

Strategy	Action Title	Action Description	Service	Directorate	% Complete	Q1_UD
R17.8.3	Develop Occupational Health and Safety Incidents register	Develop Occupational Health and Safety Incidents register	Organisational Development	Office of the Chief Executive	100.00%	An interim excel register has been sourced from LGIS and is in use, rolled out via the OSH Committee August 2017. Further investigation of a comprehensive software solution is being undertaken.
R17.8.5	Improve Employee Complaints/Grievance Handling	Improve Employee Complaints/Grievance Handling	Organisational Development	Office of the Chief Executive	100.00%	This item refers to code of conduct breaches or allegation of breaches by staff and the CEO. As recommended, staff breaches are referred to the Office of the CEO. CEO breaches, or alleged breaches are referred to the Shire President.
R17.7.2	Records Disaster Management Plan - The Plan be amended	Plan develop and adopted	Records	Corporate Services	50.00%	Records Disaster Management Plan has undergone a initial review and is included in RKP 2017 which has been submitted to the SRO. A full review is in progress with ICT
R17.7.5	Develop IT Disaster Recovery Plan	Develop IT Disaster Recovery Plan	ICT	Corporate Services	50.00%	To be implemented at the same time as the server refresh project, this project is dependent on data connectivity. If the NBN provides suitably fast and stable connectivity (testing February), we may backup our data to the cloud starting April. If not, the old servers will reside at the airport and backup all our "live" data every day beginning in June. The detailed plan will be part of the Business Continuity Plan relected in R17.7.2 below.

R17.7.2	Business Continuity Management Plan - Finalise and present to Council for consideration and adoption	Plan develop and adopted	Corporate Services	Office of the Chief Executive	50.00%	Draft plan being prepared. Will be available for review in Q3. This plan will include the IT Disaster Recovery Plan that is listed in R17.7.5 above.
R17.8.3	Develop Litigation/Claims Register	Develop Litigation/Claims Register	Office of the Chief Executive	Office of the Chief Executive	25.00%	Process commenced, to be developed further.
R17.8.5	Develop a Community Complaints Handling procedure		Corporate Services	Corporate Services	20.00%	This project has commenced and will be delivered in Q3
R17.7.3	Ensure all contractors and volunteer staff undergo induction before commencing	Develop contractors code of conduct	Corporate Services	Corporate Services	20.00%	Draft induction Organisational Directive completed. Satisfactory progress. As this agenda applies across the organisation senior leaders will discuss the needs of each area of the business to ensure contractors and volunteers are fully briefed whilst attending duties at Shire locations.
R17.6.2	Review the policies in the Local Planning Policy Manual and update if required	Action Captured in CBP item #409	Planning	Planning and Community Development	15.00%	No further action can be undertaken until the draft Local Planning Scheme has been approved by the WAPC (with or without modifications). Therefore only some additional background review has been undertaken this quarter.
R17.7.4	Develop Procedures to ensure contractors have appropriate insurance cover.	Procedures developed and adopted	Corporate Services	Corporate Services	15.00%	Contactors that have been appointed via the tendering and procurement process have insurance in place. Gathering and recording insurance details for other suppliers is being investigated.

R17.8.3	Develop Strategic and Operational Risk Register		Governance	Office of the Chief Executive	15.00%	Developing as a component of the Risk Management Framework.
R17.6.2	Develop a Record Keeping Compliance Policy	Policy developed and adopted	Records	Corporate Services	10.00%	This is included in ICT Policy CP/ICT-3260 which is due for review December 2017
R17.6.2	Development of an Insurance Strategy and Policy	Policy Developed and adopted	Corporate Services	Corporate Services	10.00%	Base research has started where a number of policies have been reviewed. A draft policy will be available for review in Q3.
R17.7.3	Establish a process to re-induct employees so they are aware of ongoing changes to risk management and occupational health and safety risk	That long term employees be the subject of a re-induction process to ensure they are aware of changes to risk management and occupational health and safety risk procedures since their initial induction.	Organisational Development	Office of the Chief Executive	10.00%	Process commenced, to be developed further.
R17.7.3	Staff Qualifications - Documented procedures developed to ensure staff qualifications are current and copies are maintained on file	Staff Qualifications - Documented procedures developed to ensure staff qualifications are current and copies are maintained on file	Organisational Development	Office of the Chief Executive	10.00%	Process commenced, to be developed further.