1.0 Identified Areas of Risk

Identified areas of risk for Burnie City Council include (not in any order of priority):-

1. Footpaths, Curbs and Channels
2. Personnel Management
3. Fraud and Theft
4. Business Registration and Standards
5. Travel
6. Information Technology Failure
7. Provision of Information to the Public
8. Robbery, Verbal or Physical Assault
9. Planning, Development and Building Control
10. Contract and Consultant Management
11. Occupational Health and Safety
12. Disasters – Natural or Man-Made
13. Emergency After Hours Service
14. Waste Management – Refuse and Industrial
15. Property Management
16. Parks, Reserves and Recreational Facilities
17. Tree Management
18. Water Supply
19. Aquatic Pool
20. Playground Management
21. Waste Water, Storm Water and Sewerage Treatment
22. Legislative Compliance
23. Aging Infrastructure and Asset Base
24. Financial Stability and Ongoing Viability
25. Corporate Information Management
26. Caring for Children and Youth
27. Volunteers
28. Council Managed Events
29. Public Health
30. Roads
31. By-Law Enforcement
32. Entrepreneurial Activities
33. Delegations
34. Sewerage Dry Solids
35. Caretakers
36. Fleet.

2.0 Responsibility and Authority

The Burnie City Council:

- Will ensure that risk management is paramount in all Council public areas and workplaces and that a safe environment is created for the community at large and Council employees in accordance with its Risk Management Policy.
- Will maintain its policy of purchasing the required insurances to protect the organisation and community against any adverse losses.
- Identify resource requirements and provide adequate resources for Management and the Risk Management Committee to maintain a performance of work that takes all reasonable and practical precautions to avoid an occurrence that may cause an offence at law, damage to others for which they may claim against Council or unforeseen loss of assets from Council and the community at large.
- Include risk management as a key strategy of Council's Corporate and Annual Plans.
- Will report on risk management performance indicators as part of Council's Annual Report.

Management Representative

The Corporate Secretary shall have the authority for ensuring that:

- The established risk management system is maintained;
- The performance of the risk management system is reported to Management and the Risk Management Committee for review and improvement; and
- Liaison is undertaken with external parties from time to time on matters relating to Council's risk management policy.

Policy and Procedures

The Governance Unit may facilitate the co-ordination of activities carried out by other departments in relation to risk management including:

- Initiate action to prevent or reduce the adverse effects of risk.
- Provide assistance in control and further treatment of risks until the level of risk becomes acceptable.
- Identify and record any problems relating to the management of risk.
- Initiate, recommend or provide solutions through designated channels.
- Verify the implementation of solutions.

- Verify that investigations of incidents and accidents are undertaken to determine the action necessary to prevent a recurrence.
- Investigate, assist and monitor Council's insurance register for third party claims.
- Monitor agreements, leases and contracts with Third Parties ensuring that they have appropriate indemnity/hold harmless and insurance clauses in place to reduce Council's liability.
- Incorporate risk management requirements into Council's Induction Manual and ensure references to risk management requirements are included in Council's Strategic, Corporate and Annual Plans, Annual Report and any other appropriate Council Policy and Operational registers and manuals.

Senior Management

- Will ensure that risks are assessed during decision-making and performance of work activity.
- That all department and senior managers are represented on the Council's Risk Management Committee.
- Will actively assist and undertake risk management assessments as required for appropriate activities of their department's functions and responsibilities.

Supervisory Staff

- Every manager and supervisor is responsible for ensuring that staff fulfill their obligations in connection with safe working procedures. This responsibility also applies to contractors and volunteers working under supervisory staff.

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3.0 Communication

- The Risk Management Committee meets monthly. The purpose of the meeting will be to monitor and review the performance of the risk management system. At the meeting Risk Management Reports from each of the Senior Managers will be tabled and discussed.
- The Governance Unit shall have the responsibility to distribute dialogue of risk management matters to all relevant managers and departments. Managers shall advise staff of any of the matters concerning their department as soon as possible.
- The Occupational Health and Safety Committee will be advised of any personnel injuries or reported near misses to any staff, contractor, volunteer or member of the public.
- Special Committees of Council will be advised of any risk matters that may be identified in their areas of responsibility.
- The Burnie City Council's Risk Management Action Plan, as updated each year in accordance with CMP assessments, will be included as part of Council's strategies and actions for each year's risk management activities. This action plan will be reviewed and reported on at each Risk Management Committee meeting.

4.0 Document Control

- The Risk Management Committee will review the Risk Management System, Risk Register, Risk Management Strategy and Risk Assessments on an annual basis.
- The Burnie Council Risk Management Action Plan (arising from CMP assessments) will be considered and updated after each Risk Management Committee Meeting and form part of the minutes of each meeting.
- Potential Liability and Professional Indemnity claims will be passed on to Council's Insurance underwriter as soon as practicable after the realisation of the claim.

5.0 Performance Indicators

Council will develop KPI's as part of its Annual Plan and budget process utilising the following measures:

- A statistical analysis of risk assessment outcome trends will form part of the basis of Council's performance indicators for risk management.
- CMP's assessments of Council's performance of risk management will also be used as a key performance indicator including comparisons to Tasmanian councils and the Tasmanian state average.
- Completion of the risk management process for identified areas of risk, subsequent action plans and risk treatment will also be used as a performance indicator.
- Council's insurance premiums and claims history will also be used as performance indicators.
- The Annual State Key Performance Indicators survey will also be used as a reference for relevant areas of Council's overall risk management performance.
- Council will also report on its risk management performance in its Annual Report.

7.0 Related Documents

C27 Risk Management Policy

C29 Occupational Health and Safety Policy (in draft form February 2007)

Responsibility

The Governance Unit assists with the provision of legal advice, opinions, arbitration and negotiation services and in conjunction with the Executive Management Team and Manex is responsible for coordinating all litigation concerning claims by or against the Council and against its employees.

Managers are accountable to the General Manager for ensuring that the Risk Management program is implemented within their area of responsibility and that employees receive adequate training to safely perform their tasks.

The Risk Management committee will meet monthly and regularly review the risk management system, Risk Register, Risk Management Action Plan and risk assessments.

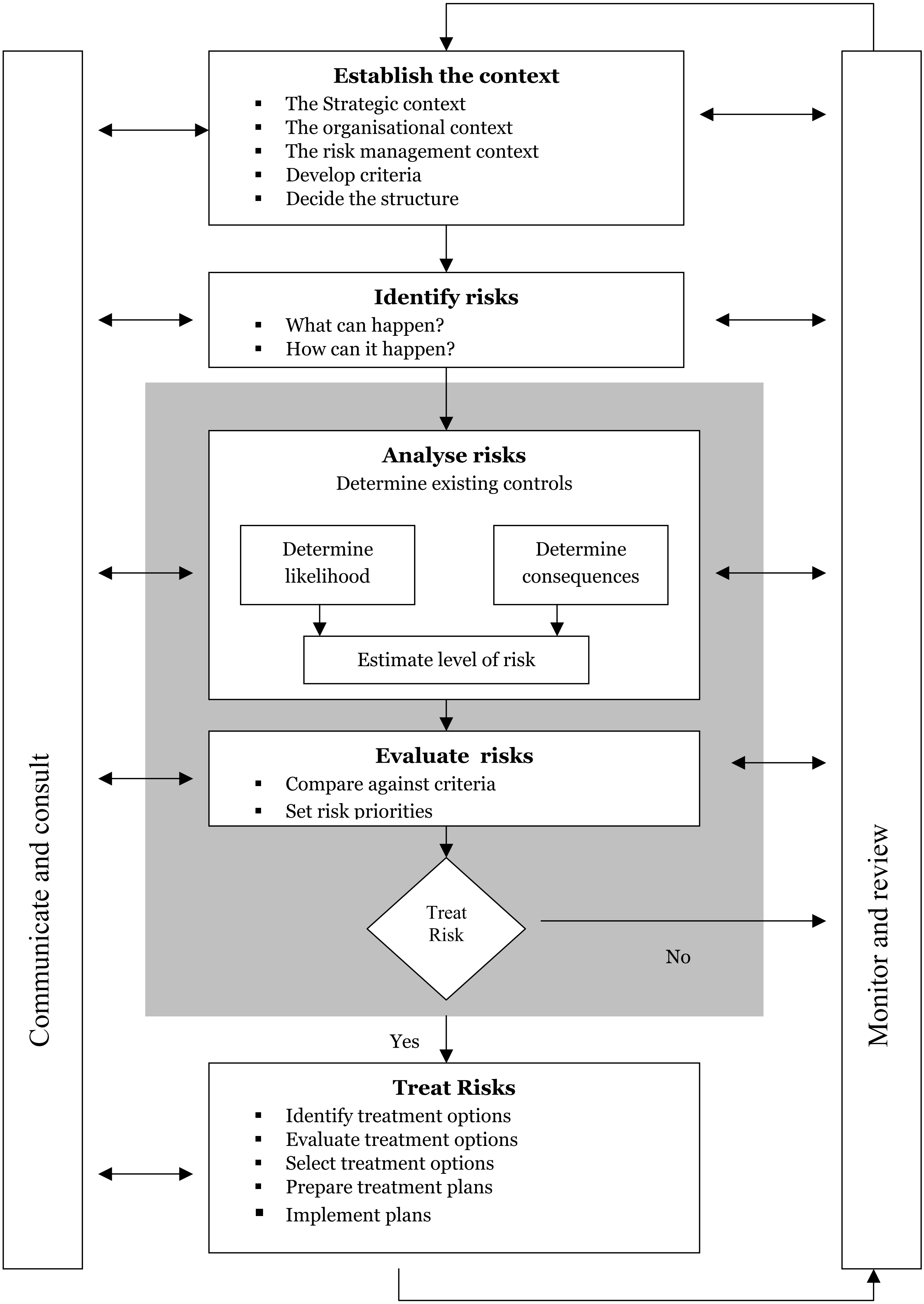
Every employee is encouraged to raise and discuss issues of concern so that we continuously improve our health and safety performance and risk management.

Minute Reference

Council Meeting Date 20 February 2007

Appendix A

Risk Management Process



Reviewed 16 December 2006