

Shire of Broomehill-Tambellup Risk Dashboard Report February 2025

<u>Asset Management Practices</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Document a routine inspection and maintenance schedule for hard Infrastructure	Sep-25	MW	
Document a routine inspection and maintenance schedule for buildings	Sep-25	BMC	
Document a routine inspection and maintenance schedule for parks, reserves &	Sep-25	WHS	
Update Strategic Resource Plan	Mar-26	MFA	
Develop a Portable and Attractive Assets register	Complete	MFA	

<u>External Theft & Fraud</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Develop register of fixed, minor and attractive assets	Complete	MFA	
Review IT security access protocols, profile management & infrastructure security	Complete	MFA	

<u>Business and Community Disruption</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Stock an emergency grab-bag for use in emergencies	Complete	SSPO	
Have a duplicate set of keys made for offsite storage	Dec-25	CEO/BMO	
Review I.T. Disaster Recovery Plan	Sep-25	MFA	

<u>Facilities-Venues</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	

<u>Compliance Risk</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Develop a Compliance Calendar	Completed	EXA	
Undertake Financial management review	Completed	MFA	
Three year Legislative review of compliance (Req17) Undertake	Completed	MFA	

<u>IT, Communication Systems and Infrastructure</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Implement 2-factor authentication IT security access	Complete	MFA	
Develop I.T. usage procedures handbook	Sep-25	MFA	
Conduct I.T. usage procedures training	Sep-25	MFA	

<u>Document Management Processes</u>		Risk	Control
		Low	Inadequate
Current Actions	Due Date	Responsibility	
Implement Electronic records management system (Synergy)	Complete	MFA	
Refresh staff Document Management awareness training and education	Dec-25	MFA	
Share Document Disaster Management Plan with users	Dec-25	MFA	

<u>Misconduct</u>		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	
Implement procedure for Working with Children checks and update position descriptions	Complete	SSPO	
Implement procedure for Police clearance checks	Complete	SSPO	
Implement formal Disciplinary Procedures	Sep-25	CEO	
Implement formal whistleblowing procedures	Complete	CEO	

<u>Human Resources</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Review Probation checklist	Complete	SSPO	
Update Workforce Plan	Sep-25	CEO	
Formalise Exit interview process, including when an interview is not required	Sep-25	SSPO	
Formalise Exit process	Sep-25	SSPO	

<u>Project / Change Management</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Develop project management framework which includes a formal risk assessment process for	Dec-25	CEO	
Implement project management training for staff	Complete	CEO	

<u>Engagement</u>		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	

<u>Supplier and Contract Management</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Formalise contract renewal reminder spreadsheet. Include contractor insurance checks & review of contract arrangements	Sep-25	SMT	
Formalise contract variations process	Dec-25	SMT	

<u>Environment</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Develop Waste Management Plan	Dec-25	MW	
Develop weed control program	Sep-25	MW	
Develop mosquito control program	Sep-25	MW	

<u>Work Health and Safety Practices</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Confirm internal Emergency Management Framework is up-to-date (Emergency Planning Committee, drills, trained Wardens and First Aiders and Plan for each building)	Dec-25	CEO	
Confirm Safety Data Sheets are up-to-date	Completed	WORKS ADMIN	
Engage a new Employee Assistance Program	Completed	SSPO	

<u>Errors, Omissions, Delays</u>		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	

To add additional Actions cells, insert a new line, click in the last of the existing cells above and drag down. This will bring the formulas into the new cells.