

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	MAP	
Document a routine inspection and maintenance schedule for parks, reserves &	Sep-25	CEO	
Update Strategic Resource Plan	Mar-26	MFA	
Develop a Portable and Attractive Assets register	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	MAP	
Review I.T. Disaster Recovery Plan	Mar-26	MFA	

<u>Compliance Risk</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Develop a Governance Calendar	Nov-25	MFA	
Undertake Financial management review	Completed	MFA	
Three year Legislative review of compliance (Req17) Undertake	Completed	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>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>Engagement</u>		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	

<u>Environment</u>		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Develop Waste Management Plan	Dec-26	MW	
Develop weed control program	Sep-25	MW	
Develop mosquito control program	Sep-25	MW	

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

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

<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	Mar-26	MFA	
Conduct I.T. usage procedures training	Mar-26	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>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>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	CEO	
Formalise contract variations process	Dec-25	CEO	

<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	Ongoing	MW	
Engage a new Employee Assistance Program	Completed	SSPO	

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.