

Strategy	Action Title	Action Description	Service	Director	% Complete	Q4_UD
R17.6.2	Develop Internal Risk Control Policy	An Internal Risk Control Policy formulated and adopted to formalise Council's commitment to internal controls, based on a risk management process	Governance	Office of the Chief Executive	100.00%	Completed as part of the Risk Management Policy development and deployment 18/07/2017 - 11719
R17.6.2	Remove E9 Traffic Signs Policy from the shire website	E9 Traffic Signs – The Policy be rescinded and removed from the Shire website as it has been superseded.	Roads	Infrastructure	100.00%	Action completed resultant policy Directional Signage adopted 31/01/17 - 11598
R17.6.2	Review E10 Roadside Advertising Policy	E10 Roadside Advertising - Policy reviewed and updated if required, ensuring the reviewed Policy	Roads	Infrastructure	100.00%	Resultant policy CP/OPS-3658 Roadside Advertising Signage adopted by Council 31/01/2017-11597
R17.6.2	Review CP/FIN-3200 Strategic Rating Policy amended to remove any defined rates in the dollar and minimum payment levels	CP/FIN-3200 Strategic Rating Policy amended to remove any defined rates in the dollar and minimum payment levels	Financial Services	Corporate Services	100.00%	Revised policy adopted by Council 26/04/2017 – 11663

R17.6.2	Ensure CP/FIN-3201 Significant Accounting Policies are reviewed annually	CP/FIN-3201 Significant Accounting Policies are reviewed annually, to help ensure its alignment with changes in Australian Accounting Standards and the annual assessment of remaining useful life and residual value.	Financial Services	Corporate Services	100.00%	Completed as part of the budget process, revised policy adopted by Council 18/07/2017 – 11745
R17.6.2	Amend CP/FIN-3204 Purchasing Policy for extension or variation of a contract's scope after a contract is signed	CP/FIN-3204 Purchasing - Policy amended to include guidance where there is an extension or variation of a contract's scope after a contract is signed	Financial Services	Corporate Services	100.00%	Purchasing Policy reviewed and adopted by Council 31/01/2017 – 11593
R17.6.2	Review F20 Fixed Assets Policy and incorporated within the broader Asset Management Policy	F20 Fixed Assets - Policy reviewed and incorporated within the broader Asset Management Policy.	Financial Services	Infrastructure	100.00%	This policy is no longer in use as the detail is incorporated in the Significant Accounting Policies policy; Asset Management Policy adopted 18/07/2017 – 11751; replacing CP/FIN-3216 Fixed Assets
R17.7.2	Asset Management Plan - Develop and adopt an Asset	Tacked in CBP action 172		Infrastructure	100.00%	In progress, action tacked in CBP action 172

R17.7.3	Ensure The Occupational Health and Safety Committee commence regular meetings	The Occupational Health and Safety Committee commence regular meetings (minuted) to discuss any identified occupational health and safety risks. A risk based assessment of occupational health and safety issues be undertaken by the working committee and	Organisational Development	Office of the Chief Executive	100.00%	Minutes available for 4/4 meetings.
R17.8.2	Minutes of Executive Management Team meetings be maintained	Minutes of Executive Management Team meetings be maintained and detail any risk, internal control or legislative compliance matters noted by the team		Office of the Chief Executive	100.00%	Process has been established to take minutes of EMT meetings
R17.6.2	Develop a Risk Management Policy and present to Council	Council has not adopted a Risk Management Policy to date. We acknowledge a draft policy exists though this requires amendment before consideration by Council	Governance	Office of the Chief Executive	100.00%	Completed June, adopted 18/07/2017 / 11719
R17.7.2	Long Term Financial Plan	Review and update Long Term Financial Plan. Included as part of CBP as Action item 167	Finance	Corporate Services	100.00%	Complete as at 11 Aug 2017; no public comment.
R17.6.2	Amend Shire Alcohol Management Policy	CP COM-3584 Alcohol - The Policy be amended to require a formal risk assessment to be undertaken before granting a permit and for all events rated above medium risk to provide a risk management plan detailing risk treatment to reduce risk	Community Safety	Community Development	100.00%	Policy amended and endorsed by Council 18 Jul 2017 / 11729

R17.7.2	Cyclone Procedures	Develop Emergency Management Procedures for Cyclones	Emergency Management	Infrastructure	100.00%	Action complete; Departmental Cyclone Checklist developed, reviewed by OSH Committee and filed.
R17.7.2	Workforce Management - Review, update and present to Council for consideration and adoption.	2012/13 – 2015/16 Plan is in draft, and due for review	Organisational Development	Office of the Chief Executive	90.00%	WFMP currently being updated and planned to be presented to Council in Q4
R17.7.3	Review the Code of Conduct to include volunteers and contractors in the scope		Governance	Office of the Chief Executive	75.00%	A Code of Conduct for volunteers is being developed by the Communities team. A Statement of business Ethics has been developed by infrastructure and published on the web site and referenced in all Shire Tender, Quote and Contract documents

R17.7.3	Staff Training - Development of a training matrix	To ensure the staff have access to ongoing and appropriate training,	Organisational Development	Office of the Chief Executive	33.00%	Training Matrix being developed and appropriate training provided to staff
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	0.00%	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	0.00%	To be developed further.

