

**Risk Profile Review Action Plan
June 2016 - July 2017**

ACTION #	Risk Review	ACTION REQUIRED	RESPONSIBILITY	DUE DATE	COMMENTS / PROGRESS
1	Jul-15	Review Risk Management Procedure to ensure it reflects the process to assess and manage risk.	Risk Management Officer/Risk Officer	30/06/2016 30/09/2016 30/06/2017 31/12/2017	<p>Draft 2015-2020 Strategic Risk Management Plan (Plan) was completed but the strategic risk in the Plan will need to be reviewed and aligned with the 2016-2020 Strategic Management Plan (once it has been endorsed and adopted). Endorsement and adoption is scheduled for approximately April 2016. Final draft of the Plan will be reviewed by the Corporate Management Team (CMT). Now, endorsement and adoption is scheduled for approximately July 2016. Strategic Plan adopted June 2016 13/10/2016 - Action changed to reflect the actual Risk Profile Standards Reference. Due Date extended to allow time for Risk Framework to be completed see Action 23 - Roxanne White 18/07/2017 - Request for extension of due date to 13/12/2017. 18/07/2017 - Request for extension approved - Manager People and Culture - Bobbi Pertini</p>
3	Jul-15	Review Emergency Response Procedure to ensure Council policy for plant and staff in an emergency is defined.	Risk Management Officer	30/09/2016 30/06/2017 31/12/2017	<p>Emergency Response Procedure is under review. I-Responda framework from the LGA is under review and was tabled at the WHS Committee meeting (09/02/2016). This framework looks at council employees role in the event of an emergency I-Responda framework to be assessed for suitability to Councils Emergency Response Procedure. Procedure to be reviewed. Due Date extended to allow time for Emergency Management System to be defined - Roxanne White</p>
4	Jul-15 May-16	Prudential Management Policy to be developed, review and endorsed and procedure and templates to be developed.	Risk Management Officer Manager Financial Services	30/09/2016 01/12/2016 30/06/2017 30/09/2017	<p>Draft document with Director Corporate and Community Services for review. Draft Prudential document with Manager Financial services to manage the process of review, consultation and issuing as current. 29/09/2016 - email received from Sid Jain request due date to be extended (to 01/12/2016) as policy which is draft has to be reviewed by managers and CMT and then endorsed by Council. 23/11/2016 - The policy won't be considered for adoption by Council until January 2017 at the earliest. Due date extended. Manager Financial Services has requested a extension to have the policy endorsed by Council and CMT. 07/04/2017 - Discussion with Manager Financial Services plans to have policy to CMT by May 2017 then to Council for Endorsement. 18/07/2017 - Emailed Manager Financial Services for a status update on action. 18/07/2017 - Draft policy has been developed and currently being consulted with staff & CMT. Going to audit committee on 23rd August 2017 then Council in September. All going well should be closed out by end of September 2017. - Manager Financial Services - Sid Jane</p>

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17	Jul-15 May-16	Create a Tree Management Policy/Procedure.	Natural Environment & Sustainability Officer	31/12/2016 30/06/2017 31/12/2017	Currently Council staff members are trained in tree care, pruning and maintenance and garden staff undertake the majority of tree pruning requests. Tree Management Policy to be drafted for review an endorsement by Councils Elected Members. Policy will address tree management based on the following principles: Value of trees; Enhancing Biodiversity; Risk Management and Resources Availability; Tree Planting; Tree Maintenance; Tree Removal; Tree Replacement; Tree Vandalism; Tree on Private Land; Seed and Fruit Collection; Roadside Timber; Climate Change 6/02/2017 - Policy in progress, due date extended to 30/06/2017 due to other priorities (authorised Stephen Goldsworthy- Operations Manager). 07/04/2017 - Documents still being developed, due date extended to 30/12/2017 in line with Action 18 as per Manager Operations discussion.
18	Jul-15 May-16	Development of Climate Change Adaptation Plan.	Natural Environment & Sustainability Officer	31/12/2017	Climate change to be included as a Principle of a Tree Management Policy.
21	May-16	Review Strategic Management Plan in line with Risk Management Framework.	Risk Management Officer	30/06/2017 31/05/2018	Strategic Risk Management Plan has been developed. Draft Plan to be presented to CMT November 2016 18/07/2017 - Extension to due date requested to 31/05/2018. This action cannot be completed until the Risk Management Framework has been completed and endorsed. 18/07/2017 - Request for extension approved - Manager People and Culture - Bobbi Pertini
22	May-16	Review training completed by Elected Members and include in the Training Needs Analysis (TNA) Risk Management Framework Awareness session if not previously undertaken.	Risk Management Officer	30/06/2017 31/05/2018	*Jess Kirk from LGARS can provide training to Elected Members. 18/07/2017 - Extension to due date requested to 31/05/2018. This action cannot be completed until the Risk Management Framework has been completed and endorsed. 18/07/2017 - Request for extension approved - Manager People and Culture - Bobbi Pertini
23	May-16	Develop, endorse and implement Risk Management Framework.	Risk Management Officer	31/12/2016 31/08/2017	Action due date extended to 31/12/2017 as Risk Management Framework has not been started due to other priorities (authorised Bobbi Pertini - Manager People and Culture) 07/04/2017 - LGARS have release Risk Framework Template Risk Management Framework still to be developed, request for extension to Due Date to 30/08/2017
24	May-16	Schedule and complete general awareness training on Risk Management Framework to relevant employees.	Risk Management Officer	30/06/2017 31/05/2018	Jess Kirk from LGARS may be able to provide training to employees. 18/07/2017 - Extension to due date requested to 31/05/2018. This action cannot be completed until the Risk Management Framework has been completed and endorsed. 18/07/2017 - Request for extension approved - Manager People and Culture - Bobbi Pertini
26	May-16	Develop Operational Risk Register.	Risk Management Officer	30/06/2017 30/06/2018	18/07/2017 - Extension to due date requested to 30/06/2018. This action is quite complicated and involves all areas of Council and will take some time to complete. 18/07/2017 - Request for extension approved - Manager People and Culture - Bobbi Pertini
28	May-16	Review iResponda Program and provide report on the suitability of the program and if it should be adopted by Council.	Risk Management Officer	30/04/2017 31/07/2017	24/05/2017 - Extension to due date requested, approved by Manager People and Culture (Bobbi Pertini)
31	May-16	Review legislative requirements and develop guidelines or information sheet on the requirements to manage swimming pools.	Risk Management Officer	31/03/2017 31/08/2017	04/07/2017 - Requested extension to the due date to 31/08/2017 to allow time to develop the Swimming Pool management strategy.