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Welcome

Welcome to the June 2005 edition of the Tasmanian Risk Management Fund (TRMF) newsletter, *riskmatters*, published by the Department of Treasury and Finance.

This edition includes an article on the Department of Primary Industries, Water and Environment and its involvement in an Australia-wide health and well-being research study conducted by the University of Queensland.

There is advance notice of a Risk Exposure Review to be conducted between 1 August 2005 and 9 September 2005 and important reminders on dealing with contractors involved in the removal of asbestos and a Department's responsibility to arrange the servicing of vehicles under warranty.

This edition also includes information on upcoming workshops. In particular, one on 7 July looking at important considerations in managing contractors in the workplace.

Tony Ferrall
Chairman
Tasmanian Risk Management Fund
Steering Committee

Contributions to *riskmatters* on any subject relating to insurance or risk management can be forwarded via email to trmf@treasury.tas.gov.au.

Implementation of Building Act 2000

The essential maintenance compliance date has been extended to 14 July 2006.

The *Building Act 2000* imposes duties on 'commercial' building (Class 1b and Class 2-9) owners and managers to maintain essential safety and health features and measures in those buildings to the standard applicable when they were new.

Owners of existing buildings containing the prescribed essential safety and health features and measures now have until 14 July 2006 to display the annual maintenance statement.

The maintenance provisions do not apply to houses and non-habitable buildings and in general will not apply to farm buildings. They only apply where essential safety and health features are built in to a building.



For further information contact Workplace Standards at www.wst.tas.gov.au/building or e-mail wstinfo@dier.tas.gov.au

**ADVANCE
NOTICE**

Risk Exposure Review

Agencies will again be asked to complete a questionnaire relating to exposure information on a range of risk areas covered by the Fund.

The questionnaire will be supplied to agencies on 1 August 2005 and agencies will have six weeks to respond. The review has been timed to coincide with the new contribution cycle.

PLEASE NOTE

Sub-contractors and the removal of asbestos

Sub-contractors involved in removing asbestos must be required to have their own insurance.

Legal liability arising from asbestos is not covered by the Crown's Works and Public Liability Insurance policy. Therefore, it is important to ensure that where a major contract has been let, any sub-contractors engaged for asbestos removal work must be required to provide proof of insurance.

Managed Fund Forum

RiskCover of Western Australia hosted an inter-jurisdictional managed insurance funds forum in Perth on 19 May 2005.

Inter-jurisdictional forums are held every six months and are an effective way of exchanging ideas and building an understanding of the arrangements adopted by each jurisdiction in relation to insurance and risk management.

Some of the issues discussed at the session are listed below:

- Indemnities between the Australian and State governments;
- Risk management training provider opportunities;
- Risk management frameworks; and
- Cover for parliamentarians, volunteers and Boards.

The South Australian Insurance Corporation (SAICORP) will be hosting the next forum in November 2005, to coincide with the RMIA National Conference in Adelaide.

Clauses in Local Government Lease and Licence Agreements

A new set of insurance and indemnity clauses for lease agreements between state and local government have been agreed between the Department of Education, and the liability insurer for local government in Tasmania.

It is intended that the same approach be taken across agencies when dealing with local government lease and licence agreements.

The Crown Solicitor modified the Crown's standard insurance and indemnity clauses on the understanding that local councils agree to the same terms when they enter into lease and licence agreements with the Crown and the Crown is the lessee/licensee.

For more information on the above, contact Carmen Kelly at DPAC on 6233 3496 or e-mail Carmen.Kelly@dpac.tas.gov.au.

10th Annual Workplace Safe Awards

These awards are the grand finale of Workplace Safe Week, and are your chance to be rewarded for your workplace safety successes.

Have you made safety a priority in your workplace? Maybe you've introduced a new training program, or minimised a specific hazard. If so, make sure you enter the Workplace Safe Awards 2005. These awards reward, acknowledge and promote innovative workplace health and safety solutions, initiatives and programs.

The Awards will be announced at a gala function on Friday 28 October to be held in the Federation Ballroom at the Hotel Grand Chancellor Hobart.

Source: *Workplace Issues* April 2005, a publication of Workplace Standards Tasmania



Entry forms for the Awards are available on the Workplace Standards Web site at www.workplacesafe.tas.gov.au or by phoning the WorkCover hotline on 1300 366 322. Entries close on 1 July.

Workplace Safe Week 2005: Get Involved

Now is the time to start planning for Workplace Safe Week.

It will be held from October 23-29 and the spotlight will be on workplace health, safety and injury management.

Get involved and start now by encouraging your work area to develop and run its own activities for the week, with a health and safety focus.

Details of all Workplace Safe Week activities will be provided in July's *Workplace Issues*.

Source: *Workplace Issues* April 2005, a publication of Workplace Standards Tasmania

**Important
Reminder**

Vehicles Under Warranty

Agencies that fail to implement regular scheduled maintenance of vehicles will find that their vehicles are not covered under warranty.

In a recent incident, an agency found that a vehicle was not covered under warranty because it had failed to implement regular scheduled maintenance.

Agencies should also note that regular servicing of vehicles is a requirement under section 9 (1) of the *Workplace Health and Safety Act 1995*.

Positive results for DPIWE in the Work Outcomes Research and Cost-Benefit Project – Valuing Healthy Employees

As part of its commitment to the health and well-being of its employees, the Department of Primary Industries, Water and Environment (DPIWE) participated in a unique employee health and well-being research project called the Work Outcomes Research and Cost-Benefit (WORC) Project.

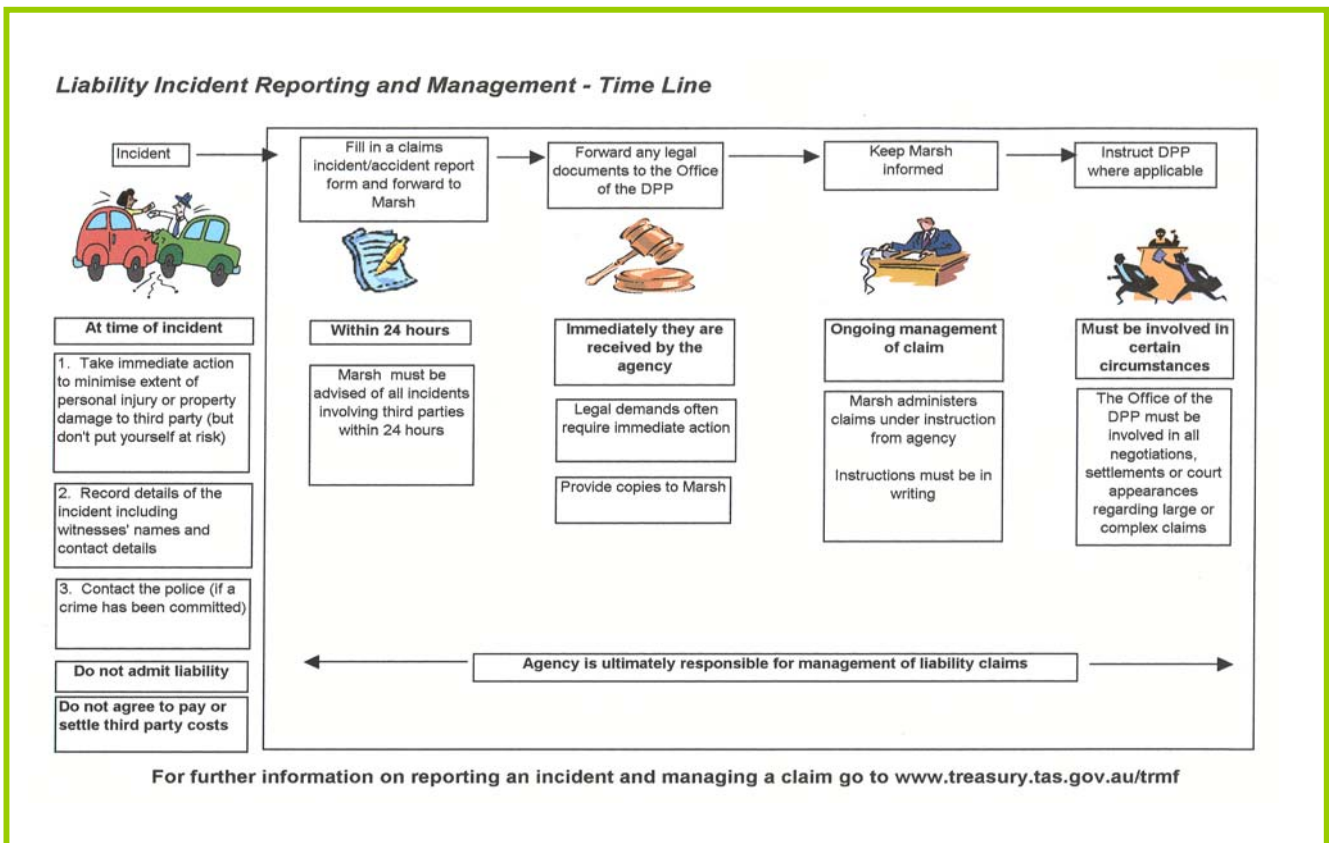
The WORC Project is a large, prospective Australia-wide research study being conducted by the University of Queensland in collaboration with Harvard University.

It is designed to evaluate the costs and benefits of proactive physical and emotional health screening and treatment in the workplace.

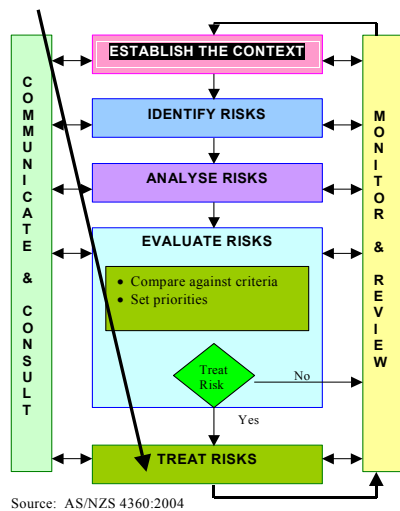
The WORC Project team were impressed with DPIWE’s employee participation rate in the survey and the Department received positive results on the general health of employees.



To learn more about DPIWE’s participation in this project, contact Julia Suban on 6233 3451 or e-mail julia.suban@dpiwe.tas.gov.au. For more information on the WORC Project go to www.worcproject.com.au.



Risk Management



Risk Management Process

In this edition of *riskmatters*, the focus on the risk management process is on:

Treating the risks & exploiting the opportunities

- Identify options
- Select the best
- Develop plans
- Implement

Risks cannot be eliminated, but choosing and implementing a treatment plan will help to master the risk.

Identify the options

A number of options are available – avoid, reduce, share/transfer or retain the risk. (These options are outlined further on page 6).

Select the best

Some questions to ask when assessing options:

- What is the feasibility of each treatment option?
- What is the cost of implementing versus the benefits?

- What is the extent of risk reduction versus the benefits?
- What are the resources needed (people, money, technical)?
- Do the risk treatments comply with legal requirements, government and organisational policies, including those concerning access, equity, ethics and accountability?
- What are the criteria of acceptability?
- What opportunities are created by the risk?
- Are there rare but severe risks?

Develop plans

Prepare treatment plans by deciding:

- Which option is the best choice?
- What will be monitored and reviewed to determine the success of the treatment?
- Who is best placed to treat each risk, either through better knowledge, technical expertise or financial capability?
- What job design and work organisation options are appropriate for staff treating the risks?
- Who is accountable and responsible for the treatment of the risk?

Implement your treatment plan by following these steps:

- Develop the policy;
- Establish the infrastructure, including management commitment, responsibility and authority and resources;
- Develop and establish the program at organisational level;
- Address management of cross-organisational risks;
- Manage program, project and team level risks;
- Manage individual level risks; and
- Develop performance indicators to monitor the levels of risk, the performance of the treatment measures and the risk treatments.

AS/NZS 4360 should be consulted for further information on the process.

Source: Strategic Policy Guidelines, Education Queensland

Treatment Options

Avoid	Avoiding may involve modifying the function or objective. This approach must be considered though is rarely taken.
Reduce	Minimise as far as possible the probability and consequences of the risk when avoidance is not possible.
Share/Transfer	The most common forms of risk sharing are subcontracting, outsourcing and insurance.
Retain	It is important to be aware that there will be residual risks.

Does your agency have a risk management story to tell?

Are there other risk management issues you would like discussed? Contact the TRMF Unit on telephone 6233 6597 or e-mail trmf@treasury.tas.gov.au



Workshop – Thank you

Draft guidelines on insurance levels in goods and service contracts.

A very big thank you to those of you who participated in the workshop on 7 June 2005 to discuss the draft guidelines.

Your comments and suggestions were invaluable.

Information Sharing Sessions, Seminars and Workshops

The TRMF Unit has a number of workshops planned for the coming months. Two early ones are listed below.

Date	Subject	Type of Session
7 July 2005 FULLY BOOKED!	Managing Risks Associated with Contractors in the Workplace	Workshop
Early August	Facilities Risk Management	Workshop

The workshop on Managing Risks Associated with Contractors in the Workplace on 7 July is fully booked. Due to its popularity, the TRMF Unit will look to host another session later in the year. If you would like to add your name to the list for a future session, contact the TRMF Unit on 6233 8531 or e-mail trmf@treasury.tas.gov.au



Remember

The training section on the TRMF Web site (www.treasury.tas.gov.au/trmf) is updated regularly and includes information about upcoming training, information sessions, seminars and STARSWeb User Group meetings. It also has a previous training section which provides copies of notes or presentations from past sessions.

Upcoming Training

Contract and Procurement Training

Level 3: Introduction to Procurement and Contracting (2 day course)

Technopark, Glenorchy
23 and 34 August 2005

Level 4: Contract Management (2 day course)

Hadley's Hotel Hobart
2 and 3 August 2005

Level 4: Contract Management (2 day course)

Corus Hotel Hobart
26 and 27 September 2005

Occupational Health and Safety Workshops

Employee Safety Representatives (4 day workshop)

Hobart
14-15 and 21-22 July

Safety Committee Members

Hobart
23 August 2005

Responsible Officer Awareness Hobart

September (date yet to be confirmed)

The Training Consortium (TTC) facilitates bookings for these courses. Bookings can be made through the TTC Web site (<http://www.ttc.tas.gov.au>) or by contacting the TTC on 6233 6459.

Disclaimer

Non-TRMF sponsored events or courses noted in this newsletter are provided for information purposes only. It is not an endorsement.

Unsubscribe

If you no longer wish to receive *riskmatters* please send an e-mail to trmf@treasury.tas.gov.au with the word 'Unsubscribe' in the subject line.

Upcoming TRMF Meetings

Committee Meetings

TRMF Steering Committee
23 August 2005, Hobart

TRMF Workers' Compensation
Sub-Committee
26 July 2005, Hobart

TRMF Property/Liability Sub-Committee
28 July 2005, Hobart

Contact: trmf@treasury.tas.gov.au

riskmatters

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To register, contact the newsletter editor, Di Hope, at the Department of Treasury and Finance on (03) 6233 6597 or e-mail trmf@treasury.tas.gov.au.

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