

Key Recommendation No.	Recommendation	RECOMMENDED IMPROVEMENTS
1	It is recommended that a suitable external resource be engaged to review the Shire's Local Laws as soon as possible	1. An amount of \$50,000 has been allocated in the 2017/2018 budget for a consultant to undertake a review of the Shire's Local Laws. A project plan will be undertaken by Corporate Services and presented to Executive Management Group (EMG) in September 2017.
2	It is recommended that the Risk Assessment Maxtrix be subject to monthly review by senior management.	1. Training for employees in using the Shire's adopted Risk Assessment Matrix is underway 2. Commencing August 2017 the Risk Assessment Matrix will form part of every agenda item report in accordance with Council decision OCM233/12/16. 3. Any item with a risk rating of greater than "10" categorised as either "High" or "Extreme Risk", and apparent to be ongoing, will be listed on the Shire's Risk Register. 4. The Risk Register will be reviewed by Executive Management Group and will be a standing item on the agenda for each Audit, Risk and Governance Committee meeting.
3	It is recommended that the Council conduct at least an annual Governance Workshop. June each year would be timely in respect of the completion of Annual Returns.	1. The Shire is preparing a comprehensive induction process for Councillors in readiness for the 2017 Local Government Elections. 2. Corporate Services shall provide a training session for Councillors on completing Primary Returns following the 2017 Local Government Elections.
4	It is recommended that the Shire engage a suitable Procurement Manager to control the procurement function.	1. The Shire 's organisational structure is currently under review and it will be proposed that a Procurement Officer be funded.
5	It is recommended that the CEO implement a comprehensive internal audit function.	1. It is recommended that the CEO implement a comprehensive internal audit function.
6	It is recommended that the annual Compliance Return be independently prepared.	1. A suitable consultant shall be appointed for this process. 2. Prior to the 2016 Compliance Audit Return, the Shire engaged an external consultant to peer review and audit the Shire's annual Compliance Audit Return. Each year, a copy of the consultant's report was presented to Council when seeking adoption of the Compliance Audit Return.
7	It is recommended that the CEO develop a process of issuing Shire workplace management directives, work procedures, a program of internal checklists and the regular reporting of the status of internal control compliance	1. Corporate Services is working with all Departments to review and update their processes and relevant Work Procedures. These work procedures support and assist Council's policy position. 2. Regular reporting on the progress of the Shire's Regulation 17 report to be the Audit, Risk and Governance Committee shall ensure regular updates are provided on internal control compliance
8	It is recommended that the Shire review all policies with the view to separately policy from procedures.	1. A review of Council's policies is programmed to occur in late 2017. 2. A project plan outlining the process is to be presented to Executive Management Group in September 2017. Comment is invited from Councillors on the level of involvement and the stage they would like to be involved in the Policy review before the project plan is to be submitted.
9	It is recommended that a register be maintained on the Status of Elected Member training.	1. A register is in place detailing the training each Councillor undertakes, the cost of the training and any on costs is recorded by Executive Services. 2. Reporting this information is planned to be in the Councillor Information Bulletin commencing July 2017.