

ITEM 5.2 - RISK MANAGEMENT PROFILE SUMMARY
Shire of Peppermint Grove
Risk Dashboard Report October 2019

Asset Sustainability Practices		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Review of Asset Management Plans for all Classifications	Apr-20	Manager of Corporate Services	
Buildings	Land &		
Equipment	Plant &		
	Roads		
Reserves	Parks &		

External Theft and Fraud (inc. Cyber Crime)		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	
Installing CCTV in the Administration and Library	Jun-20	MDS	
Possible Purchase of Art	Jun-20	CEO	

Business & Community Disruption		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
IT Strategic Plan currently being Developed	Dec-20	MCCS	
Business Continuity Plan to be developed	Dec-20	MCCS	
OHS Program currently being implemented by LGS	Dec-20	CEO	

Management of Facilities, Venues and Events		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	
Community Hall Booking - New Software- Customer Service	Jun-20	MCCS	
Swimming Pool Inspections- RLSS	Jun-20	MDS	

Failure to Fulfil Compliance Requirements (Statutory, Regulatory)		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Compliance Audit Return 2019	Jan-20	Manager Corporate & Community Services	

IT, Communication Systems and Infrastructure		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Upgrade of Cabling to provide better WIFI connection	Jun-20	MCCS	
Upgrading of Public Computers and Staff PCs in Library	Dec-20	MCCS	

Document Management Processes		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Migration of records from Trim to Sharepoint	Feb-20	MCCS	
Implementing Sharepoint for the use by Library	May-20	MCCS	

Misconduct		Risk	Control
		Low	Adequate
Current Actions	Due Date	Responsibility	
Review Credit Card & Fuel Card management	Feb-20	MCCS	
Employee signed acknowledgement of Code of Conduct	Dec-19	CEO	
Finalise Tender and procurement procedures	Mar-20	MCCS	

Employment Practices		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Complete 100% of staff Performance appraisals / Reviews, including training program & multiskilling	Jun-20	CEO	
Formalise Probation checklist	Jun-20	CEO	
Complete Workforce Plan	May-20	CEO	

Project / Change Management		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Revised Procurement Policy and Procedures	Jan-20	MCCS	
Capital Works Program Revised	Mar-20	MIS	
Building Maintenance System	Jun-20	MDS	
Events Management	Jun-20	MCCS	

Engagement practices		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Review of Strategic Community Plan	May-20		
Revised Website - Heat Mapping undertaken and amendments to website done	Jan-20		

Safety and Security Practices		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Appointment of LGIS to undertake Review of OHS processes and procedures	Jun-20	Executives	

Environment Management		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
Roll out of 3 bins System	Mar-20	MIS	

Supplier and Contract Management		Risk	Control
		High	Effective
Current Actions	Due Date	Responsibility	
Contract Register being Developed	Jun-20	MCCS	
Recurring Debtors being raised	Feb-20	MCCS	

Errors, Omissions and Delays		Risk	Control
		Moderate	Adequate
Current Actions	Due Date	Responsibility	
New Customer Service System being implemented	Dec-20	MCCS	

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.