# Shire of Kondinin
# Risk Dashboard Report
# May 2022

### Asset Sustainability practices

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| | | | |
| | | | |
| | | | |
| | | | |

### External theft & fraud (Inc. Cyber Crime)

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Neighbourhood watch / Farm Watch* | *Dec-22* | *CDO* | |
| *CCTV for Shire facilities.* | *Jun-23* | *MPA* | |
| *Consideration of Photographs of assets* | *Jun-23* | *SMG* | |
| *Register of attractive items - review* | *Jun-23* | *ESO/MPA* | |

### Business & Community disruption

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Disaster Recovery Plans to be reviewed* | *Dec-22* | *CEO/Projects* | |
| *All Recovery Plans to be Reviewed* | *Dec-22* | *CEO/MPA/MCS* | |
| | | | |
| | | | |
| | | | |

### Management of Facilities / Venues / Events

| | | Risk | Control |
|---|---|---|---|
| | | **Low** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Need to etablish processes for bookings with forms and feedback on venue for ad-hoc events* | | *CDO* | |
| *Community Calendar needs to be updated regularly with events* | | | |
| | | | |
| | | | |

### Failure to fulfil Compliance requirements (statutory, regulatory)

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Creation of checksheets for various positions and functions* | *Dec-22* | *all staff* | |
| *Compliance Calendar update* | *Dec-22* | *CEO/ESO* | |
| | | | |
| | | | |

### IT or communication systems and infrastructure

| | | Risk | Control |
|---|---|---|---|
| | | **High** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *IT Reserve - for replacements of hardware and software.* | *Jun-22* | *MCS* | |
| *IT Replacement program - to space out renewals.* | *Dec-22* | *MCS* | |
| | | | |
| | | | |

### Document Management processes

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Changes in staff causing minor issues with records being kept - follow up training with staff* | *Jun-22* | *Records* | |
| *Staff making changes to systems wihout advising staff* | *May-22* | *CEO* | |
| *Review in 6 Months for processes* | *Nov-22* | *CEO* | |
| | | | |
| | | | |

### Misconduct

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Annual Licence update* | *Dec-22* | *FAO* | |
| *HR Process for Licence Renewal - Staff driving shire vehicles.* | *Dec-22* | *CEO* | |
| | | | |
| | | | |
| | | | |

### Employment practices

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *RDO's to be taken without accumulating too many - guidelines to be formed* | *Dec-22* | *All staff* | |
| *Workforce Plan to be reviewed.* | *Dec-22* | *SMG* | |
| *Exit interview process to be developed* | *Dec-22* | *CEO/FAO* | |

### Project / Change management

| | | Risk | Control |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Formalise process for debrief.* | *ongoing* | *CEO/MPA/MOW/MCS* | |
| *Formalise community engagement Policy* | | *CEO* | |
| *Preferred list of Contractors to be investigated.* | *Jun-22* | *CEO* | |

|  |  |  |  |  |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |

| Engagement practices | | **Risk** | **Control** |
|---|---|---|---|
| | | **Low** | **Effective** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Review complaint management process* | *Dec-22* | *All Staff* | |
| *Continuing of information through social media and sources.* | *Ongoing* | *CDO* | |
| *training on complaints and gathering information* | *Jun-22* | *All Staff* | |
| | | | |
| | | | |
| | | | |

| Safety and Security practices | | **Risk** | **Control** |
|---|---|---|---|
| | | **High** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *First aid training for outside staff* | *Dec-22* | *CEO/MOW* | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Environment management | | **Risk** | **Control** |
|---|---|---|---|
| | | **Low** | **Effective** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Supplier / Contract management | | **Risk** | **Control** |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Need to ensure that a centralise area for all contracts/tenders is maintained.* | *Jul-22* | *ESO* | |
| *Local Supplier agreements to be established as per Audit request.* | *Jul-22* | *CEO/ESO/MPA* | |
| | | | |
| | | | |
| | | | |

| Errors, omissions & delays | | **Risk** | **Control** |
|---|---|---|---|
| | | **Moderate** | **Adequate** |
| **Current Issues / Actions / Treatments** | **Due Date** | **Responsibility** | |
| *Listing of Professional Memberships* | *Jun-22* | *ESO* | |
| *Reminder to staff for training and encourage more* | *Ongoing* | *all staff.* | |
| | | | |
| | | | |
| | | | |

To add additional Issues / Actions / Treatments 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.