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Issue	Risk Rating	Control Measures	Resources	RO	Timeframe		Comments
A Tree Management System must be established that identifies and assesses risks associated with trees in urban areas.	High (22)	Develop Tree Management Policy addressing Council's position on tree management.	Consultation group; Best Practice Manual	ERM/ ExE/ DTS	30/06/13		Completed
		Develop tree selection, planting and management procedure	Consultation group; Best Practice Manual; Horticultural advice.	ERM/ ExE/ DTS	30/06/13		Completed
		Tree management flowchart developed to support Council policy.	Consultation group.	ERM/ ExE/ DTS	30/06/13		Completed
		Develop risk management hazard identification procedure for trees in all Council areas including urban areas, nature strips, parks and rural roadsides.	Consultation group.	ERM/ ExE/ DTS	31/12/12		Completed.
		Identify and train staff to effectively assess hazardous trees.	Training budget; Council staff	DM	31/08/12		Completed.
		Develop a Tree Register which identifies tree groups or individual trees.	Consultation group.	ERM/ ExE/ DTS	31/12/13		Ongoing
		Complaints, assessments and tree management works recorded in the Tree Register.	Consultation group.	ERM/ ExE/ DTS	Ongoing		Ongoing
A Volunteer Management System addressing workplace health and safety issues must be established.	High (21)	Review and redevelop current Volunteer Policy in line with Volunteer Management Strategy.	Volunteer Management information; Consultation group.	ERM/CPO/ DRM/GM	30/06/13		
		Review Managing Volunteer Safety Procedure in OHS Manual in accordance with WHS changes.		ERM	30/06/13		Completed
		Audit Volunteer Register against current volunteer members, and HACC workers.		ERM/DCS	31/12/13		
		Consult with volunteer groups and attend meetings to discuss WHS changes and volunteer requirements.	OHS Committee	ERM	31/12/13		Partially completed
		Conduct risk assessments on all S355 Committee volunteer activities and review those procedures already developed.	Access to Committees; OHS Committee	ERM	31/12/13		Partially completed

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe		Comments
		Contact and consult with HACC volunteers to assess activities.	Access to Volunteers; OHS Committee	ERM/ HACC Supervisor	30/06/13	N/A	N/A
		Eliminate unsafe activities and implement additional controls as required.	Consultation OHS Committee	ERM	31/12/13		Partially completed
		Document and issue safe work procedures.		ERM	30/06/14		Partially completed
		Identify training needs and liaise with HRO to arrange training as required.	Training allocation	ERM/HRO	30/06/14		
		Expand Workplace Inspection system to include Volunteer activities.	OHS Committee	ERM	Ongoing		
		Expand Incident and Investigation system to include volunteers.	Staff availability	ERM/HRO	Ongoing		
Public safety issues on all Council controlled buildings must be identified and assessed.	High (17)	Develop checklist combining risk and structural issues		ERM/AMO	31/08/12		Completed
		Perform risk assessments using checklists and develop Building Risk Treatment Plan	Staff availability	ERM/AMO/ DM	31/12/13		Completed
		Risk Management Committee adopt Building Risk Treatment Plan	Risk Management Committee	ERM	30/06/14	N/A	Not required.
		Works implements in accordance with plan.	Budget	ERM/DM	31/12/14		Completed
Information Management System encompassing Document Control and Gathering Information requires further development, in accordance with the Statewide Best Practice Manual.	High (17)	Develop Gathering Information and Document Control Policy which reflects Council's position on information management and control.	Statewide Mutual BPM Gathering Information for Information Management	ERM	30/09/13		Completed
		Identify documents internally generated by Council, ensure departments include them on listings and that minimum requirements are met.	Statewide Mutual BPM Gathering Information for Information Management	ERM	31/12/13		Ongoing
		Establish a central external document listing to ensure only current referral material is used.	Library database established.	ERM	31/12/13	N/A	Not required.
		Establish regular monitoring mechanism whereby listings are audited against actual documents used.	Staff availability	ERM	Ongoing		Progressing
The Integrated Management System requires further review, development and implementation.	High (14)	Review Design Manual and re-issue	Staff availability	ExE	30/06/14		To be developed
		Review and re-issue Quality Procedures and Environmental Procedures.	Staff availability	ERM/ExE/ DTS	30/06/14		Completed

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe		Comments
		Develop Standard Operating Procedures for all outdoor positions within Council.	Staff availability; Consultation	ERM	31/12/13		Partially completed – some still in draft
		Review and re-issue Inspection and Test Plans in accordance with Document Control procedures, and user feedback.	Staff availability; Consultation	ERM	31/12/13		Completed.
Procedures for conducting regular inspections of the work environment, and the testing/maintenance of plant and equipment must be developed and documented.	High (14)	Expand procedures on workplace inspections to encompass plant and equipment, and adherence to Standard Operating Procedures.		ERM	30/06/14		Completed
		Review testing and maintenance procedures and expand to include internal and external testing and inspection.		ERM	30/06/13		Completed
		Monitor internal testing, inspection and maintenance regimes to ensure compliance with procedures, including Plant and Equipment, and Electrical equipment.	Staff availability	ERM/ OHS Committee	30/06/14		Completed
Purchasing procedures must be developed and implemented to ensure potential hazards associated with the purchase of plant, equipment, goods and services are identified.	Medium (8)	Purchasing policy developed and adopted by Council.	Staff availability	DCS/FM/ERM	30/06/14		Completed.
		Purchasing procedures developed and communicated to all staff	Staff availability	DCS/FM/ERM	30/06/14		Progressing
		Training provided to all staff regarding purchasing procedures and protocols	Staff availability; Training budget	DCS/FM/ERM HRO	30/06/14		
Planning processes and the setting of objectives and targets for work health and safety must be developed for all levels within Council, and subjected to periodic review.	Medium (8)	Develop, document and implement procedures for WHS planning which outline the planning process and what must be taken into consideration when setting objectives and targets, and include in the OHS Manual.	Consultation	ERM	30/06/14		Completed
		Review WHS objectives in position descriptions for all staff, in accordance with current legislation, and issue to all staff.		ERM/HRO	30/06/14		Completed
		Consult with and develop targets for each relevant Manager and their staff in relation to WHS.	Staff availability	ERM/ Managers	30/06/14		Deferred - currently being achieved through WHS Audits and Claims performances. Requires further discussion.
Mechanisms for disseminating information to staff, contractors and volunteers must be established to ensure all workers have access to current and accurate information.	Medium (8)	Develop, document and implement procedure for disseminating information to staff, contractors and volunteers in relation to WHS and include in OHS Manual.		ERM	30/06/14		Completed
Review existing OHS Manual and procedures in accordance with newly released Codes of Practice to identify areas of non-compliance, and introduce changes accordingly.	Medium (5)	Review all sections of the OHS Manual against Codes of Practice and Australian Standards where applicable, and re-issue. Specific areas include: <ul style="list-style-type: none"> Electrical Testing and Tagging 		ERM	30/06/15		Completed

Issue	Risk Rating	Control Measures	Resources	RO	Timeframe		Comments
		<ul style="list-style-type: none"> • First Aid • Working at Heights • Workplace Stress (Bullying and Harassment) • Hazardous Noise • Traffic Access and Egress 					
		Conduct information and training sessions for relevant staff in relation to: <ul style="list-style-type: none"> • Contractor Management • Construction Safety 	Staff availability	ERM	30/06/14		Completed
A workplace health and safety auditing function must be established to identify compliance shortfalls and improvement opportunities.	Low (5)	Conduct relevant training in WHS Auditing for relevant staff	Training budget	ERM	30/06/15		At present one trained staff to implement function.
		Develop, document and implement a procedure for the conduct of periodic audits that evaluate the quality and effectiveness of the WHS Management System.	Staff availability	ERM	30/06/16		Deferred to align with internal audit function.
A system of identifying and reporting hazards must be established in addition to current mechanisms with control measures implemented in accordance with the hierarchy of controls.	Low (5)	Review and redevelop the existing workplace inspection and reporting process.	Consultation	OHS Committee	30/06/16		Completed
		Explore alternative hazard reporting mechanisms, consult and decide upon best methods, and implement.	Consultation	OHS Committee	30/06/16		Completed.
		Review hazard reporting procedure and ensure reference to hierarchy of controls is stipulated in accordance with legislation.		ERM	30/06/16		Completed
Procedures covering health monitoring require further review and development to ensure health issues are identified and monitoring measures implemented accordingly.	Low (5)	Review existing health monitoring procedures, and workplaces to ensure health issues are identified and current monitoring is sufficient, and make recommendations where required.		ERM/HRO	30/06/16		Completed

 COMPLETE	 ON TARGET	 NOT ON TARGET	 PAST DUE	 NO STATUS / DEFERRED	TOTAL
25	7	5	6	2	45