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## Welcome

Welcome to the September 2006 edition of the Tasmanian Risk Management Fund (TRMF) newsletter, *riskmatters*, published by the Department of Treasury and Finance.

Thank you for your positive comments on the usefulness/relevance of this newsletter and your constructive suggestions on how it may be improved. The additional topics you suggested have been summarised on page 2. The TRMF Unit is now seeking your feedback on the TRMF Web site which was redeveloped in 2004 as a Web based procedures manual and information tool. Further details on the Web survey are on page 5.

This edition includes articles on Pandemic Influenza Information Workshops being provided to DPEM employees (see page 2), new Visitor Incident Management Guidelines currently being developed by DTAE (see page 4), and DPEM's new Mobile Command Centre (see page 3).

Also in this edition is an update on cover provided for electronic equipment following changes to cabin baggage allowances on certain airlines (see page 2), and notification that the Government has announced a review of aspects of the Tasmanian workers' compensation system (see page 3).

The TRMF Unit would like to welcome our new Director, Paul Kingston, to the Procurement and Property Branch.

Di Hope  
Editor

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

## **DPEM's Practical Risk Management Approach to Pandemics**

**Pandemic Influenza Information Workshops are being held for all police officers and employees of the Department of Police and Emergency Management.**

The aim of the pandemic workshops is to provide employees with factual information on Pandemic Influenza in order to lower anxiety and raise awareness of the current strategic planning and inter-agency communications that are taking place.

It is understood that the Department of Police and Emergency Management is one of the first government agencies to actively seek to inform its employees on pandemic influenza issues and recognise that the delivery of information is an essential strategy for minimising anxiety and promoting preventative strategies and practices.

The workshops are being delivered by Inspector Craig Waterhouse, State Community Relations, and Mr Michael Cosgrove, Manager, Occupational Health and Safety. So far, over 1 300 employees have attended the presentations.

For further information contact Mike Cosgrove on telephone 6230 2478.

In May 2006 the Hon. Tony Abbott MHR, Minister for Health and Ageing, stated that the possibility of an influenza pandemic is real.

While it is impossible to predict when a pandemic might occur, Australia can certainly be prepared.

Source: Australian Health Management Plan for Pandemic Influenza 2006 at [www.health.gov.au](http://www.health.gov.au).



### ***riskmatters* Feedback**

**Thank you for your valuable feedback.**

You have requested future articles on topics such as, clinical risk management, case studies on correct and incorrect risk taking and general information on the approach taken by 'other' agencies to risk management.

In response to your comments, *riskmatters* will continue to be published quarterly and in the same format.

We are always keen to hear from you. If you have a risk-related story you would like to share – perhaps something you believe your agency is doing well – please contact the TRMF Unit by e-mail at [trmf@treasury.tas.gov.au](mailto:trmf@treasury.tas.gov.au), or phone Tim Bingham on telephone number 6233 6710.

### ***Travel Insurance Update***

**Following recent security threats and subsequent changes to cabin baggage allowances on certain airlines, the travel insurer for the Crown (ACE Insurance Ltd), has confirmed its position on cover for electronic equipment carried in the hold of a passenger aircraft.**

Any claim submitted for loss or damage to electronic equipment, that occurs whilst it is being carried in the hold of a passenger aircraft, will be treated on its individual merits. A letter from the airline confirming that placement in the hold was a required security precaution, will greatly assist in the settlement of any claim.

## Occupational Health and Safety Working Group

The inter-agency Occupational Health and Safety Working Group meet on a bi-monthly basis to share knowledge on occupational health and safety issues affecting government agencies and to develop strategies to improve the whole-of-government approach to OH&S.

Issues recently discussed by the Group include pandemic influenza preparation and strategies to reduce workers' compensation claims.



If you would like further information about the Working Group, or would like to attend a meeting, please contact Tim Bingham on 6233 6710 or e-mail the TRMF Unit at [trmf@treasury.tas.gov.au](mailto:trmf@treasury.tas.gov.au)

## Review of Aspects of the Workers' Compensation System

**The Government has recently announced that there will be a review of aspects of the Tasmanian workers' compensation system.**

The Terms of Reference for the review have been released, and include the requirement to assess and make recommendations on whether the statutory scheme provides a fair and equitable level of compensation for workers not able to establish negligence or satisfy the 30 per cent whole person impairment threshold for common law, and who are:

- unable to return to their pre-injury work;
- suffering an ongoing and significant detriment to their quality of life; or
- facing significant medical or other costs into the future.

For a copy of the Terms of Reference please contact WorkCover Tasmania on ([www.workcover.tas.gov.au](http://www.workcover.tas.gov.au)).

## Workplace Safe Week

**A reminder that Workplace Safe Week will be held from 22 to 28 October 2006.**

This event puts the spotlight on health and safety in Tasmania and there will be a number of OH&S events and activities that everyone can get involved in. For more information go to [www.workcover.tas.gov.au](http://www.workcover.tas.gov.au).

## Modified Metro Bus Becomes a Mobile Command Centre for DPEM

**A modified Metro bus has become a multi-purpose facility for the Department of Police and Emergency Management.**

Although primarily refurbished for use as a Police Forward Command Post (PFCP), with the aid of magnetic signage the PFCP can quickly convert into a mobile police station, an alcohol and drug testing unit, a recruiting centre or a search and rescue command centre.

The PFCP has been modified for undulating terrain and is fitted with communications equipment, laptops and an onboard generator. Continuous use as a multi-purpose vehicle will help to ensure that operators are kept familiar with the onboard technology and that the technology is in good working order.



## **“Limit Your Speed. Limit the Damage”**

**“Limit your speed. Limit the damage”. This is the message from the Road Safety Task Force in its new advertising campaign, which was launched on 4 August 2006.**

According to Paul Hogan, Chairman of the Road Safety Task Force, “speed continues to be a major contributing factor in crashes that result in serious injuries and fatalities, and even a small reduction in speed has the potential to greatly reduce the risk of a crash and the severity of the injury.”

**In the five years from 2001 to 2005, speed was a crash factor in 20 per cent of fatalities and 13 per cent of serious injuries; resulting in 473 people being seriously injured or killed.**

The Road Safety Task Force is serious about speeding in all forms, including low level speeding and would like to see all government vehicles lead by example.

### **Reminder**

The ‘*Motor Vehicle Fleet Purchase and Use Guidelines*’ provide advice on a wide range of road safety issues including compliance with road rules and courtesy.

In June 2006, the list of active safety features was amended to include ‘Electronic Stability Control’ (ESC). In the event of instability, the ESC stabilises the vehicle by selectively braking individual tyres and reducing engine torque, thereby acting as an accident prevention mechanism.

The Guidelines can be found under ‘Tools’ on the TRMF Web site at [www.treasury.tas.gov.au/trmf](http://www.treasury.tas.gov.au/trmf).

Please note that some agencies also have their own agency-specific guidelines on motor vehicle purchase and usage.

## **Motor Vehicle Claims Procedures**

The Motor Vehicle Claims Procedures available on the TRMF Web site have been revised.

Not only are the revised procedures more comprehensive, they now include a one-page Accident/Incident Checklist which can be downloaded as a separate document. The one-page checklist can be placed in vehicles or where quick reference to motor vehicle claims procedures are required.

The Motor Vehicle Claims Procedures can be found on the TRMF Web site under Incident Management/Property/Claims process at [www.treasury.tas.gov.au/trmf](http://www.treasury.tas.gov.au/trmf).

## **New Visitor Incident Management Guidelines for DTAE**

The Department of Tourism Arts and the Environment is currently developing *Visitor Incident Management Guidelines* to assist employees in managing incidents or accidents that involve the general public.

Apart from clarifying the agency’s reporting requirements and establishing clear processes aimed at minimising political, business and financial risk exposures, the Guidelines will provide employees with greater certainty about approved practical assistance that can be provided to the general public without prior agency approval.

The new Guidelines are expected to be released in November 2006.

For further information on the draft Guidelines contact [Tony.Prenter@dae.tas.gov.au](mailto:Tony.Prenter@dae.tas.gov.au).

## Information Sharing Sessions, Seminars and Workshops

**Business Continuity Management**  
**26 July 2006**

Participants attending the one-day Business Continuity Planning workshop in July were able to gain a better understanding of the processes (steps) required to formulate a business continuity plan.

According to the workshop facilitators, Chris Bakowski and Saul Midler from Linus Information Security Solutions (Linus), the key concept they wanted participants to take from the course was that BCM should focus on function rather than planning for specific disasters. By focusing on functions, organisations are in a better position to resurrect service delivery and return to their normal operations/activities.

To demonstrate this in a practical way, participants were divided into groups representing functional units of a mythical government agency. Worksheets provided with the course notes helped the groups organise their data as they were guided through the Linus six step process, from business function identification and subsequent business impact analysis, to the development of business contingency plans.



Saul Midler and Chris Bakowski of Linus Information Security Solutions answering a question from Kevin Thomas of DTAE.

### BCM is a Cyclical Process

Business continuity management is a cyclical process that begins with a lengthy planning and analysis phase before strategies can be developed and converted into emergency response plans.



Source: Linus Information Security Solutions - one-day workshop Hobart 26 July 2006.

### Web site Feedback

**The TRMF Unit is currently seeking feedback on the presentation and content of the TRMF Web site.**

A brief electronic questionnaire is now available at [www.treasury.tas.gov.au/trmf](http://www.treasury.tas.gov.au/trmf) and will be airing for the month of September. The feedback will be utilised in the continual improvement of the Web site to ensure it remains a valuable and user-friendly source of information. If you could please take a couple of minutes to complete the questionnaire it would be much appreciated. Further feedback and suggestions can be provided by either clicking on the 'Feedback and Questions' link on the bottom of each page, or by e-mailing the TRMF Unit at [trmf@treasury.tas.gov.au](mailto:trmf@treasury.tas.gov.au).

## Upcoming Training/Conferences

### Risk Management Institute of Australasia Ltd (RMIA) 2006 Annual Conference

12 - 14 November 2006

Melbourne Convention Centre, Victoria

Contact: [rmiacnf@im.com.au](mailto:rmiacnf@im.com.au)

### Upcoming Workshops from the Training Consortium

#### Occupational Health and Safety Workshops

Don't miss your chance to get fully briefed on your own and your agency's mutual obligations to occupational health and safety. What you don't know could hurt you!

#### OH&S Responsible Officer

19 October 2006

Hobart

For full information on these workshops, please visit the "What's On" page of TTC's Web-site at [www.ttc.tas.gov.au](http://www.ttc.tas.gov.au). To book, download the flyer and print the registration form on page 2, or phone 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.

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### *riskmatters*

#### Subscription Service

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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](mailto:trmf@treasury.tas.gov.au).

## Upcoming TRMF Meetings

### Committee Meetings

TRMF Steering Committee

28 November 2006

TRMF Workers' Compensation

Sub-Committee

31 October 2006

TRMF Property/Liability Sub-Committee

2 November 2006

Contact: [trmf@treasury.tas.gov.au](mailto:trmf@treasury.tas.gov.au)

## Treasury contacts

### Di Hope (Property and Editor of *riskmatters*)

Senior Policy Analyst

Ph: 6233 6597

### Rachael Barron (Workers' Compensation and Personal Accident)

Principal Policy Analyst

Ph: 6233 3677

### Penny Macintyre

Principal Policy Analyst

Ph: 6233 6626

### Jan Wilson (Liability and Financial Management)

Senior Policy Analyst

Ph: 6233 3763

### Tim Bingham

Assistant Research Officer

Ph: 6233 6710