

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 | Dec-26 | MW | |
| Document a routine inspection and maintenance schedule for buildings | Dec-26 | MW | |
| Document a routine inspection and maintenance schedule for parks, reserves & | Dec-26 | MW | |
| Update Strategic Resource Plan | Dec-26 | DCEO | |
| Develop a Portable and Attractive Assets register | Complete | DCEO | |
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| <u>External Theft & Fraud</u> | | Risk | Control |
|---|----------|----------------|----------|
| | | Moderate | Adequate |
| Current Actions | Due Date | Responsibility | |
| Develop register of fixed, minor and attractive assets | Complete | DCEO | |
| Review IT security access protocols, profile management & infrastructure security | Complete | DCEO | |
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| <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 | Jun-27 | DCEO | |
| Review I.T. Disaster Recovery Plan | Dec-26 | DCEO | |
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| <u>Facilities-Venues</u> | | Risk | Control |
|--------------------------|----------|----------------|----------|
| | | Moderate | Adequate |
| Current Actions | Due Date | Responsibility | |
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| <u>Compliance Risk</u> | | Risk | Control |
|---|-----------|----------------|----------|
| | | Moderate | Adequate |
| Current Actions | Due Date | Responsibility | |
| Develop a Governance Calendar | Jun-26 | CEO | |
| Undertake Financial management review | Completed | DCEO | |
| Three year Legislative review of compliance (Reg17) Undertake | Completed | DCEO | |
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| <u>IT, Communication Systems and Infrastructure</u> | | Risk | Control |
|--|----------|----------------|----------|
| | | Moderate | Adequate |
| Current Actions | Due Date | Responsibility | |
| Implement 2-factor authentication IT security access | Complete | DCEO | |
| Develop I.T. usage procedures handbook | Dec-26 | DCEO | |
| Conduct I.T. usage procedures training | Dec-26 | DCEO | |
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| <u>Document Management Processes</u> | | Risk | Control |
|--|----------|----------------|------------|
| | | Low | Inadequate |
| Current Actions | Due Date | Responsibility | |
| Implement Electronic records management system (Synergy) | Complete | DCEO | |
| Refresh staff Document Management awareness training and education | Dec-26 | DCEO | |
| Share Document Disaster Management Plan with users | Jun-26 | DCEO | |
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| <u>Misconduct</u> | | Risk | Control |
|--|----------|----------------|----------|
| | | Low | Adequate |
| Current Actions | Due Date | Responsibility | |
| Implement procedure for Working with Children checks and update position | Complete | SSPO | |
| Implement procedure for Police clearance checks | Complete | SSPO | |
| Implement formal Disciplinary Procedures | Sep-26 | 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 | Apr-26 | CEO | |
| Formalise Exit interview process, including when an interview is not required | Jun-26 | SSPO | |
| Formalise Exit process | Jun-26 | SSPO | |
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| <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 | Jun-26 | CEO | |
| Implement project management training for staff | Complete | CEO | |
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| <u>Engagement</u> | | Risk | Control |
|-------------------|----------|----------------|----------|
| | | Low | Adequate |
| Current Actions | Due Date | Responsibility | |
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| <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 | Mar-27 | DCEO | |
| Formalise contract variations process | Mar-27 | DCEO | |
| | | | |

| <u>Environment</u> | | Risk | Control |
|----------------------------------|----------|----------------|----------|
| | | Moderate | Adequate |
| Current Actions | Due Date | Responsibility | |
| Develop Waste Management Plan | Dec-26 | MW | |
| Develop weed control program | Dec-26 | MW | |
| Develop mosquito control program | Sep-26 | MW | |
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| <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) | Jun-26 | MW | |
| Confirm Safety Data Sheets are up-to-date | Ongoing | MW | |
| 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.