

Risk Ref No	Strategic Objective	Risk Identification & Analysis					Risk Assessment					Acceptability (refer Risk Appetite)	Risk Owner	Risk mitigation strategies (to further lower the risk rating if required)				
		Context	Risk Description	Causes	Consequences	Controllability	Controls	Control Rating	Consequence Category	Consequence Rating	Likelihood Rating			Level of Risk	Action	Target Date	Status	Integrated Planning and Reporting Link
1	Progressive	Culture	Culture and values not aligned to organisational outcomes and priorities	Lack of a defined and shared culture and values across the organisation Change management and associated conflicts Leadership and staff turnover Failure to embed organisational value in decision-making; Poor communication of desired culture; Failure to ensure good communication / engagement / collaboration across the organisation;	Impact on performance, Reputation damage, Community impact	Partially Controllable	1. Administration Office Accommodation Reference Group 2. Employee Relations 3. Employee Benefits 4. Biennial Staff Survey 5. Communication - Management and EMG Meetings, Directorate Meetings, CEO Catch Up, Staff Newsletters 6. SharePoint / Intranet (Grapevine) 7. Organisational Development Roadmap (includes Strategic Workforce Plan) 8. E-Recruitment OneComm Module 9. Organisational Management (Licencing) 10. Assessment / review of exit interviews	Adequate	Organisational Performance, Reputation, Social / Community Outcomes	MODERATE	UNLIKELY	MODERATE	No - Improvement required	Deputy CEO / Director Community and Organisational Development	2. Implement the following OneComm modules: Training Talent and Succession Part One Talent and Succession Part Two	30 November 2022 30 June 2022 30 April 2023	● Not Started ● Not Started ● Not Started	Human Resources Service Team Plan
2	Progressive	Organisational Workforce	Inability to attract and retain a quality workforce	Ineffective management of change fatigue / legacy culture (internally); Staff accommodation issues Unfavourable working conditions compared to other shires/LGs and local employers; Excessive volume of work; Poor organisational morale; Failure to align organisational structure with plans ('optimal'); Insufficient resources to undertake the volume of new works as a result of growth, grants, stimulus and election promises. Insufficient resources to meet recruitment demand	Impact on performance, Staff turnover	Partially Controllable	1. Organisational Development RoadMap (includes Strategic Workforce Plan) 2. Administration Office Accommodation Reference Group 3. Stay abreast of industrial relations landscape and change 4. Employee wellbeing program 5. Work from home option 6. Office and Depot Accommodation Feasibility Plan 7. Election outcomes are incorporated within the Corporate Business Plan to ensure these commitments are adequately resourced 8. Flexible Work BoP	Adequate	Organisational Performance	MAJOR	POSSIBLE	SIGNIFICANT	No - Improvement required	Deputy CEO / Director Community and Organisational Development	1. Review staff recognition and reward program	01-December-2021	● In Progress	Human Resources Service Team Plan
3	Progressive	Financial sustainability	Failure to ensure financial sustainability	Increasing level of service / expectations; Economic downturn impacting revenue; Limited access to financial information, impacting financial planning; Inaccurate / misleading population growth predictions; Uncertainty over govt. funding; Uncertainty over fees and charges; Changing compliance requirements; Rate strategies Loss of grant funding due to the untimely delivery of works	Financial sustainability	Partially Controllable	1. Asset Management Plans; 2. Long Term Financial Plan; 3. Corporate Business Plan 4. Sufficient funds for developer contribution matching (Community Infrastructure Reserve within the LTFFP); 5. Land investing (as future revenue source) 6. Incorporating the direction of the financial sustainability review 7. Clear goal of reducing the percentage of operating costs funded from untied revenue 8. Finance Dashboards that allows day to day budget monitoring 9. Community Infrastructure Development Contribution Plan 10. Ongoing engagement with the State Government to identify options and a way forward to address rating issues in the Shire in the longer term 11. Rating Strategy (adopted July 2021)	Adequate	Financial	MAJOR	UNLIKELY	MODERATE	Yes - within appetite	Director Corporate Services	1. Progress developer contribution plans (DCPs) for Byford and Mundijong - amendment schemes 208 and 209	31 December 2021 (subject to external third party approval - WAPC)	● In Progress	Strategic Risk Register
4	Place	Organisational Capability	Insufficient organisational capability to support the Shire's growth	Insufficient / weak planning and development to deliver growth; Lack of infrastructure coordination to support growth Lack of strategic urban and regional planning to deliver sustainable growth Reactive planning to short term issues which undermines strategic direction Lack of resources within the planning teams Lack of community trust in respect of delivery vision for growth Lack of frameworks to elicit developer contributions for shared infrastructure	Organisational Performance, Reputation, Community impact	Controllable	1. Local Planning Strategy approved June 2021 and Scheme at advanced stages of finalisation 2. Community Infrastructure Development Contribution Plan 3. Byford and Mundijong District Structure Plans and Serpentine Local Structure Plan 4. New developer contribution plans for Byford and Mundijong awaiting WAPC Approval 5. Commencement of the new local heritage survey 6. Updated local planning policies specific to rural land use, filling of land, rural outbuildings, R-code variations and unauthorised development 7. Internal process of development assessment unit and design advisory unit which is supported by the organisation 8. Process that encourages pre-lodgement for applicants 9. Risk based approach to development assessment 10. Strong focus on design quality for major land mark and gateway development sites 11. Work with community groups to update them on planning activities and to address any concerns as they arise at least annually 12. Resourced community engagement processes on pivotal planning proposals 13. Obtain stakeholder and community input on planning proposals 14. Emphasising an improved practice of customer service for development assessment processes, with a particular emphasis on timeframes and response to applicant enquiries 15. Undertaking compliance and enforcement activities to ensure land use and development reflects the regulatory framework for the Shire 16. Upskill design skills through internal discussions with development assessment staff 17. Continue to build relationships with key developers to sustain shared vision for development outcomes 18. Modernise standard condition lists for improved notices of determination	Adequate	Organisational Performance, Reputation, Social Community Outcomes	MODERATE	UNLIKELY	MODERATE	No - Improvement required	Director of Development Services	1. Finalisation of scheme no. 3	30 Dec 2021 (subject to external third party approval - WAPC)	● In Progress	Strategic Risk Register
5	Progressive	Organisational Efficiency	Inefficient business processes and systems	Legacy SILO operations; Lack of robust policies / processes; Inefficient business systems; Paper-based, manual processes; Lack of timely reporting;	Compliance impacts; Impact on long term financial sustainability; Impact on organisation performance; Inadequate fraud control;	Controllable	1. HR and Finance Modules of Enterprise Resource Planning (ERP) i.e. OneComm; 2. Benefits Register for ERP; 3. Automation Reporting through ERP 4. Annual delegations review 5. Policy and procedure review 6. Internal Audits 7. Corporate Performance Reporting ERP Module (PPLGS) including Dashboard reporting 8. Finance Dashboards that allows day to day budget monitoring 9. Reporting on OneComm implementation efficiencies 10. Go-live of Works	Adequate	Organisational Performance, Financial	MAJOR	UNLIKELY	MODERATE	No - Improvement required	Director Corporate Services	1. Automation and improvement of Asset module within OneComm (Asset Maturity Project)	30-June-2022	● In Progress	Corporate Business Plan
															4. Policy/procedure review schedule and process across the Shire including consideration of a document control system	30-June-2022	● Not Started	Governance Service Team Plan

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										Consequence Rating	Likelihood Rating							Level of Risk
6	Place	Bush fire management	Failure of the Shire to respond reasonably and practically in the management of bush fires	<p>Private:</p> <ul style="list-style-type: none"> - failure to regulate fire break notices, - failure to educate community on property management, - failure to regulate fire permit permissions and requirements, - failure to support an effective bushfire brigade response, - failure to require land owners to maintain road verges adjoining their land, - failure to educate land owners on the importance of shared responsibilities, - failure to build community awareness in respect of early and coherent decision making related to fires, - failure to educate the community in respect of safe burning off practices. <p>Public:</p> <ul style="list-style-type: none"> - failure for the shire to fund reasonable and practicable management of reserves including trails, drains, bush land reserves, multi use corridors and major transportation routes - failure to allocate human resources to manage community engagement and education in respect of bush fire preparedness and prevention, - failure to enter into a MOU with surrounding local governments for response and recovery, - failure to plan for long term development and growth of bush fire brigades, - failure to implement a practice of rural and urban verge management policy, - failure to obtain grants to address high risk areas identified by the endorsed bush fire risk management plan, - lack of internal staff awareness of response and recovery roles and responsibilities 	<p>Reputation damage, Environmental impacts, Financial sustainability, Community Unrest, Depopulation, Loss of businesses and associated economic consequences</p>	Controllable	<ol style="list-style-type: none"> 1. Bush Fire Risk Management Plan (BRMP) adopted by the Office of Bush Fire Risk Management 2. CESA Partnership between the Shire and DFES 3. Bush Fire Brigades - Jarrahdale, Oakford, Byford, Mundijong, Serpentine and Keysbrook 4. 250+ active volunteers 5. Community Education volunteers (bush fire ready action group (BRAG)) 6. Dedicated emergency services team comprising a Coordinator, 2 x Bush Fire Mitigation Officers and a Technical Support Officer 7. Community Safety Team who undertake prosecution for breaches of fire permits, burn periods and firebreak notice noncompliance 8. Community Forums 9. Actively participate in the funding opportunities available under the State Government Bushfire Mitigation Activity Funding program and implementation of mitigation works. 10. Operate the Bush Fire Advisory Committee and Local Emergency Management Committee 11. Enforce total fire bans and harvesting and vehicle movement bans based on fire danger rating 12. Actively support the training and development of brigades 13. Empower and provide autonomy for captains to manage fire events with support from DFES 14. Risk to resource planning 15. Encourage land owners to prepare their properties year round through the BRAG group 16. Municipal budget funding for fire breaks, weed management, slashing, forestry mulching etc. for nature reserves 17. Council Policy Permissible Verge Treatments - Rural 18. Disaster Recovery Funding Arrangements (DRFAWA) is available for replacement of fire damage assets (i.e. bridges) subject to successful application and processes. 19. Implementation of road upgrades to cater for increased population allowing for improved travel escape routes 20. Proactively advocate to the responsible Minister and Commissioner regarding the need for a Career Fire Station for the Shire, in order to address structure fire risk; serious vehicle accident response; risk profile of industrial and commercial business growth 21. Undertake a Rural Urban Interface Exercise with residents in the Shire, to emphasise preparedness and prevention activities across the broad remit of property management and incident response 22. Oakford Static Water Supply rendered serviceable 23. Rural Verge Policy education campaign to require adjoining land owners to actively manage rural verges 24. Annual calendar of community education and training to assist in preparation and preparedness activities 25. Back up emergency satellite link at the Bruno Gianatti Hall in Jarrahdale 26. Federal government grant for a second satellite for installation at the SJ Evacuation Centre (SJ Recreation Centre) - estimated installation by December 2021 27. Commission of a forestry mulcher (funded through surplus reallocation) to enable mitigation strategy 6 to begin 28. Membership on the Byford CFRS working group aiming to establish a career fire station (Initial step is to identify land). 29. Backup generator for the communications tower in Jarrahdale 30. Annual Fire Control Notice and property inspections 	Adequate	Reputation, Financial, Environment	CATASTROPHIC	POSSIBLE	SIGNIFICANT	No - Improvement required	Director of Development Services	<ol style="list-style-type: none"> 2. Prepare bush fire management plans for all outstanding shire reserves and a schedule of implementation works in accordance with management plans 6. Investigate options to improve the management of Shire reserves and roadside drains as it relates to the mitigation of bush fire risk and detail the agreed actions as mitigation strategies 10. Implement the program of works according to the 2021-22 Mitigation Activity Funding Project List 11. Record all permits to burn issued by the Shire and ensure community safety team regulate the enforcement of conditions placed on these permits 	31-December-2022	In Progress	Strategic Planning Service Team Plan and Emergency Services Service Team Plan
7	Place	Environment Sustainability	Failure to ensure / maximise environmental sustainability	<p>Competing priorities</p> <p>Inadequate shire control over developments</p> <p>Lack of compliance and enforcement</p> <p>Inadequate human and financial resources</p> <p>Lack of leadership buy-in and drive</p> <p>Lack of proactive environmental engagement into projects</p> <p>Failure to comply with state and federal environmental legislation</p> <p>Lack of verge and reserve management</p> <p>Continued adverse climate trends that impact climate sensitive ecosystems</p>	<p>Community impact, Reputation damage, Environmental impacts, Financial impacts, Organisation Performance</p>	Controllable	<ol style="list-style-type: none"> 1. Urban and Rural Forest Strategy 2. Local Biodiversity Strategy 3. State of the Environment Report 4. Street Tree Policy 5. Urban Verge Policy 6. Rural Verge Policy 7. Biodiversity planning policy 8. Planning Policies (weeds, revegetation) 9. Dedicated Environment Team including integration with Development Services Directorate 10. Clearing Permits / "Licence to take" applications 11. Reserve Management Plans 12. Environmental input in development applications 13. State and federal environmental policy regulation and legislation 14. Budgets for reserve management 15. Partnership with key stakeholders (e.g. Landcare, Switch You Thinking, NGOs, state government agencies) 16. Verge and Reserve Management including community engagement (feral animal control, weed control, fencing, dieback, friends of groups, tree planting etc.) 17. Local Planning Framework (Scheme, Strategy, Structure Plans, Policies) 18. Bushfire Mitigation Works cognisant of environmental issues 19. Waste Management Strategy 	Adequate	Environment, Reputation, Social / Community Outcomes	MAJOR	POSSIBLE	SIGNIFICANT	No - Improvement required	Director of Development Services	<ol style="list-style-type: none"> 2. Create the Significant tree register / tree protection registers focused initially on Crown land, Shire owned land and Shire managed reserves only. 3. Enhance the Shire's processes to ensure environmental impacts are considered for all major projects across the Shire 4. Report to Council on options to respond to the prospect of further bauxite mining within the State forest surrounds of Jarrahdale 5. Research and report to Council on options for a Climate Change action plan for the Local Government 6. Negotiate a sustainable power purchase agreement through WALGA for high power use sites that provides for the use of power generated through renewable sources 7. Implementation of FOGO 8. Investigate use of recycled material for road construction 	31-December-2021	In Progress	Strategic Planning Service Team Plan
8	Prosperity	Asset management	Existing assets fail to meet the minimum requirements for current and future growth	<p>Recent population growth resulting in changing requirements for the assets configuration or level of services;</p> <p>Replacement only focuses on immediate needs, excluding consideration of further usages/opportunities;</p> <p>Asset management plans undervalue cost of replacement;</p> <p>Ageing assets;</p> <p>Inefficient funding;</p> <p>Large number of assets compared to rates base;</p> <p>Conflicting priorities across the organisation;</p> <p>Lack of 'community outcomes' focus;</p> <p>Best value for money option not achieved;</p> <p>Lack of community support;</p>	<p>Financial sustainability, Reputation damage, Physical Impact</p>	Controllable	<ol style="list-style-type: none"> 1. Seek grant funding to assist in asset upgrades 2. Working with Main Roads and Federal Gov. to obtain bridge upgrades 4. Hypergrowth Network Implementation Plan - Lobby and advocate the Government to assist in upgrading the Shire's hypergrowth roads that are currently underservicing the future population. 5. Asset Management Plans and review of these every two years 6. Asset Register and Finance System including capturing all gifted assets 7. Biennial Community Perceptions Survey 8. Asset Management Strategy 9. Condition survey program for each asset class 10. Works Module in OneComm including links between assets and financial data 	Inadequate	Social / Community Outcomes, Physical (Health and Safety) Impacts, Reputation, Financial	MAJOR	POSSIBLE	SIGNIFICANT	No - Improvement required	Director of Infrastructure Services	<ol style="list-style-type: none"> 2. Undertake Asset Rationalisation 3. Develop a Bridge Asset Register and Management Plan 4. Begin implementing the condition survey program for each asset class 5. Asset Maturity Project 6. Implement a process for the acceptance of state government land management orders to ensure these reserves are adequately maintained 7. Implement a process for transfer of asset information from developers to Shire's Operations Team to ensure maintenance of parks and gardens are appropriately resourced at time of handover 	30-June-2022	In Progress	Corporate Business Plan
9	Progressive	Partnerships / alliances	Failure to optimise benefits of partnerships / alliances	<p>Developing relationships and taking opportunities with other local companies</p> <p>Strategies for working with neighbours</p> <p>Structure and culture of LG sector;</p> <p>Failure to consider partnerships (what do you/they need and what can you/they offer) to deliver greater operating power and minimise competition;</p>	<p>Financial, Reputation, Performance</p>	Partially Controllable	<ol style="list-style-type: none"> 1. State partnership relating to Metronet and Tonkin highway transport infrastructure; 2. Peel Regional Leaders Forum 3. Peel Development Commission 4. Regional Development Australia Perth and Peel 5. Growth Areas Perth and Peel (GAAP) 6. WALGA Networking 	Adequate	Financial, Organisational Performance, Reputation	MODERATE	UNLIKELY	MODERATE	No - Improvement required	CEO	<ol style="list-style-type: none"> 2. As part of the Major Strategic Review, canvas the community's view in building greater alliances north and west of the metro area 3. Explore opportunities for alliances with north and west local government groupings 	30-June-2022	Not Started	Executive Services Service Team Plan
10	Progressive	Stakeholder management	Failure to manage stakeholder expectations (State and Federal gov. / developers / businesses)	<p>Lack of engagement with stakeholders;</p> <p>Lack of understanding of stakeholder expectations;</p> <p>Conflicting priorities between the council and stakeholders;</p> <p>Nature of the Shire - legacy practices;</p> <p>* see risk 12 for community stakeholder management</p>	<p>Impact on organisation efficiency</p>	Partially Controllable	<ol style="list-style-type: none"> 1. CEO/Shire President meeting regularly with ministers 2. Election Priorities and Advocacy 	Adequate	Strategic Stakeholder Relationships	MAJOR	UNLIKELY	MODERATE	No - Improvement required	CEO	<ol style="list-style-type: none"> 1. Stakeholder matrix / management plan 	30-June-2022	Not Started	Executive Services Service Team Plan
11	Progressive	Community engagement	Failure to effectively engage with the community to build trust, deliver outcomes and manage expectations	<p>Strong political activism by the community;</p> <p>Key staff turnover;</p> <p>Key person dependencies;</p> <p>Lack of opportunities for engagement;</p> <p>Failure to listen to community requests;</p> <p>Use of legacy engagement practices which don't work in the public value space;</p> <p>Lack of consistent approach to engagement across the business;</p> <p>Increasing expectations exacerbated by social media input;</p> <p>Lack of understanding of how LG works;</p> <p>Community's resistance to change;</p> <p>Conflicting / competing expectations;</p> <p>Legacy systems, processes and issues;</p> <p>Undelivered promises (to the community);</p> <p>Long standing residents with established expectations;</p>	<p>Impact on organisation performance;</p> <p>Community Impact</p>	Partially Controllable	<ol style="list-style-type: none"> 1. Communications strategy; 2. Newly designed website 3. Communication plans for all major projects 4. Biennial Community Perceptions Survey 5. Ensure strong communication and the understanding of expectations of all parties in relation to major projects - management of projects include Project Team meetings (including comms/engagement); 6. Community input into the Shire's vision e.g. Strategic Community Plan 7. Resourced implementation of community priorities e.g. Corporate Business Plan, Long Term Financial Plan 8. Engagement Strategy and Policy 9. Online Engagement Platform Your Say SJ 10. IAP2 engagement methodology and training 	Adequate	Organisational Performance, Reputation, Social / Community Outcomes	MODERATE	POSSIBLE	MODERATE	No - Improvement required	Deputy CEO / Director Community and Organisational Development	<ol style="list-style-type: none"> 3. Consult with Council to ascertain mitigation strategies for the community engagement risk and detail these on the register once known 	30-June-2022	Not Started	Strategic Risk Register

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		Context	Risk Description	Causes	Consequences	Controllability	Controls	Control Rating	Consequence Category	Risk Rating				Action	Target Date	Status	Integrated Planning and Reporting Link																
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12	Prosperity	Desirable place - Economy	Failure to be a desirable destination to work and visit	Unsustainable/rapid industry growth; Failure to create local employment and education opportunities; Insufficient focus on tourism / Lack of variety in events and tourism opportunities; Poor marketing / failure to establish desirable reputation; Insufficient industry opportunities; Failure to effectively manage economic growth; Inefficient / cumbersome planning system; Inadequate telecommunication technology (internet, mobile); Inadequate transportation in and out of the shire (including public transport options and private transport options e.g. safe roads); Lack of comparative/competitive advantage	Community Impact, Depopulation, Loss of businesses and associated economic consequences	Partially Controllable	1. Developer Contribution Scheme; 2. Structure plans (x2); 3. Local planning strategy and scheme; 4. Economic Development Strategy; 5. Tourism Strategy; 6. Peel Chamber of Commerce and Industry; 7. Integrated Planning and Reporting (LTFP, CBP); 8. Robust Governance Structure (ARG); 9. Community Infrastructure Developer Contribution Plan; 10. Developer Contribution Plan's; 11. Actively looking for investors; 12. Quality control over subdivision conditions; 13. Supporting major infrastructure projects (e.g. METRONET, Tonkin Highway); 14. Dedicate Economic Development, Tourism and Marketing resource; 15. Major Tourism Events e.g. Opera at the Mill; 16. Controls on Risk 8 - Asset Management; 17. Byford TAFE Feasibility Study; 18. Business case for Trails Development; 19. Jarrahdale Trails Town Strategy and Implementation Plan	Adequate	Social / Community Outcomes	MAJOR	POSSIBLE	SIGNIFICANT	No - Improvement required	CEO	3. Trails Planning (Masterplan for Equine Trails and a Design and Implementation Plan for the Mounts Track Loop)	31-March-2022	In Progress	Strategic Risk Register															
															4. Develop West Mundijong Industrial Area Local Structure Plan.	31 Dec 2021 (subject to external third party approval - WAPC)	In Progress	Strategic Risk Register															
															5. Establish a Town Team in the Byford CBD	31-December-2021	In Progress	Corporate Business Plan															
															6. Masterplan of Trails Centre at Lot 814 Jarrahdale Road, Jarrahdale	30-June-2023	Not Started	Corporate Business Plan															
															7. Heritage Park Business Case	30-June-2022	Not Started	Corporate Business Plan															
															8. Jarrahdale Equine Trails Network Concept Plan	31-December-2021	In Progress	Corporate Business Plan															
															9. Jarrahdale Oval Master Plan	30-June-2022	In progress	Corporate Business Plan															
															10. Investigate the commercial feasibility of developing LOT 814, Jarrahdale to support the Jarrahdale Trail Town Initiative	30-June-2022	Not Started	Jarrahdale Trail Town Business Case															
															13	People	Desirable place - Vibrant community in a rural setting	Failure to be a desirable destination to live	Insufficient / lack of local community services (Govt. / NFPs) to meet increasing/changing needs; Insufficient facilities / amenities to meet community needs; Lack of services that meet the full range of community cohorts (e.g. young people through to seniors); Lack of opportunities for social connection in community; Insufficient funding; Lack of cohesion in an increasing multi-cultural community; Failure to effectively manage community growth; Lack of value for money; Unaffordable living costs; Diminishing the rural character; Inadequate telecommunication technology (internet, mobile); Inadequate transportation in and out of the shire (including public transport options and private transport options e.g. safe roads); Lack of comparative/competitive advantage; Inefficient / cumbersome planning system; Poor marketing / failure to establish desirable reputation	Community impact; Violence and unrest; Illegal activity	Partially Controllable	1. Community Infrastructure Plan and Open Space Strategy (CPOS); 2. Ageing Well Strategy; 3. Equine Strategy; 4. Community Safety Plan; 5. Access and Inclusion Plan; 6. Community Programs and Events; 7. Community Grants Program; 8. Mundijong Library; 9. Recreation Centre and other sporting and community facilities; 10. Club Development Program; 11. Youth Team and Activities; 12. Continue relationships / engagement with NFPs/Go to attract them to operate from our space; 13. Resourced implementation of community priorities e.g. Corporate Business Plan, Long Term Financial Plan; 14. State partnership relating to Metronet and Tonkin highway transport infrastructure; 15. Controls on Risk 8 - Asset Management; 16. Utilise community facilities as spaces for service providers to operate from locally; 17. Byford Health Hub Business Case and \$30.6M State Government Commitment	Inadequate	Social / Community Outcomes, Reputation	MAJOR	POSSIBLE	SIGNIFICANT	No - Improvement required	Deputy CEO / Director Community and Organisational Development	1. Develop Libraries Strategic Plan outlining lifelong learning and social connection and the plans for a new library premise in Byford	30-June-2023	Not Started	Corporate Business Plan
																														2. Develop a Community Activation Strategy and action plan	30-June-2022	Not Started	Corporate Business Plan
4. Establish a Town Team in the Byford CBD	31-December-2021	In Progress	Corporate Business Plan																														
5. Equine Facility Feasibility Study	30-March-2022	In progress	Corporate Business Plan																														
14	Progressive	Emergency Management	Failure to effectively respond and manage emergencies	Lack of planning / processes; Unforeseen / difficult to plan for emergencies e.g. pandemics; Lack of up to date emergency and recovery plans; Some staff are inadequately trained/don't understand their role in emergency response and recovery; Emergency Planning Committee (Shire Office) requires reinvigorating and strategic direction; Lack of resources to respond to multiple emergencies at the same time (e.g. Bushfire and COVID)	Impact on organisation performance; Community Impact	Controllable	1. 2021 Business Continuity Plan (incorporating lessons learned through COVID-19); 2. COVID-19 Business Continuity Plan; 3. Local Emergency Management Arrangements (reviewed 2020); 4. Local Recovery Plan (reviewed 2020); 5. Welfare Centre planning and training; 6. Emergency management plan (Shire Office); 7. Emergency Management Committee (EPC) (Shire Office); 8. Review of LEMA and LRP after significant emergency or every five years	Adequate	Organisational Performance, Social / Community Outcomes	MODERATE	UNLIKELY	MODERATE	No - Improvement required	Deputy CEO / Director Community and Organisational Development																4. Undertake Emergency Response Training for Emergency Response Procedures	31-December-2021	Not Started	Emergency Management Plan (Shire Office)
															5. Undertake Warden Training	31-December-2021	Not Started																
															6. Undertake Evacuation Exercise	31-December-2021	Not Started																
15	Progressive	Employee Work Health and Safety	Inadequate processes and systems in place for the management of workplace health and safety	Legislation amendments; Lack of financial and human resources; Organisational Culture focused on safety; Inadequate oversight, reporting and evaluation mechanisms; Outdated documentation (e.g. policies, procedures, forms); Not fit for purpose Safety Information System; Not fit for purpose infrastructure and equipment; Supporting processes (e.g. procurement, contracting) not considering WHS factors	Increased Employee Injury, Financial (e.g. Insurance Premiums, Prosecutions), Reputation Damage (e.g. as a Shire to work for), Organisational Performance (e.g. industrial relations activity, loss of resources)	Controllable	1. Health, Safety and Wellbeing Strategy; 2. Safety documentation and processes (e.g. Safety Manuals, Procedures, Methods, Forms); 3. Occupational Health and Safety Committee; 4. Health and Safety Representative Committee; 5. Safety Information System - MySafety; 6. Monthly PPI's; 7. Emergency Management Planning (see risk 14); 8. Hazard Inspections and audits; 9. Injury Incident Investigations and Corrective Actions; 10. Quarterly Safety Report (PPLGS)	Inadequate	Physical and Psychological Impact, Financial (Operational), Organisational Performance	MODERATE	LIKELY	SIGNIFICANT	No - Improvement required	Deputy CEO / Director Community and Organisational Development	1. Undertake a Work Health and Safety review and gap analysis to inform the mitigation action required and detail these on the risk register	30-November-2021	In Progress	Strategic Risk Register															
															2. Review and update the MySafety system	30-November-2021	In Progress	Strategic Risk Register															
															3. Undertake recommended due diligence for bush fire brigade volunteers in light of upcoming WHS reforms	28-February-2022	In Progress	Strategic Risk Register															