

Waste and Environmental Management Risk Register Report

Entity: Waste and Environmental Mgt , Risk Assessment open, Current Risk version, Risk is open

Service Area	Risk Description	Potential Causes	Potential Impacts	Current Controls	Residual Likelihood	Residual Impact	Total Residual Risk Score
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Nicola Doherty (Waste Services Manager)

Items in Group: 26

Waste and Environmental Mgt	WEM1 Contractors do not deliver waste management contracts to agreed specification	Failure to complete appropriate vetting of prospective contractors; Poor contract monitoring	NIEA enforcement; Impact on Service Delivery; Financial Cost; Theft/fraud; Reputational damage	Detailed specifications All waste management contracts subject to detailed scrutiny & monitoring. Employee assigned responsibility for monitoring. Waste Services audits of Waste Contract facilities & operations Spot checks on Contractors' facilities NIEA audits and checks Monitoring of invoices and payments to Contractors to ensure contract compliance Regular meetings with contractors Monthly reports from Contractors including reports on incidents which may impact on licence	2	5	10
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Waste and Environmental Mgt	WEM5 Inadequate controls in respect of depositing and removal of waste at the Civic Amenity Sites (including commercial waste)	Lack of appropriate monitoring system; Lack of supervision; Lack of training; Lack of commitment to procedures.	Financial cost; Theft/Fraud; Reputational cost; Flawed/inaccurate data; Staff morale	Staff training CCTV installed in all Civic Amenity Sites Site Operational Plans Regular communication to employees regarding procedures Number plate recognition system installed at main sites Daily visits to Civic Amenity Sites by Lead Attendant and Technical Officer (Strabane) Working with Donegal County Council on a range of cross border waste initiatives Commercial Waste Fees have been set for categories and tonnage of waste.	3	3	9
Waste and Environmental Mgt	WEM6 Failure to ensure effective & economical vehicle fuel consumption	Lack of appropriate monitoring system; Lack of directives to staff; Lack of supervision; Lack of training; Lack of inter-departmental communication; Lack of commitment to procedures; Lack of appropriate data; Failure to procure appropriately; Difficulty in reconciling internal & external supply figures.	Financial cost; Theft/Fraud; Procurement challenge; Reputational cost; Flawed/inaccurate data; Staff morale	Telemetrics software (Navman) installed Procedures issued to Line Managers and Drivers In-House fuelling facility at Skeoge Depot Jigsaw Fuel Management Software (In-House Fuelling Facility) Review of fuelling procedures ongoing to ensure consistency across sites	3	3	9
Waste and Environmental Mgt	WEM14 Waste Management Site environmental controls are not adequate	Poor working practices. Lack of knowledge; Lack of maintenance; Equipment failure	Environmental pollution, damage to health, loss of reputation; Prosecution; Enforcement action	Site Management Plans Environmental monitoring and control Environmental Engineering Officer in post Leachate Treatment Plant operational with remote access provision	2	4	8

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Waste and Environmental Mgt	WEM26 Failure to safeguard against bribery	Lack of policies/procedures; Lack of knowledge/training	Financial cost; Impact on service delivery; Reputation	Sequentially numbered stickers for all commercial contracts and log of stickers issued maintained Computerised weighbridge systems Reconciliation of tonnage figures collected and deposited at Landfill Reconciliation of waste docketts and Site Logs with invoices Quarterly reports from WM Contractors detailing waste in/waste out movements Waste Docketts issued by Finance and passed to staff at Civic Amenity Sites prior to waste being deposited. CCTV installed in all Civic Amenity Sites Adherence to Corporate Fraud policy Purchasing procedures Annual Tender System Council Hospitality Policy Site Operational Plans Staff training Regular communication to employees regarding procedures	2	4	8
Waste and Environmental Mgt	WEM9 Third party service providers are not managed effectively (Annual Tenders vehicles & labour))	Poor supervision. Lack of communications / trust	Poor service delivery; Financial Cost; Credibility; Theft/fraud	Annual Tender System Adherence to Council Purchasing Procedures Provision of Contractors' Risk Assessments/SSOWs Point of Work Risk Assessments	2	4	8

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Waste and Environmental Mgt	WEM13 Security of premises is not adequate (Amenity Sites, Recycling Centres, Landfill Site)	Lack of initial planning; Lack of resources.	Service disruption; Loss of confidence; Financial Cost	Appropriate security infrastructure and procedures in place Staff training CCTV installed in all Civic Amenity Sites Compliance with DAERA Site Licence requirements Working Plan including Site Security Section in place for all premises Restricted access to Civic Amenity Site Offices (Use of swipe cards)	2	4	8
Waste and Environmental Mgt	WEM7 Government/EU Targets (Waste Management) are not met	Lack of strategy, lack of finances, delay in service provisions. Tight targets set by government; No Implementation of the Action Plan within the Northwest Region Waste Management Plan 2006-2020; Discontinuity of data provision arising from contract changes	Environmental concerns. Local/regional credibility re: commitment to waste strategy. Financial penalties; Reputational damage	NW Regional Waste Management Plan adopted and approved by DAERA Implementation Action Plan rolled out by NW Regional Waste Management Group Monthly meetings with NW Regional Waste Management Group Bio-Waste, Residual and Recycling processing contracts in place	2	4	8
Waste and Environmental Mgt	WEM4 Inadequate controls in respect of payments to Waste Management contractors	Inappropriate authorisation of payments; Inadequate system of reconciliation	Overpayment; Financial cost; Reputation; Theft/fraud	All payments checked & authorised by senior management Reconciliation of waste dockets and Site Logs with invoices Instructions to drivers regarding procedures to be followed Computerised weighbridge systems Reconciliation of tonnage figures collected and deposited at Landfill Staff training to ensure segregation of waste Written procedures for accessing sites Quarterly reports from WM Contractors detailing waste in/waste out movements Regular meetings with Contractors to resolve invoicing/payments issues	2	4	8

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Waste and Environmental Mgt	WEM21 External funding opportunities are not exploited	Lack of knowledge; Lack of communication	Loss of potential source of funding.	Regular meetings & communication with DOE Continual communication with Waste & Recycling Advisory Panel (WRAP)	2	4	8
Waste and Environmental Mgt	WEM12 Council unable to complete timely data returns to DAERA	Failure of waste management contractor to provide accurate timely data returns; Contractor not delivering contract to specification. Poor contract admin operations and monitoring systems.	Risk of fines	Robust contract administration monitoring systems Staff member dedicated to data collection & completion of online waste data flow	2	3	6
Waste and Environmental Mgt	WEM18 Environmental education programme is not delivered	Staffing issues. Inadequate planning.	Lack of waste awareness for children.	Waste awareness and recycling officer in post Ongoing education programme	2	3	6
Waste and Environmental Mgt	WEM20 Lack of awareness of community needs	Lack of consultation; Lack of strategy	Loss of credibility; Public disengagement	Engagement with community groups Neighbourhood renewal groups Engagement in Community Planning process	2	3	6
Waste and Environmental Mgt	WEM16 All businesses from which Council carries out commercial collection are not signed to contract	Inadequate monitoring. Poor record systems.	Loss of income, impact on budget; Theft/fraud	Continual monitoring of commercial service contracts Sequentially numbered stickers for all commercial contracts and log of stickers issued maintained	2	3	6
Waste and Environmental Mgt	WEM22 Exceed net expenditure or failure to set appropriate budgets	Lack of clear strategy; Lack of funds; Lack of communication	Overspend	3 year waste management spending profile Rates Estimates process Monthly budgetary reports Monthly meetings with Directorate Accountant	2	3	6
Waste and Environmental Mgt	WEM25 Security & integrity of critical data/information is not assured	Inappropriate security systems; Lack of training	Loss of information; Loss of credibility; Data protection; Unreliable data	Robust security systems Non-reliance on single source of data Staff training IT Back up systems	2	3	6

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Waste and Environmental Mgt	WEM23 Lack of effective communication with staff	Inadequate systems communication. Lack of planning; Time	Demoralised workforce; Reputation of Council	Corporate and department policies and communication systems Regular meetings with Senior Managers Monthly meetings with Supervisors Regular meetings with Head of Service	2	3	6
Waste and Environmental Mgt	WEM24 Leave is not recorded consistently across the Waste Management Section	Lack of procedures; lack of authorisation of leave; lack of monitoring.	Inconsistencies and inaccuracies in leave records, fraud and error, staff morale.	Time in Lieu Procedures Authorisation of Leave Leave Request Forms Leave Master Cards	3	2	6
Waste and Environmental Mgt	WEM19 Street cleansing targets are not met and Council is not compliant with Litter (NI) Order 1994	Poor management and supervision. Lack of monitoring systems.	Public dissatisfaction, effect on quality of life, undermine public confidence, damage local pride	Litter Wardens appointed & trained and authorised to issue fixed penalty notices Formal in-house system of monitoring in place Rapid responses to complaints, adopt standards of the Litter (NI) Order 1994 Council membership of Tidy (NI) Environmental Forum	2	3	6
Waste and Environmental Mgt	WEM11 Sickness and Absenteeism is not managed appropriately	Poor working practices; Inadequate policies; Apathy; Poor morale	Poor morale; Financial cost; Service disruption	Sickness policy family friendly policy disciplinary procedures Regular training Ongoing monitoring of absenteeism levels Adherence to Council policies Monthly meetings with HR to ensure appropriate absenteeism management Liaison with and guidance from HR	2	3	6

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Waste and Environmental Mgt	WEM8 Catastrophic loss of vehicles, equipment, facilities or manpower	Fire; Security alert; Terrorism incident; Widespread illness/absenteeism; Contractor failure	Total or partial breakdown of service provision; Loss of credibility; Financial cost	Parking of vehicles in secure compound CCTV Depot Security measures Business Continuity Plan 24-Hour security presence	1	5	5
Waste and Environmental Mgt	WEM2 Ineffective Implementation & Operation of Health & Safety Management system	Non agreed corporate Health & Safety Policy, Lack of ownership / direction; Lack of awareness; Lack of training	Corporate Responsibility, Personal injury / death; Litigation; Financial cost; Reputational cost; Demoralised staff	Traffic Management Plans in place for all Civic Amenity Sites Corporate Health, Safety & Wellbeing Policy in place Departmental Health & Safety meetings Risk Assessments completed. Safe Systems of Work Management Review meetings (3 per annum) Internal & external audit programmes Staff training OHS 18001 Accreditation Health & Safety KPIs are updated on a monthly basis within Covalent Performance Management System. Use of Council Health & Safety ('S') Drive for document storage	1	5	5
Waste and Environmental Mgt	WEM3 Council does not meet DAERA requirements for the management of landfill sites	Lack of planning; Lack of resources;	Environmental impact; Litigation; NIEA enforcement action; Credibility	Site Closure Plan (Culmore) prepared by Environmental Engineering Consultants Site Closure Plan (Culmore) agreed with DAERA Restoration Project (Culmore) complete Monitoring systems in place for Culmore and Duncastle Road	1	5	5

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Waste and Environmental Mgt	WEM17 Non-compliance with waste management site licences (CA Sites)	Lack of awareness of requirements; Failure to liaise with NIEA	Closure of facility service, financial penalties; Reputational damage	Operate to site licencing standards Compliance with DAERA advice Ongoing liaison with DAERA Site Operational Plans DAERA Spot Checks	1	4	4
Waste and Environmental Mgt	WEM15 Council do not undertake targeted enforcement of Environmental Legislation	Lack of resources. No clear strategy.	Increase in incidents of indiscriminate dumping, health and safety risks.	Staff trained in PACE Procedure Fixed penalties policy Litter wardens have been appointed, trained and authorised to issue fixed penalty notices.	2	2	4
Waste and Environmental Mgt	WEM27 Failure or cessation of Landfill Gas Utilisation Project	Contractor insolvency; Vandalism; Uneconomical operating conditions	Loss of income; Cost burden associated with reinstatement or provision of alternative solutions e.g. flaring; Environmental impact; Reputational damage; Enforcement action	Mutual financially beneficial Landfill Gas Agreement in place Site infrastructure housed within fenced and locked compound Plant Supervisor in place (Contractor) Remote access with notifications to Supervisor in the event of plant failure Routine environmental monitoring	1	3	3