



Risk Management Plan Richmond Foreshore Reserve Coraki

Document Information

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1 Introduction

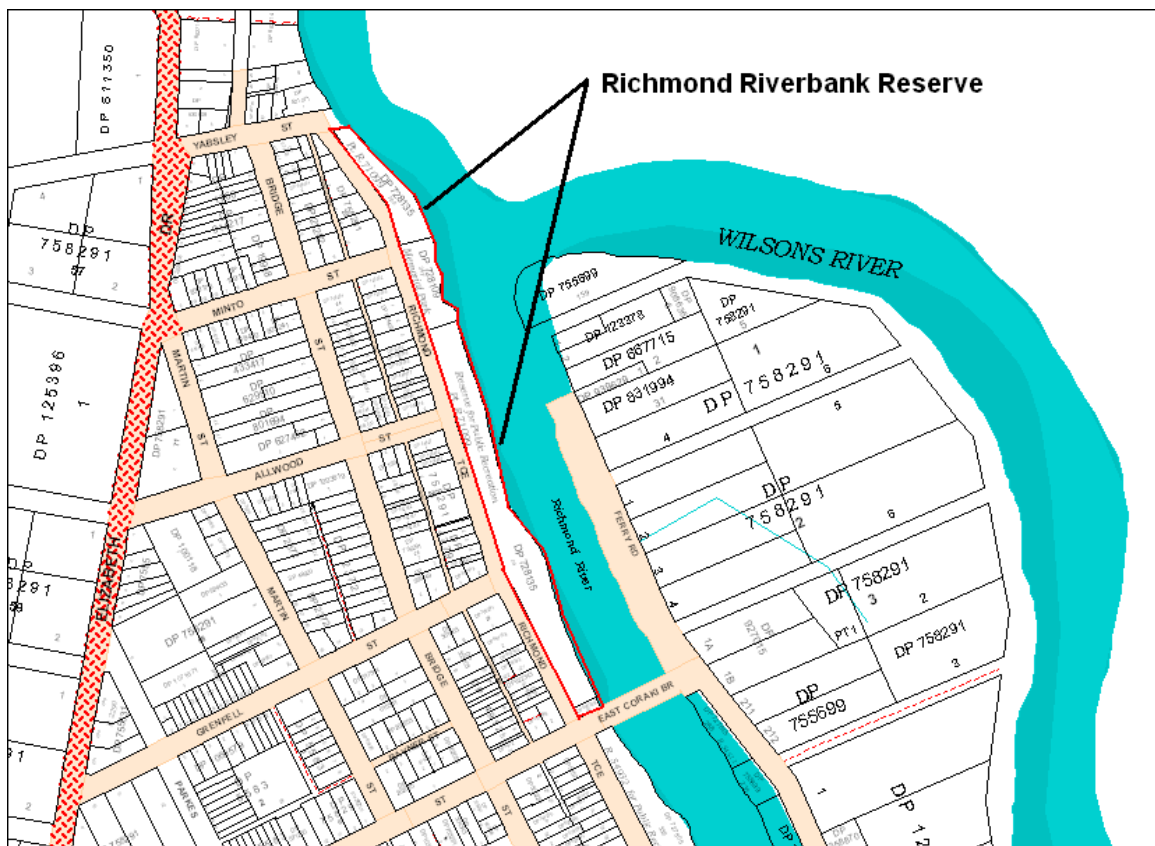
Richmond Valley Council has not previously prepared Risk Management Plans for council reserves, this plan is the first of its type and once complete it is intended to be used for other council owned reserves, parks and other land. This Risk Management Plan is a component of a Plan of management for the Richmond Riverside Reserve at Coraki and is part of a wider planning program for improvements to Coraki, including a Landscape Master Plan, which was prepared by GeoLINK.

1.1 What is a Risk Management Plan

Risk Management Plans are used to firstly to assess and categorise the existing potential hazards and associated risks, associated with the public areas owned and managed by Richmond Valley Council. Secondly, consider the future risks at a location, including the risks which may occur following the completion of planned new work. Thirdly, Prepare possible solutions for the risks, including preferred options. And finally prepare an Action Plan which will implement the preferred solutions. The end result is intended to be a safer environment for the public to enjoy and a greatly reduced risk for the Council

1.2 Location

This Risk Management Plan Relates to the Richmond Riverside Reserve at Coraki. The Reserve is located on the Richmond riverbank at Coraki, between Richmond Terrace and the river. The location plan below shows it location in Red.





The reserve is aimed at providing a recreational facility for the local community and tourists who visit the area, currently the reserve has a small jetty which is used by local and visiting boats, some picnic tables and barbeques, a sandy swimming area and a boat ramp. Within the reserve is a council owned and run Caravan Park which open to the public and has permanent and temporary sites, the caravan park is not being assessed in this plan.

As part of the Coraki Townlife Program, the Coraki Foreshore Reserve is desired to be improved and/or used for:

- general community and visitor recreation, both active and passive;
- festival activities;
- activities and works associated with the installation or maintenance of public utilities; and
- other uses approved by Council and consistent with achieving the Management Objectives of the Plan of Management.

The Coraki Townlife program will provide more detail on the proposed works.

Land uses that will be permitted in the reserve are primarily determined in Richmond River Local Environmental Plan 1992. The above land uses and activities reflect the community's aspirations for the reserve. Land uses within the reserve must also be consistent with the purpose of the covering reservation. (Richmond Riverside Reserve, Coraki – Plan of Management 2005)

1.3 Objectives.

The objectives of this plan are to assess the existing risks at the reserve and also assess the risk which will occur following the completion of the Coraki Townlife development program. Once the risks have been assessed and controlled an action plan will be prepared and included as part of the Townlife development program.

The approach to risk management for the public reserves of RVC is based on the approach adopted by RVC in Safe Work Procedure No.entitled (copy included as Attachment A).

This management plan outlines the procedures for the identification of hazards that exist within a council asset and the development of controls and procedures to minimise, to an acceptable level, the risks arising from these hazards. Due to its suitability, this system has therefore been adopted for use in assessing safety risks at RVC public reserves.

The process of hazard identification and risk control involves three stages:

1. Hazard identification,
2. Risk assessment and ranking,
3. Risk control development and alteration works where required,
4. Develop an action plan to administer the controls or alteration works.

Risk assessment and ranking is performed using AS/NZS 4360:1999 – Risk Management Matrix.

Typical control measure may include:

- Hazard removal,
- General safety signage and Hazard specific safety signage,
- Site specific safety measure.



1.4 Abbreviations and Glossary

CEDSP	Coraki Works Townlife Development Program Community Economic Development Strategic Plan 2002.
RVC	Richmond Valley Council.
Hazard	Something which may cause harm or damage to persons or objects.
Risk	Chance of danger, loss or injury
Risk Assessment	To assess the likelihood and severity of the danger, loss or risk.
Risk Management	Consider and implement methods to reduce, control or eliminate the risks.
Action	A practical, achievable and measurable thing to be done to implement a management strategy.
Basis for Management	A section of the Plan of Management that identifies the role of the reserve, the legislative and policy framework, existing conditions and values, and issues relating to the subject land.
Council	Richmond Valley Council.
Desired outcomes	Fundamental expectations on which to base decisions. Also known as goals, aims and objectives.
Issues	Problems and opportunities relating to management of the subject land. Issues may be a point of conflict between stakeholders or may impact on the land itself.
Management area	Identifiable precincts or units of land based on natural, economic or social factors, or a combination of these factors.
Management strategy	A policy or direction that assists in guiding actions to address issues.
Master Plan – Landscape Master Plan for the Coraki main street.	
Performance measure	A means of measuring or assessing performance in achieving specific actions.
The Plan	Plan of Management – Richmond Riverbank Reserve, Coraki.
Priority	The importance of a management action in terms of the implementation of the Plan of Management. ‘High’ priority actions may need to be implemented immediately while ‘low’ priority or ‘ongoing’ actions may be implemented later or over time.



Role	The function of the subject land within the public land system. How a Crown reserve fits into the local or regional Crown reserve system.
Strategy	A statement of how to achieve a desired outcome.
Values	The qualities of Crown or community land that are significant, special or important, and that we wish to protect or enhance.
Vision	Short, over-riding statement that encapsulates the ideal to be achieved.



2 Stakeholders

The key stakeholders who will be effected by this plan are; RVC, the local community, local business and tourists.

All stakeholders will be involved with this process and allowed to make comment when the plan is put out for public display. All stakeholders will be advised of the public display prior to the document being displayed.

2.1 RISK IDENTIFICATION

2.1.1 Step 1: Identify Facilities

The first step in this process is to establish a full and detailed inventory of all facilities that Council owns or operates and facilities that may have been trusted to Council to care and manage.

This report considers only the Richmond Riverside Reserve at Coraki, and only those areas of the reserve that are accessible to the public. This includes all aspects of this reserve as follows:

- Bush regeneration areas (regenerating bushland)
- Forested areas (native bushland)
- Cleared grassed areas
- Walking tracks
- Stairs
- Picnic tables
- Garden beds
- Boardwalks
- Amenities building including toilets and covered seating areas
- Playground equipment
- Access roads
- Barbecues
- Interpretive signage.

The public use of these areas/facilities has been considered as part of the risk assessment process completed for the Richmond Riverside Reserve at Coraki. A series of control measures must be identified to address the identified hazard / associated risk; these typically consist of the following measures:

- General safety signage
- Hazard specific safety signage
- Addressed through asset management
- Subject to specific risk assessment processes
- Safety advice contained in the brochure issued to all visitors to the park
- Site specific safety measure adopted.



2.1.2 Step 2: Risk Evaluation

The collection of information and data from the identification process needs to be evaluated. Risk evaluation is the process of analysing the identified items and placing them into categories by assessing the probability and severity of the nominated hazards, processes or facilities

2.1.3 Step 3: Risk Control

Risk control is the technique employed by Council to deal with the hazard as identified and analysed to be significant risks. The four basic techniques generally adopted include:

- Remove the hazard
- Reduce the hazard
- Prevent access to the hazard
- Use Signage / Safety equipment to advise of the hazard

Obviously, the object of Council is to, where possible, remove the risks. Generally, this is not practicable at many facilities where there is no full time supervision. Play equipment and other infrastructure may be maintained to the appropriate standard, but Council may still carry a level of liability if an injury occurs. However, there will be circumstances where Council is not in a position to eliminate the risk (eg. Swimming in a river), and so erecting a sign to control peoples behavior adopts the technique of using the signs as remote supervision to reduce the risk.

It is important that all practical steps are taken to manage risks. Any process used in the determination of the type of sign to be erected, the location of the sign and the number of the signs must be systematic, repeatable and based on factual data, before it can be used as the basis for the selection criteria.



3 Risk Assessment

The following table should be used in conjunction with the AS/NZS 4360:1999 – Risk Management Matrix which is detailed in section 3.1.

RICHMOND VALLEY COUNCIL RISK MANAGEMENT ASSESSMENT FORM								
THE RISKS ASSESSED IN THIS FORM ARE THE RISKS FOUND ON THE DAY OF INSPECTION - RISK WHICH MAY ARISE FOLLOWING THE ASSESSMENT HAVE NOT BEEN ASSESSED								
INSPECTION DATE:			PERSONS COMPLETING ASSESSMENT:					
REFERENCE NUMBER	ACTIVITY DESCRIPTION	RISK DESCRIPTION	LIKELIHOOD	CONSEQUENCE	RISK RATING	CONTROL 1	CONTROL 2	CONTROL 3
	Jetty pontoons and Boat Ramp. Human collision with boat (swimming).			Kill/ permanent disability		No swimming signs in vicinity of boat ramp (10, 24, 33).		
	Drowning (swimming)			Death		No swimming signs in vicinity of boat ramp (10, 24, 33). The activity is beyond the scope of influence of the reserves.		
	Diving (Jetty areas 24 and 33). Contact with submerged structure (eg tree), bed of river.			Injury / death		No diving signs in the vicinity of the jetties.		
	Jetty (areas 24 and 33). Falling from jetty.			Injury /Death (drowning)		Place a fence on relevant sections of the jetty in order to reduce the incidence of an accidental fall.		
	Structures ▪ Flood			Damage. Loss of structure		Structures to comply with council flood policy.		
	Street / Park furniture 1. Flood			Damage. Loss of furniture.		Use materials which are resistant to water damage. Locate materials above the 1 in 100 year flood level where reasonable.		
	Recreational users. 2. Flood			Drowning		Existing. Proposed.		
	Reserves operation & maintenance.			Injury / death		Existing. Council WH&S system. Proposed. .		
	Caravan Park							
	Tree's Falling branches							



3.1 AS/NZS 4360:1999 – Risk Management Matrix

The following tables, describe how the risks are quantified in the previous table.

Table E1 – Qualitative Measures of Consequence or Impact

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Table E2 – Qualitative Measures of Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table E3 – Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequences				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (catastrophic)
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	L	M	H	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Grey shaded area = *unacceptable risk* Clear area = *acceptable risk*

Legend

E	Extreme risk; immediate action required
H	High risk; senior management attention required
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures



5 References