

## Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

IDENTIFY				
Risk Description – identify and describe the risk.				
Allowing people to sleep overnight in self-contained vehicles (RVs and Caravans) in an area that is subject to river inundation and wet soil conditions				
Risk Consequence – what do you believe is the worst foreseeable outcome should this risk occur?				
Loss of life, injury to persons, damage to property, damage to parking area, damage to Council’s reputation, increase in insurance premiums, fines, litigation, financial loss				
ANALYSE & EVALUATE				
Risk Source / Causal factor – what will or could cause this risk to occur?	Inherent risk rating	Hierarchy of Control	Controls – what controls will be needed to reduce the risk occurring?	Residual Risk Rating
1. Parking area is in a flood zone. If a flash flood occurs, advance warning may not be possible	Serious	Elimination	RV Parking permitted between December and April only.	Low
	Serious	Engineering	Boomgate at entrance to stop access when flooded or unsuitable for use	Low
	Serious	Substitution	Encourage use of other sites more suitable to wet weather conditions	Low
	Serious	Administration	Provide warning signs stating ‘Parking is at own risk, area is prone to flooding, purpose of the flood level indicator, monitor the VIC Emergency App, Council will not be responsible for any damage or injury caused to persons or property as a result of choosing to park there. Install in prominent location and use a “warning” or “!” in red at top of sign	High
	Serious	Administration	Advise of risk to use of area on any promotional material including wiki-camps, websites and brochures	High
	Serious	Engineering	Illuminate the sign so it can be seen at night	Medium
	Serious	Administration	Conduct regular inspections which are recorded	Medium
	Serious	Administration	Conduct a flood mapping survey to identify the normal and flood levels	Medium
	Serious	Engineering	Install a flood level indicator with a light that flashes once water level reaches a ‘conservative’ flood level indicating site is not safe to use	Medium
	Serious	Administration	Responsible officers set a ‘flood’ warning watch area for Winchelsea to assist in decision making to close the site for RV use	Medium
	Serious	Administration	Brief the Visitor Information Centres on the RV site and the weather conditions that may trigger advice that other sites are more suitable	Medium
	Serious	Administration	Close the site in advance of a flood event and provide notification via signage, VICs and Wikicamps	Medium

Serious risk    Immediate action required, senior management/Council will be involved.  
 High risk        Senior executive management attention needed and management responsibility specified.  
 Medium risk    Manage by specific monitoring or response procedures.  
 Low risk         Manage by routine procedures, unlikely to need specific application of resources.

## Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

2. Parking area is damaged due to wet weather conditions.	High	Administration	Consider a vehicle weight restriction	Medium
	High	Engineering	Allocate a wet weather parking area to avoid wheel rut damage	Medium
3. Loss of Amenity to the Neighbours	Medium	Administration	Keep a record of and assess complaints from local residents	Low
	Medium	Administration	Develop a landscape and planting plan to screen the parking area from other users of the area and improve amenity	Low
	Medium	Administration	Review the use of site as an RV area after two years	Low
	Medium	Administration	Keep area natural and avoid unnecessary infrastructure such as bollards or increase in hard stand areas	Low

### Hierarchy of Controls

1. Elimination
2. Substitution
3. Isolation
4. Engineering Controls
5. Administration
6. PPE

Serious risk	Immediate action required, senior management/Council will be involved.
High risk	Senior executive management attention needed and management responsibility specified.
Medium risk	Manage by specific monitoring or response procedures.
Low risk	Manage by routine procedures, unlikely to need specific application of resources.

## Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

<b>Consequence Table</b>					
<b>Consequence Category</b>	<b>INSIGNIFICANT</b>	<b>MINOR</b>	<b>MAJOR</b>	<b>CRITICAL</b>	<b>EXTREME</b>
<b>Business Capability</b>	No change in operations or interruption to essential services.	Temporary disruption to essential service(s) managed by altered operational routine <2 days.	Disruption to essential service(s) managed by altered operational routine >2 <7 days.	Disruption to essential services managed by altered operational routine >7 <14 days. May require additional resources from other areas.	Total shut-down of operations. Unable to provide essential services >14 days. Will require additional resources from other areas.
<b>Community Impact</b>	Near misses or incidents with no recovery effort required.	One-off recovery effort required.	Remedial effort required for recovery with medium term impairment of up to two years.	Long term impairment of up to five years	Impairment of community with recovery period > 5 years
<b>Environment</b>	No lasting detrimental effect on the environment e.g. pollution, extreme weather event, invasive pest species.	Short term local detrimental effect on the environment e.g. pollution, extreme weather event, invasive pest species.	Serious local detrimental effect on the environment e.g. pollution, extreme weather event, invasive pest species.	Long term detrimental environmental impact ie. pollution, extreme weather event, invasive pest species.	Extensive detrimental long term impacts on the environment e.g. pollution, extreme weather event, invasive pest species.
<b>Financial Sustainability</b>	Financial loss under \$10,000 or less than 2% of project cost. No material impact on operating surplus.	Financial loss between \$10,000 to \$100,000 or between 3% -10 % of project cost. Minor impact on operating surplus.	Financial loss between \$100,000 to \$500,000 or between 11% - 15% of project cost. Major impact on operating surplus.	Financial loss between \$500,000 - \$1,000,000 or between 16% -20% of project cost. Significant doubt achieving operating surplus.	Financial loss greater than \$1,000,000 or greater than 21% of project cost. Operating deficit.
<b>Legal &amp; Governance</b>	Councillors, Executive staff and employees understand legal obligations.	Formal warning due to regulatory noncompliance.	Fines due to regulatory noncompliance.	Legal action leading to fine up to \$20,000, penalties and restrictions on Council operations due to regulatory non-compliance.	Legal action, fine over \$20,000 and other penalties. Dismissal of Council.
<b>WHS</b>	Incident and no lost time - near miss.	Injury and no lost time - first aid treatment.	Injury and lost time, compensable injury - treatment at a doctors surgery or hospital.	Serious mental health or physical injury resulting in hospitalisation.	Fatality - not natural causes.
<b>People &amp; Culture</b>	Staff turnover <5%. Employee engagement >60%. Unplanned absenteeism <4%. Time to fill <28 days.	Staff turnover <10%. Employee engagement >55%. Unplanned absenteeism <5%. Time to fill <40 days.	Staff turnover <15%. Employee engagement >50%. Unplanned absenteeism <10%. Time to fill <60 days.	Staff turnover <20%. Employee engagement <50%. Unplanned absenteeism >10%. Time to fill <90 days.	Staff turnover >20%. Employee engagement <45%. Unplanned absenteeism >20%. Time to fill >90 days.
<b>Reputation</b>	No adverse publicity in local area.	Minor adverse publicity in local area. Local Councillor interest or involvement.	Significant adverse publicity state-wide. State representative interest or involvement.	Sustained adverse publicity state-wide. Ministerial involvement. Increased media activity Loss of community confidence	Ministerial intervention to remove Councillors or the Council. Removal of CEO and/or senior management. Continued high level media exposure. Politically sensitive and complex. Unwillingness by stakeholders to work with Surf Coast Shire.

- Serious risk    Immediate action required, senior management/Council will be involved.
- High risk     Senior executive management attention needed and management responsibility specified.
- Medium risk    Manage by specific monitoring or response procedures.
- Low risk        Manage by routine procedures, unlikely to need specific application of resources.

## Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

Likelihood Table				Risk Matrix	Consequences				
				Likelihood	Insignificant	Minor	Major	Critical	Extreme
<b>Almost Certain</b>	The event will occur in most circumstances.	Occurs on a regular basis.	Expected to occur during the life or phase of the project >99%.	<b>Almost certain</b>	MEDIUM	HIGH	SERIOUS	SERIOUS	SERIOUS
<b>Likely</b>	The event will probably occur at least once.	Once every three years.	Will probably occur during the life or phase of the project >50%.	<b>Likely</b>	MEDIUM	MEDIUM	HIGH	SERIOUS	SERIOUS
<b>Possible</b>	The event might occur at some time.	Once every ten years.	Might occur during the life or phase of the project >20%.	<b>Possible</b>	LOW	MEDIUM	HIGH	HIGH	SERIOUS
<b>Unlikely</b>	The event is not expected to occur.	Once every thirty years.	Not expected to occur during the life or phase of the project >5%.	<b>Unlikely</b>	LOW	LOW	MEDIUM	MEDIUM	HIGH
<b>Rare</b>	The event may occur only in exceptional circumstances.	Once every fifty years.	May occur only in exceptional circumstances during the life or phase of the project <5%.	<b>Rare</b>	LOW	LOW	MEDIUM	MEDIUM	HIGH

- Serious risk    Immediate action required, senior management/Council will be involved.
- High risk     Senior executive management attention needed and management responsibility specified.
- Medium risk    Manage by specific monitoring or response procedures.
- Low risk        Manage by routine procedures, unlikely to need specific application of resources.