

ID	Strategy	Action Title	Action Description	Service	Directorate	% Complete	Q3_UD
544	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%	MYOSH Reporting system rolled out to all SWEK Staff. MYOSH records all incidents which are downloadable into a Occupational Health and Safety
533	R17.8.3	Ensure the Occupational Health and Safety committee commence regular meetings	Commence regular OHS meetings	Organisational Development	Office of the Chief Executive	100.00%	Meetings commenced Q1 and are monthly and ongoing
547/546	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
515	R17.6.2	Develop Occupational Health and Safety Policy	An Occupational Health and Safety Policy formulated and adopted to formalise Councils commitment to legislative compliance	Organisational Development	Office of the Chief Executive	100.00%	Council Policy Adopted Q2

517	R17.6.2	CP COM-3584 Alcohol Management Policy	Policy Ammended to require a formal risk assesment to be undertaken before the granting of permit and for all events rated above a medium risk t oprovifr a risk management plan detailing risk treatment to reduce risk to an acceptabel level	Planning and Community Development	Planning and Community Development	100.00%	Policy Ammended and adopted Q1
514	R17.6.2	Develop a Record Keeping Compliance Policy	Policy developed and adopted	Records	Corporate Services	100.00%	ICT Policy CP/ICT-3260 is reveiwed, inclusive of records keeping and Adopted by Council
547	R17.8.5	Develop a Community Complaints Handling procedure	Policy developed and adopted	Corporate Services	Corporate Services	100.00%	Work Instruction for complaint handling developed.
522/524	R17.6.2	CP/FIN-3201 Significant Accounting Policies	Policy Reviews annually to help ensure allignment with changes in Australian Accounting Standards and the annual assesment of remaining useful life and residual value	Corporate Services	Corporate Services	100%	Policy Updated and Reviewed annually. Next review date July 2018
521	R17.6.2	Ammend Strategic Rating Policy to remove any defined rates in the dollar and minimum payment levels	Policy ammended and adopted	Corporate Services	Corporate Services	100.00%	Policy Updated and Adopted Q3

523	R17.6.2	Ammend Purchasing Policy to include quidence where there is an extension or variation of contract's scope after a contract is signed	Policy ammended and adopted	Corporate Services	Corporate Services	100.00%	Policy Updated and Adopted Q1
526	R17.7.2	Develop Asset Management Plan - Develop and adopt Asset Management Plan	Develop and Adopt Asset Management Plan	Infrastructure	Infrastructure	100.00%	Asset Management Plan and Strategy Adopted Q2
525	R17.7.2	Workforce Management	Review, update and present to Council for Consideration and Adoption	Organisational Development	Office of the Chief Executive	100.00%	2017-2027 Workforce Plan Adopted Q2
527	R17.7.2	Develop and Adopt a Long Term Financial Plan	Develop and Adopt a Long Term Financial Plan	Corporate Services	Corporate Services	100.00%	2017-2027 Long Term Financial Plan Adopted Q1
542	R17.7.5	Minutes of Executive Management Team Meetings to be Maintained	Maintain EMT Minutes	Office of the Chief Executive	Office of the Chief Executive	100.00%	EMT Minutes Maintained and EMT Actions Register Developed Q1
510	R17.6.2	Develop Risk Management Policy	Develop Risk Management Policy and Present to Council	Office of the Chief Executive	Office of the Chief Executive	100.00%	Risk Management Policy Adopted Q2
540	R17.6.2	Development of an Insurance Strategy or Policy	Policy Developed and adopted	Corporate Services	Corporate Services	100.00%	Policy presented to May 2018 Ordinary Council Meeting
518	R17.6.2	Ammend Traffic Signs Policy	Rescend E9 Traffic Signs Policy	Infrastructure	Infrastructure	100.00%	Traffic Signs Policy Recinded
519	R17.6.2	Review E10 Roadside Advertising Policy	Review Roadside Advertising Policy	Infrastructure	Infrastructure	100.00%	Adopted Q1

529	R17.7.2	Records Disaster Management Plan - The Plan be amended	Plan develop and adopted	Records	Corporate Services	90.00%	Records Disaster Management Plan has undergone an initial review and is included in Record Keeping Plan 2017 which has been approved by the State Records Office WA. A full review is in
537	R17.7.3	Ensure all contractors and volunteer staff undergo induction before commencing	Develop contractors code of conduct	Corporate Services	Corporate Services	70.00%	Draft induction Completed Completed, Final review by Executive Management for completion due in Q4
543	R17.8.3	Develop Strategic and Operational Risk Register	A risk Register containig identified risks, date identified, treatment to be applied abd the level of residual risk be developed and maintaiad	Governance	Office of the Chief Executive	70.00%	Draft Strategic and Operational risk Register has been developed for review by Executive Management
516	R17.7.4	Develop Procedures to ensure contractors have appropriate insurance cover.	Procedures developed and adopted	Corporate Services	Corporate Services	70.00%	Contactors that have been appointed via the tendering and procurement process have insurance in place. The Prequalified list of suppliers have their insurance details in place. Gathering and recording insurance details for other suppliers is being investigated as part of the induction process.
532	R.17.7.3	Review the Code of Conduct to include volunteers and contractors in the scope	Volunteers and contractors are not bound by the code of conduct when performing functions on behalf of the shire	Office of the Chief Executive	Office of the Chief Executive	50.00%	Review of Code of Conduct drafted for presentation to EMT.

535	R17.7.3	Staff Training Development of a matrix	Develop a training matrix	Organisational Development	Office of the Chief Executive	50.00%	Staff training Maxtrix is being developed through the direction of the Workforce Plan. The requirement for training modules is being assessed in terms of both corporate capacity and sustainability as well as the modules for individual position requirements
528/541	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.
536	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	50.00%	Staff Qualifications have been formally requested and updates are being made in records
545	R17.8.3	Develop Litigation/Claims Register	Develop Litigation/Claims Register	Office of the Chief Executive	Office of the Chief Executive	25.00%	Litigation Register in drafting stages

520	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.
534	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	40.00%	Inductions to the MyOsh system are complete and officers understand their commitment to OH & S. Risk Management Framework inductions are under review.