

Shire of Corrigin Risk Dashboard Report 31 March 2026

Asset Sustainability practices			Risk	Control
			Moderate	Effective
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.				
Actions	Due Date	Responsibility		
Ensure road inventory data maintained and up to date	Jun-26	MWS		
Develop an Asset Renewal Program for Roads and Bridges	Jun-26	MWS		
Ensure Asset Management Data & Assessment & condition for Buildings is maintained and up to date	Dec-26	BuildingOfficer		
Provide ongoing procurement training for staff.	Dec-26	DCEO		
Asset revaluation scheduled for 2026–27.	Jun-27	DCEO		
Review and update Asset Management Plan, including 10-year plans.	Jun-26	DCEO		

Business & Community disruption			Risk	Control
			Moderate	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).				
Actions	Due Date	Responsibility		
Implement and review IT Disaster Recovery Plan.	Jun-26	DCEO		
Complete training and annual practice exercises on Business Continuity	Jun-26	CEO		
Practice Emergency Evacuations every 6 months & update procedure	Ongoing	WHS Officer		
Review Records Disaster Management Plan and Records Management Plan.	Dec-26	Admin Officer/DCEO		

Failure to fulfil Compliance requirements (statutory, regulatory)			Risk	Control
			Moderate	Effective
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.				
Actions	Due Date	Responsibility		
Update Website with new requirements from update of Local Govt Act	ongoing	ESO		
Ensure policies in place to comply with legislation changes	ongoing	CEO/DCEO		
Create Authorisation identity cards for all authorised staff	ongoing	ESO		
Procurement - Policy 3.2 –Authorisation to Purchase - review and update	Jun-26	DCEO		

Document Management processes			Risk	Control
			Moderate	Adequate
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.				
Actions	Due Date	Responsibility		
Ensure Electronic Records Management system working effectively by conducting internal audit	Jun-26	Admin Officer/DCEO		
Ensure all staff aware and using Agreements Register for legal docs/agreements/leases etc	Ongoing	Admin Officer/DCEO		
Improve records management training in induction process & ensure annual training sessions as refreshers	Ongoing	Admin Officer/DCEO		
Identify Training on file and folder organisation and naming conventions	Mar-26	Admin Officer/DCEO		

Employment practices			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions	Due Date	Responsibility		
Improve induction process and ensure inductions completed on first day of employment by relevant manager/employee	Ongoing	HR		
Succession Planning identified as part of annual staff structure review budget process	Annually	CEO/Managers		
Conduct a review of roles and responsibilities to ensure no gaps in service delivery, all roles are allocated	Sep-25	CEO/HR		
Ensure ongoing updates of all HR documentation, systems and induction process	Completed	HR		

Engagement practices			Risk	Control
			Moderate	Adequate
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.				
Actions	Due Date	Responsibility		
Review Complaints Management Process and Procedure.	Jun-26	DCEO		
Monitor and review Works requests	monthly	Customer Service		

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Environment management			Risk	Control
Inadequate prevention, identification, enforcement and management of environmental issues.			Low	Adequate
Actions	Due Date	Responsibility		
Raise awareness of rare and endangered flora	Sep-25	Manager Works & Services		
Enhance resident/school information packs with regards rubbish collection, recycling etc	Dec-25	EHO		
Increase understanding of native vegetation clearing requirements	Dec-25	MWS		

Errors, omissions & delays			Risk	Control
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or			High	Adequate
Actions	Due Date	Responsibility		
Review records management system quarterly.	ongoing	Administration Officer		
Improve Job planning process (eg. land tenure, consultations, completeness - checklist)	Sep-25	Manager Works & Services		
Monitor works requests with monthly checks.	monthly	Customer Service/DCEO		
Review Complaints Resolution Process for inclusion in staff and councillor induction.	Jun-26	DCEO/CSO		
Maintain Peer review process eg review & teach each other various roles to assist with sharing of roles & overlap for when on leave	Jun-26	DCEO/HR		
Procurement - Create and implement CEO-approved conflict-of-interest procedure for tender and quote evaluations.	Jun-26	DCEO		
Review and strengthen fraud controls and reconciliation processes in line with Auditor General Report No. 5 and Regulation 5	Jun-26	DCEO		

External theft & fraud (Including Cyber)			Risk	Control
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including			Moderate	Adequate
Actions	Due Date	Responsibility		
Improve access security at Depot (track equipment/Stocktake monthly)	Ongoing	WHS Depot Admin		
Improve IT security systems and training	Ongoing	DCEO		
Ensure all passwords on individual desktops reviewed and secure	Ongoing	DCEO		
Strengthen fraud controls in line with WA Auditor General Report No. 5, including conflict-of-interest declarations on decision-making and evaluation	Jun-26	CEO/DCEO		

Management of Facilities / Venues / Events			Risk	Control
Failure to effectively manage the day to day operations of facilities, venues and / or events.			Moderate	Effective
Actions	Due Date	Responsibility		
Review Booking forms, Procedures and User Manuals - CREC	Dec-25	Customer Service		
Familiarise Staff with Hire facilities and how equipment works	Dec-25	Customer Service		
Develop and implement an Events Booking Management Procedure.	Mar-26	Customer Service		

IT or communication systems and infrastructure			Risk	Control
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or			Moderate	Effective
Actions	Due Date	Responsibility		
Implement and review IT Disaster Recovery Plan.	Jun-26	DCEO		
System failure testing	Jun-26	DCEO/ IT provider		
I.T. vulnerability testing	Jun-26	IT Provider		

Misconduct			Risk	Control
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.			High	Effective
Actions	Due Date	Responsibility		
Review induction process to ensure Code of Conduct, policies, and procedures are shown to new employees.	Jun-26	HR		
Ensure Authorisations and Delegations up to date	Ongoing	CEO/ESO		
Include conflict-of-interest declarations on decision-making and evaluation checklists.	Jun-25	CEO/ESO		

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Project / Change management			Safety and Security practices			Supplier / Contract management		
Risk			Risk			Risk		
Moderate			Moderate			Moderate		
Control			Control			Control		
Adequate			Adequate			Adequate		
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.			Non-compliance with the Work Health & Safety Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.			Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.		
Actions	Due Date	Responsibility	Actions	Due Date	Responsibility	Actions	Due Date	Responsibility
Ensure risk assessments are integrated into all contract and project management processes.	Jun-26	CEO	Improve induction process and ensure inductions completed on first day of employment by relevant manager/employee	Sep-25	HR	Review and improve Contract Management System and ensure all induction/paperwork entered into system	monthly	WHS Depot Admin
Staff Meetings to raise awareness of Risk Management	Ongoing	WSH Depot Admin	Contractor Induction process improve and ensure all contractors inducted	Mar-26	WSH Depot Admin	Review contractual agreements and determine ongoing requirements	Sep-25	Admin Officer
Monthly inspections for Corrigin worksites saved to record keeping system	monthly	WHS Depot Admin	Continue updating and formulating Safe Work Method Statements	Ongoing	MWS	Scan and register all existing contracts into a register	Sep-25	Admin Officer
Provide training in project management	Jun-26	HR/DCEO	Practice Emergency Evacuations every 6 months & update procedure	Ongoing	Wardens	Ensure Legal advice is sought to ensure contract documentation up to date & adequate	ongoing	CEO/DCEO
			Update WSH Management Framework	Sep-25	WHS & Depot Admin	Project and Contract Management - Creation of formal procedure	Dec-26	DCEO