

**APPENDIX C
DISCIPLINARY POLICY AND PROCEDURE**

Risk Register

Risk ID	Risk	Corporate Objective	Gross Risk	Residual Risk	Current Risk	Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts Only)
Category -000- Service Area Code	Risk Title	Opportunity / Threat	Risk Description	Risk Cause	Consequence	Date raised		
207	Employment Policy and Procedures	T	Failure to provide a suite of policies that fit for purposes of improving performance and managing risk	Managers not equipped with a revised policy and procedure	Effective employment policies not implemented, consistently and fairly applied	1.1.2010		
SRR-007-PE		6	I P I P I P	I P I P	I P I P	Simon Howick	11.6.2010	

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Management of the Risk

Risk ID	Risk Title	Action Owner	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action	Key Milestones	Milestone Delivery Date	%Action Complete	Date Reviewed
SRR-007-PE	Employment Policy and Procedures	Simon Howick	R	Develop and agree policy through internal consultation process to produce final policy documents for approval by Council. To provide appropriate guidance and training to managers and employees on new policies and procedures.	Approval of Disciplinary Policy and Drugs and Alcohol Policy by Full Council	8.10.12	95%	29.5.12