Shire of Chittering
Risk Dashboard Report
July 2022

Asset Sustainability practices

Risk	**Moderate**
Control	**Adequate**

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Actions	Due Date	Responsibility
Sundry Plant Register Requires Updating - including IT (computers)	Feb-23	Kat
Review of Roads Maintenance Routine	Feb-23	EMTS

Business & Community disruption

Risk	**Moderate**
Control	**Inadequate**

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

Actions	Due Date	Responsibility
Revision and Update of Emergency Recovery Plan	Feb-23	CEO
Revision and Update of Emergency Procedures	Feb-23	CEO
Implementation of Emergency Procedures	Feb-23	CEO
Review LEMA Contact and Resource List	Feb-23	DSSO

Failure to fulfil Compliance requirements (statutory, regulatory)

Risk	**Low**
Control	**Adequate**

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.

Actions	Due Date	Responsibility

Document Management processes

Risk	**Low**
Control	**Adequate**

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

Actions	Due Date	Responsibility
Sort through documents and determine which need to be scanned and which can be destroyed	Jul-23	Records

Employment practices

Risk	**Moderate**
Control	**Adequate**

Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).

Actions	Due Date	Responsibility
Revision of Recruitment Process - to include practical assessments where required.	Jul-23	HR

Engagement practices

Risk	**Moderate**
Control	**Adequate**

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

Actions	Due Date	Responsibility
Electronic Signage to be installed for public notices	Apr-23	Michelle
Review Community Engagement Framework	Jun-23	CD / Comms

Environment management

Risk	**High**
Control	**Adequate**

Inadequate prevention, identification, enforcement and management of environmental issues.

Actions	Due Date	Responsibility

Errors, omissions & delays

Risk	**Moderate**
Control	**Inadequate**

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Actions	Due Date	Responsibility
Website to be updated	Jun-23	EMCS
SBDC Program Reforms to be implemented	Jun-24	CEO

External theft & fraud (Including Cyber)

Risk	**Low**
Control	**Effective**

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).

Actions	Due Date	Responsibility

Management of Facilities / Venues / Events

Risk	**Moderate**
Control	**Adequate**

Failure to effectively manage the day to day operations of facilities, venues and / or events.

Actions	Due Date	Responsibility
Implementation of Facility Management Program	Jul-23	CDC

IT or communication systems and infrastructure

Risk	**Moderate**
Control	**Adequate**

Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Actions	Due Date	Responsibility
Review Infrastructure maintenance & replacement program	Mar-23	EMCS
Consolidate with Small Asset / Sundry Plant Register	Feb-23	Kat

Misconduct

Risk	**Moderate**
Control	**Adequate**

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

Actions	Due Date	Responsibility
AEDM Training to be conducted	Jun-23	CEO
Review of Social Media Policy	Oct-22	Michelle

Project Change Management

Risk	**Moderate**
Control	**Adequate**

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

Actions	Due Date	Responsibility
Finalisation of update of Project Management framework	Oct-22	CEO

Safety and Security practices

Risk	**Moderate**
Control	**Adequate**

Non-compliance with the Work Health & Safety Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, volunteers, contractors and visitors. Other considerations are negligence or carelessness.

Actions	Due Date	Responsibility
Revision of Drug and Alcohol Policy	Oct-23	Michelle
Employee familiarisation with Contractor and Volunteer Inductions	Dec-23	HR
First Aid Training	Jul-23	HR
Fire Warden Procedures	Jul-23	WHS Focus Group
WHS Audit	Oct-23	HR

Supplier / Contract Management

Risk	**Moderate**
Control	**Adequate**

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.

Actions	Due Date	Responsibility
Utilise ALTUS capability for Contractor Induction as part of Procurement Process	Jul-23	Sam