

Shire of Broomehill-Tambellup Risk Dashboard Report February 2026

<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		
<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		
<u>Compliance Risk</u>			Risk	Control
			Moderate	Adequate
Current Actions	Due Date	Responsibility		
Develop a Governance Calendar	Sep-26	CEO		
Undertake Financial management review	Completed	DCEO		
Three year Legislative review of compliance (Req17) Undertake	Completed	DCEO		
<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	Sep-26	DCEO		
<u>Human Resources</u>			Risk	Control
			Moderate	Adequate
Current Actions	Due Date	Responsibility		
Review Probation checklist	Complete	SSPO		
Update Workforce Plan	Complete	CEO		
Formalise Exit interview process, including when an interview is not required	Sep-26	SSPO		
Formalise Exit process	Sep-26	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	Dec-26	MW		
Develop mosquito control program	Sep-26	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	DCEO		
Review IT security access protocols, profile management & infrastructure security	Complete	DCEO		
<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	DCEO		
Develop I.T. usage procedures handbook	Dec-26	DCEO		
Conduct I.T. usage procedures training	Dec-26	DCEO		
<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-26	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	Sep-26	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	Mar-27	DCEO		
Formalise contract variations process	Mar-27	DCEO		
<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-27	MW		
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.