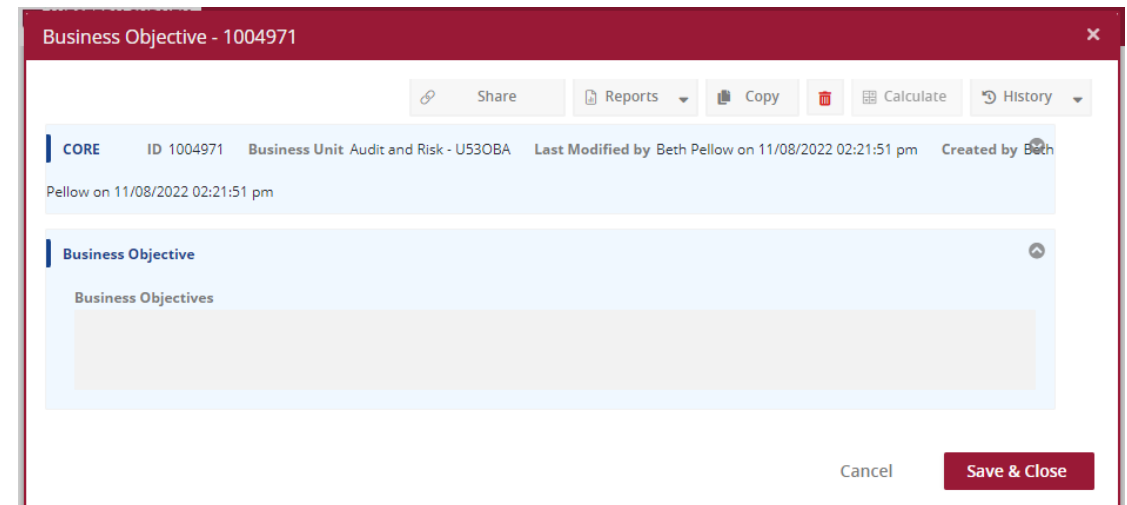
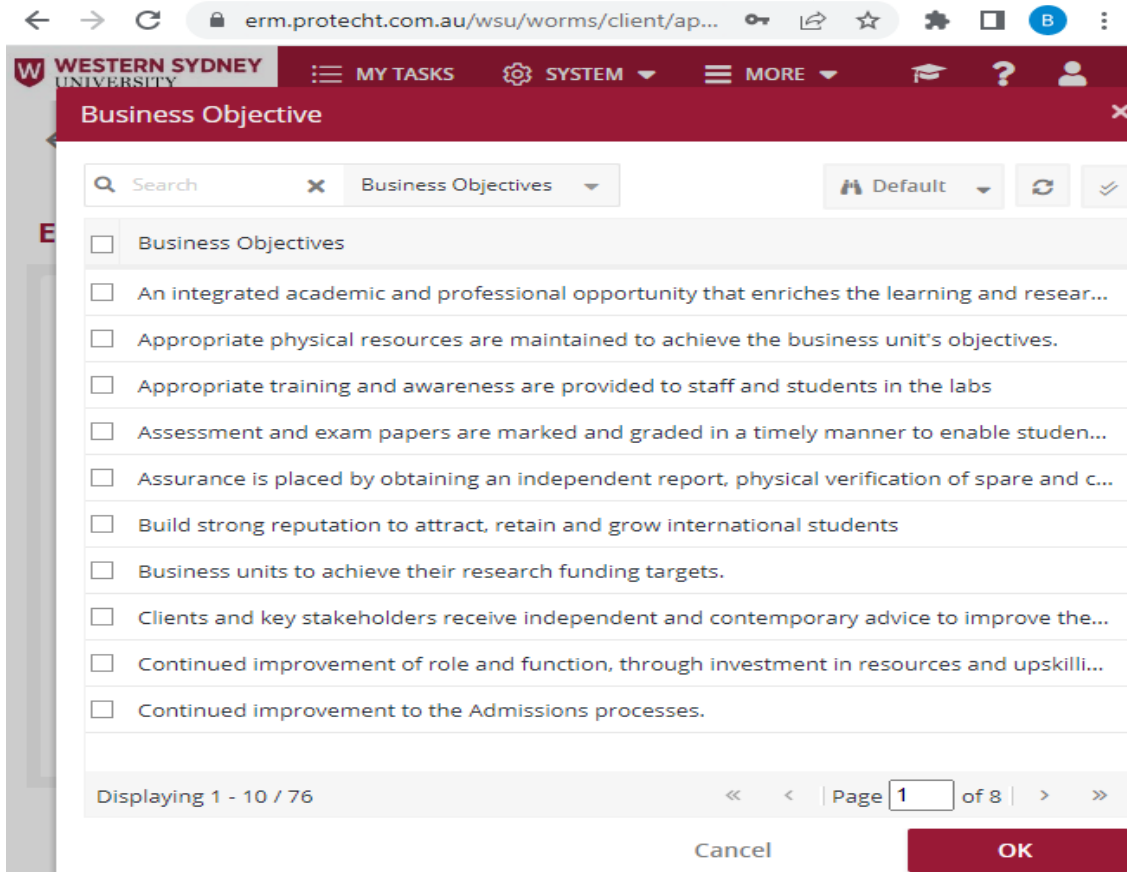
'Name' - this is a short name of the risk.

'Description' - this is a detail description of the risk.

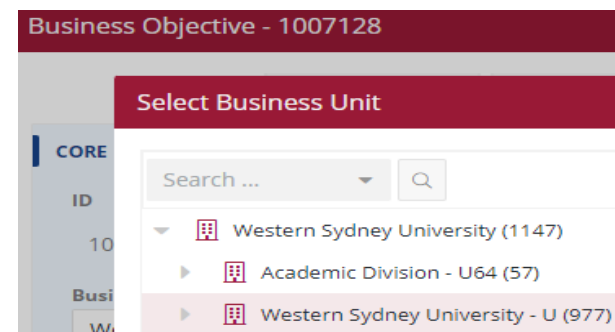
Next, click the '**Save**' button once completed.

The screenshot shows a web application interface for creating a new risk event. At the top, there is a navigation bar with the Western Sydney University logo and several menu items: MY TASKS, SYSTEM, CORE LIBRARIES, RISK ASSESSMENT, and MORE. Below the navigation bar, there is a header for the current page: 'Select Risk Event'. The main content area is a modal window titled 'New Risk Event'. This modal has two tabs: 'Details' (selected) and 'Linkage'. The 'Details' tab contains several input fields: 'Name *' (required), 'Description' (with a rich text editor icon), 'Risk Owner' (with a dropdown menu), and 'Risk Causes' (with an 'Add item' button). At the bottom of the modal, there are 'Cancel' and 'Save' buttons. To the right of the modal, there is a sidebar with a '+ Create New' button, a 'Default' dropdown, and a list of risk causes. The list includes: 'By not implementin', 'WHS obligations ma', 'Without a documen', 'Work orders in the s', and 'Work orders may nc'. At the bottom of the sidebar, there is a pagination control showing 'Page 17 of 17' and 'OK' and 'Cancel' buttons.

Next, add the 'Business Objective'. This can be done by Adding an existing Objective from the 'Business Objective' sub register, or selecting '+ Create New'.



Note: When creating a 'Business Objective', please ensure that you select 'Western Sydney University – U (977)', within the CORE section. Refer to screenshot below for details.




The next step of the Risk Assessment process is to capture the 'Date of the Risk Assessment' and the 'Inherent Risk Rating' i.e. the assessment of the risk without any controls in place.

You need to assess the likelihood of the risk event together with the impact of the risk to determine the Inherent Risk Rating.

Please also capture the 'Rationale for Inherent Assessment' within this section of the Register. Note: this is not a mandatory field, however it is important that the rationale behind the assessment is given.

Risk Assessment - Inherent Risk

Date of Assessment *

17/08/2022 

Inherent Risk Rating *

	5	10	15	20	25	
	4	8	12	16	20	Likelihood: 4 - Likely
Impact	3	6	9	12	15	Impact: 4 - Major
	2	4	6	8	10	Rating: ● High
	1	2	3	4	5	Total Score: 16
	Likelihood					

Rationale for Inherent Assessment

Navigate to the 'Risk Assessment – Control' section to Add (link) or create a New Control.

The screenshot shows the 'Risk Assessment - Control' interface. At the top, there is a search bar with 'Search' and 'ID' selected. Below the search bar, there are two buttons: 'Add' (with a link icon) and '+ Create New', both highlighted with red boxes. To the right of these buttons are 'Default' and a refresh icon. Below the buttons is a table with columns: ID, Control Title, Control Owner, Control Method, Key Control?, Design Effectiveness, and Operating Effective... The table is currently empty, with 'No data to display' at the bottom. A pagination bar at the bottom right shows 'Page 1 of 1'.

When you 'Add' a Control, please ensure you click the 'Show all' view to see all Controls listed under your Business Unit. You can then search for the relevant Control in the search field by 'Control Title' by searching the key words of the Control e.g. 'budget' or 'resource'.

The screenshot shows the 'Controls' interface. At the top, there is a search bar with 'Search' and 'Control Title' selected. Below the search bar, there is a table with columns: ID, Business Unit, Control Title, Control ..., Key Contr..., Control O..., and De... The table contains four rows of data. A dropdown menu is open over the 'Show all' button, showing options: 'Show all', 'Global views', 'Default (default)', and 'Create a new view'. Two red arrows point to the 'Show all' button and the 'Show all' option in the dropdown menu.

ID	Business Unit	Control Title	Control ...	Key Contr...	Control O...	De...
<input type="checkbox"/>	1012841	Audit and Risk - U53OB	Timelines are set by the University process for various...	<input type="checkbox"/>		
<input type="checkbox"/>	1012843	Audit and Risk - U53OB	Process is in place to ensure staff are not taking any u...	<input type="checkbox"/>		
<input type="checkbox"/>	1012845	Audit and Risk - U53OB	Regular team meetings takes place so staff and super...	<input type="checkbox"/>		
<input type="checkbox"/>	1012847	Audit and Risk - U53OB	Staff are cross-skilled in all areas so they are able to p...	<input type="checkbox"/>		

To create a new control, complete the required fields in the 'Control Assessment – Details'.

Select the 'Control Method' from the dropdown list. Is it Manual or Automated?

If it is a Key Control, click the 'Key Control' checkbox.

Nominate the Control Owner. Select the 'Control Assessed Date' as well as the 'Next Review Date'.

Note: the next review date should one year after the 'Control Assessed Date'.

Controls - 1024064

Control Assessment - Details

Control Title

Control Method
Please select one option from the dropdown list

Control Owner

Control Assessed Date

Key Control?

Evidence
Drop files here to upload or select.
(Maximum file size is 10 MB)

Next Review Date

Control Assessment - Effectiveness

Design Effectiveness

Operating Effectiveness

Comments
Effective
Partially Effective
Not Effective

Linked Items
No linked entities.

Cancel Save & Close

Next, assess the effectiveness of the Control. Select the 'Design and 'Operating Effectiveness' ratings from the drop down menu and make an assessment whether they are Effective, Partially Effective or Not Effective?

You may wish to add your comments in the 'Comments' field.

Click **'Save & Close'**.

Now back to the Risk Assessment Record:

Complete the 'Residual Risk' section, including the 'Date of Assessment' and the 'Residual Risk Rating' now that Controls have been applied.

Note the instructions within the Treatment Plan (Additional Mitigations) and follow the steps as appropriate. If the Risk is accepted, tick 'Accept' and provide comments in the 'Acceptance Commentary field' if you wish. If the Risk is above the threshold of acceptance, click 'Treat' and complete the Treatment Required section of the Treatment Plan record.

Risk Assessment - Residual Risk

Date of assessment *

Next Review Date

Residual Risk Rating *

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Likelihood: Impact: Rating: ● Total Score:

Treatment Plan (Additional Mitigations)

1. If the Residual Risk Rating is above our threshold of acceptance, please click "Treat" to create a Treatment Plan.
2. Once the Treatment Plan has been completed, please re-assess the Treated Risk Rating.
3. If the Residual Risk Rating is below our threshold of acceptance, please click "Accept" and add Commentary.

Accept or Treat?

Accept Treat

Risk Appetite

Residual Risk Trend

Authorisation

Cancel Save

To complete the Risk Assessment Entry, click the 'Authorisation' field at the bottom of the page and then the 'Approve' button at the top of the screen (Right hand corner).

A notification email will be sent to Office of Audit and Risk Assessment for review and approval of the risk assessment record.

When you accept “Treat” and have added the Actions by clicking on the +Create New button which takes you to the Actions register.

Next Step - Add the Action Owners in the ‘Action Owner’ fields. The Action Owner is the person responsible to ensure the Action is complete.

The Action Owner will receive notification emails from WesternERM system when an Action is due within 30 days, 7 days, and when the Action becomes overdue.

← Risk Assessment

Entry 1021591

OPEN

Approve

Share

Reports

Calculate

Main

Risk Assessment - Action Owners

Action Owner 1

Action Owner 2

Action Owner 3

Action Owner 4

Finally, when the business unit assesses their risk and decides to reduce the risk rating further down, complete the 'Risk Assessment – Treated Risk' section below.

This is generally completed when the Business Unit reviews their risk register annually.

Risk Assessment - Action Owners

Action Owner 1

Action Owner 2

Action Owner 3

Action Owner 4

Risk Assessment - Treated Risk

Date of assessment

Treated Risk Rating

	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	Likelihood				

Likelihood:

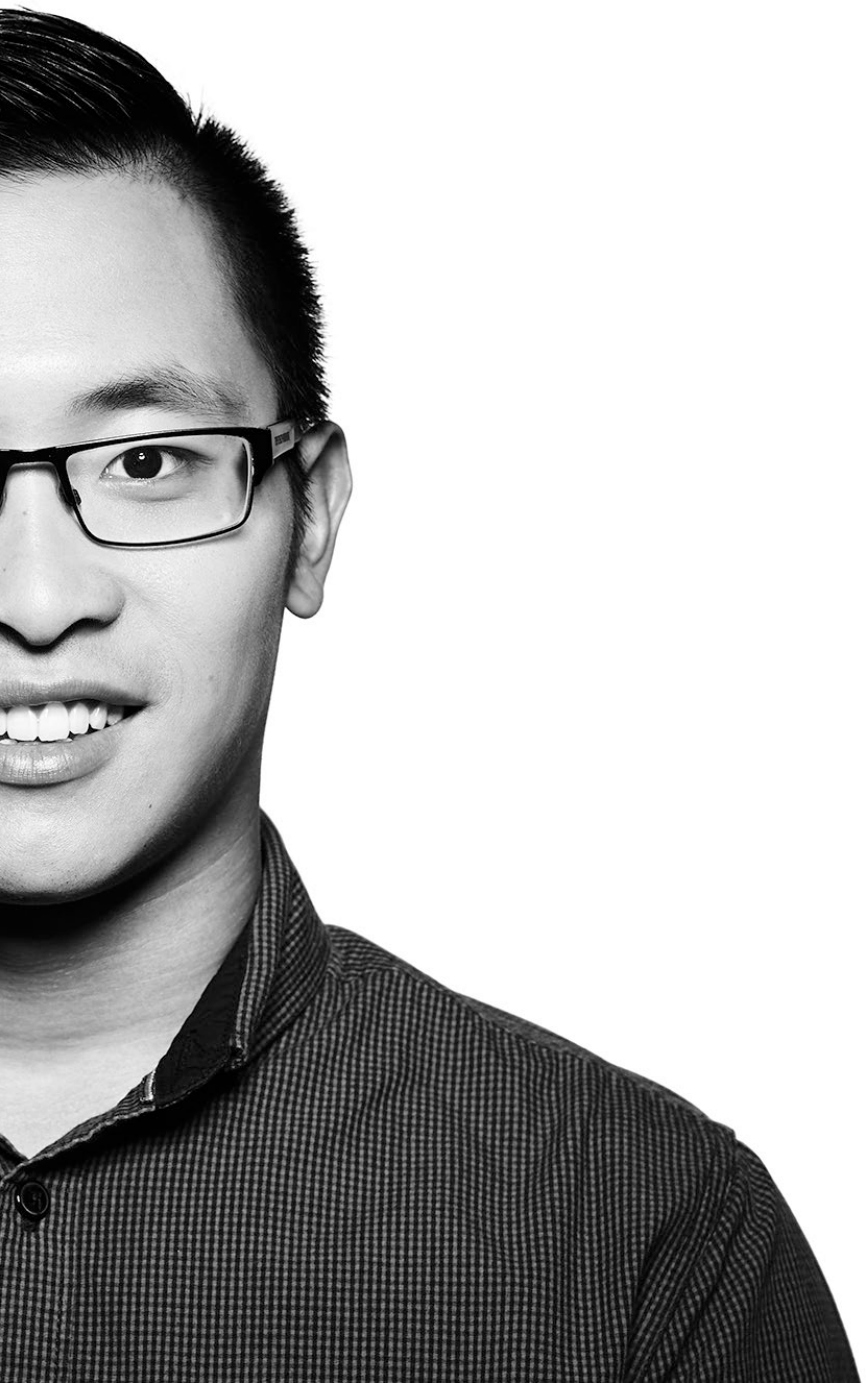
Impact:

Rating:

Total Score:

Rationale for Treated Assessment

Cancel
Save



Thank You

If you require any assistance or additional training regarding WesternERM, please contact the Office of Audit & Risk Assessment via ARA@westernsydney.edu.au

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